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: 09.11.2026

To,
ED - Corporate Finance Treasury Mgt (Delhi),
Oil and Natural Gas Corporation Limited (ONGC),
PDDU Urja Bhavan, Vasant Kunj,
New Delhi – 110070.

Subject: Formal Representation Regarding Systemic Delays, Arbitrary Deductions, and Administrative Bottlenecks in Offshore Travel Expense Sanctioning

Respected Sir,

We are writing to draw your immediate attention to a growing wave of discontent and distress among offshore personnel operating across various offshore platforms (including BPB Platform) regarding the processing and sanctioning of legitimate offshore travel expenses.

The Petroleum Employees Union has received multiple representations highlighting persistent administrative roadblocks in the expense clearance process managed by the current sanctioning authority, Mr. Niket J. Naik, CPF No. 136689. As offshore staff operate on a strict 14-day ON / 14-day OFF duty rotation, the smooth, timely, and transparent clearance of travel reimbursements (covering road, rail, and flight travel between home locations and operating stations) is an essential condition of service.

Based on complaints compiled from BPB platform and other offshore installations, the following critical grievances require urgent resolution:

1. **Redundant Documentation Demands:** Claims are systematically being rejected for lack of physical flight boarding passes, despite these flights being booked directly through the internal WEBICE system, where all booking details, itineraries, and confirmations are already fully integrated and verifiable within the system node.
2. **Arbitrary Deduction of Night Travel Charges:** Legitimate night travelling charges, fully substantiated by the verified travel timings logged in the WEBICE 'main journey' node, are being routinely disallowed without technical or policy justifications.
3. **Lack of Transparency & Communication:** Claims are routinely placed on hold or rejected without mandatory explanatory remarks or automated system notifications. Communication channels remain entirely non-responsive, with emails and phone calls seeking clarification going unanswered.

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4. **Infringement on Off-Duty Rest Periods:** Due to the total breakdown in digital communication, employees are routinely forced to travel physically to the office during their designated 14-day rest periods simply to get basic status updates or unblock frozen claims. Staff report that in-person inquiries are met with uncooperative and arrogant behaviour.

These administrative hurdles are significantly exacerbating staff distress, coming at a time when offshore teams are already enduring operational hardships—including recent reductions in basic amenities, issues with food box deliveries, and high-risk operational environments. Despite these challenges, our offshore personnel continue to perform their duties with total dedication.

To restore faith, maintain high morale, and ensure fair treatment for all offshore personnel, the Union requests the Competent Authority to intervene immediately and implement the following measures:

- **Standardize & Streamline Verification:** Issue clear written guidelines directing sanctioning officers to rely on internal WEBICE system data for flight confirmations rather than demanding redundant physical boarding passes.
- **Ensure Objective Expense Clearance:** Re-evaluate and clear all pending night travel charges that conform to verified journey logs in WEBICE without arbitrary deductions.
- **Enforce Accountability & SLA Timelines:** Mandate that any claim rejection or query must be accompanied by explicit system remarks, and establish strict turnaround timelines for processing claims.
- **Sensitize Administrative Personnel:** Ensure that sanctioning authorities interact professionally and constructively with offshore staff, respecting their scheduled off-duty rest periods.

We trust management will view this matter with the seriousness it warrants and initiate swift corrective action. A prompt resolution will go a long way in sustaining morale and ensuring smooth offshore operations.

Thanking you in anticipation.

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Yours sincerely,

09/11/26

(Vaibhav M. Lavekar)
General Secretary

Copy to :

1. CGM – Controller of Finance Fin. Services, Mumbai,
2. GM – Regional Funance Support, Mumbai.
3. DGM – Location Agnostic, Baroda PCS
4. GM (HR)- I/C IR, ONGC Mumbai Regional Office, NBP GH, BKC, Mumbai.