PETROLEUM EMPLOYEES UNION

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

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

Email : peumumbai@yahoo.co.in Website : www.petroleumemployeesunion.com

PuE
Since 1954

Date : 15.08.2026

To,
Director – Human Resources
ONGC Ltd,
PDDU Bhavan, Vasant Kunj, New Delhi – 110070.

Subject: Request for Immediate Review, Revision and Renewal of Rates of Various Employee Facilities and Allowances.

Respected Sir/Madam,

The Petroleum Employees Union, Mumbai, on behalf of the employees, wishes to draw your kind attention towards the long-pending issue of **revision and renewal of rates/cost ceilings of various employee welfare facilities and allowances**.

It is a matter of serious concern that the rates applicable to several facilities have remained unchanged for many years, despite substantial increases in the cost of living, transportation, housing, education, healthcare and other essential services. Consequently, the existing ceilings have become grossly inadequate and do not correspond with the prevailing economic conditions.

The Union therefore requests Management to undertake an **immediate comprehensive review and upward revision** of the rates of all such facilities. In particular, the following facilities require urgent attention:

1. **Travel Allowance (TA) & CPP Rates :**
   The prevailing transportation costs have increased substantially, whereas the existing rates were last revised in 2020. The rates therefore require immediate upward revision. *(Reference: Order dated 10.02.2020).*

2. **House Building Allowance (HBA):**
   The substantial escalation in land, property and construction costs has rendered the existing HBA loan ceilings and applicable benefits inadequate. The revision has already become due since **27.06.2024** and therefore requires immediate consideration. *(Reference: relevant order attached).*

3. **Daily Allowance (DA) for Official Tours:**
   The cost of accommodation, boarding and other expenses during official outstation tours has increased manifold. The existing DA limits are no longer commensurate with actual expenditure and need to be suitably enhanced.

Office : TEL - RASAYAN BHAVAN, Tilak Road, Dadar (E.), Mumbai - 400 014.

4. **Children Education Loan (CEA):**
   The cost of school, professional and higher education has increased significantly since the last revision. The existing ceiling is therefore required to be enhanced suitably. *(Reference: Order dated 27.01.2017).*

5. **Ayurvedic & Homeopathy Treatment Charges:**
   The cost of Ayurvedic and Homeopathic treatment has increased considerably since the rates were last revised in 2019. The existing reimbursement ceiling therefore requires immediate revision. *(Reference: Order dated 20.03.2019).*

6. **Life-Saving Respiratory Devices:**
   The cost ceiling for essential respiratory devices such as **CPAP, BIPAP, Auto-PAP, Oxygen Concentrators, Nebulizers, etc.** was last revised in 2012. More than **14 years have elapsed** since the last revision. Considering the steep increase in the cost of such medically essential devices, the ceiling requires urgent and substantial enhancement. *(Reference: Order dated 01.06.2012).*

7. **Conveyance Advance Scheme:**
   The Conveyance Advance Scheme also requires comprehensive review in view of the present-day cost of vehicles. The Union further requests that the facility of **Car Advance be extended to Staff employees of all cadres**, without restrictive conditions which may deprive eligible employees of the benefit.

8. **Spectacles / Contact Lenses / Dark Goggles:**
   The last revision was made vide order dated **05.04.2018**, wherein it was specifically mentioned that the revised cost ceiling would remain valid for four years. However, even after the lapse of **eight years**, the cost ceiling has not been renewed. The same therefore requires immediate revision in line with prevailing market prices.

9. **Briefcase Advance:**
   The cost of good-quality briefcases has increased substantially over the years. The existing cost ceiling is therefore required to be enhanced suitably to reflect current market prices.

The employees of ONGC continue to discharge their duties with dedication and commitment towards the growth and success of the Corporation. It is equally important that the welfare measures extended to them remain **relevant, adequate and responsive to changing economic conditions**.

The Union therefore strongly urges Management to **undertake a comprehensive review of all employee facilities and allowances and revise/renew the applicable rates and cost ceilings without further delay**, including the facilities specifically highlighted above.

4

We request your good office to kindly accord **priority consideration** to this long-pending matter and initiate the necessary process for revision at the earliest.

We look forward to a positive and favourable response from Management in the interest of employee welfare.

Thanking you in anticipation.

Yours faithfully,

Vaekar. 15/08/26

(Vaibhav M. Lavekar)

General Secretary

Copy to :

1. ED – Chief HR Services. Regional Office, ONGC Mumbai, NBP GH, BKC, Bandra (E), Mumbai – 400051.
2. EA to Director (HR), PDDU Bhavan, Vasant Kunj, New Delhi.
3. President – Western Offshore, Vasudhara Bhavan, Bandra (E), Mumbai.
4. ED – Chief Employee Relations ONGC, PDDU Bhavan, Vasant Kunj, New Delhi.
5. GGM (HR) – Head HR-ER, Regional Office, NBP GH, BKC, Mumbai.
6. GM (HR), I/C- Corporate IR, PDDU Bhavan, Vasant Kunj, New Delhi.
7. GM (HR), I/C IR, RO Mumbai, NBP GH, BKC, Mumbai.

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
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792155; Fax No. 0135 - 2758156

No. 17 (49)/18-TA Automation/CP **Date: 10.02.2020**

OFFICE ORDER (03/2020)

Sub: Modifications in Travelling Allowance (TA) Regulations.

Executive Committee (EC) in its 537th meeting held on 02 & 03.01.2020 at New Delhi has approved the following modifications in Travelling Allowance (TA) Regulations:

<table>
<tr><th>Clause No.</th><th>Existing Provision</th><th>Modified Provision</th></tr>
<tr>
<td>4.2.2 (b) Journey by Road</td>
<td>The rate of road transport allowance in other than company's transport shall be as under:

E1 and above
a) Actual fare by public bus or Rs. 7 per km. by motor cycle/scooter
b) Rs. 14 per km. by own car in case of journey up to a distance of 300 km. and no CPP charges payable.
c) For the distance beyond 300 km., the road journey by owned car or full taxi may not be allowed or claim restricted to 300 km. or the officer may use company vehicle.

However, for stations other than ONGC work centres, road journey by full taxi beyond 300 km. may be allowed to E 7 and above and with approval of E 7 and above level officers to lower level officers subject to submission of bills at actuals with restrictions of Rs. 14 per km.</td>
<td>The rate of road travel allowance in other than company's transport shall be regulated as under:

E1 and above level:
a) Actual fare by public bus.
b) ₹16 per km. by own car in case of journey up to a distance of 150 km. and no CPP charges payable on both ends.
c) At the following rates for travel by full taxi:
<table>
<tr><th>Distance</th><th>Amount (In ₹)</th></tr>
<tr><td>< =6 km.</td><td>300</td></tr>
<tr><td>>6 km. and <= 15 km.</td><td>600</td></tr>
<tr><td>>15 km. and <= 30km.</td><td>1000</td></tr>
<tr><td>>30 km. and <= 70km.</td><td>1800</td></tr>
<tr><td>>70 km. and <= 100km.</td><td>2300</td></tr>
</table>
Above 100 km. @ ₹16 per km. (Rs. 2300+ ₹16/- per km. beyond 100 km) up to 150 km.
No CPP charges payable on both ends.
d) At 1/3rd rate of ₹16 per km. by shared Taxi. CPP allowed at both ends. However, shared taxi charges with CPP shall not exceed full taxi charges.</td>
</tr>
</table>

	d) Taxi bills to be uploaded for full taxi claims.	e) ₹8 per km. by own scooter/motorcycle. No CPP allowed at both ends. f) At 50% of full taxi rates for travel by auto/other modes. No CPP charges payable on both ends. g) For the distance beyond 150 km. claim shall be restricted to the amount for 150 km. or the officer may use company vehicle as per entitlement.
	Below E 1 For employees below E-1, the journey by road may be allowed up to 300 km. by own arrangement with a limit of Rs. 7 per km. CPP not allowed in full taxi/own car/own arrangement at both ends.	**Below E 1 level:** a) Actual fare by public bus b) ₹8 per km. by own scooter/motorcycle. No CPP charges payable on both ends. c) At 50% of full taxi rates for travel by auto/ other modes up to 150 km. No CPP charges payable on both ends. d) Employees on 14 days On/Off and other pattern who are allowed to travel by air are allowed to travel by full taxi for the journey from Residence/ Airport/ Railway station /Bus/Taxi stand to duty point and back. **Note:** a) Full taxi should be used judiciously when other modes of surface transport or company transport are not readily available or not convenient or travel by taxi is economical for the company. b) Taxi bill/receipt or proof of payment to be uploaded for full taxi claims above ₹1000/- c) The above amounts are the ceiling amounts and the claim shall be based on actual expenditure within the ceiling amount. d) The above rates will be uniformly applicable for all journeys and no local order will be issued. The existing local orders will become inoperative.

<table>
<tr>
<td>CPP Charges. Clause 4.2.2 (d) of TA regulations</td>
<td>a) CPP charges are fixed by work centres. There is no uniformity of rates.

b) CPP for Crew Change: In Mumbai Offshore, additional CPP is paid for crew change cancellation as per local orders.</td>
<td>a) CPP charges for taxi shall be applicable at flat rate as per the following slabs.
<table>
<tr><th>Distance</th><th>Amount (In ₹)</th></tr>
<tr><td>< =6 km.</td><td>300</td></tr>
<tr><td>>6 km. and <= 15 km.</td><td>600</td></tr>
<tr><td>>15 km. and <= 30km.</td><td>1000</td></tr>
<tr><td>>30 km. and <= 70km.</td><td>1800</td></tr>
<tr><td>>70 km.</td><td>2300</td></tr>
</table>
Note:
– Non-taxi rates will be 50% of taxi rates.
– The above amounts are the ceiling amounts and the claim shall be based on actual expenditure within the ceiling amount.
– Night charges between 2300 hrs to 0500 hrs will be 25% extra over and above the normal admissible rates.
– The above rates will be uniformly applicable for all journeys and no local order will be issued. The existing local orders will become inoperative.

b) Additional CPP is allowed for each day of crew change cancellation for offshore.</td>
</tr>
<tr>
<td>Local Trips 4.3.2 of TA regulations</td>
<td>Employees of QAD Deptt. are entitled for mileage allowance for journey beyond 16 km. both ways for local journey.</td>
<td>Local Journey:
Employees are entitled for taxi/auto charges or mileage allowance @ Rs. 16 / Rs. 8 per km. respectively as per their entitlement under clause 4.2.2(b) for local journey within the city area (in case of metropolitan including travelling to satellite cities like Gurugram etc. for Delhi / Mumbai etc.) defined for HRA and for visits to company establishments within the working area of the work centres for travel beyond 8 kms. for those drawing CMRE and beyond one km. for those not drawing CMRE.</td>
</tr>
</table>

		Local trips will be approved by tour approving authority. No other payments viz: DA, Own arrangement charges and Local conveyance etc. will be made. The company transport facility including pool vehicle wherever available shall be used.
Rule 7.1 (ii) (c) Transfer on Company's interest – Travelling in own conveyance	Transfer on Company's interest – Travelling in own conveyance: An employee travelling in his own conveyance will be paid as follows: a) Places not connected by Rail/Air: The employee may draw single mileage allowance at the rate applicable. In case two or more family member travel with employee, the entitlement shall be as under: (i) For two additional family member one additional road mileage (ii) For more than two additional members two additional road mileage of family. Places connected by rail: Actuals or Rs. 10.00/- / Rs. 5.00 per km. as the case may be or fare of the entitled class in respect of self and family members travelling whichever is less.	**Transfer on Company's interest – Travelling in own Car:** An employee travelling in his own car will be paid as follows: The employee may draw single mileage allowance of Rs. 16 per km. for E1 and above and Rs. 8 per km. for other employees. No truck charges for transportation of car will be allowed. No CPP shall be allowed.
Company vehicle on outstation tour	- E 7 and above level officers are entitled to travel by company vehicle on tour. - For levels up to E-6, three or more executives, while on tour for group task such as Board purchase, tender committee meeting etc. shall be provided an independent vehicle for local use.	**Company Vehicle on out station tour:** - E7 and above level officers are entitled to travel by company vehicle on tour. - Two officers of E5 and above level travelling together are allowed company vehicle. - No CPP will be allowed at both the ends. - Level-I executives are authorized to allow full taxi to employees in exceptional circumstances for the reasons to be recorded.

2. Employees who are entitled to travel by air should avail the facility where air connectivity is available. In exceptional circumstances when employees are required to travel in odd hours, road journey may be allowed with the approval of L-1 executives.

3. Henceforth, all revisions and orders shall be issued by Corporate Policy Section, Dehradun with the approval of the Competent Authority.

4. The changes shall be effective from date of issue of this office order. Cases settled shall not be reopened.

10.02.2020

(N C Baliarsingh)
General Manager (HR)

The Executive Committee has approved the following modifications in ONGC HBA Scheme:

1. Enhancement of Monetary Ceiling:

Level	Revised Monetary Ceiling for construction / purchase of house (restricted to 100 months Basic Pay + DA) (In ₹)	Monetary ceiling for extension / bigger and better house (In ₹)	Revised Monetary ceiling for renovation (In ₹)	Revised Total admissible amount under ONGC HBA Scheme (In ₹)
	(A)	(B)	(C)	(A)+(B)+(C)
Executives of E-5 level & above	**53 Lakh**	**15 Lakh**	**7 Lakh**	**75 Lakh**
Executives upto E-4 level and S level employees	**44 Lakh**	**15 Lakh**	**7 Lakh**	**66 Lakh**
W & A level employees	**36 Lakh**	**15 Lakh**	**7 Lakh**	**58 Lakh**

2. The revised HBA ceilings shall be effective from 27.06.2019. The revised ceilings shall also be applicable to the past cases where HBA has already been sanctioned and drawn but the construction / extension is not completed. However, the original cost / estimate shall not be allowed to be revised.

3. Employees who have already purchased / constructed a house / flat having availed ONGC's HBA and have also taken additional loan from bank (s) / financial institution (s) for such house / flat can avail differential HBA within the total admissible HBA amount for all purposes, to repay the outstanding amount of loan with interest to bank (s) / financial institutions (s). While sanctioning HBA in such cases, earlier amount of outstanding HBA with interest shall be adjusted.

4. The monetary ceiling shall be considered for review after 5 years from 27.06.2019.

5. Change in other conditions:

<table>
<tr><th>Sl. No.</th><th>Existing Provisions</th><th>Modified Provisions</th></tr>
<tr><td>a</td><td>Interest @ 5% (five percent) per annum charged on total amount of house building advance.</td><td>The rate of interest (on slab basis) shall be as follows:-
<table><tr><td>Amount of total advance for all purposes</td><td>Rate of interest per annum</td></tr><tr><td>Upto ₹ 45,00,000</td><td>5%</td></tr><tr><td>₹45,00,001 to ₹ 75,00,000</td><td>6%</td></tr></table></td></tr>
<tr><td>b</td><td>Eligibility:

All regular employees are eligible for grant of HBA after completion of five years of service.</td><td>Eligibility:

All regular employees shall be eligible for grant of HBA after completion of three years of service.</td></tr>
</table>

c	The stamp duty / registration charges as per actual may be allowed within the above ceilings.	The stamp duty / registration charges / **GST and any other tax levied by Govt. authorities** as per actual may be allowed within the overall ceilings of the advance amount.
d	**Additional Housing Loan on creation of second charge.** Employees who have availed house building advance from ONGC for construction / purchase of house and require additional housing loan to meet the balance construction / purchase cost, may be permitted to raise additional housing loan from other banks / recognized financial institutions on creation of second charge on the property constructed / purchased with the help of ONGC HBA to meet the balance construction / purchase cost. In all other cases, creation of second charge is not allowed.	**Additional Housing Loan on creation of second charge.** Employees who have availed house building advance from ONGC for construction / purchase / renovation / extension of house and require additional housing loan to meet the balance construction / purchase cost / renovation / extension, may be permitted to raise additional housing loan from other banks / recognized financial institutions on creation of second charge on the property constructed / purchased with the help of ONGC HBA to meet the balance construction / purchase cost / renovation / extension. The existing terms and conditions for availing additional housing loan on creation of second charge shall remain unchanged. In such cases, total deduction on various accounts **including any other loan availed from other financial institutions, Banks and Credit Societies etc**. along with HBA to be sanctioned should not exceed **70%** of gross monthly emoluments. The concerned employee at the time of submitting application for creation of second charge, shall also provide details of the other loan availed or proposed to be availed from other financial institutions, Banks and Credit Societies etc.

6. All other terms and conditions governing grant of HBA shall remain the same.

ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations
Corporate Policy Section
"ग्रीन हिल्स", ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

No. ONGC/ER/CP/ADV/008 Date: January 27, 2017

OFFICE ORDER (03/2017)

Subject: Modification of Children Education Loan Scheme.

The Executive Committee, in its 491st meeting held on 14th January, 2017 held at New Delhi, approved the following modifications in Children Education Loan Scheme:

Item	Existing provision	Modified provision
Quantum of loan	For Studies in India - Maximum Rs. 10.00 lakh For Studies abroad - Maximum Rs. 15.00 lakh	Maximum amount of loan admissible under the Children Education Loan Scheme is enhanced to Rs. 30 (Thirty) lakh for studies both in India and Abroad. (i.e. Overall limit of Rs. 30 (Thirty) lakh for studies both in India and Abroad)
Interest rate in cases of resignation	State Bank of India Prime Lending Rate as applicable from time to time shall be charged.	State Bank of India Marginal cost of funds based lending rate as applicable from time to time shall be charged.
Collateral security	Collateral security is not required for education loan up to Rs.7.50 lakh.	Collateral security will not be required for education loan up to Rs.10 lakh. Accordingly the reference of Rs. 7.50 lakh in the scheme in this context will be replaced by Rs. 10 lakh in all the clauses.

2. The modified terms and conditions would be applicable from the date of issue of this order. All cases where education loan is sanctioned after the date of issue of this order shall be regulated as per the modified terms and conditions.

3. Other terms and conditions of the Children Education Loan scheme shall remain unchanged.

27.1.17
(Alok Misra)
ED-Chief, ER

Oil and Natural Gas Corporation LTD.
WOU, RO, Medical Section
NBP Green Heights
BKC, Mumbai.
Tel. No. 26275206
Fax No. 26533605

ओएनजीसी
ONGC

No. WOU/RO/MS/Homeopathy-Ayurveda/2019 Date: 20.03.2019

OFFICE ORDER

Competent authority has accorded approval for fixation of charges for Homeopathy and Ayurveda as under:

A) Homeopathy :

1. Consultation charges without medicine:

Sl. No.	Particulars	Rates
1	First Consultation	Rs 250/-
2	First follow up Consultation (After one week of first consultation)	Rs 100/-
3	Second Follow up consultation (After one week of First Follow up)	Rs 100/-
Note:	All consultations within 21 days are treated as one cycle	

2. Homeopathic medicine charges of Rs. 150/- will be reimbursed for one week duration of treatment if consultant dispenses medicine from the dispensary.
3. In homeopathy consultation charges without medicine will be reimbursed as above or actual whichever is less plus reimbursement of admissible homeopathic medicines per actual including patented admissible medicines (refer CGHS-CS (MA) rules).
4. Medicines purchased from Pharmacy will be considered for reimbursement after verification of all necessary document. (Necessary documents: A copy of prescription mentioning the diagnosis, names of homeopathic medicine with dosage and repetition, duration of treatment.)
5. The admissibility of medicines will be strictly adhered to the guidelines laid in CSMA rules.
6. Special Preparation containing homeopathic medicine may be reimbursed as per the admissibility.

Ayurveda:

1. Consultation charges without medicine:

Sl. No.	Particulars	Rates
1	First Consultation	Rs 250/-
2	First follow up Consultation (After one week of first consultation)	Rs 100/-
3	Second Follow up consultation (After one week of First Follow up)	Rs 100/-
Note:	All consultations within 21 days are treated as one cycle	

20-3-2019

2. In patient treatments, OPD procedures, Panchkarma therapy may be permitted in CGHS empaneled / Government owned / Government Recognised / Kotakkal Arya Vaidya Sala, Kotakkal /Bombay Keraleeya Samaj (a subsidiary of Kotakkal Arya Vaidya Sala, Kotakkal , located at Mumbai).
3. Employees are required to give an undertaking that during the course of the Ayurveda treatment, they will not switch on to either allopathy or homeopathy treatment, for the same ailment.
4. Cosmetic, Rejuvenation treatment / food supplements are not reimbursable.
5. Medicines purchased from Pharmacy will be considered for reimbursement after verification of all necessary document. (Necessary documents: A copy of prescription mentioning the diagnosis, names of Ayurvedic medicine with dosage and repetition, duration of treatment.
6. The other modalities of Ayurveda medical facilities to ONGC beneficiaries will be examined in terms of letter No. ONGC/CMS/AM/5/2018-19 dated 01.11.2018 issued by Chief Medical Services.
7. The following centres have been recognized by ONGC, Mumbai Region, for taking Ayurveda treatment for ONGC beneficiaries:

Sl. No.	Location	Address of the Centre	Telephone No.	Closed on
1.	Matunga	Kerala Bhavanam, 16 –A, K.A. Subramaniam Road, Matunga , Mumbai – 18	24012366	Wednesday
2	Chembur	Natraj Theatre Building, 2nd floor, Chembur (E), Mumbai – 71	25283405	Monday
3	Dadar	No.81, Hindu Colony, Road No.2, Dadar (E), Mumbai – 14.	24141976	Friday
4	Goregaon	Madhuben, Swami Vivekananda Road, Goregaon (W), Mumbai-62.	28720756	Tuesday
5	Mulund	81, Shanthi, Mulund Hill View CHS, Dr.R.P. Road, Near Vardhaman Nagar, Mulund (W), Mumbai -50.	25618183	Thursday

The above rates will be valid for a period of three years from the date of issue.

20-3-2019

(Dr. Pranita Das)
DGM -I/C MS
Mumbai

Note: Hard copies not being circulated. Please download from Intranet, MR.

ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/MED/026 Dated: 1st June, 2012

OFFICE ORDER (35/2012)

Subject: Policy for reimbursement of expenditure incurred for purchase of life saving respiratory devices for domiciliary use.

EC in its 411th meeting held on 20th, 21st and 22nd March, 2012 approved following policy for regulating the reimbursement of expenditure incurred for purchase of life saving respiratory devices for domiciliary use:-

2. **CPAP / BIPAP / Auto-PAP / Oxygen Concentrator:**

The individual shall purchase the required device as advised by the two Chest physicians or two medical specialists (in case of non availability of chest physician) based on the sleep lab report and claim reimbursement for the same. The cost of these devices is to be reimbursed as per procedure, financial limits and periodicity prescribed below.

3. **Nebulizer :**

Nebulizer shall be purchased by the individual based on advice and recommendation of Medical specialists / Pediatric specialist with a certificate that Nebulizer is essential in view of chronic asthmatic or respiratory condition of the patient. The cost of this device is to be reimbursed as per procedure, financial limits and periodicity prescribed below. Replacement shall be permitted after 5 years on the basis of a certificate of condemnation obtained from Medical specialist/Pediatric specialist. No request for reimbursement of another Nebulizer shall be entertained within 5 years from the date of initial purchase.

4. **Procedure for claiming reimbursement:**

The individual shall submit his claim for reimbursement supported by documents as mentioned for respective devices along with cash memo / invoice indicating the make and serial number and delivery challan. The claim submitted for reimbursement shall be forwarded by the concerned establishment after making necessary entries in the system to the Head/I/c Medical Services at the location for examination and verification. The expenditure sanction of the device shall be accorded by L-I executive of the location. In case L-I is not posted at the location, the sanctioning authority shall be L-II executive.

5. **Monetary ceiling and periodicity**

Name of device	Monetary ceiling	Periodicity
CPAP	₹30,000/-	Once in life time
BIPAP	₹85,000/-	Once in life time
Auto-PAP	₹70,000/-	Once in life time
Oxygen Concentrator	₹50,000/-	Once in life time
Nebulizer	₹3,000/-	Once in a period of 5 years

6. The individual shall be responsible for maintenance and upkeep of the devices and no reimbursement on this account shall be considered.

7. This policy shall be effective from the date of issue of office order and shall be reviewed after two years.

Sd/- 1/6/12

(S.K. Tomar)
Chief Manager (HR)-Corp. Policy

ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
"ग्रीन हिल्स", ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792177

No. DDN/CORP-ER/ESTT-POLICY/2023/Conveyance/1106314 **Dated: 06.04.2023**

OFFICE ORDER (05/2023)

Subject: Review of Conveyance Advance Scheme

Executive Committee in its 584th meeting held on 29.03.2023 at New Delhi accorded approval to the revised Conveyance Advance Scheme as enumerated below:

	Level of employee	Approved Ceiling (Actual cost of car, inclusive of registration tax and road tax, within the following ceilings) (in Rs.)
Car Advance For new/old car either on first occasion or subsequent occasions.	E8 & above	30.00 Lakh
	E6 - E7	25.00 Lakh
	E4 - E5	17.50 Lakh
	E1 - E3	12.50 Lakh
	E0 & S level	9.00 Lakh
Scooter/Motor Cycle Advance For New/Old Two wheeler either on first or subsequent occasions.	All eligible employees	Actual cost of two wheeler inclusive of registration tax and road tax within the ceiling of 1,80,000/-.

2. The above instructions shall be effective from the date of issue of office order and other terms and conditions of the policy shall remain unchanged.

06/04/23

(Vaskar Kr. Barai)
General Manager (HR) – Corporate Policy

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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
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792182; Fax No. 0135 - 2758156

No. ONGC/ER/CP/MED/001 **Date: 05.04.2018**

OFFICE ORDER (12/2018)

Sub: Revision of cost ceilings for reimbursement towards Cost of Spectacles/ Contact Lenses / Dark Glasses Goggles/ Special Vision Equipment.

Reference is invited to the office order of even no. dated 16.07.2012 vide which the cost ceilings for reimbursement towards cost of spectacles / contact lenses for regular and retired employees and the cost ceiling of dark glasses goggles for visually challenged employees and their dependents were last revised.

2. The Executive Committee (EC) in its **508th** meeting (**Part – II**) held on **19th, 20th & 27th** March **2018** at New Delhi has approved the reimbursement towards cost of spectacles / contact lenses in respect of regular / retired employees / dependent of deceased employees who die while in service and the cost ceiling of dark glasses goggles / special vision equipment for visually challenged employees and their dependents with the following ceilings:

Level	Ceilings
E-9 & above Level	₹ 40,000/-
E-5 to E-8 Level	₹ 25,000/-
E-0 to E-4 & S Level	₹ 18,000/-
Non-Executive (W& A Level)	₹ 12,000/-

3. EC also decided as under:

(a) All regular employees will be eligible for reimbursement of spectacle / contact lenses & dark glasses goggles / special vision equipment for visually challenged employees (as per above cost ceiling) from the date of joining itself.

(b) The revised cost ceilings will be valid for a period of **four years**.

(c) The above cost ceiling will be applicable **w.e.f. 01.01.2018**. In case a claim has already been made for reimbursement between 01.01.2018 to the date of issue of this office order then additional claim on need basis shall be made towards remaining amount as per revised cost ceilings in respect of eligible beneficiaries.

4. The other terms and conditions of the scheme shall remain unchanged.

5/4/18

(S K Tomar)
DGM (HR) - CP

ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
"ग्रीन हिल्स", ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792177

No. DDN/CORP-ER/ESTT-POLICY/2023/Briefcase/1126026 **Dated: 17.05.2023**

OFFICE ORDER (13/2023)

Subject: Review of Briefcase/Office bag scheme

Executive Committee in its 1st Special meeting (01/2023-24) Part-A held on 29.04.2023 at New Delhi, accorded approval for the revised cost ceiling of Briefcase/Office Bag scheme as below :

Level of employee	Approved Cost Ceiling (in Rs.)
W,F and A	6000/-
S level & E-0 to E-2	9000/-
E-3 to E-5	14000/-
E-6 to E-7	18000/-
E8 and above	20000/-

2. The revised ceilings shall be applicable from the date of issue of office order and shall be valid for 4 years.

3. Other existing terms and conditions shall remain unchanged.

17/5/23

(Vaskar Kr. Barai)
General Manager (HR)-Corporate Policy

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