



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: TRANSPORT / BUS FACILITIES TO SCHOOL GOING CHILDREN

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

The bus/transport facility to the School going children of ONGC employees are provided at some work centers.

2. The existing rates of recovery for providing bus/transport facility in respect of all school going children are as under:-

Sl.No.	Category	Bus / Transport charges (per month)
1.	Where Bus / transport facility is provided through regular shift buses hired for operational purpose.	₹ 500/- per child
2.	Where Bus / transport facility is provided through hiring of buses exclusively for school transport.	₹ 650/- per child

The above bus / transport charges shall be applicable from the academic session 2012-13 onwards.

3. The existing rates of recovery for providing bus / transport facility in respect of all school going children of non-officers (Other Ranks) of CISF are as under:-

Sl.No.	Category	Revised Bus / Transport charges (per month) for school going children of non-officers (other ranks) of CISF
1.	Where Bus / transport facility is provided through regular shift buses hired for operational purpose.	₹ 400/- per child
2.	Where Bus / transport facility is provided through hiring of buses exclusively for school transport.	₹ 500/- per child

The bus / transport charges as mentioned above shall be applicable from the academic session 2013 -14 onwards.

4. The employees who are availing the said facility will require to furnish an authority as per **Annexure-I** to concerned Incharge, HR/ER for realization of bus/transport charges through their salary. The other beneficiaries (other than

ward(s) of ONGC employees) will have to remit the prescribed bus/transport charges for entire academic session in lump-sum through demand draft payable in favour of concerned Incharge (Cash & Bank), alongwith **Annexure-II**. In case, an employee/beneficiary fails to submit the Annexure-I or II as the case may be by the stipulated date, his ward(s) will not be allowed to board ONGC bus/transport.

Team – Corporate Policy

This document is for information purpose only.
For further clarity, Consolidated O.O. No. ONGC/ER/CP/WEL/007 may be referred to.

Annexure-I

PERFORMA FOR AVAILING BUS/TRANSPORT FACILITY FOR WARD(S) OF ONGC EMPLOYEES.

1. Name of the employee:
2. Designation and CPF No.:
3. Place of Posting :
4. Basic Pay :
5. Pay bill code and Unit :
6. Particulars of Ward(s) :

	Child-1	Child-2	Child-3
Name			
Class & Section			
Date of Admission in ONGC KV/ School			
Academic session			

7. Residential Address from where Bus/transport
facility will be availed
8. Telephone Number Office..... Res.
9. Bus Route No. :
10. Category (Please tick ✓ against applicable category)
(a) Unionised category of employee(W& A level)
(b) 'S' level employee
(c) Executive
11. Declaration/authorisation:
 - I. I hereby declare that the above particulars are correct.
 - II. I am not claiming transport subsidy from ONGC in respect of above named ward(s).
 - III. I hereby authorise in-charge, PCS Finance, ONGC to deduct the prescribed bus/transport charges payable by me during the academic session from April to March , from my monthly salary.

Date: _____

(Signature of the employee)

Annexure-II

PERFORMA FOR AVAILING ONGC BUS/TRANSPORT FACILITY FOR ONGC KV TEACHERS/WARD OF ONGC KV TEACHER/CISF PERSONNEL/OTHER STUDENTS (OTHER THAN WARD(S) OF ONGC EMPLOYEES)

1. Name & designation :
of the applicant
2. Name & Address of :
of the employer
3. Present place of Posting :
4. Particulars of Ward(s) :

	Child-1	Child-2	Child-3
Name			
Class & Section			
Date of Admission in ONGC KV			
Academic session			

5. Residential Address from where Bus/transport
Facility will be availed
6. Bus Route No. : _____
7. Telephone Number Office..... Res.
8. Category (Please tick ✓ against applicable category)
 - a. ONGC KV Teachers
 - b. ward of ONGC KV teacher/CISF personnel
 - c. other students
9. A demand draft/bankers cheque no..... dated drawn from for Rs. in favour of Incharge, (Cash & Bank), ONGC payable at ----- is enclosed herewith towards bus/transport charges for month @ Rs. per month in respect of self/above named ward(s).

Date: _____

(Signature of the applicant)