



ONGC Videsh Ltd.



2022

Paperless Office- Sanction Process – User Manual

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Table of Contents

1	INTRODUCTION	2
2	LOGIN IN THE PAPERLESS OFFICE	2
3	LOGIN SCREEN OVERVIEW.....	2
4	HOW TO RUN THE MM PROCESSES	3
5	SANCTION PROCESS LAUNCH.....	4
6	INITIATOR SCREEN.....	6
6.1	FORM INFORMATION	6
6.2	SANCTION DETAILS.....	7
6.2.1	Is Direct FI?	7
6.2.2	PR Number.....	8
6.2.3	Approval Type.....	8
6.2.4	Is FCNR (Financial Concurrence Not Required)	8
6.2.5	Type of Tender.....	9
6.2.6	Is Gem Procurement?.....	9
6.3	SAP T – CODE.....	10
6.4	BDP CLAUSE	10
6.5	ADD OFFICE NOTE/ GREEN SHEET	11
6.6	ADD ENCLOSURES	11
6.7	ADD YELLOW NOTE	12
7	APPROVAL TYPE – NEW SANCTION, ADDITIONAL SANCTION.....	13
7.1	REVIEWER/RECOMMENDER SCREEN.....	17
7.2	ADMINISTRATIVE APPROVER SCREEN.....	19
7.3	FINANCIAL CONCURRER SCREEN.....	22
7.4	EXPENDITURE SANCTION (ES) APPROVER SCREEN	24
7.5	INITIATOR SCREEN.....	27
7.6	HEAD MM APPROVER.....	31
7.7	DO SCREEN.....	34
7.8	TENDERING DO SCREEN.....	38
7.9	SANCTION PROCESS INITIATOR SCREEN	40
7.10	INITIATOR CABINET SCREEN.....	41
7.11	INITIATOR OUTBOX SCREEN	43
8	APPROVAL TYPE – RELEASE OF PR, FA ALLOTMENT, OTHERS.....	45
8.1	REVIEWER/RECOMMENDER SCREEN.....	48
8.2	INITIATOR SCREEN.....	50
8.3	INITIATOR CABINET SCREEN.....	53
8.4	INITIATOR OUTBOX SCREEN	55

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

Priority Wise

Priority	Percentage
0 Urgent	0%
2 High	5.5%
31 Normal	91.2%
1 Low	1%

Task Summary

Category	Percentage
1	73.6%
2	26.4%

Task List In inbox

File No	Subject
DLH/APAC/CSS/30099/00003	Access request
DLH/APAC/CSS/30099/00004	Welcome
DLH/APAC/CSS/30099/00005	IT Approval
DLH/APAC/CSS/30099/00006	dfdf
DLH/APAC/CSS/300/00001	After Host File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/300/0002	cmc1
DLH/APAC/CSS/30099/00008	test-GAP
DLH/APAC/CSS/30099/00009	test -gap (ساندھ)
DLH/APAC/CSS/30099/00010	test
DLH/APAC/CSS/30099/00011	test---5
DLH/APAC/CSS/30099/00012	Approval for scanning Services
DLH/APAC/CSS/30001/00002	test
DLH/APAC/CSS/30099/00014	pdf create test
DLH/APAC/CSS/30099/00015	test-06/12
DLH/APAC/CSS/30001/00004	Four wickets from New Zealand's Ajaz Patel have put India on the back foot in Mumbai Test.
DLH/APAC/CSS/30099/00016	test-01

Dashboard – It is a graphical representation of Task

- **Inbox Screen**

Inbox – View task assign to you

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

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

Click on MM Processes button on the Process list

Process Name	Launch
Sanction Process	Launch
Tendering Process	Launch
Tender Box Creation Process	Launch

5 Sanction Process Launch

- Click on Launch button.

The screenshot shows the 'MM Processes' section of the application. On the left is a sidebar with various process categories. The main area displays a table titled 'List of Processes' with three entries: 'Sanction Process', 'Tendering Process', and 'Tender Box Creation Process'. Each entry has a 'Launch' button to its right. A yellow box highlights the 'Launch' button for the 'Sanction Process'. An arrow points from this highlighted button to a large blue rectangular box containing the text 'Click on Launch'.

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

The screenshot shows the 'Sanction Process' screen. At the top, it says 'Sanction Process'. Below that is a 'Meta Data' section containing several dropdown menus: 'Location' (set to 'Delhi'), 'Section' (set to 'Other Corporate Services'), 'Sub Section' (set to 'Others'), 'Projects' (set to 'NA'), 'Subject' (set to 'Sanction Process'), and 'Priority' (set to 'Medium'). Below the meta data is a 'File Action' section with two buttons: 'Exit' and 'Create'.

- Click on Create button of File Action panel.

Meta Data

Location: Delhi

Section: Other Corporate Services

Sub Section: Others

Projects: NA

Subject: Sanction Process

Priority: Medium

File Action

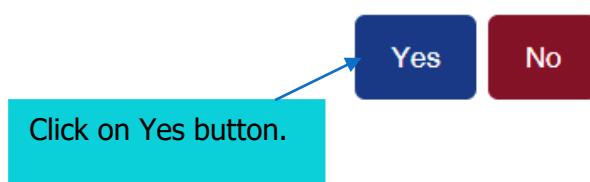
Exit Create

Click on Create button

- Click on Yes button.

Confirmation

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



- 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/31428/00014

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot displays the 'Sanction Process Initiator' application interface. At the top, there's a header bar with fields for 'File No.' (SR COO/PT/24/2022/14), 'Creation Date' (24/2/2022), 'Priority' (Normal), 'Age Of File In Days' (0), 'User' (Dinesh), and 'Location' (Dinesh). Below the header, the main content area is divided into several sections:

- Meta Data:** Includes dropdowns for Location, Section, Sub Section, Project, Subject, Priority, and Status.
- Sanction Details:** Includes dropdowns for Is Direct FI?, PR Number, Approval Type, Is FCNR, Type of Tender, and Is Gem Procurement?.
- SAP T-Code:** A dropdown menu for selecting SAP T-code.
- Office Note/ Green Sheet:** A large text area labeled "संधारणा पत्र / Working Paper".
- Note Sheet(s):** A section containing tables for 'Add Note' and 'Enclosures'.
- Enclosures:** A section for adding file attachments.
- Yellow Notes:** A section for adding informal instructions.
- File Action:** Buttons for 'Save & Close', 'E-Sign', and 'History'.

6.1 Form Information

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

Sanction Details – In this select from dropdown values of, Is Direct FI ?, PR Number, Approval Type, Is FCNR, Type of Tender, Is Gem Procurement ?.

SAP T - Code – Select SAP T-code from dropdown.

BDP Clause – In this Enter BDP, Enter Amount and Select Currency from dropdown.

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.

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

Yellow Notes – 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 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.

6.2 Sanction Details

- In this select from dropdown values of, Is Direct FI ?, PR Number, Approval Type, Is FCNR, Type of Tender, Is Gem Procurement ?.

Sanction Details

* Is Direct FI?

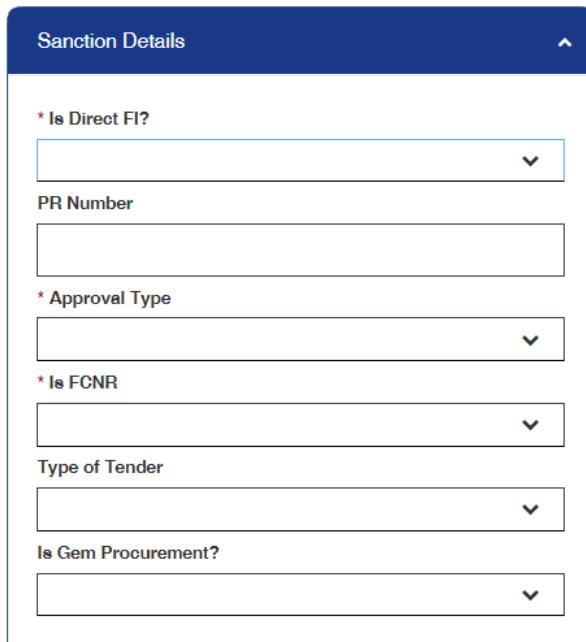
PR Number

* Approval Type

* Is FCNR

Type of Tender

Is Gem Procurement?



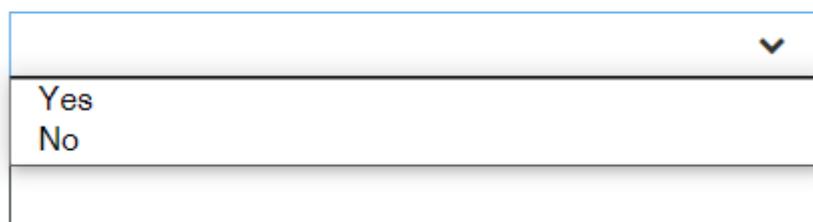
6.2.1 Is Direct FI?

- It has two values Yes or No.
- **Note :- If you want to send your file to Head MM after Sanction file approval in order to initiate Tendering process then select Is Direct FI ? as "No" and Approval Type as "New Sanction". Send to MM button appears after sanction file approval in File Action Section. Head MM user will assign DO user. DO user will have options to select and copy Note Sheet(s) and enclosures of Sanction Process and then initiate Tendering Process file.**

* Is Direct FI?

Yes

No



6.2.2 PR Number

- Enter the PR Number (**Optional**).
- **Note :- When the Approval Type is "Release of PR" in that case PR Number is "Mandatory".**

PR Number

2900000092

6.2.3 Approval Type

- New Sanction and Additional Sanction have similar file workflow.
- Release of PR, FA Allotment and Others will have similar file workflow.
- **Note :- If you want to send your file to Head MM after Sanction file approval in order to initiate Tendering process then select Is Direct FI ? as "No" and Approval Type as "New Sanction". Send to MM button appears after sanction file approval in File Action Section. Head MM user will assign DO user. DO user will have options to select and copy Note Sheet(s) and enclosures of Sanction Process and then initiate Tendering Process file.**

* Approval Type

New Sanction
Additional Sanction
Release of PR
FA Allotment
Others

6.2.4 Is FCNR (Financial Concurrence Not Required)

- Select Yes if Financial Concurrence Not Required.
- Select No if Financial Concurrence is Required.
- **Note : - If Financial Concurrence is Required and you had selected Is FCNR as "No", In this case we will have option to add user for Financial Concurrence on E-Sign. This option of adding user for Financial Concurrence comes on E-Sign when selected Approval Type are "New Sanction" and "Additional Sanction" only. Add user for Financial Concurrence option WILL NOT COME on E-Sign when any other Approval Type are selected.**

* Is FCNR

▼
Yes
No

6.2.5 Type of Tender

- Select Type of Tender from dropdown.
- **Note : - Type of Tender will appear only when selected Approval Type is "New Sanction".**

Type of Tender

▼
Limited Tender-International
Limited Tender-Local
Open Tender-International
Open-Tender -Local
Single Tender/Procurement against RC
Not Applicable

6.2.6 Is Gem Procurement?

- Select Yes or No from dropdown.
- **Note : - Is Gem Procurement? will appear only when selected Approval Type is "New Sanction".**

Is Gem Procurement?

▼
Yes
No

6.3 SAP T – Code

- Select SAP T-code from dropdown.
- Click on Get SAP button.

SAP T-Code

Select T-Code

ME54N
ML81N
ME29N
ZJVCC
FBL3N
FBL1N
FBL5N
FMBB
ZFI_BNKSIGN
VA02

Get SAP

6.4 BDP Clause

- In this Enter BDP, Enter Amount and Select Currency from dropdown.
- **Note :- BDP Clause will appear only when selected Approval Type are "New Sanction" and "Additional Sanction".**

BDP Clause

BDP Amount Currency

D5 50,000.00 INR Add Reset View BDP

- Click on Add button to Add BDP Clause.

BDP Clause

BDP Amount Currency

Select BDP 0.00 INR Add Reset View BDP

BDP Clause	Amount	Currency
D5	50,000.00	INR

6.5 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

The screenshot shows a document titled "सार्थक पत्र / Working Paper". At the top left is the ONGC Videsh logo. The main content area contains a paragraph about what a paragraph is, followed by a callout box with the text "Write Comments in Office Note/Green Sheet" and an arrow pointing to the right side of the page.

6.6 Add Enclosures

- 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.
- Edit SR No. using Edit# button.

The screenshot shows a table titled "Enclosures" with columns for #, Description, By, Page No., Date, and Actions. There are buttons for "Add", "Delete", and "Edit #". A callout box with the text "Click on Add button to add Enclosure" has an arrow pointing to the "Add" button.

- 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

Description :	Enclosure	Add Description, Page NO. Upload Document.
Page No :	1	
<input style="width: 100px; height: 30px; background-color: #002B66; color: white; border: none; font-size: 10px; margin-right: 10px;" type="button" value="Browse"/> Document 1.pdf		<input style="width: 60px; height: 30px; background-color: #002B66; color: white; border: none; font-size: 10px; margin-right: 10px;" type="button" value="Add"/> <input style="width: 60px; height: 30px; background-color: #A52A2A; color: white; border: none; font-size: 10px;" type="button" value="Exit"/>

- Enclosure is added.

Enclosures						
<input type="radio"/> With Annotation <input type="radio"/> Without Annotation						
#	Description	By	Page No.	Date	Actions	
1	Document 1.pdf	Test User1	1	24.02.2022	<input type="button" value="Q"/>	<input type="button" value="Delete"/>

Showing entry 1 of 1 entries

Previous 1 Next

- Also you can Delete your enclosure, by selecting your enclosure and click on delete button.

6.7 Add Yellow Note

Yellow Notes

Date	By
Showing 0 entries	
<input style="width: 150px; height: 30px; background-color: #002B66; color: white; border: none; font-size: 10px;" type="button" value="Add Yellow Note"/>	

Click on Add Yellow Note button

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

Add Yellow Note

Yellow Note:

ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft

Type Yellow Note and click on Add button

→ Add

Exit

- Yellow Note is added.

Yellow Notes (1)		
Date	Note	By
24.02.2022	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		
Add Yellow Note		

- **As per Approval Type selected file workflow will be different.**

7 Approval Type – New Sanction, Additional Sanction

- **New Sanction, Additional Sanction file workflow will be same.**
- Sanction Details are entered.

Sanction Details

* Is Direct FI?

No

PR Number

2900000092

* Approval Type

New Sanction

* Is FCNR

No

Type of Tender

Limited Tender-Local

Is Gem Procurement?

No

- SAP T-Code is selected.

SAP T-Code

- BDP Clause Details are entered.

BDP Clause

BDP	Amount	Currency						
Select BDP	0.00	INR						
<table border="1"> <thead> <tr> <th>BDP Clause</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>D5</td> <td>50,000.00</td> <td>INR</td> </tr> </tbody> </table>			BDP Clause	Amount	Currency	D5	50,000.00	INR
BDP Clause	Amount	Currency						
D5	50,000.00	INR						
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="View BDP"/>								

- Enter details in Office Note/Green sheet.

Office Note / Green Sheet

সার্থক পত্র / 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.

- Add Enclosures.

Enclosures

<input type="radio"/> With Annotation	<input type="radio"/> Without Annotation												
<table border="1"> <thead> <tr> <th>#</th> <th>Description</th> <th>By</th> <th>Page No.</th> <th>Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document 1.pdf</td> <td>Test User1</td> <td>1</td> <td>24.02.2022</td> <td> </td> </tr> </tbody> </table>		#	Description	By	Page No.	Date	Actions	1	Document 1.pdf	Test User1	1	24.02.2022	
#	Description	By	Page No.	Date	Actions								
1	Document 1.pdf	Test User1	1	24.02.2022									
Showing entry 1 of 1 entries													
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Edit #"/>													

- Add Yellow Notes.

Yellow Notes (1)

Date	Note	By
24.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankornet	Test User1 (100001)-Director (Finance)
Showing entry 1 of 1 entries		
<input type="button" value="Add Yellow Note"/>		

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



- **Click on E-Sign button.**
- In Selected BDP click on Radio button to select BDP.
- Select Users of Reviewed/Recommended by (Optional), Administrative Approval by (Mandatory), Financial Concurred by (Mandatory) and Expenditure Sanction Approved by (Optional).
- Click on Add Button.

The screenshot shows the 'Sanction Process Initiator' screen. At the top, there are two radio buttons: 'With Annotation' and 'Without Annotation'. Below this is a section titled 'Select Users'.

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

Select BDP

BDP Clause	Amount	Currency
<input checked="" type="radio"/> D5	50,000.00	INR

Administrative Approval By: 100003-Test User3 (PFIN-PFIN)-Regional President- Appolo

Financial Concurred By : 100002-Test User2 (APAC-CFIN)-Director (Finance)

Expenditure Sanction Approved By : 100004-Test User4 (APAC-CFIN)-Regional President-RUSSIA

Selected Users Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
-----------	--------	------	---------	-------------	------------------

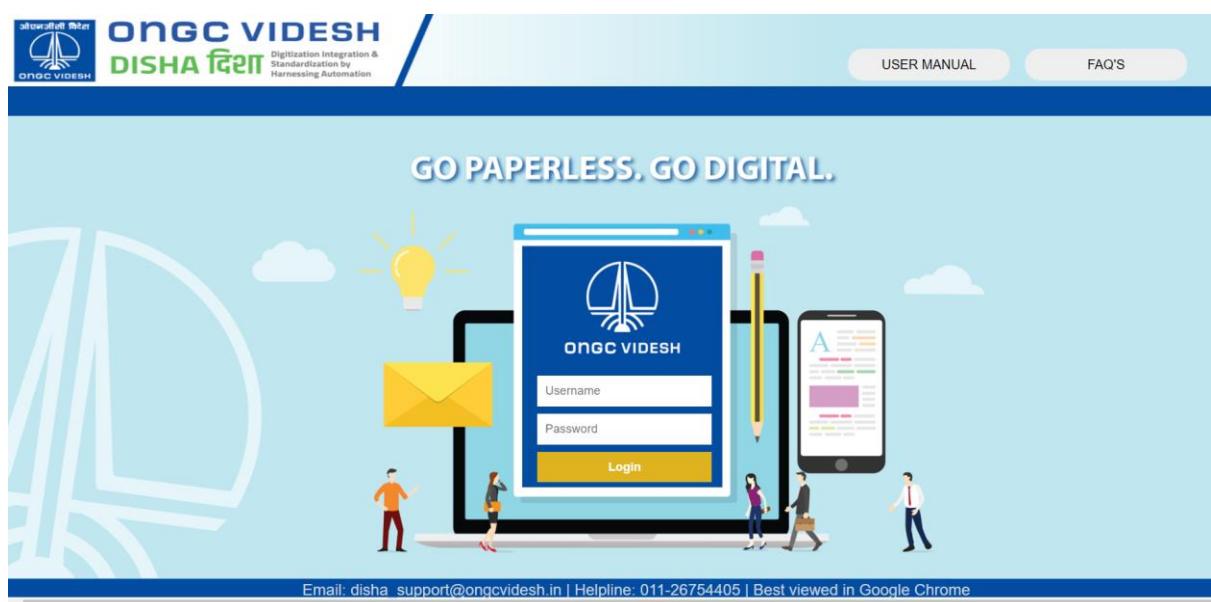
- All the users are now added to the Selected Users list.
- Click on Forward button.

Sanction Process Initiator

Urgent

Reviewed/Recommended By :	Type user name, cpf no, designation...	<input type="button" value="Add"/>						
Select BDP	<table border="1"> <thead> <tr> <th>BDP Clause</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>D5</td> <td>50,000.00</td> <td>INR</td> </tr> </tbody> </table>		BDP Clause	Amount	Currency	D5	50,000.00	INR
BDP Clause	Amount	Currency						
D5	50,000.00	INR						
Administrative Approval By:	Type user name, cpf no, designation...	<input type="button" value="Add"/>						
Financial Concurred By :	Type user name, cpf no, designation...	<input type="button" value="Add"/>						
Expenditure Sanction Approved By :	Type 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	<input type="checkbox"/>		
Reviewed/Recommended By	100002	Test User2	BD	AMC	Company Secretary	<input checked="" type="checkbox"/>		
Approver as per BDP-D5	100003	Test User3	PFIN	PFIN	Regional President- Appolo	<input checked="" type="checkbox"/>		
Financial Concurred By	100002	Test User2	APAC	CFIN	Director (Finance)	<input checked="" type="checkbox"/>		
ES Approved By	100004	Test User4	APAC	CFIN	Regional President-RUSSIA	<input checked="" type="checkbox"/>		

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



7.1 Reviewer/Recommender Screen

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

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
ISR/OCS/OTH/31428/00016	Sanction Process	Sanction Process ...	Sanction Process ...	Test User1 (1000...	Medium	Feb 24, 2022, 1...
DLH/LAC/BID/10530/00003	testing	Tendering Proces...	Tendering Proces...		Medium	Feb 24, 2022, 1...
ISR/OCS/OTH/31428/00014	Sanction Process	Sanction Process ...	Sanction Process ...	Test User1 (1000...	Medium	Feb 24, 2022, 1...
ISR/OCS/OTH/31439/00012	Supplementary A...	Agenda File Appr...	Agenda File Appr...	Test User1 (1000...	Medium	Feb 24, 2022, 1...

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.

Sanction Process

Approval Type: New Sanction
Is Direct P?: No
PR Number: 2900000092
Type of Tender: Limited Tender-Local
Is Gm Procurement: No
Is FCNR: No

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.

Submitted For Approval under BDP Clause
• D5 for INR 50,000.00

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On 24/02/2022 01:50:35 PM

➤ Add Enclosures.

#	Description	By	Page No.	Date	Actions
1	Document 2.docx	100002	1	24.02.2022	

Showing entry 1 of 1 entries

Add Delete Edit #

➤ Add Yellow Notes.

Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary

Showing entry 1 of 1 entries

Add Yellow Note

➤ Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

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

Sanction Process Reviewer / Recommender ...

Action With eSign

Urgent

Select Action

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

Review / Recommend Return to Initiator Forward For Review

Forward Exit

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



7.2 Administrative Approver Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority
ISR/OCS/OTH/31428/00016	Sanction Process	Sanction Process...	Sanction Process...	Test User2 (1000...)	Medium
DLH/CSS/SAP/31033/0003	Overseas_24.02.22	Overseas Posting...	Overseas Posting...	Test User2 (1000...)	Medium
DLH/LAC/BD/10527/00008	creation of SAP1...	SAP FI Desk	SAP FI Desk	Test User1 (1000...)	Medium
AMS/PFIN/PFIN/58230/00001	Tendering_24.02...	Tendering Proces...	Tendering Proces...	Test User3 (1000...)	Medium
ATY/APAC/AMC/DAK/00001	DAK Letter			Test User1 (1000...)	Medium

Task is visible in Inbox

- Write Comments in Office note/Green Sheet .

सार्थक पत्र / Working Paper

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

Write Comments in Office Note/Green Sheet

- All the sign of users shown in Office Note.

Office Note / Green Sheet

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.

Submitted For Approval under BDP Clause
• D5 for INR 50,000.00

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 24.02.2022 01:50:35 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 oil 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 User2 (100002)-Company Secretary
On : 24.02.2022 02:06:58 PM

- Add Enclosures.

Enclosures

With Annotation Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 2.docx	100002	1	24.02.2022	
2	Document 3.pdf	100003	1	24.02.2022	

Showing 1 to 2 of 2 entries

Add Delete Edit #

- Add Yellow Notes.

Yellow Notes (2)

Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appolo

Showing 1 to 2 of 2 entries

Add Yellow Note

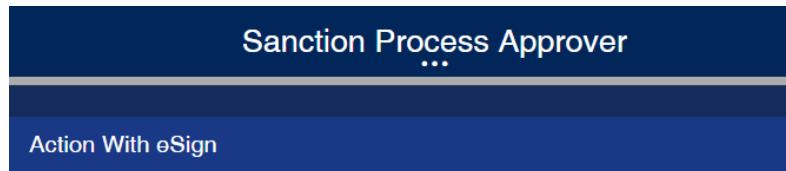
- Click on E-sign button.

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 Approve As Per BDP – D5.**
- Click on forward button.



Urgent

Select Action

Approve As Per BDP - D5 Return to Initiator Forward For Review

Forward **Exit**

- Now task go to the Financial Concurren.
- Login to Financial Concurren user.

The landing page features the ONGC VIDESH DISHA logo at the top left, with the tagline "Digitization Integration & Standardization by Harnessing Automation". At the top right are links for "USER MANUAL" and "FAQ'S". The main banner has a light blue background with the slogan "GO PAPERLESS. GO DIGITAL." in bold capital letters. It features a large stylized 'A' graphic on the left. In the center, there's a large smartphone displaying a login screen for "ONGC VIDESH" with fields for "Username" and "Password" and a "Login" button. A yellow envelope icon is above the phone, and a pencil is next to it. Several small human figures are walking around the phone. The bottom of the banner includes the text "Email: disha_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome".

7.3 Financial Concurren Screen

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

INBOX

File Name	File Subject	Owner	Task Name	Task From	Priority	Task received d...
DLH/LAC/BD/10530/0003	testing	Tendering Process DO	Tendering Process ...	Test User1 (100001...)	Medium	Feb 24, 2022, 1...
ISR/OCS/OTH/31428/00016	Sanction Process	Sanction Process Concurren	Sanction Process C...	Test User3 (100003...)	Medium	Feb 24, 2022, 1...
ISR/OCS/OTH/31428/00014	Sanction Process	Sanction Process Reviewer / Recommender	Sanction Process R...	Test User1 (100001...)	Medium	Feb 24, 2022, 12...
ISR/OCS/OTH/31439/00012	Supplementary Age...	Agenda File Approver	Agenda File Approver	Test User1 (100001...)	Medium	Feb 24, 2022, 12...

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

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 24.02.2022 01:50:35 PM

Marsarover 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 Moniche, Giraldo, 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.

San Cristobal field is located in Zulia subdivision of Venezuela. It is a 50-50 JV between ONGC Videsh (50%) and PdvSA (National Oil Company of Venezuela). A JV company called "Petrobrasvenezolana SA" (PVSA) was formed wherein PdvSA holds 60% PI through its subsidiary Corporacion Venezolana del Petroleo (CVP) and 40% through ONGC Nile Ganga (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.

Approved under BDP Clause D5 for INR 50,000.00

Approved & Electronically Signed By :
 Test User3 (100003)-Regional President- Appolo
 On : 24.02.2022 02:14:00 PM

➤ Add Enclosures.

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	100002	1	24.02.2022	
2	Document 2.docx	100002	1	24.02.2022	
3	Document 3.pdf	100003	1	24.02.2022	
4	Document 4.pdf	100002	1	24.02.2022	

Showing 1 to 4 of 4 entries

Add Delete Edit #

➤ Add Yellow Notes.

Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appolo
24.02.2022	Block in Israel with License 412/32 dated March 27, 2018 was granted by Petroleum Commissioner to Indian Consortium for first phase of exploration with duration of 3 years	Test User2 (100002)-Director (Finance)

Showing 1 to 3 of 3 entries

Add Yellow Note

➤ 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 Financial Concur.**
- Click on forward button.

Sanction Process Concurred
...

Action With eSign

Urgent

Select Action

Financial Concur Return to Initiator Forward For Review

Forward Exit

- Now task go to the Expenditure Sanction Approver.
- Login to Expenditure Sanction Approver user.



7.4 Expenditure Sanction (ES) Approver Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
ISR/OCS/OTH/31428/00039	Sanction	Sanction Process ES Approver	Sanction Process...	Test User2 (1000...)	Medium	Mar 8, 2
ISH/OCS/OTH/31428/00039	sanction	Sanction Process ES Approver	Sanction Process...	Test User2 (1000...)	Medium	Mar 8, 2
DLH/APAC/PRJ/50038/00001	Foreign Payment	File For Review	Foreign Payment ...	Test User3 (1000...)	Medium	Mar 7, 2
DLH/LAC/BD/10530/00005	test tendering	TO Meeting Notice	Tendering Proces...	Test User2 (1000...)	Medium	Mar 7, 2

Task is visible in Inbox

- 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**

- All the sign of users shown in Office Note.

Office Note / Green Sheet

Forwarded & Electronically Signed By :
 Test User2 (100002)-Company Secretary
 On : 08.03.2022 03:32:30 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 "Petrobrasvenezolana SA" (PVI) was formed wherein 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.

Approved & Electronically Signed By :
 Test User3 (100003)-Regional President- Apollo
 On : 08.03.2022 03:33:04 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, AzACG, Rosneft, ADNOC, PoscoInternational, Petro Vietnam, CNPC, Sinopec, PDVSA, Petronas and Ecopetrol.

Concurred & Electronically Signed By :
 Test User2 (100002)-Director (Finance)
 On : 08.03.2022 03:33:35 PM

- Add Enclosures.

Enclosures

With Annotation Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	100002	1	24.02.2022	
2	Document 2.docx	100002	1	24.02.2022	
3	Document 3.pdf	100003	1	24.02.2022	
4	Document 4.pdf	100002	1	24.02.2022	

Showing 1 to 4 of 4 entries

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

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

➤ Add Yellow Notes.

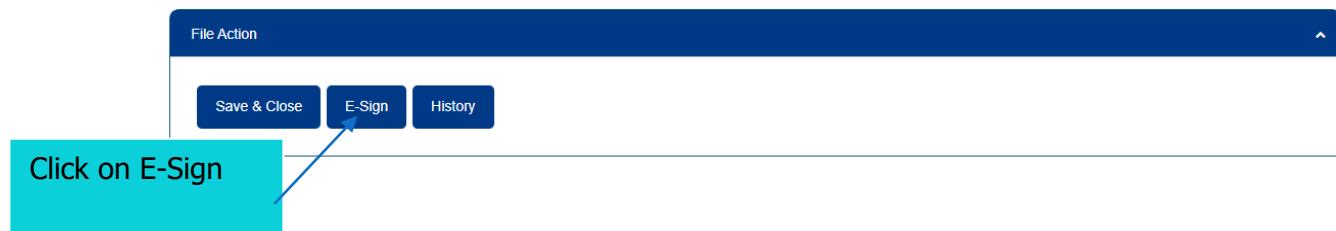
Yellow Notes (3)		
Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary <input checked="" type="checkbox"/>
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appolo <input checked="" type="checkbox"/>
24.02.2022	Block in Israel with License 412/’92 dated March 27, 2018 was granted by Petroleum Commissioner to Indian Consortium for first phase of exploration with duration of 3 years	Test User2 (100002)-Director (Finance) <input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries

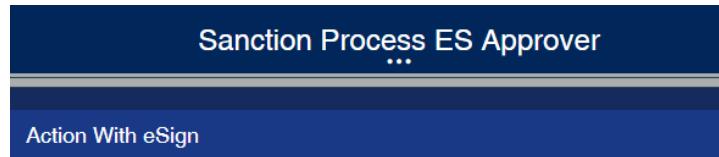
Previous **1** Next

Add Yellow Note

➤ 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 ES Approve.**
- Click on forward button.



□ Urgent

Select Action

ES Approve Return to Initiator Forward For Review

Forward Exit

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



7.5 Initiator Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received d...
ISR/OCS/OTH/31428/00016	Sanction Process	Sanction Process f...	Sanction Process ...	Test User2 (10000...)	Medium	Feb 24, 2022, 2...
DLH/OCSS/SAP/31099/00003	File for reassig...	Generic File Revie...	Generic File Revie...	SAURABH NATHA...	Medium	Feb 24, 2022, 2...
ISR/OCS/OTH/31428/00018	test Sanction 24-0...	Sanction Process ...	Sanction Process ...	Test User4 (10000...)	Medium	Feb 24, 2022, 2...
ISR/OCS/OTH/31431/00002	Test	Nomination of repr...	Nomination of repr...	Test User5 (10000...)	Medium	Feb 24, 2022, 1...
DLH/LAC/BD/10528/00003				Test User2 (10000...)	Medium	Feb 24, 2022, 1...

Task is Visible in Inbox

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

Test User2 (100002)-Company Secretary
On : 24.02.2022 02:06:58 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 in on 08.04.2008 and signed a joint venture agreement with PdvSA (National Oil Company of Venezuela). A JV company called "Petrolierindovenezolana 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 ONIPE (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.

Approved under BDP Clause D5 for INR 50,000.00

Approved & Electronically Signed By :

Test User3 (100003)-Regional President- Apollo
On : 24.02.2022 02:14:00 PM

Concurred & Electronically Signed By :

Test User2 (100002)-Director (Finance)
On : 24.02.2022 02:24:39 PM

- Note Sheets can be viewed and downloaded.

Note Sheet(s)				Actions
Subject	By	Status	Date	
New Sanction Notesheet	Test User4 (100004)-Chief Geologist	Approved	08.03.2022	
Showing entry 1 of 1 entries				

- View Note Sheets.

New Sanction Notesheet

File No : ISR/OCS/OTH/31428/00016
Subject : Sanction Process
Sanction Process

Approval Type:	New Sanction
Is Direct FI?	No
PR Number:	2000000002
Type of Tender:	Limited Tender-Local
Is Gem Procurement:	No
Is FCNR:	No

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 flag ship 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 15 countries and has 15 oil and gas assets. It 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.

Submitted For Approval under BOP Clause
DS for INR 50,000.00

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 24.02.2022 01:50:35 PM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIEPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 159 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery.

- Download Note Sheet as Pdf.

New Sanction Notesheet (1).pdf

1 / 3 | 100% + |

सार्वकाम पत्र / Working Paper

File No : ISR/OCS/OTH/31428/00039
Subject : Sanction

Sanction Process

Approval Type:	New Sanction
Is Direct FI?:	No
Type of Tender:	Limited Tender-Local
Is Gem Procurement:	No
Is FCNR:	No

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 flag ship 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.

➤ View/ Download Enclosures.

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	100002	1	24.02.2022	
2	Document 2.docx	100002	1	24.02.2022	
3	Document 3.pdf	100003	1	24.02.2022	
4	Document 4.pdf	100002	1	24.02.2022	

Showing 1 to 4 of 4 entries

Previous 1 Next

Add Delete Edit #

➤ View Yellow Notes.

Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appolo
24.02.2022	Block in Israel with License 412/32 dated March 27, 2018 was granted by Petroleum Commissioner to Indian Consortium for first phase of exploration with duration of 3 years	Test User2 (100002)-Director (Finance)

Showing 1 to 3 of 3 entries

Previous 1 Next

Add Yellow Note

➤ Go to File Action.

File Action

Save & Close E-Sign Send to MM History Send To Cabinet

- Save & Close will save and close the file.
- E-Sign will again initiate the process to further send the file to selected users for approval.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to MM.**
- Confirmation Message appears.
- Click on Yes button.

Sanction Process Initiator

...

Confirmation

Are you sure all documents are attached as per MM Manual sec (34)1?

Yes

No

- Now task go to the Head MM approver.
- Login to Head MM approver user.



The image shows the homepage of the ONGC VIDESH Disha digital platform. At the top, there is a header with the ONGC VIDESH logo and the text "Digitization Integration & Standardization by Harnessing Automation". To the right of the header are links for "USER MANUAL" and "FAQ'S". Below the header, a large blue banner features the slogan "GO PAPERLESS. GO DIGITAL." in white. The banner contains illustrations of a computer monitor displaying a login screen for "ONGC VIDESH" with fields for "Username" and "Password" and a "Login" button. A smartphone next to it shows a dashboard with various charts and graphs. Several small human figures are walking around the devices. In the background, there are stylized letters "D" and "A", a lightbulb icon, and clouds. At the bottom of the banner, there is a footer with the text "Email: disha_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome".

7.6 Head MM Approver

- Open the Task from Inbox.

The screenshot shows the Oracle Notes application interface. At the top, there's a header with a user profile for 'Test User3', an 'Edit Profile' link, and a 'Log Out' button. Below the header is a search bar with placeholder text 'Enter search text...'. The main area is titled 'INBOX' with three dots. There are three columns of tasks:

File Name	File Subject	Stage	Task Name	Task From	Priority
ISR/OCS/OTH/31...	Sanction Process	Sanction Process - Head MM Approval	Sanction Process...	Test User1 (1000...	Medium
DLH/CSS/SAP/3...	Overseas_24.02.22	Overseas Posting In-charge HR/ER	Overseas Posting...	Test User2 (1000...	Medium
DLH/LAC/BD/105...	creation of SAP1...	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium

A yellow box highlights the first task in the list. A blue arrow points to the task subject. A green box at the bottom right contains the text 'Task is Visible in Inbox'.

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

The screenshot shows the Oracle Notes application interface. At the top, it says 'Office Note / Green Sheet'. The main content area has a yellow box highlighting the left sidebar where signatures are listed. The sidebar shows:

Approved & Electronically Signed by :
Test User3 (100003)-Regional President- Appolo
On : 24.02.2022 02:14:00 PM

Concurred & Electronically Signed By :
Test User2 (100002)-Director (Finance)
On : 24.02.2022 02:24:39 PM

Is Direct FTR:
PR Number:
Type of Tender:
Is Gem Procurement:
Is FCNR:

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 24.02.2022 02:40:59 PM

The main content area contains text about ONGC Videsh's production history and a table with details like PR Number and Type of Tender.

- Write Note in Green Sheet.

The screenshot shows the Oracle Notes application interface. At the top, it says 'Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾'. The main content area has a yellow box highlighting the left sidebar where signatures are listed. The sidebar shows:

सार्वक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India.

- Note Sheets can be viewed.

The screenshot shows the Oracle Notes application interface. At the top, it says 'Note Sheet(s)'. The main content area has a yellow box highlighting the left sidebar where signatures are listed. The sidebar shows:

Subject	By	Status	Date	Actions
New Sanction Notesheet	Test User4 (100004)-Chief Geologist	Approved	08.03.2022	<input type="button" value="Q"/>

Showing entry 1 of 1 entries

➤ Note Sheets.

New Sanction Notesheet

File No : ISR/OCS/OTH/31428/00016
Subject : Sanction Process
Sanction Process

Approval Type:	New Sanction
Is Direct Fit:	No
PR Number:	2000000002
Type of Tender:	Limited Tender-Locality
Is GEM Procurement:	No
Is PCNR:	No

ONGC Videsh Limited, a Ministry Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation (ONGC). ONGC Videsh Limited is engaged in exploration, development and production of oil and gas. ONGC Videsh Limited's 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 holds Participating Interest (PI) in oil and gas assets in 15 countries and owns 23.7% interest in oil and 23.7% of oil and natural gas assets in a share produced 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.

Submitted For Approval under BDP Clause
DS for INR 50,000.00

Forwarded & Electronically Signed By :

Test User1 (100001)-Director (Finance)
On : 24.02.2022 01:50:35 PM

Mensarover Energy Colombia Limited (MEL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPCO). MEL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 159 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery.

➤ View/ Download Enclosures.

Enclosures

With Annotation Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	100002	1	24.02.2022	
2	Document 2.docx	100002	1	24.02.2022	
3	Document 3.pdf	100003	1	24.02.2022	
4	Document 4.pdf	100002	1	24.02.2022	

Showing 1 to 4 of 4 entries

Previous Next

Add Delete Edit #

➤ View Yellow Notes.

Yellow Notes (3)

Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appollo
24.02.2022	Block in Israel with License 412/32 dated March 27, 2018 was granted by Petroleum Commissioner to Indian Consortium for first phase of exploration with duration of 3 years	Test User2 (100002)-Director (Finance)

Showing 1 to 3 of 3 entries

Previous Next

Add Yellow Note

- Go to File Action.



- Save & Close will save and close the file.
- History will show the movement history of the file.
- **Click on E-Sign.**
- **Click on Assign DO.**
- Select DO User.
- Click on Forward button.

Sanction Process - Head MM Approval
...

Select Option

Urgent

Forward For Review Return for Clarification Assign DO

Select DO 100002-Test User2 (LAC-BD)-Country Manager-I...

Forward **Exit**

- Now task go to the DO.
- Login to DO 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

7.7 DO Screen

- Open the Task from Inbox.

The screenshot shows the INBOX screen with a search bar at the top. Below it is a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task Due Date. There are four rows of data. The second row, which contains the file name 'ISR/OCS/OTH/31...', subject 'Sanction Process', stage 'Sanction Process - DO', task name 'Sanction Process...', task from 'Test User3 (1000...)', priority 'Medium', and due date 'Feb 24', is highlighted with a yellow box.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task Due Date
ISR/OCS/OTH/31...	Sanction Process	Sanction Process - DO	Sanction Process...	Test User3 (1000...)	Medium	Feb 24
DLH/LAC/BD/105...	testing	Tendering Process DO	Tendering Proces...	Test User1 (1000...)	Medium	Feb 24
ISR/OCS/OTH/31...	Test By gautam	Generic File Approver	Generic File Appr...	Test User1 (1000...)	Medium	Feb 24

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

The screenshot shows the 'Office Note / Green Sheet' screen. A specific note is highlighted with a yellow box. The note contains the following information:

- Concurred & Electronically Signed By :**
 - Test User2 (100002)-Director (Finance)
 - On : 24.02.2022 02:24:39 PM
- Is Direct FIT:** No
PR Number: 2900000092
Type of Tender: Limited Tender-Local
Is Gen Procurement: No
Is FORN: No
- Forwarded & Electronically Signed By :**
 - Test User1 (100001)-Director (Finance)
 - On : 24.02.2022 02:42:59 PM
- Forwarded & Electronically Signed By :**
 - Test User3 (100003)-Country Manager- Myanmar
 - On : 24.02.2022 03:05:10 PM

- Write Note in Green Sheet.

The screenshot shows the 'Working Paper' screen. At the top, there is a toolbar with various icons. Below the toolbar, the ONGC VIDESH logo is displayed. The main area contains the following text:

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

- View Note Sheets

The screenshot shows the 'Note Sheet(s)' screen. It displays a table with the following columns: Subject, By, Status, Date, and Actions. There are two entries in the table:

Subject	By	Status	Date	Actions
New Sanction Notesheet	Test User3 (100003)-General Manager (Production)	Approved	24.02.2022	
New Sanction Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	24.02.2022	

Showing 1 to 2 of 2 entries

➤ View/ Download Enclosures.

Enclosures

(With Annotation) (Without Annotation)

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	100002	1	24.02.2022	
2	Document 2.docx	100002	1	24.02.2022	
3	Document 3.pdf	100003	1	24.02.2022	
4	Document 4.pdf	100002	1	24.02.2022	

Showing 1 to 4 of 4 entries

Previous **1** Next

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

➤ View Yellow Notes.

Yellow Notes (3)

Date	Note	By
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appolo
24.02.2022	Block in Israel with License 412/32 dated March 27, 2018 was granted by Petroleum Commissioner to Indian Consortium for first phase of exploration with duration of 3 years	Test User2 (100002)-Director (Finance)

Showing 1 to 3 of 3 entries

Previous **1** Next

[Add Yellow Note](#)

➤ Go to File Action.

File Action

[Save & Close](#)
[E-Sign](#)
[History](#)

- Save & Close will save and close the file.
- History will show the movement history of the file.
- **Click on E-Sign.**
- Following Form Appears to Select Option.
- If you click on Forward for Review file will be sent to selected user for review.
- **Click on Accept the Indent.**

Sanction Process - DO

...

Select Option

Urgent

Forward For Review Accept the Indent

Note: On creation of file, the Sanction File will be returned to initiator and a new file will be created for tendering.

Select Tendering Details:

Tender File Location	Tender File Subject
Israel	Sanction Process
Tender Type	Tendering System
Limited Tender-Local	

Select Documents to be copied to Tendering Process File

Notings:

	Subject	By	Status	Date	Actions
<input type="checkbox"/>	New Sanction Notesheet	Test User 3 (10000) 3)-General Manager (Production)	Approved	24-02-2022	
<input type="checkbox"/>	New Sanction Notesheet	Test User 2 (10000) 2)-Senior Finance & Accounts Officer	Approved	24-02-2022	

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

Enclosures:

	#	Description	By	P. No	Date	Action
<input type="checkbox"/>	1	Document 1.pdf	100002	1	24-02-2022	
<input type="checkbox"/>	2	Document 2.docx	100002	1	24-02-2022	
<input type="checkbox"/>	3	Document 3.pdf	100003	1	24-02-2022	
<input type="checkbox"/>	4	Document 4.pdf	100002	1	24-02-2022	

Showing 1 to 4 of 4 entries Previous **1** Next

Create File **Exit**

- In the Select Tendering Details enter the various details.

Sanction Process - DO
...

Select Option

Urgent

Forward For Review Accept the Indent

Note: On creation of file, the Sanction File will be returned to initiator and a new file will be created for tendering.

Select Tendering Details:

Tender File Location	Tender File Subject
Delhi	Sanction Process
Tender Type	Tendering System
Limited Tender-Local	Single bid system

- Select Documents to be copied to Tendering Process File.
- Select Notings, Enclosures by clicking on checkboxes.

Select Documents to be copied to Tendering Process File

Notings					
	Subject	By	Status	Date	Actions
<input checked="" type="checkbox"/>	New Sanction Notesheet	Test User3 (100003)- General Manager (Production)	Approved	24.02.2022	
<input checked="" type="checkbox"/>	New Sanction Notesheet	Test User2 (100002)- Senior Finance & Accounts Officer	Approved	24.02.2022	

Showing 1 to 2 of 2 entries

Enclosures						
	#	Description	By	P. No	Date	Action
<input checked="" type="checkbox"/>	1	Document 1.pdf	100002	1	24-02-2022	
<input checked="" type="checkbox"/>	2	Document 2.docx	100002	1	24-02-2022	
<input checked="" type="checkbox"/>	3	Document 3.pdf	100003	1	24-02-2022	
<input checked="" type="checkbox"/>	4	Document 4.pdf	100002	1	24-02-2022	

Showing 1 to 4 of 4 entries

- Click on Create File button.

Enclosures

	#	Description	By	P. No	Date	Action
<input checked="" type="checkbox"/>	1	Document 1.pdf	100002	1	24-02-2022	
<input checked="" type="checkbox"/>	2	Document 2.docx	100002	1	24-02-2022	
<input checked="" type="checkbox"/>	3	Document 3.pdf	100003	1	24-02-2022	
<input checked="" type="checkbox"/>	4	Document 4.pdf	100002	1	24-02-2022	

Showing 1 to 4 of 4 entries

Previous 1 Next

Create File **Exit**

- **Tendering File will be created and visible in DO Inbox. It will have all the selected Notings and Enclosures of sanction file in it.**
- **Sanction file will be sent to the initiator with Indent Accepted Note sheet. Initiator can then send the file to Cabinet.**

7.8 Tendering DO Screen

- **Note: - Now Tendering file is created and it will have all the selected Notings and Enclosures of sanction file in it.**
- **User is requested to refer to the Tendering Process User Manual for details regarding Tendering Process.**
- Open the Task from Inbox.

The screenshot shows the INBOX screen of a software application. At the top, there is a header bar with the user profile 'Test User2', 'Edit Profile', and 'Log Out'. Below the header is a search bar with the placeholder 'Enter search text...'. The main area is titled 'INBOX' with a three-dot menu icon. On the left, there are navigation links for 'Dashboards', 'Create Saved Sets', and 'INBOX'. The 'INBOX' link is highlighted with a blue background. The main content area displays a table of tasks:

	File Name	File Subject	Stage	Task Name	Task From	Priority	Task re...
DLH/OCS/OTH/3...	Sanction Process	Tendering Process DO	Tendering Proces...	Test User1 (1000...	Medium	Feb	Feb
DLH/OCS/OTH/1...	Government (O&G Audit) - IR	Government (O&G Audit) - IR	Government (O&G Audit) - IR	Test User1 (1000...	Medium	Feb	Feb
DLH/OCS/OTH/2...	Government (O&G Audit) - IR	Government (O&G Audit) - IR	Government (O&G Audit) - IR	Test User1 (1000...	Medium	Feb	Feb
DLH/OCS/OTH/4...	Government (O&G Audit) - IR	Government (O&G Audit) - IR	Government (O&G Audit) - IR	Test User1 (1000...	Medium	Feb	Feb

The second row of the table, which contains the task 'Tendering Process DO', is highlighted with a yellow box. The entire screenshot is framed by a thick black border.

➤ Write Note in 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

➤ View Note Sheets

Note Sheet(s)				
Subject	By	Status	Date	Actions
New Sanction Notesheet(Sanction)	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	24.02.2022	
New Sanction Notesheet(Sanction)	Test User3 (100003)-General Manager (Production)	Approved	24.02.2022	
Showing 1 to 2 of 2 entries				

➤ View/ Download Enclosures.

Enclosures						
<input type="radio"/> With Annotation <input type="radio"/> Without Annotation		Description	By	Page No.	Date	Actions
<input type="radio"/>	1	Document 1.pdf	100002	1	24.02.2022	
<input type="radio"/>	2	Document 2.docx	100002	1	24.02.2022	
<input type="radio"/>	3	Document 3.pdf	100003	1	24.02.2022	
<input type="radio"/>	4	Document 4.pdf	100002	1	24.02.2022	
Showing 1 to 4 of 4 entries					Previous	1 Next
Add		Delete	Edit #			

➤ View Yellow Notes.

Yellow Notes (3)			
Date	Note	By	
24.02.2022	Indian consortium of Indian oil PSUs comprising Oil India Limited, Indian Oil Corporation Limited and Bharat Petro Resources Limited holds the remaining 23.9% equity.	Test User2 (100002)-Company Secretary	
24.02.2022	A consortium led by ONGC Videsh and comprising Indian Oil Corporation Limited and Bharat Petro Resources Limited had acquired 10% PI in the Lower Zakum Project in UAE in March 2018	Test User3 (100003)-Regional President- Appolo	
24.02.2022	Block in Israel with License 412/”32” dated March 27, 2018 was granted by Petroleum Commissioner to Indian Consortium for first phase of exploration with duration of 3 years	Test User2 (100002)-Director (Finance)	
Showing 1 to 3 of 3 entries			Previous 1 Next
Add Yellow Note			

7.9 Sanction Process Initiator Screen

- Open the Task from Inbox.

The screenshot shows the 'INBOX' screen with a list of tasks. The tasks are displayed in a grid format with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and T. One task, 'ISR/OCS/OTH/31428/00016', is highlighted with a yellow box. The task details are: File Name: ISR/OCS/OTH/31428/00016, File Subject: Test 24_02, Stage: Government (CAG Audit) - Internal Audit, Task Name: Sanction Process Initiator, Task From: Test User1 (1000...), Priority: Medium.

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

The screenshot shows the 'Office Note / Green Sheet' screen. It displays a note sheet with several signed sections. One section is highlighted with a yellow box. The text in the highlighted section reads: 'Forwarded & Electronically Signed By : Test User1 (100001)-Director (Finance) On : 24.02.2022 02:42:59 PM'. Another section further down is also highlighted with a yellow box.

- Note Sheets can be seen and downloaded.

The screenshot shows the 'Note Sheet(s)' screen. It displays a list of notes with columns: Subject, By, Status, Date, and Actions. The notes are: 'Indent to MM Notesheet' (Approved, 08.03.2022), 'New Sanction Notesheet' (Approved, 08.03.2022), and 'New Sanction Notesheet' (Approved, 08.03.2022). The 'Actions' column contains download icons for each note. A yellow box highlights the 'Actions' column.

- Go to File action.

The screenshot shows the 'File Action' screen. It features four blue buttons: 'Save & Close', 'E-Sign', 'History', and 'Send To Cabinet'.

- Save & Close will save the file and close it.
- E-Sign will again initiate the process to further send the file to selected users for approval.
- History will show the movement history of the file.

- Click on Send To cabinet button.
- File will be sent to cabinet.
- File send to Cabinet can be open.



Are you sure want to send this file to cabinet ?

Yes

No

- Task goes to the Cabinet of Initiator.

7.10 Initiator Cabinet Screen

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

The screenshot shows a two-panel interface. On the left is a sidebar with user information (Test User1) and navigation links (Dashboards, INBOX, Cabinet, Outbox, etc.). A blue arrow points from the "Cabinet" link in the sidebar to the "Cabinet" tab in the main header. A cyan box on the sidebar contains the text "Click on Cabinet button on the process list panel". On the right is a table titled "Cabinet" with columns: File No, Subject, File Type, Status, Year, Created By, Created On, and Updated On. The first row is highlighted with a yellow background. A blue arrow points from the "Select file." callout to the "Subject" column of the first row. Another blue arrow points from the "Click on Open button." callout to the "Open" button at the bottom left of the table. The table has 52 entries shown per page.

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
ISR/OC/OTH/31426/00016	Sanction Process	Sanction	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/OTH/31410/00005	test by sakshi (Resignation)	HROffboarding	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/OTH/31410/00004	test by sakshi (Superannuation)	HROffboarding	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/OTH/31427/00002	test by sakshi	Creation Master	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/OTH/31427/00001	test by sakshi	Creation Master	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/OTH/31439/00006	Agenda_23_02 10_21	Agenda	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022
ISR/OC/OTH/31426/00012	s12	Sanction	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022
ISR/OC/OTH/31426/00010	s10	Sanction	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022
ISR/OC/OTH/31428/00009	a9	Sanction	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022
ISR/OC/OTH/31428/00007	a7	Sanction	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022

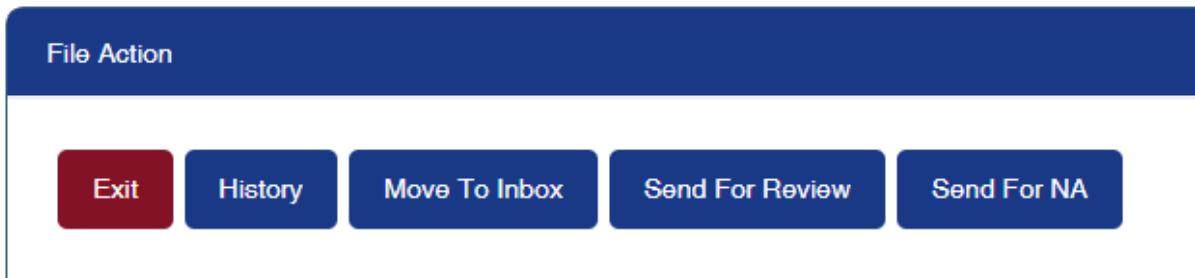
- Now you can see all the data of user.

- Note sheets can be viewed.

- Enclosures send can be viewed and downloaded.

- Yellow notes can be seen.

- File Action contains Exit, History, Move to Inbox, Send for Review and Send for NA options.



- Exit is used to exit the opened file.
- History shows the Movement History of the file.
- Move to Inbox will move the file from cabinet to inbox.
- Send for Review will send the file for review to the selected user.
- Send for NA will send the file for Necessary Action to selected users.

7.11 Initiator Outbox Screen

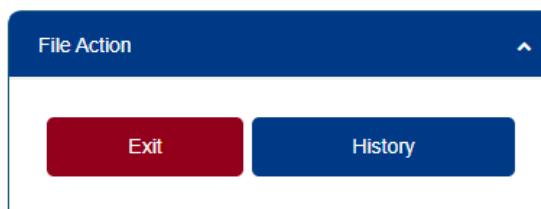
- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

The screenshot shows the 'Outbox' screen for a user named 'Test User1'. The left sidebar includes links for Dashboard, INBOX, Cabinet, and Outbox (which is highlighted with a yellow box). The main area has a table titled 'Outbox' with the following columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The table lists several entries, such as 'test Sanction 24_02_02_08' and 'Sanction Process'. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 203 entries' and a 'Next' button.

File No	Subject	File Type	Priority	Stage	Action	Date
ISR/OCS/OTH/31428/00018	test Sanction 24_02_02_08	Sanction	Medium	Sanction File Initiator	Submit for Approval	24-02-2022 04:14 PM
ISR/OCS/OTH/31428/00016	Sanction Process	Sanction	Medium	Sanction File Initiator	Cabinet	24-02-2022 04:13 PM
ISR/OCS/OTH/31431/00003	NRFT	Foreign Trip	High	Nomination of representative for Foreign Trip Initiator	Committee	24-02-2022 04:06 PM
ISR/OCS/OTH/31499/00004	test	Generic	Medium	Generic File Initiator	Committee	24-02-2022 04:03 PM
DLH/PFIN/PFIN/50039/00002	Test Board Agenda 24.01.2022	Agenda	Medium	Approve	Approve & Send To Initiator	24-02-2022 03:57 PM
ISR/OCS/OTH/31424/00001	Test 24_02	CAG Audit	Low	Government (CAG Audit) Initiator	Committee	24-02-2022 03:48 PM
DLH/LAC/BD/10531/00001	Test Mail 24_2	Foreign Trip	Medium	Nominated	Nominated	24-02-2022 03:19 PM
DLH/CSS/SAP/31033/00004	overseas	Overseas Posting	Medium	Review / Recommend	Review / Recommend	24-02-2022 03:15 PM
ISR/OCS/OTH/31499/00003	Send for approval	Generic	Medium	Generic File Initiator	Committee	24-02-2022 03:00 PM
DLH/LAC/BD/10530/00003	testing	Tendering	Medium	Approve	Approve & Send To Initiator	24-02-2022 02:54 PM

- This is user Outbox screen.

- 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.

Date	Stage	From	To	Action
24.02.2022 02:05:24 PM	Sanction File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Approval
24.02.2022 02:21:47 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User3 (100003)-Regional President-Apollo	Review / Recommend
24.02.2022 02:28:40 PM	Approve As Per BDP - D5	Test User3 (100003)-Regional President-Apollo	Test User2 (100002)-Director (Finance)	Approve As Per BDP - D5
24.02.2022 02:39:28 PM	Financial Concur	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Financial Concur
24.02.2022 02:57:48 PM	Sanction File Initiator	Test User1 (100001)-Director (Finance)	Test User3 (100003)-Country Manager-Myanmar	Send to MM
24.02.2022 03:19:59 PM	Head MM	Test User3 (100003)-Country Manager-Myanmar	Test User2 (100002)-Country Manager-Imperial Energy	Assign DO
24.02.2022 03:39:44 PM	TenderingCreated	Test User2 (100002)-Country Manager-Imperial Energy	Test User1 (100001)-Director (Finance)	Indent Accepted
24.02.2022 04:13:17 PM	Sanction File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

8 Approval Type – Release of PR, FA Allotment, Others

- **Release of PR, FA Allotment, Others file workflow will be same.**
- Sanction Details are entered.

Sanction Details

* Is Direct FI?
Yes

PR Number
[Empty Input Field]

* Approval Type
FA Allotment

* Is FCNR
Yes

Type of Tender
Limited Tender-Local

Is Gem Procurement?
Yes

- SAP T-Code is selected.

SAP T-Code

ME54N

Get SAP

- Enter details in Office Note/Green sheet.

Office Note / Green Sheet

Edit - Insert - View - Format - Table - Tools -

गोपनीय नियम
ONGC VIDESH LIMITED

सार्थक पत्र / Working Paper

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.

➤ Add Enclosures.

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	24.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

➤ Add Yellow Notes.

Date	Note	By
24.02.2022	ONGC Videeh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Varkomatt	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

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



- Click on E-Sign button.
- Select Users.
- Click on Add Button.

Sanction Process Initiator

Select Users

Urgent

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

Add

Selected Users

Per page: 10

CPF No	Name	Section	Sub Section	Role/Designation
--------	------	---------	-------------	------------------

Forward Exit

- All the users are now added to the Selected Users list.

The screenshot shows a software interface titled "Sanction Process Initiator". At the top, there are fields for "Subject", "By", "Status", and "Date". Below this is a section titled "Select Users" with a search bar containing placeholder text "Type user name,cpf no,designation..". A red "Urgent" checkbox is checked. To the right are "Add" and "Exit" buttons. The main area is titled "Selected Users" and displays a table with one row. The table columns are "CPF No", "Name", "Section", "Sub Section", and "Role/Designation". The data in the table is:

CPF No	Name	Section	Sub Section	Role/Designation
100002	Test User2	BD	AMC	Company Secretary

Below the table are "Forward" and "Exit" buttons. The "Per page" dropdown is set to 10.

- Click on Forward button.
- Now task go to the Reviewer/ Recommender.
- Login to Reviewer/ Recommender user.



8.1 Reviewer/Recommender Screen

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

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task
ISR/OCS/OTH/31428/00019	Sanction Process	Sanction Process Reviewer / Recommender	Sanction Process...	Test User1 (10000...	Medium	F
ISR/OCS/OTH/31424/00001-PC 01	Test 24_02	Government (CAG Audit) - RP	Government (CA...	Test User1 (1000...	Medium	F
DLH/OCS/OTH/31430/00035	Sanction Process	Tendering Process DO	Tendering Process...	Test User1 (1000...	Medium	F
DLH/LAC/BD/10531/00001	Test Mail 24_2	Nomination of representative for Foreign Trip Initiator	Nomination of rep...	Test User5 (1000...	Medium	F

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.

Sanction Process

Approval Type:
Is Direct FI?:
Type of Tender:
Is Gem Procurement:
Is FCRN:

FA Allotment
Yes
Limited Tender-Local
Yes
Yes

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.

Forwarded & Electronically Signed By:
Test User1 (100001)-Director (Finance)
On : 24.02.2022 04:19:40 PM

➤ Add Enclosures.

The screenshot shows a table with columns: #, Description, By, Page No., Date, and Actions. There is one entry: Document 1.pdf, By Test User1, Page No. 1, Date 24.02.2022. Below the table, there are buttons for 'Add', 'Delete', and 'Edit #'. At the bottom, it says 'Showing entry 1 of 1 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	24.02.2022	

Showing entry 1 of 1 entries

Add Delete Edit #

Previous 1 Next

➤ Add Yellow Notes.

The screenshot shows a table with columns: Date, Note, and By. There is one entry: Date 24.02.2022, Note 'ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJ C Vankorneft', and By 'Test User1 (100001)-Director (Finance)'. Below the table, it says 'Showing entry 1 of 1 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

Date	Note	By
24.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJ C Vankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous 1 Next

Add Yellow Note

➤ Click on E-sign button.

The screenshot shows a 'File Action' page with three buttons: 'Save & Close', 'E-Sign', and 'History'. The 'E-Sign' button is highlighted.

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 Review/Recommend.**
- Click on forward button.

The screenshot shows a header 'Sanction Process Reviewer / Recommender' with a '...' button. Below it is a table with columns 'By' and 'Status'. A large blue bar at the bottom says 'Action With eSign'.

Sanction Process Reviewer / Recommender ...

By	Status
----	--------

Action With eSign

Urgent

Select Action

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

Review / Recommend Return to Initiator Forward For Review

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



8.2 Initiator Screen

- Open the Task from Inbox.

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

- Note Sheets can be viewed and downloaded as Pdf.

Note Sheet(s)				
Subject	By	Status	Date	Actions
FA Allotment Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	08.03.2022	
Showing entry 1 of 1 entries				

- Note Sheets.

FA Allotment Notesheet

File No : ISR/OCS/OTH/31428/00019
Subject : Sanction Process
Sanction Process

Approval Type:	FA Allotment
Is Direct FI?:	Yes
Type of Tender:	Limited Tender-Local
Is Gem Procurement:	Yes
Is FCNR:	Yes

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 : 24.02.2022 04:19:40 PM

Massenero Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPIC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL holds a Production Associate Contract (PAC) as a partner with 50% Pct. The Associate contract covers the areas of Moriche, Gualandí, Tumaco, Choco Sur, Under River and Abarco as well as non-commercial area of Chocó within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :

Test User2 (100002)-Company Secretary

- Download Note sheet.

File | C:/Users/HP/Downloads/FA%20Allotment%20Notesheet.pdf

FA Allotment Notesheet.pdf

सार्वकाम पत्र / Working Paper

File No : ISR/OCS/OTH/31428/00041
Subject : FA Allotment

Sanction Process

Approval Type:	FA Allotment
Is Direct FI?:	No
Is FCNR:	Yes

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-

- View and Download Enclosures.

Enclosures

	#	Description	By	Page No.	Date	Actions
<input type="radio"/>	1	Document 1.pdf	Test User1	1	24.02.2022	

Showing entry 1 of 1 entries

Add Delete Edit #

- View Yellow Notes.

Yellow Notes (1)

Date	Note	By
24.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJ C Vankornoff	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Add Yellow Note

- Go to File Action.

File Action

Save & Close E-Sign History Send To Cabinet

- Save & Close will save and close the file.
- E-Sign will again initiate the process to further send the file to selected users for Review.
- History will show the movement history of the file.
- **Click on Send to Cabinet. It will send the file to cabinet.**
- File send to Cabinet can be open.
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes No

- Task goes to the Cabinet of Initiator.

8.3 Initiator 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/OC/S/OTH/31428/00019	Sanction Process	Sanction	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/S/OTH/31428/00016	Sanction Process	Sanction	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/S/OTH/31410/00005	test by sakshi (Resignation)	HROffboarding	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/S/OTH/31410/00004	test by sakshi (Superannuation)	HROffboarding	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/S/OTH/31427/00002	test by sakshi	Creation Master	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/S/OTH/31427/00001	test by sakshi	Creation Master	Closed	2021-22	Test User1 (100001)	24.02.2022	24.02.2022
ISR/OC/S/OTH/31439/00006	Agenda 23_02_10_21	Agenda	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022
ISR/OC/S/OTH/31428/00012	s12	Sanction	Closed	(100001)	23.02.2022	23.02.2022	
ISR/OC/S/OTH/31428/00010	s10	Sanction	Closed	(100001)	23.02.2022	23.02.2022	
ISR/OC/S/OTH/31428/00009	s9	Sanction	Closed	2021-22	Test User1 (100001)	23.02.2022	23.02.2022

- Now you can see all the data of user.

Note Details

Note Content

Attachments

File Actions

- Note sheet can be viewed.

Subject	By	Status	Date	Actions
FA Allotment Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	24.02.2022	

➤ Notes Sheet(s).

FA Allotment Notesheet

File No : IR/OCG-OTH/31428/00019
Subject : Sanction Process
Sanction Process

Approval Type:	PA Allotment
Is Direct PI?	Yes
Type of Tender:	Limited Tender-Local
Is Gm Procurement:	Yes
Is FCR:	Yes

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 major oil company's subsidiary and overseas arm of Oil and Natural Gas Corporation of India (ONGC), the Indian National Oil Company. 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 Interest in 50 oil and gas fields, 15 thermal power plants and holds 22.7% 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 : 24.02.2022 04:19:40 PM

Mansanor Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which is 100% owned by ONGC Videsh. It has equity participation in 10 oil and gas fields. 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 Abancay as well as non-commercial area of Chisala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2000.

Forwarded & Electronically Signed By :
Test User2 (100002)-Company Secretary
On : 24.02.2022 04:19:40 PM

➤ Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	24-02-2022	

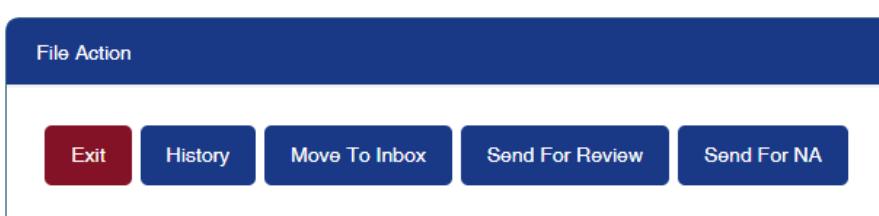
Showing entry 1 of 1 entries

➤ View Yellow Notes.

Yellow Notes (1)		
Date	Note	By
24.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankornfeft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

➤ File Action contains Exit, History, Move to Inbox and Send for Review options.



➤ Exit is used to exit the opened file.

- History shows the Movement History of the file.
- Move to Inbox will move the file from cabinet to inbox.
- Send for Review will send the file for review to selected user.
- Send for NA will send the file for Necessary Action to selected user.

8.4 Initiator Outbox Screen

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

The screenshot shows the Outbox screen with a list of files. The table columns include File No, Subject, File Type, Priority, Stage, Action, Date, and a header row. One row is highlighted in yellow. At the bottom left of the table, there is a blue 'Open' button. A blue arrow points from the text 'Click on Open button' to this 'Open' button.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/PF/N/FFIN/50024/00002	Test Government Audit 24.02.2022 Part.3	CAG Audit	Low	Director	Director	24-02-2022 04:59 PM
ISR/OCS/OTH/31428/00019	Sanction Process	Sanction	Medium	Sanction File Initiator	Cabinet	24-02-2022 04:50 PM
DLH/PF/N/FFIN/50024/00001-PC_01	Test Government Audit 24.02.2022	CAG Audit	Low	Regional President	Regional President	24-02-2022 04:31 PM
ISR/OCS/OTH/31428/00018	test Sanction_24_02_08	Sanction	Medium	Sanction File Initiator	Submit for Approval	24-02-2022 04:23 PM
ISR/OCS/OTH/31428/00016	Sanction Process	Sanction	Medium	Sanction File Initiator	Cabinet	24-02-2022 04:13 PM
ISR/OCS/OTH/31431/00003	NRFT	Foreign Trip	High	Nomination of representative for Foreign Trip Initiator	Committee	24-02-2022 04:06 PM
ISR/OCS/OTH/31499/00004	test	Generic	Medium	Generic File Initiator	Committee	24-02-2022 04:03 PM
DLH/PF/N/FFIN/50039/00002	Test Board Agenda 24.01.2022	Agenda	Medium	Approve	Approve & Send To Initiator	24-02-2022 03:57 PM
ISR/OCS/OTH/31424/00001	Test 24_02	CAG Audit	Low	Government (CAG Audit) Initiator	Committee	24-02-2022 03:48 PM
DLH/LAC/BD/10531/00001	Test Mail 24_2	Foreign Trip	Medium	Nominated	Nominated	24-02-2022 03:19 PM

- This is user Outbox screen.

The screenshot shows a detailed view of a file in the Outbox. The top bar shows file details: File No: ISR/OCS/OTH/31428/00019, Creation Date: 24-02-2022, Priority: Medium, Age Of File (in Days): 0, Year: 2021/22, Location: Gantotri, and Status: Open. Below this is a large preview area showing the document content. At the bottom, there is a navigation bar with tabs: Home, Details, Attachments, History, and Versions. A blue arrow points from the text 'Click on History button.' to the 'History' tab.

- Click on History button.

The screenshot shows the 'File Action' screen. It has two main buttons: 'Exit' and 'History'. The 'History' button is highlighted with a red box.

- 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
...

© Natural Gas, is the wholly owned subsidiary and ONGC Videsh Ltd., Oil and Natural Gas Corporation Limited (ONGC), and Regency National Oil Company (RNO) are wholly-owned entities of ONGC. 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.

Movement History

File No :	Subject :			
ISR/OCS/OTH/31428/00019	Sanction Process			
Per page: 10				
Date	Stage	From	To	Action
24.02.2022 04:34:29 PM	Sanction File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Approval
24.02.2022 04:42:12 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User1 (100001)-Director (Finance)	Review / Recommend
24.02.2022 04:50:33 PM	Sanction File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 3 of 3 entries

Previous **1** Next

Close

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