



Oil and Natural Gas Corporation Limited

Pandit Deendayal Upadhyaya Urja Bhawan

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File No. DLH/GM (HR)-HC/SEE/2017-18

Date: 27.07.2017

Dear Sir/Madam

I hope this letter finds you in the best of health and spirits.

In the beginning, I would like to convey our gratitude to you for your valuable contribution to the growth of this great organisation and for your service to the nation. We consider it as our duty and privilege to serve all our ex-employees in the best way possible, through our Separated Employees Establishment (SEE) department.

It is our constant endeavour to improve our services to you by regularly reviewing our processes and systems so that you do not face any problems.

We have decided to set up a dedicated Helpline for any queries regarding status of medical bills and any other problems being faced by you. Kindly contact our **helpline number: 011- 22406805** in future.

We would like to inform you that we are also planning to hold one to one sessions related to any problems being faced by you on medical bills/ any other issue on the 10th and 20th of every month, between 10:00 hrs – 13:00 hrs at the following address:

Separated Employees Establishment

ONGC, 6th floor, Core II, SCOPE Minar,
Laxmi Nagar, New Delhi-110 092

Contact person: Mr Dinesh Kumar & Ms. Anjana Bora

We have received complaints that you are not being updated on the latest circulars /office orders. While all such circulars/OO is posted on Bandhan website, copies of all circulars related to all claims are attached for ready reference.

Further, we also request you to update your latest communication address, mobile number and e-mail address, for our office records, so that we can deliver faster and efficient services to you, which would include real-time system notifications regarding status of your claims.

Once again, we thank you for being part of the ONGC family!

Best wishes and warm regards,

Yours sincerely,

(Manoj Barthwal)

GM(HR)-Head Coordination

Agrani Samman



OIL AND NATURAL GAS CORPORATION LIMITED
Office of Chief-ER

Corporate Policy Section
II Floor, B. S. Negi Bhavan
Tel Bhavan, Dehradun – 248003

O.O. No. ONGC/ER/CP/WEL/004
Last updated on 20th November, 2012

OFFICE ORDER (WEL-004)

Sub: REVISED SCHEME OF EX-GRATIA FOR PRE-15.10.1959 EMPLOYEES
AND POST-14.10.1959 EMPLOYEES

I. SCHEME:

The Management of Oil and Natural Gas Corporation Limited had introduced the "Agrani Samman" Ex-gratia Benefit Scheme in recognition of valuable contribution made by the pioneers to the cause of ONGC to mitigate their post-separation hardships.

2. The Scheme is available to eligible pre-15.10.1959 employees as well as to those eligible post-14.10.1959 employees who superannuated/died while in service prior to 1.4.1991 (in case of executives) and 16.11.1995 (in case of non-executives) and those post 14.10.1959 employees who voluntarily retired prior to 1.4.1990 as executives as mentioned hereinafter.

3. Eligibility Conditions:

- 3.1. Payment under the "Agrani Samman" Scheme is purely and entirely ex-gratia and not because of any right or entitlement.
- 3.2. Ex-employees who had joined ONGC prior to 15.10.1959 and superannuated/voluntarily retired from the services of ONGC or died after rendering a minimum of 10 years service before such separation.
- 3.3. Ex-employees who had joined ONGC after 14.10.1959 and superannuated/voluntary retired from the services of ONGC or died before 1.4.1991 (in case of executives) and 16.11.1995 (in case of non-executives), after rendering a minimum of 10 years service before such separation.
- 3.4. 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.
- 3.5. The eligible ex-employee will continue to get "Agrani Samman" so long he/she is alive after 1.1.2003. Thereafter, his/her surviving spouse shall be eligible for 50% of ex-gratia as mentioned under para 5.1(e) & 5.2(d) of this scheme.
- 3.6. In case of break-in-service, net service rendered in ONGC will be taken into account for the purpose of eligibility, provided the break-in-service was not more than the net service rendered in ONGC.

- 3.7 For the purpose of eligibility with regard to service in ONGC, only regular service in ONGC will be considered and the period of engagement on contractual/ daily/ ad-hoc etc. shall not be reckoned at all.
- 3.8 For the purpose of eligibility, the ex-employee must not have been dismissed/removed/terminated or resigned/deemed to have resigned from the services of ONGC.
- 3.9 All those ex-employees who separated from the service of ONGC on account of Pre-mature retirement shall not be eligible for ex-gratia under the scheme. However, the issue regarding amendment of this clause has been considered by the Board in its 226th meeting held on 4th January, 2012 and it has been decided to amend this clause as follows:
- The ex-employee who separated from the services of ONGC on account of Pre-mature retirement due to disability or medical deficiency suffered while on duty shall only be eligible for ex-gratia under the scheme. The benefit under this clause shall be applicable from 04.01.2012, i.e. the date of the Board decision. (Issued vide Office Order no. 103(92)/02/CP, dated, 21.02.2012)
- 3.10 For the purpose of reckoning service in ONGC as eligibility criteria for "Agrani Samman", qualifying service in respect of Deputationists, will be taken from the date of absorption in ONGC.
- 3.11 Full time Members/Directors of ONG Commission shall also be eligible subject to fulfillment of above conditions.
- 3.12 The ex-employees/surviving spouses, who are, eligible for "Agrani Samman", shall have to execute undertaking in the prescribed form to the effect that this "Agrani Samman" is being given not because of any right or entitlement, but entirely in the nature of ex-gratia. Further, he/she will not enter into any litigation in this and other related matters before any Court of Law/Forum/Authority. If any case pertaining to ex-gratia and/or in relation to PRBS is pending before any Court of Law/Forum/Authority, he/she shall withdraw the same forthwith (Proforma at Annexure I). The eligibility of the applicants shall be considered and application processed only after withdrawal of such case/petition before any Court/Forum/Authority where the applicant is a petitioner either singly or jointly.

Note:

All those employees who have rendered a net service of 9 years and 6 months or more but less than 10 years prior to their superannuation/voluntary retirement/death and fulfill all other terms and conditions of the scheme are also eligible for benefit under the Agrani Samman Ex-gratia Benefit Scheme.

4. General Conditions

- 4.1 "Agrani Samman" will be taken into account as income for the purpose of determining dependency for availing LFA.
- 4.2 The spouse of deceased eligible ex-employee, who is getting the benefit of Family Pension under FPF scheme, shall be eligible to receive ex-gratia benefit without any adjustment on this account.
- 4.3 For calculating the length of service, fraction of a year equal to six months and above shall be treated as full year and period less than 6 months of a year shall be ignored.

5. Amount of ex-gratia payment:

5.1 Pre-15.10.1959 employees:

5.1(a) The Pre-15.10.1959 employees who have rendered 20 or more years of service and not receiving/eligible for PRBS and /or Govt. Pension shall now be eligible to revised ex-gratia at the following rates per month w.e.f. 1.1.2003:

Level of employees	Ex-gratia amount	Dearness Allowance (DA)
Class III & IV	Rs. 1500	Plus DA admissible from time to time
E-0-E-3	Rs. 3000	
E-4 – E-6	Rs. 4500	
E-7 & above	Rs. 6000	

5.1(b) The ex-gratia amount for those, who have rendered 10 or more years of service but less than 20 years of service, and not receiving/eligible for PRBS and/or Govt. Pension shall receive ex-gratia amount on pro-rata basis i.e. ex-gratia rate multiplied by No. of years of service divided by 20 plus applicable DA from time to time. See illustrations A & B at Annexure-II.

5.1(c) Those eligible pre-15.10.1959 employees who separated and receiving/eligible for PRBS and/ or Govt. Pension shall be eligible for ex-gratia at the rates mentioned in para 5.1(a) & (b) above plus applicable DA from time to time minus PRBS benefit, or Govt. Pension or both as the case may be. The PRBS amount to be deducted shall be the full monthly amount that the PRBS beneficiary would have received without any commutation of PRBS corpus. For pensioners, only pension amount will be reduced from ex-gratia rate and admissible DA will be added to the amount so arrived (as DA rates in Govt. and PSU differ). See illustrations E & F at Annexure-II.

5.1(d) In those cases where pre-15.10.1959 beneficiaries of ex-gratia had withdrawn their full PRBS Corpus on their separation and hence not receiving monthly PRBS benefit, the notional amount of PRBS as admissible shall be deducted from the ex-gratia amount payable to them.

5.1(e) The eligible surviving spouse of a deceased ex-employee, shall get 50% benefit of ex-gratia that was/would have been admissible to the ex-employee plus applicable DA from time to time minus PRBS and / or Govt. Pension.

5.2 Post 14.10.1959 employees:

5.2(a) Those eligible post- 14.10.1959 employees who separated from the services of ONGC after rendering 20 or more years of service on or before 31.3.1991 (executive) /15.11.1995 (non-executive) and not receiving Govt. Pension, shall be eligible to ex-gratia every month at the following rates w.e.f. 1.1.2003.

Level of employees	Ex-gratia amount	Dearness Allowance (DA)
Class III & IV	Rs. 750	Plus DA as admissible from time to time
E-0-E-3	Rs. 1500	
E-4 - E-6	Rs. 2250	
E-7 & above	Rs. 3000	

5.2(b) The ex-gratia amount for those who have rendered 10 or more years of service but less than 20 years of service and not receiving Govt. Pension shall be on pro-rata basis i.e. admissible ex-gratia amount multiplied by No. of years of service divided by 20 plus admissible DA from time to time. (See illustrations C & D at Annexure-II).

5.2(c) In case of post-14.10.1959 employees who are in receipt of any Govt. Pension, the same shall be reduced from the admissible ex-gratia amount. Reduction of pension amount shall be as described at para 5.1(c)

5.2(d) The eligible surviving spouse of a deceased ex-employee shall get 50% benefit of ex-gratia that was/would have been admissible to the ex-employee plus applicable DA from time to time minus Govt. Pension, if any.

6. General Instructions:

6.1 Those Pre-15.10.1959 employees/spouses who are already receiving ex-gratia @ Rs. 1000/ Rs.500 p.m. plus applicable DA under existing Ex-gratia Scheme dated 20.11.2001 are allowed to either opt for this "Agrani Samman" scheme of ex-gratia payment if otherwise eligible or continue with the existing ex-gratia scheme.

6.2 All eligible beneficiaries under the "Agrani Samman" shall submit application form in the Proforma prescribed separately for each category as given in Annexure III, IV, V & VI alongwith all relevant documents as indicated in the application form, to the Heads of P&A of concerned work centre/Regional Office/Office/Institute of ONGC from where the ex-employee retired. Advance Copy of application in the prescribed format for "Agrani Samman" is to be sent to

the Agrani Samman Cell, Corporate Administration, ONGC, Tel Bhavan, Dehradun, (Pin Code – 248001). The last date for receipt of all such applications was 30th June, 2003. Any application received thereafter was to be considered on exceptional grounds.

- 6.3 It will be for the applicant to satisfy the Head of P&A/Establishment of concerned work centre/Office/Institute/ of ONGC that he / she is eligible to receive ex-gratia payment under these instructions and establish identity by producing relevant documents which may be available in his / her possession.
- 6.4 In case, the eligible beneficiary does not have all relevant documents as a proof of having rendered the requisite service in ONGC or documents mentioned in the application form, the claimant shall produce an affidavit sworn before a First Class Magistrate or Oath Commissioner or Notary Public in the prescribed proforma stating all relevant details and also that applicant had not been removed or dismissed/terminated or had not resigned or was not deemed to have resigned from the services of ONGC etc. (Proforma at Annexure VII & VIII respectively).
- 6.5 The beneficiary has to indicate the name of a established Private/Public Sector bank where he/she holds bank account for making remittance of ex-gratia amount.
- 6.6 The periodical certificate such as Life Certificate prescribed for drawal of ex-gratia shall be required to be produced by the recipient of the ex-gratia to the concerned disbursing authority every year in the month of November. (Proforma at Annexure - IX).
- Keeping in view the difficulties being faced by the recipients of the Agrani Samman scheme, it has now been decided that the life certificate may be signed by a Gazetted Officer or Serving E-2 or above level ONGC officer or Branch Manager of Drawee Bank Branch. Annexure-IX of the said scheme stands modified, accordingly. (Issued vide Office Order no. 103(92)/06/CP, dated, 19th October, 2012)
- 6.7 The procedure for payment of ex-gratia is same as was being followed under other ex-gratia scheme.
- 6.8 In case, any difficulty is faced in receiving the “Agrani Samman” Ex-gratia by any eligible Ex-employee fulfilling all the conditions of the Scheme and who has also submitted all the requisite documents to the concerned authority, the applicant may make a reference with full particulars to the ED-Chief Employee Relations, ONGC, Tel Bhavan, Dehradun (Pin-248001) for redressal of his grievance. In case his grievance is not redressed in 30 days, he may write to CEA to C&MD, ONGC, Jeevan Bharti Building, Tower-II, 128 Indira Chowk, New Delhi-110 001 for follow-up.

CLARIFICATIONS

Sl. No. (1)	Issue (2)	Clarification (3)
1	Whether post-14.10.1959 employees (upgraded to E.0 scale) who superannuated / died while in service after 31.3.1991 or voluntarily retired after 31.3.1990, shall be eligible for 'Agrani Samman' ex-gratia if they fulfil all requisite eligibility conditions of 'Agrani Samman' Ex-gratia Benefit Scheme ?	No, such post-14.10.1959 employees (upgraded to E.0 and above scale) who superannuated / died while in service after 31.3.1991 or voluntarily retired after 31.3.1990, shall not be eligible for 'Agrani Samman' ex-gratia since they were eligible for PRBS.
2	In respect of an eligible ex-employee who was upgraded from class III to E-0 / E-0 to E-I scale, whether the 'Agrani Samman' ex-gratia amount shall be regulated based on the rate specified for non-executive level or the rate specified for executives (E-0 to E-3) level?	In respect of eligible ex-employees who were upgraded from class III to E.0 / E.0 to E.I scale and fulfil all requisite eligibility conditions of 'Agrani Samman' Ex-gratia Benefit Scheme, the amount shall be regulated corresponding the executive level to which they were last upgraded before superannuation / voluntary retirement / death.
3	Whether an employee who joined ONGC prior to 15.10.1959 but subsequently resigned and again re-joined ONGC after 15.10.1959 and retired / voluntarily retired or died after rendering minimum 10 years net service in ONGC, should be treated as pre-15.10.1959 employee or post-14.10.1959 employee ?	In case the initial joining of an ex-employee in regular service in ONGC was prior to 15.10.1959, he/she shall be treated as pre-15.10.1959 employee. However, payment of 'Agrani Samman' ex-gratia shall be subject to all requisite eligibility conditions of 'Agrani Samman' Ex-gratia Benefit Scheme. Note:- In respect of a Deputationist, the crucial date for determining whether he is pre-15.10.1959 employee or post-14.10.1959 employee, shall be his date of absorption in ONGC.
4	Whether notional amount of PRBS is to be deducted from the 'Agrani Samman' ex-gratia payable to those pre-15.10.1959 employees who had not opted for PRBS and either superannuated or died after	Yes, in such cases, the notional amount of PRBS benefit which would have been admissible to the eligible executive, had he opted and contributed towards PRBS upto the

	31.3.1991 as executives / deemed promoted retrospectively from class III to executive cadre after retirement or voluntarily retired after 31.3.1990?	date of superannuation / VR / death, shall be deducted from 'Agrani Samman' ex-gratia amount.
5	There are a number of eligible pre-15.10.1959 employees who retired / voluntarily retired on or after 16.11.1995 but could not avail themselves of PRBS benefits as they did not contribute towards PRBS. Whether notional amount of PRBS is to be deducted from the 'Agrani Samman' ex-gratia payable to such employees?	<p>Yes, in such cases, the notional amount of PRBS which would have been admissible to the eligible employees, had he contributed towards PRBS, shall be deducted from 'Agrani Samman' ex-gratia amount.</p> <p>Note :- Employees expiring on or after 16.11.1995 but before actual recovery of contribution towards PRBS were all extended the benefit of PRBS vide Circular No.PRBS-43 dated 4.9.1998 (for executives) and Circular No. PRBS-U-2 dated 7.10.1998 (for unionised category of employees); and are all in receipt of PRBS benefits.</p>

Manish K. Basu

(MK Basu)
General Manager (HR)-Corp. Policy

Spectacles



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/MED/001

Dated:- 16th July, 2012

OFFICE ORDER (42/2012)

Sub: Revised cost ceiling for reimbursement towards cost of spectacles / contact lenses

Executive Committee in its 416th meeting held on 8th June, 2012 at New Delhi approved the revised cost ceiling for reimbursement towards cost of spectacles / contact lenses in respect of eligible beneficiaries in accordance with the existing scheme as detailed below:


1. Regular employees, their spouse and dependent children / Retired employees and their living spouse/ dependent family members (excluding parents) of deceased employees who die while in service.

Level of employee	Cost ceiling
W & A level	₹ 5000
S level & E-0 to E-4 level	₹ 8000
E-5 to E-8 level	₹ 9500
E-9 & above level	₹ 12500

2. Visually Challenged employees :

Level	Cost ceiling	
	Visually challenged for dark glass goggles	Spouse & dependant children for spectacles/contact lenses
W & A level	₹1200	₹2400
S level & E-0 to E-4 level	₹1950	₹4000
E-5 to E-8 level	₹2350	₹4700
E-9 & above level	₹3100	₹6250

3. The current block year of retired employees and their spouse / dependent family members of deceased employees is hereby revised from 2011-12 to 2012-13 in order to make the block year at par with regular employees. However, retired employees / dependent family members of deceased employees who have already claimed reimbursement for spectacles in the block year 2011-12, shall not be eligible to claim the same in the calendar year 2013 as part of revised block year 2012-13.
4. In case a claim has already been made for reimbursement prior to issue of this order, additional claim may be made towards remaining amount as per revised cost ceiling in respect of eligible beneficiaries for whom the claim has not been preferred.
5. The above mentioned cost ceilings shall be effective from the date of issue of this office order and shall be valid for five years.
6. Other terms and conditions of the scheme shall remain unchanged.


(S.K. Tomar)
Chief Manager (HR)- Corp. Policy



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/MED/001

Dated: 13th March, 2013

OFFICE ORDER (18 / 2013)


Subject: Reimbursement of cost of spectacles / contact lenses

Reference is invited to Office Order No. ONGC/ER/CP/MED/001 dated 16th July, 2012 regarding revised cost ceiling for reimbursement towards cost of spectacles / contact lenses.

2. The Executive Committee, in its 424th meeting held on 18th, 28th December, 2012 at New Delhi, has approved the following modifications to the existing provisions for reimbursement of cost of spectacles / contact lenses:-

Existing provisions	Modified provisions
In case a claim has already been made for reimbursement prior to issue of the Office Order (42/2012) dated 16 th July, 2012, additional claim may be made towards remaining amount as per revised cost ceiling in respect of eligible beneficiaries for whom the claim has not been preferred.	In case a claim has already been made for reimbursement prior to issue of the Office Order (42/2012) dated 16 th July, 2012, additional claim on need basis may be made towards remaining amount as per revised cost ceiling in respect of eligible beneficiaries.
An eligible beneficiary can claim the reimbursement up to the ceiling any time during the block year of two years either in one or two spells	An eligible beneficiary can claim the reimbursement up to the ceiling amount any number of times during the block year of two years, within the prescribed cost ceiling

3. Other terms and conditions shall remain unchanged.


(S.K. Tomar)
DGM (HR)- CP



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/MED/001

Dated: 20th November, 2012

OFFICE ORDER (73 / 2012)

Sub: CLARIFICATION ON REIMBURSEMENT TOWARDS COST OF SPECTACLES/ CONTACT LENSES.

A query has been raised whether an eligible beneficiary who has fully availed reimbursement towards cost of spectacles / contact lenses under regular employees block year is again eligible for reimbursement after retirement under retired employees block year.

It is, hereby, clarified that if the eligible beneficiary has fully availed reimbursement towards cost of spectacles / contact lenses under regular employees' block year, no reimbursement shall be allowed under retired employees' block year within the span of two years.

M.K. Basu

(M.K. Basu)

General Manager (HR)-Corp. Policy

20/11/12



OIL AND NATURAL GAS CORPORATION LIMITED
Office of Chief-ER

Corporate Policy Section
II Floor, B. S. Negi Bhavan
Tel Bhavan, Dehradun – 248003

O.O. No. ONGC/ER/CP/SEP/005
Last updated on 04th February, 2013

OFFICE ORDER (SEP-005)

Sub: Felicitation of Retired Employees aged 75 years and above

Executive Committee, in its 418th in its 418th Meeting held on 17th & 24th July, 2012 & 2nd August, 2012 at New Delhi, has approved a scheme of one time felicitation of superannuated/voluntarily retired employees on attainment of age of 75 years by presenting a Cheque of Rs. 25,000 (Rupees Twenty five thousand only). This felicitation shall be done on the occasion of ONGC Day i.e. 14th August every year at respective work centres.

2. In the first year of operation of the scheme i.e. 2012, all superannuated/voluntarily retired employees aged 75 years and above as on 14th August, 2012 shall be felicitated at the respective work centres within a month from the date of issue of this office order.

3. From next year onwards, any superannuated/voluntarily retired employee who attains the age of 75 years on or before 14th August of that year shall be felicitated on ONGC Day.

4. The felicitation under the scheme shall be only in respect of the superannuated/voluntarily retired employees who are surviving on the occasion of felicitation i.e. ONGC day.

(Issued vide Office Order no. ONGC/ER/CP/SEP/005, dated, 17th August, 2012)

Amendments:

1 Reference is invited to Office Order no. ONGC/ER/CP/SEP/005, dated, 17th August, 2012 regarding felicitation of Retired Employees on attaining the age of 75 years.

2. In partial modification of the existing condition of felicitation on ONGC Day, it has now been decided that the felicitation amount of Rs. 25000/- is to be deposited in the bank account of the superannuated/voluntarily retired employee immediately on attainment of the age of 75 years.

3. The modified instructions shall be effective from 17.10.2012.

4. Other terms and conditions shall remain unchanged.

5. This has the approval of competent authority.

(Issued vide Office Order no. ONGC/ER/CP/SEP/005, dated, 17th October, 2012)

1 Reference is invited to Office Order No. ONGC/ER/CP/SEP/005 dated 17th August, 2012 regarding felicitation of Retired Employees on attaining the age of 75 years.

2. In partial modification to the existing scheme of felicitation of retired employees, Executive Committee (by circulation) on 25th January, 2013 has approved the following :-

- (a) Rs.20,000/- to be deposited in the bank account of superannuated / voluntary retired employees on attaining the age of 70 years.
- (b) Rs. 25,000/- to be deposited in the bank account of superannuated / voluntary retired employees on attaining the age of 75 years.
- (c) Rs 25,000/- to be deposited in the bank account of superannuated / voluntary retired employees on attaining the age of 80 years.
- (d) The amount shall be credited to the bank account of eligible retired employees on the date of attaining the prescribed age.
- (e) The Superannuated / voluntary retired employees who have attained the age of 70 years but are below 75 years on the date of issue of this office order shall be eligible for Rs.20,000/-, which shall be paid immediately.
- (f) The superannuated / voluntary retired employees who have already been paid Rs.25,000/- under the existing scheme on attainment of 75 years of age shall be eligible for additional amount of Rs. 25,000/- on the date of attaining 80 years of age.
- (g) The superannuated/ voluntary retired employees who have already attained the age of 80 years and above on the date of issue of office order and who have already been paid an amount of Rs. 25,000 on account of attaining 75 years age, shall be eligible for additional amount of Rs. 25,000/-, which shall be paid immediately.

3. The modified provisions as mentioned above shall be effective from the date of issue of this office order.

Other terms and conditions shall remain unchanged.

(Issued vide Office Order no. ONGC/ER/CP/SEP/005, dated, 26th January, 2013)



(S K Tomar)
DGM (HR) - CP

ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No ONGC/ER/CP/MED/026

Dated: 1st June, 2012

OFFICE ORDER (35/2012)

Subject: Policy for reimbursement of expenditure incurred for purchase of life saving respiratory devices for domiciliary use.

EC in its 411th meeting held on 20th, 21st and 22nd March 2012 approved following policy for regulating the reimbursement of expenditure incurred for purchase of life saving respiratory devices for domiciliary use.-

2. CPAP / BIPAP / Auto-PAP / Oxygen Concentrator:

The individual shall purchase the required device as advised by the two Chest physicians or two medical specialists (in case of non availability of chest physician) based on the sleep lab report and claim reimbursement for the same. The cost of these devices is to be reimbursed as per procedure, financial limits and periodicity prescribed below

3. Nebulizer :

Nebulizer shall be purchased by the individual based on advice and recommendation of Medical specialists / Pediatric specialist with a certificate that Nebulizer is essential in view of chronic asthmatic or respiratory condition of the patient. The cost of this device is to be reimbursed as per procedure, financial limits and periodicity prescribed below. Replacement shall be permitted after 5 years on the basis of a certificate of condemnation obtained from Medical specialist/Pediatric specialist. No request for reimbursement of another Nebulizer shall be entertained within 5 years from the date of initial purchase

4. Procedure for claiming reimbursement:

The individual shall submit his claim for reimbursement supported by documents as mentioned for respective devices along with cash memo / invoice indicating the make and serial number and delivery challan. The claim submitted for reimbursement shall be forwarded by the concerned establishment after making necessary entries in the system to the Head//c Medical Services at the location for examination and verification. The

expenditure sanction of the device shall be accorded by L-I executive of the location. In case L-I is not posted at the location, the sanctioning authority shall be L-II executive.

5 Monetary ceiling and periodicity

Name of device	Monetary ceiling	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/-	Once in a period of 5 years

6. The individual shall be responsible for maintenance and upkeep of the devices and no reimbursement on this account shall be considered.

7. This policy shall be effective from the date of issue of office order and shall be reviewed after two years.

(S.K. Tomar)
Chief Manager (HR)-Corp. Policy

Hearing Aid



OIL AND NATURAL GAS CORPORATION LIMITED

Office of Chief-ER

Corporate Policy Section
II Floor, B. S. Negi Bhavan
Tel Bhavan, Dehradun – 248003

O.O.No. ONGC/ER/CP/MED/020

OFFICE ORDER (MED-20)

Dated: 5th December, 2011

Sub: Reimbursement of cost of hearing aid.

The Executive Committee in 326th meeting held on 11.07.2008 has decided that the reimbursement of cost of hearing aid shall be regulated as under:

a. Actual cost of one sided and bilateral conventional hearing aid will be reimbursed within the ceiling of Rs.10, 000/- and Rs.20, 000/-respectively. In special circumstances, the cost of digital hearing aid would also be reimbursed within the cost ceiling as indicated hereunder on recommendations of Chief-Medical Services:

- i. One sided hearing aid - Rs.30, 000/-
- ii. Bilateral hearing aid - Rs.60, 000/-

b. Hearing aid device shall be allowed on recommendations of the following –

Conventional hearing aid	Incharge, Medical Services at the work center or empanelled ENT specialist, supported by audiometric evidences.
Digital hearing aid	Two ENT specialists and Chief Medical Services, supported by audiometric evidences.

The individual shall purchase the recommended hearing aid and will claim reimbursement subsequently. The cost of hearing aid including digital would be reimbursed on submission of cash-memo or invoice along with the delivery challan, duly verified by the Incharge, Medical Services at the location.

However, w.e.f. 18th October, 2011, it has been decided that for beneficiaries residing/settled at places other than ONGC work centres, the cost of hearing aid including digital would be reimbursed on submission of cash memo or invoice along with delivery challan duly verified by empanelled or treating ENT specialists. The cash memo or invoice should invariably mention the serial number or unique number of the hearing aid duly countersigned by the treating ENT specialists. (Issued vide Office Order no. ONGC/ER/CP/MED/011, dated, 18th October, 2011).

Incharge-Medical Services will verify the bill/invoice only after physical verification of the procured hearing aid. Incharge-HR/ER will arrange the said reimbursement after making necessary entries in the ICT system (other module).

c. Average life of hearing aid device is fixed five years. Aurally deficient employees, their dependents and retired employees (including spouse) may claim reimbursement of cost of conventional hearing aid after a period of five years. However, the replacement of digital hearing aid would be permitted after five years based on condemnation certificate from ENT specialist and authorized service center of the manufacture.

e. The retired employees and their spouse, who are covered under ONGC Post Retirement Medical Scheme, may be allowed this reimbursement maximum twice, after retirement.

f. Level-1/ IIR-1 will be the approving authority for said reimbursement

2. This order shall take effect from the date of issue and will supersede all previous instructions on reimbursement of hearing aid.

(Amarendra Sahu)
Dy. General Manager (HR) - Corp. Policy



Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Group
'Green Hills', Ground Floor, A-Wing,
Tel Bhavan, DEHRADUN
ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड
"ग्रीन हिल्स", ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून

No. ONGC/ER/CP/MED/024

Dated: 02.09.2015.

OFFICE ORDER (47/2015)

Subject: Revision of Monetary ceilings for Home Nursing Care


Reference is invited to Office Order (58 /2010) dated 01.09.2010 and Office Order (64 /2012) dated 04.10.2012 regarding reimbursement of expenses for Home Nursing Care.

2. The Executive Committee in its 471st meeting held on 22nd and 28th July, 2015 at New Delhi approved revision of monetary ceilings for reimbursement of expenses incurred towards Home Nursing Care as under:

Description	Metro and 'A-1' Class cities		'A' Class cities		Other cities	
	Day	Night	Day	Night	Day	Night
Qualified Nurse Per shift of 12 hours per day	640	800	480	640	320	480
Attendant for basic care per shift of 12 hours per day	320	400	240	320	160	240
Qualified Physiotherapist per visit subject to not more than one per day	320		240		160	

3. Other terms and conditions for Home Nursing Care will remain the same.

4. This office order shall be effective from the date of issue.


(Pradeep Sahariya)
ED - Chief ER



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/MED/024

Dated: 4th October, 2012


OFFICE ORDER (64 / 2012)

Sub: Reimbursement of expenditure on Home Nursing Care

Reference is invited to Office Order No. ONGC/ER/CP/MED/024 dated 1st September, 2010, regarding reimbursement of expenditure on home nursing care.

2. Executive Committee in its 418th meeting held on 17th July, 24th July and 2nd August, 2012 at New Delhi approved inclusion of additional categories of medical disorders for availing Home Nursing care as mentioned below :-

Additional Categories	Charges to be reimbursed
Patients requiring domiciliary dialysis (CAPD etc.)	Qualified Nurse: Equivalent to existing day charges for 12 hrs as per class of city.
Patients recovering from poly-trauma (injury of more than one system of body) / major fractures of spine or pelvis or multiple long bone fractures for a period not exceeding two months.	Qualified Nurse / Attendant: Equivalent to existing day / night charges for 12 hrs as per class of city. Qualified Physiotherapist: Equivalent to existing per visit charges subject to not more than one visit per day as per class of city.
Patients chronically bedridden due to terminal illness / organ or systemic failure.	Qualified Nurse / Attendant: Equivalent to existing day / night charges for 12 hrs as per class of city. Qualified Physiotherapist: Equivalent to existing per visit charges subject to not more than one visit per day as per class of city.
Major total joint replacement surgery for a period not exceeding two months.	Qualified Physiotherapist: Equivalent to existing per visit charge subject to not more than one visit per day as per class of city.


9/10/12

3. The existing instructions for extending home nursing care up to thirty days and beyond thirty days shall be modified as follows:

Existing Instructions	Modified Instructions
Up to thirty days On recommendation of treating Doctor or Hospital	Up to sixty days (in two instances of thirty days each) On recommendation of treating Doctor/ hospital duly endorsed by concerned ONGC Doctor
Beyond thirty days On recommendation of Medical Board	Beyond two months On recommendation of treating Doctor/ hospital duly endorsed by Head / In-charge – Medical of concerned work centre

4. The existing instructions related to availing services of Nurse / Physiotherapist / Attendant through Nursing Bureau or any other agency providing such services shall be modified as follows:

Existing Instructions	Modified Instructions
The services of Nurse/ Physiotherapist / Attendant are to be availed from a Nursing Bureau or any other agency providing such services.	The services of Nurse / Physiotherapist / Attendant are to be availed from a Nursing Bureau providing such services. However, in situations where a Nursing bureau is not available or the same is not able to meet the requirement, the employee can hire the required services directly. The payment receipt in such cases should be obtained as per prescribed proforma and certified by the treating Doctor and ONGC Doctor / Head or In-charge-Medical. (Proforma placed at Annexure)

5. The modified instructions shall be effective from the date of issue of this office order.

6. Other terms and conditions shall remain unchanged.

M.K. Basu

(M.K. Basu) 4/10/12
DGM (HR)-Corp. Policy

Payment Receipt

Towards home care by nurse/physiotherapist/attendant hired directly by the employees/patient
(Please strike which is not applicable)

Received a sum of Rs. ----- from Mr./Ms. ----- towards providing home care services as Qualified Nurse/Qualified Physiotherapist/Attendant for _____ number of day shifts/ _____ number of night shifts/ _____ number of visits for the period from _____ to _____

Signature _____ Name _____ Contact/Tel. No. _____

Reg. No. (for qualified Nurse) _____ Address _____

Declaration by the Employee/ Patient (Please strike off which is not applicable)

This is to certify that I have engaged the services of Qualified Nurse/Qualified Physiotherapist/ Attendant and made payment as mentioned above.

Signature of Employees (Name _____) ID/CPF No. _____ Name _____
patient & relation with employee _____ Contact /Tel. _____

Verification by the treating Doctor (Please strike off which is not applicable)

This is to certify that Mr. / Mrs. /Ms. _____ age _____ is/was under my treatment for _____ (name of disease) and this is to certify that the services of Qualified Nurse/Qualified Physiotherapist/ Attendant as mentioned above have been obtained on my recommendation.

(Signature & Seal & Registration No.)

(To be verified by Head or In-charge Medical of ONGC health centre/hospital for duration of home care beyond two months)

Verified that the services of Qualified Nurse/Qualified Physiotherapist/Attendant as mentioned above have been obtained in accordance with the prescribed instructions and the expenses claimed may be reimbursed.

Signature & Designation of ONGC Doctor/Head or In-charge Medical

Handwritten signature



**OIL AND NATURAL GAS CORPORATION LIMITED
(CORPORATE POLICY GROUP)
TEL BHAVAN: DEHRADUN**

No. ONGC/ER/CP/ MED/024

Dated: 1st September, 2010

OFFICE ORDER (58/2010)

Subject: Reimbursement of expenditure on home nursing care.

Home nursing care is health care or supportive care provided to the patients at home by health care professionals. This support allows for earlier discharge of medically fragile patients from traditional inpatient settings and the required special nursing or physiotherapy needs can be continued in a domestic setting.

2. The Executive committee in its 373rd meeting held on 28th July 2010 has decided to introduce home nursing care as a welfare measure in cases where patient suffering from any of following disorders is not able to maintain his or her personal hygiene and take care of basic needs-

- a. Paralytic disorders
- b. Terminal cancer
- c. Severe Neuro muscular disorder, dementia etc.
- d. Poly Arthritis with crippling deformities
- e. Loss of bladder and bowel function

3. Home nursing care up to thirty days in continuation may be allowed in above mentioned cases on recommendations of the treating hospital or doctor. However, if home nursing care is required beyond thirty days, it would be extended subject to assessment by a Medical Board consisting of Head/Incharge, Medical (not below E-5 level), in-house specialist/ treating doctor and out side specialist.

4. Expenditure on home nursing care would be reimbursed as per actual within the following ceilings:-

	METRO & A-1 CLASS CITIES		'A' CLASS CITY		OTHERS	
	Day	Night	Day	Night	Day	Night
Qualified Nurse per shift of 12 hrs. per day	Rs.400/-	Rs.500/-	Rs.300/-	Rs.400/-	Rs.200/-	Rs.300/-
Attendant for basic care per shift of 12 hrs. per day	Rs.200/-	Rs.250/-	Rs.150/-	Rs.200/-	Rs.100/-	Rs.150/-
Qualified Physiotherapist per visit subject to not more than one per day.	Rs.200/-		Rs.150/-		Rs.100/-	

Contd...2/-

5. The employee/retired employee will arrange the services of physiotherapist or nurse/attendant as per recommendation of treating hospital/doctor from Bureau of Nurses or any other agency providing such services. He/she will have to claim reimbursement of said expenditure in prescribed form no. MED-BIL-01 together with payment receipt(s).

6. Level-I executives are empowered to sanction the expenditure on this account. At the locations where L-1 executive is not available, Level-II executive will exercise this power.

7. This order shall take effect from the date of issue.


(S.K. Tomar)

Chief Manager (HR)-Corp. Policy

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OIL AND NATURAL GAS CORPORATION LIMITED
DEPARTMENT OF EMPLOYEE RELATIONS
CORPORATE POLICY SECTION
TEL BHAVAN, DEHRADUN

No.DDN/CER/1(4)/4-2013

Dated 15.10.2013

Subject- Benefit to Retired Employees for taking care of their Emergency needs-
Asha Kiran

The DPE vide its OM dated 08.07.2009 recommended that CPSEs may create a corpus by contributing not more than 1.5% of PBT in order to take care of medical and any other emergency needs of those retired employees who are not covered by the pension Scheme and /or post superannuation medical benefit scheme.

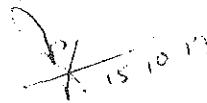
The Scheme to meet emergency needs of the retired employees has been approved by the competent authority and is named as "Asha Kiran". The detailed scheme is enclosed, along with application format, required to be filled by the retired employees/ beneficiary for claiming benefits under the Scheme.

The Incharge HR-ER at the work centres shall implement the scheme through Separated Employee Establishment (SEE) of the respective Work Centre. The Scheme may be widely circulated to retired employees and Retired Employee Associations appropriately by the concerned Incharge HR-ER in Hindi/English and local language, if felt necessary.

The eligible beneficiaries shall submit their claim application in the requisite Performa along with bank details to the respective SEE, who in turn shall be the process owner of the Scheme.

It is enjoined upon all Incharge HR-ER to set up a helpdesk initially for three months period with dedicated officials, who would extend all help to the retired employees in filling and submitting the application as well as ensuring proper record/data creation in the SAP platform after due verification.

Efforts may be made by all concerned to implement the Scheme uniformly, effectively and at a faster pace.


(Pradeep Sahariya)
ED- Chief ER

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5. Incharge HR-ER/ Incharge Finance all work centres.
6. Incharge SEE all work centres.



OIL AND NATURAL GAS CORPORATION LIMITED
DEPARTMENT OF EMPLOYEE RELATIONS
CORPORATE POLICY SECTION, TEL BHAVAN, DEHRADUN

No. 103(92)/13-AKS/CP

Dated 15.10.2013

Office Order (42/2013)

Asha Kiran
Guidelines

A scheme for extending financial assistance to the employees retired prior to 01.01.2007 for taking care of their emergency needs.

In terms of DPE OM No. 2(81)-08-DPE(WC)-GL-XVI/2009 dated 08.07.2009 & 2(81)-08-DPE(WC) dated 25.04.2011 and as approved by the Ministry of Petroleum and Natural Gas, a scheme for providing benefit to retired employees for taking care of their emergency needs has been formulated. The scheme shall be known as '*Asha Kiran*'.

1. Objective

The objective of the scheme is to provide financial assistance for meeting the emergency needs of those retired employees or their surviving spouse (in the case of deceased employees) who are not able to cope up with distressful emergency situations.

2. Eligibility

2.1 Subject to Para 2.2 below, the scheme shall cover –

2.1(i) Former regular employee of the Company who superannuated/voluntarily retired/prematurely retired on health grounds from the services of ONGC before 01.01.2007 and have had rendered continuous service of minimum fifteen years in ONGC prior to his/her separation,

OR

His/her surviving spouse (in case post separation death of the employee).

2.1(ii) Former regular employee of the company who suffered **permanent total disablement** resulting in to separation **before 01.01.2007** irrespective of length of regular service rendered before the said separation

OR

His/her surviving spouse (in case post separation death of the employee).

2.1(iii) Surviving spouse of a regular employee, who **died before 01.01.2007** while being in service of the company irrespective of length of regular service rendered before his/her death.

- 2.2 Retired employees or their surviving spouse (in case of deceased employees) having monthly income not exceeding Rs 10,000 (Rupees Ten thousand only) p.m. shall only be eligible for the benefits under the Scheme. A self-certificate shall be submitted by the prospective beneficiary along with the application declaring that his/her income from all sources is not exceeding Rs 10,000/- per month. Further, in the cases other than normal superannuation, the benefit shall be available from the date the employee would have attained the age of superannuation (notional age of superannuation).

3. Management of Scheme

- 3.1 A Board level committee of following Directors shall provide guidance for smooth implementation of the Scheme and shall oversee the Scheme at Corporate level:-

- i. The Director (HR), ONGC, *ex officio*
- ii. The Director (F), ONGC, *ex officio*
- iii. One Independent Director of ONGC, nominated by CMD.

For the sake of convenience, the above committee shall be known as 'Board Level Committee on Asha Kiran' or in short, '**BLC-Asha Kiran**'.

The BLC-Asha Kiran shall decide about the fund allocation and the ceilings of financial assistance in a particular year to mitigate different type of emergency situations taking into account various factors like inflation, cost of mitigating the emergency needs and the funds available in the corpus.

- 3.2 Further, at unit /work-centre level, Standing Committee of following officials will be constituted :-
- i. In-charge Finance at unit level, *ex officio*
 - ii. In-charge HR-ER at unit level as *ex officio* member secretary, who will be assisted by the In-charge of Separated Employees' Establishment (SEE) of the unit.
 - iii. An E6 or above level officer to be nominated by the respective Level-1 Executive.

For the sake of convenience, the above committee shall be known as 'Unit Level Committee on Asha Kiran or in short '**ULC-Asha Kiran**'.

The ULC-Asha Kiran shall scrutinize the applications received in the respective SEE from retired employees or their surviving spouse (in case of deceased employee) during a particular year and recommend the quantum of financial assistance to be provided to take care of the emergency need

- 3.3 The Level-1 executive at the concerned work centre shall have full powers to sanction the grant based on the recommendations of the ULC-Asha Kiran of the work centre, within the funds allocated by BLC-Asha Kiran and conveyed to the work centre by Chief-ER, subject to the ceilings prescribed in **Annexure-A**.

4. Financial Support Matrix

- 4.1 The amount of financial assistance to be provided shall depend upon the nature and magnitude of the emergency situation being faced by the affected eligible individual. An indicative but not

exhaustive list, showing the permissible ceiling for various kinds of emergency situations is appended as **Annexure-A** along with the detailed guidelines in this regard. The amounts indicated in the **Annexure-A** are upper ceilings for the given situations. The amount will be approved by Level-1 executive based on recommendations of ULC-Asha Kiran keeping in view the magnitude of the emergency situation, fund availability and the concurrent demands received. Maximum overall annual ceiling in respect of one employee shall be Rs 2,00,000/- (Rupees two lakh only).

- 4.2 Beneficiaries, eligible as per Para 2 of the Scheme, facing the emergency situation shall apply for financial assistance to mitigate the situations in the prescribed application form No. CLM-AKS (**Annexure-B**) indicating the nature, magnitude of emergency and the financial assistance required to mitigate the emergency.
- 4.3 Emergency needs of the beneficiaries shall be evaluated by the ULC-Asha Kiran referred to in Para 3.2 above, on the basis of applications submitted by the applicant taking, into account the nature and magnitude of the emergency situations. The committee shall recommend the cases, indicating the amount of grant, to the concerned Level-1 Executive.

5. Administration of the Scheme

- 5.1 The In-charge HR-ER at the work Centres shall be the nodal officer for implementation of the Scheme through Separated Employee Establishment (SEE) of the respective work centre. The Scheme shall be widely circulated amongst retired employees and Retired Officers/ Employee Associations appropriately by the concerned In-charge HR-ER.
- 5.2 The eligible beneficiaries shall submit their claim application in **Annexure-B** along with bank details to the respective Separated Employee Establishment who shall act as the process owner of the Scheme. The processing of applications and coordination with ULC-Asha Kiran shall be carried out by the In-charge SEE at unit level and submitted for approval of the concerned Level-1 Executive. The sanctioned amount under the Scheme shall be transferred by associate finance to the individual's account electronically.
- 5.3 A quarterly report in a structured format regarding implementation status of the Scheme shall be submitted by the concerned In-charge HR-ER to the office of Chief-ER on regular basis. The Company wide consolidated status shall be prepared at Headquarters and submitted for appraisal of the 'BLC-Asha Kiran' on quarterly basis. The corporate level SEE shall coordinate with SEEs at unit level in this regard.

6. Other Conditions

- 6.1 The continuation of the Scheme and quantum of relief may be reviewed on year to year basis by the BLC-Asha Kiran. In case of inadequacy of Profit Before Tax (PBT) of ONGC in a particular year, the benefits under the Scheme shall reduce proportionately so as to comply with DPE guidelines.



- 6.2 In case a beneficiary changes his/her place of residence/settlement, the In-charge of the old SEE shall immediately intimate his/her counterpart at the new location about the financial assistance, if any, provided to the beneficiary at the old location under Asha Kiran during the current year.
- 6.3 If any doubt arises regarding the interpretation of any of the provisions of the Scheme, the matter shall be referred to the office of Chief - ER for necessary clarification. If required, Chief-ER may submit it to the BLC-Asha Kiran through Director (HR), for necessary clarification and the decision of the BLC-Asha Kiran shall be treated as final and binding.
- 6.4 Income Tax Liability, if any, will be borne by the beneficiary.
- 6.4 The Scheme shall come into effect prospectively from the date of its issue.


(Pradeep Sahariya)
ED - Chief ER

Financial Support Matrix

ASHA KIRAN-A Scheme for extending financial assistance to the employees retired prior to 1.1.2007 for taking care of their emergency needs

Each Separated Employees Cell at all locations shall create/update the data base in respect of all those retired employees who are availing post retirement medical benefits or any other support from that particular SEE. The data base should have all relevant details viz name of retired employee and spouse, age, address (own house or rented), bank details, names of dependents if any indicating their name, age, gender, relationship with the retired employee etc.

Admissibility of financial support, per annum, under various situations will be as under-

ItemNo.	Brief Description	Annual Limit (Rs.)
(1)	(2)	(3)
1 Natural calamities-		
1(a)	Partial Damage to dwelling unit/household goods	1,50,000
1(b)	Total damage to the dwelling unit, which is rendered as not in a livable condition and also major damage to house hold goods.	2,00,000
<p>The grant will be admissible only in case of loss/ damage on account of natural calamities like flood, cloud burst, fire, building collapse, earth quake, storms, cyclones, tsunami, inundation etc. Cases of normal wear & tear; weathering and normal erosion shall not be covered. For the grants listed above, the applicant shall submit a certificate issued in this regard by the concerned local Civil Authority i.e. City Fire Services, Distt. Admn etc. or a report by an assessment team appointed by the ULC-Asha Kiran.</p> <p>(a) Relevant documents pertaining to the damage/loss including the photographs etc shall be submitted by the applicant in support of his claim. Utilization certificate along with the bills and payment vouchers shall be submitted by the beneficiary within 6 months of release of funds. Any subsequent request for grant under Asha Kiran will be considered only where the bills of the past grant are fully settled.</p>		
2 Food supplements/vitamins, Life support and nourishment-		
(1)	(2)	(3)
2	The food supplements/tonics/vitamins should be such as are necessary for convalescence, health restoration, nourishment of the affected individual.	50,000
<p>Grant under this category shall be available for meeting the expenditure on special food supplement/tonics/vitamins etc which are not normally covered under ONGC medical facilities. The grant under item 2 shall be admissible only for the use of retired employee/spouse.</p> <p>The benefit shall be available to all employees above the age of 70 years on self-certification basis. For less than 70 years of age; the food supplement/tonics/vitamins shall be admissible as per the advice of ONGC doctor or a qualified medical practitioner and for which doctor's prescription shall be necessary.</p>		

3 Old age-mobility issues.

(1)	(2)	(3)
3(a)	The actual expenditure incurred in provisioning for protective railings, supports, ramp etc. (The minimum life of such protective railing/support shall be 5 years.)	10,000
3(b)	The actual expenditure incurred on emergency ambulance or short stay near the hospital in the course of medical treatment/consultations Cases of transport due to medical emergency etc shall also be covered	30,000
3(c)	Expenditure on the service/ items of personal hygiene and safety which are not covered under ONGC medical scheme.	20,000

For 3(a) above, the grant shall be available on self-certification basis.
Grant in this category shall cover rehabilitation and protective aids viz provisioning of protective railings/supports/ ramps in the dwelling unit where the applicant normally resides (own or rented accommodation) as well as personal assistance required due to fragility/ age related movement disability/ home nurse assistance due to partial or total disability.

For 3(b), the grant shall be admissible only for the eligible retired ONGC employee/spouse. Further, the grant will be admissible on the basis of advise/ certification of ONGC Doctor/ Empanelled Doctor/ Doctor of a Civil Hospital that the same was necessary as an emergency measure.

For 3(a) & 3(b) utilization certificate along with the bills and payment vouchers shall be submitted by the beneficiary.

For 3 (c), the grant shall be admissible only for the retired employee/spouse and the same shall be available on Self certification basis.

The overall ceiling for all the items covered under Clause 3 above shall be Rs. 50,000 in a Financial Year.

4. Support to dependent parents/parents-in-law/grand children

(1)	(2)	(3)
4(a)	Support to the parents/parents-in-law who are non-earning and whose responsibility has fully or partially fallen on the shoulders of the applicant (retired ONGCian or his/her spouse)	30,000
4(b)	Support to the grand children who are non-earning and whose responsibility has fully or partially fallen on the shoulders of the applicant (retired ONGCian or his/her spouse) due to death of his/her parents.	30,000

For 4(a) - The names of parents shall be verified from the personal records of applicant as available in his service book. In case of parents in law, their names are required to be verified by any serving ONGCian at minimum E2 level certifying that the support is provided by the applicant to his parents/parents in law.

For 4(b) - Relationship of grandchildren with the beneficiary shall be verified by cross checking the name of son/daughter of the beneficiary as available in his service records.

The overall ceiling for all the items covered under Clause 4 above shall be Rs. 30,000 in a Financial Year

5. Financial Emergencies		
(1)	(2)	(3)
5(a)	Occurrence of any involuntary financial liability which has fallen on the shoulder of the applicant. Details of such involuntary financial liability are required to be explained by the applicant.	50,000
5(b)	Where the retired ONGCian/spouse is passing through indigent conditions/ extreme poverty	30,000
<p>For 5 (a) above, necessary documents/proof in support of the case are required to be submitted along with the application in order to substantiate the claim under the scheme.</p> <p>For clause 5(b) above, self-certification from the applicant in this regard shall be required.</p> <p>The overall ceiling for all the items covered under Clause 5 above shall be Rs. 60,000 in a Financial Year.</p>		
6. Victim of acts of terrorism		
<p>For the grant under 6 above, the applicant shall submit the proof/evidence of such occurrence and that the affected individual has undergone the loss. The overall ceiling under this clause shall be Rs. 70,000 in a Financial Year</p>		
7. Any other emergency		
(1)	(2)	(3)
7.	Any other emergency need which has not been covered above	60,000
<p>For grant under 7 above, the request is to be examined and evaluated on case to case basis.</p>		
<p>Maximum overall annual ceiling in respect of one employee shall be Rs 2,00,000/- (Rupees two lakh only).</p>		





ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Application for Grant of Financial Assistance Under Asha Kiran Scheme(2014-15)

A. Details of Retired Employee & the Applicant

CPF No		Name:	
Last Designation			
Date of Joining		Date of Birth	
Date of Separation		Last Place of Posting	
Separation Type		Gender(√)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Whether Spouse is/was ONGC Employee	Y	N	If yes, please mention CPF No.
Name&Present Address of the Applicant	DOB (If beneficiary is spouse)		Relationship with the retired employee (√)
			Self <input type="checkbox"/> Spouse <input type="checkbox"/>
PAN (if available)		AADHAR No	

B. Details of Claim (along with requested amount to mitigate the emergency situation):

Sl No	Description of Emergency Situation Requiring Assistance under Asha Kiran Scheme*	Amount(Rs)
1		
2		
3		
4		
5		
6		
7		
Total		

*Attach supporting documents. Attach extra sheet, if required.

C. Details of Assistance already received under Asha Kiran Scheme in the current financial year:

Sl No	Emergency Situation for which Granted	Date of Payment	Amount(Rs)
1			
2			
3			
4			
5			
Total			

D. Details of other Benefits Received:

D.1 Monthly Benefits being received under PRBS, if any:

Insurer (PRBS)	Monthly Amount (Rs)	Annuity option

D.2 Monthly Assistance received under Agrani Samman, if any:

Agrani Samman (Name of the Beneficiary)	Monthly Amount (Rs)	Self/Spouse

D.3 Monthly Income from other sources, if any:

Source of Income	Monthly Amount (Rs)	Self/Spouse

E. Bank Details of the Applicant:

Name & Address of Bank & Branch											
Account Number (Attach a cancelled cheque)											
IFSC Code											

F. Certification

Declaration of income: I do hereby certify that my monthly income from all the sources does not exceed Rs 10,000/- (Rupees ten thousand). The certificate is furnished for the purpose of claiming benefits under 'Asha Kiran Scheme' of ONGC. In case this information is found to be false, appropriate action can be initiated against me by ONGC including but not limited to recovery of benefits already disbursed, if any, under the said scheme.

Date:

Signature of the Applicant

Supporting documents enclosed:

1.	
2.	
3.	

4.	
5.	
6.	

LIFE CERTIFICATE

(TO BE CERTIFIED BY GAZETTED OFFICER / SERVING E2 & ABOVE ONGC OFFICER/BRANCH MANAGER OF THE BANK)

IT IS TO CERTIFY THAT MR./MRS EX-EMPLOYEE OF ONGC,
DESIGNATION ID NO. HAS PERSONALLY APPEARED BEFORE ME ON
..... AND SIGNED IN MY PRESENCE. HIS/HER SIGNATURES ARE APPENDED BELOW.

Place.....

(Signature of Certifying Officer)

Date :

(Sign. of Ex-Employee/Spouse)

with Name & Designation

FOR OFFICE USE ONLY

(FOR USE OF SEPARATED EMPLOYEES ESTABLISHMENT)

Date of receipt of application (complete in all respect):

Amount recommended by ULC (Rs):

Amount Approved by the Competent Authority (Rs) : (attach copy of approval)

Forwarded for payment of (Rs) (Rupees) as per sanction of the Competent Authority, subject to pre-audit.

Date:

Signature & stamp of I/C Separated Employees Establishment

(FOR USE OF FINANCE & ACCOUNTS SECTION)

Passed for payment of Rs (Rupees) towards financial assistance under Asha Kiran Scheme.

Date:

Signature & stamp of Finance & Accounts Executive

Self Certification

(Applicable in only those cases where only self certificate is required by the ex-employees)

With reference to the Scheme 'ASHA KIRAN' introduced by ONGC to provide financial assistance to its employees who retired prior to 01.01.2007 for taking care of their emergency needs, I hereby declare that:

1. I/ My spouse was in regular service of ONGC and completed not less than 15 years of continuous service in ONGC without break.
2. I fulfill all the conditions of eligibility for receipt of grant under 'Asha Kiran' Scheme.

Further, I hereby furnish Self Certification in respect of those emergency situations (tick marked below) which I am presently facing and need ONGC support to mitigate those emergency situations.

	Item No.	Description
1	2	This is to certify that I have completed the age of 70 years on I am incurring the expenditure of Rs..... on special food supplements/tonics/vitamins for my health restoration, nourishment and that I have not claimed any amount for these items under ONGC post retirement medical scheme <div>Signature</div>
2	3(a)	This is to certify that I have to incur an expenditure of Rs..... for provisioning of protective railings/support/ramp in my dwelling unit. And/ OR I have to incur an expenditure of Rs.....for taking personal assistance required due to my fragile health/movement disability for which I have not claimed any amount on this count under ONGC post retirement medical scheme. <div>Signature</div>
3	3(c)	This is to certify that I have to incur an expenditure of Rs..... on the service/items of personal hygiene and safety, which are not covered under ONGC Medical Scheme. <div>Signature</div>
4	5(b)	This is to certify that I am passing through indigent condition/extreme poverty and need financial support to overcome my difficult condition. <div>Signature</div>

