



ONGC Videsh Ltd.



2021

Paperless Office- Payment towards Compliance & Contracts Process – User Manual

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1 Introduction

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

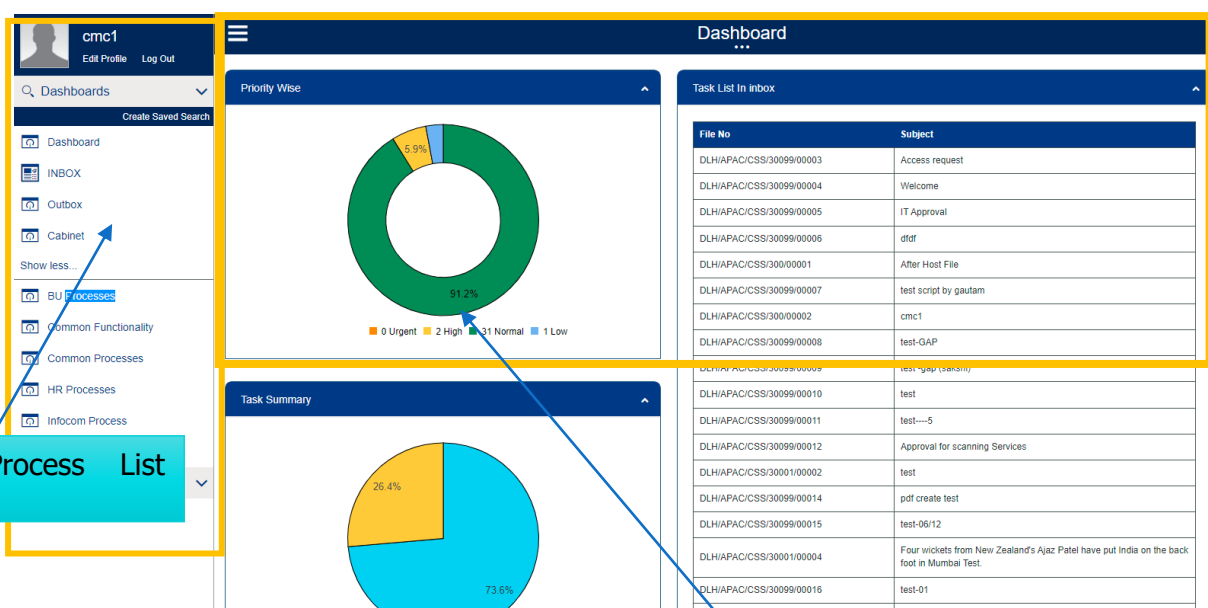
2 Login in the Paperless office:

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



3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30002/0	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04.2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01.4...

4 How to run the BU Processes

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

BU Processes

Process Name	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch

5 Payment towards Compliance and Contracts Launch:

- Click on Launch button.

The screenshot shows the 'BU Processes' page. On the left is a sidebar with navigation options: Dashboards, INBOX, Outbox, Cabinet, BU Processes, Common Functionality, Common Processes, HR Processes, Infocom Process, RT-PQ Register, and Launch. The main content area displays a table of processes. The first row is 'Payment towards Compliance and Contracts', which has a 'Launch' button highlighted with a yellow box. A blue arrow points from a text box to this button.

Process Name	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch

Showing 1 to 3 of 3 entries

Click on Launch button

- 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.**
- Click on Create button of File Action panel.

The screenshot shows the 'Payment towards Compliance and Contracts' page. The 'Meta Data' panel is open, displaying fields for Location (Delhi), Section (Asia Pacific BU), Sub Section (Corporate Support Services), Projects (NA), Subject (PTCC Manual), and Priority (Normal). The 'File Action' panel is also open, showing 'Exit' and 'Create' buttons. A blue arrow points from a text box to the 'Create' button.

Meta Data

Location: Delhi

Section: Asia Pacific BU

Sub Section: Corporate Support Services

Projects: NA

Subject: PTCC Manual

Priority: Normal

File Action

Exit Create

Click on Create button

- Click on Yes button.

BU Processes

Confirmation

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

Yes No

Click on Yes button.

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

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/APAC/CSS/30014/00003

6 Initiator Screen

Following Screen Opens in Full View:

Payment towards Compliance & Contracts Initiator

File No: DLHAPACCSS3001400003 Creation Date: 8-12-2021 Priority: Normal Age Of File (in Days): 0 Year: 2021-22 Location: Delhi

Subject: PTCC Manual

Meta Data

Location: Delhi
Region: Asia Pacific BU
Sub Region: Corporate Support Services
Project: N/A
Subproject: PTCC Manual
Priority: Normal

Payment Type

Type of Payment: [Dropdown]

Period of Payment

From Date: [Text]
To Date: [Text]

BCP Clause

Amount: [Text] Currency: [Text]
Ref: [Text] View BCP

Office Note / Open Draft

साफ़ पत्र / Working Paper

Meta Words

Subject: [Text] Status: [Text] Date: [Text] Action: [Text]

Attachments

File Name: [Text] Description: [Text] File No: [Text] Date: [Text] Action: [Text]

File Notes

Date: [Text] File No: [Text]

File Workflow

Workflow: [Text] Workflow ID: [Text] Workflow ID: [Text]

File Action

Save & Close C-Step History

6.1 Form Information

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

Payment Type – Select the Type of Payment mode.

Period of Payment – It shows the duration of payment.

BDP Clause – The Applicable BDP Clause can be entered here.

View BDP Button– On click of this button, the BDP Document will open at the selected BDP Clause page.

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

File Workflow– On click of this button, the BDP Document will open at the selected BDP Clause page.

Office Note/ Green Sheet – User can type the contents of the note sheet for which the approval is required in the file.

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

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

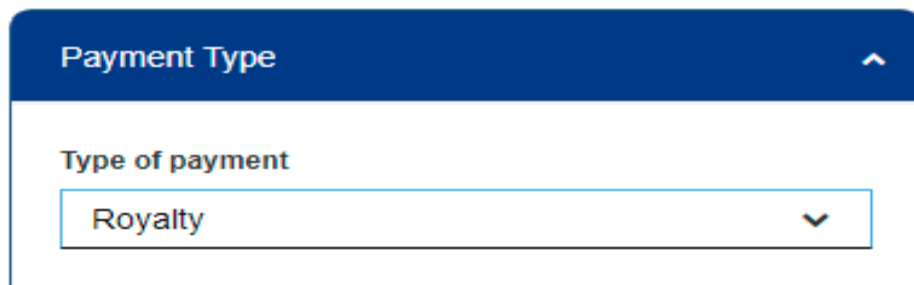
Outbox – Outbox will list all the task that a user has worked on and forwarded to any user from his/her inbox. User can also see the current status of the file through "History" button after opening the task in his Outbox.

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 Fill Payment Type

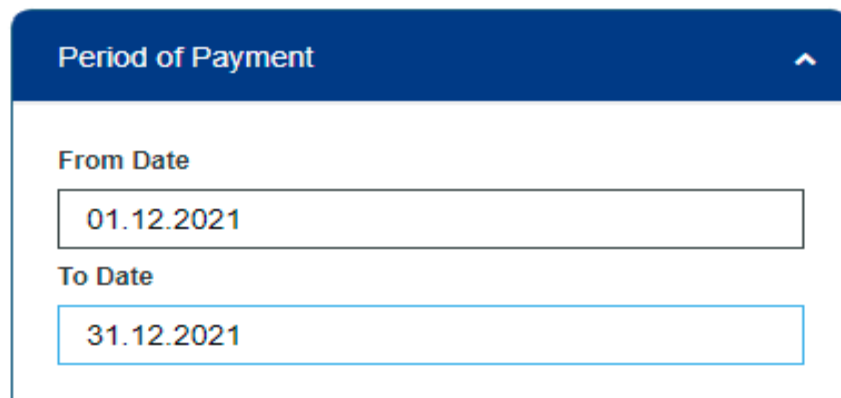
- Select payment type in Type of Payment field.



The screenshot shows a form titled "Payment Type" with a dark blue header. Below the header, there is a section labeled "Type of payment" containing a dropdown menu. The dropdown menu is open, showing the selected option "Royalty" and a downward arrow icon.

6.3 Fill Period of Payment

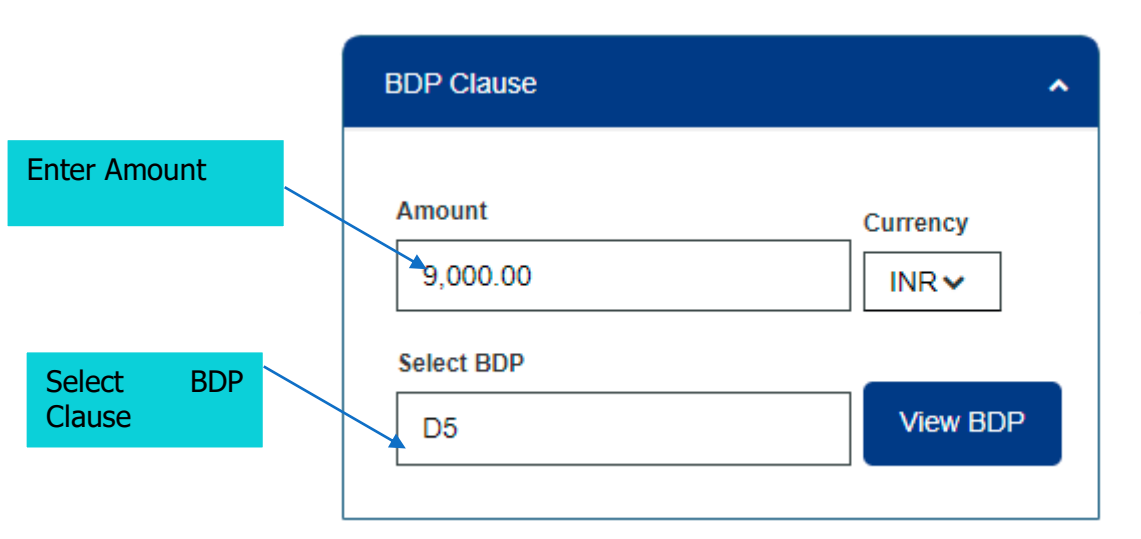
- Select the date which you have to Fill. In the Period of payment box.



The screenshot shows a form titled "Period of Payment" with a dark blue header. Below the header, there are two date input fields. The first field is labeled "From Date" and contains the text "01.12.2021". The second field is labeled "To Date" and contains the text "31.12.2021".

6.4 Fill BDP Clause

- Enter Amount according to BDP Clause.
- Select BDP.
- Click on View BDP.



The screenshot shows a form titled "BDP Clause" with a dark blue header. Below the header, there are three input fields and a button. The first field is labeled "Amount" and contains the text "9,000.00". The second field is labeled "Currency" and contains the text "INR". The third field is labeled "Select BDP" and contains the text "D5". To the right of the "Select BDP" field is a button labeled "View BDP". There are two blue callout boxes with arrows pointing to the form: one labeled "Enter Amount" pointing to the "Amount" field, and another labeled "Select Clause BDP" pointing to the "Select BDP" field.

- BDP Screen opens as shown:

Not secure | https://ovl-pcenterdev.ovl.com:9443/bdpclause/?search=D5

29 of 81 Automatic Zoom

D5

Reached end of document, continued from top

Additional Notes

D5 Interest/penalty on various statutory levies		
Full Powers	Director concerned (Administrative)	<ul style="list-style-type: none"> Cases approved should be informed to Board on quarterly basis by HCF
Up to USD 8,500/ INR 6 lakh in each case	L-I	

D6.a Expenditure sanction for statutory payments, post & courier charges, electricity, water charges & other utility charges		
Full Powers - As per actuals	L-I	
Up to USD 6,000/ INR 4 lakh in each case	L-II	
Up to USD 1,500/ INR 1 lakh in each case	L-III	

D6.b Expenditure sanction for freight of material carried		
Air (including air lifting of material) in urgent cases - As per actuals	L-I	
Ocean, River, Railways, Road and Air (where Air is cheaper or more suitable than alternative modes) - As per actuals	L-II	

आयनजीसी विदेश

6.5 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

आयनजीसी विदेश

ONGC VIDEH

सार्थक पत्र / Working Paper

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

Write Comments in Office Note/Green Sheet

6.6 Add Enclosure

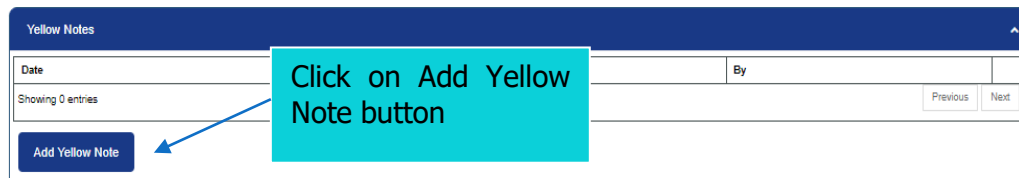
- User can view the document with or without annotation.
- User can to the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document in with annotation or without annotation
- Select the document after selection view option.

The screenshot shows a web interface titled "Enclosures". At the top, there are two radio buttons: "With Annotation" (selected) and "Without Annotation". Below this is a table with columns: "Description", "By", "Date", and "Actions". The table is currently empty, showing "Showing 0 entries". Below the table are two buttons: "Add" and "Delete". A blue 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 the all detail of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

The screenshot shows the "Add Enclosure" form. It has a title bar "Add Enclosure". Below the title bar, there are two input fields: "Description :" with the value "Add Enclosure" and "Page No :" with the value "2". Below these fields is a "Browse" button with a document icon. To the right of the "Browse" button, the text "Generic(Scrnsht).docx" is displayed. At the bottom right of the form are two buttons: "Add" (blue) and "Exit" (red). A blue callout box with the text "Add Description, Page NO. Upload Document." has an arrow pointing to the "Description" field. Another blue callout box with the text "Click on Add button" has an arrow pointing to the "Add" button.

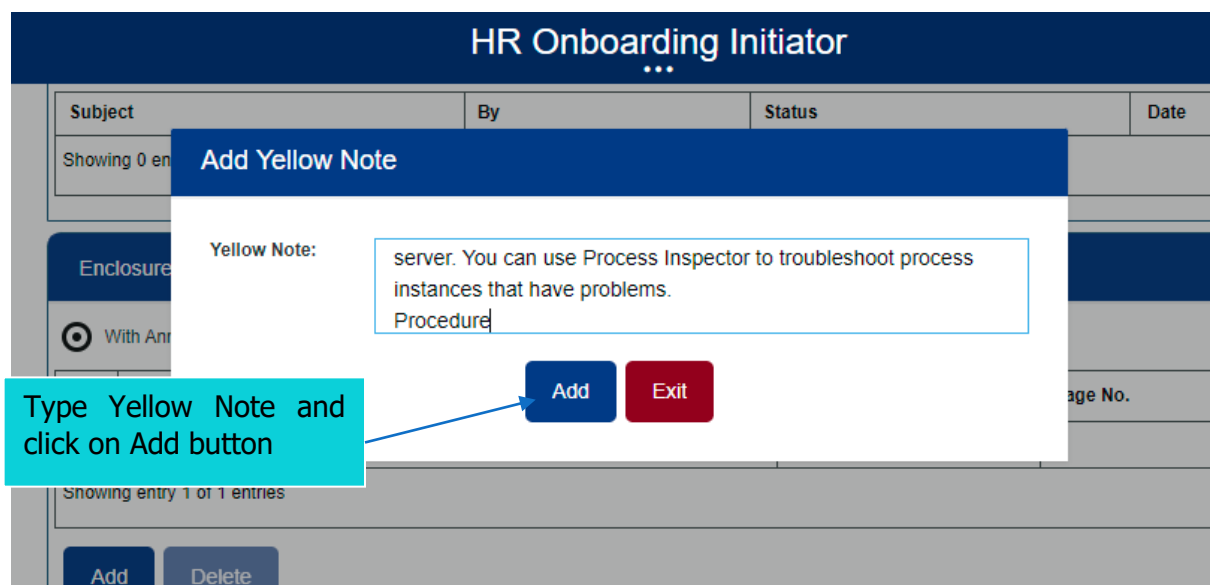
6.7 Add Yellow Note



The screenshot shows a 'Yellow Notes' window. It has a header bar with the title 'Yellow Notes'. Below the header, there are input fields for 'Date' and 'By', and a 'Showing 0 entries' status. At the bottom left, there is a blue button labeled 'Add Yellow Note'. A blue arrow points from a text box to this button.

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.



The screenshot shows the 'HR Onboarding Initiator' window. A modal dialog box titled 'Add Yellow Note' is open. It contains a text area with the text 'server. You can use Process Inspector to troubleshoot process instances that have problems. Procedure'. Below the text area are two buttons: 'Add' (blue) and 'Exit' (red). A blue arrow points from a text box to the 'Add' button.

Type Yellow Note and click on Add button

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

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



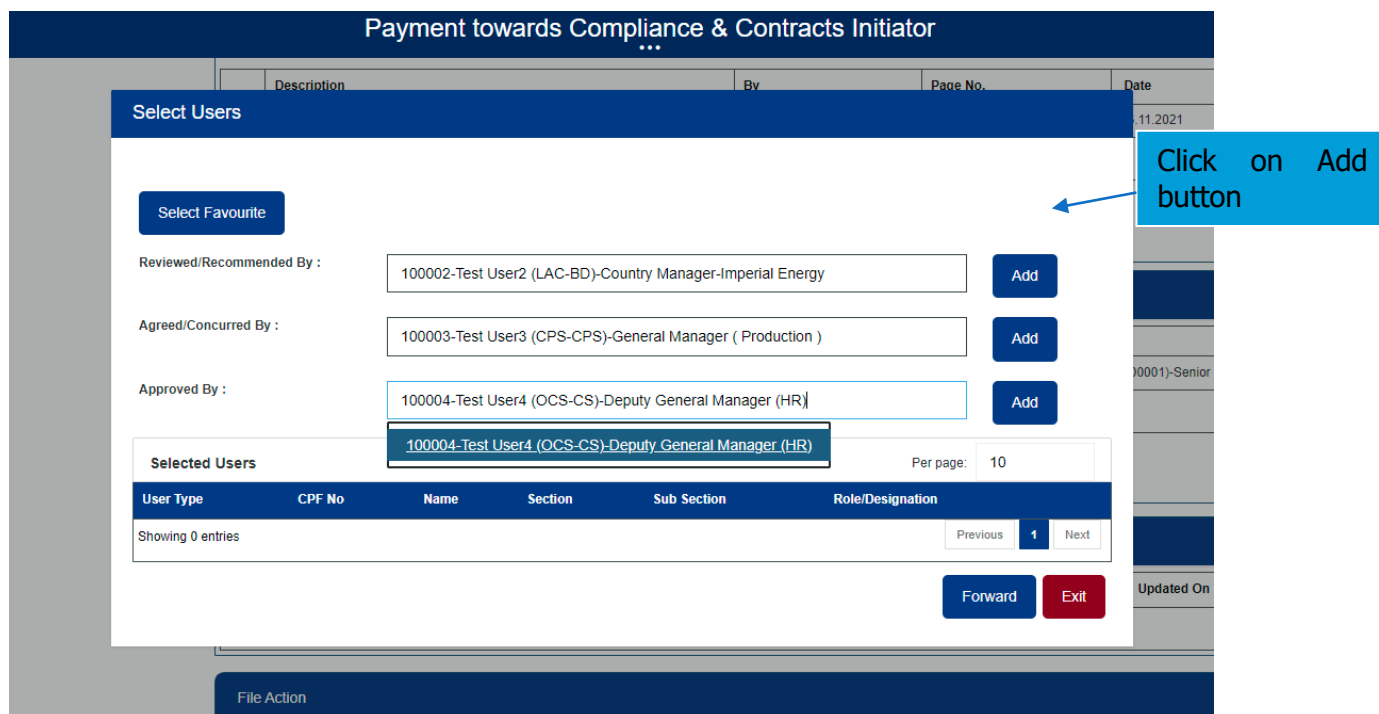
File Action

Click on E-Sign

Save & Close E-Sign History

Activate Windows
Go to Settings to activate Windows.

- Select the user of Reviewed/Recommended By, Agree/Concurred By and Approved field.
- Click on Add Button.



Payment towards Compliance & Contracts Initiator

Select Users

Select Favourite

Reviewed/Recommended By : 100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy Add

Agreed/Concurred By : 100003-Test User3 (CPS-CPS)-General Manager (Production) Add

Approved By : 100004-Test User4 (OCS-CS)-Deputy General Manager (HR) Add

Selected Users

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

Per page: 10

Previous 1 Next

Forward Exit

Click on Add button

- All users are showing in table of selected users.
- Click on Forward button.

Payment towards Compliance & Contracts Initiator

Select Users

[Select Favourite](#)

Reviewed/Recommended By : [Add](#)

Agreed/Concurred By : [Add](#)

Approved By : [Add](#)

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✖
Agreed/Concurred By	100003	Test User3	CPS	CPS	General Manager (Production)	✖
Approved By	100004	Test User4	OCS	CS	Deputy General Manager (HR)	✖

Showing 1 to 3 of 3 entries

Previous **1** Next

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

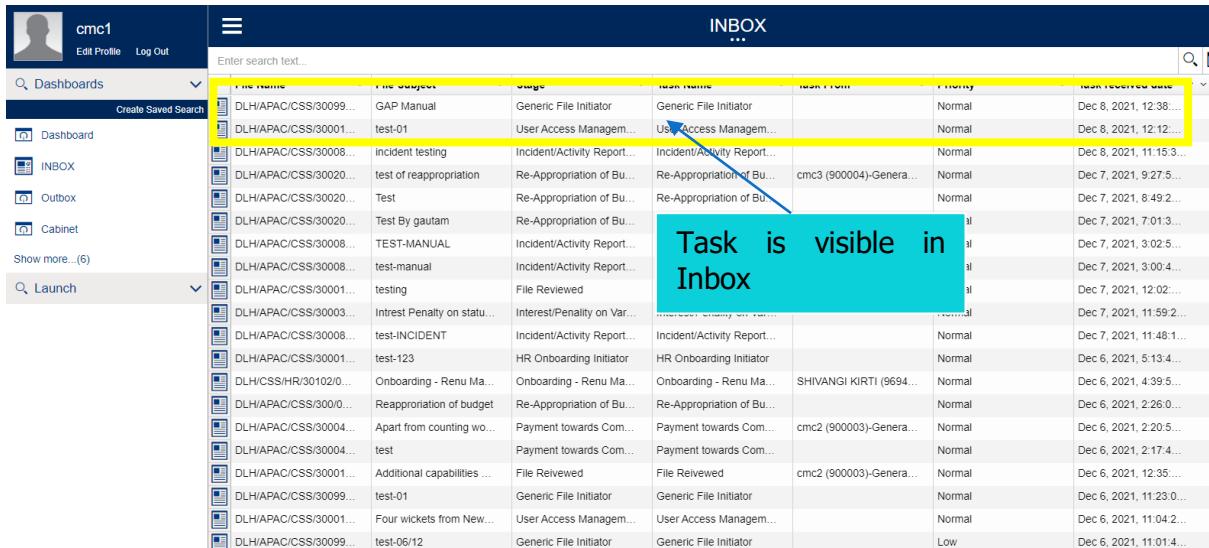
Click on Forward button.

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



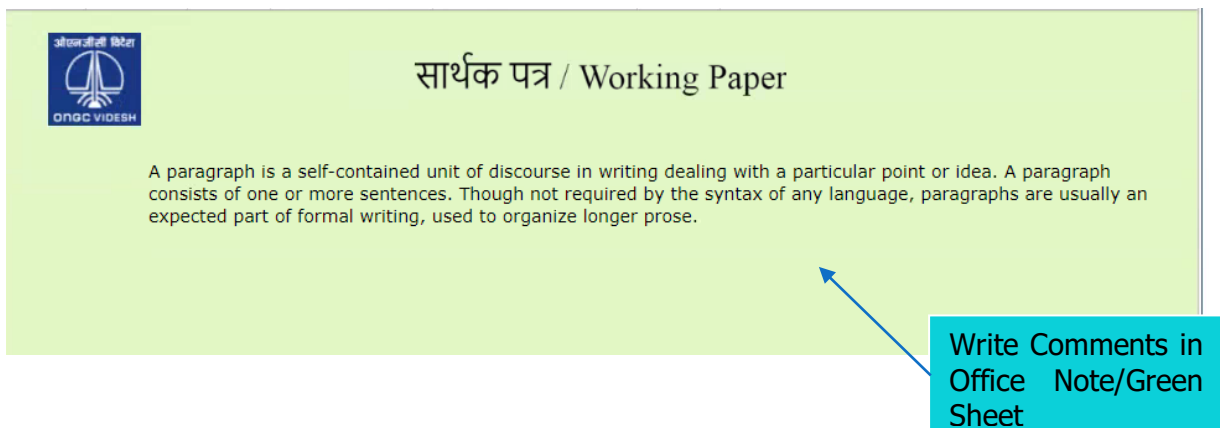
7.2 Reviewer/Recommender Screen

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



File Name	File Subject	Stage	Task Name	Task From	Priority	Task Received Date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	Incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15:3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49:2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 11:48:1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13:4...
DLH/CSS/HR/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30000...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20:5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23:0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04:2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01:4...

- Write Comments in Office note/Green Sheet .



सार्थक पत्र / Working Paper

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Write Comments in Office Note/Green Sheet

- All the sign of users shown in Office Note.

Payment towards Compliance & Contracts Reviewer / Recommender

File No: DLH/ECC/OMD/10007/00003 Creation Date: 26-11-2021 Priority: Normal Age Of File (in Days): 0 Year: 2021-22

Subject: Manual-Payment Compliance Location: Delhi

Meta Data

Location: Delhi

Section: EC Cell

Sub Section: Office of Managing Director

Project: NA

Subject: Manual-Payment Compliance

Priority: Normal

BDP Clause

BDP: D3 View BDP

Amount: 800 INR

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Payment towards Compliance and Contracts

Project Name: NA

Type of Payment: Royalty

Period: 17.11.2021 to 27.11.2021

Submitted for approval under BDP clause D3 for INR 800

cdsacds oirgrygruehgiurehgiureg hghthghreugiuraugi kjrgreignreagheraigireaugfeufew

Forwarded & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 26.11.2021 04:20:14 PM

- Click on E-sign button.

File Action

Save & Close **E-Sign** History

Click on E-Sign

- When you select Return to Initiator, task goes to the initiator, for doing next action.
- When you select Forward for Review, task go to the selected user.
- Select Review/Recommended on Select Action.
- Click on Forward button.

Payment towards Compliance & Contracts Reviewer / Recommender

Showing entries: 1

Action With eSign

Select Action

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

Forward **Exit**

Select Action and Click on Forward Button

- Task goes to the Agree/Concurren.
- Login with Agree/Concurren User.



7.3 Agree/Concurren Screen

- Open the task from Inbox.

cmc1

Edit Profile Log Out

INBOX

Enter search text...

Q Dashboards

Create Saved Search

Dashboard

INBOX

Outbox

Cabinet

Show more...(6)

Q Launch

File name	File subject	Stage	Task name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15:3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 8:49:2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activi...			Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	File Reviewed			Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalit			Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activi...			Normal	Dec 7, 2021, 11:48:1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13:4...
DLH/CSS/HR/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30000...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20:5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reliewed	File Reliewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23:0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04:2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01:4...

Task is visible in Inbox

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

Payment towards Compliance & Contracts Agree / Concurrer

File No DLH/ECC/OMD/10007/00003 Creation Date 26-11-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject Manual-Payment Compliance Location Delhi

Meta Data

BDP Clause

BDP : D3 View BDP

Amount : 800 INR

Office Note / Green Sheet

Payment towards Compliance and Contracts

Project Name: NA
Type of Payment: Royalty
Period: 17.11.2021 to 27.11.2021

Submitted for approval under BDP clause D3 for INR 800

cdsacds oirgyrghuehgiurehgiureg hgrhghreugiuragi kigregignreagheraigraugifeufew

Forwarded & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 26.11.2021 04:20:14 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 26.11.2021 04:23:00 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign Button

- Select Agree/Concur on Select Action.
- Click on Forward button.

Payment towards Compliance & Contracts Agree / Concurrer

Test User1 2 26.11.2021

Showing entry 1 of 1 entries

Action With eSign

Select Action

☒ Agree / Concur ☐ Return to Initiator ☐ Forward For Review

Forward Exit

Click on Forward button

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



7.4 Approver Screen.

- Open the task from Inbox.

Task Name	Task Category	Task Type	Task Status	Task Priority	Task Due 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/30000...	test-02	Re-Appropriation of Bu...	Re-Appropriation of Bu...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...	Normal	Dec 7, 2021, 8:49:2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...	Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...	Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed	Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...	Interest/Penalty on Var...	Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...	Normal	Dec 7, 2021, 11:48:1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator	Normal	Dec 6, 2021, 5:13:4...
DLH/CSS/HR/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30000...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...	Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	Normal	Dec 6, 2021, 2:20:5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...	Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	File Reviewed	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30009...	test-01	Generic File Initiator	Generic File Initiator	Normal	Dec 6, 2021, 11:23:0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...	Normal	Dec 6, 2021, 11:04:2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator	Low	Dec 6, 2021, 11:01:4...

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

Payment towards Compliance & Contracts Approver

File No: DLH/ECC/OMD/10007/00003 Creation Date: 26-11-2021 Priority: Normal Age Of File (in Days): 0 Year: 2021-22

Subject: Manual-Payment Compliance Location: Delhi

Meta Data

BDP Clause

BDP : D3 View BDP

Amount : 800 INR

Office Note / Green Sheet

Project Name: NA
Type of Payment: Royalty
Period: 17.11.2021 to 27.11.2021

Submitted for approval under BDP clause D3 for INR 800

cdsacds oirgyrygruehgurehgureg hgrhghreugauraugi kigrrekgreagheraigreaugifeufew

Forwarded & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 26.11.2021 04:20:14 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 26.11.2021 04:23:00 PM

Concurred & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 26.11.2021 04:25:14 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign button

- Select Approve on Select Action.

Payment towards Compliance & Contracts Approver

Showing entry 1 of 1 entries

Add Enclosure Test User1 2 26.11.2021

Add

Yellow Note

Date: 26.11.2021 By: Test User1 (100001)-Senior Geop

Showing entry 1 of 1 entries

Add Yellow Note

Action With eSign

Select Action

☐ Approve ☐ Return to Initiator ☐ Forward For Review

Forward Exit

- Now select Approve & Send to Initiator.
- Click on Forward button.

Payment towards Compliance & Contracts Approver

...

○ Add Enclosure Test User1 2

Showing entry 1 of 1

Action With eSign

Select Action

☒ Approve & Send To Initiator ☐ Approve & Send To Other User

Back Forward Exit

Click on Forward button

Date 26.11.2021 By Test User

Add Yellow Note

File Workflow

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

ONGC VIDESH DISHA दिशा Digitization Integration & Standardization by Harnessing Automation

USER MANUAL FAQ'S

Welcome to ONGC Videsh Disha. For login into the application please enter your windows login and password.

GO PAPERLESS. GO DIGITAL.

ONGC VIDESH

cmc1

Login

Email: disha_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

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7.5 Initiator Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' interface with a search bar and a list of tasks. A blue callout box with the text 'Task is Visible in Inbox' and an arrow points to a task in the list.

File No	Subject	Creation Date	Priority	Age Of File (in Days)	Year	Location
DLH/APAC/CSS/30099...	GAP Manual	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30001...	test-01	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30008...	test-123	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30020...	test of reappropriation	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30020...	Test	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30020...	Test By gautam	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30008...	TEST-MANUAL	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30008...	test-manual	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30001...	testing	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30008...	test-INCIDENT	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30001...	test-123	26-11-2021	Normal	0	2021-22	Delhi
DLH/CSS/HR/30102/0...	Onboarding - Renu Ma...	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30000...	Reappropriation of budget	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30004...	Apart from counting wo...	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30004...	test	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30001...	Additional capabilities ...	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30099...	test-01	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30001...	Four wickets from New...	26-11-2021	Normal	0	2021-22	Delhi
DLH/APAC/CSS/30099...	test-06/12	26-11-2021	Low	0	2021-22	Delhi

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

The screenshot shows the 'Payment towards Compliance & Contracts Initiator' screen. It displays meta data and office notes.

Meta Data

BDP Clause

BDP : D3

Amount : 800 INR

Office Note / Green Sheet

Forwarded & Electronically Signed By :

Test User1 (100001)-Senior Geophysicist (Surface)

On : 26.11.2021 04:20:14 PM

Forwarded & Electronically Signed By :

Test User2 (100002)-Country Manager-Imperial Energy

On : 26.11.2021 04:23:00 PM

Concurred & Electronically Signed By :

Test User3 (100003)-General Manager (Production)

On : 26.11.2021 04:25:14 PM

Approved & Electronically Signed By :

Test User4 (100004)-Deputy General Manager (HR)

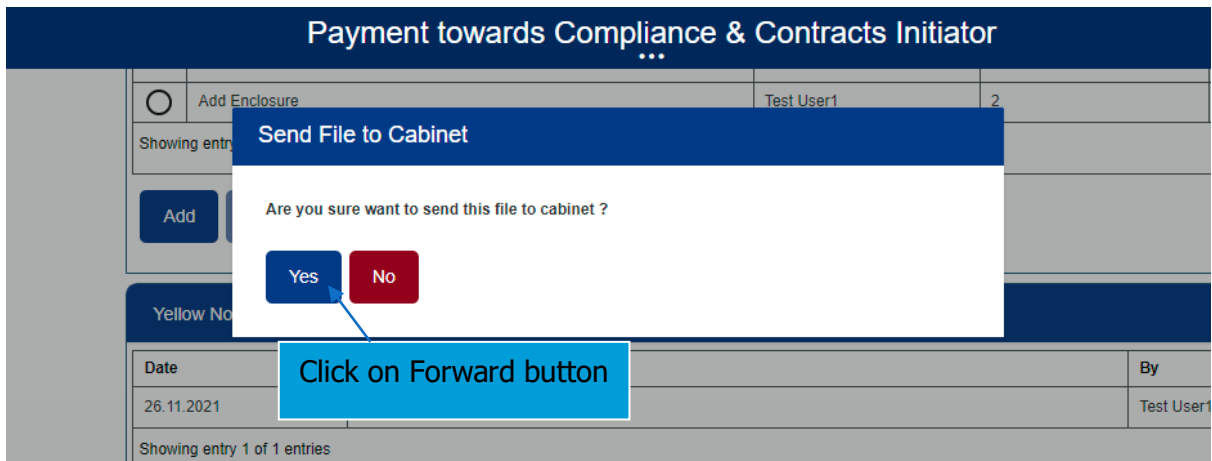
On : 26.11.2021 04:27:23 PM

- Click on Send to Cabinet Button.



Click on Send to Cabinet button

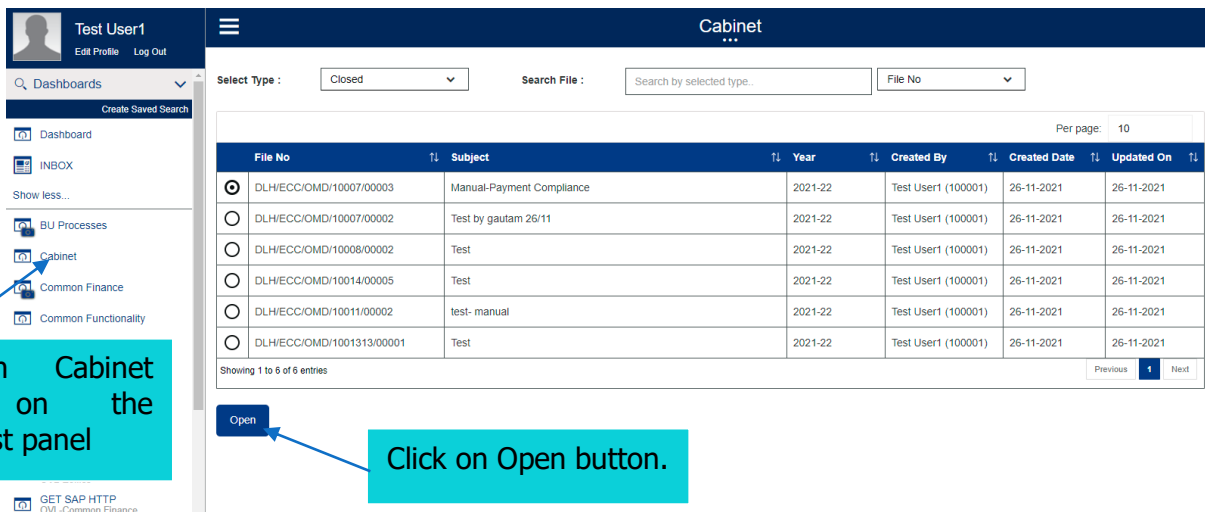
- Send File to Cabinet box be open.
- Click on Yes button.



- Task goes to the Cabinet of Initiator.

7.6 Cabinet Screen

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



Click on Cabinet button on the process list panel

Click on Open button.

- Now you can see all the data of user.

7.7 Outbox Screen

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

Click on Forward button

Click on Open button

- This is user Outbox screen.

The screenshot shows the 'Outbox' interface. On the left, there's a sidebar with 'File No' (DLH/ECC/OMD/100007/00003), 'Subject' (Manual Payment Compliance), and a 'File Action' menu. The 'File Action' menu has two buttons: 'Exit' (red) and 'History' (blue). The main area displays a list of files with columns for 'Period', 'Status', 'Created By', 'Created On', and 'Updated On'. Below this, there are sections for 'File Details', 'Attachments', 'History', and 'File Workflow'.

- Click on History button.

This is a close-up of the 'File Action' menu. It contains two buttons: 'Exit' (red) and 'History' (blue). The 'History' button is highlighted with a blue border.

- Movement History box be open.
- Show all the details of user.
- If you want to close, then click on close button.

The screenshot shows the 'Movement History' dialog box. It has a title bar 'Movement History' and a close button (red). The dialog contains a table with columns: 'Date', 'Stage', 'From', and 'To'. The table shows five entries of user movements. Below the table, there's a 'Showing 1 to 5 of 5 entries' message and a 'Previous 1 Next' navigation bar. A red 'Close' button is located at the bottom right of the dialog.

Date	Stage	From	To
26.11.2021 04:20:12 PM	Payment Compliance & Contracts Initiator	Test User1 (100001)-Senior Geophysicist (Surface)	Test User2 (100002)-Country Manager-Imperial Energy
26.11.2021 04:22:59 PM	Review / Recommend	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-General Manager (Production)
26.11.2021 04:25:12 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Deputy General Manager (HR)
26.11.2021 04:27:21 PM	Approve	Test User4 (100004)-Deputy General Manager (HR)	Test User1 (100001)-Senior Geophysicist (Surface)
26.11.2021 04:31:16 PM	Payment Compliance & Contracts Initiator	Test User1 (100001)-Senior Geophysicist (Surface)	To Cabinet

Click on Close button

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