



ONGC Videsh Ltd.



2022

Paperless Office- RTI File – User Manual

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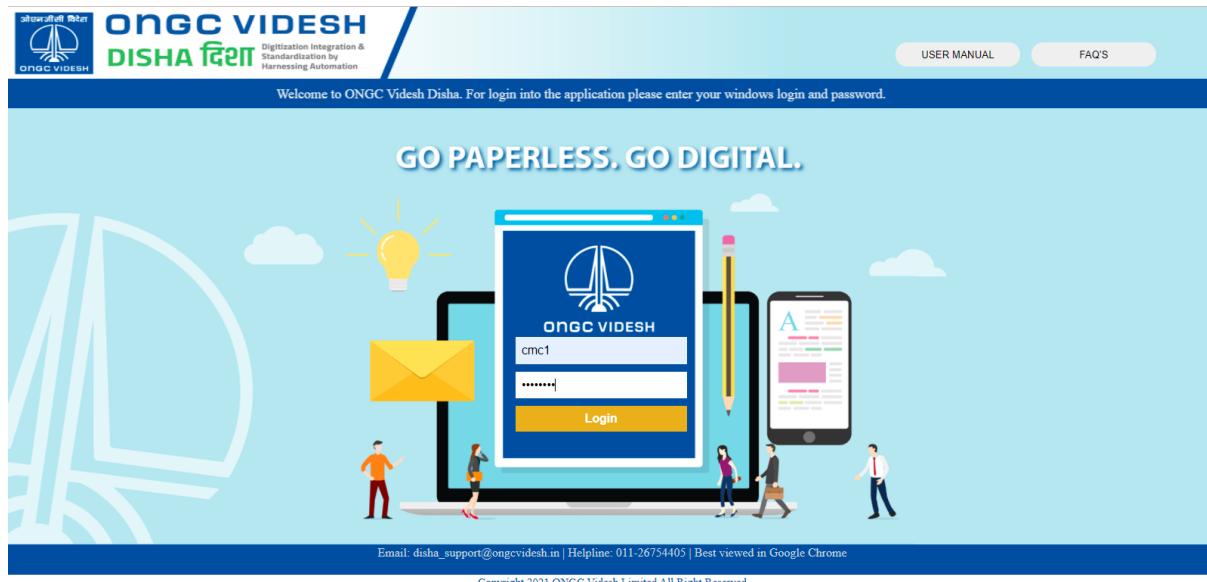
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1 Introduction

This document is intended to guide you step by step through the Paperless E-Office Application.

2 Login in the Paperless office:

- Open the Process Portal URL: <https://disha.ongcvidesh.in/ProcessPortal/login.jsp>
- Enter Your Windows username/ Password.



3 Login Screen Overview:

- Dashboard screen

- **Inbox Screen**

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15:3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (90004)-Genera...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49:2...
DLH/APAC/CSS/30008...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (90004)-Genera...	Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48:1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13:4...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Payment towards Com...	Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30009...	test-01	Generic File Initiator	Generic File Initiator	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04:2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01:4...

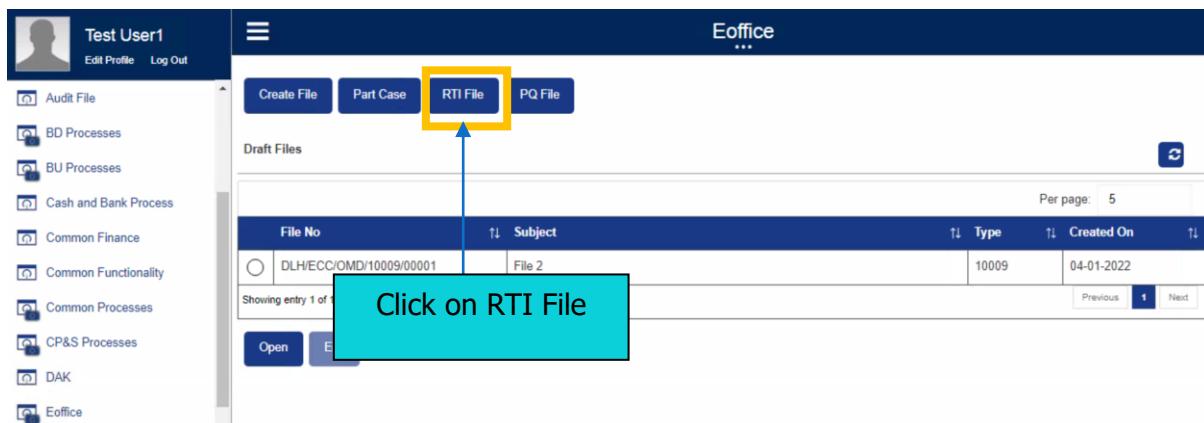
4 How to run the Eoffice

- Click on Eoffice.
- Eoffice Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

File No	Subject	Type	Created On
DLH/ECC/OMD/10009/00001	File 2	10009	04-01-2022

5 RTI File Creation:

- Click on RTI File button.



- Create RTI File Panel will open.
- Enter the entire Create RTI File fields displayed on the screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
- Select Project from the dropdown.
- Year is preselected.
- Enter the Received date and Response date.
- In the Subject section enter the name of the file to be created.
- Click Create in order to create new file. Click Exit to Exit.

Eoffice
...

Create RTI File

Location :	Delhi
Section :	Other Corporate Services
Sub Section :	Others
Project :	NA
Priority:	Medium
Year :	2021-22
Received Date :	27.01.2022
Response Date :	28.01.2022
File Subject :	RTI File

Create
Exit

- Click on Create button.
- RTI file is created.
- Select the file and click open.

The screenshot shows the Eoffice interface with the following details:

- User Profile:** Test User1, Edit Profile, Log Out
- Navigation:** Dashboards, Create Saved Search, INBOX, Cabinet, Outbox, Dashboard, Show less..., Audit File, BD Processes, BU Processes, Cash and Bank Process.
- Main Header:** Eoffice, ...
- Top Buttons:** Create File, Part Case, RTI File, PO File
- Draft Files Section:**
 - Table Headers:** File No, Subject, Type, Created On
 - Entries:**

File No	Subject	Type	Created On
DLH/OCS/OTH/31412/00005	RTI File	31412	27-01-2022
DLH/OCS/OTH/31412/00004	RTI	31412	27-01-2022
DLH/OCS/OTH/31415/00005	test	31415	25-01-2022
 - Table Footer:** Showing 1 to 3 of 3 entries, Per page: 5, Previous, Next.
- Bottom Buttons:** Open, Edit

- Based on data entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/OCS/OTH/31412/00005

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows the 'Initiator Screen' interface. At the top, there's a header bar with a menu icon, the word 'Office', and three dots. Below it is a 'Main File' section with fields for File # (DLH/OCS/OTH/31412/00005), Creation Date (27-1-2022), Priority, Medium, Age Of File (in Days) (0), Year (2021-22), Subject (RTI File), Respond In Days (1), and Location (Delhi). Below this are two tables: 'Notings' and 'Enclosures'. The 'Notings' table has columns for Subject, By, Status, Date, and Actions. The 'Enclosures' table has columns for #, Description, By, P. No., Date, and Actions. Both tables show 0 entries. There are 'Add Note' and 'Delete' buttons for Notings, and 'Add' and 'Delete' buttons for Enclosures. To the right of these tables is a green box labeled 'सार्वक चिठ्ठी / Working Paper' (General Note / Working Paper) containing the ONGC Videsh logo and a detailed description of the company's business. At the bottom right are buttons for 'Create Part Files', 'Forward', and 'Exit'.

6.1 Form Information

Main File Information – It shows the File no., Creation date, Priority, Age of File(In days), Year, Subject, Respond in days, Location.

Notings – User can create the note by clicking on Add note button.

Enclosures – User can add the Enclosure by clicking on Add button.

Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user's purgative to remove the yellow note when he feels.

Create Part Files – It creates RTI File part files to be send to the selected users.

Forward – It sends the file to selected user for review.

Exit – It is used to exit the file.

6.2 Notings

- User can create the note by clicking on Add note button.

Notings		Per page:	5	
Subject	By	Status	Date	*
Showing 0 entries				

- Enter Subject name.
 - Write note contents.
 - Click on Create button to create noting.

Create Note In System

- Noting is shown in noting tab.

Noting Enclosure Yellow Notes



सार्थक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

- If you want to delete note then select the note and click on delete button.

Notings					Per page:	5		
Subject	By	Status	Date	*				
RTI Note	Test User1	Draft	27-01-2022					
Showing entry 1 of 1 entries								
Add Note		Delete						

6.3 Add Enclosure

- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.

With Annotation Without Annotation

Enclosures		Per page:		5	
#	↑↓ Description	↑↓ By	↑↓ P. No.	↑↓ Date	↑↓ Actions
Showing 0 entries					Previous Next
					Add Delete

Add Delete

Click on button to Add Enclosure

- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button.
(Description is mandatory field)
- Click on Add Button.

Eoffice ...

Add Enclosure

Add Description, Page NO.
Upload Document.

Description :

Page No :

Document 1.docx

Click on Add button

- You can Delete your enclosure by selecting enclosure and click on delete button.

With Annotation Without Annotation

Enclosures							Per page:	5		
#	↑↓	Description	↑↓	By	↑↓	P. No.	↑↓	Date	↑↓	Actions
	1	Enclosure 1		Test User1		1		27-01-2022		

Showing entry 1 of 1 entries

[Add](#) [Delete](#)

- Select enclosure and click on enclosure tab to view enclosure.

Noting **Enclosure** Yellow Notes

Layout

Document 1.pdf

ONGC Videsh is the first Indian Company to produce equity oil and gas abroad. ONGC Videsh's production started in 2002-03 with commencement of production of Block 06.1 in Vietnam in January 2003. With sustained growth in production from its acquired assets, ONGC Videsh's production reached 9.448 MMTOE in 2010-11. Adverse geo-political conditions in North Eastern Africa and force majeure situation in Syria caused decline in oil production to a level 7.260 MMTOE in 2012-13. However, in 2013-14, 2014-15 and 2015-16, production increased to the level of 8.357 MMTOE, 8.874 MMTOE and 8.916 MMTOE, primarily due to better management and addition in the portfolio. With acquisition of 26% stake in Vankorneft, Russia in 2016 and 4% stake in Lower Zakum Concession, UAE in 2018; production of ONGC Videsh has increased to 12.803 MMTOE for 2016-17 and 14.833 MMTOE in 2018-19. ONGC Videsh reached highest ever production of oil and oil equivalent gas (O+OEG) of 14.981 MMtoe during 2019-20.

6.4 Add Yellow Note

- Click on Add Yellow Note button of Yellow Notes.

The screenshot shows a software interface with a top navigation bar containing 'Noting', 'Enclosure', and 'Yellow Notes'. Below this is a table with columns 'Date', 'Note', and 'By'. A message 'Showing 0 entries' is displayed. At the bottom left is a blue button labeled 'Add Yellow Note'. A callout box with a blue arrow points to this button, containing the text 'Click on Add Yellow Note button'.

- Fill the box of yellow note.
- Click on Add Button.

The screenshot shows a 'Add Yellow Note' dialog box. The text area contains the following note:
ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft
A callout box with a blue arrow points to the 'Add' button, containing the text 'Type Yellow Note and click on Add button'.

- Yellow notes are added.

The screenshot shows the 'Yellow Notes' section again. The table now has one entry: Date 27-01-2022, Note ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft, and By Test User1 (100001)-Senior Geophysicist (Surface). A callout box at the bottom left points to the 'Add Yellow Note' button.

- Click on x button if you want to delete yellow notes.

Noting Enclosure Yellow Notes (1)

Date	Note	By
27-01-2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Senior Geophysicist (Surface) 

Showing entry 1 of 1 entries

Previous 1 Next

Add Yellow Note

6.5 Create Part Files

- It creates RTI File part files to be send to the selected users.
- Click on create Part Files.

Create Part Files

Forward

Exit

- Select users and click on Add button.

Eoffice
...

Create Part Files for RTI

Select Users : **Add**

Selected Users				
CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries				

Previous 1 Next

Create **Exit**

- All the selected users will be shown.
- Click on Create button to create part files and send to selected users.

Eoffice
...

Create Part Files for RTI

Select Users : Add

Selected Users					
CPF No	Name	Section	Sub Section	Role/Designation	
<input type="radio"/>	100002	Test User2	LAC	BD	Country Manager-Imperial Energy *
<input type="radio"/>	100003	Test User3	PFIN	PFIN	Regional President- Appolo *

Showing 1 to 2 of 2 entries Previous 1 Next

Create Exit

6.6 Forward

- It sends the file to selected user for review.
- Click on Forward button.



- Select user and click on Forward button to send file for review.

Eoffice
...

Forward file for review

Select Users :

Forward Exit

6.7 Exit

- It is used to exit the file.
- Click on Exit button to exit file.



7 Sending a File

7.1 Initiator Screen

- **Create Part Files** creates RTI File part files to be send to the selected users.
- **Forward** sends the file to selected user for review.
- **Exit** is used to exit the file.
- Click on Create Part Files button.



- Select users and click on Add button.

Eoffice ...

Create Part Files for RTI

Select Users :

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

Add

Selected Users				
CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries				

Previous 1 Next

↑ ↓

Create Exit

- All the selected users will be shown.
- Click on Create button to create part files and send to selected users.

Eoffice
...

Create Part Files for RTI

Select Users :

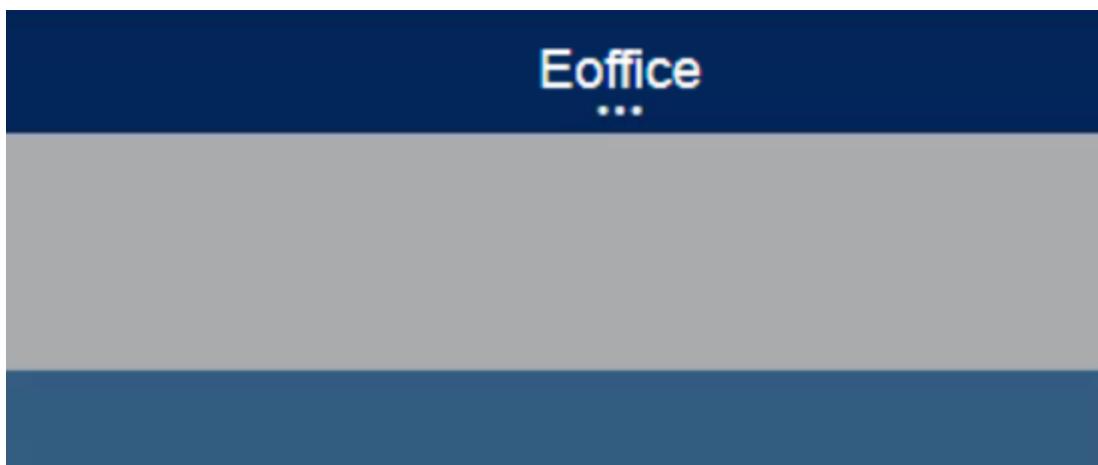
		Add
--	--	-----

Selected Users					
CPF No	Name	Section	Sub Section	Role/Designation	
<input type="radio"/> 100002	Test User2	LAC	BD	Country Manager-Imperial Energy	<input type="button" value="X"/>
<input type="radio"/> 100003	Test User3	PFIN	PFIN	Regional President- Appolo	<input type="button" value="X"/>

Showing 1 to 2 of 2 entries

<input type="button" value="Previous"/>	1	<input type="button" value="Next"/>
---	---	-------------------------------------

- Message will be displayed on screen for successful submission of file.
- Click on ok button.



OK

- We had send part files to two Reviewers.
- Login to Reviewer 1 user.



7.2 Reviewer 1 Screen

- Task shown in Inbox.
- Now open the task.

The screenshot shows the 'INBOX' screen of the ONGC VIDESH Disha digital platform. The interface includes a sidebar with options like 'Dashboards', 'INBOX' (which is selected), and 'Launch'. The main area is titled 'INBOX' with a sub-section '...'. A table lists several tasks:

	File Name	File Subject	Stage	Task Name	Task From	Priority
	DLH/APAC/CFIN/50125/00001	test	Marketing Invoice...	Marketing Invoice...	Test User1 (1000...)	Medium
	DLH/OCS/OTH/314/00009	test by gautam	Tour Report Sub...	Tour Report Sub...	Test User1 (1000...)	Medium
	DLH/OCS/OTH/314/00005-PC 01	RTI File	RTI File Reviewer	RTI File Reviewer		Medium
	DLH/APAC/CFIN/50025/00001	testing	Marketing Invoice...	Marketing Invoice...	Test User1 (1000...)	Medium

A yellow box highlights the row for 'DLH/OCS/OTH/314/00005-PC 01'. An arrow points from this highlighted row to a callout box containing the text 'Task is visible in Inbox'.

- Reviewer 1 Screen is shown.
- The part file that reached Reviewer 1 is Part Case file 1 and recognized as PC 01 in file no. suffix.

RTI File Reviewer

Main File

File #	DLHOCS/OTH/31412/00005-PC 01	Creation Date	27-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	RTI File	Respond In Days	1	Location	Delhi				

File Initiator : 100001-Test User1 (OCS-OTH)-Director (Finance)

Notings Per page: 5

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	

Show entry 1 of 1 entries

With Annotation Without Annotation

Enclosures Per page: 5

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	

Show entry 1 of 1 entries

Note **Enclosure** **Yellow Notes**

सार्वक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NO C) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

Forward **History**

- Selected notings will be seen in Notings tab.

Notings Per page: 5

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	

Show entry 1 of 1 entries

With Annotation Without Annotation

Enclosures Per page: 5

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	

Show entry 1 of 1 entries

Note **Enclosure** **Yellow Notes**

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Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

- All the sign of users shown in Noting.

Notings Per page: 5

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	

Show entry 1 of 1 entries

With Annotation Without Annotation

Enclosures Per page: 5

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	

Show entry 1 of 1 entries

Note **Enclosure** **Yellow Notes**

सार्वक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NO C) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

- Selected Enclosure can be seen in Enclosure tab and can be downloaded via download button.

The screenshot shows the 'Enclosure' tab selected. It lists one entry: 'Enclosure 1' by 'Test User1' on '27-01-2022'. The document content is displayed in a preview pane, mentioning ONGC Videsh's production milestones and its international presence.

- Yellow Notes can be added.
- Click on Add Yellow Note button of Yellow Notes.

The screenshot shows the 'Yellow Notes' tab selected. It displays a table with columns for Date, Note, and By. A callout box points to the 'Add Yellow Note' button at the bottom left of the screen.

- Fill the box of yellow note.
- Click on Add Button.

The screenshot shows the 'Add Yellow Note' modal window. It contains a text area with placeholder text: 'Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.' Below the text area are two buttons: 'Add' and 'Exit'.

Type Yellow Note and click on Add button

Add

Exit

- Yellow notes are added.

Noting Enclosure Yellow Notes (1)

Date	Note	By
27-01-2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23. 9% equity.	Test User2 (100002)-Country Manager-Imperial Energy 

Showing entry 1 of 1 entries

Previous  Next

[Add Yellow Note](#)

- Click on x button if you want to delete yellow notes.

Noting Enclosure Yellow Notes (1)

Date	Note	By
27-01-2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23. 9% equity.	Test User2 (100002)-Country Manager-Imperial Energy 

Showing entry 1 of 1 entries

Previous  Next

[Add Yellow Note](#)

- Yellow notes are deleted.

Noting Enclosure Yellow Notes

Date	Note	By
Showing 0 entries		

Previous Next

[Add Yellow Note](#)

- Reviewer can add enclosures.
- Click on add button to add enclosure.

With Annotation Without Annotation

Enclosures						Per page:	5
#	Description	By	P. No.	Date	Actions		
1	Enclosure 1	Test User1	1	27-01-2022			

Showing entry 1 of 1 entries

[Add](#) [Delete](#)

- Write Description, Page No.
- Select enclosure and click on Add button.

RTI File Reviewer

Add Enclosure

Description :

Page No :

[Browse](#) Document 2.docx

[Add](#) [Exit](#)

http://192.168.1.103:8080/rti/fileReviewer/

- Enclosure is added.
- Select enclosure and click on delete button if you want to delete it.

With Annotation Without Annotation

Enclosures							Per page:	5
#	Description	By	P. No.	Date	Actions			
<input type="radio"/> 1	Enclosure 1	Test User1	1	27-01-2022				
<input checked="" type="radio"/> 2	Enclosure 2	Test User2	1	27-01-2022				

Showing 1 to 2 of 2 entries

[Add](#) [Delete](#)

- Click on History button to view Movement History.
- Click on Forward Button to forward the file.

[Forward](#) [History](#)

- Reviewer can write the review in the noting space provided.
- Click on next to forward the file.

Sign Document

Edit	Insert	View	Format	Table	Tools
			B <i>I</i>		
 <p style="text-align: center;">सार्थक पत्र / Working Paper</p> <p>ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.</p>					
Next Exit					

- **Note- Reviewer can forward the file to another user which can again review the file and the review process continues until the file is reached to the initiator.**
- File Initiator user details are available on Reviewer screen.

Main File

RTI File Reviewer

File #	DLH/OCS/OTH/31412/00005-PC 01	Creation Date	27-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	RTI File					Respond In Days	1	Location	Delhi

File Initiator : 100001-Test User1 (OCS-OTH)-Director (Finance)

Notings

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Q"/>

Showing entry 1 of 1 entries

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>
2	Enclosure 2	Test User2	1	27-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>

Showing 1 to 2 of 2 entries

Document 2.docx

ONGC Videsh operates in highly competitive international oil and gas sector by competing with the best in the industry. Over the years, ONGC Videsh has built inherent capabilities and expertise in its areas of operations. ONGC Videsh has developed strong partnership alliance with a host of IOCs and NOCs including ExxonMobil, British Petroleum, Shell, ENI, Total, Repsol, Equinor, MOL, Petrobras, Sodeco, AZOCG, Rosneft, ADNOC, Pocointernational, Petro Vietnam, CNPC, Sinopec, PDVSA, Petronas and Ecopetrol.

ONGC Videsh has highly skilled human resource with excellent technical and management capabilities. The company has built facilities for evaluation, interpretation, economic modelling, FEO, design and execution of oil and gas projects and enjoys the technical and human resource support from ONGC. ONGC Videsh has developed core expertise in due diligence, techno-commercial evaluations, bid negotiations and transaction documentations.

- Select the Initiator user to complete process.
- Click on Forward button.

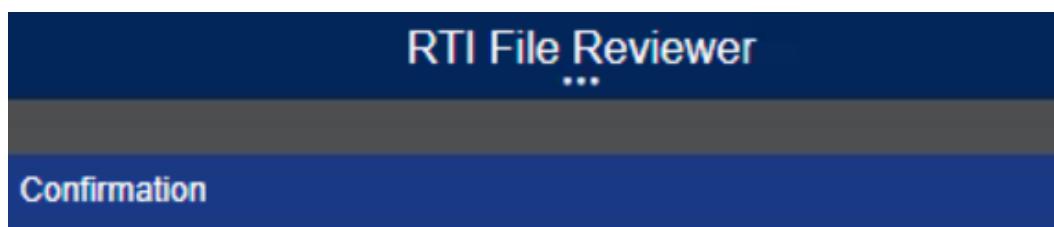
RTI File Reviewer

Forward File

Select Users :

100001-Test User1 (OCS-OTH)-Director (Finance)

- Click on Yes button.
- Part File will be send to the selected user.



CPF No	Name	Section	Sub Section	Role/Designation
100001	Test User1	OCS	OTH	Director (Finance)

- Login with Reviewer 2 User.



7.3 Reviewer 2 Screen.

- Task shown in Inbox.
- Now open the task.

The screenshot shows the 'INBOX' screen. At the top, there's a user profile for 'Test User3' with 'Edit Profile' and 'Log Out' options. Below the header is a search bar with placeholder text 'Enter search text...'. The main area is a table titled 'INBOX' with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received ...'. A yellow box highlights the first row, which contains 'DLH/OCS/OTH/3...' and 'RTI File'. A blue arrow points from this row to a callout box containing the text 'Task is visible in Inbox'. The table also lists other items such as 'marketing invoice ...', 'TC Meeting Notice', and 'Tender File DO - ...'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/OCS/OTH/3...	RTI File	RTI File Reviewer	RTI File Reviewer	Test User1 (10000...)	Medium	Jan 27, 2022, 1...
DLH/MZQ/BD/105...	test03	marketing invoice ...	Marketing invoice ...	Test User1 (10000...)	Medium	Jan 25, 2022, 1...
DLH/MZQ/BD/105...	MM File 12:08 PM...	TC Meeting Notice	Tendering Process...	Test User2 (10000...)	Medium	Jan 25, 2022, 1...
DLH/MZQ/BD/105...	test 1234	TC Meeting Notice	Tender File DO - ...	Test User1 (10000...)	Medium	Jan 25, 2022, 1...
DLH/MZQ/BD/105...	Test 1233	TC Me...	...	Test User1 (10000...)	Medium	Jan 25, 2022, 1...

- Reviewer 2 Screen is shown.
- The part file that reaches Reviewer 2 is Part Case file 2 and recognized as PC 02 in file no. suffix.

RTI File Reviewer

Main File

File #	DLHOCS/OTH/31412/00005-PC 02				
Subject	RTI File				
Creation Date	27-1-2022				
Priority					
Medium					
Age Of File (in Days)	0				
Year	2021-22				
Respond In Days	1				
Location	Delhi				

File Initiator : 100001-Test User1 (OCS-OTH)-Director (Finance)

Notings

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	

Show entry 1 of 1 entries

[Delete](#)

With Annotation Without Annotation

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	

Show entry 1 of 1 entries

[Add](#) [Delete](#)

Noting **Enclosure** **Yellow Notes**

सार्वकारिक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NO C) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 04:49:36 PM

[Forward](#) [History](#)

- Selected notings will be seen in Notings tab.

Notings

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	

Show entry 1 of 1 entries

[Delete](#)

With Annotation Without Annotation

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	

Show entry 1 of 1 entries

[Add](#) [Delete](#)

Noting **Enclosure** **Yellow Notes**

सार्वकारिक पत्र / Working Paper

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Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 04:49:36 PM

- All the sign of users shown in Noting.

Notings

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	

Show entry 1 of 1 entries

[Delete](#)

With Annotation Without Annotation

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	

Show entry 1 of 1 entries

[Add](#) [Delete](#)

Noting **Enclosure** **Yellow Notes**

सार्वकारिक पत्र / Working Paper

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Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 04:49:36 PM

- Selected Enclosure can be seen in Enclosure tab and can be downloaded via download button.

Noting

Subject	By	Status	Date	*
RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

Layout |

Document 1.docx

ONGC Videsh is the first Indian Company to produce equity oil and gas abroad. ONGC Videsh's production started in 2002-03 with commencement of production of Block 06.1 in Vietnam in January 2003. With sustained growth in production from its acquired assets, ONGC Videsh's production reached 9.44B MMTOE in 2010-11. Adverse geo-political conditions in North Eastern Africa has impacted production in Libya and Egypt. Production reached 8.91B MMTOE in 2011-12 and 8.83B MMTOE in 2012-13, 2013-14, 2014-15 and 2015-16, production increased to the level of 8.557 MMTOE, 8.874 MMTOE and 8.916 MMTOE, primarily due to better management and addition in the portfolio. With acquisition of 26% stake in Vankoreft, Russia in 2016 and 49% stake in Lower Zakum Concession, UAE in 2018, production of ONGC Videsh has increased to 12.803 MMTOE for 2016-17 and 14.833 MMTOE in 2018-19. ONGC Videsh reached highest ever production of oil and oil equivalent gas (O+OEG) of 14.981 MMTOE during 2018-19.

- Yellow Notes can be added.
- Click on Add Yellow Note button of Yellow Notes.

Noting Enclosure Yellow Notes

Date	Note	By
Showing 0 entries		

Click on Add Yellow Note button

- Fill the box of yellow note.
- Click on Add Button.

RTI File Reviewer

Add Yellow Note

Yellow Note:

Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018

Type Yellow Note and click on Add button

- Yellow notes are added.

Noting Enclosure Yellow Notes (1)

Date	Note	By
27-01-2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zaku m Project in UAE in March 2018	Test User3 (100003)-Regional President-Appolo 

Showing entry 1 of 1 entries Previous 1 Next

Add Yellow Note

- Click on x button if you want to delete yellow notes.

Noting Enclosure Yellow Notes (1)

Date	Note	By
27-01-2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zaku m Project in UAE in March 2018	Test User3 (100003)-Regional President-Appolo 

Showing entry 1 of 1 entries Previous 1 Next

Add Yellow Note

- Yellow notes are deleted.

Noting Enclosure Yellow Notes

Date	Note	By
------	------	----

Showing 0 entries Previous Next

Add Yellow Note

- Reviewer can attach document to be send as an enclosure.
- Click on add button to add an enclosure.

With Annotation Without Annotation

Enclosures				Per page: 5		
#	Description	By	P. No.	Date	Actions	
 1	Enclosure 1	Test User1	1	27-01-2022	 	

Showing entry 1 of 1 entries Previous 1 Next

Add **Delete**

- Write Description, Page No.
- Select enclosure and click on Add button.

RTI File Reviewer
...

Add Enclosure

Description :

Page No :

Document 3.docx

- Enclosure is added.
- Select enclosure and click on delete button if you want to delete it.

With Annotation Without Annotation

Enclosures							Per page:	5		
#	↑↓	Description	↑↓	By	↑↓	P. No.	↑↓	Date	↑↓	Actions
<input type="radio"/>	1	Enclosure 1		Test User1		1		27-01-2022		<input type="button" value="Q"/> <input type="button" value="D"/>
<input checked="" type="radio"/>	2	Enclosure 3		Test User3		1		27-01-2022		<input type="button" value="Q"/> <input type="button" value="D"/>
Showing 1 to 2 of 2 entries										
							<input type="button" value="Previous"/>	1	<input type="button" value="Next"/>	

- Click on History button to view Movement History.
- Click on Forward Button to forward the file.

Forward History

- Reviewer can write the review in the noting space provided.
- Click on next to forward the file.

Sign Document

Edit	Insert	View	Format	Table	Tools
			B	I	

 **सार्थक पत्र / Working Paper**

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Next Exit

- **Note- Reviewer can forward the file to another user which can again review the file and the review process continues until the file is reached to the initiator.**
- File Initiator user details are available on Reviewer screen.

Main File

RTI File Reviewer

File # DLH/OCS/OTH/31412/00005-PC 02 Creation Date 27-1-2022 Priority Medium Age Of File (in Days) 0 Year 2021-22 Subject RTI File Respond In Days 1 Location Delhi

File Initiator : 100001-Test User1 (OCS-OTH)-Director (Finance)

Notings						Per page: 5
Subject	By	Status	Date			
RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Delete"/>		
Showing entry 1 of 1 entries						
<input type="button" value="Add"/> <input type="button" value="Delete"/>						

Enclosures						Per page: 5
#	Description	By	P. No.	Date		
1	Enclosure 1	Test User1	1	27-01-2022	<input type="button" value="Delete"/>	
2	Enclosure 3	Test User3	1	27-01-2022	<input type="button" value="Delete"/>	
Showing entry 1 to 2 of 2 entries						
<input type="button" value="Add"/> <input type="button" value="Delete"/>						

ONGC Videsh has stake in 35 oil and gas projects in 15 countries, viz. Azerbaijan (2 projects), Bangladesh (2 Projects), Brazil (2 projects), Colombia (7 projects), Iran (1 project), Iraq (1 project), Libya (1 project), Mozambique (1 Project), Myanmar (6 projects), Russia (3 projects), south Sudan (2 projects), Syria (2 projects), UAE (1 project), Venezuela (2 projects), and Vietnam (2 projects).

ONGC Videsh adopts a balanced portfolio approach and maintains a combination of producing, discovered, exploration and pipeline assets. Currently, ONGC Videsh has oil and gas production from 14 Assets, 4 Assets where hydrocarbons have been discovered and are at various stages of development, 14 Assets are under various stages of Exploration and 3 projects are pipeline projects.

- Select the Initiator user to complete process.
- Click on Forward button.

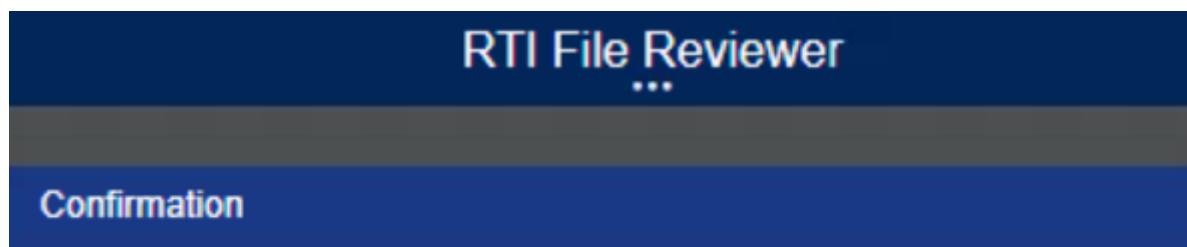
RTI File Reviewer

Forward File

Select Users :

100001-Test User1 (OCS-OTH)-Director (Finance)

- Click on Yes button.
- Part File will be send to the selected user.



Yes **No**

- Task goes to the Initiator.
- Login with Initiator User.



7.4 Initiator Screen.

- Both the part files and the main file are now there in Inbox of initiator.
- Open the part file 1 (PC 01) from Inbox.

Task is Visible in Inbox

- Screen of part file 1 which contains noting, enclosures and yellow notes from reviewer 1.

- All the sign of users shown in Noting.

- If you click on forward button. Part file will be forwarded for review.

Forward

Send To Cabinet

Merge File

History

- You can write the text in the space provided.
- Click on next.

Sign Document

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾



सार्वकाम पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Next

Exit

- Select user then click on forward.
- Then click on yes.

RTI File Initiator

...

Forward For Review

Select Users :

100004-Test User4 (APAC-COFF)-Country Manager-Brazil

Forward

Exit

- If you click on History.

[Forward](#)[Send To Cabinet](#)[Merge File](#)[History](#)

- Movement history of part file is shown.

RTI File Initiator
...

Movement History

File No :		Subject :	
DLH/OCS/OTH/31412/00005-PC 01		RTI File	
Date	Stage	From	To
27.01.2022 11:45:51 AM	Reviewer	Test User2 (100002)-Country Manager-Imperial Energy	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Per page: [Previous](#) [1](#) [Next](#)

[Close](#)

- If you click on Send to Cabinet part file will be send to cabinet.

[Forward](#)[Send To Cabinet](#)[Merge File](#)[History](#)

- **Click on Merge File.**
- Part file 1 (PC 01) will be merged with main file.

[Forward](#)[Send To Cabinet](#)[Merge File](#)[History](#)

- Click on Yes.



Are you sure want to merge this file ?

Yes **No**

- Now go to the Inbox of initiator.
- Open the part file 2 (PC 02) from Inbox.

The screenshot shows the RTI File Initiator inbox. A yellow box highlights a row in the grid. A blue arrow points from this row to a teal box containing the text "Task is Visible in Inbox".

File #	Subject	By	Status	Date	Action	
DLH/OCS/OTH/31412/00005-PC 02	RTI File	RTI File Initiator	RTI File Initiator	Test User3 (100003)...	Medium	Jan 27, 2022, 11:4...
DLH/OCS/OTH/31435/00001	test by sakshi	Forex Transaction Ap...	Forex Transaction Ap...	Test User3 (100003)...	Medium	Jan 27, 2022, 11:4...
DLH/OCS/OTH/31412/00005	RTI File	RTI File Initiator	RTI File Initiator	Test User3 (100003)...	Medium	Jan 27, 2022, 11:1...
DLH/OCS/OTH/31435/00001	Create Foreign Process	Foreign Payment Init...	Foreign Payment Init...	Test User2 (100002)...	Medium	Jan 27, 2022, 10:0...
DLH/OCS/OTH/31425/00005	test	Marketing Invoice Init...	Marketing Invoice Init...	Test User2 (100002)...	Medium	Jan 25, 2022, 5:44...

Task is Visible in Inbox

- Screen of part file 2 which contains noting, enclosures and yellow notes from reviewer 2.

The screenshot shows the RTI File Initiator part file 2. It includes sections for Noting, Enclosures, and a preview window.

Noting:

Subject	By	Status	Date	Action
RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Q"/> <input type="button" value="Add Note"/> <input type="button" value="Delete"/>

Enclosures:

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	27-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>
2	Enclosure 3	Test User3	1	27-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>

Preview Window:

Noting: सार्वजनिक पत्र / Working Paper

Content: ONGC Vidésh Limited, a Ministry Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. T he primary businesses of ONGC Vidésh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Vidésh owns Participating Interests in 35 oil and gas assets in 15 c ountries and produces about 30.0% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-2 0. In terms of reserves and production, ONGC Vidésh is the second largest petroleum company of India, next only t o its parent ONGC.

Forwarded and Electronically Signed By:

Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

Content (Continued): ONGC Vidésh Limited, a Ministry Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. T he primary businesses of ONGC Vidésh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Vidésh owns Participating Interests in 35 oil and gas assets in 15 c ountries and produces about 30.0% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-2 0. In terms of reserves and production, ONGC Vidésh is the second largest petroleum company of India, next only t o its parent ONGC.

Buttons: Forward, Send To Cabinet, Merge File, History

- All the sign of users shown in Noting.

RTI File Initiator

File #	DLH/DCB/DTM/21412/20006/RG 02	Creation Date	27-01-2022	Priority	Medium	Age Of File (In Days)	0	Year	2021-22
Subject	RTI File					Respond In Days	1	Location	Delhi

Notings

Subject	To	By	When	Date	Action
RTI Note	Test User1		Signed	27-01-2022	View Edit

Enclosures

#	Description	To	By	P. No.	Date	Action
1	Enclosure 1	Test User1		1	27-01-2022	View Edit
2	Enclosure 3	Test User1		1	27-01-2022	View Edit

Forwarding Options:

- With Annotation Without Annotation

Forwarded and Electronically Signed By:

Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

Information:

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Actions:

[Forward](#) [Send To Cabinet](#) [Merge File](#) [History](#)

- If you click on forward button. Part file will be forwarded for review.

Forward

Send To Cabinet

Merge File

History

- You can write the text in the space provided.
- Click on next.

Sign Document

Sign Document

Text Area:

सार्वकामनी दिनांक
ONGC VIDESH

सार्वकामनी पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Actions:

[Next](#) [Exit](#)

- Select user then click on forward.
- Then click on yes.

RTI File Initiator
...

Forward For Review

Select Users :

Forward **Exit**

- If you click on History.

Forward

Send To Cabinet

Merge File

History

- Movement history of part file is shown.

RTI File Initiator
...

Movement History

File No : DLH/OCS/OTH/31412/00005-PC 02 Subject : RTI File

Date	Stage	From	To
27.01.2022 11:56:00 AM	Reviewer	Test User3 (100003)-Regional President- Appolo	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Per page: 10
Previous **1** Next

Close

- If you click on Send to Cabinet part file will be send to cabinet.

Forward

Send To Cabinet

Merge File

History

- **Click on Merge File.**
- Part file 2 (PC 02) will be merged with main file.

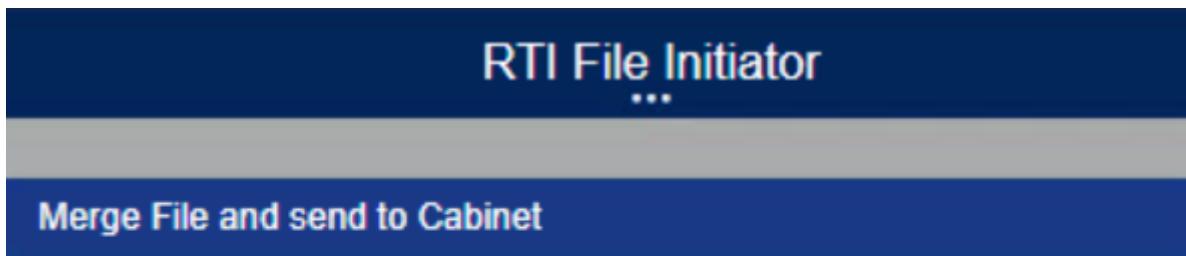
Forward

Send To Cabinet

Merge File

History

- Click on Yes.



- Now go to initiator Inbox.
- Click on RTI main file.

The screenshot shows the 'INBOX' tab in the RTI File Initiator application. It lists several files with details like File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. One file is highlighted: 'DLH/OCS/OTH/31412/00005' with 'RTI File' as the subject.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/31412/00004	test by test1	Foreign Transaction	Foreign Transaction		Medium	Jan 27, 2022
DLH/OCS/OTH/31412/00005	RTI File	RTI File Initiator	RTI File Initiator		Medium	Jan 27, 2022
DLH/OCS/OTH/31438/00001	Create Foreign P...	Foreign Payment ...	Foreign Payment ...		Medium	Jan 27, 2022, ..
DLH/OCS/OTH/31425/00005	test	Marketing Invoice...	Marketing Invoice...	Test User2 (1000...)	Medium	Jan 25, 2022, ..

- Screen of main file tab.
- It shows all the notings, enclosures and yellow notes of file initiator and part case files reviewers.

The screenshot shows the 'Main File' tab in the RTI File Initiator application. It displays detailed information about the file, including creation date, priority, and location. Below this, there are sections for 'Notings', 'Enclosures', and 'Yellow Notes'. The 'Notings' section shows a table of annotations made by different users. The 'Enclosures' section shows a list of attachments. The 'Yellow Notes' section contains a large green box with text in Hindi and English, indicating a forwarded and electronically signed document.

Subject	By	Status	Date	Actions
PC 02-RTI Note	Test User1	Signed	27-01-2022	
PC 01-RTI Note	Test User1	Signed	27-01-2022	
RTI Note	Test User1	Signed	27-01-2022	

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

- All the notings of RTI main file and part case file can be viewed by selecting them and clicking on viewer button.

Notings				
Subject	By	Status	Date	
<input type="radio"/> PC 02-RTI Note	Test User1	Signed	27-01-2022	
<input type="radio"/> PC 01-RTI Note	Test User1	Signed	27-01-2022	
<input checked="" type="radio"/> RTI Note	Test User1	Signed	27-01-2022	

Showing 1 to 3 of 3 entries

Add Note Delete

With Annotation Without Annotation

Enclosures				
#	Description	By	P. No.	Date
<input checked="" type="radio"/> 1	Enclosure 1	Test User1	1	27-01-2022
<input type="radio"/> 3M	PC 01-Enclosure 2	Test User2	1	27-01-2022
<input type="radio"/> 4M	PC 02-Enclosure 3	Test User3	1	27-01-2022

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

- All the enclosures of RTI main file and part case file can be viewed by selecting them and clicking on viewer button. It can be downloaded using download button.

With Annotation Without Annotation

#	Description	By	P. No.	Date	Actions
<input checked="" type="radio"/> 1	Enclosure 1	Test User1	1	27-01-2022	
<input type="radio"/> 3M	PC 01-Enclosure 2	Test User2	1	27-01-2022	
<input type="radio"/> 4M	PC 02-Enclosure 3	Test User3	1	27-01-2022	

Showing 1 to 3 of 3 entries

Add Delete

- All the yellow notes can be viewed in yellow notes section.

Date	Note	By
27-01-2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Senior Geophysicist (Surface)

Showing entry 1 of 1 entries

Add Yellow Note Delete

- Click on Part Case.
- Select Part case file 01 (PC 01) to see its notings and enclosures which can be viewed by using viewer button.

RTI File Initiator

Main File				Part Case (2)	
File No :	DLH/OCS/OTH/31412/00005-PC 01	Created On :	27-1-2022	Subject :	RTI File
Notings Subject: RTI Note By: Test User1 Status: Signed Creation Date: 27.01.2022				Per page: 5 <input type="button" value="Viewer"/>	
Showing entry 1 of 1 entries Enclosures # Description By P No Date					
1	Enclosure 1	Test User1	1	27.01.2022	<input type="button" value="Viewer"/> <input type="button" value="Download"/>
2	Enclosure 2	Test User2	1	27.01.2022	<input type="button" value="Viewer"/> <input type="button" value="Download"/>
Showing 1 to 2 of 2 entries Previous <input type="button" value="Next"/>					

Part File List		
File No	Created By	Created On
DLH/OCS/OTH/31412/00005-PC 01	100001	27.01.2022
DLH/OCS/OTH/31412/00005-PC 02	100001	27.01.2022

Showing 1 to 2 of 2 entries
[Previous](#) [Next](#)

- Select Part case file 02 (PC 02) to see its notings and enclosures which can be viewed by using viewer button.

RTI File Initiator

Main File				Part Case (2)	
File No :	DLH/OCS/OTH/31412/00005-PC 02	Created On :	27-1-2022	Subject :	RTI File
Notings Subject: RTI Note By: Test User1 Status: Signed Creation Date: 27.01.2022				Per page: 5 <input type="button" value="Viewer"/>	
Showing entry 1 of 1 entries Enclosures # Description By P No Date					
1	Enclosure 1	Test User1	1	27.01.2022	<input type="button" value="Viewer"/> <input type="button" value="Download"/>
2	Enclosure 3	Test User3	1	27.01.2022	<input type="button" value="Viewer"/> <input type="button" value="Download"/>
Showing 1 to 2 of 2 entries Previous <input type="button" value="Next"/>					

Part File List		
File No	Created By	Created On
DLH/OCS/OTH/31412/00005-PC 01	100001	27.01.2022
DLH/OCS/OTH/31412/00005-PC 02	100001	27.01.2022

Showing 1 to 2 of 2 entries
[Previous](#) [Next](#)

- Click on Forward button to forward file for review.



- User can write text in the given field. Then click on next button.

Sign Document

Edit	Insert	View	Format	Table	Tools	
Formats	B	I	≡	≡	≡	A

 **सार्थक पत्र / Working Paper**

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

[Next](#) [Exit](#)

- Select user to forward file for review.
- Click on forward button.
- Click on yes.

RTI File Initiator
...

Forward For Review

Select Users : 100004-Test User4 (OCS-CS)-Deputy General Manager (HR)

[Forward](#) [Exit](#)

- Click on History button.



- Movement History of the file is shown.

RTI File Initiator
...

Movement History

File No : DLH/OCS/OTH/31412/00005 Subject : RTI File

Date	Stage	From	To
27.01.2022 11:30:21 AM	File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries Per page: 10 Previous 1 Next

Close

- Click on send to Cabinet button to send file to Cabinet.



- Click on Yes button.

RTI File Initiator
...

Send File to Cabinet

Are you sure want to send this file to cabinet ?



- Task goes to the Cabinet of Initiator.

7.5 Cabinet Screen

- Click on Cabinet button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

Click on Cabinet button on the process list panel

Click on Open button.

File No	Subject	File Type	Year	Created By	Created On	Updated On
DLH/OCS/OTH/31412/00005	RTI File	RTI File	2021-22	Test User1 (100001)	27.01.2022	27.01.2022
DLH/OCS/OTH/31415/00006	PQ File	PQ File	2021-22	Test User1 (100001)	25.01.2022	25.01.2022
DLH/OCS/OTH/31409/00001	file test	Eoffice	2021-22	Test User1 (100001)	25.01.2022	25.01.2022
DLH/OCS/OTH/31415/00004	test	PQ File	2021-22	Test User1 (100001)	25.01.2022	25.01.2022
DLH/OCS/OTH/31415/00003	test	PQ File	2021-22	Test User1 (100001)	25.01.2022	25.01.2022
DLH/OCS/OTH/31412/00003	rti	RTI File	2021-22	Test User1 (100001)	25.01.2022	25.01.2022
DLH/OCS/OTH/314/00006	TRSP	Tour Report	2021-22	Test User1 (100001)	24.01.2022	24.01.2022
DLH/OCS/OTH/314/00005	test-script	Tour Report	2021-22	Test User1 (100001)	24.01.2022	24.01.2022
DLH/OCS/OTH/31431/00002	NRFT	Foreign Trip	2021-22	Test User1 (100001)	24.01.2022	24.01.2022
DLH/OCS/OTH/31412/00002	RTI	RTI File	2021-22	Test User1 (100001)	24.01.2022	24.01.2022

- Now you can see all the data of user in main file.

Main File	Part Case (2)																																				
File No : DLH/OCS/OTH/31412/00005 Subject : RTI File Creation Date : 27-1-2022 Priority : Medium Age Of File (in Days) : 0 Year : 2021-22 Location : Delhi																																					
Notings <table border="1"> <thead> <tr> <th>Subject</th> <th>By</th> <th>Status</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr> <td>PC 02-RTI Note</td> <td>Test User1</td> <td>Signed</td> <td>27-01-2022</td> </tr> <tr> <td>PC 01-RTI Note</td> <td>Test User1</td> <td>Signed</td> <td>27-01-2022</td> </tr> <tr> <td>RTI Note</td> <td>Test User1</td> <td>Signed</td> <td>27-01-2022</td> </tr> </tbody> </table> Enclosures <table border="1"> <thead> <tr> <th>#</th> <th>Description</th> <th>By</th> <th>P. No</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enclosure 1</td> <td>Test User1</td> <td>1</td> <td>27-01-2022</td> </tr> <tr> <td>3M</td> <td>PC 01-Enclosure 2</td> <td>Test User2</td> <td>1</td> <td>27-01-2022</td> </tr> <tr> <td>4M</td> <td>PC 02-Enclosure 3</td> <td>Test User3</td> <td>1</td> <td>27-01-2022</td> </tr> </tbody> </table>		Subject	By	Status	Creation Date	PC 02-RTI Note	Test User1	Signed	27-01-2022	PC 01-RTI Note	Test User1	Signed	27-01-2022	RTI Note	Test User1	Signed	27-01-2022	#	Description	By	P. No	Date	1	Enclosure 1	Test User1	1	27-01-2022	3M	PC 01-Enclosure 2	Test User2	1	27-01-2022	4M	PC 02-Enclosure 3	Test User3	1	27-01-2022
Subject	By	Status	Creation Date																																		
PC 02-RTI Note	Test User1	Signed	27-01-2022																																		
PC 01-RTI Note	Test User1	Signed	27-01-2022																																		
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3M	PC 01-Enclosure 2	Test User2	1	27-01-2022																																	
4M	PC 02-Enclosure 3	Test User3	1	27-01-2022																																	
<div style="background-color: #e0f2e0; padding: 10px;">  सार्वकाम पत्र / Working Paper <p>ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.</p> <p>Forwarded and Electronically Signed By : Test User1 (100001)-Director (Finance) On : 16.02.2022 04:49:36 PM</p> </div>																																					
History Move To Inbox Back																																					

- Now you can see all the data of user in Part Case file(s). Part case 1 selected.

Subject	By	Status	Creation Date
RTI Note	Test User1	Signed	27.01.2022

#	Description	By	P. No	Date
1	Enclosure 1	Test User1	1	27.01.2022
2	Enclosure 2	Test User2	1	27.01.2022

File No	Created By	Created On
DLH/OCS/OTH/31412/00005-PC 01	100001	27.01.2022
DLH/OCS/OTH/31412/00005-PC 02	100001	27.01.2022

- Now you can see all the data of user in Part Case file(s). Part case 2 selected.

Subject	By	Status	Creation Date
RTI Note	Test User1	Signed	27.01.2022

#	Description	By	P. No	Date
1	Enclosure 1	Test User1	1	27.01.2022
2	Enclosure 3	Test User3	1	27.01.2022

File No	Created By	Created On
DLH/OCS/OTH/31412/00005-PC 01	100001	27.01.2022
DLH/OCS/OTH/31412/00005-PC 02	100001	27.01.2022

- In Main file in Notings section click on viewer icon to open Notes sheet(s) and can Download them using Download button.

Subject	By	Status	Date
PC 02-rti	Test User1	Signed	16-02-2022
PC 01-rti	Test User1	Signed	16-02-2022
rti	Test User1	Signed	16-02-2022

#	Description	By	P. No.	Date	Actions
1	Document 1.pdf	Test User1	1	16-02-2022	

File #	Creation Date	Priority	Medium	Age Of File (in Days)	Year	Location
DLH/OCS/OTH/31412/00016	16-2-2022			0	2022-1	Delhi

Respond In Days : 2

Noting	Enclosure	Yellow Notes
		सार्वकाम पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 04:49:36 PM

- In Part Case file(s) select part case 1.
- In Notings section click on viewer icon to open Notes sheet(s).

Main File Part Case (2)

File No : DLH/OCS/OTH/31412/00005-PC 01 Created On : 27-1-2022 Subject : RTI File

Notings Per page: 5

Subject	By	Status	Creation Date	
RTI Note	Test User1	Signed	27.01.2022	

Showing entry 1 of 1 entries

Enclosures

#	Description	By	P. No	Date	
1	Enclosure 1	Test User1	1	27.01.2022	
2	Enclosure 2	Test User2	1	27.01.2022	

Showing 1 to 2 of 2 entries

Part File List Per page: 5

File No	Created By	Created On
DLH/OCS/OTH/31412/00005-PC 01	100001	27.01.2022
DLH/OCS/OTH/31412/00005-PC 02	100001	27.01.2022

Showing 1 to 2 of 2 entries

- In Part Case file(s) select part case 2.
- In Notings section click on viewer icon to open Notes sheet(s).

Main File Part Case (2)

File No : DLH/OCS/OTH/31412/00005-PC 02 Created On : 27-1-2022 Subject : RTI File

Notings Per page: 5

Subject	By	Status	Creation Date	
RTI Note	Test User1	Signed	27.01.2022	

Showing entry 1 of 1 entries

Enclosures

#	Description	By	P. No	Date	
1	Enclosure 1	Test User1	1	27.01.2022	
2	Enclosure 3	Test User3	1	27.01.2022	

Showing 1 to 2 of 2 entries

Part File List Per page: 5

File No	Created By	Created On
DLH/OCS/OTH/31412/00005-PC 01	100001	27.01.2022
DLH/OCS/OTH/31412/00005-PC 02	100001	27.01.2022

Showing 1 to 2 of 2 entries

- Notes Sheet(s) will open.

- In Main file in Enclosures section click on viewer icon to open enclosures.

Main File Part Case (2)

File No : DLH/OCS/OTH/31412/00005 Creation Date : 27-1-2022 Priority : Medium Age Of File (in Days) : 0 Year : 2021-22 Location : Delhi

Notings Per page: 5

Subject	By	Status	Creation Date	
PC 02-RTI Note	Test User1	Signed	27-01-2022	
PC 01-RTI Note	Test User1	Signed	27-01-2022	
RTI Note	Test User1	Signed	27-01-2022	

Showing 1 to 3 of 3 entries

Enclosures

#	Description	By	P. No	Date	
1	Enclosure 1	Test User1	1	27-01-2022	
2	PC 01-Enclosure 2	Test User2	1	27-01-2022	
3	PC 02-Enclosure 3	Test User3	1	27-01-2022	

Showing 1 to 3 of 3 entries

Notes

Document 1.docx

ONGC Videsh is the first Indian Company to produce equity oil and gas abroad. ONGC Videsh's production started in 2002-03 with commencement of production of Block 04.1 in Vietnam in January 2003. With sustained growth in production from its acquired assets, ONGC Videsh's production reached 9.448 MMTOE in 2010-11. Adverse geo-political conditions in North Eastern Africa and force majeure situation in Syria caused decline in oil production to a level 7.260 MMTOE in 2012-13. However, in 2013-14, 2014-15 and 2015-16, production increased to the level of 8.357 MMTOE, 8.816 MMTOE and 9.046 MMTOE, primarily due to the commencement of production from the newly acquired 25% stake in Lower Zakhum Concession, Republic of Congo. The stake in Lower Zakhum Concession, UAE in 2018, production of ONGC Videsh has increased to 12.805 MMTOE for 2016-17 and 14.833 MMTOE in 2018-19. ONGC Videsh reached highest ever production of oil and oil equivalent gas (O+OE) of 14.881 MMTOE during 2019-20.

History Move To Inbox Back

- In Part Case file(s) Select part case 1.
- In Enclosures section click on viewer icon to open Enclosures.

Cabinet

Main File Part Case (2)

File No : DLH/OCS/OTH/31412/00005-PC 01	Created On : 27-1-2022	Subject : RTI File			
Notings					
Subject	By	Status	Creation Date	Per page: 5	
RTI Note	Test User1	Signed	27.01.2022	<input type="button" value="Search"/>	
Showing entry 1 of 1 entries					
Previous <input type="button" value="1"/> Next					
Enclosures			Part File List		
#	Description	By	P. No	Date	Per page: 5
1	Enclosure 1	Test User1	1	27.01.2022	<input type="button" value="Search"/>
2	Enclosure 2	Test User2	1	27.01.2022	<input type="button" value="Search"/>
Showing 1 to 2 of 2 entries					<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>

- In Part Case file(s) Select part case 2.
- In Enclosures section click on viewer icon to open Enclosures.

Cabinet

Main File Part Case (2)

File No : DLH/OCS/OTH/31412/00005-PC 02	Created On : 27-1-2022	Subject : RTI File			
Notings					
Subject	By	Status	Creation Date	Per page: 5	
RTI Note	Test User1	Signed	27.01.2022	<input type="button" value="Search"/>	
Showing entry 1 of 1 entries					
Previous <input type="button" value="1"/> Next					
Enclosures			Part File List		
#	Description	By	P. No	Date	Per page: 5
1	Enclosure 1	Test User1	1	27.01.2022	<input type="button" value="Search"/>
2	Enclosure 3	Test User3	1	27.01.2022	<input type="button" value="Search"/>
Showing 1 to 2 of 2 entries					<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>

- In main file select yellow notes to view it.

Cabinet

Main File Part Case (2)

File No : DLH/OCS/OTH/31412/00005	Creation Date : 27-1-2022	Priority : Medium	Age Of File (in Days) : 0	Year : 2021-22		
Subject : RTI File	Location : Delhi					
Notings						
Subject	By	Status	Creation Date	Per page: 5		
<input type="radio"/> PC 02-RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Search"/>		
<input type="radio"/> PC 01-RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Search"/>		
<input checked="" type="radio"/> RTI Note	Test User1	Signed	27-01-2022	<input type="button" value="Search"/>		
Showing entry 1 of 3 of 3 entries						
Previous <input type="button" value="1"/> Next						
Enclosures						
#	Description	By	P. No	Date		
<input checked="" type="radio"/>	1	Enclosure 1	Test User1	1	27-01-2022	<input type="button" value="Search"/>
<input type="radio"/>	3M	PC 01-Enclosure 2	Test User2	1	27-01-2022	<input type="button" value="Search"/>
<input type="radio"/>	4M	PC 02-Enclosure 3	Test User3	1	27-01-2022	<input type="button" value="Search"/>
Showing 1 to 3 of 3 entries					<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>	

[History](#) [Move To Inbox](#) [Back](#)

- Click on history to see file movement history.

[History](#) [Move To Inbox](#) [Back](#)

Cabinet
...

Movement History

File No :	Subject :		
DLH/OCS/OTH/31412/00005	RTI File		
Per page: <input type="text" value="10"/>			
Date	stage	From	To
27.01.2022 11:30:21 AM	File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)
27.01.2022 12:20:05 PM	Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

[Close](#)

- Click on move to Inbox to move the file to Inbox.

[History](#) [Move To Inbox](#) [Back](#)

- Click on back to exit the file.

[History](#) [Move To Inbox](#) [Back](#)

7.6 Outbox Screen

- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

Test User1

From Date : 20.01.2022 To Date : 27.01.2022 Search Filter File : Filter by any field

Outbox

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OC/OTH/31435/00001	test by sakshi	Forex Transaction	Medium	Forex Transaction Approval Proc as Initiator	Committee	27-01-2022 12:31 PM
DLH/APAC/CFIN/50036/00002	test001	TASA Advise	Medium	Approve	Approve	27-01-2022 12:24 PM
DLH/OC/OTH/31412/00005-PC 02	RTI File	RTI File	Medium	Initiator	Close File	27-01-2022 12:20 PM
DLH/OC/OTH/31412/00005-PC 01	RTI File	RTI File		Initiator	Merge File	27-01-2022 12:06 PM
DLH/APAC/CFIN/50036/00001	test treasury	TASA Advise	Medium	Reviewer	Return	27-01-2022 11:37 AM
DLH/OC/OTH/31409/00002	Test By gautam	Office	Medium	File Initiator	Submit	27-01-2022 11:31 AM
DLH/APAC/CFIN/50025/00004	test	Marketing Invoice	Medium	Approve	Approve & Send To Initiator	27-01-2022 10:56 AM
DLH/APAC/CFIN/50025/00003	testing	Marketing Invoice	Medium	Approve	Approve & Send To Initiator	27-01-2022 10:43 AM
DLH/APAC/CFIN/50125/00001	testing	Marketing Invoice	Medium	Approve	Approve & Send To Initiator	27-01-2022 10:40 AM

Show 1 to 10 of 77 entries

Open Click on Open button

➤ This is user Outbox screen for main file.

Main File Part Case

Outbox

File No	DLH/OC/OTH/31412/00005	Creation Date	27-01-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	RTI File	Location Delhi							

Notings

Subject	By	Status	Creation Date
PC 02-RTI Note	Test User1	Signed	27-01-2022
PC 01-RTI Note	Test User1	Signed	27-01-2022
RTI Note	Test User1	Signed	27-01-2022

Enclosures

#	Description	By	P. No	Date
1	Enclosure 1	Test User1	1	27-01-2022
3M	PC 01-Enclosure 2	Test User2	1	27-01-2022
4M	PC 02-Enclosure 3	Test User3	1	27-01-2022

Showing 1 to 3 of 3 entries

Noting Enclosure Yellow Notes (1)

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 04:49:36 PM

History Back

➤ This is user Outbox screen for part case.
➤ Part case 1 selected.

Outbox

Main File	Part Case																
File No : DLH/OCS/OTH/31412/00005-PC 01	Created On : 27-1-2022	Subject : RTI File															
<p>Notings</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>By</th> <th>Status</th> <th>Creation Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>RTI Note</td> <td>Test User1</td> <td>Signed</td> <td>27.01.2022</td> <td><input type="button" value="History"/></td> </tr> </tbody> </table> <p>Showing entry 1 of 1 entries</p> <p>Previous <input type="button" value="1"/> Next</p>			Subject	By	Status	Creation Date	Date	RTI Note	Test User1	Signed	27.01.2022	<input type="button" value="History"/>					
Subject	By	Status	Creation Date	Date													
RTI Note	Test User1	Signed	27.01.2022	<input type="button" value="History"/>													
<p>Enclosures</p> <table border="1"> <thead> <tr> <th>#</th> <th>Description</th> <th>By</th> <th>P. No</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enclosure 1</td> <td>Test User1</td> <td>1</td> <td><input type="button" value="History"/></td> </tr> <tr> <td>2</td> <td>Enclosure 2</td> <td>Test User2</td> <td>1</td> <td><input type="button" value="History"/></td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries</p> <p>Previous <input type="button" value="1"/> Next</p>			#	Description	By	P. No	Date	1	Enclosure 1	Test User1	1	<input type="button" value="History"/>	2	Enclosure 2	Test User2	1	<input type="button" value="History"/>
#	Description	By	P. No	Date													
1	Enclosure 1	Test User1	1	<input type="button" value="History"/>													
2	Enclosure 2	Test User2	1	<input type="button" value="History"/>													

- This is user Outbox screen for part case.
- Part case 2 selected.

Outbox

Main File	Part Case																
File No : DLH/OCS/OTH/31412/00005-PC 02	Created On : 27-1-2022	Subject : RTI File															
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2	Enclosure 3	Test User2	1	<input type="button" value="History"/>													

- Click on History button.



- Movement History box will be open.
- If you want to close, then click on close button.

Movement History

Date	Stage	From	To	Per page:
27.01.2022 11:30:21 AM	File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	<input type="button" value="10"/>
27.01.2022 12:20:05 PM	Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	<input type="button" value="10"/>

Showing 1 to 2 of 2 entries

Previous Next

- Click on Back button to exit the file.

History

Back

-----End of Document-----