



**Oil and Natural Gas Corporation Limited**

Department of Employee Relations

Corporate Policy Section

'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/E&H/010

Date: 05.04.2017

**OFFICE ORDER (10/2017)**

**Subject:** Crèche facilities in ONGC for employees, male and female, having pre-school or primary school going children

Department of Public Enterprises issued instructions for setting up of crèches near work places and in the offices of PSEs to facilitate working women and employees having pre-school or primary school going children.

2. In accordance with DPE instructions and provisions under Mines Crèche Rules, 1966 Competent Authority has accorded approval to set up crèche facilities in ONGC for employees, male and female, having pre-school and primary school going children.

3. Modalities for setting up of crèche are as under:-

- (i) Age group of children: Pre-school or primary school going children of Male and Female Employees of the location may use the facility.
- (ii) Size of the Crèche: Crèche may be set up of suitable size depending upon the number of employees who may be using this facility at a location in accordance with the size specified in Mines crèche rules, 1966 which is as under:-

No of Employees to use the facility	Notation	Minimum plinth area (in square metres)
30 or less	A type	27.5
31-100	B type	90.0
101-200	C type	140.0
More than 200	D type	325.0

- (iii) Timings of Operation of the Crèche: Crèche may remain open at all times, both by day and by night when employees (having children who utilise crèche) are working at the Premises.

(iv) Location and number of such facilities :

- a) Crèche may be located at office premises else near office premises.
- b) Locations having multiple offices may establish a single crèche after ascertaining needs from other offices located nearby. The authority identified to monitor the facility/FPR may decide the location where the crèche is to be established.

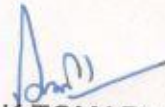
(v) Amenities and infrastructural facilities: Minimum amenities and infrastructural Facilities may be provided as prescribed under Mines Crèche Rules, 1966 depending upon the type of crèche established.

(vi) Monitoring agency /FPR in ONGC

- a) HRO at Mumbai
- b) HCA at Dehradun
- c) Head Coordination at Delhi
- d) I/C HR-ER at Locations

(vii) Operation of crèche facility may be outsourced to agencies having necessary expertise in this field. Wherever feasible, ONGC Mahila Samitis functional in various locations may also be considered for running of crèche facility on payment basis.

(viii) The expenditure on running and maintenance of crèche facility shall be a part of running and maintenance expenditure on infrastructure facilities within the 50% ceiling allowed by DPE.

  
(S.K.TOMAR)  
Dy.General Manager(HR)-CP