ESSENTIALITY CERTIFICATE APPLICATION AND WORKFLOW

USER GUIDE

Oil and Natural Gas Corporation Limited

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I. AGENT EC PROCESS

Step 1 - Select EC Application Tab

User can apply for EC Application Form by clicking on EC Application under "**EC Tab**" provided in top menu as displayed in screen below:-

-

Step 2 - Fill in the EC Application Form for Agent

The below screen layout is displayed for Agent. The applicant is required to fill in this form with all required details.

EC Application

[View Amendments] [View Drafts]

EC Details

Raised By.	Shankar Chhabra	Operator	Oil & Natural Gas Corp. Ltd. ▼
Operator User	Please Select ▼		
Reference No.		Importer's Name and Address	

Custom Notification Type

Custom Notification Type	--Select-- ▼

☐ Whether License granted Petroleum Exploration License or Mining Lease by granted govt of India?

List of Blocks

Block	--Select--

PEL/ML Particulars

EC Type	○ Pre_approved_PO ○ Pre_approved_Contract ○ Normal_EC

P.O. / Invoice Details

P.O. / Invoice No.	--Select-- ▼	P.O. / Invoice Date	DD/MM/YYYY

List of Goods

Total Line Items			
Total Item Qty	0	Total Value of Items	
Total Freight	0	Total Insurance	0
Total CIF Value (FC)	0	Exchange Value	0
		Total CIF Value(INR)	0

Particulars of EC already obtained for execution

EC List	

Particulars of Previous EC's against Selected Blocks

EC List	

Period of Execution

Start Date	DD/MM/YYYY	End Date	DD/MM/YYYY

Declaration/Undertaking

Signatory Name	Manoj	Signatory Designation	Director
Operator Telephone	0120-26235362	Operator Fax	
Operator Address	B 780, Sector 73, Noida	Signatory Sitting Place	Noida

Other Info

Specified Destination		Unloading Port	--Select-- ▼
Is Import is under Negative List	☐ (Please check if Yes)	Is Urgent EC	☐ (Please check if Yes)
Whether Item for Re-Export	☐ (Please check if Yes)		
Is High Sea Sale	☐ (Please check if Yes)	Whether items of import is by operator on behalf of joint Venture or in individual capacity	

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

First Prev Next Last

[Submit] [Clear] [Save Draft]

Step 3 - Block selection for Nomination Notification/Block type

In case of Nomination Notification/Block type, user has to select assigned Asset from the Asset dropdown as shown in the screen shot above to select list of blocks for the application.

SUMMARY- AGENT EC APPLICATION PROCESS

To Summarise, the steps for EC Application by Agent are as follows:

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

2. In EC application user have the option to apply EC with New EC Application

3. User fills the required reference number and operator's name and address.

4. User has the option to upload the goods from excel or can add the list of goods manually.

5. User has been provided to enter PO/Contract Name and PO/Contract Dates.

6. Provision is provided on selection of currency type on top LoG grid the same currency value will be displayed in LoG grid as Non Editable Field.

7. Invoice No/LC No will be populated extracting all the unique invoice details from the List of Goods column.

8. Number of Items,Total Value of Items,total CIF value is auto populated.

9. User selects the currency type

10. The remaning values i.e. Signatory Name,Signatory Destination,Operator Telephone,Operator Fax,Operator Address,Signatory Sitting Place, Specified Destination etc. will have to be filled by the User.

11. Provision provided to enter Sub contractor Name and Address, Sub Contractor's PO/Contract No. & Date is provided.

12. User will attach the documents by selecting them from drop down list provided

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 document dropdown list already provided.

14. Then the EC request is forwarded to ONGC Operator for Reccommendation.

II.   Agent's EC Application Approval by Operator User

Purpose :

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

Screen Layout:

Operator Home Page

Operator will click on "**hyperlink**" EC Application displaying in screen below in grid titled as "**EC Application Requests**" & the EC Application submitted by Agent can be reviewed and recommendation for the same can be approved by operator.

HOME	MY PROFILE	EC

EC Details

| Registrations | EC | NOC | PAC | Certificates |

EC APPLICATION REQUESTS   ECRN No. [🔍 🔄]

Req No.	EC Type	Raised By	Raised Date	TIME	Query Count	Amendment No.	Report
ECRN201606200001	Normal EC	Shankar Chhabra	20/06/2016 15:10:40	7H	0/0		View Report

First Prev **1** Next Last

PRE-APPROVED P.O. REQUESTS   PO Reg No. [🔍 🔄]

For Editing the Agent EC Application Details operator will click on edit as shown below:-

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

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

Documents List

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	View	Active	Remove
2	Details of EC already issued against present Contract	View	Active	Remove
3	PO/LOA/Contract Document	View	Active	Remove
4	WP & Budget Certificate by L-II or L-I Executive	View	Active	Remove
5	Commercial Invoices	View	Active	Remove
6	EC Application	View	Active	Remove
7	Annexure-B(PSC/PEL-ML Details)	View	Active	Remove

View and Download Application
View and Download Annex B [Submit] [Clear]

Operator User clicks on "View and Download" button to download the latest EC application and finally uploads the downloaded application. After upload of the latest EC application Operator User clicks "Submit" button to finally submit the EC application.

If pressed NO, the following screen appears. Here Operator User clicks on "View and Download" button to download the latest EC application and finally uploads the downloaded application. After upload of the latest EC application Operator User clicks "Submit" button to finally submit the EC application.

To Summarise, the steps for Agent EC approval by Operator are as follows :

1. Operator User Login to the application and home page is displayed as shown above.

2. All the EC requests by agent pertained to that particular operator user is displayed in the EC's Pending list

3. On clicking hyperlink, agent EC Application details will be displayed.

4. Operator User will view the complete details of EC Application and operator user has the option to "Recommend" or "Not Recommend" or "Edit EC" the EC Application

5. On clicking "Edit EC", the complete agent EC application details are displayed. Operator User will modify the details and clicks "Submit" button

6. The Operator will download Application and Annexure B from the hyperlink as mentioned above.

7. On clicking "Submit" button the screen is redirected to agent EC Application view screen

8. On clicking "Recommend" button the EC Application request by Agent is approved by Operator User and forwarded to ONGC EC Cell.

9. On clicking "Not Recommend" button EC Application request is rejected and status is emailed to the corresponding Agent.

10. If any queries raised by ONGC regarding the Agent EC Application, queries is displayed in the list of queries.

11. Operator User will respond to each query raised by ONGC.

III.   OPERATOR EC APPLICATION PROCESS

Step 1 - Select EC Application Tab

User can apply for EC Application Form by clicking on EC Application under "**EC Tab**" provided in top menu as displayed in screen below:-

Req No.		d By	Raised Date	TIME	Query Count	Amendment No.	Report
ECRN201607270001	Normal EC	Shankar Chhabra	27/07/2016 10:04:41	26H	0/0		View Report

First Prev **1** Next Last

PRE-APPROVED P.O. REQUESTS

PO Reg. No.	Raised By	Operator Name	Raised Date	Query Count
		No data available		

First Prev Next Last

PRE-APPROVED CONTRACT REQUESTS

Contract Reg. No.	Raised By	Operator Name	Raised Date	Query Count
		No data available		

➢ Select EC Application Tab for all new applications by Operator.

Step 2- Fill in the EC Application Form for Operator

HOME **MY PROFILE** **EC**

EC Application

[View Amendments] [View Drafts]

EC Details

Raised By.	Shankar Chhabr (Authorized Signatory)	Operator	Oil & Natural Gas Corp. Ltd. ▼
Reference No.	(PO / Sub Contract No)	Importer's Name and Address	

Custom Notification Type

Custom Notification Type --Select-- ▼

☐ Whether License granted Petroleum Exploration License or Mining Lease by granted govt of India?

List of Blocks

Block --Select-- ▲▼

PEL/ML Particulars

EC Type ○ Pre_approved_PO ○ Pre_approved_Contract ◉ Normal_EC

Contract Details

PO/Contract Name		PO/Contract Date	DD/MM/YYYY
Sub contractor Name and Address		Sub Contractor's PO/Contract No and Date	

Currency Type --Select-- ▼ [Download Sample Excel]

[Add Row] [Delete Row]

List of Goods

Select	SI No List	Item Name	Item Desc	Item Purpose	Quantity	Unit Rate	Currency Type	Total	Invoice Number/LC No.& Date
☐	--Select-- ▼	--Select-- ▼		--Selec ▼			--Select-- ▼		

Total Line Items			
Total Item Qty	0	Total Value of Items	
Total Freight	0	Total Insurance	0
Total CIF Value (FC)	0	Exchange Value	0
		Total CIF Value(INR)	0

Particulars of EC already obtained for execution (Details of all EC's obtained against present sub contract)

EC List | | (5) End Date of PO / Sub Contract |

Period of Execution (Commencement date of PO / Sub Contract)

Start Date	DD/MM/YYYY	End Date	DD/MM/YYYY

Declaration/Undertaking

Signatory Name	Shankar	Signatory Designation	Executive
Operator Telephone	0120-4256654	Operator Fax	
Operator Address	C-5/7, SDA, New Delhi	Signatory Sitting Place	New Delhi

Other Info (Consignee's Address) (Port of Discharge)

Specified Destination		Unloading Port	--Select-- ▼
Is Import is under Negative List	☐ (Please check if Yes)	Is Urgent EC	☐ (Please check if Yes)
Whether Item for Re-Export	☐ (Please check if Yes)		
Is High Sea Sale	☐ (Please check if Yes)	Whether items of import is by operator on behalf of joint Venture or in individual capacity	

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

First Prev Next Last

[Submit] [Clear] [Save Draft]

10

Step 3- Block selection for Nomination Notification/Block type

In case of Nomination Notification/Block type, user has to select assigned Asset from the Asset dropdown as shown in the screen shot above to select list of blocks for the application.

SUMMARY- OPERATOR EC APPLICATION PROCESS

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11. Provision provided to enter Sub contractor Name and Address, Sub Contractor's PO/Contract No & Date is provided.

12. 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	Details of EC already issued against present Contract	View	Active	Remove
3	PO/LOA/Contract Document	View	Active	Remove
4	WP & Budget Certificate by L-II or L-I Executive	View	Active	Remove
5	Commercial Invoices	View	Active	Remove
6	EC Application	View	Active	Remove
7	Annexure-B(PSC/PEL-ML Details)	View	Active	Remove

View and Download Application
View and Download Annex B   Submit   Clear

13. Operator User clicks on "View and Download" button to download the latest EC application and finally uploads the downloaded application. After upload of the latest EC application Operator User clicks "Submit" button to finally submit the EC application.

14. 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.

15. Then the EC request is forwarded to ONGC EC Cell for Recommendation.

IV. Responding to Queries related to EC Application by Operator

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

List of Documents

S.No.	Document Name	Upload Date	Page Count
1	EC Application	02/08/2018 19:18:38	
2	Technical Write-up & Justification	02/08/2018 19:18:38	
3	PO/LOA/Contract Document	02/08/2018 19:18:38	
4	Commercial Invoices	02/08/2018 19:18:38	
5	WP & Budget Certificate by Project Head or Executive Director	02/08/2018 19:18:38	
6	Annexure-B(PSC/PEL-ML Details)	02/08/2018 19:18:38	
7	Affidavit & Undertaking	02/08/2018 19:18:38	
8	Details of EC already issued against present Contract	02/08/2018 19:18:38	

Edit   Recommend   Not Recommend

List of Queries -Hide

S.No.	Query	Raised On	Raised By	Response	Attachme
1	PLEASE CHECK WP & B. REPLACE BLANK DOCUMENT WITH ...	13/04/2018	52631(NO)		

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

Document Type:

Documents List

S.No.	Document Name	Link
1	Affidavit & Undertaking	View
2	Technical Write-up & Justification	View
3	PO/LOA/Contract Document	View
4	Details of EC already issued against present Contract	View
5	Commercial Invoices	View
6	WP & Budget Certificate by Project Head or Executive Director	View
7	Annexure-B(PSC/PEL-ML Details)	View
8	EC Application	View

Save   Clear

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 EC Application and upload it and finally submit the application by clicking "Submit".

Documents List

S.No.	Document Name	Link	Status	Remove
1	Technical Write-up & Justification	View	Active	Remove
2	Details of EC already issued against present Contract	View	Active	Remove
3	PO/LOA/Contract Document	View	Active	Remove
4	WP & Budget Certificate by L-II or L-I Executive	View	Active	Remove
5	Commercial Invoices	View	Active	Remove
6	EC Application	View	Active	Remove
7	Annexure-B(PSC/PEL-ML Details)	View	Active	Remove

View and Download Application
View and Download Annex B   Submit   Clear

Note: Responding to Queries without changing the EC application is done outside of edit mode of the application.