



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLEUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

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Website : www.ksmumbai.com

REF. : ONGC/KS/ 148 /2022

DATE : 24/10/2022

To,
The Director - HR,
ONGC,
PDD Urja Bhavan
5 Nelson Mandela Marg,
Vasant Kunj,
New Delhi - 110070.

o/c

Subject: Enhancement of cost ceiling for reimbursement towards cost of Briefcase / office Bag for carrying official papers

Respected Sir,

This has reference to the office order no. **ONGC/ER/CP/REM/001 dated 13th March 2013** regarding cost ceiling for purchase of **Briefcase / Office bag** for carrying papers.

Normally validity for such cost ceiling is for a period of Four years and accordingly revised with the approval in EC Meeting. In existing circular Executive committee in its 426th meeting on 19th, 25th Jan and 5th February 2013 has approved for the cost ceiling for Briefcase/Office bag. The validity for cost ceiling for Briefcase/office bag has expired on 12th March 2017. Therefore, cost ceiling for briefcase/office bag is due for revision from 6th Feb 2018. Unfortunately, even after a lapse of 4 years no official action has been initiated to revise the cost ceiling for Briefcase/office bag.

Your esteemed authority is requested to kindly give direction to the concerned authority to initiate the proposal for revision of cost ceiling of Briefcase/Office bag at the earliest as it is long overdue i.e. more than four years.

Thanking you,
Yours faithfully,

(Pradeep Mayekar)
General Secretary

o/c

Copy to:

1. ED - Chief ER, ONGC, PDD Urja Bhavan, Vasant Kunj, New Delhi
2. ED - HRO, ONGC - WOU, NBP Gr. Heights, BKC, Bandra (E), Mumbai 51.
3. GGM (HR) Head-ER, ONGC, Green Hills, Dehradun, Uttaranchal.
4. GM - I/c IR, ONGC - WOU, NBP Gr. Hts., BKC, Bandra (E), Mumbai 51.
5. DGM - I/c Corp. IR, ONGC, Green Hills, Dehradun, Uttaranchal.

27/10/2022