



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

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

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Website : www.ksmumbai.com

REF. : ONGC/KS/30/2026

DATE : 24/03/2026

To,
The ED Chief - HR Services

ONGC - WOU
NBP Green Heights, BKC,
Bandra (E),
Mumbai - 400 051.

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Subject: Complaint Regarding Non-Approval of Compensatory Off for Offshore Employees Despite Available C-Off Accumulation.

Respected Sir,

We wish to bring to your attention the grievances raised by several offshore employees regarding the **non-approval of Compensatory Off (C-Off) leave**, even when they have accumulated C-Offs available in their leave balance.

As per the communication issued by the then **GM I/c - IR, ONGC**, it is clearly stated that employees must avail their **C-Offs within a period of Three months**, failing which the accumulated C-Offs are forfeited. However, it has been reported that controlling officers are compelling employees to apply for Earned Leave (EL), even when valid C-Offs exist in their Webice record for "**C-Off Accumulation**".

This practice is not only against the spirit of the guidelines but is also causing undue hardship to offshore employees who dutifully render their services in challenging environments. Should such practices continue, affected employees may be compelled to refuse offshore duty beyond the mandatory 14-day period, in which case it will be the management's responsibility to arrange for their off boarding & return to base.

Given the seriousness of the issue & the potential for workplace conflicts, we request your esteemed office to kindly intervene & issue clear instructions to all controlling officers in Drilling & Production departments to honour C-Off requests where eligible, as per the established norms.

Your prompt action in this matter will go a long way in maintaining harmony, safeguarding employee morale & upholding organizational discipline.

Thanking you,
Yours faithfully,

Pradeep Mayekar

**(Pradeep Mayekar)
General Secretary**

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Copy to:

1. ED - MH/N&H /B&S Asset ONGC-WOU,V.Bhavan,Bandra (E),Mum-51
2. ED-HDS /Deep Water, ONGC-WOU,11 High,Bandra-Sion Lk Rd ,Sion,Mum-22
3. GM - I/c, IR, ONGC-WOU, NBP Gr. Hts., BKC, Bandra (E), Mumbai - 51

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