

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/ 42/20-26

DATE : 18/05/2025

To,
The ED – CDS Shallow Water,
ONGC – WOU
11 High, Sion Bandra Link Road,
Sion,
Mumbai – 400 017

o/c

Subject: Request for immediate review of Trip Request / Tour Programme order affecting Drilling Section employees.

Respected Sir,

We are in receipt of a letter by Drilling Section employees due to the order concerning creation of **Trip Requests / Tour Programmes**, bearing **Ref. No. ED CDS/SW/Tour programme Creation/2024-25/01**.

The union has received representations from affected employees stating that, under the present arrangement, tour programmes are required to be created for travel from duty point to home & from home to duty point & trip requests are expected to be submitted around 10 days before the duty pattern, with little or no scope for deviation. It has also been represented to us that this requirement is being enforced specifically upon the Drilling Section.

With due respect, we submits that the present arrangement is impractical in its current form. Drilling operations are inherently dynamic. Rig movements, crew-change variations, operational exigencies, weather conditions, monsoon duty-pattern changes & genuine personal emergencies often affect the actual date & mode of travel. During peak vacation periods, confirmed train reservations are also difficult to obtain at short notice. In such circumstances, strict insistence on pre-fixed travel plans becomes difficult to comply with in practice.

The most serious concern is that employees should not suffer financial loss for circumstances beyond their control. We are informed that where actual travel deviates from the pre-entered programme, cancellation or rescheduling charges are being borne by individual employees & TA / travel claims are not being cleared because of the deviation clause. If this position continues, employees performing difficult offshore duties will be penalized for operational realities rather than supported in the discharge of their responsibilities.

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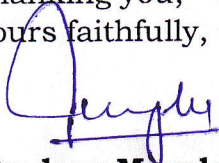
Considering the above points, we respectfully request the following:

- Review of the above-referred order.
- Permission for reasonable deviation in cases of rig movement, revised crew change, monsoon pattern changes, medical or family emergency, & transport non-availability.
- Reimbursement or regularization of cancellation / rescheduling expenses in justified cases & clearance of pending TA / travel claims held back solely on account of deviation.

Pending such review, no employee should suffer claim rejection, financial loss, or any other prejudice under the present arrangement.

We are raising this matter in a constructive spirit & in the interest of fair, workable & employee-sensitive administration. We trust that management will take timely action & resolve the issue amicably.

Thanking you,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

Copy to:

1. CGM – Head Benefits & Compensation, ONGC, 4th Floor, Tower-A, Deendayal Urja Bhavan, Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070
2. CE-D, Office of ED-CDS (SW), ONGC-WOU, 11 High, Sion Bandra Link Road, Sion, Mumbai – 400 017
3. GM-I/c IR, Head FMG, ONGC-WOU, NBP Green Heights, Bandra (E), Mumbai -51

To,
The General Secretary,
KarmachariSanghatna.

DATE
04/04/28

Subject: Request to review the new order regarding the creation of Trip Requests (Ref. No. ED-CDS/SW/Tour programme Creation/2024-25/01).

Dear Sir/Madam,

We are writing to formally request your urgent intervention and review of the new order concerning the creation of Trip Requests, as indicated in the reference above.

It has been observed that the new order mandates the following:

Tour programmes must be created for travel from duty point to home and home to duty point.

Trip requests must be created 10 days before duty patterns, with no deviation permitted.

The order is compulsory exclusively for the Drilling section.

Practically, it is not feasible to create a trip request 10 days in advance. Unforeseen emergencies can arise at any time for employees, which would necessitate changes to travel plans. In such cases, ticket cancellation charges are currently borne solely by the individual employee and are non-reimbursable.

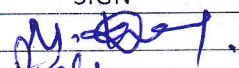
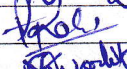
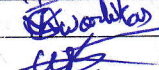
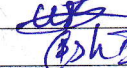
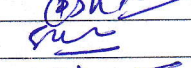



Furthermore, in the Drilling section, rigs are frequently moved between locations (e.g., Mumbai, Surat), causing crew change days to vary. And in Manson period duty pattern is to be held for 21 days on off pattern so on this pattern all offshore employees trip is going to deviate and difficult to pass the expenses claim. During vacation periods, obtaining train tickets on short notice is also difficult. When deviations from the pre-planned schedule occur, management currently does not clear the TA (Travelling Allowance) Bill due to the deviation clause in the order.

In Surat transition guest house AC Is not working in any of the room and lunch and dinner menu is not fix and quality of food is not good.

We kindly request that you look into this matter as soon as possible, as employees are facing significant issues because of this order.

Thank you for your time and consideration.

Sincerely,

Sr no	NAME	CPF	SIGN
01	M. KUMARAVEL	126504	
02	VISHAL V. KOLI	126304	
03	YASH SANDEEP WORLIKAR	136569	
04	UMESH S. KOLCHARWAR	122840	
05	Bhushan A. Patil	126553	
06	S. L. Shinde	126625	
07	M A Jadhav	71910	
08	K.P. Dakane	126571	

09	P. PANDIA RENGARAJA	136657	<i>[Signature]</i>
10	Sreni / Male	126398	<i>[Signature]</i>
11	Siraj Qurshid	124878	<i>[Signature]</i>
12	V. N. Salvi	120946	<i>[Signature]</i>
13	K. S. Dandekar	96481	<i>[Signature]</i>
14	B. C. PATIL	126499	<i>[Signature]</i>
15	Bhousahel Norwele	140269	<i>[Signature]</i>
16	LMUT B TAWADE	130149	<i>[Signature]</i>
17	P. S. MALI	126507	<i>[Signature]</i> 04/04/28



कार्यकारी निर्देशक का कार्यालय - मुख्य वेधन सेवाएं
दूसरी मंजिल
वेधन सेवाएं - उथला जल
११-हाई, बांद्रा सायन लिंक रोड धारावी मुंबई - ४०००१७.
Office of Executive Director - Chief Drilling Services
2nd Floor
Drilling Services -Shallow Water
11- High, Bandra Sion Link Road, Mumbai - 400017
Tel-022-24089294/95 | CDSSWMUM@ongc.co.in

Ref. No. ED-CDS/SW/Tour Program Creation /2025-26/01

Date: 24.03.2026

Office order

Subject: Guidelines for Tour Program Creation

As per the prevailing **ONGC policy**, personnel working on a **14 days ON/OFF duty pattern** are eligible to claim **Travelling Allowance (TA)** for travel **from Duty Point to Residential Point (Outgoing)** and **from Residential Point to Duty Point (Incoming)**, subject to completion of a **minimum of 13 days rig duty**.

It has been observed that, in several cases, employees are submitting **two separate Tour Programs / tour claims** for **incoming and outgoing journeys**.

In this regard, as per the directions of the **Competent Authority**, the following guidelines are hereby issued for strict compliance:

- Timely booking of tickets should be ensured as per the Office Order No: DLI/CHRD/B&C/2026/07 dated 13.02.2026 (**Annexure-A**)
- **A single Tour Program (TP)** shall be submitted covering the **entire travel cycle**, clearly indicating the corresponding duty period followed by the journey **from Duty Point to Residential Point (Outgoing)** and **from Residential Point to Duty Point (Incoming)**.
- The Tour Program shall contain **complete and accurate travel details**, including dates of travel, mode of travel, and duty particulars corresponding to the **14 days ON/OFF schedule**.
- Submission of **separate Tour Programs for outgoing and incoming journeys** shall ordinarily **not be permitted**.
- **Exceptions**, such as **official training, operational exigencies, or deviations in the tour program due to factors beyond control (e.g., chopper cancellation, mandatory training, operational requirement, etc.)**, may be considered **on a case-to-case basis with proper justification and approval of the Competent Authority**.

All concerned are requested to **strictly adhere to the above instructions while submitting Tour Programs and TA claims** to ensure **uniformity and compliance with the prevailing policy provisions**. Controlling officers are requested to ensure implementation of the guidelines

This is issued with the **approval of Competent Authority**.


KISHORE ACHARYA
Chief Engineer (D)
Drilling Services, ONGC,
11 HIGH, Bandra-Sion Link Road
Mumbai - 400 017

(Kishore Acharya)
CE-D, Office of ED-CDS(SW)



कार्यकारी निर्देशक का कार्यालय - मुख्य वेधन सेवाएं
दूसरी मंजिल
वेधन सेवाएं - उथला जल
११-हाई, बांद्रा सायन लिंक रोड धारावी मुंबई – ४०००१७.
Office of Executive Director - Chief Drilling Services
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Drilling Services –Shallow Water
11- High, Bandra Sion Link Road, Mumbai – 400017
Tel-022-24089294/95 | CDSSWMUM@ongc.co.in

Copy to:

1. LMDS- (Expl., MH,NH B&S))
2. LM-Cementing
3. LM-DFS
4. HMDS
5. HHTD
6. Head Drilling Safety
7. I/c RCMT
8. I/c P&C
9. HPO
10. I/c HR-ER(Services)

Copy for Information:

Office of ED-CCDS

Annexure-A : Refer next 2 pages



ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

कार्यालय-प्रधान हितलाभ एवं क्षतिपूर्ति,
चौथा तल, टॉवर-ए, दीनदयाल ऊर्जा भवन,
5, नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

Office of Head Benefits & Compensation
4th Floor, Tower-A, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
+91-11-26754003 | Email:- khan_irshad@ongc.co.in

No: DLI/CHRD/B&C/2026/07

Dated: 13.02.2026

OFFICE ORDER

Subject: Timely Booking of Air Tickets by ON/OFF Duty Employees

Booking travel tickets at the most economical available fare for official journeys is an important fiscal measure that helps reduce overall travel expenditure. It has been observed that advance booking of tickets enables procurement at the lowest available fares, resulting in substantial savings for the Company.

With a view to streamlining and optimizing travel-related expenses, it has been decided that air tickets for employees performing ON/OFF duty should be booked at least **10 days in advance** for both onward and return journeys, through the online Self-Booking Tool (SBT).

Accordingly, following changes are made in the existing travel process related to the ON/OFF Trips:


Trip Creation:

- Tour program prepared before 10 days or more from Trip Start date → Self-approval as per existing process.
- Tour program prepared within 10 days of the Trip Start date → Self approval will not be permitted, and ticket booking will be allowed only after trip approval by the Controlling Officer.

Expenses Claim:

- All Air Tickets booked before 10 days or more from journey date → Controlling Officer as per existing process.
- Any of the Air ticket in expense claim not booked before 10 days or more from journey date → It will be considered as a deviation and approval of mapped tour approving authority for normal tour will be required.

All ON/OFF trips with starting date 01.03.2026 and onwards shall be governed by the revised instructions. The revised travel process flow for ON/OFF trips is illustrated at Annexure-A.


13.02.2026

(Irshad Ahmad Khan)

GGM-Head Benefits & Compensation – Exec.

Distribution: Through ONGC Reports

(Not to be circulated through individual social media platforms)

Travel Process Changes for On/off Trips

