

#	Department	Procedure	Timeline
1.	PSC/PF dept.	Receives Work Programme & Budget form from operator	2 days
	Prerequisites	a. WP&B document. b. Signed OC resolution. In case of non-submission of O _{CR} , reason should be provided by the operator. c. Variance Statement BE versus RE with justifications (if any).	
	Checks	a. Block is active with active PEL/PML. b. WP&B of next FY has been submitted within due date i.e., 31 st December of current FY. c. Reasons for delay in submission of WP&B is recorded	
2.	Technical	Technical department receives Work Programme & Budget form for examination from PSC/PF <u>Technical departments must raise queries within 4 days only. After that query option will be freezed.</u>	8 days
	Prerequisites	a. In case of RE, MCR and WP&B of the current FY (BE) should be available. b. In case well(s) are proposed in WP&B then technical details of the well(s) may be provided in requisite format. c. If the well(s) proposed are exploratory wells, then the MWP depths against which the well(s) are proposed. d. In case of RE proposals; approved BE proposal, variance between BE and RE and justification for same. e. In case of wells drilled, then such MC approvals to provide.	
	Checks	G&G department: a. Obtain current year MC-approved BE for evaluation of RE with actual for Q1-Q2-Q3 and proposed for Q4 b. Review budgetary items as lined up:	
		<ul style="list-style-type: none"> Geological & Geophysical Support - activities related to G&G 2D/3D API and analysis, other geological / geophysical investigations & studies (part of is in line with Reservoir 	

		<p>department) with corresponding reports or interpretative reports) and submission of respective reports.</p> <ul style="list-style-type: none"> • Data copying, storage, processing & interpretation charges • 2D seismic API with quantum proposed, maps and activity Gantt chart • 3D seismic API with quantum proposed, maps and activity Gantt chart <p>c. Find activities which are repetitive, dropped and/or any new added.</p> <p>d. Review next year BE vis-à-vis spill-over from current year and new activities for next year in the same lines.</p> <p>e. Consider provisions for future activities such as contractual/MC mandate like MWP, Appraisal Plan, Commerciality Plan, FDP/ RFDP, EIML, Phase exit etc.</p> <p>f. Look out for budgetary quotes or actual costs that appear strikingly high and raise flag for CF attention</p> <p>g. Query (if any) back to PSC/PF for clarification and addendum</p> <p>Drilling department:</p> <p>a. In case well(s) are proposed in WP&B then technical details of the well(s) may be provided in requisite format. In case of BE, operator will have the option to fill up limited well data or full well data. In case of limited well data submission, operator will have to tick undertaking that full data will be provided either in RE submission or through offline mode before commencement of drilling.</p> <p>b. If well/s proposed are appraisal wells: Check technical data of well/s visa-vis approved Appraisal Programme.</p> <p>c. If well/s proposed are development wells: Check technical data of well/s vis-a-vis approved FDP/RFDP.</p> <p>d. If technical details of well/s are in order, then Work Programme may be agreed.</p> <p>e. RE proposals: Variance between BE and RE and justification for same may be reviewed.</p> <p>f. If variance between BE and RE, and justification for same are found to be in order then Work Programme may be agreed.</p>
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g. In case replies/ satisfactory replies are not provided by the operator the Work Programme may NOT be agreed and same may be intimated to PSC/PF for necessary action.

Production department:

BE case

I. Calculate Production Performance against the targets of current year in terms of percentage achievement.

a. Estimate the likely production at the end of the current Financial Year as below:

Description	Annual Target for Current FY	Target for current FY up to the month of evaluation.	Actual for current FY up to the month of evaluation	% achievement	Estimated production for current FY
	A	B	C	$D = C/B \times 100$	E
Oil					
Gas					

b. Programme Quantity (PQ) / Target for next Financial Year to be compared (E in table under 1) with the oil and gas PQ/ targets given in BE proposal as below:

Description	Estimated production for current FY	BE PQ next FY	Difference	Reason(s) for Variance
	E	F	$G=E-F$	
Oil				
Gas				

c. Evaluate the deviation of WP & B from FDP/ IFDP/ RFDP etc. quantities in terms of % of Programme Quantity:

	Development Plan (DP) proposed next FY	BE PQ next FY	PQ	Reason(s) for
		Variance	Quantity for as % of DP Quantity	
	H	I	$J = I/H \times 100$	
Oil				
Gas				

	<p>II. Performance of WP committed production related activities of current year and reasons for variance, if any:</p> <p>a. Reasons for variance between proposed production related activities of WP&RE with activities as per MC approved WP&BE for current FY to be recorded as below:</p> <table border="1"> <thead> <tr> <th>N o.</th> <th>Commitment item (Activity)</th> <th>BE current FY (MC approved)</th> <th>RE current FY</th> <th>Reasons for variance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Drilling of Development Wells</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Work-Over (with Details) of wells</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Well Stimulation (Details)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Artificial Lift</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Surface Facilities</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Pipelines/ piping</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Any other production related activity</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Check if reasons for variance are acceptable or not</p> <p>c. For additional activities proposed and budget amount revision, reasons to be sought from operator.</p> <p>Reservoir Department:</p> <p>BE: Data acquisition and analysis need to be specified and budget need to be itemized activity wise separately for Reservoir related Data Acquisition and Analysis.</p> <p>RE: Activities performed need to be specified and expenditure need to be itemized activity wise separately for Reservoir related Data Acquisition and Analysis.</p> <p>The related reports are to be submitted.</p>	N o.	Commitment item (Activity)	BE current FY (MC approved)	RE current FY	Reasons for variance	1	Drilling of Development Wells				2	Work-Over (with Details) of wells				3	Well Stimulation (Details)				4	Artificial Lift				5	Surface Facilities				6	Pipelines/ piping				7	Any other production related activity			
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		Budgeted amount (plan and actual) for respective activities shall be evaluated as per prevailing standard industry competitive rates, quantum of work and reasonable justification.	
3.	PSC/PF	Technical departments have to raise query within 4 days. Post raising queries, PSC/PF forwards query to the contractor.	2 days
4.	ADG(E/D)	In case examination is not complete by any of the technical departments then technical department window will be frozen and respective ADG will take the final decision and forward to PSC/PF	1 day
5.	PSC/PF	Receives technical department views and submits Work Programme & Budget form and comments to CF	1 day
6.	Contract finance	Receives Work Programme & Budget form and technical departments views from PSC/PF <u>CF department must raise queries within 3 days only.</u> <u>After that query option will be frozen.</u>	5 days
	Prerequisites	a. OC approval of WP&B BE and RE b. MC approved BE for current year RE c. Concurrence from technical departments and confirmation that the proposed activities are as per approved FDP. d. In case of RE, Variance Statement of Activities & Cost of BE vs. Actual e. If block is producing, SRF account is opened and contributed.	
	Checks	a. Budget should be submitted line item wise b. Cost submitted should be as per Appendix H of PSC in case of Exploration WP&B c. Estimates of disallowed activity as vetted by technical department will not be considered in WP&B.	
7.	PSC/PF	CF department has to raise query within 3 days. Post raising queries, PSC/PF forwards query to the contractor.	2 days

8.	ADG(C)	In case examination is not complete by CF department then CF department window will be freezed and ADG(C) will take the final decision and forward to PSC/PF.	1 day
9.	PSC/PF	Receives CF views and submits Work Programme & Budget form and approval sheet for approval of ADG (E/D)	2 days
10.	ADG (E/D)	Receives the evaluated Work Programme & Budget form and approval sheet (Draft MCR) for approval	1 day
	Prerequisites	WP&B evaluation summary sheet with concurrence from all technical departments and CF department.	
	Process Output	Draft MCR	
11.	PSC/PF	Forward the draft MCR to operator for taking the consent	1 day
	Prerequisites	Draft MCR	
	Process Output	Agreement/Disagreement on Draft MCR along with operator view	
12.	PSC/PF	PSC/PF department convene the MC	