



ऑयल एण्ड नेचुरल गैस कॉरपोरेशन 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

Minutes of meeting held between Key Executives of Mumbai Region of ONGC and the office bearers of Association of Scientific & Technical officers (ASTO) at Panvel on 22.01.2019.

List of participants: Enclosed, as Annexure – 1.

At the outset, GM (HR), RO, welcomed the participants and shared that there were number of meetings held with ASTO on specific issues besides number of unscheduled discussions and meaningful progress has been made on various issues of common concern. He stated that holding such meetings at Panvel for the first time, which was unique of its nature. He hoped that the meeting will bring ASTO and the management together in understanding each other's point of view and take the issues for early settlement.

ED - Head Regional Office (HRO), Mumbai welcomed the President - ASTO and other office bearers of ASTO. He also welcomed all the Key Executives and other senior officers of present in the meeting. He shared that he was happy to have this kind of meetings which would give positive and constructive thought to strengthen the fabric of bilateral relations on improving welfare of the employees. He also said that he would like to personally thank the ASTO for their co-operation in bringing out the expectations and aspirations on various issues of the work centres to enable the management to address the same. He hoped to have the same level of cooperation from ASTO in future to contribute altogether for the organisation.

ED – HoI - IOGPT also extended warm welcome to ASTO and all present in the meeting.

Shri P N Pathak, President-ASTO then shared his expectation of the meeting and conveyed that in the recent General Body Meeting (GBM) of ASTO held at Panvel; the members of ASTO raised issues of conditions of offices and colonies, hygiene in Canteens at Panvel. The members have shown their concern on these serious issues which are to be improved to at the earliest. ASTO then took up the agenda points one by one and the discussions are as follows:

Sl. No	Subject	Discussions	Decisions	Action to be taken by
1	Maintenance of office and colony.	President, ASTO cited the poor condition of maintenance and upkeep of residential and office building (in both Phase-I and Phase-II). They have put-forth the poor conditions of A & B Type flats in Phase-I and also the dilapidated conditions of three overhead water tanks in Phase-II.	a) GM - Head Infrastructure- Panvel informed that actions have been taken during last 2-3 years, which includes comprehensive revamping of the RGL building in Phase-I, Renovation of SPIC and Logging Services in Phase-II, providing rooftop sheds in Residential area and offices and Ambedkar Bhavan in Phase-I .	GM - Head Infrastructure - Panvel.

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			<p>Maintenance works related to RGL have been completed. Leakage prevention by providing rooftop sheds found to be suitable and there was no complaint against roof leakage.</p> <p>b) Same work for prevention of leakage at Ambedkar Bhavan is expected to be completed by end of February, 2019.</p> <p>c) Bids were opened for finalisation of contract for renovation of 287 B-type flats, which includes conversion of Ground Floor flats into stilt parking space. However, the same is going for retendering.</p> <p>d) Tender for renovation of IOGPT and IEOT is under evaluation and work is likely to be awarded by March, 2019.</p> <p>e) Repair and renovation work of KV - Tender is likely to be awarded by March.</p> <p>f) It was also informed that after installation of roof top sheets there are no complaints of leakages.</p> <p>g) As regards the 03 nos. of Overhead Water tanks in Phase-I and Phase-II, revamping and repair needs to be taken up after intrinsic study of these structures. However minimum repair works are being attended through regular maintenance contracts.</p> <p>h) Leakage from pipes in Phase-I will be completed by June, 2019.</p> <p>i) The walkway connecting IEOT and IOGPT should be refurbished by undertaking maintenance work.</p>	
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<p>2.</p>	<p>Canteen - Supply of quality and hygienic food.</p>	<p>Representatives of ASTO pointed out that the poor quality of food quality, general hygiene and infrastructure of all the three canteens in Panvel-Phase-I, IOGPT and SPIC.</p> <p>ASTO also objected to non-involvement of ASTO representatives in canteen committees.</p>	<p>a) Canteen Committees to be reconstituted with inclusion of ASTO representative and a Medical officer as per HQ guidelines on the subject within 2 days.</p> <p>b) ED-HoI, IOGPT desired that reports of canteen committee be submitted to L-1 at regular intervals.</p> <p>c) DGM (HR) - I/c HR-ER, Panvel informed that a proposal has already been moved for procurement of new furniture items for canteens. Queries of Finance is being replied to clear the same. Discussions are on for getting furniture from BCB canteen.</p> <p>d) It was decided to get the choked drains cleaned and hygiene to be improved upon immediately. ED-HRO desired that as an immediate measure whitewash of 3 canteens be done.</p> <p>e) Canteen premises to be spruced up immediately.</p>	<p>Head Infrastructure-Panvel & I/c HR-ER, Panvel.</p>
<p>3.</p>	<p>Housekeeping and upkeep of colony and offices.</p>	<p>ASTO pointed that the housekeeping in offices and adjoining places has been in dismal state of affairs for long and is not done on regular intervals.</p>	<p>a) Incharge HR-ER, Panvel briefed the house the status of Single Facility Management Service (SFMS) contract.</p> <p>b) It was informed that SFMS Contract awarded to M/s Superior Securitas from 01.03.2017 to 28.02.2020 had to be terminated due to deficient services and non-performance on 18.12.2018 and a new Contractor - M/s Moosa Service Company has been awarded contract for next 06 months where after regular contract will be put in place.</p>	<p>I/c HR-ER, Panvel & Head Infrastructure-Panvel</p>



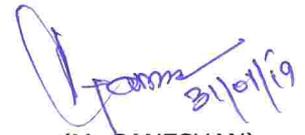
			<p>c) ED-HOI – IEOT advised circulation of copy of contract/Scope of Work to enable users to proactively take part in maintenance and hygiene of the canteens. The process of certification related to jobs undertaken by contractor should be revamped (along with format of certificate) so that all the building/floor managers certify only to the extent of jobs undertaken by the contractor</p> <p>d) It was also decided to appoint floor managers to take care of housekeeping.</p>	
4.	Sports facilities at Panvel	<p>ASTO demanded for a new badminton court as the existing one in Ambedkar Bhavan cannot be used when functions are held there.</p> <p>ASTO also requested for a new Gymnasium facility and proper upkeep of tennis court.</p>	<p>a) Head-Infrastructure informed that post renovation Ambedkar Bhavan would be having gymnasium facilities, badminton court and additional space for other activities.</p> <p>b) ED-HRO advised Incharge HR/ER, Panvel to constitute a committee for creation of sports facilities at Panvel.</p>	I/c HR-ER, Panvel & Head Infrastructure-Panvel
5.	Canteen at IEOT	<p>ASTO requested for a canteen at IEOT building as it was existing on earlier occasion.</p>	<p>a) GM – Head, Infrastructure informed that Renovation plan of IEOT includes proposal for Canteen as far as Infrastructure for same is concerned. Remaining facilities will then need to be provided.</p> <p>b) He also requested that necessary arrangements for operation of canteen may be done as infrastructure can be created.</p>	GM - Head Infrastructure - Panvel & DGM (HR) - I/c HR-ER, Panvel

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6.	Allotment of C type quarter to E-1 executives in case of availability.	ASTO informed that non-teaching staff of KV are allotted with 'C' type quarters. However, even if the quarters remain vacant they are not allotted to the E-1 executives who are not getting flats. ASTO requested for consideration of allotment of C-type quarters to below E-3 executives.	a) ED-HRO assured that the issue of allotment of C-type quarter to non-teaching staff of KV will be examined as to under what conditions C-type quarter was allotted to non-teaching staff of KV. b) DGM (HR) I/c HR-ER, Panvel was advised to prepare the list of vacant C type flats in association with Estate to know the requirement.	I/c HR-ER, Panvel & I/c Estate.
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In the end, ED-HOI IOGPT & IEOT thanked everyone and President ASTO for such healthy discussions. I/c HR-ER, Panvel then presented the vote of thanks.

Meeting ended in a cordial atmosphere.



(M. GANESHAN)
DGM (HR) – Incharge IR

No. WOU/IR/10(3)/2014-18/

Date: 31.01.2019

Distribution:

(1) All Participants

Present

Sl. No.	Representing Management S/Shri	Representing ASTO S/Shri
1	S Gopinath, ED-HRO	P N Pathak, President, ASTO
2	Budhin Deuri, ED – HoI, IOGPT	A G Gavaskar, Vice President, ASTO
3	Dinesh Kumar, ED – HoI, IEOT	S K Srivastava, Secretary, ASTO
4	R K Sharma, GGM(HR)-Support Manager	Virendra R Tauk, Jt. Secretary, ASTO
5	A K Agrawal, GM (HR), RO	Dr. Sanjay Sangole, DCMO
6	Yatish Kumar, GM(C)-Head Infrastructure	Varun Khandelwal, Jt. Secy, Offshore
7	A S Pawar, GM(P) IOGPT	Pankaj Tiwari, Jt. Secretary, Panvel
8	Dr. Bhagwan Das, DGM(HR) I/c HR/ER Panvel	
9	Ajit Kumar, DGM (C), I/c Civil, IEOT	
10	Amul Gupta, DGM (E&T)	
11	A H Yadav, DGM(C) - EA to ED-HRO	
12	Nishit Tikka, DGM (HR), I/c FMG	
13	M K Sarkar, DGM (Civil)	
14	Pushkar Singh, DGM(Elect)	
15	Ajeet Singh, DGM(F&A)	
16	N K Sudhakaran, CM(HR), I/c Estate	
17	P H Gharat, CM(HR)	
18	S K Agrawal, CE(Elect)	
19	Neeta Tigga, M(HR)	
20	S K Mahale, DM(HR)	
21	K R Marathe, Sr. HRE	
22	Vineet Arora, EE(IE)	
23	Suprit Awasthi, EE(P)	
24	Prince Anurag, EE(P)	

Convenors: Shri M Ganeshan, DGM (HR) - Incharge IR
Shri Daksh Kumar Anand, Sr HR Executive - IR


31/01/19