



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/ 05/2026

DATE : 19/01/2026

o/c

To,
CGM (E & T) – Head Infocom,
ONGC – WOU,
NBP Green Heights, BKC,
Bandra (East),
Mumbai – 400 051.

Subject: Request to Update Medical Section Circulars & Information on Mumbai Intranet Portal.

Respected Sir,

Heartiest congratulation for the newly designed intranet portal “**Intraner MR**” for Mumbai Region. As we enter 2026, the ONGC Mumbai intranet has been shifted to a new portal (<https://intranetmumbai.ongc.co.in>).

We wish to bring to your kind attention an important issue regarding the **Medical Section Circulars & Information** on the Mumbai Intranet portal. It has been observed that this section of the intranet has not been updated for a very long time. As per the records on the site, the last update to the Medical Section was on **20.07.2020**. This means no new circulars or information have been posted there for over five years.

However, it is disappointing to note that even on this new intranet portal, the **Medical Section Circulars & Information** remain outdated and do not reflect any updates beyond 2020. In other words, the content on the Medical Section of the Mumbai intranet has not been revised to include the latest circulars, guidelines, or information issued after **July 2020**.

This situation is a cause for concern, as the Medical Section contains **crucial information for employees** – such as the list of empanelled hospitals, current medical benefits and entitlements, procedures for medical claims, health advisories, and other welfare-related circulars. If this information is not kept up-to-date on the intranet, employees may **unknowingly rely on outdated policies or miss out** on new benefits and guidelines. This can lead to confusion and inconvenience, especially in cases of medical emergencies or when processing medical claims where the latest rules and empanelled hospital lists are essential.

We earnestly **request to take proactive action** to update the Medical Section Circulars & Information on the Mumbai intranet portal. We kindly urge that all relevant medical circulars and information released after 20.07.2020 (up to the present date) be uploaded to the intranet for easy access by employees. Ensuring that the intranet reflects the **most recent medical circulars, policies, and hospital tie-up information** will greatly benefit the workforce and help everyone stay informed about their healthcare options. It will also demonstrate ONGC’s commitment to transparent communication and employee welfare.

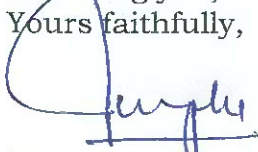
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We hope that you will treat this matter as a priority. **Please direct the concerned department to update the intranet portal's Medical Section at the earliest.** Our union is ready to extend any support or assistance, if required, in collating the latest information or disseminating it to employees once updated.

Thank you very much for your attention to this matter. We are optimistic that prompt steps will be taken to resolve this issue, thereby improving the utility of the intranet portal for all employees.

Thanking you,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

Copy to:

1. ED - Chief HR Services, ONGC-WOU,NBP Green Hts.,BKC, Bandra (E), Mum. -51
2. GM, I/c - Medical Services, ONGC-WOU,NBP Gr.Hts.,BKC, Bandra (E), Mum. -51
3. GM- Head FMG, I/c IR - ONGC-WOU,NBP Gr. Heights,BKC,Bandra (E),Mum.-51