



OIL & NATURAL GAS CORPORATION (W.O.U.) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel. : 022-26274102

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

Website : www.ksmumbai.com

REF. : ONGC/KS/92/2025

DATE : 29/10/2025

To,
The ED Chief – HR Services,
ONGC - WOU,
NBP Green Heights,BKC,
Bandra (E),
Mumbai – 400 051

o/c

Subject: Non Payment of “Annual Leave” to the contract workers working in the contract of “M/s Swastik Electrotech Pvt. Ltd.”

Respected Sir,

This is to bring to your kind attention that the “Annual Leave” payment of 21 days, due in January 2025, has not been made to the contractual workers employed under the contract of “M/s Swastik Electrotech Pvt. Ltd”.

As per standard practice, this payment pertains to the service period from **January 2024 to December 2024**. It is now almost ten months into the year, and no disbursement has been made towards the “Annual Leave” benefit for these workers.

Considering these points, we humbly request that appropriate action be taken. Specifically, we urge your good office to consider withholding the monthly bills of the said contractor until the annual leave dues are settled. This will ensure fairness and uphold the rights of the affected workers.

We earnestly request your esteemed authority to issue the necessary directives to the concerned department so that the contractual employees receive their rightful entitlements without further delay.

Thanking you,
Yours faithfully,

(Pradeep Mayekar)
General Secretary

o/c

Copy to:

1. GM, I/c-IR & Head FMG, ONGC,WOU,NBP Gr. Hts.,BKC, Bandra (E),Mum.- 51.

S. J. Jaitan