

Draft Record Notes: 04th Special EC Meeting held on 11th April, 2020, at New Delhi “To Review the Operations of ONGC in view of Pandemic COVID-19”

EC reviewed the situation across all work centres that has arisen due to lockdown of entire nation to combat the spread of Corona Virus COVID-19. During deliberations, EC was informed about the practice(s) being followed by other Public Sector Undertaking viz. NTPC, IOC, BPCL, etc. for continuing operations. During deliberations, EC was informed that District authorities in Jorhat has partially lifted lockdown for Tea industry in Jorhat District w.e.f 11.04.2020 wherein all tea estates in Jorhat district are allowed to resume their operations and only 50% of the total workers strength are allowed to work at a time in Tea Estate. No outsider is allowed to visit the Tea Estate, except emergency services and all workers will strictly adhere to the guidelines of social distancing and proper sanitisation facility has to be provided to all Tea Garden labour. During deliberations, EC was informed that most of the employees posted in Onshore and Offshore installations are going to complete 28 days or have already completed 28 days as on 14.04.2020.

EC opined that considering the current scenario there is every possibility that lockdown is extended further. EC while taking note of the same opined that as most of the people posted in onshore / offshore installations have completed 28 days or more, hence as far as possible the crew be changed at both onshore and offshore installations. Since border of most of the states is sealed and inter-state movement is not possible across nation, hence, initially offshore going employees, staying in and around Mumbai to be sent to offshore. Further the list of offshore going employees staying in the state of Gujarat be prepared in case lockdown period is extended then these employees be transported to Mumbai in sanitised vehicle through road and send to offshore. Similar, strategy be followed in onshore assets, i.e. local employees be sent to onshore installations to relieve the local crew members at work centres.

During the deliberations, following actionable points emerged:

a) Crew Change Offshore Installations / Rigs

1. As most of the offshore going employees are under home quarantine at Mumbai for more than 21 days, hence EC directed that a self-declaration be taken from these employees, i.e. they have followed the instructions of authorities during lock down period and have not stepped out of their houses etc. Chief ER to circulate the format of Self declaration to the work centres.

Action By: Director (HR)

2. EC was informed that if any COVID-19 infected person is sent to offshore, then it will be difficult to control the spread of infection in Offshore installations / rigs, hence it will be prudent that employees are sent to Offshore installation / rigs after conducting COVID-19 test.

EC directed that each employee be tested for COVID-19 prior to sending offshore.

EC was informed that already two laboratories have been empanelled in Mumbai to undertake COVID-19 test for Offshore going ONGC employees, but due to travel restrictions imposed by Maharashtra Government it will not be possible to take sample of employees from their home. EC directed that suitable office space be identified for undertaking samples of identified employees to be sent to offshore. The employees be

transported in ONGC sanitised vehicle to Vasudhara Bhawan / Green Building BKC, Mumbai and sample be collected. Asset Manager of Mumbai High / Neelam Heera / B&S, Head Drilling Services, Mumbai and Head well services of Mumbai to provide the list of employees along with their address to HRO Mumbai. HRO Mumbai will be the FPR for the same.

Action By: Director (Offshore) / Director (T&FS) / Director (HR)

3. EC directed that other offshore going employees staying outside Mumbai be quarantined at a safe place in Mumbai for seven days prior to sending to offshore and on 5th day the sample be taken for undertaking COVID-19 test .

Action By: Director (Offshore) / Director(HR)

4. EC directed that a communique be sent to Principal Secretary, health of Maharashtra Government informing about the necessity of undertaking COVID-19 test prior to sending ONGC employees in Offshore.

Action By: Director (HR)

b) Crew Change Onshore Installations / Rigs

1. EC directed that a communique be sent to Principal Secretary of State Government where ONGC operations are in progress, informing about the necessity of undertaking COVID-19 test prior to sending ONGC employees in oil field

Action By: Director (HR)

2. EC directed Chief Medical Services to explore the possibility of empanelling agencies at all work centres also to undertake COVID-19 test for ONGC employees.

Action By: Director (HR)

3. EC directed that employees performing 14 days on and off duty at Onshore installations / rigs be replaced by local employees of work centre after obtaining self-declaration that during lockdown period they were in home quarantine and have adhered to the guidelines issued by the state authorities.

Action By: Director (T&FS) / Director (Onshore) /Director (HR)

4. EC directed that employees posted in 14 days On & Off pattern operating from other states be kept in 7 days quarantine prior to sending to Onshore installation / Rig.

Action By: Director (T&FS) / Director (Onshore) /Director (HR)

- c) EC directed that work-over and drilling operations be reviewed holistically factoring in the resources required to undertake operations and if required force majeure clause be invoked.

Action By: Director (T&FS)

- d) EC directed that the list of all ongoing tenders both at corporate level as well as work centre level be reviewed and only those tenders be continued which are critical for business continuity.

Action By: Director (T&FS)

List of Participants

Shri Shashi Shanker	CMD
Shri Subhash Kumar	D (Finance)
Shri Rajesh Kakkar	D (Offshore)
Shri S.K. Moitra	D (Onshore)
Dr. Alka Mittal	D (HR)
Shri R.K. Srivastava	D (Exploration)
Shri O P Singh	D(T&FS)

Also Present

Dr. Baljit Singh	ED-Security
Shri Anurag Sharma	ED-AM Cavery Asset
Shri Amit Narayan	EO to CMD, Delhi
Shri S K Wadhvani	ED-Chief ER
Shri Anoop Sharma	ED- CIO
Dr. Pankaj Mathur	CGM-Chief Medical Services

From Corporate Strategy and Planning

Shri Akhil Verma	ED-Chief CS&P, Delhi
Shri Deepak Tandon	CGM(Chem.) I/c EC cell



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Ref: CP/ Spl EC-04/2020-21/04 (02)

Date: 11.04.2020

Subject: Draft Minutes of 04th Spl EC meeting

Please find enclosed herewith draft minutes of 04th Special EC meeting (04/2020-21) held on 11.04.2020 at New Delhi for kind perusal.

Correction(s), if any, may kindly be conveyed to this office **within 2 hour** of receipt. It is requested that **nil** comments may also please be conveyed.

(Deepak Tandon)

CGM (Chem)-I/c EC Cell

Distribution:

Director (Finance)
Director (Offshore)
Director (Onshore)
Director (T&FS)
Director (HR)
Director (Exploration)

NOO:
EO to CMD