

Mumbai
HR ASST
27/10

Oil and Natural Gas Corporation Limited
Western Offshore



Industrial Relations Section
4th Floor, Exchange Plaza, NSE Building,
Bandra-Kurla Complex,
Bandra (East), Mumbai-51.
Tel: 26599362 - Fax: 26599906

INTER OFFICE MEMO

No. WOU/IR/GKS/III (27)/2010

Dated 25.10.2010

From : Office of Chief Manager (HR)-IR, ONGC, RO, Mumbai

To : All Incharges- HR/ER - MH/B&S/N&H/ SERVICES/RO/ WOB/NSB/
PANVEL ADMN/IOGPT/IEOT/URAN

Sub: Payment of Bonus and Salary

As per the practice the employers in Maharashtra pay Bonus under the Payment of Bonus Act, 1965 for the previous financial year on the eve of "Dipawali".

It is requested to advice all the contractors who operate contracts for ONGC for various services to make payment of Bonus under the Payment of Bonus Act, 1965 along with the salary of Oct, 2010 prior to "Dipawali" as "Dipawali" falls on 5.11.2010.

Devbrat Jha

(Devbrat Jha)

Chief Manager (HR)-I/c IR

CM (HR) - KBR

[Signature]
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pl. refer urgently.

[Signature]
27/10/2010

H. Parameswaran

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