



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/ 57 /20 21

DATE : 12/01/2021

To,
The GGM – HRO,
ONGC – WOU,
NBP Green Heights, BKC,
Bandra (E), Mumbai 51.

O/c

Subject: Request to sanction special leave for Hospitalisation and home isolation to the Direct Employee Mrs. Purva P. Kadam admitted in Hospital for Covid-19.

Respected Sir,

We are in a receipt of application from Direct Employee **Mrs. Purva Prakash Kadam** working in ONGC, Panvel Office, admitted in Hospital found Covid – 19 positive. She was admitted in Sukham hospital, Panvel for treatment from 12/10/2020 and given discharged on 22/10/2020 i.e. total 10 days in hospital. After discharge she was advised by the treating doctor for home quarantine upto 4/11/2020. She resumed to her duty on 5/11/2020. Please find attached the copy of request application for special leave along with all relevant medical papers of her treatment in hospital.

It is pertinent to mention here that ONGC has issued circular for our regular employees for special leave, found Covid – 19 positive and admitted in hospital including Home isolation / quarantine period. Please find enclosed the copy of the circular for your perusal.

The Direct employees are working with our organization for more than **27 years** and are working in core operational areas, giving their **Golden Period** of life to ONGC by rendering long dedicated service.

Recently **ONGC** board have taken the decision to provide employment assistance to the wards of employees who expired during service due to Covid – 19 decease. Such decisions can be taken by ONGC only who have always given priority for the welfare of our employees.

Your esteemed authority is requested to kindly take a policy decision in case of **“Direct Employees”** considering their long dedicated service for special leave during Covid – 19, and may please sanction to them for hospitalization and home isolation / quarantine period. A policy decision will help to other Direct employees also as affected threat of pandemic of Covid – 19 still exists.

Thanking you,
Yours faithfully,

(Pradeep Mayekar)
General Secretary

Copy to : GM I/c IR, ONGC-WOU, Gr. Heights, BKC, Bandra (E), Mumbai 51

O/c

13/11/2021