



ONGC Videsh Ltd.



2022

Paperless Office- Offboarding-Transfer— User Manual

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1 Introduction

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

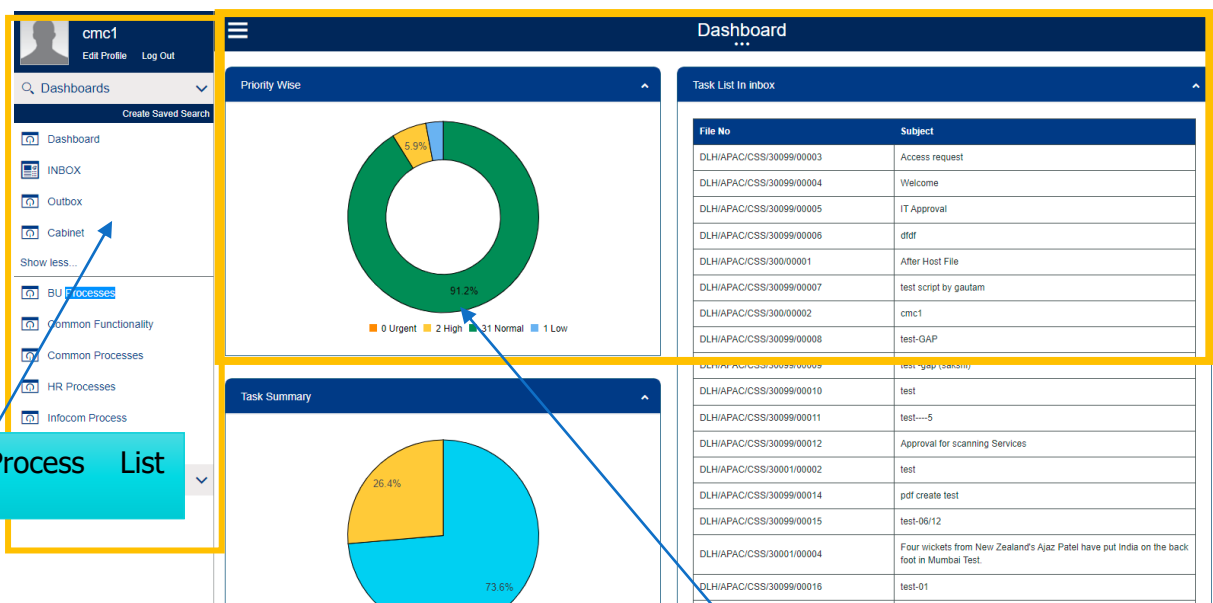
2 Login in the Paperless office:

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



3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

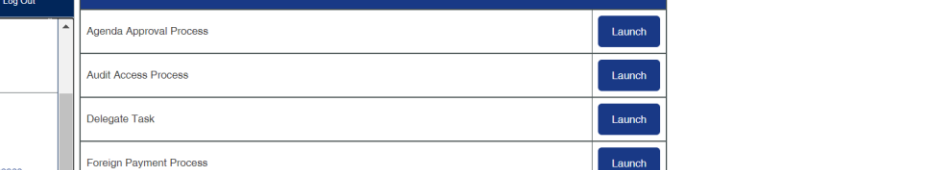
- Inbox Screen

The screenshot displays the INBOX application interface. On the left, a sidebar contains navigation links: Dashboard, INBOX, Outbox, Cabinet, and Launch. The 'INBOX' link is highlighted with a blue box and an arrow pointing to it. The main area shows a table of tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. A specific task is highlighted with a blue box and an arrow pointing to it. A red box with the text 'Inbox - View task assign to you' is overlaid on the task list. Another red box with the text 'View Process List' is overlaid on the sidebar.

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 (900004)-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/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01 3...
DLH/APAC/CSS/30008...	TEST-MANUAL				Normal	Dec 7, 2021, 3:02 5...
DLH/APAC/CSS/30008...	test-manual				Normal	Dec 7, 2021, 3:00 4...
DLH/APAC/CSS/30001...	testing				Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...				Normal	Dec 7, 2021, 11:59 2...
DLH/APAC/CSS/30008...	test-INCIDENT				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/CSS/HR/300020...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9594...	Normal	Dec 6, 2021, 4:39 5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 2:26 0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20 5...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 2:17 4...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23 0...
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 Common Processes

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



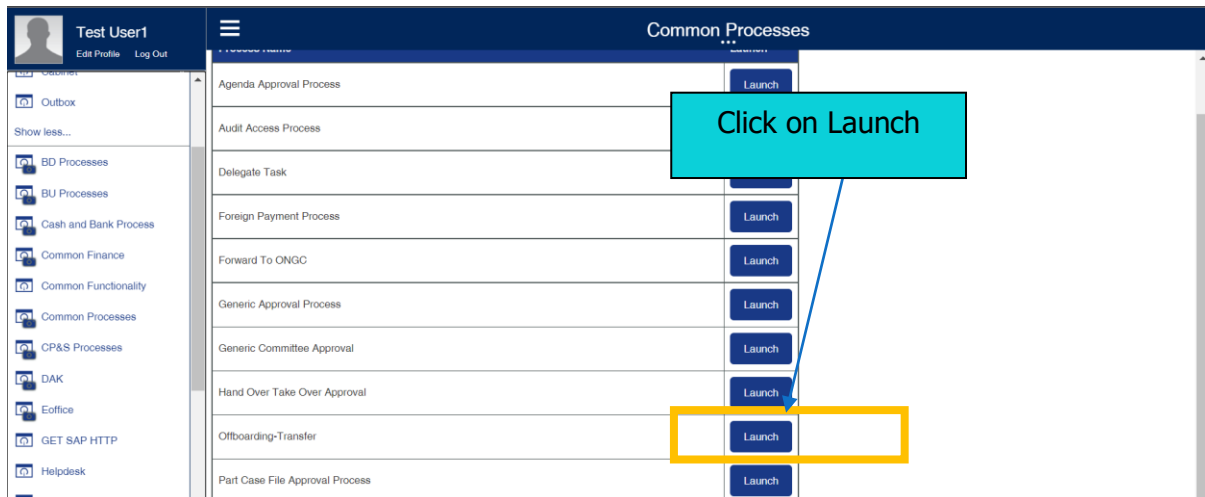
The screenshot shows the SAP Fiori 'Common Processes' application. On the left, a navigation sidebar lists various process categories. The 'Common Processes' category is highlighted with an orange background, and a blue arrow points to it from a text box. The main content area displays a list of specific processes, each with a 'Launch' button. The processes listed are: Agenda Approval Process, Audit Access Process, Delegate Task, Foreign Payment Process, Forward To ONGC, Generic Approval Process, Generic Committee Approval, Hand Over Take Over Approval, Offboarding-Transfer, and Part Case File Approval Process.

Process Name	Action
Agenda Approval Process	Launch
Audit Access Process	Launch
Delegate Task	Launch
Foreign Payment Process	Launch
Forward To ONGC	Launch
Generic Approval Process	Launch
Generic Committee Approval	
Hand Over Take Over Approval	
Offboarding-Transfer	
Part Case File Approval Process	Launch

Click on Common Processes button on the Process list

5 Offboarding-Transfer Launch:

- Click on Launch button.



- Meta Data and File Action Panel will open.
- Enter the entire metadata field displayed on the Create file 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 Projects from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the File action click Create in order to create new file. Click Exit to Exit.

Common Processes

Offboarding-Transfer

Meta Data

Location: Delhi

Section: Other Corporate Services

Sub Section: Others

Projects: NA

Subject: Offboarding - Transfer

Priority: Medium

File Action

Exit Create

- Click on Create button of File Action panel.

Meta Data

Location
Delhi

Section
Other Corporate Services

Sub Section
Others

Projects
NA

Subject
Offboarding - Transfer

Priority
Medium

File Action

Exit Create

Click on Create button

- Click on Yes button.

Confirmation

Are you sure you want to create the file? File once created cannot be discarded.

Yes No

Click on Yes button.

- Based on metadata 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., ISR/OCS/OTH/31411/00005

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows the 'Onboarding Transfer Initiator' screen. It features a sidebar on the left with a menu. The main content area is divided into several sections: 'Meta Data' with fields for Location, Date, Section, Sub Section, Project, Subject, and Priority; 'Employee Details' with fields for CPF Number, Name, Section, Sub Section, and Discipline; 'Office Note/ Green Sheet' which is a large green area for typing; 'Note Sheet(s)' which is a table for notes; 'Enclosure' which is a table for attachments; and 'File Workflow' which is a table for workflow members. At the bottom, there is a 'File Action' section with three buttons: 'Save & Close', 'E-Sign', and 'History'.

6.1 Form Information

Meta Data – Meta Data shows the Location, Section, Sub Section, Project, Subject, Priority.

Employee Details – In this CPF Number, Name, Section, Sub Section and Discipline of the initiator employee are shown.

Office Note/ Green Sheet – User can type the contents of the note sheet.

Note Sheet(s) – It shows the complete Note of Green Sheet/Office Note.

Enclosure – 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 form part of the note. However, it is user's purgative to remove the yellow note when he feels.

File Workflow– On click of this button, the workflow members of the file is shown.

File Action – File Action section has three buttons:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- History –User can view the history of file.


6.2 Employee Details

- In this CPF Number, Name, Section, Sub Section and Discipline of the initiator employee are shown.

Employee Details		
CPF Number	Name	Section
100001	Test User1	OCS
Sub Section	Discipline	
OTH	GEOPHYSICS(S)	

6.3 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

6.4 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

#	Description	Date	Actions
Showing 0 entries			

AddDeleteEdit #

Click on Add 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.
- You can Delete your enclosure, by selecting it and clicking delete button.
- You can Edit the Sr. No. of your enclosure using Edit# button.

Add Enclosure

Description : Document 1.pdf

Page No : 1

Browse Document 1.pdf

Add Exit

Add Description, Page NO. Upload Document.

6.5 Add Yellow Note

Yellow Notes

Date By

Showing 0 entries

Add Yellow Note

Click on Add Yellow Note button

- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.

Add Yellow Note

Yellow 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

Type Yellow Note and click on Add button

Add Exit

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

Note: On click on save button. Noting will saved as Draft.

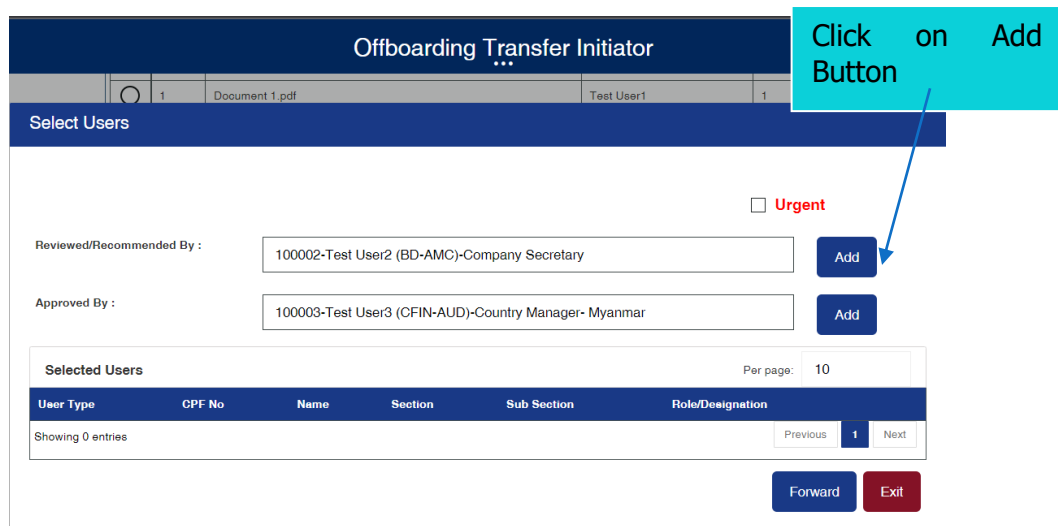


File Action

Save & Close E-Sign History

Click on E-Sign

- Select the user(s) of Reviewed/Recommended By (Optional) and Approved By (Mandatory).
- Click on Add Button.



Offboarding Transfer Initiator

1 Document 1.pdf Test User1 1

Select Users

☐ Urgent

Reviewed/Recommended By : 100002-Test User2 (BD-AMC)-Company Secretary Add

Approved By : 100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar Add

Selected Users Per page: 10

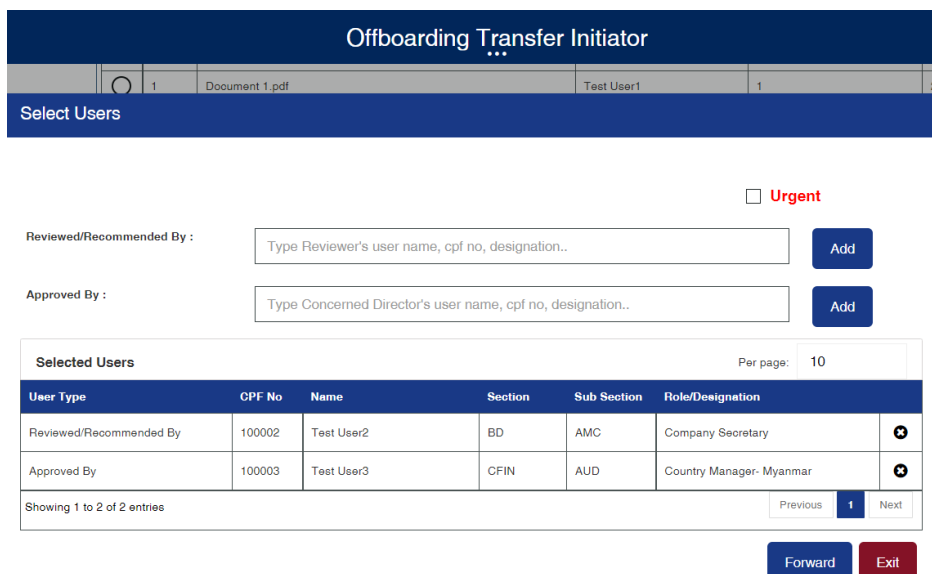
User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Previous 1 Next

Forward Exit

Click on Add Button

- All the users are now added to the selected users list.
- Click on Forward button.



Offboarding Transfer Initiator

1 Document 1.pdf Test User1 1 2

Select Users

☐ Urgent

Reviewed/Recommended By : Type Reviewer's user name, cpf no, designation.. Add

Approved By : Type Concerned Director's user name, cpf no, designation.. Add

Selected Users Per page: 10

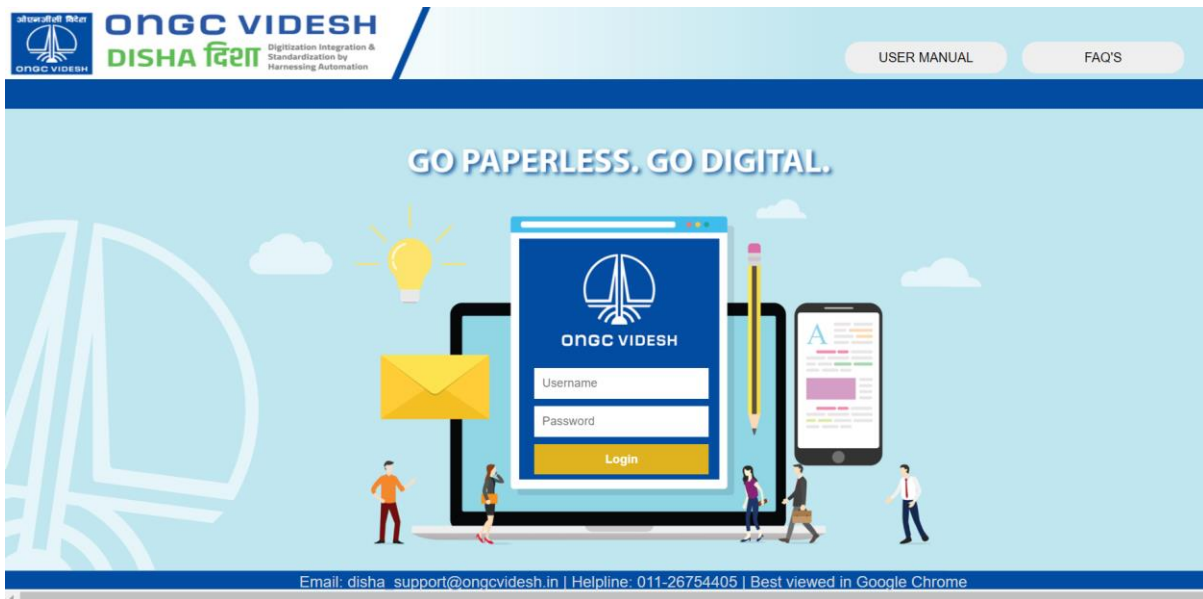
User Type	CPF No	Name	Section	Sub Section	Role/Designation
Reviewed/Recommended By	100002	Test User2	BD	AMC	Company Secretary
Approved By	100003	Test User3	CFIN	AUD	Country Manager- Myanmar

Showing 1 to 2 of 2 entries

Previous 1 Next

Forward Exit

- Now task go to the Reviewer/Recommender.
- Login to Reviewer/ Recommender user.



7.2 Reviewer/Recommender Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority
ISR/OCS/OTH/31...	Offboarding - Transfer	Offboarding-Transfer Reviewer / Recommender	Offboarding-Tran...	Test User1 (1000...	Medium
DLH/LAC/BD/105...	dsds	Offboarding Initiator	Offboarding Initiator	Test User4 (1000...	Medium
DLH/LAC/BD/105...	Test By gautam	Sanction Process Initiator			Medium
DLH/LAC/BD/105...	Generic test file for forward	Generic File Initiator	Generic File Initia...	Test User4 (1000...	Medium
ISR/OCS/OTH/31...	test Sanction 24_02_08		on Process...	Test User1 (1000...	Medium

Task is visible in Inbox

- Write Comments in Office note/Green Sheet .

सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

- All the sign of users shown in Office Note.

Office Note / Green Sheet

सापेक्ष पत्र / Working Paper

Offboarding of Employee -Transfer

CPF Number:	100001
Name:	Test User1
Section:	Other Corporate Services
Sub Section:	Others
Discipline:	GEOPHYSICS(S)

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 & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 25.02.2022 12:09:24 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- If you select Return to Initiator, file will be returned to initiator.
- If you select Forward for Review, file will go to the selected user.
- **Select Review/Recommend.**
- Click on forward button.

Offboarding-Transfer Reviewer / Recommender

...

Action With eSign

☐ Urgent

Select Action

The file will move ahead as per the defined workflow with your comments & e-sign on notesheet.

☒ Review / Recommend ☐ Return to Initiator ☐ Forward For Review

Forward

Exit

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



7.3 Approver Screen.

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
ISR/OCS/OTH/31...	Offboarding - Transfer	Offboarding-Transfer Approver	Offboarding-Tran...	Test User2 (1000...	Medium	Feb 25, 2022, ...
DLH/LAG/DR/100...	Forward the test uc	Generic File Reviewer / Recommender	Generic File Rev...	Test User2 (1000...	Medium	Feb 24, 2022, ...
DLH/PFIN/PFIN/...	Test Government Audit 24.02...	Government (CAG Audit) - RP	Government (CA...	PRATIMA MANT...	Medium	Feb 24, 2022, ...
DLH/CSS/SAP/3...	Overseas_24.02.22	Overseas Posting In-charge HR/ER	Overseas Posting...	Test User2 (1000...	Medium	Feb 24, 2022, ...

- All the sign of users shown in Office Note/Green Sheet.

CPF Number: 100001
Name: Test User1
Section: Other Corporate Services
Sub Section: Others
Discipline: GEOPHYSICS(S)

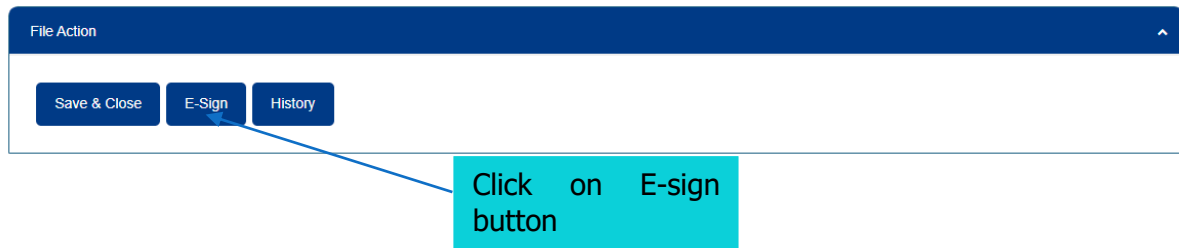
ONGC Videsh Limited, a Miniratna Schedule 'A' Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship 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 & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 25.02.2022 12:09:24 PM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km in the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Morich, Jirazol, Jazmin, Nare Sur, Under River and Abasco as well as non-commercial area of Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :
Test User2 (100002)-Company Secretary
On : 25.02.2022 12:14:07 PM

- Click on E-sign button.



- If you select Return to Initiator, file will be returned to initiator.
- If you select Forward for Review, file will go to the selected user.
- **Select Approve.**
- Select HR User.
- Click on forward button.

Offboarding-Transfer Approver	
Description	By
Select Option	

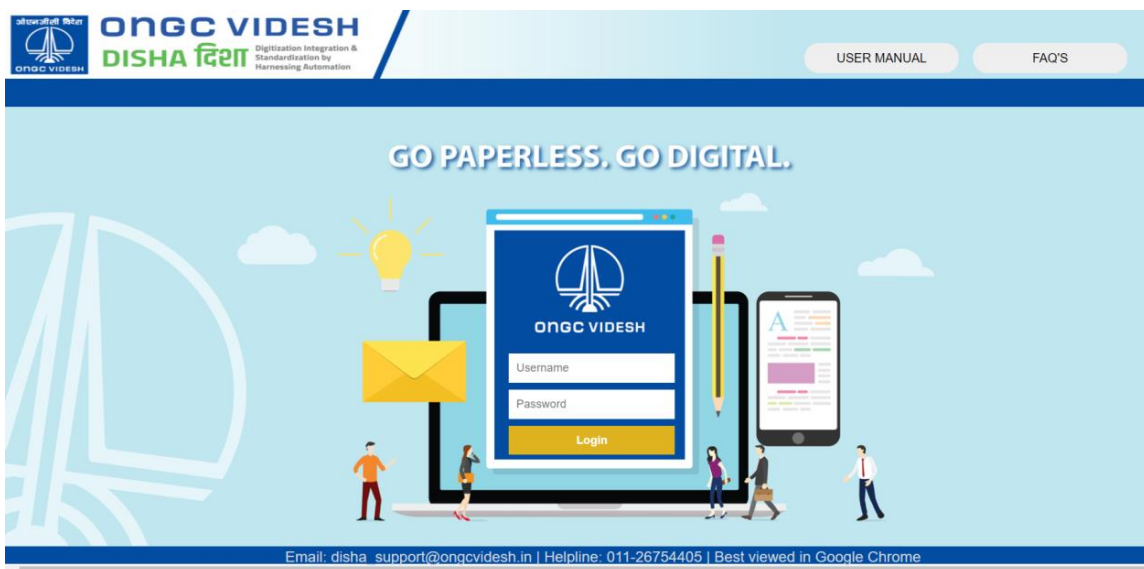
☐ Urgent

☒ Approve
 ☐ Forward For Review
 ☐ Return to Initiator

Select HR User 100002-Test User2 (BD-AMC)-Company Secretary

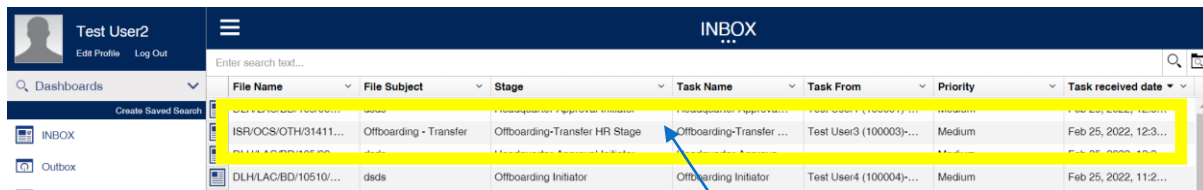
Forward
Exit

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



7.4 HR User

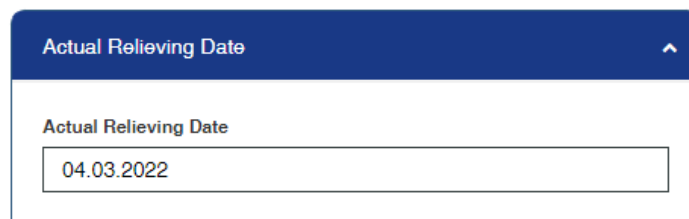
- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
ISROCS/OTH/31411...	Offboarding - Transfer	Offboarding-Transfer HR Stage	Offboarding-Transfer ...	Test User3 (100003)-...	Medium	Feb 25, 2022, 12:3...
DLH/LAC/BD/10510...	dads	Offboarding Initiator	Offboarding Initiator	Test User4 (100004)-...	Medium	Feb 25, 2022, 11:2...

Task is visible in Inbox

- Enter Actual Relieving Date.



Actual Relieving Date

Actual Relieving Date

04.03.2022

- All the sign of users shown in Office Note/Green Sheet.



Office Note / Green Sheet

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 03.03.2022 10:48:35 AM

Manesarovar Energy Colombia Limited (MECL) is a 50-50 joint venture of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% share in Morocha, Girasol, Jazmin, Nare Sur, Under River and Abaroo as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2008.

Forwarded & Electronically Signed By :
Test User2 (100002)-Company Secretary
On : 03.03.2022 10:51:14 AM

San Cristobal field is located in Zuta subdivision of Jungero Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh acquired 40% PI in on 08.04.2008 and signed a joint venture agreement with PdVSA (National Oil Company of Venezuela). A JV company called "PetrorelaIndovenezolana SA" (PIVISA) was formed wherein PdVSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 56%) and PdVSA Social (4%) and ONGC Videsh holds 40% through ONGC Nile Ganga (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.

Approved & Electronically Signed By :
Test User3 (100003)-Country Manager- Myanmar
On : 03.03.2022 10:55:02 AM

- Click on E-sign button.



File Action

Save & Close E-Sign History

Click on E-sign button

- If you select Forward to another user, you have to select HR user. File will be forwarded to selected user.

Offboarding-Transfer HR Stage

Select Option

☐ Urgent

☐ Update Actual Relieving Date & Close Task ☒ Forward to Another User

Select HR User

100004-Test User4 (APAC-CFIN)-Regional Presider

Forward

Exit

- **Select Update Actual Relieving Date & Close Task.**
- Click on forward button.

Offboarding-Transfer HR Stage

Select Option

☐ Urgent

☒ Update Actual Relieving Date & Close Task ☐ Forward to Another User

Forward

Exit

- Now Task can be seen in HR Cabinet.

7.5 HR 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

Select file.

Click on Open button.

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
ISR/OCS/OTH/31411/00005	Offboarding - Transfer	OffboardingTransfer	Closed	2021-22	Test User1 (100001)	25.02.2022	25.02.2022
DLH/LAC/BD/10511/00002	test by sakshi	OffboardingTransfer	Closed	2021-22	Test User2 (100002)	25.02.2022	25.02.2022
DLH/LAC/BD/10511/00003	ott	OffboardingTransfer	Closed	2021-22	Test User2 (100002)	25.02.2022	25.02.2022
DLH/LAC/BD/10530/00003-P G 01	testing	Tendering	Merged	2021-22	Test User2 (100002)	24.02.2022	24.02.2022
DLH/LAC/BD/10501/00002	Tender Box Creation for Tender File: DLH/LAC/BD/10530/00003	TenderBox	Closed	2021-22	Test User2 (100002)	24.02.2022	24.02.2022
DLH/OCS/OTH/31401/00007	Tender Box Creation for Tender File: DLH/OCS/OTH/31430/00034	TenderBox	Closed	2021-22	Test User1 (100001)	23.02.2022	24.02.2022
DLH/LAC/BD/10528/00002	testing	Sanction	Closed	2021-22	Test User2 (100002)	24.02.2022	24.02.2022
DLH/LAC/BD/10527/00011	Cus Form test	Creation Master	Closed	2021-22	Test User2 (100002)	24.02.2022	24.02.2022
DLH/LAC/BD/10527/00010	test sap	Creation Master	Closed	2021-22	Test User2 (100002)	24.02.2022	24.02.2022
DLH/LAC/BD/10501/00001	Tender Box 23_02_4_31	TenderBox	Closed	2021-22	Test User2 (100002)	23.02.2022	23.02.2022

Showing 1 to 10 of 28 entries

Open

- Now you can see all the data of user.


Offboarding of Employee - Transfer

Employee Details:

Employee ID	Name	Department
100001	Test User1	Offboarding - Transfer
100002	Test User2	Offboarding - Transfer

- In Notes Sheet(s) section click on viewer icon to open Notes sheet(s).

Note Sheet(s)

Subject	By	Status	Date	Actions
Note Sheet 1	Test User2	Signed	03.03.2022	

Showing entry 1 of 1 entries

Previous

1

Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1

File No : ISR/OCS/OTH/S1411/00014

Subject : Offboarding - Transfer

Offboarding of Employee - Transfer

CPF Number: 100001

Name: Test User1

Section: Other Corporate Services

Sub Section: Others

Discipline: GEOPHYSICS(S)

ONGC Videsh 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. The primary business of ONGC Videsh is to prospect for oil and gas reserves 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 & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 03.03.2022 10:48:35 AM



Mansarovar Energy Colombia Limited (MECL) is a 50:50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPIC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Moriche, Girasol, Jazmin, Nare Sur, Under River and Albarico as well as non-commercial area of Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2008.

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Test User2 (100002)-Company Secretary

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- Enclosures send can be viewed and downloaded.

Enclosures

#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	25-02-2022	 

Showing entry 1 of 1 entries

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Next

- Yellow notes can be seen.

Yellow Notes (1)		
Date	Note	By
25.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJCV ankornett	Test User1 (100001)-Director (Finance)
Showing entry 1 of 1 entries		<div>Previous1Next</div>

- Click on File Workflow.

File Workflow				
	Workflow	Created By	Created On	Updated On
	File Workflow 1	Test User1 (100001)-Director (Finance)	25.02.2022	25.02.2022
Showing entry 1 of 1 entries				
				Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Company Secretary
Agree / Concurrer	(Not Selected)
Approver	Test User3 (100003)-Country Manager- Myanmar

- File Action contains Exit, History, Send for Review and Send For NA options.

File Action

Exit

History

Send For Review

Send For NA

- Exit is used to exit the opened file.
- History shows the Movement History of the file.
- Send for Review will send the file for review to selected user.
- If you want to send the file for Necessary Action (NA). Then click on Send For NA button. Select the user(s) and click on Add button.

7.6 HR Outbox Screen

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

The screenshot shows the HR Outbox interface. On the left, there is a sidebar with a menu where 'Outbox' is highlighted. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The first row is highlighted in yellow. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 100 entries'. At the bottom left, there is an 'Open' button. A blue arrow points from the text 'Click on Open button' to this button.

- This is user Outbox screen.

This screenshot shows the detailed view of a file in the Outbox. The top section displays the file's metadata: File No (ISR/OC/OTH/31411/00004), Creation Date (24-02-2022), Priority (Medium), and Stage (HR after Approval). Below this, there is a large green area with the title 'Outbox of Employee Transfer'. The main content area contains a form with various fields for user details and transfer information. At the bottom, there are several tabs: 'File Details', 'File History', 'File Action', and 'File Status'. The 'File Action' tab is currently selected, showing a list of actions performed on the file.

- Click on History button.

The screenshot shows a 'File Action' dialog box. It has a title bar 'File Action' and two buttons: 'Exit' (red) and 'History' (blue). The 'History' button is highlighted, indicating it is the next step in the process.

- Movement History box will be opened.
- It Shows all the details of user.
- If you want to close history, then click on close button.

➤ Click Exit to Exit.

Outbox

Movement History

File No :
ISR/OCS/OTH/31411/00005

Subject :
Offboarding - Transfer

Per page: 10				
Date	Stage	From	To	Action
25.02.2022 12:24:21 PM	Offboarding Transfer Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Forward for Approval
25.02.2022 12:29:04 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User3 (100003)-Country Manager-Myanmar	Review / Recommend
25.02.2022 12:51:05 PM	Approve	Test User3 (100003)-Country Manager-Myanmar	Test User2 (100002)-Company Secretary	Approve
25.02.2022 01:03:53 PM	HR after Approval	Test User2 (100002)-Company Secretary	To Cabinet	UpdateActual
Showing 1 to 4 of 4 entries				Previous 1 Next

Close

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