



Association of Scientific & Technical Officers

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OIL AND NATURAL GAS CORPORATION LIMITED, Mumbai

ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड, मुंबई



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Ref. - ASTO/MUM/HRO/Helibase/16/2024

Date: 21.03.2024

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

SUB: Extension of Loan and Advance facility to Helibase

Respected Sir,

Mumbai Offshore is the highest producing field of our esteemed organisation. Employees working on the rigorous 14-days On/Off shift rotation at offshore locations rely on the HR and PCS establishment services available at the Helibase.

However, when it comes to matters concerning loans and advances—such as car loans, education loans, white goods, and HBA advances—offshore employees are compelled to visit NBP, Green Heights, RO-Mumbai. Many a times, an individual has to come to Mumbai one or two days in advance or sometimes have to stay back after performing their offshore duties.

Given that we already have operational HR and Finance departments at the Helibase, we request you for the extension of Loan and Advance facility to Helibase as well.

This move would greatly enhance the comfort of offshore employees, saving valuable days from their Off Duty Periods and expediting the overall approval process.

With Kind Regards,

S K Srivastava
President,
ASTO Mumbai

CC:

1. Asset Manager- MH, B&S and NH
2. CDS – SW and DW