



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHTANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - li - 8268)

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REF. : ONGC/KS/ 108/2021

DATE 17/03/2021

C I R C U L A R

To,

Dear Employees,

As you are all aware union has issued the letters to **ED-Plant Managers** of **Uran** and **Hazira LPG Plants** for sanctioning overtime performed from **21st March 2020** the day lock down declared due to pandemic of COVID-19 in the nation. Union has demanded 4 hours overtime after 8 hours regular duty performed every day.

All employees in the Uran and Hazira plant are requested to submit your overtime forms to your **Shift Incharges/Controlling officers** for 4 hours for every 12 hours duty performed in a day, in the week, ultimately in a Month. All overtime forms are to be submitted from **21st March 2020** on words every month till date. If no action is initiated from concerned authorities for sanctioning the overtime which is as per labour law, union will approach labor authority for sanctioning the overtime performed beyond 8 hours regular duty every day.

Thanking you,

(Pradeep Mayekar)
General Secretary