



ASSOCIATION OF SCIENTIFIC & TECHNICAL OFFICERS

OIL AND NATURAL GAS CORPORATION LIMITED, NEW DELHI

Registered with the Registrar of Societies U.P., Lucknow, Registration No. 172 (1967-68)



AMIT KUMAR
President - CWC

No.ASTO/CWC/Pres/2008-10/D(HR)-12

12.08.2008

To

Director (HR)

Oil and Natural Gas Corporation Ltd.
Jeevan Bharati Tower-II
New Delhi

Subject: Committee for preparation of model contract for housekeeping and catering services in field and operational areas.

Sir,

During the ASTO-CWC first internal meeting on 14th July 2008 and with Management on 15th July 2008 at Delhi, ASTO as part of its concern & commitment to the employees of the organization, presentation was made on working & living conditions of sites, installation, offices, colony, etc. ASTO brought out the sorry state of affairs in working condition of these places.

During the visit of ASTO-CWC to fields of Karaikal and Field Parties stationed in the remote areas of south, it was noticed that the catering and housekeeping at various DSAs and drill sites are in a very sad state. It was also noticed that the Field Party Camp was very well maintained and the food was also of good quality. These tangentially divergent conditions co exist in the same area. The conclusion was very clear that the contractual obligations as well as the scope of work are completely different though they are catering to the same type of officers. Hence it is felt that a committee consisting of the following ASTO office bearers/members is constituted for reviewing of terms & conditions at part with MNC's and preparation of model contract for housekeeping and catering services in field and operational areas at onshore in the first phase along with a detailed tender document that shall be submitted to the management:

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| 1. Shri B.M.L. Aswal
President-ASTO, Dehradun | Member Secretary |
| 2. Shri P.K. Goel
Vice President-ASTO, Dehradun | Member |

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| 3. | Shri T.K. Goswami
Vice President-ASTO, Agartala | Member |
| 4. | Shri Manoj Bhagwati
Secretary-ASTO, Nazira/Sivasagar | Member |
| 5. | Shri S. Kalaimani
Secretary-ASTO, Karaikal | Member |
| 6. | Shri Bharat Chavda
Jt. Secretary-ASTO, Ankleshwar | Member |
| 7. | Shri P.N. Pathak
Treasurer-ASTO, Mumbai | Member |
| 8. | Shri V. Subramanian
Jt. Secretary-ASTO, Chennai | Member |
| 9. | Shri Manu Kashyap
Manager (MM), IDT-Dehradun | Co-opted Member |

The committee shall submit its report by 30.09.2008.

With regards,

Yours sincerely,


(Amit Kumar)

Copy to:

1. Chairman and Managing Director, ONGC, New Delhi.
2. Director (Onshore), ONGC, New Delhi.
3. Director (Offshore), ONGC, New Delhi.
4. Director (T&FS), ONGC, New Delhi.
5. Director (Exploration), ONGC, New Delhi.
6. Director (Finance), ONGC, New Delhi.
7. ED-Chief ER, ONGC, Dehradun.