

New Delhi, the 17th July, 2017

DIRECTION

Subject: Direction, under Government of India (Ministry of Petroleum and Natural Gas) notification No.S.O.1391(E) dated 1st September, 2006, issued in exercise of powers under section 8 of the Oilfields (Regulation and Development) Act, 1948 (53 of 1948) read with rule 32 of the Petroleum and Natural Gas Rules, 1959 - Submission of data to DGH by National Oil Companies (NOCs) in respect of Nomination Fields – Form and manner of submission of Data relating to (a) Implementation of Work Programmes and Budgets and (b) Exploration and Production (E&P) activities.

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No. DGH/Direction/WP&B and E&P/1/2017. ----- **WHEREAS** the Directorate General of Hydrocarbons, [hereinafter referred to as DGH], established under Government of India's Resolution No.O-20013/2/92-ONG.D.III dated 8th April, 1993, published in Part I, Section 1 of the Gazette of India (No.21) dated 22nd May, 1993, has been entrusted with discharge of review, monitoring, regulatory and advisory functions as specified in the said Resolution;

2. **AND WHEREAS** the Government of India, in the Ministry of Petroleum and Natural Gas, vide its notification No.S.O.1391(E) dated 1st September, 2006, issued in exercise of powers conferred by section 8 of the Oilfields (Regulation and Development) Act, 1948 (53 of 1948) read with rule 32 of the Petroleum and Natural Gas Rules, 1959 [published in the Gazette of India, Extraordinary, Part II, Section 3(ii) dated 1st September, 2006], has designated the Directorate General of Hydrocarbons (DGH) as the authority or agency to exercise the powers and functions of the Central Government with a view to promoting sound management of the hydrocarbon resources in the country having balanced regard for environmental safety, technological and economic aspects and has further entrusted DGH with specific functions relating to (a) monitoring upstream petroleum operations; (b) reviewing and monitoring exploration programmes and development plans for commercial discoveries of hydrocarbons; (c) reviewing the management of petroleum reservoirs by licensees and lessees and advising them on any action for proper management of the petroleum reservoirs; (d) asking for and maintaining all geo-scientific data, reports and information from licensees and lessees and storing and preserving data and samples pertaining to petroleum exploration, drilling, production and connected operations; etc.;

3. **AND WHEREAS** the Government of India, in the Ministry of Petroleum and Natural Gas, has, vide its letter No.12013/3/2009/ONG-III dated 4th September, 2009 and subsequent O.M. No.12013/3/2009/ONG-III (FTS-45927) dated 25th November, 2016 approved "Guidelines for management of Oil and Gas Resources for nomination fields of National Oil Companies (NOCs)" covering, *inter alia*, the review/monitoring of (i) Exploration Programmes; (ii) Discovery and Reporting of Reserves; (iii) Appraisal Plans; (iv) Declarations of Commerciality (DoC); (v) Development Plans/ Feasibility Reports; (vi) Reservoir management; etc.;

4. **AND WHEREAS** it has become necessary and expedient to lay down clear instructions on the manner of submission of data by NOCs to DGH and the formats and timelines for their submission, in relation to various activities undertaken by them in the Nomination Fields;

5. **NOW, THEREFORE**, in exercise of the powers conferred upon it under the Government of India (Ministry of Petroleum and Natural Gas) notification No.S.O.1391(E) dated 1st September, 2006, read with the Guidelines approved and conveyed by the Government of India (Ministry of Petroleum and Natural Gas) vide its communications dated 4th September, 2009 and 25th November, 2016, and in order to effectively discharge its functions under the Oilfields (Regulation and Development) Act, 1948 (53 of 1948) and the Petroleum and Natural Gas Rules, 1959 and under the aforesaid notification of the Central Government dated 1st September, 2006, the Directorate General of Hydrocarbons (DGH) hereby directs that the National Oil Companies (NOCs) shall, with effect from the date of issuance of these Directions, submit the following data relating to their respective Work Programmes and Budgets and relating to their respective Exploration and Production (E&P) activities to DGH, in accordance with the timelines indicated below and in the respective formats as indicated hereunder, namely:-

- (a) NOCs shall, on or before the seventh day of the month following each quarter (i.e., on or before 7th April, 7th July, 7th October and 7th January in respect of each quarter ending March, June, September and December, respectively), submit to DGH, data relating to quarterly progress achieved in terms of WP & Budget for each PEL (containing a review of Exploration and Appraisal Programmes) and for each PML (containing a review of Exploration, Appraisal and Development Programmes) as the case may be, in Nomination Acreages, which will include, *inter alia*, seismic program (2D, 3D), wells to be drilled, and other activities carried out in the lease/license for the Quarter in the format given in **Annexure-I** (for PELs) and **Annexure-II** (for PMLs), respectively;
- (b) NOCs shall also submit to DGH, on or before the seventh day of the month following each quarter, detailed Field-wise/Asset-wise Quarterly Reports on Planned vs. Actual activities for work over jobs and other activities in the format at **Annexure-III** and on flagship projects/facilities in the format at **Annexure-IV**.
- (c) NOCs shall submit to the National Data Repository (NDR), DGH, all Geological & Geophysical Data, Reservoir Data, Well Data, Production Testing Data, Core Data¹, Production Data and any other E&P Data, including proprietary/ non-proprietary data, for all E&P operations in India, as per the formats devised by NDR, DGH (**Annexure-V** and **Annexure-VI**) –
 - (A) within fifteen days from the date of issuance of these Directions, in the case of all vintage data (i.e., all data acquired prior to the date of issuance of these Directions);
 - (B) immediately upon acquisition and in any case within seven days from the date of acquisition of the data, in the case of all data (other than seismic data) acquired on or after the date of issuance of these directions;
 - (C) in the case of all seismic data acquired on or after the issuance of these directions, immediately upon receipt of the acquired data in the regional Headquarter or the Processing Centre of the NOC and in any case, within seven days from the date of completion of the seismic data acquisition process;
 - (D) Final processing Output along with the Processing Report should be submitted within seven days from the date of completion of the project;

¹ **Note 1:** As regards Core Data, the present practice of maintaining all core samples, drill cuttings and fluids and all data relating to them by the NOC concerned, shall continue to be followed until further orders/directions from DGH/NDR.

(E) Interpretation Output/ project should be submitted to NDR within seven days of completion of the project; and

(F) Reports and digital output of any study or analysis done on G&G and Reservoir data as part of FDP, DOC or exploratory activities/ program should be submitted to NDR within seven days of completion of the project. Such outputs include, inter-alia, static geological models, Reservoir or Simulation Models, special studies viz. inversion/ AVO, derivatives, regional geological studies or play fairway studies etc.

(d) All data and reports, wherever applicable, shall be submitted electronically (online).

(e) All data and reports, which are submitted to DGH by way of hard copies, shall also be submitted in electronic form (soft copies).

(Mahendra Pratap)

(Dy. DG, DGH)

Distribution:

- 1) CMD, ONGC
- 2) CMD, OIL
- 3) JS (Exploration), MoP&NG
- 4) DGH (website)

Annexure- I

PEL wise Quarterly Progress Report (Quarter__ FY_____)

Name of PEL:		Area: __SKM			Name of Basin/ Asset:		
Date of Initial Grant:		Date of Re-grant:			PEL valid up to:		
1. Planned vs Actual Activities:							
Activities	Annual Activity	Performance during Quarter		Cumulative Performance during year			Reasons for Variation in Planned & Actual
	Planned	Planned	Actual	Planned	Actual	% of Achievement	
2D LKM							
3D SKM							
Exploratory wells (no.)							
Appraisal wells (no.)							
Other activities, if any							
2. Discovery made if any:							
3. Financial performance:							
Activity Head	Annual expenditure	Performance during Quarter		Cumulative Performance during year			Reason for variation in Budget Utilization
	Planned	Planned	Actual	Planned	Actual	% of Achievement	
Survey (2D/3D):							
Drilling:							
Others:							
Total:							
4. Any other issue/ concern, if any:							

Annexure-II

PML wise Quarterly Progress Report (Quarter__ FY____)

Name of PML:	Area: __ SKM	Name of Basin/ Asset:	Name of field(s) under this PML:				
Date of Initial Grant:		Date of Re-grant:		PML valid up to:			
Date of production commencement :		Present production rate:		Cumm. Production :			
1. Planned vs Actual Activities:							
Activities	Annual Activity	Performance during Quarter		Cumulative Performance during year			Reasons for Variation in Planned & Actual
	Planned	Planned	Actual	Planned	Actual	% of Achievement	
2D LKM							
3D SKM							
Exploratory wells (no.)							
Appraisal wells (no.)							
Development wells (no.)							
Other activities, if any							
2. Discoveries to be monetised, if any (indicate plan for monetization with expected production rate:							
3. Financial performance:							
Activity Head	Annual expenditure	Performance during Quarter		Cumulative Performance during year			Reason for variation in Budget Utilization
	Planned	Planned	Actual	Planned	Actual	% of Achievement	
Survey (2D/3D):							
Drilling:							
Others:							
Total:							
4. Any other issue/ concern, if any:							

Annexure-III

Asset wise Quarterly Performance Workover job and other activities (Quarter___ FY_____)

Name of Field/ Asset:							
Planned vs Actual activities							
Activities	Annual	Performance during quarter		Cumulative Achievement up to Quarter w.r.t Annual WP		% of Achievement up to Quarter	Reasons for Variation in Planned & Actual
		Planned	Actual	Planned	Actual		
Work over job (nos.)							
Sick well liquidation (nos)							
Others							

Annexure-IV

Asset wise Quarterly Review and monitoring of Flagship Projects (Quarter___ FY_____)

Name of Asset:-										
Sr. No	Name of Project	Brief Project Objectives	Date of approval	Total Project Cost – Original/Revised	Cumulative expenditure	Overall Progress till date (%)		Completion Status		Brief Project status in brief
						Plan	Actual	Scheduled	Expected	

Note: Brief of the project should also include incremental oil/gas gain and peak rate.

Annexure-V

Date:

UNDERTAKING

For The Data submitted to DGH by Operator

(To be submitted by Operator on Letter Head with full name, signature and seal of an authorized signatory without any additional note)

The Geophysical data as detailed below is submitted to DGH by Operator.....for the Block/PEL/ML name

This data set is complete including all the related Geophysical data in respect of carried out activity 2D/ 3D Seismic/ Gravity/ Magnetic etc. of Acquisition and/ or Processing and/ or Interpretation;

S.No	Type of Data (Raw/ Processed/ Interpreted)	Format	Volume (Actual) (LKM/ SKM)	No. of Lines with Line ID	Type of Media	Quantity

This is certified that all the Geophysical data is checked and verified by us as per the list enclosed (in Annexure-VI) and all the tapes (including Cartridges, USB Hard Disc, DVD etc.) are readable and write protected.

(Signature)

Operator Name:

Seal:

Annexure-VI

Details of Data Submitted for the Block/PEL/ML -----

Volume (Actual) (LKM/ SKM) -----

(Tick mark against the data submitted).

NAV Data: (To be submitted in USB Hard Disk/DVDs)

- For Land : SPS version 1.1or 2.1(Must contain Elevation & statics corrections & uphole time) ☐
- For Marine : UKOOA in P1/90 or P2 /94 ☐
- Line Information/ Swath Info as per the given format ☐
- Tape Logs : ☐
- The location map with proper annotations on paper/soft copy ☐
- Source signature (Marine data) ☐

Raw Data (2D or 3D) (In LTO-IV, V, VI / USB Hard Disk/3592 tapes):

- Field /Raw Gathers (In Original format) ☐

Pre Stack Data (2D or 3D) (In LTO-IV, V, VI / USB Hard Disk/3592 tapes):

- Nav Merge Gathers (in SEGY) ☐
- Conditioned Gathers (in SEGY) ☐
- VSP data (original format) ☐

GM and other data (if Any) (To be submitted in USB Hard Disk/DVDs):

- Gravity Magnetic data ☐
- Magneto Telluric data ☐
- Geochemical data / Geological data ☐
- Reservoir data ☐

Processed / Reprocessed data in SEGY format (2D or 3D) (In LTO/USB Hard Disk/3592 tapes):

- Final PSTM Gathers (un-muted) ☐
- Final PSDM Gathers (un-muted) ☐
- Pre Stack Time Migration Stack ☐
- Pre Stack Depth Migration Stack ☐
- Pre Stack Depth Migration scaled Stack ☐
- AVO stack (if any) : ☐
- Velocity data included in ASCII/ SEGY ☐
- VSP Data (if any in SEGY) ☐
- Post processed Navigation Data in UKOOA format ☐

Well Log data / G & G Data (if any) (In USB Hard Disk/ DVDs)

- Log Data (open hole/cased hole) in DLIS/LIS format ☐
- Merged LOGS Files in LAS format ☐
- Image File in PDS/PDF ☐
- Deviation Data ☐
- Litho Log ☐
- Specialized Log if any ☐
- Master Log /Mud Log Data ☐

• **REPORTS:** (To be submitted in USB Hard Disk/ DVDs/Hardcopy)

- Acquisition Report ☐
- Processing Report ☐
- Interpretation Report ☐
- Well Completion Report (WCR) ☐
- Gravity Magnetic Report ☐
- Geochemical Report ☐
- VSP Report ☐
- Field observer Report ☐
- Formation / Evaluation Report (FER) ☐
- Core Reports (Conventicnal ,SCAL,SWC) ☐
- Special Log Interpretation Report (if any) ☐
- Field Evaluation Report ☐
- Formation Testing Report ☐
- **Any other Reports / data relevant to E&P activities such as Experimental Data, Refraction & uphole plots, Low velocity layer /model & topographic documents etc.** _____

Interpreted data in ASCII format (In USB Hard Disk/ DVDs)

- Final Horizon Data ☐
- Final Fault Data ☐
- Time /Depth map ☐

Note:

1. Line Information format

Line No/ Swath No	First SP (FSP)	Last SP (LSP)	First File NO(FFID)	Last File No (LFID)	Useful File	NTBC file

2. In case Stack Data is being submitted in TAR format the same must be mentioned specifically.
3. All Log data must contain header information such as well name, Field Name, Date of recording, **Mud Data (RM, RMF, Specific Gravity of Mud, Borehole Temp, Mud type)**, Well coordinates etc.
4. **Byte location in stack section should be as per international norm.**
5. Trace header must contain information such as Trace Seq No, SP no, CDP no, In Line no, Cross line no, CDPX, CDPY, SPX, SPY, RECVX, RECVY etc.
6. The data may be submitted in media as mentioned above. Hard disk is the most preferred media for data copying. **If the raw data is copied in hard disk, it should be in RODE/TIFF format.**
7. **CRS of raw data and processed/reprocessed data should be invariably mentioned.**

(Signature)
Operator Name
Seal: