



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:-

The screenshot displays a web application interface for EC (Export Control) management. At the top, there are navigation tabs: HOME, MY PROFILE, and EC. The EC tab is active, and a dropdown menu is open, listing options: EC Application, EC Cancellation Request, EC Surrender Request, EC Amendment Request, EC Extension Request, EC Utilization, Cancelled EC's List, and Issued EC's. Below the navigation, there are three main sections:

- EC APPLICATION REQUESTS:** Includes a search bar for ECRN No. and a table with columns: Req No., Normal EC, Raised By, Raised Date, TIME, Query Count, Amendment No., and Report. A single record is shown for ECRN201607270001, raised by Shankar Chhabra on 27/07/2016 10:04:41, with a query count of 0/0. A 'View Report' link is present.
- PRE-APPROVED P.O. REQUESTS:** Includes a search bar for PO Reg No. and a table with columns: PO Reg. No., Raised By, Operator Name, Raised Date, and Query Count. The table is currently empty, displaying 'No data available'.
- PRE-APPROVED CONTRACT REQUESTS:** Includes a search bar for Contract Reg No. and a table with columns: Contract Reg. No., Raised By, Operator Name, Raised Date, and Query Count. The table is currently empty, displaying 'No data available'.

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.

[View Amendments](#) [View Drafts](#)

EC Details

Raised By: Operator: ▼

Operator User: ▼

Reference No.: Importer's Name and Address:

Custom Notification Type

Custom Notification Type: ▼

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

List of Blocks

Block: ▲ ▼

PEL/ML Particulars

EC Type: Pre_approved_PO Pre_approved_Contract Normal_EC

P.O. / Invoice Details

P.O. / Invoice No.: ▼ P.O. / Invoice Date:

List of Goods

Total Line Items	<input type="text"/>	Total Value of Items	<input type="text"/>
Total Item Qty	<input type="text" value="0"/>	Total Insurance	<input type="text" value="0"/>
Total Freight	<input type="text" value="0"/>	Exchange Value	<input type="text" value="0"/>
Total CIF Value (FC)	<input type="text" value="0"/>	Total CIF Value(INR)	<input type="text" value="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: End Date:

Declaration/Undertaking

Signatory Name: Signatory Designation:

Operator Telephone: Operator Fax:

Operator Address: Signatory Sitting Place:

Other Info

Specified Destination: Unloading Port: ▼

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: ▼ Document To Upload: No file chosen

Document Type: _____ Size: _____

Documents List

S.No.	Document Name	Link	Status	Remove

First Prev Next Last

Step 3 - Block selection for Nomination Notification/Block type

The screenshot displays a web interface for block selection. At the top, there are two dropdown menus. The left one, labeled 'Custom Notification Type', has options: '404 Clause(a) - Nomination Blocks ONGC, OIL' (checked), '404 Clause(o) - NELP Blocks', '404 Clause(e) - Marginal Field Policy(MFP)', '404 Clause(e) - CBM Blocks', and '404 Clause(f) - HELP or DALP'. The right one, labeled 'Asset', has options: 'Select all', 'AHMEDABAD' (checked), 'ANKLUSHWAR', 'BASA', and 'CACHAR FORWARD BASE'. Below these are 'LoadAsset&Blocks' and 'Reload Blocks' buttons. A checkbox 'Whether License granted Petroleum Exploration License or Mining Lease by granted Union/State Govt. of India?' is checked. Section '3. List of Blocks' contains two dropdowns: 'Blocks' (with 'Ahmedabad Est-V' and 'Ahmedabad Est-I' checked) and 'Primary Blocks' (with 'Ahmedabad Est-V' checked). Section '4. PEL/ML Particulars' contains a table with the following data:

Block Name	License No.	PEL/ML Valid To	Particulars
Ahmedabad Est-V	PCR-2000-2305-E	07/05/2020	
Ahmedabad Est-I	PCR-2001-788-E	21/02/2021	

Navigation buttons 'First', 'Prev', 'Next', and 'Last' are at the bottom of the table.

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 select the EC Application from Tab titled as “EC” above.
2. In EC application user has 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 remaining 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" in case document name is not part of the document dropdown list already provided.
14. Then the EC request is forwarded to ONGC Operator for Recommendation.

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. [Search] [Refresh]

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. [Search] [Refresh]

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

The screenshot shows the 'EC Clarifications' interface. At the top, there are navigation tabs: HOME, MY PROFILE, and EC. Below this is the 'EC Details' section with the following information:

Request No.	ECRN201606200001	Raised On	20/06/2016 15:10:40
Raised By	ShankarChhabra	Operator	Oil & Natural Gas Corp. Ltd.
Operator User	ShankarChhabra		
Reference No.	aaaaafadsfadf	Importer's Name and Address	adsfadsadfdadsadfasdf

Below the details is a table of queries:

S.No.	Query	View	Status
4	WP & Budget Certificate	View	Active
5	Technical Justification	View	Active
6	Contract/PO Document	View	Active
7	Past Import Details	View	Active
8		View	Active
9		View	Active

An 'Edit Confirmation' dialog box is overlaid on the table, containing the following text:

Edit Confirmation

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

Buttons: Ok, Cancel

Below the dialog box are buttons: Edit, Recommend, Not Recommend.

At the bottom, there is a 'List of Queries' section with a table:

S.No.	Query	Raised On	Response	Attachment	Response On	Respond
1	adsfadsadfsadaf	22/06/2016				Respond

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

The screenshot shows the application details screen after clicking 'Edit'. It features a table with the following data:

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

At the bottom of the screen are buttons: Save, Clear.

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](#)

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:-

The screenshot shows a web application interface with a top navigation bar containing 'HOME', 'MY PROFILE', and 'EC'. The 'EC' tab is selected, and a dropdown menu is open, listing options such as 'EC Application', 'EC Cancellation Request', 'EC Surrender Request', 'EC Amendment Request', 'EC Extension Request', 'EC Utilization', 'Cancelled EC's List', and 'Issued EC's'. The main content area is titled 'EC APPLICATION REQUESTS' and features a search bar for 'ECRN No.' and a table of requests. The table has columns for 'Req No.', 'Raised By', 'Raised Date', 'TIME', 'Query Count', 'Amendment No.', and 'Report'. A single request is visible with 'Req No.' ECRN201607270001, 'Raised By' Shankar Chhabra, and 'Raised Date' 27/07/2016 10:04:41. Below this table are sections for 'PRE-APPROVED P.O. REQUESTS' and 'PRE-APPROVED CONTRACT REQUESTS', both with search bars and empty tables.

- 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

1 Authorized Signatory View Amendments View Drafts
 Raised By: Shankar Chhabra 2 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
<input type="checkbox"/>	--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

3 Details of all EC's obtained against present sub contract 5 End Date of PO / Sub Contract
 EC List 4

Period of Execution

Start Date DD/MM/YYYY 4 Commencement date of PO / Sub Contract 5 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 7

Other Info

6 Consignee's Address 7 Port of Discharge --Select--
 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

Custom Notification Type

Asset

LoadAsset&Blocks

Reload Blocks

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

Select all
 AHMEDABAD
 ANKLESHWAR
 B&SA
 CACHAR FORWARD BASE

Whether License granted Petroleum Exploration License or Mining Lease by granted Union/State Govt. of India?

3. List of Blocks

Blocks

Primary Blocks

Select all
 Ahmedabad Ext-V
 Ahmedabad Ext-I
 Ahmedabad Ext-II
 Ahmedabad Ext-III

Ahmedabad Ext-V
 Ahmedabad Ext-I

4. PEL/ML Particulars

Block Name	License No.	PEL/ML Valid To	Particulars
Ahmedabad Ext-V	PCR-2000-2305-E	07/05/2020	
Ahmedabad Ext-I	PCR-2001-788-E	21/02/2021	

First Prev 1 Next Last

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

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

1. User will select the EC Application from Tab titled as "EC" above.
2. In EC application user has the option to apply EC with New EC Application
3. User fills the required name and address fields.
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 is auto populated.
9. User selects the currency type
10. The remaining 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

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](#)

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			

List of Queries -Hide					
S.No.	Query	Raised On	Raised By	Response	Attachm
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

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](#)

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