



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड  
Oil and Natural Gas Corporation Limited,  
निगमित नीति विभाग  
Corporate Policy Section,  
'ग्रीन हिल्स', ग्राउंड फ्लोर ए-विंग, तेल भवन, देहरादून  
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No. DDN/CORP-ER/ESTT-POLICY/2021/ODL/745626

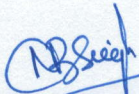
Date: 03.03.2021

### OFFICE ORDER (05/2021)

**Subject: Methodology for Grant of On-Off duty leave (ODL) to employees working in 14 days ON-OFF duty pattern during COVID-19 Pandemic.**

Employees posted in Offshore and Onshore areas working on 14 days ON-OFF duty pattern are eligible for “**ON-OFF Duty Leave**” in lieu of casual leave. Due to Coronavirus Pandemic (Covid-19), such employees have worked for extended periods. The following methodology shall be followed for calculating the total number of On-Off duty leave to be credited in an employee’s leave account:

- (i) Actual number of days duty performed in a calendar year shall be clubbed and divided by 14 to obtain the number of ODL for credit in an employee’s leave account. However, for employees working in North-Eastern States, the number of ODL so calculated shall be multiplied by 1.25.
- (ii) While granting this leave, fraction of a day shall be rounded off to the nearest day.
- (iii) The ODL so credited will be subject to maximum 12 days for employees posted in other than North-east areas and 15 days for employees posted in North-east areas.
- (iv) The above dispensation is applicable for the calendar year 2020 only.
- (v) Other existing terms and conditions for grant of ON-OFF duty leave shall remain unchanged.
- (vi) This issues with the approval of Director (HR).

  
(N C Baliarsingh)  
GM (HR) - Corporate Policy