



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

No. ONGC/ER/CP/MED/013

Dated: 5th July, 2007

OFFICE ORDER (50/2007)

Sub: PERIODIC MEDICAL EXAMINATION POLICY.

Technological advances while making the oil industry competitive, have also multiplied the hazards to the operating personnel in the form of complex process and application of various hazardous chemicals. Manpower in the organization is the most important resource and maintaining their health is vital for productivity and effectiveness. As such, promotion of health of employees in the widest sense has become a high priority, both a goal and a challenge for the organization. With a view to provide a structured programme to look after and promote the health of human resource, the Executive Committee in its 308th meeting held on 16-17th May, 2007 has approved a comprehensive policy on periodic medical examination as detailed hereunder for implementation throughout ONGC:

2.1 Applicability-

Periodic Medical Examination (PME) shall be applicable to:

- All regular employees;
- Deputationists;
- Tenure/term based employees and
- Casual/Contingent workers

2.2 Periodicity-

2.2.1 PME shall be carried out at regular intervals for all eligible employees as tabulated below:

Type of PME	Employees to be covered	Periodicity
General/PME	Employees upto 45 years age	5 years
	Employees in age group of 46 to 55 years.	3 years
	Employees in age group of 56 years & above.	2 years
Specific PME	Employees having hazard based profiles	As indicated in Annexure-A
Intermediate PME	On need basis- Upto 10 % of employees examined in a particular year.	Every year

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- 2.2.II Specific PME will be conducted in respect of employees working in hazardous locations/jobs as per periodicity laid down in various acts/rules/guidelines, more precisely indicated in **Annexure-A**.
- 2.2.III Intermediate PME will be carried out in between the general PMEs for those employees who have suffered from major diseases/accidents, or in whose case re-valuation is advocated for various causes
- 2.2.IV The employees whose PME has been conducted within the last one year, will not be re-examined again in pursuance of these guidelines. In such cases, PME would be carried out whenever it is due.

2.3 Scope-

PME will be conducted in two stages i.e. laboratory tests and clinical examination including interview, as mentioned below:

2.3.I Laboratory tests-

The laboratory tests and other investigations as prescribed in **Annexure-B** shall be carried out either in-house or at empanelled lab/diagnostic center.

2.3.II Clinical examination-

The clinical examination will include the following tests/evaluations:

- a. The Physical parameters indicated in **Annexure-C**.
- b. Spirometry and Audiometry test.
- c. The flexibility tests (P4) for all male and female employees.
- d. Physical evaluation for male field personnel.
- e. Interview to fill in the Personal and Family History Sheets of Periodic Medical Profile.
- f. Psychological Evaluation.
- g. Entry of the findings of tests & other investigations in 'Examination Data Sheets' of Periodic Medical Profile and simultaneously in an Access Data Base 'Occupational Health System'.

2.4 Periodic Medical Profile-

A detailed medical profile of eligible employees shall be built-up as per format given in **Annexure-D**.

2.5 Conduct of laboratory tests & other investigations-

- 2.5.I The laboratory tests and other investigations would be carried out in-house wherever such facilities exist. In case of non-existence of in-house facility,

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tests/ investigations would be carried out in lab/diagnostic center specifically empanelled for occupational health investigations

- 2.5.II In case, certain tests e.g. Spirometry and Audiometry are neither currently carried out in-house nor are done by the private agencies, they will be carried out by the MO(OH) after procuring necessary equipments
- 2.5.III Physical/ Psychological evaluation, flexibility tests (P4), interview and entry of findings in Periodic Medical Profile and Occupational Health System would be carried out by the MO(OH).

2.6 Procedure-

- 2.6.I MO (OH) will issue a call letter for PME as per format given in **Annexure-E**, to the eligible employees with endorsement to concerned Incharge, HR/ER and Incharge, HSE. The call letter should be accompanied with the individual reference, to the empanelled lab/diagnostic center for carrying out the tests/investigations. A specimen of reference note to be issued to the lab/diagnostic center is given in **Annexure-F**.
- 2.6.II The employee appearing for PME shall be treated on duty for maximum two days.
- 2.6.III The individual will have to report to empanelled lab/diagnostic center within a week from the date of receipt of call.
- 2.6.IV The individual will collect the finding reports of tests/investigations and will report to MO (OH) for clinical examination with in a week from the date of collection of reports.
- 2.6.V In case, he/she fails to report in a month's time to the MO(OH) for PME, non-compliance will be intimated to the Incharge, HR/ER for issue of reminder/necessary action.
- 2.6.VI MO (OH) will interview the individual for psychological evaluation and to provide guidance for filling in the Personal and Family History Sheets of Periodic Medical Profile.
- 2.6.VII MO (OH) will record the pertinent findings in Periodic Medical Profile and simultaneously in Occupational Health System. He will record these findings in a register also which is required to be maintained in compliance with the provisions of Indian Factories Act.
- 2.6.VIII MO (OH) will issue form 'O' required under the provision of Mines Act 1952, certifying the fitness of field employees to the concerned Sectional Head and individual. A copy of said document will also be kept in record at Occupational Health Center.

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2.6.IX On expiry of prescribed period, MO (OH) will repeat the above procedure to conduct the PME again.

2.7 Empanelment of laboratories/diagnostic centers-

2.7.I The private laboratories/diagnostic centers which confirm to the standards laid down by any of the following accredited agencies shall be empanelled after following the laid down procedure explained in **Annexure-G-**

- a. Department of Clinical Biochemistry (EQAS for Clinical Biochemistry) – CMC Vellore, Tamilnadu – 632 004
- b. NABL – National accreditation Board for testing & calibration Laboratory. Department of Science and Technology New Delhi 110 016
- c. IAPM – National Quality Programme in Clinical Biochemistry, Department of Pathology, Institute of Medical Sciences B.H.U. Varanasi, UP.

2.7.II In case, labs/diagnostic centers in a city/location do not confirm to the above accredited criteria, a lab/diagnostic center of repute being monitored by MD(Pathology/Radiology) with minimum three years experience, may be empanelled.

2.8 Deployment of Occupational Health Physicians-

2.8.I In order to conduct the PME effectively for all eligible employees at regular intervals, thirteen full time medical doctors preferably having a training in occupational health/public health or occupational medicine will be engaged on contract basis and designated as Medical Officer(Occupational Health). They would be deployed in following manner:

Gp	Location	Co-located work centers	Total requirement of MO(OH)	MO(OH) available	Addl. MO(OH) to be engaged.
1	Mumbai	RO, Assets, Basin, Institutes, Plant and other work centers.	2	2	-
2	Hazira	-	1	1	-
3	IPSEM,Goa	-	1	1	-
4	Chennai	RO & Basin	1	-	1
5	Rajamundry		1	-	1
6	Karaikal		1	-	1
7	Baroda	Ro, Basin & W/S	1	1	-
	Cambay	-			

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Gp	Location	Co-located work centers	Total requirement of MO(OH)	MO(OH) available	Addl. MO(OH) to be engaged.
8	Ahemdabad	Asset, IRS & WSS	1	-	1
9	Ankleshwar	-	1	-	1
10	Mehsana		1	-	1
	Jodhpur				
11	Sibsagar	-			
12	Nazira	-	2	1	1
13	Jorhat	Basin & INBIGS	1	-	1
14	Silchar		1	-	1
15	Agartala		1	-	1
16	Kolkata	RO, Basin, T&S and other work centers	1	-	1
17	Dehradun	Hqrs., F/Basin and Institutes	1	-	1
18	Delhi	All offices	1	-	1
	Total:		19	6	13

2.8.II The guidelines set out for engagement of doctors on contract vide office order no. ONGC/ER/ CP/MED/18 dated 2nd January, 2007 will be followed for engagement of MO (OH) also.

2.8.III Medical Officer (Occupational Health) shall report as under-

- a. Administrative reporting to - Incharge, HSE
- b. Functional reporting to - Chief, HSE through Head, Occupational Health

2.9 Record Management-

2.9.I The investigation reports, X-rays and hard copies of Periodic Medical Profile would be properly maintained by the MO (OH) for a period of ten years in pursuance of applicable laws, in a allocated record room. In case of transfer of the employee, his PMP along with investigation reports shall be transferred to the MO (OH) at new place of posting.

2.9.II The PME data would be maintained in Occupational Health System at local level.

2.9.III The findings of PME shall be kept confidential. In case of abnormal finding/notifiable disease, the same may be confidentially communicated to the Head, Occupation Health for necessary action.

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3. This office order shall come into force from the date of issue and will supersede all previous instructions on Periodic Medical Examination, which is currently conducted as a measure of health awareness.

Amarendra Sahu
5.7.2007

(Amarendra Sahu)
Chief Manager (HR)-Corp. Policy

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