



# OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLEUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel. : 022-26274102

Flat No.102, 1st Floor, Acme Hormony-I, Poonam Nagar, Off. JV Link Road, Andheri (E), Mumbai - 400 093.

Website : www.ksmumbai.com

REF. : ONGC/KS/ 31 /2023

DATE : 24/02/2023

To,  
**The ED – Plant Manager,**  
ONGC, WOU,  
Dronagiri Bhavan,  
LPG Plant, Uran,  
Raigad – 400 702.

o/c

ONGC  
ADMN. URAN  
Inward No. 33.1,  
Date 27/02/23

**Subject: Request to arrange the meeting to discuss the issue of E- Permit SAP authorization to the staff members.**

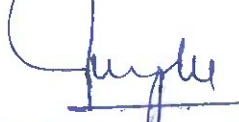
Respected Sir,

This has reference to our earlier letter No.ONGC/KS/240/2021 dtd. 22.12.2021 regarding signing of Lockout and Work permits. Please find enclosed the copy of our letter for your perusal.

We are enclosing herewith the list of issues to be discussed in the meeting.

Your esteemed authority is requested to kindly give direction to the concerned authority for arranging the meeting. The authorities from concerned department and HR also be called in the meeting.

Thanking you,  
Yours faithfully,

  
**(Pradeep Mayekar)**  
**General Secretary**

**Copy to :**

- 1) CGM (E) – Area Manager (E) - ONGC, WOU, LPG Plant, Uran, Raigad
- 2) GM (HR) – I/c HR/ER - ONGC, WOU, LPG Plant, Uran, Raigad
- 3) Manager – I/c IR - ONGC, WOU, LPG Plant, Uran, Raigad



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Website : www.ksmumbai.com

REF. : ONGC/KS/240/2021

DATE : 22/12/2021

To,  
**The GGM-Plant Manager**  
ONGC, WOU,  
Dronagiri Bhavan,  
LPG Plant, Uran  
Raigad- 400 702.

*o/c*

**Subject: Withdrawal of Circular No. Uran/ELECT/RME/SHIFT/WORK-LOCKOUT PERMIT/001/2021-22**

Respected Sir,

This has reference to the circular no. **Uran/ELECT/RME/SHIFT/WORK-LOCKOUT PERMIT/001/2021-22** dated **16.12.2020** regarding signing of Lock Out and Work Permits on hard copies. Please find enclosed the copy of circular for your perusal.

Till date the Lock Out and Work Permits are signed by executives only in LPG Plant, Uran. Why the responsibility of executive has been shifted to non-executive is the matter of serious concern. Such lockout and Work Permits are not signed by non-executives in LPG Plant, Hazira, we have confirmed.

We strongly oppose the circular issued by **Shri. Sanjay R Gupta, DGM(E), RME** and kindly note that no non-executives will sign Lockout and Work Permits in the LPG Plant, Uran.

Your esteemed authority is requested to kindly intervene in the matter and alternate arrangement may please made for signing **Lockout and Work Permits** which is a responsibility of executives.

Thanking you,  
Yours faithfully,

*Pradeep Mayekar*  
**(Pradeep Mayekar)**  
**General Secretary**

*o/c*

**Copy to:**

1. GGM - HRO, ONGC, WOU, Green Heights, BKC, Bandra (E), Mumbai-51.
2. CGM(E)- AM(E), ONGC, WOU, LPG Plant Uran, Raigad.
3. GM-I/c, HR/ER, ONGC, WOU, LPG Plant Uran, Raigad.
4. DGM - I/c IR, ONGC, WOU, Green Heights, BKC, Bandra (E), Mumbai-51.
5. CM (IR) ONGC, WOU, LPG Plant Uran, Raigad.

*M. Wate*



OIL AND NATURAL GAS CORPORATION LIMITED  
MUMBAI REGION, URAN PLANT, URAN – 400702  
Electrical section-Operation Group

OFFICE ORDER

NO. URAN/ELECT/RME/SHIFT/WORK-LOCKOUT PERMIT/001/2021-22

Date:16.12.2020

Consequent upon a recent office order by Area Manager(Electrical) regarding reshuffling of manpower, it was necessary to authorise few non-executive employees working in substation shifts to sign the lock out and work permits on hard copies, for smooth operations and maintenance.

Competent authority (PMU) has approved authorisation of following non executives to sign the lock out & work permits at substation:

1. Sh. D L SAWANT
2. Sh. M S DANGORE
3. Sh. R Y ANABHAVNE
4. Sh. SM TAMBE
5. Sh. D S ARDALKAR
6. Sh. N B FOFERKAR
7. Sh. S B PHADKE
8. Sh. M B KORI.

This office order is to be implemented with immediate effect.

  
16/12/21  
(Sanjay R Gupta)  
DGM(E)-RME

**COPY TO:**

1. CGM (E)-AM (E): For information pls.
2. Shift I/C: A,B,C & D Shifts Substation.

**E- Permit SAP authorization related issues to be discussed in the meeting**

**1. No. of Lockouts sub- station wise ( 03 Sub-station)**

- **APU Sub-Station** : 08 No. average per day (Electrical Lockouts and work Permits)
- Monthly tentative lockouts & work permits are around 190 Nos.

Sub- Station under APU Area

- 1) APU Substation
- 2) DM water Substation
- 3) Fire water Substation
- 4) HBB Substation
- 5) Dronagiri Substation

- **C2C3 Sub-Station**: 06 No. average per day (Electrical Lockouts & work Permits)
- Monthly tentative lockouts & work permits are around 140 Nos.

Sub- Station under C2C3 Area

- 1) C2C3 Substation
- 2) Utility Substation

- **LPG-1 Sub-Station**: 14 No. average per day (Electrical Lockouts and work Permits)
- Monthly tentative lockouts & work permits are around 300 Nos.

Sub- Station under LPG-1 Area

- 1) LPG 1 Substation
- 2) LPG 2 Substation
- 3) Minas Substation
- 4) EPTP Substation
- 5) CSU Substation
- 6) Old Booster Substation
- 7) New Booster Substation
- 8) Terminal Substation
- 9) LT Substation

**2. Man-power details: APU , C2C3 and LPG- 1 Sub-station, Shift wise manpower**

APU Sub-Station **02 persons**

C2C3 Sub-Station **02 persons**

LPG-1 Sub-Station **03 persons**

- **A -Shift** : 1 officer & 05 staff workmen,(One officer is retiring in June - 2023)
- **B -Shift** : 1 officer & 05 staff workmen
- **C-Shift** : 1 officer & 06 staff workmen,(One officer is retiring in Sept. - 2023)
- **D -Shift** : 1 officer & 05 staff workmen

**03. Car demand for LPG-1 Sub-station Area:**

As LPG-1 Sub-station area is having 07 sub-stations which are located at different places in Plant under the radius of 4 Kms and due to frequent Lockouts received at different time, multiple working maintenance agencies like Electrical, Instrumentation, Mechanical , GPG and Cogen maintenance has finding it difficult to manage number of lockout. So there is requirement of dedicated vehicle for LPG-1 Sub-station in shift operation. The lockouts can be attended immediately if the vehicle is made available in LPG-1 Substation. It is a long pending issue which requires immediate solution.

**04. E- permit SAP authorization**

SAP authorization should be given to all persons working in shift in electrical department. As per last order only selected persons were given authorization to sign hard copy of Lockout. The authorization should be given to employees for limited time period till the new GT gets recruited.

**05. E-permit responsibility**

**E- Permit / Lockout** in SAP should come through Shift In -charges in SAP system. The chain in the SAP should be from shift In charge to Shift person for Lockouts energized or de energized. E – Permits should be created in SAP by Shift In charge / RME only.

<b>A SHIFT</b>	
1	<b>RAJESH KUMAR AGARWAL</b> CE(E)
2	Dilip Sawant Staff
3	Milind Dangore Staff
4	Sopan Patil Staff
5	Jagdendra Naik Staff
6	Rana N J Staff

<b>B SHIFT</b>	
1	<b>Roy B C</b> DGM(E)
2	Santosh Patil Staff
3	Rajesh Anabhvane Staff
4	Shubham Limje Staff
5	Kailas Thakur Staff
6	Shivdas Tambe Staff

<b>C SHIFT</b>	
1	<b>Batra A S</b> CE(E)
2	Rohan Wadhvande Staff
3	Dilip Ardalkar Staff
4	Vipul Sawant Staff
5	Aniket Bhoir Staff
6	Nilesh Foferkar Staff
7	Shashikant Chilbule Staff

<b>D SHIFT</b>	
1	<b>Mohd Umar Farooq</b> AEE(E)
2	Dnyaneshwar Kathe Staff
3	Sagar Phadke Staff
4	Sudhir Patil Staff
5	Manoj Kori Staff
6	Satish Makwana Staff

<b>LPG/ CSU/ MINAS ELECT. MAINTENANCE (GENERAL SHIFT)</b>	
1	Devnarayan Shriwas GM(E) - I/C LPG/ CSU Electrical Maintenance
2	Nishikant M Walade GM(E)
4	Vishal Thakur AEE(E)
5	Sunil Kumar Samota AEE(E)
6	Devidas Sonawane Staff

<b>PLANT/ BUILDING LIGHTING MAINTENANCE (GENERAL SHIFT)</b>	
1	Omar Majid DGM(E)

<b>C2C3 &amp; APU ELECT. MAINTENANCE (GENERAL SHIFT)</b>	
1	Rajesh Bhiwapurkar GM(E) - I/C C2C3 & APU Elect. Maintenance
2	Chitrakar Ajit kumar DGM(E)
3	Garg C P DGM(E)
4	Rawat Kuldeep Singh SE(E)
5	Sarvendra Kumar Saket EE(E)
6	Rahul Dawane Staff

<b>Rotational RME Duty</b>	
1	S R Gupta DGM(E)
2	Hemant Meena EE(E)