

Date ;.....

**To,**

The OIM - .....  
ONGC – WOU,  
Mumbai High,

**Subject : Request to relieve me from Rig / Platform on ..... as I  
am completing my 14 days duty on .....**

Respected Sir,

I, the undersigned ..... am working  
as ..... CPF no. .... on .....

I have reported to Rig / Platform on ..... and completing my 14  
days duty on ..... Till today I have completed total ..... days  
sincerely and dedicatedly. My priority always remain for smooth functioning of  
the rig / platform. Last one year I am attending my duty very regularly to  
offshore during the period of lock down in the entire nation.

During last one year by doing duty of extended shift more than schedule  
period in the offshore, I am physically and mentally affected and wants to stay  
with my family.

As I am completing my 14 days duty on ....., arrangement may  
please be made for deboarding me from rig otherwise I will take compulsory  
rest of 7 days on rig / platform which as per Mines Act.

This is for necessary action from your end please.

Thanking you,

Yours faithfully,

(.....)

Designation .....

CPF no. ....

Place of duty .....

**Copy to :**

ED – , ONGC-WOU, .....

CGM I/c HR-ER, .....

General Secretary, ONGC (WOU) Karmachari Sanghatana, Mumbai.