



**ASSOCIATION OF SCIENTIFIC & TECHNICAL OFFICERS
OIL & NATURAL GAS CORPORATION LIMITED**

(Registered with the Registrar of Societies, Dehradun)
Tel Bhavan, Dehradun – 248003 (Uttarakhand)
www.astodehradun.com



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ASTO/DDN/2013

Dated: October 23, 2013

To,
The ED - Chief - ER,
ONGC,
Green Hills,
Tel Bhavan,
Dehradun.

SUB: EXTENSION OF ADVANCE ADJUSTMENT PERIOD UNDER LAPTOP SCHEME.

Sir,

Hearty greetings from ASTO Dehradun team for the festive season.

We would like to draw your attention to para 4 of the Office Order (35/2013) for the Laptop Scheme 2013 wherein a period of 30 days (60 days for 14/28 days on/off pattern) has been provided for adjustment of advance drawn for procurement of Laptop by the employees. Since all the employees are procuring the laptop simultaneously, many of the employees are facing the problem of delayed delivery from the vendors for some of the popular models.

Thus we request you to kindly extend the advance adjustment period to 60 days (90 days for 14/28 days on/off pattern) so that the employees do not face the issue of advance recovery with penal interest.

Yours truly,

Anil Negi
23/10/13
(Anil Negi)
President – ASTO Dehradun

Cc: President, CWC, ONGC