



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
वेस्टर्न ऑफशोर यूनिट
Western Offshore Unit

Industrial Relations Section

NBP Green Heights
4th Floor, Quadrant No. 1
BKC, Bandra (East),
Mumbai – 400051

RECORD NOTE OF THE MEETING HELD BETWEEN THE ASSOCIATION OF SCIENTIFIC & TECHNICAL OFFICERS AND THE MANAGEMENT OF ONGC, WOU, MUMBAI ON 20.07.2018 AT 1500 HOURS TO DISCUSS THE ISSUES RELATING TO MAINTENANCE OF OFFICES AND COLONIES.

Participants: As per list attached, Annexure - 1.

At the outset DGM (HR)-Incharge IR welcomed all the participants of the meeting and informed that the meeting is scheduled to discuss the issues relating to maintenance of offices and colonies. DGM (HR)-Incharge IR informed that two meetings have already been held with newly elected ASTO on 26.06.2018 and 03.07.2018 on other matters and this is the third meeting of management with ASTO.

Shri A.K. Agrawal, GM (HR) informed that the aim of the meeting is to discuss the issues raised by ASTO and the steps taken by the management in the area of maintenance of offices and colonies. He stated that management has taken proactive measures for maintenance of offices and colonies. The presence of large number of executives from Maintenance team is the testimony that management attaches seriousness to the issue.

The President, ASTO thanked ED-HRO and GM (HR) for scheduling the meeting. He also conveyed gratitude to GM (Civil)-Head Maintenance for the detailed reply given on the issues raised by ASTO on 19.07.2016. He said that he is getting numerous mails on the subject of Civil/Electrical maintenance from the employees varying from non-working of lifts to poor condition of colonies and office space. He stated that the engineers are although working, system improvement is a must to handle the situation.

ED-HRO welcomed all the participants and thanked ASTO for taking up such issues as sometimes it is necessary to bring requisite focus on important issues. He also thanked President - ASTO for acknowledging the letter issued by GM (Civil)-Head Maintenance. The vintage of the building and requisite maintenance activities in the buildings are the important factors for deciding the financial jurisprudence. ED-HRO also shared that Director (Offshore) HAS constituted a High level Standing Committee for colony maintenance and the said committee has met thrice and various issues are being addressed. The structural audit of 11 colonies has been got conducted through Indian Institute of Technology (IIT), Bombay in addition to the conduct of independent Lift Audit.



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President - ASTO was requested to take up the issue one by one for discussions and the following deliberations were held:

Sl. No	Issues	Deliberations	Action
1	<p>President - ASTO sought the works being taken up after the report submission of Structural Audit by IIT, Mumbai.</p> <p>Concerns in the delay in the implementation of suggestions of audit report in places where there is emergency like situation was raised. Status of retrofitting in JVPD (New) Colony where deep cracks are there in pillar was requested.</p> <p>ASTO office bearers stated that IIT submitted its audit report in March, 2018 whereas estimates are being prepared only in August (after 5 months), which shows non-seriousness of the management on the issue and the places where immediate actions required are also not being addressed.</p> <p>President - ASTO also enquired whether all the documents relating to the ownership of colonies are available with ONGC.</p>	<p>GM (Civil)-Head Maint informed that out of 11 colonies, structural audit reports for 9 colonies have been received.</p> <p>Nirmal Nagar colony has been vacated and JVPD (Old) is being vacated as the audit report has rendered them structurally unsafe. ED-HRO conveyed that Estate department is making alternate provisions for residents to relocate them.</p> <p>In other colonies, job of retrofitting has been recommended and estimates are being prepared. The estimate for Bandra Reclamation C&D Type colony has been prepared and the same is being used as benchmark for other estimates. Head- Maint. informed that all the estimates will be prepared by end of August, 2018. ED-HRO informed that all the proposals would need the endorsement of ED - Chief-Infrastructure.</p> <p>ED-HRO informed that M/s Bhalwal and Co. has been engaged by HQs for addressing the issue of retrieving documents of offices and colonies.</p> <p>It was also clarified that CBD Belapur colony issue was due to the delayed payment charges and other issues with CIDCO and are being addressed to a greater extent.</p>	<p>GM (Civil) - Head Maint.</p> <p>I/C Estate</p>

4	<p>ASTO requested a meeting of Residents Welfare Associations (RWAs) and ASTO on same platform so that the issue raised by RWAs are not repeated in ASTO meetings.</p> <p>ASTO informed that requests of RWA are not being catered to and conveyed that a simple action of branch cutting of trees in Poonam Nagar colony was requested on mail 5-6 times and represents an inordinate delay.</p>	<p>GM (HR), RO advised Estate section to reply to the mail from RWAs immediately.</p> <p>GM (HR), RO informed that both the bodies have different roles and mixing is not desirable. However, ASTO may be associated in the meeting with High Power Committee, if required.</p> <p>It was also agreed to take immediate action for cutting of branches of trees in Poonam Nagar Colony.</p>	<p>I/c Estate GM (C)-Head, Maint.</p> <p>I/c Estate GM (C)-Head, Maint.</p>
5	<p>ASTO informed that there are numerous complaints pending in colonies for days on account of non-availability of material.</p>	<p>ED-HRO on asking as to how many civil complaints are pending for Bandra Reclamation Colony. It was informed that 40 complaints were pending. It was also informed by the Civil Engineers that sometimes the material required is not in stock and therefore it takes time to cater to such complaints. ED-HRO conveyed that there should not be any complaint pending on account of material goods. It was also told to keep stock of the items which are frequently used.</p>	<p>GM (Civil) - Head Maint.</p>
6	<p>Complaint Management system.</p>	<p>GM (Civil) informed that a mobile based application for Complaint Management System is being explored/designed by Infocom Department.</p>	<p>GGM(E&T)- Head Infocom & GM (Civil) - Head Maint.</p>
7	<p>Scope of Work of contracts to be shared.</p>	<p>GM (Civil) informed that Scope of Work of contracts for Facility Management Services and Annual Repair & Maintenance have been made available in intranet and shared with RWAs also.</p>	<p>I/C, FMG & GM (Civil) - Head Maint.</p>

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8	<p>ASTO raised the issue of unavailability of supervisor in Colony Housekeeping contract.</p> <p>ASTO informed that there is no supervisor to supervise the work being done by the workers which results in poor housekeeping since the workers are mostly not working.</p>	<p>GM (HR), RO informed that poor supervision of work be addressed as per contract stipulations.</p>	<p>GM (Civil) - Head Maint.</p>
9	<p>ASTO informed that there are shafts available for Lifts in Bandra Reclamation colony and Lifts should be placed in those slots.</p>	<p>I/c Electrical informed that OEM will be consulted and a timeline for commissioning new lift in available shaft will be decided.</p>	<p>I/c Electrical - RO</p>
10	<p>Seepage in Buildings.</p>	<p>GM (Civil) informed that temporary solutions have already been provided to arrest leakages during the current monsoon. Long term solutions have already been included/ being included in the cost estimates. This shall be followed by repairs and external painting of our colonies, and also need based replacement of paver blocks.</p>	<p>GM(Civil) - Head Maintenance</p>
11	<p>Grant in aid to Residents Welfare Associations (RWAs) for TT tables</p>	<p>GM (HR), RO informed that grant-in-aid has been approved for procuring 7 TT tables. Estate section will start handing over the TT tables from 25.07.2018. Grant-in-aid shall be disbursed shortly.</p>	<p>I/c Estate</p>
12	<p>Grant-in-aid to RWAs for Gym equipments</p>	<p>ED-HRO suggested for submission of requirement so as to enable Estate Section for compiling the requirement and for taking necessary approvals.</p>	<p>ASTO / I/c Estate</p>

At the end, President, ASTO conveyed that their Association is very active and assured their support in every possible way to the management. ED-HRO put on record his appreciation for ASTO for offering their support.



DGM (HR) - Incharge IR thanked ED – HRO, Senior officers and ASTO office bearers for a constructive discussion and proposed vote of thanks to the chair.

Meeting ended in a cordial atmosphere, with the vote of thanks.



(M. GANESHAN)
DGM (HR) – Incharge IR

No. WOU/IR/9(16)/2018

Date: 27.08.2018

Distribution:

(1) All Participants

Present:

Representing Management			Representing ASTO	
Sl. No.	Name S/Shri	Designation	Name S/Shri	Designation
1	S. Gopinath	ED-HRO	P.N. Pathak	President
2	A.K. Agrawal	GM(HR)	A.G. Gavaskar	Vice-President
3	P.T. Anto	GM(HR)	S.K. Srivastava	Secretary
4	Sunil Singh	GM(C)	Virendra R. Tauk	Jt. Secretary
5	M. B. Khuntiya	DGM (E)	Dr. Sanjay Sangole	Treasurer
6	G. K. Tamta	DGM (E)	Ms. Jayashree Dohare	Lady Rep.
7	A.H. Yadav	DGM (C)		
8	Rakesh Gupta	DGM (E&T)		
9	Hem Nath	DGM (C)		
10	S. Bhattacharya	DGM(E)		
11	K. Subramaniam	CM(HR)		
12	Aarti Judson	CM (HR)		
13	A. Biswas	CE (E)		
14	M. B. Singha	CE (C)		
15	R. T. Bhabal	SE (C)		
16	P.D. Dhokiyle	SE (C)		
17	J. N. Momin	SE (C)		
18	P.K. Maini	Mgr (HR)		
19	Ajay Parihar	Mgr (HR)		
20	Varghese Samuel	SE (C)		
21	S. R. Kashalkar	SE (C)		
22	R.M. Tiwari	Dy SE (E)		
23	V.T. Wankhade	DM (S)		
24	Himanshu Bansal	EE (C)		
25	Ashwani Rajput	EE (C)		
26	D.G. Diwate	AEE (M)		
27	M.B. Nirbhavne	AEE (E)		
28	Jyotsana R.	AEE(E)		
29	K.L. Desale	Sr. Foreman (Elec.)		
30	Anil Bhawate	AG-I (Steno-Eng)		
31	Manish G. Varma	Jr. Technician (E)		

Convenors:

1. Shri M. Ganeshan, DGM (HR)-Incharge IR.
2. Shri S.B. Kujur, DM(HR) - IR
3. Shri Daksh K. Anand, Sr. HR Exe. - IR