



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/55/2026

DATE : 07/07/2026

Reserved.
[Signature]
To,
The GGM-Head Infocom
ONGC-WOU,
NBP Green Heights, BKC,
Bandra (E)
Mumbai 400 051.

[Signature]

Sub.: Non-compliance with statutory labour laws by M/s Corporate Infotech Pvt. Ltd. operating in ONGC Mumbai Region.

Respected Sir,

It has been observed by our Union that **M/s Corporate Infotech Pvt. Ltd.** has been awarded the operation & maintenance contract in ONGC Mumbai Region. The said contract was awarded in October 2022. The engineers deployed by the contractor are also being sent offshore to rigs & process platforms for maintenance & installation work.

However, the contractor has been blatantly violating statutory labour laws for almost the **last three years.**

The following serious irregularities have been observed by our Union:

1. The minimum wage applicable to the "**High Skilled**" category is not being paid to these employees. The engineers employed as "Desktop Support Engineers" are being paid a monthly salary of only **Rs. 22,500/- (Rupees Twenty-Two Thousand Five Hundred only)**. However, the minimum wage for the "High Skilled" category is **Rs. 1,094/- per day** & for 26 days, the monthly wage comes to **Rs. 28,444/- (Rs. Twenty-Eight Thousand Four Hundred Forty-Four only)**.
2. At present, the employees are being paid approximately **Rs. 6,000/- less salary per month**. A copy of the Minimum Wage Circular issued by the Ministry of Labour & Employment, Government of India, is enclosed herewith for your reference.
3. When the employees are posted offshore for three to four days, they are granted only one day of compensatory off. As per the Mines Act, 1952, which is applicable to offshore duties, **equal compensatory off should be granted for the number of days of duty performed offshore**. This benefit is presently being extended to regular ONGC employees performing offshore duties.

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4. For offshore duty, only **Rs. 500/-** per day is being paid as allowance. Offshore duty involves a 12-hour duty pattern per day. Therefore, the employees should be paid **Wages for 8 hours of regular duty plus overtime wages for the additional 4 hours**. In effect, they should be paid at least two times the salary for the duty days performed offshore.
5. No overtime wages have been paid for duties performed on National Holidays, for which payment should be made at three times the single-day wage. The **National Holidays are 26th January, 15th August, & 2nd October**. Further, no overtime wages are being paid for duties performed on ONGC closed holidays, the list of which is declared by ONGC every year.

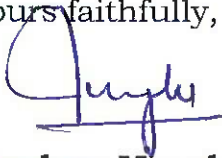
We are enclosing herewith details of the work performed by the "Desktop Support Engineers" for your reference. The nature of work performed by them clearly establishes that they are carrying out "**High Skilled**" work in ONGC through the contractor, **M/s Corporate Infotech Pvt. Ltd.**

We therefore request your esteemed authority to kindly direct the concerned contractor, **M/s Corporate Infotech Pvt. Ltd.**, to comply with statutory labour laws & to pay minimum wages applicable to the **High Skilled** category, along with arrears from **October 2022**. Further, **Overtime Wages for National Holidays & ONGC Closed Holidays, along with arrears**, should also be paid.

We also request that two times wages for offshore duty & equal compensatory off for the number of duty days performed offshore be granted to the concerned employees on or before **31st July 2026**.

We hope that your esteemed authority will take necessary action in the matter & that we will not be compelled to file a claim before the appropriate authority, i.e., the **Regional Labour Commissioner (Central)**, for extending justice to these employees.

Thanking you,
Yours faithfully,



(Pradeep Mayekar)
General Secretary



Copy to:

1. ED – President Western Offshore, ONGC-WOU, V.Bhavan, Bandra (E), Mumbai - 51.
2. ED Chief HR Services, ONGC-WOU, NBP Gr. Hts., BKC, Bandra (E), Mum – 051.
3. GM, I/c-IR, ONGC-WOU, NBP Gr. Hts., BKC, Bandra (E), Mumbai – 051.
4. Shri Dayal Singh-Manager, M/s Corporate Infotech Pvt. Ltd., E-81, Sector-6, Noida, Uttar Pradesh – 201 301.

Handwritten notes: 8/13/26, 2026, 9/7/26

Key Role and Responsibilities as Desktop Engineer (ONGC)

Software Administration : Install and configure Operating Systems (windows ,Macos , Linux) and applications (Microsoft 365 , antivirus , Zenwork Sap)

Network & Account management : Resolve wired/ wireless connectivity issues (WIFI ISSUE)

Incident Management : Respond to IT requests via phone , email, or in-person, logging all issues in ticketing systems like smax , it am

Patching & Security : Roll out essential software updates and security patches while maintaining license compliance

Hardware Support : Diagnose , repair , and upgrade desktop , laptops , printers and peripherals.

Asset Management: Tracking IT hardware and maintaining inventory records , Take Inventory every 3 month of all assets like PC, laptop, printer and other asset.

Basic Networking : Resolving local network connectivity issues , mapping network drivers , and troubleshooting corporate VPN connections.

Manage Access: Reset user password , unlock account , and modify permissions in Active Directory.

Remote desktop support.

Basic Support on VC System like TEAMS , ZOOM etc.

Co-ordinate with corporate IT Team and Escalate complex issues to higher-level support teams as needed.