CERTIFICATE FOR TRANSFER APPLICATION AND WORKFLOW

USER GUIDE

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:-

Step 2- Fill in the CFT Application Form for Agent

☐ CB-ONN-2000/2
☐ CB-ONN-2004/3

4. PEL/ML/OLAP/NELP/DSF/CBM Particulars

Block Name	License No.	PEL/ML Valid To	Particulars
G-1 Field	C-12012/40/204-ONG/D-IV	04/09/2023	
Vasistha	12012/109/2004-ONG-III	14/02/2028	

First Prev **1** Next Last

Currency Type	USD ▾	Download Sample Excel	Choose File	No file chosen

Add Row   Delete Row

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
☐	▾	ECIN-ONGC-20220	85366940	CONNECTOR,QUICK DISCONNECT	Cher ▾	2	P04	36.35	181.75	30,263.4	Invoice No 68964, C	

Total Line Items	1		Total Value of Items	185.75
Total Item Qty	2		Total CIF Value	30263.45

Upload Document

Document Name	--Select-- ▾
Document To Upload	Choose File No file chosen + Add
Document Type:	Size:

Documents List

S.No.	Document Name	Link	Status	Remove

Activat

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Step 3- Enter Certificate for Transfer Details

- 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

- 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

- 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.

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SUMMARY- AGENT CFT APPLICATION PROCESS

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

1. User will selects 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 incase 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" incase document name is not part of the document dropdown list already provided.

11. Then the CFT request is forwarded to ONGC Operator/Transferee for Reccommendation.

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.

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

ECIN-ONGC-202205170002	9	210254, PROBE-ELECTRICAL 1/4"NPT 3000	15097 Date: 08.03.2022	2	EACH	239.2500	478.50	4945.35		View
ECIN-ONGC-202205170002	10	88H367, REGULATOR 1/4 NPT ZINC BODY	15097 Date: 08.03.2022	3	EACH	176.3500	529.05	4945.35		View
ECIN-ONGC-202205170002	11	91B250-2, VALVE, SOLENOID (24VDC)(PO-03-0013442)	15097 Date: 08.03.2022	2	EACH	634.3000	1268.60	4945.35		View
ECIN-ONGC-202205170002	12	91B243, VALVE, SOLENOID, TWO WAY	15097 Date: 08.03.2022	2	EACH	489.7000	979.40	4945.35		View
ECIN-ONGC-202205170002	13	91B244, VALVE, SOLENOID 24 " LENGTH	15097 Date: 08.03.2022	2	EACH	413.6500	827.30	4945.35		View
ECIN-ONGC-202205170002	14	210254, PROBE-ELECTRICAL 1/4"NPT 3000	15097 Date: 08.03.2022	2	EACH	239.2500	478.50	4945.35		View
ECIN-ONGC-202205170002	15	88H367, REGULATOR 1/4 NPT ZINC BODY	15097 Date: 08.03.2022	3	EACH	176.3500	529.05	4945.35		View

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	View	Active
2	Undertaking by Subcontractor	14-Oct-2022 11:02:22 AM	NO	View	Active
3	Request Letter from Transferee (L1/ L2)	14-Oct-2022 11:02:22 AM	NO	View	Active
4	Contract Copy by Tranfere	22 AM	NO	View	Active
5	Annexure B (PSC/ PEL-ML/ OLAP/ DSP/ OAL	22 AM	NO	View	Active
6	Budget Certificate by L1	22 AM	NO	View	Active
7	Details of Main Equipment	22 AM	NO	View	Active
8	Covering Letter	14-Oct-2022 11:02:22 AM	NO	View	Active
9	Commercial Invoices	14-Oct-2022 11:02:22 AM	NO	View	Active
10	Contract / PO/ LOA Copy	14-Oct-2022 11:02:22 AM	NO	View	Active

Edit Confirmation ✕

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

[Ok] [Cancel]

First Prev 1 **2** Next Last

[Edit] [Reject Application]

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	View
9	Others	View
10	Others	View
11	Others	View
12	PO/LOA/Contract Document	View

[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

☐	∨	ECIN-ONGC-20220	85369090	21D264, PROBE-ELECTRICAL 1/4"NPT 3000	Cher ∨	2	EACH	239.25	478.5	4945.35	15097 Date: 08.03.2	
☐	∨	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	Choose File No file chosen + Add
Document Type:	Size:

Documents List

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

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

Upload Document

Document Name	--Select-- ▼
Document To Upload	Choose File	No file chosen	+ Add
Document Type:		Size:

Documents List

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

View and Download Application
View and Download Annex B   Submit   Clear

Powered by MGRM live

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:-

- ➤ 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:	BODDUPALLI RAMA GOPAL	Operator	Oil & Natural Gas Corp. Ltd.
Transport and Shipping Officer :	--Select--	Raised On	19-Oct-2022
Importer Name and Address			
	ECIN NO.	Add	
		Delete	

Contract Details

	Transferor	Transferee
Operator Name	Oil & Natural Gas Corp. Ltd.	Oil & Natural Gas Corp. Ltd.
Sub-contractor's Name		(Manual) ☐
Contract No / NOA/ OLA No/ PO NO. & Date		Contract No. DD/MM/YYYY
Contract Validity	From Date: DD/MM/YYYY	To Date: DD/MM/YYYY

2. Custom Notification Type

Custom Notification Type
- ☐ 40.Clause(a) -Nomination Blocks ONGC, OIL
- ☐ 40.Clause(c) - NELP Blocks
- ☐ 40.Clause(d) - Marginal Field Policy(MFP)
- ☐ 40.Clause(e) - CBM Blocks
- ☐ 40.Clause(f) - HELP or OALP

[Load Asset & 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
☐ Select all	

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

Currency Type	--Select-- [Download Sample Excel] [Choose File] No file chosen

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
- [ ] 404.Clause(f) - HELP or OALP

[Load Asset&Blocks]

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

List of Blocks

Blocks

- [ ] Select all

Primary Blocks

PELML/OLAP/NELP/DSF/CBM Particulars

Currency Type [--Select-- ▼] [Download Sample Excel] [Choose File] No file chosen

[Add Row] [Delete Row]

List of Goods

Select	Sl 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
[ ]	▼				Ch ▼							

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 [Choose File] No file chosen   [Add]

Document Type: Size:

Documents List

S.No.	Document Name	Link	Status	Remove

[Generate UTRN] [Clear]

Step 3- Enter Certificate for Transfer Details

- 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

- 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

- 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.

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SUMMARY- OPERATOR/TRANSFEREE CFT APPLICATION PROCESS

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

1. User will selects the CFT Application from Tab titled as "CFT" above.

2. In CFT application user have 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 incase 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	View	Active	Remove
2	Negative List	View	Active	Remove
3	Undertaking by Subcontractor	View	Active	Remove
4	Budget Certificate by L1	View	Active	Remove
5	Copy of EC	View	Active	Remove
6	Bill of Entry	View	Active	Remove
7	Details of Main Equipment	View	Active	Remove
8	Covering Letter	View	Active	Remove
9	Contract / PO/ LOA Copy	View	Active	Remove
10	Contract Copy by Tranferee	View	Active	Remove
11	Commercial Invoices	View	Active	Remove
12	Request Letter from Transferee (L1/ L2)	View	Active	Remove

View and Download Application
View and Download Annex B   save   Clear

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.

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.

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	View	Active	Remove
2	Negative List	View	Active	Remove
3	Undertaking by Subcontractor	View	Active	Remove
4	Budget Certificate by L1	View	Active	Remove
5	Copy of EC	View	Active	Remove
6	Bill of Entry	View	Active	Remove
7	Details of Main Equipment	View	Active	Remove
8	Covering Letter	View	Active	Remove
9	Contract / PO/ LOA Copy	View	Active	Remove
10	Contract Copy by Tranferee	View	Active	Remove
11	Commercial Invoices	View	Active	Remove
12	Request Letter from Transferee (L1/ L2)	View	Active	Remove
13	Annexure B (PSC/ PEL-ML/ OLAP/ DSP/ OALP/ DSF/ CBM/ PEC)	View	Active	Remove
14	NOC Application	View	Active	Remove

View and Download Application
View and Download Annex B save Clear