



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**CORPORATE ADMINISTRATION**  
**TEL BHAVAN : DEHRADUN**

No. ONGC/HCA/Welfare/01/2016

Dated:06.06.2016

**OFFICE ORDER**

Subject: Composition of ONGC Employees Welfare Committee (EWC).

In reference to the Office order no. ONGC/ER/CP/WEL/020 dated 18.03.2016 issued by DGM (HR) - Head corporate policy, it has been decided that the composition of EWC would be as follows:

- a) Two representatives to be nominated from recognized union
  - b) Two representatives to be nominated from ASTO
  - c) Two representatives to be nominated by the management, one from staff and one from officers' category
2. Head of the work-center concerned would be the ex-officio President of EWC.
  3. Head, Corporate Administration, Dehradun; Head Coordination, Delhi and HRO, Mumbai will be the ex-officio President at Dehradun, Delhi and Mumbai respectively.
  4. Following is the constitution of ONGC Employee Welfare Committee approved by the Competent Authority

Sl No.	Particular	Description
1.	Constitution of the EWC	<p>i. <b>President (Ex-Officio):</b> Head of the work center, HCA- Dehradun, Head Coordination-Delhi and HRO-Mumbai.</p> <p>ii. <b>Vice President</b></p> <p>iii. <b>Secretary</b></p> <p>iv. <b>Joint Secretary</b></p> <p>v. <b>Treasurer</b></p> <p>vi. <b>Two(nos.) Executive members</b></p> <p>Positions mentioned at <b>sl no. ii to vi</b> can be decided by mutual consent of all committee members and if needed, on the basis of voting of 6 members (<b>sl no. ii to vi</b>). President, EWC shall have deciding vote in case of tie.</p> <p>Term of Committee : 2 Years</p>

*Signature*

2.	<b>Functions of the EWC</b>	<p>i. The committee shall organize, maintain and improve the different welfare activities for the staff of ONGC.</p> <p>ii. Following items shall be covered within the activities of EWC.</p> <p>a. Organization of games, sports and athletic activities.</p> <p>b. Organization of cultural activities (like dramas, variety shows etc.) including audio-visual activities for the entertainment of members and their family members.</p> <p>c. Organization of workshops, coaching camps (educational or sports) for wards of members during summer/winter holidays.</p> <p>d. Organization of Library-cum-reading room.</p> <p>e. Allotment and management of community center, wherever under the control of EWC.</p>
3.	<b>Duties of Committee</b>	<p>EWC shall</p> <p>i. Prepare yearly budget estimates.</p> <p>ii. Make amendments of rules (whenever required) for the conduct of business as may be consistent with the aims and objects of the committee.</p> <p>iii. Control the funds, property and general financial affairs of the committee.</p> <p>iv. Address all complaints and protests.</p> <p>v. Appoint sub-committees and delegates its powers and duties to such sub-committees.</p> <p>vi. Consider the annual report for submission to the ONGC.</p> <p>vii. Consider any account and auditors reports thereof before submission to the office of Chief- ER.</p>
4.	<b>Meetings of the Committee</b>	<p>i. The quorum necessary for the meeting of the committee shall be four. Three days clear notice shall be necessary for ordinary meeting of the committee and 24 hours' notice shall be necessary for holding emergent meeting of the committee.</p> <p>ii. Meeting of the committee shall be summoned by the Secretary with prior approval of the President, as and when required.</p>





		<p>iii. The President or Secretary may, whenever necessary convene emergent meeting of the committee by giving due notice to the members.</p> <p>iv. On a requisition made in writing by not less than half of the members of the committee, the Secretary shall convene a meeting within 10 days of receipt of requisition. If the Secretary fails to call the meeting within prescribed time, the requisitionists shall be at liberty to call the meeting under intimation to the President.</p> <p>v. An Office-Bearer, who is absent without sufficient cause from three consecutive meetings of the committee shall become liable to removal.</p>
<b>5.</b>	<b>Duties of Office Bearers</b>	
<b>a.</b>	<b>President</b>	<p>The President shall</p> <p>i. Preside over the meetings of the committee.</p> <p>ii. Exercise general supervision and control over working of the committee.</p> <p>iii. Take decisions in emergent matters and such decisions shall be reported to the committee at the earliest opportunity.</p> <p>iv. Sanction expenditure up to Rs. 25,000/- in emergent cases subject to ratification by the committee at the earliest opportunity.</p> <p>v. Endorse cheques and drafts jointly with the Secretary/Joint Secretary</p> <p>vi. He shall have deciding vote in case of tie.</p>
<b>b.</b>	<b>Vice President</b>	<p>i. In the absence of President, the Vice President shall perform all the functions of the President</p> <p>ii. He shall also discharge such duties as the President may entrust to him.</p>
<b>c.</b>	<b>Secretary</b>	<p>The Secretary shall:</p> <p>i. Conduct correspondence and be responsible for proper maintenance of the records.</p> <p>ii. Carry into effect the resolutions of the committee.</p>




		<p>iii. Issue notices concerning all the meetings and maintain proper records of such meetings.</p> <p>iv. Be generally responsible for the work of the committee; to prepare and present annual programme and budget of the programmes before the committee for approval. To seek financial support from ONGC, if required for conducting programmes.</p> <p>v. Authorize payment for expenditure already approved by the Committee or the President.</p> <p>vi. He shall operate, maintain recoupable cash in hand. In each individual case and incur expenditure up to Rs.1000.00 on any single item with the annual limit of RS. 10,000.00. All payments shall be made against vouchers which will be maintained permanently and should be subject to audit.</p> <p>vii. Sign cheques jointly with the President/Treasurer.</p>
<b>d.</b>	<b>Joint Secretary</b>	<p>i. In absence of the Secretary the Joint Secretary, in addition to his own duties, shall perform all the duties of the Secretary.</p> <p>ii. The Joint Secretary shall ordinarily perform such duties as may be assigned to him by the Committee or Secretary from time to time.</p>
<b>e.</b>	<b>Treasurer</b>	<p>The Treasurer shall</p> <p>i. Realize and issue receive all amount due to the committee and issue receipts for them.</p> <p>ii. Maintain an account of all the assets and liabilities of the committee in discharge in accordance with the recognized system of accounting.</p> <p>iii. Keep all books of accounts including the stock book up to date and lay them before the committee at its regular meetings at least once a month and before the authorized representatives of the ONGC.</p> <p>iv. Prepare annual accounts (Income and expenditure) and up to date balance sheet incorporating all assets and liabilities of the committee and shall get them audited.</p> <p>v. Deposit all money except the authorized imprest cash received by him in the committee's bank account and make all payment.</p>





		<p>vi. Exercise general supervision over the funds of the committee and advice in regard to financial policy.</p> <p>vii. Have the annual accounts audited in time by the internal auditor appointed by the committee for submission to the ONGC before fixed date of each year.</p> <p>viii. Keep an imprest of Rs.1000/- with annual limit of Rs. 5000/-</p>
6.	<b>Penalties for misconduct and breach of rules of the committee</b>	<p>i. In the event of its being proved to the satisfaction of the committee that any member/ members/ Office bearers thereof has been found guilty of any misconduct or breach of the rules of the committee, the committee have power to:</p> <p>a. Warn the member/ members/ Office bearers thereof;</p> <p>b. Remove the member/ members/ Office bearers thereof for a period to be specified.</p> <p>ii. At the time of any untoward incident or any compelling requirement, the Ex-Officio President will have full power(s) to suspend/ remove any member of the EWC including Vice President and Secretary or to suspend whole body and declare fresh election at any point of time, stating the reason in writing to doing so.</p>
7	<b>Management of Community Centre in Dehradun by EWC</b>	<p>It is decided that the allotment should be made only to ONGC employees and their immediate family members, three months in advance, for marriage/ personal functions.</p> <p>For Outsiders, approval of President EWC shall be required. Booking can be made only one month in advance, with refundable security deposit of Rs. 20,000/- plus applicable charges.</p>
8	<b>Membership Contribution and funds of the Committee</b>	<p>i. The existing membership contribution fees for EWC will be continued further.</p> <p>ii. Matching Grant and need based Grant-in-Aid received from the ONGC.</p> <p>iii. Donations and other misc. receipt from members/ General Public/ Volunteers. Interests from deposits and bank balance/investments.</p>



		iv. The Bank account will be operated by any two of the office bearers viz, Ex-Officio President, Secretary and Treasurer.
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This supersedes all the guidelines issued so far in this regard.  
This shall come into force with immediate effect.



(S.C. Jhaldiyal)

DGM (HR)-Corp Administration