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**CERTIFICATE FOR TRANSFER**  
**APPLICATION AND WORKFLOW**  
**USER GUIDE**

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**Oil and Natural Gas Corporation Limited**

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# I. AGENT CFT APPLICATION PROCESS

## Step 1 - Select CFT Application Tab

User can apply for CFT Application Form by clicking on CFT Application under “**CERTIFICATE FOR TRANSFER APPLICATION Tab**” provided in top menu as displayed in screen below:-

The screenshot shows the ONGC web application interface. The top navigation bar includes 'HOME', 'MY PROFILE', 'EC APPLICATION', and 'CERTIFICATE FOR TRANSFER APPLICATION'. The user is logged in as 'AMIT\_GHAG (Amit Dilip Ghag)' with a login time of '27/10/2022 15:48:10'. The main content area is titled 'Certificate for Transfer Guidelines' and contains a form for 'Certificate for Transfer Details'. The form fields are as follows:

Raised By:	Amit Dilip Ghag	Operator	Oil & Natural Gas Corp. Ltd.
Operator User	Please Select		
Transport and Shipping Officer :	--Select--	Raised On	27-Oct-2022
Importer Name and Address			

Below the form, there is an 'ECIN NO.' field with an 'Add' button and a 'Delete' button. A 'View Amendments' button is located in the top right corner of the form area. The bottom of the page shows 'Contract Details' with 'Transferor' and 'Transferee' labels, and an 'Activate Windows' watermark.

## Step 2- Fill in the CFT Application Form for Agent

 **Oil and Natural Gas Corporation Limited**



Welcome Agent , AMIT\_GHAG (Amit Dilip Ghag)  
Login Time : 27/10/2022 15:59:40  
[Change Password](#) [Logout](#)

**HOME** MY PROFILE EC APPLICATION **CERTIFICATE FOR TRANSFER APPLICATION** GUIDELINES

[\\_JNOCNewApplication](#)  
[te for Transfer Guidelines](#)

[View Amendments](#)

### Certificate for Transfer Details

Raised By:  Operator:

Operator User:

Transport and Shipping Officer:   Raised On:

Importer Name and Address:

ECIN NO.

### Contract Details

Transferor		Transferee	
Operator Name	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/> <input type="button" value="v"/>	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/> <input type="button" value="v"/>	
Sub-contractor's Name	<input type="text" value="NA"/> <input type="button" value="v"/>	<input type="text" value="NA"/> <input type="button" value="v"/>	(Manual) <input type="checkbox"/>
Contract No / NOA/ OLA No/ PO NO. & Date	<input type="text"/>	Contract No.	<input type="text" value="DD/MM/YYYY"/>
Contract Validity	From Date: <input type="text" value="DD/MM/YYYY"/>	To Date:	<input type="text" value="DD/MM/YYYY"/>

### 2. Custom Notification Type

Custom Notification Type

404.Clause(a) - Nomination Blocks ONGC, OIL

404.Clause(c) - NELP Blocks

404.Clause(d) - Marginal Field Policy(MFP)

404.Clause(e) - CBM Blocks

Asset

Select all

B&B

EDA

K-G OFFSHORE

Activat

CB-CNN-2000/2  
 CB-CNN-2004/3

**4. PELML/OLAP/NELP/DSF/CBM Particulars**

Block Name	License No.	PEL/ML Valid To	Particulars
G-1 Field	O-12012/40204-ONG-D-IV	04/09/2023	
Vessels	12012/109/2004-ONG-III	14/02/2023	

First Prev **1** Next Last

Currency Type:  Download Sample Excel  No file chosen

**List of Goods**

Select	SI No List	EC Issued No.	HSN Code	Item Desc	Item Purpose	Transfer Qty	UOM	Unit Value	Total Value	Total CIF Value	Invoice No. & Date	BOE No. & Date
<input type="checkbox"/>	<input type="button" value="v"/>	ECIN-ONGC-20220	85366940	CONNECTOR, QUICK DISCONNECT	<input type="button" value="Cher v"/>	<input type="text" value="2"/>	<input type="text" value="P04"/>	<input type="text" value="36.35"/>	<input type="text" value="181.75"/>	<input type="text" value="30,263.4"/>	Invoice No 68964, C	<input type="text"/>

Total Line Items:  Total Value of Items:   
 Total Item Qty:  Total CIF Value:

**Upload Document**

Document Name:    
 Document To Upload:  No file chosen    
 Document Type:  Size:

**Documents List**

S.No.	Document Name	Link	Status	Remove

Activat

## Step 3- Enter Certificate for Transfer Details

[View Amendments](#)

### Certificate for Transfer Details

Raised By:	<input type="text" value="Amit Dilip Ghag"/>	Operator	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>
Operator User	<input type="text" value="RAJKUMAR GUHARROY(guharoy_r)"/>		
Transport and Shipping Officer :	<input type="text" value="ONGC TNS OFFICER"/>	Raised On	<input type="text" value="27-Oct-2022"/>
Importer Name and Address	<input type="text" value="Oil &amp; Natural Gas Corporation Ltd., Eastern Offshore Asset, 2r"/>		
	<input type="text" value="ECIN NO."/>	<input type="button" value="Add"/>	
	<input type="text" value="ECIN-ONGC-202205170003"/>	<input type="button" value="Delete"/>	

### Contract Details

Operator Name	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>	Transferee	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>
Sub-contractor's Name	<input type="text" value="NA"/>		<input type="text" value="NA"/> (Manual) <input type="checkbox"/>
Contract No / NDA/ OLA No/ PO NO. & Date	<input type="text"/>	Contract No.	<input type="text" value="DD/MM/YYYY"/>
Contract Validity	From Date: <input type="text" value="DD/MM/YYYY"/>	To Date: <input type="text" value="DD/MM/YYYY"/>	

### 2. Custom Notification Type

Custom Notification Type	<input checked="" type="checkbox"/> 404.Clause(a) -Nomination Blocks ONGC, OIL <input type="checkbox"/> 404.Clause(c) - NELP Blocks <input type="checkbox"/> 404.Clause(d) - Marginal Field Policy(MFP) <input type="checkbox"/> 404.Clause(e) - CBM Blocks <input type="checkbox"/> 404.Clause(f) - HELP or OALP	Asset	<input type="checkbox"/> Select all <input type="checkbox"/> B&S <input type="checkbox"/> E&A <input type="checkbox"/> K-G OFFSHORE <input type="checkbox"/> MHA
	<input type="button" value="Load Asset &amp; Blocks"/>		<input type="button" value="Reload Blocks"/>

Whether License granted Petroleum Exploration License or Mining Lease by granted Union/State Govt. of India?  Is Import Under Negative List??

### 3. List of Blocks

Blocks	Primary Blocks
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Activat

- Select Transport & Shipping (T&S) Officer from the drop down or will be auto populated depending on the date of EC Creation.
- Enter ECIN Number for which transfer has to be made.
- Click Add button and system will Auto Populate the data in case of system generated ECs.
- In case of manual ECs, User will have to manually enter the relevant data and will have to select the manual checkbox only in the case of sub-contractor otherwise it will directly be picked up from EC.

## Step 4 - Enter Contract Details

**Contract Details**

Transferor		Transferee	
Operator Name	Oil & Natural Gas Corp. Ltd.	Oil & Natural Gas Corp. Ltd.	
Sub-contractor's Name	Jindal Drilling & Industries Ltd., 3rd Floor, Keshava Building, Bandra-Kurla Co	Jindal Drilling & Industries Ltd., 3rd Floor, Keshava Building, Bandra-Kurla Co	(Manual) <input type="checkbox"/>
Contract No / NOA/ OLA No/ PO NO. & Date		Contract No.	19/12/2022
Contract Validity	From Date: DD/MM/YYYY	To Date: DD/MM/YYYY	

- Enter Transferor and Transferee incase of Manual ECs
- Enter relevant details like Sub Contractors Name, Contract No. etc as mentioned in CFT Application form,
- In case of manual ECs, User will have to manually enter the relevant data and will have to select the manual checkbox only in the case of sub-contractor otherwise it will directly be picked up from EC.

## Step 5- Enter Details of List of goods and upload relevant documents as mentioned

**List of Goods** Add Row Delete Row

Select	SI No List	EC Issued No.	HSN Code	Item Desc	Item Purpose	Transfer Qty	UOM	Unit Value	Total Value	Total CIF Value	Invoice No. & Date	BOE No. & Date
<input type="checkbox"/>	I	ECIN-ONGC-20220:	8483	*PL* BRG ASSY	Chemi	1	EA	1338.3	1338.3	46,748.1	08831-C22 Dated 2f	
<input type="checkbox"/>	I	ECIN-ONGC-20220:	8482	BRG TP ASY 3.501 6.376 2.125	Chemi	2	EA	342.9	685.8	46,748.1	08831-C22 Dated 2f	

Total Line Items: 11      Total Value of Items: 38652.99

Total Item Qty: 20      Total CIF Value: 514229.98

**Upload Document**

Document Name: --Select--

Document To Upload:  No file chosen

Document Type:

Size:   
Activate Windows  
Go to PC settings to activate

- Enter the quantity or any changes in List of Goods. The quantity or value should not be more than EC Value. Only S.No. ,Transfer Quantity and Unit Value are editable fields
- In case of manual ECs, User will have manually enter the data in list of goods.
- If the goods are under negative list (for goods like explosives, radioactive substances etc.), user will have to select the checkbox of negative list.

## SUMMARY- AGENT CFT APPLICATION PROCESS

**To Summarise, the steps for CFT Application by Operator/Transferee are as follows:**

1. User will select the CFT Application from Tab titled as “CERTIFICATE FOR TRANSFER APPLICATION” above.
2. User fills the required data fields.
3. Select Operator/Transferee Officer from the drop down
4. Select Transport & Shipping (T&S) Officer from the drop down or will be auto populated depending on the date of EC Creation.
5. Enter ECIN Number for which transfer has to be made.
6. Click Add button and system will Auto Populate the data in case of system generated ECs.
7. Enter the quantity or any changes in List of Goods. The quantity or value should not be more than EC Value.
8. In case of In case of manual ECs, User will have to manually enter the relevant data and will have to select the manual checkbox only in the case of sub-contractor otherwise it will directly be picked up from EC.
9. Agent User will attach the documents by selecting them from drop down list provided
10. User has the functionality to upload multiple documents and clicks “Submit Button“. User can select “Others” in case document name is not part of the document dropdown list already provided.
11. Then the CFT request is forwarded to ONGC Operator/Transferee for Recommendation.

## II. Agent's CFT Application Approval by Operator/Transferee User

### Purpose :

The screen is used to verify Agent CFT Application details by Operator/Transferee User to Recommend or Not Recommend the CFT Application

### Screen Layout:

#### Operator/Transferee Home Page

Operator/Transferee will click on “**hyperlink**” CFT Application displaying in screen below in grid titled as “**Certificate for Transfer Application Requests**” & the CFT Application submitted by Agent can be reviewed and recommendation for the same can be approved by Operator/Transferee.

The screenshot displays the user interface of the Oil and Natural Gas Corporation Limited (ONGC) web portal. At the top, there are logos for ONGC and the 75th Azadi Ka Amrit Mahotsav. The user is logged in as Operator . guharoy\_r (RAJKUMAR GUHAROY) with a login time of 27/10/2022 16:32:51. The navigation menu includes HOME, EDIT PROFILE, EC, CERTIFICATE FOR TRANSFER, and GUIDELINES. The main content area is titled 'Certificate for Transfer Details' and 'Certificate for Transfer Guidelines'. There are tabs for Registrations, EC, CFT, and Certificates. Under the CFT tab, there are sub-tabs for Certificate for Transfer APPLICATION, AMENDMENT, CANCELLATION, EXTEND, and STATUS REPORT. The 'Certificate for Transfer APPLICATION REQUESTS' section features a search bar for NERN No. / Ref No. and a table with the following data:

Req No.	Ref No.	Raised By	Submitted Date	Query Count	Amendment No.	Report	Anex B
<a href="#">NERN202210140002</a>		Maresh Ganpat Mane	14/10/2022 11:02:22	0/0	0	<a href="#">View Report</a>	<a href="#">View Report Annexure-B</a>
<a href="#">NERN202210150002</a>		Kaipana Shalleesh Chalke	15/10/2022 21:56:09	0/0	0	<a href="#">View Report</a>	<a href="#">View Report Annexure-B</a>
<a href="#">NERN202210160003</a>		Kaipana Shalleesh Chalke	16/10/2022 03:05:39	0/0	0	<a href="#">View Report</a>	<a href="#">View Report Annexure-B</a>

For Editing the Agent CFT Application Details Operator/Transferee will click on edit as shown below:-

26/10/2022 10:07:55/NOCLAIMATIONS/NOCLAIMATIONS

Item No.	Quantity	Description	Unit	Rate	Amount	Amount	Amount	View
9	2	21D264, PROBE-ELECTRICAL 1/4"NPT 3000	EACH	239.2500	478.50	4945.35	<a href="#">View</a>	
10	3	88H367, REGULATOR 1/4 NPT ZINC BODY	EACH	176.3500	529.05	4945.35	<a href="#">View</a>	
11	2	91B250-2, VALVE, SOLENOID (24VDC)(PO-03-0013442)	EACH	634.3000	1268.60	4945.35	<a href="#">View</a>	
12	2	91B243, VALVE, SOLENOID, TWO WAY	EACH	489.7000	979.40	4945.35	<a href="#">View</a>	
13	2	91B244, VALVE, SOLENOID 24" LENGTH	EACH	413.6500	827.30	4945.35	<a href="#">View</a>	
14	2	21D264, PROBE-ELECTRICAL 1/4"NPT 3000	EACH	239.2500	478.50	4945.35	<a href="#">View</a>	
15	3	88H367, REGULATOR 1/4 NPT ZINC BODY	EACH	176.3500	529.05	4945.35	<a href="#">View</a>	
Total Line Items		15	Total Value of Items		12248.55			
Total Item Qty		33	Total CIF Value		24726.75			

List of Documents

S.No.	Document Name	Upload Date	Page Count Required?	View	Status
1	Technical Write-up & Justification	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
2	Undertaking by Subcontractor	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
3	Request Letter from Transferee (L1/ L2)	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
4	Contract Copy by Transferee	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
5	Annexure B (PSO/ PEL-ML/ OLAP) DBPI OAL	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
6	Budget Certificate by L1	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
7	Details of Main Equipmen	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
8	Covering Letter	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
9	Commercial Invoices	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active
10	Contract / PO/ LOA Copy	14-Oct-2022 11:02:22 AM	NO	<a href="#">View</a>	Active

First Prev 1 2 Next Last

Edit Reject Application

**Edit Confirmation**

Upon "Edit" all the transactions happened (if any) till date will get rollback.  
Do you wish to continue?

Ok Cancel

On click of Edit button there is another confirmation dialog box with “Do you want to change the Application. If pressed Yes, the following screen appears

8	Others	<a href="#">View</a>
9	Others	<a href="#">View</a>
10	Others	<a href="#">View</a>
11	Others	<a href="#">View</a>
12	PO/LOA/Contract Document	<a href="#">View</a>

Save Clear

After making changes in the application, Operator/Transferee User clicks on “Save” button and on success the following screen appears

On click of Edit button there is another confirmation dialog box with “Do you want to change the Application. If pressed Yes, the following screen appears

<input type="checkbox"/>	ECIN-ONGC-20220	85369090	210264, PROBE-ELECTRICAL 1/4"NPT 3000	Cher	2	EACH	239.25	478.5	4945.35	15097 Date: 08.03.2	
<input type="checkbox"/>	ECIN-ONGC-20220	85369090	88H367, REGULATOR 1/4 NPT ZINC BODY	Cher	3	EACH	176.35	529.05	4945.35	15097 Date: 08.03.2	

Total Line Items: 15      Total Value of Items: 12323.55  
 Total Item Qty: 33      Total CIF Value: 74180.25

**Upload Document**

Document Name: --Select--  
 Document To Upload:  No file chosen   
 Document Type: \_\_\_\_\_ Size: \_\_\_\_\_

**Documents List**

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	<a href="#">View</a>	Active	<a href="#">Remove</a>
2	Undertaking by Subcontractor	<a href="#">View</a>	Active	<a href="#">Remove</a>
3	Request Letter from Transferee (L1/ L2)	<a href="#">View</a>	Active	<a href="#">Remove</a>
4	Contract Copy by Transferee	<a href="#">View</a>	Active	<a href="#">Remove</a>
5	Annexure B (PBO/ PEL-M/ OLAP/ DBR/ DALR/ DBR/ OBM/ PEO)	<a href="#">View</a>	Active	<a href="#">Remove</a>
6	Copy of EO	<a href="#">View</a>	Active	<a href="#">Remove</a>
7	Details of Main Equipment	<a href="#">View</a>	Active	<a href="#">Remove</a>
8	Covering Letter	<a href="#">View</a>	Active	<a href="#">Remove</a>
9	Commercial Invoices	<a href="#">View</a>	Active	<a href="#">Remove</a>
10	Contract / PO/ LOA Copy	<a href="#">View</a>	Active	<a href="#">Remove</a>
11	Bill of Entry	<a href="#">View</a>	Active	<a href="#">Remove</a>

After making changes in the application, Operator/Transferee User clicks on “Save” button and on success the following screen appears

**Upload Document**

Document Name:

Document To Upload:  No file chosen

Document Type: \_\_\_\_\_ Size: \_\_\_\_\_

**Documents List**

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	<a href="#">View</a>	Active	<a href="#">Remove</a>
2	Undertaking by Subcontractor	<a href="#">View</a>	Active	<a href="#">Remove</a>
3	Request Letter from Transferee (L1/ L2)	<a href="#">View</a>	Active	<a href="#">Remove</a>
4	Contract Copy by Transferee	<a href="#">View</a>	Active	<a href="#">Remove</a>
5	Annexure B (PSC/ PEL-ML/ OLAR/ DSP/ OALP/ DSFI/ CBM/ PEC)	<a href="#">View</a>	Active	<a href="#">Remove</a>
6	Copy of EC	<a href="#">View</a>	Active	<a href="#">Remove</a>
7	Details of Main Equipment	<a href="#">View</a>	Active	<a href="#">Remove</a>
8	Covering Letter	<a href="#">View</a>	Active	<a href="#">Remove</a>
9	Commercial Invoices	<a href="#">View</a>	Active	<a href="#">Remove</a>
10	Contract / PO/ LOA Copy	<a href="#">View</a>	Active	<a href="#">Remove</a>
11	Bill of Entry	<a href="#">View</a>	Active	<a href="#">Remove</a>
12	Budget Certificate by L1	<a href="#">View</a>	Active	<a href="#">Remove</a>

[View and Download Application](#)  
[View and Download Annex B](#)

Powered by **MCSRM**

Operator/Transferee User clicks on “View and Download” button to download the latest CFT application and finally uploads it along with digital signature of Operator/Transferee After upload of the latest CFT application Operator/Transferee User clicks “Submit” button to finally submit the CFT application.

**To Summarise, the steps for Agent CFT approval by Operator/Transferee are as follows :**

1. Operator/Transferee User Login to the application and home page is displayed as shown above.
2. All the CFT requests by agent pertained to that particular Operator/Transferee user is displayed in the CFT's Pending list
3. On clicking hyperlink, agent CFT Application details will be displayed.
4. The Operator/Transferee will select the T&S Officer from dropdown or will be auto populated depending on the date of EC Creation.
5. On clicking "Edit", the complete agent CFT application details are displayed. Operator/Transferee User will modify the details and clicks "Submit" button
6. The Operator/Transferee will download Application and Annexure B from the hyperlink as mentioned above.
7. On clicking "Submit" button the screen is redirected to agent CFT Application view screen
8. On clicking "Recommend" button the CFT Application request by Agent is approved by Operator/Transferee User and forwarded to ONGC EC Cell.
9. On clicking "Not Recommend" button CFT Application request is rejected and status is emailed to the corresponding Agent.
10. If any queries raised by ONGC regarding the Agent CFT Application, queries is displayed in the list of queries.
11. Operator/Transferee User will respond to each query raised by ONGC.

### III. OPERATOR/TRANSFEREE CFT APPLICATION PROCESS

#### Step 1 - Select CFT Application Tab

User can apply for CFT Application Form by clicking on CFT Application under “**CERTIFICATE FOR TRANSFER Tab**” provided in top menu as displayed in screen below:-

The screenshot shows the web portal interface for the Oil and Natural Gas Corporation Limited (ONGC). The top navigation bar includes 'HOME', 'EDIT PROFILE', 'EC', 'CERTIFICATE FOR TRANSFER', and 'GUIDELINES'. The 'CERTIFICATE FOR TRANSFER' tab is selected, showing a dropdown menu with options: 'Certificate For Transfer Application', 'Certificate For Transfer Cancellation Request', 'Certificate For Transfer Amendment Request', 'Certificate For Transfer DOC Upload', 'Certificate For Transfer Utilization', and 'View Certificate For Transfer Doc Upload'. The 'Certificate For Transfer Application' option is highlighted. Below the menu, the 'Certificate for Transfer Details' section contains fields for 'Raised By' (BODDUPA), 'Transport and Shipping Officer' (--Select--), 'Importer Name and Address', and 'ECIN NO.' with 'Add' and 'Delete' buttons. The 'Contract Details' section includes 'Operator Name' (Oil & Natural Gas Corp. Ltd.), 'Sub-contractor's Name', 'Contract No.', and 'Contract No.' with a date field (DD/MM/YYYY). The top right corner displays the user's name (Operator, ramgopal\_b), login time (19/10/2022 18:05:44), and links for 'Change Password' and 'Logout'.

- Select Certificate For Transfer Application Tab for all new applications by Operator/Transferee.

## Step 2- Fill in the CFT Application Form for Operator/Transferee

**Certificate for Transfer Details**

Raised By:  Operator:

Transport and Shipping Officer:   Raised On:

Importer Name and Address:

ECIN NO.

---

**Contract Details**

Transferor		Transferee	
Operator Name	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/> <input type="button" value="v"/>	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/> <input type="button" value="v"/>	
Sub-contractor's Name	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	(Manual) <input type="checkbox"/>
Contract No / HQ/ O/L/ No/ PO No. & Date	<input type="text"/>	Contract No.	<input type="text" value="DD/MM/YYYY"/>
Contract Validity	From Date: <input type="text" value="DD/MM/YYYY"/>	To Date:	<input type="text" value="DD/MM/YYYY"/>

---

**2. Custom Notification Type**

Custom Notification Type

- 634.Clause(a) - Nomination Blocks ONSD, OIL
- 634.Clause(c) - NELP Blocks
- 634.Clause(d) - Marginal Field Policy (MFP)
- 634.Clause(e) - CBM Blocks
- 634.Clause(f) - HGLP or OLLP

---

Whether License granted Petroleum Exploration License or Mining Lease by granted Union/State Govt. of India?  Is Import Under Negative List??

---

**3. List of Blocks**

Blocks	Primary Blocks
<input type="text" value="--Select--"/> <input type="button" value="v"/>	<input type="text"/>

---

**4. PELML/OLAP/NELP/DSR/CBM Particulars**

Currency Type:     No file chosen

1. Custom Notification Type

Custom Notification Type

- 424 Clause(a) - Nonferrous Blocks ONGC, OIL
- 424 Clause(c) - NELP Blocks
- 424 Clause(d) - Marginal Field Policy(MFP)
- 424 Clause(e) - CBM Blocks
- 424 Clause(f) - NELP or O&LP

Whether License granted Petroleum Exploration License or Mining Lease by granted Union/State Govt. of India?  Is Import Under Negative List??

2. List of Blocks

Blocks Primary Blocks

3. PELMUOLAP/NELP/DSF/CBM Particulars

Currency Type: --Select--   No file chosen

4. List of Goods

Select	SI No. List	EC Issued No.	H&N Code	Item Desc	Item Purpose	Transfer Qty	UOM	Unit Value	Total Value	Total CIF Value	Invoice No. & Date	BOE No. & Date
<input type="checkbox"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ch ▼	<input type="text"/>						

Total Line Items: 1 Total Value of Items: 0.00

Total Item Qty: 0 Total CIF Value: NaN

Upload Document

Document Name: --Select--

Document To Upload:  No file chosen

Document Type: Size

Documents List

S.No.	Document Name	Link	Size	Remove

### Step 3- Enter Certificate for Transfer Details

**Certificate for Transfer Details**

Raised By:	<input type="text" value="BODDUPALLI RAMA GOPAL"/>	Operator:	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>
Transport and Shipping Officer :	<input type="text" value="T&amp;S CHENNAI"/>	Raised On:	<input type="text" value="19-Oct-2022"/>
Importer Name and Address	<input type="text" value="Jindal Drilling &amp; Industries Ltd., 3rd Floor, Keshava Building, f"/>		
	<input type="text" value="ECIN NO."/>	<input type="button" value="Add"/>	
	<input type="text" value="ECIN-ONGC-202205170010"/>	<input type="button" value="Delete"/>	

**Contract Details**

	Transferor	Transferee	
Operator Name	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>	
Sub-contractor's Name	<input type="text" value="Jindal Drilling &amp; Industries Ltd., 3rd Floor, Keshava Building, Bandra-Kurla Co"/>	<input type="text" value="Jindal Drilling &amp; Industries Ltd., 3rd Floor, Keshava Building, Bandra-Kurla Co"/>	(Manual) <input type="checkbox"/>
Contract No / NOA/ OLA No/ PO NO. & Date	<input type="text"/>	Contract No.	<input type="text" value="DD/MM/YYYY"/>
Contract Validity	From Date: <input type="text" value="DD/MM/YYYY"/>	To Date: <input type="text" value="DD/MM/YYYY"/>	

**2. Custom Notification Type**

- Select Transport & Shipping (T&S) Officer from the drop down or will be auto populated depending on the date of EC Creation.
- Enter ECIN Number for which transfer has to be made.
- Click Add button and system will Auto Populate the data incase of system generated ECs.
- In case of manual ECs, User will have to manually enter the relevant data and will have to select the manual checkbox only in the case of sub-contractor otherwise it will directly be picked up from EC.

## Step 4 - Enter Contract Details

**Contract Details**

Transferor		Transferee	
Operator Name	Oil & Natural Gas Corp. Ltd.	Oil & Natural Gas Corp. Ltd.	
Sub-contractor's Name	Jindal Drilling & Industries Ltd., 3rd Floor, Keshava Building, Bandra-Kurla Co	Jindal Drilling & Industries Ltd., 3rd Floor, Keshava Building, Bandra-Kurla Co	(Manual) <input type="checkbox"/>
Contract No / NOA/ OLA No/ PO NO. & Date		Contract No.	19/12/2022
Contract Validity	From Date: DD/MM/YYYY	To Date: DD/MM/YYYY	

- Enter Transferor and Transferee incase of Manual ECs
- Enter relevant details like Sub Contractors Name, Contract No. etc as mentioned in CFT Application form,
- In case of manual ECs, User will have to manually enter the relevant data and will have to select the manual checkbox only in the case of sub-contractor otherwise it will directly be picked up from EC.

## Step 5- Enter Details of List of goods and upload relevant documents as mentioned

**List of Goods** Add Row Delete Row

Select	SI No List	EC Issued No.	HSN Code	Item Desc	Item Purpose	Transfer Qty	UOM	Unit Value	Total Value	Total CIF Value	Invoice No. & Date	BOE No. & Date
<input type="checkbox"/>	I	ECIN-ONGC-20220	8483	*PL* BRG ASSY	Chemi	1	EA	1338.3	1338.3	46,748.1	08831-C22 Dated 2f	
<input type="checkbox"/>	I	ECIN-ONGC-20220	8482	BRG TPASY 3.501 6.376 2.125	Chemi	2	EA	342.9	685.8	46,748.1	08831-C22 Dated 2f	

Total Line Items: 11      Total Value of Items: 38652.99

Total Item Qty: 20      Total CIF Value: 514229.98

**Upload Document**

Document Name: --Select--

Document To Upload:  No file chosen

Document Type: Activate Windows  
Go to PC settings to activate

- Enter the quantity or any changes in List of Goods. The quantity or value should not be more than EC Value. Only S.No. ,Transfer Quantity and Unit Value are editable fields
- In case of manual ECs, User will have manually enter the data in list of goods.
- If the goods are under negative list (for goods like explosives, radioactive substances etc.), user will have to select the checkbox of negative list.

## SUMMARY- OPERATOR/TRANSFEREE CFT APPLICATION PROCESS

**To Summarise, the steps for CFT Application by Operator/Transferee are as follows:**

1. User will select the CFT Application from Tab titled as “CFT” above.
2. In CFT application user has the option to apply CFT with CFT Application
3. User fills the required data fields.
4. Select Transport & Shipping (T&S) Officer from the drop down or will be auto populated depending on the date of EC Creation.
5. Enter ECIN Number for which transfer has to be made.
6. Click Add button and system will Auto Populate the data in case of system generated ECs.
7. Enter the quantity or any changes in List of Goods. The quantity or value should not be more than EC Value.
8. In case of manual ECs, User will have to manually enter the relevant data and will have to select the manual checkbox only in the case of sub-contractor otherwise it will directly be picked up from EC.
9. User will attach the documents by selecting them from drop down list provided

### Documents List

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	<a href="#">View</a>	Active	<a href="#">Remove</a>
2	Negative List	<a href="#">View</a>	Active	<a href="#">Remove</a>
3	Undertaking by Subcontractor	<a href="#">View</a>	Active	<a href="#">Remove</a>
4	Budget Certificate by L1	<a href="#">View</a>	Active	<a href="#">Remove</a>
5	Copy of EC	<a href="#">View</a>	Active	<a href="#">Remove</a>
6	Bill of Entry	<a href="#">View</a>	Active	<a href="#">Remove</a>
7	Details of Main Equipment	<a href="#">View</a>	Active	<a href="#">Remove</a>
8	Covering Letter	<a href="#">View</a>	Active	<a href="#">Remove</a>
9	Contract / PO/ LOA Copy	<a href="#">View</a>	Active	<a href="#">Remove</a>
10	Contract Copy by Transferee	<a href="#">View</a>	Active	<a href="#">Remove</a>
11	Commercial Invoices	<a href="#">View</a>	Active	<a href="#">Remove</a>
12	Request Letter from Transferee (L1/ L2)	<a href="#">View</a>	Active	<a href="#">Remove</a>

[View and Download Application](#)  
[View and Download Annex B](#)

Activate Windows  
Go to PC settings to activate Windows.

12. Operator/Transferee User clicks on “View and Download” button to download the latest CFT application and finally uploads the downloaded application and upload it along with digital signature of Operator/Transferee. After upload of the latest CFT application Operator/Transferee User clicks “Submit” button to finally submit the EC application.
13. User has the functionality to upload multiple documents and clicks “Submit Button“. User can select “Others” incase document name is not part of the documents dropdown list already provided.
14. Then the CFT request is forwarded to ONGC EC Cell for Recommendation.

## IV. Responding to Queries related to CFT Application by Operator/Transferee

Operator/Transferee User can respond to queries directly using List of Queries grid as shown below when CFT Application does not need to be modified.

Total Line Items	1	Total Value of Items	151.75	
Total Item Qty	3	Total CIF Value	30263.45	

**List of Documents**

S.No.	Document Name	Upload Date	Page Count Required?	View	Status
1	Technical Write-up & Justification	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
2	Negative List	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
3	Undertaking by Subcontractor	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
4	Budget Certificate by L1	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
5	Copy of EC	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
6	Bill of Entry	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
7	NOC Application	27-Oct-2022 3:18:32 PM	NO	<a href="#">View</a>	Active
8	Covering Letter	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
9	Contract / PO/ LOA Copy	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active
10	Contract Copy by Transferee	27-Oct-2022 3:09:08 PM	NO	<a href="#">View</a>	Active

First Prev **1** **2** Next Last

**List of Queries**

S.No.	Query	Raised On	Raised By	Response	Attachment	Response On	Respond
1	Details are incomplete	27/10/2022	ECOfficer				<a href="#">Respond</a>

Printed by: [Icons]

When CFT Application needs to be modified apart from responding to queries, Operator/Transferee User clicks “Edit” button to open the application in Edit mode as shown below (partial view). After making the changes user clicks “Save” button.

### Documents List

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	<a href="#">View</a>	Active	<a href="#">Remove</a>
2	Negative List	<a href="#">View</a>	Active	<a href="#">Remove</a>
3	Undertaking by Subcontractor	<a href="#">View</a>	Active	<a href="#">Remove</a>
4	Budget Certificate by L1	<a href="#">View</a>	Active	<a href="#">Remove</a>
5	Copy of EC	<a href="#">View</a>	Active	<a href="#">Remove</a>
6	Bill of Entry	<a href="#">View</a>	Active	<a href="#">Remove</a>
7	Details of Main Equipment	<a href="#">View</a>	Active	<a href="#">Remove</a>
8	Covering Letter	<a href="#">View</a>	Active	<a href="#">Remove</a>
9	Contract / PO/ LOA Copy	<a href="#">View</a>	Active	<a href="#">Remove</a>
10	Contract Copy by Transferee	<a href="#">View</a>	Active	<a href="#">Remove</a>
11	Commercial Invoices	<a href="#">View</a>	Active	<a href="#">Remove</a>
12	Request Letter from Transferee (L1/ L2)	<a href="#">View</a>	Active	<a href="#">Remove</a>
13	Annexure B (PSC/ PEL-MU/ OLAP/ DSP/ OALP/ DSP/ CBM/ PEC)	<a href="#">View</a>	Active	<a href="#">Remove</a>
14	NOC Application	<a href="#">View</a>	Active	<a href="#">Remove</a>

[View and Download Application](#) [View and Download Annex B](#)

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After successful Save of the application, user clicks “View and Download Application” and “View and Download Annex B as shown in the screen below to download the updated CFT Application and upload it along with digital signature of Operator/Transferee and finally submit the application by clicking “Save”.

### Documents List

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	<a href="#">View</a>	Active	<a href="#">Remove</a>
2	Negative List	<a href="#">View</a>	Active	<a href="#">Remove</a>
3	Undertaking by Subcontractor	<a href="#">View</a>	Active	<a href="#">Remove</a>
4	Budget Certificate by L1	<a href="#">View</a>	Active	<a href="#">Remove</a>
5	Copy of EC	<a href="#">View</a>	Active	<a href="#">Remove</a>
6	Bill of Entry	<a href="#">View</a>	Active	<a href="#">Remove</a>
7	Details of Main Equipment	<a href="#">View</a>	Active	<a href="#">Remove</a>
8	Covering Letter	<a href="#">View</a>	Active	<a href="#">Remove</a>
9	Contract / PO/ LOA Copy	<a href="#">View</a>	Active	<a href="#">Remove</a>
10	Contract Copy by Transferee	<a href="#">View</a>	Active	<a href="#">Remove</a>
11	Commercial Invoices	<a href="#">View</a>	Active	<a href="#">Remove</a>
12	Request Letter from Transferee (L1/ L2)	<a href="#">View</a>	Active	<a href="#">Remove</a>
13	Annexure B (PSC/ PEL-MU/ OLAP/ DSP/ OALP/ DSP/ CBM/ PEC)	<a href="#">View</a>	Active	<a href="#">Remove</a>
14	NOC Application	<a href="#">View</a>	Active	<a href="#">Remove</a>

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