



**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: 23.05.2013

To,

The Chairman & Managing Director
Oil and Natural Gas Corporation Limited
Jeevan Bharti Bldg, Tower-II
124, Indira Chowk
New Delhi.

Sub: Laptop to employees for official use-Regarding.

Sir,

ASTO has always been proactive in its approach for the betterment of the organizational and welfare issues for the employees. All the issues, based on the suggestions submitted by the ASTO committee constituted for restoration of withdrawn communication facilities have been resolved amicably. However, the issue of the LAPTOP to employees is yet to be resolved.

There has been an inordinate delay in finalizing the framework for issuance of LAPTOP to the employees. It is once again suggested that ONGC Management may permit the employees to make direct purchase of LAPTOP from the open market. The process for advance, purchase, warranty and guarantee may be done, as per the practice being followed by ONGC in the matter of Mobile handset/ Portfolio Bags, etc.

An early resolution to this issue shall be beneficial to all the employees and enhance the image of being an employee friendly organization.

With warm regards,

Sincerely yours

R. P. Pandey
23.05.2013

(R. P. Pandey)

Copy to:

1. Director (HR), ONGC, Jeevan Bharti Bldg, New Delhi.
2. Director (Finance), ONGC, Jeevan Bharti Bldg, New Delhi.
3. Director (Offshore), ONGC, Jeevan Bharti Bldg, New Delhi.
4. Director (T&FS), ONGC, Jeevan Bharti Bldg, New Delhi.
5. Director (Exploration), ONGC, Jeevan Bharti Bldg, New Delhi.
6. Director (Onshore), ONGC, Jeevan Bharti Bldg, New Delhi.
7. ED-Chief ER, ONGC, Tel Bhavan, Dehradun.
8. Presidents/Secretaries, All ASTO Units.