



# OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

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Website : www.ksmumbai.com

REF. : ONGC/KS/171/2021

DATE : 19/08/2021

To,  
**The Director (HR),**  
ONGC,  
Pt. Deendayal Urja Bhavan,  
5, Nelson Mandela Marg,  
Vasant Kunj,  
New Delhi- 110070

o/c

**Subject : Compensation for Gazetted Holidays falling during the duty performed in offshore for offshore going employees.**

Respected Madam,

ONGC is declaring Sixteen Gazetted Holidays every year to their employees working in the various offices in all the projects of the ONGC across the entire country. The same Gazetted Holidays are entitle to the employees working in the LPG Plant, Hazira Plant and on Onshore. There are different patterns/schedules followed by the management to operate the three shifts in a week.

As your authority is aware in Uran & Hazira Plant two Morning, two Evening, two Nights shift pattern is followed by plant management. On onshore projects some projects are also following the same pattern of shifts. It is pertinent to mention here that these employees are entitle to get overtime if the Gazetted Holiday falls in their shifts. Please find enclosed the **circular No.ONGC/ER/CP/REM/001,Office Order (15/2008) Dated 04 March 2008** issued by the head quarter to that effect.

There are total 13 trips performed by offshore crew in a year means for 6 to 7 trips **Gazetted Holidays** fall during their duty in offshore. As the overtime is sanctioned for the employees performing shift duties in plants and onshore we demand same facility of overtime be extended to offshore going employees if Gazetted Holidays fall during their duty in offshore.

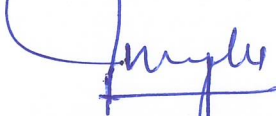
It is also pertinent to mention here that offshore going employees are also entitle to get Gazetted Holidays but they cannot avail these holidays because either they are in offshore or the **Gazetted Holidays** falls during their off period.

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Your esteemed authority is requested to kindly look into matter as set of employees are enjoying **Gazetted Holidays** by availing or by claiming overtime. Office order to that effect may please be issued accordingly for **Gazetted Holidays** to sanction them the overtime if **Gazetted Holidays** falls during their duty in offshore.

Thanking You,  
Yours faithfully,



**(Pradeep Mayekar)**  
**General Secretary**

a/c

**Copy to:**

1. ED- Chief ER, ONGC, Green Hills, Tel Bhavan, Dehradun.
2. ED- CDS, ONGC, WOU, 11 High, Bandra Sion Lk Rd, Sion, Mum. – 17.
3. ED- HDS, ONGC, WOU, 11 High, Bandra Sion Lk Rd, Sion, Mumbai – 17.
4. ED- Deep Water, ONGC, WOU, 11 High, Bandra Sion Lk Rd., Mum. – 17.
5. ED- MH Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai – 51.
6. ED- N&H Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai – 51.
7. ED- B&S Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai – 51.
8. GGM-Head HRD, ONGC, PD Urja Bhavan, Vasant Kunj, 5 Nelson Mandela Marg, New Delhi - 110070.
9. GGM - HRO, ONGC, WOU, NBP Green Hts., Bandra (E), Mum.-400051.
10. CGM Services, ONGC, WOU, 11 High, Bandra Sion Lk Rd., Mum. – 17.
11. CGM (HR), RO, ONGC, WOU, NBP Green Hts., Bandra (E), Mum.-400051
12. CGM (HR) - Corporate Policy, ONGC, Grn. Hills, Tel Bhavan, Dehradun.
13. DGM - I/c IR, ONGC, WOU, NBP Grn. Hts., Bandra (E), Mumbai-400051.



**OIL AND NATURAL GAS CORPORATION LIMITED  
DEPARTMENT OF EMPLOYEE RELATIONS  
TEL BHAVAN : DEHRADUN**

**No.ONGC/ER/CP/REM/001**

**Dated March 4, 2008**

**OFFICE ORDER (15/2008)**

**Sub:- Reimbursement of Out of Pocket Expenditure/Payment of Overtime Allowance to employees performing normal round the clock shift duty on a Gazetted Holiday(GH)**

The issue regarding reimbursement of Out of Pocket Expenditure/payment of Overtime Allowance to employees performing normal round the clock 8 hours shift duty on a Gazetted Holiday(GH) was discussed by the Executive Committee in its 319<sup>th</sup> meeting held on 12-13<sup>th</sup> February, 2008 at New Delhi, wherein approval has been accorded for the following :-

- (i) Executives who perform normal shift duty in round the clock 8 hours duty pattern on a Gazetted Holiday shall be entitled to reimbursement of out of pocket expenditure for duty performed on Gazetted Holidays under the existing scheme contained in Office Order (01/2007) of even number dated 1<sup>st</sup> January, 2007.
- (ii) Unionized category of employees who perform normal shift duty in round the clock 8 hours shift duty pattern on a Gazetted Holiday may be paid Overtime Allowance.
- (iii) This dispensation shall not be applicable to employees working in 12 hours shift duty on 2 days On/Off basis, as they are already paid Food Compensatory Allowance. Further, employees working on 12 hours shift duty/ 7 days On-Off duty and being provided Boarding and Lodging, shall also not be entitled to the aforesaid dispensation.
- (iv) The above dispensation shall be applicable from the date of issue of these orders.

*Amarendra Sahu*  
4.3.2008  
(Amarendra Sahu)

**Chief Manager(HR)-Corp. Policy**

**Distribution:**

**All concerned through intranet.ongc.co.in – copy may be downloaded – hard copies not being circulated.**