



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

O.O. No. ONGC/ER/CP/GAD/001

OFFICE ORDER (GAD-001)

Dated: 28th July 2006

Subject: ISSUE OF LPG CONNECTION FOR ONGC EMPLOYEES

In view of directives from Ministry of Petroleum & Natural Gas, all Public Sector Oil Units including ONGC is getting quota of LPG connections each year for allotting the same to its employees.

In supersession to all the earlier instructions on the subject, the LPG connection to each employee shall be allotted as per following guidelines:

ELIGIBILITY:

All existing employees on the roll of ONGC and retiring employees of ONGC subject to the condition of their furnishing undertaking to the effect that they are not in possession of any LPG connection.

TERMS & CONDITIONS:

1. Only one LPG connection to each employee shall be provided through out the life irrespective of any number of transfers.
2. LPG connection shall be provided to such employee who is not having any LPG connection in his / her spouse name or any other member of the family.
3. Employee will surrender the connection in the event of his having being allotted another connection by IOC, HPC & BPC through ONGC against any other application made by him in the past or future.
4. The employee shall not pass on this connection in any unauthorized manner to any one or misuse this any other way. In case, it is found that he has done so the connection is liable to be cancelled.
5. Individual shall be liable to disciplinary action besides cancellation of the gas connection, if at any time, he is found that he has suppressed any information or has given a false declaration in this behalf / connection.
6. The employee shall provide the correct address.
7. The employee has to apply for allotment of LPG gas connection on enclosed form No.WEL-LPG-01.

*Anuradha Sehgal
28.7.2006*

Chief Manager (P&A)



OIL AND NATURAL GAS CORPORATION LTD

REQUEST FOR LPG CONNECTIONCPF No: Name: Designation: Section/Site: _____

Org. Unit: _____ Location: _____

Place of posting: _____

Place where LPG connected is
needed: _____Name of distributor & address
(IOC, HPCL, BPCL): _____

Transfer History: _____

I do hereby declare & certify that -

- (a) I have no gas connection in my name or in the name of my spouse or any other member of my family whether residing or not residing with me.
- (b) I undertake that I shall not pass on this connection in an unauthorized manner to any one or misuse this any other way. In case, it is found that I have done so the connection is liable to be cancelled.
- (c) I undertake to surrender the connection in the event of his having being allotted another connection by IOC, HPC & BPC through ONGC against any other application made by me in the past or future.
- (d) That I shall be liable to disciplinary action besides cancellation of the gas connection, if at any time, I am found that I have suppressed any information or have given a false declaration in this behalf / connection.
- (e) That the address given by me is correct and I will not ask for change of address for release of gas connection.
- (f) No gas connection has been provided by the Corporation at my previous place of posting i.e. _____

Date: _____ Signature of employee _____

Certified that the undersigned is satisfied with the above and LPG connection be released as per the admissibility.

Date: _____ Signature of Controlling Officer with Seal _____

FOR P&A SECTION

The necessary entry for requesting of LPG gas connection has been made in the service book of the individual.

Date: _____ Establishment Officer _____

FOR CORPORATE ADMINISTRATION, DEHRADUNThe LPG connection allotted to Shri _____, Design _____ CPF No. _____ on
_____. _____The individual has been provided with the allotment letter No. _____ dated _____
and entries made in his Service Book.

Date: _____ Establishment Officer _____