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

Since 1954

Date : 28.11.2026

To,
Executive Director – Chief ER
Oil and Natural Gas Corporation Limited (ONGC Ltd.),
PDDU Urja Bhavan, Vasant Kunj, New Delhi – 110070.

RPT.

Executive Director – Chief HR Services,
ONGC Mumbai Regional Office,
NBP Green Heights, BKC, Mumbai.

Subject: Implementation and Clarification of OT & Compensatory Off (C-Off) for Employees Working in ON/OFF Duty Pattern (Refresher Training During OFF Period & Extended Offshore Duty)

Respected Madam/Sir,

In continuation of the discussions held with Director (HR) and the than Chief ER along with representatives of the Petroleum Employees Union (PEU) at New Delhi on 11.11.2025 & the recent R & P Meeting held on 13-14 November at Jodhpur, Rajasthan, regarding the grant of Compensatory Off (C-Off) for employees working in the ON/OFF duty pattern, particularly in respect of mandatory refresher training attended during OFF periods and extended offshore duties.

Sir/Madam in line with statutory provisions, government circulars, longstanding practice spanning more than three decades, management had agreed to holistically re-examine the practice of OT and Compensatory Off for extra work performed beyond 14 days in the 14-day ON/OFF pattern and difficult **offshore** working conditions.

1. Refresher Training Attended During OFF Period: The issue also assumes significance in view of the Gazette Notification issued by the Directorate General of Mines Safety (DGMS), Ministry of Labour & Employment, Government of India, vide G.S.R. 617(E) dated 10 July 2026, applicable to oil mines where persons are employed in an "On-and-Off" work pattern.

The notification specifically states:

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"The refresher training may be imparted to the persons during their off period subject to the following condition: If the refresher training is imparted beyond normal working hours during off period, compensatory off equal to the number of days attended for training shall be given to the persons in addition to the training allowances."

The Gazette further clarifies that these standards are applicable to oil mines employing personnel in the ON/OFF duty pattern. ONGC's Office Order No. DDN/CORP-ER/ESTT-POLICY/2025/CoffoT/2600682 dated 13.10.2025 regulating Compensatory Off and Overtime does not specifically supersede or prohibit the grant of C-Off for mandatory refresher training conducted during the OFF period. Additionally, Clause (j) of the order states that *"Other terms and conditions shall remain unchanged."* Considering that mandatory refresher courses such as A-MAST and other trainings are required for compliance and continued deployment of offshore personnel, denial of Compensatory off for participation in official/mandatory trainings, tours & official events during the OFF period appears inconsistent with past practice and the intent of the DGMS notification.

2. Extended Offshore Duty Beyond the Standard 14-Day Pattern: Furthermore, when an offshore employee is required to continue offshore duty beyond the completion of the standard 14-day ON duty pattern due to operational requirements or unavoidable circumstances, the employee still has to report back for their next scheduled shift, thereby availing fewer OFF days than the actual offshore duty days performed. Every "off" day is generated against the "on" day of offshore duty performed. Generally, this refresher trainings are held at ATI-Goa, 2-3 days are wasted in to & fro travel. This wastage of hard earned "off" days during travel should also be compensated with compensatory off as earlier. However, the Office Order dated 13.10.2025 currently restricts such employees from generating and availing C-Off for the additional duty days performed, and the corresponding shortfall in OFF days & trainings attended in Off period.

Accordingly, it is requested that:

1. A Corporate Clarification may be issued regarding the eligibility of C-Off for statutory and mandatory refresher trainings and other trainings/official events attended during the OFF period by employees working in the ON/OFF duty pattern.
2. Wherever admissible under the DGMS notification, C-Off may be generated equal to the number of training days attended during the OFF period, including Travel/Journey days & suitable Training allowance.
3. The restriction imposed under the Office Order dated 13.10.2025 regarding C-Off generation and availment for extended offshore duty beyond 14 days (resulting in fewer OFF days availed before the next scheduled shift) may be rectified and clarified through an official communication.
4. Duty performed beyond 14 days, or on National or Closed Holidays should be compensated with both OT allowance and C-Off.
5. Necessary amendments/clarifications may be incorporated in existing C-Off regulations and the Webice System to avoid differing interpretations at the installation level.

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The matter has a direct bearing on statutory compliance, Offshore employee welfare. Therefore, it is requested to examine these issues in light of Government Guidelines, longstanding practice spanning more than three decades & issue suitable directions.

Thanking you in anticipation.

Yours Sincerely,

PETROLEUM EMPLOYEES UNION ★ ONGC UNIT

(Vaibhav M. Lavekar)
General Secretary

Copy to :

1. ED President – Western Offshore, ONGC, Vasudhara Bhavan, Mumbai.
2. GGM (HR) – Head HR-ER, Regional Office ONGC Mumbai, NBP GH, Mumbai.
3. CGM (HR) – Head Corporate ER/Policy, Green Hills, Tel Bhavan, Dehradun.
4. GM (HR) – Head FMG & I/C IR, ONGC Regional Office, NBP GH, Mumbai.
5. DGM (HR), IR, Regional Office ONGC Mumbai, NBP GH, Mumbai.
6. Chief Coordinator – AIOTUCC

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रजिस्ट्री सं. डी.एल.- 33004/99 REGD. No. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

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EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

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PUBLISHED BY AUTHORITY

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श्रम और रोज़गार मंत्रालय

(खान सुरक्षा महानिदेशालय)

अधिसूचना

धनबाद, 10 जुलाई, 2026

सा.का.नि. 617(अ).— उपजीविकाजन्य सुरक्षा,स्वास्थ्य और कार्यदशाएं (केंद्रीय) नियम, 2026 के नियम 160 के तहत मुझे मिली शक्तियों का प्रयोग करते हुए, मैं, उज्ज्वल ताह, खानों के मुख्य निरीक्षक-सह-सुविधा प्रदाता (जिन्हें खान सुरक्षा महानिदेशक के रूप में भी नामित किया गया है), इसके द्वारा उन शर्तों को निर्दिष्ट करता हूं जिनके तहत किसी खदान को सामान्य कामकाजी घंटों के दौरान 'पूर्ण दिवसीय कर्यमुक्ति प्रणाली'(full day release)पर रिफ्रेशर ट्रेनिंग देने से छूट दी जा सकती है।

दायरा: ये मानक उन शर्तों को निर्दिष्ट करते हैं जिनके तहत किसी खदान को उपजीविकाजन्य सुरक्षा, स्वास्थ्य और कार्यदशाएं (केंद्रीय) नियम, 2026 के नियम 160 के अनुसार सामान्य कामकाजी घंटों के दौरान 'पूर्ण दिवसीय कर्यमुक्ति प्रणाली'पर लोगों को रिफ्रेशर ट्रेनिंग देने से छूट दी जा सकती है।

लागू होना: ये मानक उन तेल खदानों पर लागू होंगे जहां लोग "ऑन-एंड-ऑफ" (on-and-off) कार्य पद्धति में काम करते हैं।

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अनुपालन की आवश्यकता:

उपजीविकाजन्य सुरक्षा,स्वास्थ्य और कार्यदशाएं (केंद्रीय) नियम, 2026 के नियम 160 के अनुसार सामान्य कामकाजी घंटों के दौरान 'पूरे दिन की छुट्टी' प्रणाली पर लोगों को रिफ्रेशर ट्रेनिंग देने से छूट उन तेल खदानों को दी जाती है जहां लोग "ऑन-एंड-ऑफ" कार्य पैटर्न में काम करते हैं। रिफ्रेशर ट्रेनिंग लोगों को उनके 'ऑफ पीरियड' (काम से छुट्टी की अवधि) के दौरान दी जा सकती है, बशर्ते निम्नलिखित शर्त पूरी हो:

यदि रिफ्रेशर ट्रेनिंग सामान्य कामकाजी घंटों के बाद 'ऑफ पीरियड' के दौरान दी जाती है, तो ट्रेनिंग में शामिल होने के दिनों की संख्या के बराबर 'कम्पेंसेटरी ऑफ' (बदले में छुट्टी) लोगों को ट्रेनिंग भत्ते के अलावा दिया जाएगा।

[फा. सं. डीजीएमएस/03-1/2026/सीएमसी (मुख्यालय)]

उज्ज्वल ताह, मुख्य निरीक्षक-सह-सुविधा प्रदाता

MINISTRY OF LABOUR AND EMPLOYMENT

(Directorate General of Mines Safety)

NOTIFICATION

Dhanbad, the 10th July, 2026

G.S.R. 617(E).—In exercise of the powers conferred on me under Rule 160 of the Occupational Safety, Health and Working Conditions (Central) Rules, 2026, I, Ujjwal Tah, Chief Inspector-cum-Facilitator of Mines, also designated as the Director General of Mines Safety, hereby, specify the conditions to exempt any mine from refresher training during normal working hours on full day release system.

Scope: These standards specify the conditions to exempt any mine from imparting refresher training to persons during normal working hours on full day release system as per Rule 160 of the Occupational Safety, Health and Working Conditions (Central) Rules, 2026.

Applicability: These standards shall be applicable to the oil mines where persons are employed in "on-and-off" work pattern.

Compliance Requirement:

Exemption from imparting refresher training to persons during normal working hours on full day release system as per Rule 160 of the Occupational Safety, Health and Working Conditions (Central) Rules, 2026 is hereby given to oil mines where persons are employed in "on-and-off" work pattern. The refresher training may be imparted to the persons during their off period subject to the following condition:

If the refresher training is imparted beyond normal working hours during off period, compensatory off equal to the number of days attended for training shall be given to the persons in addition to the training allowances.

[F. No. DGMS/03-1/2026/CMC(HQ)]

UJJWAL TAH, Chief Inspector-cum-Facilitator of Mines

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VINOD KUMAR Digitally signed by VINOD KUMAR Date: 2026.07.15 15:50:31 +05'30'

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कार्मिक संबंध विभाग
ग्रीन हिल्स, भूतल, 'ए' विंग, तेल भवन, देहरादून- 248003
Department of Employee Relations
Green Hills, Ground Floor, 'A' Wing, Tel Bhavan, Dehradun-248003
Tel No. 0135-2792177

No. DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682 **Dated: 13.10.2025**

OFFICE ORDER (16/2025)

Subject: Regulating Compensatory off and Overtime

MCoD in its 663rd meeting held on 16.07.2025 had accorded approval for Compensatory Off and Overtime guidelines. Further, MCoD in its 674th meeting held on 01.10. 2025 accorded approval for certain modifications in guidelines on Compensatory off and Overtime.

a) Therefore, in supersession of Office Order of even no. dated 07.08.2025, 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.	• Entitled to Overtime allowance if they work beyond 12 hours during ON duty for putting extra hours of work beyond scheduled duty hours • C-off equal to the number of days deployed on	1. If NH falls on day of duty, C-off will be admissible. 2. If NH falls on day of scheduled OFF period, no C-off will be admissible.	1. If NH falls on day of duty, C-off will be admissible. 2. If NH falls on day of scheduled OFF period, no C-off will be admissible.	1. If CH/RH falls on day of duty, no C-off would be admissible. 2. If Gazetted Holiday falls on day of scheduled OFF period, no C-off will be admissible.	1. If CH/RH falls on day of duty, neither C-off nor OT is admissible 2. If Gazetted Holiday falls on day of scheduled OFF period, no C-off will be admissible.

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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/her 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, C-off will be admissible. 2. If NH falls on day of scheduled OFF period, no C-off will be admissible.	1. If NH falls on day of duty, C-off will be admissible. 2. If NH falls on day of scheduled OFF period, no C-off will be admissible.	1. If Gazetted Holiday falls on day of duty, C-off will be admissible. 2. If Gazetted Holiday falls on day of scheduled OFF period, no C-off will be admissible.	1. If Gazetted Holiday falls on day of duty, C-off will be admissible. 2. If Gazetted Holiday falls on day of scheduled OFF period, no C-off will be admissible.
2 DAYS ON/OFF SHIFT DUTY	For working on 3rd or 4th day in	For working beyond 2 days– OT	1. If NH falls on day of duty, C-off	1. If NH falls on day of duty, C-off will be	1. If CH/RH falls on day of duty, no	1. If CH/RH falls on day of duty, no

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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
PATTERN	continuation of 2 day shift, C-off would be admissible for the day of retention.	would be admissible. Employee may, at his/her option, be entitled to avail C-off in lieu of OT.	will be admissible. 2. If NH falls on day of scheduled OFF period, no C-off will be admissible.	admissible. 2. If NH falls on day of scheduled OFF period, no C-off will be admissible.	C-off or out of pocket would be admissible. 2. If Gazetted Holiday falls on day of scheduled OFF period, no C-off will be admissible.	C-off or OT would be admissible. 2. If Gazetted Holiday falls on day of scheduled OFF period, no C-off will 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

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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 Establishments Act of the respective State Governments shall be paid Overtime as per the Shops and Commercial Establishments 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.

13/10/25

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

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