

Ex-ONGC Executives Welfare Association, Delhi

About EOEWA



Ex ONGC Executives Welfare Association, New Delhi, (EOEWA) was formed in October 1997 by ONGC veterans Shri S.B. Kabra, Former Member (Finance) as its first President, Shri D.N. Avasthi, Former Member (Per) & Shri G.D. Dhingra, Former Director (P&A) as Vice Presidents, Shri K.K. Gaddi, Former Addl Director (F&A) as Secretary and Shri Shiv Dayal, Former Sr. D.D (F&A) as Treasurer.

Shri S.K. Manglik, Former CMD ONGC, Shri G D Dhingra, Former Director (P&A), Dr. Jauhari Lal, Former Director (HR) and Shri A.K. Hazarika, Former CMD ONGC and Director (Onshore) have subsequently served the Association as its President and made significant contributions.

The Association aims to provide a common platform to Ex-ONGCians and their families to meet and share matters of common interest and work together to lead a life of dignity and improve quality of life by seeking necessary support from ONGC management.

We arrange conferences, seminars, meetings, discussions, get-togethers, cultural programs, excursions etc. to disseminate knowledge, experience and expertise as well as facilitate better interaction among its members and infuse some excitement in to the routine, monotonous retired life of its members.

Today we are nearly 800 lifetime members out of which around 100 have joined during last one year. EOEWA invites all executives, who have given a valuable and highly productive part of their life during service period to join the Association and continue to work towards the welfare of other ex-ONGCians. Let's enjoy the life together.



Shri S B Kabra





Shri S K Manglik Shri G D Dhingra



Dr Jauhari Lal



Shri A K Hazarika





Dear Friends,

We wish a very happy, colourful and safe Holi to you and your near and dear ones!

On this happy occasion, I am further thrilled to present to you this small booklet "Hamesha Aapke Saath", which we believe would be very handy and helpful in getting basic information on all welfare measures available to Ex-ONGCians.

This is yet another remarkable effort by the EOEWA, towards making the lives of our fellow Ex-ONGCians more comfortable, easier, enjoyable and happier! The Executive Committee has worked very hard to compile all such information with commendable help from Shri G.K. Rao, Ex GM (HR), put it in an easy to understand format, edit, design and get it printed. A very thoughtful addition is the format where members can fill in their valuable information to make it easily available to their family members when they need it most.

On behalf of the Executive Committee, I would like to assure you that we shall keep working hard to meet the objectives of the Association and at the same time seek your valuable support and guidance for the same.

Warm Regards

(Ashok Varma)

EOEWA Delhi



Introduction

Dear Members,

Technology has emerged as the most enabling development towards ease of doing day-to-day activities. In this digital era, ONGC too has introduced Online process for majority of welfare schemes for Employees as well as retired employees including their dependents.

These changes pose a challenge to our super senior members who are not so conversant with computers. EOEWA recognised the need to fill this gap and organised online awareness session on 21st Feb 2024 wherein Mr G K Rao, former GM (HR) made lucid presentation on the various welfare schemes. For the benefit of those, who could not attend it online, the presentation and recording of the session have been shared on our website. Additionally, as desired by members, this booklet is an attempt to capture important learnings to benefit our members who prefer to read physical book for their regular reference. We wish to place our sincere thanks to Mr Rao for his valuable guidance and support.

This booklet will serve as a guidebook, outlining in detail the array of benefits and facilities available to all of superannuated employees and their dependents. You will also find information on the process for availing claims and reimbursements, along with clear timelines to facilitate a smooth experience. Moreover, this booklet offers a snapshot of Bandhan, the dedicated portal designed to facilitate the seamless submission

and tracking of claims. Additionally, we have included details of our Nodal Officers, entrusted with the crucial responsibility of ensuring that superannuated employees and their dependents receive timely assistance when needed.

With this booklet, we request all our members to maintain proper record of important Personal information, Bank accounts, investments in FD, Shares and mutual funds, Demat account, PPF, LIC policies etc. in the format included in the booklet. This filled-up form should to be kept in confidential and Handy place to facilitate smooth transition of entitled claims to your spouse and dependents in case situation arises. Further, it is advisable to have a "WILL" document prepared and registered with appropriate authority.

We believe that transparency and clarity are essential in fostering trust and understanding, and we are committed to providing fellow Ex-ONGCians with the information they need to make informed decisions through updates on our website as well as through our WhatsApp group.

It is indeed both, our honour and privilege, to stand with you "Hamesha Aapke Saath" in your retired life journey, and this booklet stands as a testament to our unwavering dedication. With this booklet in hand, we are sure that you will feel empowered to lead peaceful retired life with clarity, confidence and the unwavering support you deserve.

Best Wishes
EC-EOEWA

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(*For Internal Circulation Only)

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Overview of Welfare Schemes

- 1.1 Our mother organisation, ONGC, takes care of its Employees not only during their service period but after their superannuation also. Welfare Schemes available to Ex-ONGCians are:
 - a) Comprehensive Medical Facilities (including Outdoor and Indoor treatment, Spectacles, Artificial appliances) for self, spouse, Physically challenged children and Dependent parents if they have opted at the time of superannuation.
 - b) **Felicitation** of Retired Employees of 75 years and above was introduced in 2012. At present the scheme is modified to felicitate retired employees on attaining 70, 75, 80, 85, 90, 95 and 100 years of age
 - c) Asha Kiran* was introduced in 2013 to take care of emergency needs of Retired employees or surviving spouse (in case of deceased employee) who are not able to cope up with distressful emergency situation. At present, scheme covers those who have retired before 1.01.2007 and have monthly income less than the specified income limit.
 - d) Agrani Samman* was introduced in 2001 as payment of Ex-gratia to Pre 15th Oct 1959 employees who completed 20 years service. At present scheme covers those having more than 10 years but less than 20 years of service also subject to terms and conditions.
 - e) **Pension from EPFO*** under EPS-95 scheme wherever applicable
 - f) Pension from LIC (PRBS)* wherever applicable

Note * means the scheme is not applicable to all

1.2 Benefits available for Spouse / Dependent PwD child after demise of Ex-ONGCians

SCHEME	BENEFITS
Medical, Spectacle, Artificial Appliances	Same as for Ex-employee but spectacles for spouse only
Felicitation	Only if milestone achieved before death of Ex-employee
Asha Kiran*	Same as for Ex-employee, if applicable
Agrani Samman*	50% if applicable
EPS-95 Pension*	50% if applicable
PRBS Pension*	Depends on option

- 1.3 Benefits under schemes from a) to d) as mentioned in para 1.1 above are available through online portal https://Bandhan.ongc.co.in (see Chapter 2 for more details on portal) subject to submission of Annual Dependency Declaration (see Chapter 3) by way of Life Certificate and Non-employment declaration.
- 1.4 Reimbursement of medical expenditure on OPD treatment has been covered in Chapter 4. Members are encouraged to avail credit note for tests, investigations and day care procedures.
- 1.5 ONGCAReS card can be used be for availing Indoor treatment (IPD—In Patient Department) in empanelled hospitals for planned treatment as well as for emergency cases. (See Chapter 5 for details and process guide on ONGCAReS card). This provides cash-less treatment. Though IPD from Non-empaneled hospitals is discouraged, it may be unavoidable in certain situations. Reimbursement of such treatment is required to be submitted in physical form as covered in Chapter 5.
- **1.6** Provisions for reimbursement of expenditure on Spectacles and Artificial appliances have been covered in Chapter 6 with applicable limits.
- **1.7** Process for claiming Felicitation amount on attaining different milestones and applicable limits is covered in Chapter 7.
- **1.8** For guidelines on Asha Kiran scheme refer to Chapter 8.

- **1.9** Snap shot of Agrani Samman is covered in Chapter 9.
- 1.10 Pension under EPS-95 scheme, if applicable, is paid by EPFO through specified Bank branch directly to the account of beneficiary. For this Life certificate is to be submitted at anytime and remains valid for one year. Fresh life certificate is to be submitted with validity of earlier certificate. (See Chapter 10 for more details).
- 1.11 PRBS pension, if applicable, is paid by the agency as opted by the Ex-employee at the time of retirement. Life certificate requirement depends on the option availed at the time of retirement. From year 2020, members now have option to transfer PRBS corpus to NPS account and start annuity payment as per his/ her choice. (See Chapter 10 for more details).
- 1.12 In case of death of Ex-employee, spouse can claim applicable benefits. This involves necessary entries like demise of employee and updation of data pertaining to spouse in system. Actions, which are to be taken by spouse in order to continue the benefits, have been explained in Chapter 11 with the help of Process Flow diagrams.
- 1.13 Important Contacts: I/c HR-ER and I/c SEE (Separated Employees Establishment) are the nodal officers to support Retired employees and their family. For updated Contact details please click on "Contact Us" on Bandhan portal. Additionally, we, Ex ONGC Executives Welfare Association, Delhi (EOEWA), are committed to help all our members through our website "https://exongcexecutives.org" and other channels. Important contact details as on date have been provided for ready reference.

Office	Phone	Email
SEE Delhi	011 2240 6603 011 2240 6615 011 2240 6617	seedelhi@ongc.co.in
EOEWA Delhi	97 73 92 23 35	eoewadelhi@gmail.com

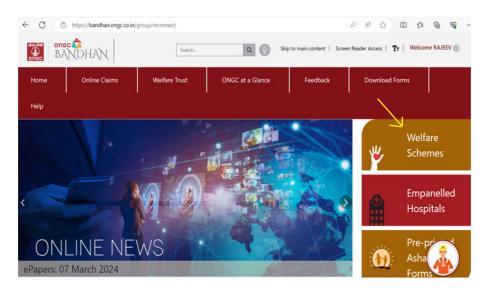
Bandhan Portal

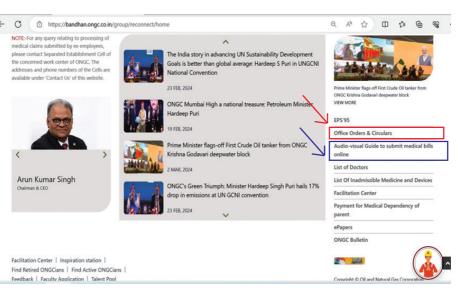
BANDHAN portal has been created exclusively for the benefit of FOREVER ONGCians. It has following useful link:

- ★ ONLINE CLAIMS
- **★** WELFARE SCHEMES
- ★ OFFICE ORDERS / CIRCULARS
- ★ EMPANELLED HOSPITALS
- ★ LIST OF INADMISSIBLE MEDICINES / DEVICES
- ★ PAYMENT FOR MEDICAL DEPENDENCY OF PARENTS
- ★ FIND ONGCians (ACTIVE / RETIRED ONGCians)
- ★ DOWNLOAD FORMS
- ★ NEWS PAPERS
- ★ NON EMPLOYMENT DECLARATION
- ★ ADDRESS/ MOBILE NUMBER UPDATION
- 2.1 Bandhan portal can be accessed through https://bandhan.ongc.co.in using CPF number of Ex-ONGCian. Initial password is also CPF number. It can be changed online.

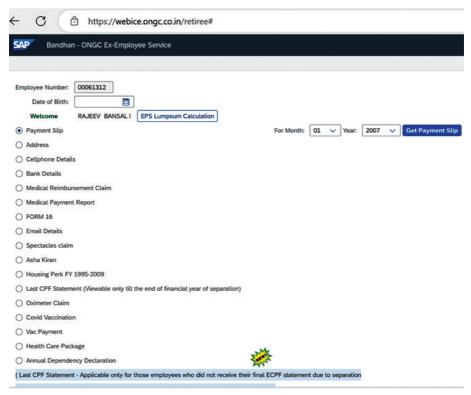


2.2 If you are not able to login or forgot the password, it can be reset by clicking "Forgot password" and entering CPF number and date of birth as maintained in ONGC database. Password will again be reset to CPF number.





2.3 Online claims Tab



This tab is the main interface between the retired employees and ONGC.

- 2.4 Audio-visual guide to submit medical bills online is available on home page of Bandhan portal. Further, Help document for Medical reimbursement and Help document for Other Processes are available on Online Claims section for guidance.
- 2.5 In case of any difficulty, members can request EOEWA for arranging online hand holding session. Email may please be sent to eoewadelhi@gmail.com and we will try to facilitate the same at the earliest.

Annual Dependency Declaration

- 3.1 As per ONGC guidelines, all the members, who want to avail Medical and other welfare schemes, are required to submit Non-Employment Declaration (NED) and Life certificate (LC) in the month of January every year.
- 3.2 From year 2024, a new node "Annual Dependency Declaration" has been created under Online Claims. Scan of NED and Life Certificate in defined format are required to be uploaded from this newly created node.
- 3.3 Life certificate can be signed by Bank Manager, Gazetted officer or Serving ONGC officer of level E2 and above. Alternatively, it can be a Digital Life Certificate generated through Jeevan Pramaan App. However, it has to be issued or generated on or after 1st January of the respective year.
- **3.4** Format for Non-Employment Declaration (NED) and Life certificate (LC) are included in Annexure.
- 3.5 If spouse is alive and data has been updated then only LC (Life Certificate) for spouse is required, NED is not required. All beneficiaries data appearing in Bandhan needs to be updated/accepted. In case of marriage of children or employment, those details need to be captured and submitted. Then only the Medical record is updated in system by SEE



Medical Facilities

- 4.0 Medical treatment involves OPD, Indoor (IPD), PME, Different tests & Investigations as suggested by the consulting physicians. For IPD, ONGCAReS provides cash-less facility for the benefit of employees, retired employees and their dependent family members. For PME and other tests, which are performed in day care, credit letter facility can be availed for cash-less treatment. Regular medicines for diseases requiring long term medication, can be obtained through ONGC empanelled pharmacy chains. This way, cases involving re-imbursement can be reduced considerably and thus saving us from botheration of claims, need of preserving bills for verification at a later stage and is tax efficient system for Retired employees.
- 4.1 Necessary Pre-requisites for submission of Medical claims
 - a) Claim should be submitted within six months
 - b) Claim should be supported with medical prescriptions from consulting physicians
 - c) Doctor's prescription to claim reimbursements should not be older than three months
 - **d)** In case the claims is delayed, request for condonation is to be submitted with reasons alongwith the claim
 - e) For faster claim settlement, it is better to submit claims online
 - f) Super seniors or those who are not able to submit claims online, can send Physical Claim form supported with all prescriptions, bills and undertaking that bill being claimed for the first time to SEE.
 - g) All the bills to be submitted, whether online or physically, need to be provided with an undertaking on the bill itself that the bill is being claimed for the first time.

- **4.2** Process for online medical reimbursement Following points should be taken care of while submitting online claim
 - a) Have your login credentials handy like Url, CPF, Password, DOB (as per records) and PAN number
 - b) Update your mobile number and email ID, to receive notifications in a timely manner
 - c) Segregate the bills already claimed and to be claimed to avoid duplicate claim
 - d) "Bill is being claimed for the first time" certification is must on each receipt/ Bill
 - e) Ensure that Scan of invoices and prescription are legible
 - f) Kindly ensure all the particulars like bill number, date and amount etc. are filled in properly
 - **g)** Keep original of all the claims submitted to ONGC for ready reference for 5 years and try to write the claim number and date on the body of the bill for reference
 - h) Single PDF containing scan of all Invoices (Bills) and Prescriptions in the order of entry in online claim, to be uploaded. File size should be less than 8 MB
 - i) Bills more than six months old, should accompany request for delay condonation with valid reasons
 - Dental, allopathic, ayurvedic, homeopathy should be claimed separately
 - **k)** Be aware of the requirements for dental treatment reimbursement and you can submit claim only after completion of treatment and not in piecemeal
 - 1) Prefer to avail all tests (Blood test, CT scan, MRI etc.) and procedures wherever empanelled hospitals and labs are available through credit letter wherever possible
 - **m)** Restrict the bill to 10 line items in one claim so that file size of scan is within 8 MB
 - n) Bills may be claimed in the order of Doctor's name, beneficiary and month for easy verification and early settlement;
 - o) Check pay slip before calling SEE for payments status

ONGCAReS and IPD Treatment

5.1 ONGC has introduced ONGCCAReS App in 2021 for regular as well as superannuated employees and their eligible dependents for cash less and seamless indoor treatment in empanelled hospitals of ONGC all over India.

Once the requisite data is captured in App thereafter ONGCAReSCard is issued to all the eligible employees and their dependents.

The purpose of introducing this ONGCAReS Card and App is to simplify the process of indoor treatment. In case of emergency, employees can go to any empanelled hospitals directly with ONGCAReS card and rest will be taken care by hospitals by contacting ONGC medical section.

In case of planned surgery or indoor treatment, employee has to make a request in App along with Doctor Prescription and any other supporting document under Node "Admission request" which will be approved by medical section.

The above will save lot of commuting time of employee and productive time of Doctor.

However, employees and their dependents can always go to Local medical section of ONGC for getting Credit letter for indoor treatment.

The purpose of introducing this ONGCAReS Card and App is to simplify the process of indoor treatment. In case of emergency, employees can go to any empanelled hospitals directly with ONGCAReS card and rest will be taken care by hospitals by contacting ONGC medical section.



5.2 Procedure for log in ONGCAReS App

- ★ The App can be downloaded from Google play store for Android phones.
- ★ Download App and sign up
- ★ Enter Employee CPF number, Date of birth and click on proceed button
- ★ To verify the mobile no and enter 6 digit OTP and click on arrow button
- ★ Enter New password and set MPIN to complete the registration process
- ★ Fill in the employee onboard form, fill information, capture face
- ★ Once the data is captured, ONGCAReS card will be issued through local SEE
- 5.3 In case treatment has been availed in Non-Empanelled Hospital or in empanelled hospital without cash-less credit facility, all original bills need to be submitted in physical form for reimbursement of the expenditure incurred. No provision exists for such claims through Bandhan portal as of now.

5.4 Indoor treatment in Non-empanelled hospitals

- ★ Avoid visiting non-empanelled hospital
- ★ In case of emergency, provide the Justification for admission in Private hospital in an application .
- ★ Emergency certificate by the hospital
- ★ With the Medical bill form, all bills to be submitted in original (physical copies)
- ★ Medical Bill for treatment in private hospital cannot be submitted in Bandhan
- ★ Discharge summary's copy to be submitted
- ★ Break up of Consumable and other charges to be submitted.
- ★ In case of cataract surgery in private hospital, lens bar code in original with expiry date, price and batch no. should be given. Injections bar code is also compulsory.

- ★ In case of angiography, angioplasty full break up of all treatment to be given.
- ★ All payments to the hospital should be made in digital mode.
- ★ Medical claim should be submitted within six months
- 5.5 Claim should be submitted within 6 months. In case bill could not be submitted in time, request should be submitted for delay condonation with proper justification. Delayed bill should be submitted separately and not clubed with other bills.

5.6 Home Nursing Care

- ★ For details and monetary ceiling on Home Nursing Care and Physiotherapy Kindly refer Office order no. DDN/Health-Ser-DDN/2022/CMS/918739 dated 16.9.2022
- ★ In case a qualified nurse is engaged, nurse's qualification certificate is required.
- ★ For engaging Attendant, his/her Aadhar card should be submitted
- ★ All Payments should be made in digital mode.

Home nursing care for initial two months, no approval is required but after two months medical board decides for continuation of Home Nursing care.



Spectacles, Artificial Appliances, Life Saving Devices and Hearing Aid

6.1 Spectacles

ELIGIBILITY Retired employees, their spouse and spouse of deceased employee who die while in service

Cost ceilings of specs/contact lenses Office Order no. ONGC/ER/CP/Med/001 dated 5.4.2018

Level	Ceilings
E-9 & above level	Rs. 40,000/-
E-5 to E-8 Level	Rs. 25,000/-
E0 to E4 & S Level	Rs. 18,000/-
Non Executive (W&A Level)	Rs.12,000/-

CRITERIA Reimbursement allowed only when spectacles / contact lenses are purchased on the recommendation of an eye specialist

Spectacle reimbursement claim should be preferred through Bandhan portal in online claims with one PDF of eye testing report and bill of less than 8 MB for uploading.

Provision: Re-imbursement can be claimed upto the ceiling amount, any number of times, during the block year of 2 years.

Current block year for the Spectacles reimbursement is 2024-2025 i.e. 1 Jan 2024 to 31 Dec 2025

Those retirees/ beneficiaries, who are not familiar with computer, can claim reimbursement by submitting hard copies of Spectacles claim form, Eye specialist's recommendation and bill to SEE.

Form for submission of spectacles claim in hard copy is included in Annexure.

For further instructions and claim process, please contact Medical Section & SEE.

6.2 Artificial Appliances

a) Existing cost ceiling for artificial appliances prostheses are revised as indicated hereunder:

Category of Artificial appliances	Existing Cost Ceiling
Above Elbow prostheses	Rs. 4,80,000/-
Below Elbow prostheses	Rs. 2,50,000/-
Below Knee Prostheses	Rs.1,50,000/-
Shoulder Disarticulation	Rs.1,00,000/-
Hip Disarticulation	Rs.1,50,000/-



b) Ceilings for Orthotic appliances is as under:

No. Description Monet	ary Ceiling
Ankle foot Orthosis (AFO) toe off with motion ankle joint or equivalent	23,000
2. Knee Ankle foot Orthosis (KAFO) with safety stride and automatic spring lever knee joint with wedge lock plus multifunctional ankle or equivalent	1,22,000
3. Hip Knee Ankle Foot Orthosis (HKFO) Carbon fibre laminated or equivalent	1,12,000
4. Partial Hand Prosthesis Standard (for amputation through the metacarpals or amputation of thumb or amputation of two or more fingers from base)	72,000
5. Partial Foot Prosthesis standard (for amputation through metatarsals/tarsals or amputation of two or more toes from base	54,000

c) Wheel chair are provided on the recommendation of inhouse orthopaedic or empanelled orthopaedic, However power wheel chair would be provided on the specific recommendation of Medical board

Type of wheel chair	Recommended User	Cost Ceiling
Ordinary wheel chair	Elderly person who stays indoor and is taken care by family members	Rs.6,000/-
Folding wheel chair	Individual who though dependent but needs to be taken outdoor requiring use of public transport or personal vehicle	Rs.15,000/-
Power Wheel chair	Working individual/ young individual	Rs.1,80,000/-

Life norms for artificial appliances and wheel chair for retired employees, spouse and dependent of deceased employee who die while in service is once after retirement/death of employee.

For further instructions and claim process, please contact Medical Section & SEE.

6.3 Life Saving Devices

CPAP / BIPAP / Auto - PAP / Oxygen Concentrator:

Monetary ceiling and periodicity

★ CPAP: 30,000 Once in life time

★ BIPAP: 85,000 Once in life time

★ Auto-PAP : 70,000 Once in life time

★ Oxygen Concentrator :50,000 Once in life time

★ Nebulizer: 3,000 One in a period of 5 years

For further instructions and claim process, please contact Medical Section & SEE.

6.4 Hearing Aid

Retired employee &spouse: Reimbursement of Hearing Aid maximum twice after retirement.

Conventional (Retired Employees & Spouse)		
One sided hearing aid	Rs. 10,000/-	
Bilateral	Rs. 20,000/-	

Digital Hearing Aid (Retired Employees & Spouse)		
One sided hearing aid	Rs. 30,000/-	
Bilateral	Rs. 60,000/-	

For further instructions and claim process, please contact Medical Section & SEE.

WHAT MY FAMILY SHOULD KNOW



PLEASE FILL IN THE INFORMATION FOR EASY ACCESS AT ONE PLACE FOR YOUR FAMILY MEMBERS.



BASIC INFORMATION: AS IN ONGC RECORDS

1.1	NAME
1.2	DATE OF BIRTH
1.3	DATE OF SUPERANNUATION/SEPARATION FROM ONGC
1.4	DESIGNATION AT THE TIME OF SEPARATION FROM ONGC
1.5	CPF NUMBER
1.6	PHONE NUMBER
1.7	PAN CARD NO.
1.8	BANK NAME
	BANK ACCOUNT NUMBER
	BANK IFSC CODE
1.9	HOME ADDRESS
1.10	E MAIL ADDRESS
1.11	EPF PENSION ORDER NUMBER
1.12	PRBS PENSION ACCOUNT NO
1.13	ASHA KIRAN
1.14	AGRANI SAMMAN

2. BASIC GENERAL INFORMATION AS PER OFFICIAL DOCUMENTS (IN CASE NAME/DATE OF BIRTH/ADDRESS IS DIFFERENT IN ANY OF THESE DOCUMENTS FROM WHAT IS MENTIONED ABOVE AS PER ONGC RECORDS, PLEASE WRITE THE SAME AGAINST THE DOCUMENT

	Document	Number	Linked Ph. No.
2.1	AADHAR NO.		
2.2	VOTER ID NO.		
2.3	PASSPORT NO.		

3. BANK ACCOUNTS

		T
3.1	BANK NAME	
	ACCOUNT NUMBER	
	CUSTOMER ID	
	IFSC CODE	
	LINKED PH. NO.	
	LINKED E MAIL	
	JOINT HOLDER	
	NOMINEE	
	LOCKER NO.	

3.2	BANK NAME	
	ACCOUNT NUMBER	
	CUSTOMER ID	
	IFSC CODE	
	LINKED PH. NO.	
	LINKED E MAIL	
	JOINT HOLDER	
	NOMINEE	
	LOCKER NO.	
3.3	BANK NAME	
	ACCOUNT NUMBER	
	CUSTOMER ID	
	IFSC CODE	
	LINKED PH. NO.	

LINKED E MAIL

JOINT HOLDER

NOMINEE

LOCKER NO.

4. OTHER FINANCIAL INSTRUMENTS

4.1	FDS (Other Than In Bank Account)	Company Name	Number	Maturity Date
4.2	BONDS			
4.3	MUTUAL FUNDS			
4.4	DEMAT Accounts			

4.5	Personal Loans Given To Others	Name	Amount	Comment

	Personal Loans Taken From Others	Name	Amount	Comment
4.6	Credit Cards (Not Linked To Bank Account	Company	Number	Linked Ph. No.
4.7	Life Insurance Policy	Company	Cover Amount	Comment
18	Medical Insurance			
4.0	Policy			

7.7	Policies			
4.10	PPF			
4.11	House Building Loan			
4.12	Vehicle Loan			
5. O	THER ASSETS			
5.1	FLAT	•••••	•••••	
5.2	HOUSE			
5.3	LAND	•••••	•••••	
5.4	CAR	•••••	•••••	
5.5	CLUB MEMBERSHIP			

TIME SHARE.....

FREQUENT FLIER PROGRAM

5.6

5.7

Felicitation Scheme

7.1 Retired employees on attaining a particular age milestone are felicitated with following amount by ONGC as under:

Age in Years	Amount
70	Rs. 75,000/-
75	Rs. 95,000/-
80	Rs.1,20,000/-
85	Rs.1,45,000/-
90	Rs.1,70,000/-
95	Rs.2,25,000/-
100	Rs.3,75,000/-

- 7.2 In case an eligible retired employee expires after attaining an age related milestone and could not be paid the felicitation amount before his/her death, the same shall be released only to the surviving spouse and not to any other family member.
- **7.3** Felicitation is only for retired employees and is not applicable to spouse of Retired employee
- 7.4 The proforma for claiming felicitation amount is placed in Annexure which is to be submitted in hard copy to SEE section duly attested by certifying authority. There is no provision for claiming felicitation amount in https://Bandhan.ongc.co.in

Asha Kiran Scheme

No.103(92)/13-AKS/CP dated 15.10.2013, 25.03.2014&27.12.2018

- 8.1 A scheme for extending financial assistance to the employees retired prior to 01.01.2007 or his/her surviving spouse in case post separation death of employee. The scheme is for taking care of their emergency needs. Monthly income from all sources should not be not more than Rs.17,000/-
- **8.2** Admissibility of financial support, per annum, under various situations will be as under:

1.	Natural Calamities	Rs.1,50,000 to Rs.2,00,000/-
2.	Food supplements/vitamins, Life Support and nourishment	Rs.65,000/-
3.	Old age mobility issues	Rs.10,000 to Rs.30,000/-
4.	Support to dependent parents/ parents-in-law/grand children	Rs.40,000/-
5.	Financial Emergencies	Rs.35,000 to Rs.50,000/-
6.	Victim of acts of terrorism	Rs.70,000/-
7.	Any other emergency	Rs.60,000/-

- * Maximum overall annual ceiling in respect of one employee shall be Rs.2,00,000/- (Rupees two lakhs only)
- 8.3 Continuance of Asha Kiran Scheme is approved by Board Level Committee every year. Therefore, for details Asha Kiran, Order issued during October/November every year should be referred. The deadline for submission of applications is 28/29 February. It may change as per Asha Kiran order every year.
- **8.4** Preprinted Asha Kiran forms can be downloaded by the beneficiaries from bandhan.ongc.co.in. The printout of pre-printed Asha Kiran

form is required to be submitted to SEE section, duly filled in by complying with following guidelines. Beneficiary should read the instructions mentioned in Asha Kiran form before filling up.

- **8.5** Though the Pan Card, Aadhar Card and bank details are available in office records, but self attested copy should be provided if asked by SEE section.
- **8.6** In case Digital Life Certificate is submitted on Jeevan Praman.gov.in, Praman Id is required to be mentioned in relevant column.

Or

Life Certificate should be attested by the Certifying authority as mentioned in the Certificate. Life certificate should also have signatures of the beneficiary with place and date of certification.



Agrani Samman Scheme

9.1 AGRANI SAMMAN EX-GRATIA BENEFIT FOR ONGC EX-EMPLOYEES

Agranni Samman came into force w.e.f. 1.1.2003

9.2 Eligibility conditions:

- (i) Pre-15.10.1959 employees who superannuated / voluntarily retired / died while in service and (ii) those eligible post 14.10.1959 employees who superannuated / voluntary retired / died while in service prior to 1.4.1991 (in case of executives) and 16.11.1995 (in case of non-executives), after rendering minimum 10 years service in ONGC.
- ii) Post 14.10.1959 employees who rendered 20 or more years of regular service shall be eligible to 'Agrani Samman' ex-gratia per month at following rates:

Level of	'Agrani Samman'		Dearness	Remarks
employees	Pre-	Post -	Allowance	
	15.10.1959	14.10.1959	(DA)	
Class III & IV	Rs.1500	Rs.750	Plus	Minus full PRBS
E-0 to E-3	Rs.3000	Rs.1500	applicable DA from	(without commutation
E-4 to E-6	Rs.4500	Rs.2250	time to	and / or
E-7 & above	Rs.6000	Rs.3000	time	Govt. Pension, if any

- **9.3** Full time Member / Director of ONGC shall also be eligible to 'Agrani Samman' ex-gratia subject to fulfilment of eligibility conditions.
- 9.4 The 'Agrani Samman' for those who rendered 10 to 20 years regular service before their superannuation /VR / death shall be on prorata. Ex-employees who have rendered a net service of 9 years and

six months or more but less than 10 years prior to their superannuation / voluntary retirement / death and fulfil all other terms and conditions of the scheme, are also considered for payment of Agrani Samman ex-gratia and benefit is given to ex-employees and spouses.

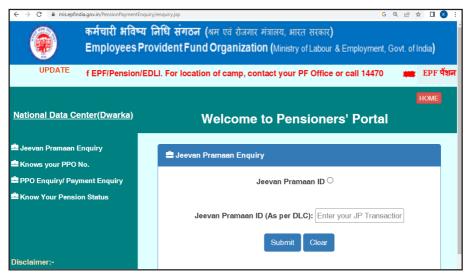
The qualifying service in respect of Deputations shall be reckoned from their date of absorption in ONGC.

- 9.5 The eligible ex-employee will continue to get 'Agrani Samman' ex-gratia so long he/she is alive after 01.01.2003. Thereafter, his/her surviving spouse shall be eligible for 50% of 'Agrani Samman' ex-gratia minus full PRBS (without commutation) /or Govt. Pension, if any, till his/her survival.
- 9.6 Such of those ex-employees/spouses will not be eligible under this scheme where the spouse or any dependent son/daughter of ex-employee has been provided employment in ONGC on compassionate grounds.



EPS-95 and PRBS Pension

- 10.1 EPS-95 scheme was implemented in 2005 wherein required contribution for EPS, w.e.f. 16 Nov 1995, was diverted from accumulated Employer contribution for CPF. As such, only those employees who were in service in Oct 2005, became members of EPS-95. There may be some exceptions.
- 10.2 Now this pension data is being maintained online by EPFO. Members getting EPS-95 pension should keep the following url handy for all the issues after generation of PPO (Pension Payment Order). The link can be found by searching "Know your EPFO pension status" on Google.
 - https://mis.epfindia.gov.in/PensionPaymentEnquiry/enquiry.jsp
- 10.3 This link provides different option as under

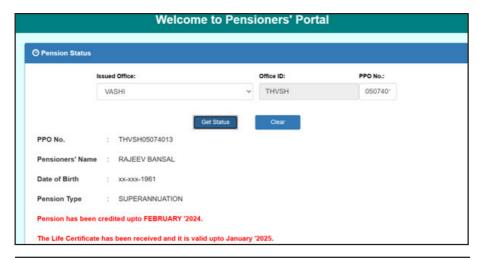


10.4 First option "Jeevan Pramaan Enquiry" gives status of digital life certificate. Option "Know your PPO No" can be used to find PPO number, if member forgets, by entering either Bank account

details OR by entering Member ID. For all ONGCians, Member ID is UK DDN 0001261 000 00XXXXX where XXXXX is the EPS number.



- 10.5 Once you have your PPO number, you can get the details (download PPO) by entering PPO number and date of birth on third option "PPO Enquiry/ Payment Enquiry". Same link provides details of all the payments against the PPO.
- 10.6 Last option "Know your pension status" can be used to find the validity of Last submitted Life certificate. Earlier, all the EPS pensioners were required to submit Life Certificate in the month of November. Now it can be submitted any time and remains valid for 12 months. For ease, it can be submitted in month of Birth, January or in November as per existing practice. But it should be submitted within validity of last certificate and can be before 12 months from last submission of certificate.



- 10.7 PRBS Pension is case specific. Initially, all the members eligible for PRBS Pension, were getting pension through Dehradun branch of LIC of India. PRBS Section, ONGC Dehradun maintained necessary records of Annuity number, Option selected by the member at the time of retirement. Later on, Annuity paying companies included SBI Life, HDFC Life, Kotak Life and others. Life certificate requirement depends of option selected.
- 10.8 In case this important information is not readily available with spouse of deceased employee, request for details can be sent to local SEE office and / or PRBS Section, ONGC Dehradun email trustcare@ongc.co.in

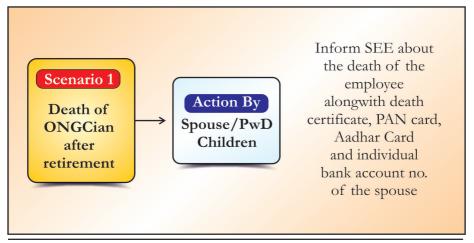




Chapter 11

Jindagi ke Baad Bhi

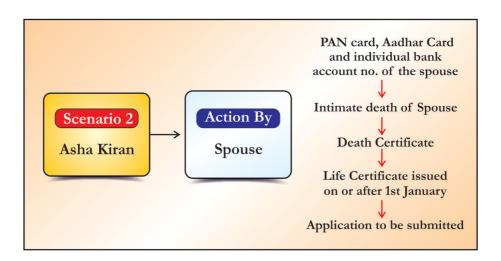
- 11.1 Loss of Life partner is one of the most stressful situation in life. This becomes worse when loss is of person who had been handling all financial transactions with ONGC being Retired employee. Our organisation, through SEE offices at different locations, continues to support living spouse (and physically challenged children) who were dependent on the retired employee. This chapter is an attempt to facilitate the transition from Retired employee to surviving dependents. Kindly follow the steps as shown in process flow charts applicable in different situations.
- 11.2 After the demise of Ex-ONGCian, surviving spouse is the next beneficiary for welfare schemes. As such, spouse has to submit following documents (of spouse of Ex-employee) with a request letter along-with CPF number, Name, Last designation of the deceased Ex-ONGCian to the Separated Employees Establishment (SEE) where personal file is being maintained for updation of spouse details in ONGC database
 - a) Death certificate
 - b) PAN and Aadhaar card of spouse
 - c) Cancelled cheque of individual account of spouse



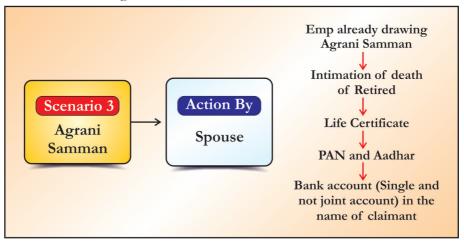
This step is to be completed at the earliest in all cases. Once data is updated, please check Profile data of Home page after login to Bandhan portal. Email Id and Mobile number can be updated by spouse online. This is important to receive system generated alert SMS and communication from SEE.



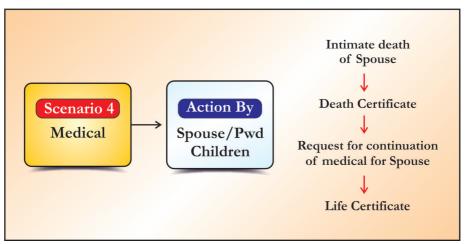
11.3 Claim for Asha Kiran



11.4 Claim for Agrani Samman



11.5 Continuation of Medical facilities



- 11.6 Once steps defined in 11.2 and 11.5 above are completed. Spouse / PwD children can continue to avail reimbursement of Spectacles and/ or Artificial appliances similar to ex-ONGCians.
- 11.7 Life Certificate requirement and process thereof for a widow (after retirement and death of employee)
 - Spouse needs to be submit Life Certificate through Annual Dependency Declaration node on Bandhan portal (Online claims)
 - No need to submit NED

- 11.8 For PRBS Pension, wherever applicable, spouse can contact local SEE for details or approach **trustcare@ongc.co.in** to get Annuity details and Option selected by employee at time of retirement.
- 11.9 For EPS-95 Pension, if applicable, contact SEE or EOEWA Delhi through email eoewadelhi@gmail.com giving Members details. Procedure for approval of widow/widower pension depends on the time of exit from EPS-95. For all those cases, where UAN number has been allotted and e-nomination has been submitted by the member before death, the process is now Online. For others, spouse has to submit request letter to EPFO office from where PPO has been issued along-with old PPO, Death certificate, self certified copies of Aadhaar and PAN card of spouse, cancelled cheque from spouse bank account.

NB: Data in respect of self and dependent beneficiaries in Aadhar, PAN, Bank should match with data in ONGC. E.g. Name, Father's / spouse name, date of birth etc. If not, necessary corrective action should be initiated at the earliest so that future complications, if any, can be avoided.



Chapter 12

Hum Aapke Saath Hain (HASH)

This is EOEWA Delhi initiative - Helping hand to Super Seniors/Lonely members

- 12.1 EC EOEWA has realised and deliberated the need of supporting Super Senior / Lonely members in claiming online medical reimbursement and Annual dependency declaration etc. Additionally, it is felt that some medical emergency situations may warrant help as some members do not have younger family members residing with them to take care of emergencies.
 - To meet this genuine requirement, EC EOEWA is pleased to introduce a significant initiative of extending physical / Virtual help for medical procedures and claims to support super seniors and Lonely Members in staying in Delhi NCR areas.
- 12.2 As far as guidance on various issues is concerned, Members can approach any EC Member or Admin EOEWA on mobile/ WhatsApp 97739 22335. Help through Calls / WhatsApp / Email will be extended at the earliest. However, where situation warrants for physical visit by Volunteers, we have tried to identify members for area-wise help.
- 12.3 Our initiative aims to provide crucial support to the elderly population in Delhi-NCR areas, ensuring they receive the necessary medical assistance and claims processing seamlessly through the dedicated efforts of EOEWA volunteers. This extension will further strengthen our commitment to the well-being of super seniors/Lonely members in these specific regions. List of area-wise volunteers will be maintained on our website exongexecutives.org and will be updated from time to time. Members interested to avail services of volunteers are requested to visit our website.
- 12.4 We feel, we need more volunteers in different areas as Delhi-NCR is quite spread. We request all our members, especially the younger ones, to come forward for the common cause. Your support and consideration for this proposal is crucial as it aligns with our mission to make a positive impact on the lives of super seniors in the specified NCR zones. EOEWA-Members who can extend help are requested to send their name and area they can support to Admin EOEWA (Mobile 977 39 22 335).
- **12.5** The intended beneficiaries of this scheme are only Super senior members and those with some chronical medical issues or families of deceased members who are not conversant with computer based online process.

ANNEXURE

This compilation is only to help Forever ONGCians and their families for general understanding of rules, regulations, procedures etc. This booklet intends to provide starting point of help by guiding them to approach the right authority. We, in no way intend to undermine the importance of complete circular and guidelines as maintained by SEE. Accordingly, this Annexure lists office order number some of the important circulars and few formats which may be used by members.

We cannot cover all the terms and conditions applicable for different welfare schemes in this summary booklet. Therefore, members are advised to check detailed circulars available on Bandhan portal or contact respective SEE for more details.

LIST OF SELECTED IMPORTANT CIRCULARS

SPECTACLE REIMBURSEMENT

Spectacle reimbursement ONGC/ER/CP/MED/001 dated 05.04.2018 [OO 12/2018]

HOME NURSING CARE

Home Nursing care DDN/HEALTH-SER-DDN/2022/ CMS/918739 dated 16.09.2022 [OO 41/2022]

FELICITATION

Felicitation DDN/CORP-ER/ESTT-POLICY/2021/Feli/ 902765 dated 05.01.2022 [OO 03/2022]

HEARING AID

Hearing Aid ONGC/ER/CP/MED/011 dated 29th August, 2008 [OO 61/2008]

LIFE SAVING RESPIRATORY DEVICES

Life saving respiratory devices for domiciliary use ONGC/ER/CP/MED/026 last updated 05.04..2019 [Contains original order dated 01.06.2012 as 35/2012 with Amendment ONGC/ER/CP/MED/008 dated 16.11.2018 OO 40/2018]

ASHA KIRAN

Asha Kiran No.103(92)/13-AKS/CP dated 15.10.2013, 25.03.2014 & 27.12.2018

AGRANI SAMMAN

Agrani Samman (Revised scheme of Ex-gratia for pre 15.10.1959 and post 14.10.1959 employees) 103(92)/02-EP dated January 7, 2003

For more details and detailed office orders, please click on link "Welfare Schemes" on Home page after login to Bandhan portal where scheme wise office orders are being maintained.

On Home page after login to Bandhan portal, all circulars and office order related with retired employees can be searched by clicking on link "Office orders and circulars".

Non Employment Declaration under PRMBS (To be submitted in January every year)

(For ex-employees/beneficiary of demise cases of employees)

1.	am (Self) / the Spouse/Child/Parent/Parent-								
	in-law) of ONGC ex-employee Late CPF No.								
	who separated from ONGC on								
	(superannuation/retirement/VRS/demise) and I am member of ONGC Post-Retirement								
	Medical Benefit Scheme.								
 3. 4. 5. 7. 	 I declare that I am not married/remarried (for spouse/child in case of deceased employee). I do further solemnly declare that when I will take up employment/get married or remarried (as the case may be), I shall immediately inform ONGC. I solemnly affirm that the above declaration is true to the best of my knowledge and belief. I understand that in the event of the declaration being found to be incorrect at a later date or failure to inform ONGC within a month of taking up employment/ getting married or remarried. I shall be liable to be debarred from availing medical facility under ONGC Postretirement Medical Scheme. This declaration is given for the purpose of extending medical facility under PRMB Scheme. 								
	(Note: in case child with disability who is not able to give the declaration and is the only beneficiary who is alive, then the declaration can be given by a legal guardian)								
	(Tick Para No. 2 to 7 wherever applicable)								
Pla	ce:								
Da	te:								
	(Signature of Ex-Employee/ Spouse/Beneficiary)								

Format for Life Certificate (to be submitted in January ev	ery year)

	LIFE CERTIFICA	<u>IE</u>					
(To be certified by Gazetted Officer/Serving E2 or above level Officer of ONGC / Branch Manager of the Bank / for beneficiaries temporarily residing outside India the life certificate should be apostilled or certified by Officer from Consulate of India)							
It is to certify that Mr. /Mrs. Spo	ouse	,					
Beneficiary of ex-employee of C	NGC, designation	,					
CPF No has personally appeared before me on and signed in my presence. His/her signature is appended below:							
Place:							
Date:	(Signature of Ex-Employee/Spouse)	(Signature of Certifying Officer) with Name, Designation and Seal					



OIL AND NATURAL GAS COPROARTION LIMITED

FELICITATION OF RETIRED EMPLOYEES ON ACHIEVEMENT OF MILESTONES

PF NO:
AME:
RESENT LOCATION (ONGC WORK CENTRE) OF EX-EMPLOYEE:
ATE OF BIRTH: AGEYEARS
(DD-MM-YYYY)
ATE OF JOINING ONGC:
ATE OF RETIREMENT:-
AIM FOR MILESTONE AND DATE 70 YEARS Date
75 YEARS Date
80 YEARS Date
85 YEARS Date
90 YEARS Date
95 YEARS Date
100 YEARS Date
ADDRESS:
TELEPHONE/MOBILE NUMBER:
e-mail id :
DATE:- (SIGNATURE OF EX-EMPLOYEE)
<u>LIFE CERTIFICATE</u>
(TO BE CERTIFIED BY GAZETTED OFFICER/SERVING E2 AND ABOVE ONGC OFFICER/BRANCH MANAGER OF DRAWEE BANK)
IT IS TO CERTIFY THAT MR./MRSEX-EMPLOYEE OF ONGC
DESIGNATIONHAS PERSONALLY APPEARED BEFORE ME
ONAND SIGNED IN MY PRESENCE AND HIS/HER SIGNATURES ARE ATTESTED BELOW:-
PLACE
DATE (SIGN.OF EX-EMPLOYEE) (SIGNATURE OF CERTIFYING AUTHORITY) NAME/DESIGN.OF CERTIFYING AUTHORITY

FOR HR-ER

DETAILS VERIFIED AND NECESSARY ENTRIES MADE IN THE SYSTEM.

(SIGNATURE OF INCHARGE SEPARATED EMPL.ESTT.)



OIL AND NATURAL GAS CORPORATION LTD

CLAIM FOR REIMBURSEMENT OF SPECTACLES COST TO RETIRED EMPLOYEES/DEPENDENTS OF DECEASED EMPLOYEES

Id. /0	CPF NO.:	Name:								Τ	П		
	el/Designation of employees			nt /dea	ıth								
Org.	Unit & Location at the time	of retirement.	death.										
Date	of Joining ONGC: Before 2	2.6.1987		On	or a	ıfter 2.	6.1	987	7				
Bloc	k Year: 2 0 - [С	aler	ndar Y	ear:]	
	nissible Overall Ceiling:-					_							
	As. 12000/- (b) Rs.18		(c)Rs.25			•			40000				
Nam	e of family members includi	ng self in respe					ent	İS	being	clai	med	1:-	
Sl.	Name	Relationship	Date o	f purch	ase	Cash Date	Me	mo.	. No. &	ž	1	Amoui	nt
											+		
											+		
											\top		
Total	Amount claimed: (•)	= I	Rs.			T	İ].[$\overline{\Box}$
Detai	ls of last claim, if any: - Da	te of claim			An	nount							
	wing documents are enclosed: iginal Cash memo/Receipt	2. Copy of	prescript	ion of	an e	ye spec	ciali	st f	or spe	ctacl	es		
Date	:								Sign	natu	re o	f clair	nant
		FOI	R HR-E	<u>R</u>									
Clain	n verified as per existing rules a	and necessary en	tries ma	de in IO	CE S	System							
D					Y!		. CT	/_ 1	IID E	D/C	0		C-11
Date	:				_	ature o	OI 1/	c, 1	HK-E	K/5	f. C	tizen	Cell
	ed for payment of Rs	<u>FOR F&</u> (Rupe	es		<u> </u>								
only))												
Date:								Sig	natur	e of	PC	CS Of	ficer

FOR PERSONAL USE

Present Executive Committee EOEWA



Shri B C Bora PATRON



Shri D N Avasthi PATRON



Shri Ashok Varma President



Shri Ved P. Mahawar Vice President



Shri H P S Ahuja Vice President



Shri K S Randhawa Secretary



Smt Sunita Khanna Joint Secretary



Shri Shiv Dayal Treasurer



Shri Rajeev Bansal Executive Member



Shri S K Batra Executive Member



Shri Ved B Soneja Executive Member



Shri G K Valecha Executive Member



Shri Sanjay Chawla Executive Member



Shri N K Sidana Executive Member



Shri K A N Mathur Executive Member





We are on Panel of

ONGC for Cashless Hospitalization

Our Centres of Excellence



Cardiac Sciences



Orthopaedics



Oncology



Neuro Sciences



Gastro Sciences



Renal Sciences



Take Care

Dharamshila Narayana Hospital, Vasundhara Enclave, Delhi



For Internal Circulation only

For any query or suggestions for improvement, please contact

Ex ONGC Executives Welfare Association (EOEWA)

Separated Employees Establishment ONGC,

6th Floor, Core 4, Scope Minar, Laxmi Nagar, Delhi 110 092

Admin EOEWA 97 73 92 23 35

Email: eoewadelhi@gmail.com • Website: ExONGCExecutives.org