



2022

# Paperless Office- Offboarding - Separation/Superannuation/ Resignation– User Manual

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## Document Control

### Document Information

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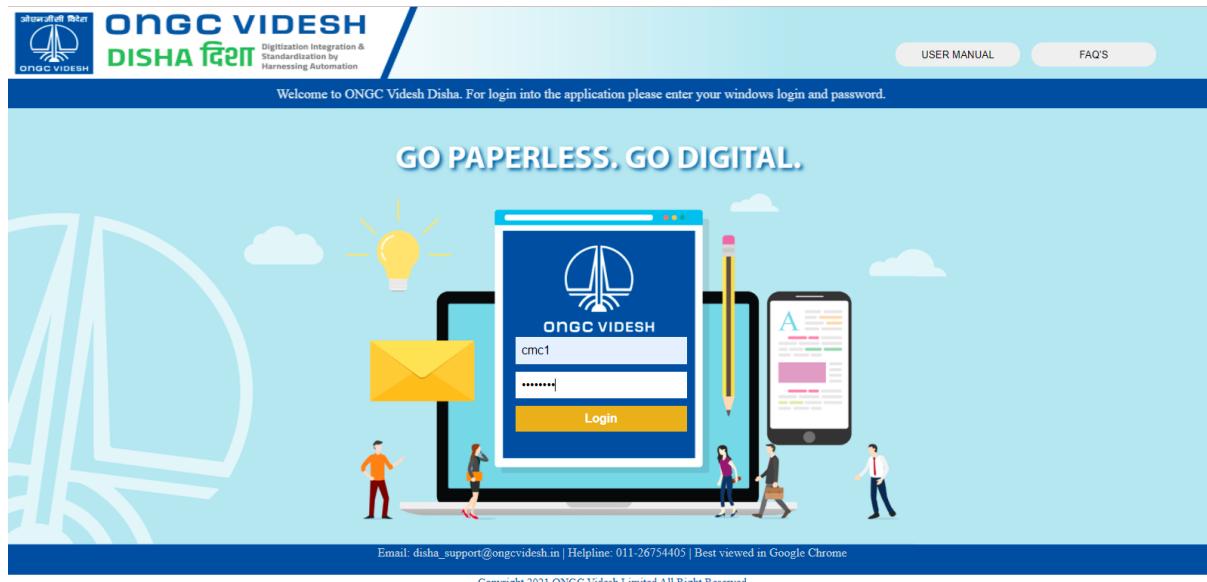
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## 1 Introduction

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

## 2 Login in the Paperless office:

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



## 3 Login Screen Overview:

- Dashboard screen

- **Inbox Screen**

| File Name              | File Subject                 | Stage                       | Task Name                   | Task From               | Priority | Task received date      |
|------------------------|------------------------------|-----------------------------|-----------------------------|-------------------------|----------|-------------------------|
| DLH/APAC/CSS/30099...  | GAP Manual                   | Generic File Initiator      | Generic File Initiator      |                         | Normal   | Dec 8, 2021, 12:38...   |
| DLH/APAC/CSS/30001...  | test-01                      | User Access Managem...      | User Access Managem...      |                         | Normal   | Dec 8, 2021, 12:12...   |
| DLH/APAC/CSS/30008...  | incident testing             | Incident/Activity Report... | Incident/Activity Report... |                         | Normal   | Dec 8, 2021, 11:15:3... |
| DLH/APAC/CSS/30020...  | test of reappropriation      | Re-Appropriation of Bu...   | Re-Appropriation of Bu...   | cmc3 (90004)-Genera...  | Normal   | Dec 7, 2021, 9:27:5...  |
| DLH/APAC/CSS/30020...  | Test                         | Re-Appropriation of Bu...   | Re-Appropriation of Bu...   |                         | Normal   | Dec 7, 2021, 8:49:2...  |
| DLH/APAC/CSS/30008...  | Test By gautam               | Re-Appropriation of Bu...   | Re-Appropriation of Bu...   | cmc3 (90004)-Genera...  | Normal   | Dec 7, 2021, 7:01:3...  |
| DLH/APAC/CSS/30008...  | TEST-MANUAL                  | Re-Appropriation of Bu...   | Re-Appropriation of Bu...   |                         | Normal   | Dec 7, 2021, 3:02:5...  |
| DLH/APAC/CSS/30008...  | test-manual                  | Re-Appropriation of Bu...   | Re-Appropriation of Bu...   |                         | Normal   | Dec 7, 2021, 3:00:4...  |
| DLH/APAC/CSS/30001...  | testing                      | Re-Appropriation of Bu...   | Re-Appropriation of Bu...   |                         | Normal   | Dec 7, 2021, 12:02...   |
| DLH/APAC/CSS/30003...  | Interest 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     | SHIVANGI KIRTI (9694... | Normal   | Dec 6, 2021, 5:13:4...  |
| DLH/APAC/HR/30142/0... | Onboarding - Renu Ma...      | Onboarding - Renu Ma...     | Onboarding - Renu Ma...     |                         | Normal   | Dec 6, 2021, 4:39:5...  |
| DLH/APAC/HR/30142/0... | Onboarding - Renu Ma...      | Onboarding - Renu Ma...     | Onboarding - Renu Ma...     | cmc2 (90003)-Genera...  | Normal   | Dec 6, 2021, 2:26:0...  |
| DLH/APAC/HR/30142/0... | Onboarding - Renu Ma...      | Onboarding - Renu Ma...     | Onboarding - Renu Ma...     | Payment towards Com...  | Normal   | Dec 6, 2021, 2:17:4...  |
| DLH/APAC/CSS/30099...  | test-01                      | Generic File Initiator      | Generic File Initiator      | cmc2 (90003)-Genera...  | Normal   | Dec 6, 2021, 12:35...   |
| DLH/APAC/CSS/30001...  | Four wickets from New...     | User Access Managem...      | User Access Managem...      |                         | Normal   | Dec 6, 2021, 11:04:2... |
| DLH/APAC/CSS/30099...  | test-06/12                   | Generic File Initiator      | Generic File Initiator      |                         | Low      | Dec 6, 2021, 11:01:4... |

#### 4 How to run the HR Processes

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

| Process Name                                        | Launch |
|-----------------------------------------------------|--------|
| Change in Assignment Approval                       | Launch |
| Offboarding - Separation/Superannuation/Resignation | Launch |
| Onboarding Joining on Transfer                      | Launch |
| Overseas Posting                                    | Launch |

#### 5 Offboarding - Separation/Superannuation/Resignation Launch:

- Click on Launch button.

| Process Name                                        | Launch |
|-----------------------------------------------------|--------|
| Change in Assignment Approval                       | Launch |
| Offboarding - Separation/Superannuation/Resignation | Launch |
| Onboarding Joining on Transfer                      | Launch |
| Overseas Posting                                    | Launch |

- 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 from the dropdown.**
- Select Projects from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the Type of Offboarding select relevant type of offboarding.
- **Note: - Depending upon the Type of offboarding selected, "form fields" and "file workflow" will be different.**
- In the File action click Create in order to create new file. Click Exit to Exit.

The screenshot shows the 'HR Processes' menu with 'HR Offboarding' selected. The interface is divided into two main sections: 'Meta Data' and 'File Action'. The 'Meta Data' panel contains fields for Location (Delhi), Section (Other Corporate Services), Sub Section (Others), Projects (NA), Subject (HR Offboarding), Priority (Medium), and Type of Offboarding (Superannuation). The 'File Action' panel contains 'Exit' and 'Create' buttons.

- Click on Create button of File Action panel.

The screenshot shows the same interface as above, but with a blue arrow pointing from a teal callout box labeled 'Click on Create button' to the 'Create' button in the 'File Action' panel.

- Click on Yes button.



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

Click on Yes button.

Yes      No

- 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/31410/00024

## 6 Type of Offboarding – Superannuation

- **Select Type of Offboarding as Superannuation.**
- Click on Create button of File Action panel.

The image shows two panels: "Meta Data" and "File Action".  
**Meta Data Panel:**  
 - Location: Delhi  
 - Section: Other Corporate Services  
 - Sub Section: Others  
 - Projects: NA  
 - Subject: HR Offboarding  
 - Priority: Medium  
 - Type of Offboarding: Superannuation  
**File Action Panel:**  
 - Buttons: Exit (blue), Create (blue)  
 A blue arrow points from the text "Click on Create button" to the "Create" button in the File Action panel.

Click on Create button

- Click on Yes button.



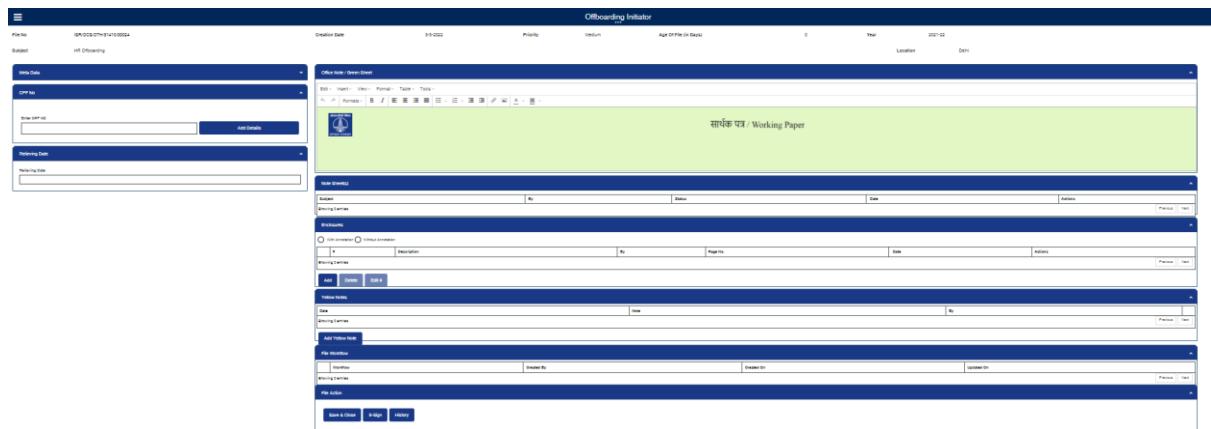
Are you sure you want to create the file? File once created cannot be discarded.

Click on Yes button.

Yes      No

## 6.1 Initiator Screen

Following Screen Opens in Full View:



## 6.2 Form Information

**Meta Data** – Meta Data shows the Location, Section, Sub Section, Project, Subject, Priority, Type of Offboarding.

**CPF No** – In this enter CPF Number. Then click on Add details button to add employee details.

**Relieving Date** – Enter Relieving Date.

**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.

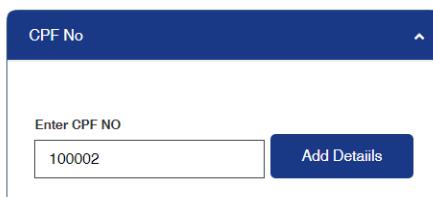
**File Workflow—** On click of this button, the workflow members of the file is shown.

**File Action –** File Action section has three buttons:

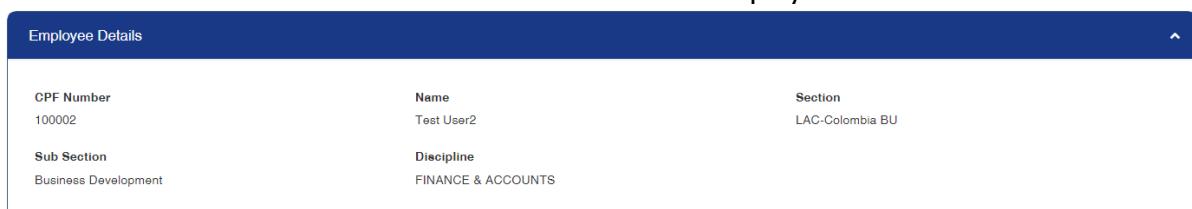
- i. Save & close – File is saved in Inbox.
- ii. E-Sign –User can sign and forward the file.
- iii. History –User can view the history of file.

### 6.3 CPF No

➤ In this enter CPF Number.



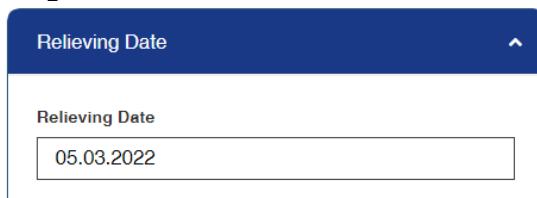
➤ Then click on Add details button to add employee details.



| Employee Details                    |                                  |                            |
|-------------------------------------|----------------------------------|----------------------------|
| CPF Number<br>100002                | Name<br>Test User2               | Section<br>LAC-Colombia BU |
| Sub Section<br>Business Development | Discipline<br>FINANCE & ACCOUNTS |                            |
|                                     |                                  |                            |

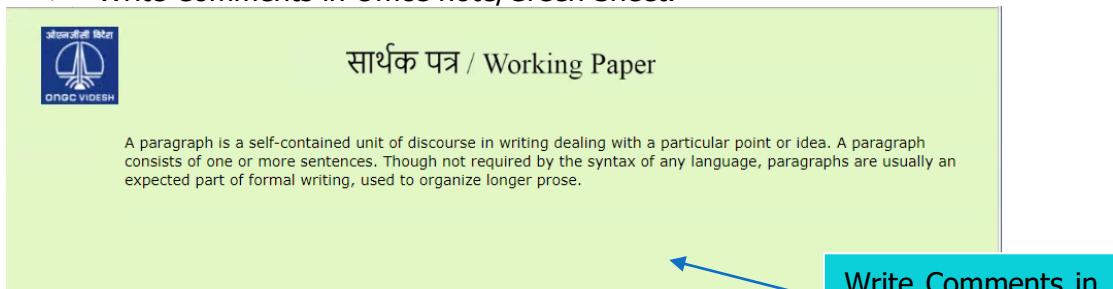
### 6.4 Relieving Date

➤ Enter Relieving Date.



### 6.5 Add Office Note/ Green Sheet

➤ Write Comments in Office note/Green Sheet.



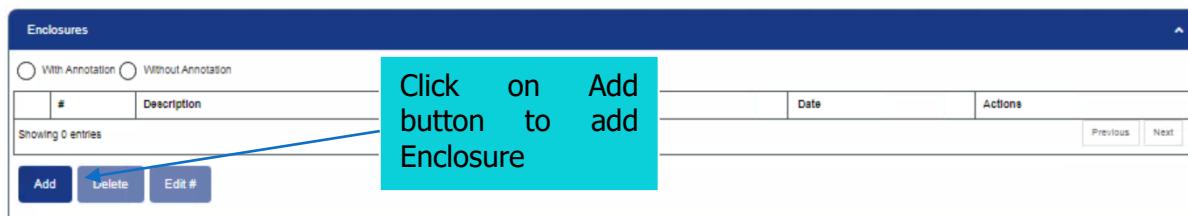
सार्वकाम पत्र / Working Paper

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

## 6.6 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.



- 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.

A screenshot of a 'Add Enclosure' form. It has fields for 'Description' (containing 'Document 1.pdf') and 'Page No.' (containing '1'). Below these is a 'Browse' button with a file path 'Document 1.pdf'. At the bottom are 'Add' and 'Exit' buttons. A large teal callout box with white text is positioned above the 'Add' button, containing the text 'Add Description, Page NO. Upload Document.' An arrow points from the right edge of the callout box towards the 'Browse' button.

## 6.7 Add Yellow Note



- 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

- Click on E-sign button.  
**Note: On click on save button. Noting will saved as Draft.**

File Action

Click on E-Sign

- Select the user(s) of Reviewed/Recommended By (Optional), Agreed/Concurred By (Mandatory) and In-charge HR/ER (Mandatory).
- Click on Add Button.

Offboarding Initiator

Click on Add Button

Select Users

Reviewed/Recommended By :

100005-Test User5 (CFIN-OMD)-Director (Appolo)

Urgent

Agreed/Concurred By :

100004-Test User4 (APAC-CFIN)-Regional President-RUSSIA

In-charge HR/ER:

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

| Selected Users    |        |      |         |             |                  | Per page: | 10   |
|-------------------|--------|------|---------|-------------|------------------|-----------|------|
| User Type         | CPF No | Name | Section | Sub Section | Role/Designation |           |      |
| Showing 0 entries |        |      |         |             |                  | Previous  | Next |

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

**Select Users**

**Urgent**

|                           |                                                                                          |                                    |
|---------------------------|------------------------------------------------------------------------------------------|------------------------------------|
| Reviewed/Recommended By : | <input type="text" value="Type Reviewer's user name, cpf no, designation.."/>            | <input type="button" value="Add"/> |
| Agreed/Concurred By :     | <input type="text" value="Type Financial Concurred's user name, cpf no, designation.."/> | <input type="button" value="Add"/> |
| In-charge HR/ER:          | <input type="text" value="Type In-charge HR/ER's user name, cpf no, designation.."/>     | <input type="button" value="Add"/> |

| Selected Users          |        |            |         |             |                           | Per page:                        | 10 |  |
|-------------------------|--------|------------|---------|-------------|---------------------------|----------------------------------|----|--|
| User Type               | CPF No | Name       | Section | Sub Section | Role/Designation          |                                  |    |  |
| Reviewed/Recommended By | 100005 | Test User5 | CFIN    | OMD         | Director (Appolo)         | <input type="button" value="X"/> |    |  |
| Financial Concurred By  | 100004 | Test User4 | APAC    | CFIN        | Regional President-RUSSIA | <input type="button" value="X"/> |    |  |
| In-charge HR/ER         | 100003 | Test User3 | CFIN    | AUD         | Country Manager- Myanmar  | <input type="button" value="X"/> |    |  |

Showing 1 to 3 of 3 entries

Previous **1** Next

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



## 6.8 Reviewer/Recommender Screen

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

The screenshot shows the ONGC Videsh system's inbox interface. On the left, there's a sidebar with options like 'Dashboards', 'INBOX', and 'Launch'. The main area is titled 'INBOX' and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task. One row in the table is highlighted with a yellow background, corresponding to the task 'HR Offboarding' mentioned in the text below. A blue box with the text 'Task is visible in Inbox' is overlaid on the right side of the table.

- Write Comments in Office note/Green Sheet .

The screenshot shows the 'Working Paper' section of the ONGC Videsh system. It features a header with the ONGC Videsh logo and the text 'सार्वक पत्र / Working Paper'. Below the header, there's a paragraph about what a paragraph is. A blue box on the right side contains the text 'Write Comments in Office Note/Green Sheet'.

- All the sign of users shown in Office Note.

The screenshot shows the 'Office Note / Green Sheet' section of the ONGC Videsh system. It includes a header with the ONGC Videsh logo and the text 'सार्वक पत्र / Working Paper'. Below the header, there's a section titled 'Offboarding of Employee'. At the bottom of the page, there's a box labeled 'Forwarded & Electronically Signed By' which contains the text 'Test User1 (100001)-Director (Finance)' and 'On : 03/03/2022 01:02:50 PM'. This box is highlighted with a yellow border.

- 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 Reviewed.**
- Click on forward button.

### HR Offboarding Reviewer / Recommender

...

|                   |    |
|-------------------|----|
| Description       | By |
| Action With eSign |    |

**Urgent**

**Select Action**

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

Reviewed   
  Return to Initiator   
  Forward For Review

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

- Task goes to the Financial Concurren.
- Login with Financial Concurren User.



## 6.9 Financial Concurren Screen

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

INBOX

| File Name                | File Subject        | Stage                              | Task Name              | Task From           |
|--------------------------|---------------------|------------------------------------|------------------------|---------------------|
| ISR/OCS/OTH/31410/00024  | HR Offboarding      | HR Offboarding Financial Concurren | HR Offboarding F...    | Test User5 (1000... |
| DLH/APAC/CSS/30028/00001 | test                | Sanction Process Initiator         |                        |                     |
| DLH/APAC/CSS/30099/00001 | Forward test 04     | Generic File Initiator             | Generic File Initia... | Test User5 (1000... |
| DLH/LAC/BD/10599/00004   | Forward for test 03 | File For Review                    | Generic File Revi...   | Test User5 (1000... |
| ISR/OCS/OTH/31439/00004  | Agenda test 06      |                                    | Agenda File - Bo...    | Test User1 (1000... |
| ATY/APAC/AMC/DAK/00001   | DAK Letter 23...    |                                    | Forward DAK            | Test User1 (1000... |

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

|                 |                      |
|-----------------|----------------------|
| Section:        | LAC-Colombia BU      |
| Sub Section:    | Business Development |
| Discipline:     | FINANCE & ACCOUNTS   |
| Relieving Date: | 05.03.2022           |

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 :**

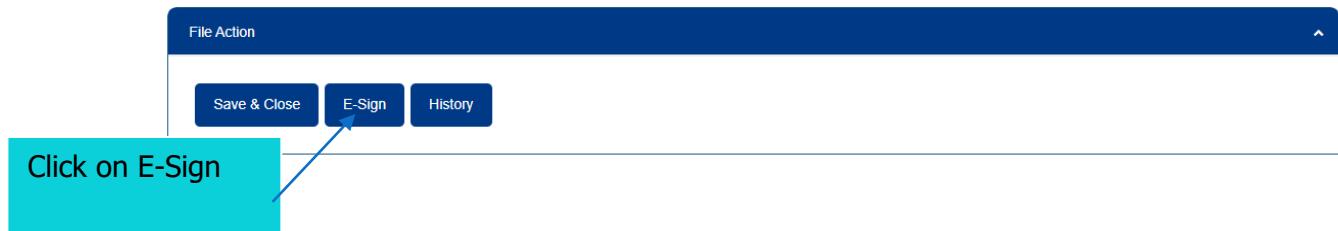
Test User1 (100001)-Director (Finance)  
On : 03.03.2022 01:02:50 PM

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 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, Jazmín, Nare Sur, Under River and Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

**Forwarded & Electronically Signed By :**

Test User5 (100005)-Director (Appolo)  
On : 03.03.2022 01:49:33 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 Concur & Forward.**
- Click on forward button.

**HR Offboarding Financial Concurren**  
...

Action With eSign

**Urgent**

**Select Action**

Record your comments and e-sign the proposal if you agree or concur it.  
Notesheet gets forwarded to next person in Process Workflow.

Concur & Forward    Return to Initiator    Forward For Review

**Forward**   **Exit**

- Task goes to the Incharge HR/ER.
- Login with Incharge HR/ER User.

**ONGC VIDESH**  
**DISHA दिशा** Digitization Integration & Standardization by Harnessing Automation

USER MANUAL    FAQ'S

**GO PAPERLESS, GO DIGITAL.**

Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

## 6.10 Incharge HR/ER Screen

- Open the task from Inbox.

|                           | File Name          | File Subject                 | Stage                | Task Name           | Task From | Priority |
|---------------------------|--------------------|------------------------------|----------------------|---------------------|-----------|----------|
| ISR/OCS/OTH/31410/00024   | HR Offboarding     | HR Offboarding In-charge     | HR Offboarding I...  | Test User4 (1000... | Medium    |          |
| AMS/PFIN/PFIN/50041/00001 | creation of SAP... | Creation Of Master Initiator | Creation Of Mast...  | Test User4 (1000... | Medium    |          |
| DLH/LAC/BD/10541/00007    | creation of SAP... | Creation of Master Approver  | Creation of Maste... | Test User2 (1000... | Medium    |          |
| DLH/CFIN/OMD/10011/00005  | Transfer test 134  | File For Review              | Offboarding Tran...  | Test User5 (1000... | Medium    |          |

Task is visible in Inbox

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

**Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 03.03.2022 01:02:50 PM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 joint venture 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 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, Indio River and Abarro as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August'2006.

**Forwarded & Electronically Signed By :**  
Test User5 (100005)-Director (Appolo)  
On : 03.03.2022 01:49:33 PM

San Cristobal field is located in Zuata subdivision of Junin Norte 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 "PetroleraIndovenolana SA" (PIVSA) was formed where PdVSA holds 60% PI through its subsidiary Corporacion Venezolana 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.

**Concurred & Electronically Signed By :**  
Test User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 01:54:21 PM

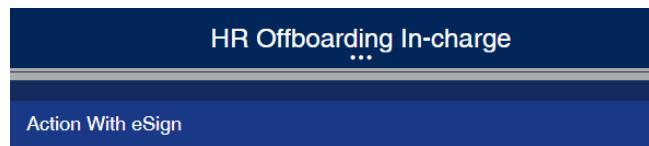
- Click on E-sign button.

**File Action**

**Buttons:**  
Save & Close    E-Sign    History

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.**
- Click on forward button.



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



## 6.11 Initiator Screen

- Open the task from Inbox.

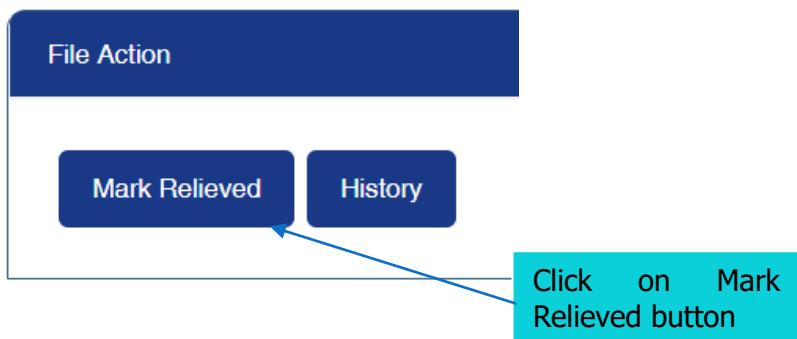
| INBOX                   |                   |                            |                             |                           |          |                          |  |
|-------------------------|-------------------|----------------------------|-----------------------------|---------------------------|----------|--------------------------|--|
| Enter search text...    |                   |                            |                             |                           |          |                          |  |
| File Name               | File Subject      | Stage                      | Task Name                   | Task From                 | Priority | Task received date       |  |
| ISR/OCS/OTH/31410/...   | HR Offboarding    | Offboarding Initiator      | Offboarding Initiator       | Test User3 (100003)-G...  | Medium   | Mar 3, 2022, 1:59:04 ... |  |
| AWS/PPIN/PPIN/50041/... | Creation of SAP   | Creation Of Master Init... | Creation Of Master Init...  |                           | Medium   | Mar 3, 2022, 12:30:1...  |  |
| DLH/LAC/BD/10541/00...  | creation of SAP   | Creation of Master Appr... | Creation of Master Appr...  | Test User2 (100002)-Se... | Medium   | Mar 3, 2022, 12:19:2...  |  |
| DLH/CFIN/OMD/10011/...  | Transfer test 134 | File For Review            | Offboarding Transfer Ini... | Test User5 (100005)-Ch... | Medium   | Mar 3, 2022, 12:16:1...  |  |

Task is visible in  
Inbox

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



- History will show Movement History of the file.
- **Click on Mark Relieved button.**



- Now Task can be seen in Initiator Cabinet.

## 6.12 Cabinet Screen

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

The screenshot shows a user interface for managing processes. On the left, there's a sidebar with various menu items like Dashboards, INBOX, BD Processes, BU Processes, Cabinet, Cash & Bank Report, Cash and Bank Process, and Common Finance. A blue callout box points to the 'Cabinet' option with the text 'Click on Cabinet button on the process list panel'. In the center, there's a search bar with fields for 'From Date' (01.02.2022), 'To Date' (03.03.2022), 'Search' button, 'Select Status' dropdown, 'Search by selected type..', and 'File No' dropdown. Below the search bar is a table with columns: File No, Subject, File Type, Status, Year, Created By, Created On, and Updated On. The table contains 11 entries. A yellow box highlights the first row. A blue arrow points from the 'Cabinet' button in the sidebar to the highlighted row in the table. A blue callout box with the text 'Select file.' is positioned over the table. Another blue callout box with the text 'Click on Open button.' has an arrow pointing to a blue 'Open' button located at the bottom left of the table area.

- Now you can see all the data of user.

This screenshot shows a detailed view of a selected file within the Cabinet interface. At the top, it displays basic information: File No (ISR/OC/OTH/31410/00024), Creation Date (01-02-2022), Priority (Normal), Version (1), Age Of File (in Days) (0), Year (2021-22), Location (Delhi), and Sent (0). The main content area is titled 'Offboarding - Offboarding' and shows a document titled 'Offboarding of Employee'. The document includes sections for 'Offboarding Type', 'Employee Information', and 'Offboarding Details'. It also contains a note about ONGC Videsh's commitment to environmental sustainability. Below the document are sections for 'Note Details', 'Attachments', 'View Notes (1)', 'File Details', and 'File Action' buttons (Edit, Home, Send for Review, Send to Me).

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

| Subject      | By         | Status   | Date       | Actions |
|--------------|------------|----------|------------|---------|
| Note Sheet 1 | Test User1 | Approved | 03.03.2022 |         |

Showing entry 1 of 1 entries

View Notes Sheet(s)

- Notes Sheet(s) will open.

File No.: ISRI/OCG/OTH/31410/00024  
Subject : HR Offboarding  
Offboarding of Employee

Offboarding Type: Superannuation  
CPF Number: 100002  
Name: Test User2  
Section: LAC-Colombia BU  
Sub Section: Business Development  
Discipline: FINANCE ACCOUNTS  
Relieving Date: 05.03.2022

ONGC Videsh Limited, a Minirata Borealis "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 explore, develop and produce hydrocarbons by way of drilling, 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 all oil and 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 01:02:50 PM

Mansastoril Energy Colombia Limited (MECOL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPCO). MECOL owns 100% interest in Velasquez field and the Velasquez-Galán pipeline of capacity 55,000 BOPD which connects the Velasquez field to the Galán Refinery in Bogotá, Colombia. Additionally, MECOL has 50% PI in Hare Association Contract (Ecopetrol is partner with 60% PI). The Association contract covers the commercial fields Morena, Girasol, Jazmin, Hare Sur, Under River and Abasto as well as non-commercial areas of Chicas within the Middle Magdalena Basin. ONGC Videsh acquires 50% share in MECOL in August 2000.

- Enclosures send can be viewed and downloaded.

| # | Description    | By         | P. No | Date       | Action |
|---|----------------|------------|-------|------------|--------|
| 1 | Document 1.pdf | Test User1 | 1     | 03-03-2022 |        |

Showing entry 1 of 1 entries

- Yellow notes can be seen.

| Date       | Note                                                                                                                                       | By                                     |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 03.03.2022 | ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJ C Vankornelt | Test User1 (100001)-Director (Finance) |

Showing entry 1 of 1 entries

- Click on File Workflow.

| File Workflow   |                                        |            |            |
|-----------------|----------------------------------------|------------|------------|
| Workflow        | Created By                             | Created On | Updated On |
| File Workflow 1 | Test User1 (100001)-Director (Finance) | 03.03.2022 | 03.03.2022 |

Showing entry 1 of 1 entries

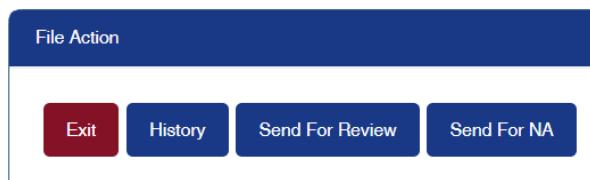
Previous 1 Next

- Workflow Members will be shown.

| Workflow Members       |                                               |
|------------------------|-----------------------------------------------|
| Member Type            | Member Name                                   |
| Reviewer / Recommender | Test User5 (100005)-Director (Appolo)         |
| Agree / Concurred      | Test User4 (100004)-Regional President-RUSSIA |
| Approver               | Test User3 (100003)-Country Manager- Myanmar  |

Exit

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



- 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.

### 6.13 Outbox Screen

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

| File No                 | Subject                   | File Type           | Priority | Stage                        | Action       | Date                |
|-------------------------|---------------------------|---------------------|----------|------------------------------|--------------|---------------------|
| DLH/LAC/BD/10528/00008  | sanction test by lovely   | Sanction            | Medium   | Head MM                      | ActionDO     | 03-03-2022 02:27 PM |
| ISR/OC/OTH/31410/00024  | HR Offboarding            | HROffboarding       | Medium   | HR Offboarding Initiator     | Close Task   | 03-03-2022 02:21 PM |
| DLH/LAC/BD/10528/00009  | sanction test 03-03-2022  | Sanction            | Medium   | G10                          | G10          | 03-03-2022 01:50 PM |
| DLH/LAC/BD/10599/00007  | Training day 2 03-03-2022 | Generic             | Medium   | Reviewer                     | Acknowledge  | 03-03-2022 12:50 PM |
| ISR/OC/OTH/31411/00017  | transfer test             | OffboardingTransfer | Medium   | HR after Approval            | UpdateActual | 03-03-2022 12:34 PM |
| DLH/APAC/CSS/30011/0000 | Transfer Test 111         | OffboardingTransfer | Medium   | HR after Approval            | UpdateActual | 03-03-2022 12:30 PM |
| ISR/OC/OTH/31410/00031  | HR o3                     | HROffboarding       | Medium   | HR Offboarding Initiator     | Close Task   | 03-03-2022 12:16 PM |
| ISR/OC/OTH/31410/00029  | hr o2                     | HROffboarding       | Medium   | Approve                      | Approve      | 03-03-2022 12:10 PM |
| ISR/OC/OTH/31441/00006  | test                      | Creation Master     | Medium   | Creation of Master Initiator | Cabinet      | 03-03-2022 12:08 PM |
| ISR/OC/OTH/31410/00028  | hr o1                     | HROffboarding       | Medium   | HR Offboarding Initiator     | Close Task   | 03-03-2022 12:06 PM |

Showing 1 to 10 of 94 entries

Previous 1 3 5 7 10 Next

**Open**

Click on Open button

- This is user Outbox screen.

The screenshot shows the 'Outbox' screen with the following details:

- File No:** ISR/OCS/OTH/31410/00024
- Subject:** HR Offboarding
- Creation Date:** 03-03-2022
- Priority:** Normal
- Value:** 0
- Age of file (in days):** 0
- Year:** 2021-22
- Location:** Den

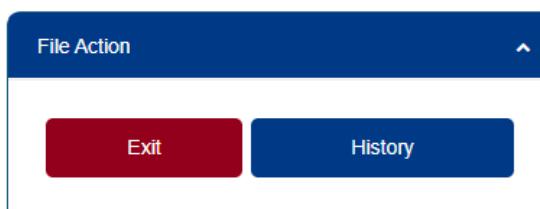
The main area displays an 'Offboarding of Employee' document with sections for:

- Document Type:** Offboarding
- Document Number:** HR Offboarding
- Section:** Offboarding
- Document Status:** Draft
- Document Date:** 03-03-2022
- Document Description:** ONGC Videsh Limited, a wholly-owned subsidiary of ONGC, the National Oil Company of India, is the world's second largest oil and gas producer after Saudi Aramco. The company's 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 78 oil and gas assets in 18 countries and produced around 65.0% of oil and 25% of oil and natural gas of India's domestic production in 2019-20, in terms of barrels and cubic meters. ONGC Videsh is the second largest producer of crude oil in its market.

Below the document, there are several tabs and sections:

- Basic Details:** Includes fields for Name, Address, Date, and Attachments.
- Attachments:** Shows a list of attachments with columns for ID, Description, File User, Date, and Action.
- Movement History:** Shows a table with columns for Date, File No., Date, File No., Date, and Action.
- Per Initiation:** Shows a table with columns for Initiation, Initiation ID, Created On, and Updated On.
- Per Action:** Shows a table with columns for Action, Date, and Action.

- Click on History button.



- 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.

The 'Movement History' screen displays the following information:

- File No:** ISR/OCS/OTH/31410/00024
- Subject:** HR Offboarding

A table lists the movement history with columns: Date, Stage, From, To, and Action.

| Date                   | Stage                    | From                                                                           | To                                                                             | Action                  |
|------------------------|--------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|
| 03.03.2022 01:18:37 PM | HR Offboarding Initiator | Test User1 (100001)-Director (Finance)                                         | Test User6 (100005)-Director (Appollo)                                         | Forward for Approval    |
| 03.03.2022 02:05:20 PM | Reviewed                 | Test User6 (100005)-Director (Appollo)                                         | Test User4 (100004)-Regional President-RUSSIA                                  | Review                  |
| 03.03.2022 02:10:08 PM | Concur & Forward         | Test User4 (100004)-Regional President-RUSSIA                                  | Test User3 (100003)-Country Manager-Myanmar                                    | Concur & Forward        |
| 03.03.2022 02:14:49 PM | In-charge HR/ER Approve  | Test User3 (100003)-Country Manager-Myanmar                                    | Test User3 (100003)-General Manager (Production) [ Delegated By : Test User1 ] | In-charge HR/ER Approve |
| 03.03.2022 02:21:57 PM | HR Offboarding Initiator | Test User3 (100003)-General Manager (Production) [ Delegated By : Test User1 ] | To Cabinet                                                                     | Close Task              |

At the bottom, it says "Showing 1 to 5 of 5 entries" and has "Previous" and "Next" buttons. A "Close" button is located at the bottom right.

## 7 Type of Offboarding – Resignation

- **Select Type of Offboarding as Resignation.**
- Click on Create button of File Action panel.

The screenshot displays two panels: 'Meta Data' and 'File Action'.  
The 'Meta Data' panel contains the following fields:

- Location: Delhi
- Section: Other Corporate Services
- Sub Section: Others
- Projects: NA
- Subject: HR Offboarding
- Priority: Medium
- Type of Offboarding: Resignation

The 'File Action' panel contains two buttons: 'Exit' and 'Create'.  
A teal box with the text 'Click on Create button' has a blue arrow pointing to the 'Create' button in the 'File Action' panel.

- Click on Yes button.

### Confirmation

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



## 7.1 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows the 'Offboarding Initiator' interface. At the top, there are tabs for 'Meta Data', 'Office Note / Green Sheet', 'Enclosure', 'Yellow Note', and 'File Action'. The main area contains several input fields and dropdown menus. On the right side, there is a green header bar with the text 'सार्वजनिक पर्याप्ति / Working Paper'. The 'Office Note / Green Sheet' section is currently active, displaying a note about 'Offboarding Initiator'. The 'Enclosure' section has a button labeled 'Add Enclosure'. The 'Yellow Note' section has a button labeled 'Add Yellow Note'. The 'File Action' section at the bottom has three buttons: 'Save & Close', 'E-Sign', and 'History'.

## 7.2 Form Information

**Meta Data** – Meta Data shows the Location, Section, Sub Section, Project, Subject, Priority, Type of Offboarding.

**CPF No** – In this enter CPF Number. Then click on Add details button to add employee details.

**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.

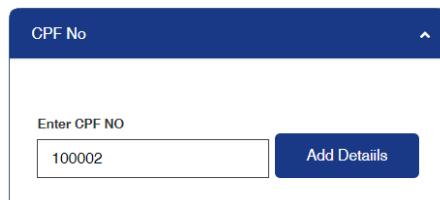
**File Workflow**– On click of this button, the workflow members of the file is shown.

**File Action** – File Action section has three buttons:

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

### 7.3 CPF No

- In this enter CPF Number.

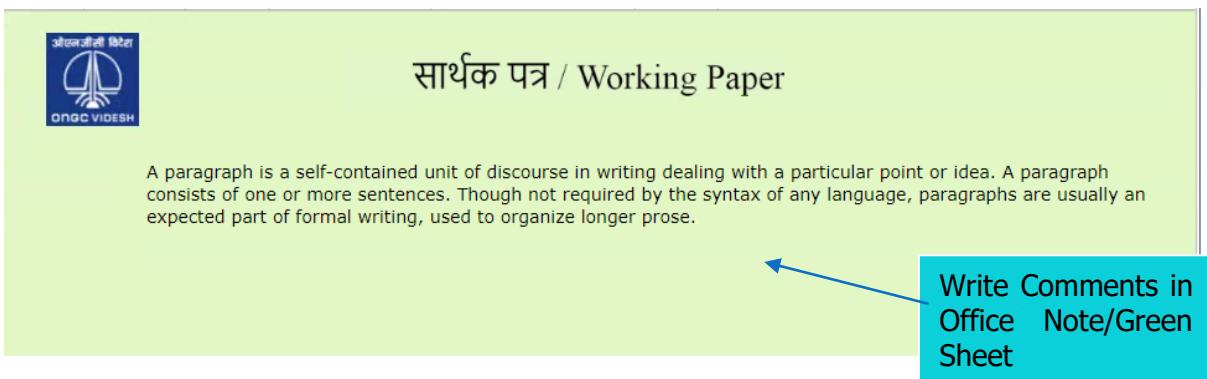


- Then click on Add details button to add employee details.



### 7.4 Add Office Note/ Green Sheet

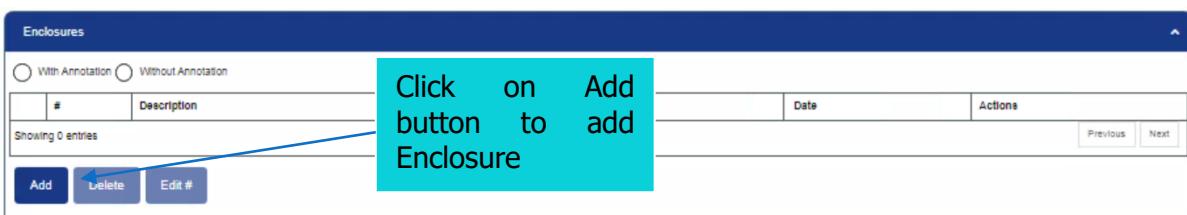
- Write Comments in Office note/Green Sheet.



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.

### 7.5 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.



| #                 | Description | Date | Actions |
|-------------------|-------------|------|---------|
| Showing 0 entries |             |      |         |

- 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 | Add Description, Page NO.<br>Upload Document.                          |
| Page No :                                            | 1              |                                                                        |
| <input type="button" value="Browse"/> Document 1.pdf |                | <input type="button" value="Add"/> <input type="button" value="Exit"/> |

## 7.6 Add Yellow Note

**Yellow Notes**

|                                                                                                                                                          |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Date                                                                                                                                                     | By |
| Showing 0 entries                                                                                                                                        |    |
| <input type="button" value="Add Yellow Note"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Click on Add Yellow Note button</div> |    |
| <input type="button" value="Previous"/> <input type="button" value="Next"/>                                                                              |    |

- 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 Vidésh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft |
| <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Type Yellow Note and click on Add button</div> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add"/> <input type="button" value="Exit"/> </div> |                                                                                                                                           |

- Click on E-sign button.

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



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

Offboarding Initiator

Select Users

Reviewed/Recommended By :

Approved By :

Urgent

**Add**

**Selected Users**

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

Per page: 10

Previous 1 Next

**Forward** **Exit**

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

Select Users

Urgent

Reviewed/Recommended By :

Approved By :

**Add**

**Add**

**Selected Users**

| User Type               | CPF No | Name       | Section | Sub Section | Role/Designation          |
|-------------------------|--------|------------|---------|-------------|---------------------------|
| Reviewed/Recommended By | 100003 | Test User3 | CFIN    | AUD         | Country Manager- Myanmar  |
| Approved By             | 100004 | Test User4 | APAC    | CFIN        | Regional President-RUSSIA |

Showing 1 to 2 of 2 entries

Per page: 10

Previous 1 Next

**Forward** **Exit**

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



## 7.7 Reviewer Screen

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

| File Name                 | File Subject           | Stage                   | Task Name              | Task From            | Priority |
|---------------------------|------------------------|-------------------------|------------------------|----------------------|----------|
| ISR/OCS/OTH/31410/00032   | HR Offboarding         | HR Offboarding Reviewer | HR Offboarding ...     | Test User1 (1000...) | Medium   |
| ONLINE FORM FILLING       | Employee Onboarding... | Employee Onboarding...  | Employee Onboarding... | Test User1 (1000...) | Medium   |
| AMS/PFIN/PFIN/58302/00001 | Advance Payment...     | Advance Payment...      | Advance Payment...     | Test User2 (1000...) | Medium   |
| DLH/LAC/BD/10528/00008    | sanction test by I...  | sanction test by I...   | Sanction Process - DO  | Sanction Process...  | Medium   |
| AMS/PFIN/PFIN/50041/00001 | creation of SAP        | creation of SAP         | creation of Mast...    | Test User3 (1000...) | Medium   |

Task is visible in Inbox

- Write Comments in Office note/Green Sheet .

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

|                   |                      |
|-------------------|----------------------|
| Offboarding Type: | Resignation          |
| CPF Number:       | 100002               |
| Name:             | Test User2           |
| Section:          | LAC-Colombia BU      |
| Sub Section:      | Business Development |
| Discipline:       | FINANCE & ACCOUNTS   |

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 : 03.03.2022 02:38:56 PM

- Click on E-sign button.

File Action

|              |        |         |
|--------------|--------|---------|
| Save & Close | E-Sign | History |
|--------------|--------|---------|

- 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 Reviewed.**
- Click on forward button.

HR Offboarding Reviewer

|                   |    |
|-------------------|----|
| Description       | By |
| Action With eSign |    |

Urgent

Select Action

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

Reviewed    Return to Initiator    Forward For Review

|         |      |
|---------|------|
| Forward | Exit |
|---------|------|

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



## 7.8 Approver Screen

- Open the task from Inbox.

Test User4

Edit Profile Log Out

Enter search text...

Dashboards

INBOX

File Name File Subject Stage Task Name Task From

ISR/OCS/OTH/31410/00032 HR Offboarding HR Offboarding Approver HR Offboarding A... Test User3 (100001)

Show more...(28)

Task is visible in Inbox

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

Office Note / Green Sheet

|              |                      |
|--------------|----------------------|
| Name:        | Test User2           |
| Section:     | LAC-Colombia BU      |
| Sub Section: | Business Development |
| Discipline:  | FINANCE & ACCOUNTS   |

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 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 :

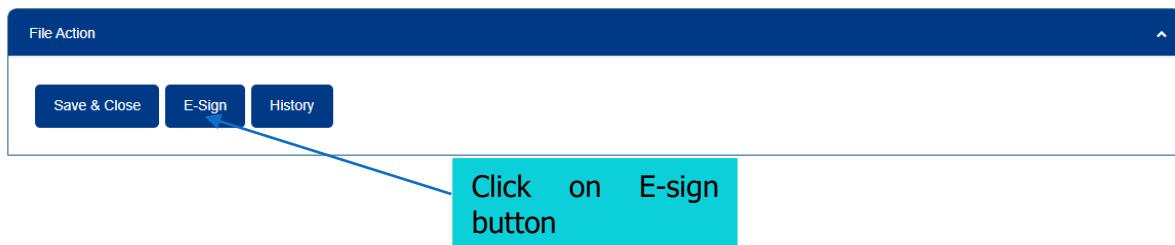
Test User1 (100001)-Director (Finance)  
On : 03.03.2022 02:38:56 PM

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 from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% interest 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 Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :

Test User3 (100003)-Country Manager- Myanmar  
On : 03.03.2022 02:44:14 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.**
- Click on forward button.

HR Offboarding Approver  
...

Action With eSign

Urgent

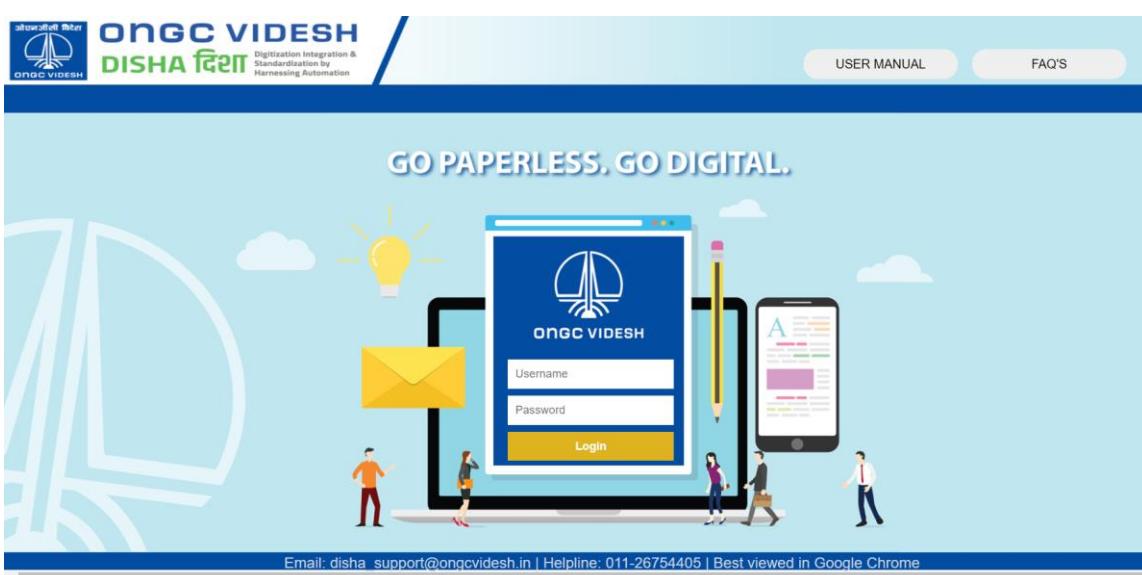
Select Action

Record your comments and e-sign the proposal if you agree or concur it.  
Notesheet is recorded as approved with your e-sign.

Approve     Return to Initiator     Forward For Review

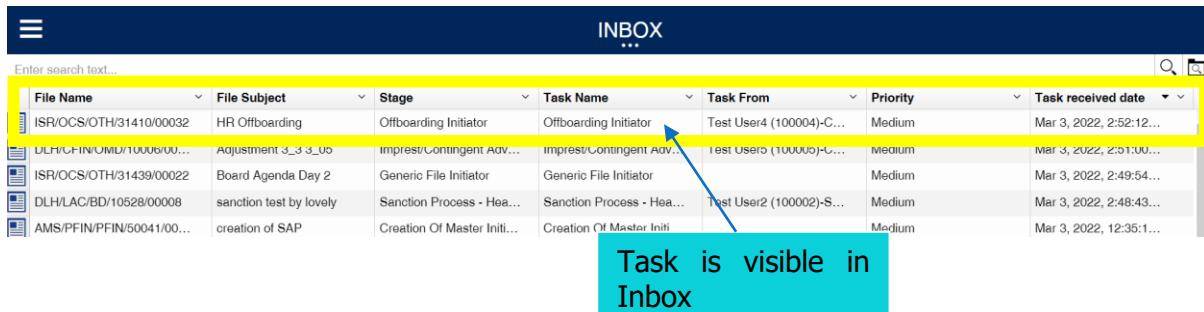
Forward    Exit

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



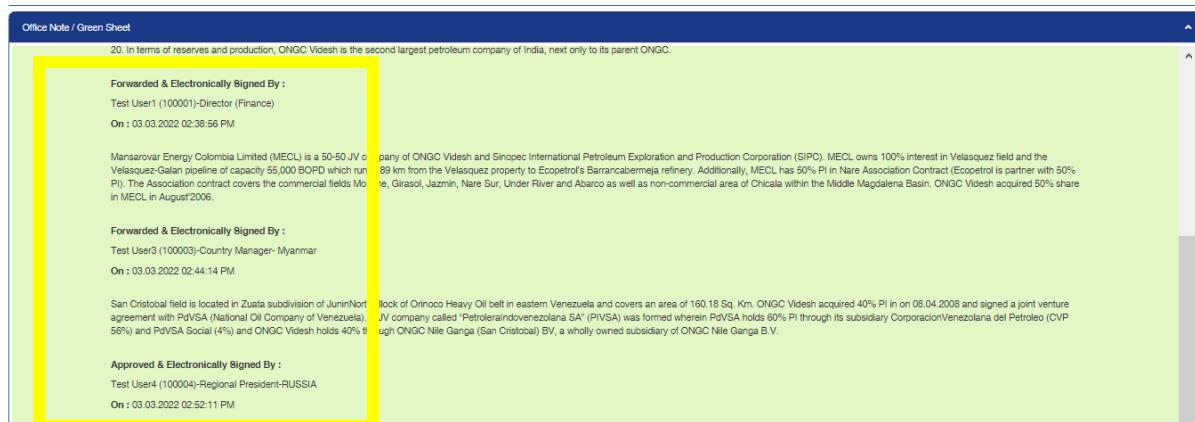
## 7.9 Initiator Screen

- Open the task from Inbox.



| File Name                 | File Subject            | Stage                       | Task Name                   | Task From                | Priority | Task received date      |
|---------------------------|-------------------------|-----------------------------|-----------------------------|--------------------------|----------|-------------------------|
| ISR/OCS/OTH/31410/00032   | HR Offboarding          | Offboarding Initiator       | Offboarding Initiator       | Test User4 (100004)-C... | Medium   | Mar 3, 2022, 2:52:12... |
| DLH/CFIN/OMD/10006/00...  | Adjustment 3_3_3_05     | Imprest/Contingent Adv...   | Imprest/Contingent Adv...   | Test Users (100000)-C... | Medium   | Mar 3, 2022, 2:51:00... |
| ISR/OCS/OTH/31439/00022   | Board Agenda Day 2      | Generic File Initiator      | Generic File Initiator      |                          | Medium   | Mar 3, 2022, 2:49:54... |
| DLH/LAC/BD/10528/00008    | sanction test by lovely | Sanction Process - Hea...   | Sanction Process - Hea...   | Test User2 (100002)-S... | Medium   | Mar 3, 2022, 2:48:43... |
| AMS/PFIN/PFIN/50041/00... | creation of SAP         | Creation Of Master Initi... | Creation Of Master Initi... |                          | Medium   | Mar 3, 2022, 12:35:1... |

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



Office Note / Green Sheet

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 02:38:56 PM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the 89 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 Moxe, Girasol, Jazmin, Nare Sur, Under River and Abarco as well as non-commercial area of Oricuela within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

**Forwarded & Electronically Signed By :**

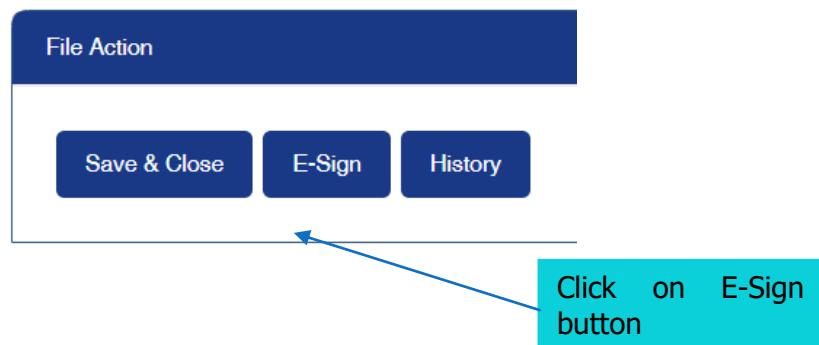
Test User3 (100003)-Country Manager- Myanmar  
On : 03.03.2022 02:44:14 PM

San Cristobal field is located in Zulia subdivision of Junin/Nort agreement with PdvSA (National Oil Company of Venezuela), 56%) and PdvSA Social (4%) and ONGC Videsh holds 40% PI of Orlinoco 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 JV company called 'Petroleosvenezolan SA' (PVSA) was formed wherein PdvSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP) and ONGC Nile Ganga (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.

**Approved & Electronically Signed By :**

Test User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 02:52:11 PM

- Save & Close will save the file and close it.
- History will show Movement History of the file.
- **If You want to forward the file for further processing then click on E-Sign Button.**



File Action

Save & Close    E-Sign    History

- **Click on Forward for further processing.**
- Click on Forward button.

**Offboarding Initiator**  
...

|             |    |
|-------------|----|
| Description | By |
|-------------|----|

Select Option

Select Action

Forward for Further Processing

Forward

Exit

- Select Users of Reviewed/Recommended By (Optional), Agreed/Concurred By (Mandatory) and In-charge HR/ER (Mandatory).

**Offboarding Initiator**  
...

|  |   |             |    |          |  |
|--|---|-------------|----|----------|--|
|  | # | Description | By | Page No. |  |
|--|---|-------------|----|----------|--|

Select Users

Urgent

Reviewed/Recommended By :

100005-Test User5 (CFIN-OMD)-Director (Appolo)

Add

Agreed/Concurred By :

100004-Test User4 (APAC-CFIN)-Regional President-RUSSIA

Add

In-charge HR/ER:

100003-Test User3 (APAC-COFF)-EO to Director(Exploration)

Add

Selected Users

Per page: 10

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

Previous 1 Next

Forward

Exit

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

Select Users

Urgent

Reviewed/Recommended By :

Type Reviewer's user name, cpf no, designation..

Add

Agreed/Concurred By :

Type Financial Concurred's user name, cpf no, designation..

Add

In-charge HR/ER:

Type In-charge HR/ER'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 | 100005 | Test User5 | CFIN    | OMD         | Director (Appolo)           |
| Financial Concurred By  | 100004 | Test User4 | APAC    | CFIN        | Regional President-RUSSIA   |
| In-charge HR/ER         | 100003 | Test User3 | APAC    | COFF        | EO to Director(Exploration) |

Showing 1 to 3 of 3 entries

Previous 1 Next

Forward

Exit

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



## 7.10 Reviewer/Recommender Screen

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

| File Name                | File Subject        | Start | Task Name                                       | Task From             | Priority             |
|--------------------------|---------------------|-------|-------------------------------------------------|-----------------------|----------------------|
| ISR/OCS/OTH/31410/00032  | HR Offboarding      |       | HR Offboarding Reviewer / Recommender           | HR Offboarding ...    | Test User3 (1000...) |
| DLH/CFIN/OMD/10006/00001 | Adjustment 3_3_3... |       | Imprest/Contingent Advance Adjustment Initiator | Imprest/Contingent... | Test User2 (1000...) |
| ISR/APAC/OTH/42/00001    | Test Meeting 03/... |       | Meeting Invitation                              | Meeting Invitation    | Test User1 (1000...) |
| DLH/CFIN/OMD/10028/00001 | Sanction 3_3_9_55   |       | Sanction Process Initiator                      | Sanction Process...   | Test User2 (1000...) |
| DLH/LAC/BD/31430/00002   | Committee Test 2... |       | Kende                                           | Kende                 | Test User3 (1000...) |

**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

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 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 Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August'2006.

**Forwarded & Electronically Signed By :**

Test User3 (100003)-Country Manager- Myanmar  
On : 03.03.2022 02:44:14 PM

San Cristobal field is located in Zuata subdivision of JuninNorte 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 "PetrobrasIndovenecolana SA" (PIVSA) was formed wherein PdVSA holds 60% 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 User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 02:52:11 PM

**Forwarded & Electronically Signed By :**

Test User3 (100003)-General Manager ( Production )  
On : 03.03.2022 03:06:39 PM

- Click on E-sign button.

File Action

**Save & Close**   **E-Sign**   **History**

- 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 Reviewed.**
- Click on forward button.

HR Offboarding 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.

Reviewed    Return to Initiator    Forward For Review

**Forward**   **Exit**

- Task goes to the Financial Concurren.
- Login with Financial Concurren User.



## 7.11 Financial Concurren Screen

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

The screenshot shows the 'INBOX' screen of the ONGC VIDESH application. On the left, there is a sidebar with options like 'Dashboards', 'Create Saved Search', 'INBOX' (which is selected), 'Show more... (28)', and 'Launch'. The main area is titled 'INBOX ...' and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, and Priority. A yellow box highlights the first row of the table. A blue arrow points from the text 'Task is visible in Inbox' in a green box at the bottom right towards the highlighted row. The table data is as follows:

| File Name                | File Subject       | Stage                                  | Task Name              | Task From            | Priority |
|--------------------------|--------------------|----------------------------------------|------------------------|----------------------|----------|
| ISR/OCS/OTH/31410/00032  | HR Offboarding     | HR Offboarding Financial Concurren     | HR Offboarding F...    | Test User5 (1000...) | Medium   |
| DLH/LAC/BD/10506/00002   | Test 03/03 3:24 PM | Imprest/Contingent Advance Adjustme... | Imprest/Continge...    | Test User3 (1000...) | Medium   |
| DLH/APAC/CSS/30028/00001 | test               | Sanction Process Initiator             |                        |                      | Medium   |
| DLH/APAC/CSS/30099/00001 | Forward test 04    | Generic File Initiator                 | Generic File Initia... | Test User5 (1000...) | Medium   |
| DLH/LAC/BD/10599/00004   | Forward for tes    | Generic File Rev...                    | Generic File Rev...    | Test User5 (1000...) | Medium   |

- Write Comments in Office note/Green Sheet .

The screenshot shows the 'सार्थक पत्र / Working Paper' section of the ONGC VIDESH application. The header features the ONGC VIDESH logo and the text 'सार्थक पत्र / Working Paper'. Below the header is a paragraph about paragraphs. A blue arrow points from the text 'Write Comments in Office Note/Green Sheet' in a green box at the bottom right towards the paragraph. The paragraph reads: '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.'

- All the sign of users shown in Office Note.

On : 03.03.2022 02:44:14 PM

San Cristobal field is located in Zulia subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh acquired 40% PI on 08.04.2008 and signed a joint venture agreement with PdvSA (National Oil Company of Venezuela). A JV company called "PetrobrasIndovenecolana SA" (PIVSA) was formed wherein PdvSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 56%) and PdvSA Social (4%). 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 User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 02:52:11 PM

**Forwarded & Electronically Signed By :**  
Test User3 (100003)-General Manager ( Production )  
On : 03.03.2022 03:06:39 PM

ONGC Videsh is the first Indian Company to produce equal 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 of 7,260 MMTOE in 2012-13. However, in 2013-14, 2015 and 2015-16, production increased to the level of 8,357 MMTOE, 8,974 MMTOE and 8,916 MMTOE, primarily due to better management and addition in the portfolio. With acquisition of 26% stake in Vankomel, Russia in 2017 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 equivalent gas (O+GEG) of 14,981 MMTOE during 2019-20.

**Forwarded & Electronically Signed By :**  
Test User5 (100005)-Director (Apollo)  
On : 03.03.2022 03:12:47 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 Concur & Forward.**
- Click on forward button.

HR Offboarding Financial Concurrence

Action With eSign

Urgent

#### Select Action

Record your comments and e-sign the proposal if you agree or concur it.  
Notesheet gets forwarded to next person in Process Workflow.

Concur & Forward     Return to Initiator     Forward For Review

Forward    Exit

- Task goes to the Incharge HR/ER.
- Login with Incharge HR/ER User.



## 7.12 Incharge HR/ER Screen

- Open the task from Inbox.

|  | File Name               | File Subject       | Stage                             | Task Name           | Task From            | Priority |
|--|-------------------------|--------------------|-----------------------------------|---------------------|----------------------|----------|
|  | ISR/OCS/OTH/31410/00032 | HR Offboarding     | HR Offboarding In-charge          | HR Offboarding I... | Test User4 (1000...) | Medium   |
|  | DLH/LAC/BD/10501/00004  | Training day 2 UAM | User Access Management (Head IT ) | User Access Man...  | Test User4 (1000...) | Medium   |

Task is visible in Inbox

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

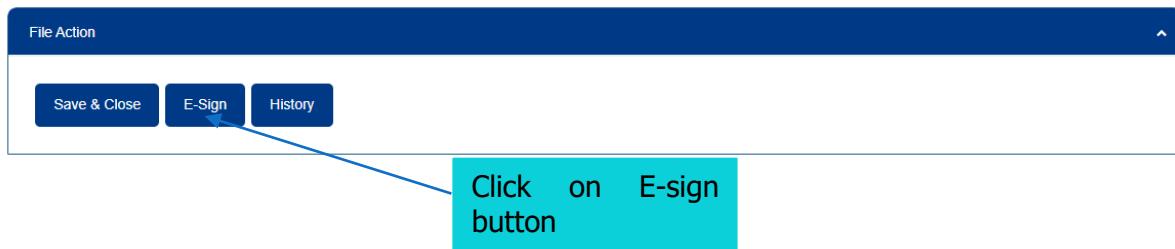
Office Note / Green Sheet

Test User3 (100003)-General Manager ( Production)  
On : 03.03.2022 03:06:39 PM

Forwarded & Electronically Signed By :  
Test User5 (100005)-Director (Apoolo)  
On : 03.03.2022 03:12:47 PM

Concurred & Electronically Signed By :  
Test User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 03:16:12 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.**
- Click on forward button.

**HR Offboarding In-charge**  
...

|                |            |
|----------------|------------|
| Document 1.pdf | Test User1 |
|----------------|------------|

Action With eSign

**Urgent**

Select Action

**Approve**    **Return to Initiator**    **Forward For Review**

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



## 7.13 Initiator Screen

- Open the task from Inbox.

INBOX

| File Name                 | File Subject            | Stage                      | Task Name                  | Task From                  | Priority | Task received date     |
|---------------------------|-------------------------|----------------------------|----------------------------|----------------------------|----------|------------------------|
| ISR/OCS/OTH/31410/00032   | HR Offboarding          | Offboarding Initiator      | Offboarding Initiator      | Test User3 (100003)...     | Medium   | Mar 3, 2022, 3:21:0... |
| DLH/LAC/BD/10001/00004    | Training Day 2 UAM      | User Access Manage...      | User Access Manager        | Test User4 (100004)...     | Medium   | Mar 3, 2022, 2:58:0... |
| ISR/OCS/OTH/31439/00022   | Board Agenda Day 2      | Generic File Initiator     | Generic File Initiator     |                            | Medium   | Mar 3, 2022, 2:49:5... |
| DLH/LAC/BD/10528/00008    | sanction test by lovely | Sanction Process - He...   | Sanction Process - He...   | Test User2 (100002)...     | Medium   | Mar 3, 2022, 2:48:4... |
| AMS/PFIN/PFIN/50041/00001 | creation of SAP         | Creation Of Master Init... | Creation Of Master Init... | Creation Of Master Init... | Medium   | Mar 3, 2022, 12:35:... |

Task is visible in Inbox

- In Update Relieving Date, enter the actual relieving date.

Update Relieving Date

Actual Relieving Date:

05.03.2022

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

Office Note / Green Sheet

Forwarded & Electronically Signed By :

Test User5 (100005)-Director (Apolo)  
On : 03.03.2022 03:12:47 PM

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, AzAOG, Rosneft, ADNOC, PocoInternational, Petro

Concurred & Electronically Signed By :

Test User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 03:16:12 PM

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

Forwarded & Electronically Signed By :

Test User3 (100003)-EO to Director(Exploration)  
On : 03.03.2022 03:21:01 PM

- History will show Movement History of the file.
- Click on Mark Relieved button.

File Action

Mark Relieved      History

Click on Mark Relieved button

- Now Task can be seen in Initiator Cabinet.

## 7.14 Cabinet Screen

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

From Date : 01.02.2022 To Date : 03.03.2022 Search Select Status : Status Search by selected type.. File No Per page: 10

| File No                    | Subject                  | File Type           | Status | Year    | Created By          | Created On | Updated On |
|----------------------------|--------------------------|---------------------|--------|---------|---------------------|------------|------------|
| ISR/OCS/OTH/31410/00032    | HR Offboarding           | HROffboarding       | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| AMS/PFIN/PFIN/50006/000001 | Adjustment 3_3_00        | Imprest Adjustment  | Closed | 2021-22 | Test User3 (100003) | 03.03.2022 | 03.03.2022 |
| AMS/PFIN/PFIN/58302/00001  | Advance Payment 3_3_2_28 | Imprest Advance     | Closed | 2021-22 | Test User3 (100003) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31410/00024    | HR Offboarding           | HROffboarding       | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31411/00017    | transfer test            | OffboardingTransfer | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31410/00031    | HR o3                    | HROffboarding       | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31441/00006    | test                     | Creation Master     | Closed | 2021-22 | Test User1 (100001) | 02.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31410/00028    | hr o1                    | HROffboarding       | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| DLH/APAC/CSS/30011/00001   | Transfer 3_3_11_30       | OffboardingTransfer | Closed | 2021-22 | Test User3 (100003) | 03.03.2022 | 03.03.2022 |
| AMS/PFIN/PFIN/50039/00003  | agenda training 2        | Agenda              | Closed | 2021-22 | Test User3 (100003) | 02.03.2022 | 02.03.2022 |

Showing 1 to 10 of 14 entries Previous 1 2 Next

**Select file.**

**Click on Open button.**

- Now you can see all the data of user.

File No: ISR/OCS/OTH/31410/00032 Creation Date: 03.03.2022 Priority: Urgent Age Of File (in Days): 0 YEAR: 2021-22 Location: Dmn

Info Sheet

Offboarding

Offboarding Log

Offboarding History

Offboarding Details

Offboarding Actions

- 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 User1 | Approved | 03.03.2022 |         |

Showing entry 1 of 1 entries

Previous 1 Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1

- Enclosures send can be viewed and downloaded.

Enclosures

| # | Description    | By         | P. No | Date       | Action |
|---|----------------|------------|-------|------------|--------|
| 1 | Document 1.pdf | Test User1 | 1     | 03-03-2022 |        |

Showing entry 1 of 1 entries

Previous 1 Next

- Yellow notes can be seen.

Yellow Notes (1)

| Date       | Note                                                                                                                                     | By                                     |
|------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 03.03.2022 | ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 2, 2016) in CSJC Vankorneft | Test User1 (100001)-Director (Finance) |

Showing entry 1 of 1 entries

Previous 1 Next

- Click on File Workflow.

| File Workflow         |                 |                                                    |            |            |
|-----------------------|-----------------|----------------------------------------------------|------------|------------|
|                       | Workflow        | Created By                                         | Created On | Updated On |
| <input type="radio"/> | File Workflow 2 | Test User3 (100003)-General Manager ( Production ) | 03.03.2022 | 03.03.2022 |
| <input type="radio"/> | File Workflow 1 | Test User1 (100001)-Director (Finance)             | 03.03.2022 | 03.03.2022 |

Showing 1 to 2 of 2 entries Previous **1** Next

- Workflow Members will be shown.

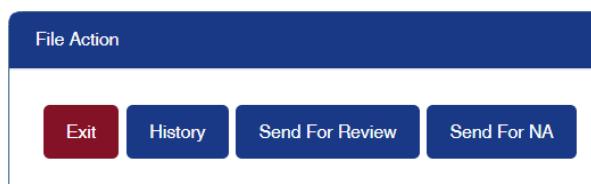
| Workflow Members       |                                               |
|------------------------|-----------------------------------------------|
| Member Type            | Member Name                                   |
| Reviewer / Recommender | Test User3 (100003)-Country Manager- Myanmar  |
| Agree / Concurrer      | (Not Selected)                                |
| Approver               | Test User4 (100004)-Regional President-RUSSIA |

Exit

| Workflow Members       |                                                 |
|------------------------|-------------------------------------------------|
| Member Type            | Member Name                                     |
| Reviewer / Recommender | Test User5 (100005)-Director (Appolo)           |
| Agree / Concurrer      | Test User4 (100004)-Regional President-RUSSIA   |
| Approver               | Test User3 (100003)-EO to Director(Exploration) |

Exit

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



- 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.

## 7.15 Outbox Screen

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

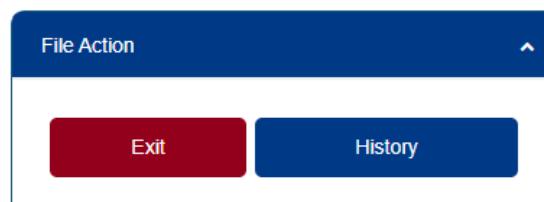
The screenshot shows a process list panel on the left with various options like CP&S Processes, DAK, Dashboard, etc. The 'Outbox' option is highlighted. The main area is the Outbox screen, which displays a table of tasks. One task is selected, and an arrow points to the 'Open' button at the bottom left of the table row. The table columns include Task ID, Subject, Type, Priority, Status, Initiator, and Date.

|                       | ISR/OCS/OTH/31410/00032  | HR Offboarding           | HROffboarding      | Medium | HR Offboarding Initiator             | Close Task                  | 03-03-2022 03:41 PM |
|-----------------------|--------------------------|--------------------------|--------------------|--------|--------------------------------------|-----------------------------|---------------------|
| <input type="radio"/> | DLH/AP/AC/CS/30000/0001  | Imprest adjustment day2  | Imprest Adjustment | Medium | Pre Audit Section                    | Pre Audit Section           | 03-03-2022 03:36 PM |
| <input type="radio"/> | DLH/LAC/BD/10506/0002    | Test 03/03 3:24 PM       | Imprest Adjustment | Medium | Cash & Bank                          | Cash & Bank                 | 03-03-2022 03:35 PM |
| <input type="radio"/> | DLH/LAC/BD/10506/0001    | Test Adjustment 03/03    | Imprest Adjustment | Medium | Cash & Bank                          | Cash & Bank                 | 03-03-2022 03:23 PM |
| <input type="radio"/> | DLH/LAC/BD/10528/0009    | Sanction 3_3_2_0         | Sanction           | Medium | Review / Recommend                   | Review / Recommend          | 03-03-2022 03:21 PM |
| <input type="radio"/> | DLH/CFIN/OMD/10006/0001  | Adjustment 3_3_3_05      | Imprest Adjustment | Medium | Pre Audit Section                    | Pre Audit Section           | 03-03-2022 03:19 PM |
| <input type="radio"/> | AMS/PFIN/PFIN/50006/0001 | Adjustment 3_3_3_00      | Imprest Adjustment | Medium | Advance Adjustment Process Initiator | Cabinet                     | 03-03-2022 03:04 PM |
| <input type="radio"/> | ISR/OCS/OTH/31439/00022  | Board Agenda Day 2       | Agenda             | Medium | Agenda File Initiator                | Cabinet                     | 03-03-2022 03:04 PM |
| <input type="radio"/> | DLH/LAC/BD/10528/0008    | sanction test by lovely  | Sanction           | Medium | Approve As Per BDP - D4, D3          | Approve As Per BDP - D4, D3 | 03-03-2022 03:04 PM |
| <input type="radio"/> | AMS/PFIN/PFIN/58302/0001 | Advance Payment 3_3_2_28 | Imprest Advance    | Medium | Advance Payment Process Initiator    | Cabinet                     | 03-03-2022 03:00 PM |

- This is user Outbox screen.

The screenshot shows the Outbox screen with a selected task. The task details are displayed in a large window. The task is titled 'Offboarding' and includes fields such as Offboarding Task, Off Number (10002), Off Type (OFFBOARDING), Off Section (HR), Off Description (Offboarding), and Off Date (03-03-2022). The window also contains sections for Off Note, Off History, Off File Monitor, and Off Audit.

- Click on History button.



- 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**  
...

Moving Chat(s)

**Movement History**

| File No :               | Subject :                |                                                    |                                                                                  |                         |
|-------------------------|--------------------------|----------------------------------------------------|----------------------------------------------------------------------------------|-------------------------|
| ISR/OCS/OTH/31410/00032 | HR Offboarding           |                                                    |                                                                                  |                         |
| Per page: 10            |                          |                                                    |                                                                                  |                         |
| Date                    | Stage                    | From                                               | To                                                                               | Action                  |
| 03.03.2022 02:54:43 PM  | HR Offboarding Initiator | Test User1 (100001)-Director (Finance)             | Test User3 (100003)-Country Manager-Myanmar                                      | Forward for Approval    |
| 03.03.2022 03:00:03 PM  | Reviewed                 | Test User3 (100003)-Country Manager-Myanmar        | Test User4 (100004)-Regional President-RUSSIA                                    | Review                  |
| 03.03.2022 03:07:58 PM  | Approve                  | Test User4 (100004)-Regional President-RUSSIA      | Test User3 (100003)-General Manager ( Production ) [ Delegated By : Test User1 ] | Approve                 |
| 03.03.2022 03:22:26 PM  | HR Offboarding Initiator | Test User3 (100003)-General Manager ( Production ) | Test User5 (100005)-Director (Appolo)                                            | Forward for Approval    |
| 03.03.2022 03:28:34 PM  | Reviewed                 | Test User5 (100005)-Director (Appolo)              | Test User4 (100004)-Regional President-RUSSIA                                    | Review                  |
| 03.03.2022 03:31:59 PM  | Concur & Forward         | Test User4 (100004)-Regional President-RUSSIA      | Test User3 (100003)-EO to Director(Exploration)                                  | Concur & Forward        |
| 03.03.2022 03:36:49 PM  | In-charge HR/ER Approve  | Test User3 (100003)-EO to Director(Exploration)    | Test User3 (100003)-General Manager ( Production ) [ Delegated By : Test User1 ] | In-charge HR/ER Approve |
| 03.03.2022 03:41:48 PM  | HR Offboarding Initiator | Test User3 (100003)-General Manager ( Production ) | To Cabinet                                                                       | Close Task              |

Showing 1 to 8 of 8 entries

Previous | **1** | Next

**Close**

## 8 Type of Offboarding – Death

- **Select Type of Offboarding as Death.**
- Click on Create button of File Action panel.

The screenshot displays two panels: 'Meta Data' and 'File Action'.  
The 'Meta Data' panel contains the following fields:

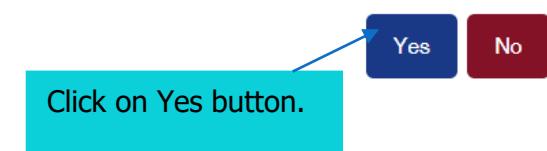
- Location: Delhi
- Section: Other Corporate Services
- Sub Section: Others
- Projects: NA
- Subject: HR Offboarding
- Priority: Medium
- Type of Offboarding: Death

The 'File Action' panel contains two buttons: 'Exit' and 'Create'.  
A blue callout box with the text 'Click on Create button' has an arrow pointing to the 'Create' button in the 'File Action' panel.

- Click on Yes button.

### Confirmation

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



## 8.1 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows the 'Offboarding Initiator' screen. At the top, there are tabs for 'Meta Data', 'Office Note / Green Sheet', and 'File Action'. The main area contains several input fields and sections:

- Meta Data:** Fields for 'Meta Data', 'CPF No.', and 'Demise Date'.
- Office Note / Green Sheet:** A large text area with a placeholder 'सार्वजनिक पर्याप्ति / Working Paper'.
- Enclosure:** A section for adding enclosures with fields for 'Subject', 'Description', 'Date', and 'Address'.
- Yellow Notes:** A section for adding yellow notes with fields for 'Date', 'Priority', and 'Address'.
- File Workflow:** A section for viewing workflow members.
- File Action:** Buttons for 'Save & Close', 'E-Sign', and 'History'.

## 8.2 Form Information

**Meta Data** – Meta Data shows the Location, Section, Sub Section, Project, Subject, Priority, Type of Offboarding.

**CPF No** – In this enter CPF Number. Then click on Add details button to add employee details.

**Update Date of Demise** – Enter Date of Demise.

**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:

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

### 8.3 CPF No

- In this enter CPF Number.

CPF No

Enter CPF NO  
100002

Add Details

- Then click on Add details button to add employee details.

| Employee Details                    |                                  |                            |
|-------------------------------------|----------------------------------|----------------------------|
| CPF Number<br>100002                | Name<br>Test User2               | Section<br>LAC-Colombia BU |
| Sub Section<br>Business Development | Discipline<br>FINANCE & ACCOUNTS |                            |

### 8.4 Update Date of Demise

- Enter Date of Demise.

Update Date of Demise

Date of Demise  
03.03.2022

### 8.5 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

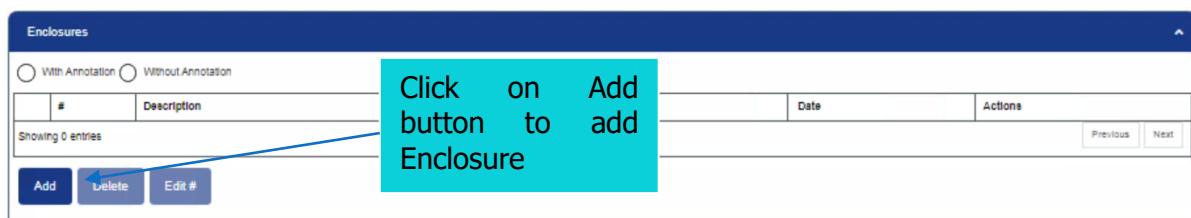
सार्वक पत्र / Working Paper

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

## 8.6 Add Enclosure

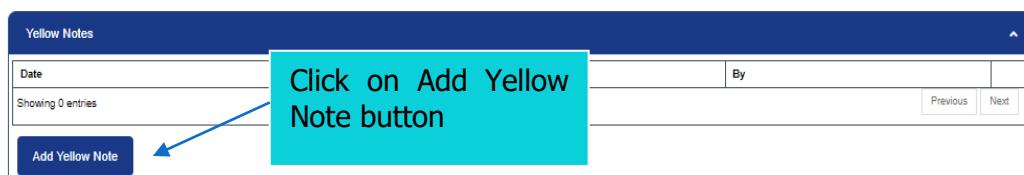
- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.



- 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.

A screenshot of a 'Add Enclosure' form. It has fields for 'Description' (containing 'Document 1.pdf') and 'Page No.' (containing '1'). Below these is a 'Browse' button with a file path 'Document 1.pdf'. At the bottom are 'Add' and 'Exit' buttons. A large teal callout box with white text is positioned above the 'Add' button, containing the text 'Add Description, Page NO. Upload Document.' An arrow points from the text in the callout box to the 'Browse' button.

## 8.7 Add Yellow Note



- 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

- 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), Agreed/Concurred By (Mandatory) and In-charge HR/ER (Mandatory).
- Click on Add Button.

Offboarding Initiator ...

Select Users

Click on Add Button

Urgent

Reviewed/Recommended By :

Agreed/Concurred By :

In-charge HR/ER:

| Selected Users    |        |      |         |             |                  | Per page: 10                                                                                                 |
|-------------------|--------|------|---------|-------------|------------------|--------------------------------------------------------------------------------------------------------------|
| User Type         | CPF No | Name | Section | Sub Section | Role/Designation |                                                                                                              |
| Showing 0 entries |        |      |         |             |                  | <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> |

Add
Add
Add

Forward
Exit

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

**Offboarding Initiator**

With Annotation  Without Annotation

### Select Users

Urgent

|                           |                                                             |                                    |
|---------------------------|-------------------------------------------------------------|------------------------------------|
| Reviewed/Recommended By : | Type Reviewer's user name, cpf no, designation..            | <input type="button" value="Add"/> |
| Agreed/Concurred By :     | Type Financial Concurred's user name, cpf no, designation.. | <input type="button" value="Add"/> |
| In-charge HR/ER:          | Type In-charge HR/ER's user name, cpf no, designation..     | <input type="button" value="Add"/> |

| Selected Users          |        |            |         |             |                           | Per page:                           | 10 |  |
|-------------------------|--------|------------|---------|-------------|---------------------------|-------------------------------------|----|--|
| User Type               | CPF No | Name       | Section | Sub Section | Role/Designation          |                                     |    |  |
| Reviewed/Recommended By | 100005 | Test User5 | CFIN    | OMD         | Director (Appolo)         | <input type="checkbox"/>            |    |  |
| Financial Concurred By  | 100004 | Test User4 | APAC    | CFIN        | Regional President-RUSSIA | <input checked="" type="checkbox"/> |    |  |
| In-charge HR/ER         | 100003 | Test User3 | CFIN    | AUD         | Country Manager- Myanmar  | <input checked="" type="checkbox"/> |    |  |

Showing 1 to 3 of 3 entries

Previous 1 Next

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



## 8.8 Reviewer/Recommender Screen

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

The screenshot shows the ONGC VIDESH inbox interface. On the left, there's a sidebar with options like Dashboards, INBOX, and Launch. The main area is titled 'INBOX' and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, and Priority. One row in the table is highlighted with a yellow box. A blue arrow points from the text 'Task is visible in Inbox' to this highlighted row. The highlighted row contains the following data:

| File Name              | File Subject   | Stage                                 | Task Name          | Task From            | Priority |
|------------------------|----------------|---------------------------------------|--------------------|----------------------|----------|
| ISR/OC/OTH/31410/00033 | HR Offboarding | HR Offboarding Reviewer / Recommender | HR Offboarding ... | Test User1 (1000...) | Medium   |

- Write Comments in Office note/Green Sheet .

The screenshot shows a 'Working Paper' page with the title 'सार्वक पत्र / Working Paper'. At the top, there's a logo for 'ONGC VIDESH'. Below the title, there's a paragraph about what a paragraph is. To the right, a blue box contains the text 'Write Comments in Office Note/Green Sheet' with a blue arrow pointing towards the page content.

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.

- All the sign of users shown in Office Note.

The screenshot shows an 'Office Note / Green Sheet' titled 'Offboarding of Employee'. It includes a table with employee details and a paragraph about ONGC VIDESH. At the bottom, there's a section titled 'Forwarded & Electronically Signed By' which lists 'Test User1 (100001)-Director (Finance)' and the date 'On : 03.03.2022 04:01:01 PM'. This section is highlighted with a yellow box.

- 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 Reviewed.**
- Click on forward button.

**HR Offboarding 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.

Reviewed    Return to Initiator    Forward For Review

**Forward**   **Exit**

- Task goes to the Financial Concurren.
- Login with Financial Concurren User.



## 8.9 Financial Concurren Screen

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

The screenshot shows the INBOX screen with a yellow box highlighting a specific task row. The task details are as follows:

| File Name                | File Subject        | Stage                              | Task Name              | Task From            | Priority |
|--------------------------|---------------------|------------------------------------|------------------------|----------------------|----------|
| ISR/OCS/OTH/31410/00033  | HR Offboarding      | HR Offboarding Financial Concurren | HR Offboarding F...    | Test User5 (1000...) | Medium   |
| DLH/APAC/CSS/30028/00001 | test                | Sanction Process Initiator         |                        |                      | Medium   |
| DLH/APAC/CSS/30099/00001 | Forward test 04     | Generic File Initiator             | Generic File Initia... | Test User5 (1000...) | Medium   |
| DLH/LAC/BD/10599/00004   | Forward for test 03 | File For Review                    | Generic File Revi...   | Test User5 (1000...) | Medium   |
| ISR/OCS/OTH/31439/00004  | Agenda test 01      |                                    | Agenda File - Bo...    | Test User1 (1000...) | Medium   |

A blue callout box with the text "Task is visible in Inbox" points to the highlighted row.

- Write Comments in Office note/Green Sheet .

The screenshot shows the "Working Paper" section of the Office Note/Green Sheet. It includes the ONGC VIDESH logo and the title "सार्वक पत्र / Working Paper". A blue callout box with the text "Write Comments in Office Note/Green Sheet" points to the right side of the page.

A paragraph is defined as 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.

- All the sign of users shown in Office Note.

The screenshot shows the "Office Note / Green Sheet" interface. It displays two signed comments:

- Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 03.03.2022 04:01:01 PM
- Forwarded & Electronically Signed By :**  
Test User1 (100005)-Director (Apolo)  
On : 03.03.2022 04:04:38 PM

- Click on E-sign button.

The screenshot shows the "File Action" menu with three buttons: "Save & Close", "E-Sign", and "History". The "E-Sign" button is highlighted with a blue box.

- 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 Concur & Forward.**
- Click on forward button.

| HR Offboarding Financial Concurred |    |
|------------------------------------|----|
| Description                        | By |
| Action With eSign                  |    |

Urgent

Select Action

Record your comments and e-sign the proposal if you agree or concur it.  
Notesheet gets forwarded to next person in Process Workflow.

Concur & Forward     Return to Initiator     Forward For Review

- Task goes to the Incharge HR/ER.
- Login with Incharge HR/ER User.



## 8.10 Incharge HR/ER Screen

- Open the task from Inbox.

The screenshot shows a user interface for managing tasks. On the left, there's a sidebar with options like Dashboards, INBOX (which is selected), Launch, and Access Authorization Generic Process. The main area is titled 'INBOX' and contains a grid of tasks. One specific task is highlighted with a yellow box: 'File Name: ISR/OC/OTH/31410/00033, File Subject: HR Offboarding, Stage: HR Offboarding In-charge, Task Name: HR Offboarding I..., Task From: Test User4 (1000...), Priority: Medium'. A blue callout box with the text 'Task is visible in Inbox' points to this highlighted row.

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

The screenshot shows an 'Office Note / Green Sheet' page. It displays a note with several electronic signatures. A yellow box highlights the signature of 'Test User1 (100001)-Director (Finance)' with the timestamp 'On : 03.03.2022 04:01:01 PM'. Below it, another signature is shown with the timestamp 'On : 03.03.2022 04:04:38 PM'. A blue callout box with the text 'Click on E-sign button' points to the 'E-Sign' button in the 'File Action' bar at the top of the page.

- Click on E-sign button.

The screenshot shows a 'File Action' screen with three buttons: 'Save & Close', 'E-Sign' (which is highlighted with a blue arrow), and 'History'. A blue callout box with the text 'Click on E-sign button' points to the '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.**
- Click on forward button.

**HR Offboarding In-charge**  
...

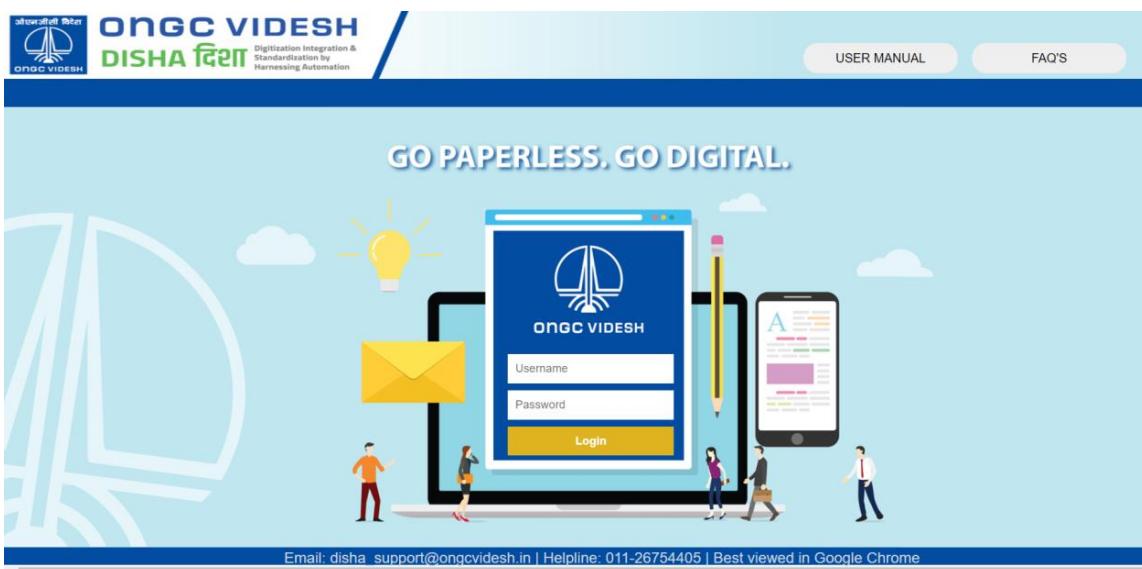
|                   |    |
|-------------------|----|
| Description       | By |
| Action With eSign |    |

**Urgent**

**Select Action**

**Approve**    **Return to Initiator**    **Forward For Review**

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



## 8.11 Initiator Screen

- Open the task from Inbox.

**INBOX**

Enter search text...

| File Name             | File Subject             | Stage                 | Task Name             | Task From             | Priority | Task received...  |
|-----------------------|--------------------------|-----------------------|-----------------------|-----------------------|----------|-------------------|
| BU Processes          | ISR/OCS/OTH/31410/00033  | Offboarding Initiator | Offboarding Initiator | Test User3 (1000...)  | Medium   | Mar 3, 2022, 4... |
| cash & Bank Report    | DLH/CFIN/OMD/10030/00002 | Tendering 3_3         | TC Committee N...     | Test User0 (1000...)  | Medium   | Mar 3, 2022, 3... |
| Cash and Bank Process | AMS/CFIN/AUD/10530/00001 | sanction test by l... | Tendering Proces...   | Test User5 (1000...)  | Medium   | Mar 3, 2022, 2... |
| Common Finance        | ISR/OCS/OTH/31410/00030  | seperation test       | Offboarding Initiator | Offboarding Initiator | Medium   | Mar 3, 2022, 1... |

Task is visible in Inbox

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

Office Note / Green Sheet

August'2006.

Forwarded & Electronically Signed By :

Test User5 (100005)-Director (Apolo)  
On : 03.03.2022 04:04:38 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 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 Abarro as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August'2006.

Concurred & Electronically Signed By :

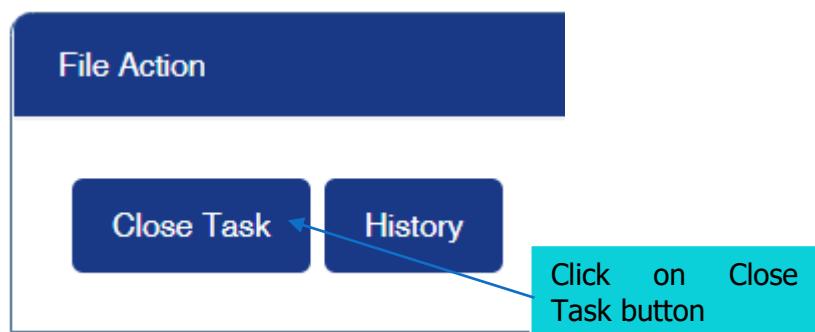
Test User4 (100004)-Regional President-RUSSIA  
On : 03.03.2022 04:08:48 PM

San Cristobal field is located in Zulia subdivision of Junin Norte 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 company called "Petroleosindovenezolana SA" (PdvSA) was formed wherein PdvSA holds 60% PI through its subsidiary Corporacion Venezolana del Petroleo (CVP 56%) and ONGC Videsh holds 40% through CVP 56%.

Forwarded & Electronically Signed By :

Test User3 (100003)-Country Manager- Myanmar  
On : 03.03.2022 04:11:48 PM

- History will show Movement History of the file.
- **Click on Close Task button.**



- Now Task can be seen in Initiator Cabinet.

## 8.12 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/31410/0003  | HR Offboarding          | HROffboarding       | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| DLH/OCS/OTH/31411/00001 | Off Transfer 18_02_3_30 | OffboardingTransfer | Closed | 2021-22 | Test User1 (100001) | 18.02.2022 | 03.03.2022 |
| ISR/OCS/OTH/31426/00001 | goa                     | Generic Committee   | Closed | 2021-22 | Test User1 (100001) | 28.02.2021 | 03.03.2022 |
| DLH/APAC/CS/30011/00002 | Transfer Test 111       | OffboardingTransfer | Closed | 2021-22 | Test User4 (100004) | 03.03.2022 | 03.03.2022 |
| DLH/OCS/OTH/31430/00012 | TP1                     | Tendering           | Closed | 2021-22 | Test User1 (100001) | 18.02.2022 | 03.03.2022 |
| ISR/OCS/OTH/31430/00004 | test by sakshi          | Tendering           | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31428/00027 | test by sakshi          | Sanction            | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31410/00023 | superannuation test     | HROffboarding       | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/10530/00001 | testing of tendering    | Tendering           | Closed | 2021-22 | Test User1 (100001) | 03.03.2022 | 03.03.2022 |
| ISR/OCS/OTH/31411/00011 | lga                     | GenericLegal        | Closed | 2021-22 | Test User1 (100001) | 02.03.2022 | 02.03.2022 |

- Now you can see all the data of user.

Click on Open button.

- 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 User1 | Approved | 03.03.2022 |         |

Showing entry 1 of 1 entries

Previous Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1

File No : ISR/OCB/OTH/31410/00033  
Subject : HR Offboarding  
Offboarding of Employee

Offboarding Type: Dear  
CPF Number: 100002  
Name: Test User2  
Section: LAC-Colombia BU  
Sub Section: Business Development  
Discipline: FINANCE BACKOFFICE  
Date of Demise: 03.03.2022

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the aegis of the Ministry of Petroleum & Natural Gas, is the major oil subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOCL) of India. The primary business of ONGC Videsh is to探探 for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh is participating in approximately 15 oil and gas fields in 10 countries, holding 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 04:01:01 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 Block in the Velasquez-Gallegos area of over 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in New Association Contract (Ecopetrol is partner with 50% PI). The New Association Contract covers the areas of Guadalupe, Guatiquia, Norte Sur, Under River and Abancay as well as non-commercial area of Chicala within the Moxo Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2008.

1 / 2

- Enclosures send can be viewed and downloaded.

Enclosures

| # | Description    | By         | P. No | Date       | Action |
|---|----------------|------------|-------|------------|--------|
| 1 | Document 1.pdf | Test User1 | 1     | 03-03-2022 |        |

Showing entry 1 of 1 entries

Previous Next

- Yellow notes can be seen.

Yellow Notes (1)

| Date       | Note                                                                                                                                      | By                                     |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 03.03.2022 | ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft | Test User1 (100001)-Director (Finance) |

Showing entry 1 of 1 entries

Previous Next

- Click on File Workflow.

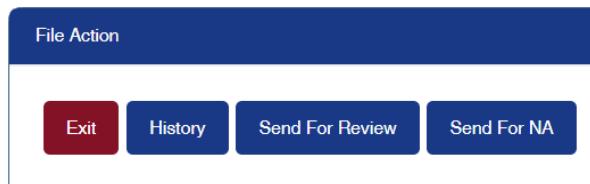
| File Workflow                |                 |                                        |            |            |
|------------------------------|-----------------|----------------------------------------|------------|------------|
|                              | Workflow        | Created By                             | Created On | Updated On |
| <input type="radio"/>        | File Workflow 1 | Test User1 (100001)-Director (Finance) | 03.03.2022 | 03.03.2022 |
| Showing entry 1 of 1 entries |                 |                                        |            |            |
|                              |                 |                                        | Previous   | 1 Next     |

- Workflow Members will be shown.

| Workflow Members       |                                               |
|------------------------|-----------------------------------------------|
| Member Type            | Member Name                                   |
| Reviewer / Recommender | Test User5 (100005)-Director (Appolo)         |
| Agree / Concurred      | Test User4 (100004)-Regional President-RUSSIA |
| Approver               | Test User3 (100003)-Country Manager- Myanmar  |

Exit

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



- 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.

### 8.13 Outbox Screen

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

| Outbox                         |                         |                     |                     |        |                                |                      |
|--------------------------------|-------------------------|---------------------|---------------------|--------|--------------------------------|----------------------|
|                                |                         | From Date :         | To Date :           | Search | Filter File :                  | Filter by any field  |
|                                |                         | 24.02.2022          | 03.03.2022          |        |                                | Per page: 10         |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00033 | HR Offboarding      | HROffboarding       | Medium | HR Offboarding Initiator       | Close Task           |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00022 | Board Agm/Off Day 2 | Agm/Off             | Medium | Cabinet                        | Re-Opened            |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00032 | HR Offboarding      | HROffboarding       | Medium | HR Offboarding Initiator       | Committee            |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00024 | HR Offboarding      | HROffboarding       | Medium | HR Offboarding Initiator       | Committee            |
| <input type="radio"/>          | ISRVOCS/OTH/31411/00017 | transfer test       | OffboardingTransfer | Medium | Offboarding Transfer Initiator | Committee            |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00031 | HR o3               | HROffboarding       | Medium | HR Offboarding Initiator       | Committee            |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00029 | hr o2               | HROffboarding       | Medium | HR Offboarding Initiator       | Committee            |
| <input type="radio"/>          | ISRVOCS/OTH/31441/00006 | test                | Creation Master     | Medium | Creation of Master Initiator   | Forward for Approval |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00028 | hr o1               | HROffboarding       | Medium | HR Offboarding Initiator       | Committee            |
| <input type="radio"/>          | ISRVOCS/OTH/31410/00025 | Resignation Test    | HROffboarding       | Medium | HR Offboarding Initiator       | Committee            |
| Showing 1 to 10 of 131 entries |                         |                     |                     |        |                                |                      |
|                                |                         |                     |                     |        | Previous                       | 1 4 7 9 14 Next      |

Click on Open button

- This is user Outbox screen.

Outbox

File No: ISR/OCS/OTH/31410/00033 Creation Date: 03-03-2022 Priority: Urgent Age Of File (in Days): 0 Year: 2021-22 Location: Gurgaon

Subject: HR Offboarding

**File Details:**

**Offboarding Details:**

**Offboarding Type:** HR Offboarding  
**Offboarder:** Test User1  
**Offboardee:** Test User2  
**Offboarding Date:** 03-03-2022  
**Offboarding Status:** Working Paper

**Offboarding of Employee**

**Offboarding Type:** HR Offboarding  
**Offboarder:** Test User1  
**Offboardee:** Test User2  
**Offboarding Date:** 03-03-2022  
**Offboarding Status:** Working Paper

**Note Details:**

| Subject     | No. | Date       | Time     | Action |
|-------------|-----|------------|----------|--------|
| Offboarding | 1   | 03-03-2022 | 10:16 AM | Open   |

**Comments:**

| Commenter  | Comment Date | Comment Time | Action |
|------------|--------------|--------------|--------|
| Test User1 | 03-03-2022   | 10:16 AM     | Open   |

**History Notes:**

| Date       | Time     | User       | Action                                          |
|------------|----------|------------|-------------------------------------------------|
| 03-03-2022 | 10:16 AM | Test User1 | Created on 03-03-2022 at 10:16 AM by Test User1 |

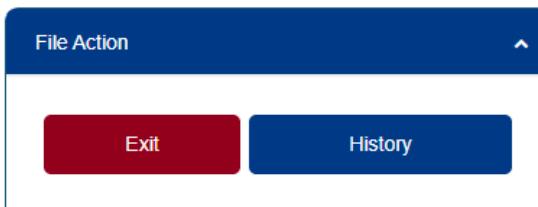
**File History:**

| File History                         | Created On | Last Modified On | Action |
|--------------------------------------|------------|------------------|--------|
| Test User1 - Offboarding of Employee | 03-03-2022 | 03-03-2022       | Open   |

**File Action:**

**Exit**      **History**

- Click on History button.



- 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/31410/00033 Subject : HR Offboarding

Per page: 10

| Date                   | Stage                    | From                                          | To                                            | Action                  |
|------------------------|--------------------------|-----------------------------------------------|-----------------------------------------------|-------------------------|
| 03.03.2022 04:16:49 PM | HR Offboarding Initiator | Test User1 (100001)-Director (Finance)        | Test User5 (100005)-Director (Appolo)         | Forward for Approval    |
| 03.03.2022 04:20:25 PM | Reviewed                 | Test User5 (100005)-Director (Appolo)         | Test User4 (100004)-Regional President-RUSSIA | Review                  |
| 03.03.2022 04:24:35 PM | Concur & Forward         | Test User4 (100004)-Regional President-RUSSIA | Test User3 (100003)-Country Manager-Myanmar   | Concur & Forward        |
| 03.03.2022 04:27:36 PM | In-charge HR/ER Approve  | Test User3 (100003)-Country Manager-Myanmar   | Test User1 (100001)-Director (Finance)        | In-charge HR/ER Approve |
| 03.03.2022 04:30:54 PM | HR Offboarding Initiator | Test User1 (100001)-Director (Finance)        | To Cabinet                                    | Close Task              |

Showing 1 to 5 of 5 entries

Previous **1** Next

Close

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