



OIL AND NATURAL GAS CORPORATION LIMITED
(CORPORATE POLICY SECTION)
TEL BHAVAN: DEHRADUN

No. ONGC/ER/CP/REM/001

Dated: 8th March, 2010

OFFICE ORDER (17/2010)

**SUBJECT: REVIEW OF REIMBURSABLE COST OF BRIEF CASE/
PORTFOLIO BAG.**

Reference is invited to the instructions contained in office orders no. 1(28)/2006-GA (CP) dated 08.12.2000, 17.04.2006 and office order of even no. dated 3rd December, 2007 regarding reimbursable cost of brief case/port portfolio bag / office bag.

2. In partial modification of aforesaid instructions, the Executive Committee in 363rd meeting held on 9th -10th February, 2010 has decided to enhance the existing cost ceilings for reimbursement of cost of brief case/portfolio bag/office bag as indicated hereunder-

Level	Eligibility	Cost ceiling
W&A	Office bag	Rs.3000/-
S-level & E-0 to E-2	Brief case/port folio bag.	Rs.4500/-
E-3 to E-5		Rs.6000/-
E-6 & above		Rs.8000/-

3. The above mentioned ceilings shall be applicable from **1st January, 2010**. The differential cost of brief case/portfolio bag/office bag on account of enhanced ceilings would be reimbursed only in those settled cases where claimed cost exceeds the pre-revised ceiling.

4. Other terms and conditions governing the said reimbursement shall however remain unchanged.


(Amarendra Sahu) 8.3.2010
Dy. Gen. Manager (HR)-Corp. Policy

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