



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No.103 (93)/12-CP

Dated : 06th June, 2013

OFFICE ORDER (27 / 2013)

Sub:- Voluntary Retirement Scheme (VRS- 2013)

It has been decided to operate a Voluntary Retirement Scheme, hereinafter described as VRS 2013, on the following terms and conditions:-

1. ELIGIBILITY :

1.1 VRS 2013 is available to all whole-time regular employees, who are on the rolls of the Corporation as on **06th June, 2013** and who have attained the age of 40 years or above, with minimum 15 years of continuous service.

1.2 Employees may opt for VRS-2013 depending on their medical conditions which hamper effective discharge of duties. However, such cases shall be examined by a duly constituted Medical Board. Competent Authority on recommendation of the Medical Board, may take a view to accept such VR requests, even if the individual does not fulfill the eligibility criteria.

1.3 The period of service will include earlier service in ONGC in case of re-employed persons, and/or earlier service in any Government body or any Public Sector Undertaking, whether the employee was absorbed (from deputation) or recruited in ONGC, provided the criteria as per clause 1.1 is fulfilled and the PF, EL etc. have been transferred from one entity to another on such change of service.

1.4 The stipulations of minimum age and/or period of service will not apply to persons employed on compassionate grounds.

1.4.1 Employees who have executed Bonds are not eligible for VRS 2013 during the tenure of the respective Bond.

1.4.2 Employees who have been deputed/released for external (India or abroad) training/ study/ assignments for period/s of three months or more during the five year period ending on **06th June, 2013** are not eligible for VRS 2013 during the five year tenure counted from the date of reporting back on assignment in ONGC.

1.4.3 Employees against whom disciplinary proceedings for major penalty are in progress and/or are contemplated, and/or employees facing charges from external agencies are not eligible.

1.5 The scheme will be open from **06th June, 2013 to 31st July, 2013.**

2. BENEFITS:

2.1 VRS 2013 will be sanctioned strictly in accordance with GOI DPE O.M. No. 2(32)/97-DPE (WC)/GL-XXII dated 5th May, 2000 and subsequent clarifications/decisions of the DPE, copies of which will be available with the

concerned HR/ER Establishments. In case of any dispute/difference between the DPE's instructions and the Corporation's rules and practices, the instructions from DPE shall prevail.

2.2 The Benefits admissible under this Scheme shall be as under:-

2.2.1 Ex-gratia equal to **60 days** salary for each completed year of service or salary at the time of voluntary retirement multiplied by the balance months of service left before normal date of retirement on superannuation, whichever is less. The salary drawn in the month just preceding the month of the application for VRS shall be reckoned for this purpose.

NOTE : Salary for the above purpose shall consist of Basic Pay and DA only and no other entitlement. Basic Pay shall not include Personal Pay, Special Pay, NPA etc.

2.2.2 Balance of Provident Fund, Cash equivalent to Earned Leave, Encashment of Half Pay Leave as per Corporation's Good Health Reward Scheme, as admissible on normal superannuation.

2.2.3 Gratuity as per ONGC Death, Retirement and Terminal Gratuity Rules, 1995.

2.2.4 Notice pay as per the conditions of the service applicable to employee.

2.2.5 Travel expenses and transfer traveling allowance for the employee and his dependent family members by entitled class to the place where he intends to settle down.

2.2.6 Benefits under the PRBS will apply as per PRBS Rules, effective from the date of normal superannuation on attaining the age of superannuation.

2.2.7 Where Corporation's own housing or leased housing has been provided, the same may be retained for two months on release under VRS 2013.

2.2.8 Use of telephone/s provided in residence will be permitted for one month on release under VRS 2013 subject to maximum bill amount being restricted to the average of previous 12 months' actuals.

2.2.9 Official transport facility wherever provided will also not be admissible after release on VRS.

2.2.10 An employee retiring after completion of 50 years of age and 20 years of service shall be eligible for medical facility to the retired employees and his/her spouse as per Corporation's Medical Facility Scheme for retired employees in force from time to time.

2.2.11 Those employees who joined ONGC from other Govt./PSU/State Govt. and seek VR under VRS 2013 are eligible for medical facility as per following terms and conditions:

a) The employee should have completed 50 years of age and total service rendered by him together, without any break in Central Govt. Offices/PSUs/State Govt. should exceed 20 years including minimum 10 (ten) years service in ONGC.

b) Medical facility will be extended to the employee and his/her spouse from the date of VR scheme.

2.2.12 The employees in the age bracket of 40 years to 50 years may obtain medical insurance policy for an amount of Rs. 2.5 Lacs each for self and spouse per year.

The premium of obtaining such medical insurance policy shall be reimbursed to them on production of policy and receipt thereof subject to a maximum limit of Rs. 4,500/- each per annum plus service tax as per actual (i.e. Rs. 1800/- per annum per person for an insured sum of Rupees One Lakh plus service tax). On attaining the age of 50 years, such employees who had completed 20 years of service on the date of Voluntary Retirement, may avail normal medical benefit for self and spouse as per provisions of Post Retirement Medical Scheme, as amended from time to time.

2.2.13 Those employees who had joined ONGC from other Govt./PSU/State Govt., shall also be eligible for aforesaid medical insurance policy, if they fall in age bracket of 40 to 50 years. However, on attaining the age of 50 years, they may avail normal medical benefit under ONGC Post Retirement Medical Scheme, as amended from time to time, for self and spouse only, if they have completed 20 years of service without any break including minimum 10 years of service in ONGC on the date of VR.

2.2.14 The facility will cease if the employee takes up employment or engages in the business/profession any time subsequent to voluntary retirement.

2.2.15 No other benefit, of any nature, will be admissible.

3. RELEASE:

3.1 Release on VRS 2013 will be decided at the sole discretion of the Management. The following general guidelines will, however, be followed without prejudice to the sole discretion of the Management:

3.1.1 The "Eligibility Criteria for VRS 2013" is annexed to this Office Order (**Annexure I**).

3.1.2 The employees seeking Voluntary Retirement should submit his/her completely filled Application Form (**Annexure II**) with all supporting documents (duly authenticated by the immediate superior officer, if original not submitted) so as to reach the Centralized VRS Cell-2013, ONGC, Tel Bhavan, Dehradun on or before the closure of the scheme, with copy to the controlling officer who will personally ensure that this copy, with required endorsements/enclosures/clearances (Local D&A and Vigilance) and PAR grading (wherever applicable), reaches the Centralized VRS Cell-2013 within five working days from the date of submission of VR application. The Centralized VRS Cell-2013 will be constituted and supervised by Chief, ER.

3.1.3 The applications will be scrutinized in the Centralized VRS Cell-2013 where the "Eligibility Criteria" format will be compiled based on certified in-puts from the officers holding custody of ACRs/PARs.

3.1.4 The applications will be grouped by Grade and Discipline, and put up for decision to the following authorities :

E-6 and above	-	Executive Committee
E-4 and E-5	-	C&MD on recommendations of Director concerned and Director(HR)
E-1 to E-3	-	Director (HR) on recommendations of Chief ER and Director concerned.
Upto E-0 (including workmen)	-	Chief ER on the recommendations of Central VRS 2013 Cell

3.1.5 In case of any deviation/ exception of any nature in approval/ rejection of VRS 2013, the decision can only be taken at the Executive Committee on formal reference by the concerned Director.

3.1.6 Those employees who are under transfer and apply for VR under VRS 2013 shall not be released on transfer. However, they shall not be allowed to withdraw their request for VR in case they intend to do so later on.

3.1.7 Employees seeking voluntary retirement will be required to serve a notice period of three months from the date of submission of request for voluntary retirement. The Corporation at its discretion can waive the notice period partially or fully. The Management may also decide to relieve the employee earlier than three months notice period on payment of notice pay salary.

3.1.8 Those employees whose request for VR is accepted by the Competent Authority, they shall be released on VR at the end of the month in which they complete their three months notice period. However, if the employees are desirous of getting relieved before the expiry of their notice period, they will be required to deposit notice pay in lieu of the notice period.

3.1.9 The benefits admissible as per the DPE instructions will be paid on the day the employee stands relieved. All other benefits will be paid within a month of compliance of requirements under clause 2.2.7 and 2.2.8.

3.1.10 VRS 2013 applications, once submitted, can be withdrawn within 15 days from the date of submission of the Application for VRS by the Applicant employee and not thereafter.

4. RESTRICTIONS:

4.1 All tax liability will be borne by the concerned employee.

4.2 The post- retirement medical facilities will cease if the retiree takes up another employment and /or acts in a manner prejudicial to the interest of ONGC or its subsidiaries.

4.3 The retirees will be required to seek formal approval of ONGC in case he/she intends to work for any other Oil and Gas Organization/Company (PSU or private) within 2 (two) years of release on VRS 2013. In case he joins employment with another PSU, he shall have to return the VRS compensation.

5. GENERAL:

5.1 Employees covered under clause 1.4.3 may apply for VRS 2013; such applications may be considered at the sole discretion of the Management.

5.2 In case of any dispute or ambiguity, decision of the Management will be final and binding.


(Pradeep Sahariya)
ED-Chief, ER

Eligibility Criteria for VRS 2013

1. The Eligibility Criteria is based on three factors viz. Qualification, Age (as on 06th June, 2013) and Performance as reflected from ACRs / PARs.
2. Score on each of the three factors is to be calculated in following manner:

2.1 Qualification Score

Q3 and below	5
Q2	3
Q1	1

2.2 Age

<u>Range(Years)</u>	<u>Score</u>
58 plus	4
54-57	3
49-53	2
40-48	1

2.3 Performance as reflected from ACRs/PARs. Score

For Executives:

No 'A' and above PARs	5
1-2 'A' and above PARs	3
3-4 'A' and above PARs	1
5 'A' and above PARs	0

For Non-Executives:

No Very Good and above PARs	5
1-2 Very Good and above PARs	3
3-4 Very Good and above PARs	1
5 Very Good and above PARs	0

For calculation of score under the above criterion, last five ACRs/PARs will be taken into account.

3. VRS 2013 will be considered at the discretion of management to employees with score of **4 (four)** and above subject to terms and conditions of the Office Order No. 103(93)/12-CP dated, 06th June, 2013. **Fulfilling the eligibility criteria does not mean that the request for Voluntary Retirement would be accepted.**

Application for VRS 2013

1. Name : _____
2. Designation : _____
3. CPF No. : _____
4. Gender (Male/Female) : _____
5. Date of Birth : _____
6. Discipline / Department : _____
7. Present assignment : _____
8. Location : _____
9. Date of last Promotion : _____
10. Date of joining present post : _____
11. Service History: :

Place of posting	From:	To:	Assignment
_____	_____	_____	_____
_____	_____	_____	_____
- 11.1 Date of joining ONGC : _____
- 11.2 Date of joining and leaving ONGC (in case the applicant is re-employed) :

Dt. of Joining:	Dt. of Leaving:
_____	_____
- 11.3 Total service in ONGC (years) : _____
- 11.4 Earlier service in Govt. /other PSUs :
(Please indicate date of joining and leaving in each case)
- 11.5 Total Service in ONGC and Government/other PSUs (years) : _____
12. Qualification(s) : _____
- 12.1 Qualification Level (Q1/Q2/Q3/BQ3) : _____
13. Details of Bond executed, if any : _____
14. Details of external training /study /research, if any (date of release and date of resumption of duty in ONGC, copy of approval letter/s etc.). : _____

15. Details of ongoing inquiry/proceeding : _____
 (whether departmental or External)
16. Details of penalty/punishment/ : _____
 Suspension, if any.
17. Any other relevant data : _____

I,....., confirm having made this application for VRS-2013 on my own choice, and I have signed this application before my immediate Superior Officer Shri/Smt./Kum..... on.....(date) at (Location).

Signature of Applicant

Place:

Date:

Counter-Signature of Immediate Superior Officer

Name.....

Designation

Location

Date

Note: Checklist for VR applicants & Dealing Officers:

1. Advance copy to Centralized VRS Cell-2013, Corporate ER, Tel Bhavan, Dehradun
2. Copy endorsed by the Head of Department, to be forwarded to Centralized VRS Cell-2013, Dehradun with Local D&A and Vigilance clearances and PAR grading.
3. Copy for Local Office record
4. Applicant's copy

Encls :

1. Authenticated copy of latest salary slip.
2. In support of item 11, 13, 14, 15, 16 and 17 (if applicable).