

PETROLEUM EMPLOYEES UNION

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

(Regd. No. 1657)

AFFILIATED TO NFPW & INTUC.

Phone : 2418 17 42

E-mail : peumumbai@yahoo.co.in

Website : www.petroleumemployeesunion.com



Date : 05.09.2026

SINCE : 1954

To,
Director (Human Resources),
Oil and Natural Gas Corporation Limited (ONGC),
PDDU Bhavan, New Delhi – 110070.

Subject: Request for introduction of Special Casual Leave on Birthday & Marriage Anniversary and Compensatory Off for Offshore Employees.

Respected Sir/Madam,

I am writing to you on behalf of the dedicated workforce of ONGC, the true "Energy Soldiers" of our nation, with a constructive proposal aimed at enhancing employee morale and work-life balance.

As you are aware, the Karnataka State Police Headquarters recently issued a directive granting casual leave to its personnel on their birthdays and wedding anniversaries. This progressive step was taken in recognition of their challenging and stressful working conditions, emphasizing that celebrating personal milestones helps officers rejuvenate emotionally, spend quality time with family, and achieve a healthier work-life balance, ultimately boosting morale, reducing stress, and improving productivity.

In a similar vein, our esteemed PSU peer, GAIL (India) Limited, has also introduced a Special Casual Leave (SCL) for its employees to celebrate their Birthday & Marriage Anniversary. As per their circular, this one-day leave can be availed on the day of either milestone and is also extended to trainees and probationers, demonstrating a commitment to employee well-being across all levels (Ref: GAIL Circular No.CO/HR/Pol/P-39 dated 13th August, 2026).

ONGC, as a "Maharatna" company and a leader in the industry, has always been at the forefront of adopting employee-friendly policies. Your recent proposed initiatives, such as introducing flexible working hours and focusing on occupational health and work-life management, are a testament to the organization's commitment to its workforce. Furthermore, ONGC already provides Special Casual Leave to Persons with Disabilities (PwD), highlighting the organization's willingness to extend special leave provisions beyond the standard rules.

Given these precedents, I respectfully request the ONGC Management to consider implementing a similar policy, granting one day of Special Casual Leave to all employees on the occasion of their Birthday and Marriage Anniversary if they fall on the Working Day of the week. This small gesture would be a powerful morale booster and a tangible recognition of the personal lives of the employees who work tirelessly for the nation's energy security.

Y

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

Furthermore, I would like to bring to your kind attention the specific and unique challenges faced by our colleagues working in offshore installations. These "Energy Soldiers" work in arduous conditions, often in hostile environments and on extended 14-day on/off duty patterns, separated from their families for long stretches. Their commitment often means they are unable to take leave or celebrate personal milestones on the actual date.

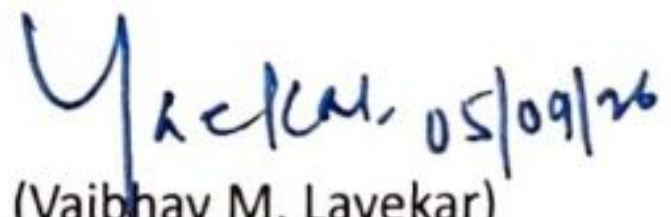
To ensure that this progressive policy is equitable and inclusive for our offshore colleagues, I earnestly request that the following provision be considered:

A Compensatory Off (C-Off) be granted to Offshore employees who are on official duty at their offshore installation on their Birthday and Marriage Anniversary, and are consequently unable to avail the proposed Special Casual Leave. This C-Off could be availed upon their return to the onshore base, allowing them to celebrate the milestone at a later date with their families. This would be a just and practical measure, ensuring that our most isolated workforce is not unfairly disadvantaged and can also benefit from this initiative.

We are confident that the ONGC management, with its progressive outlook and commitment to employee welfare, will positively consider this request. Implementing this policy would be a significant step forward in reinforcing the message that ONGC values its employees not just as workers, but as individuals with families, aspirations, and personal milestones worth celebrating. It would not only improve work-life balance but also enhance loyalty, reduce stress, and improve overall job satisfaction among the ranks.

Thanking you in anticipation of positive consideration.

Yours Sincerely,


(Vaibhav M. Lavekar)
General Secretary

Encl : 1. Gail India Circular, Dated 13.08.2026.

2. <https://www.ndtv.com/india-news/special-leaves-for-birthdays-wedding-anniversaries-for-karnataka-cops-10910070>

Copy to:

1. Director (HR), ONGC, PDDU Bhavan, New Delhi.
2. ED – Chief ER, ONGC, PDDU Bhavan, New Delhi.
3. ED – Chief HRD, ONGC, PDDU Bhavan, New Delhi.
4. ED-Chief HR Services, Regional Office, ONGC, Mumbai. NBPGH, Mumbai.
5. GGM - Head HR/ER, ONGC, Regional Office, Mumbai.
6. GM (HR)- Head FMG & I/C IR, ONGC Regional Office, Mumbai.



GAIL (India) Limited
Corporate HR Department

For Internal Circulation only

CIRCULAR

No.CO/HR/Pol/P-39

13th August, 2026

**Subject: Introduction of Special Casual Leave to employees on their Birthday/
Marriage Anniversary**

In terms of extant GAIL Leave Rules, employees are allowed Special Casual Leaves for specified number of days for various purposes in a Calendar Year subject to notified terms and conditions for the same.

2. With the objective of allowing employees to celebrate their personal milestones of Birthday/ Marriage Anniversary and facilitate them in achieving improved work-life balance, GAIL Management is pleased to allow one day Special Casual Leave (SCL) to employees in a calendar year, which can either be availed on the day of his/her Birthday or Marriage Anniversary (as per the date available in official records of GAIL).
3. The aforesaid SCL will also be allowed to Executive/Non-Executive Trainees and those under probation period on initial appointment. However, in case employee is not able to avail such SCL on account of his/her Birthday or Marriage Anniversary falling on Rest/Off/Closed day/ Holiday, as the case may be, no Compensatory Off will be admissible for the same. Further, no carry forward of such SCL for availment at a later date; or any compensation in lieu thereof in the event of performing official duties on such a day, will be allowed.
4. Other terms and conditions of GAIL Leave Rules shall remain unchanged.
5. This is issued with the approval of the Competent Authority and comes into force with immediate effect.

Bharat Mehta 13/8/2026
(Bharat Mehta)
CGM (HR - Policy & ER)

Distribution:

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5. ED (BIS), Noida - *with a request to make requisite changes in SAP-HR module*
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