



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

निगमित नीति अनुभाग

Corporate Policy Section

“ग्रीन हिल्स”, ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून

'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

Tel No. 0135 – 2792155; Fax No. 0135 - 2758156

No. DDN/Corp-ER/Estt-Policy/2021/Payment/768249

Dated: 31.03.2021

OFFICE ORDER (07/2021)

Subject: Payment to field going employees acknowledging their contribution during COVID-19 pandemic.

COVID-19 pandemic which broke out last year resulted in global health crisis. In such challenging times, ONGC sustained its operations across length & breadth of the country at work centres in spite of supply and logistical constraints imposed by the situation. Field going personnel deployed in Offshore and Onshore locations worked relentlessly beyond their normal duty schedule during lockdown.

2. In recognition of outstanding effort for sustaining oil & gas production enduring hardship of extended duty, EC in its 19th Special meeting held on 19.03.2021 at New Delhi, deliberated and decided to recognize the contribution of employees as under:-

2.1 Eligibility:-

- All regular employees working on 14 days “ON-OFF” duty pattern, deployed and retained in Offshore and Onshore installations/locations who have continued to render service through the period of lockdown and thereafter during unlock stages.
- All regular employees deployed in Onshore installations working in 12 hrs duty pattern (2 days “ON/OFF” duty) and also employees whose duty pattern was changed from 8 hours round the clock to 12 hours shift during the lockdown period and subsequent unlock stages.
- All regular employees working in “21 days ON/14 days OFF” duty pattern in geophysical field parties and who have actually performed duty over and above their scheduled 21 days “ON” duty through the period of lockdown and thereafter during unlock stages.
- This will also include employees who were deployed in above mentioned duty pattern but separated during lock down period or subsequent unlock stages.

2.2 Quantum of payment: The quantum of payment shall be regulated as enumerated below:-

- 14 days On/Off duty pattern at Offshore & Onshore locations:** All employees who have actually performed duty in Offshore & Onshore locations over and above their scheduled 14 days “ON” duty would be paid for each day of duty performed beyond their scheduled “ON” duty.

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- b) **12 hrs duty pattern in Onshore locations:** All employees working in 12 hrs, 02 shifts in 2 days "ON/OFF" duty pattern who have actually performed duty over and above their scheduled 02 days "ON" duty would be paid for each day of duty performed beyond their scheduled 2 days "ON" duty and also employees whose duty pattern was changed from 08 hours round the clock to 12 hours shift pattern would be paid for each day of duty performed beyond their scheduled 2 days "ON" duty.
- c) **21 days ON/14 days OFF Geophysical Field Parties:** All employees working in 21 days ON /14 days OFF duty pattern in geophysical field parties and who have actually performed duty over and above their scheduled 21 days "ON" duty would be paid for each day of duty performed beyond their scheduled 21 days ON duty subject to the condition that during the extended period of duty beyond the scheduled 21 days "ON" duty they have not claimed DA (Daily Allowance).
- d) **Quantum of Payment:**

Duty Type	Amount (in ₹ per day)
14 days ON/OFF(Offshore/Onshore)	1500/-
21 days ON/14 days OFF –Geophysical Field Party	1500/-
12 hours 02 shifts 02 days ON/OFF at Onshore	1000/-
Changed from 08 hrs. round the clock to 12 hrs. shift	1000/-

2.3 Period of consideration:

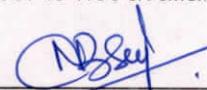
For both Offshore & Onshore locations, the period of consideration for payment would be from **23.03.2020** till **31.03.2021**.

2.4 Monetary Ceiling:

The quantum of payment shall be restricted to Rupees Seventy Five Thousand only (₹ 75000) per employee in respect of employees posted in 14 days ON/OFF duty pattern in Offshore/Onshore and 21days ON/14days OFF duty in Geophysical Field party. Similarly for employees of 12 hours 02 shifts 02 days ON/OFF and those whose duty pattern was changed from 08 hours round the clock to 12 hours shift, the amount shall be restricted to Rupees Fifty Thousand only(₹ 50000/-) per employee.

2.5 Procedure for payment: The procedure to be followed while making payment is given as under:

- Concerned Sectional/Rig In-charges would prepare list of employees eligible for such payment.
- Concerned Sectional In-charge/Rig In-charge etc. will compute the actual number of days of duty performed by such employees over and above their normal scheduled duty.
- Payment is to be computed on individual employee wise as per the rates mentioned in this Office Order subject to monetary ceiling.
- The amount so computed employee wise for the period of consideration should be prepared and verified by the concerned Sectional In-charge/Rig In-charge etc. and approved by the concerned L-II officer. In case where L-II officer is not available, the same shall be approved by the concerned L-I.



- e) All claims should be based on existing records and not new certification. Claims should be verified based on such records. The approved list so prepared to be forwarded through HR to PCS for making the payment.
- f) ICE team shall create new process/accounting code for implementation of the above.

 31.3.2021

(N C Baliarsingh)
GM (HR) - Corporate Policy