

PETROLEUM EMPLOYEES UNION

Founder : **RAJA KULKARNI**
President : **K. H. DASTOOR**

(Regd. No. 1657)
AFFILIATED TO NFPW & INTUC.



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SINCE : 1954

FORM L

Date: 02.09.2025

To,

The Chairman and Chief Executive Officer
Oil and Natural Gas Corporation
Deendayal Urja Bhavan,
5 Nelson Mandela Marg,
Vasant Kunj, New Delhi -110070.

Notice for strike of the Staff employees of ONGC, WOU on and from 16TH Sept, 2025 to withdrawal of office Order No.DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682 dated 07/08/2025 on withdrawal of overtime/Compensatory off for Shift duty, General shift employees, round-o-clock duty 2d/2n/3e/2off and 14 days On/off employees on declared holidays, continuation of Coff & OTA for extra stay after duty completion of duty pattern due to operational requirements.

Respected Sir,

In accordance with the provisions contained in sub-section (1) of Section 22 of the Industrial Disputes Act, 1947, we give you notice that the staff employees of Oil and Natural Gas Corporation, WOU propose to go on Strike on and from 16th Sept, 2025 for the withdrawal of office Order No.DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682 dated 07/08/2025.

Background of the dispute:-

Office Order No.DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682 dated 07/08/2025, on withdrawal of overtime/Compensatory off for shift duty, general shift employees, round-o-clock duty 2d/2n/3e/2off (Uran, Hazira Plant, Work Centers) and 14 days On/off employees on declared holidays, discontinuation of Coff /OTA for extra stay after duty completion of duty pattern due to operational requirements which has created unrest amongst the WOU employees.

Overtime allowance:

The employees deployed on duties in normal areas beyond 9 hours in a day or beyond 48 hours in a week are entitled to the payment of overtime allowance as per the Mines Act, 1952. Following the same analogy, employees deployed

on duty beyond 14 days after completion of scheduled duties or beyond 12 hours a day should be entitled to receive overtime allowance. Being their right according to Mines Act, 1952, employees are entitled to overtime allowance in both cases.

For the case of duty performed beyond 14 days, Office order number 13-2025 suggests "Employee can claim OT in lieu of C-off" constitutes a complete injustice.

Compensatory-Off (C-off):

In the 14 days on/off pattern, the schedule of duty is fixed for the smooth functioning of operation. 14 days on followed by 14 days off makes it a cycle of 28 days. For the person deployed on duty beyond 14 days, the number of his off days gets reduced. *For example*, due to operational reason, if an employee has to perform extra duty for 1 day after completion of his 14 days of duty, his total duty days will become 15. He has to join his duty according to the fixed scheduled time; he will get only 13 days off ($28 - 15 \text{ days duty} = 13 \text{ days off}$) instead of 15 days off (equal to on days). He should be entitled for 2 compensatory off.

Office order number 13-2025 suggests "C-off equal to the number of days deployed on duty beyond 14 days" constitutes an arbitrary and unjust act, in violation of principal of fairness.

National holidays in India are celebrated to commemorate significant historical events and figures that have shaped the Nation. National holidays are mandatorily observed throughout the Nation, including all the industrial organisations. Considering the seamless nature of our operations at offshore installations, Uran & Hazira Plant, logistics support terminals such as Helibase, Nhava, Work Centers Control Room, our employees will have to attend their duties on the National holidays. Until now their duties on National holidays were honoured with overtime allowance and C-off. Even small private companies pay the overtime allowance for the duties performed on national holidays.

We, being the Government company and Nation's pride in energy sector, by forcing our employees to work on national holidays without any overtime allowance and compensatory off, are insulting the nation's history and sacrifices.

Various circulars issued by the central government have clearly stated that National holidays would be observed as compulsory holidays. According to the Factory Act 1948, a weekly off is a compulsory holiday. Working on a weekly off is compensated with overtime allowance under the Factory Act 1948. In similar manner, if an employee has to work on national holiday means he / she has performed the duty on compulsory holiday thus, he should be entitled to the overtime allowance and C-off.

MTH

Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India releases circular for the holidays to be observed every year.

Point 7 in circular released for the year of 2025 and 2026 clearly states that:

Quote: "Central Government Organisations which include industrial, commercial and trading establishments would observe 16 holidays in a year including three national holidays viz. Republic Day, Independence Day and Mahatma Gandhi's birthday, as compulsory holidays. The remaining holidays / occasions may be determined by such establishments/organisations themselves for the year 2025" (Exactly similar guideline exist for year 2026) Unquote:

ONGC is the government organisation. Our plants and offshore installations, logistic terminals are the industrial establishments of the government organisation i.e. ONGC. Mines Act, 1952 and Factory Act, 1948 does not explicitly covers the festival holidays because they are governed by the various circulars issued time to time by government such as the circular mentioned above. Considering the continues nature of operations in our organisation, all employees who are deprived of these 16 holidays because of their scheduled duty on that day, should be compensated with overtime allowance and compensatory off.

Impact on industrial relations:-

Office order number 13-2025 dated 07.08.2025 has raised concerns regarding perceived injustice towards the employees assigned to the area that contributes the highest volume of production, processing, dispatch and logistic terminals supporting them . The contributions of these employees, who operate continuously in hazardous conditions, should not be overlooked.

We would also like to bring to your attention that the unilateral issuance of this order, which pertains to changes in service conditions, constitutes a clear violation of Section 9A of the Industrial Disputes Act, 1947.

We have requested a meeting to report, address the issues vide our letter dated 12.08.2025 but we have not received any written response from management till date (copy of our correspondence is attached Annexue-1).

We respectfully request that you consider the aforementioned points and implement the necessary changes to ensure that the efforts of employees who are responsible for running our operations around the clock are properly acknowledged and addressed with fairness and justice.

If the management does not take corrective action immediately the staff employees have been left with no other alternative but to strike the work on and from 16/09/2025.

The Union states that its action of strike in such an event would be fully legal and justified as this Union's demand is well supported by the provisions of law under Industrial Disputes Act, 1947.



The Union reiterates that its action of strike on and from 16th Sept, 2025 with Black Badges Protest, Site in protest, Gherao to Key Executives, Demonstration, Gate meeting, Dharna Andolan, Relay hunger fast at all installations & work centers of WOU. to secure justice to the employees would be fully legal and justified.

In case of inaction of management we would be forced to intensify our agitation programme in larger interest of employees.

Thanking you,

Yours faithfully,



(Santosh J. Patil)
General Secretary

- 1 The Chief Labour Commissioner- Central
Government of India, New Delhi
Government of India
4th Floor, Jeevan Deep Building,
Parliament Street, New Delhi-110001
Email: clc.gov.in & dyclcndl-mole@nic.in
- 2 The Dy. Chief Labour Commissioner – Central
Office of the Deputy Chief Labour Commissioner – Central
Government of India
Ministry of Labour and Employment
Shram Raksha Bhavan, Sion, Mumbai 400 022.
Email : dyclc.mum-mh@nic.in
3. The Regional Labour Commissioner- Central
Office of the Deputy Chief Labour Commissioner – Central
Government of India
Ministry of Labour and Employment
Shram Raksha Bhavan, Sion, Mumbai 400 022.
Email: rlc.mum-mh@nic.in
4. The Asst. Labour Commissioner, Central-I,
Office of the Deputy Chief Labour Commissioner – Central
Government of India
Ministry of Labour and Employment
Shram Raksha Bhavan, Sion, Mumbai 400 022
Email: alc1.mum-mh@nic.in

Copy to :

1. Director (Prodn.) , ONGC, N.Delhi.
- 2 Director (HR) ONGC, N.Delhi.
2. Director (T&FS) ONGC, N.Delhi.
3. ED(HR) Chief ER, ONGC, N.Delhi
4. ED-WOU, ONGC, Mumbai.
5. ED-CDS, ONGC, 11 High, Mumbai.
6. ED – Asset Manager – MH / B&S / N&H

7. ED – PMU, Hazira Plant, Surat
8. ED – CS HR WOU, Mumbai.
9. GGM – PMU, ONGC Uran Plant
10. GM(HR) – I/C IR, Mumbai.
11. PEU, Secretary, Hazira Plant, Surat

Copy for information to:

Ministry of Labour and Employment
Government of India,
Room No.: 120, Shram Shakti Bhawan,
Rafi Marg New Delhi-110001.
minoffice-mole@nic.in
Attn. : Dr. Mansukh Mandaviya, Minister

Ministry of Petroleum & Natural Gas (MoPNG),
Government of India, Shastri Bhavan,
New Delhi – 110001.
min.png@nic.in & sec.png@nic.in
Attn. : Shri. Hardeep Singh Puri, Hon'ble Minister

MA

PETROLEUM EMPLOYEES UNION

Founder : RAJA KULKARNI
President : K. H. DASTOOR

(Regd. No. 1657)

AFFILIATED TO NFPW & INTUC.



Phone : 2418 17 42

E-mail : peumum@peu.org.in Date: 12.08.2025

Website : www.petroleumemployeesunion.com

SINCE : 1954

12/8/25

To,
Director (HR),
Oil Natural Gas Corporation,
DUB, New Delhi

Subject:- Immediate Review and Withdrawal of Office Order No. DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682, dated 07.08.2025, on Withdrawal of Overtime/Compensatory Off for Shift Duty, general shift employees, round-o-clock duty 2d/2n/2e/2off and 14 Days On/Off Employees on Declared Holidays

Respected Sir,

We strongly protest the unilateral issuance of Office order number DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682, dated 07.08.2025. Guidelines for the overtime and c-off exist in ONGC for more than 30 years which were issued by considering various legal provisions and acts.

Section 9A of the Industrial Disputes Act, 1947, mandates that employers must provide notice to workmen before making changes to their conditions of service. Office order number. DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682, dated 07.08.2025, is the clear violation of section 9A of Industrial Disputes Act, 1947.

Management should provide relevance documents/or any govt gazette for these sudden changes in service condition. Its off-course duty of management and concerned authority to give proper deliberation to all corned collectives and employees as it's our right to know and right to ask. As this very important and sensitive issue for us so kindly take this course of dialogue as a positive manner and constructive & prompt reply from your side to restrict this matter for further escalate.

M. J. A.
12/8/25

Management should provide relevant legal provisions they have considered while issuing this office order unilaterally within next 7 days. This may be considered as notice for further course of action. Until then our employees will work under protest on the upcoming Closed holidays, National Holiday, i.e. 15.08.2025.

Thanking you in anticipation, your prompt response to this matter is awaited.

Yours faithfully,



Santosh J. Patil,

General Secretary,

Petroleum Employees Union, Mumbai

Copy to:

1. Director (Prodn),ONGC,N.Delhi
2. Director (T&FS) ONGC,N.Delhi
3. ED(HR), Chief ER, ONGC,N>Delhi
4. ED-WOU, ONGC, Mumbai
5. ED-CDS, ONGC, 11 High, Mumbai
6. ED- Asset Manager- MH/B&S/N&H
7. ED- PMU < Hazira Plant, Surat
8. ED-CRO, WOU, Mumbai
9. GGM-PMU, ONGC, Uran Plant
10. GM(HR)-I/c IR, Mumbai



No. DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682

Dated: 07.08.2025

OFFICE ORDER (13/2025)

Subject: Regulating Compensatory off and Overtime

MCoD in its 663rd meeting held on 16th July 2025 at New Delhi accorded approval for Compensatory off and Overtime guidelines as follows:

- a) Compensatory Off (C-off) and Overtime (OT) for various duty patterns shall be regulated as follows:

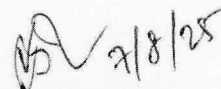
DUTY PATTERN/ TYPE	WORKING BEYOND SCHEDULED DUTY PERIOD		NATIONAL HOLIDAY		CLOSED HOLIDAY other than NH	
	OFFICERS	STAFF	OFFICERS	STAFF	OFFICERS	STAFF
14 DAYS ON/OFF DUTY PATTERN	C-off equal to the number of days deployed on duty beyond 14 days, after completion of scheduled duties.	<ul style="list-style-type: none">Entitled to Overtime allowance if they work beyond 12 hours during ON duty for putting extra hours of work beyond scheduled duty hoursC-off equal to the number of days deployed on	<p>1. If NH falls on day of duty, no C-off would be admissible.</p> <p>2. If NH falls on off duty period, no C-off would be admissible.</p>	<p>1. If NH falls on day of duty, neither C-off nor OT is admissible.</p> <p>2. If NH falls on off duty period, no C-off would be admissible.</p>	<p>1. If CH/RH falls on day of duty, no C-off would be admissible.</p> <p>2. If CH/RH falls on off duty period, no C-off would be admissible.</p>	<p>1. If CH/RH falls on day of duty, neither C-off nor OT is admissible</p> <p>2. If CH/RH falls on off duty period, no C-off would be admissible.</p>

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DUTY PATTERN/ TYPE	WORKING BEYOND SCHEDULED DUTY PERIOD		NATIONAL HOLIDAY		CLOSED HOLIDAY other than NH	
	OFFICERS	STAFF	OFFICERS	STAFF	OFFICERS	STAFF
		duty beyond 14 days, after completion of scheduled duties. They can claim OT in lieu of C-off.				
ROUND THE CLOCK SHIFT DUTY PATTERN (2M/2E/2N /2 DAYS OFF)	Perform extra shift duty either in continuation of scheduled shift or on a rest day, one compensatory off shall be granted	Perform work either in continuation of scheduled shift or on a rest day, Overtime will be admissible. Employee may, at his option, be entitled to avail C-off in lieu of OT if the employee performs extra shift duty either in continuation of scheduled shift or on a rest day.	1. If NH falls on day of duty, no C-off or out of pocket would be admissible. 2. If NH falls on off duty period, no C-off would be admissible.	1. If NH falls on day of duty, neither C-off nor OT is admissible. 2. If NH falls on off duty period, no C-off would be admissible.	1. If CH/RH falls on day of duty, no C-off or out of pocket would be admissible. 2. If CH/RH falls on off duty period, no C-off would be admissible.	1. If CH/RH falls on day of duty, neither C-off nor OT is admissible. 2. If CH/RH falls on off duty period, no C-off would be admissible.
2 DAYS ON/OFF SHIFT DUTY	For working on 3 rd or 4 th day in	For working beyond 2 days- OT	1. If NH falls on day of duty, no C-off	1. If NH falls on day of duty, neither	1. If CH/RH falls on day of duty, no	1. If CH/RH falls on day of duty, no

DUTY PATTERN/ TYPE	WORKING BEYOND SCHEDULED DUTY PERIOD		NATIONAL HOLIDAY		CLOSED HOLIDAY other than NH	
	OFFICERS	STAFF	OFFICERS	STAFF	OFFICERS	STAFF
PATTERN	continuation of 2 day shift, C-off would be admissible for the day of retention.	would be admissible. Employee may, at his option, be entitled to avail C-off in lieu of OT.	or out of pocket would be admissible. 2. If NH falls on off duty period, no C-off would be admissible.	C-off nor OT is admissible. 2. If NH falls on off duty period, no OT or C-off would be admissible.	C-off or out of pocket would be admissible. 2. If CH/RH falls on off duty, no C-off would be admissible.	C-off or OT would be admissible. 2. If CH/RH falls on off duty, no C-off would be admissible.
GENERAL SHIFT (when deployed in field at various stages of exploration, drilling and production)	For working on weekly off/rest day, no C-off is admissible. Employee can claim Out of Pocket as per the scheme	For working on weekly off/rest day, the employee is entitled to avail C-off. Overtime for working on weekly off/rest day shall be admissible only if the total number of working hours in the week exceed the limit as mentioned in the applicable Act.	If NH falls on weekly off day, no C-off would be admissible	If NH falls on weekly off day, no C-off would be admissible	If CH/RH falls on weekly off day, no C-off would be admissible	If CH/RH falls on weekly off day, no C-off would be admissible

- b) The eligible employees will be allowed to avail the compensatory off with the prior approval of the controlling officer within the month in which the C-off is earned or within next two months immediately following that month subject to earning / accumulation of maximum four compensatory offs in one calendar month.
- c) The compensatory off can be prefixed or suffixed with earned leave (EL), half pay leave (HPL) or casual leave (CL) and restricted holidays (RH- only for General shift) with prior permission of the controlling officer.
- d) The scheme for compensatory off shall not apply to non-field personnel, field parties or executives on tour.
- e) Overtime allowance is payable to all the employees of unionized category as compensation, wherever applicable, for putting in extra hours of work, beyond normal duty hours.
- f) Employees covered by the Mines Act, 1952 shall be paid Overtime as per the Mines Act and rules made thereunder.
- g) Employees covered by the Factories Act, 1948 shall be paid Overtime as per the Factories Act and rules made thereunder.
- h) Employees covered by the Shops and Commercial Establishment Act of the respective State Governments shall be paid Overtime as per the Shops and Commercial Establishment Act and rules of the State Govts.
- i) These instructions shall be effective from the date of issue of office order.
- j) Other terms and conditions shall remain unchanged.

 2/8/25

(Vaskar Kr. Barai)
Chief General Manager (HR)

Distribution: Through ONGC Reports

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