



कार्मिक संबंध समूह
निगमित नीति अनुभाग
ग्रीन हिल्स, भूतल, 'ए' विंग, तेल भवन, देहरादून-248003
Employee Relations Group
Corporate Policy Section
Green Hills, Ground Floor, 'A' Wing, Tel Bhavan, Dehradun-248003

As on: 28/03/2025

Subject: GUIDELINES ON MEMBERSHIP FEES OF PROFESSIONAL INSTITUTIONS / SOCIETIES

The current instructions on the above subject are as under:-

In supersession to all the earlier instructions on the subject, the policy on membership fees of professional institutions / societies shall be regulated as follows:

- (i) All executives of E-1 and above levels are eligible to become members (Associate or fellow) of recognised professional Institutions or Societies in India and /or abroad at the expense of the ONGC in order to keep abreast them with latest development in their profession.
- (ii) The list of professional Institutions/Societies in India and abroad will be reviewed and updated every year by ONGC Academy which shall also indicate the type of membership offered by the professional institutions/societies, i.e. Annual or Life membership, along with subscription amounts.
- (iii) Executives will select Institutions/Societies from the approved list issued by ONGC Academy, according to their profession and usefulness to ONGC. However, all E-1 and above level executives, irrespective of their discipline, may be allowed to become members of professional HR / Management institutions / societies in India or abroad subject to the total subscription limit prescribed for annual/life membership.
- (iv) Executives shall submit request for Professional membership payment with necessary details of the institute/society on webice. Printout of webice request shall be submitted by the executive to the concerned Establishment.
- (v) The concerned establishment shall make necessary entries in the system and forward the request to Pre-Audit for direct payment through Central Vendor Payment (CVP) mechanism in favour of the Institute/Society for which membership is requested. (See para 2 for payment of fee to foreign institutions and para 3 for institutions which are seeking direct payments from its members)
- (vi) Copy of relevant documents like proforma invoice/membership renewal notice/bill/receipt etc shall be maintained by the executive. Same shall be produced on demand for verification in future.

(vii) The membership subscription limits will be as under:

S.No	Type of membership	Subscription limit
1.	Annual membership of recognised professional institutions/societies in India or abroad or together	Rs. 6000/- or equivalent in F.E (wef 01.01.2018)
2.	Life membership of Indian or foreign Professional Institutions/Societies	Rs. 7500/- or equivalent in F.E. (w.e.f. 2010)
3.	Membership of SPE, AAPG, SEG SPWLA, IEEE & SHRM (w.e.f. 2010)	As per actual fees

Note: If reimbursement of membership fee of specific institutions/societies like AAPG, SEG SPWLA, IEEE & SHRM is less than Rs.6000 in a year, then individuals be allowed to obtain reimbursement of annual membership of other societies/institutions within the prescribed annual ceiling of Rs.6000 in that year.

Executives can obtain annual membership of more than one professional institutions / societies in India or abroad or together within the ceiling of ₹ 6000/-.

- (viii) If payment of admission fee/joining fee/entrance fee/future fee are compulsorily required to be made for getting the membership of any professional Institutions/Societies, same shall be admissible.
- (ix) The executives shall be eligible to acquire life member of an institution / society subject to above subscription limit. However, w.e.f the year 2008 it has been decided that annual memberships of institution/society may be acquired by the executive in the year when the executive has not acquired life membership of any institution/society. Executives who apply for annual membership in 2008 would be eligible for reimbursement subject to the condition that the executive has not acquired life membership of any institution/society during the year. The number of life memberships is restricted to three only and gap between two life memberships should be minimum four years.
- (x) While acquiring life membership, the executives must have put in at least five years of service in ONGC and three years service left to serve.
- (xi) In addition to the provisions of memberships as mentioned above, executives of E-7 and above levels shall have the option to become Life Member of one of the Professional Management (HR) Institutions/Societies in India including All India Management Association, National Institute of Personnel Management and ISTD. The ceiling for life membership fee of such Professional Management (HR) Institutions/Societies shall be Rs. 5,000/- only. Further, the entrance fee, if any, shall also be admissible.

2. Modalities regarding payment of membership fee to foreign institutions are as follows:

- (a) The applications shall be processed by the concerned In-charge HR/ER and forwarded to ONGC Academy for payment. The payment to foreign institutions shall be processed and made centrally by ONGC Academy through modes other than Central Vendor Payment (**CVP**) as per the existing practice being followed for making foreign payments.
- (b) Before remitting any payment to a foreign institute, an order u/s. **195 (2)** from the Income Tax Department or a Certificate in prescribed Form **15 CB** from a Chartered Accountant, would need to be obtained as per CTD guidelines in this regard. Such order u/s. **195 (2)** or, as the case may be, Certificate in Form **15CB** would be obtained by the concerned pre-audit officer of ONGC Academy.
- (c) The cost of obtaining CA Certificate would be borne by ONGC in addition to the prescribed limits of membership.
- (d) In case TDS is applicable and the foreign institute is not agreeable to bear its Indian Tax liability, then, tax may be borne by ONGC in accordance with the existing guidelines after approval of the Competent Authority.
- (e) The amount of membership fee paid in excess of prescribed limits shall be recovered from the salary of the concerned employee.

3. Modification in methodology for payment of Professional Membership Fee.

Payment of membership fee for such professional institutes / societies which are seeking direct payments from its members by creation of personal login IDs on their self-service portal:

- (i) Employees shall apply for advance for payment of membership compulsorily through WEBICE. The amount of advance shall be limited to admissible membership amount as per policy regardless of membership amount demanded by institutions. The balance membership amount over and above the admissible membership amount shall be paid by individual, if any.
- (ii) The adjustment of advance along with payment receipt should be submitted /uploaded in WEBICE within 30 days from the date of drawl of advance failing which the amount of advance drawn shall be recovered along with penal rate of interest @18% per annum.
- (iii) Original receipt may be required to be produced for verification.
- (iv) Payment should be made through digital mode only.
- (v) The policy change is only for the payment of Professional Membership Fee for institutes which are seeking direct payments from its members by creation of personal login IDs on their self-service portal. For all other Professional bodies/societies, the existing mechanism of making direct payment of the

applicable fees by ONGC to the respective institute/society for which guidelines were issued vide O.O. No.11 (19) / 11 -CP dated 16.08.2012, shall continue.

(vi) This shall be applicable from the financial year 2021-22.

2. Further, any amount towards magazine / journals / postage / bank charges etc. which are not compulsorily part of membership fee for any professional institute /society, are to be borne by the individual.

Note: Effective 21.10.2016, penal interest @ 18% per annum shall be charged and recovered in cases where it is decided to recover the amount paid to employees in respect of inadmissible/false/excess claims along with penal interest.

Team – Corporate Policy

This document is for information purpose only.

For further clarity, Consolidated O.O. No. ONGC/ER/CP/REM/003 may be referred to.