



ONGC Videsh Ltd.



2022

Paperless Office- PQ File – User Manual

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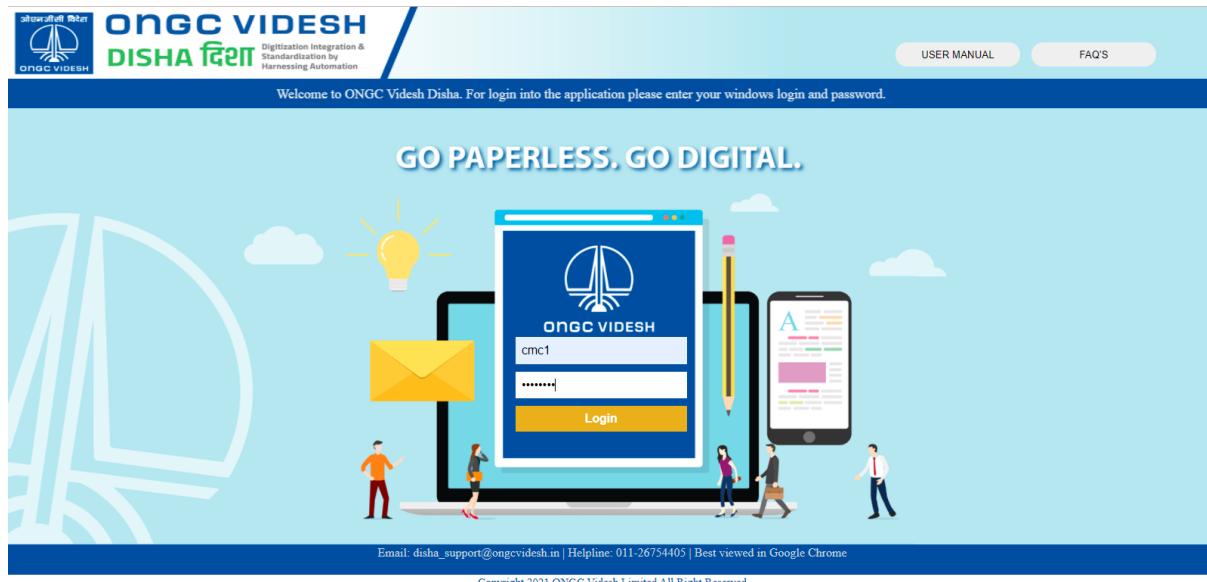
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1 Introduction

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

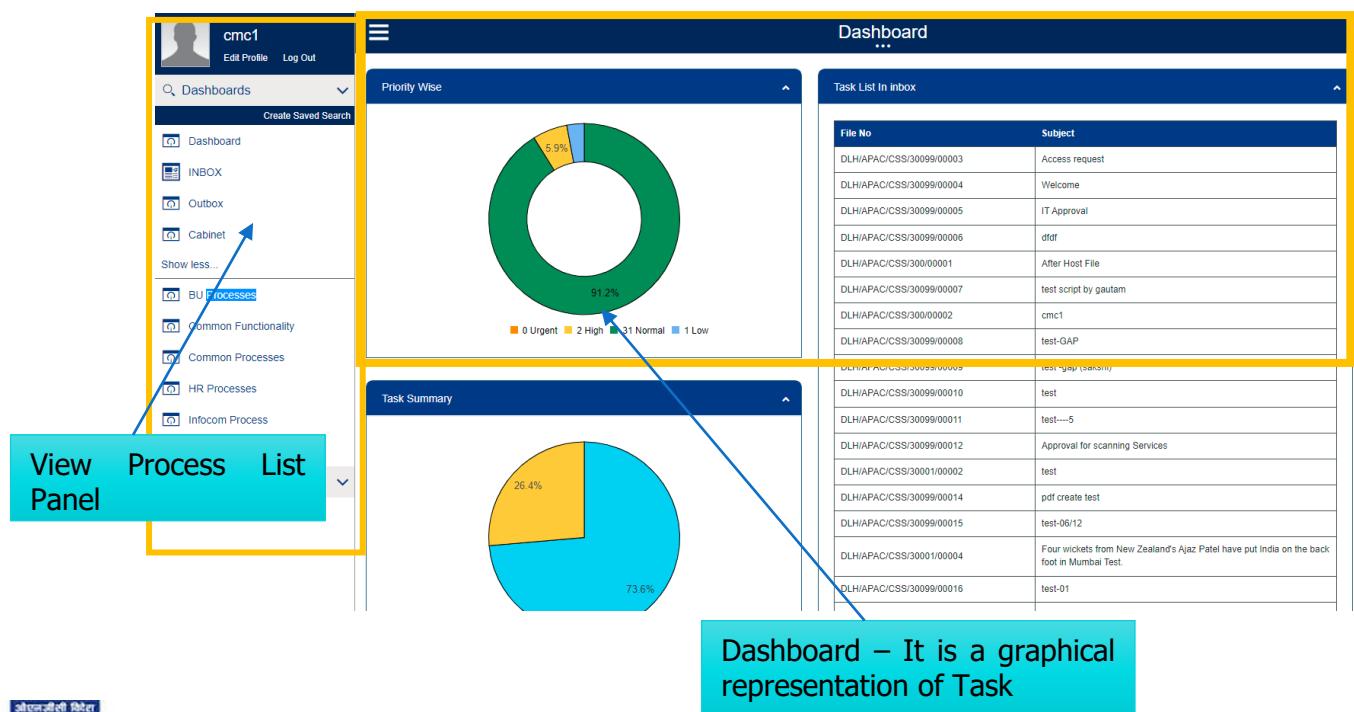
2 Login in the Paperless office:

- 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**

INBOX

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...	cmc3 (90004)-Genera...	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, 2:20:5...
DLH/APAC/CSS/30009...	test-01	Generic File Initiator	Generic File Initiator	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 12:35:...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:04:2...

4 How to run the Eoffice

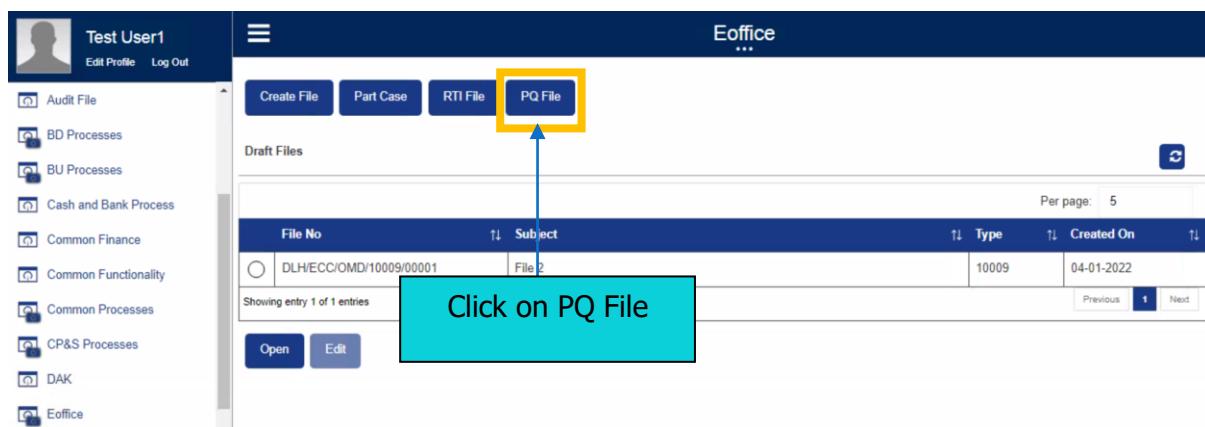
- Click on Eoffice.
- Eoffice Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

Eoffice

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

5 PQ File Creation:

- Click on PQ File button.



- Create PQ File Panel will open.
- Enter the entire Create PQ 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 from 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 PQ File

Location :	Delhi
Section :	Other Corporate Services
Sub Section :	Others
Project :	NA
Priority:	Medium
Year :	2021-22
Received Date :	25.01.2022
Response Date :	27.01.2022
File Subject :	PQ File

Create

Exit

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

File No	Subject	Type	Created On
DLH/OCS/OTH/31415/00006	PQ File	31415	25-01-2022
DLH/OCS/OTH/31415/00005	test	31415	25-01-2022

- 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/31415/00006

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 the ONGC logo and the text 'Office'. Below it, the 'Main File' section displays the following details:

File #	DLH/OCS/OTH/31415/00006	Creation Date	25-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Delhi

Below this, there are two tables:

- Notings:** Shows a list of notes with columns: Subject, By, Status, Date, and Actions. It includes buttons for 'Add Note' and 'Delete'.
- Enclosures:** Shows a list of enclosures with columns: #, Description, By, P. No., Date, and Actions. It includes buttons for 'Add' and 'Delete'.

To the right, there's a large green area labeled 'Yellow Notes' containing the text 'सार्वक यत्र / Working Paper' (General Note / Working Paper). At the bottom right of the screen are three buttons: '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 PQ 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				

Add Note **Delete**

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

Create Note In System

Subject : PQ Note

Edit Insert View Format Table Tools

 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.

Save Create Exit

- Noting is shown in noting tab.

Noting Enclosure Yellow Notes



सार्वकामनी विदेश
ONGC VIDESH

सार्वकामनी विदेश / 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				*
● PQ Note	Test User1	Draft	25-01-2022				
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

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.

Eoffice

...
Add Enclosure

Add Description, Page NO.
Upload Document.

Description : Enclosure 1

Page No : 1

Document 1.docx

Click on Add button

Add Exit

- 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	
<input checked="" type="radio"/>	1	Enclosure 1		Test User1		1		25-01-2022		 	
Showing entry 1 of 1 entries											
					Previous	1	Next				

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

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

[Noting](#) [Enclosure](#) [Yellow Notes](#)

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 9.448 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 three tabs: 'Noting', 'Enclosure', and 'Yellow Notes'. The 'Yellow Notes' tab is highlighted. Below the navigation bar is a table with columns for 'Date', 'Note', and 'By'. A callout box with the text 'Click on Add Yellow Note button' points to a blue button labeled 'Add Yellow Note' located at the bottom left of the table area.

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

The screenshot shows a modal dialog box titled 'Add Yellow Note'. Inside the dialog, there is a text input field containing the text: 'ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft'. Below the input field, a callout box contains the text 'Type Yellow Note and click on Add button' with an arrow pointing to the 'Add' button. The 'Add' button is blue, and the 'Exit' button is red.

- Yellow notes are added.

Yellow Notes (1)		
Date	Note	By
25-01-2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankomeft	Test User1 (100001)-Senior Geophysicist (Surface) 
Showing entry 1 of 1 entries		
Previous 1 Next		

[Add Yellow Note](#)

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

Yellow Notes (1)		
Date	Note	By
25-01-2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankomeft	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 PQ 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 PQ

Select Users :

Add

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



Previous 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 PQ

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

ONGC Videsh Ltd.


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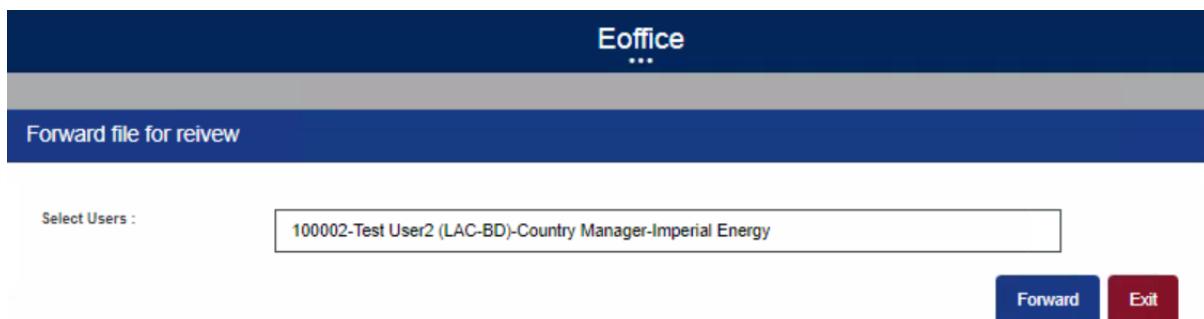
 IT INNOVATION COMPANY | 

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.



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 PQ 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 PQ

Select Users : **Add**

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

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 PQ

Select Users :

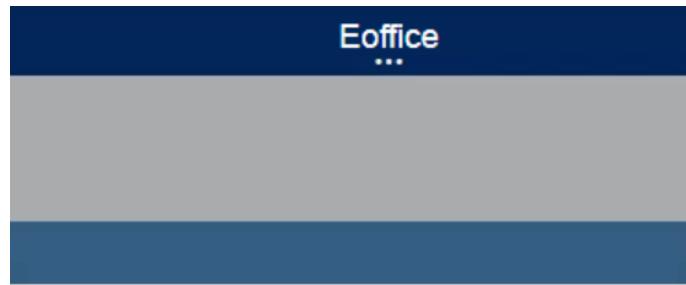
Selected Users					
CPF No	Name	Section	Sub Section	Role/Designation	
<input type="radio"/> 100002	Test User2	LAC	BD	Country Manager-Imperial Energy	
<input type="radio"/> 100003	Test User3	PFIN	PFIN	Regional President- Appolo	

Showing 1 to 2 of 2 entries

Create **Exit**

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

- Click on ok button.



File DLH/OCS/OTH/31415/00006 has been successfully submitted.

OK

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

The landing page for ONGC VIDESH DISHA features the company logo and name at the top left. To the right are links for 'USER MANUAL' and 'FAQ'S'. The central focus is a large graphic with the slogan 'GO PAPERLESS. GO DIGITAL.' It depicts a large smartphone displaying a login screen for 'ONGC VIDESH' with fields for 'Username' and 'Password' and a 'Login' button. A lightbulb icon above the phone suggests ideas or innovation. Several small human figures are shown interacting with the phone and a nearby smartphone displaying a chart. The background is light blue with abstract shapes. At the bottom, there's contact information: 'Email: disha_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome'.

7.2 Reviewer 1 Screen

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

Task is visible in Inbox

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received d...
DLH/OCS/OTH/31415/00006-PC 01	PQ File	PQ File Reviewer	PQ File Reviewer		Medium	Jan 25, 2022, 6...
DLH/OCS/OTH/31425/00003	test06	Marketing Invoice ...	Marketing Invoice ...	Test User1 (10000...)	Medium	Jan 25, 2022, 12...
DLH/MZQ/BD/10530/00001	MM File 12:08 PM	TC Meeting Notice	Tendering Process ...	Test User2 (10000...)	Medium	Jan 25, 2022, 12...
DLH/MZQ/BD/10528/00003	MM File 12:08 PM ...	Sanction Process I...	Sanction Process I...	Test User1 (10000...)	Medium	Jan 25, 2022, 12...

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

- Selected notings will be seen in Notings tab.

Notings					
Subject	By	Status	Date		
PQ Note	Test User1	Signed	25-01-2022	<input type="button" value="Delete"/>	<input type="button" value="New"/>

Showing entry 1 of 1 entries

With Annotation Without Annotation

Enclosures					
#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	25-01-2022	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

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 05:51:29 PM

- All the sign of users shown in Noting.

Notings					
Subject	By	Status	Date		
PQ Note	Test User1	Signed	25-01-2022	<input type="button" value="Delete"/>	<input type="button" value="New"/>

Showing entry 1 of 1 entries

With Annotation Without Annotation

Enclosures					
#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	25-01-2022	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

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

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Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 05:51:29 PM

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

Notings					
Subject	By	Status	Date		
PQ Note	Test User1	Signed	25-01-2022	<input type="button" value="Delete"/>	<input type="button" value="New"/>

Showing entry 1 of 1 entries

With Annotation Without Annotation

Enclosures					
#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	25-01-2022	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

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

Document 1.docx

Layout   

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 from Block 02 in Libya. In 2003, it recorded growth in production from its acquired assets. ONGC Videsh's production reached 5.448 MMTOE in 2012-13. Adverse geopolitical conditions in North 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 9.916 MMTOE, primarily due to better management and addition in the portfolio. With acquisition of 26% stake in Vankorneft, Russia in 2018 and 4% stake in Ongocooperacion, Mexico in 2019, production of ONGC Videsh has increased to 12.810 MMTOE for 2018-19 and 14.833 MMTOE in 2019-20. ONGC Videsh reached highest ever production of oil and oil equivalent gas (O+OEG) of 14.881 MMTOE during 2019-20.

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

Noting Enclosure Yellow Notes

Date	Note	By
Showing 0 entries		
Previous Next		
Add Yellow Note Click on Add Yellow Note button		

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

PQ File Reviewer

Add Yellow Note

Yellow Note: 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.

Type Yellow Note and click on Add button

Add

Exit

- Yellow notes are added.

Noting Enclosure Yellow Notes (1)

Date	Note	By
25-01-2022	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
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
25-01-2022	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 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 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	25-01-2022			
Showing entry 1 of 1 entries							
Add			Previous 1 Next				

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

PQ File Reviewer
...

Add Enclosure

Description :

Enclosure 2

Page No :

1



Browse

Document 2.docx

Add

Exit

- 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		25-01-2022		
<input checked="" type="radio"/>	2	Enclosure 2		Test User2		1		25-01-2022		
Showing 1 to 2 of 2 entries										
							Previous	1	Next	

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 ▾

Back Forward Formats B I E E E E E E E E E E E E E E A A A A

ओंग्कर्जीसी विदेश
ONGC VIDESH

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

PQ File Reviewer

File #	DLH/OCS/OTH/31415/00008-PC 01	Creation Date	25-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Delhi

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

Notings				
Subject	By	Status	Date	*
PQ Note	Test User1	Signed	25-01-2022	<input type="button" value="Q"/>

Showing entry 1 of 1 entries

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	25-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>
2	Enclosure 2	Test User2	1	25-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>

Showing 1 to 2 of 2 entries

With Annotation Without Annotation

Enclosures				
#	Description	By	P. No.	Date
1	Enclosure 1	Test User1	1	25-01-2022
2	Enclosure 2	Test User2	1	25-01-2022

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, AZOCOG, Rosneft, ADNOC, Pocointernational, Petro Vietnam, CNPC, Sinopec, PDVSA, Petronas and Essoptrol.

ONGC Videsh has highly skilled human resource with excellent technical and management capabilities. The company has built a highly professional organization with extensive experience in the planning 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 documentation.

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

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

PQ File Reviewer ...

Forward File

Select User : 100001-Test User1 (OCS-OTH)-Director (Finance)

Forward Exit

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

PQ File Reviewer ...

Confirmation

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

Yes **No**

- Login with Reviewer 2 User.



7.3 Reviewer 2 Screen.

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

File Name	File Subject	Stage	Task Name	Task From	Priority
DLH/OCS/OTH/31415/00006-PC 02	PQ File	PQ File Reviewer	PQ File Reviewer	Test User1 (1000...)	Medium
DLH/MZQ/BD/10525/00006	testu3	marketing invoice...	marketing invoice...	Test User2 (1000...)	medium
DLH/MZQ/BD/10530/00001	MM File 12.08 P...	TC Meeting Notice	Tendering Proces...	Test User2 (1000...)	Medium
DLH/MZQ/BD/10528/00002	test 1234	TC Meeting Notice	Tender File DO - ...	Test User1 (1000...)	Medium
DLH/MZQ/BD/10528/00001			Initiat...	Test User2 (1000...)	Medium
DLH/OCS/OTH/31430/00002			Initiat...	Test User2 (1000...)	Medium
DLH/CSS/SAP/31018/00001-PC 03			Part File	AKASH JAIN (13...)	Medium
DLH/OCS/OTH/31428/00002			Proces...	Test User2 (1000...)	Medium

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

Main File

File #	DLH/OCS/OTH/31415/00006-PC 02	Creation Date	25-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Delhi

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

Notings

Subject	By	Status	Date	*
PQ Note	Test User1	Signed	25-01-2022	<input type="button" value="Q"/>

Showing entry 1 of 1 entries

With Annotation Without Annotation

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	25-01-2022	<input type="button" value="Q"/> <input type="button" value="A"/>

Showing entry 1 of 1 entries

Notes

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 (ONGC), the largest national oil company (NOCL) of India. The company is the second largest oil and gas producer of ONGC Videsh owns participation interest 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 : 25.01.2022 06:08:42 PM

- Selected notings will be seen in Notings tab.

PQ File Reviewer

Notings					Per page: 5
Subject	By	Status	Date	Action	*
<input checked="" type="radio"/> PQ Note	Test User1	Signed	25-01-2022		Delete

Enclosures					Per page: 5
#	Description	By	P. No.	Date	Action
<input checked="" type="radio"/> 1	Enclosure 1	Test User1	1	25-01-2022	

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

सार्थक पत्र / Working Paper

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Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 05:51:29 PM

- All the sign of users shown in Noting.

PQ File Reviewer

Notings					Per page: 5
Subject	By	Status	Date	Action	*
<input checked="" type="radio"/> PQ Note	Test User1	Signed	25-01-2022		Delete

Enclosures					Per page: 5
#	Description	By	P. No.	Date	Action
<input checked="" type="radio"/> 1	Enclosure 1	Test User1	1	25-01-2022	

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

सार्थक पत्र / Working Paper

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Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 05:51:29 PM

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

PQ File Reviewer

Notings					Per page: 5
Subject	By	Status	Date	Action	*
<input checked="" type="radio"/> PQ Note	Test User1	Signed	25-01-2022		Delete

Enclosures					Per page: 5
#	Description	By	P. No.	Date	Action
<input checked="" type="radio"/> 1	Enclosure 1	Test User1	1	25-01-2022	

Noting **Enclosure** **Yellow 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 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 a force majeure situation in Syria caused significant fall in oil production in 2011-12 and 2012-13. However, in 2013-14, 2014-15 and 2015-16, ONGC Videsh has been able to recover to the level of 8,357 MMTOE, 8,374 MMTOE and 8,916 MMTOE respectively 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 14,333 MMTOE in 2018-19. ONGC Videsh reached highest ever production of oil and oil equivalent gas (O+OEG) of 14,991 MMTOE during 2019-20.

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

Noting Enclosure Yellow Notes

Date	Note	By
Showing 0 entries		
Add Yellow Note Click on Add Yellow Note button		

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

PQ File Reviewer

Add Yellow Note

Yellow Note: A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum

Type Yellow Note and click on Add button [Add](#) [Exit](#)

- Yellow notes are added.

Noting Enclosure Yellow Notes (1)

Date	Note	By
25-01-2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President-Appolo 
Showing entry 1 of 1 entries		

[Add Yellow Note](#)

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

Yellow Notes (1)		
Date	Note	By
25-01-2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zaka 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.

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.

<input type="radio"/> With Annotation	<input type="radio"/> Without Annotation												
Enclosures Per page: 5													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Description</th> <th>By</th> <th>P. No.</th> <th>Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enclosure 1</td> <td>Test User1</td> <td>1</td> <td>25-01-2022</td> <td> </td> </tr> </tbody> </table>		#	Description	By	P. No.	Date	Actions	1	Enclosure 1	Test User1	1	25-01-2022	 
#	Description	By	P. No.	Date	Actions								
1	Enclosure 1	Test User1	1	25-01-2022	 								
Showing entry 1 of 1 entries													
Previous 1 Next													
Add Delete													

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

PQ File Reviewer
...

Add Enclosure

Description :

Enclosure 3

Page No :

1



Browse

Document 3.docx

Add

Exit

- 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		25-01-2022			
<input checked="" type="radio"/>	2	Enclosure 3		Test User3		1		25-01-2022			
Showing 1 to 2 of 2 entries									Previous	1	Next

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 ▾

Formats ▾ B I E E E E E E E E E E E E E E E E E E A A A A

 ओएनजीसी विदेश
ONGC VIDESH

सार्थक पत्र / Working Paper

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- 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.

PQ File Reviewer ...

Main File

File #	DLH/OCS/OTH/31415/00005-PC 02	Creation Date	25-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Delhi

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

Notings

Subject	By	Status	Date	*
PQ Note	Test User1	Signed	25-01-2022	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	25-01-2022	<input type="button" value="Delete"/> <input type="button" value="Add"/>
2	Enclosure 3	Test User3	1	25-01-2022	<input type="button" value="Delete"/> <input type="button" value="Add"/>

Showing entry 1 to 2 of 2 entries

Note **Enclosure** **Yellow Notes (1)**

Document 3.docx

Layout

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 (2 project), Iraq (1 project), Libya (1 project), Mozambique (1 Project), Myanmar (6 projects), Russia (3 projects), South Sudan (2 projects), Syria (1 project), 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.

PQ 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.

PQ File Reviewer ...

Confirmation

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

- 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.

The screenshot shows the 'INBOX' screen of the ONGC VIDESH DISHA system. On the left, there's a sidebar with options like 'Dashboards', 'INBOX' (which is selected and highlighted with a yellow box), 'Cabinet', 'Outbox', and 'Dashboard'. The main area is titled 'INBOX' with a sub-section '...'. It contains a table with columns: 'File Name', 'File Subject', 'Stage', 'Task Name', and 'Task From'. There are three rows of data, each with a small document icon and some text. A blue arrow points from the text 'Task is Visible in Inbox' to the third row of the table. The table data is as follows:

File Name	File Subject	Stage	Task Name	Task From
DLH/OCS/OTH/31415/00006-PC 02	PQ File	PQ File Initiator	PQ File Initiator	Test User3 (1000..)
DLH/OCS/OTH/31415/00006-PC 01	PQ File	PQ File Initiator	PQ File Initiator	Test User2 (1000..)
DLH/OCS/OTH/31415/00006	PQ File	PQ File Initiator	PQ File Initiator	
DLH/OCS/OTH/31425/00005	test	Marketing Invoice...	Marketing Invoice...	Test User2 (1000..)
DLH/MZQ/BD/10525/00009	testing	Marketing Invoice...	Marketing Invoice...	Test User1 (1000..)
DLH/OCS/OTH/31415/00002	PQ File	PQ File Initiator	PQ File Initiator	

Task is Visible in Inbox

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

Main File

PQ File Initiator

File #	DLH/OGS/OTH/21/415/00006/PC 01	Creation Date	28-01-2022	Priority	Medium	Age Of File (In Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Den

Notings

Subject	By	Status	Date	Actions
PQ Note	Test User1	Signed	28-01-2022	

Sharing entry 1 of 1 entries

Add Note Delete

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	28-01-2022	
2	Enclosure 2	Test User2	1	28-01-2022	

Sharing 1 of 2 entries

Add Delete

Note

Enclosure

Yellow Notes (1)



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Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 05:51:29 PM

Forward Send To Cabinet Merge File History

- All the sign of users shown in Noting.

Main File

PQ File Initiator

File #	DLH/OGS/OTH/21/415/00006/PC 01	Creation Date	28-01-2022	Priority	Medium	Age Of File (In Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Den

Notings

Subject	By	Status	Date	Actions
PQ Note	Test User1	Signed	28-01-2022	

Sharing entry 1 of 1 entries

Add Note Delete

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	28-01-2022	
2	Enclosure 2	Test User2	1	28-01-2022	

Sharing 1 of 2 entries

Add Delete

Note

Enclosure

Yellow Notes (1)



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Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 05:51:29 PM

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

Edit	Insert	View	Format	Table	Tools
↶	↷	Formats	B	I	≡
 <h2>सार्थक पत्र / Working Paper</h2>					
<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

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

PQ File Initiator

...

Forward For Review

Select Users :

100004-Test User4 (RUS-CFIN)-Company Secretary

Forward

Exit

- If you click on History.



- Movement history of part file is shown.

PQ File Initiator
...

Movement History

Date	Stage	From	To
25.01.2022 06:43:14 PM	Reviewer	Test User2 (100002)-Country Manager-Imperial Energy	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Per page: 10

Previous | 1 | Next

Close

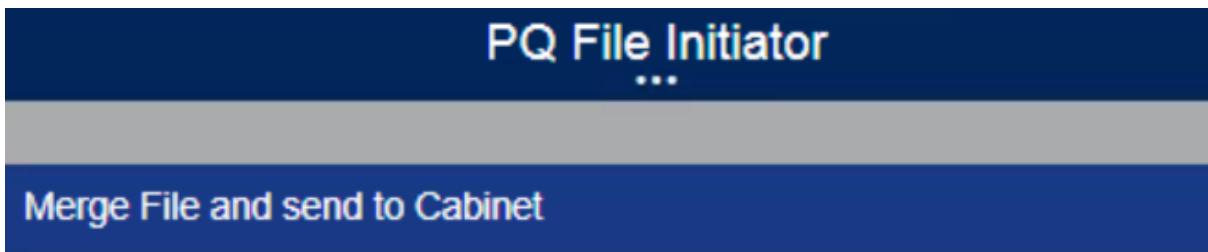
- If you click on Send to Cabinet part file will be send to cabinet.



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



- Click on Yes.



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

Inbox

File #	File Subject	Stage	Task Name	Task Form	Priority	Jan 2022
DLH/OCS/OTH/31415/00006	PQ File	PQ File Initiator	PQ File Initiator	Test User3 (1000...)	Medium	Jan 25
DLH/OCS/OTH/31425/00005	test	Marketing Invoice...	Marketing Invoice...	Test User2 (1000...)	Medium	Jan 26
DLH/MZQ/BD/10525/00009	testing	Marketing Invoice...	Marketing Invoice...	Test User1 (1000...)	Medium	Jan 26
DLH/OCS/OTH/31415/00002	PQ File	PQ File Initiator	PQ File Initiator		Medium	Jan 26

Task is Visible in Inbox

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

Main File

File # DLH/OCS/OTH/31415/00006-PC 02 Creation Date 26-01-2022 Priority Medium Age Of File (In Days) 0 Year 2021-22

Subject PQ File Respond In Days 2 Location DELHI

Notings

Subject	By	Status	Date	Actions
PQ Note	Test User1	Signed	26-01-2022	

Add Note Delete

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1		26-01-2022	
2	Enclosure 2	Test User2		26-01-2022	

Sharing entry 1 of 2 entries

Add Delete

Forwarded and Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 16.02.2022 05:51:29 PM

Forward Send To Cabinet Merge File History

- All the sign of users shown in Noting.

PQ File Initiator

Main File

File #	DUM00010TH2141800008-PC 02	Creation Date	28-01-2022	Priority	Medium	Age Of File (in Days)	0	User	2021-22
Subject	PQ File					Respond In Days	2	Location	Deni

Notings

Action	By	Date	Actions
PQ Note	Test User1	Signed	28-01-2022

Enclosures

#	Description	By	P. No.	Date	Actions
1	Enclosure 1	Test User1	1	28-01-2022	 
2	Enclosure 2	Test User2	1	28-01-2022	 

Notes

Enclosure / **Forward** / **Delete**

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 05:51:29 PM

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

Sign Document

Forward **Send To Cabinet** **Merge File** **History**

Sार्थक पत्र / Working Paper

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Next **Exit**

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

PQ 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.

PQ File Initiator

Movement History

File No : DLH/OCS/OTH/31415/00006-PC 02 Subject : PQ File

Per page: 10

Date	Stage	From	To
25.01.2022 08:56:40 PM	Reviewer	Test User3 (100003)-Regional President- Ap polo	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Close

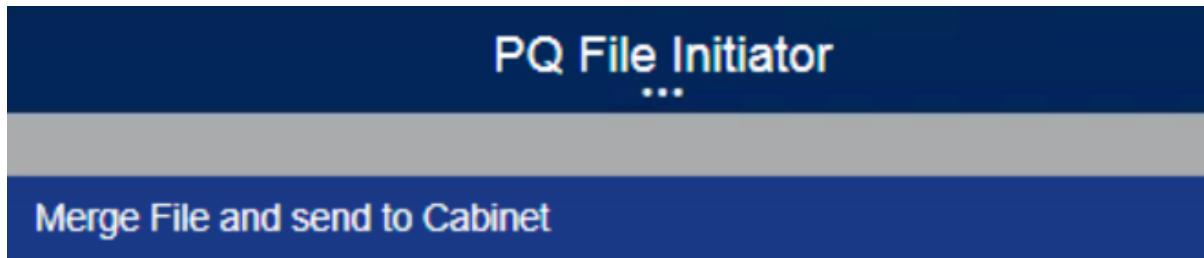
- If you click on Send to Cabinet part file will be send to cabinet.

Forward **Send To Cabinet** **Merge File** **History**

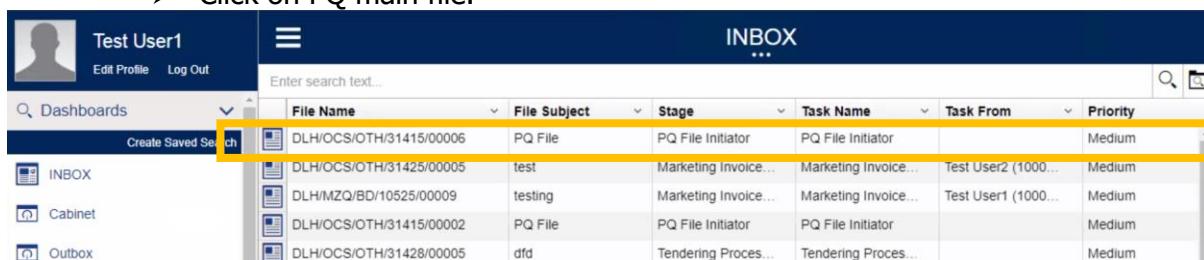
- **Click on Merge File.**
- Part file 2 (PC 02) will be merged with main file.



- Click on Yes.



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



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

Main File **Pert Case (2)**

File #	DLH/OCS/OTH/31415/00006	Creation Date	23-01-2022	Priority	Medium	Age Of File (In Days)	0	Year	2021-22
Subject	PQ File					Respond In Days	2	Location	Delhi

Notings

#	Subject	To	By	To Status	To Date	Action
1	PC 02-PQ Note	Test User1		Signed	23-01-2022	Q A
2	PC 01-PQ Note	Test User1		Signed	23-01-2022	Q A
3	PQ Note	Test User1		Signed	23-01-2022	Q A

Enclosures

#	Description	To	By	To P. No.	To Date	Action
1	Enclosure 1	Test User1		1	23-01-2022	Q A
2M	PC 01-Enclosure 2	Test User2		1	23-01-2022	Q A
4M	PC 02-Enclosure 3	Test User3		1	23-01-2022	Q A

Notes

ONGC Videsh Limited, a Maharatna 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 produces 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 05:51:29 PM

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

The screenshot shows the 'Notings' section with a table of entries. The columns are Subject, By, Status, Date, and Actions. Three entries are listed: 'PC 02-PQ Note' (Status: Signed, Date: 25-01-2022), 'PC 01-PQ Note' (Status: Signed, Date: 25-01-2022), and 'PQ Note' (Status: Signed, Date: 25-01-2022). Below the table, there are 'Add Note' and 'Delete' buttons. To the right, a detailed view of the 'PQ Note' entry is shown, including the ONGC Videsh logo, the note content ('सार्वकाम पत्र / Working Paper'), and the details of the sign-off ('Forwarded and Electronically Signed By : Test User1 (100001)-Director (Finance) On : 16.02.2022 05:51:29 PM').

- All the enclosures of PQ 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

The screenshot shows the 'Enclosures' section with a table of files. The columns are #, Description, By, P. No., Date, and Actions. Three files are listed: 'Enclosure 1' (By: Test User1, Date: 25-01-2022), 'PC 01-Enclosure 2' (By: Test User2, Date: 25-01-2022), and 'PC 02-Enclosure 3' (By: Test User3, Date: 25-01-2022). The 'Actions' column contains icons for viewing and downloading, which are highlighted with a yellow box. Below the table, there are 'Add' and 'Delete' buttons.

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

The screenshot shows the 'Yellow Notes' section with a table of notes. The columns are Date, Note, and By. One entry is listed: '25-01-2022' (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'), 'Test User1 (100001)-Senior Geophysicist (Surface)', and a delete icon. Below the table, there is an 'Add Yellow Note' button.

- 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.

PQ File Initiator

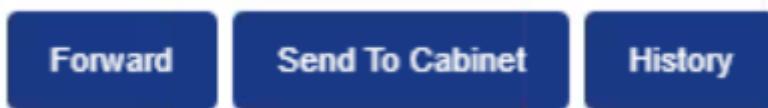
Main File	Part Case (2)																		
File No : DLH/OCS/OTH/31415/00006-PC 01	Created On : 25-1-2022																		
Subject :	PQ File																		
Notings <table border="1"> <thead> <tr> <th>Subject</th> <th>By</th> <th>Status</th> <th>Creation Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>PO Note</td> <td>Test User1</td> <td>Signed</td> <td>25.01.2022</td> <td></td> </tr> </tbody> </table> <p>Showing entry 1 of 1 entries</p>		Subject	By	Status	Creation Date	Action	PO Note	Test User1	Signed	25.01.2022									
Subject	By	Status	Creation Date	Action															
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File No	Created By	Created On																	
DLH/OCS/OTH/31415/00006-PC 01	100001	25.01.2022																	
DLH/OCS/OTH/31415/00006-PC 02	100001	25.01.2022																	

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

PQ File Initiator

Main File	Part Case (2)																		
File No : DLH/OCS/OTH/31415/00006-PC 02	Created On : 25-1-2022																		
Subject :	PQ File																		
Notings <table border="1"> <thead> <tr> <th>Subject</th> <th>By</th> <th>Status</th> <th>Creation Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>PO Note</td> <td>Test User1</td> <td>Signed</td> <td>25.01.2022</td> <td></td> </tr> </tbody> </table> <p>Showing entry 1 of 1 entries</p>		Subject	By	Status	Creation Date	Action	PO Note	Test User1	Signed	25.01.2022									
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File No	Created By	Created On																	
DLH/OCS/OTH/31415/00006-PC 01	100001	25.01.2022																	
DLH/OCS/OTH/31415/00006-PC 02	100001	25.01.2022																	

- 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 E E E E E E E E E E E E E E E E A A A A



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 (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.

PQ File Initiator

...

Forward For Review

Select Users :

100004-Test User4 (APAC-CSS)-EO to Director(Exploration)

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

- Click on History button.

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

- Movement History of the file is shown.

PQ File Initiator
...

Movement History

File No :	Subject :		
DLH/OCS/OTH/31415/00006	PQ File		
Per page:			
10			
Date	Stage	From	To
25.01.2022 08:19:22 PM	File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)
Showing entry 1 of 1 entries			
		Previous	1
		Next	

Close

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



- Click on Yes button.

PQ File Initiator
...

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes **No**

- 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/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
DLH/OCS/OTH/314/00004	test123	Tour Report	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/31415/00006	Creation Date	25-1-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	PQ File							Location	Delhi

Notings

Subject	By	Status	Creation Date	
PC 02-PQ Note	Test User1	Signed	25-01-2022	
PC 01-PQ Note	Test User1	Signed	25-01-2022	
PQ Note	Test User1	Signed	25-01-2022	

Showing 1 to 3 of 3 entries

Enclosures

#	Description	By	P. No	Date	
1	Enclosure 1	Test User1	1	25-01-2022	
3M	PC 01-Enclosure 2	Test User2	1	25-01-2022	
4M	PC 02-Enclosure 3	Test User3	1	25-01-2022	

Forwarded and Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 05:51:29 PM

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

Subject	By	Status	Creation Date
PQ Note	Test User1	Signed	25.01.2022

#	Description	By	P. No	Date
1	Enclosure 1	Test User1	1	25.01.2022
2	Enclosure 2	Test User2	1	25.01.2022

File No	Created By	Created On
DLH/OCS/OTH/31415/00006-PC 01	100001	25.01.2022
DLH/OCS/OTH/31415/00006-PC 02	100001	25.01.2022

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

Subject	By	Status	Creation Date
PQ Note	Test User1	Signed	25.01.2022

#	Description	By	P. No	Date
1	Enclosure 1	Test User1	1	25.01.2022
2	Enclosure 3	Test User3	1	25.01.2022

File No	Created By	Created On
DLH/OCS/OTH/31415/00006-PC 01	100001	25.01.2022
DLH/OCS/OTH/31415/00006-PC 02	100001	25.01.2022

- In Main file in Notings section click on viewer icon to open Notes sheet(s).

Subject	By	Status	Creation Date
PC 02-PQ Note	Test User1	Signed	25-01-2022
PC 01-PQ Note	Test User1	Signed	25-01-2022
PQ Note	Test User1	Signed	25-01-2022

Noting	Enclosure	Yellow Notes (1)
<p>प्राप्तिक पर्याय / Working Paper</p> <p>ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India, u... refer to 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 Ratnay national oil company (NOCL) of India. This primary objective of ONGC Videsh is to explore and develop oil and gas assets abroad and to contribute significantly to the total production of oil and gas. ONGC Videsh owns participating interests in 35 oil and gas assets in 15 countries and produc... 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 :</p> <p>Test User1 (100001)-Director (Finance)</p> <p>On : 16.02.2022 05:51:29 PM</p>		

- 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/31415/00006-PC 01 Created On : 25-1-2022 Subject : PQ File

Notings Per page: 5

Subject	By	Status	Creation Date	
PQ Note	Test User1	Signed	25.01.2022	

Showing entry 1 of 1 entries

Part File List Per page: 5

File No	Created By	Created On
DLH/OCS/OTH/31415/00006-PC 01	100001	25.01.2022
DLH/OCS/OTH/31415/00006-PC 02	100001	25.01.2022

- 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/31415/00006-PC 02 Created On : 25-1-2022 Subject : PQ File

Notings Per page: 5

Subject	By	Status	Creation Date	
PQ Note	Test User1	Signed	25.01.2022	

Showing entry 1 of 1 entries

Part File List Per page: 5

File No	Created By	Created On
DLH/OCS/OTH/31415/00006-PC 01	100001	25.01.2022
DLH/OCS/OTH/31415/00006-PC 02	100001	25.01.2022

- 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/31415/00006 Creation Date : 25-1-2022 Priority : Medium Age Of File (in Days) : 0 Year : 2021-22

Subject : PQ File Location : Delhi

Notings Per page: 5

Subject	By	Status	Creation Date	
PC 02-PQ Note	Test User1	Signed	25-01-2022	
PC 01-PQ Note	Test User1	Signed	25-01-2022	
PQ Note	Test User1	Signed	25-01-2022	

Showng 1 to 3 of 3 entries

Enclosures

#	Description	By	P. No	Date	
1	Enclosure 1	Test User1	1	25-01-2022	
3M	PC 01-Enclosure 2	Test User2	1	25-01-2022	
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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 Libya, Eastern Europe and Iraq led to a dip in production to a level of 7.360 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+EG) of 14.981 MMtoe during 2019-20.

- 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/31415/00006-PC 01	Created On :	25-1-2022	Subject :	PQ File																																																																		
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- 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/31415/00006-PC 02	Created On :	25-1-2022	Subject :	PQ File																																																																		
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- In main file select yellow notes to view it.

Cabinet

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- Click on history to see file movement history.

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

Cabinet

Movement History

File No :	Subject :		
DLH/OCS/OTH/31415/00006	PQ File		
Per page: <input type="text" value="10"/>			
Date	Stage	From	To
25.01.2022 06:19:22 PM	File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)
25.01.2022 07:22:22 PM	Initiator	Test User1 (100001)-Director (Finance)	To Cabinet
Showing 1 to 2 of 2 entries			
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>			

[Close](#)

- Click on move to Inbox to move the file to Inbox.
- Click on Exit button to exit the file.

7.6 Outbox Screen

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

Test User1
Edit Profile Log Out

Dashboards Create Saved Search

- INBOX
- Cabinet
- Outbox
- Dashboard
- Show less...
- Audit File
- SD Processes
- BU Processes
- Cash and Bank Process
- Common Finance
- Common Functionality
- Common Processes
- Common Processes ONGC Integration
- CP&S Processes
- DAK
- EOffice

Outbox

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

File No	T1	Subject	T1	File Type	T1	Priority	T1	Stage	T1	Action	T1	Date
DLH/OCS/OTH/31415/00006		PQ File		PQ File		Medium		Initiator		Close File		25-01-2022 07:22 PM
DLH/OCS/OTH/31415/00006-PC02		PQ File		PQ File				Initiator		Merge File		25-01-2022 07:10 PM
DLH/OCS/OTH/31415/00005-PC01		PQ File		PQ File				Initiator		Merge File		25-01-2022 07:04 PM
DLH/OCS/OTH/31415/00002-PC02		PQ File		PQ File				Initiator		Merge File		25-01-2022 06:57 PM
DLH/OCS/OTH/31425/00002-PC01		PQ File		PQ File				Initiator		Merge File		25-01-2022 06:57 PM
DLH/OCS/OTH/31425/00005		test		Marketing Invoice		Medium		Marketing Initiator		Committee		25-01-2022 06:51 PM
DLH/MZQ/BD/10525/00009		testing		Marketing Invoice		Medium		Concerned Finance		Concerned Finance		25-01-2022 06:49 PM
DLH/OCS/OTH/31415/00002		PQ File		PQ File		Medium		File Initiator		Submit		25-01-2022 06:38 PM
DLH/OCS/MM/31228/00001		MM Test Sanction		Sanction		Medium		TenderingCreated		AcceptIndent		25-01-2022 04:49 PM
DLH/OCS/OTH/31406/00001		file test		EOffice		Medium		Initiator Stage		Close File		25-01-2022 04:18 PM

Showing 1 to 10 of 66 entries

Open
Click on Open button

- This is user Outbox screen for main file.

Main File **Part Case**

Outbox

File No	Creation Date	Priority	Medium	Age Of File (in Days)	Year	Location
DLH/OCS/OTH/31415/00008	25-1-2022			0	2021-22	Delhi
Subject	PQ File					

Notings

Subject	By	Status	Creation Date	Action
PC 02-PQ Note	Test User1	Signed	25-01-2022	
PC 01-PQ Note	Test User1	Signed	25-01-2022	
PQ Note	Test User1	Signed	25-01-2022	

Showing 1 to 3 of 3 entries

Enclosures

#	Description	By	P. No	Date	Action
1	Enclosure 1	Test User1	1	25-01-2022	
3M	PC 01-Enclosure 2	Test User2	1	25-01-2022	
4M	PC 02-Enclosure 3	Test User3	1	25-01-2022	

Showing 1 to 3 of 3 entries

Notes

Subject: PQ File

Noting

Enclosure

Yellow Notes (1)

Sार्थक पत्र / Working Paper

ONGC Videh 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 Videh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videh 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 Videh 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 05:51:29 PM

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

Main File **Part Case**

Outbox

File No	Created On	Subject
DLH/OCS/OTH/31415/00008-PC 01	25-1-2022	PQ File

Notings

Subject	By	Status	Creation Date	Action
PQ Note	Test User1	Signed	25.01.2022	

Showing entry 1 of 1 entries

Enclosures

#	Description	By	P. No	Date	Action
1	Enclosure 1	Test User1	1	25.01.2022	
2	Enclosure 2	Test User2	1	25.01.2022	

Showing 1 to 2 of 2 entries

Part File List

File No	Created By	Created On
DLH/OCS/OTH/31415/00008-PC 01	100001	25.01.2022
DLH/OCS/OTH/31415/00008-PC 02	100001	25.01.2022

Showing 1 to 2 of 2 entries

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

Outbox

Main File	Part Case															
File No : DLH/OCS/OTH/31415/00006-PC 02 Created On : 25-1-2022 Subject : PQ File																
Notings <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>PQ Note</td> <td>Test User1</td> <td>Signed</td> <td>25.01.2022</td> <td><input type="button" value="View"/></td> </tr> </tbody> </table> <p>Showng entry 1 of 1 entries</p>		Subject	By	Status	Creation Date	Date	PQ Note	Test User1	Signed	25.01.2022	<input type="button" value="View"/>					
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PQ Note	Test User1	Signed	25.01.2022	<input type="button" value="View"/>												
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#	Description	By	P. No	Date												
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2	Enclosure 3	Test User3	1	<input type="button" value="View"/>												
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>																

- Click on History button.



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

Outbox

Movement History

File No :	Subject :		
DLH/OCS/OTH/31415/00006	PQ File		
Per page: 10			
Date	Stage	From	To
25.01.2022 06:19:22 PM	File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)
25.01.2022 07:22:22 PM	Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showng 1 to 2 of 2 entries

- Click on Exit button to exit the file.

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