



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: Composite Social Security Scheme (CSSS)

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

The amount of support and contribution under ONGC Composite Social Security Scheme with effect from 01.01.2022 is as under:-

	Category	Amount of Support	Monthly Contribution by Employee	Monthly Contribution by Employer
a)	Executives E-5 & Above	₹ 1.10 Crore	₹ 2500	₹ 2500
b)	Executives E0 to E4 & S Level	₹ 90 Lakh	₹ 2000	₹ 2000
c)	Non-Executives other than S Level	₹ 70 Lakh	₹ 1500	₹ 1500

The above amount of support shall be applicable in cases of death / permanent total disability occurring on or after 01.01.2022.

(b) Methodology of payment of support amount:

1. In case of death or permanent total disability, 50% of the amount of support admissible shall be paid immediately and the balance amount would be paid in five equal annual instalments, over a period of five years from the date of initial release of support.
2. An ad-hoc payment of Rs. 50,000/- (Rupees Fifty Thousand Only) to be made to the bereaved family of the member in the event of death of a member, for meeting contingencies.

(c) Interest rate on survival benefit:

The interest rate on survival benefit shall continue as 5% simple interest up to 31.12.2012 and shall stand revised to 6% compound interest on the employee contribution w.e.f 01.01.2013.

(d) No adjustment of Group Insurance Benefit (in lieu of EDLI)

Benefit admissible under Group Insurance Scheme (in lieu of EDLI) shall not to be adjusted from the amount of support admissible under CSSS.

(e) Extending share of death/ disability support to parents:

25% of the admissible support amount shall be paid to surviving parents of the deceased employee. The balance 75% amount shall be released as per the nominations recorded by employee.

(f) Recovery of ONGC's outstanding dues from CSSS survival benefit of a member

- i.) On receipt of claim for survival benefit, financial clearance/No dues clearance shall be obtained at work centre level.
- ii.) In the event of unsettled outstanding financial dues owed by a member to ONGC, the survival benefit may be withheld till settlement of such outstanding financial dues. Only the amount sought to be recovered will be withheld. Decision of withholding survival benefit of a member shall lie with concerned L-1 of the workcentre where the employee was posted.
- iii.) Any outstanding financial dues owed by a member to ONGC at the time of his/her separation from the Company may be recovered from the amount of survival benefit payable to such member. Concerned L-1 of the workcentre shall ensure that only those cases are recommended to Trust for adjustment of outstanding amount where other terminal dues/service benefits/retiral benefits of the member are insufficient to recover the outstanding amount due from the member to ONGC.
- iv.) Recovery of ONGC's outstanding dues from survival benefit of a member shall require approval of concerned L-1 of the workcentre and such decision shall be intimated and forwarded to CSSS Trust.

g) Nomination Process:

1. The nomination process for CSSS Trust is as follows:

- i) Employee(s) submit nomination online in Webice.
- ii) Percentages of share of each nominee and validity of a nominee are checked by the system. Under Nominee name for nominations, -only those Nominees will be visible whose record is maintained in SAP-HR as family member/dependent. If employee wants to add new nominee then he/she has to intimate HR. Once HR creates the record of new family member/dependent in SAP, it will then be visible in WEBICE for nominations.
- iii) Employee has to first save the data after creating new information or editing the existing information. The employee has to take Print out of the form from the system. The employee has to sign and take signature of Witness as per ONGC requirements. The signed document is to be uploaded in .pdf format only in WEBICE.
- iv) HR-Estt. Head can view all the submissions and documents through a report and approve the same.
- v) Automatic mail / sms is sent to the employee to submit nomination in case of marriage declaration/addition of family member.

2. Detailed Help documents for the employees and the HR-Estt. users are uploaded in Webice.

3. With effect from 01.09.2022, All the employees shall have to resubmit their nominations for CSSS Trust as per the above process.

4. Employees joining on fresh appointment shall submit physical nomination forms. They shall resubmit nominations in Webice as soon as they have Webice Access.

5. Employees shall validate their nominations annually in the month of January.

(h) Financial support in case of death / permanent total disablement due to accident while on duty

The financial support amount payable in case of death / permanent total disability of a regular employee due to accident while on duty is as under:-

i) The amount of such additional financial support shall be as under:

	Category	Offshore	Onshore
a)	Executives and S level	₹ 3.00 Cr.	₹ 2.50 Cr.
b)	Non-Executives other than S level	₹ 2.00 Cr.	₹ 1.50 Cr.

ii) Composite Social Security Scheme (CSSS) Trust shall pay the additional financial support over and above the existing financial support under CSS Scheme to the employee / nominee of the employee provided that permanent total disablement of the employee / death has occurred in a work related accident and has happened at workplace while on duty. This shall also include any accident that occurs while the employees posted at offshore locations are travelling by air / water modes from their ONGC base location (helibase / port / supply base / jetty) to / from their duty points. The term "Permanent Total Disability" shall carry the same meaning as defined in CSS Scheme.

iii) Of the admissible additional financial support, one-third (1/3rd) shall be commuted to the nominee of the deceased employee or the employee in case of permanent total disability. Annuity shall be purchased by ONGC from the balance additional financial support amount which will ensure regular payment to family / nominee of the employee in case of death or to the employee in case of permanent total disability.

iv) The additional financial support shall be effective from 16.08.2022.

v) The approved SOP on settlement of claim for additional financial support in the event of the death of a member while in service with ONGC or permanent total disability resulting in the cessation of employment/ separation of the member from the services of the ONGC, is enclosed as Annexure-I.

Team – Corporate Policy

This document is for information purpose only.

For further clarity, Consolidated O.O. No. ONGC/ER/CP/TRU/002 may be referred to.

SOP on Settlement of Claim for Additional Support Amount under CSSS

ONGC Vide office order no. No. DDN/CORP-ER/ESTT-POLICY/2022/Finsupp/1003205 dated 16.08.2022 issued instructions for payment of additional financial support in case of death / permanent total disablement of an employee due to accident while on duty".

1. Amount of additional support amount:

The amount of such additional financial support is as under:-

Category	Offshore	Onshore
Executives and S level	Rs. 3.00 Cr.	Rs. 2.50 Cr.
Non-Executives other than S level	Rs. 2.00 Cr.	Rs. 1.50 Cr.

2. Eligibility:

A regular employee who dies due to accident while on duty or suffers permanent total disablement. Additional financial support shall be paid over and above existing amount admissible under CSS scheme to the employee/nominee of the employee provided that death/permanent total disablement of the employee occurred in a work related accident at a workplace while on duty. This shall also include any accident that occurs during travel by air/sea between offshore locations and base or between two offshore locations. The term "permanent total disability" shall carry the same meaning as defined in CSS Scheme.

3. Methodology for payment of additional support amount:

One third (1/3rd) of the admissible additional financial support shall be commuted to the nominee/beneficiaries of the deceased employee or the employee in case of permanent total disability. Annuity shall be purchased by CSSS Trust from the balance additional financial support amount (2/3rd of additional support amount). This will ensure regular payment to family / nominee of the employee in case of death or to the employee in case of permanent total disability.

4. Nominee/beneficiaries:

For commuted value of additional support amount: Nomination for payment of 1/3rd of additional support amount will be the same as the nomination recorded by the employee for existing CSSS support amount with 25% of this additional amount to be paid to the surviving parents.

For Annuity: Nomination for purchase of will be the same as the nomination recorded by the employee for PRBS.

Note: In case the employee has no valid nominee (spouse/children/parents/siblings), no annuity payment shall be made on the death of the employee.

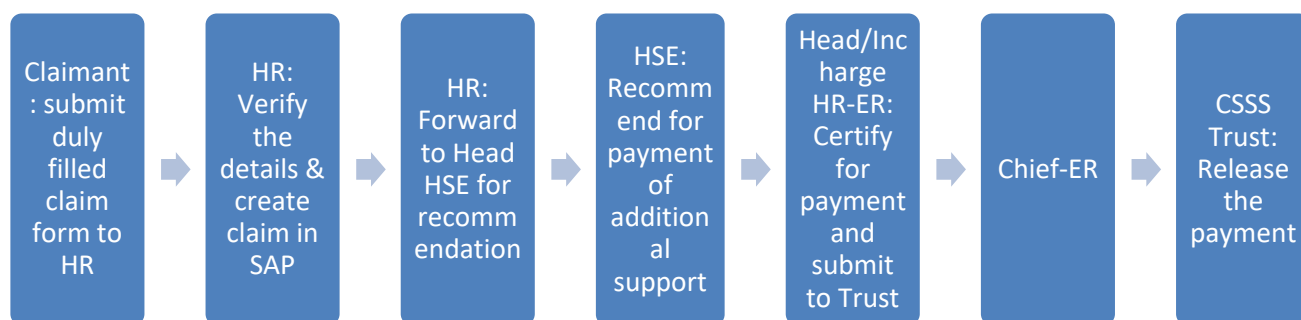
5. Certification of claim:

Claim(s) for eligibility of additional financial support amount shall be certified by Head/In-charge HR/ER of the concerned workcentre on the recommendation of Head/in-charge HSE of the workcentre.

6. Channel/process for submission of claim:

Claimant(s) seeking additional support amount shall submit duly filled claim form along with requisite enclosures as per check list mentioned in the claim form to the HR section of concerned workcentre. Workcentre will verify the details of claimant(s) and enclosures and create & forward claim in SAP. Claim form along with recommendation of Head/In-charge HSE and certification of Head/In-charge HR/ER of the concerned WorkCentre for payment of additional financial support amount shall be submitted to Chief ER for onward submission to the CSSS Trust through "CSSS Death claim process" on Disha portal.

Channel/Process for submission of claim is described as below:



7. Content of Recommendation and certification

Content of Recommendation by Head/In-charge HSE

"Recommended that Nominee (s) of Late XXXX (Name of employee who died due to accident while on duty), CPF no. XXXXX is/ are eligible for payment of additional financial support amount under CSSS as per the office order No. DDN/CORP-ER/ESTT-POLICY/ 2022/ Finsupp/ 1003205 dated 16.08.2022."

Note: In case of permanent total disability the term "Nominee (s) of Late XXXXX" shall be replaced by the name of employee.

Content of Certification by Head/In-charge HR-ER

"Certified that all details of claimant(s) xxxxxxxxxx, xxxxxxx (Name of the claimants) i.r.o. Late xxxxxx (Name of deceased employee), CPF No. xxxxx has/have been verified from his/her personal file and cross checked with available records/data in SAP. The claimant(s) is/are eligible for payment of additional financial support amount under CSSS as per the office order No. DDN/CORP-ER/ESTT-POLICY/ 2022/ Finsupp/ 1003205 dated 16.08.2022."

Note: In case of permanent total disability the term "claimant(s) xxxxxxxxxx, xxxxxx (Name of the claimants) i.r.o. Late xxxxxx (Name of deceased employee)" shall be replaced by the name of the employee.

8. Claim form for payment of Additional support amount:

For payment of commuted value: Claim form CSSS-01 (as amended time to time) which is presently applicable for payment of Initial support amount to the nominee and parents.

For purchase of annuity: Claim form which is applicable for purchase of annuity by PRBS Trust (as amended time to time) may be considered for purchase of annuity by CSSS Trust also.

Note:

- i. Insurance company and option of annuity shall be same as selected for PRBS.
- ii. Online combined claim form may also be used for submission of claim.

9. Approving authority of payment:

Claims for payment for additional financial support amount as mentioned in circular no. DDN/CORP-ER/ESTT-POLICY/2022/Finsupp/1003205 dated 16.08.2022 duly forwarded by Head/In-charge HSE and certified by Head/In-charge HR/ER of the concerned WorkCentre shall be approved by Executive Officer –CSSS Trust. All such payments shall be submitted to the Board of Trustees for ratification in the ensuing meeting.
