



Association of Scientific & Technical Officers  
Oil and Natural Gas Corporation Limited  
Central Working Committee

Registered with Registrar of Society, Uttarakhand, Dehradun, Regd.No.172 (1967-1968)



R. P. Pandey  
President-CWC

No.ASTO/CWC/Pres/2011-13

Date: 25.09.2013

To,

ED-Chief ER  
Oil and Natural Gas Corporation Limited  
Tel Bhavan  
DEHRADUN

Sub: LAPTOP SCHEME- 2013-Regarding.

Ref no.: ONGC/ER/CP/GAD/004 Dated 16.09.2013  
Office Order No. (35/2013)

Sir,

With reference to the above mentioned Office Order on Laptop scheme, it is brought to your kind notice that specification mentioned at page-2(para-3) under the heading Minimum specifications of Laptops at Sl.no.7, Warranty/extended warranty/AMC has been mentioned as 'Four Years'. As per prevalent market practice most of the Laptop vendors are offering only 1+1 year Warranty/extended warranty/AMC. So it is very difficult for the employees to purchase Laptops on the above mentioned specifications. It is requested to incorporate the required modification so as to enable employees to purchase Laptops with 1+1 year Warranty/ extended warranty/AMC instead of Four Years.

With warm regards,

Sincerely yours

*R. P. Pandey*  
25.09.2013

(R. P. Pandey)

Copy to:

1. ED-CP, ONGC, Jeevan Bharti Bldg, New Delhi
2. GM-EO to CMD, ONGC, Jeevan Bharti Bldg, New Delhi
3. EA to Director (HR), ONGC, Jeevan Bharti Bldg, New Delhi.
4. EA to Director (Finance), ONGC, Jeevan Bharti Bldg, New Delhi.
5. EA to Director (Offshore), ONGC, Jeevan Bharti Bldg, New Delhi.
6. EA to Director (T&FS), ONGC, Jeevan Bharti Bldg, New Delhi.
7. EA to Director (Exploration), ONGC, Jeevan Bharti Bldg, New Delhi.
8. EA to Director (Onshore), ONGC, Jeevan Bharti Bldg, New Delhi.
9. Presidents/Secretaries, All ASTO Units.



**Association of Scientific & Technical Officers  
Oil and Natural Gas Corporation Limited  
Central Working Committee**

Registered with Registrar of Society, Uttarakhand, Dehradun, Regd.No.172 (1987-1988)



**R. P. Pandey**  
President-CWC  
No.ASTO/CWC/Pres/2011-13

Date: 25.09.2013

To  
DGM(HR)-Corporate IR  
Oil and Natural Gas Corporation Limited  
Tel Bhavan  
DEHRADUN

Sub: Grant of one mark for field experience in promotions-Regarding.  
Ref no.: No.21(1)/2011-13-IR Dated 25.09.2013

Sir,

With reference to the above mentioned letter no.: No.21(1)/2011-13-IR Dated 25.09.2013.regarding one representative from ASTO. In this regard Shri.Madhukar Mohan ,Secretary, ASTO,Ahmedabad will nominated from ASTO.

With warm regards,

Sincerely yours

*R. P. Pandey*  
25-09-2013  
(R. P. Pandey)

Copy to:

1. Shri Madhukar Mohan ,Secretary,ASTO,Ahmedabad
2. Presidents/Secretaries, All ASTO Units.



Association of Scientific & Technical Officers  
Oil and Natural Gas Corporation Limited



Registered with Registrar of Society, Uttarakhand, Dehradun, Regd.No.172 (1967-1968)

No.ASTO/CWC/PRP/2011-13

Date: 24.09.2013

The Chairman and Managing Director  
Oil and Natural Gas Corporation Limited  
New Delhi

Subject: Release of Adhoc PRP for the Year 2012-13.

Sir,  
ASTO extends warm greeting to you and all EC members for the upcoming festivals. As you are aware, prior to the festival of Durga Pooja, Deepawali, Navratri as a tradition, management has been releasing some amount on account PRP as an Adhoc payment.

As this year also, employees are expecting some payment as a part of goodwill gesture before the start of festivals.

On behalf of ASTO, I request kindly consider for release of adhoc payment in order to add more colors in the festival celebration.

With warm regards,

Humbly yours,

*R P Pandey*  
24.09.2013.

R P Pandey

President, ASTO-CWC

Copy to:-

1. Director (HR)
2. Director (Finance)
3. Director (Offshore)
4. Director (T&FS)
5. Director (Exploration)
6. Director (Onshore)
7. ED-Chief ER
8. GGM-Chief HRD.
9. All ASTO Units



**Association of Scientific & Technical Officers  
Oil and Natural Gas Corporation Limited**



Registered with Registrar of Society, Uttarakhand, Dehradun, Regd.No.172 (1967-1968)

**No.ASTO/CWC/2011-13**

**Date: 24.09.2013**

To,  
ED- Chief-ER  
Oil and Natural Gas Corporation Limited  
Tel Bhawan, Dehradun

Dear Sir,

The issues related to employees' welfare have been discussed in various meetings with management on many occasions. The several issues have been resolved and some of the issues are yet to be resolved, the following issues require your immediate intervention for resolution at the earliest.

**1. Removal of pay anomaly of officers promoted w.e.f 01.01.2007**  
Ref:MoM 01.06.2012 Sl.No.13(Welfare Issues)

The pay anomaly arising out due to pay revision w.e.f 01.01.2007 has been resolved for most of the executives but the anomaly of executives promoted w.e.f 01.01.2007 are yet to be resolved.

The periodicity of 5<sup>th</sup> pay revision has been fixed for a period of 10 years and was due for revision w.e.f 01.01.2007(6<sup>th</sup> pay revision) but in case of promotions, date of promotions is not fixed, some are getting promotion in time and some are getting after a long period of time as such anomaly resulted.

In this regard, in order to resolve the issue it suggested that pay should be fixation of on pre-promoted pay and then promotional increment thereafter.

**2. Incentive for adopting Small Family.**

Ref:MoM 01.06.2012 Sl.No.13(Other Issues)

The family planning incentive increment was introduced by GOI in the year 1987 w.e.f 01.06.1987 for encouragement to adopt small family and control of population. The small family incentive was payable to employees who are having 2 children and with sterilization either husband or wife. The CPSEs which are following Central DA pattern are getting Small family incentive and also other CPSEs which are following IDA pattern like NTPC, OIL etc. are also getting small family incentive outside 50% cafeteria ceiling with retrospective date.

1 of 3



**Association of Scientific & Technical Officers  
Oil and Natural Gas Corporation Limited**



Registered with Registrar of Society, Uttarakhand, Dehradun, Regd.No.172 (1967-1968)

It is once again requested for implementation of small family incentive outside 50% cafeteria ceiling with retrospective date.

**3. Review of White Goods Scheme.**

Ref:MoM 01.06.2012 Sl.No.18(Welfare Issues)

The white goods scheme was implemented in the year 2009 for purchase of goods for house hold use. Majority of employees has availed this facility for purchase of white goods items. The white goods items were purchased in the name of company and the company is claiming the depreciation. Review of white goods policy was also discussed in the bi-lateral meeting held on 9<sup>th</sup> May 2012 at Delhi, the management asked for concrete suggestions from ASTO, and ASTO has submitted its suggestions in withdrawn facility committee report dated 25.06.2012.

In white goods scheme from the date of implementation, employees are getting 10% maintenance charges on initial amount of white goods on annual basis. Employees were paying 0.10% as rental charges and salvage value in 84 equal installments. But after implementation of 2007 pay revision w.e.f 26.11.2008 the scheme was revised as follows,

The amount equal to 10% initial value of white goods minus rental charges (0.10%) has been deducted from the salary of all employees w.e.f 26.11.2008 and included in the of 50% cafeteria ceiling and is being continued.

Therefore, it is requested for review of white goods policy in line with ASTO committee report dated 25.06.2012 submitted to ED-Chief ER.

**4. Review of Long Service Reward Scheme.**

Ref:MoM 10.09.2013 Sl.No.07(Welfare Issues)

Long Service Reward Scheme was introduced from August'2012 and it's a good scheme to enhance the morale of employees and for retaining the talent in the company.

ASTO sought the review of scheme for better coverage in the bi-lateral meeting of Mumbai held on 27.07.2013.

Gold coin for long service in case of death in service is not being given and service recognition is only up to the 30 years of service.

It is requested for review of Long Service Reward Scheme and following to be included in review

2 of 3

3 of 3



**Association of Scientific & Technical Officers  
Oil and Natural Gas Corporation Limited**



Registered with Registrar of Society, Uttarakhand, Dehradun, Regd.No.172 (1967-1968)

- A. Gold coin for long service is to be given for mile stone achieved i.e. after completion of 15, 20,25,30,35 years of service.
- B. Gold coin in case death on account of superannuation/voluntary retirement is also to be given.
- C. A new level is to be introduced for recognition of 35 years of service and more.

With warm regards,

Humbly yours,

*R P Pandey*  
24.09.2013

R P Pandey

President, ASTO-CWC