



ONGC VIDESH LIMITED

ओ एन जी सी विदेश लिमिटेड,
5th Floor, Tower-B,
५ तल, टावर- बी,
Pandit Deendayal Upadhaya Urja Bhawan,
पंडित दीनदयाल उपाध्याय ऊर्जा भवन,
5, Nelson Mandela Marg
५, नेल्सन मंडेला मार्ग,
New Delhi 110070
नई दिल्ली- ११००७०

No. DLH/OVL/National Symb/2017

April 06 , 2017

Office- Order

During the official discharge of our work, we at ONGC Videsh, at times use the following, in our day-to day work :

- (a) National Map of India
- (b) National Symbol of India
- (c) National Flag of India
- (d) National Anthem of India

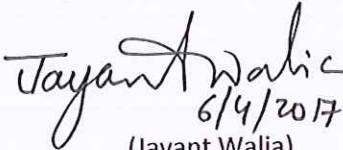
It is enjoined upon all, that while using any, or all of the above, utmost care be exercised, by following the officially laid- down and updated Protocol, guidelines and relevant applicable Acts, for use /display / playing and singing of National Anthem , use / printing & display of Nation Emblem / Map / Flag.

- (1) **National Flag Policy of India** : The Officially laid down guidelines/ rules exist, for the Display & use of National Flag of India, by the Name- '**Flag Code of India**'- 2002. The Flag Code of India, 2002, brings together all such laws, conventions, practices and instructions for the guidance and benefit of all concerned. The Flag Code of India 2002 permits/regulates the display of the tricolour, consistent with the honour and dignity of Indian National flag. This code defines all the sizes /dimension/ratio of National Flag, situations/conditions, do's and don'ts of the Display of National Flag, under different places/ situations/ conditions/ occasions etc. The further details, on the display of National Flag, may be referred to, by all concerned before printing/display/ hoisting of National Flag of India. The official website of Ministry of Home, Government of India, may also be referred, which is : www.mha.nic.in/national .
- (2) **National Map Policy of India** : The responsibility for producing, maintaining and disseminating the topographic map database of the whole country, which is the foundation of all spatial data vests with the Survey of India (SOI)- a department of Government of India. The website of Survey of India lists, the 71 publications- various types of digital Map , for sale and formalities thereof, including the contact details of its various offices in India. Accordingly, as per the requirement, either we can purchase the approved Map from Survey of India, by paying the requisite fees, applying in the given application form and signing the Annual License agreement. In case of publishing of our designed Map of India, the same is to be got approved from Office of Survey of India, Dehradun, as per their laid – down procedure. Their website of this department is, www.surveyofindia.gov.in.
- (3) **National Emblem** : The use/display of National Emblem of India, is strictly governed by State Emblem of India (Prohibition of Improper Use) Act-2005. This Act states/regulates the uses / publishing/ display/printing/ Use in Official Seal - of National emblem of India, under various situations. The Act also

defines, who can use the National Emblem of India. The details of this Act is already available on website www.mha.nic.in/national the website of Ministry of Home Affairs, Government of India. The same may please be referred to, including updates, if any, before we use/display/Print National Emblem, in any of our Official work of ONGC Videsh Limited .

- (4) **National Anthem of India** : There are Orders from Government of India regarding Protocol to be followed, while Singing /performing of National Anthem of India, under Various circumstances . There is defined code of the singing of National Anthem of India, including the Various functions/ celebrations/ Visit of Authorities/ parade etc. The details are available on the above stated website of Ministry of Home Affairs, Government of India – www.mha.nic.in/national . The same are to be followed, scrupulously, before any such singing/ performance of National Anthem takes place.

The above are brought to the notice of all the Employees of ONGC Videsh Limited, posted in India and abroad. We are in the process of publishing detailed booklet on the use of the above stated matters, which will be circulated to all the concerned, both in the printed copy and soft copy, shortly.


6/4/2017

(Jayant Walia)

Dy General Manager (HR)

Corporate Planning & Strategy

Distribution: All employees of ONGC Videsh Limited- In India and Overseas offices- Through OVL Group

E-Mail