

**Date:-** \_\_\_\_\_

**To,**  
**The ED- HDS**  
ONGC- WOU,  
11 High, Bandra Sion link Rd,  
Sion  
Mumbai-400017

**Subject:- Request to de-board from the Rig, after completion of 14 days duty in offshore.**

Respected sir,

This has reference to our union letter no. **ONGC/KS/047/2024 dated 20/05/2024** regarding unilateral decision of change in service condition towards offshore employee shifting from 14 days to 21 days ON/OFF duty pattern.

I the undersigned \_\_\_\_\_, CPF no. \_\_\_\_\_, Design. \_\_\_\_\_ am completing my 14 days duty on Rig \_\_\_\_\_ on \_\_\_\_\_. Therefor I request your kind authority to de-board from the Rig on \_\_\_\_\_.

As per **Mines Act**, 7 (Seven) days rest is compulsory after completion of 14 days duty in offshore. Therefore I will not work after 14 days. My work will commence after 7 days rest on the installation in offshore which may please be kindly noted.

This is for your information and necessary action please.

Thanking You,  
Yours faithfully,

**(Name:-\_\_\_\_\_)**

**Designation:- \_\_\_\_\_**

**CPF No.:- \_\_\_\_\_**

**Location:- \_\_\_\_\_**

**Copy To:**

1. The GGM- HRO, ONGC, WOU, NBP Green Heights, Bandra (E), Mum-51
2. Location Manager, Services, ONGC, WOU, 11 High, Sion, Mumbai -17
3. GM-I/c, HR/ER, Services, ONGC, WOU, 11 High, Sion, Mumbai -17
4. GM-I/c, IR, ONGC, WOU, NBP Green Heights, Bandra (E), Mum-51
5. OIM- Sagar \_\_\_\_\_, ONGC, WOU
6. General Secretary, Karmachari Sanghatana, ONGC, WOU, NBP Green Heights, Bandra (E), Mum-51.

Date:- \_\_\_\_\_

**To,**  
**The ED- \_\_\_\_\_ Asset**  
ONGC WOU,  
Vasudhara Bhavan,  
Bandra (E)  
Mumbai-400051

**Subject: - Request to de-board from the Platform, after completion of 14 days duty in offshore.**

Respected sir,

This has reference to our union letter no. **ONGC/KS/047/2024 dated 20/05/2024** regarding unilateral decision of change in service condition towards offshore employee shifting from 14 days to 21 days ON/OFF duty pattern.

I the undersigned \_\_\_\_\_, CPF no. \_\_\_\_\_, Design. \_\_\_\_\_ am completing my 14 days duty on Process Platform \_\_\_\_\_ on \_\_\_\_\_. Therefore I request your kind authority to de-board from the platform on \_\_\_\_\_.

As per **Mines Act**, 7 (Seven) days rest is compulsory after completion of 14 days duty in offshore. Therefore I will not work after 14 days. My work will commence after 7 days rest on the installation in offshore which may please be kindly noted.

This is for your information and necessary action please.

Thanking You,  
Yours faithfully,

**(Name:- \_\_\_\_\_)**

**Designation:- \_\_\_\_\_**

**CPF No.:- \_\_\_\_\_**

**Location:- \_\_\_\_\_**

**Copy To:**

1. The GGM- HRO, ONGC, WOU, NBP Green Heights, Bandra (E), Mum-51.
2. Location Manager, \_\_\_\_\_ Platform, ONGC, WOU, Vasudhara Bhavan, Bandra (E) Mumbai -51.
3. GM-I/c, HR/ER, MH Asset, ONGC, WOU, Vasudhara Bhavan, Bandra (E) Mumbai -51.
4. GM-I/c, IR, ONGC, WOU, NBP Green Heights, Bandra (E), Mum-51.
5. OIM- Platform \_\_\_\_\_, ONGC, WOU.
6. General Secretary, Karmachari Sanghatana, ONGC, WOU, NBP Green Heights, Bandra (E), Mum-51.