



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited,
निगमित नीति विभाग
Corporate Policy Section,
'ग्रीन हिल्स', ग्राउंड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792155

No. DDN/CORP-ER/CORP.POLICY/2020/Quarantine/675732

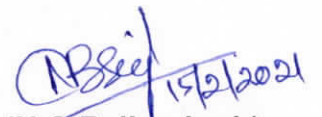
Date: 15.02.2021

OFFICE ORDER (03/2021)

Subject: Reimbursement of stay and food charges incurred by employees towards paid institutional quarantine facility on reaching family operating station during OFF period after completing 14/21 days ON-OFF duty.

Executive Committee (EC) in its 549th meeting held on 21.01.2021 at New Delhi has accorded approval for reimbursement of expenditure incurred by employees posted in 14/21 days ON-OFF duty in Offshore and Onshore locations, towards stay and food charges while undergoing institutional quarantine due to COVID-19 pandemic, on reaching family operating station during OFF period as per the following:-

- a) To reimburse stay charges incurred during the institutional quarantine period of stay in designated hotels, on payment basis, as per actuals in terms of the rates notified by the respective State Government/Administration.
- b) To reimburse food charges incurred during the institutional quarantine period of stay in designated hotels, on payment basis, as per actuals in terms of rates notified by the respective State Government/Administration. However, Daily Allowance (DA) in lieu of food shall not be admissible.
- c) Cases where employees who have already incurred such expenditure towards institutional quarantine period of stay including food charges, may seek reimbursement along with copy of State/District order asking for undergoing institutional quarantine in designated hotels and payment receipt.
- d) Such cases shall be processed by concerned I/c HR-ER for approval of L-1/Key Executive in consultation with local finance. This is subject to pre-audit at work centres. Further all such cases for reimbursement shall be reported to the Office of Chief ER by I/c HR-ER for apprising Director (HR).
- e) The reimbursement is applicable only to employees posted in 14/21 days ON-OFF duty pattern and have undergone paid institutional quarantine at family operating station while proceeding for OFF duty period after completing ON duty.
- f) The above provision of reimbursement of expenses towards paid institutional quarantine facility is valid for quarantine upto **31.10.2020**.



(N C Baliarsingh)

GM (HR) - Corporate Policy