



ONGC Videsh Ltd.



2022

Paperless Office- Create File – User Manual

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1 Introduction

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

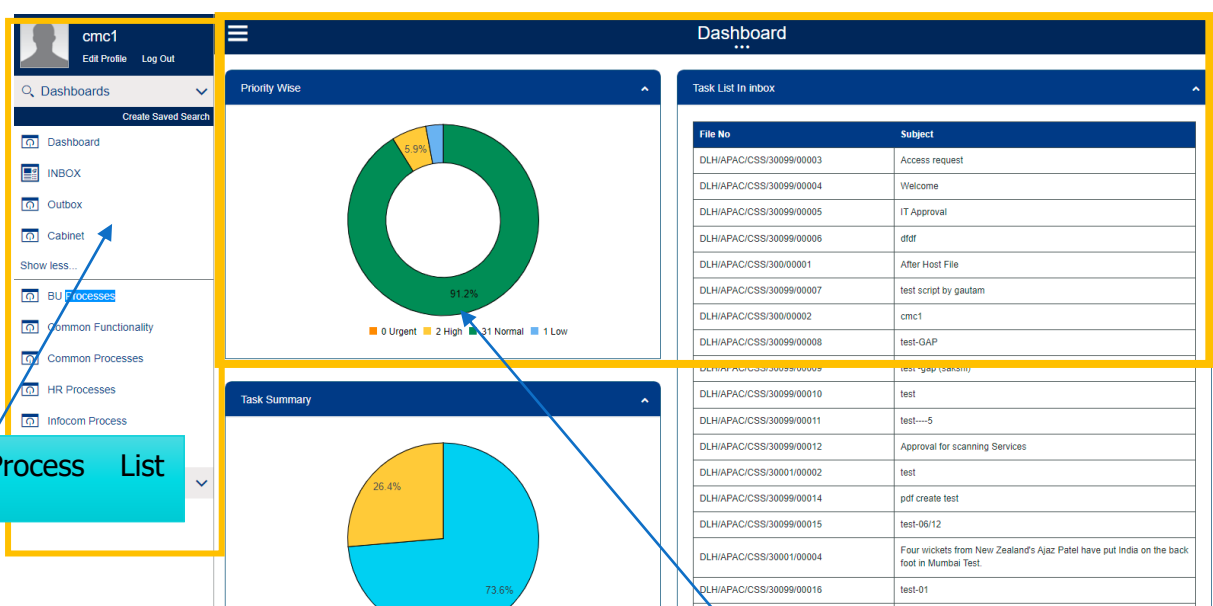
2 Login in the Paperless office:

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



3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

Inbox - View task assign to you

View Process List

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30102/0	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01.4...

4 How to run the Eoffice

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

Click on Eoffice button on the Process list

File No	Subject	Type	Created On
DLH/LAC/BD/10509/00001	Test	10509	04-03-2022
DLH/DRIL/DR/40009/00001		40009	18-02-2022
DLH/DRIL/DR/40012/00001		40012	18-02-2022

5 Create File Launch

- Click on Create File button.

Click on Create File

File No	Subject	Type	Created On
DLH/LAC/BD/10509/00001	Test	10509	04-03-2022
DLH/DRIL/DR/40009/00001	Test file 01	40009	18-02-2022
DLH/DRIL/DR/40012/00001		40012	18-02-2022

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

Eoffice

Create File

Location : Delhi ▼

Section : LAC-Colombia BU ▼

Sub Section : Business Development ▼

Project : NA ▼

Priority: Medium ▼

Year : 2021-22

File Subject :

New File

Create
Exit

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

- Director Inbox
- Eoffice
- GET SAP HTTP
- Helpdesk
- HR Processes
- IA Processes
- Infocom Process
- Inward-Outward
- Legal Processes
- Marketing Process
- Meeting&Committee

Eoffice

Create File | Part Case | RTI File | PQ File

Draft Files

Per page: 5

File No	Subject	Type	Created On
<input checked="" type="radio"/> DLH/LAC/BD/10509/00002	New File	10509	04-03-2022
<input type="radio"/> DLH/LAC/BD/10509/00001	Test	10509	04-03-2022
<input type="radio"/> DLH/DRIL/DRIL/40009/00001	Test file 01	40009	18-02-2022
<input type="radio"/> DLH/DRIL/DRIL/40012/00001	test file 01	40012	18-02-2022

Showing 1 to 4 of 4 entries

Previous | 1 | Next

Open | Edit

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

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/LAC/BD/10509/00002

6 Initiator Screen

Following Screen Opens in Full View:

Eoffice

Main File | Linked File | Part Case

File No

DLH/LAC/BD/10509/00002

Creation Date

4-3-2022

Priority

Medium

Age Of File (in Days)

0

Year

2021-22

Subject

New File

Location

Delhi

Notings

Per page: 5

Subject	By	Status	Date	*
Showing 0 entries				

Add Note | Delete

☐ With Annotation
 ☐ Without Annotation

Enclosures

Per page: 5

#	Description	By	P. No.	Date	Actions
Showing 0 entries					

Add | Delete

Noting

Enclosure

Yellow Notes

सार्थक पत्र / Working Paper

Forward | Exit

6.1 Form Information

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

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

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

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

Linked File – In it select file to be linked with the main file.

Part Case – It shows main file part case files.

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

Exit – It is used to exit the file.

6.2 Main File

- It shows the File no., Creation date, Priority, Age of File(In days), Year, Subject and Location.

Eoffice									
Main File Linked File Part Case									
File No	DLH/LAC/BD/10509/00002	Creation Date	4-3-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	New File							Location	Delhi

6.3 Notings

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

Notings						Per page:	5
Subject	↑↓	By	↑↓	Status	↑↓	Date	↑↓ *
Showing 0 entries							Previous Next

Add Note

Delete


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

Create Note In System

Subject :

Edit
Insert
View
Format
Table
Tools

Formats
B
I
Text alignment icons
List icons
Link icon
Image icon
Font color icon
Background color icon




सार्थक पत्र / Working Paper

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

Save
Create
Exit

- Noting is shown in noting tab.

Noting
Enclosure
Yellow Notes



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

Notings					Per page:	5
	Subject	By	Status	Date		*
	Note 1	Test User2	Draft	04-03-2022		
Showing entry 1 of 1 entries					Previous	1 Next

Add Note

Delete

6.4 Add Enclosure

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

☐ With Annotation ☐ Without Annotation

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

Add

Delete

Click on Add button to add Enclosure

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

Add Enclosure

Add Description, Page NO. Upload Document.

Description :

Page No :

Browse

Document 1.pdf

Click on Add button

Add

Exit

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

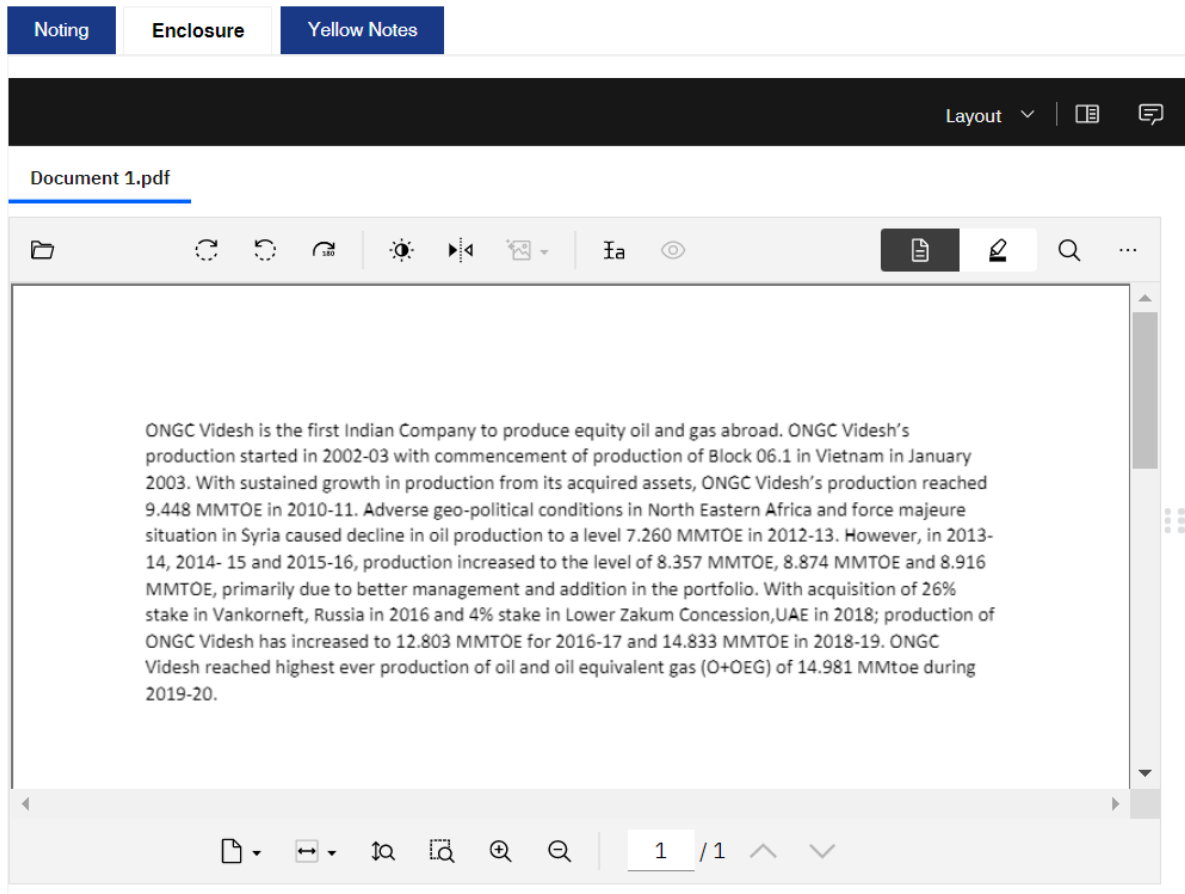
☐ With Annotation ☐ Without Annotation

Enclosures						Per page:	5			
#	↑↓	Description	↑↓	By	↑↓	P. No.	↑↓	Date	↑↓	Actions
	1	Document 1.pdf		Test User2		1		04-03-2022		
Showing entry 1 of 1 entries								Previous	1	Next

Add

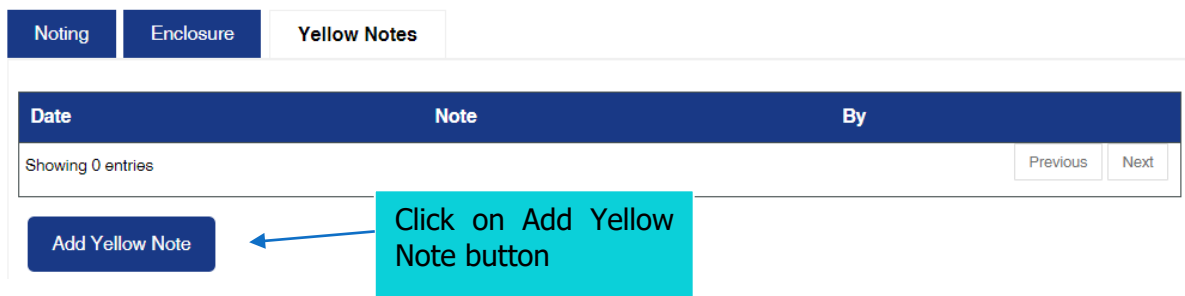
Delete

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



6.5 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

➤ Yellow notes are added.


Noting	Enclosure	Yellow Notes (1)
Date	Note	By
04-03-2022	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 User2 (100002)-Senior Finance & Accounts Officer
Showing entry 1 of 1 entries		Previous 1 Next

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

Noting	Enclosure	Yellow Notes (1)
Date	Note	By
04-03-2022	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 User2 (100002)-Senior Finance & Accounts Officer
Showing entry 1 of 1 entries		Previous 1 Next

6.6 Linked File

- In it select file to be linked with the main file.
- Click on "Select File to Link" Button.

 Eoffice

Main File

Linked File

Part Case

Select File to Link

- Enter File No. of file to be linked and click on Search Button.

Select File

Enter File No :

Search

Exit

- Select File and Click on Link Button.


Select File

Enter File No :

Search

Search Result

Per page: 5

	File No	Subject	Created By	Created On
	DLH/LAC/BD/10509/00001	Test	100002	04.03.2022

Showing entry 1 of 1 entries

Previous

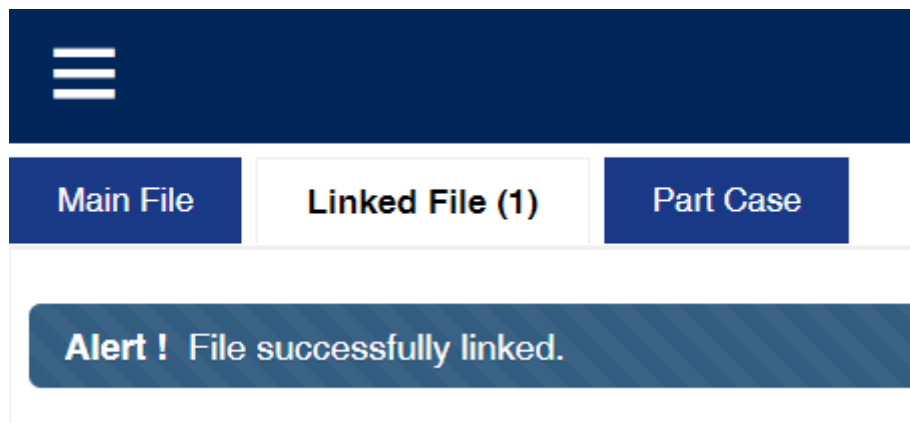
1

 Next

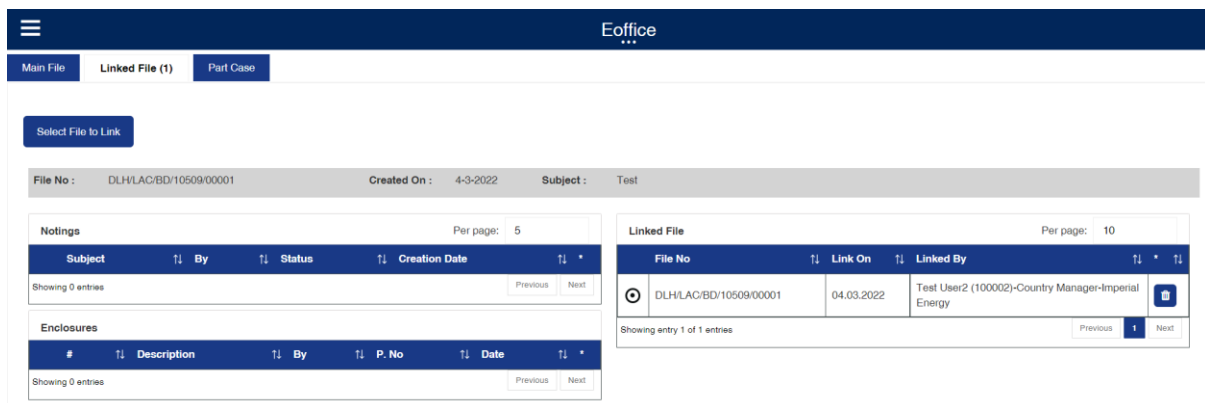
Link

Exit

- Number of files linked will be shown in bracket, as shown below here we had linked one file.

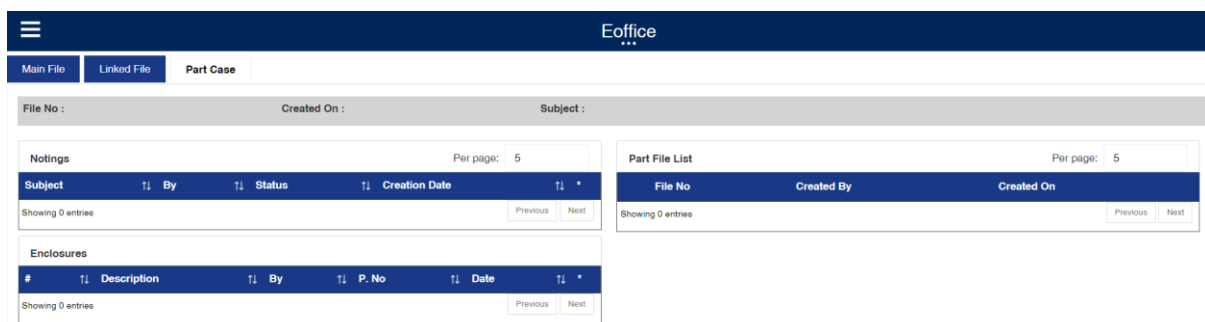


- Linked file can be selected and its Notings and Enclosure can be seen.



6.7 Part Case

- It shows main file part case files.
- Part Case file can be selected and its Notings and Enclosure can be seen.



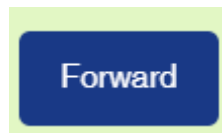
6.8 Exit

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



6.9 Forward

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



- Select Role from Dropdown.

Select Role :

Company Secretary	▼
Company Secretary	
Country Manager- Vietnam	
Country Manager-Imperial Energy	
Country Manager-Lower Zakum	
Director (Finance)	
Project Manager - Business Development	

- Select Forward Type

Select Forward Type :

For Review	▼
For Review	
For Approval	

- Select Forward To

Forward To :

Users	▼
Committee	
Users	

- Select Users
- Click on Add Button.

Select Users :

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

Add

- Selected Users are shown in Selected users list.

Selected Users						
	CPF No	Name	Section	Sub Section	Role/Designation	
<input type="radio"/>	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	✕
<input type="radio"/>	100004	Test User4	APAC	CFIN	Regional President-RUSSIA	✕
Showing 1 to 2 of 2 entries						Previous 1 Next



- Select user and click on **UP/DOWN Arrow** to change position of user in file workflow.

Selected Users						
	CPF No	Name	Section	Sub Section	Role/Designation	
<input checked="" type="radio"/>	100004	Test User4	APAC	CFIN	Regional President-RUSSIA	✕
<input type="radio"/>	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	✕
Showing 1 to 2 of 2 entries						Previous 1 Next



- Select Committee type.

Committee Type :

select

Existing
One Time Committee

- Select Committee users.
- Click on Add button.

Forward To :

Committee

Committee Type :

One Time Committee

Select Users :

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

Add

- Selected Users are shown in Selected users list.

Forward To : Committee Type :

Select Users :

Add

Selected Users						
CPF No	Name	Section	Sub Section	Role/Designation		
<input type="radio"/>	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	<input type="checkbox"/>
<input type="radio"/>	100004	Test User4	RUS	CFIN	Company Secretary	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

↑
↓

- Let us send file for Review to selected user.

Forward File

☐ Urgent

Select Role :

Select Forward Type :

Forward To :

Select Users :

Add

Selected Users						
CPF No	Name	Section	Sub Section	Role/Designation		
<input type="radio"/>	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	<input type="checkbox"/>

Showing entry 1 of 1 entries

Previous 1 Next

↑
↓

Submit Exit

- File Successfully send for Review to selected user.



File DLH/LAC/BD/10509/00002 has been successfully submitted.

OK

- The file is sent to Reviewer.
- Login to Reviewer user.



7 Reviewer Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received.
DLH/LAC/BD/10528/00011	sanction delegati...	Sanction Process...	Sanction Process...	Test User3 (1000...	Medium	Mar 4, 2022,
DLH/LAC/BD/10509/00002	New File	For Review	For Review		Medium	Mar 4, 2022,
AMS/PFIN/PFIN/20828/00001	Sanction 123	Sanction Process...			Medium	Mar 4, 2022,
ISR/OCS/OTH/31428/00030	test by sakshi-04-...	Sanction Process...	Sanction Process...	Test User3 (1000...	Medium	Mar 4, 2022,

Task is visible in Inbox

- All the sign of the user are shown in noting.

Forwarded and Electronically Signed By :

Test User2 (100002)-Company Secretary

On : 04.03.2022 12:34:06 PM

- | | | | | | | | | | |
|------------------------|--|------------------|--|--|--|--|--|--|--|
| Main File | | | | | | | | | |
| Linked File (1) | | Part Case | | | | | | | |

File No	DLH/LAC/BD/10509/00002	Creation Date	4-3-2022	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	New File						Location	Delhi	

Notings Per page: 5

	Subject	By	Status	Date	*
<input type="radio"/>	Note 1	Test User2	Signed	04-03-2022	

Showing entry 1 of 1 entries

Previous
1
Next

Add Note
Delete

Noting Enclosure Yellow Notes (1)

सार्फत पत्र / Working Paper

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Forwarded and Electronically Signed By :
 Test User2 (100002)-Company Secretary

On : 04.03.2022 12:34:06 PM

- ## History

- | Movement History | | | | |
|------------------------------|----------------|---------------------------------------|--|--|
| File No : | Subject : | | | |
| DLH/LAC/BD/10509/00002 | New File | | | |
| | | | | Per page: 10 |
| Date | Stage | From | To | Action |
| 04.03.2022 12:50:01 PM | File Initiator | Test User2 (100002)-Company Secretary | Test User3 (100003)-Country Manager- Myanmar | Submit |
| Showing entry 1 of 1 entries | | | | <div>Previous</div> <div>1</div> <div>Next</div> |

- 

- Click on Forward Button to forward the file.



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

For Review

Sign Document

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

↶ ↷ Bold Italic Text Color Background Color

सार्थक पत्र / Working Paper

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 Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Next
Exit

- Select Forward type from the dropdown.

Select Forward Type :

select
▾

For Review
 Reviewed
 For Approval
 Approved

- Select Forward type as Reviewed from the dropdown.
- Select User and click on Add button.

Forward File

☐ Urgent

Select Forward Type : Reviewed ▾

Select Users : 100002-Test User2 (BD-AMC)-Company Secretary Add

Selected Users

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

Previous
Next

Submit

Exit

- Selected user is shown in selected users list.
- Click on Submit button.

Forward File

☐ Urgent

Select Forward Type : Reviewed

Select Users : Add

Selected Users						
CPF No	Name	Section	Sub Section	Role/Designation		
○	100002	Test User2	BD	AMC	Company Secretary	✕

Showing entry 1 of 1 entries Previous 1 Next

Submit Exit

- The file is sent to Initiator.
- Login to Initiator user.



8 Initiator Screen

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

Task is visible in Inbox

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/LAC/BD/10509/00002	New File	Initiator Stage	Initiator Stage	Test User3 (100003)-...	Medium	Mar 4, 2022, 2:37...
DLH/LAC/BD/10522/00001	helpdesk	Initiator	Initiator	Test User2 (100002)-...	Medium	Mar 4, 2022, 2:10...
DLH/LAC/BD/10528/00011	sanction delegation test	Sanction Process Initi...	Sanction Process Ap...	Test User3 (100003)-...	Medium	Mar 4, 2022, 12:54...

- All the sign of the user are shown in noting.

सार्थक पत्र / Working Paper

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Forwarded and Electronically Signed By :
 Test User2 (100002)-Company Secretary
 On : 04.03.2022 12:34:06 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-Gala 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 Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded And Electronically Signed By :
 Test User3 (100003)-Country Manager- Myanmar
 On : 04.03.2022 02:37:26 PM

- All the noting, enclosures, yellow notes and linked files can be seen.

Initiator Stage

Main File | Linked File (1) | Part Case

File No: DLH/LAC/BD/10509/00002 | Creation Date: 4-3-2022 | Priority: Medium | Age Of File (in Days): 0 | Year: 2021-22 | Location: Delhi

Subject: New File

Noting | Enclosure | Yellow Notes (1)

Noting

Subject	By	Status	Date
Note 1	Test User2	Signed	04-03-2022

Showing entry 1 of 1 entries

Add Note | Delete

With Annotation | Without Annotation

Enclosures

#	Description	By	P. No.	Date	Actions
1	Document 1.pdf	Test User2	1	04-03-2022	View Download
2	Document 2.pdf	Test User3	1	04-03-2022	View Download

Showing 1 to 2 of 2 entries

Add | Delete

सार्थक पत्र / Working Paper

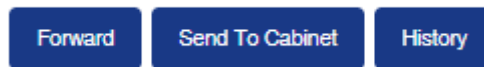
ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship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

Forwarded and Electronically Signed By :
 Test User2 (100002)-Company Secretary
 On : 04.03.2022 12:34:06 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-Gala 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 Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forward | Send To Cabinet | History

- Click on History button to view Movement History.
- Click on Send To Cabinet Button to send file to Cabinet.
- **Click on Forward button.**



- Initiator can write in the space provided.
- Click on next to forward the file.



Initiator Stage

Sign Document

Edit Insert View Format Table Tools

Formats B I [List of icons]

ONGC VIDESH

सार्थक पत्र / Working Paper

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 "PetroteraIndovenezolana SA" (PIVSA) was formed wherein PdVSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 56%) and PdVSA Social (4%) and ONGC Videsh holds 40% through ONGC Nile Ganga (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.



- Select Forward type as approval from the dropdown.
- Select Forward to "users" from the dropdown.
- You can also select Forward to Committee.
- Select User and click on Add button.

Initiator Stage

Forward File

☐ Urgent

Select Forward Type : For Approval

Forward To : Users

Select Users : 100003-Test User3 (APAC-COFF)-EO to Director(Exploration) Add

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

Previous Next

Submit Exit

- Selected user is shown in selected users list.
- Click on Submit button.

Forward File

☐ Urgent

Select Forward Type : For Approval

Forward To : Users

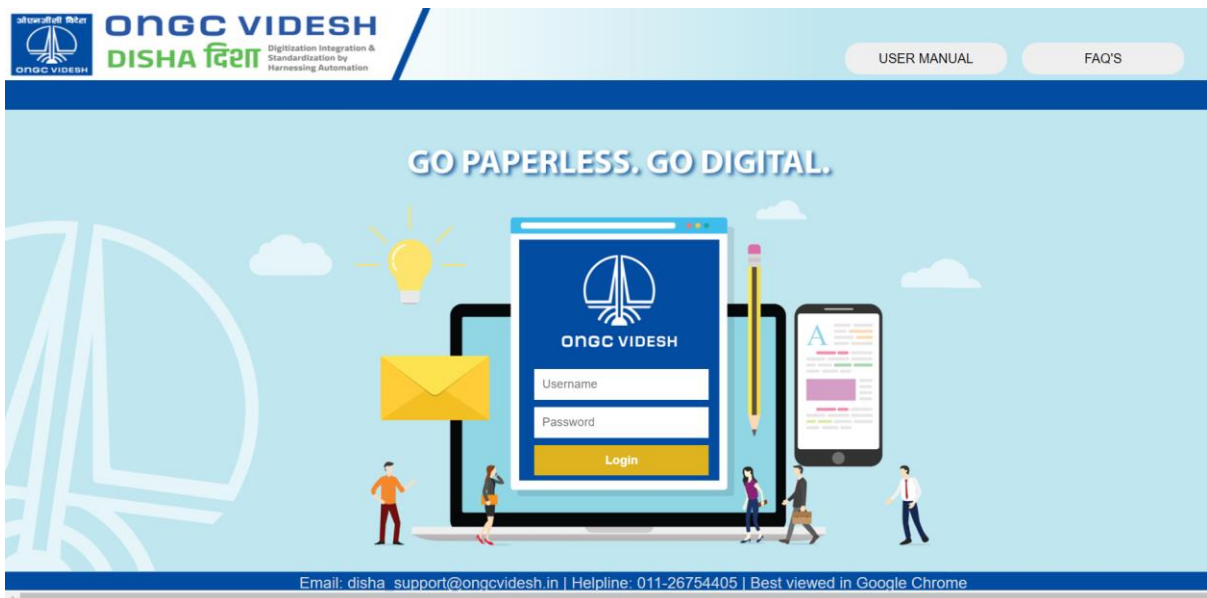
Select Users : Add

Selected Users					
CPF No	Name	Section	Sub Section	Role/Designation	
100003	Test User3	APAC	COFF	EO to Director(Exploration)	✱

Showing entry 1 of 1 entries Previous 1 Next

Submit Exit

- The file is sent to Approver.
- Login to Approver user.



9 Approver Screen

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

The screenshot shows the 'INBOX' section of the system. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. One task is highlighted in yellow:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/LAC/BD/10528/00011	sanction delegation ...	Sanction Process R...	Sanction Process R...	Test User2 (100002...	Medium	Mar 4, 2022, 3:03...
DLH/LAC/BD/10509/00002	New File	For Approval	For Approval	Test User2 (100002...	Medium	Mar 4, 2022, 2:59...

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

- All the sign of the user are shown in noting.

The screenshot shows the 'Noting' section of the system. It displays a document with a yellow box highlighting the 'Forwarded And Electronically Signed By' section. The text in the box is:

Forwarded And Electronically Signed By :
Test User2 (100002)-Company Secretary
On : 04-03-2022 12:34:06 PM

The document also contains other text, including a paragraph about ONGC Videsh Limited and a section about San Cristobal field.

- All the noting, enclosures, yellow notes and linked files can be seen.

The screenshot shows the 'For Approval' screen. It displays a document with a yellow box highlighting the 'Noting' section. The text in the box is:

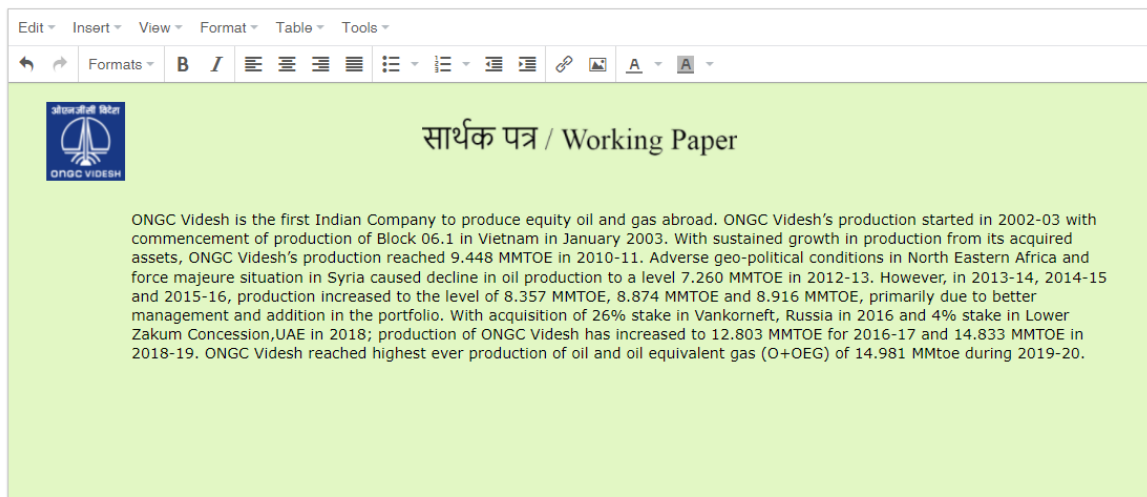
Forwarded And Electronically Signed By :
Test User2 (100002)-Company Secretary
On : 04-03-2022 12:34:06 PM

The document also contains other text, including a paragraph about ONGC Videsh Limited and a section about San Cristobal field.

- Click on History button to view Movement History.
- **Click on Forward button.**



- User can write in the space provided.
- Click on next to forward the file.



- Select Forward type as approved from the dropdown.
- Select User and click on Add button.

For Approval

Forward File

☐ Urgent

Select Forward Type : Approved

Select Users : 100002-Test User2 (BD-AMC)-Company Secretary
Add

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

Submit
Exit

- Selected user is shown in selected users list.
- Click on Submit button.

For Approval

Forward File

☐ Urgent

Select Forward Type : Approved

Select Users :
Add

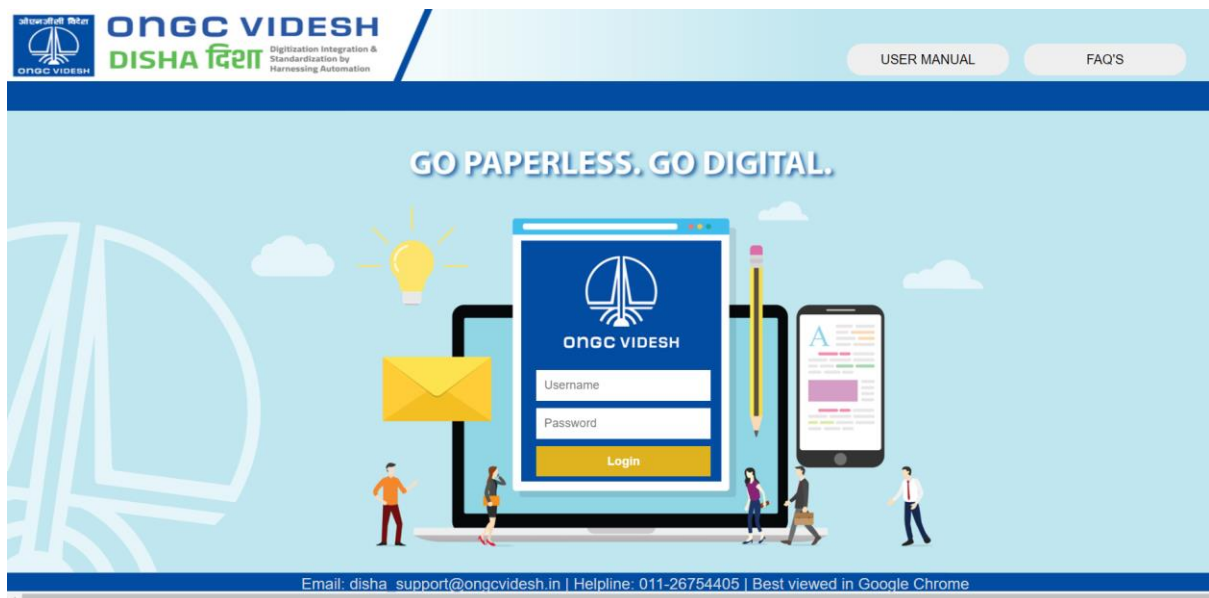
Selected Users						
CPF No	Name	Section	Sub Section	Role/Designation		
<input type="radio"/>	100002	Test User2	BD	AMC	Company Secretary	✱

Showing entry 1 of 1 entries

Previous
1
Next

Submit
Exit

- The file is sent to Initiator.
- Login to Initiator user.



10 Initiator Screen

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

The screenshot shows the 'INBOX' section of the application. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. The task 'Initiator Stage' is highlighted in yellow. A blue arrow points to the 'Task Name' column for this task. A blue box with the text 'Task is visible in Inbox' is overlaid on the right side of the task row.

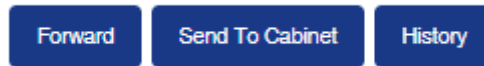
- All the sign of the user are shown in noting.

The screenshot shows the 'Noting' section of the application. A table lists notes with columns: Subject, By, Status, Date, and Actions. The note 'Forwarded And Electronically Signed By : Test User3 (100003)-Country Manager- Myanmar' is highlighted in yellow. A blue box with the text 'Task is visible in Inbox' is overlaid on the right side of the note row.

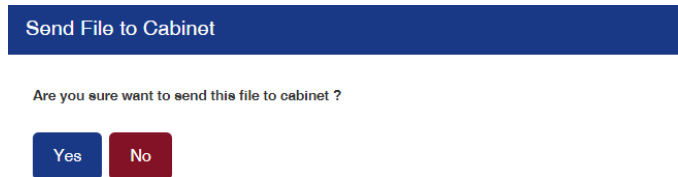
- All the noting, enclosures, yellow notes and linked files can be seen.

The screenshot shows the 'Initiator Stage' section of the application. A table lists tasks with columns: File No, Creation Date, Priority, Age Of File (in Days), Year, and Location. The task 'Initiator Stage' is highlighted in yellow. A blue box with the text 'Task is visible in Inbox' is overlaid on the right side of the task row.

- Click on History button to view Movement History.
- Click on Forward button to further forward the file for Review/Approval.
- **Click on Send To Cabinet button.**



- Click yes button.



- File will be Send to cabinet.

10.1 Cabinet Screen

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

Click on Cabinet button on the process list panel

Click on Open button.

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
DLHLAC/BD/10509/00002	New File	Office	Closed	2021-22	Test User2 (100002)	04.03.2022	04.03.2022
DLHLAC/BD/10528/00010	sanction test	Sanction	Closed	2021-22	Test User2 (100002)	04.03.2022	04.03.2022
DLHLAC/BD/31430/00003	S1	Tendering	Closed	2021-22	Test User2 (100002)	03.03.2022	03.03.2022
DLHLAC/BD/10506/00002	Test 03/03 3:24 PM	Imprest Adjustment	Closed	2021-22	Test User2 (100002)	03.03.2022	03.03.2022
DLHLAC/BD/10506/00001	Test Adjustment 03/03	Imprest Adjustment	Closed	2021-22	Test User2 (100002)	03.03.2022	03.03.2022
DLHLAC/BD/10599/00007	Training day 2 03-03-2022	Generic	Closed	2021-22	Test User2 (100002)	03.03.2022	03.03.2022
ISFVCS/OTH/31411/00014	Offboarding - Transfer	OffboardingTransfer	Closed	2021-22	Test User1 (100001)	03.03.2022	03.03.2022
DLHLAC/BD/10528/00006	testing of tendering	Sanction	Closed	2021-22	Test User2 (100002)	03.03.2022	03.03.2022
DLHLAC/BD/10534/00001	sap	Audit Access	Closed	2021-22	Test User2 (100002)	02.03.2022	02.03.2022
DLHLAC/BD/10599/00005	Training 02-03-2022	Generic	Closed	2021-22	Test User2 (100002)	02.03.2022	02.03.2022

- Now you can see all the data.

Cabnet

[Main File](#)
[Linked File](#)
[Part Case](#)

File No DLH/LAC/BD/10509/00002
 Creation Date 4-3-2022
 Priority Medium
 Age Of File (in Days) 0
 Year 2021-22

Subject New File

 Location Delhi

Notings				
Subject	By	Status	Creation Date	
Note 1	Test User2	Signed	04-03-2022	

Showing entry 1 of 1 entries

#	Description	By	P. No	Date	
1	Document 1.pdf	Test User2	1	04-03-2022	
2	Document 2.pdf	Test User3	1	04-03-2022	

Showing 1 to 2 of 2 entries

Noting
[Enclosure](#)
[Yellow Notes \(1\)](#)

सार्थक पत्र / Working Paper



ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.2% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded and Electronically Signed By :
 Test User2 (1000002)-Company Secretary
 On : 04.03.2022 12:34:06 PM



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

Forwarded And Electronically Signed By :
 Test User3 (1000003)-Creative Manager, Manager

- All the Notings can be seen.

Notings					Per page: 5
Subject	↑↓ By	↑↓ Status	↑↓ Creation Date	↑↓ *	
 Note 1	Test User2	Signed	04-03-2022		
Showing entry 1 of 1 entries				<div>Previous1Next</div>	

- All the Enclosures can be seen.

Enclosures										
#	↑↓	Description	↑↓	By	↑↓	P. No	↑↓	Date	↑↓	*
<input type="radio"/>	1	Document 1.pdf		Test User2		1		04-03-2022		
<input type="radio"/>	2	Document 2.pdf		Test User3		1		04-03-2022		

Showing 1 to 2 of 2 entries

Previous

1

Next

- Yellow notes can be seen.

Noting	Enclosure	Yellow Notes (1)
--------	-----------	------------------

Date	Note	By
04.03.2022	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 User2 (100002)-Senior Finance & Accounts Officer

Showing entry 1 of 1 entries

Previous
1
Next

- History Move To Inbox Exit

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

- This is user Outbox screen.

Main File	Linked File (L)	Past File																											
File No:	DWH/LACBD/166/00002																												
Creation Date:	4-3-2022	Priority:																											
Subject:	New File	Location:																											
Notings Per page: 5 Subject: By: Status: Creation Date: <input type="checkbox"/> Note 1 Test Used Signed On: 03-03-2022 Showing with 1 of 1 entries Previous Next																													
Electronic <table border="1"> <thead> <tr> <th>#</th> <th>Description</th> <th>By</th> <th>P.No.</th> <th>Date</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Document 1.pdf</td> <td>Test User2</td> <td>1</td> <td>04-03-2022</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>Document 2.pdf</td> <td>Test User2</td> <td>1</td> <td>04-03-2022</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Showing 1 to 2 of 2 entries Previous Next			#	Description	By	P.No.	Date					<input type="checkbox"/> 1	Document 1.pdf	Test User2	1	04-03-2022					<input type="checkbox"/> 2	Document 2.pdf	Test User2	1	04-03-2022				
#	Description	By	P.No.	Date																									
<input type="checkbox"/> 1	Document 1.pdf	Test User2	1	04-03-2022																									
<input type="checkbox"/> 2	Document 2.pdf	Test User2	1	04-03-2022																									

Noting	Endnotes	Taken Notes (L)
<p style="text-align: center;">संकेत पत्र / Working Paper</p> <p>ONGC (India) Limited, a Miniratna Schedule "II" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is an wholly owned subsidiary and predecessor of Oil and Natural Gas Corporation Limited (ONGC). The business of ONGC (India) Limited is to produce oil and gas and petrochemical products, including exploration, development and production of oil and gas. ONGC (India) Limited owns Participating Interests in 36 oil and gas assets in 15 countries and produced about 36.3% of oil and 62.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC (India) is the second largest upstream company of India, next only to its parent ONGC.</p> <p>Forwarded and Electronically Signed By : Test User2 (130020)-Company Secretary On: 04-03-2022 12:34 PM</p> <p>Mandator Energy Chemicals Limited (MCEL), a 50:50 JV company of ONGC (India) and Shree International Petroleum Exploration and Production Corporation (SIPEC). MCEL, which 100% interest in Vishakhapatnam Refinery and the Vishakhapatnam complex of capacity 3,00,00,000 litres per day (300 crore litres) is located at Vishakhapatnam Refinery. Additionally, MCEL has 50% P in Nav Association Contract (Ecopact) at Parham with 80% P. The Association contract covers the common M&E Marine, Ship, Jetties, Harbours, Sea Lane, Under Barge and Storage as well as non-commercial use of Gasoline within the Middle Westgate Basin. ONGC (India) acquired 50% share in MCEL in August 2006.</p> <p>Forwarded And Electronically Signed By : Test User3 (130020)-Country Manager - Myanmar On: 04-03-2022 02:29 PM</p> <p>Ran Chandra Hotel is located in Zante subdivision of Aungmyetharong Block of Chinthe Myaw District in western Manipal and covers an area of 160-18-Sq. Km. ONGC (India) acquired 40% P in 05-04-2006 and operates a coal-fueled power generation with 2x660 MW National Grid Company of Manipal. It is commonly called "Manipal-Chandra Hotel".</p>		

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

Outbox

Movement History

File No :
DLH/LAC/BD/10509/00002

Subject :
New File

Date	Stage	From	To	Action
04.03.2022 12:50:01 PM	File Initiator	Test User2 (100002)-Company Secretary	Test User3 (100003)-Country Manager-Myanmar	Submit
04.03.2022 02:53:21 PM	For Review	Test User3 (100003)-Country Manager-Myanmar	Test User2 (100002)-Company Secretary	Review
04.03.2022 03:15:16 PM	Initiator Stage	Test User2 (100002)-Company Secretary	Test User3 (100003)-EO to Director(Exploration)	For Approval
04.03.2022 03:27:04 PM	For Approval	Test User3 (100003)-EO to Director(Exploration)	Test User2 (100002)-Company Secretary	Approved
04.03.2022 03:49:14 PM	Initiator Stage	Test User2 (100002)-Company Secretary	To Cabinet	Close File

Showing 1 to 5 of 5 entries

Previous
1
Next

Close

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