



Association of Scientific & Technical Officers

Registered with the Registrar of Societies, Uttarakhand Govt., Regd. No. 172 (1967-68)

OIL AND NATURAL GAS CORPORATION LIMITED, Mumbai

ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड, मुंबई



S. K. SRIVASTAVA
PRESIDENT
9969229529

SHASHI PRAKASH PANDEY
VICE PRESIDENT
9409304657

RENU NAIR
JT. SECRETARY
9969229452

AKHAND PRATAP SINGH
JT. SECRETARY (OFFSHORE)
7710091467

Ref. - ASTO/MUM/HRO/Maker Tower/22/2024

Date: 24.07.2024

To,
GGM-HRO,
NBP Green Heights,
ONGC Ltd., Mumbai

Subject: Request for Deployment of Medical, HR and Finance Manpower at Maker Tower office

Respected Sir,


ASTO Mumbai, extend our heartfelt appreciation to the HRO Mumbai and his team for their commendable efforts in renovating the Maker Tower office. The transformation has indeed brought back the functionality of the space, creating a conducive environment for the employees posted here.

However, as CPD-Mumbai team is settling into the new office, several challenges have surfaced, causing significant discomfort and hindrance to the daily operations. Action on the following points is required to alleviate these issues and enhance employee productivity:

1. Currently, employees have to travel to Bandra/Panvel offices for Medical Credit Note Facility, PCS and HR-related tasks due to the absence of personnel from Medical, HR and Finance departments at Maker Tower office. Deployment of respective department employees to this office on regular basis or on specific days of the week to address the need of the employees working here would greatly reduce the time and effort spent on commuting for these essential services.
2. In view of the operational requirement, a bus service from Panvel to Maker Tower office should be started. It will surely result in enhanced employee productivity by reducing commute time of 3-4 hours and would also contribute to better work-life balance and overall satisfaction.
3. The absence of DAK and post facilities at the Maker Tower office is causing operational delays and inconvenience. To ensure timely and efficient handling of correspondence and documents, the same may please be established.

ASTO-Mumbai believes that addressing these concerns will significantly improve the working conditions and morale of the employees posted at the Maker Tower office.

With Kind Regards,


S K Srivastava
President,
ASTO Mumbai