

SERVICE RULES

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SERVICE RULES

1. SHORT TITLE & COMMENCEMENT

These Rules may be called the Oil and Natural Gas Corporation Limited Service Rules 1995. They shall come into force w.e.f. 24.4.1995.

2. APPLICABILITY:

(1) These Rules shall apply to all the Employees of the Company except:

(a) Those on 'deputation' with the Company in whose case the terms of deputation agreed to between the Company and the lending organisation would apply; and

(b) Casual / daily rated / part-time / ad-hoc / contract appointees / apprentices / trainee employees and persons re-employed after superannuation in whose case provisions of the Rules specifically made, would be applicable.

(c) Any other employee, who may be excluded, at the discretion of the Management, from operation of any or all of these rules, wholly or partially, as may be decided by the Chairman and Managing Director of the Company.

(2) Nothing in these Rules shall operate to deprive any Employee of any right or privilege to which he is entitled :

(a) by or under any law for the time being in force; or

(b) by the terms and conditions of service or any agreement subsisting between him and the Company at the commencement of these Rules.

(3) Employees to whom the Factories Act,1948, the Industrial Disputes Act, 1947 and Industrial Employment (Standing Orders) Act, 1946 apply, shall be governed by these Rules subject to the provisions of these Acts and relevant Standing Orders.

3.DEFINITIONS:

In these Rules, unless the context otherwise requires:

(a) "Appointing Authority" in relation to any post means the Chairman and Managing Director/Board of Directors and includes any person or authority to whom the power to make appointment to that post has been so delegated;

(b) "Board" means, the Board of Directors of the Company and includes in relation to the exercise of powers, any Committee of the Board or any officer of the Company to whom the Board delegates any of its powers;

(c) "Company" means the Oil & Natural Gas Corporation Ltd., incorporated under the Companies Act, 1956;

(d) "Competent Authority" in relation to the exercise of a power, means the Chairman and Managing Director/Board of Directors and includes an executive or authority to whom the power is so delegated;

(e) "Employee" means a person who is employed in the Company in a regular scale of pay and includes any such person, whose services are temporarily placed at the disposal of State Government or the Central Government or any Central/State Government Undertaking, but excludes the categories of persons mentioned in sub- rule 2 (1) (a), (b), (c);

(f) "Lien" means the title of an employee to hold a post, on which he has completed three (3) years of service, either immediately or on the termination of the period or periods of absence;

(g) "Government" means the Central Government;

(h) "Pay" means pay as defined in Rule 3(q) of the ONGC Pay & Dearness Allowance Rules;

(i) In these Rules, masculine gender refers to the feminine gender also.

4. RECRUITMENT:

1. Recruitment to posts under the Company shall be subject to Recruitment & Promotion Rules of the Company.

2. Nothing in these Rules and in ONGC Recruitment & Promotion Rules shall affect reservations and other concessions required to be provided for Scheduled Caste and Scheduled Tribe and other categories of persons in accordance with the Presidential directives and orders/instructions issued by Government of India from time to time and adopted by the Company.

5. NATIONALITY:

A candidate for appointment to the service of the Company must be:-

(a) a citizen of India ;or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a Tibetan refugee who came over to India, before 1st January, 1962 with the intention of permanently settling in India ;or

(e) a person of Indian origin who has migrated from Pakistan, Bangladesh (erstwhile East Pakistan), Myanmar (formerly Burma), Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) will be a person in whose favour a certificate of eligibility has been granted by the Government.

NOTE:

Certificate of eligibility will not however, be required in case of candidates who are Gorkha subjects of Nepal.

(f) Citizenship declaration shall be given as per Annexure- ONGC: SR-2.

6. VERIFICATION OF CHARACTER AND ANTECEDENTS:

All appointments in the Company are subject to verification of character and antecedents of the candidates to the satisfaction of the Competent Authority.

7. MARRIAGE DECLARATION :

(1)A person,

(a)who has entered into, or contracted a marriage with a person having a spouse living, or

(b)who having a spouse living, has entered into or contracted marriage with any person, shall not be eligible for appointment to any post in the Company.

Provided that where such marriage is permissible under the personnel law applicable to such person and the other party to the marriage and there are other grounds for so doing, the Competent Authority may exempt any person from the operation of this Rule.

(2) An Employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Company.

(3) Marriage Declaration shall be as per Annexure-ONGC:SR-3.

8.MEDICAL EXAMINATION ON FIRST ENTRY:

All appointments to posts in the Company shall be subject to production of a medical certificate of fitness obtained in accordance with the procedure prescribed in the ONGC Medical Examination of Employees Rules as per Annexure ONGC:SR-4.

Provided that the Company may by order exempt either permanently or temporarily any candidate or a class of candidate from the production of such certificate of fitness and if temporary exemption is granted, the medical examination shall be required to be completed within a period of three months from the date of actual joining of the post.

9.DATE OF BIRTH:

(1) Every Employee appointed to a service or post under the Company shall at the time of appointment declare the date of his birth by the Christian Era with confirmatory document evidence as under:-

a)When an Employee is a Matriculate or above, the date of birth given in the Matriculation certificate (High School / Secondary School or equivalent) only will be admitted.

b)When an Employee is a non-Matriculate, any of the following may be accepted for admitting date of birth:

i) Municipal Birth certificate; or

ii)School leaving certificate

iii)Service certificate granted by the previous employer provided it was a Government / Semi Government organisation; or

iv)Certificate of Age as ascertained by the Company's medical officer at the time of employment.

(2) The actual date as above will be recorded in the service book or any other record that may be kept in respect of the Employee's service under the Company and once recorded, it cannot be altered, except in the case of a clerical error inadvertently made , without the previous orders of the Appointing Authority.

NOTE:

Request for alteration of date of birth shall not be entertained after the preparation of service book. However, in genuine cases, the request for alteration of date of birth shall be dealt with in accordance with Rules of Government of India on the subject.

(3) When a person who first entered in military services, is subsequently employed in the Company, the date of birth for the purpose of employment in the Company shall be the date as mentioned in his discharge certificate from Army authorities.

10.OATH OF ALLEGIANCE AND OATH UNDER OFFICIAL SECRETS ACT:

Every new entrant to service under the Company will solemnly affirm;

(a)his allegiance to the Constitution of India, and the Company; and

(b)take oath under the Official Secrets Act in the form prescribed in Annexure-ONGC:SR-5.

11.REQUISITE DECLARATIONS:

Every new entrant will be required to submit before appointment the following documents, and any other documents as may be prescribed by the Company from time to time, in the prescribed forms as annexed:

(a)Attestation Form (in triplicate) duly completed- (Annexure-ONGC: SR- 1).

(b)Declaration of Home Town for the purpose of grant of Leave Fare Assistance (Annexure ONGC: SR-6).

(c)Declaration of movable & immovable assets (Annexure ONGC: SR- 7).

(d)Character certificate from any executive of E-1 level or above of the ONGC or a Gazetted Officer of Central/State Governments or an Officer of the equivalent status of a Public Sector Undertaking or a Stipendiary Magistrate- (Annexure ONGC: SR- 8).

(e)Attested copies of Degree/Diploma certificates in support of educational qualifications.

(f)Relieving Certificate from the previous employer (if previously employed under Central/ State Government or in a Public Sector Undertaking).

(g)Certificate in support of claim of belonging to Scheduled Caste (SC) / Scheduled Tribe (ST)/ Other Backward Classes (OBC) from appropriate authority as prescribed in the Brochure for SC/ST/OBC categories.

(h)Salary certificate of last pay drawn, if previously employed in Government, Semi Government/Public Sector Undertaking.

(i)Declaration of relationship with Directors- (Annexure -ONGC: SR.9).

12. A TRANSFERABILITY OF EMPLOYEE:

An Employee may be posted/ transferred to any place in India or abroad at the discretion of the Company.

Provided that where a cadre has been decentralized the transfers will normally be made within the Zone/Region.

B TRANSFERABILITY OF POST:

A Competent Authority may transfer an Employee from one post to another, provided that except;

(a)on account of inefficiency or misbehavior , or

(b)on his written request.

An Employee shall not be transferred to or appointed to a post carrying less pay than the pay of the post held by him.

13.PROBATION:

1.Every person appointed to a post either by direct recruitment or by departmental promotion, will be on probation for a period of one year:

Provided that the Appointing Authority may extend the period of probation by any period, which shall not exceed one year(i.e. no Employee shall be kept on probation for a total period exceeding two years, in any post).

2 .During the period of probation, an employee may be required to pass a written examination or a proficiency test or a trade test within a specified period or in a specified number of chances and on such conditions as may be specified in this behalf.

3. A decision on the question whether an Employee should be deemed to have completed the period of probation satisfactorily, or whether his probation should be extended, shall ordinarily be taken within a period of one month from the date of expiry of the period of probation and communicated in writing to the Employee. However, non-communication in this regard shall not result in automatic confirmation of satisfactory completion of probation.

4. An Employee, who fails to complete his probation satisfactorily or who fails to pass the written examination, proficiency test or trade test mentioned in sub Rule (2) within the specified period or chances or within such extended period or chances, as may be allowed to him or whose progress is not satisfactory during the period of probation, may be,

(i) discharged from the service of the Company, if he is a direct recruit,

or

(ii) reverted to a lower post held by him prior to his promotion /appointment to the higher post as a departmental candidate against direct recruitment, without any notice or any reason being assigned.

5. In case of fresh entrants, service rendered on probation shall count as service towards increment and leave only, if it is followed by satisfactory completion of probation.

Provided that where the period of probation is extended, the increment due shall be granted from the 1st of January following date of satisfactory completion of probation so extended.

NOTE:

Probation report along with perused interim report may be forwarded to :

(i) Head of P&A of respective Service Establishments at Headquarters in case of executives upto E-4 level and

(ii) Head, Corporate Establishment at Headquarters in case of Executives-

(a) upto E-4 level of P&A and allied disciplines and Finance

(b) E-5 and above level executives for all disciplines

14.SAFETY AND ENVIRONMENT:

Employees will be bound to observe Rules of the Company on Safety and Environment as notified from time to time by the Management and to use any equipment and take other precautions as are necessary in this regard. Breach of the Rules on Safety and Environment will be construed as misconduct and an Employee will be liable for disciplinary action as deemed fit.

15.SUBSCRIPTION TO FUNDS:

An Employee will be required to subscribe to the Contributory Provident Fund (CPF), Composite Social Security Scheme (CSSS) and Post retirement Benefit Scheme (PRBS) and such other similar funds as may be constituted, in accordance with the Rules made in this behalf.

Note:

With the introduction of CSSS, Group Insurance Scheme and Benevolent Fund Scheme have been discontinued .

16.TRAINING:

An Employee shall be liable to undergo training anywhere in and outside India and such Employee shall execute a bond binding himself to serve the Company after the completion of the training for four years if the period of training is six months and above. No bond is however required to be executed, if the training is for a period less than six months.

NOTE:

The prescribed format for executing the bond in such cases is given in Appendix-II.

17.HOURS OF WORK AND ATTENDANCE:

Every Employee shall comply with such instructions as are issued from time to time relating to hours of work and attendance.

18.HOLIDAYS:

The list of festivals, holidays and closed days shall be notified by the Management each year and the Employees will be entitled to avail such holidays/closed days.

19.SENIORITY:

Seniority of an Employee shall be determined in the grade and cadre to which he belongs in accordance with the following principles:

A.Direct Recruits:

(i) The inter-se- seniority of candidates selected on any one occasion shall be determined subject to the provisions mentioned here under in the order of merit in which they are placed by the Selection Committee.

(ii) Where persons recruited initially on probation,complete the period of probation satisfactorily only in the extended period of probation and not within the initial period, seniority shall follow the date of order of completion of the probation satisfactorily and not the original order of merit.

In cases where the period of probation of an Employee is extended on account of vigilance or disciplinary case pending against him and the Employee is subsequently exonerated, his probation will be regularised from the date on which it would have otherwise been regularised but for the pendency of the vigilance or disciplinary case.

(iii) A candidate who is offered an appointment in the Company against direct recruitment quota will be asked to join within 45 days from the date of receipt of offer, in order to retain his seniority. When a candidate at the time of applying or interview indicates, that he would need more time and this fact is duly noted when placing him on the selection list, he may be allowed to join within a maximum

period of 100 days (without losing his seniority) from the date of issue of the offer.

If, however, the candidate is an Employee of the Oil And Natural Gas Corporation Limited and can not join within the aforesaid period of 45 days, on account of exigencies of work, then the Appointing Authority may if it is satisfied that the candidate is unable to join duty in the exigencies of the Company's work, extend the period (within which the candidate would be permitted to join without losing his seniority) by a maximum of 105 days (inclusive of 45 days allowed initially).

(iv) Such Government officers, those working in Public Sector Undertakings and Employees as are selected by direct recruitment through open advertisement, or persons whose services are obtained by the Company on deputation without open advertisement, shall be deemed to be direct recruits for the purpose of determination of their seniority in the Company.

Seniority of such persons once determined, shall not be affected by their retirement or resignation from their parent departments or offices, if they are eventually absorbed in the Company's employment after their retirement or resignation. The seniority in such cases shall be in accordance with their assessed merit by Selection Committee at the time of their recruitment or by the authority who has approved their appointment at the time of obtaining their service on deputation from their parent departments or offices. They would, however, be placed at the bottom of the seniority list of the then existing employees and those to whom offers have already been issued for appointment to the posts to which they are appointed.

(v) Government pensioners and retrenched employees, who are re-employed in the Company after their retirement or retrenchment, shall also be treated as direct recruits for the purpose of determination of seniority.

B. Departmental Promotees:

(i) The inter-se-seniority of departmental candidates selected for promotion on any single occasion shall be determined in the order of their selection as recommended by the Departmental Promotion Committee.

(ii) Where persons promoted initially on probation, complete the period of probation satisfactorily subsequently, in an order different from the order of merit decided at the time of their promotion, seniority shall follow the order of completion of the probation satisfactorily and not the original order of merit.

In cases where the period of probation of an Employee is extended on account of vigilance or disciplinary case pending against him and the Employee is subsequently exonerated, his probation will be regulated from the date on which it would have otherwise been regularised but for the pendency of the vigilance or disciplinary case.

(iii) Where promotions to a grade are made either from more than one grade, or from the same grade divided into different cadres on Regional, Project or Department basis, eligible persons shall be placed in separate lists in order of their inter-se-seniority in the respective grades or cadres.

(a) If promotion is to be made on the basis of merit alone, the Departmental Promotion Committee shall prepare a select list on the basis of merit. Promotion shall be made from this 'Select-List' in the order in which the names have been so finally arranged;

(b) If, however, the promotion is to be made on the basis of seniority-cum-fitness, i.e. seniority subject to the rejection of unfit, the Departmental Promotion Committee shall place the candidates from the various lists into one 'consolidated seniority list' based on the total length of service rendered in that grade or cadre and make recommendations for promotion on the basis of this 'consolidated list'. The inter-se-seniority of the candidates in their respective lists will not be disturbed in the 'consolidated list'.

C.Relative Seniority of Direct Recruits and Departmental Promotees:

(i) When the vacancies on any one occasion are reserved for departmental promotion and direct recruitment, names of the promotees shall be released first and they shall be promoted accordingly. The names of the Direct Recruits shall be released thereafter and appointments made subsequently. In case the Departmental Promotion Committee panel is not available, the vacancies for direct recruitment will not be filled on regular basis; instead, officiating arrangements shall be made.

(ii) Amongst the departmental promotees and direct recruits so appointed on any single occasion the departmental promotees shall be treated as senior en bloc to the direct recruits.

Explanation:

The single occasion means the posts, which come up at any particular time by fresh creation or normal attrition. The posts are allocated for departmental promotion and direct recruitment, the first going to departmental promotion. It may, however, happen that the departmental promotion or direct recruitment action may not be held simultaneously and there may be time lag in the completion of action for departmental promotion and direct recruitment. In case both the panels are prepared more or less simultaneously, the promotees will be en bloc senior to the direct recruits. However, where there is considerable gap in completion of direct recruitment action and in the meantime D.P.C.s have been held and the names also released, all the promotees will be senior to the direct recruits irrespective of the occasion.

(iii) However, where Employees submit applications against open advertisement and if the direct recruitment posts happen to be of earlier occasion than that of departmental promotion, their candidature will not be ignored even when Departmental Promotion Committee (DPC) may be held later and the individuals are promoted.

D.Ad-hoc Appointments:

Persons appointed or promoted to a grade on an ad-hoc basis shall be replaced by candidates approved for regular appointment or promotion as soon as possible . In the event of regularisation of their appointment, they shall take their place in the seniority lists with reference to their regular selection or promotion.

NOTE:

Where an Employee on his appointment is recruited on merits alongwith others after going through the normal induction process, his adhoc service would be counted for the purpose of maintaining of seniority in that post. But if initial induction on adhoc basis was without following the normal process of induction, the adhoc service would not count for the purpose of fixation of seniority.

E.Contingent Employees:

In the case of Employees, who are recruited initially on contingent basis, and are brought to the regular establishment of the Company later, the seniority shall be fixed with reference to the date of their regularisation and order of selection determined at the time of regularisation. Where, however, the order of merit is not so determined, the inter-se-seniority of the candidates, brought on to the regular establishment on the same date, will be decided on the basis of the date of their continuous employment on contingent basis prior to such regularisation. If the date of employment on contingent basis is also the same, the candidate older in age shall be deemed to be senior.

F.Seniority of Decentralised Cadres :

(a) The seniority in respect of decentralized cadres including Group ?D? (Class -IV) staff will be maintained region-wise.

(b) In the event of transfer of an Employee belonging to decentralised cadres, in the interest of the Company from one office to the other, or from one region to the other region, the seniority of the Employee will be retained in his original region, and the Employee will be considered for promotion in his turn in his parent region.

(c) When such an Employee is due for promotion to the next higher post in his parent region, he will be posted back to that region. In case, on account of exigencies of work, it is not possible to post the Employee back to the region of his original posting the employee will be given proforma promotion if he is approved for promotion and the candidate next below him in the region will be promoted to fill that vacancy.

(d) Where the Company decides that the Employee concerned should go back to his parent region on promotion, and he refuses to do so, proforma promotion will not be given to him.

(e) In case, an Employee belonging to a decentralised cadre is transferred at his own request from one region to another, his name will be struck off and he will be placed at the bottom in the seniority list of the region to which he is transferred and, the experience for purposes of his eligibility for promotion will be considered with effect from the date he joins in the new region.

The Employees seeking transfer from one region to another in their own interest, shall have to give the following undertakings:

? In the event of my request for transfer being acceded to, I undertake to forego my seniority in the parent region and voluntarily agree in my own interest to my being placed junior most in my cadre in the host region on my joining there.

I also agree to forego the benefit of my functional experience in my parent region in the post held by me and I seek the transfer knowing fully well that, for purposes of future promotion, my functional experience in the post shall be reckoned only with effect from the date of my joining in the new region?.

G.Fixation of seniority on absorption of Employees from one cadre to another:

(i) The Company will be free to transfer Employees from one cadre to another temporarily on administrative grounds, such as transfer of work or non availability of suitable men;

(ii) Such Employees will retain their lien and seniority in the parent cadres and will have no right of absorption in the cadres to which they are transferred temporarily;

(iii) The Company may, at any time, at its discretion decide to absorb an Employee in the cadre to which he is temporarily transferred;

(iv) When it is decided to absorb an employee in the Cadre to which he is temporarily transferred, his seniority shall be fixed in the following manner:-

(a) When the transfer of any Employee has been made in public interest and not on account of his having been rendered surplus or at his own request, his seniority in the new cadre shall be fixed with effect from the date of his initial posting in the previous cadre, as if he had, from the date of his appointment in the Company belonged to the new cadre.

(b)When the initial transfer takes place at the request of the employee, his seniority shall be fixed with effect from the date of his absorption in the new cadre.

20.PROMOTION:

1. For the purpose of promotion, posts in the Company shall be classified into the following two categories, namely:

(a)SELECTION POSTS: Posts, promotion to which shall be made by selection based on merit with due regard to seniority.

(b)NON SELECTION POSTS: Posts, promotion to which shall be made by seniority subject to rejection of the unfit.

2. Promotion shall be made in accordance with the relevant provisions in the ONGC Recruitment and Promotion Rules.

21.DEPUTATION OF THE EMPLOYEES OF THE COMPANY

1. An Employee who has put in 3 (three) years service in the Company may be allowed to go on deputation to other organizations. The deputation in each case, shall be approved by the Company and the period of deputation may be 2 years in the first instance with a possible extension by another year.

Provided that no Employee will be allowed deputation to private organizations.

2. In a case where the services of an Employee have been placed at the disposal of an outside Authority, he shall be entitled to all the protection or benefits as would have accrued to him, had he been present in the Company in accordance with the principles of 'next below Rule?'; the Employee on deputation with another organization would be entitled to receive the benefit of any promotion he would have received in the normal course.

NOTE:

?Next Below Rule?: Under this principle an Employee outside his regular line and who is fit for promotion in his regular line can be given promotion subject to the following conditions:

(i) All the Employees senior to him should have been promoted. If any senior Employee in his regular line has not been given such promotion, it should be due to inefficiency, unsuitability or leave.

(ii) The Employee immediately junior to him should have been given promotion. If no junior is available in the approved panel for appointment, the post should remain unfilled and even adhoc filling up should not be made.

(iii) The benefit should be given to only one Employee against one Employee promoted next below.

The grant of benefit under ?next below Rule? to an employee outside the regular line will entitle him to the following: -

(a) To draw the higher rate of pay to which he will be entitled in the regular line, while holding the post outside his regular line.

(b) To count the period of his service from the date of proforma promotion for increment in the post in which he would have worked had he been in the regular line.

3. An Employee proceeding on deputation to a Government Department, a Semi-Government organization or a Public Sector Undertaking will be allowed to retain a lien on the post in the Company, from which he proceeds on deputation. The lien will be retained during the period of deputation.

During the period of deputation, the borrowing organisation/Employee will be required to contribute towards the Contributory Provident Fund, leave, gratuity etc. at rates as may be prescribed from time to time.

NOTE:

The model terms of deputation for the Employees sent on deputation outside the Company are given in Appendix-1 of these Rules.

22.LIEN:

(1) An Employee who has put in 3(three) years of service in the Company may be granted lien on that post consequent upon his securing employment with any Government agency initially for a period of one year, which can be extended not more than twice for a period of one year each time upon the request of the Employee and with the prior approval of the Appointing Authority. However, during the period of lien, ONGC will not take any liability for payment of leave salary, Provident Fund, gratuity, pension, etc. The Employee himself has to arrange the same.

NOTE:

All appointments in the Company shall be made on immediate absorption basis and in no case the fresh entrants will be allowed to retain their lien with their previous employer.

(2) Lien in case of Board level appointments

a) When an Employee below the Board level is selected and appointed to a post at the Board level in ONGC or any other Central Public Sector Undertaking, he shall be permitted to retain lien for a period of not exceeding five years.

b) The date of reckoning of 5 years period for the purpose of lien will be 13th January,1999. Where lien has been granted prior to the aforementioned date, it would continue up to the period for which it was granted or 5 years from the aforementioned date, whichever is earlier.

c) In case of Employees who have been given lien for a period of one or two years only prior to the aforesaid date, the period of lien can be increased up to a total of five years, provided that their lien is still in existence and not terminated.

23.FORWARDING OF APPLICATIONS FOR EMPLOYMENT ELSEWHERE:

1) All applications of Employees for employment in Central Government/State Government/Public Sector Undertaking are required to be forwarded through proper channel.

2) While forwarding the application, the service particulars will be scrutinized to ensure that the Employee meets the specifications of the post for which he has applied.

3) No application for jobs outside the Company will be forwarded during the probation period, subject however to the exception envisaged in sub-Rule 23(6).

4) On completion of probation period in the Company, ordinarily not more than four applications in a year will be forwarded.

5) Application of Employees for foreign assignments will be forwarded invariably through Corporate Office after observance of procedures/instructions issued from time to time on the subject.

6) Employees who wish to appear in a Competitive Examination conducted by the UPSC/State Public Service Commission may submit their applications in the prescribed form direct to the Service Commission. They should, however, immediately inform the Personnel Department through their Head of the Department, giving details of Examination for which they have applied, requesting therein to communicate permission to the concerned Public Service Commission directly, with a copy endorsed to the Employee(s).

NOTE:

(i) In case it is considered necessary to withhold the requisite permission, it would be for the Personnel Department to inform the UPSC/SPSC within 30 days of the closing date of the receipt of the application.

(ii) No Objection Certificate as above, permitting an Employee to appear for the Competitive Examination conducted by UPSC/SPSC will not attract the restriction prescribed for outside employment.

7) Applications of Employees who have executed service bond with ONGC: -

Bond can be transferred as per Department of Public Enterprises' guidelines in the case of an Employee, who leaves service of the Company with proper permission to secure employment under the Central Government, a Public Enterprises or an autonomous body of the Central/State Government. However, in case of selection, the remaining period of bond period is to be served in the other PSU etc. in which he is appointed, in terms of the DPE guidelines on the subject.

8) In the event of their selection in another organisation, Employees whose applications for outside employment are forwarded or to whom 'No Objection Certificate' is issued would be required to resign from their post, giving three months'/one month's notice, as the case may be, as per the terms and conditions of their appointment. However, the Competent Authority at its discretion, may agree to adjust any short-fall in the notice period against the earned leave due to the concerned Employee or may require such Employee to pay a sum equivalent to the short-fall in the notice period.

9) Applications of Employees who are under suspension or against whom departmental proceedings are pending, shall not be forwarded nor they be released for any assignment, scholarship, fellowship, training, etc.

10) Employees of the Company in Group 'C' (Class-III) & Group 'D' (Class-IV) levels may be granted 'No Objection Certificate' for registration with the Employment Exchange.

11) Forwarding of Application of SC/ST Employees:

Applications for employment elsewhere of Employees belonging to Scheduled Caste/Scheduled Tribe shall be readily forwarded, except in very rare cases where there may be compelling grounds of interest of the Company for withholding of applications.

12) Authorities competent to forward applications:

CATEGORIES OF EMPLOYEES	COMPETENT AUTHORITY
(i) Employees at the level of E-6 and above	Director (HR) in consultation with concerned Director except where person is under bond.
(ii) Employees at the level of E-5 and below	HR-II level (not below E-7 level) except where person is under bond.

Note:

This is as per O.O.No.ONGC/CS/BDP/2002 dated June 14,2002 wherein changes have been effected in Book of delegated Powers (BDP -1994) on HR issues

24. RESIGNATION:

1. The authority competent to accept resignation of an Employee is the Appointing Authority.

2 .(a) Every Employee other than an Employee on probation shall be required to give one month's notice in writing to the Company while submitting his resignation.

Provided that an Employee who has completed 3 (three) years of service in the Company shall be required to give three months' notice.

(b) If an Employee leaves the service of the Company without requisite notice, then without prejudice to any other action which may be taken against him, the Company may deduct from his pay and allowances and any other personal claims due to him, a sum equivalent to his pay and allowances for the period of notice required under clause (a) or the unexpired period thereof.

3. Notwithstanding the provisions of sub-Rule (2), the Appointing Authority may, at its discretion, accept the resignation of an Employee with immediate effect or with effect from any time before the expiry of the notice period, and may also waive the recovery from the Employee's pay and allowances in lieu thereof.

4. In the case of an Employee, whose conduct is under inquiry or against whom disciplinary case is pending or a decision has been taken by the Competent Authority to issue a charge sheet etc. or who is under suspension, the resignation shall not ordinarily be accepted unless the Appointing Authority considers that having regard to the merits of the disciplinary case, pending or contemplated against him, it would be in the interest of the Company to accept his resignation.

Provided that if the authority competent to dismiss such an Employee is higher than the Appointing Authority, the orders of the former shall be obtained before the resignation is accepted by the Appointing Authority.

5. The authority competent to accept the resignation shall specify, in each case, the date from which the resignation should become effective.

6. A resignation becomes effective when it is accepted and the Employee is relieved of his duties. Where a resignation has not become effective and the Employee wishes to withdraw it, the authority who accepted the resignation may either permit the Employee to withdraw the resignation or refuse the request for such withdrawal.

NOTE:

Where a resignation has become effective, the acceptance of request for withdrawal of resignation amounts to re-employment. In such cases, the restoration of benefits of past service shall require prior concurrence of the Company.

7. An Employee, who has submitted resignation, will normally be interviewed by the senior most executive in his discipline at his place of posting, to find out the reasons for his wanting to leave the organisation. If there are problems faced by the Employee which are such that these could be sorted out, then efforts should be made to dissuade the Employee from resigning. In the event of an Employee pressing acceptance of his resignation, a report of this 'Exit Interview' should be forwarded confidentially by name to Corporate Personnel. The Corporate Personnel will periodically analyze the reasons brought out in these 'Exit Interviews' and place them before the Top Management for appropriate action, with such recommendations as they consider appropriate.

25. TERMINATION OF SERVICE:

1. Except as may specifically be provided in the contract of service, the services of an Employee will be liable to termination at any time without assigning any reasons by a notice in writing given either by the Employee to the Appointing Authority or by the Appointing Authority to the Employee and the period of such notice shall be one month/ three months as the case may be.

Provided that the services of an Employee may be terminated forthwith and on such termination, the Employee shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rate at which he was drawing them immediately before the termination of his services, or as the case may be for the period by which such notice falls short of the prescribed notice period.

Provided further that in the case of an Employee who is under suspension or against whom disciplinary proceedings for imposition of major penalty have been initiated, the issue of a notice by the Employee for termination of his employment shall not cause the appointment to be terminated, unless the Appointing Authority considers that it would be in the interest of the Company to permit termination of the appointment. The termination of appointment will become effective only when such a termination is accepted by the Appointing Authority and from such date as may be specified by the Appointing Authority. If the authority competent to dismiss such an Employee is higher than the Appointing Authority, the orders of the former shall be obtained before the resignation is accepted by the Appointing Authority.

2 (A) Where a notice is given by the Appointing Authority terminating the services of an Employee or where the services of an Employee are terminated either on the expiry of the period of such notice or forthwith by payment of pay plus allowances, the Company in this behalf may, of its own motion or otherwise reopen the case, and after calling for the records of the case and after making such inquiry as it deems fit : -

- (a) confirm the action taken by the Appointing Authority ;
- (b) withdraw the notice;
- (c) reinstate the Employee in service; or
- (d) make such other order in the case as it may consider proper.

Provided that except in special circumstances which should be recorded in writing, no case will be reopened under this sub-Rule after the expiry of three months: -

- (i) from the date of notice, in a case where notice is given;
- (ii) from the date of termination of service in a case where no notice is given.

2 (B) Where an Employee is reinstated in service under item (c) of clause 2(A) , the order of reinstatement shall specify:-

(i) the amount or proportion of pay and allowances, if any , to be paid to the Employee for the period of his absence between the date of termination of his services and the date of his reinstatement; and

(ii) whether the said period shall be treated as a period spent on duty for any specified purpose or purposes.

(3) Nothing contained in this Rule shall affect the power of the Appointing Authority in taking action against the Employees under the ONGC Medical Examination of Employees Rules.

26. RETIREMENT/ SUPERANNUATION:

1. Every Employee other than those referred in sub-Rule 26(2) below shall retire from the afternoon of the last day of the month in which he attains the age of 60 years.

2. Employees belonging to the following categories of posts and appointed prior to 1.1.1979 in the erstwhile Commission shall be retained in service till the afternoon of the last day of the month in which they attain the age of 60 years:

Attendant, Guard, Khalasi, Sanitary Cleaner, Mali, Cleaner, Guest House Attendant, Helper, Deck Hand Attendant, Tendol, Jamadar, Daftry, Head Mali, Head Sanitary Cleaner, Technical Attendant, Hospital Attendant or the corresponding designations as per ONGC Recruitment & Promotion Rules in force.

3. An existing employee, i.e. one who had joined the erstwhile Commission before 1.1.1979, in any of the above categories of posts specified in sub-rule 26(2) above and who was/is promoted to any of the different grades under the corresponding categories within Group 'D' (Class-IV) under the Interim Promotion Policy/Long Term Promotion Policy or against functional vacancy shall retire from the service of the Company in the afternoon of the last day of the month in which he attains the age of sixty years.

4.* An employee to whom sub-Rule (1)/(2) or (3) applies may be granted extension of service after he attains the age of retirement as specified therein, with the sanction of the Chairman and Managing Director or the Appointing Authority whichever is higher, if such extension is in the interest of the Company and grounds therefor are recorded in writing.

Provided that no extension under this sub-Rule shall be granted for a period exceeding two years, except in very special circumstances.

* Sub-rule(4) incorporated vide amendment dated 29.6.1995.

5. An Employee, whose date of birth is the first of the month, will retire from the service on the afternoon of the last day of the preceding month, on attaining the age of 60 years.

6. Every Employee will be presumed to be aware of the date of his retirement on superannuation and he shall automatically cease to be an Employee of the Company. However in order to expedite payment of retiral benefits to an Employee due to retire on attaining the age of superannuation information of his retirement should be sent six months in advance to all concerned departments with a copy to the Employee concerned.

7. Notwithstanding any thing contained in this Rule, the Appointing Authority shall, if it is of the opinion that it is in the Company's interest to do so, have the absolute right to retire any Employee after he has attained the age of 50 years, by giving him notice of not less than 3 months in writing or 3 months Pay and Allowances in lieu of such notice.

Provided that nothing in this sub-Rule shall apply to Employees referred to in sub-Rule 26(2) who entered the erstwhile Commission's service before 13.12.1975(the day when ONGC Terms & Conditions of Appointment & Service Regulations,1975 came into force).

8. Any Employee may by giving notice of not less than three months in writing to the Appointing Authority retire from service after he has attained the age of fifty years.

Provided that:

(i) Nothing in this sub-Rule shall apply to Employees referred to in sub-Rule 26(2) who entered the erstwhile Commission's service before 13.12.1975(the day when the ONGC Terms & Conditions of Appointment & Service Regulations,1975 came into force).

(ii) It shall be open to the Appointing Authority to withhold permission to an employee under suspension or against whom disciplinary proceedings are under process or under contemplation, who seeks to retire under this sub-Rule.

NOTE:

Nothing in this sub-Rule shall apply to the Pre-mature Retirement Scheme on medical grounds or any other Voluntary Retirement Scheme framed by the Company from time to time.

27.RETURN OF COMPANY'S PROPERTY ETC.:

Every Employee leaving the service of the Company, shall before leaving the service of the Company, return all property, equipment or tools belonging to the Company issued or lent to him in connection with his employment in the Company. The cost of such property, equipment or tools not so returned shall be liable to be deducted from his pay or other amounts due to him or recovered otherwise.

28. SERVICE CERTIFICATE:

A service certificate as given in the proforma at Annexure - ONGC: SR-10 shall be issued on request to an Employee at the time of discharge, dismissal, termination (of his service), resignation or retirement.

29. RE-EMPLOYMENT:

1. An Appointing Authority may consider a request for re-employment from a person, who resigned from service of erstwhile Commission/Company or whose services have been terminated under Sub Rule 25(1) of these Rules (or the corresponding regulations of the erstwhile Commission) on it merits in consultation with the Authority under whom he was previously working subject to following conditions: -

(a) Re-employment shall be considered only against an available vacancy.

(b) The ex-Employee concerned should have put in a minimum 3 years service prior to his leaving the service of the erstwhile Commission / Company.

(c) The period of his severance of employment with the erstwhile Commission/ Company should not exceed the period of his employment in erstwhile Commission / Company before resignation.

(d) He should possess prescribed qualifications and experience prescribed for the post for which he is to be considered as on the date of such re-employment.

(e) While considering re-employment the service record and the qualifications/experience and skills acquired during the period of severance shall be taken into consideration. The application for re-employment should be accompanied by documentary evidence in support of the work done/experience gained and qualifications acquired, if any, and good conduct during the period of severance.

(f) Incumbents working in Government Department or in a Public Sector Undertaking, will have to apply through proper channel.

(g) At the time of seeking re-employment, the ex-Employee should not have attained the age of 45 years.

(h) The person seeking re-employment should undertake to accept posting in any part of the country without hesitation in the event of being reemployed.

(i) The individual concerned should undergo medical examination in accordance with the ONGC Medical Examination of Employees Rules as amended from time to time and should be declared medically fit before re-entry into the Company's service.

2. Re-employment cases may fall in two categories:

(a) Re-employment at a post higher than the one held at the time of severance.

(b) Employees re-employed at the same level as held at the time of severance.

3.(a) The re-employment will be made on adhoc basis for a specific period at the end of which the ex-employee may be considered for elevation to the next level based on the performance during this adhoc period.

3.(b) The offer of appointment on adhoc basis will not confer upon him any right for seniority with the regular Employees in the category/post.

3.(c) In case the ex-employee is not found suitable for appointment to the next higher post, along with his immediate juniors prior to his resignation, his regularisation/severance will be considered on merits of each case. Further, if he is regularised in the same post, the adhoc service will count for the seniority at that level.

3.(d) In case he is found suitable for appointment to the next higher post on date along with his immediate juniors, his seniority will be determined below all the employees promoted on that occasion.

4. No person who has been dismissed from the service of the erstwhile Commission / Company or Central or State Government or Public Undertakings / Local Authorities / a body corporate or prematurely retired or who has been given voluntary retirement under the erstwhile Commission's/Company's scheme, will be reemployed.

A person who has been compulsorily retired or removed from service, may, however, be re-employed with the prior approval of the Company.

5. Cases of re-employment will be considered by a duly constituted Selection Committee which will assess his suitability on the basis of an over-all appraisal of his service record, qualifications/experience/skills acquired during the period of severance and performance at interview. The Selection Committee will submit their findings and recommendations to the Competent Authority. In cases of re-employment at E-1 level and above, the Competent Authority to approve such appointments will be the Chairman and Managing Director (CMD). For re-employment to other lower category of posts, the Competent Authority to approve such appointments will be the Functional Director concerned.

6.(a) In the case of Executives, who resigned from the Company and went abroad and who continued to function abroad on similar jobs as they were performing while they were in the country, the total service put both in their previous tenure in the ONGC and the subsequent tenure on reappointment in ONGC, will be considered for promotion to the next higher post. The period of severance, however, will not be considered as qualifying experience for the purpose of such computation.

6.(b) However, sub-Rule 6 (a) will not be applicable to those executives, who had resigned from the Company for some personal reasons and rejoined and the non-executives, who in such exceptional cases would be considered only for re-employment. Such cases are to be reviewed on a case to case basis.

7. The Employee concerned should prior to his re-employment submit a written undertaking that he renders himself liable to dismissal from the service of the Company without assigning any reason in case it is subsequently found that he has suppressed any material information prior to his re-employment about his work and conduct during the period of his severance from the ONGC.

8. In all such cases of re-employment, necessary formalities of character and antecedents verification shall be completed as in case of fresh appointment.

30. SHARE IN ANY CONTRACT:

No person, who directly or indirectly by himself or his agent has any share or interest in any contract by or on behalf of the Company or in any employment under the Company otherwise than as an Employee thereof shall become or remain in employment of the Company and the decision of the Company as to whether a person has any such interest will be final.

31. BAR AGAINST EMPLOYMENT AFTER RETIREMENT:

No person, who has retired from the service of the Company after such retirement, shall accept any appointment or post whether advisory or administrative, in any firm or Company whether Indian or foreign with which the Company has or had business relations, within two years from the date of his retirement, without prior approval of the Company.

31-A: No functional Director of the Company including the Chief Executive, who has retired from the service of the Company, after such retirement, shall accept any appointment or post, whether advisory or administrative, in any firm or Company, whether Indian or foreign, with which the Company has or had business relations, within two years from the date of his retirement without prior approval of the Government.

32. RECORD OF SERVICE:

A record of the particulars of service of each Employee shall be maintained in the Service Book of the Employee in such form and in such manner as may be specified by the Company from time to time.

33. INTERPRETATION:

In case of any doubt regarding interpretation of any of the provisions of these Rules, the matter shall be referred to the Head of the Corporate Personnel, who shall decide the same in consultation with Corporate Finance.

34. POWER TO RELAX:

Power to relax any of the provisions under these Rules shall vest in the Chairman and Managing Director, who shall exercise such power in consultation with Director (HR) and Director (Finance) of the Company.

35 POWER TO AMEND:

The Company may amend, modify or add to these Rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

36. REPEAL AND SAVING :

1. The ONGC Terms & Conditions of Appointment & Service Regulations, 1975 are hereby repealed.

2. Nothing in these Rules or any repeal affected thereby shall affect or be deemed to affect anything done or action taken under the said Regulations, before commencement of these Rules.

APPENDIX-1:

MODEL TERMS OF DEPUTATION FOR EMPLOYEES SENT ON DEPUTATION OUTSIDE THE COMPANY(Refer Rule 21)

1.PERIOD OF DEPUTATION:

The period of deputation will ordinarily be two years but it may be extended, if required for one more year. The period of deputation will begin from the date of handing over charge of the post in the Company and end on the date of taking over charge in the Company, after reversion from deputation. The deputation may be terminated by giving one month's notice either by the Company or by the foreign employer/ borrowing organisation.

At the end of the deputation period, the employee will have to decide either to revert to the Company or to get absorbed in the borrowing organization.

If an Employee of the Company is selected for the post under the Government (including a State Government or in any other Public Sector Undertaking) he may be allowed to retain his lien for a maximum period of three years subject to the condition that during the period, for which he retains his lien in the Company his pay in the new organization would not be more than, what he would have drawn in the Company plus the usual deputation allowance. The borrowing organisation will remit contributions towards leave salary, pension (if any), gratuity and employer's contribution to the provident fund of the Employee to the Company.

NOTE:

The pension contribution (being voluntary) can be allowed to be remitted by the employee where the borrowing organisation does not agree for such remittance.

2.PAY:

During the period of deputation, the employee, will have the option either to draw pay in the same scale of the post to which he is transferred or appointed or to draw pay of the post held by him in the Company plus a deputation (duty) allowance in accordance with and subject to the conditions of the Government of India, Ministry of Finance O.M No: 10(24)/ E.III/60 dated 4th May, 1961 as modified from time to time and such other general or special orders issued by the Government of India under para I(iii) of that Office Memorandum. If an Employee goes to another organization in an equivalent post, no deputation (duty) allowance will be allowed.

3.DEARNESS ALLOWANCE:

The Employee will be entitled to dearness allowance under the Company's Rules or Rules of the borrowing organization according to his scale of pay under the Company or the pay he draws in the scale attached to the deputation post.

4.LOCAL ALLOWANCE:

Payment of compensatory allowance, House Rent Allowance and other local allowances will be regulated under the Rules of the borrowing organization.

5.JOINING TIME PAY AND TRANSFER TRAVELING ALLOWANCE:

The Employee will be entitled to traveling allowance and joining time both on joining the post on deputation and on reversion there from to the Company under the Rules of the borrowing organization.

6. TRAVELING ALLOWANCE OR CONVEYANCE ALLOWANCE FOR JOURNEYS ON DUTY DURING DEPUTATION

To be regulated under the Rules of the borrowing organization.

7.LEAVE , PENSION , GRATUITY AND PROVIDENT FUND :

The Employee will continue to be governed by the Leave, Pension, Gratuity and Provident Fund Rules of the Company.

Contribution towards leave salary, pension, gratuity and provident fund should be remitted by the borrowing organization at appropriate rates.

8. CHILDREN'S EDUCATION ALLOWANCE OR ASSISTANCE , LEAVE TRAVEL CONCESSION & MEDICAL FACILITIES:

The Employee will be entitled to these concessions or facilities on the scale admissible under the Rules of the borrowing organization or the Company as may be opted by him and the cost of such concession or facilities should be borne by the borrowing organization.

9 .EXTRA -ORDINARY PENSION OR GRATUITY OR COMPENSATION:

The borrowing organization will be responsible for the payment of extra-ordinary pension or Gratuity or/and any other compensation that may be admissible under the Rules of the Company or any other Statutory Act or Rules (e.g. Workman's Compensation Act, Employees State Insurance Act) if any injury is sustained or death occurs during the period of deputation.

10.LIABILITY FOR DISABILITY LEAVE:

The borrowing organization will be liable to pay leave salary (including allowances) in respect of disability leave granted to the Employee on account of any disability incurred while on deputation even if such disability manifests itself after termination of the deputation period.

11.LIABILITY FOR PAYMENT OF DEARNESS ALLOWANCE, COMPENSATORY ALLOWANCES, HOUSE RENT ALLOWANCE AND OTHER LOCAL ALLOWANCES DURING THE PERIOD OF LEAVE:

All allowances payable during the period of leave availed of by the Employee while on deputation including the leave taken at the end of deputation shall be paid by the borrowing organization.

12.RESIDENTIAL ACCOMMODATION :

The Employee will pay rent for the accommodation provided, if any, according to the rules of the borrowing organization.

Appendix-II

SURETY CUM PERSONAL BOND FOR THE EMPLOYEES OF THE COMPANY DEPUTED FOR TRAINING ABROAD (Refer Rule 18)

KNOW ALL MEN BY THESE PRESENTS THAT Shri son/daughter of hereinafter called "the Trainee" (which expression shall unless excluded by or repugnant to the context include his heirs, administrators and assigns) and Shri???? son of Shri. (hereinafter called the "Surety") (which expression shall unless excluded by or repugnant to the context include his heirs, administrators and assigns) bind ourselves jointly and severally to pay to the Oil & Natural Gas Corporation Ltd. (hereinafter called "the Company") on demand and without demur the sum of Rs. (Rupees only) or if payment is to be made in a country other than India, the equivalent of the said sum in the currency of that country converted at the official rate of exchange between that country and India.

Dated this day of?..... one thousand nine hundred and

Whereas the above bounden trainee is selected to receive training for months from to ??..... in?????. (country) in the field of / selected for participation in Seminar / Conference / Symposium / Congress on (subject) to be held in ?. (country) for days from to

Now the conditions of the above written obligation are that in the event of the above bounden trainee:

- (a) not conforming to the instructions regarding training / seminar / conference / symposium / congress or studies conveyed to him by a representative of the Company;
- (b) getting adverse reports regarding the progress of his training / seminar / conference / symposium / congress or studies or regarding his conduct;
- (c) on completion of his training / seminar / conference / symposium / congress or studies failing to report his arrival in India to the Company within two weeks of such arrival;
- (d) returning to India without completing the course / seminar etc. for which has been selected;
- (e) he failing to return to India after the expiry of the period of training/seminar etc. (except for reasons of ill health) provided that such ill health has not been brought about by his own neglect, carelessness or misconduct and a certificate of a medical officer nominated by the Company in that behalf shall be conclusive;
- (f) failing to refund to the Company any overpayment made to him during the course of his training / seminar etc. abroad and any loan which may be granted to him by the Company;
- (g) contracting marriage or marriages during the period of training/seminar etc. study or stay abroad, either contracting a bigamous marriage or contracting marriage with a foreigner;

(h) in the event of contracting an infectious disease requiring prolonged hospitalization, forbidding the medical advisers / attendants from communicating the nature and condition of such disease to Indian Mission concerned or Government;

(i) failing to serve the Oil & Natural Gas Corporation Ltd. for a period of _____years on his return to India after completing the training/seminar etc. abroad, subject to the conditions herein specified and to the satisfaction of the Company; and

(j) In the event of applying direct to the foreign authorities for extension /variation of his training /seminar etc. on arrival or during his stay in the country of training/seminar etc. without prior permission of the Company;

the said trainee and the above bounden surety shall forthwith refund/pay to the Company on demand and without any demur double the amount of all monies paid to him and or spent/expended on his account by the Company and/or by the foreign Government / Agency concerned etc. connected with his said training / studies / participation in seminar / conference / symposium / congress such as pay and allowances, interim relief, leave salary, cost of fees, traveling and other expenses, cost of international travel, cost of training abroad or otherwise on account of his having been selected as a trainee as aforesaid not exceeding Rupees _____. only and also interest thereon calculated at fixed Government rate then in force for Government loans from the date of demand.

And upon his making such refund / payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Provided always and it is hereby agreed and declared that the decision of the Company as to whether the said trainee has or has not performed and observed the obligations and conditions herein before recited shall be final and binding on the parties hereto.

Provided further that the liability of the surety hereunder shall not be impaired or discharged by reason of time being granted or any forbearance act or omission of the Company (whether with or without the knowledge or consent of the surety) in respect of or in relation to the several obligations and conditions to be performed or discharged by a trainee nor shall it be necessary for the Company to sue the trainee before suing the surety for amounts due hereunder; provided further that this bond shall in all respects be governed by the laws of India.

In witness whereof the said trainee and the said surety have put their respective hands the day and the year herein above written.

Signed and delivered by the within

_____.

named trainee in the presence of:
(Signature of trainee)

1 _____

2 _____

Signed and delivered by the within
occupation named surety in the presence of
full address of surety)

(Signature with
and

1 _____

2 _____

ONGC:SR-1

OIL AND NATURAL GAS CORPORATION LTD. ATTESTATION FORM

Affix Recent
Passport Size
Photograph

1. The furnishing of false information of suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment in the Company
2. If detained, arrested, prosecuted, bound-down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to be suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals) with, aliases, if any (Please indicate if you have added or dropped at any stage any part of your name or surname).	SURNAME	NAME
2.	Present address in full i.e., Village, Thana and District or House number, Lane / Street / Road and Town (Pin Code)		
3(a).	Home address in full i.e. Village, Thana and District, or House number, Lane / Street		
3(b).	If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full i.e. Village, Thana and District or House No., Lane / Street / Road and Town (Pin Code)	Name of the District Head quarters of the place mentioned in the preceding column

5	Name	Nationality (by birth and / or by domicile)	Place of Birth	Occupation if employed give designation & official address	Present Postal Address (if dead give last Address)	Permanent Home Address
	(i) Father (ii) Mother (iii) Wife/Husband (iv) Brother(s) (v) Sister(s) (vi) Son(s) (vii) Daughter(s)					

6(a). Information to be furnished with regard to son(s) and / or daughter(s) in case they are studying / living in a foreign country.				
Name	Nationality (by birth and / or by domicile)	Place of Birth	Country in which studying / living with full address	Date from which studying / living in the country mentioned in previous column.

7. Nationality

8(a)	Date of Birth	(a)
(b)	Present Age	(b)
(c)	Age at Matriculation (date)	(c)

9(a)	Place of birth, Distt. and State in which situated	(a)
(b)	District and State to which you belong	(b)
(c)	District and State to which your father originally belongs	(c)

10(a)	Your religion	(a)
(b)	Are you a member of Scheduled Caste / Scheduled Tribe? Answer ?Yes? or ?No?	(b)

11. Educational Qualifications showing places of education with years in Schools and Colleges since 15th year of age.

Name of School / College with full address	Date of entering	Date of leaving	Exam passed

12 (A) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or Quasi-Government body, or an Autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment up-to-date.

Period	Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service
From	To		

12 (B) If the previous employment was under the Govt. of India, a State Government / an Autonomous Body / University / Local Body, if you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your service actually terminated?

13(i)	(a)	Have you ever been arrested?	Yes/No
	(b)	Have you ever been prosecuted?	Yes/No
	(c)	Have you ever been kept under detention?	Yes/No
	(d)	Have you ever been bound down?	Yes/No
	(e)	Have you ever been fined by the court of law?	Yes/No
	(f)	Have you ever been convicted by a Court of Law for any Offence?	Yes/No
	(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority / Institution?	Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service Commission / Staff Selection Commission for any of its examination / Selection?	Yes/No
	(i)	Is any case pending against you in any court of Law at the time of filling up this attestation?	Yes/No
	(j)	Is any case pending against you in any University or any other educational authority / Institution at the time of filling up this attestation?	Yes/No
	(k)	Whether discharged / expelled / withdrawn from any training institution under the Government or otherwise.	Yes/No
(ii) If the answer to any of the above mentioned questions is 'Yes?', give full particulars of the case / arrest / detention / fine / conviction / sentence / punishment etc. and / or the nature of the case pending in the Court / University / Educational Authority etc. at the time of filling up this form.			

(ATTENTION)

NOTE:

(i) Please also see at the top of this attestation form.

(ii) Specific answer to each of the questions should be given by striking out 'Yes?' or 'No?' as the case may be.

14. Name of two responsible persons of your locality or two references to whom you are known

1. _____

2. _____

I certify that the foregoing information is correct and complete at the best of my knowledge and belief. I am not aware of any circumstances, which might impair my fitness for employment under Government.

Date: _____

Sign of Candidate _____

Place: _____

IDENTITY CERTIFICATE

Certificate to be signed by any one of the following :

(i) Gazetted Officers of Central or State Government; or

(ii) Member of Parliament or State Legislature belonging to the constituency where the candidate or his parent / guardian is ordinarily resident; or

(iii) Sub-Divisional Magistrate / Officers; or

(iv) Tehsildar or Naib / Deputy Tehsildars authorized to exercise magisterial powers; or

(v) Principal / Head Master of the recognized School / College / Institution where the candidate studied last ; or

(vi) Block Development Officers; or

(vii) Post Master; or

(viii) Panchayat Inspectors.

Certified that I have known Shri / Km / Smt _____ son / daughter / wife of Shri _____ for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

Place _____

Date _____

Signature _____

Designation or _____

Status and Address _____

TO BE FILLED BY THE OFFICE

i) Name, Designation and full address
of the Appointing Authority _____

ii) Post for which the candidate is being considered. _____

Date: _____

(Sign. Of Estt.Offr.)

ONGC:SR-2

CERTIFICATE OF CITIZENSHIP

I hereby solemnly swear / affirm that I am:

- (1) a bonafide citizen of India; or
- (2) a subject of Bhutan; or
- (3) a subject of Nepal; or
- (4) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently setting down in India; or
- (5) a person of Indian origin who has migrated from Pakistan, East Pakistan (now Bangladesh), Myanmar, Sri Lanka, East African countries of Kenya, Uganda, United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling down in India.

Provided that a candidate belonging to categories (2), (3), (4) and (5) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Note:

Certificate of eligibility will not however, be required in case of candidates who are Gorkha subjects of Nepal.

Signature _____

Place: _____

Name _____

Date: _____

Designation _____

Please strike out clauses which are not applicable.

ONGC: SR-3

OIL AND NATURAL GAS CORPORATION LIMITED

MARRIAGE DECLARATION

I declare that:

- 1) I am unmarried/widower/widow/divorcee/separated.
- 2) I am married and have only one spouse living.
- 3) I am married and my husband/wife has no other living wife/husband to the best of my knowledge.
- 4) I am married and have more than one wife/husband living. Application for grant of exemption is enclosed.
- 5) I am married to a person who has already one wife/husband or more living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment I shall be liable to be dismissed from service.

Signature _____

Place: _____

Name _____

Date: _____

Designation _____

Please delete clauses, which are not applicable.

ONGC: SR-4

OIL AND NATURAL GAS CORPORATION LIMITED

MEDICAL CERTIFICATE

(FOR APPOINTMENT IN ONGC)

(Declaration to be given by the candidate before medical examination)

1. Name in full

(in block letters)

2. Age _____
birth _____

3. Date of Birth _____

4. Place of

5. (Please tick the appropriate answer)

Have you ever suffered from:	Yes	No
Small Pox		
Enlargement or Suppuration of glands		
Asthma		
Heart disease		
Rheumatism		
Fainting Attacks		
Epilepsy		
Intermittent or any other fever		
Any other disease (give details)		

6. Have you undergone any surgery in the past

(If yes, give details)

Yes

No

7. Have you ever suffered from any form of nervousness due to over work or any other cause. (If yes, give details)
8. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board within the last three years. (If Yes, give details)
9. Have any of your near relative suffered from any of the above mentioned ailments (or any other disease) (If Yes, give details)

10. Please furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death and cause of death

I declare that:

1. All the above information is true to the best of my knowledge and belief.
2. I have not received disability certificate/pension on account of any disease or any other condition.

(Signed in my presence)

(Signature of Candidate)

Date:- _____

(Sign. Of Medical Officer)

Note:

If false information is furnished or there is suppression of any factual information in the attestation form and the same comes to notice at any time during the service of a person, his services would be liable to be terminated and his claims to any terminal benefit shall be forfeited in case of such termination of service.

PART II

I hereby certify that I have examined Shri/Smt./Km. _____ a candidate for employment in the Oil & Natural Gas Corporation Limited and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness of bodily infirmity, except _____ I do consider/do not consider this a disqualification for employment to the post of _____. His /her age is according to his/her own statement _____ years and by appearance about _____ years.

Place: _____

Signature _____

Date: _____

(Examining Medical Authority)

ONGC: SR-5

OIL AND NATURAL GAS CORPORATION LIMITED

I. OATH OF ALLEGIANCE

I _____ do solemnly affirm that I will be faithful and bear true allegiance to the Oil & Natural Gas Corporation Ltd. and to the Constitution of India as by law established and that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and impartially.

Signature _____

]Place: _____

Name _____

Date: _____

Designation _____

II. OATH UNDER OFFICIAL SECRETS ACT

I _____ do solemnly affirm that I will abide by the provisions of Indian Official Secrets Act, 1923 (XIX of 1923)

Signature _____

Place: _____

Name _____

Date: _____

Designation _____

ONGC: SR-6

OIL AND NATURAL GAS CORPORATION LIMITED

DECLARATION OF HOME TOWN

I declare that my hometown for the purpose of Leave Fare Assistance is _____ in _____ Taluka in _____ District in _____ State. The nearest Railway Station is _____ in _____

Signature _____

Place: _____

Name _____

Date: _____

Designation _____

ONGC:SR-7

OIL AND NATURAL GAS CORPORATION LIMITED PROFORMA - ?A?

STATEMENT OF IMMOVABLE/MOVABLE PROPERTY TO BE SUBMITTED BY THE EMPLOYEE ON FIRST APPOINTMENT IN THE COMPANY

1.Name : _____ 4. Scale of Pay: _____

2.Designation: _____ 5. Basic Pay: _____

3.Place of Posting: _____ 6. Date of Joining: _____

PARTICULARS OF IMMOVABLE PROPERTY								
S.No	Name of District Sub-Division Taluka and Village in which property is situated	Details of Property			How acquired: whether by Purchase, lease mortgage, inheritance, gift, with date of acquisition and details of person from whom acquired	If not in own name, state in whose name held and his relationship to the Company?s Employees	Annual income from the property	Remarks
		House and others	Land	Present value				
1	2	3	4	5	6	7	8	9

PROFORMA - ?B?

DETAILS OF MOVABLE PROPERTY						
Sl. No.	(i) Shares, debentures and cash including bank deposits.	Other movable property acquired or held by him if the value of such property exceeds Rs.10,000/- (in case of executives) Rs.5,000/- (in case of non-executives)	How acquired whether by purchase, mortgage, inheritance or gift, with date of acquisition and details of persons, from whom acquired	If not, in own name state in whose name held and his/her relationship to the Company? Employee	Value	Remarks
1	2	3	4	5	6	7
	(ii) Debts and other liabilities incurred by him indirectly					

Designation: _____

Date: _____ (Signature of Employee)

ONGC: SR-8

OIL AND NATURAL GAS CORPORATION LIMITED

CHARACTER CERTIFICATE

Certified that I have known Shri/Km./Smt. _____ son/daughter/wife of Shri _____ for the last _____ years _____ months and that to the best of my knowledge and belief he bears good moral character and there are no antecedents which render

him/her unsuitable for employment in ONGC.

Place: _____

Signature _____

Date: _____

Designation _____

ONGC: SR-9

OIL AND NATURAL GAS CORPORATION LIMITED

DECLARATION OF RELATIONSHIP WITH DIRECTORS

I _____ do solemnly declare that to the best of my knowledge and belief I am not related to any of the Directors of Oil and Natural Gas Corporation Limited as on date.

Or

I am related to _____, who is a Director of the Company as on date. He is related to me as _____

2.I do further solemnly declare that in the event, any person related to me is appointed as a Director of the Company or I happen to acquire a relationship with any Director of the Company, I shall inform the Company about the matter as soon as the same comes to my knowledge.

Place: _____

Signature _____

Date: _____

Name _____

Designation _____

ONGC: SR-10

OIL AND NATURAL GAS CORPORATION LIMITED

SERVICE CERTIFICATE

Certified that Shri/Smt. Km. _____ Designation
_____ Identification No. _____ served the Oil and
Natural Gas Corporation Limited in various capacities from _____ to
_____. He separated from the Company w.e.f. _____ on his
retirement/ resignation/premature retirement on health ground/voluntary retirement/removal from
service on disciplinary grounds/dismissal from service. On the date of leaving the Company he was in
receipt of basic pay of Rs. _____ in the pay scale of Rs. _____

Place: _____

Date: _____

(Signature of Issuing Authority with seal)