



एसोसिएशन ऑफ साइंटिफिक एंड टेक्निकल ऑफिसर्स  
Association of Scientific & Technical Officers

Registered with the registrar of societies, U.P. Govt, Lucknow, Regd. No. 172 (1967-68)

ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लिमिटेड, मुंबई

OIL AND NATURAL GAS CORPORATION LIMITED, MUMBAI



एस. के. श्रीवास्तव  
अध्यक्ष  
S. K. SRIVASTAVA  
PRESIDENT  
(O) 022- 26466203  
(M) 9969229529

शशि प्रकाश पांडेय  
उपाध्यक्ष  
SHASHI PRAKASH PANDEY  
VICE PRESIDENT  
(O) 022- 24088246  
(M) 9409304657

ज्योति राणा  
सचिव  
JYOTI RANA  
SECRETARY  
(O) 022- 26563691  
(M) 9969223092

रेनू नायर  
संयुक्त सचिव  
RENU NAIR  
JT. SECRETARY  
(O) 022- 24089155  
(M) 9969229452

ऋषि कपूर  
कोषाध्यक्ष  
RISHI KAPOOR  
TREASURER  
(O) 022-24089080  
(M) 7304449711

अखण्ड प्रताप सिंह  
संयुक्त सचिव (अपटट)  
AKHAND PRATAP SINGH  
JT. SECRETARY (OFFSHORE)  
(M) 7710091467

मोहिनीश दीपक  
संयुक्त सचिव (पनवेल)  
MOHINISH DEEPAK  
JT. SECRETARY (PANVEL)  
(O) 022-27486363  
(M) 9969228919

Ref. - ASTO/MUM/FDE/DHR/02/2023

Date: 22.06.2023

To  
Director (HR),  
DUB,  
ONGC Ltd., New Delhi

**Subject:** Request for Modification in Field Duty Expenditure claim

Respected Sir,

ONGC provides Field Duty Expenditure to field employees posted in offshore/ onshore locations. Presently following categories of duties are mapped in FDE claim in Webice:

1. Onshore –Round the clock 8 Hrs Shift and General Shift
2. Onshore- 12 Hrs duty in two shift in two days on/off
3. Onshore-14 day on /off
4. Offshore-14 days on /off

Other than these regular field duty patterns, employees posted at base offices and associated with operations also visit for offshore duty on as and when required basis frequently. Provision has been made in the existing system for payment on pro rata basis by changing duty type in the Webice system. **However, base posted employees of Mumbai when claim FDE, the system allows them to apply only in aforementioned point number 1 i.e. 8 hrs. Shift duty at onshore, whereas these employees are actually performing 12 hrs. Shift duty at offshore.**

This may be resolved by mapping one more option i.e.12Hrs shift duty at Offshore in webice system of FDE claim.

It is therefore, requested to your good self to pass necessary instructions to modify the system so that employees posted at base and performing offshore duty on as and when required basis are also be eligible to claim the FDE for offshore duty.

With Kind Regards,

S K Srivastava  
President,  
ASTO Mumbai

CC:

1. Director (Production)
2. ED- Chief ER