



OIL AND NATURAL GAS CORPORATION LIMITED  
DEPARTMENT OF EMPLOYEE RELATIONS  
CORPORATE POLICY SECTION  
TEL BHAVAN, DEHRADUN

No.DDN/CER/1(4)/4-2013

Dated 15.10.2013

**Subject- Benefit to Retired Employees for taking care of their Emergency needs-  
Asha Kiran**

The DPE vide its OM dated 08.07.2009 recommended that CPSEs may create a corpus by contributing not more than 1.5% of PBT in order to take care of medical and any other emergency needs of those retired employees who are not covered by the pension Scheme and /or post superannuation medical benefit scheme.

The Scheme to meet emergency needs of the retired employees has been approved by the competent authority and is named as "Asha Kiran". The detailed scheme is enclosed, along with application format, required to be filled by the retired employees/ beneficiary for claiming benefits under the Scheme.

The Incharge HR-ER at the work centres shall implement the scheme through Separated Employee Establishment (SEE) of the respective Work Centre. The Scheme may be widely circulated to retired employees and Retired Employee Associations appropriately by the concerned Incharge HR-ER in Hindi/English and local language, if felt necessary.

The eligible beneficiaries shall submit their claim application in the requisite Performa along with bank details to the respective SEE, who in turn shall be the process owner of the Scheme.

It is enjoined upon all Incharge HR-ER to set up a helpdesk initially for three months period with dedicated officials, who would extend all help to the retired employees in filling and submitting the application as well as ensuring proper record/data creation in the SAP platform after due verification.

Efforts may be made by all concerned to implement the Scheme uniformly, effectively and at a faster pace.

  
**(Pradeep Sahariya)**  
**ED- Chief ER**

**Distribution:-**

1. Asset Manager/Basin Manager/Head of Institutes.
2. Head RO Mumbai
3. GGM(HR)-Head Corporate SEE, ONGC, Dehradun.
4. CEA to CMD/D(HR)/D(F)/D(OFF)/D(ON)/D(T&FS)/D(E).
5. Incharge HR-ER/ Incharge Finance all work centres.
6. Incharge SEE all work centres.



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**DEPARTMENT OF EMPLOYEE RELATIONS**  
CORPORATE POLICY SECTION, TEL BHAVAN, DEHRADUN

No. 103(92)/13-AKS/CP

Dated 15.10.2013

Office Order (42/2013)

**Asha Kiran**  
**Guidelines**

**A scheme for extending financial assistance to the employees retired prior to 01.01.2007 for taking care of their emergency needs.**

In terms of DPE OM No. 2(81)-08-DPE(WC)-GL-XVI/2009 dated 08.07.2009 & 2(81)-08-DPE(WC) dated 25.04.2011 and as approved by the Ministry of Petroleum and Natural Gas, a scheme for providing benefit to retired employees for taking care of their emergency needs has been formulated. The scheme shall be known as '**Asha Kiran**'.

**1. Objective**

The objective of the scheme is to provide financial assistance for meeting the emergency needs of those retired employees or their surviving spouse (in the case of deceased employees) who are not able to cope up with distressful emergency situations.

**2. Eligibility**

2.1 Subject to Para 2.2 below, the scheme shall cover –

2.1(i) Former regular employee of the Company who superannuated/voluntarily retired/prematurely retired on health grounds from the services of ONGC before 01.01.2007 and have had rendered continuous service of minimum fifteen years in ONGC prior to his/her separation,

OR

His/her surviving spouse (in case post separation death of the employee).

2.1(ii) Former regular employee of the company who suffered **permanent total disablement** resulting in to separation **before 01.01.2007** irrespective of length of regular service rendered before the said separation

OR

His/her surviving spouse (in case post separation death of the employee).

2.1(iii) Surviving spouse of a regular employee, who **died before 01.01.2007** while being in service of the company irrespective of length of regular service rendered before his/her death.

- 2.2 Retired employees or their surviving spouse (in case of deceased employees) having monthly income not exceeding Rs 10,000 (Rupees Ten thousand only) p.m. shall only be eligible for the benefits under the Scheme. A self-certificate shall be submitted by the prospective beneficiary along with the application declaring that his/her income from all sources is not exceeding Rs 10,000/- per month. Further, in the cases other than normal superannuation, the benefit shall be available from the date the employee would have attained the age of superannuation (notional age of superannuation).

### 3. Management of Scheme

- 3.1 A Board level committee of following Directors shall provide guidance for smooth implementation of the Scheme and shall oversee the Scheme at Corporate level:-
- i. The Director (HR), ONGC, *ex officio*
  - ii. The Director (F), ONGC, *ex officio*
  - iii. One Independent Director of ONGC, nominated by CMD.

For the sake of convenience, the above committee shall be known as 'Board Level Committee on Asha Kiran' or in short, '**BLC-Asha Kiran**'.

The BLC-Asha Kiran shall decide about the fund allocation and the ceilings of financial assistance in a particular year to mitigate different type of emergency situations taking into account various factors like inflation, cost of mitigating the emergency needs and the funds available in the corpus.

- 3.2. Further, at unit /work-centre level, Standing Committee of following officials will be constituted :-
- i. In-charge Finance at unit level, *ex officio*
  - ii. In-charge HR-ER at unit level as *ex officio* member secretary, who will be assisted by the In-charge of Separated Employees' Establishment (SEE) of the unit.
  - iii. An E6 or above level officer to be nominated by the respective Level-1 Executive.

For the sake of convenience, the above committee shall be known as 'Unit Level Committee on Asha Kiran or in short '**ULC-Asha Kiran**'.

The ULC-Asha Kiran shall scrutinize the applications received in the respective SEE from retired employees or their surviving spouse (in case of deceased employee) during a particular year and recommend the quantum of financial assistance to be provided to take care of the emergency need

- 3.3 The Level-1 executive at the concerned work centre shall have full powers to sanction the grant based on the recommendations of the ULC-Asha Kiran of the work centre, within the funds allocated by BLC-Asha Kiran and conveyed to the work centre by Chief-ER, subject to the ceilings prescribed in **Annexure-A**.

### 4. Financial Support Matrix

- 4.1 The amount of financial assistance to be provided shall depend upon the nature and magnitude of the emergency situation being faced by the affected eligible individual. An indicative but not

exhaustive list, showing the permissible ceiling for various kinds of emergency situations is appended as **Annexure-A** along with the detailed guidelines in this regard. The amounts indicated in the **Annexure-A** are upper ceilings for the given situations. The amount will be approved by Level-1 executive based on recommendations of ULC-Asha Kiran keeping in view the magnitude of the emergency situation, fund availability and the concurrent demands received. Maximum overall annual ceiling in respect of one employee shall be Rs 2,00,000/- (Rupees two lakh only).

- 4.2 Beneficiaries, eligible as per Para 2 of the Scheme, facing the emergency situation shall apply for financial assistance to mitigate the situations in the prescribed application form No. CLM-AKS (**Annexure-B**) indicating the nature, magnitude of emergency and the financial assistance required to mitigate the emergency.
- 4.3 Emergency needs of the beneficiaries shall be evaluated by the ULC-Asha Kiran referred to in Para 3.2 above, on the basis of applications submitted by the applicant taking, into account the nature and magnitude of the emergency situations. The committee shall recommend the cases, indicating the amount of grant, to the concerned Level-1 Executive.

## 5. Administration of the Scheme

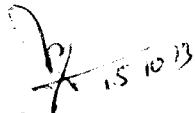
- 5.1 The In-charge HR-ER at the work Centres shall be the nodal officer for implementation of the Scheme through Separated Employee Establishment (SEE) of the respective work centre. The Scheme shall be widely circulated amongst retired employees and Retired Officers/ Employee Associations appropriately by the concerned In-charge HR-ER.
- 5.2 The eligible beneficiaries shall submit their claim application in **Annexure-B** along with bank details to the respective Separated Employee Establishment who shall act as the process owner of the Scheme. The processing of applications and coordination with ULC-Asha Kiran shall be carried out by the In-charge SEE at unit level and submitted for approval of the concerned Level-1 Executive. The sanctioned amount under the Scheme shall be transferred by associate finance to the individual's account electronically.
- 5.3 A quarterly report in a structured format regarding implementation status of the Scheme shall be submitted by the concerned In-charge HR-ER to the office of Chief-ER on regular basis. The Company wide consolidated status shall be prepared at Headquarters and submitted for appraisal of the 'BLC-Asha Kiran' on quarterly basis. The corporate level SEE shall coordinate with SEEs at unit level in this regard.

## 6. Other Conditions

- 6.1 The continuation of the Scheme and quantum of relief may be reviewed on year to year basis by the BLC-Asha Kiran. In case of inadequacy of Profit Before Tax (PBT) of ONGC in a particular year, the benefits under the Scheme shall reduce proportionately so as to comply with DPE guidelines.



- 6.2 In case a beneficiary changes his/her place of residence/settlement, the In-charge of the old SEE shall immediately intimate his/her counterpart at the new location about the financial assistance, if any, provided to the beneficiary at the old location under Asha Kiran during the current year.
- 6.3 If any doubt arises regarding the interpretation of any of the provisions of the Scheme, the matter shall be referred to the office of Chief - ER for necessary clarification. If required, Chief-ER may submit it to the BLC-Asha Kiran through Director (HR), for necessary clarification and the decision of the BLC-Asha Kiran shall be treated as final and binding.
- 6.4 Income Tax Liability, if any, will be borne by the beneficiary.
- 6.4 The Scheme shall come into effect prospectively from the date of its issue.

  
**(Pradeep Sahariya)**  
**ED - Chief ER**

**Financial Support Matrix****ASHA KIRAN-A Scheme for extending financial assistance to the employees retired prior to 1.1.2007 for taking care of their emergency needs**

Each Separated Employees Cell at all locations shall create/update the data base in respect of all those retired employees who are availing post retirement medical benefits or any other support from that particular SEE. The data base should have all relevant details viz name of retired employee and spouse, age, address (own house or rented), bank details, names of dependents if any indicating their name, age, gender, relationship with the retired employee etc.

Admissibility of financial support, per annum, under various situations will be as under-

ItemNo.	Brief Description	Annual Limit (Rs.)
(1)	(2)	(3)
<b>1 Natural calamities-</b>		
1(a)	Partial Damage to dwelling unit/household goods	1,50,000
1(b)	Total damage to the dwelling unit, which is rendered as not in a livable condition and also major damage to house hold goods.	2,00,000
<p>The grant will be admissible only in case of loss/ damage on account of natural calamities like flood, cloud burst, fire, building collapse, earth quake, storms, cyclones, tsunami, inundation etc. Cases of normal wear &amp; tear; weathering and normal erosion shall not be covered. For the grants listed above, the applicant shall submit a certificate issued in this regard by the concerned local Civil Authority i.e. City Fire Services, Distt. Admn etc. or a report by an assessment team appointed by the ULC-Asha Kiran.</p> <p>(a) Relevant documents pertaining to the damage/loss including the photographs etc shall be submitted by the applicant in support of his claim. Utilization certificate along with the bills and payment vouchers shall be submitted by the beneficiary within 6 months of release of funds. Any subsequent request for grant under Asha Kiran will be considered only where the bills of the past grant are fully settled.</p>		
<b>2 Food supplements/vitamins, Life support and nourishment-</b>		
(1)	(2)	(3)
2	The food supplements/tonics/vitamins should be such as are necessary for convalescence, health restoration, nourishment of the affected individual.	50,000
<p>Grant under this category shall be available for meeting the expenditure on special food supplement/tonics/vitamins etc which are not normally covered under ONGC medical facilities. The grant under item 2 shall be admissible only for the use of retired employee/spouse.</p> <p>The benefit shall be available to all employees above the age of 70 years on self-certification basis. For less than 70 years of age; the food supplement/tonics/vitamins shall be admissible as per the advice of ONGC doctor or a qualified medical practitioner and for which doctor's prescription shall be necessary.</p>		

<b>3 Old age-mobility issues.</b>		
(1)	(2)	(3)
3(a)	The actual expenditure incurred in provisioning for protective railings, supports, ramp etc. (The minimum life of such protective railing/support shall be 5 years.)	10,000
3(b)	The actual expenditure incurred on emergency ambulance or short stay near the hospital in the course of medical treatment/consultations Cases of transport due to medical emergency etc shall also be covered	30,000
3(c)	Expenditure on the service/ items of personal hygiene and safety which are not covered under ONGC medical scheme.	20,000
<p>For 3(a) above, the grant shall be available on self-certification basis. Grant in this category shall cover rehabilitation and protective aids viz provisioning of protective railings/supports/ ramps in the dwelling unit where the applicant normally resides (own or rented accommodation ) as well as personal assistance required due to fragility/ age related movement disability/ home nurse assistance due to partial or total disability.</p> <p>For 3(b), the grant shall be admissible only for the eligible retired ONGC employee/spouse. Further, the grant will be admissible on the basis of advise/ certification of ONGC Doctor/ Empanelled Doctor/ Doctor of a Civil Hospital that the same was necessary as an emergency measure.</p> <p>For 3(a) &amp; 3(b) utilization certificate along with the bills and payment vouchers shall be submitted by the beneficiary.</p> <p>For 3 (c), the grant shall be admissible only for the retired employee/spouse and the same shall be available on Self certification basis.</p> <p>The overall ceiling for all the items covered under Clause 3 above shall be Rs. 50,000 in a Financial Year.</p>		
<b>4.Support to dependent parents/parents-in-law/grand children</b>		
(1)	(2)	(3)
4(a)	Support to the parents/parents-in-law who are non-earning and whose responsibility has fully or partially fallen on the shoulders of the applicant(retired ONGCian or his/her spouse)	30,000
4(b)	Support to the grand children who are non-earning and whose responsibility has fully or partially fallen on the shoulders of the applicant (retired ONGCian or his/her spouse) due to death of his/her parents.	30,000
<p>For 4(a) - The names of parents shall be verified from the personal records of applicant as available in his service book. In case of parents in law, their names are required to be verified by any serving ONGCian at minimum E2 level certifying that the support is provided by the applicant to his parents/parents in law.</p> <p>For 4(b) - Relationship of grandchildren with the beneficiary shall be verified by cross checking the name of son/daughter of the beneficiary as available in his service records.</p> <p>The overall ceiling for all the items covered under Clause 4 above shall be Rs. 30,000 in a Financial Year</p>		

<b>5. Financial Emergencies</b>		
(1)	(2)	(3)
5(a)	Occurrence of any involuntary financial liability which has fallen on the shoulder of the applicant. Details of such involuntary financial liability are required to be explained by the applicant.	50,000
5(b)	Where the retired ONGCian/spouse is passing through indigent conditions/ extreme poverty	30,000
<p>For 5 (a) above, necessary documents/proof in support of the case are required to be submitted along with the application in order to substantiate the claim under the scheme.</p> <p>For clause 5(b) above, self-certification from the applicant in this regard shall be required.</p> <p>The overall ceiling for all the items covered under Clause 5 above shall be Rs. 60,000 in a Financial Year.</p>		
<b>6. Victim of acts of terrorism</b>		
<p>For the grant under 6 above, the applicant shall submit the proof/evidence of such occurrence and that the affected individual has undergone the loss. The overall ceiling under this clause shall be Rs. 70,000 in a Financial Year</p>		
<b>7. Any other emergency</b>		
(1)	(2)	(3)
7.	Any other emergency need which has not been covered above	60,000
<p>For grant under 7 above, the request is to be examined and evaluated on case to case basis.</p>		
<p><b><u>Maximum overall annual ceiling in respect of one employee shall be Rs 2,00,000/- (Rupees two lakh only).</u></b></p>		



\*\*\*





# ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लिमिटेड

## Oil and Natural Gas Corporation Limited

### Application for Grant of Financial Assistance Under *Asha Kiran Scheme*(2014-15)

#### A. Details of Retired Employee & the Applicant

CPF No	<input type="text"/>	Name:	<input type="text"/>
Last Designation	<input type="text"/>		
Date of Joining	<input type="text"/> - <input type="text"/> - <input type="text"/>	Date of Birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Separation	<input type="text"/> - <input type="text"/> - <input type="text"/>	Last Place of Posting	<input type="text"/>
Separation Type	<input type="text"/>	Gender(√)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Whether Spouse is/was ONGC Employee	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, please mention CPF No.	
Name&Present Address of the Applicant	<input type="text"/>	DOB (If beneficiary is spouse) <input type="text"/> - <input type="text"/> - <input type="text"/>	Relationship with the retired employee (√) Self <input type="checkbox"/> Spouse <input type="checkbox"/>
PAN (if available)	<input type="text"/>	AADHAR No	<input type="text"/>

#### B. Details of Claim (along with requested amount to mitigate the emergency situation):

Sl No	Description of Emergency Situation Requiring Assistance under <i>Asha Kiran Scheme</i> *	Amount(Rs)
1		
2		
3		
4		
5		
6		
7		
Total		

\*Attach supporting documents. Attach extra sheet, if required.

#### C. Details of Assistance already received under *Asha Kiran Scheme* in the current financial year:

Sl No	Emergency Situation for which Granted	Date of Payment	Amount(Rs)
1			
2			
3			
4			
5			
Total			

#### D. Details of other Benefits Received:

##### D.1 Monthly Benefits being received under PRBS, if any:

Insurer (PRBS)	Monthly Amount (Rs)	Annuity option

##### D.2 Monthly Assistance received under *Agrani Samman*, if any:

<i>Agrani Samman</i> (Name of the Beneficiary)	Monthly Amount (Rs)	Self/Spouse

##### D.3 Monthly Income from other sources, if any:

Source of Income	Monthly Amount (Rs)	Self/Spouse

**E. Bank Details of the Applicant:**

Name & Address of Bank & Branch	
Account Number (Attach a cancelled cheque)	
IFSC Code	

**F. Certification**

**Declaration of income:** I do hereby certify that my monthly income from all the sources does not exceed Rs 10,000/- (Rupees ten thousand). The certificate is furnished for the purpose of claiming benefits under 'Asha Kiran Scheme' of ONGC. In case this information is found to be false, appropriate action can be initiated against me by ONGC including but not limited to recovery of benefits already disbursed, if any, under the said scheme.

**Date:**

**Signature of the Applicant**

**Supporting documents enclosed:**

1.	
2.	
3.	

4.	
5.	
6.	

**LIFE CERTIFICATE**

(TO BE CERTIFIED BY GAZETTED OFFICER / SERVING E2 & ABOVE ONGC OFFICER/BRANCH MANAGER OF THE BANK)

IT IS TO CERTIFY THAT MR./MRS ..... EX-EMPLOYEE OF ONGC,  
DESIGNATION ..... ID NO. .... HAS PERSONALLY APPEARED BEFORE ME ON  
..... AND SIGNED IN MY PRESENCE. HIS/HER SIGNATURES ARE APPENDED BELOW.

Place.....

(Signature of Certifying Officer)

Date : .....

(Sign.of Ex-Employee/Spouse)

with Name & Designation

**FOR OFFICE USE ONLY**

(FOR USE OF SEPARATED EMPLOYEES ESTABLISHMENT)

Date of receipt of application (complete in all respect): \_\_\_\_\_

Amount recommended by ULC (Rs): \_\_\_\_\_

Amount Approved by the Competent Authority (Rs) : \_\_\_\_\_ (attach copy of approval)

Forwarded for payment of (Rs) \_\_\_\_\_ (Rupees \_\_\_\_\_) as per sanction of the Competent Authority, subject to pre-audit.

**Date:**

**Signature & stamp of I/C Separated Employees Establishment**

(FOR USE OF FINANCE & ACCOUNTS SECTION)

Passed for payment of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) towards financial assistance under Asha Kiran Scheme.

**Date:**

**Signature & stamp of Finance & Accounts Executive**

## Self Certification

*(Applicable in only those cases where only self certificate is required by the ex-employees)*

With reference to the Scheme 'ASHA KIRAN' introduced by ONGC to provide financial assistance to its employees who retired prior to 01.01.2007 for taking care of their emergency needs, I hereby declare that:

1. I/My spouse was in regular service of ONGC and completed not less than 15 years of continuous service in ONGC without break.
2. I fulfil all the conditions of eligibility for receipt of grant under 'Asha Kiran Scheme'

Further, I hereby furnish Self Certification in respect of those emergency situations (tick marked below) which I am presently facing and need ONGC support to mitigate those emergency situations.

S.N.	Item No.	Description
1	2	This is to certify that I have completed the age of 65 years on..... I am incurring the expenditure of Rs... ..... on special food supplements/tonics/ vitamins for my health restoration, nourishment and that I have not claimed any amount for these items under ONGC post retirement medical scheme. <p style="text-align: right;">Signature</p>
2	3(a)	This is to certify that I have to incur an expenditure of Rs..... for provisioning of protective railings/support/ramp in my dwelling unit. And/OR I have to incur an expenditure of Rs.....for taking personal assistance required due to my fragile health/movement disability for which I have not claimed any amount on this count under ONGC post retirement medical scheme. <p style="text-align: right;">Signature</p>
3	3(c)	This is to certify that I have to incur an expenditure of Rs..... on the service/items of personal hygiene and safety, which are not covered under ONGC Medical Scheme. <p style="text-align: right;">Signature</p>
4	5(b)	This is to certify that I am passing through indigent condition/extreme poverty and need financial support to overcome my difficult condition. In order to mitigate this distressful situation, I may be granted an amount of Rs.....under this item. <p style="text-align: right;">Signature</p>

