# Integrated Management System

# Operator Manual (Phase-1)

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# 1. Accessing and Logging In

## 1.1 Portal Link

**Visit: [ims.dghindia.gov.in](ims.dghindia.gov.in)**

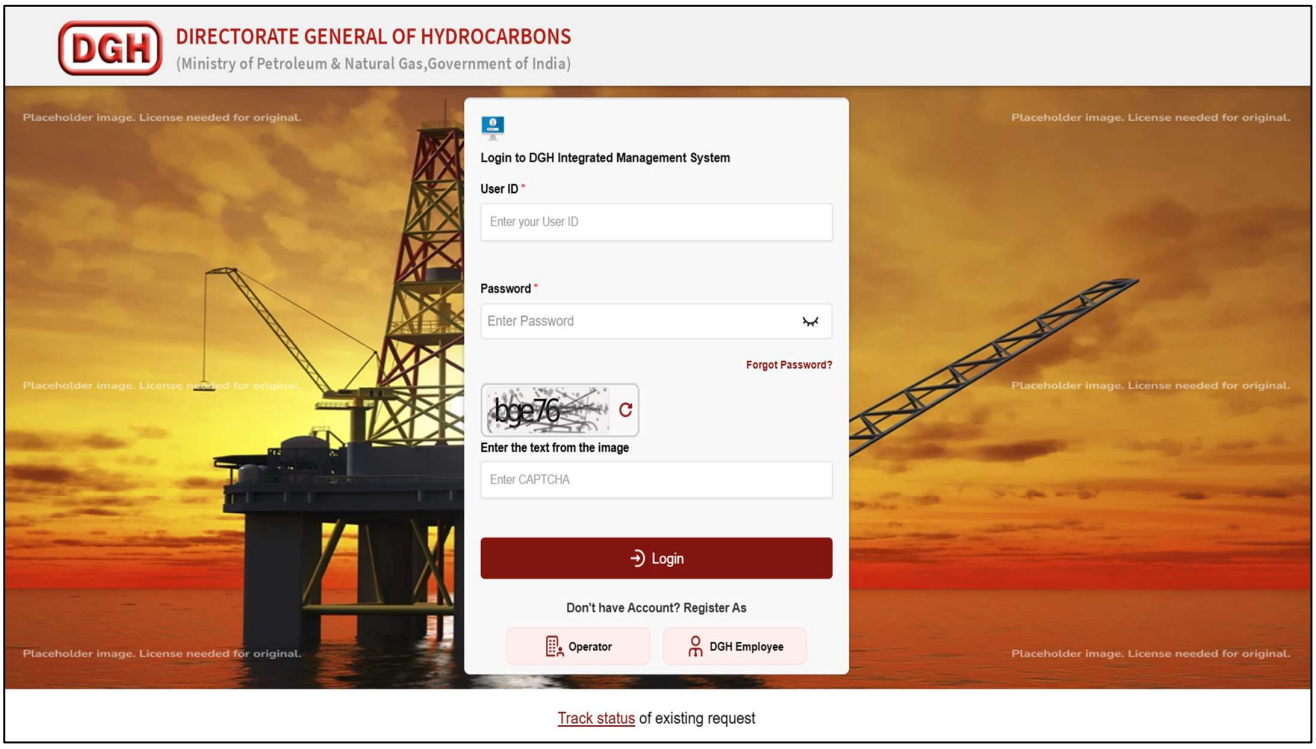



***Figure 1: Standard Login page for the IMS Portal***

## 1.2 Step 1: Standard Login

- Enter the registered User ID and Password in the fields provided.
- Type the CAPTCHA code as shown on the screen.
- Select your role (e.g., Operator or DGH Employee).
- Click the **Login** button.

## 1.3 Step 2: Multi-Factor Authentication (MFA)

- After clicking **Login**, the user will be prompted for additional security verification.
- The portal displays **Multi-Factor Authentication** options.

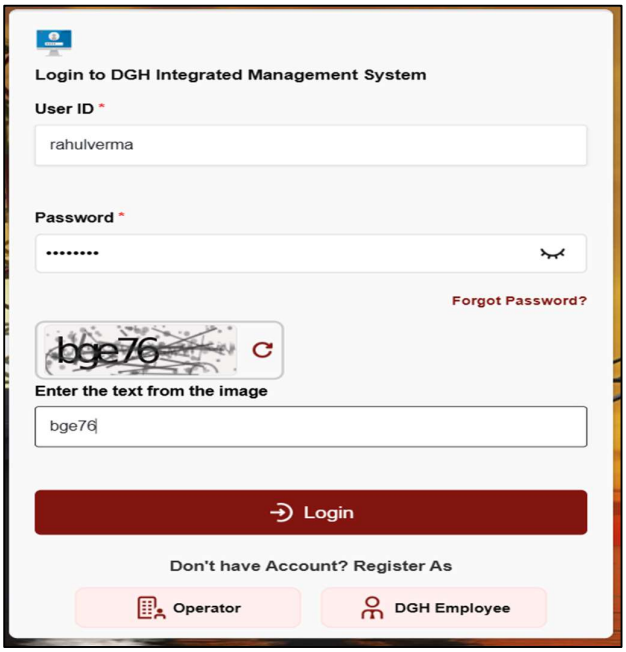



***Figure 2: Enter valid user id, password and Captcha***

- The user may choose to receive the verification/OTP code via Email or SMS through the registered Mail Id or Phone Number respectively and click on the respective buttons: Via **Email** (click Send via Email) or Via **SMS** (click Send via SMS).

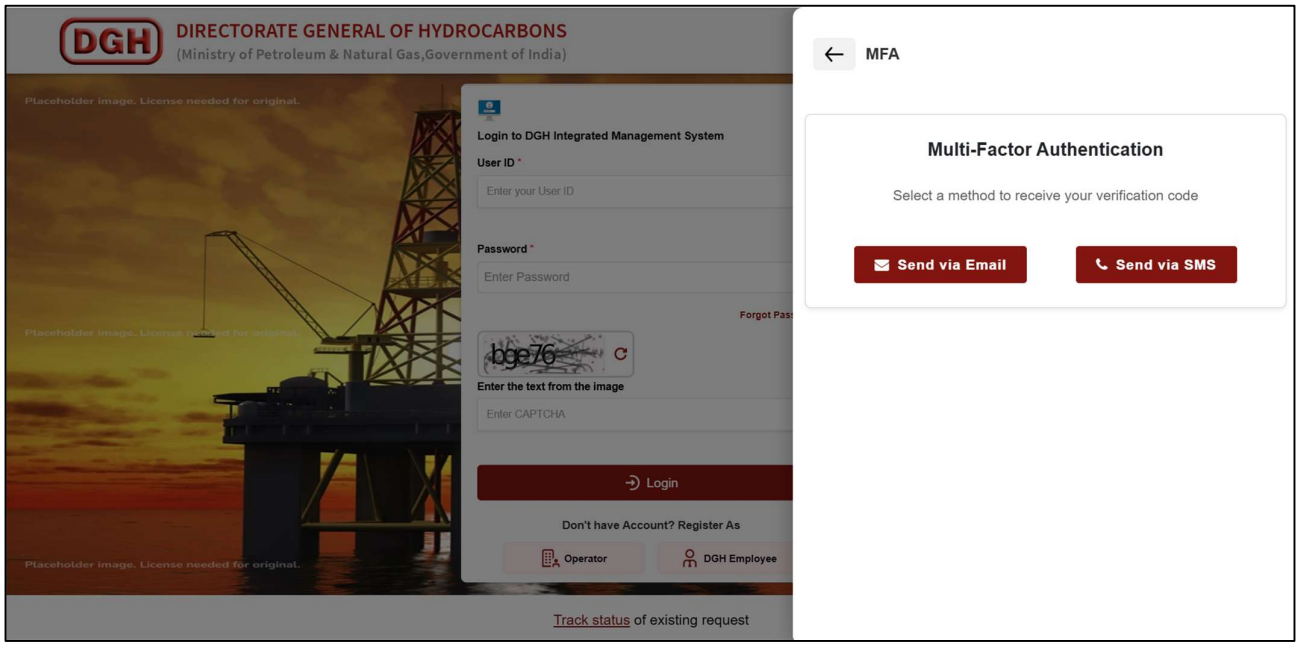



***Figure 3: Select any option for Multi-Factor Authentication***

- Once the user receives OTP via Email or SMS, enter the 6-digit code in the **"Verification code sent via Email (or SMS)"** field.

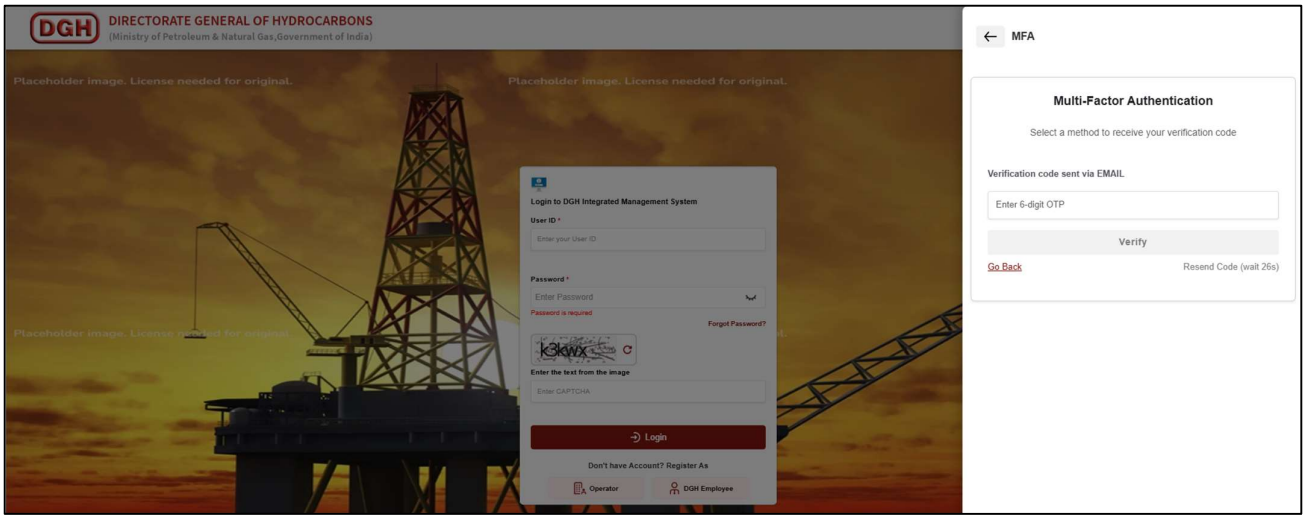



***Figure 4: Enter the 6-digit Verification Code/OTP***

- Click on "**Verify**" to proceed.
- If the user hasn't received the code, click **"Resend Code"** or wait for the timer to retry.

## 1.4 Step 3: Successful Login

- After successful verification, the user will be redirected to the Operator Landing Page.

# 2. DGH IMS Operator Landing Page Manual

## 2.1 Introduction

The Operator Landing Page in the Directorate General of Hydrocarbons Integrated Management System (DGH IMS) is your main dashboard for performing daily activities, tracking compliance, and managing work items across blocks and modules.

## 2.2 Overview of Main Features

### 1. Header & Navigation Bar

Located at the top, this bar includes quick links for:

- From Submission
- Data Submission
- Financial
- Reports
- Factsheets
- Support Tickets

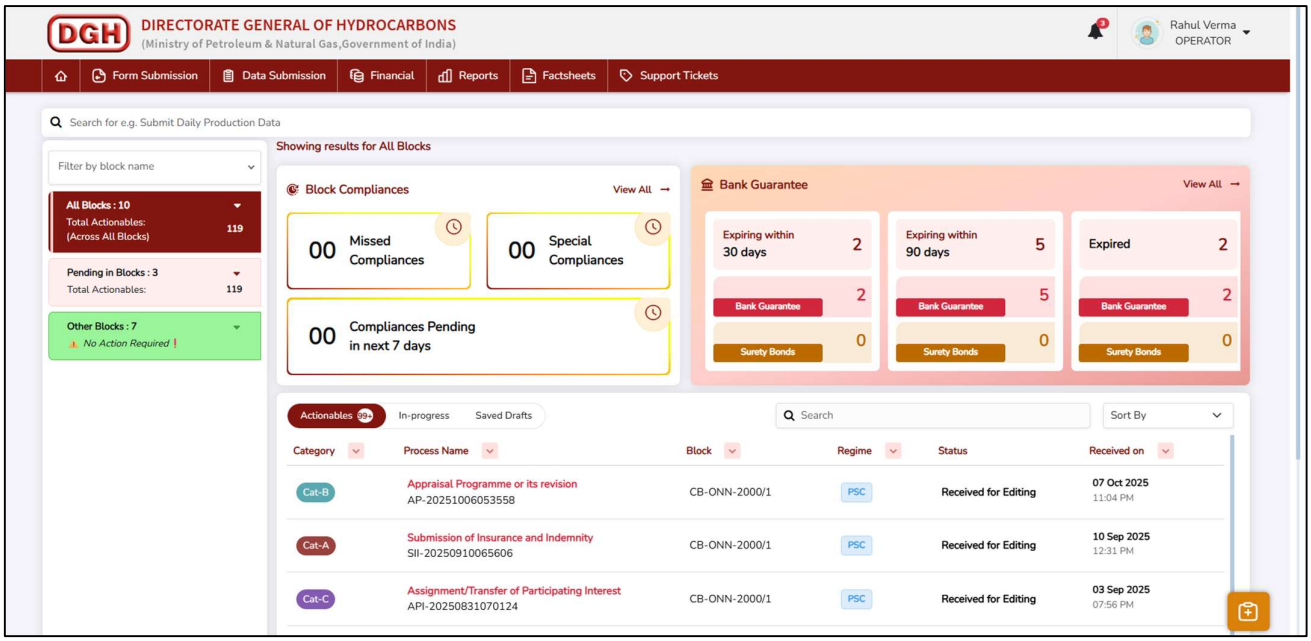



***Figure 1: Operator Landing Page***

### 2. Profile Section

- Top right displays the logged-in username and role (e.g., Rahul Verma, OPERATOR).
- Profile icon allows access to user account settings and logout options.

### 3. Lock Summary & Filters

The left panel (green/yellow/red boxes) shows:

- "All Blocks": Details all the Blocks present with the Operator and gives a view of total actionable items present with the operator across the blocks.

- "Pending in Blocks": Represents the blocks where action items are pending for the operator.
- "Other Blocks": Blocks where no action is required by operator.

## 4. Dashboard Widgets

Top center displays quick info tiles such as:

- Block Compliances: Compliances Pending (in next 7 days)
- Block Compliances: Missed and Special Compliance items
- Bank Guarantee Status: Expiring soon or expired, surety bond summary

## 5. Actionable & Work Items

Main action panel shows a table of actionable tasks under the head “Actionables”.

- Category: Displays the process category (e.g., Cat-A).
- Process Name: Shows the specific applications (e.g., Well Location Review, Inventory Report).
- Block: Identifies which block the task relates to (e.g., CB-ONN-2000/1).
- Regime: The type of operational regime (e.g., PSC).
- Status: Indicates where the item is in the workflow (e.g., Received for Examination).
- Received on: The date when the item has come to the operator to act on it.
- Action: Indicates next steps or links to complete/review the work.

## 6. Search and Sort

- Utilize the search bar above the table to find items by process, block, etc.
- Sort results in using dropdown options for efficient management.

# 3. Creation of Form Submission Request

- Located in the main navigation menu (top left), just below the DGH logo.
- Click on **"Form Submission"**. Within the dropdown refer to Contract Management Section.

## Contract Management: -

- **Category A-** Includes total 12 processes
- **Category B-** Includes total 4 processes
- **Category C-** Includes total 6 processes

## 3.1 Category A Processes

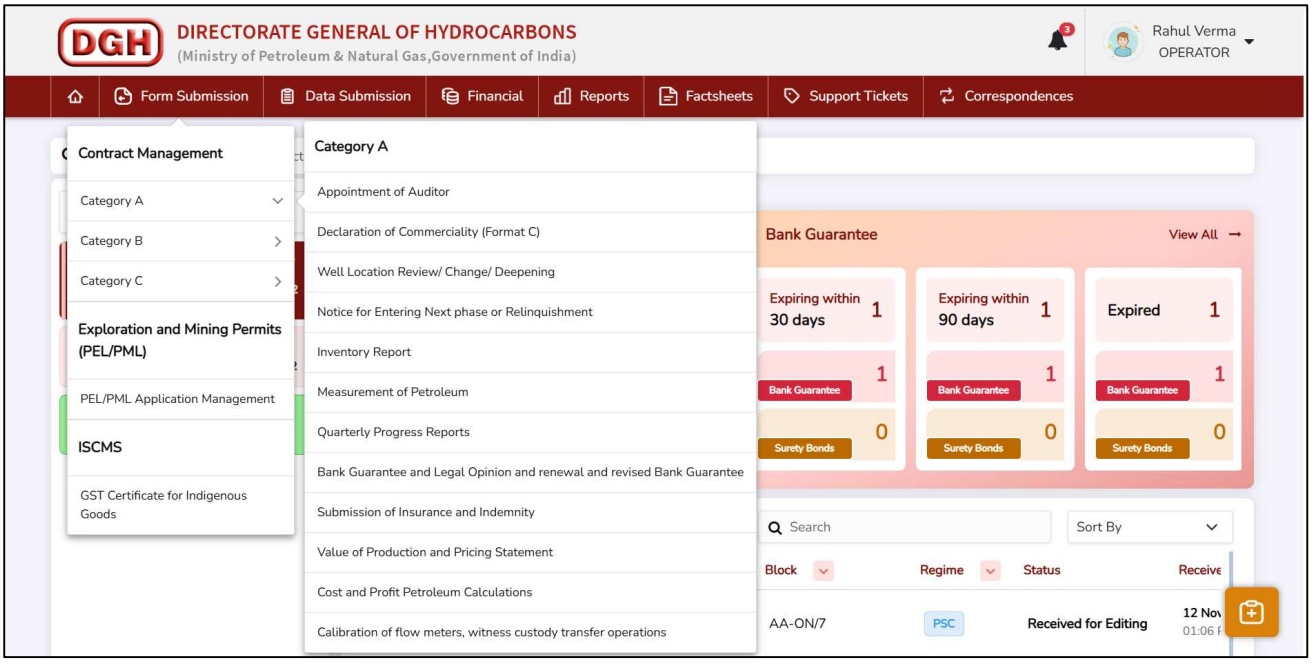



***Figure 1: Form Submission->Contract Management->Category A Processes***

## 1. Appointment of Auditor

This guide explains how an operator submits and completes a request for the appointment of an auditor on the DGH Integrated Management System (IMS).

## Step 1: Initiate New Request

Go to **Form Submission > Contract Management > Category A > Appointment of Auditor**.

- Log into the DGH IMS portal and click on **Form Submission** in the top menu.
- In the panel on the left, open **Contract Management**, then select **Category A**.
- Choose **Appointment of Auditor** from the process list.

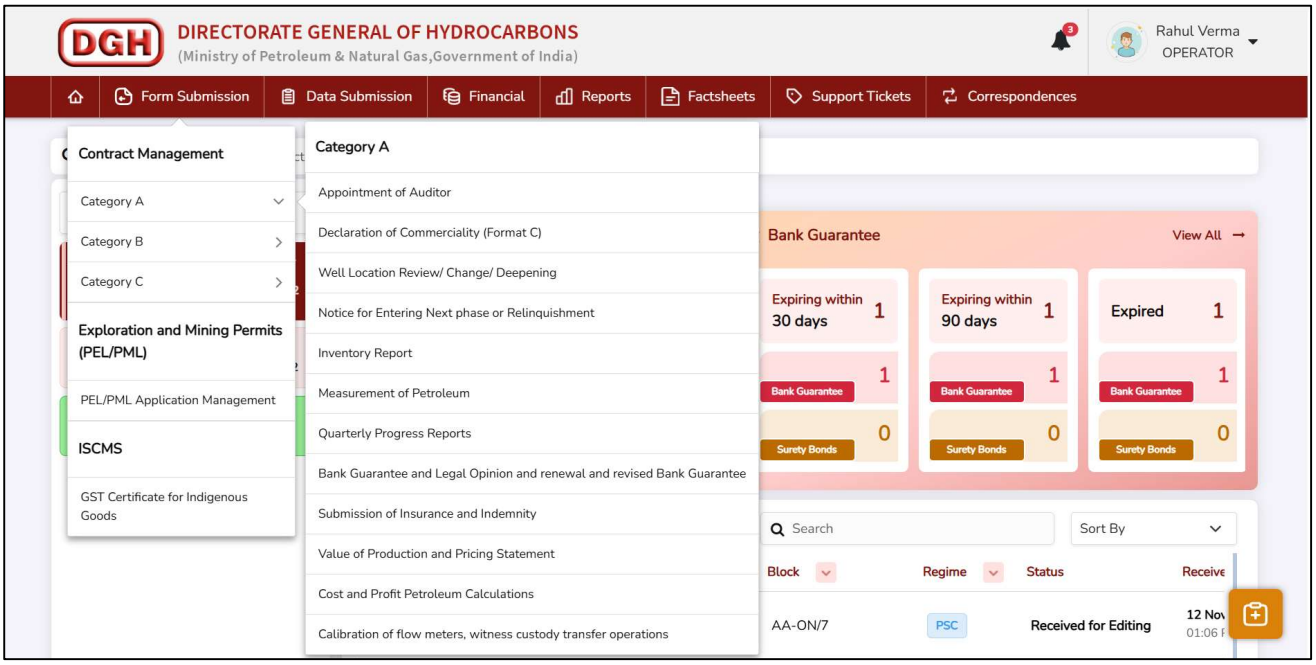



*Figure 2: Select the Appointment of Auditor from the Category A dropdown*

# Step 2: Create New Request

- Click the **Create New Request** button.
- Select the required **Block** from the dropdown.
- Set **Submission Type** to **Self-Certification**.
- Confirm **Process Category** as **Category A**.
- Set **Request Type** to **Appointment of Auditor**.
- Click **Create New Request** to proceed.

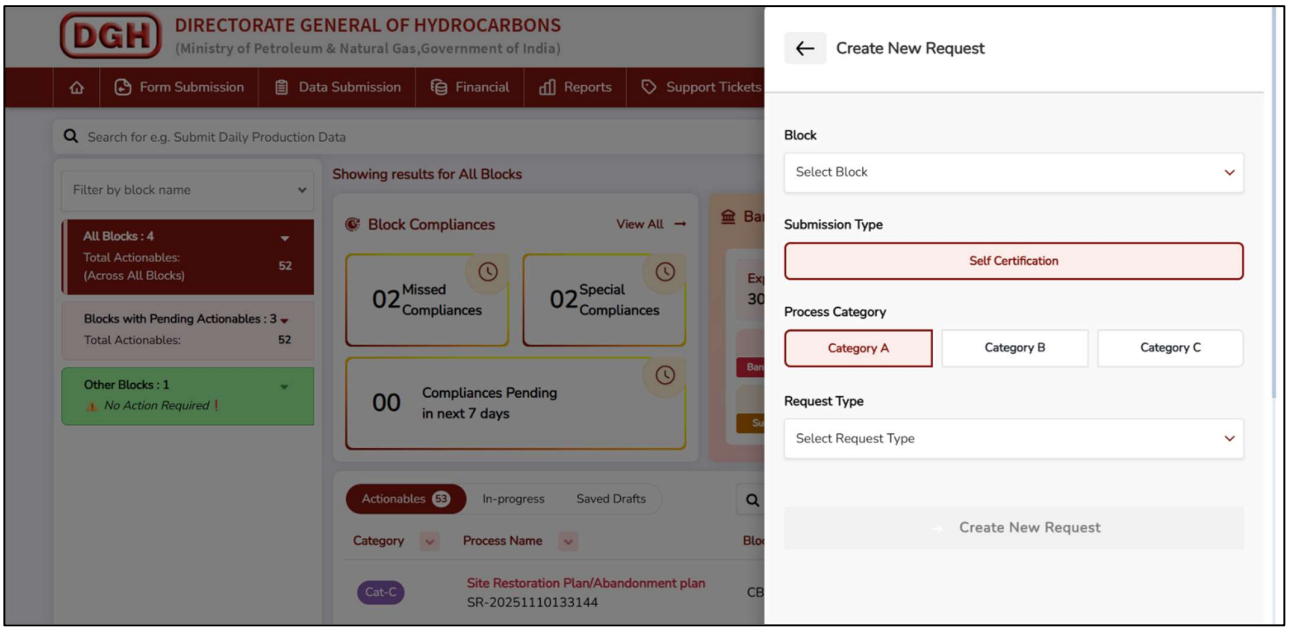



*Figure 3: Select the Appointment of Auditor from the Category A dropdown*

# Step 3: Enter General Information

- Review the pre-filled information for contractors, operator, block name, contract dates, and block category.
- Indicate OCR Availability (Yes/No)
- **Note**- OCR is available only if there are more than 1 Consortium Partners.
- If OCR is not signed by all parties, provide a justification in the comment box
- Confirm that all displayed details are correct.
- Click on **Save & Next**.

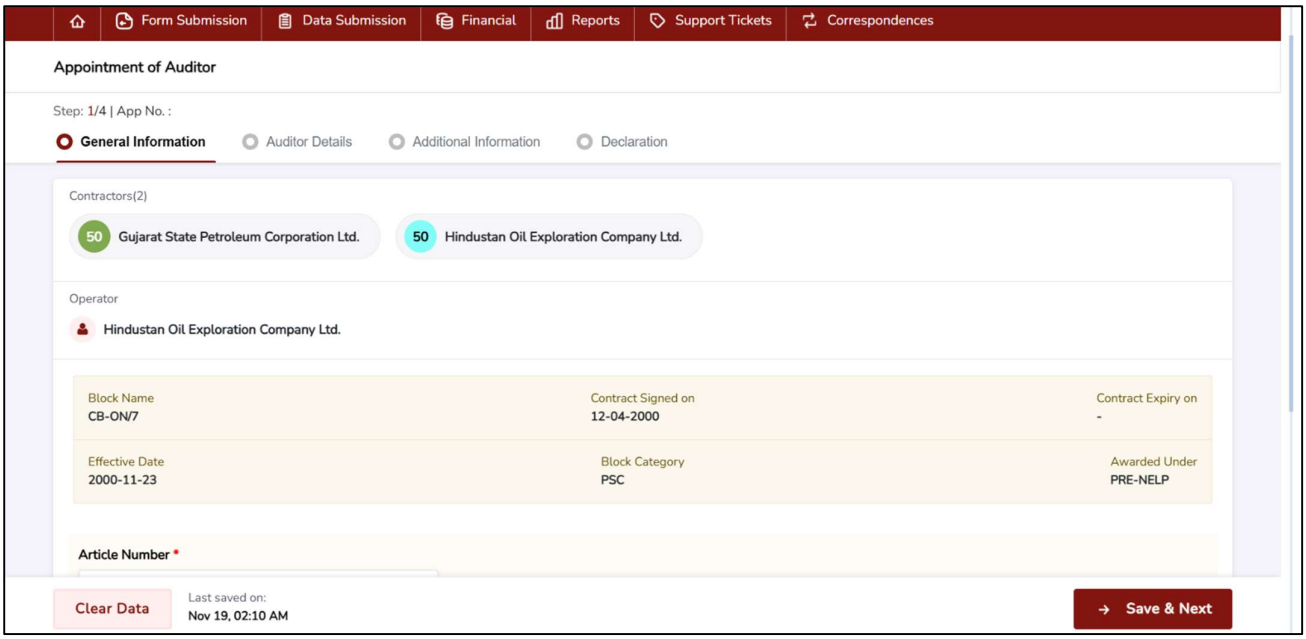



***Figure 4: General Information is auto fetched from the Block Master***

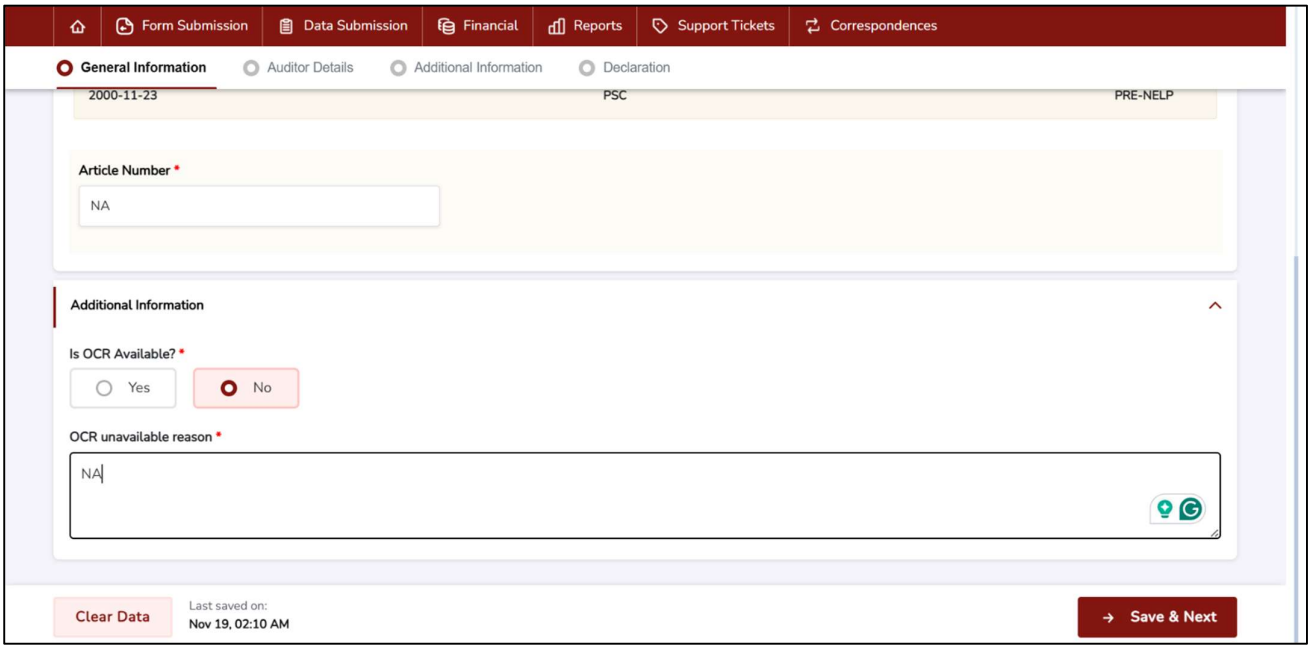
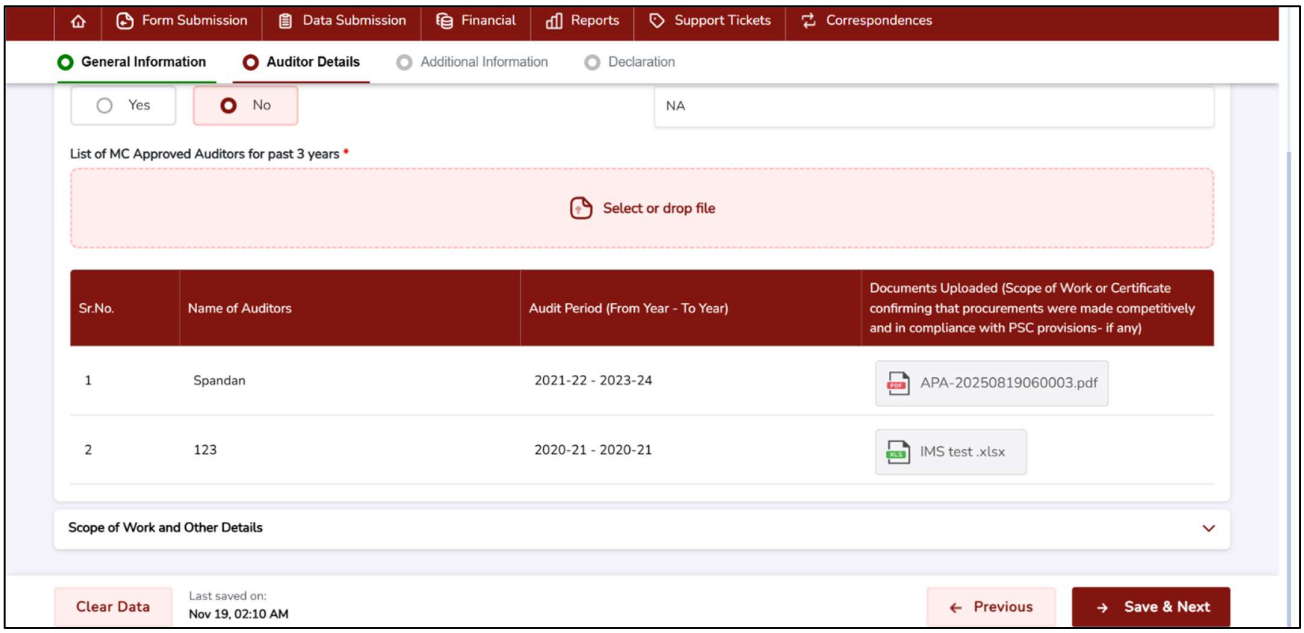



***Figure 5: The user needs to add Operating Committee Resolution (OCR), if there are more than 1 PI partners. In case of No, provide justification.***

# Step 4: Fill Auditor Details

- Select whether the auditor is CAG empaneled by choosing Yes or No.
- Select the Auditor firm from the dropdown and subsequent CAG Empanelment number will be auto-fetched.
- Enter the Auditor Name, in case of "NO"
- Upload the List of MC Approved Auditors for the past three years using the upload box provided
- Click Save & Next



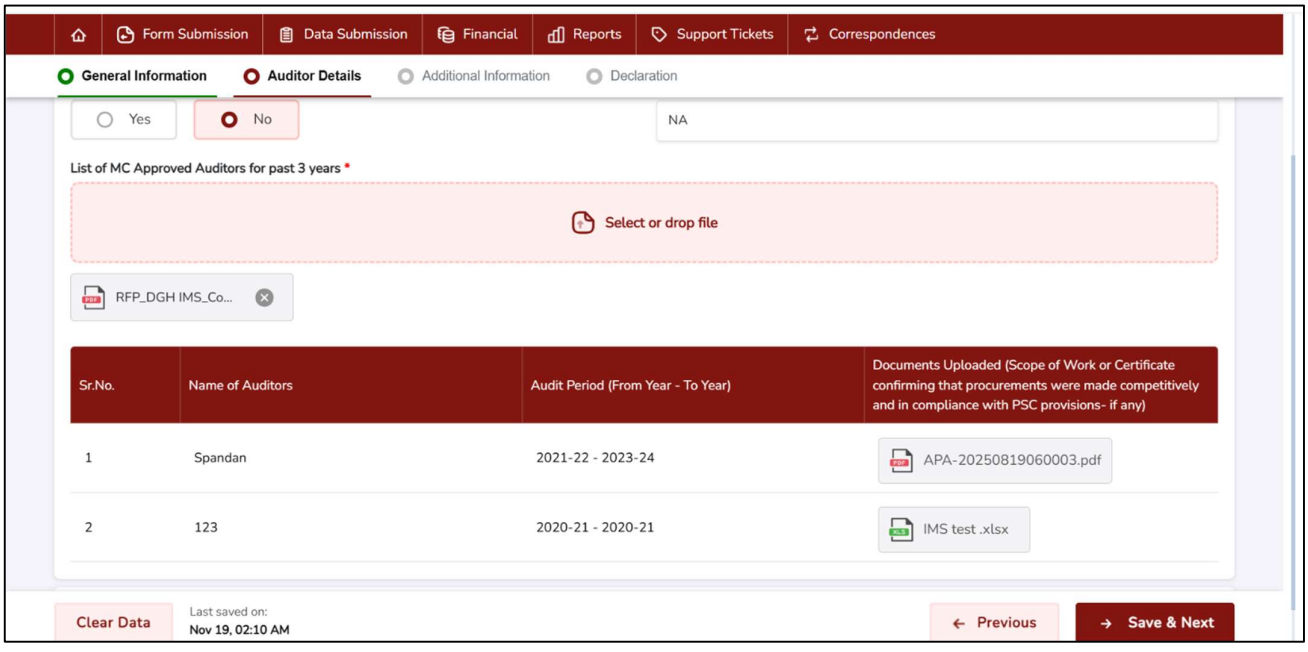




***Figure 6: Fill in the Auditor Details***

# Step 5: Upload Scope of Work and Fee Details

- Upload the Scope of Work document
- Enter Total Fees Payable in INR (excluding GST and statutory levies)
- Select the Audit Period (Financial Years) from the dropdown menu
- Upload a certificate confirming procurement as per competitive processes and PSC provisions
- Click Save & Next

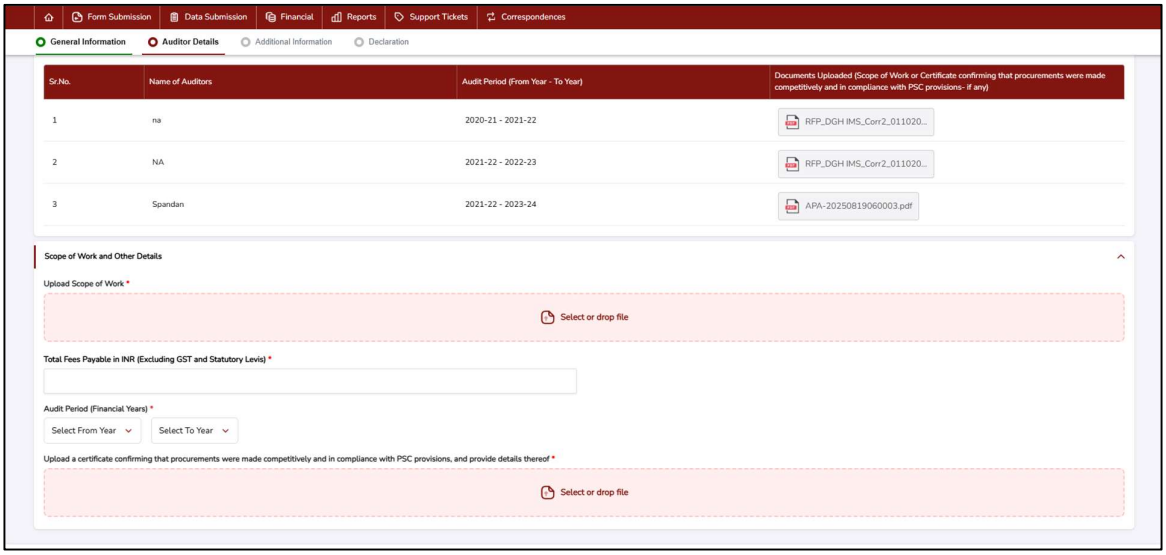



***Figure 7: Enter Scope of Work details***

# Step 6: Additional Information

- If prompted, upload any additional relevant files (e.g., Draft MCR or supporting documents)
- As this is a Category A process, it is optionable for the operator to choose "MC Meeting Required?" If Yes is selected, "Upload Operator Draft MC Views". If No is selected, then MCR flow will not be initiated.
- Click **"Save & Next".**

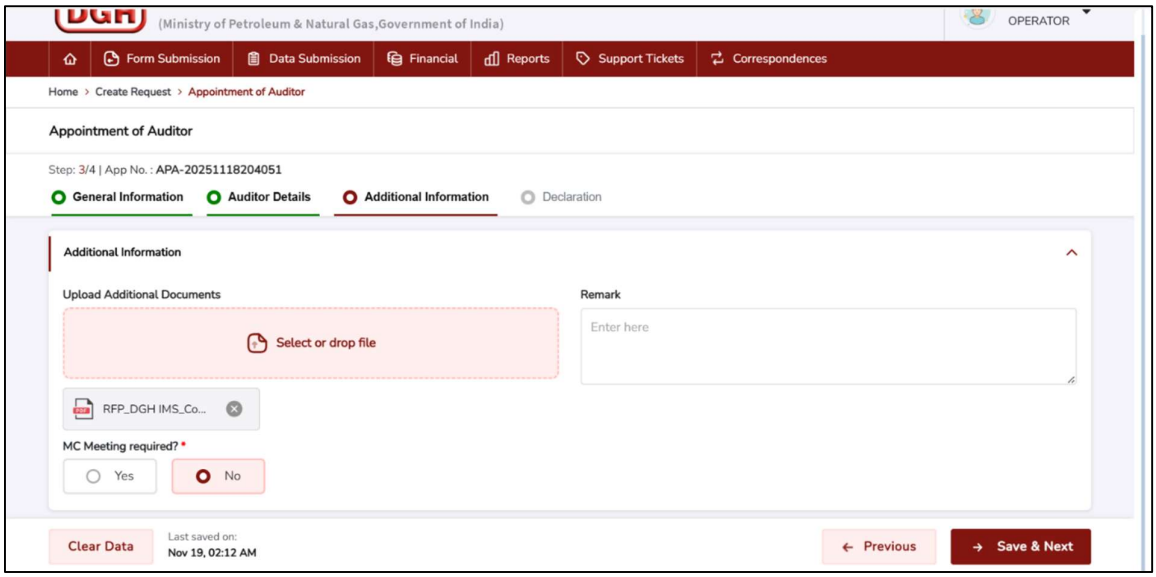
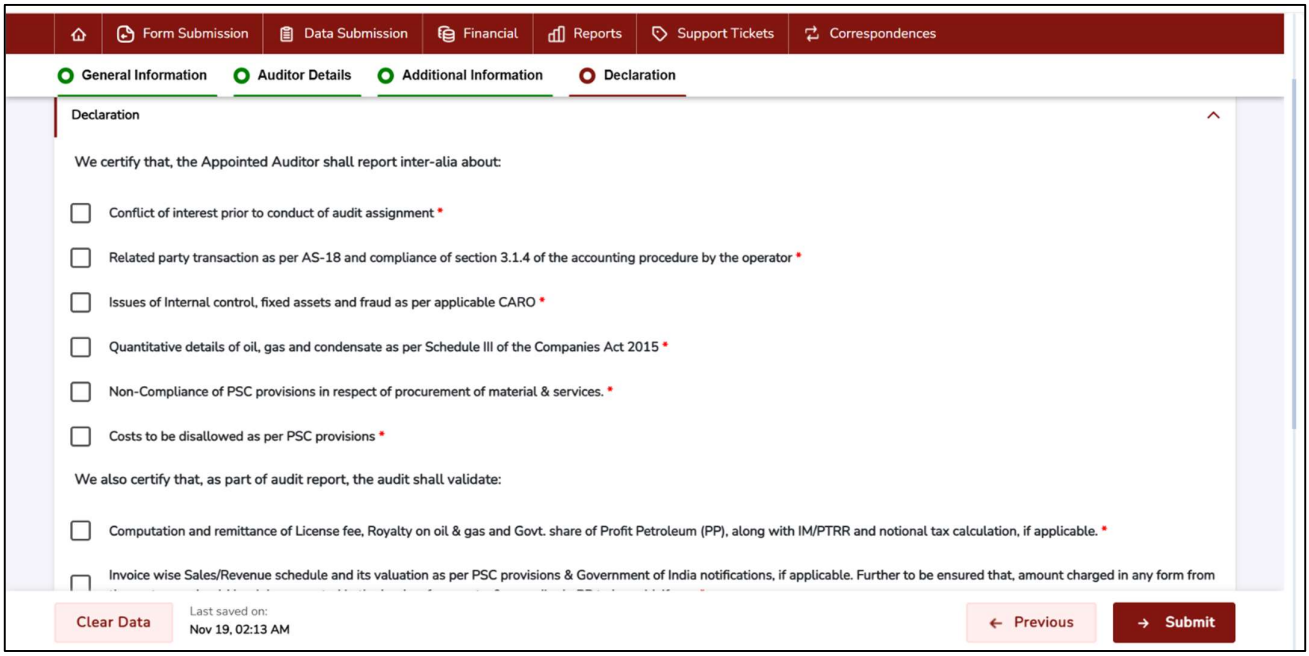



***Figure 8: Upload draft MCR and add Additional Information if any***

## Step 7: Declaration

- Carefully review each declaration statement and tick all the applicable checkboxes to confirm compliance
- Enter the Name and Designation of the authorized signatory for the contractor
- Click Submit



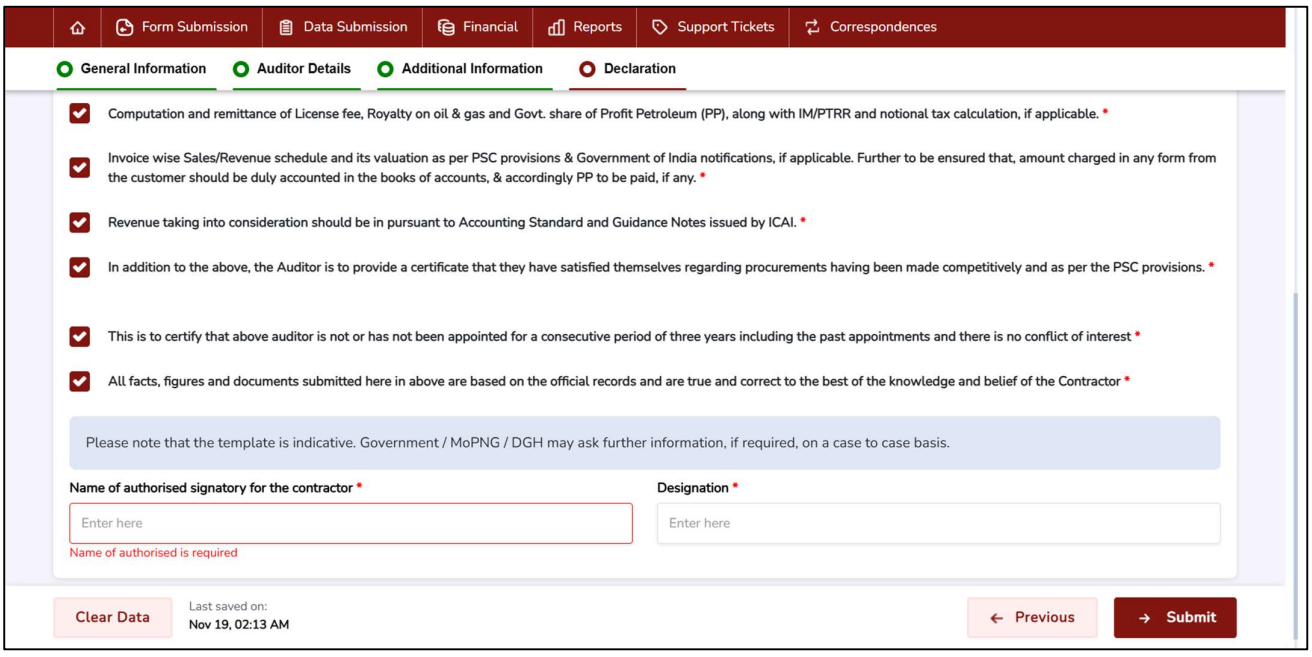




***Figure 9: The user needs to check all the declarations and Name and Designation. After that the user can submit the form.***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).

- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 2. Declaration of Commerciality (Format C)

The **Declaration of Commerciality (Format C)** submission is a formal process where an operator declares a discovery as commercially viable for hydrocarbon production. This is a critical regulatory step under PSC/CBM regimes and must be submitted with comprehensive technical, economic, and well data.

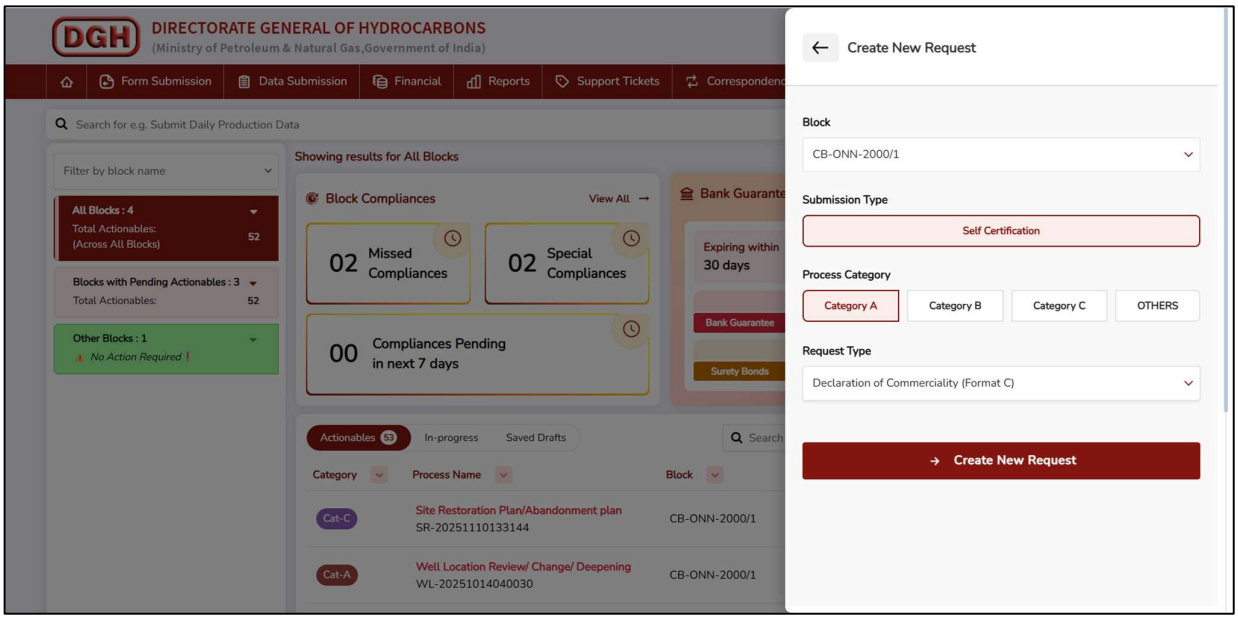



***Figure 1: Create New Request***

### Step 1: Initiate New Request

Navigate to **Form Submission > Create Request > Declaration of Commerciality (Format C)**

- Log in to the DGH IMS portal
- On the right-hand panel, click Create New Request
- Select your Block (e.g., CB-ON/7)
- Set Submission Type to Self-Certification
- Choose the correct Process Category (A/B/C/Others)
- Select Declaration of Commerciality (Format C) as the Request Type
- Click Create New Request

## General Information Tab:

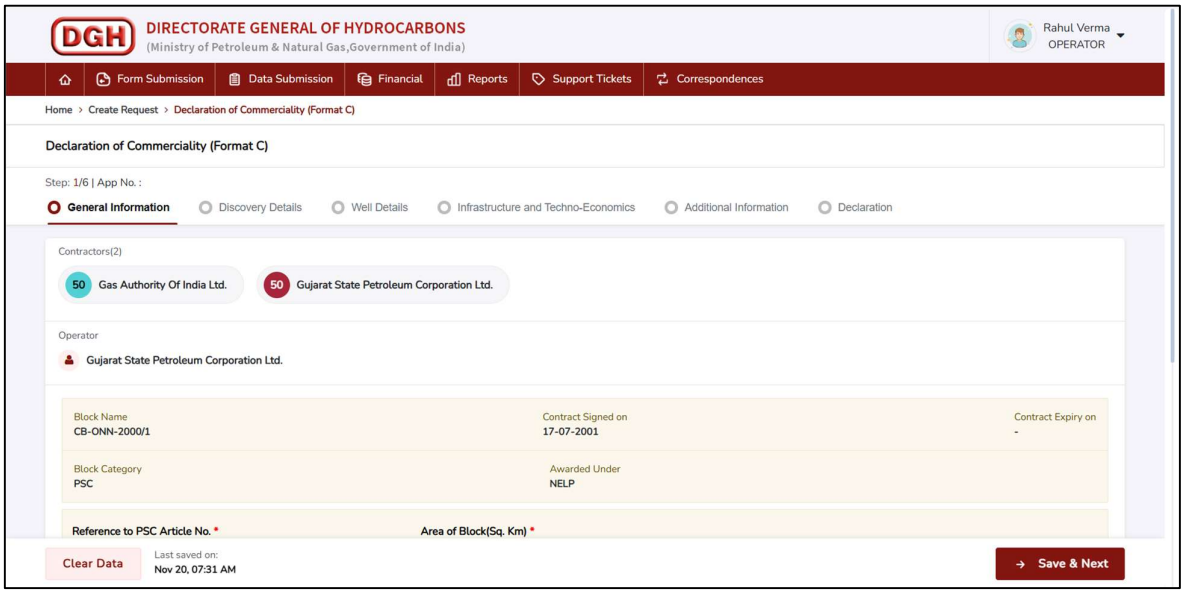



***Figure 2: Enter the details in the General Information tab***

## Step 2: General Information

The portal auto-fills basic contractor/operator and block details: -

- PI Partners and their PI%
- Operator Name
- Block Name (e.g., CB-ON/7 36001)
- Block Category and Awarded Under (e.g. NELP/Pre-NELP, etc.)

Details to be filled by User: -

- Reference to Article No. (e.g., Ref. 16-8-1)
- Area of Block/Sq. Km (enter the block area)
- OCR Available? (Yes/No)
- Click Save & Next

## Discovery Details Tab:

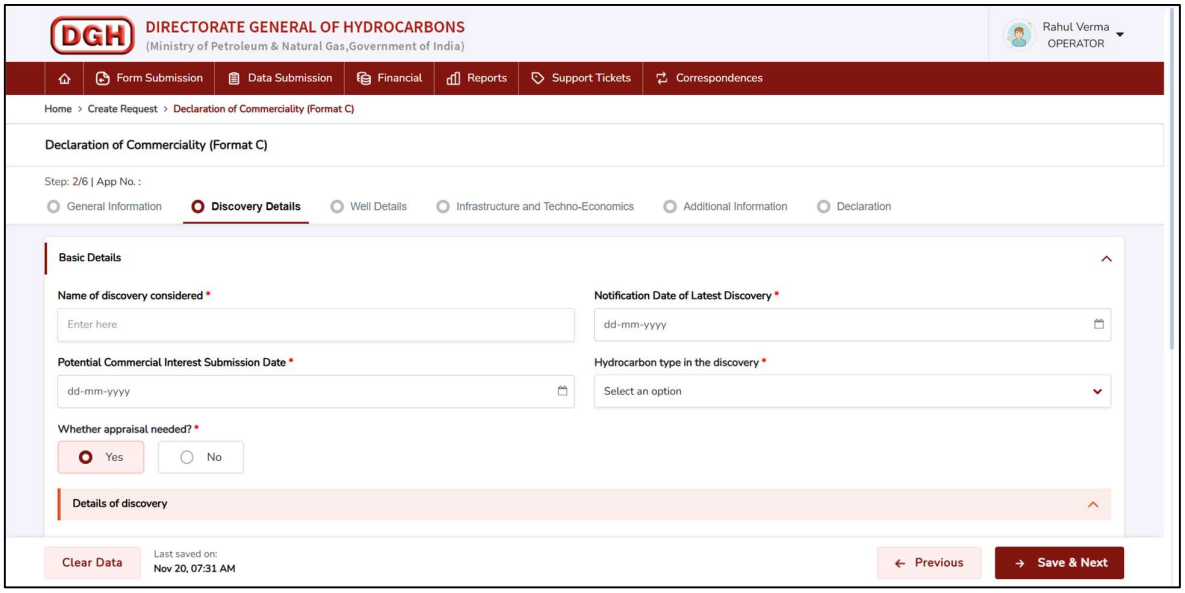
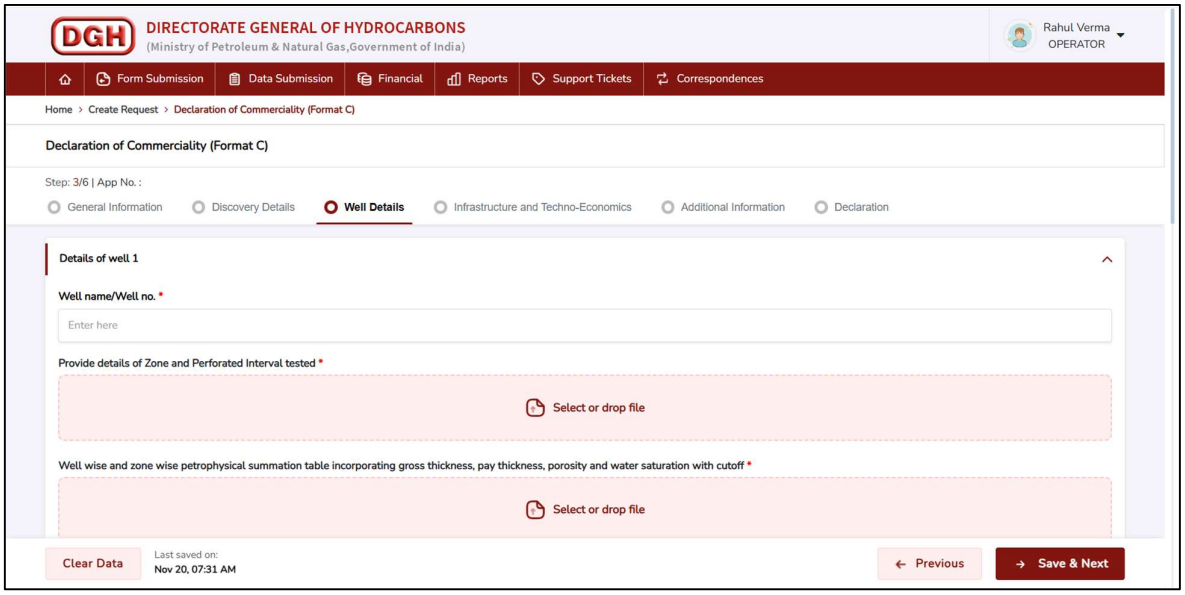


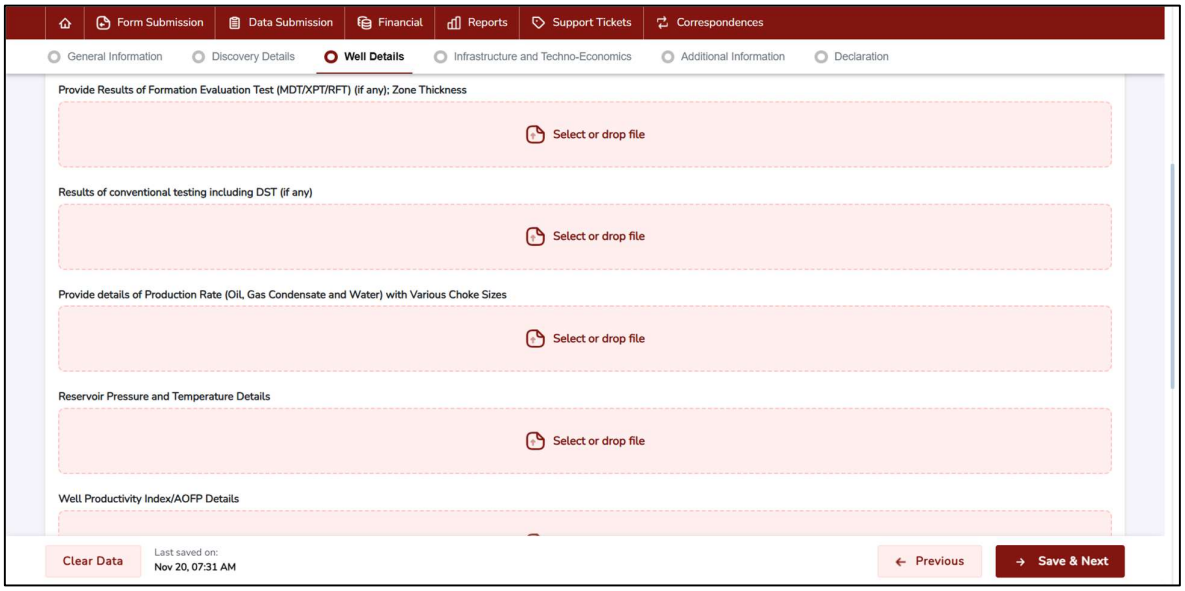

***Figure 3: Enter Discovery Details***

### Step 3: Discovery Details

- Provide comprehensive discovery information
- Fields to complete:
- Name of discovery conducted
- Potential lease/contract submission date (dd-mm-yyyy)
- Hydrocarbon type for the discovery (e.g., Gas/Oil)
- Whether discovery already is part of area having existing field? (Yes/No) - If Yes, provide Details of Area/Field on the Pad.
- Details of Asset Exist on the Field (name of field)
- Provide Number of Units Drilled & Unique Status (upload file)

# Well Details Tab:



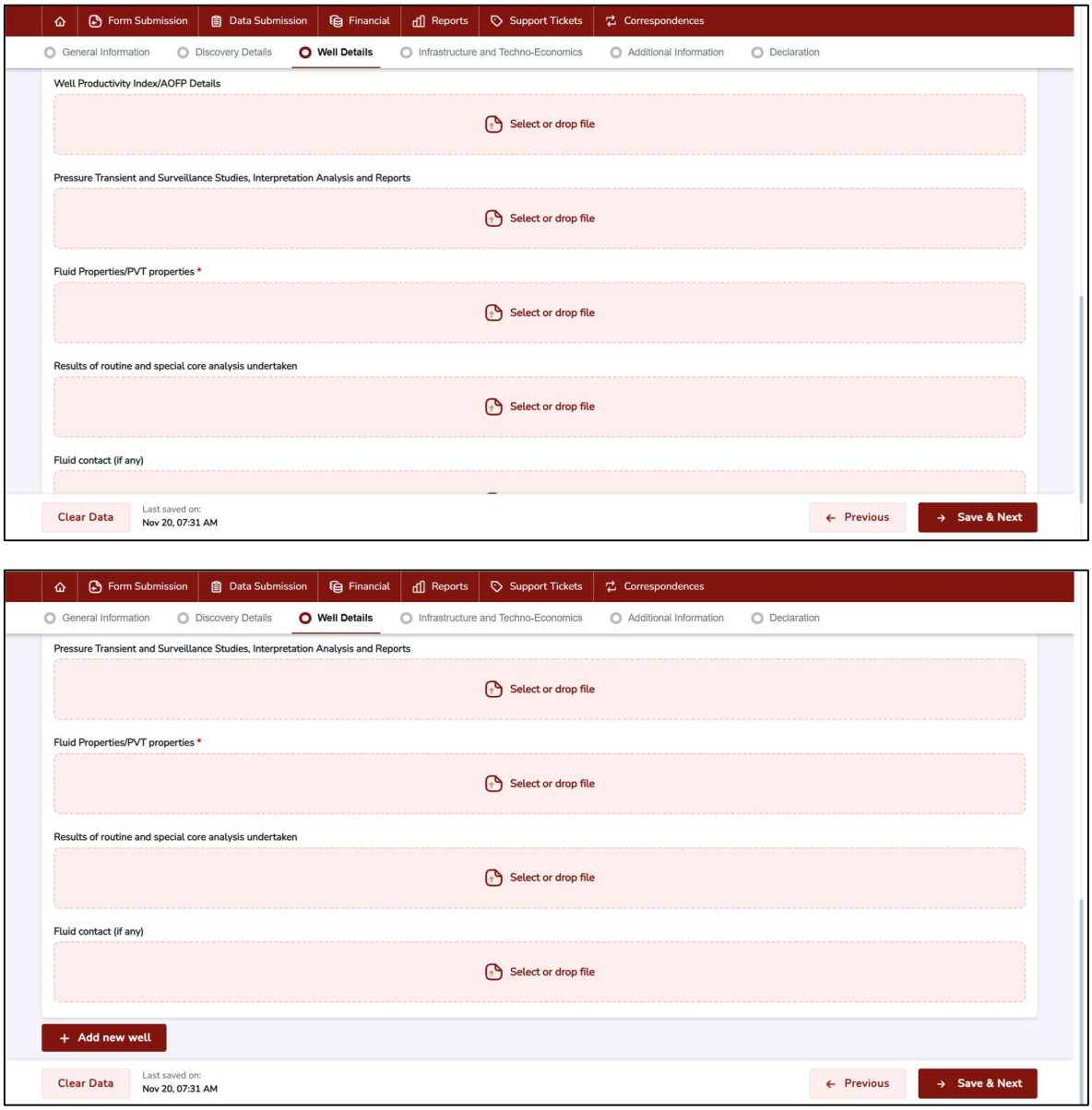






***Figure 4: Enter details of the Well in the Well Details tab***

## Step 4: Well Details

- Enter well-by-well detailed technical information
- For each well, provide:
- Details of well 1:
- Well name/Well No
- Provide details of Zone and Hydrocarbon type/Layers
- Well wise and zone wise well penetration information (siting Incorporating gross thickness, gas thickness, porosity and water saturation with usgs)
- Upload detailed file
- Provide Number of Formation Evaluation Test (RCI SRPT) of each Zone (TCU Base)

- Upload file
- Results of commercial testing including (iCIT or etc)
- Upload file
- Add more wells as needed using the "Add more well" button
- Click Save & Next

## Infrastructure and Techno-Economics Tab:

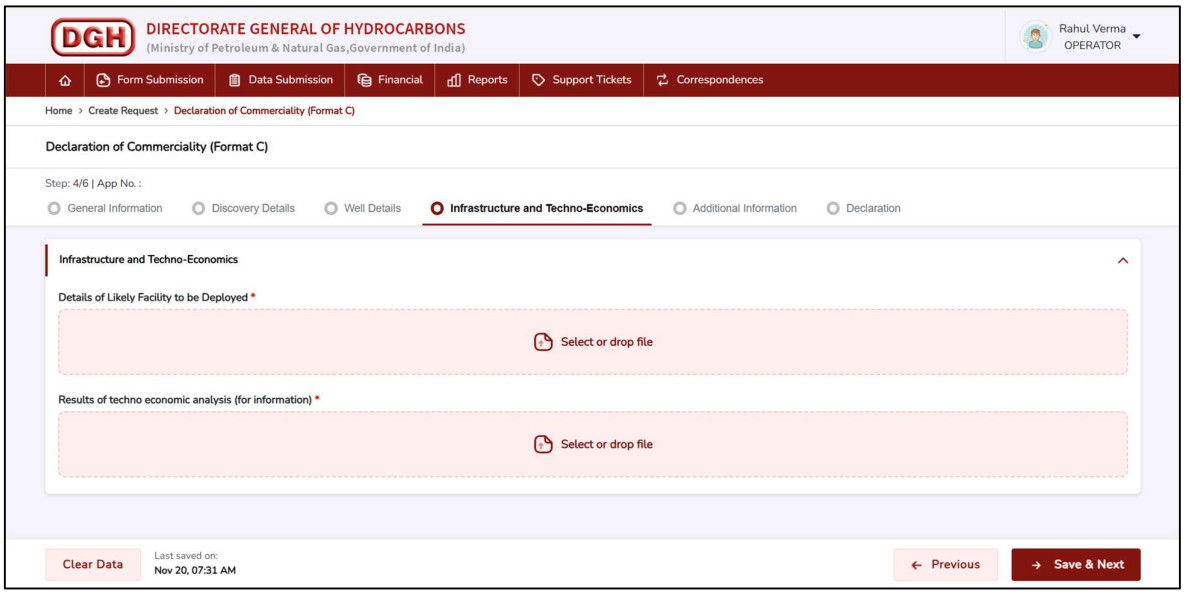



***Figure 5: Add details for Infrastructure and Techno-Economics Tab***

### Step 5: Infrastructure and Techno-Economics

- Provide infrastructure, facility, and economic evaluation data
- Fields to complete:
- Details of other Facility in the Catchment
- Results of techno economic analysis (Ex information)
- Upload techno-economic analysis report
- Past Proposed/Ys prospects
- Upload file
- Results of routine and special core analysis undertaken
- Upload file
- Total contact (If any)
- Upload file
- Other relevant documentation:
- Economic model files
- Conceptual development plans
- Infrastructure cost estimates
- MC or third-party validation reports (if applicable)

- Click Save & Next

## Additional Information Tab:

In case of MC Meeting not required (By Default Selection)

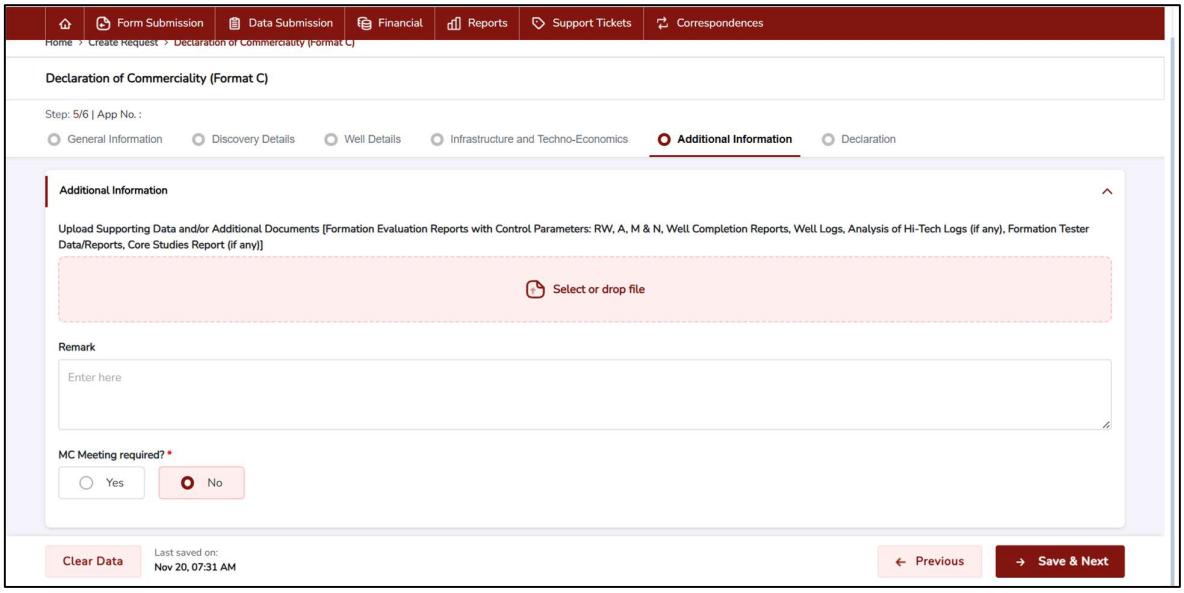



***Figure 6: Add Additional Information if any***

In case of MC Meeting required (To be Selected by Operator if required)

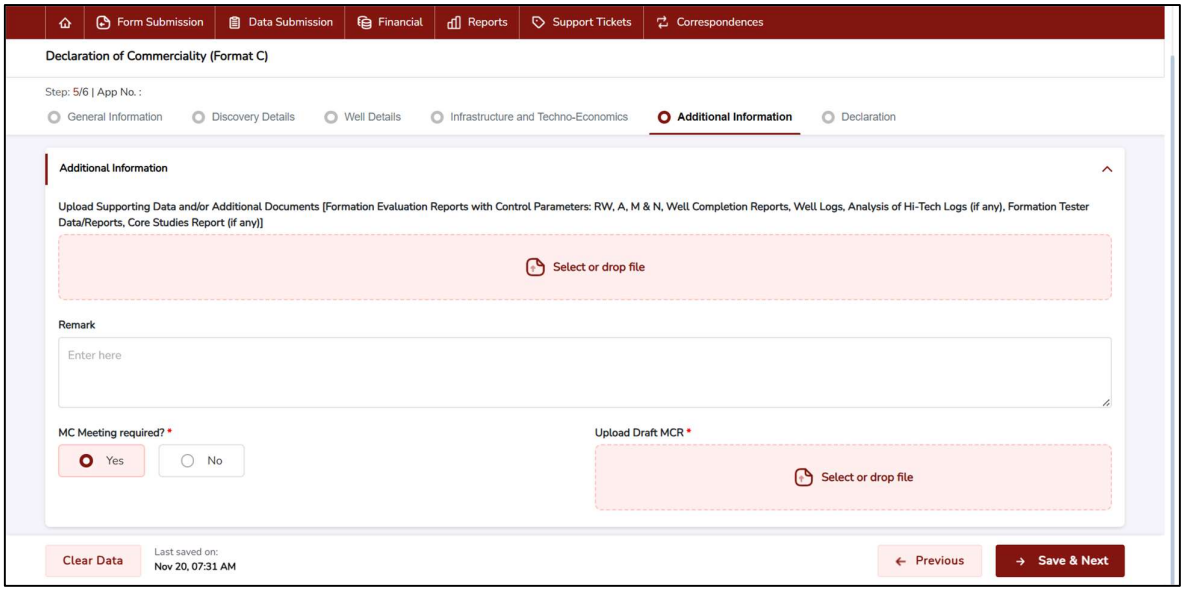



***Figure 7: Attach MCR if MC Meeting is required***

## Step 6: Additional Information

Upload supporting documents and clarifications

Fields to complete:

- Upload Supporting Data and/or Additional Documents [Formation Evaluation Reports and Natural Production Plan, X, Y, & Z Etc. Web Completion Plan, Well Data]

- Upload all additional files
- Remarks (Enter any text box for additional clarification)
- MC Meeting required? (Yes/No) – Default: No

Click Save & Next

## Declaration Tab:

In case of 1st Radio button ("It is also certified that till the date of submission of this form we have not announced to public any information on the above-mentioned discovery except that information in Format-A (Notification of Discovery) submitted earlier and we undertake to restrict our announcement of the aforesaid information only as the information given above.") is selected.

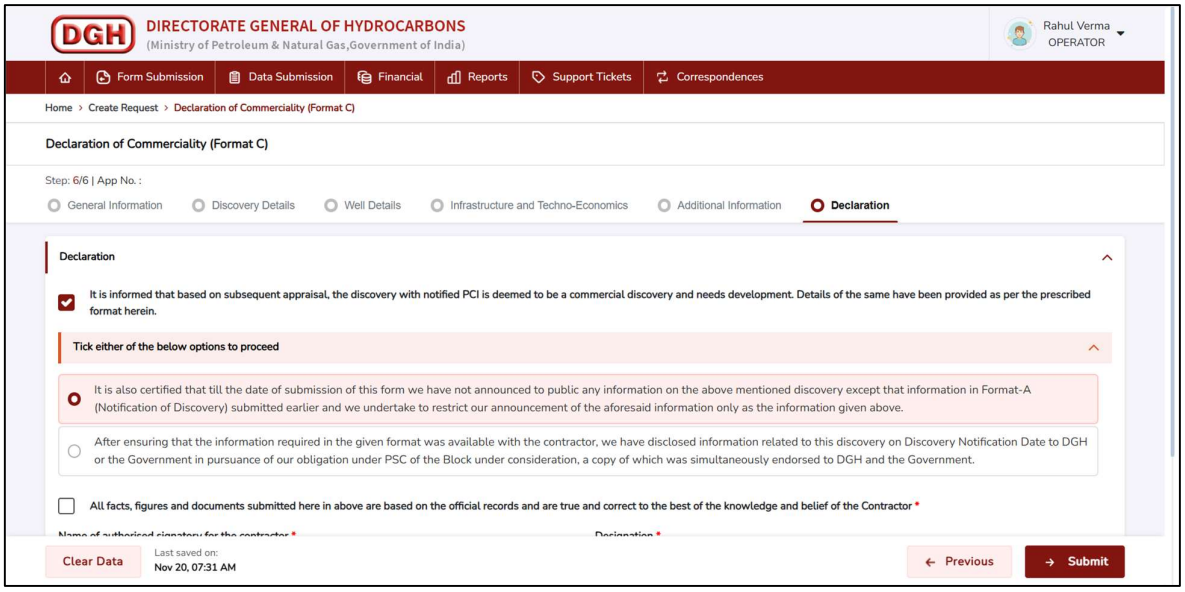



***Figure 8: Fill Declaration Tab***

In case of 2nd Radio Button ("After ensuring that the information required in the given format was available with the contractor, we have disclosed information related to this discovery on Discovery Notification Date to DGH or the Government in pursuance of our obligation under PSC of the Block under consideration, a copy of which was simultaneously endorsed to DGH and the Government.") is selected.

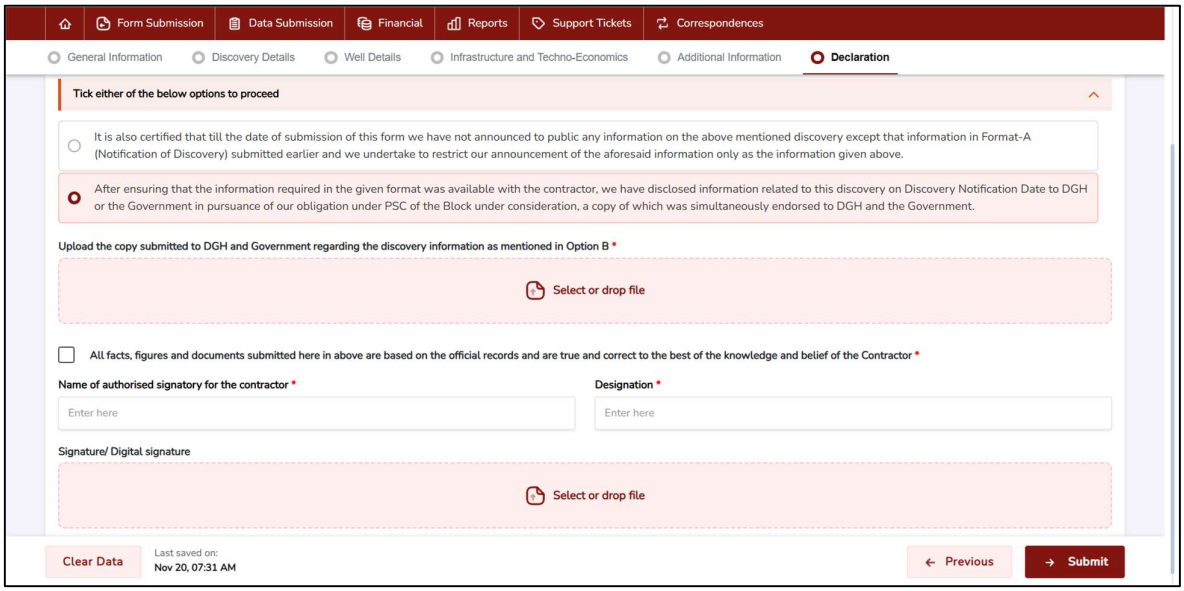



***Figure 9: Fill all the details in the Declaration tab***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 3. Well Location Review/ Change/ Deepening

This guide explains how an operator submits and completes a request for the review, change, or deepening of a well location on the DGH Integrated Management System (IMS).

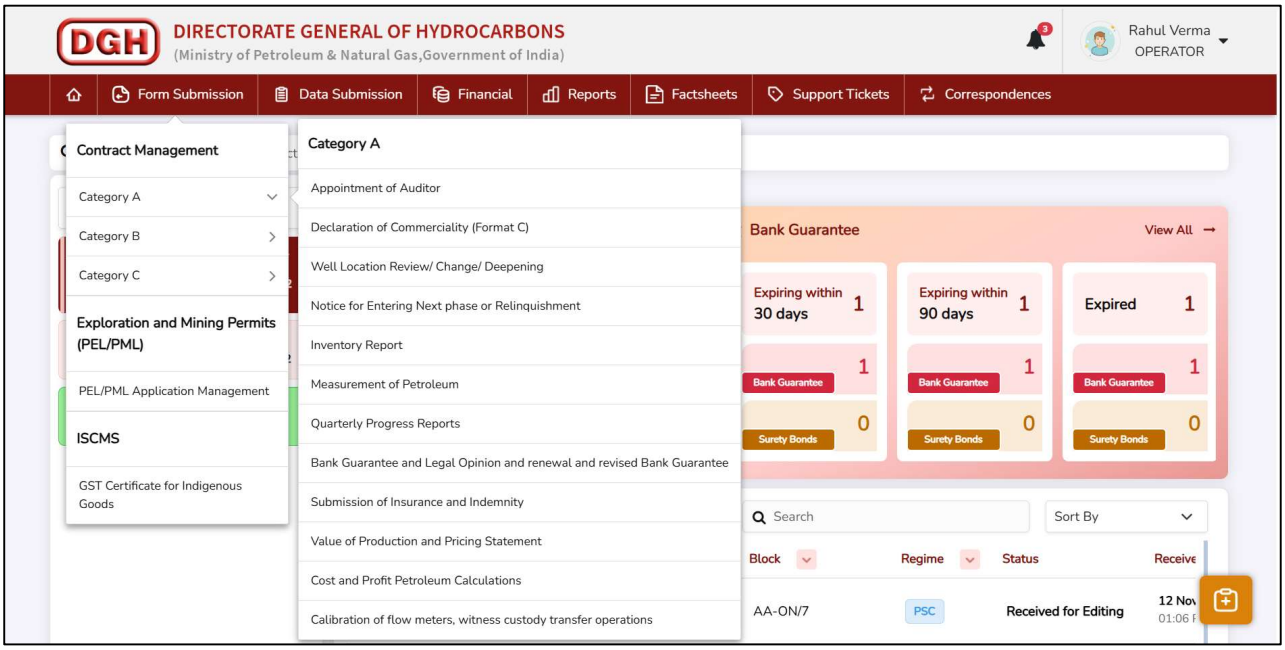



***Figure 1: Select the Well Location: Review/Change/Deepening from the Category A dropdown***

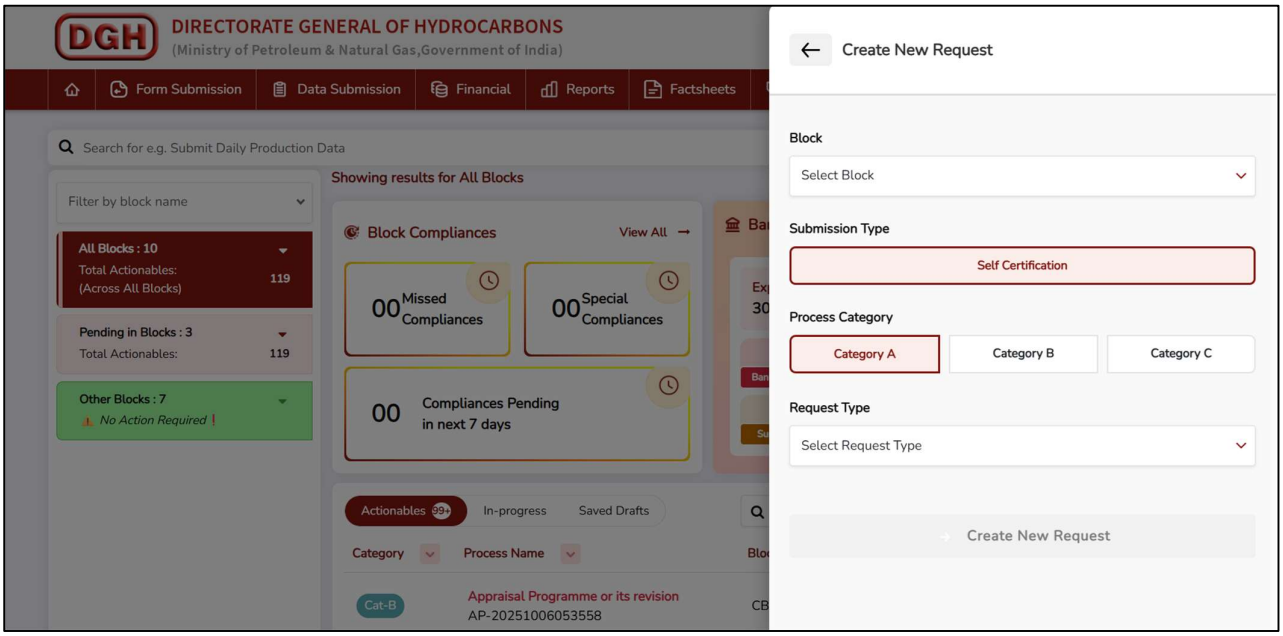



***Figure 2: Create New Request to fill in a New Application***

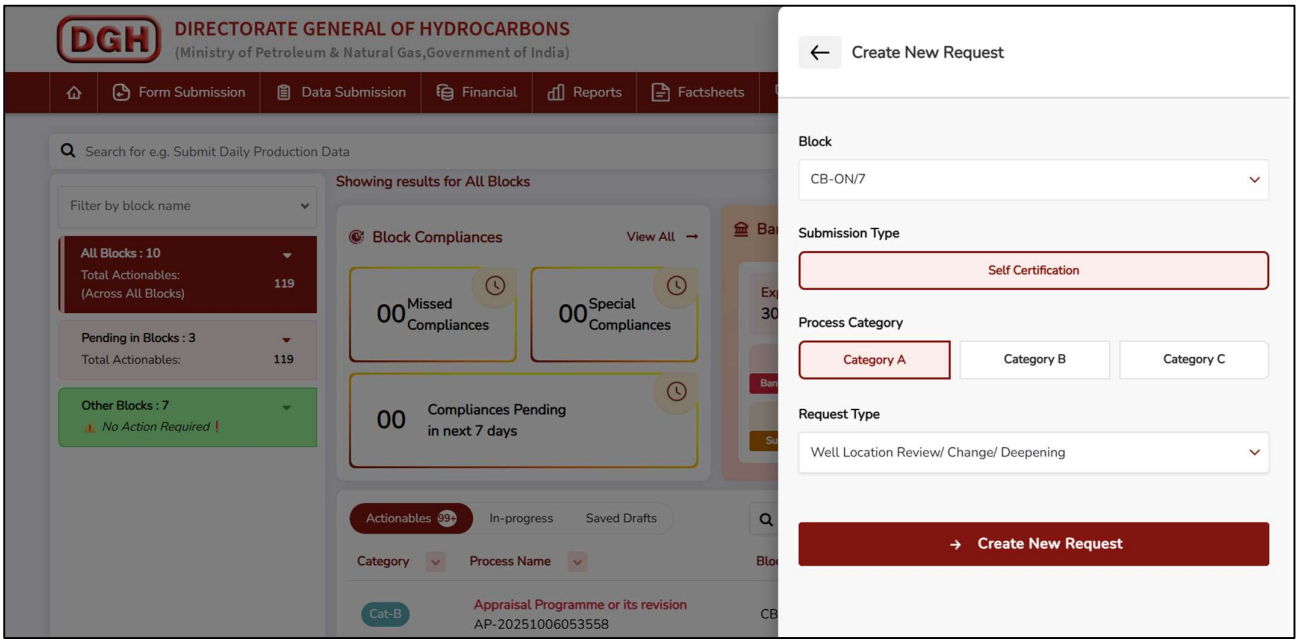



***Figure 3: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

### Step 1: Initiate New Request

Go to "Form Submission > Contract Management > Category A > Well Location Review/Change/Deepening".

Log into the DGH IMS portal and click on Form Submission in the top menu. This opens the main area where process forms such as Contract Management are initiated.

### In the Contract Management dropdown, select Category A.

From the list of available processes, click on **Well Location Review/Change/Deepening** to begin the request.

### Create a New Request

- Choose the relevant **Block** from the dropdown menu.
- Set Submission Type to **Self-Certification** as per process guidelines.
- Under Process Category, confirm **Category A**.
- Set **Request Type** to Well Location Review/Change/Deepening.
- Click on **Create New Request** to start the form.

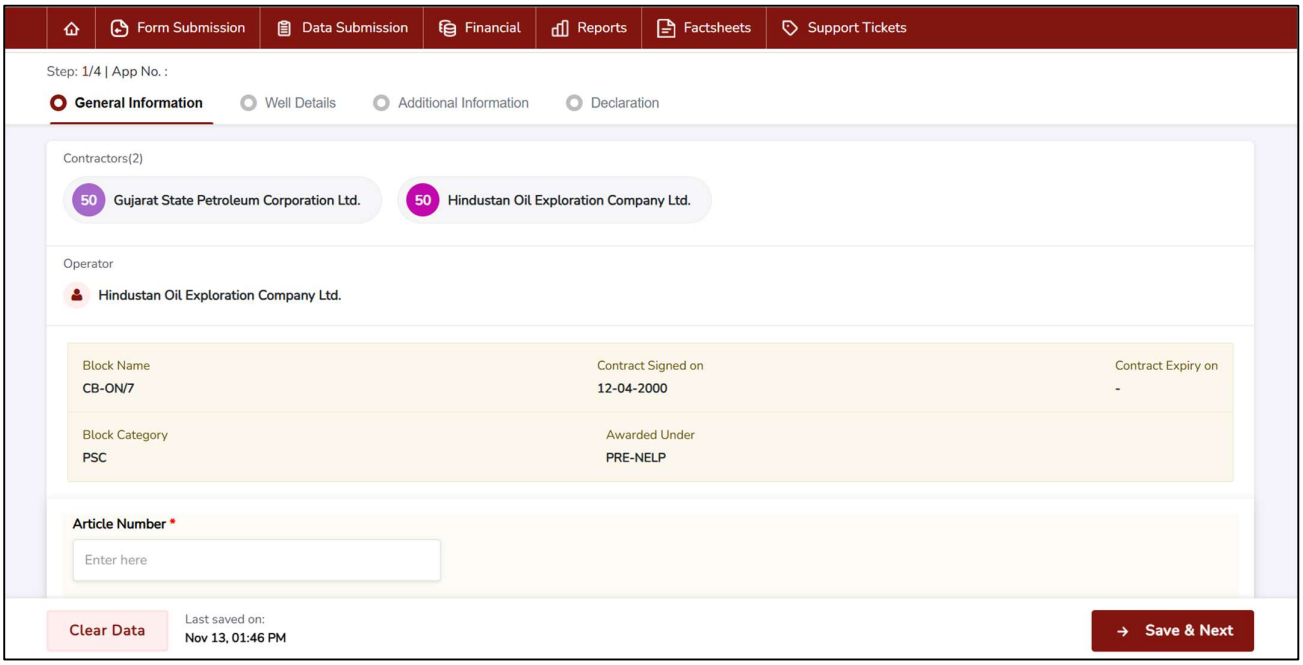



***Figure 4: After Clicking on Create New Request, the user will be directed to the Well Location: Review/Change/Deepening form***

## Step 2: Fill General Information

- Review the pre-filled contract and operator details.
- Verify the block name, contract dates, and parties involved.
- Enter the **Article Number** in the provided field (this is mandatory).
- Click **Save & Next** to move to the next step.

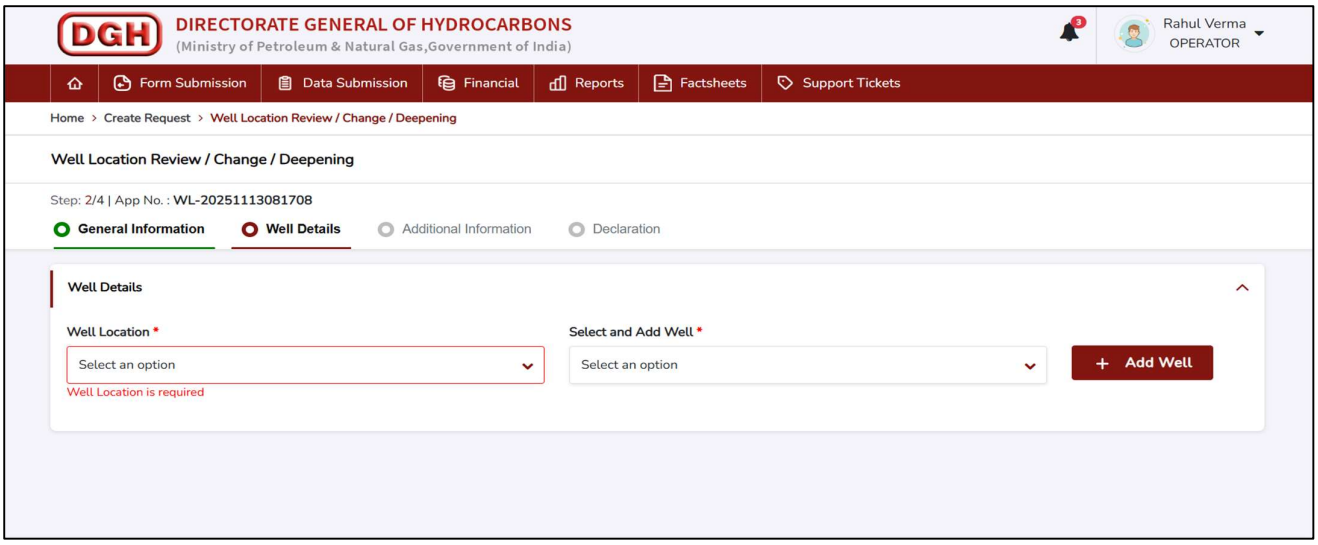



***Figure 5: After filling in the General Information Tab, click on the "Save and Next" button and then fill in the data for the Well Details tab.***

This process involves reviewing and approving any changes to the well location, including deepening or other modifications during the exploration phase. The contractor must submit detailed plans and justifications for the proposed changes, which are then reviewed by the DGH.

### Step 3: Enter Well Details

- In the Well Details tab, select the required action: "**Review**", "**Change**", or "**Deepening**" under **"Well Location".**
- Enter or select the Well Name; click **"Add Well"**. If needed, repeat multiple wells.
- Enter all required details for each well: Well Type, Surface Latitude/Longitude, Subsurface Latitude/Longitude, and Well Course.
- Provide depth details (Target and Intended Well Depths, as well as MD/TVD if applicable).
- Specify the Geological Objective: list Formation, Prospect, Reservoir, Age, and other required fields for each well.
- Upload a supporting document if required by the process, such as exploration, appraisal, or development plan approval. Drag & drop or select a PDF file.
- Mark if OCR (Operating Committee Resolution) is available on the uploaded document.
- Click **"Save & Next"** to continue.

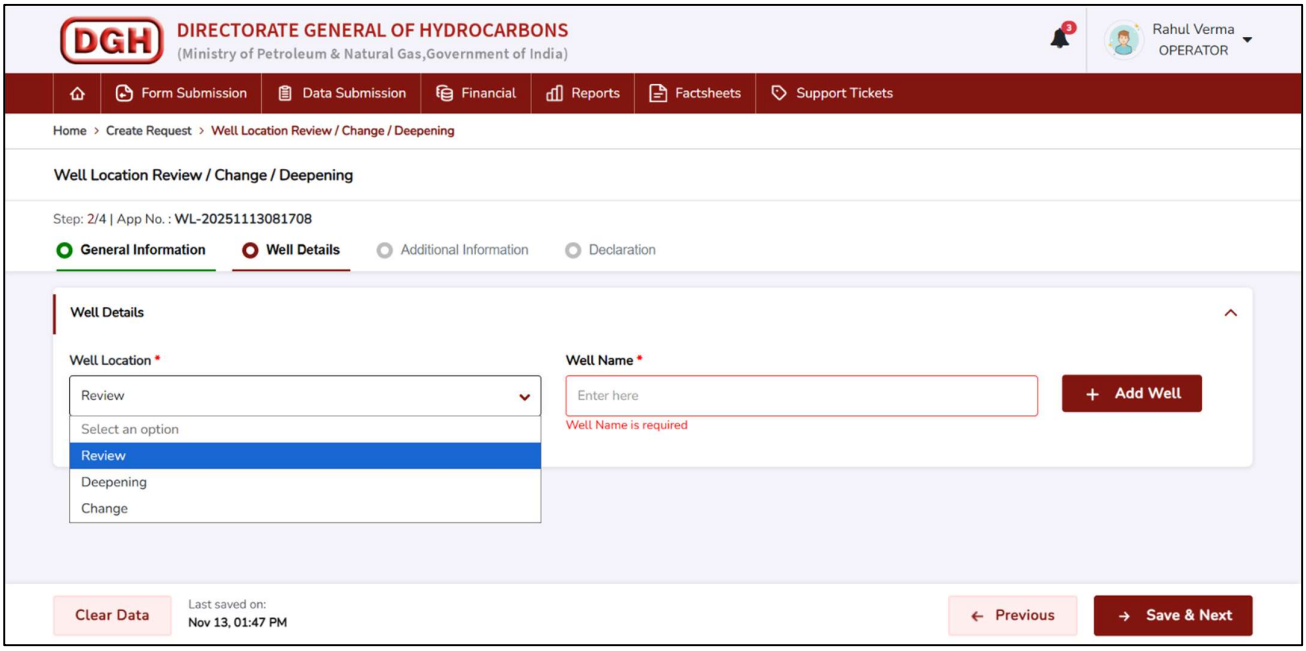



***Figure 6: Select any option from the dropdown amongst: Review/Change/Deepening and select the Well name. Click on the "Add Well" option after selecting the Well Name from the dropdown, then add the well details for the selected well.***

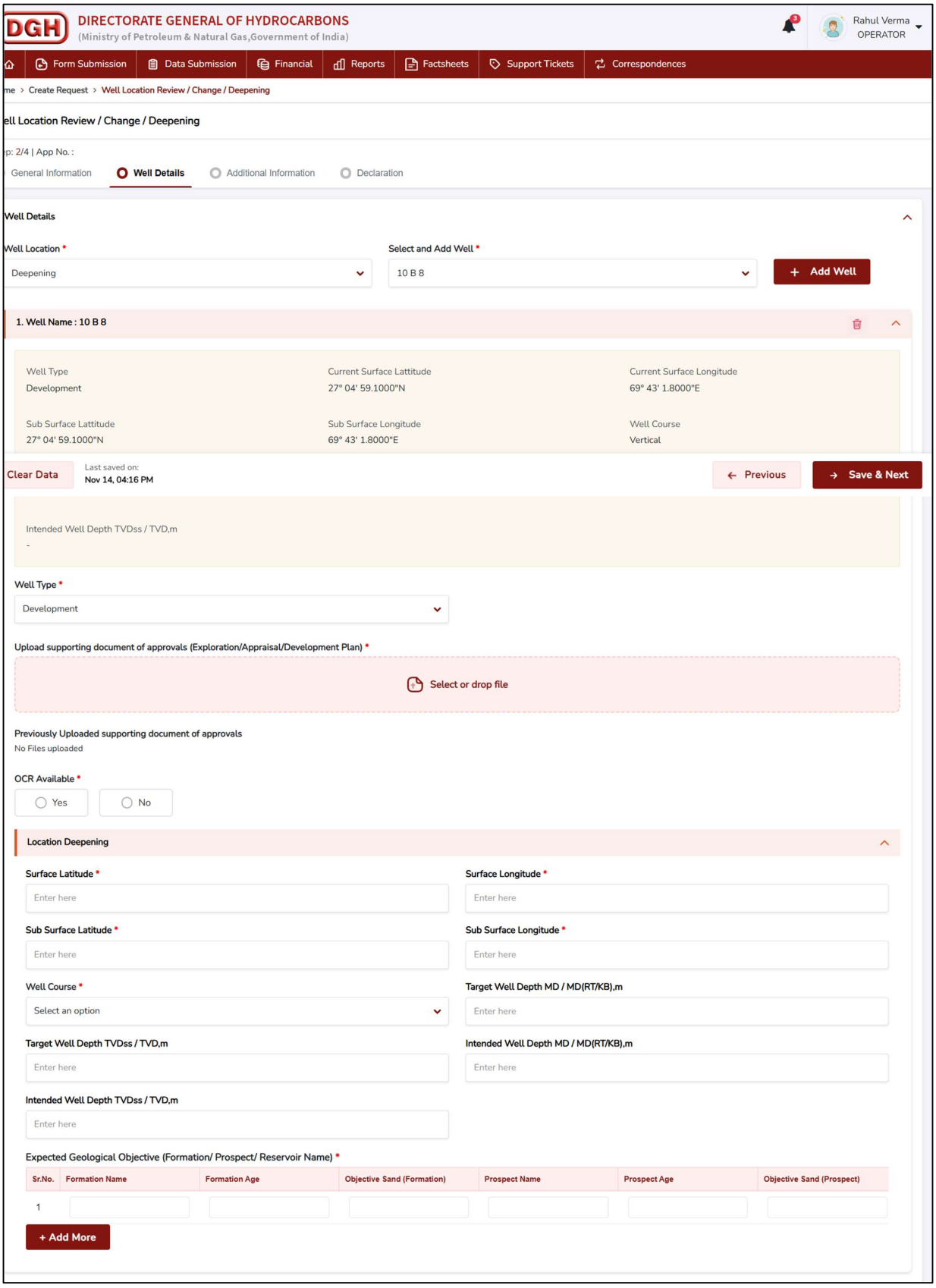



***Figure 7: Enter the details and parameters for the Wells***

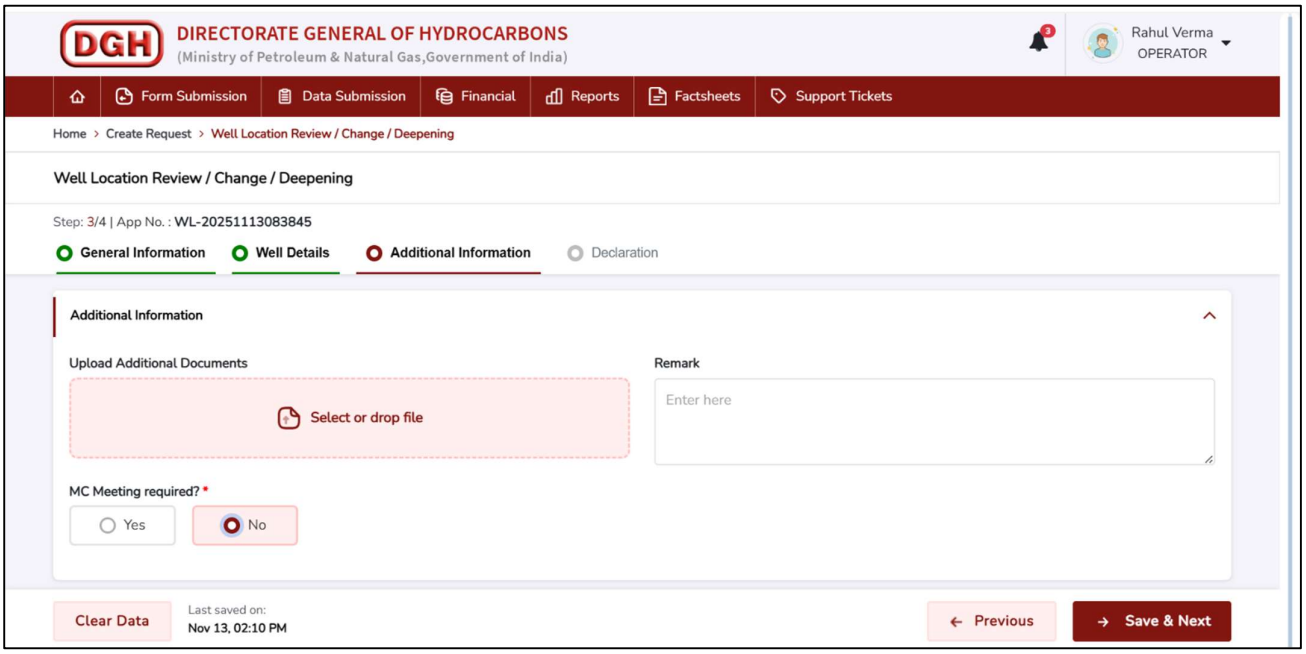



***Figure 8: After entering the Details in "Well Details" tab, click "Save and Next", then will be directed to the "Additional Information Tab"***

## Step 4: Additional Information

- The user will upload the additional document and will enter the remarks if there is any.

## Step 5: MC Meeting

- The user will select the MC meeting as “Yes” or “No”. This is optional in Category A process. If selected “Yes” another field “Upload Draft MCR” will be applicable for the user and that should be mandatory and after filling the details in this page the user will click on Save & Next button.

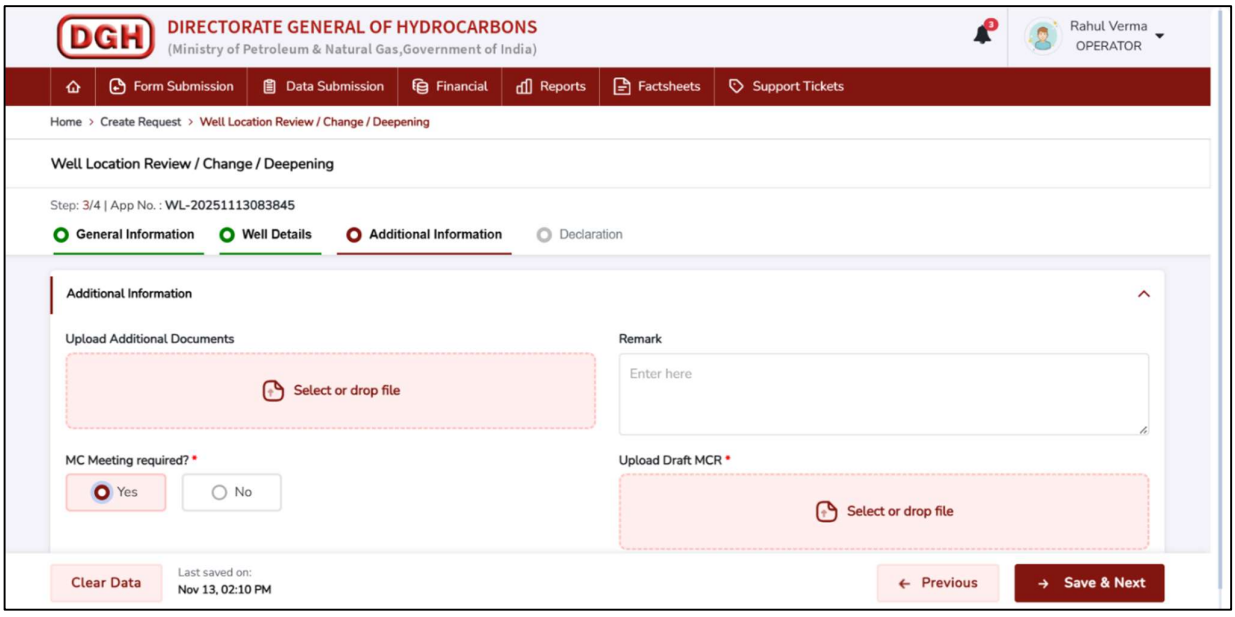



***Figure 9: Enter Additional Information and Remarks if any, and upload Draft MCR, then click on "Save and Next"***

**Step 6: Declaration**

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

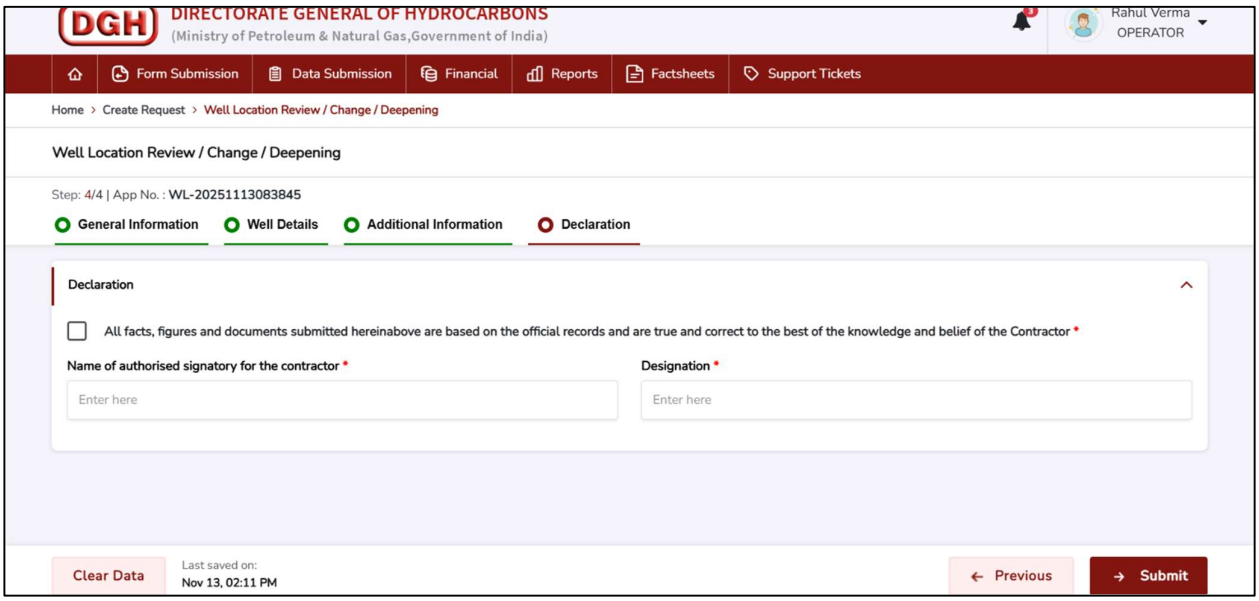



***Figure 105: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 4. Notice for Entering Next Phase or Relinquishment

This guide explains how an operator submits a request to notify DGH about entering the next exploration phase or initiating relinquishment procedures on the DGH Integrated Management System (IMS).

### Step 1: Create New Request

Go to **Form Submission > Create Request > Notice for Entering Next Phase or Relinquishment**.

- Log into the DGH IMS portal and click on **Form Submission** in the top menu.
- Navigate to **Create Request** section.
- Select the relevant **Block** from the dropdown (e.g., CB-ON/7).
- Set **Submission Type** to **Self-Certification**.
- Confirm **Process Category** as per your block classification (Category A, B, or C).
- From the list of available processes, locate and click on **Notice for Entering Next Phase or Relinquishment** from the **Request Type** dropdown menu.
- Click **Create New Request** to proceed.

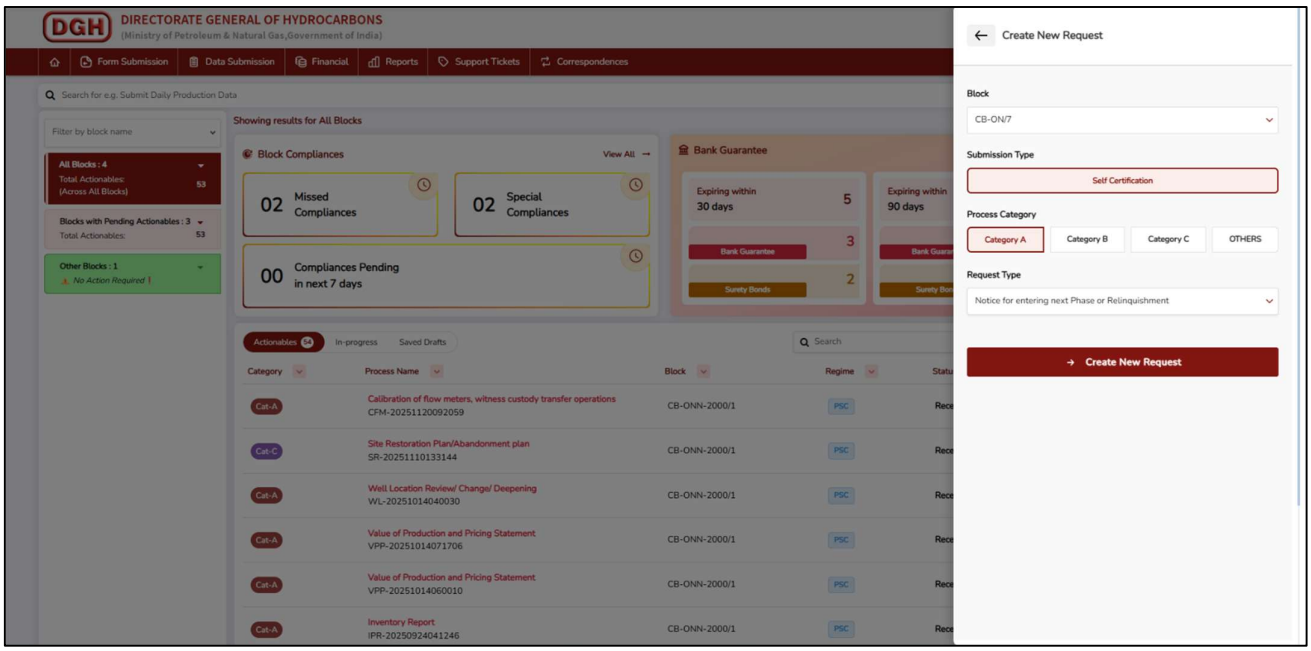



***Figure 1: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

### Step 2: Enter General Information

- The system displays contractor(s) and operator details pre-filled from your profile.
- Verify the **Block Name**, **Block Category**, **Contract Signed on** date, and **Contract Expiry on** date.
- Ensure all pre-filled information is accurate.

- Click **Save & Next** to continue.

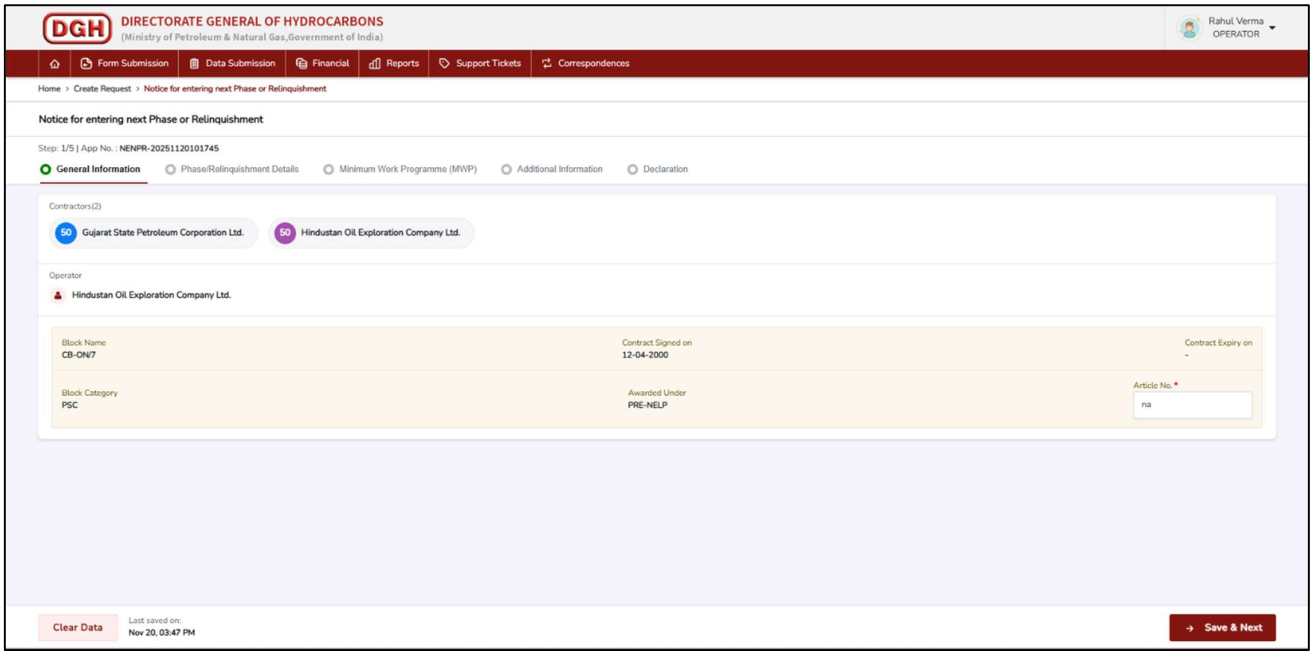



***Figure 2: Verify General Information***

## Step 3: Fill Phase/Relinquishment Details

- In the **Phase/Relinquishment Details** section, select the **Current Exploration Phase** from the dropdown menu (e.g., Phase-I, Phase-II, Phase-III, or Relinquishment).
- Enter the **Expiry date for Current Exploration Phase** in the date picker field.
- Select **Entry into Next Phase or Relinquishment** from the dropdown options:
    - Select the appropriate phase (e.g., Phase-II, Phase-III, Final Phase)
    - Or select **Relinquishment** if the user is initiating block relinquishment
- Click **Save & Next** to proceed.

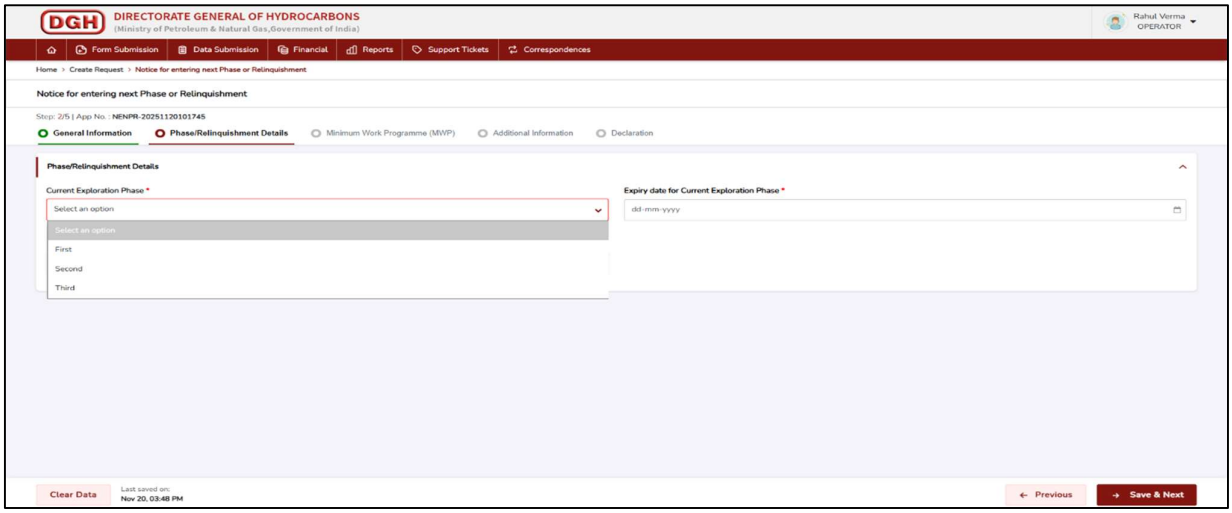



***Figure 3: Enter Phase/Relinquishment Details***

### Step 4: Upload Minimum Work Programme (MWP) Details

- In the **Committed WP vs Completed WP** section, upload the **Minimum Work Programme (MWP)** document.
- The document should detail committed work versus completed work for the current phase.
- Use the file upload box to select or drag-and-drop your file (PDF format recommended).
- Click **Save & Next** to continue.

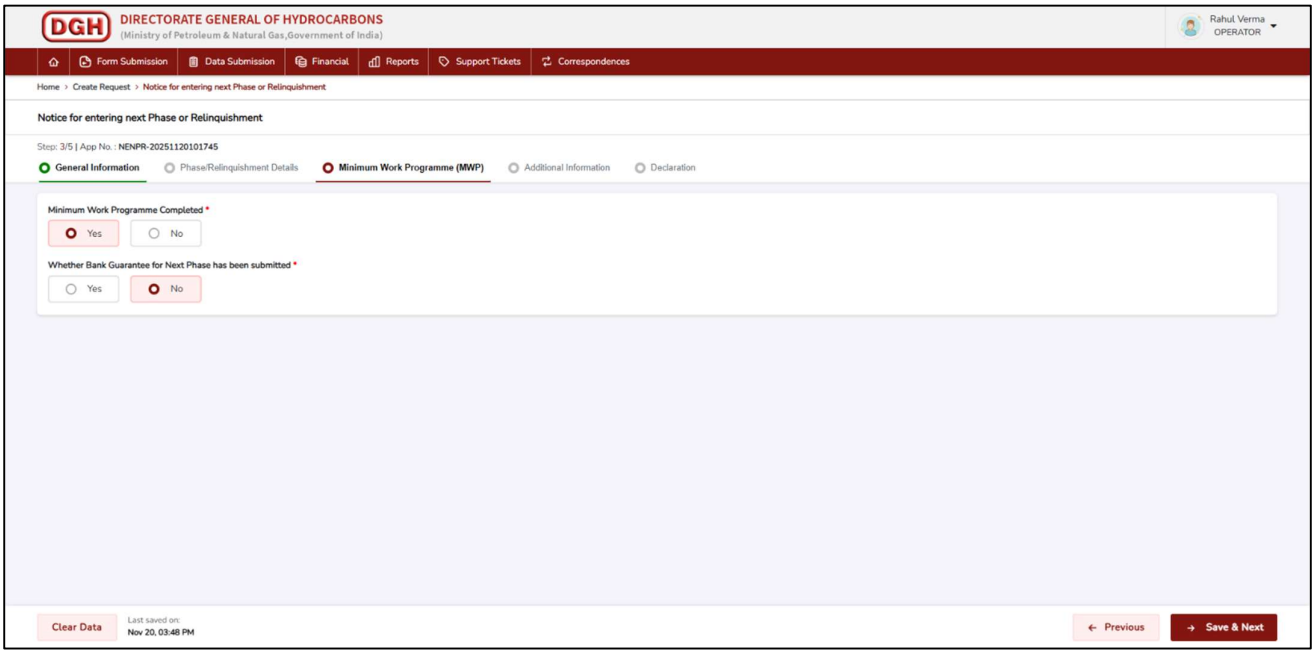



*Figure 4: Enter Minimum Work Programme Details*

### Step 5: Add Additional Information

- If required, upload any **Additional Files/Form** relevant to your request.
- Indicate if **MC Meeting is required** by selecting **Yes** or **No**.
- If MC Meeting is required, additional fields may appear for meeting-related documentation.
- Enter any relevant **Remarks** in the text box provided.
- Click **Save & Next**.

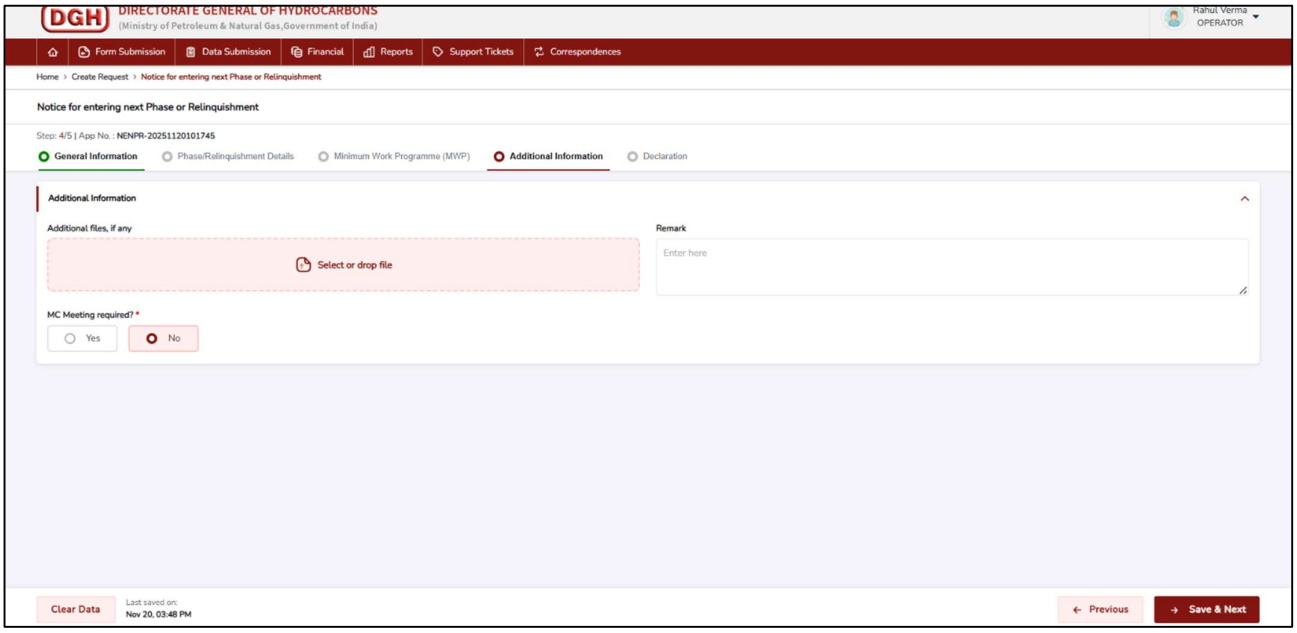



***Figure 5: Enter Additional Information if any and whether MC Meeting is required or not?***

## Step 6: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

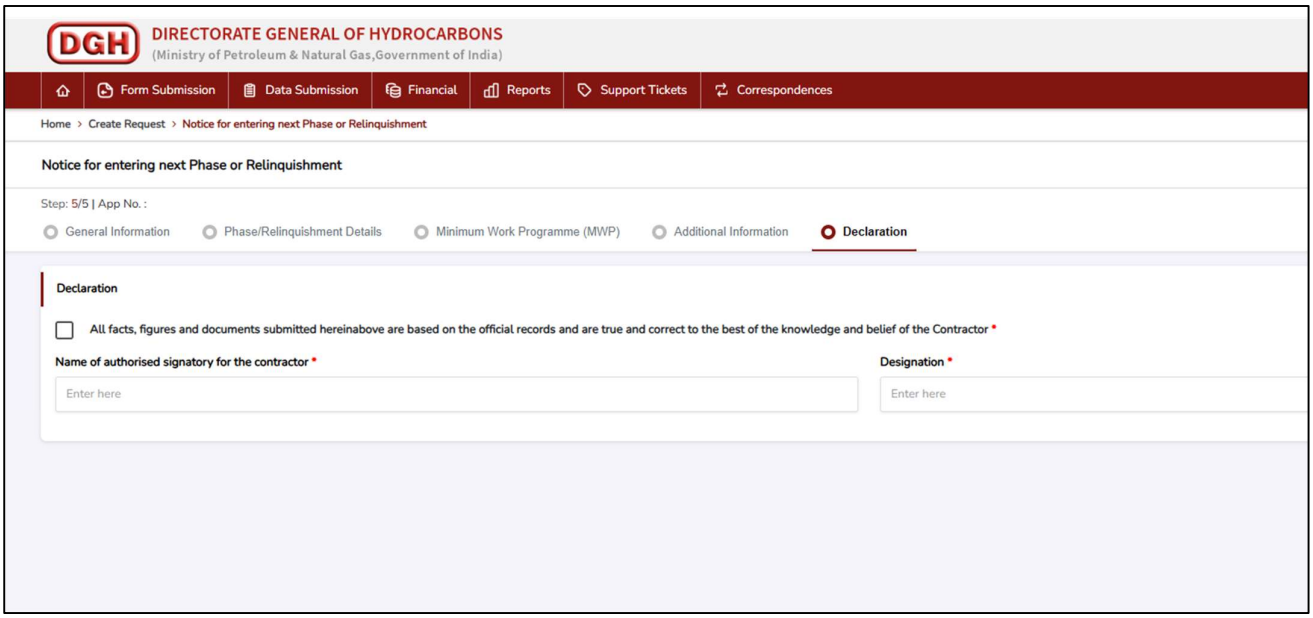



***Figure 6: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 5. Inventory Report

This guide outlines the step-by-step process for submitting an Inventory Report request on the DGH Integrated Management System (IMS)

### Step 1: Initiate New Request

Go to **Form Submission > Create Request > Inventory Report**

- Log into the DGH IMS portal and click on **Form Submission** in the top menu.
- In the Create Request panel, **select Category A/C/B** as applicable, then choose Inventory Report from the Request Type dropdown.
- **Click Create New Request** to open the inventory report form.

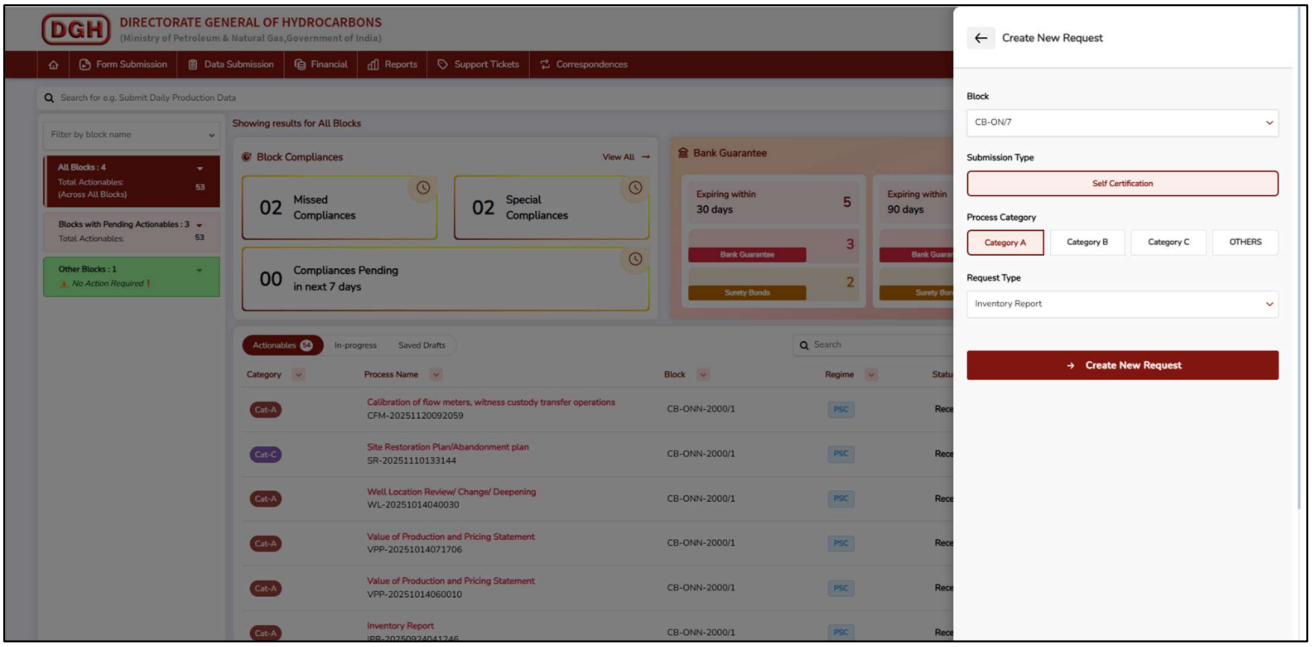



***Figure 1: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

### Step 2: Enter General Information and Verification Details

- The system auto-fills key contract details, including Contractors, Operator, Block Name, Awarded Under, Block Category, Contract Signed on and Contract Expiry on
- Verify all these details for accuracy
- Enter the Article Number in the provided field (this is mandatory for submission). If there is no Article number, then the user can enter Not Applicable and proceed further.
- Click Save & Next to proceed to the next section
- Now the user will be directed to the Verification details tab and can fill in the data for that tab.

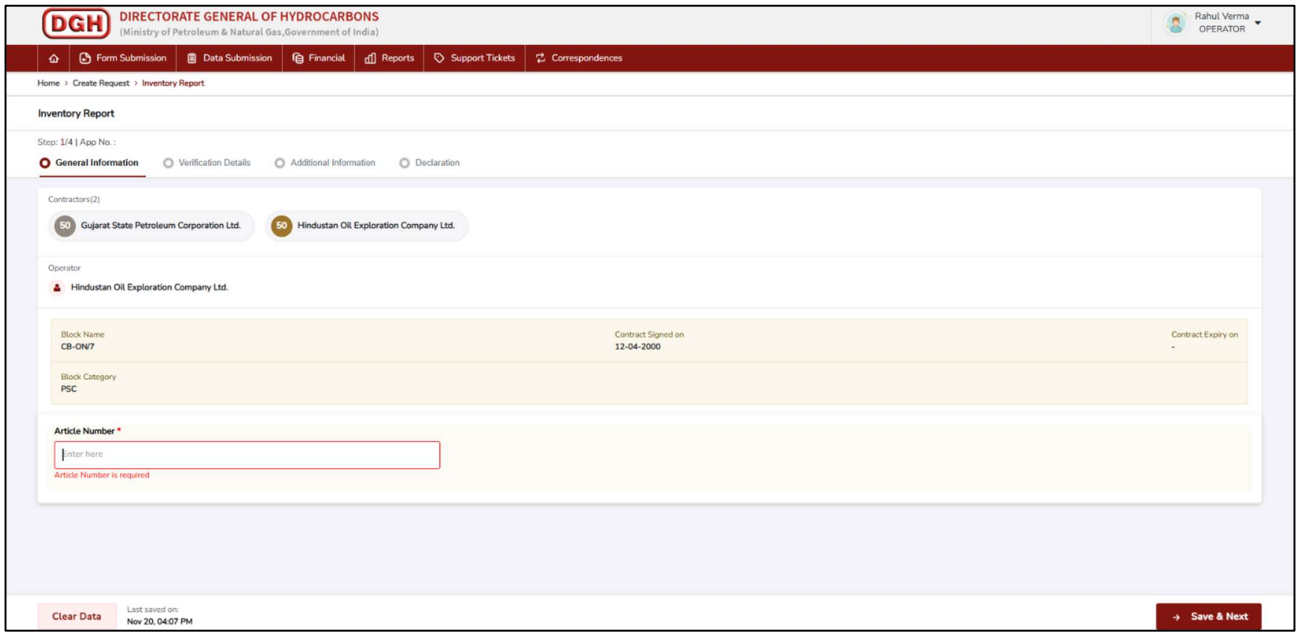



***Figure 2: The user will be directed to the Inventory Report form, to the General Information tab. Verify General Information and enter Article number***

## Step 3: Fill Verification Details

- In the Verification Details tab, enter or upload all supporting documents or verification sheets required for the inventory report (as per DGH guidelines and internal compliance)
- Ensure all information pertaining to the verification of inventory is complete and accurate
- Click Save & Next to go forward

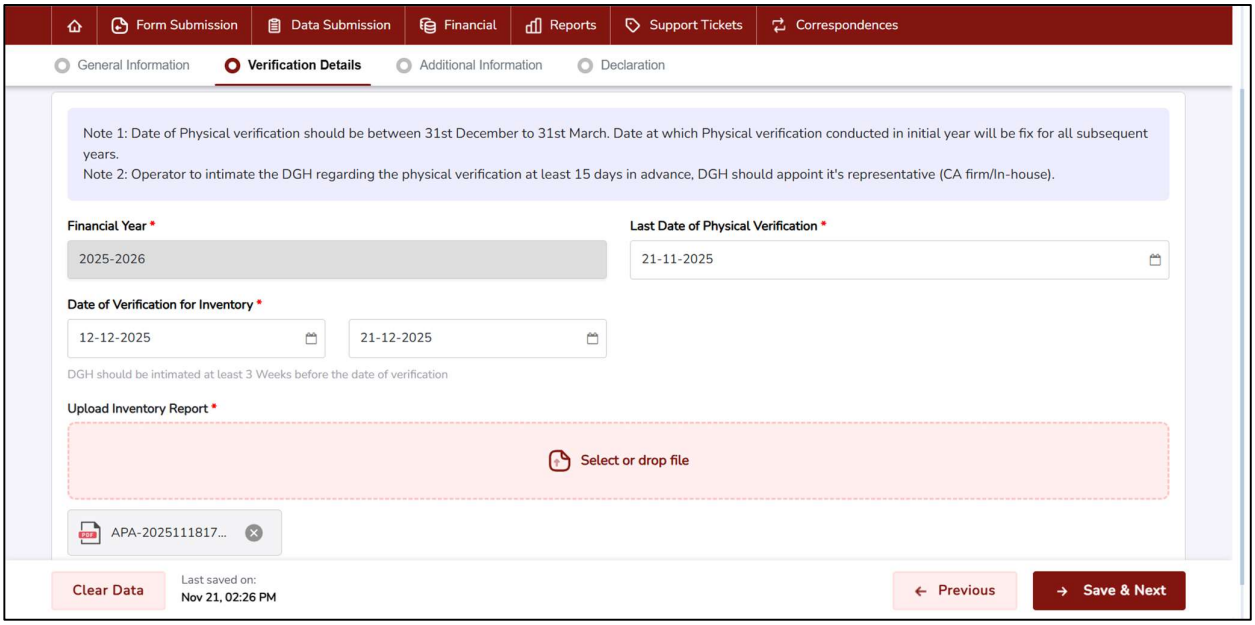



***Figure 3: Enter the Verification Details***

## Step 4: Add Additional Information

- On the Additional Information tab, use the Upload Additional Documents option to attach any other files required to support your report (e.g., scanned statements, compliance forms, additional lists)
- If needed, add any Remarks in the text box provided for further clarification
- Click Save & Next

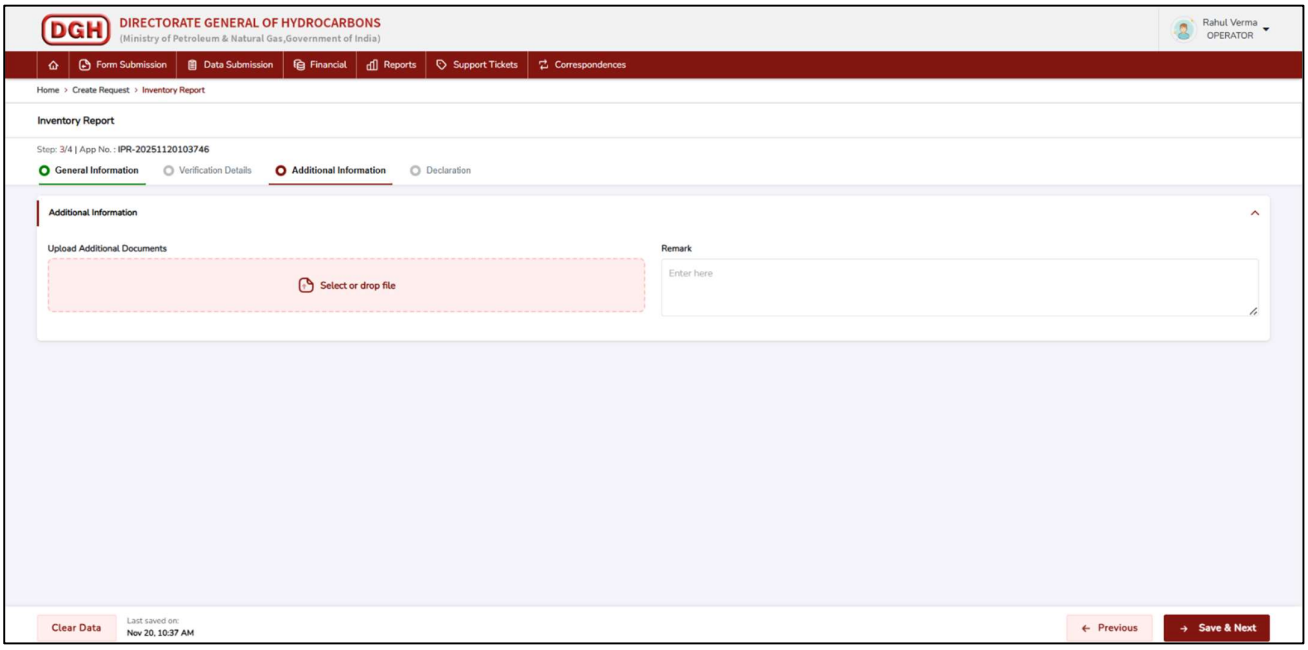



***Figure 4: Enter Additional Information if any***

## Step 5: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

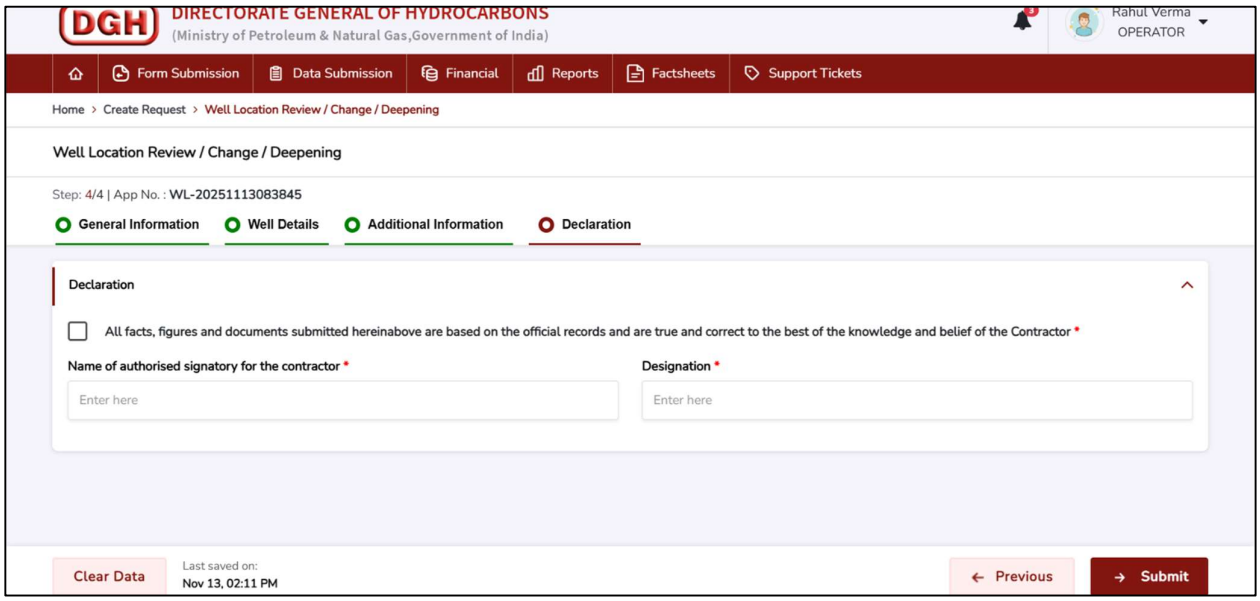



***Figure 5: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

## ❖ Tips & Good Practices

- Always ensure the user fill all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 6. Measurement of Petroleum

This guide details how an operator submits a request for recording and submitting petroleum measurement and calibration data in the DGH Integrated Management System (IMS).

### Step 1: Initiate New Request

Go to **Form Submission > Create Request > Measurement of Petroleum**.

- Log into the DGH IMS portal and click on **Form Submission** in the top menu.
- Select the relevant **Block** from the dropdown menu (e.g., CB-ON/7).
- Choose **Submission Type** as **Self Certification**.
- Select the applicable **Process Category** (A, B, or C).
- Pick **Measurement of Petroleum** as the **Request Type**.
- Click **Create New Request** to launch the submission form. [Start New Measurement of Petroleum Request].

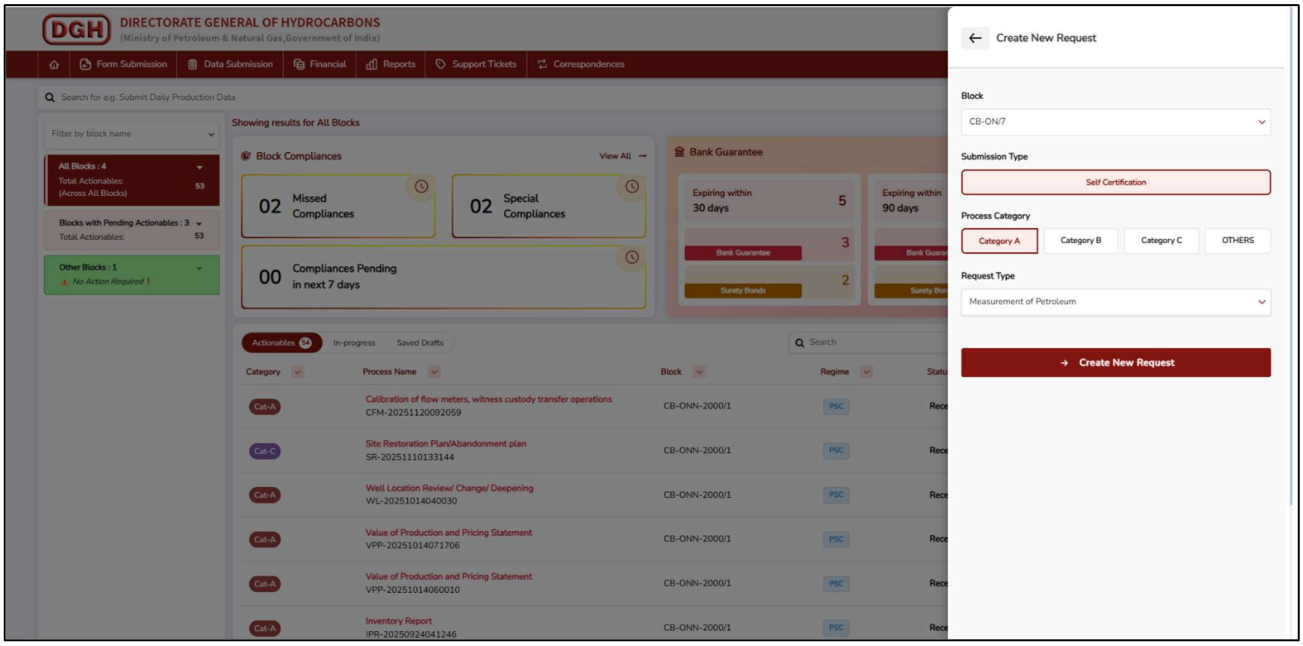



***Figure 1: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

### Step 2: Fill General Information

- The page will display pre-filled contract details: Contractors, Operator, Block Name, Block Category, and contract validity dates.
- Enter the Clause/Reference to Article/Policy relevant to the measurement activity.
- Mark OCR Availability (Yes/No)
- Upload the OCR document if applicable.
- Click **Save & Next** to move forward. [General Information Tab]

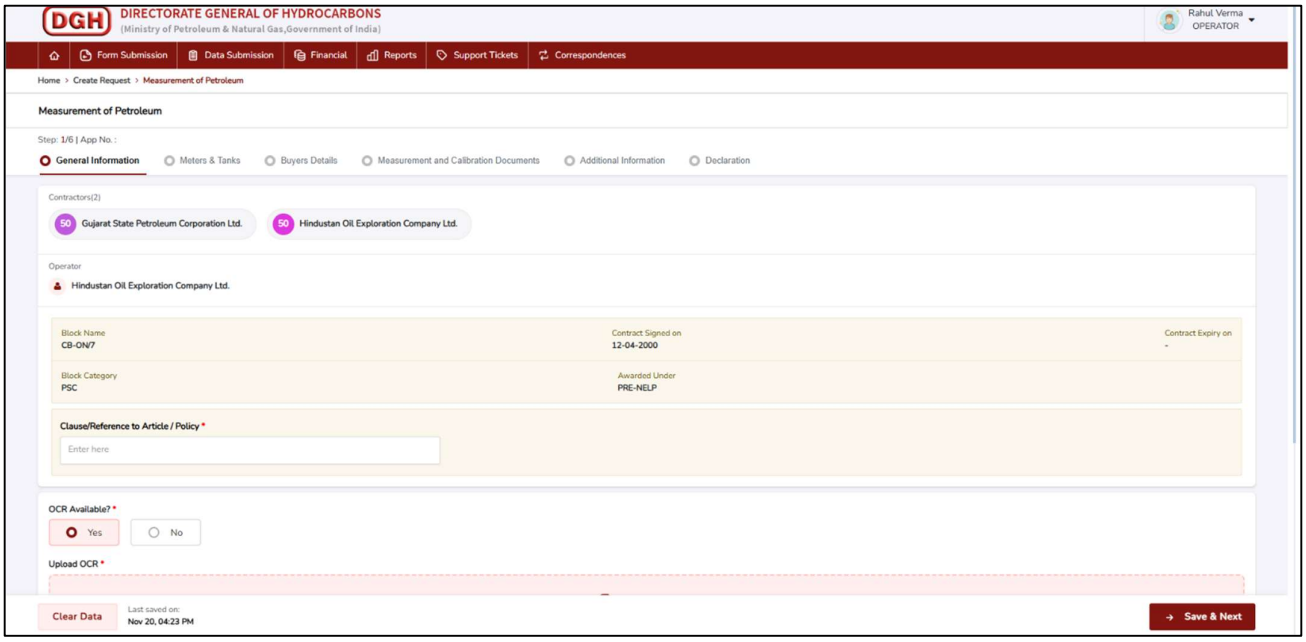



***Figure 2: Fill General Information tab***

## Step 3: Enter Meters & Tanks Details

- Specify meter details by choosing the measurement context:
    - Internal Consumption Meter
    - Flare Meter
    - Custody Transfer Meter
    - Metering Through Tanks
    - Measurement at Well site for Chok site & Effluent
    - Measurement at Collection Facility (GGS)
- Indicate the number of each meter type.
- For each meter, input:
    - Type of Meter
    - Type of Fluid Measured
    - Identification/Tag Number
    - Make
    - Size / Range
    - Percentage Error
- Add or edit entries as needed for all applicable meters and tanks.
- Click Save & Next. [Meters and Tanks Tab]

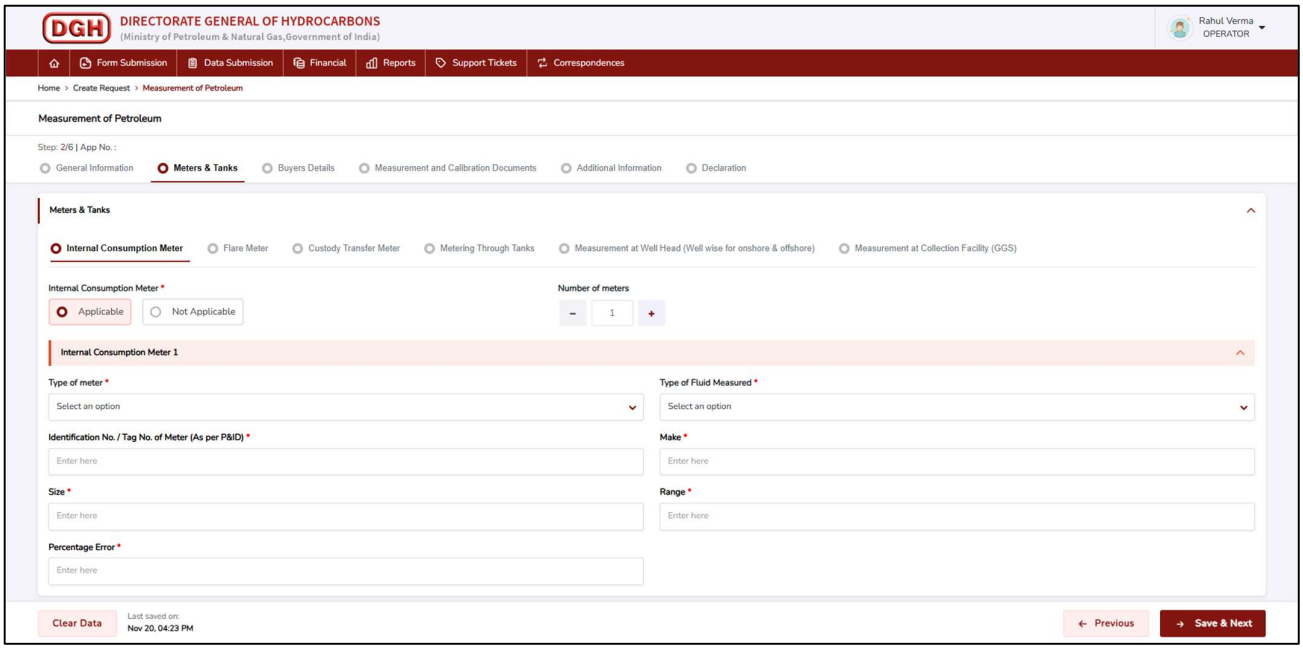



***Figure 3: Fill Meters and Tanks Detail tab***

## Step 4: Enter Buyers Details

- Specify the Number of Buyers for the respective petroleum batch.
- For each buyer, provide details:
    - Type of Buyer
    - Name
    - Sale/Range/Percentage/Time/Frequency of Calibration
- Upload supporting documents as needed for buyer information.
- Click Save & Next. [Buyers Details Tab]

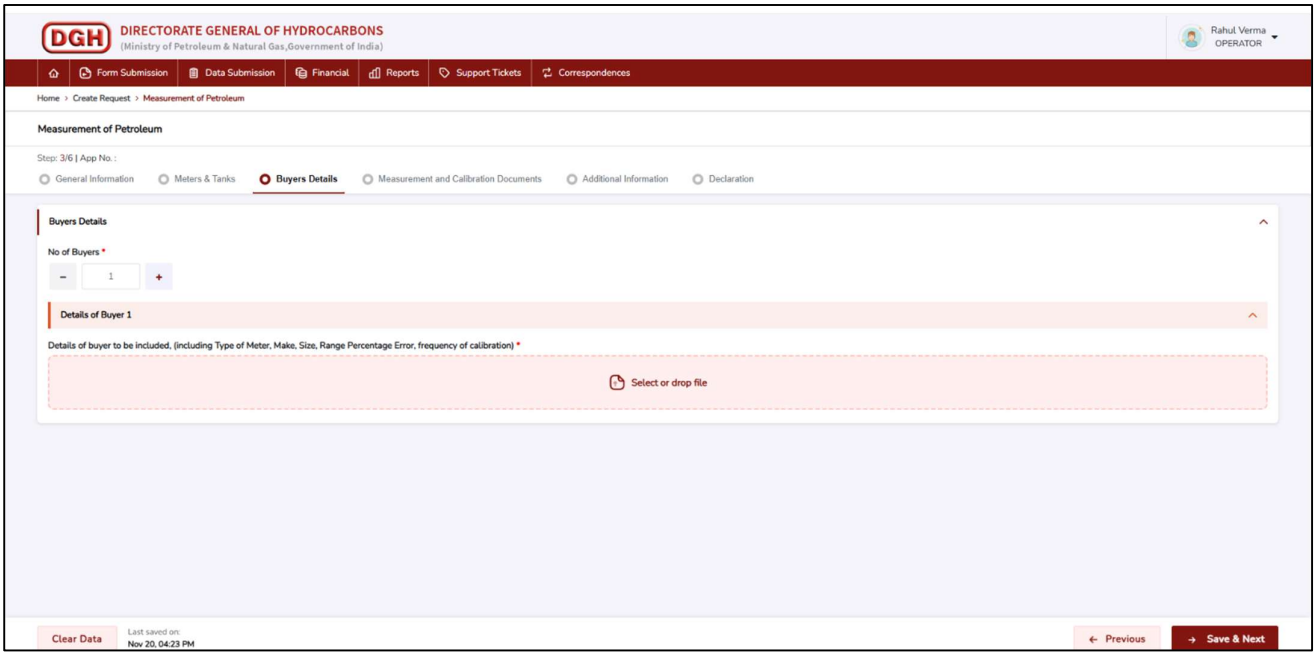



***Figure 4: Enter Buyer Details***

### Step 5: Upload Measurement and Calibration Documents

- Upload documents detailing the Method to be employed for measurement of volume of Petroleum production.
- Specify and upload files on:
    - Points of measurement and shares allocation
    - At-risk PHD and mention points where measurement is done within contract boundary
    - Submit CCSA and GSA signed with each party
    - Allocation method
- Add all supporting calibration reports, certificates, or additional documents as required.
- Click Save & Next.

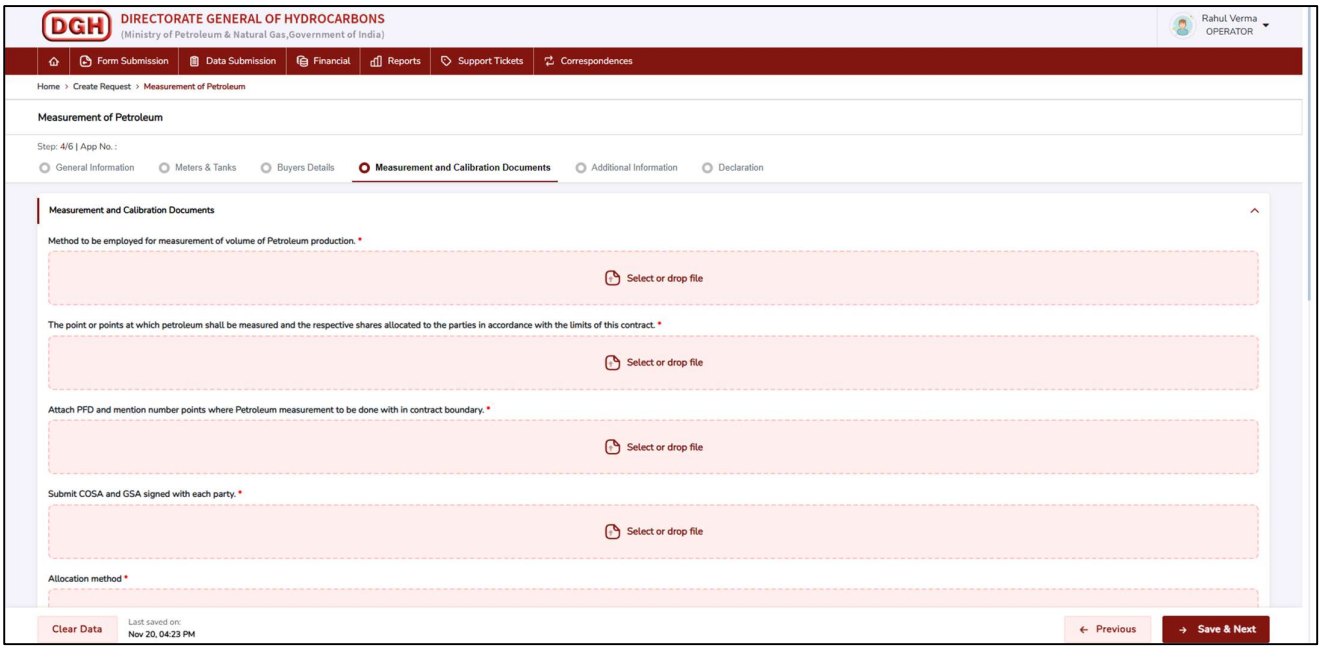



***Figure 5: Upload Measurement and Calibration Documents***

## Step 7: Additional Information

- The user will upload the additional document and will enter the remarks if there is any.

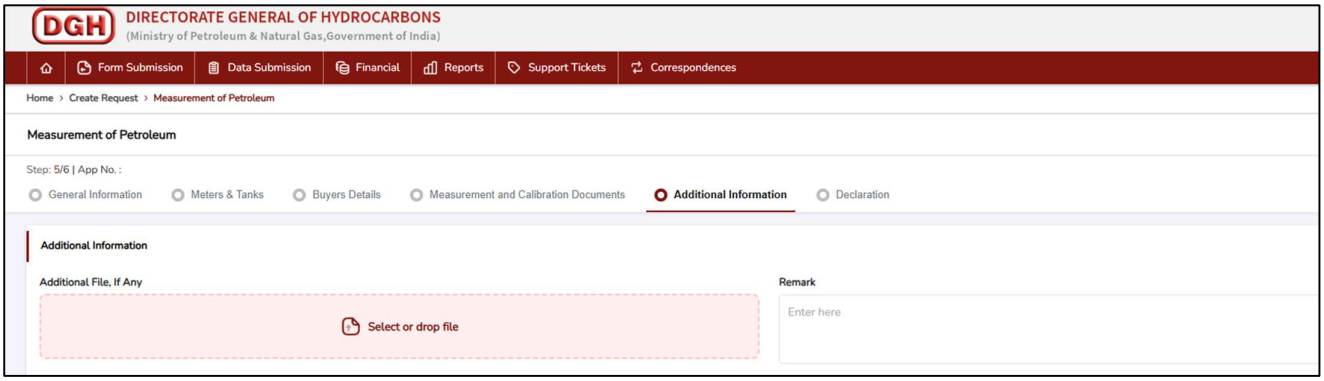



***Figure 6: Fill the Additional Information Tab***

## Step 8: MC Meeting

- The user will select the MC meeting as “Yes” or “No”. This is optional in Category A process. If selected “Yes” another field “Upload Draft MCR” will be applicable for the user and that should be mandatory and after filling the details in this page the user will click on Save & Next button.

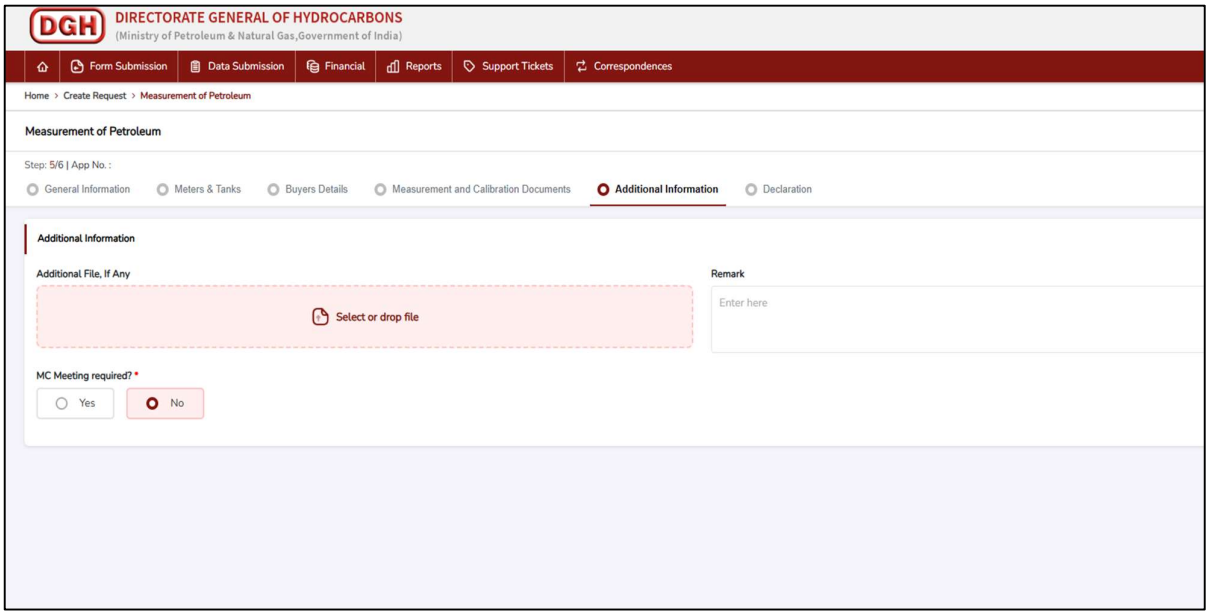



***Figure 7: Additional Information and Remarks if any***

## Step 9: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

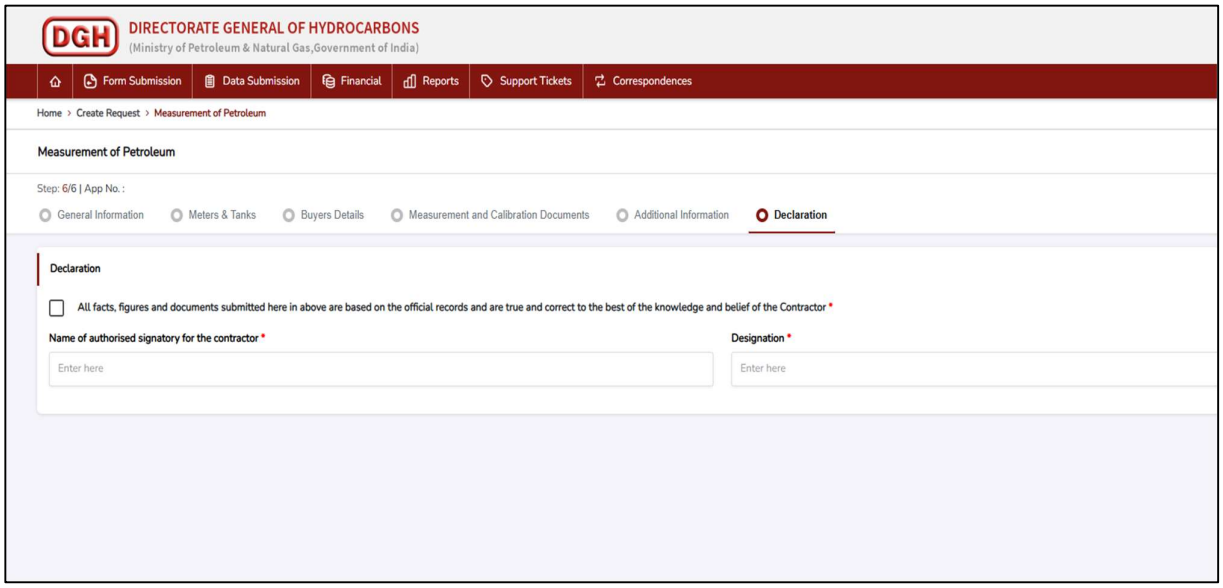



***Figure 8: Fill the Declaration tab***

## Tips & Good Practices

- Always ensure the user fill all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 7. Quarterly Progress Reports

This guide explains how an operator submits the Quarterly Progress Report (QPR) on the DGH Integrated Management System (IMS)

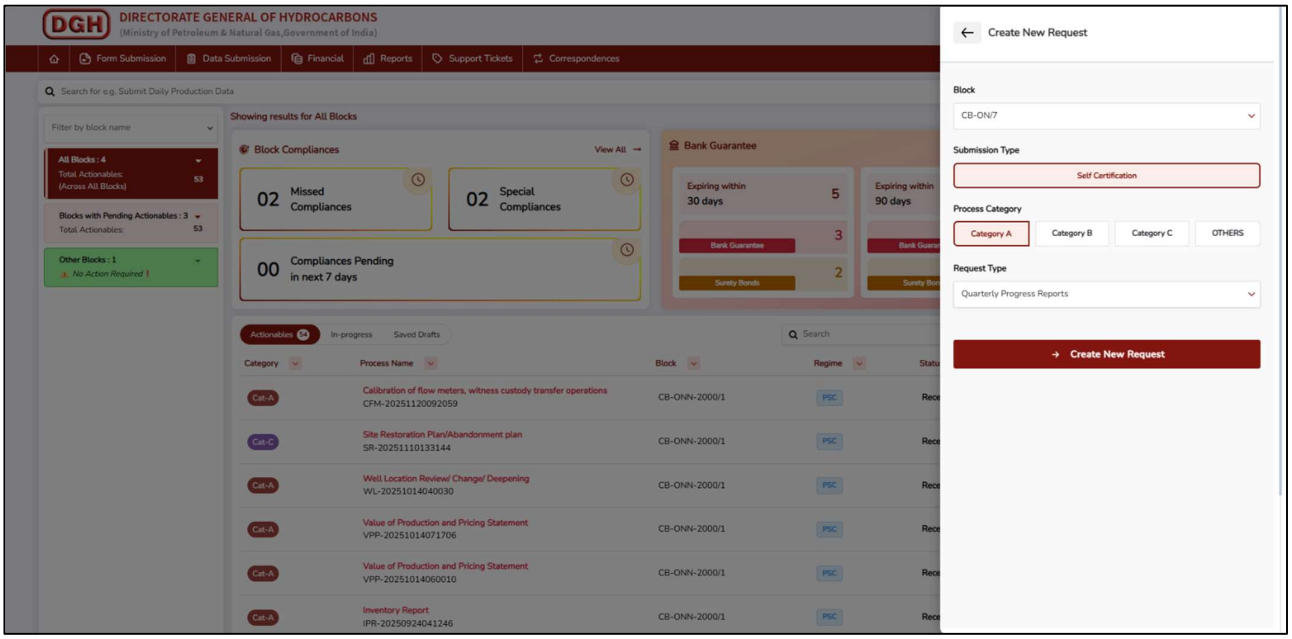



***Figure 1: The user can Create New request and select the block name, category and process name***

### Step 1: Initiate New Request

Go to Form Submission > Create Request > Quarterly Progress Report

- Log into the DGH IMS portal and select Form Submission from the top menu.
- On the right, under Create New Request, select the relevant Block from the dropdown, set Submission Type to Self Certification, pick the appropriate Process Category (A), and choose Quarterly Progress Report as the Request Type.
- Click Create New Request to begin filling the form.

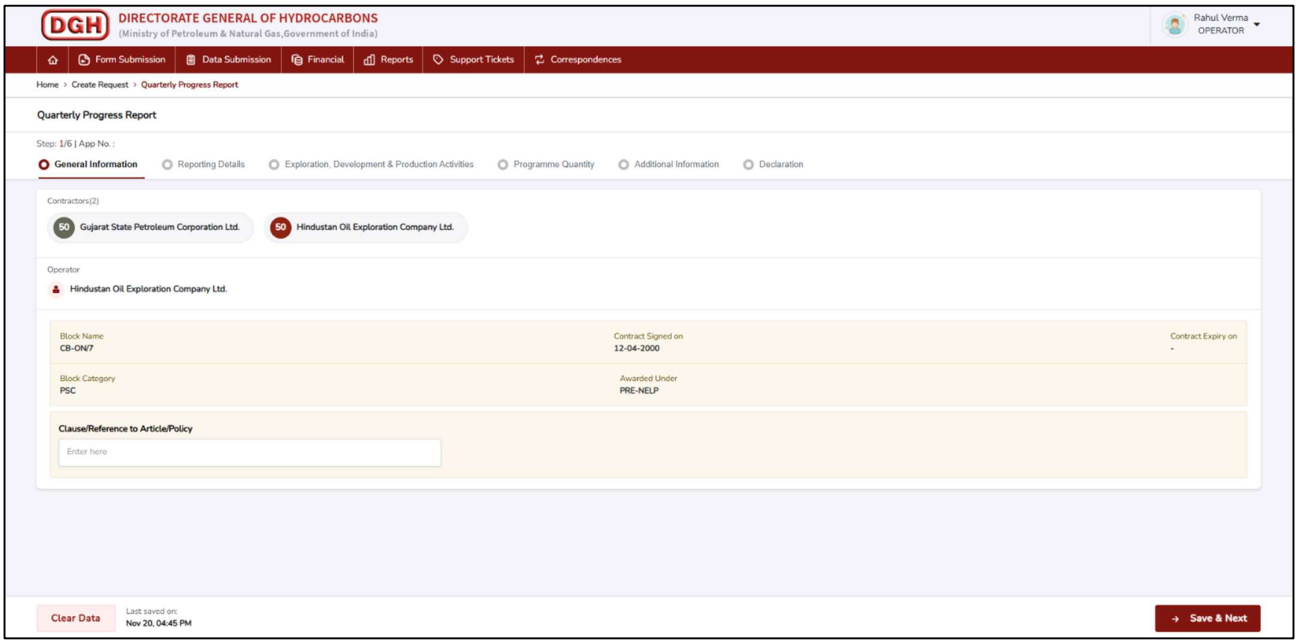



***Figure 2: Enter General Information Details***

## Step 2: Fill General Information

- The portal displays contract details (Contractors, Operator, Block Name, Block Category, Contract Dates) that are auto filled
- Enter the relevant Clause/Reference to Article/Policy under which this report is being filed
- Click Save & Next

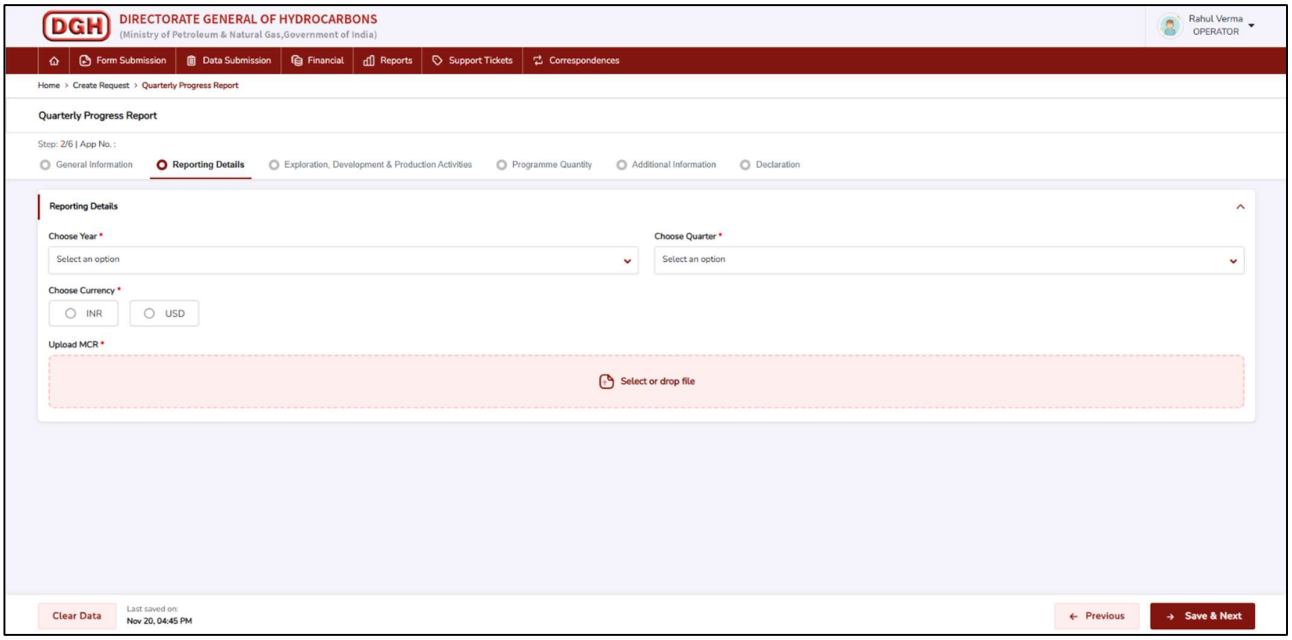



***Figure 3: Fill Reporting Details***

## Step 3: Fill Reporting Details

- Select the Reporting Year and Quarter for which the QPR is being submitted
- The type of currency chosen in Q1 of a Financial Year, will be auto selected for rest of the Quarters of that Financial Year.

- Upload the approved MCR views by drag-and-drop or using the upload box
- Click Save & Next

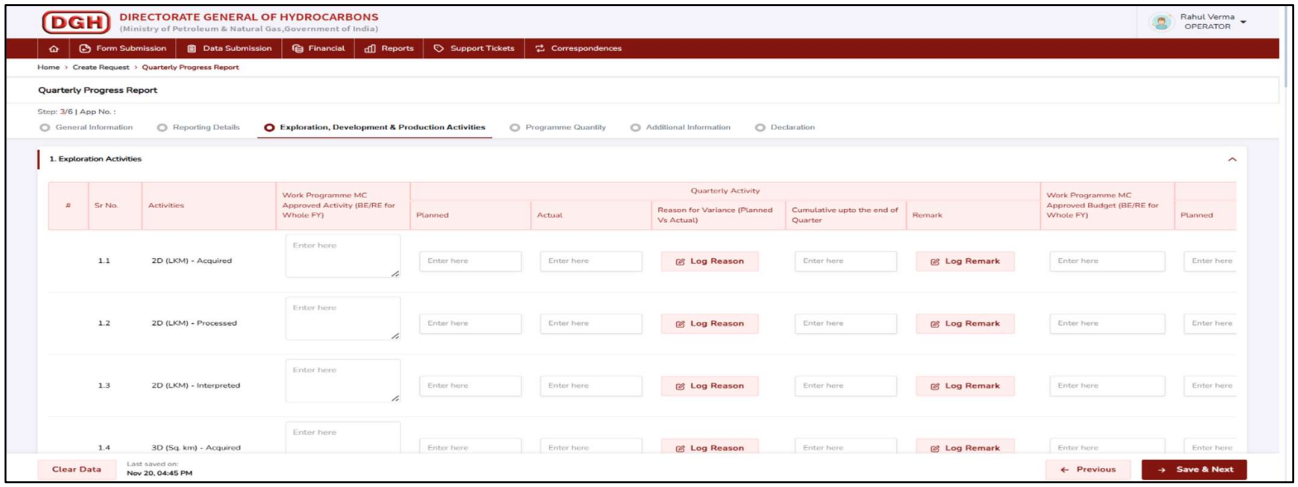



***Figure 4: Enter Exploration, Development & Production Activities***

## Step 4: Enter Exploration, Development & Production Activities

- In this section, enter actual and planned activities in detail for Exploration, Development, and Production
- Provide the details for each work item (such as Seismic, Drilling, Testing, Production, etc.)
- For any deviation from planned to actual, select "Log Reason" and give brief remarks explaining the variance
- Complete all entries for the quarter and click Save & Next

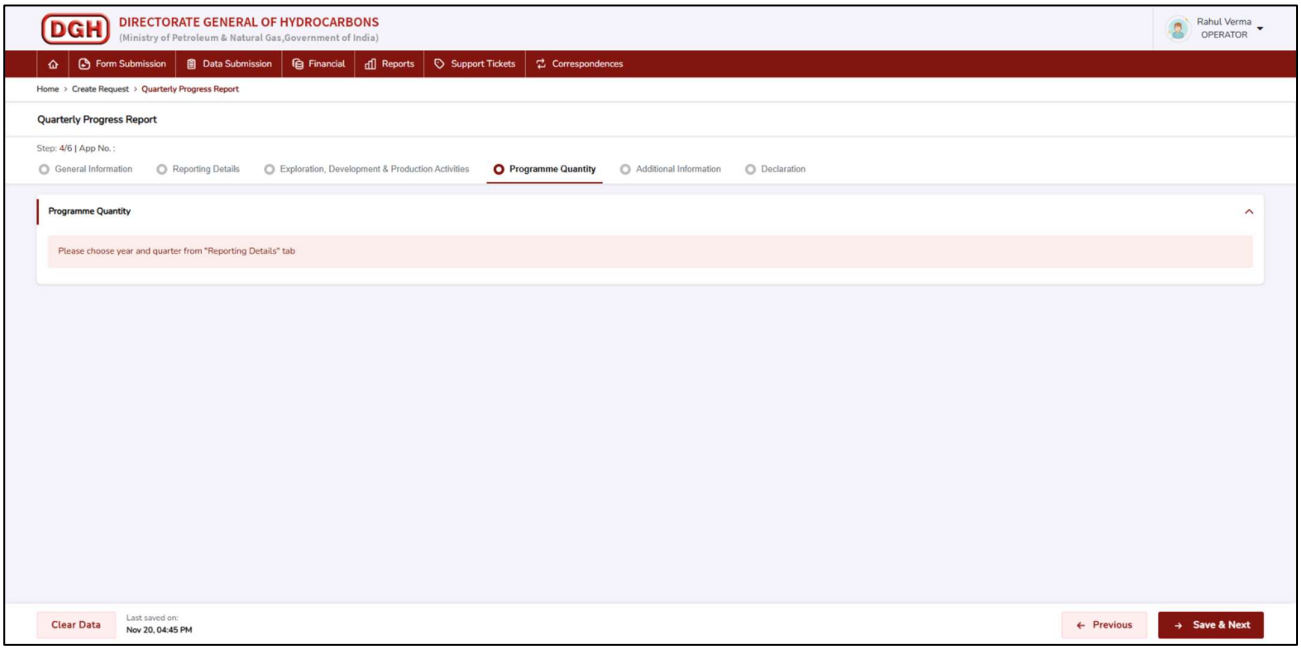



***Figure 5: Fill Progress Quantity***

## Step 5: Fill Progress Quantity

- Enter quarter-wise production parameters as specified in the QPR
- Fill in details according to the reporting requirements for the selected block
- Click Save & Next

### Step 7: Additional Information

- The user will upload the additional document and will enter the remarks if there is any.

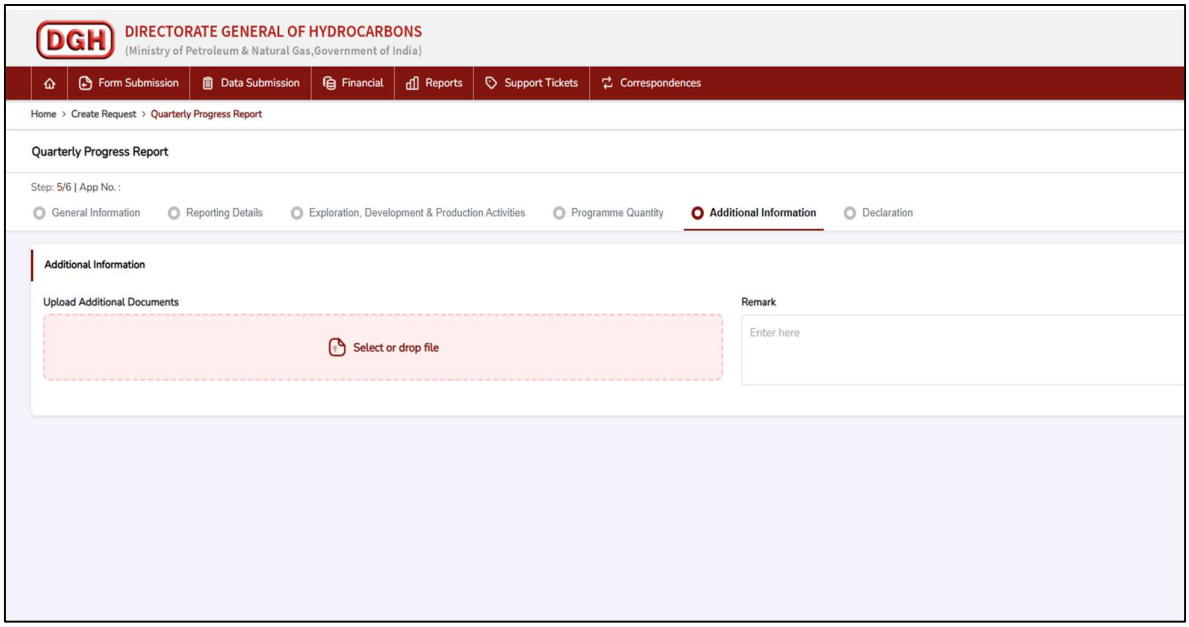



**Figure 6: Enter Additional Information and Remarks if any**

## Step 8: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

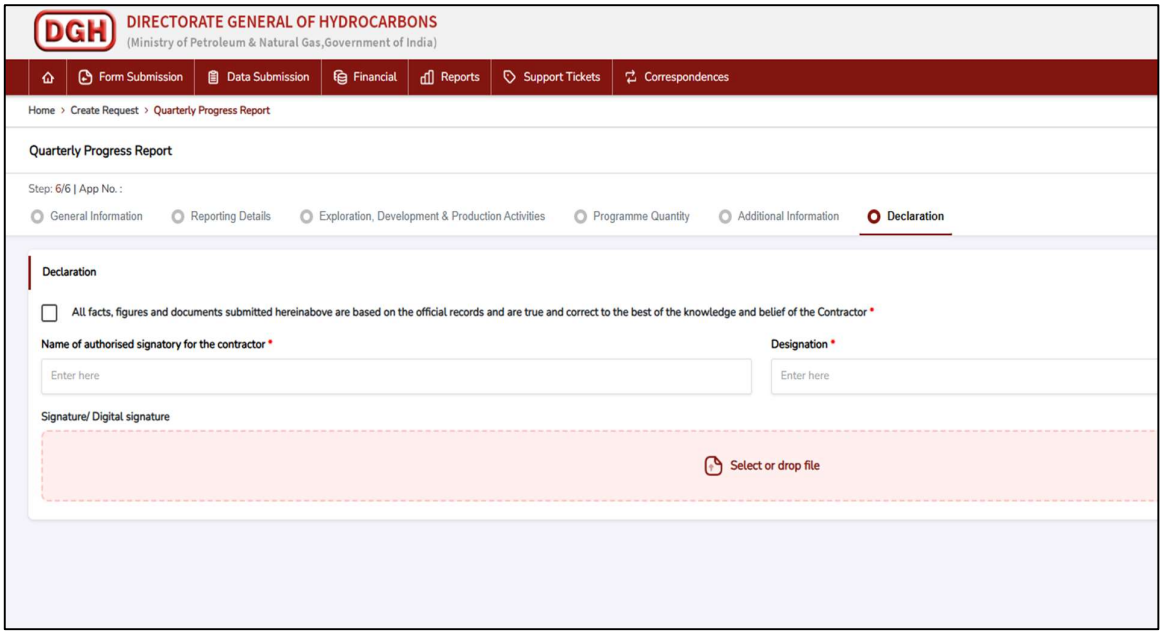



***Figure 7: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

## Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 8. Bank Guarantee and Legal Opinion (Renewal and Revised)

This guide explains how an operator submits a Bank Guarantee (BG) and obtains Legal Opinion approval in the DGH Integrated Management System (IMS)

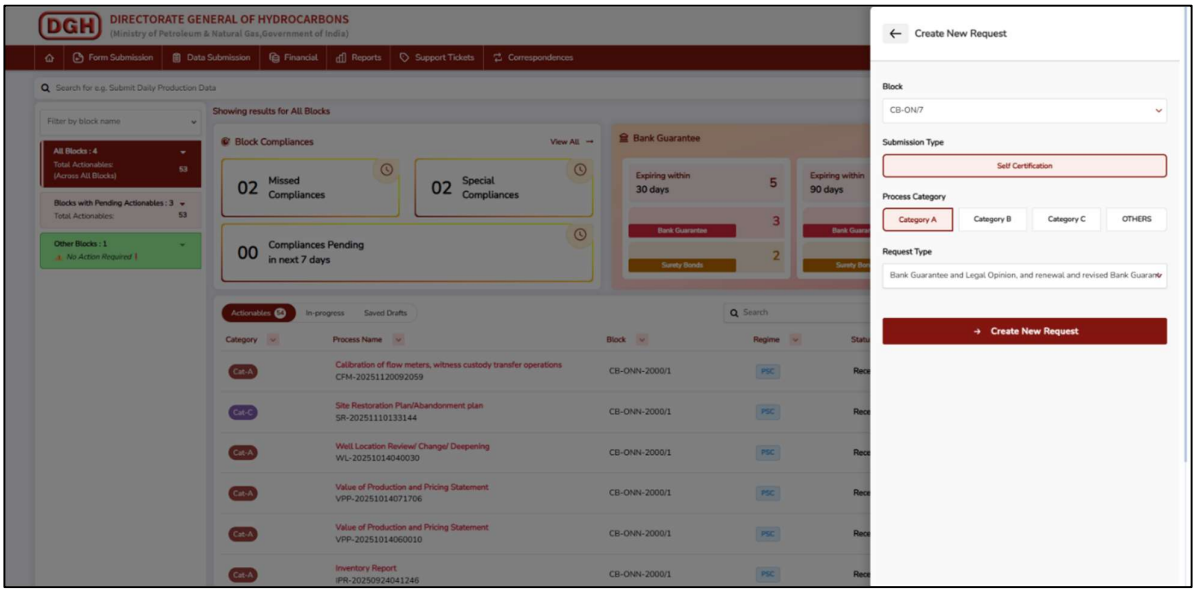



***Figure 1: Initiate New Request***

### Step 1: Initiate New Request

Go to Form Submission > Create Request > Bank Guarantee and Legal Opinion

- Log into the DGH IMS portal and select Form Submission at the top
- In the “Create New Request” side panel:
    - Select the relevant Block
    - Choose Submission Type as Self Certification
    - Select the correct Process Category (A/B/C)
    - Pick Bank Guarantee and Legal Opinion as the Request Type
- Click Create New Request to open the process form

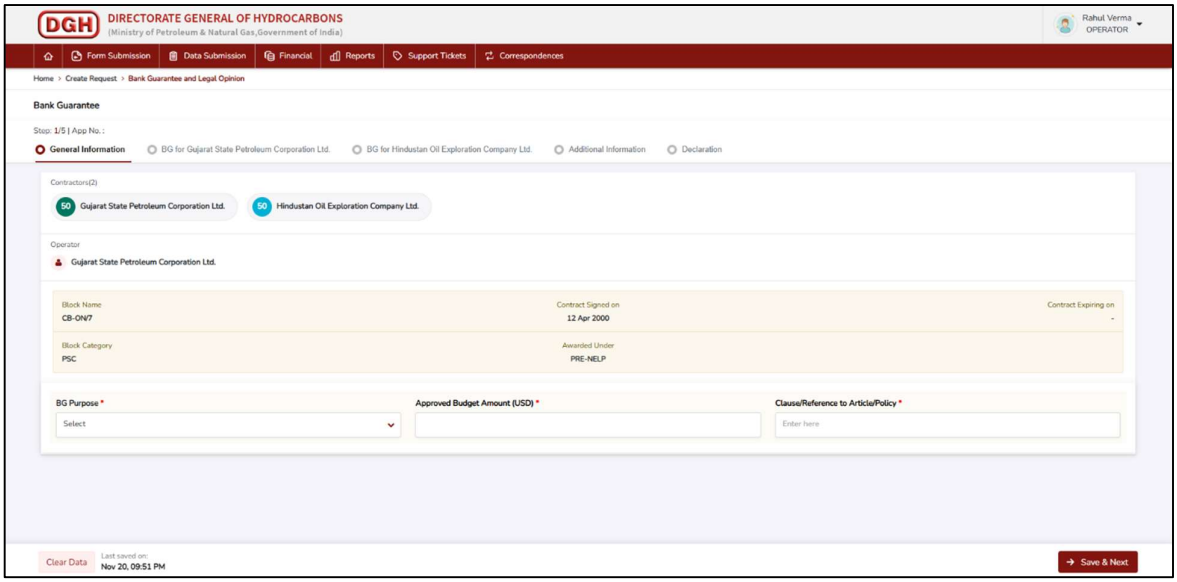



***Figure 2: Fill General Information***

## Step 2: Fill General Information

- The contract details for all contractors and operator for the selected block are auto-filled
- Check Block Name, Block Category, Contract Signed/Expiry dates
- Select BG Purpose from the dropdown (e.g., Performance, Financial, Other)
- Enter Approved Budget Amount (USD) and Clause/Reference to Article/Policy for this BG
- Click Save & Next

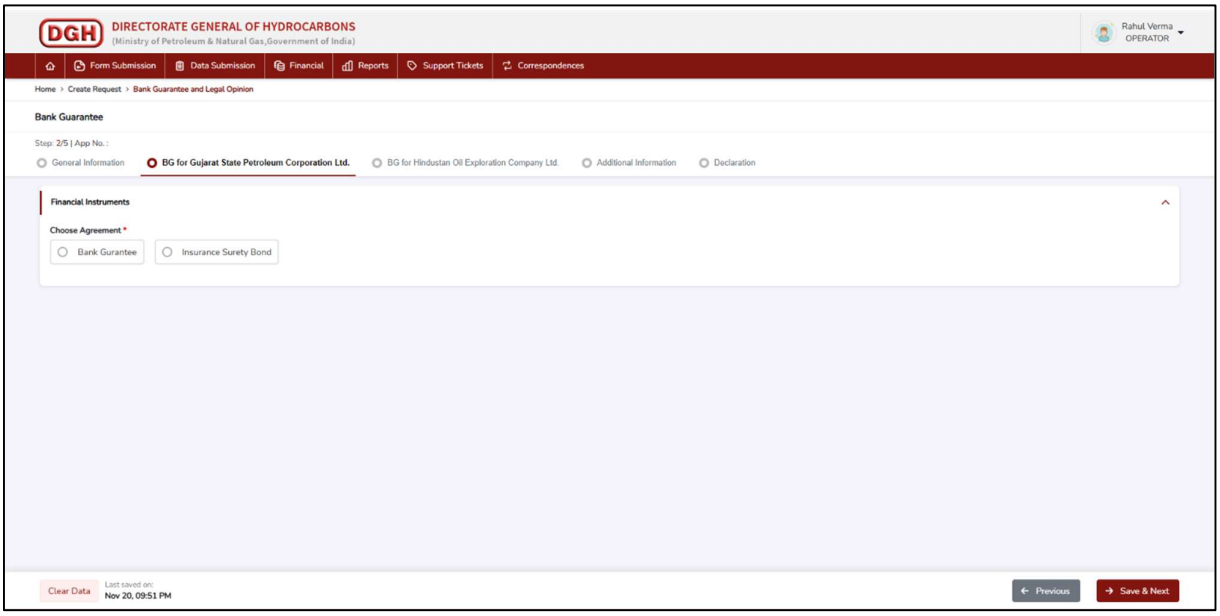



***Figure 3: Enter BG Details***

## Step 3: Select Financial Instrument

- Choose the agreement type: Bank Guarantee or Insurance Surety Bond
- Select the option as per the contract/requirement
- Click Save & Next to proceed

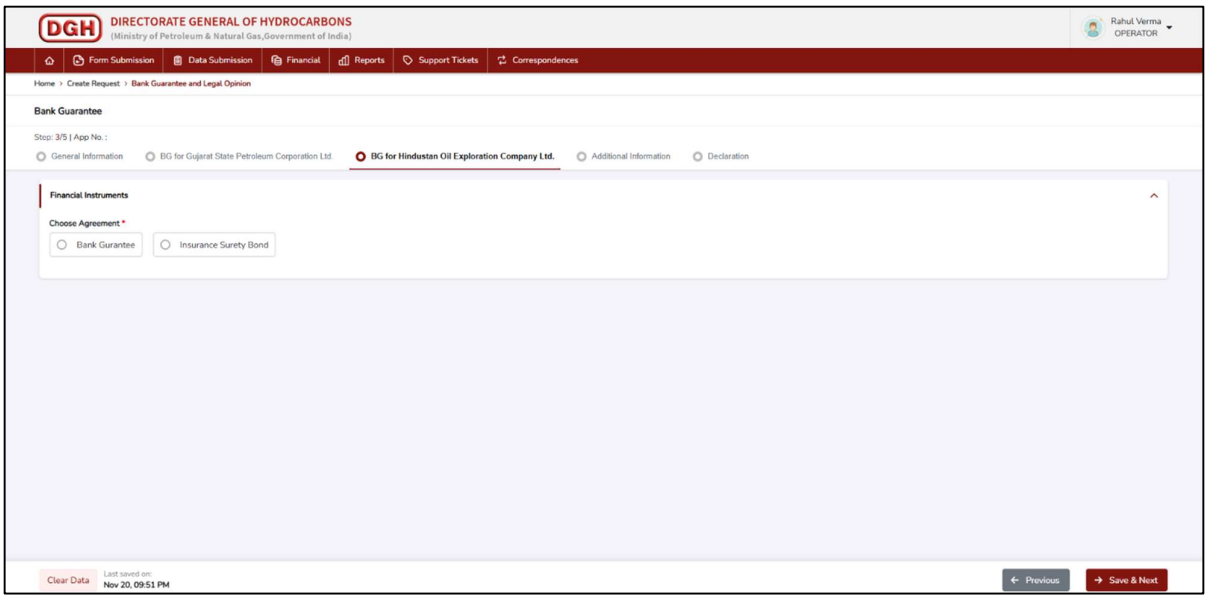



***Figure 4: Enter BG Details for both the PI Partners***

## Step 4: Enter BG Details for Contractor

- For each contractor (as listed in the contract), fill in or verify their details
- This tab may include specific sections for each party (principal, surety, beneficiary details, etc.) as per the agreement structure
- Click Save & Next

## Step 5: Additional Information

The user will upload the additional document and will enter the remarks if there is any.

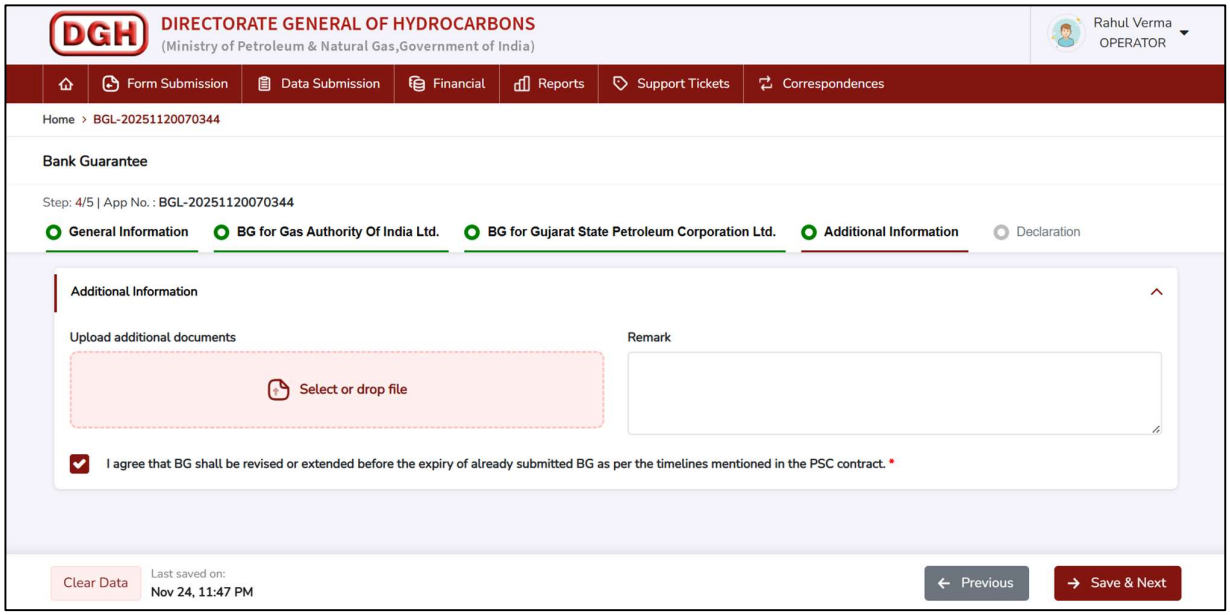



*Figure 5: Enter Additional Information if any*

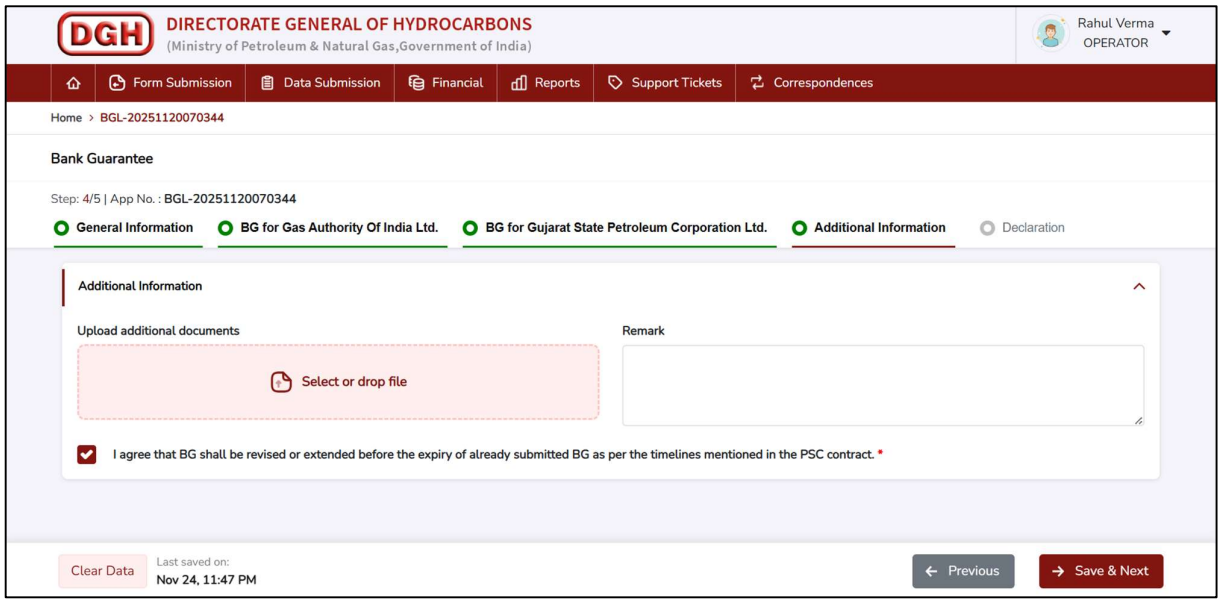



***Figure 6:6 Enter Additional Information and Remarks if any, and upload Draft MCR, then click on "Save and Next"***

### Step 7: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

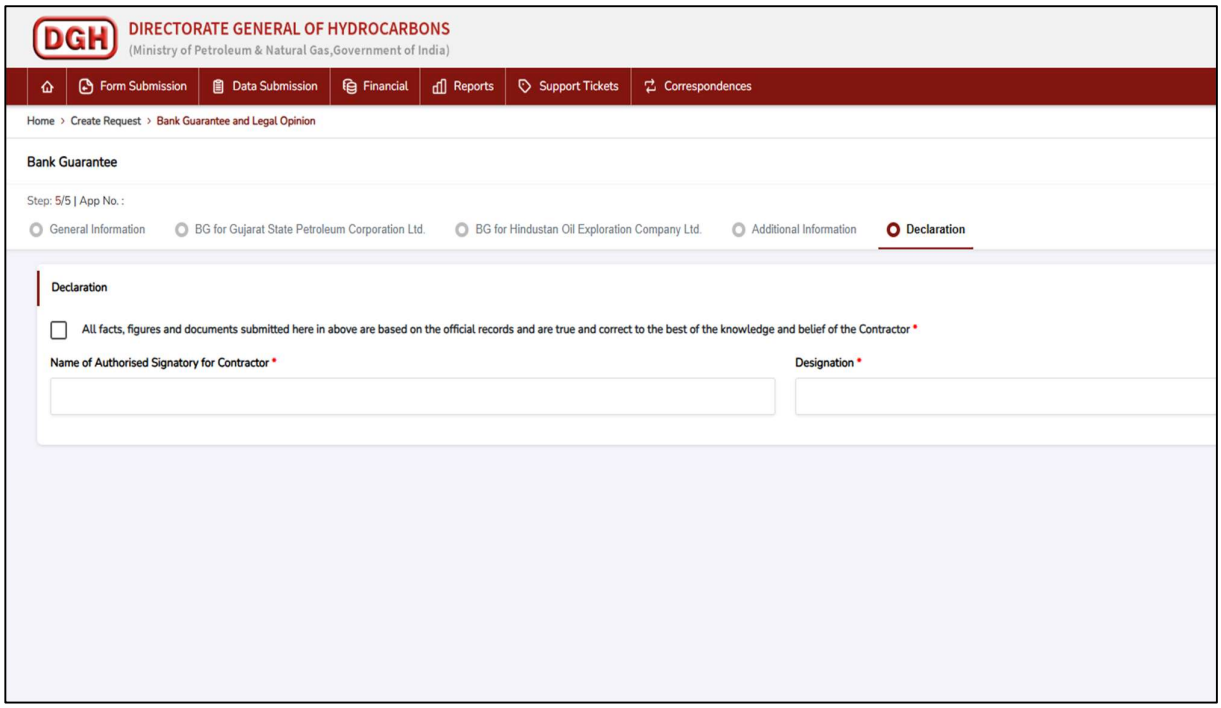



***Figure 7: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

## Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 9. Submission of Insurance and Indemnity

This guide explains how to submit insurance policy details and indemnity documentation for DGH review in the IMS portal

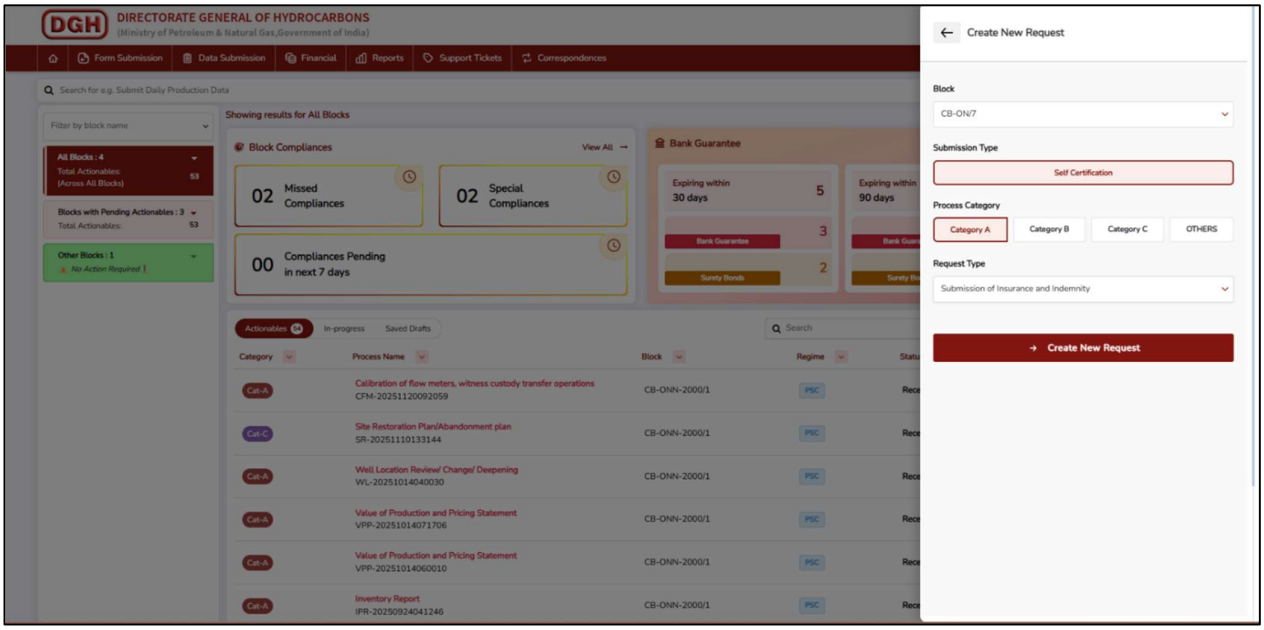



***Figure 1: Create New Request for the relevant process***

### Step 1: Initiate New Request

Go to Form Submission > Create Request > Submission of Insurance and Indemnity

- Log in to the DGH IMS portal and click on Form Submission in the top navigation
- In the Create New Request window, select:
    - Block from the dropdown (e.g., CB-ON/7)
    - Submission Type as Self Certification
    - The correct Process Category (A/B/C), as per your block
    - Request Type as Submission of Insurance and Indemnity
- Click Create New Request to begin the process

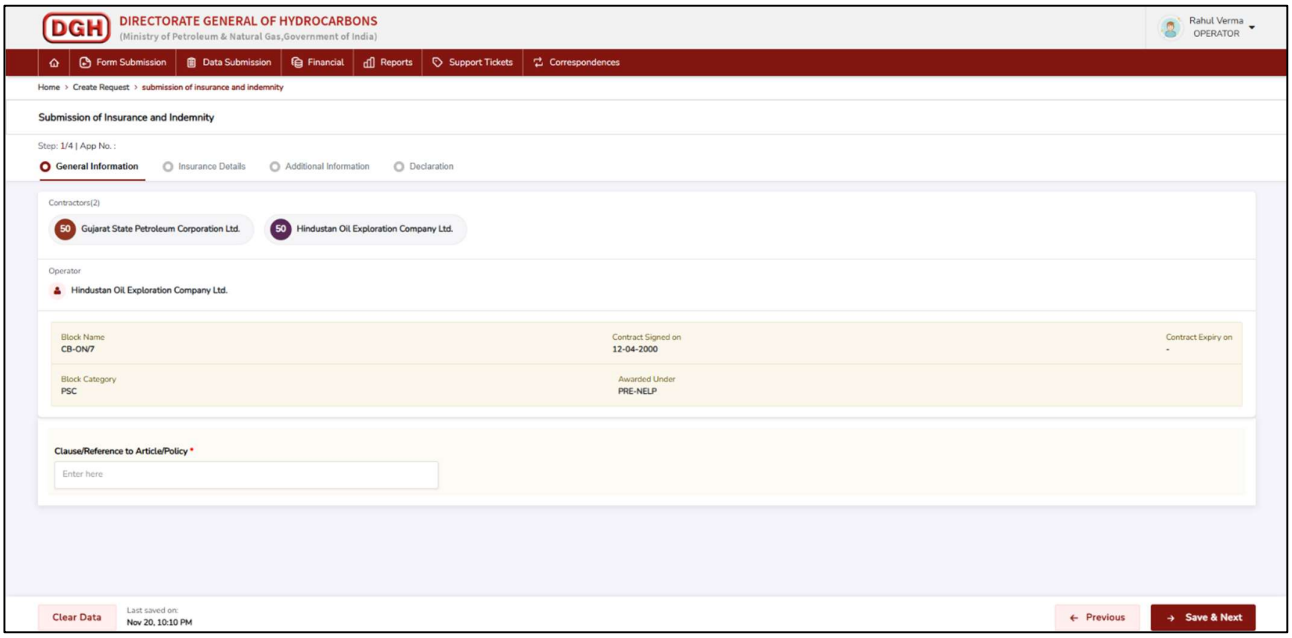



***Figure 2: Fill General information Tab***

## Step 2: Fill General Information

- The system auto-fills contract details, including all contractors, operator, block name and category, contract dates, and regime
- Enter the relevant Clause/Reference to Article/Policy under which the insurance/indemnity is being filed
- Click Save & Next

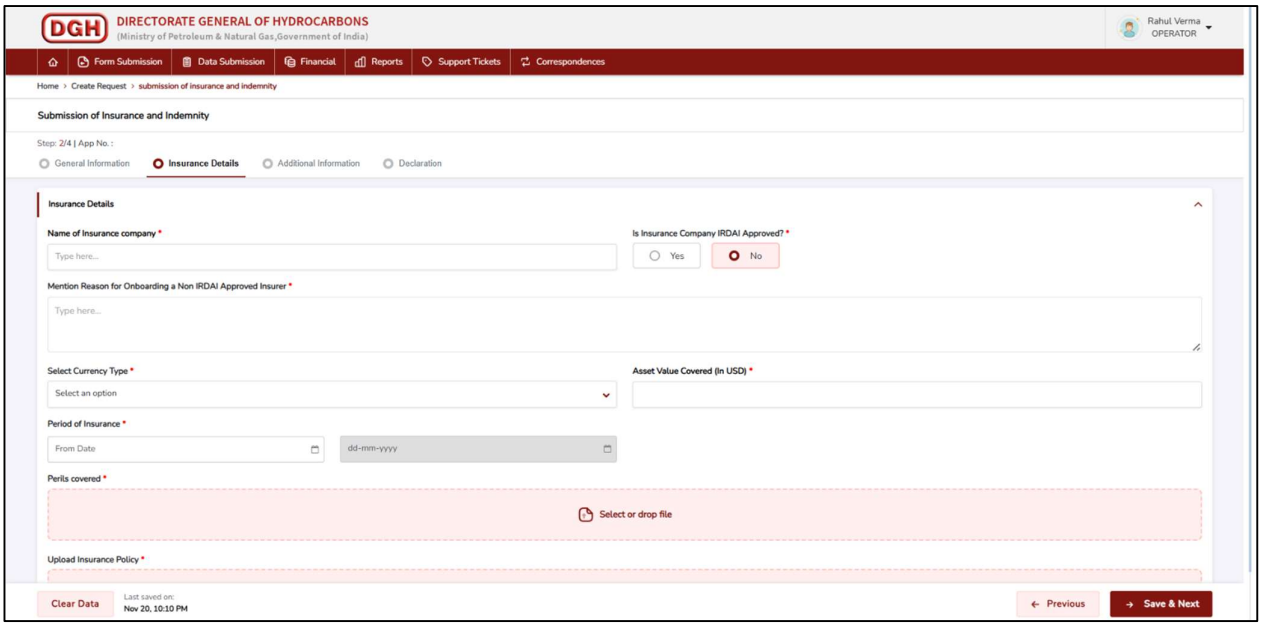



***Figure 3: Enter and verify Insurance Details***

## Step 3: Enter Insurance Details

- Provide the Name of Insurance Company
- Indicate if the insurer is IRDAI approved (Yes/No)
- If the insurance company is not IRDAI approved, specify the reason/justification

- Mention the Policy Start/End Dates
- Enter the Sum Insured, the Premium Paid, and the Asset Value Covered (INR/USD)
- Upload the Insurance Policy document & Perils covered using “Select or drop file”
- Complete any additional mandatory information required on this tab
- Click Save & Next

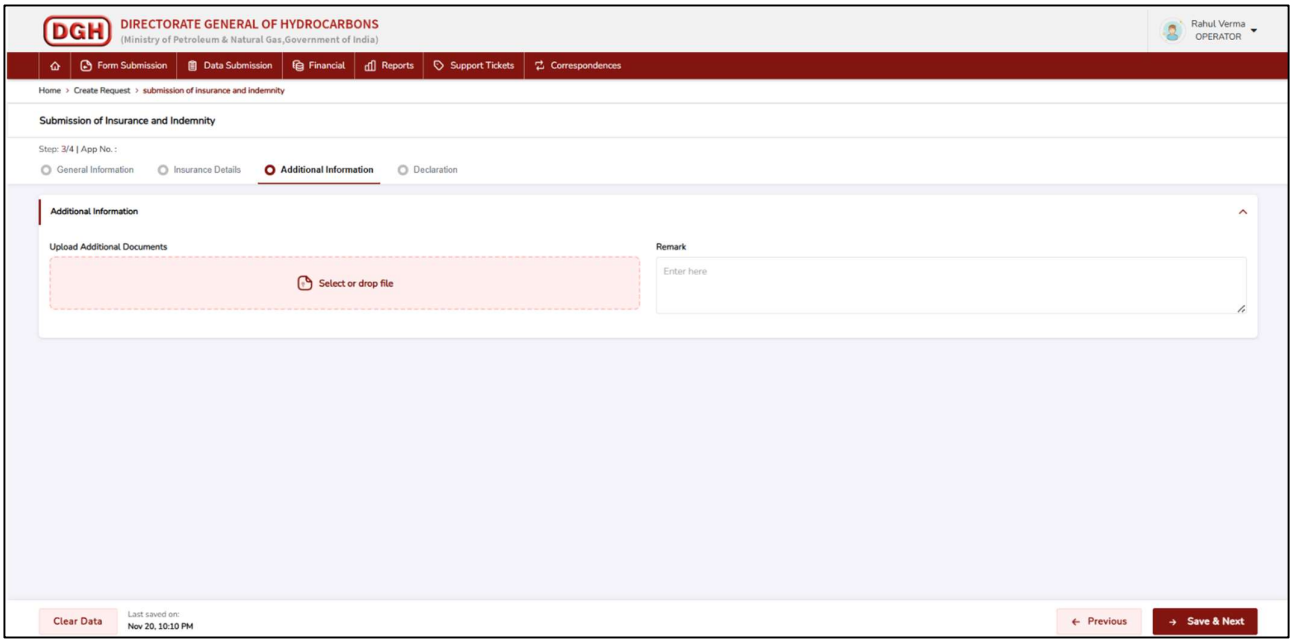



***Figure 4: Enter Additional Information if any***

## Step 4: Attach Additional Information

- Upload any supporting or additional documents as required
- Use the Remarks section to provide any remarks if needed
- Click Save & Next

## Step 5: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

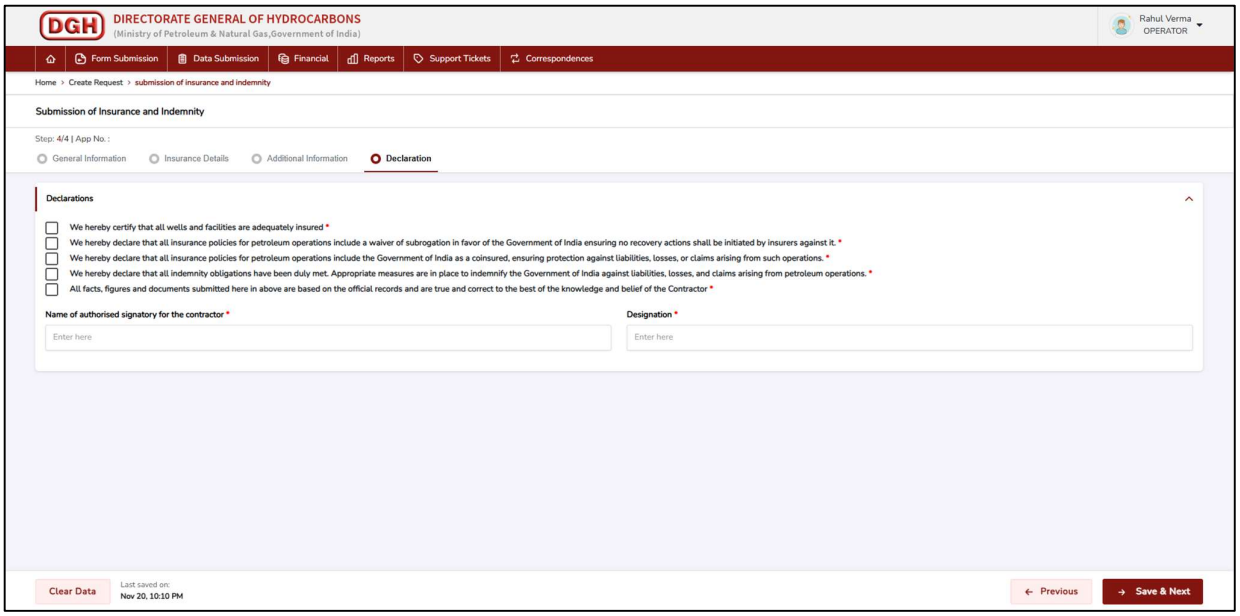



***Figure 5: 7 In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 10. Value of Production and Pricing Statement

This manual explains the submission process for reporting the value and pricing of hydrocarbon production in the DGH IMS portal.

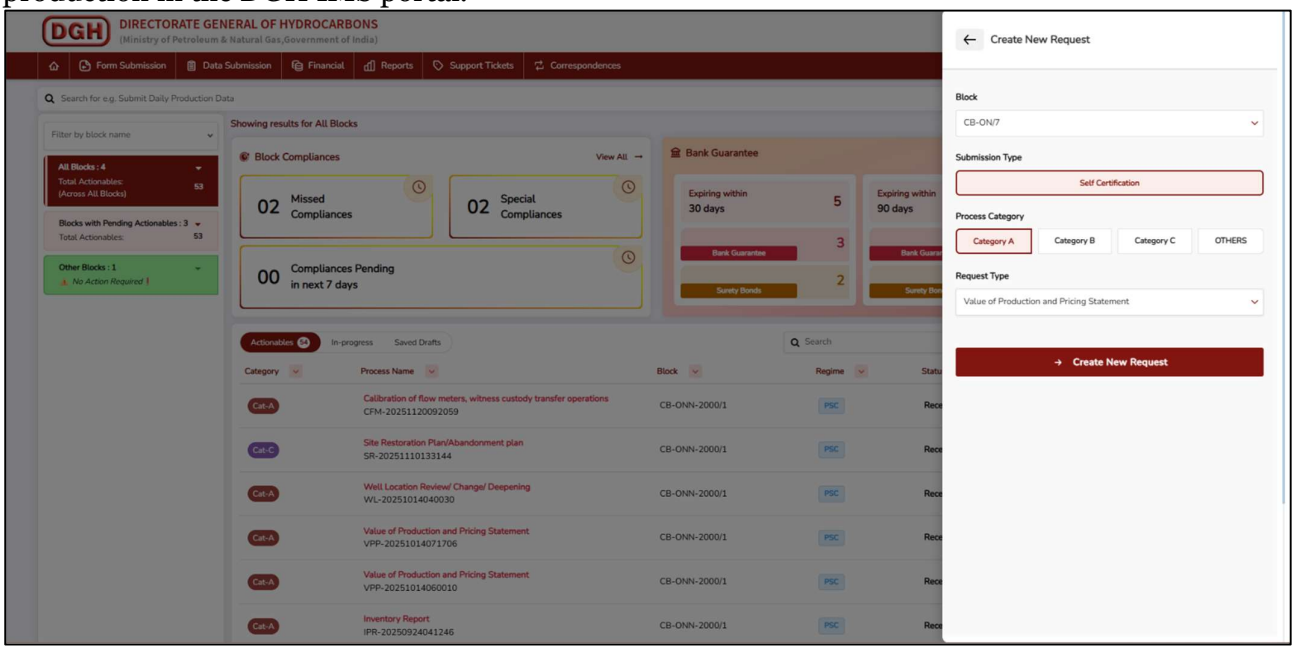



***Figure 1: Initiate New Request***

### Step 1: Initiate New Request

Go to Form Submission > Create Request > Value of Production and Pricing Statement

- Log into the DGH IMS portal
- Choose the relevant Block from the selector
- Set Submission Type to Self Certification
- Choose the correct Process Category (A/B/C)
- Select Value of Production and Pricing Statement as the Request Type
- Click Create New Request to begin

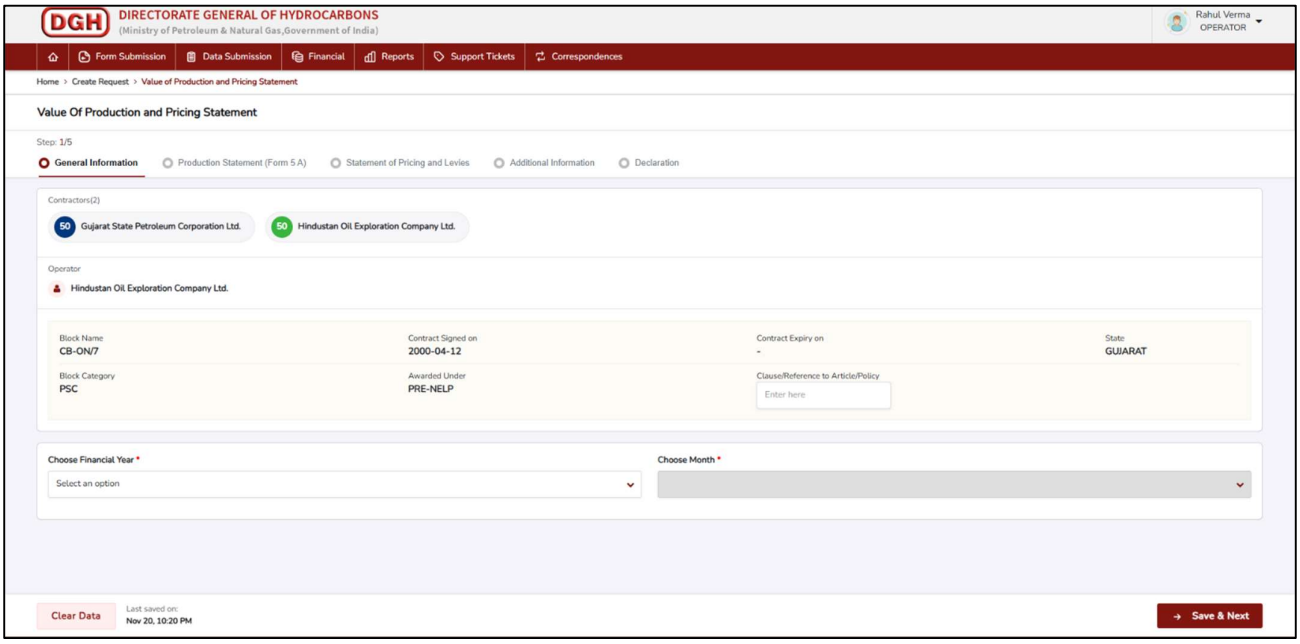



***Figure 2: Fill in the General Information Tab***

## Step 2: Fill General Information

- The portal auto-fills contract summary details (Contractors, Operator, Block, regime, dates)
- Enter the required Clause/Reference to Article/Policy for your submission
- Enter Financial Year and Choose the Month for which the application is being submitted
- Click Save & Next

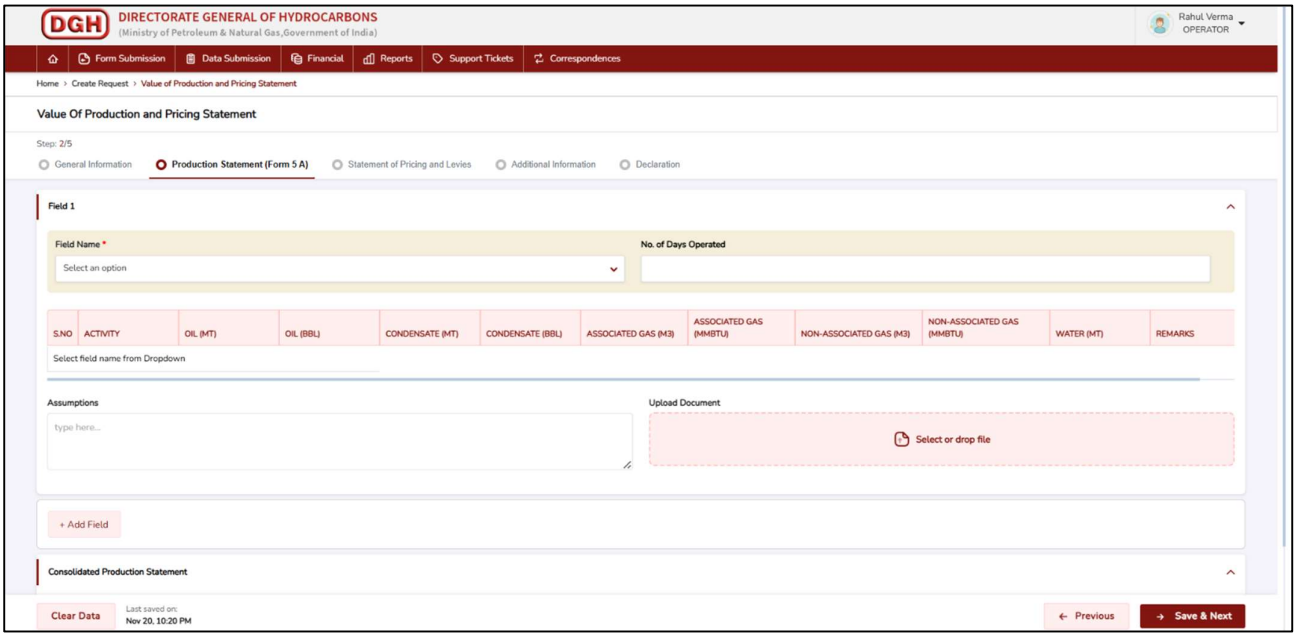



***Figure 3: Fill Production Statement form***

## Step 3: Fill Production Statement Form (5A)

- Select the Field Name

- Production data for the selected Field will be displayed. Please verify them. Enter remarks against each entry.
- Upload supporting documents or worksheets in the relevant area
- Add more fields as needed
- Click Save & Next

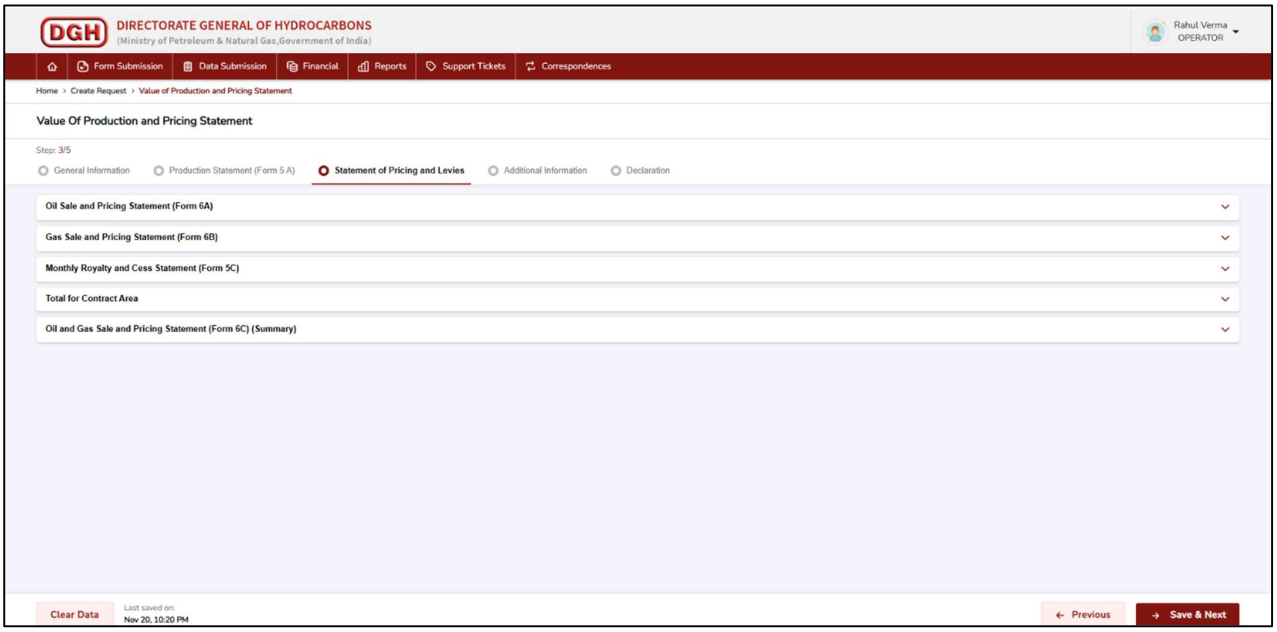



***Figure 4: Enter Statement of Pricing and Levies***

## Step 4: Statement of Pricing and Levies

- Expand and fill in each of the sub-tabs, such as:
    - Oil Sale and Pricing Statement (Form 6A)
    - Gas Sale and Pricing Statement (Form 6B)
    - Monthly Royalty and Cess Statement (Form 5C)
    - Review Summary (Form 6C)
- Enter Royalty, Cess paid, and other details, as required
- Upload supplementary files for each section as required
- Click Save & Next

## Step 5: Additional Information

- The user will upload the additional document and will enter the remarks if there is any.

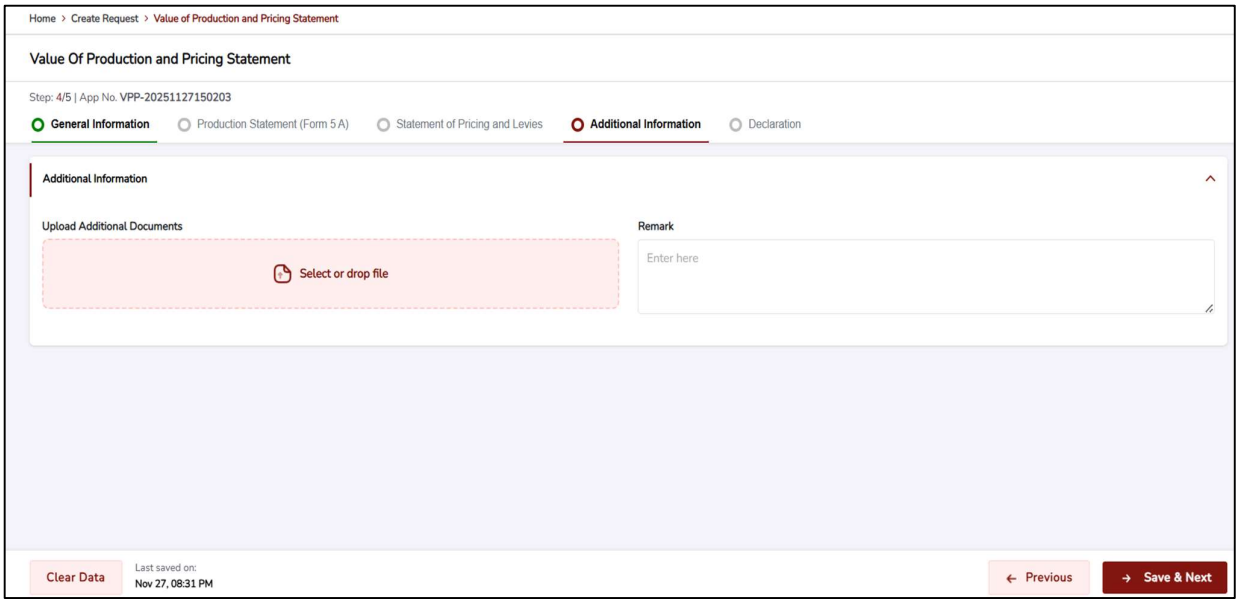



***Figure 5: Enter Additional Information and Remarks if any, and upload any additional documents, then click on "Save and Next"***

## Step 6: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

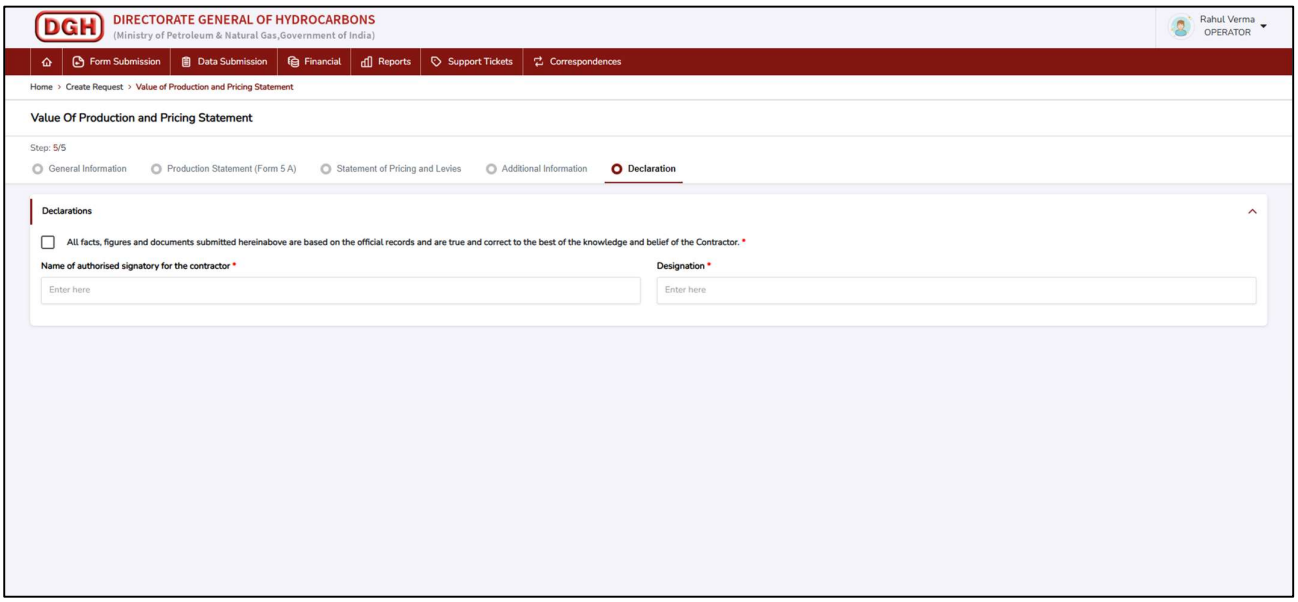



***Figure 6: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

## Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 11. Cost and Profit Petroleum Calculations

This process covers the submission of cost petroleum and profit petroleum data for a block via the DGH IMS portal

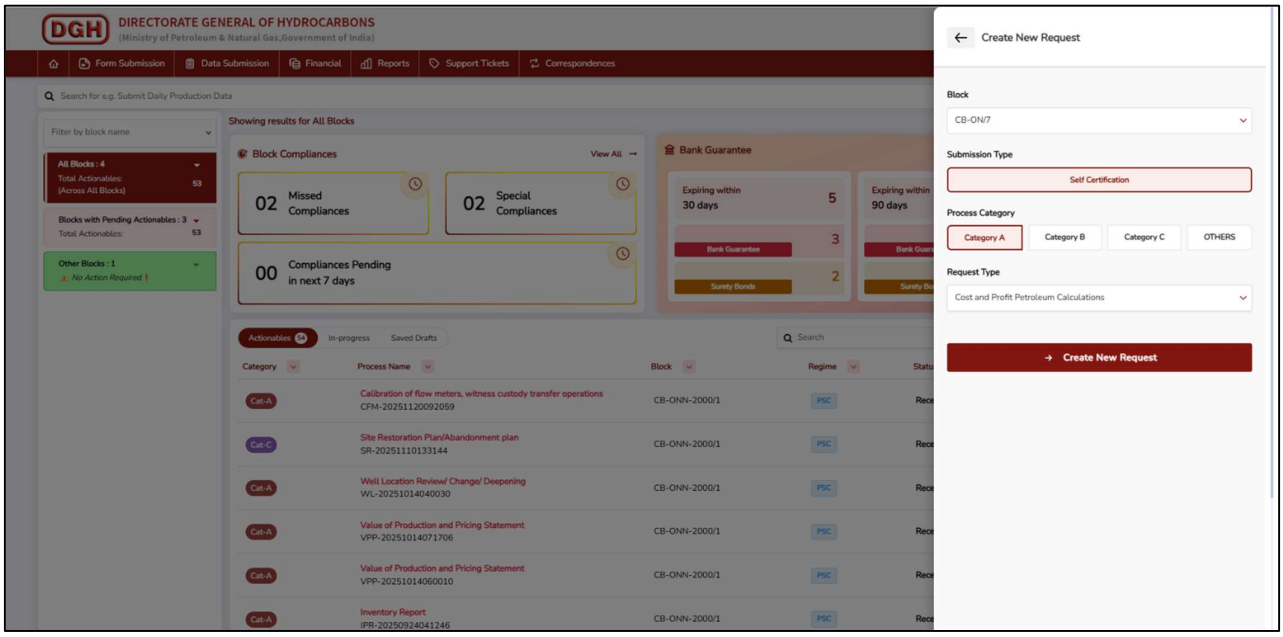



***Figure 1: Cost and Profit Petroleum***

### Step 1: Initiate New Request

Go to **Form Submission > Create Request > Cost and Profit Petroleum Calculations**

- Log in to the DGH IMS portal
- On the right side, use the “Create New Request” panel
- Choose the relevant Block
- Set Submission Type to Self Certification
- Select the appropriate Process Category (A)
- Pick Cost and Profit Petroleum Calculations as the Request Type
- Click Create New Request

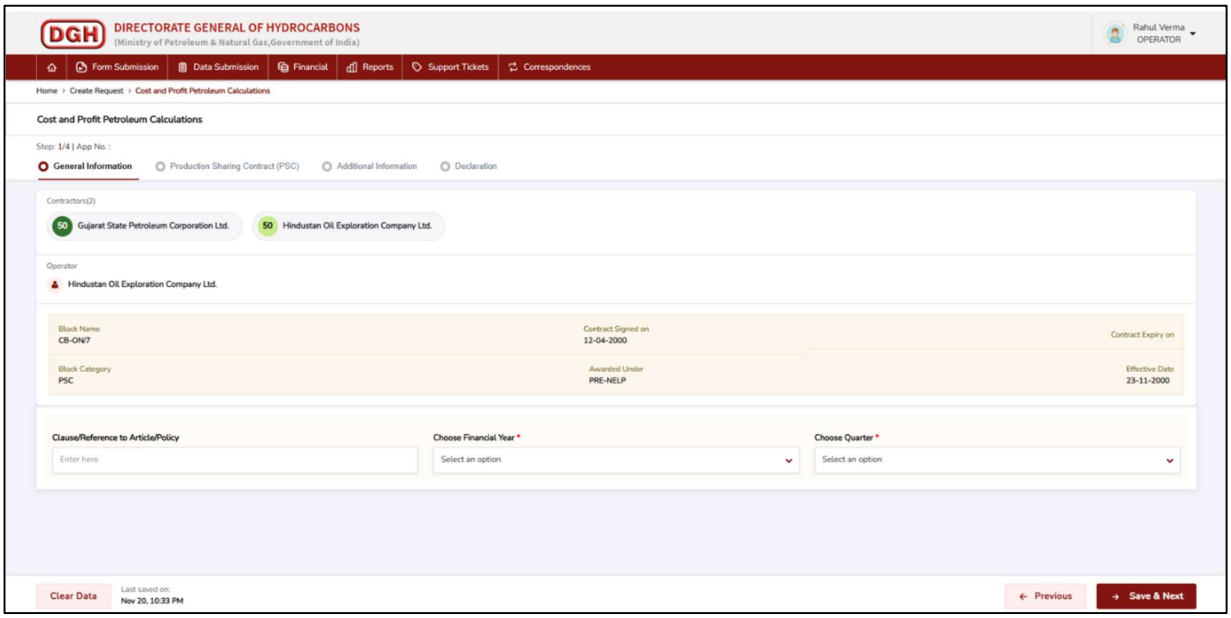



***Figure 2: Enter the information in the General Information tab***

## Step 2: General Information

- System autofills contractor, operator, block, regime, and contract dates
- Enter the Clause/Reference to Article/Policy required for the statement
- Select the Financial Year and Quarter for which the application is being submitted
- Click Save & Next

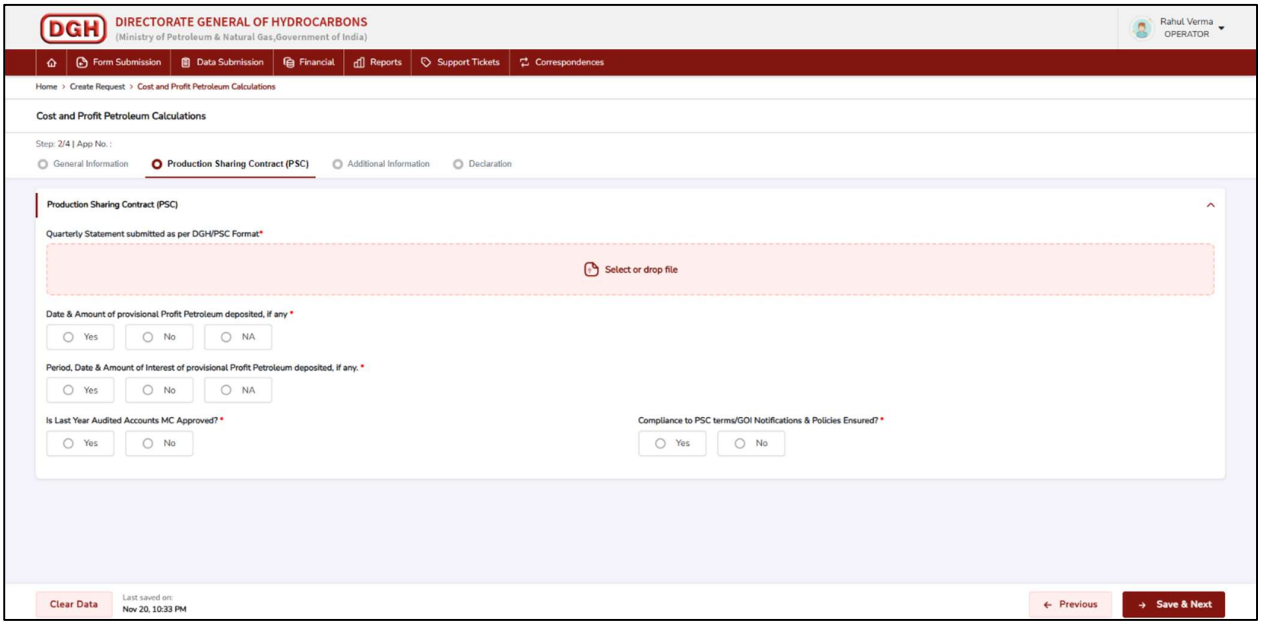



***Figure 3: Enter the details in the PSC tab***

## Step 3: Production Sharing Contract (PSC) Entry

- Upload the prescribed template (as per DGH format) for "Quarterly Statement [Authorized as per DGH/PSC Format]"
- Fill required fields:

- Enter Date & Amount of provisional Profit Petroleum deposited, if any, select Yes/No/NA
- Enter Period, Date & Amount of Interest of provisional Profit Petroleum, if any — select Yes/No/NA
- Indicate if Last Year Audited Accounts is Management Committee Adopted.

- Indicate if compliance with PSC terms is ensured.
- Click Save & Next

**Step 4: Additional Information**

- The user will upload any additional document and will enter the remarks if there is any.

### *step 5: Declaration*

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

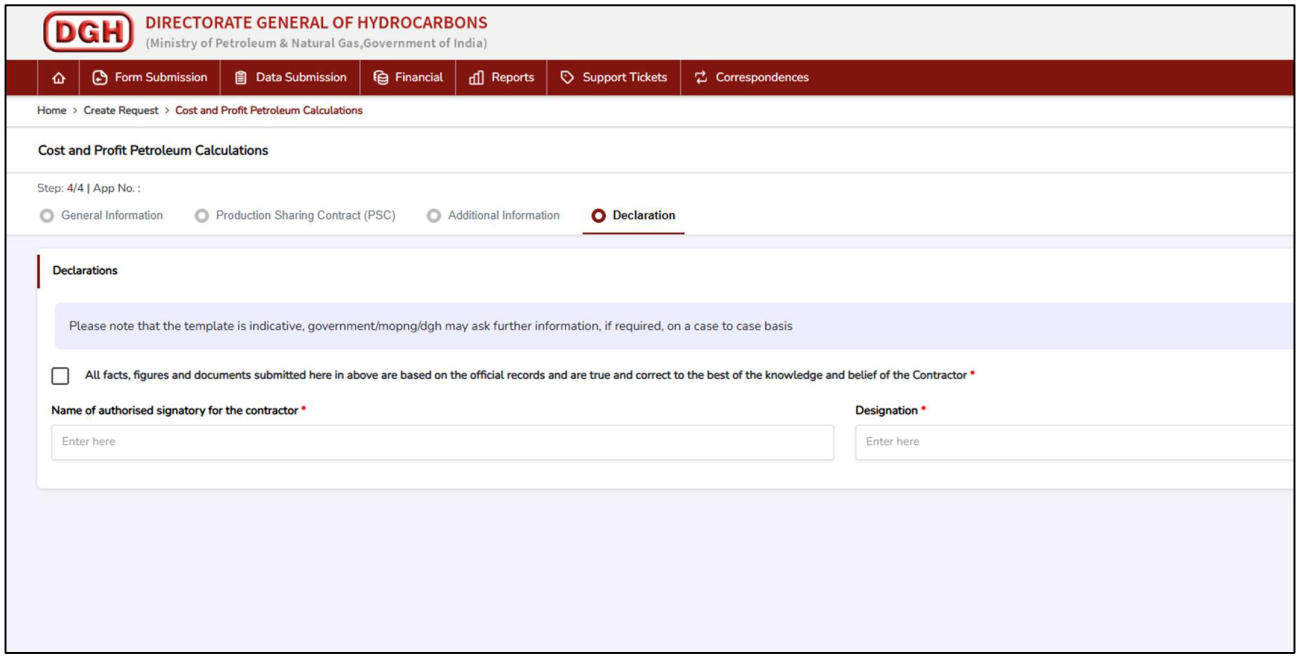



***Figure 5: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

## Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 12. Calibration of flow meters, witness custody transfer operations, etc.

This guide details the steps to submit a calibration/witness custody transfer request for flow meters in the DGH IMS portal

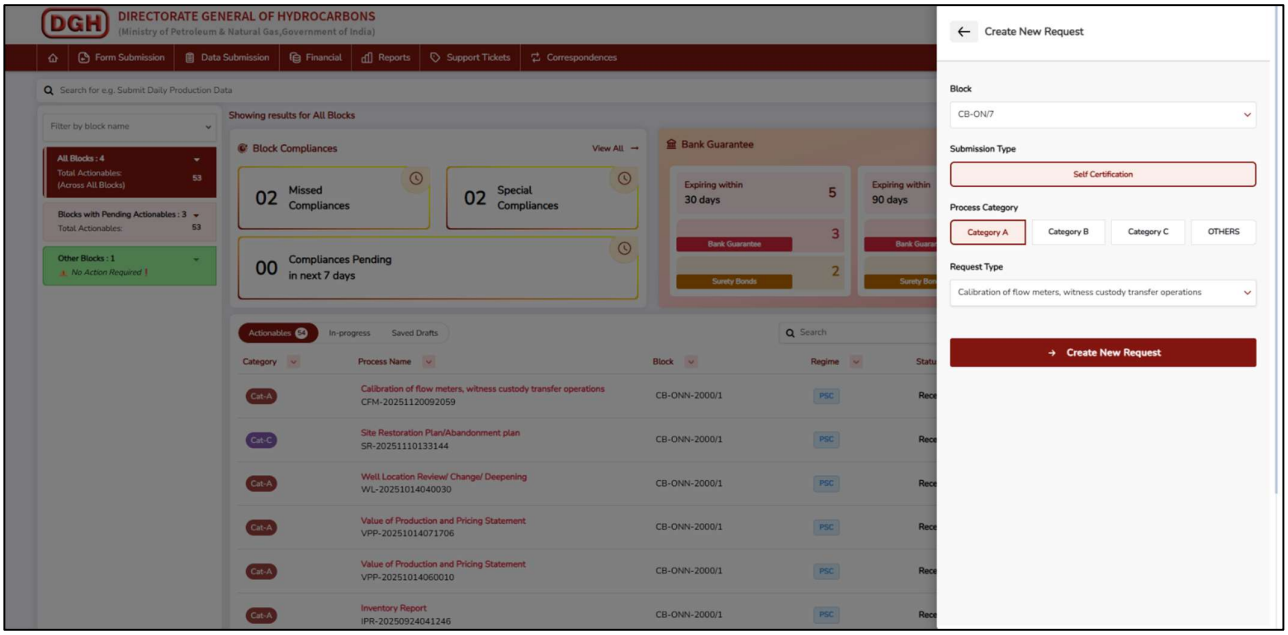



***Figure 1: Initiate New Request***

**Step 1: Initiate New Request**

Go to **Form Submission > Create Request > Calibration of Flow Meters, Witness Custody Transfer Operations**

- Log in to the DGH IMS portal
- Open the right-side “Create New Request” panel
- Select the proper Block
- Set Submission Type as Self Certification
- Choose the correct Process Category (A/B/C/Other)
- Pick Calibration of Flow Meters, Witness Custody Transfer Operations as the Request Type
- Click Create New Request

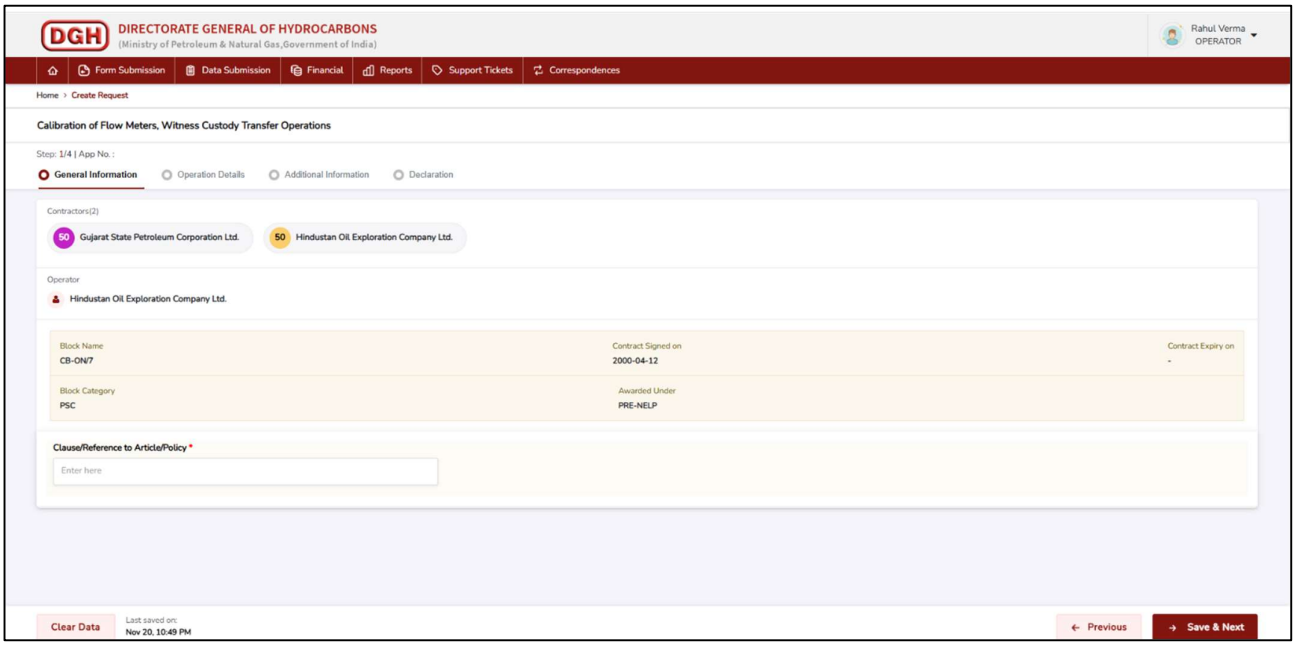



*Figure 2: Fill General Information Tab*

## Step 2: General Information

- The portal auto-fills contractor, operator, block details, contract dates, and regime
- Enter the Clause/Reference to Article/Policy governing this calibration/operation
- Click Save & Next

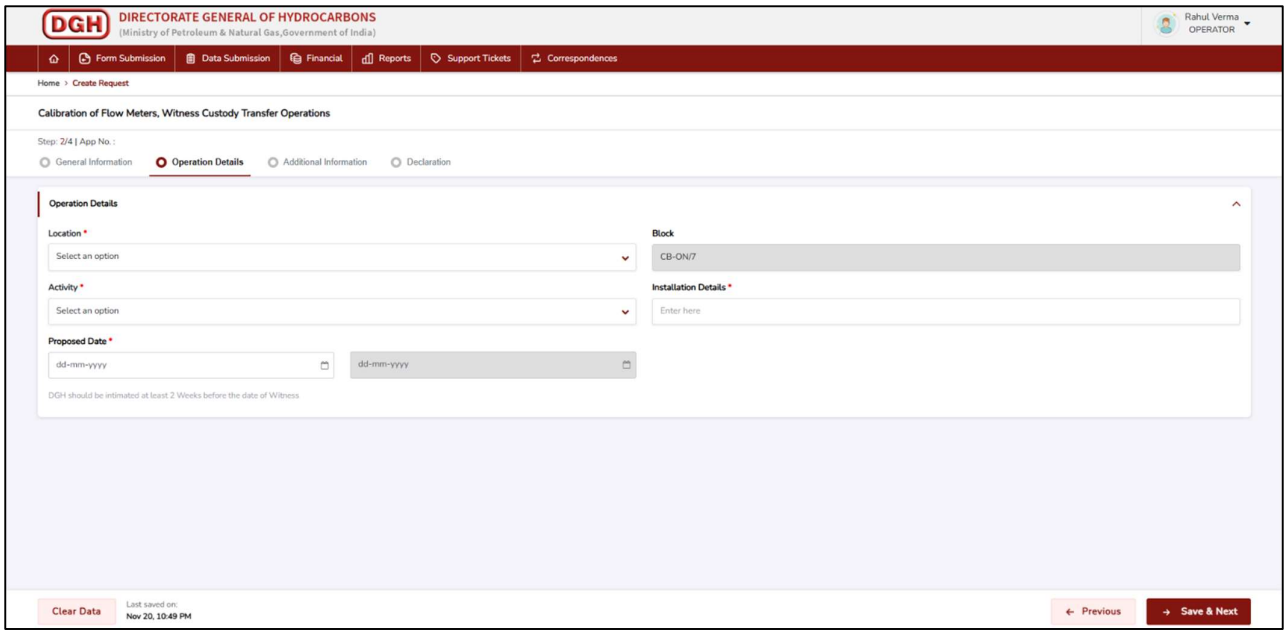



*Figure 3: Enter Operation Details*

## Step 3: Operation Details

- Enter the Location and select from location codes or enter as free text
- Select the Activity being reported (e.g., calibration, custody transfer)
- Fill Proposed Date for the operation

- Add any necessary Installation Details (such as facility/field)
- Choose the Block if not already selected
- Click Save & Next

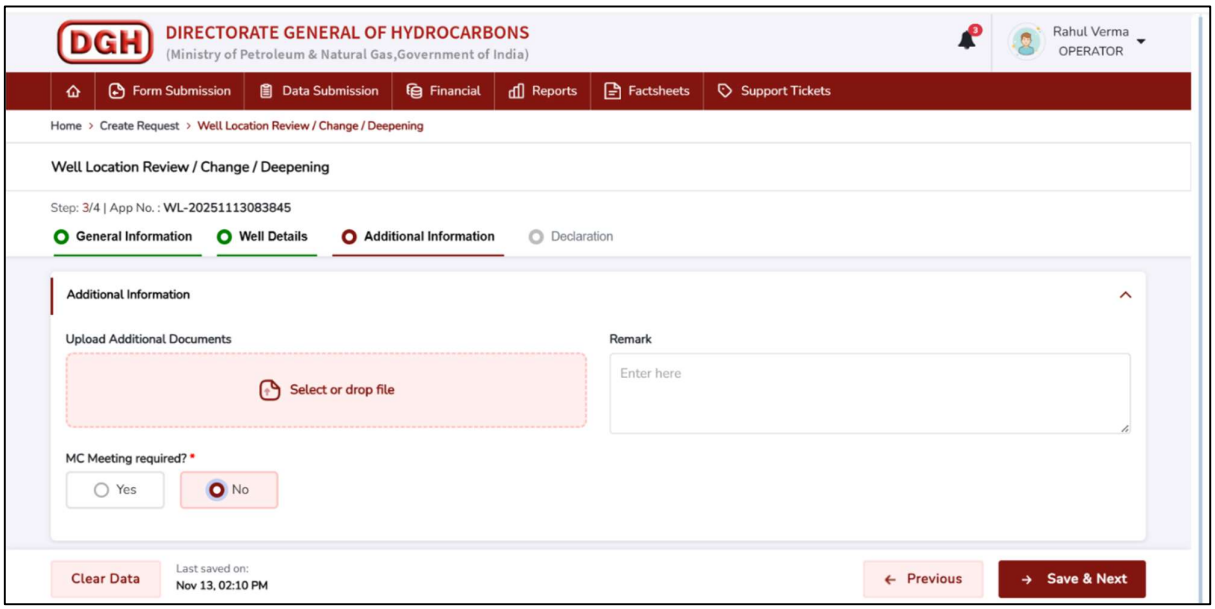



***Figure 4: Add Additional Information if any***

## Step 4: Additional Information

- The user will upload the additional document and will enter the remarks if there is any.

## Step 5: MC Meeting

- The user will select the MC meeting as “Yes” or “No”. This is optional in Category A process. If selected “Yes” another field “Upload Draft MCR” will be applicable for the user and that should be mandatory and after filling the details in this page the user will click on Save & Next button.

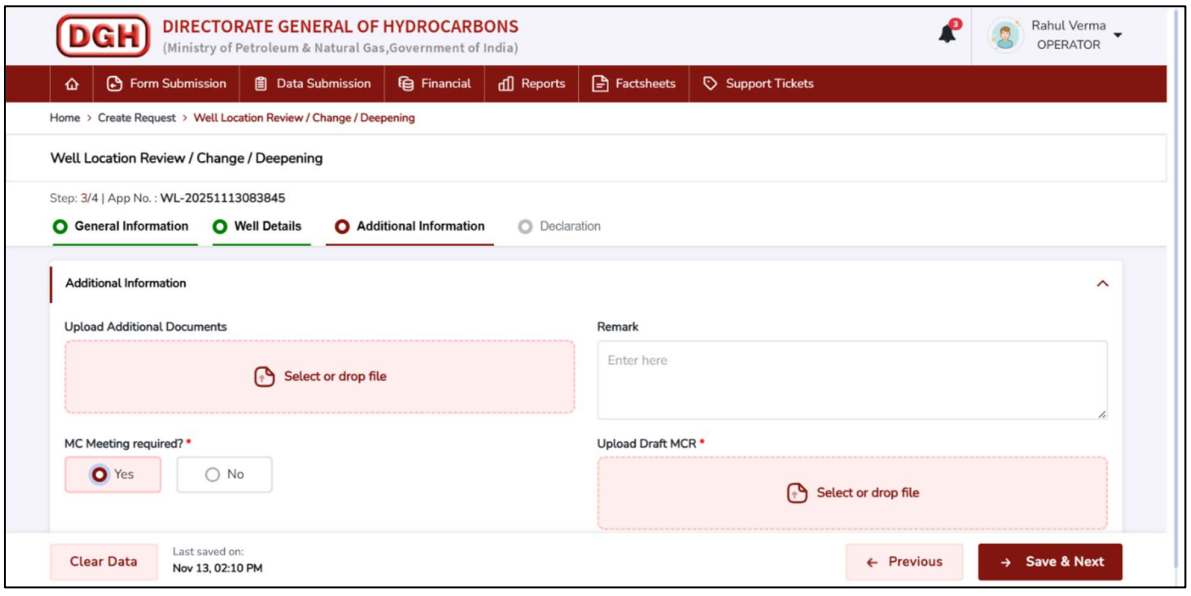



***Figure 5: Enter Additional Information and Remarks if any, and upload Draft MCR, then click on "Save and Next"***

### Step 6: Declaration

- Read your declaration carefully.
- Tick the checkbox confirming that all facts, figures, and documents provided are true and to the best of your knowledge as the contractor.
- Enter the full Name and Designation of the authorized signatory for the contractor in the respective fields.
- Click **Submit**.

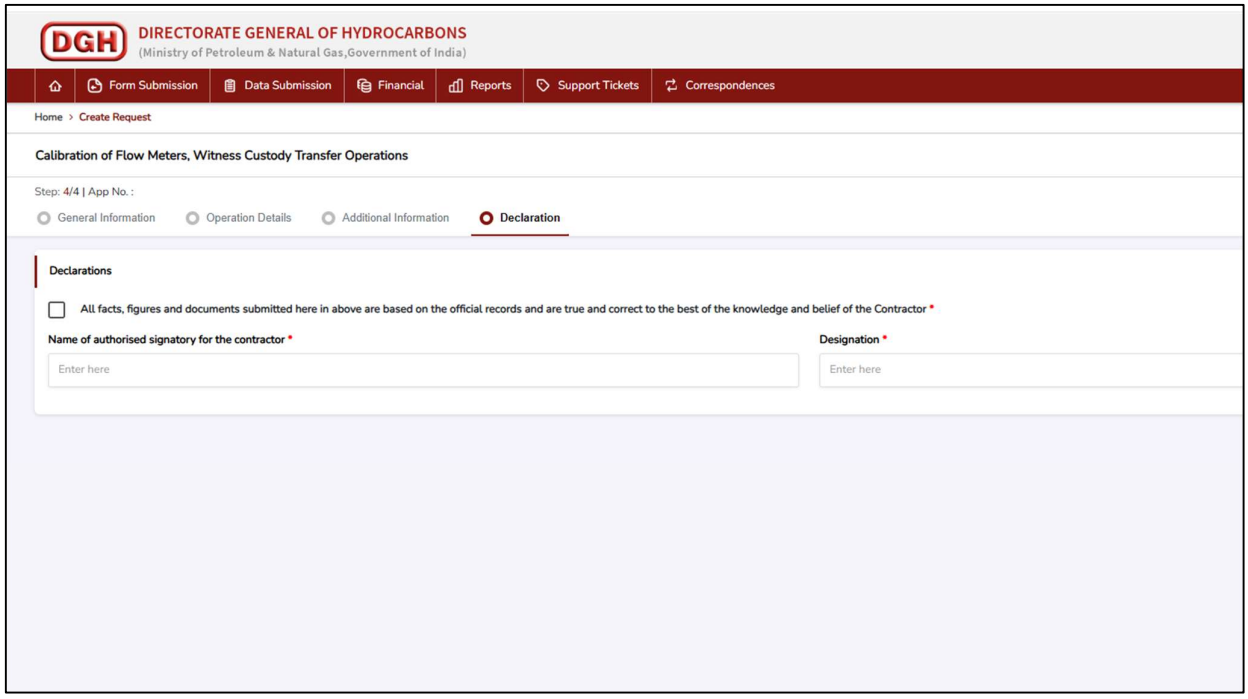
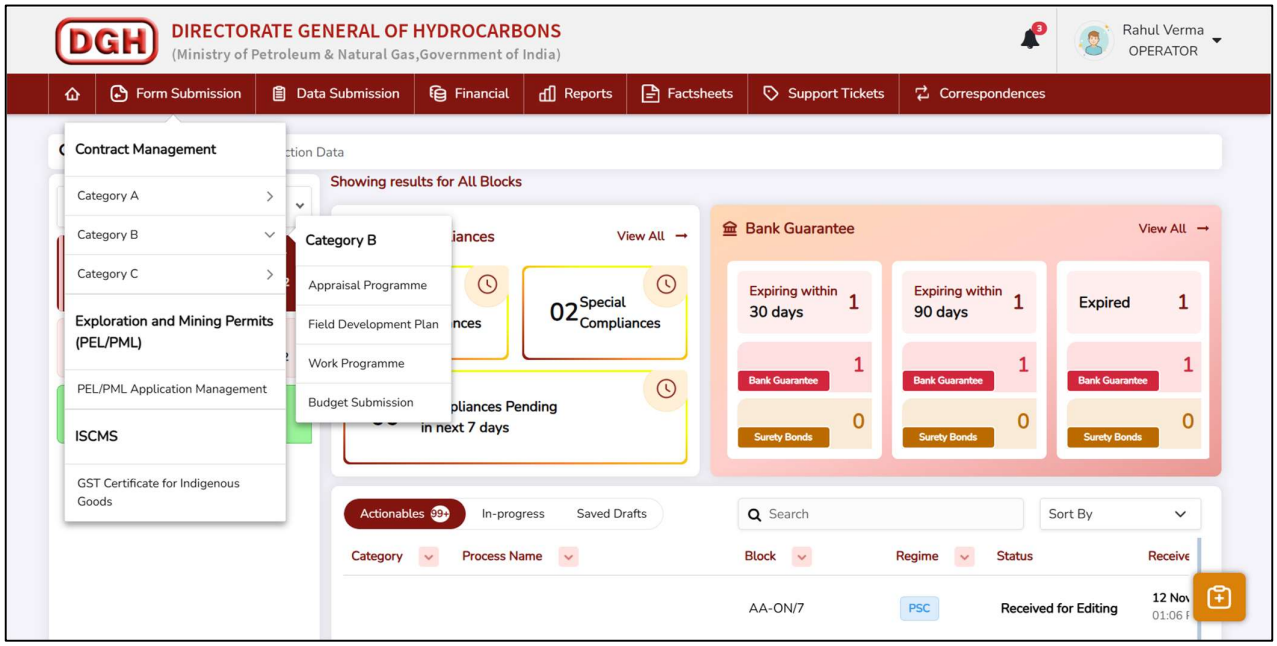



***Figure 6: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"***

## Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 3.2 Category B Processes




***Navigate to Category B processes from the Form Submissions Tab from the Menu bar***

# 1. Appraisal Programme

This process allows operators to obtain DGH approval for a new Appraisal Programme or any revision to an existing appraisal plan following a hydrocarbon discovery.

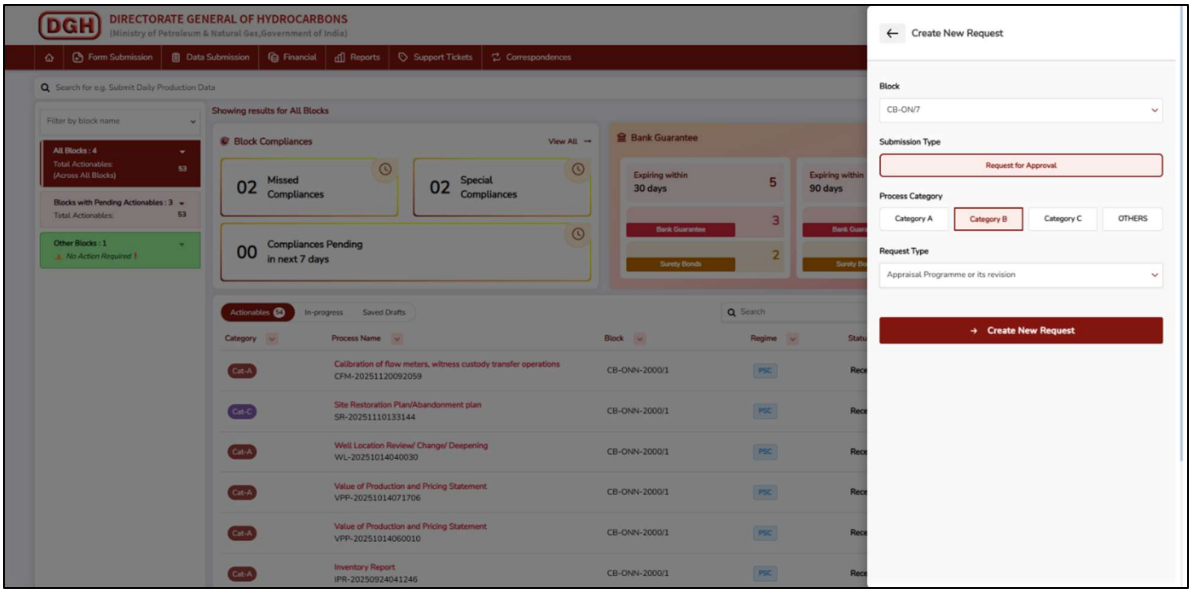



***Figure 1: Create New Request***

### Step 1: Initiate New Request

Navigate in the DGH IMS portal to Form Submission > Create Request > Appraisal Programme or Its Revision

- Log in to DGH IMS

- On the right panel, select the relevant Block
- Set Submission Type to Request for Approval.
- Choose the suitable Process Category (A/B/C/Others)
- Select Appraisal Programme or its Revision as the Request Type
- Click Create New Request

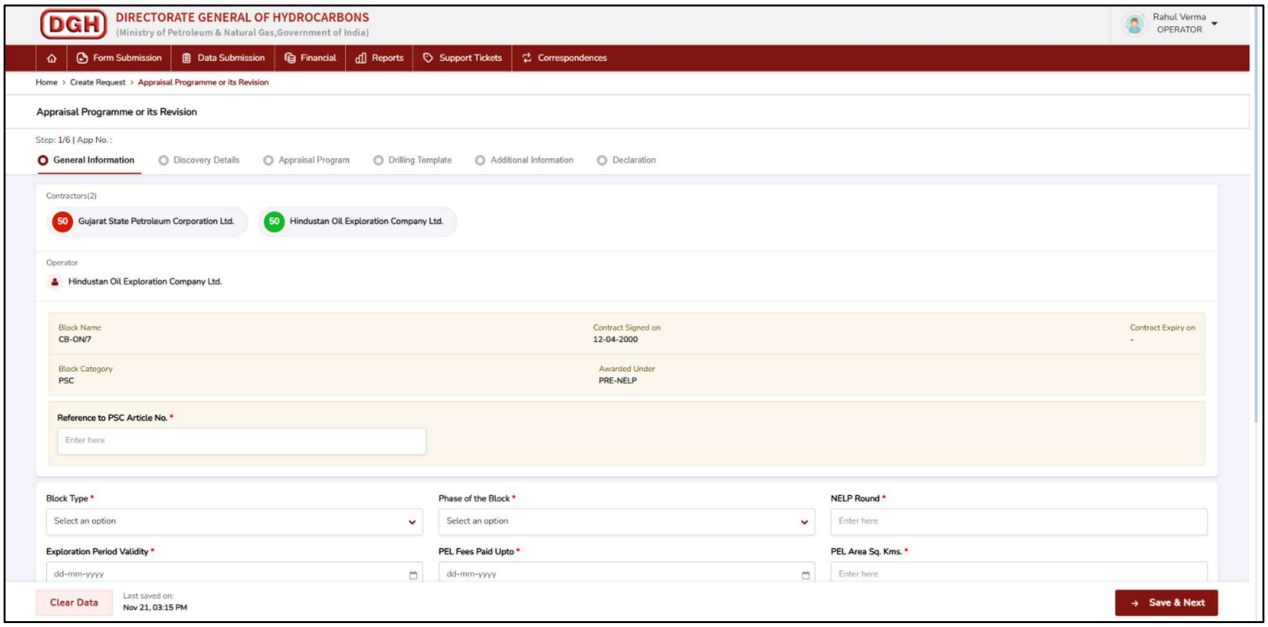



***Figure 2: Enter details in the General Information Tab***

## Step 2: General Information

- The system auto-populates basic block, operator, and contractor details
- Select Operator Name, verify Block names, enter PSC/CBM Article Reference No. and block area
- Enter or confirm Exploration Period validity, dates, and regime
- Click Save & Next

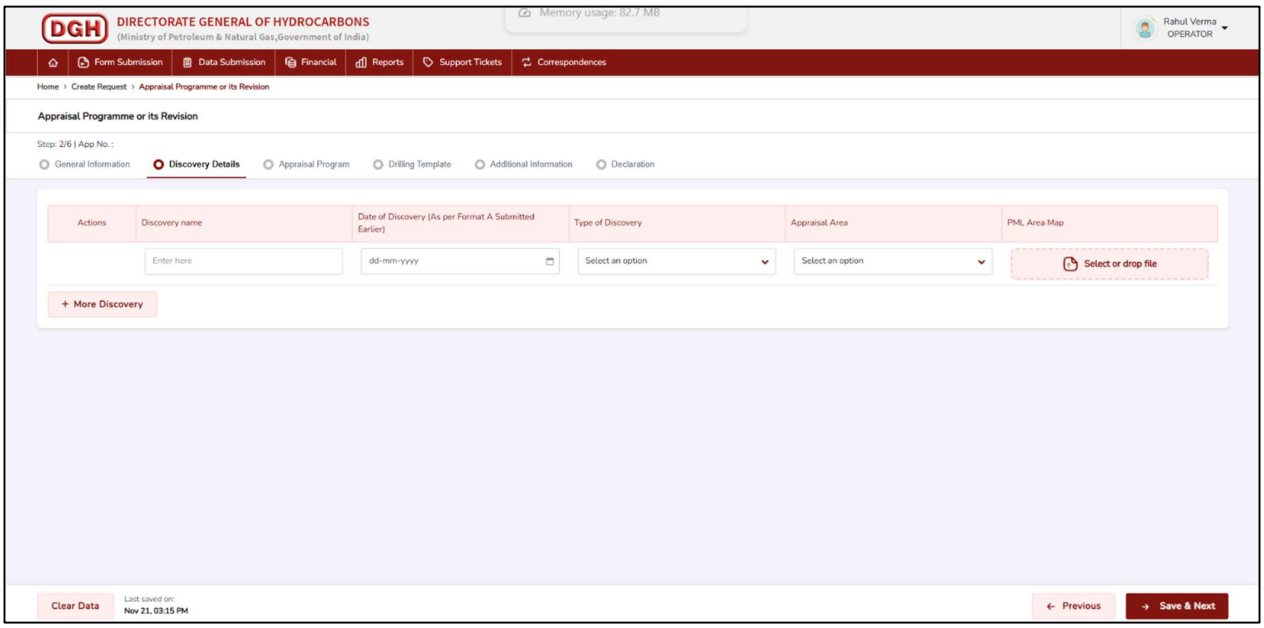



***Figure 3: Add Discovery Details***

## Step 3: Discovery Details

- For each discovery, fill or upload the following:
  - Name/Area of Discovery
  - Date of Discovery or Date of Event & Submission
  - Type of Discovery (Oil/Gas/Other)
  - Appraisal Area (select from options)
  - PSC Area (sq km)
  - Upload supporting file (attachment)
- Add more discoveries, if necessary, using the Add Discovery button
- Click Save & Next

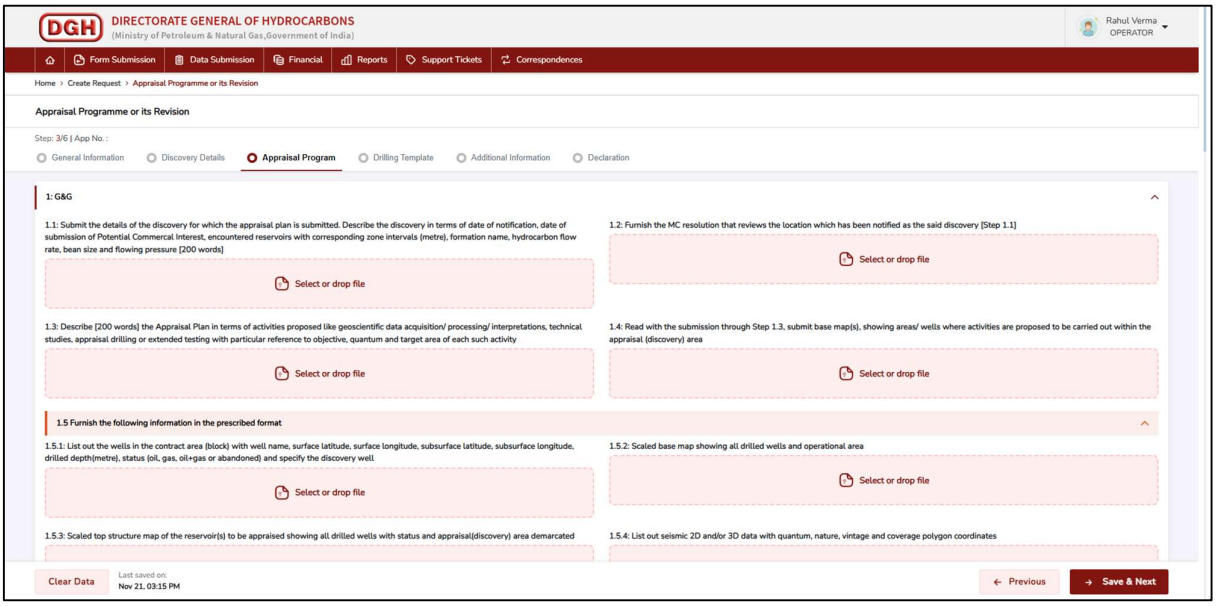



***Figure 4: Fill the Appraisal Program tab***

## Step 4: Appraisal Progress

- Complete individual progress positions as per DGH/PSC requirements
- For each item, upload necessary documents:
  - 1.1: Provide appraisal status of individual wells/discoveries (with maps/field outlines)
  - 1.2: Attach MC resolutions for appraisal plan approval
  - 1.3: Well-wise and zone-wise test data, logs, analysis results
  - 1.4: Seismic/Wireline log/test data—maps or files
  - 1.5: Reports on fluid contacts, core, DST, PVT, test summaries, etc
  - 1.6: Submit evidence of well/data integration and hydrocarbon resource estimation
- Each field allows file(s) to be uploaded
- Click Save & Next

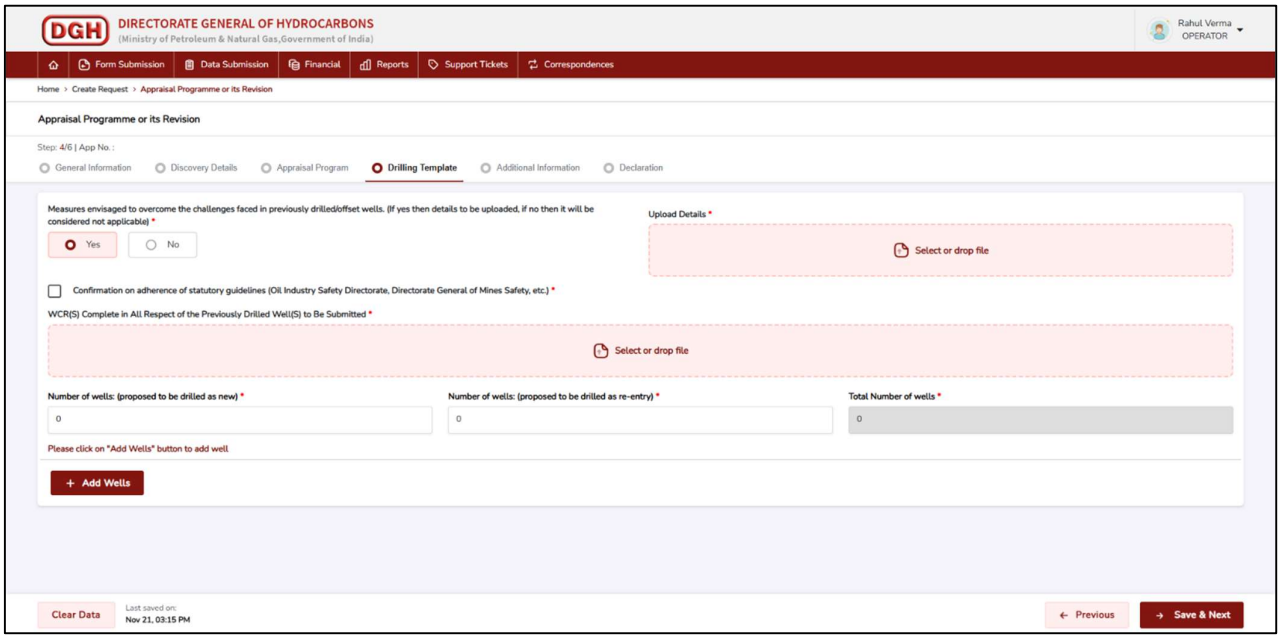



***Figure 5: Fill Drilling Proposal & Well Planning Tab***

## Step 5: Drilling Proposal & Well Planning

- Upload drilling proposals, well design documents, G&G studies, and commercial rationale as required
- Enter remarks/clarifications if necessary
- Click Save & Next

## Step 6: Additional Information and Declaration

- On the Additional Information tab, the user can add Additional Information like Remarks or Upload Documents if any.
- The user needs to upload the Draft MCR on the Additional Information tab only.
- After clicking on “Save and Next”, the user will find the Declaration tab where he needs to declare the originality of the details he has provided in the form. Also, he will add his Name and Designation.
- After clicking on the “Submit” button, the application will be submitted to the DGH.

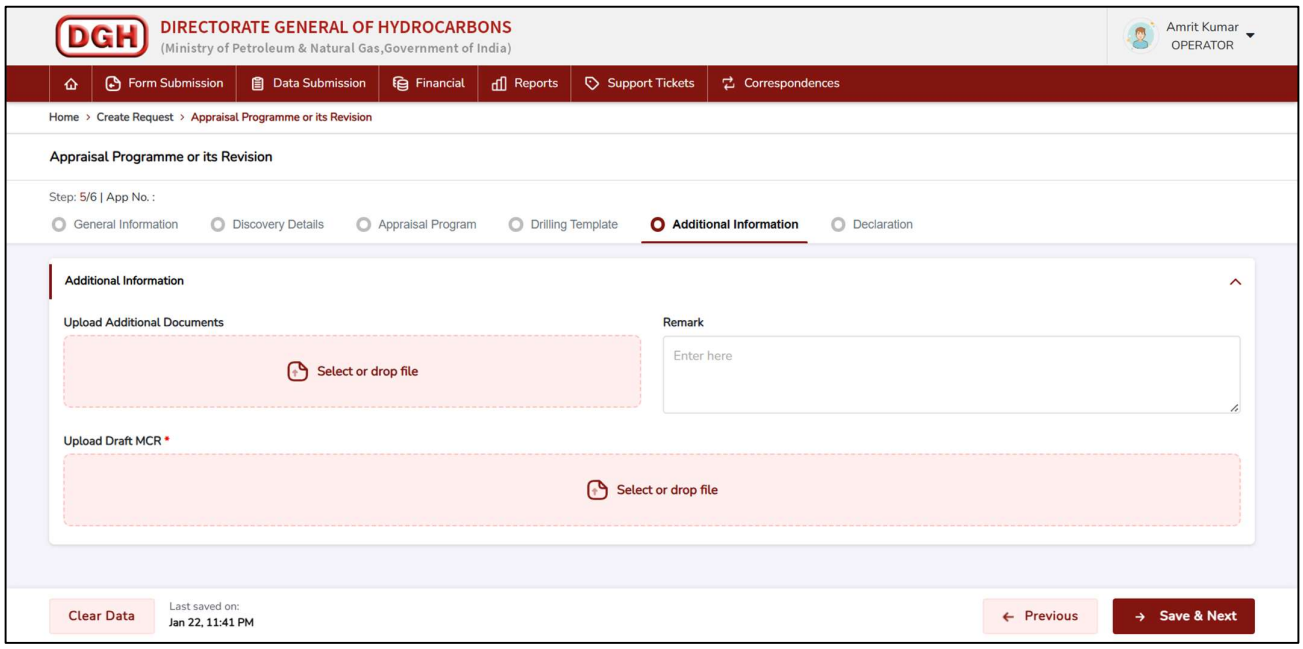



***Figure 6: "Additional Information Tab"***

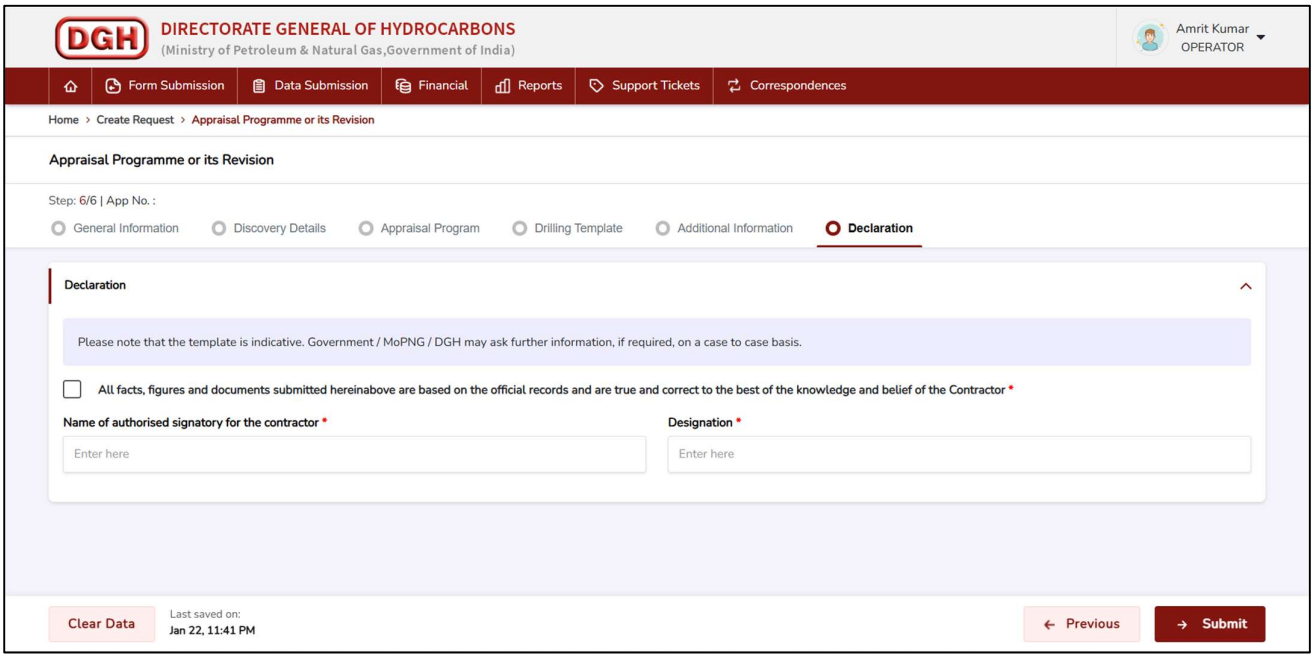



***Figure 7: "Declaration Tab"***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 2. Field Development Plan

## Create New Request

### Step 1: Initiate New Request

Navigate in the DGH IMS portal to **Form Submission > Create Request > Field Development Plan**.

- Log in to DGH IMS
- On the right panel, select the relevant Block
- Set Submission Type to Request for Approval
- Choose the suitable Process Category (A/B/C/Others)
- Select Field Development Plan as the Request Type
- Click Create New Request

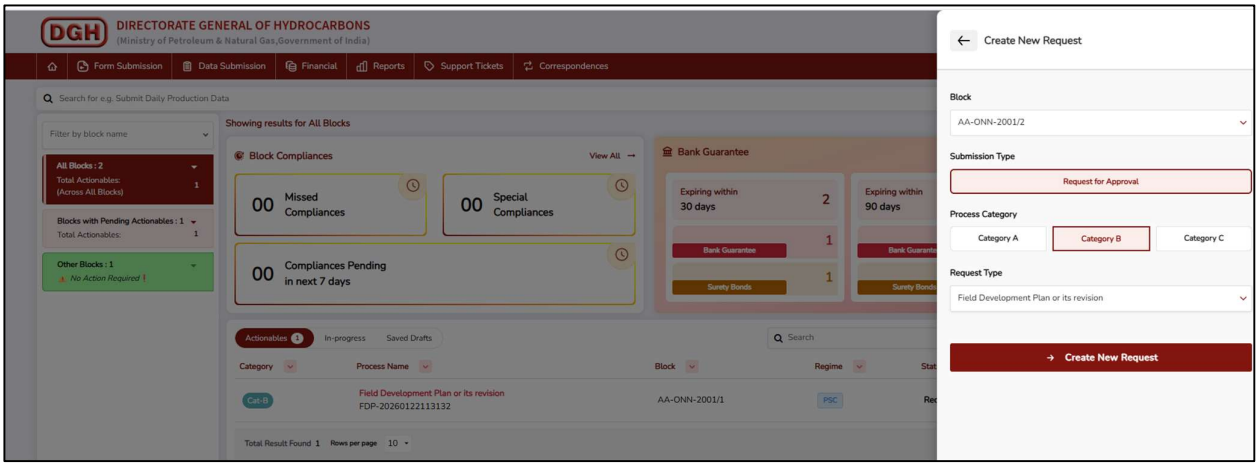



***Figure 1: Create New Request***

## General Information Tab

- The user will initiate the submission of the form from the General Information Tab
- General Information like the Name of Contractors, Name of Operator, Block Name, Contract Signed On and Contract expiry date will be auto populated.
- The user needs to enter the Article Number. If Article Number is not present, then the user can fill Not Applicable or NA and proceed.

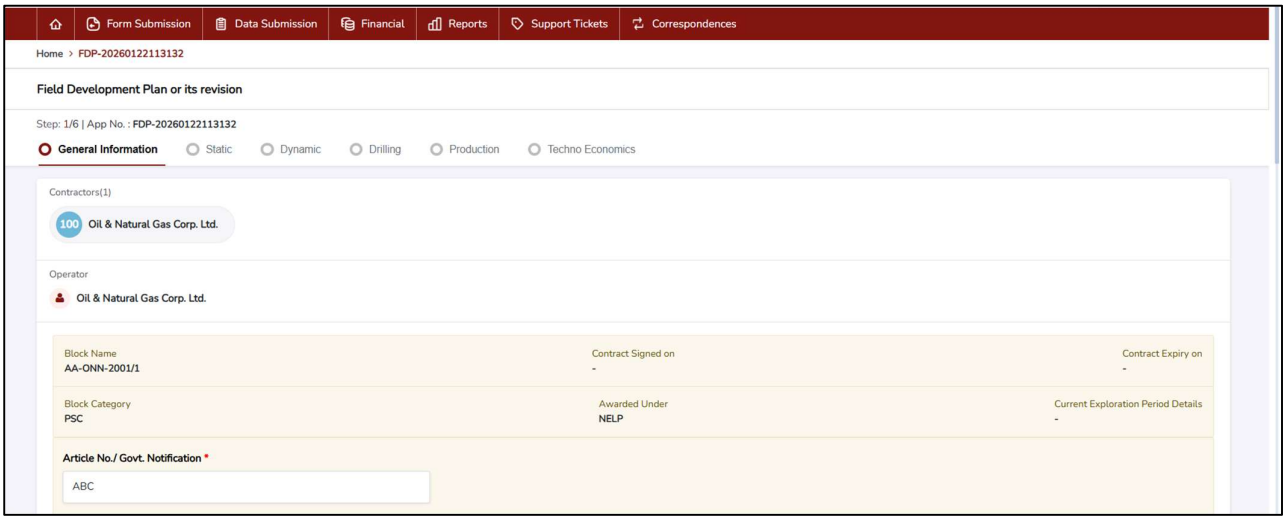



***Figure 2: General Information is auto fetched***

- From the type of Submission, the user can select either of the following options, FDP/RFDP/ RFDP (for FDPs/RFDPs submitted on CMS).
- If FDP or RFDP is selected, then a dropdown menu will appear in which the user needs to select the Discovery(s) for which the FDP/RFDP is proposed. The Discovery list will be fetched from the Format C (DOC) and Appraisal Programme, post submission and approval of these forms for the same Field.
- Then, Field Name needs to be entered along with the related information of the field defined.

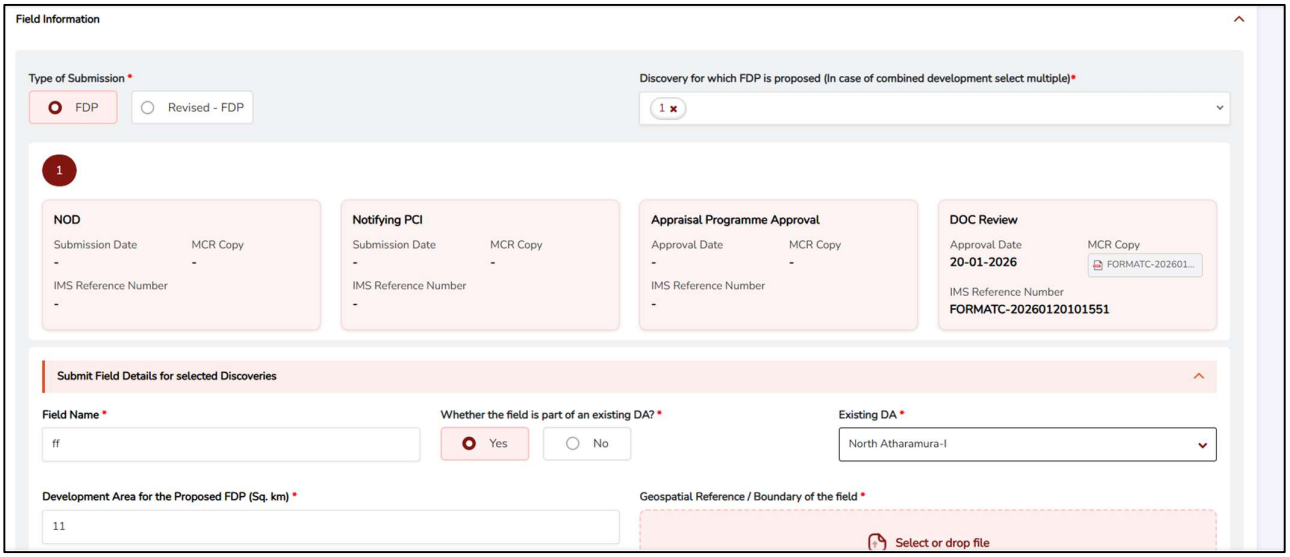


***Figure 3: Field Information***

- The user needs to enter the correct and relevant data/information asked including the uploading of files.
- The units and definitions are defined within the UI of the form itself for ease and shall be used across the proposed FDP.

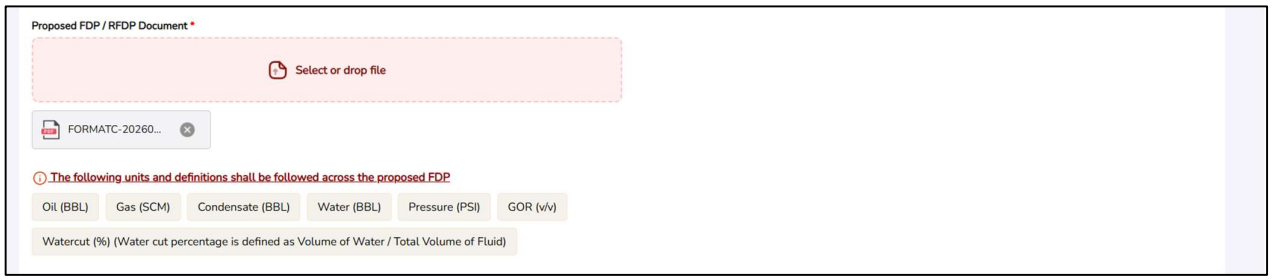



***Figure 4: End of General Information tab, after clicking on "Save and Next" button, the application moves to the next tab i.e. Static Model tab.***

**NOTE-** The user cannot move to the next tab without filling information in the previous tab.

## Static Model

- Firstly, the user will enter/upload files related to the Field Information in the Static tab.

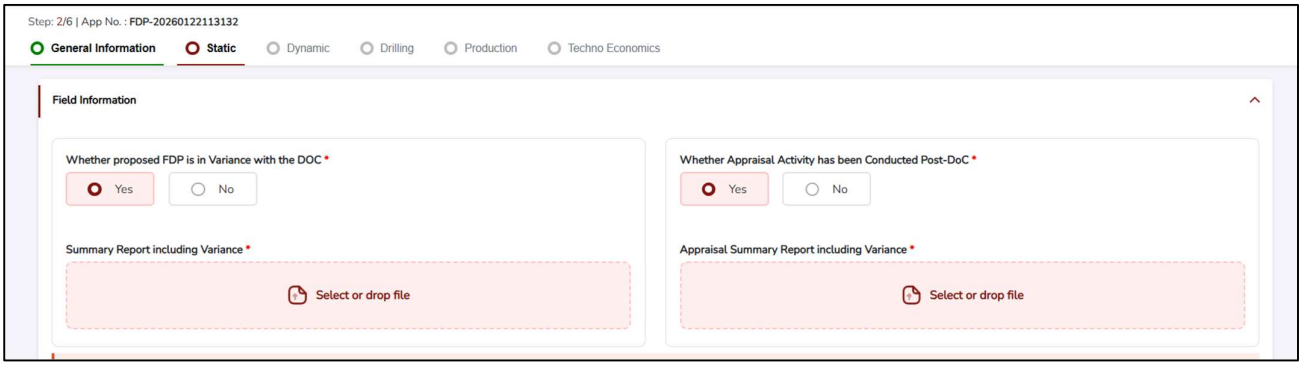
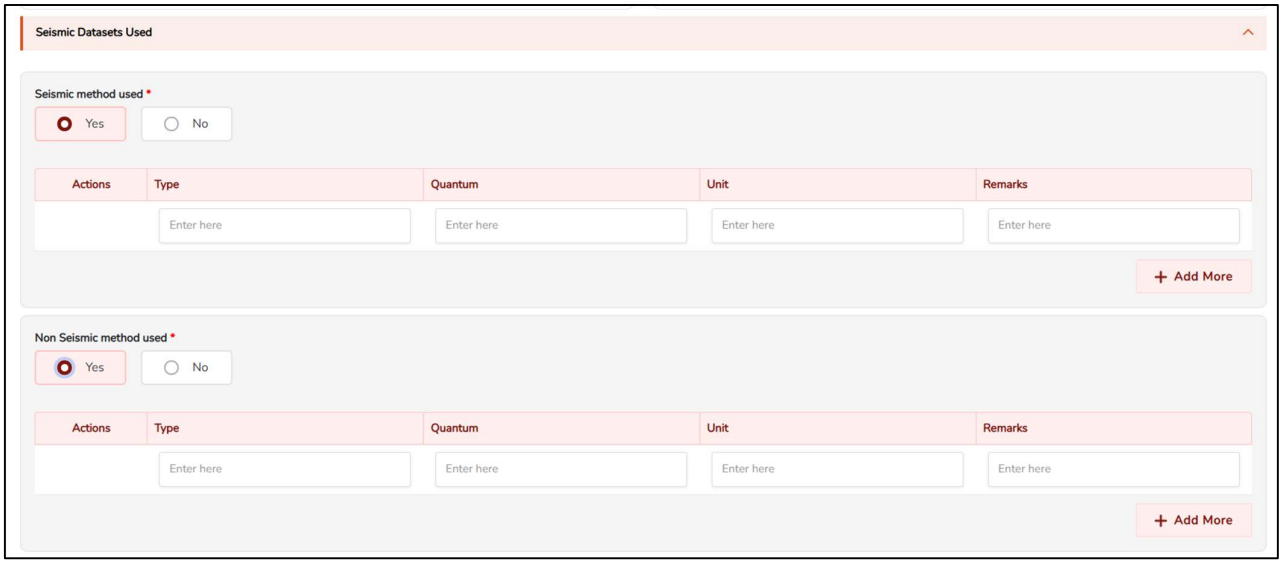



***Figure 5: Enter Field Information***

- The user needs to provide information for the Seismic Datasets used including the document for the same.



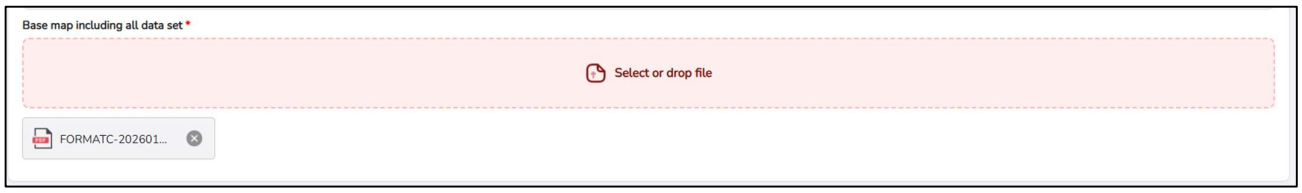



***Figure 6: Provide Details about Seismic Datasets Used***

- The user will Upload the Wells Information via the template provided.
- The user needs to download the template and fill relevant information in the template and upload it onto the Well-wise Pay Summary and Well-wise testing Summary respectively.

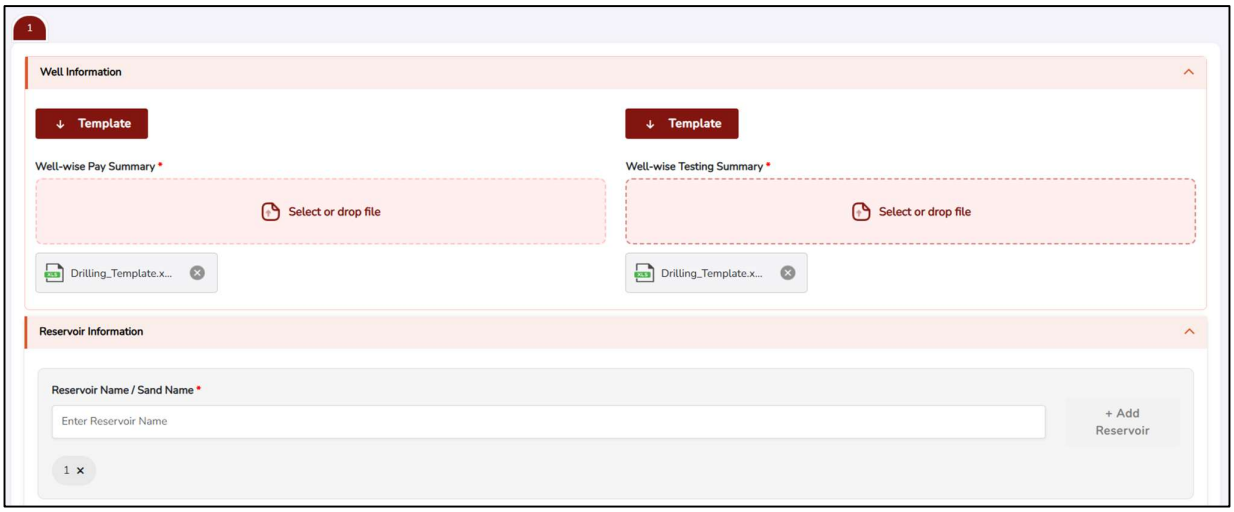



***Figure 7: Enter Well Information***

- To enter the Reservoir Information, the user needs to enter Reservoir Name/ Sand Name. Then Click on **"Add Reservoir" button**. Reservoir will be added.
  **Note- The user can add Multiple Reservoirs**.
- After a Reservoir is added, the user needs to enter the Total Number of Zones in the Reservoir/Sand.
- If 1 is added in "Total Number of Zones in the Reservoir/Sand", then the user needs to enter Information for 1 Zone.

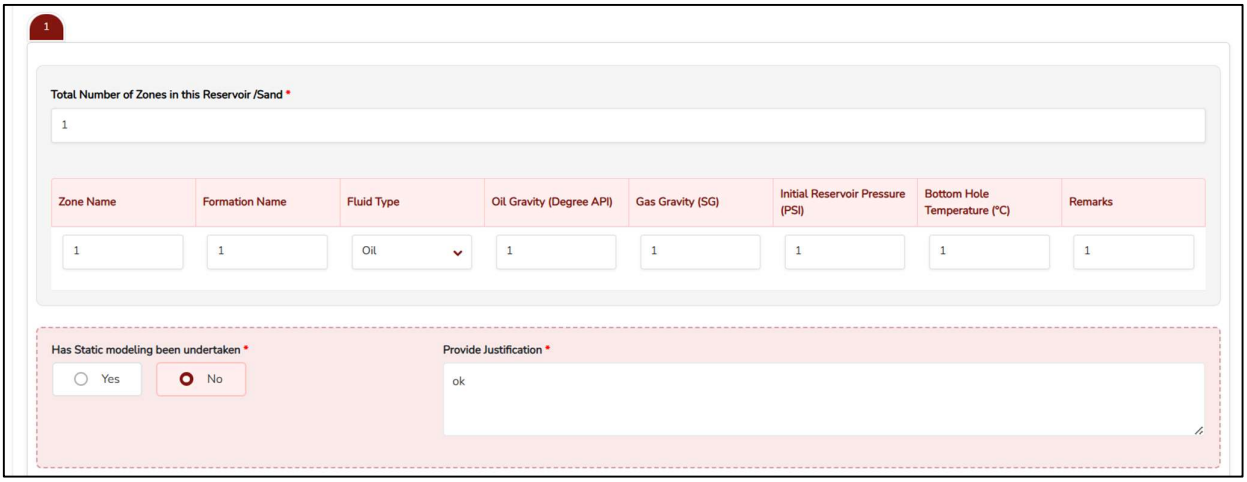



***Figure 8: The user needs to enter the Zones Information for the Reservoir***

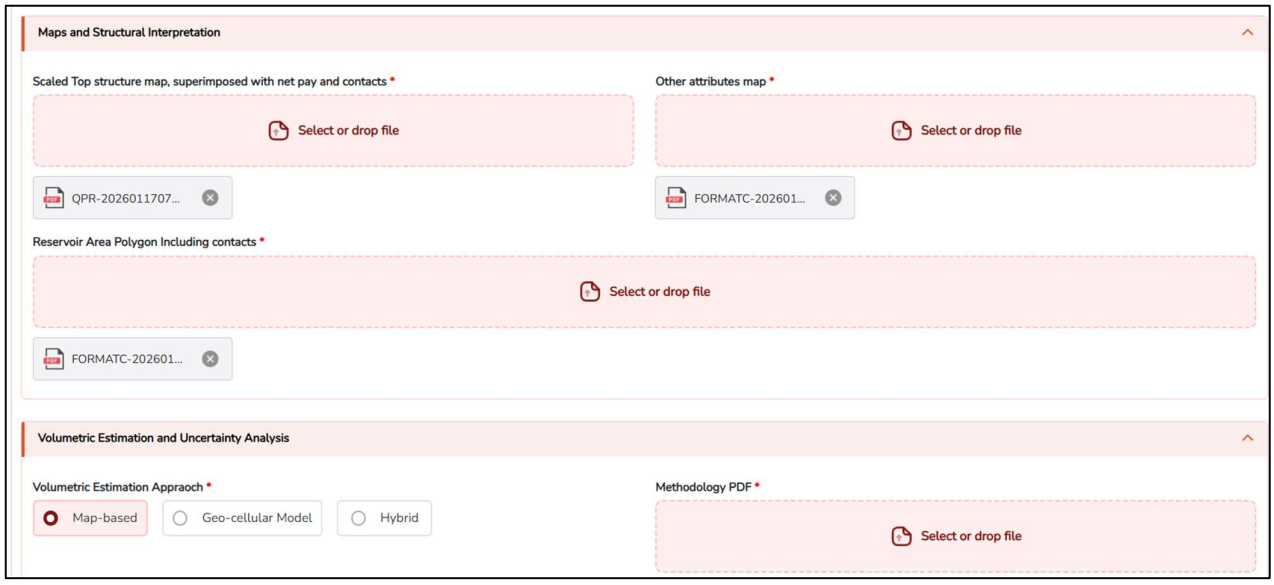



***Figure 9: Enter Map and Structural Interpretation***

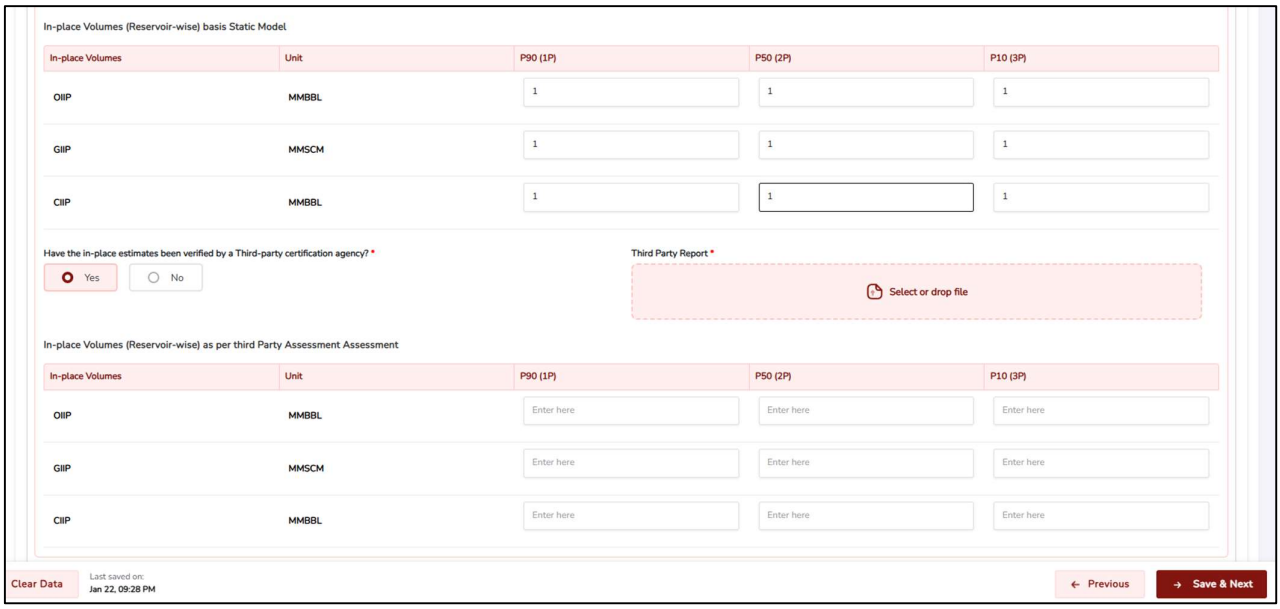



***Figure 10: Enter Volumetric and Uncertainty Analysis***

## Dynamic Model

- After Static Model chapter is saved, by clicking on Save and Next, the user can fill in the Dynamic model chapter.
- First the user needs to enter “Dynamic Modeling Summary Note”.
- Then the user needs to fill “Static Dynamic Linkage”, which is an interlinkage between the Static and Dynamic models.
- “Well Summary Sheet” and “Reservoir-wise Petrophysical summary sheet” will be auto fetched from the Static chapter.

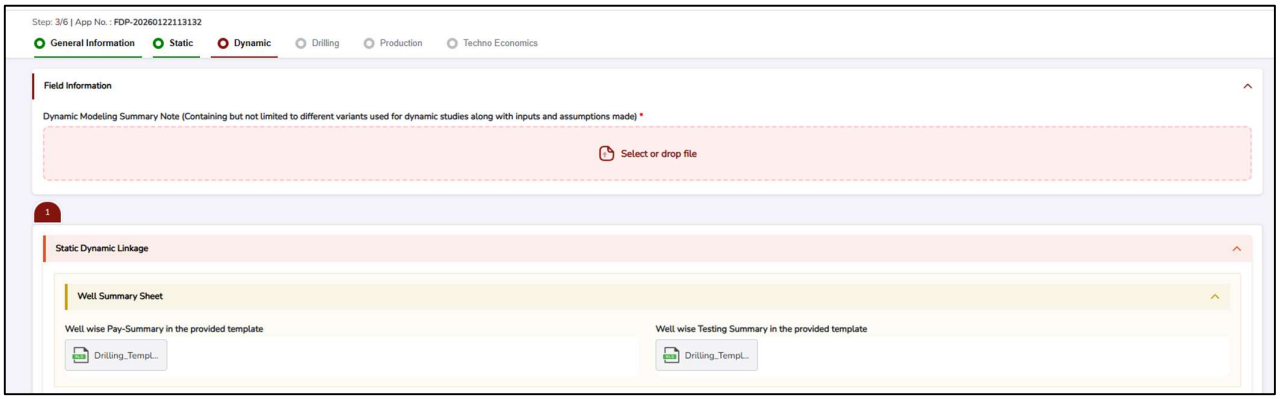



***Figure 11: Fill the field Information***

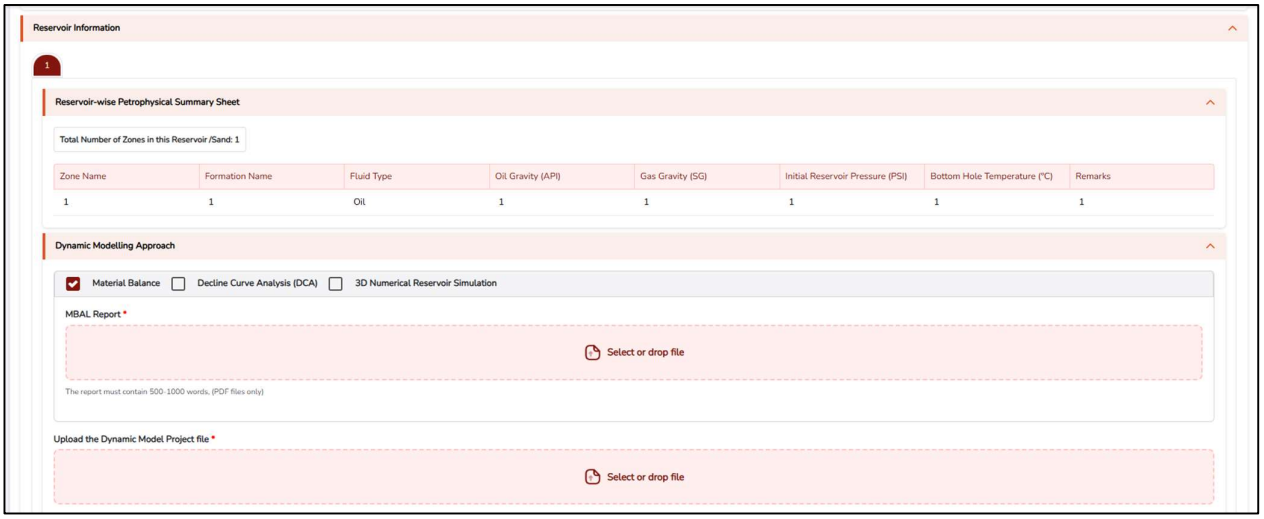



***Figure 12: Fill the details for Static Dynamic Model Linkage***

- For "Dynamic Modelling Approach", the user can multi-select any of the three options and provide relevant information against each option.

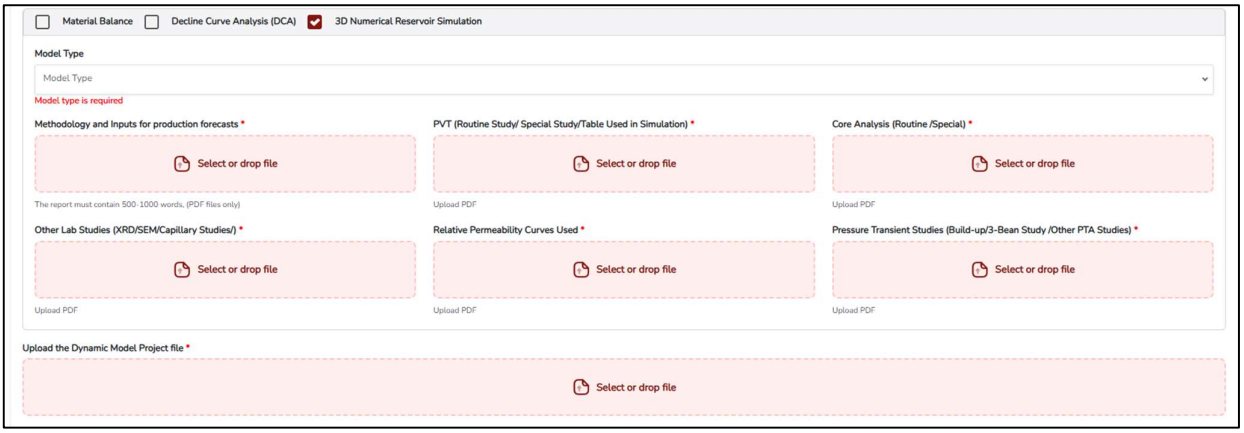



***Figure 13: Multi-select the options for Static Dynamic Linkage and provide documents for the same***

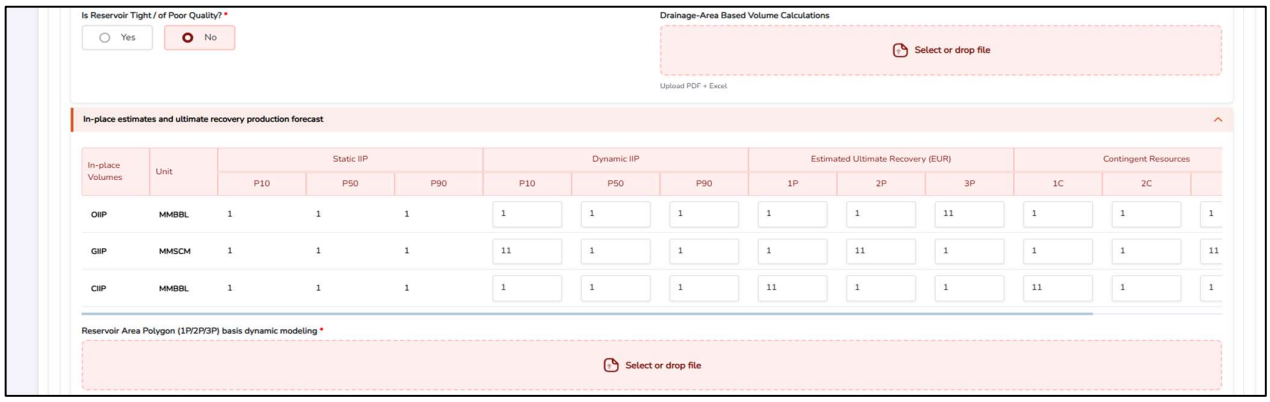



***Figure 14: Enter In-place estimates and Ultimate Recovery production forecast for each section in table.***

- The user will enter the "Production duration" and "Plateau Duration". Plateau duration and Indicate Injection Duration should lie within the Production Duration defined**.**
- The user will then enter the relevant details in "Reservoir Production Details" and "Injection Details" for the duration defined.

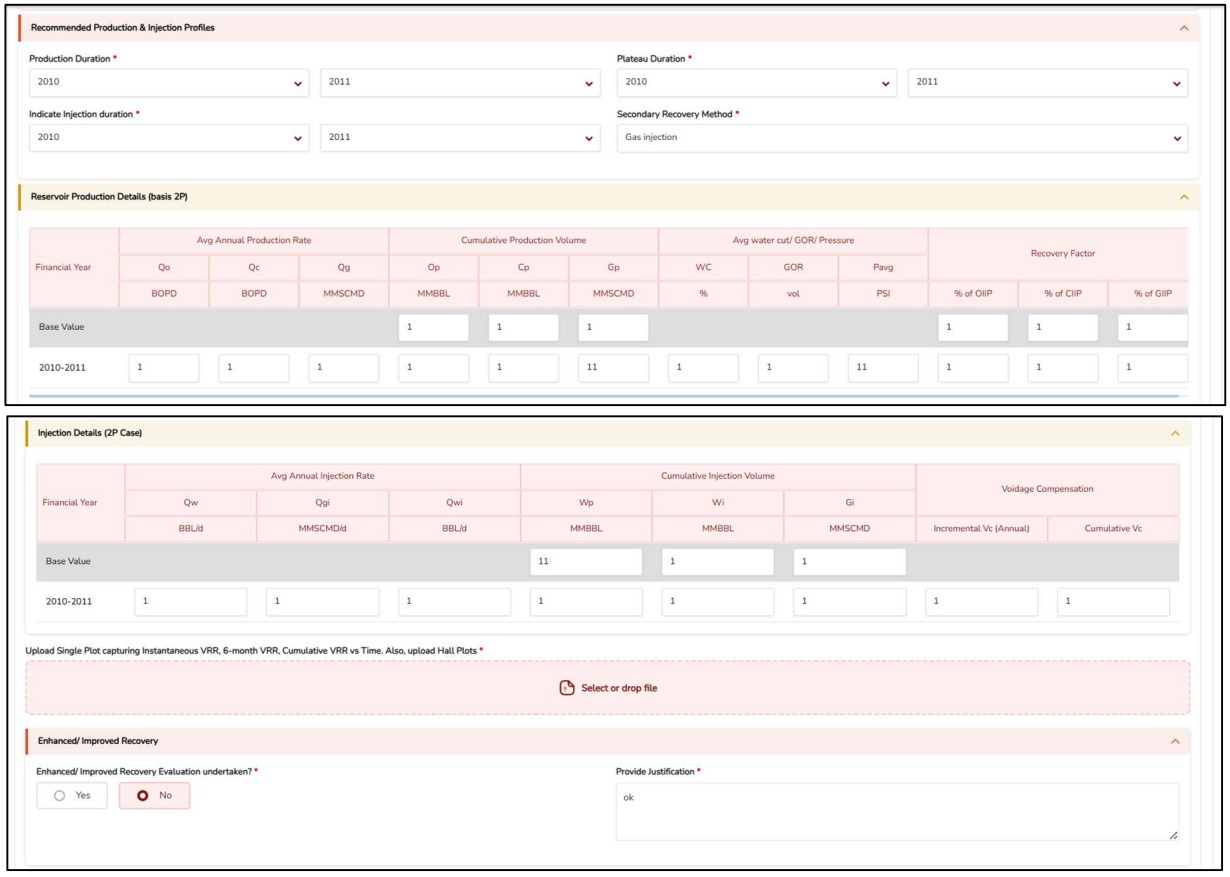



***Figure 15: Define Recommended Production & Injection Profile and Enhanced/Improved Recovery***

- For "Wells considered for the Development Discovery", the user will define the number of 'New Wells Proposed' and 'Existing wells with Sidetracking/Deepening'.

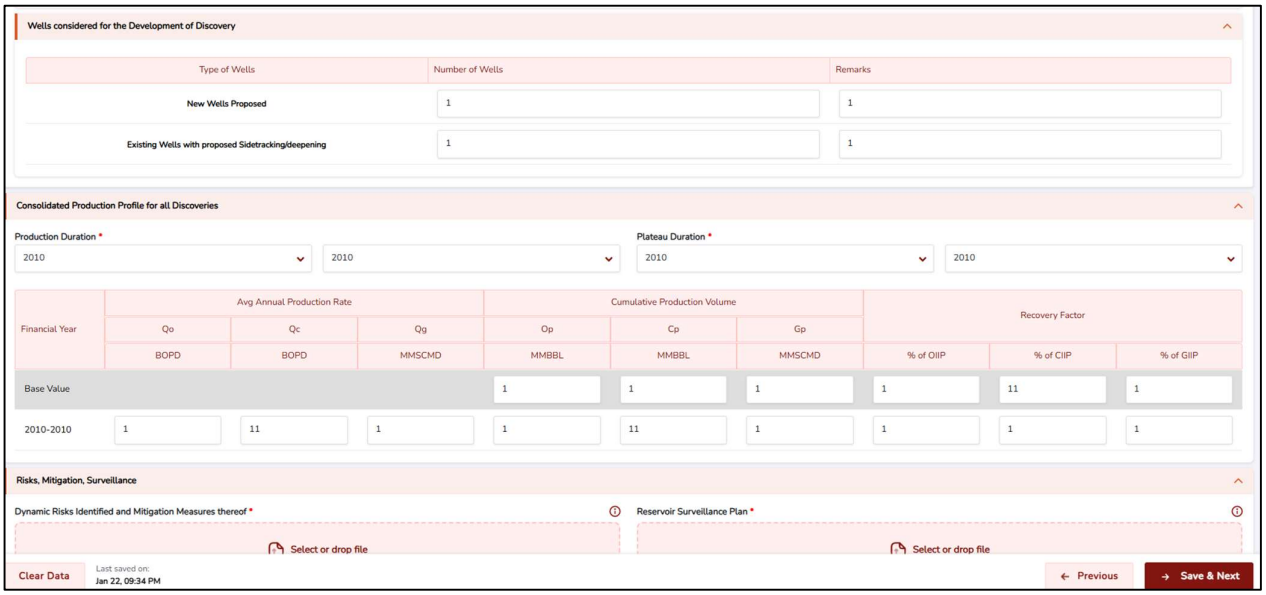



***Figure 16: Define the Number of Wells in "Well considered for Development of Discovery" and fill in the Consolidated Production Profile and Risk, Mitigation and Surveillance section.***

- The user needs to define the Production and Plateau duration again for the "Consolidated Production Profile".
- After uploading files in the "Risks, Mitigation and Surveillance" section, the user can click on "Save and Next" button and can proceed to fill the Drilling tab.

## Drilling

***Figure 17: Upload the Drilling Programme Summary Note.***

- Well considered for Development of Discovery will be auto fetched from the Dynamic Model chapter. The user needs to define the details and parameters for each number of well as defined in the Dynamic Model chapter.

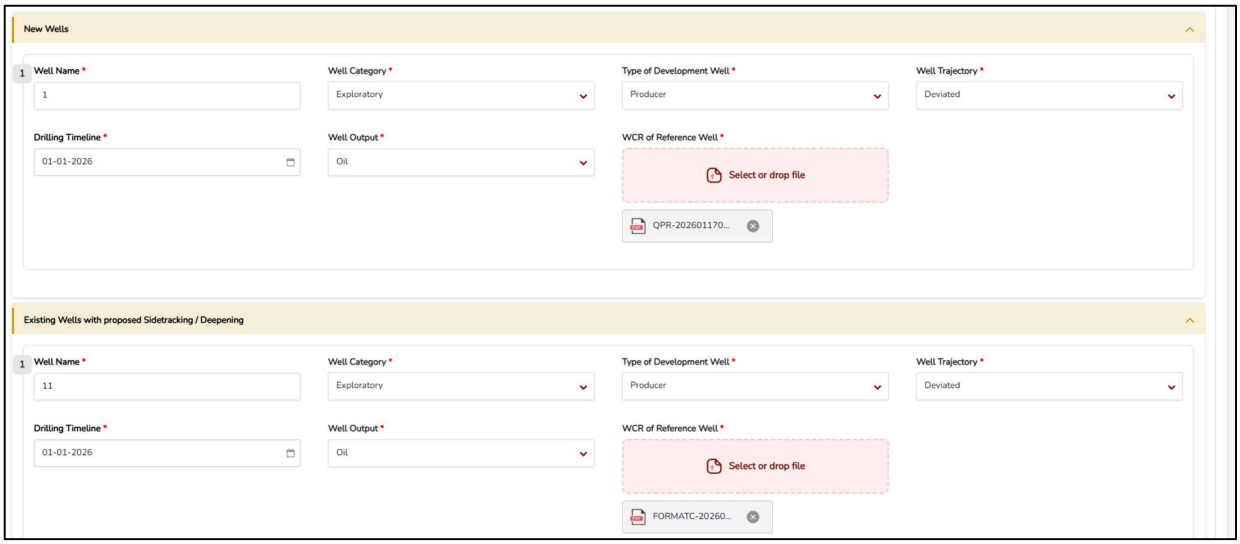



***Figure 18: Enter details for each well.***

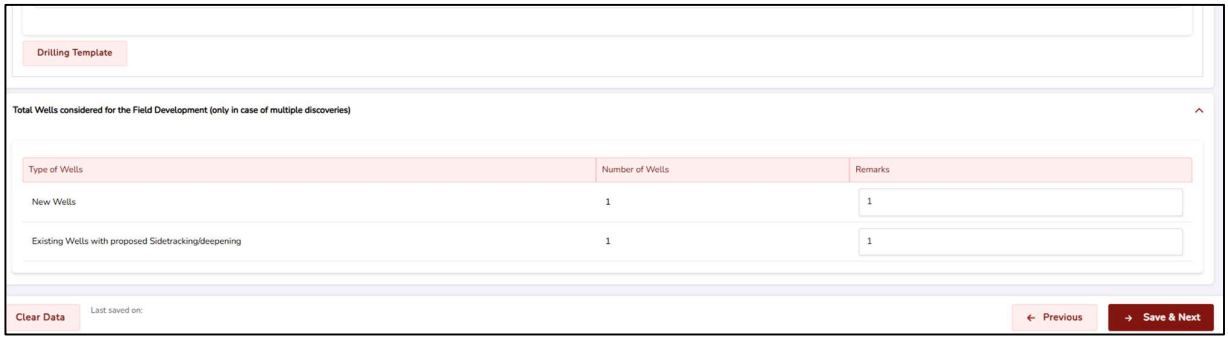



***Figure 19: Total Wells considered for Field Development will be auto fetched from the Dynamic Model***

## Production

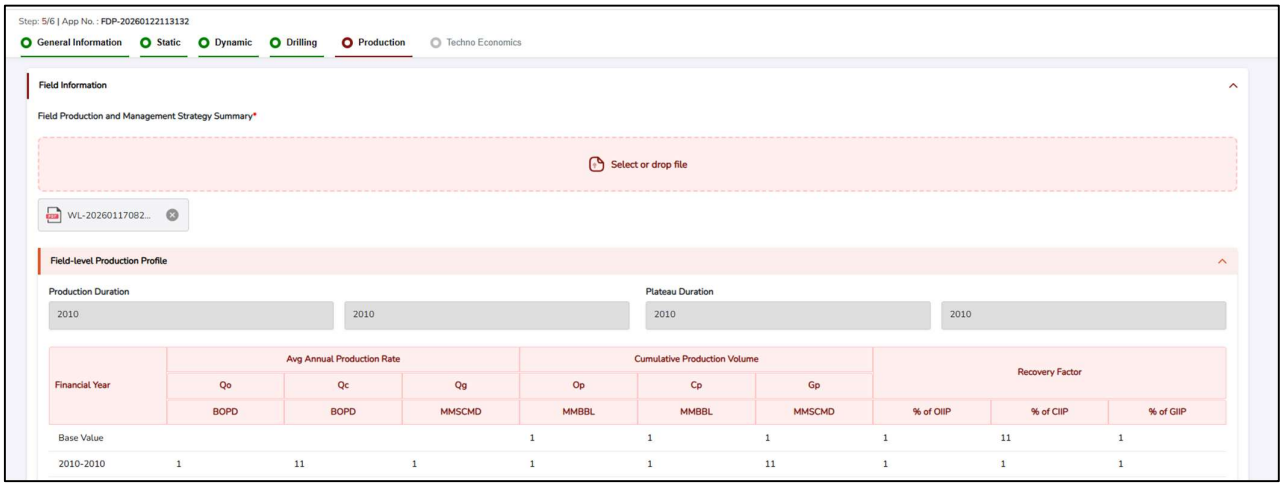



***Figure 20: Illustrates the capture of Field Information at the Production Level***

- The user will upload the Field Production and management Strategy Summary.
- The Field-Level Production Profile will be auto populated from the Dynamic Model chapter.

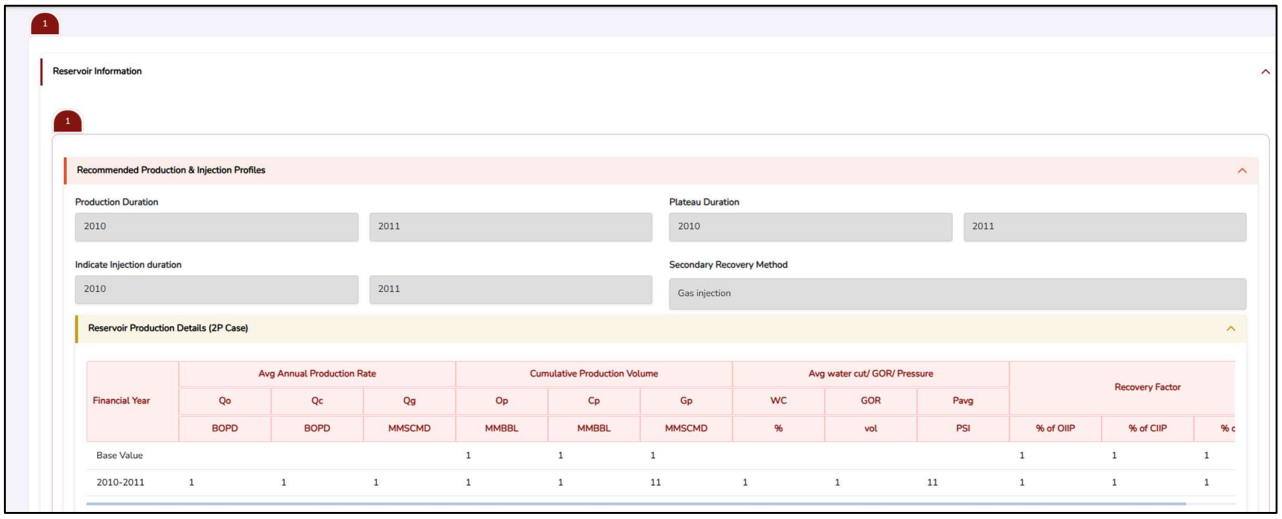



***Figure 21: Illustrates the capture of Reservoir Information at the Production Level***

- The Recommended Production & Injection Profiles will be auto populated from the Dynamic Model Chapter

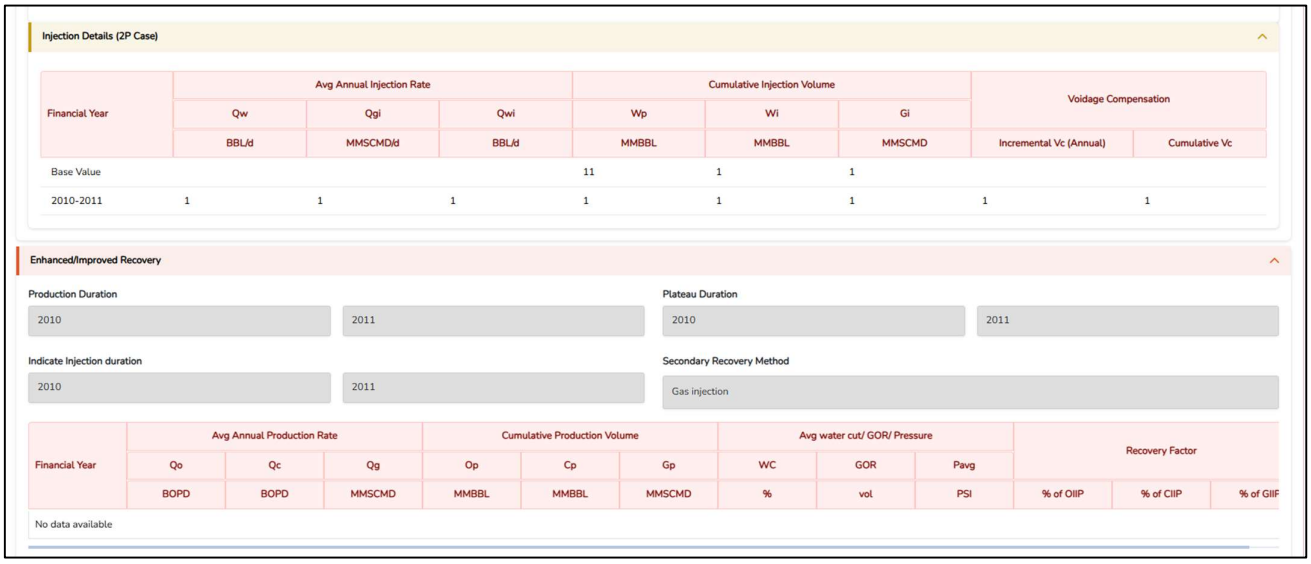



***Figure 22: Illustrates the capture of Reservoir Information at the Production Level***

- The Enhanced/Improved Recovery will be auto populated from the Dynamic Model Chapter

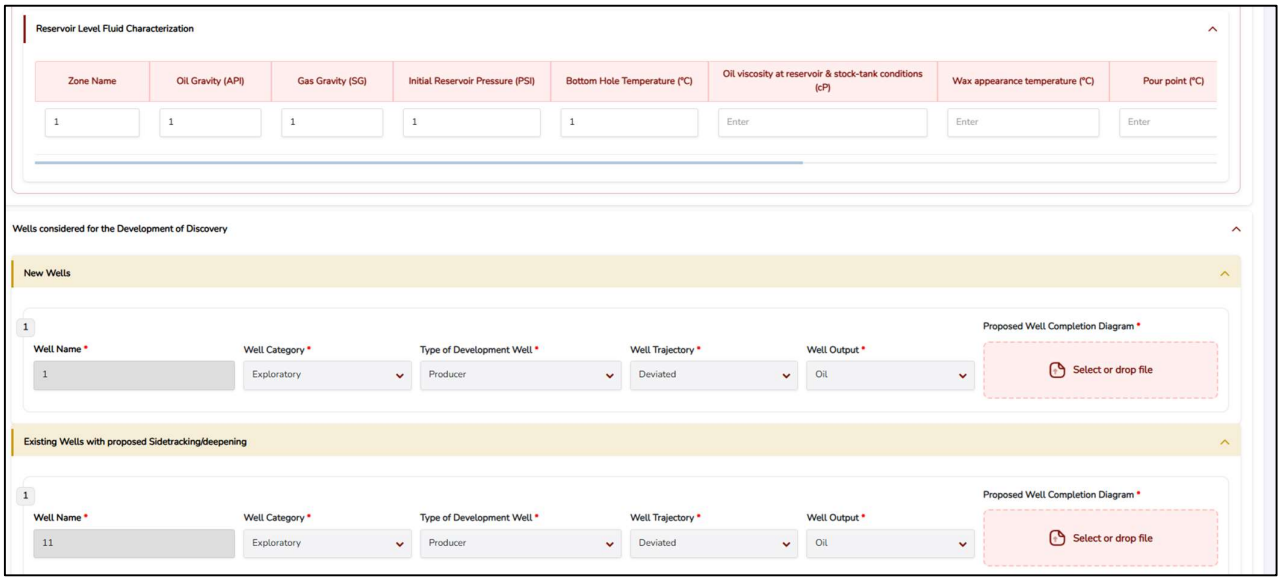



***Figure 23: Illustrates the capture of Reservoir Level Fluid Characterization & wells details at the Production Level***

- In Reservoir Level Fluid Characterization few information like Zone Name, Oil Gravity (API), Gas Gravity (API), Initial Reservoir Pressure (PSI), Bottom Hole Temperature (°C) will be auto populated from the Static chapter.
- Other details like Oil viscosity at reservoir & stock-tank conditions (cP), Wax appearance temperature (°C), Pour point (°C), $CO_2$ concentration (mol%), $H_2S$ concentration (ppm), Water Salinity (PPM) & Remarks the user has to fill it manually.
- The details of wells (new and existing wells with proposed sidetracking/deepening) will be automatically fetched from the Drilling Chapter. Users are required to upload the 'Proposed Well Completion Diagram' for both wells.

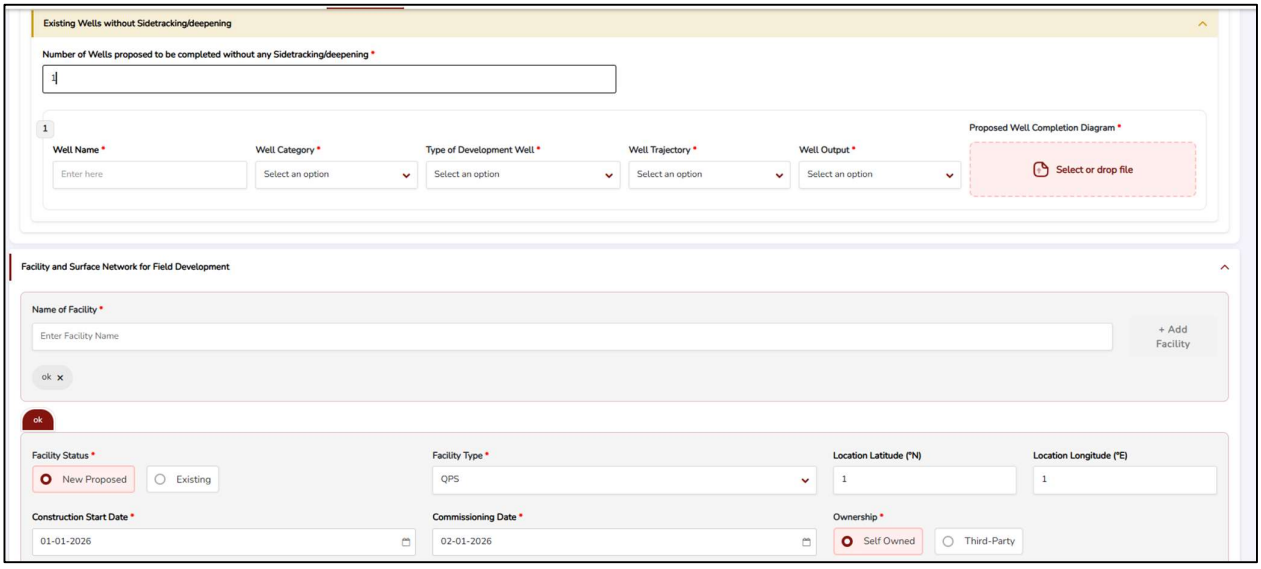



***Figure 24: Illustrates the capture of wells details & Facility Information at the Production Level***

- For existing wells without sidetracking/deepening, if the user enters a value greater than 1 in the field 'Number of Wells Proposed to Be Completed Without Any Sidetracking/Deepening,' the user is required to provide the well name, well category, type

of development well, well trajectory, well output, and upload the proposed well completion diagram.

- The user will enter the Name of Facility. If multiple facilities are applicable, the user can add them by clicking the 'Add Facility' button.
- The user will select the facility status as either 'Proposed' or 'Existing.' In the case of an existing facility, the Construction Start Date and Commissioning Date fields will not be displayed, while all other fields will remain available.

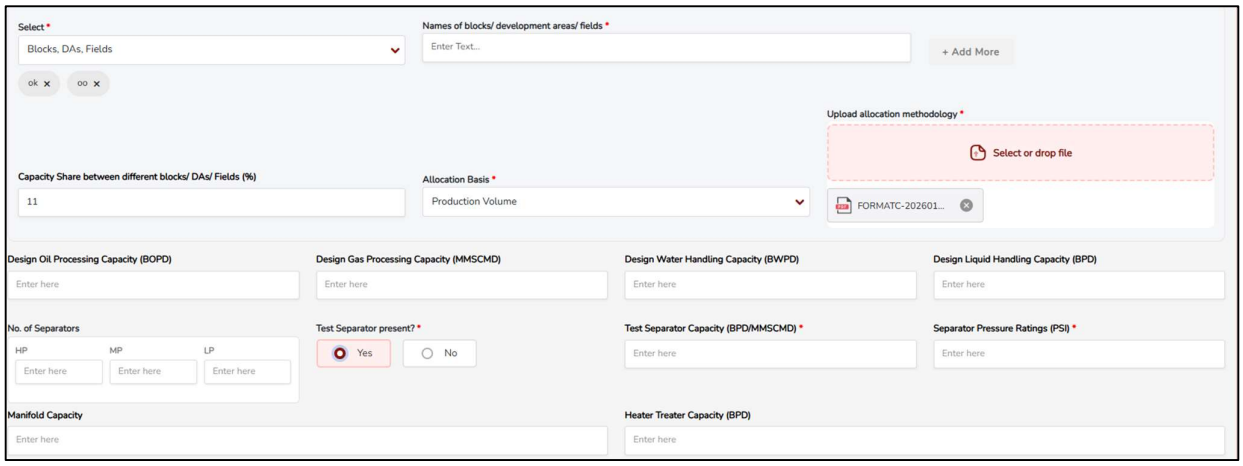



***Figure 25: Illustrates the capture of Facility Information at the Production Level***

- The user is required to fill all mandatory information related to Facilities.

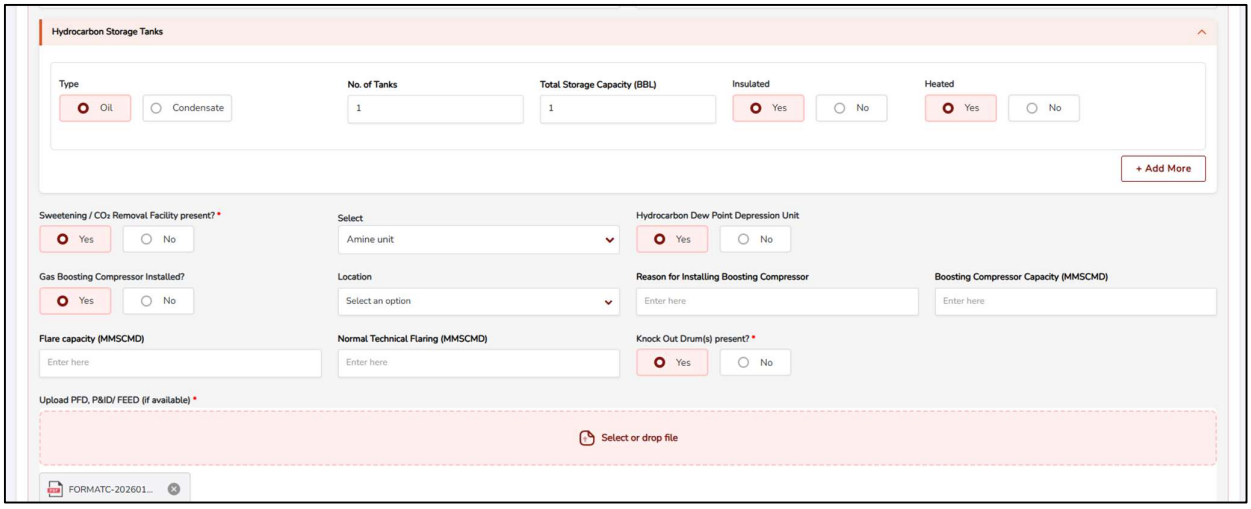



***Figure 26: Illustrates the capture of Hydrocarbon Storage Tanks Information at the Production Level***

- The user is required to fill details related to Hydrocarbon Storage tanks including Tank Type, Number of tanks, Total Storage capacity, Insulated & Heated details with an add more option to record details of multiple storage tanks.
- The user is required to provide mandatory details such as Sweetening/CO2 removal facilities, Gas Boosting Compressors, Knock out drums and upload relevant Upload PFD, P&ID/ FEED document to ensure complete & accurate data submission.

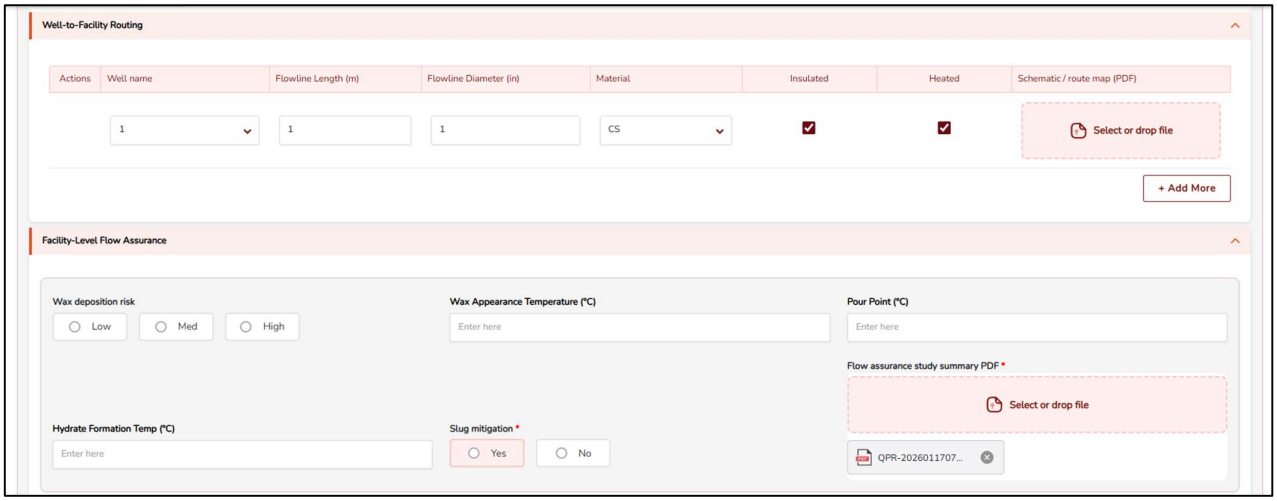



***Figure 27: Illustrates the capture of Well to Facility Routing & Field-Level Flow Assurance at the Production Level***

- The system enables users to capture Well-to-Facility Routing details, including well name, Flowline length, Flowline Diameter, material, Insulated, heated status and upload the Schematic/route map with and add more option to record routing details for multiple wells.
- The user is required to provide the facility- Level Flow Assurance information such as Wax Deposition risk, Wax Appearance Temperature, Pour point, Slug Mitigation and upload the flow assurance study summary in PDF format.

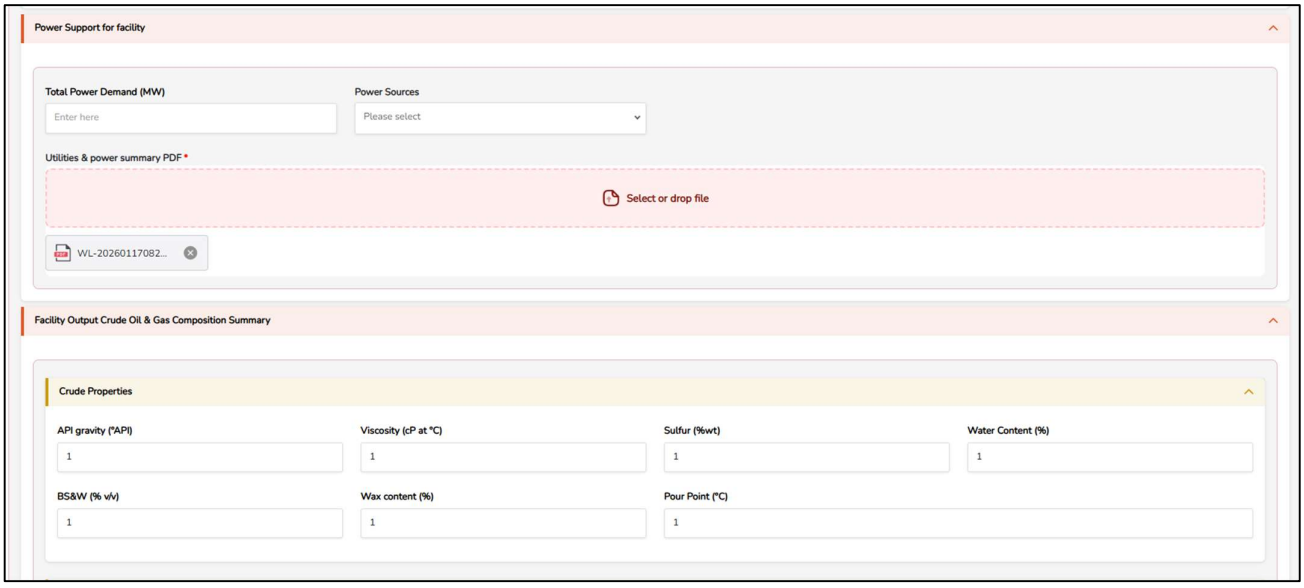



***Figure 28: Illustrates the capture of Power support for facility & Facility output crude oil & gas composition summary at the Production Level***

- The user is required to fill the Power facility details including Total Power demand, power sources and upload the utilities & power summary document in PDF format.
- The user is required to fill the Facility output crude oil & gas composition summary by entering Crude properties such as API gravity, Viscosity, Sulfur, Water Content, BS&W, Wax content and Pour Point.

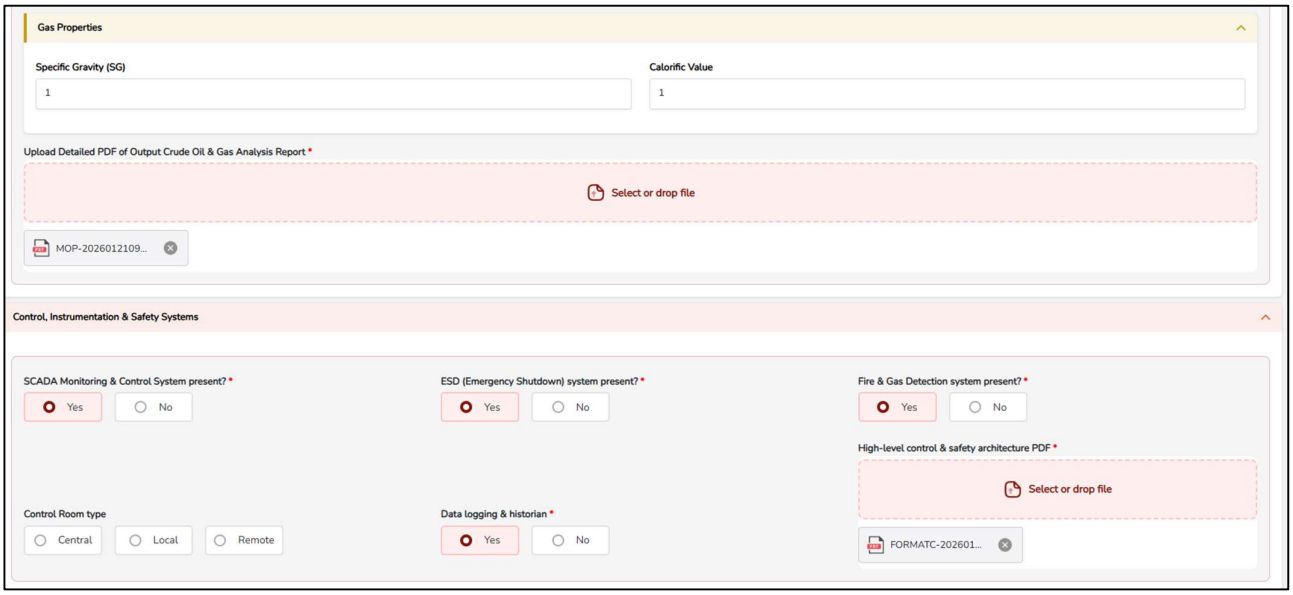



***Figure 29: Illustrates the capture of Control, Instrumentation & Safety Systems at the Production Level***

- The user is required to fill the Gas properties such as Specific Gravity and calorific value along with uploading the detailed crude oil and gas analysis report in PDF format.
- Users are required to fill details related to Control, Instrumentation & Safety systems including SCADA monitoring, ESD systems fire & gas detection, control room type, data logging & historian availability and upload the High-Level control and safety architecture document.

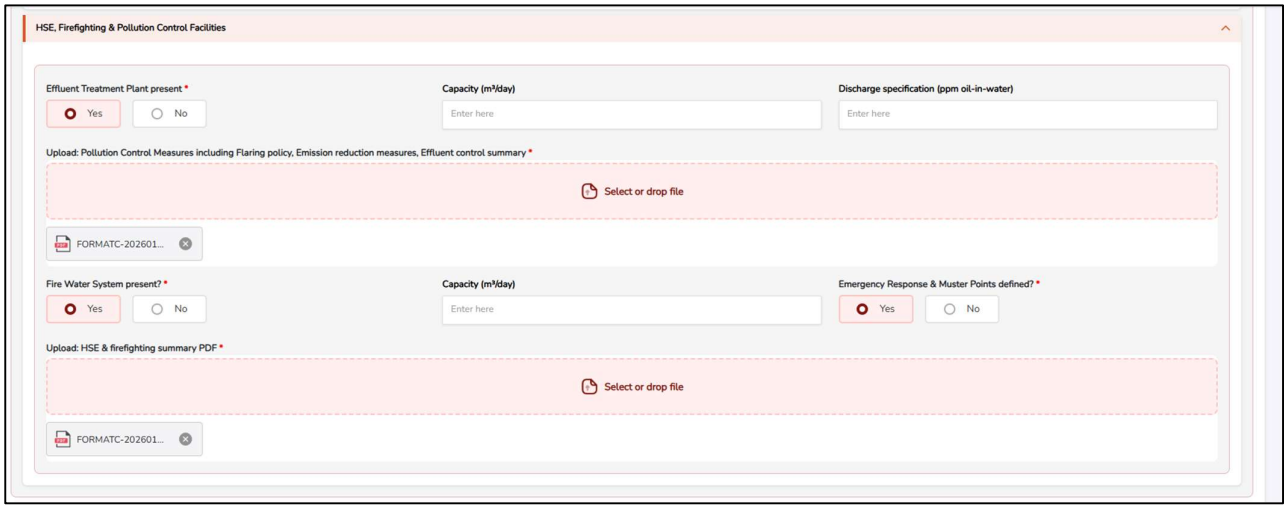



***Figure 30: Illustrates the capture of HSE, Firefighting & Pollution Control Facilities at the Production Level***

- The user is required to fill HSE, Firefighting & Pollution Control Facility details including Effluent treatment and fire water Systems, Emergency Response and Muster points, along with uploading mandatory Pollution Control Measures including Flaring policy, Emission reduction measures, Effluent control summary & HSE & firefighting summary documents in PDF format.

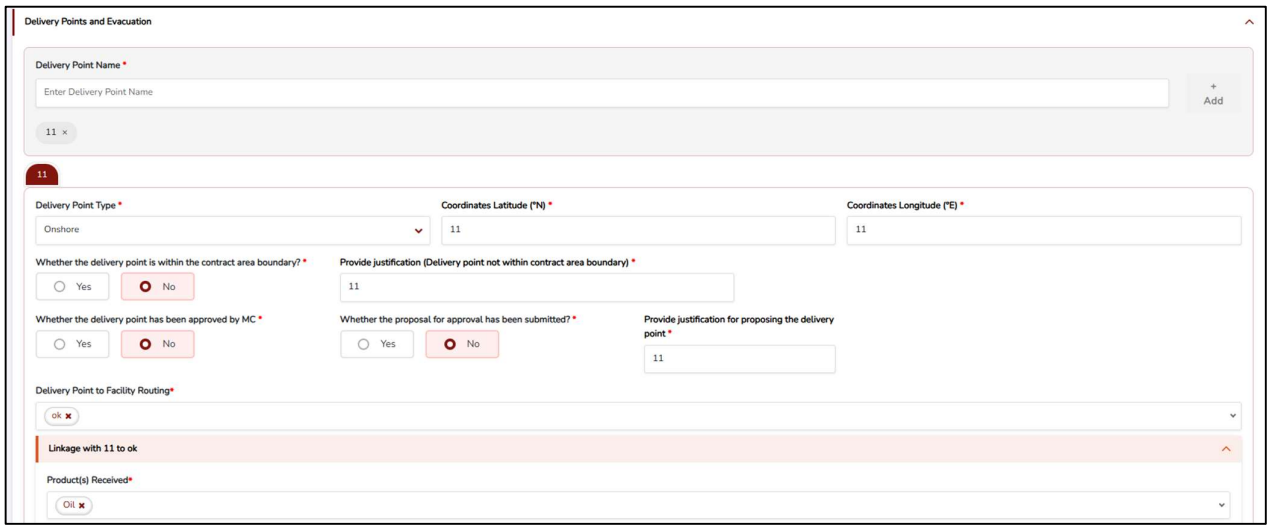



***Figure 31: Illustrates the capture of Delivery Point & Evacuation Information at the Production Level***

- The system allows users to fill Delivery Point details including Delivery Name (with an "Add" option to create multiple delivery points), Delivery point type, geographic coordinates, Contract Area compliance (in case of no user has to provide justification), Approval status from MC(in case of no proposal submitted details-(in case of Yes "Provide IMS Reference Number & in case of no user has to provide justification for the same)
- Under Delivery point-to-facility routing, the dropdown displays the facility names defined earlier in the form, enabling users to link each delivery point to a specific facility for accurate routing.
- Under Products Received, users can select one or more products (e.g Oil, Gas, Condensate) from the dropdown. For each selected product, the system dynamically opens the corresponding fields to capture product-specific details such as Capacity of delivery point for custody transfer (BOPD) & Associated Metering Type.

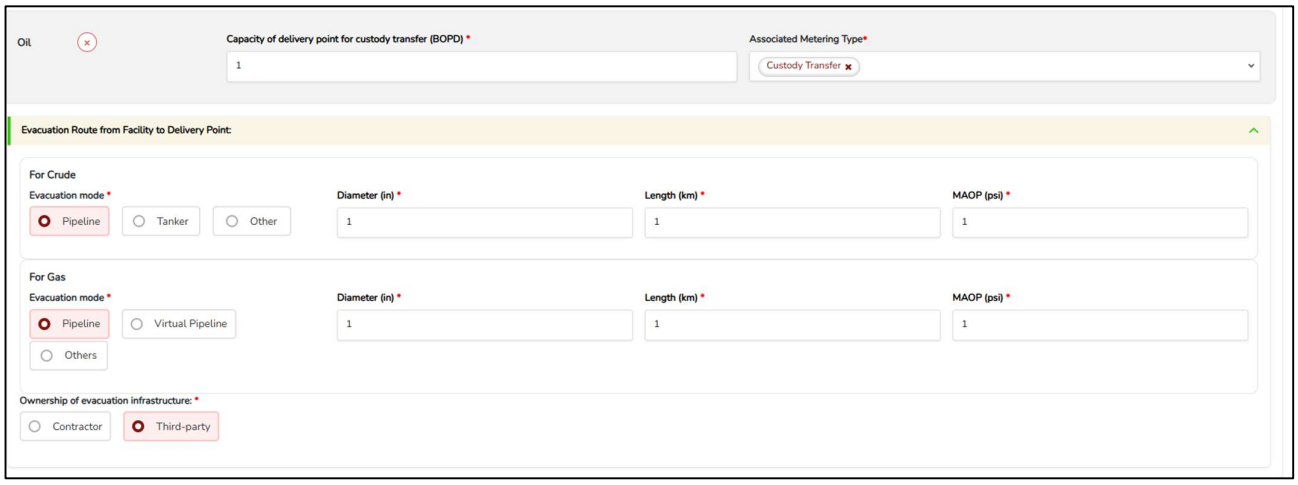



***Figure 32: Illustrates the capture of Evacuation Route from Facility to Delivery Point at the Production Level***

- The user is required to fill the Evacuation Route details from Facility to Delivery point. For Crude and Gas, when Pipeline is selected as the evacuation mode, the user is required to enter Pipeline Diameter (inches), Length (km) and MAOP (psi)

- For Crude and Gas evacuation, when the user selects Tanker or Other (for crude) and Virtual pipeline or Other (for Gas), “Provide details” field is dynamically enabled allowing the user to enter relevant evacuation details specific to the selected mode.

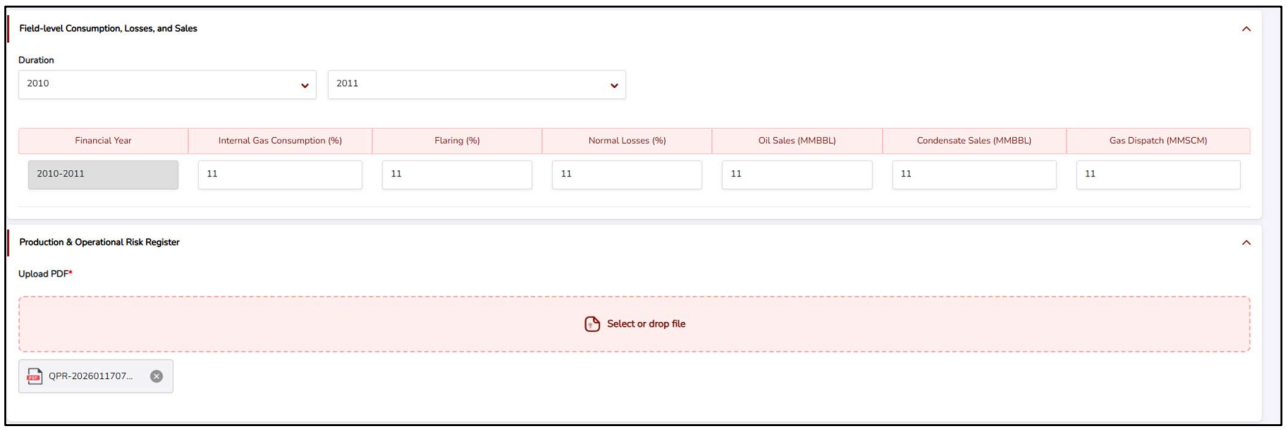



***Figure 33: Illustrates the capture of Field-level Consumption, Losses & sales and Production & Operational Risk Register at the Production Level***

- The user is required to provide field-level consumption information, including the duration, and fill the remaining details in the table. The table includes Financial Year (auto-filled based on the production profile duration), internal gas consumption, flaring, normal losses, oil sales, condensate sales, and Gas Dispatch.
- The user is required to upload the Production and Operational Risk Register document in PDF format.

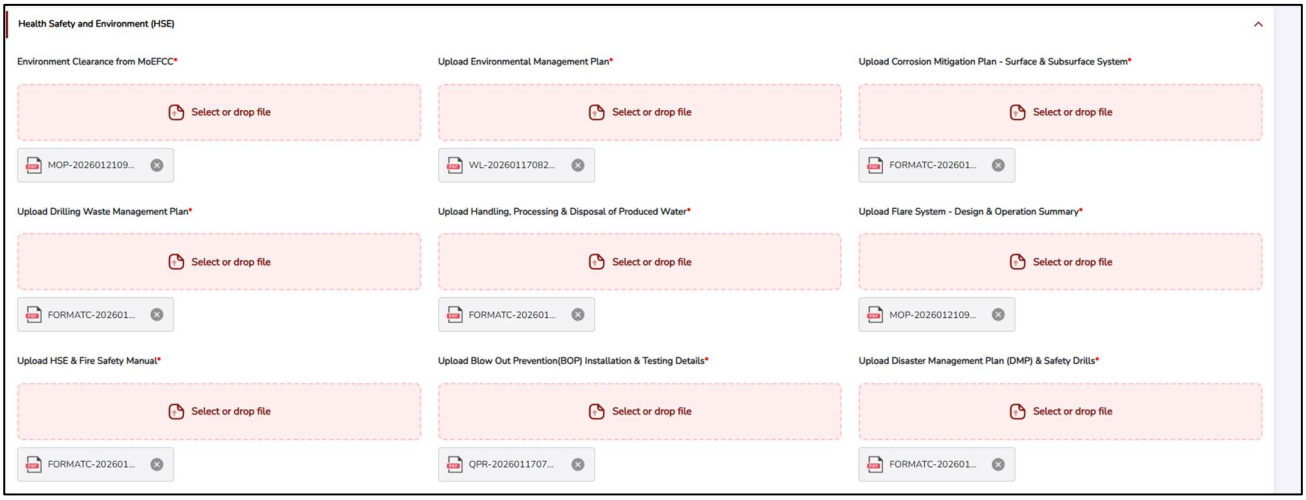



***Figure 34***

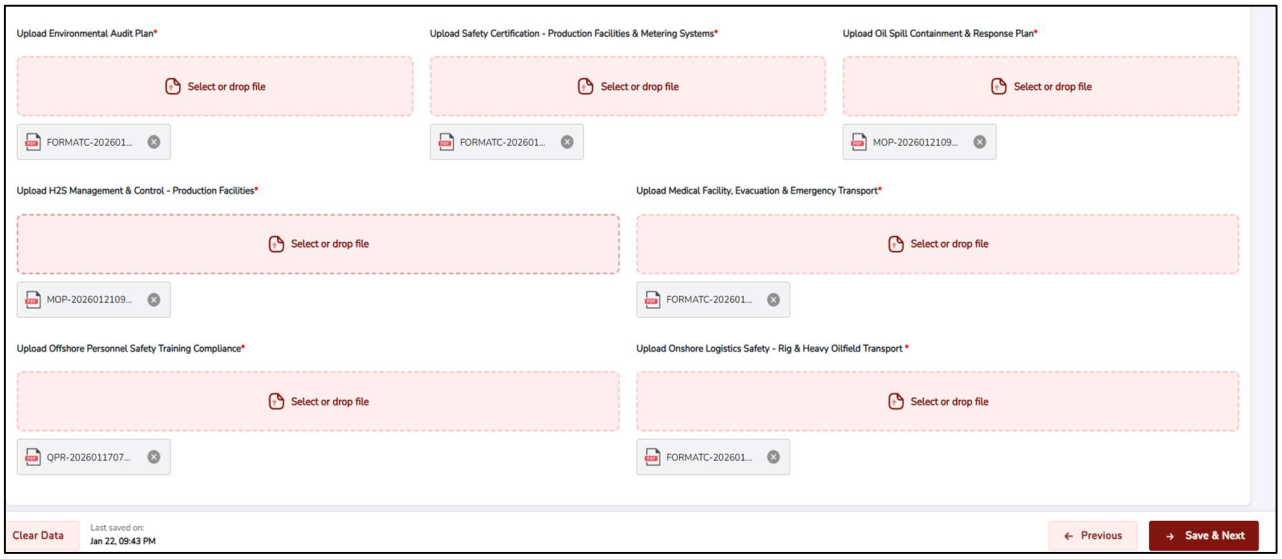



***Figure 34 & 35: Illustrates the capture of Health, Safety & Environment Information at the Production Level***

- The system allows users to submit Health, Safety & Environment (HSE) information by uploading all relevant documents in PDF format.
- After uploading all required files and entering the relevant details, the user can click the 'Save and Next' button to proceed to the Techno-Economics Tab.

## Techno Economics

- After the Production chapter is saved by filling all the mandatory details, the application will move forward to the Techno-Economics chapter where the user needs to define the financial information related to the Field Development activities.
- In the first section of the field information, **"No. of Development wells proposed"** by the user in the **Dynamic, Drilling and Production chapter** will be **auto fetched** in a tabular form and gives a brief description of view of the Type of Wells and Total Number of wells proposed for that field.

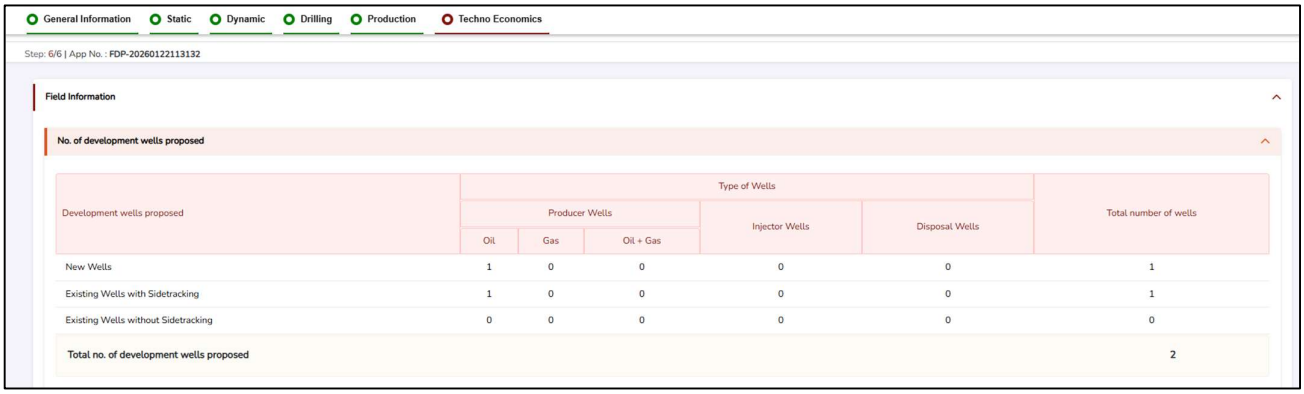



***Figure 36: Illustrates the brief of Well Information captured in a tabular format that was defined by the user in Dynamic, Drilling and Production Chapter***

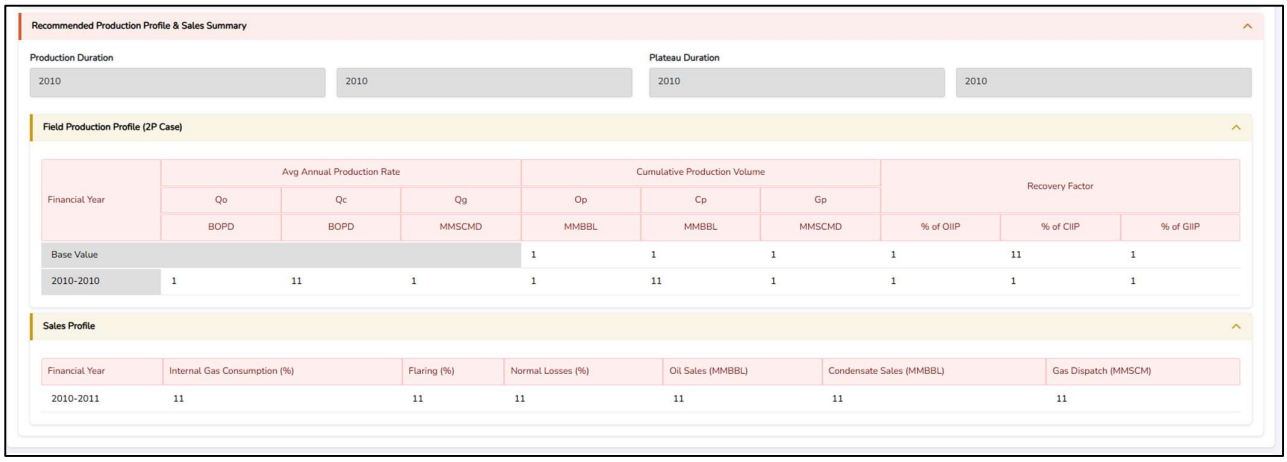
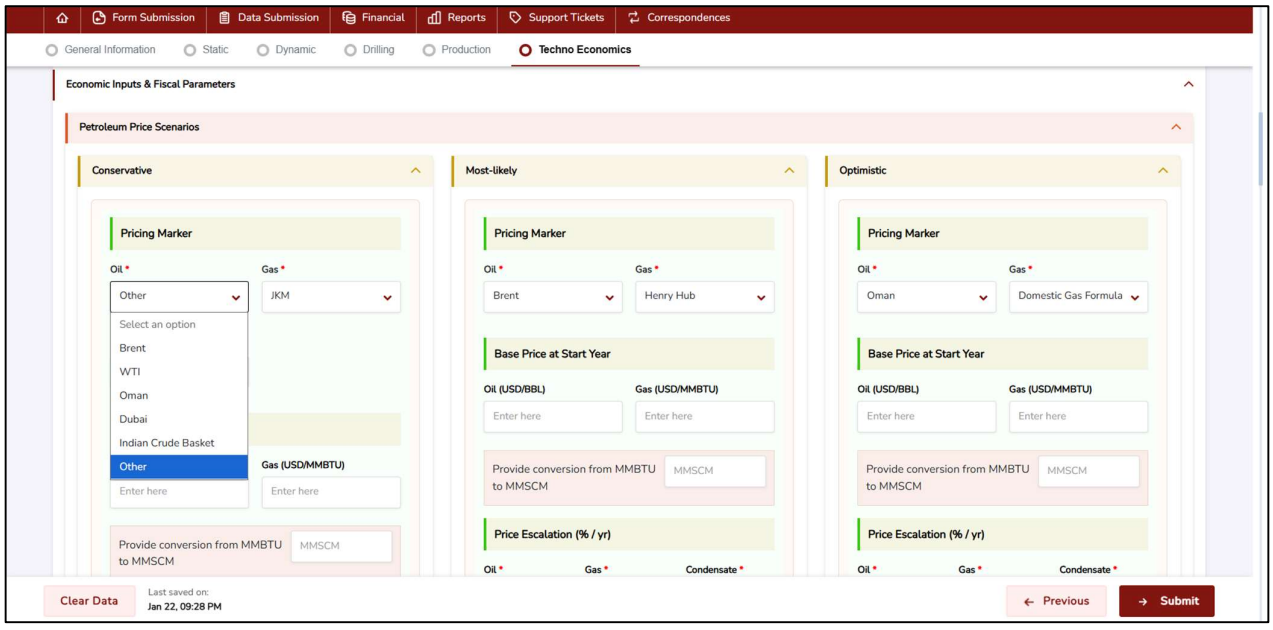



***Figure 37: Reservoir Production Profile and Sales Summary will be auto fetched as defined in the Dynamic and Production Chapter***

- Under the heading Economic Inputs & Fiscal Parameters, the user needs to provide information for all three scenarios i.e. Conservative, Most-Likely and Optimistic.
- The user will select the options from the dropdown menu for "Pricing Marker" and will need to enter numeric value for "Base Price" and "Price Escalation (%/year)".
- In case, the user does not find any suitable options in the dropdown for "Pricing Marker", then he/she can select the "Others" option and Enter the Details in the Textbox.



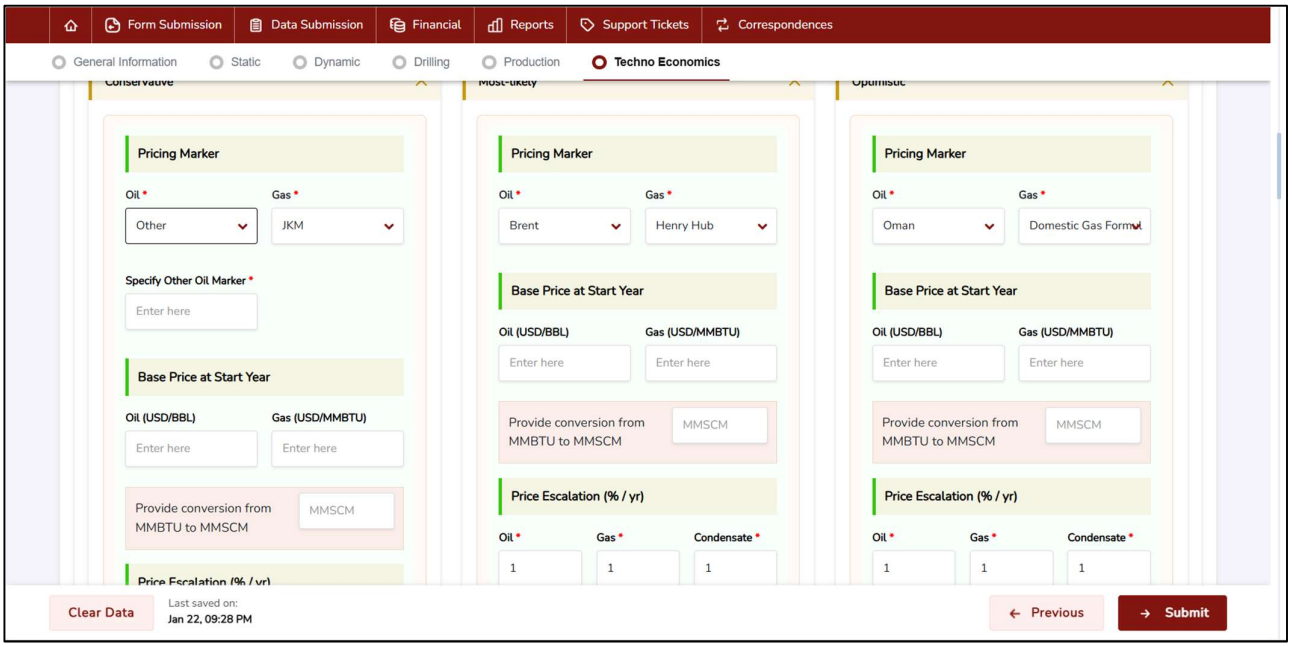



***Figure 38: Enter the data for all the three scenarios under Petroleum Price Scenarios***

***Figure 39: Upload Narrative Justification for all the scenarios defined above. Also define the Discount Rate and Inflation Assumption***

- The user will now provide Information for the Royalty, Cess & Other Statutory Levies.
- The user can multi-select the Levy Type as per Contract.
- Then the user needs to provide the details for each Levy Type selected.
- First, the user needs to select for which Product the “Royalty, Cess & Other Statutory Levies” is applicable, for each Levy Type selected. This is also a multi-selected option.
- **After entering the information, the user needs to click on the “Save” button, to the save the information filled above.**

**NOTE- If Save button is not selected, then the information will not get saved and the user will not be able to submit the form.**

**Also, the information will not be “Saved Drafts” too, if Save button is not clicked where applicable.**

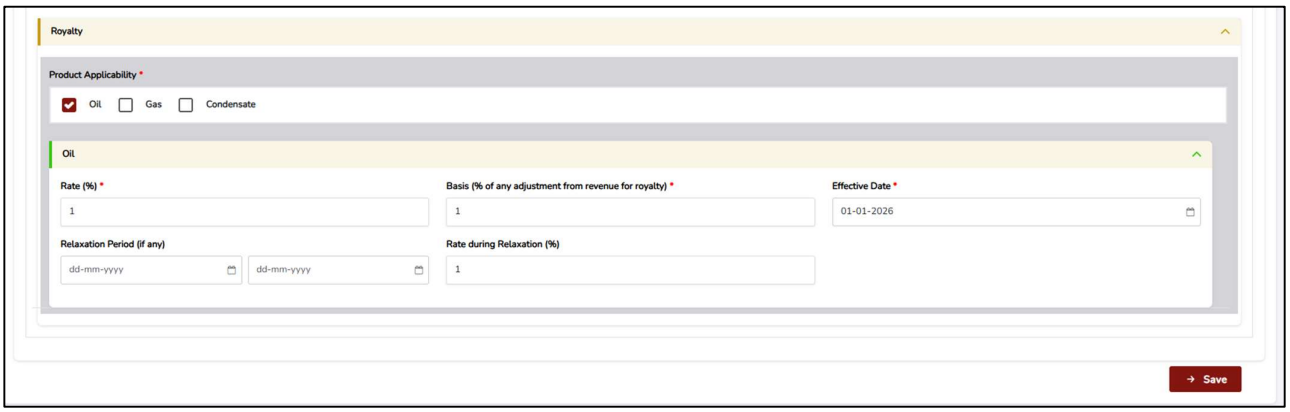



***Figure 40: The user needs to click on the "Save" button to Save the information filled till now in the Techno-Economics form.***

- The user will now define the overall Project Expenditure.
- The user needs to enter the costs for relevant activities they have performed during the field development.
- There are various accordions under "Development Costs". The user needs to enter Costs details accordingly for each sub-activity under the main activity.
- Example- If the user needs to enter Costs details for "2D Seismic Surveys", then he needs to enter the cost for each sub-activity under 2D Seismic Surveys i.e. Acquisition, Processing, Geological Re-processing/ Special Processing, Project Management & Interpretation.
- Under each activity, there is an "Add Row" button. The user can add any additional Sub-Activity by clicking on the Add-More button.
- The costs defined in each sub-activity will be automatically calculated and will be non-editable and will be visible in the yellow-colored ribbon.

**NOTE- There will also be a Template based Functionality for each activity, where the user can enter details in the template based excel and upload it in the UI of the form itself. The excel template with run-time-based template.**

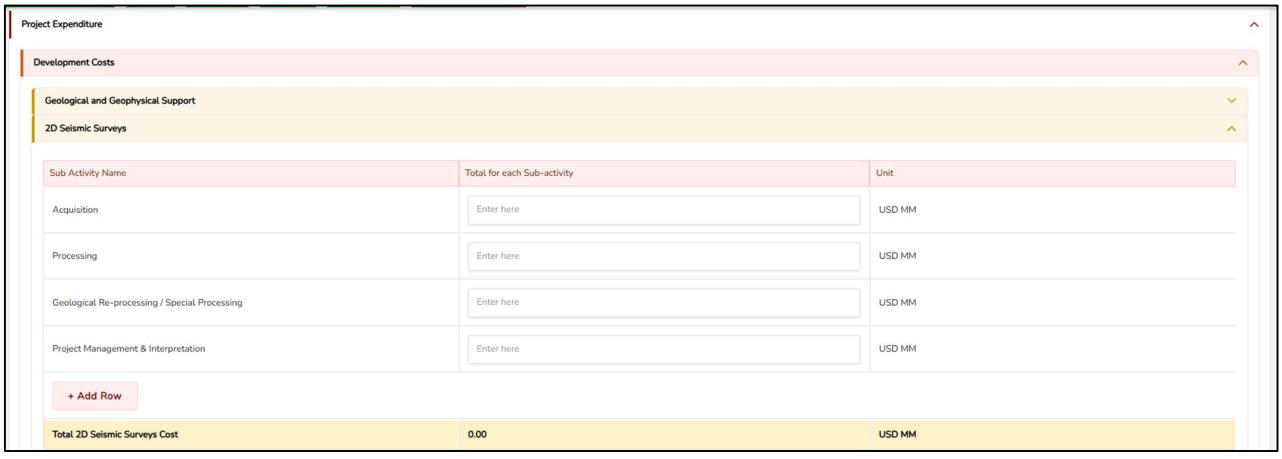



***Figure 41: Illustrates how to enter Costs for Each Sub-Activity***

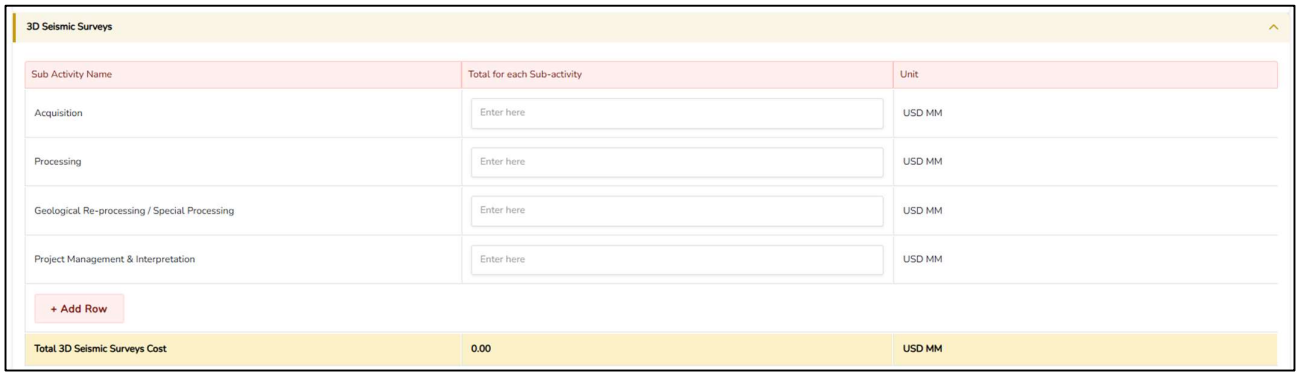



***Figure 42: Click on "Add Row" button to enter any additional sub-activity. Total costs will be auto calculated.***

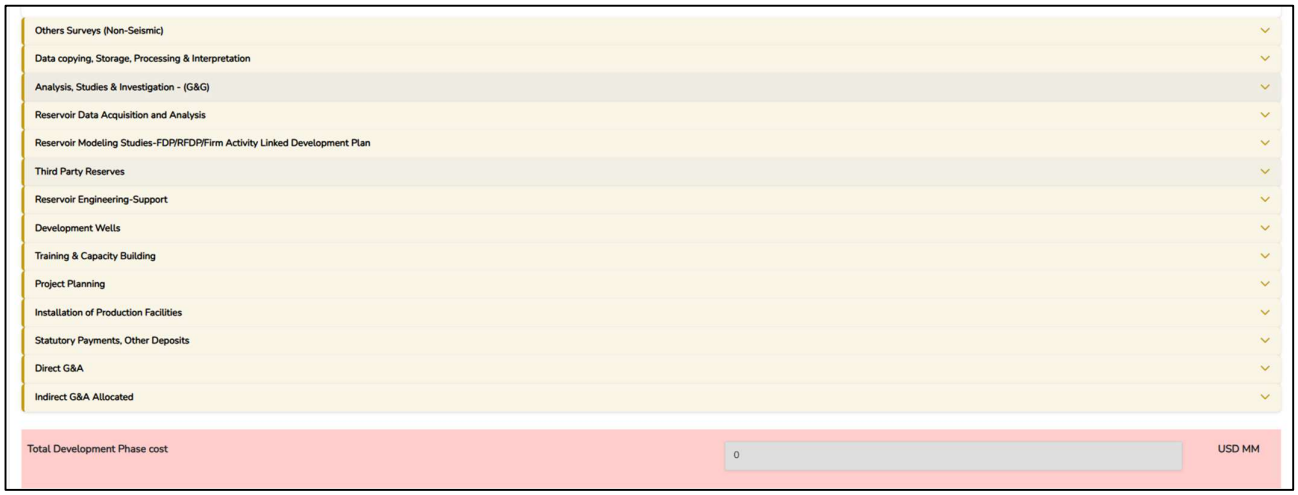



***Figure 43: Similarly the user enters the costs for the relevant sub-activities. The total for the overall Development Phase Cost will be automatically calculated based on the entries of the sub-activities and will be visible in the red ribbon which will remain non-editable.***

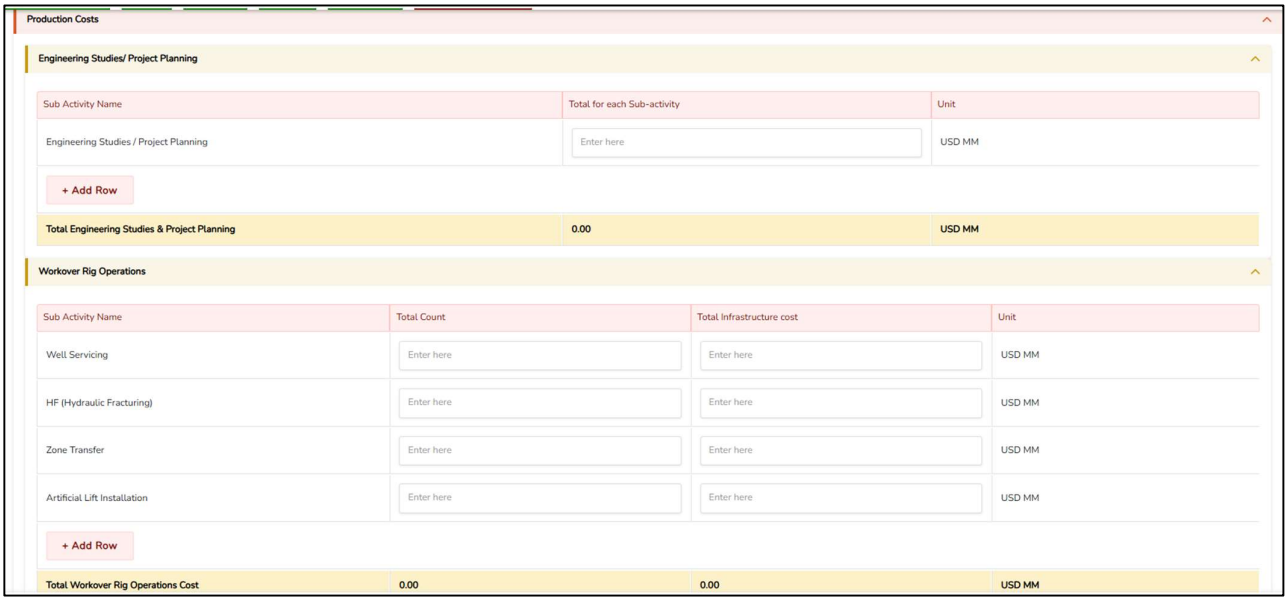



***Figure 44: As defined in the Development Costs section, similarly, the user will enter the Costs details for the Production Costs Section. Excel-based template is provided for the same.***

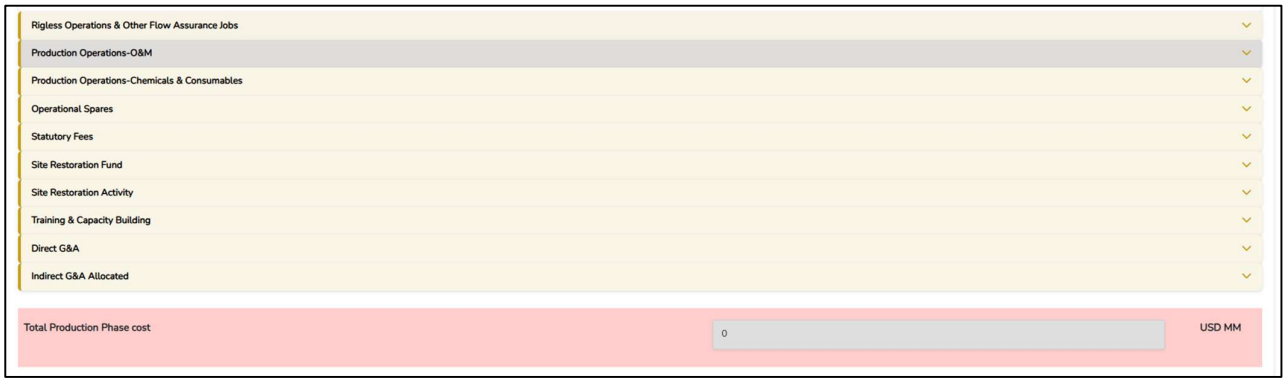



***Figure 45: The total for the Development Costs defined in each sub-activity will be automatically calculated in the red ribbon which will remain non-editable.***

- The user will enter Exploration/Appraisal Costs, as done in Development Phase Costs and Production Costs like Development Costs and Production Costs.
- After all the details are filled for the main heading- Project Expenditure, the user then needs to click on the "Save" button to save the details entered under each heading otherwise the data will not get saved.

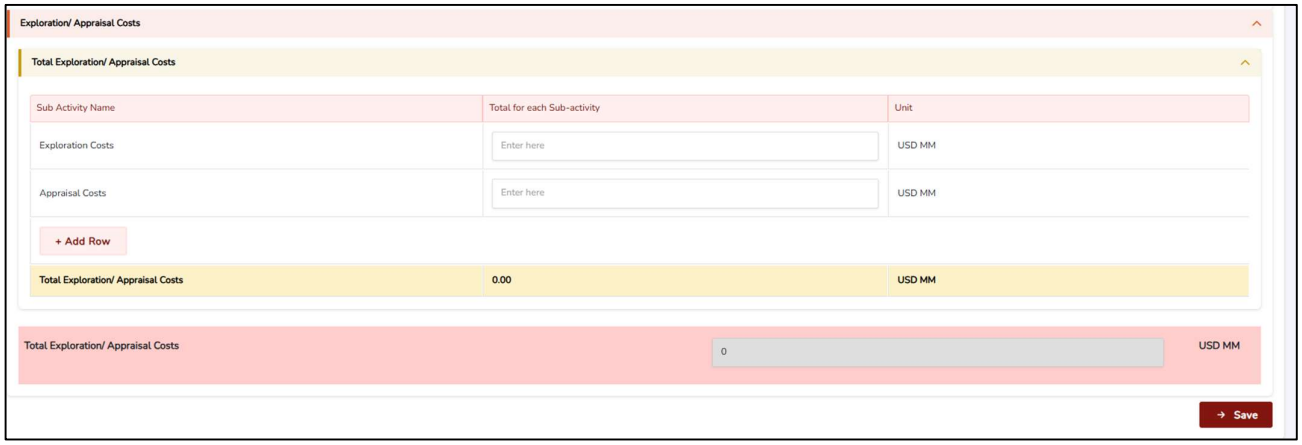



***Figure 46: The user needs to enter Exploration/Appraisal Costs, as done in Development Phase Costs and Production Costs. The excel based template will be applicable for this section also. Click on the Save button to Save the Information for the Project Expenditure.***

- The user will now enter the details for the Economic Evaluation & Financial Metrics which is the last section of the form.
- The user will enter the details for all three scenarios i.e. Most-Likely, Conservative and Optimistic.
- For the Sensitivity Analysis table, it should also be filled with all three scenarios i.e. Most-Likely, Conservative and Optimistic and need to fill all the sub-sections of the table under the defined parameters for each heading named as Crude Price, Gas Price, CAPEX, OPEX, Production Volumes and Discount rates.
- Lastly, the user needs to Upload the Detailed Financial model covering all 3 scenarios.
- **After filling all the information for the Economic Evaluation & Financial Metrics section, the user needs to mandatorily click on the "Save" button to save the information for this section, otherwise the information will not get saved.**

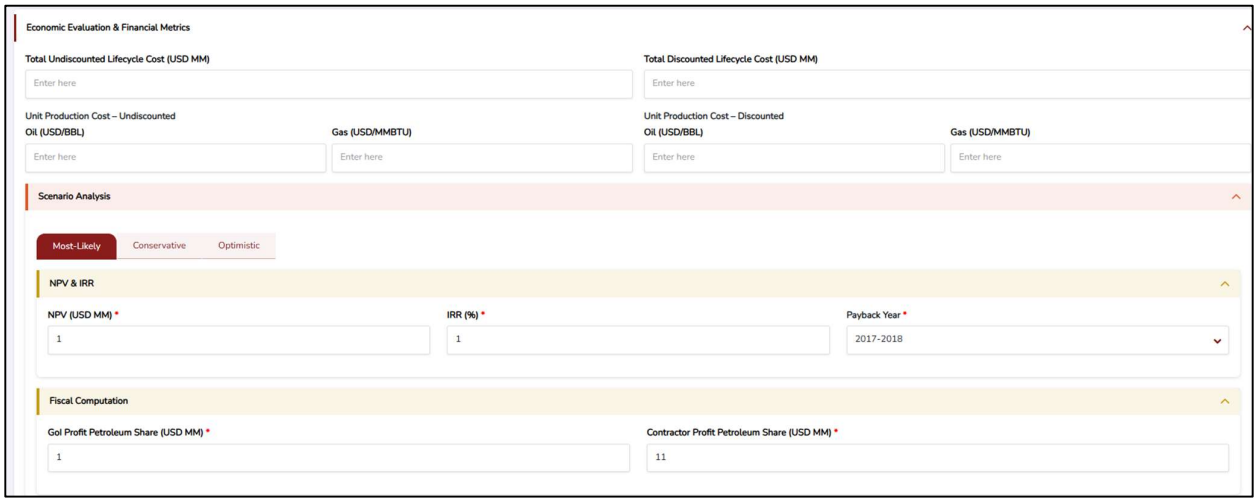



***Figure 47: Illustrates the UI for all the 3 scenarios of Scenario Analysis section***

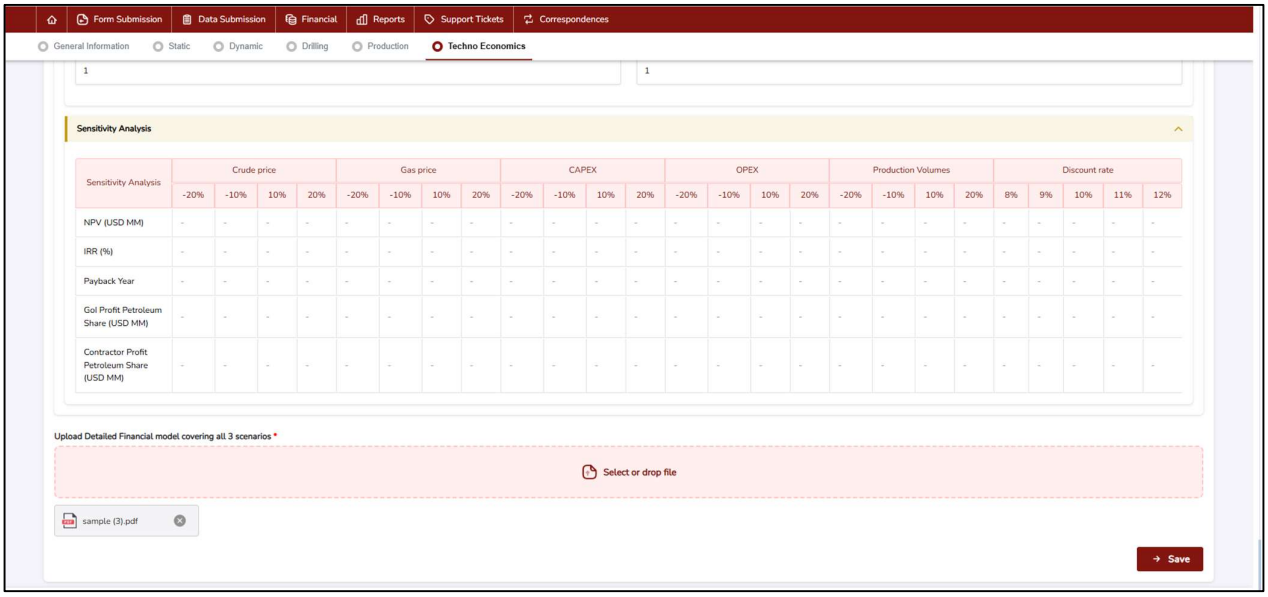



***Figure 48: Click on the "Save" Button to save the Economic Evaluation & Financial Metrics information. After all the details are filled, the user can move to the Additional Information tab by clicking on "Save and Next" button.***

## Additional Information and Declaration

- On the Additional Information tab, the user can add Additional Information like Remarks or Upload Documents if any.
- The user needs to upload the Draft MCR on the Additional Information tab only.

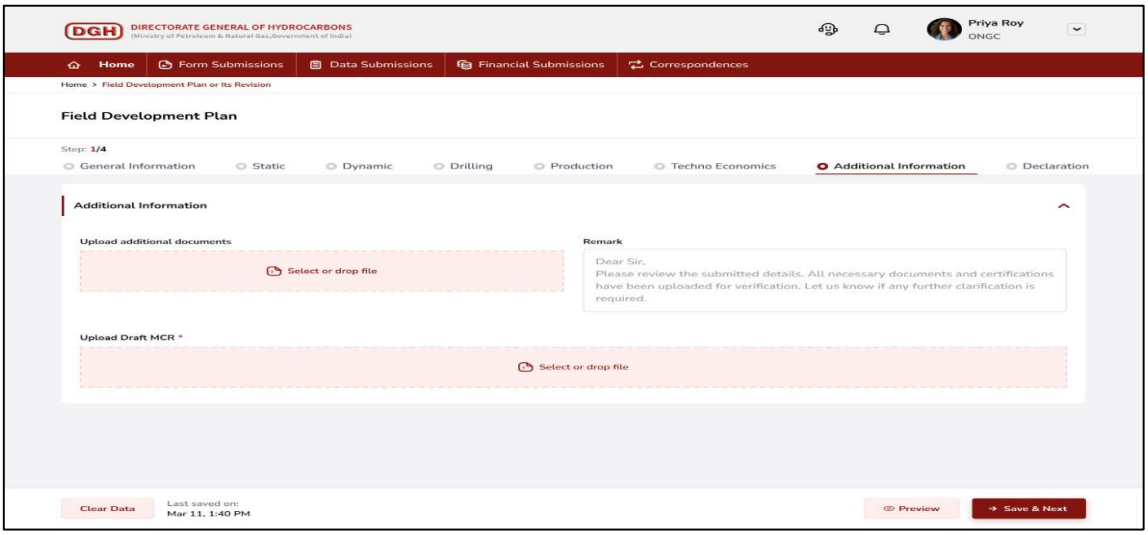



***Figure 49: Additional Information Tab***

## Declaration

- After clicking on “Save and Next”, the user will find the Declaration tab where he needs to declare the originality of the details he has provided in the form. Also, he will add his Name and Designation.
- After clicking on the “Submit” button, the application will be submitted to the DGH.

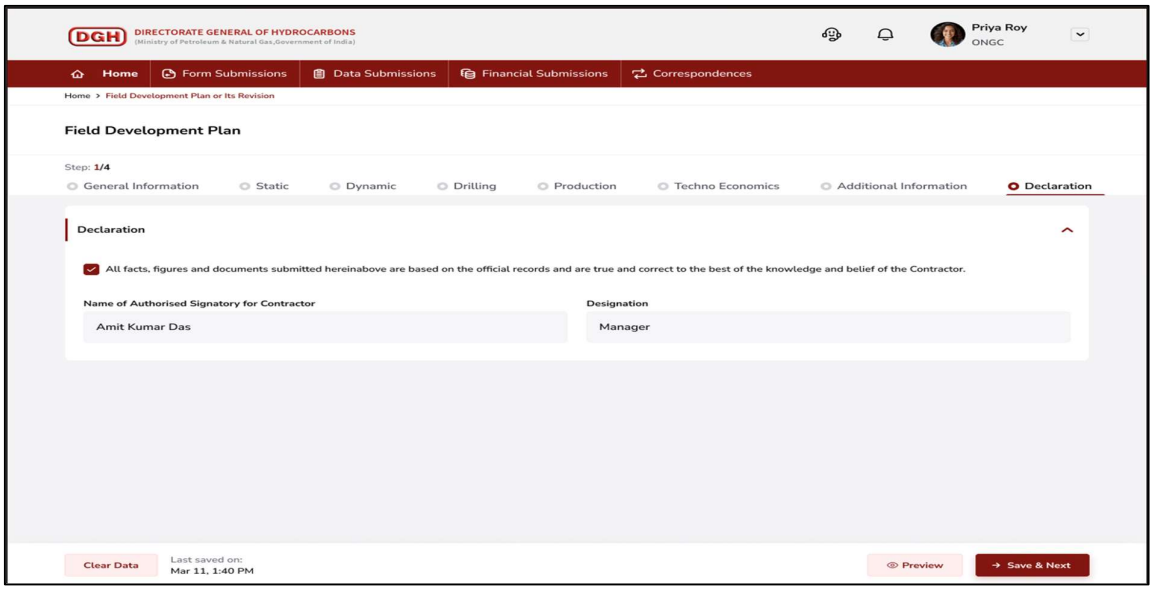



***Figure 50: Declaration Tab***

# Tips & Good Practices

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- You can use “Previous” to go back and edit before final submission.
- For each request, always check for new queries or required actions in the dashboard.
- If document upload fails, check file the size and format.
- If any required data is missing, the system will prompt the user in red—complete to proceed.

# 3. Work Programme

This is in line with the Guidance Document for Online Submission of PSC processes as per DGH Notifications dated 25.04.2020 & 12.07.2021 under category B (Para- 4.1) for the submission of Work Programme & Budget.

**The brief of the process of submission of Work Programme & Budget (WP&B) is detailed below: -**

a. The Work Programme & Budget (RE/BE) to be submitted within the prescribed timeline as per the Office Order dated 25th July 2024 (Amended from time to time).
b. The Work Programme & Budget needs to be submitted for Financial Years under the heads -> activities/sub-activities of Exploration, Development and Production.
c. The Work Programme & Budget for Exploration/Development/Production should be submitted on a Development Area (DA)/Field basis wherever applicable. In the online IMS Portal form, the system will aggregate all activities and compute the total Budget for the entire block as applicable.
d. The input form of the Work Programme & Budget under the respective heads includes a default list of line items (activities/sub activities) with a provision to select the 'Others' option to add additional line items (sub activities) if required.
e. In case of WP (RE), operator needs to provide reason for variance w.r.t approved BE.
    i. If drilling activities are planned, a separate form (Drilling Template) is provided in exploration and development WP form to describe technical details of drilling activities. The Operator needs to fill in the technical details and upload them.
f. In case of Budget (RE), operator needs to provide reason for variance w.r.t approved BE.
    i. In case of drilling activities, a separate form (Format 3B) is provided in exploration and development Budget form to describe budget associated with these drilling activities. The Operator needs to fill in the details and upload them.
g. The Operator needs to input production quantity under production activity. An estimate of potential production to be provided which will be achieved through the implementation of the said WP&B for each of the 3 years following the year to which the current WP&B is provided in line with provisions of PSC. If major changes in yearly estimate for potential production are required, these shall be based on evidence necessitating such changes and OC shall highlight /inform the same with details.
h. In case Programme quantity is provided the following points are to be considered: -
    i. Operator to provide/attach reason for variance w.r.t approved FDP.
    ii. In case of WP&B (RE), operator needs to provide reason for variance w.r.t approved BE. Target for the year cannot be changed for RE.
    iii. Production Performance against the targets of current year in terms of percentage achievement to be provided.
i. For the allocation of Common Cost (Indirect - G&A) of the Block to DA/Fields, in the G&A allocation tab the Operator must input Production Quantity/Reserves Quantity as per BE/RE of DA/Fields (wherever applicable). The Common cost allocated to the DA/Fields is further allocated to the Exploration/Development/Production activities based on Exploration/Development/Production cost of DA/Fields (wherever applicable) as per BE/RE before the allocation of common cost (G&A).
j. The Work Programme and Budget can be saved in draft mode before submission. However once submitted it cannot be edited without the approval of the respective Authorities.

**Form Submission Guidelines: -**

This is in line with the Guidance Document for Online Submission of PSC processes as per DGH Notifications dated 25.04.2020 & 12.07.2021 under category B (Para- 4.1) for the submission of Work Programme & Budget.

**In order to facilitate the stakeholders, the formats of Work Programme and Budget issued by DGH and the process of submission is as follows: -**

a. Operator to login into the IMS portal to submit the Work Programme & Budget (WP&B) through their login credentials. It is recommended that the data entry and submission is to be done by single user to avoid overwriting of submitted information.
b. Operator to choose Block/Development Area/ Field (wherever applicable) for which Work Programme & budget is to be submitted.
c. Type of submission to be selected as "Request Approval".
d. Choose Process category as "Category B".
e. Request type to be selected as "Work Programme" for Work Programme and "Budget" for Budget submission.

**Note:**

a. Submission and approval of Work Programme is pre-requisite for submission of Budget.
b. For such line items without programme quantity such as G&A allocation, Statutory fee, the Operator to ensure selection of such line item (activity/sub activity) in the Work Programme also.
c. Without selection of line items in the Work Program, the Operator cannot input the Budget amount with respect to those line items in Budget form.

## 1. Create New Request

a. Operator needs to Login to IMS. Click on "Form Submission". Then Select "Category B". Within Category B select "Work Programme".

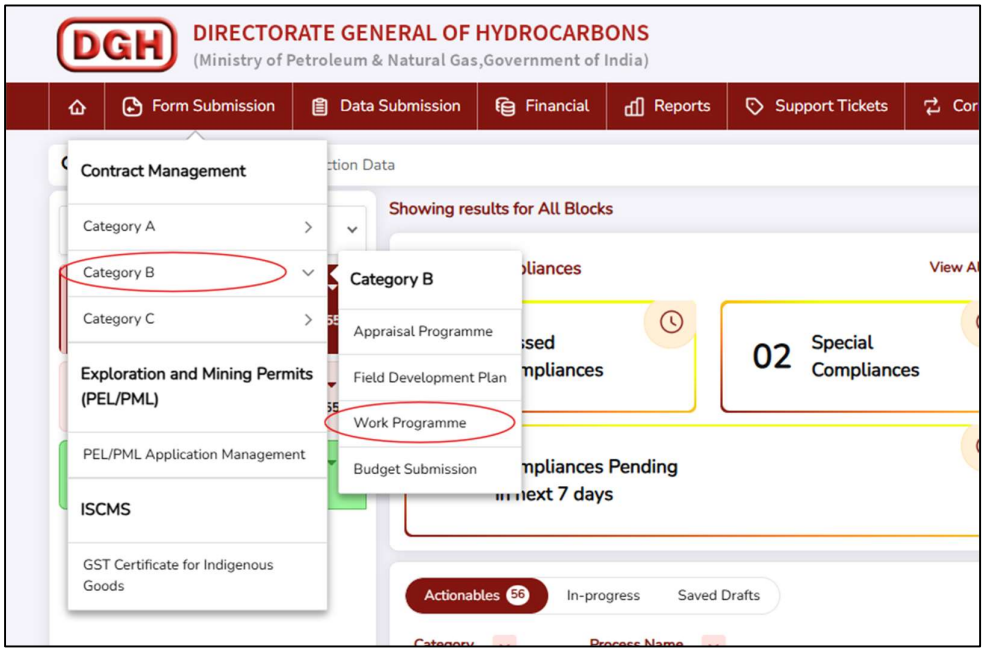



***Figure 1: Navigation to Work Programme Application***

b. Select the “Block” and click on “Create New Request”.

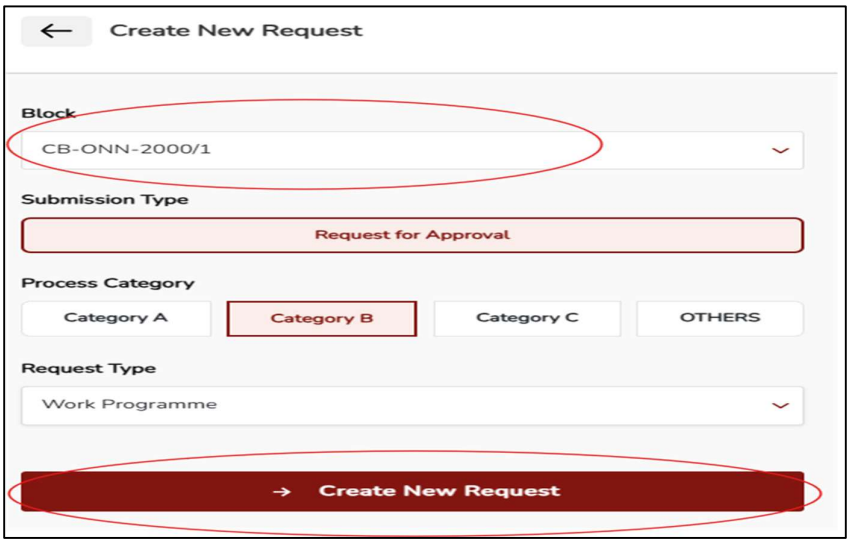



***Figure 2: Create New Work Programme Application***

## 2. General Information Tab

a. Within General Information Tab, type in “**Clause/Reference to Article/Policy**”.

b. Click on the dropdown menu -> “**What do you wish to Submit?**”. From the dropdown select the type of Work Programme submission which is being made -> **RE/BE/Both**.

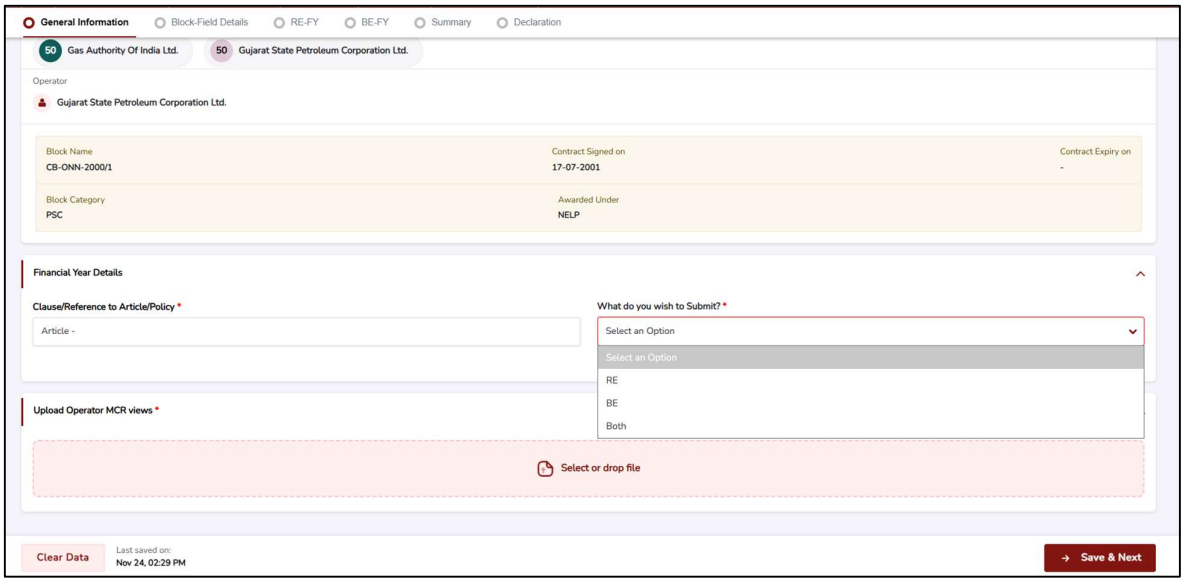



***Figure 3: Type of Work Programme Submission***

c. Based on RE/BE/Both Selection, choose the Financial Year for which the Work Programme is being Submitted. (When only RE is selected, it means the Work Programme for selected year is being submitted for RE individually. When only BE is selected, it means the Work Programme for selected year is being submitted for BE individually. When Both is selected, then it means RE for a Financial Year (FY) and BE of Next Financial Year (FY+1) is being submitted together.)

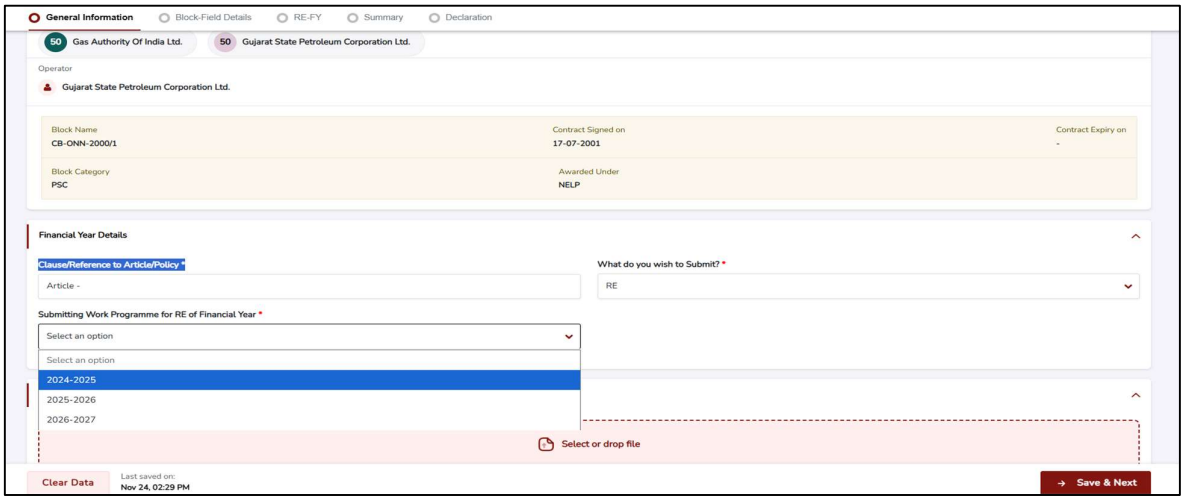



***Figure 4: Work Programme RE Submission individually***

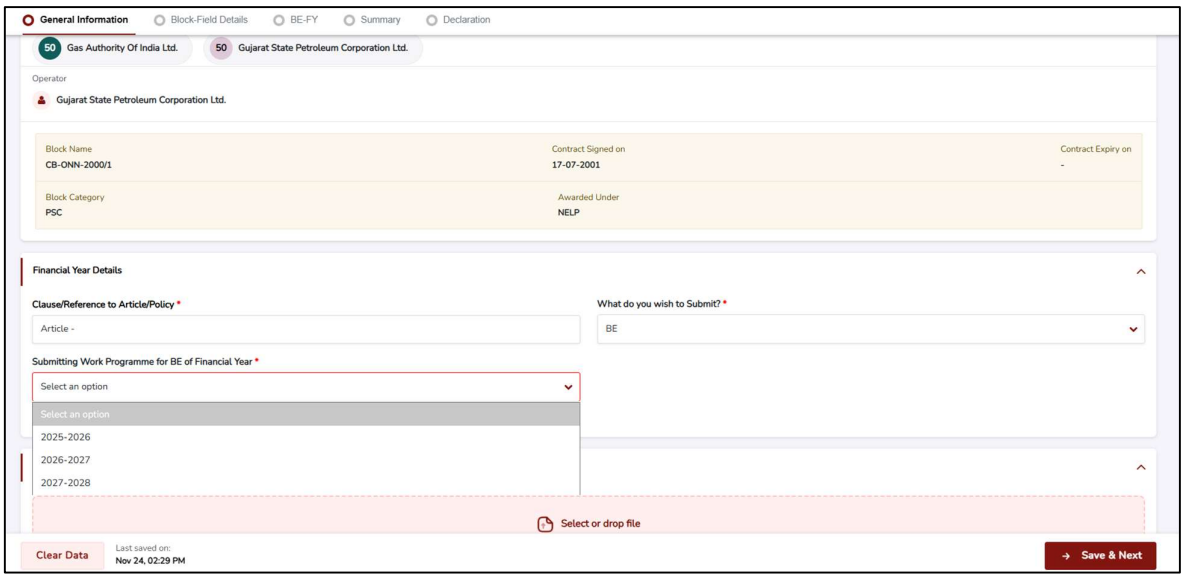



***Figure 5: Work Programme BE Submission individually***

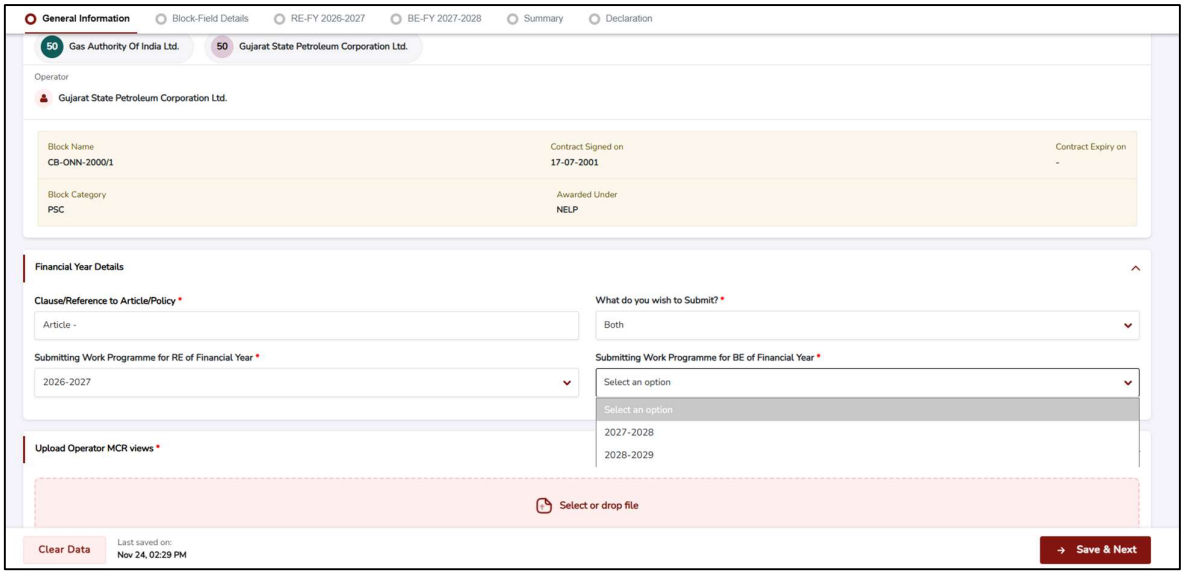


*Figure 6: Work Programme RE & BE Submission together*

d. Upload the Operator's Draft MC views and then click on Save & Next.

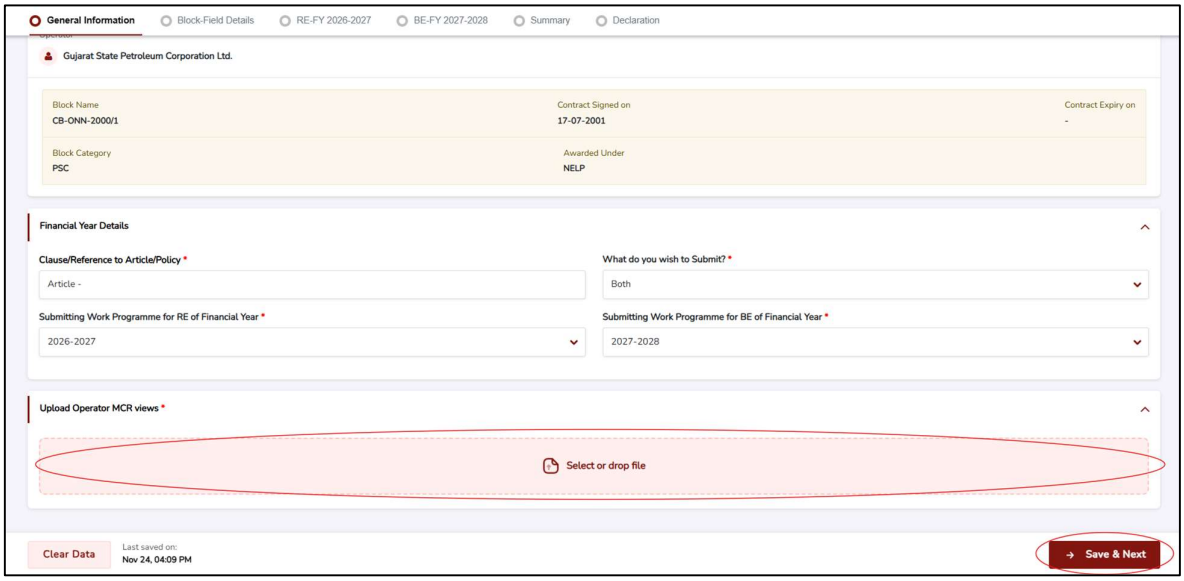



*Figure 7: Operator MC View upload*

## 3. Block Field Details

a. The Work Programme application number is indicated at the top.
b. Within Block Field Details under RE details section the Field/DA details for RE will be fetched from the Field/DA details of BE submitted for the same Financial Year.
c. Within Block Field Details under RE details section the Field/DA details fetched from BE of same Financial Year will only be editable and cannot be deleted.
d. Click on "Add Field Details" to fill any additional field if required.

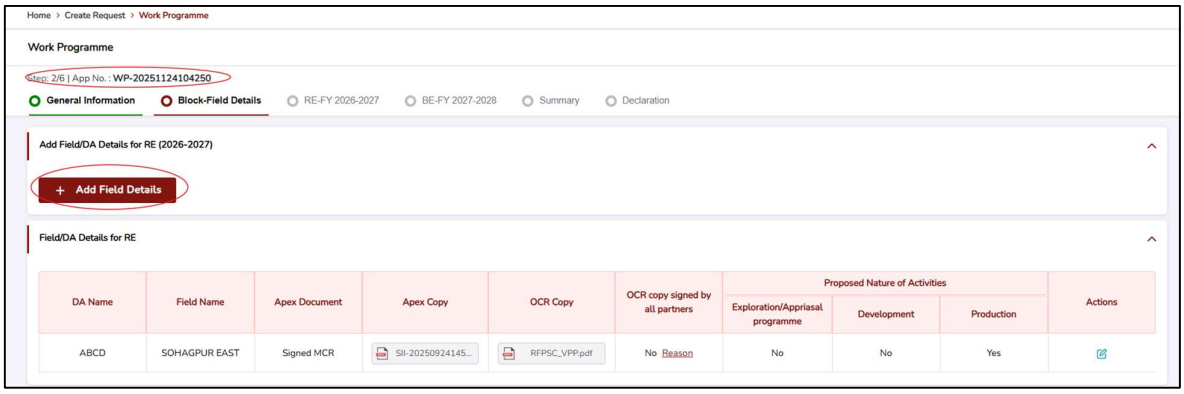



*Figure 8: Block Field Details RE Section*

e. When Exploration nature of activity is selected, the DA & Field Name will be mentioned as Not Applicable. The Field Name can be changed from the names listed in Field Name Dropdown.

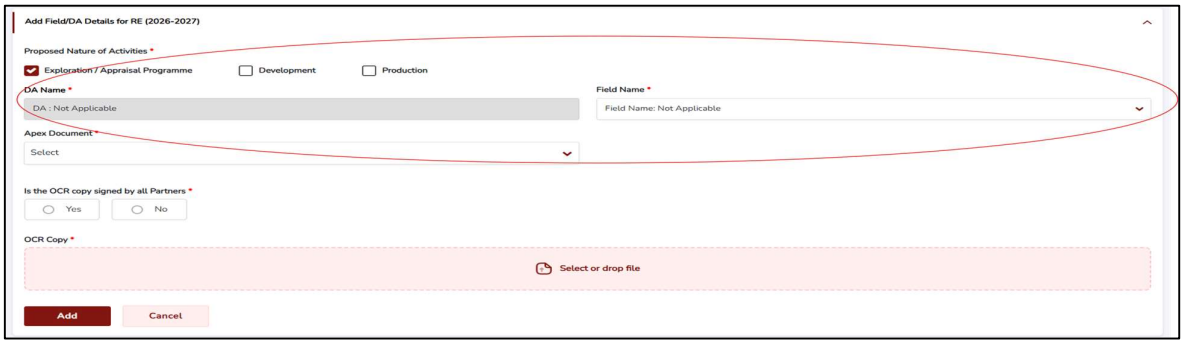



***Figure 9: Nature of Activities Selection***

f. When Development and Production nature of activity is selected, the DA name will have to be entered & Field Name will have to be selected from the dropdown.

g. Please upload the APEX document (Revised Field Development Plan, Field Development Plan, Appendix H, Appraisal Programme, Signed MCR). Multiple Documents can be uploaded for a Field.

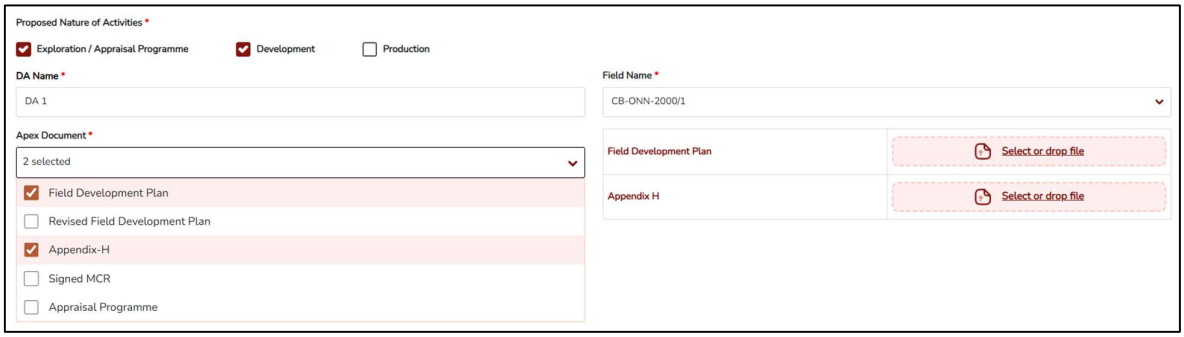



***Figure 10: Apex Document Selection***

h. Please choose if OCR copy is signed by all Partners or not. If the choice is “No”, please enter the justification for it.

i. Upload the OCR copy.

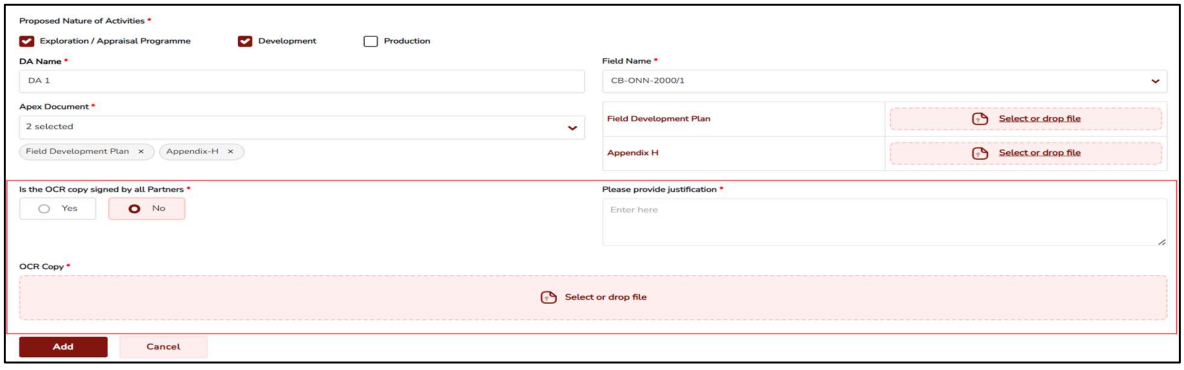



***Figure 11: Upload OCR Copy***

j. Click on “Add”.

k. The Block Field Details for RE of a Financial Year are added as below.

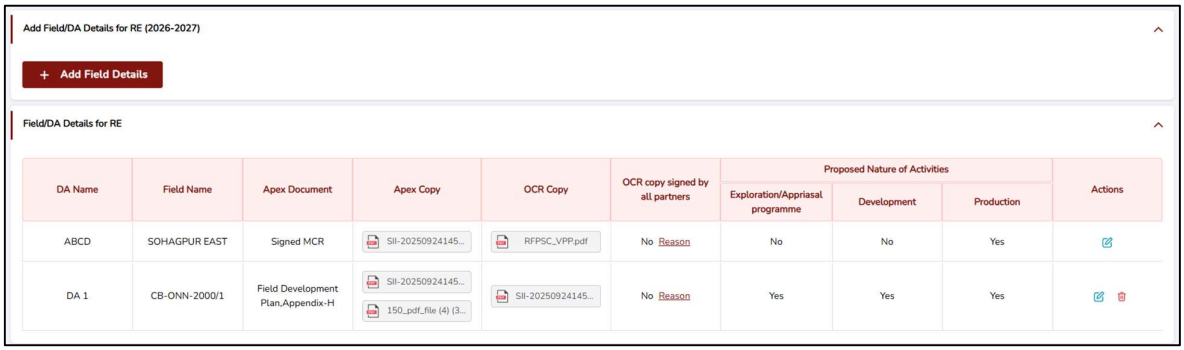



***Figure 12: RE Section within Block Field Details***

l. Within Block Field Details under BE details section the operator can enter the fresh details by clicking the "Add Field Details".

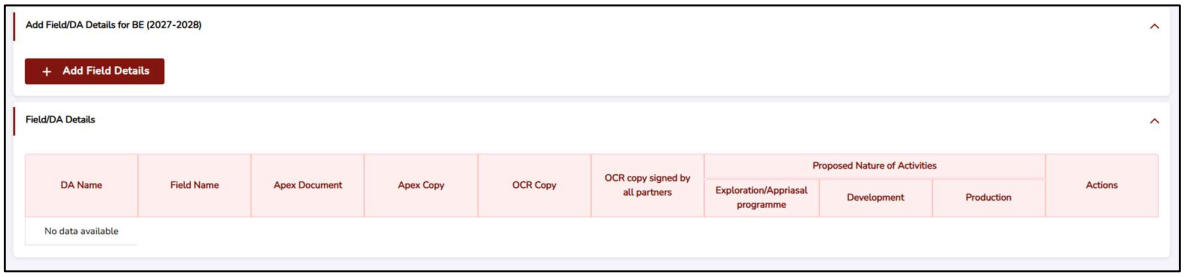



***Figure 13: Block Field Details BE Section***

m. Fill in the required details with respect to field and click on "Add" button.

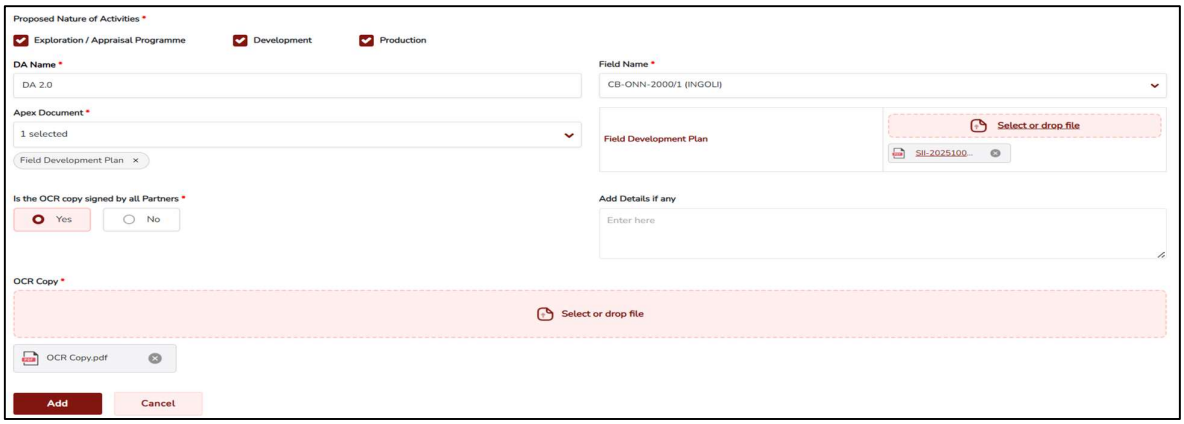



***Figure 14: Add Field/DA details in BE section***

n. The Block Field Details for BE of the selected Financial Year are added.
o. Click on "Save & Next" to save the details and move to next tab.
p. Based on Type of Submission and Block Field Details selected the RE/BE or Both tabs will be visible in the application in different tabs.

## 4. RE – FY (XXXX-YYYY) Tab

In case the submission which is being made is only Work Programme for RE or Both then the following steps are to be followed –

a. Based on Type of Submission and Block Field Details, within RE tab it is required to fill in the details under the heads ->Activities & Sub activities with respect to every field name mentioned.

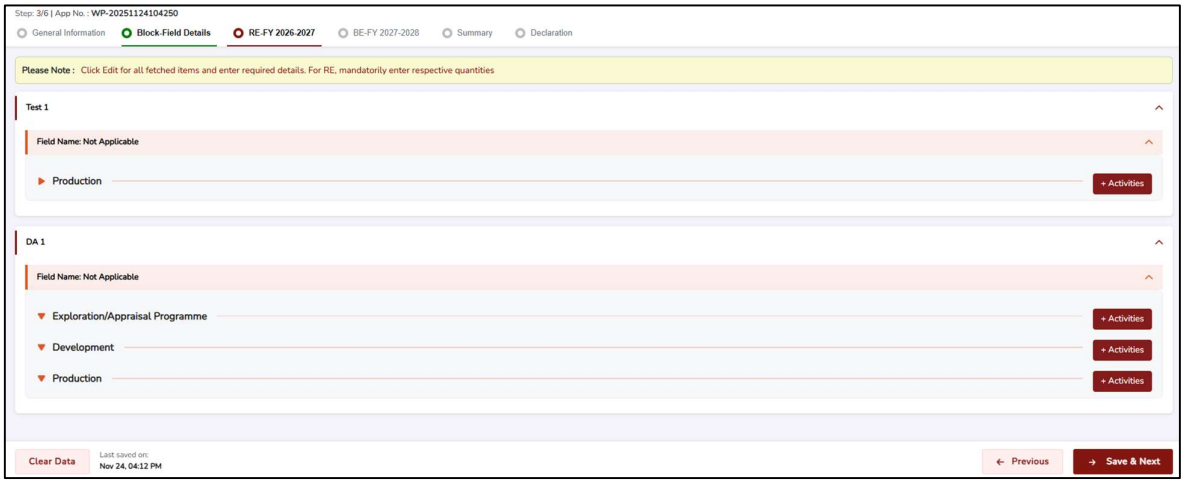



***Figure 15: RE Tab in Work Programme Application***

b. Click on the activities under the respective heads and select the activities from the default list and enter brief description of each selected activity. Click 'Save Changes' to proceed towards entering the sub-activities: -

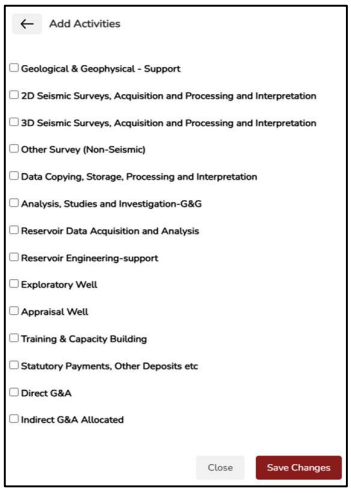



***Fig 16: Exploration/Appraisal Activities***

***Fig 17: Development Activities***

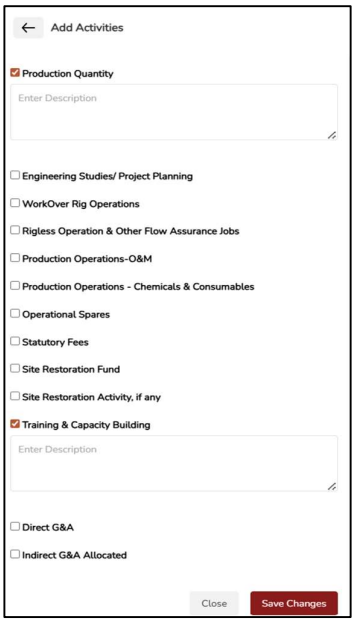



***Fig 18: Production Activities***

c. Depending on the list of the activities selected, system will show the major activities and the user needs to click on **"Sub Activities"** to select the sub activities and their respective details. Kindly upload the supporting information containing component wise details & basis of requirement for the respective sub-activities for smooth process.

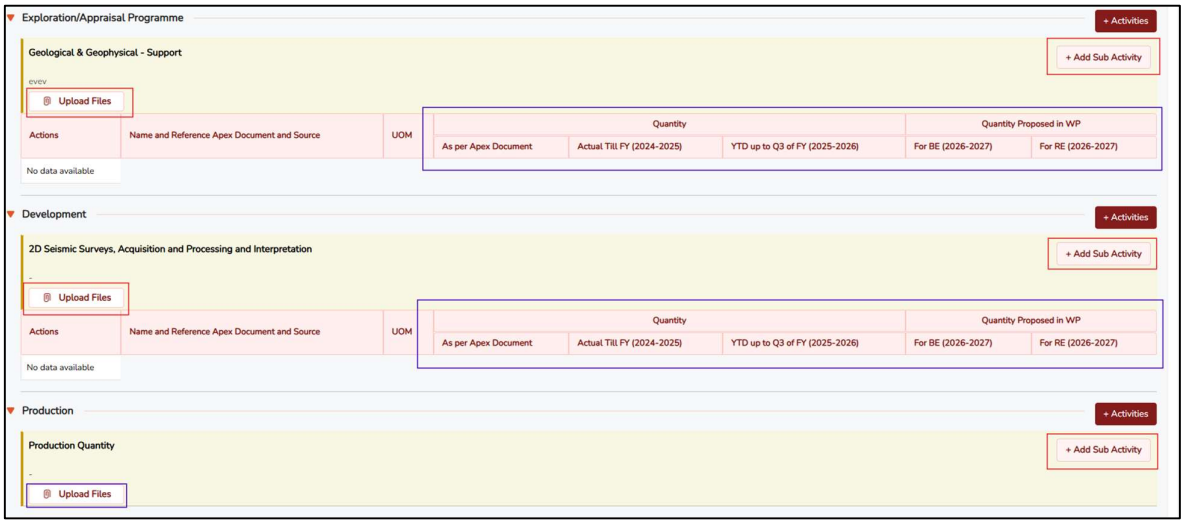



***Figure 19: Activity, Sub Activity details in RE Tab***

d. Add the details of the respective sub-activities and attach file of supporting information containing component wise details & basis of requirement for the respective sub-activities for smooth process.

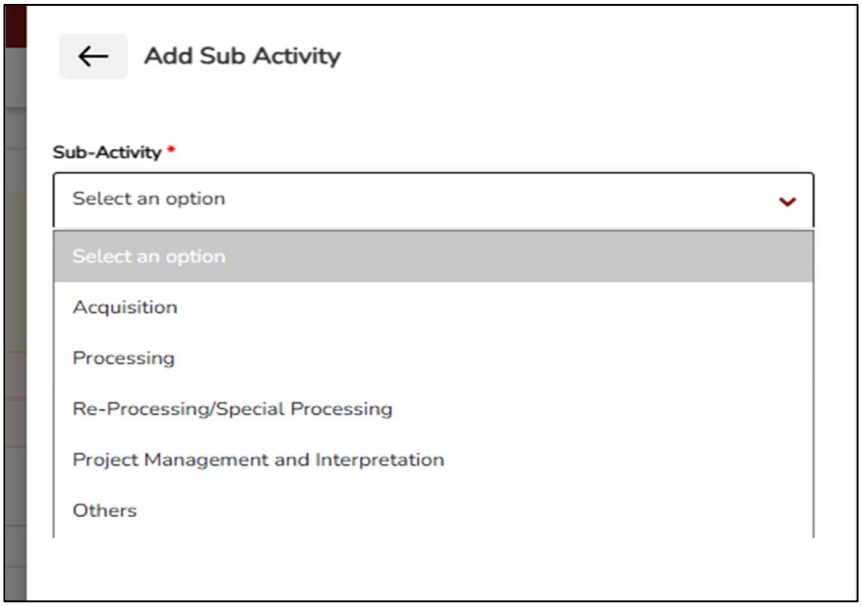



***Figure 20: Sub-activity dropdown under an Activity***

e. Add Details of subactivity -> “Reference Apex Document,” “Source,” “Quantity (As per Apex Document),” “Quantity Actual Till FY” (which is quantity till end of the mentioned financial year), “YTD upto Q3 of FY”, “Proposed Quantity of RE”. Click on Save Changes to save the entered details.

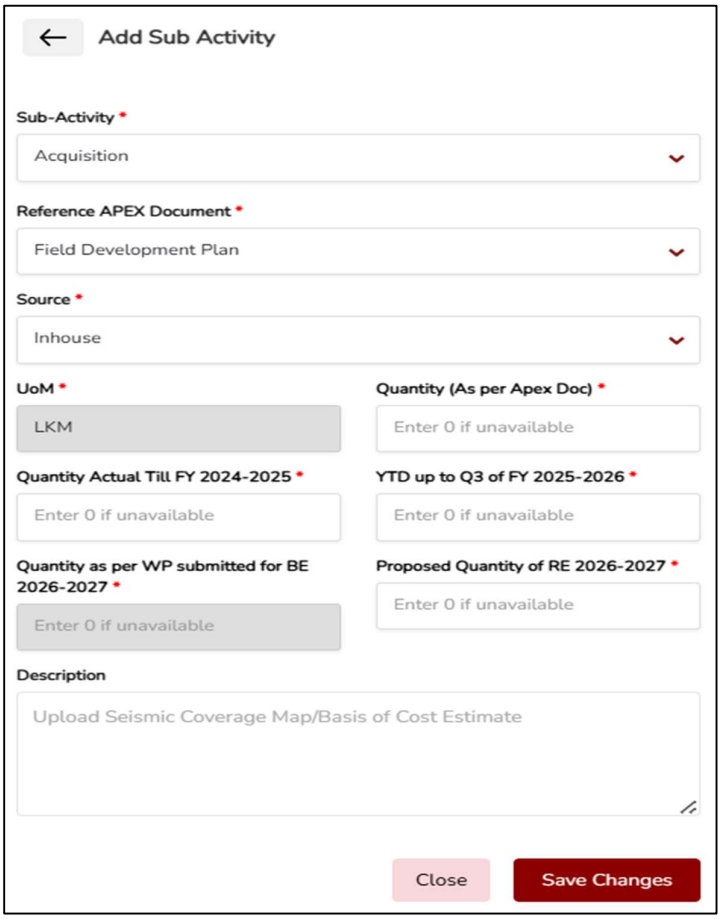



***Figure 21: Add Sub-activity***

f. In such cases where there is no Quantity as per Apex Document, the user needs to input Quantity as "0".
g. For such line items without programme quantity such as G&A allocation, Statutory fee, the Operator to ensure selection of such line item (activity/sub-activity) in the Work Programme also.
h. Without selection of line items in the Work Program, the Operator cannot input the Budget amount.
i. For filling the well data, the user needs to select sub activity: Well Details and input as follows: -

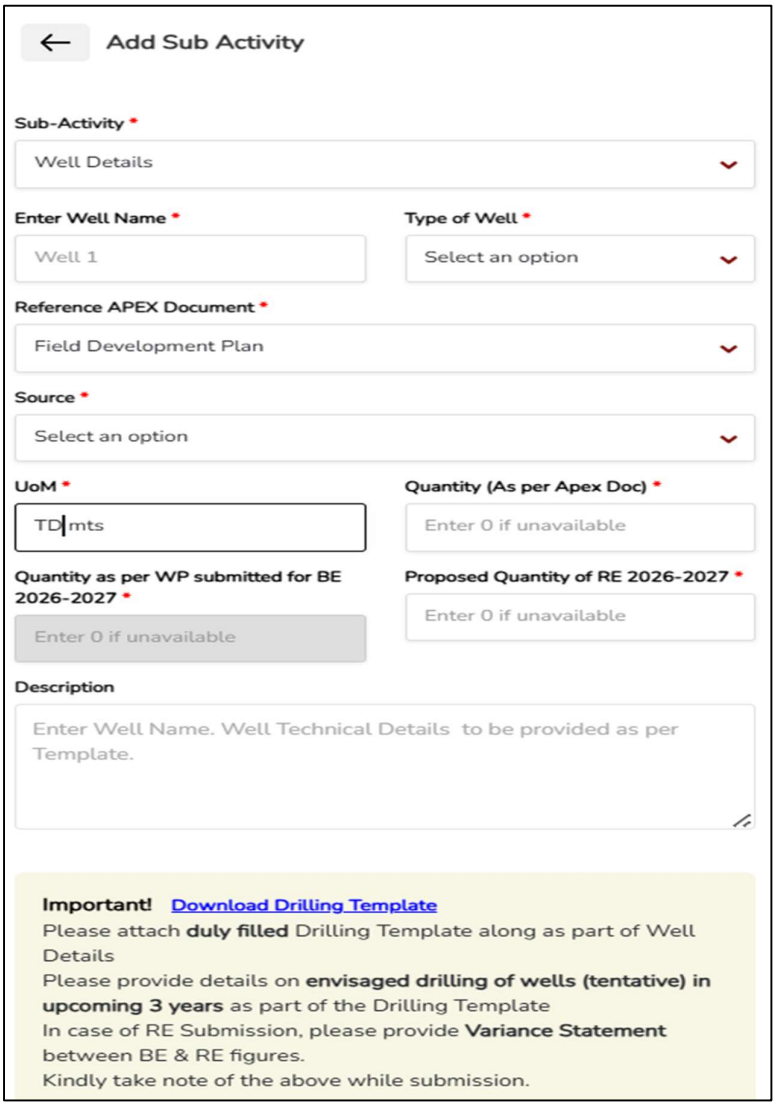



***Figure 22: Well Details under RE Tab***

j. Kindly also submit the filled drilling template in line with the RE quantity and upload the required supporting documents along with the filled template.

k. For submitting the production quantity, the user needs to select head Production and Activity as Production Quantity and Sub-activity as crude oil/ condensate volume and ANG/NANG. Kindly also submit the estimated annual production quantity of the next 03 years subsequent to the year of RE.

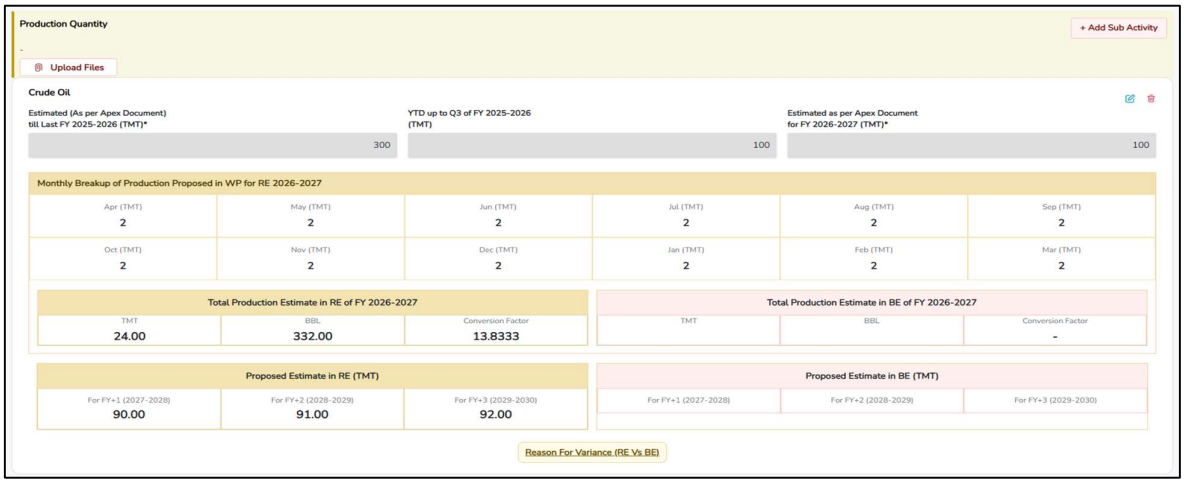



***Figure 23: Production Quantity under RE tab***

l. After filling the form, click on "Save & Next". The operator will move to fill in the BE details of next FY in case of "Both" submission or will move to Summary tab in case of individual RE submission.

## 5. BE – FY (XXXX-YYYY) Tab

In case the type of submission is Both and Work Programme for BE is being filled then the following steps are to be followed –

a. The Field/DA details mentioned in Block Field details will be visible in BE tab along with a check box which upon clicking once, will populate the line entries done in RE tab if it is required in BE as well.

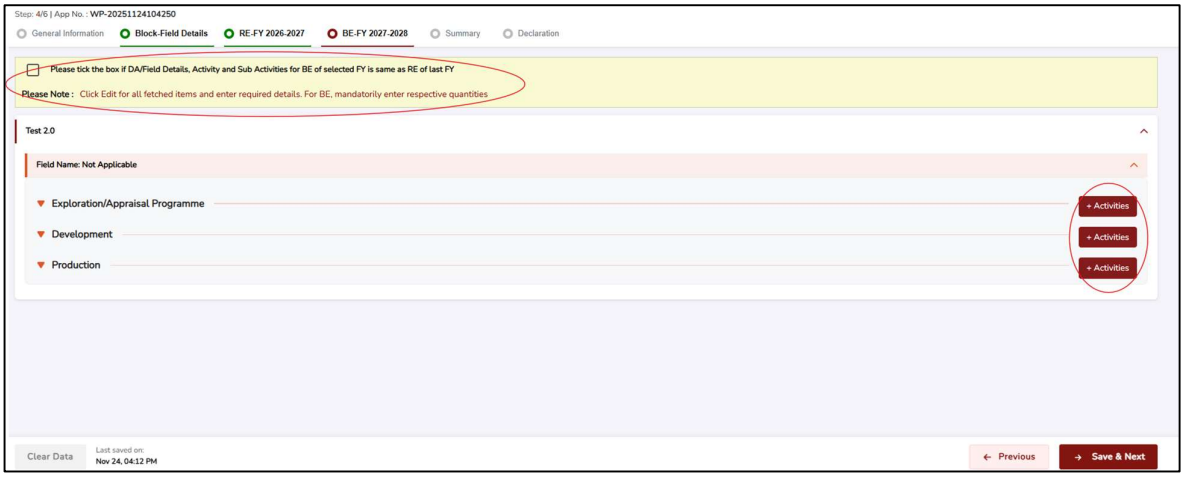



***Figure 24: BE Tab in Work Programme***

b. Once the check box "Please tick the box if DA/Field details, Activity and Sub activities for BE of selected FY is same as RE of Last FY" is ticked, the Line entries done in RE of Last FY will populate in BE of current FY as well. The BE quantity for the selected FY will have to be entered against each Sub Activity here.

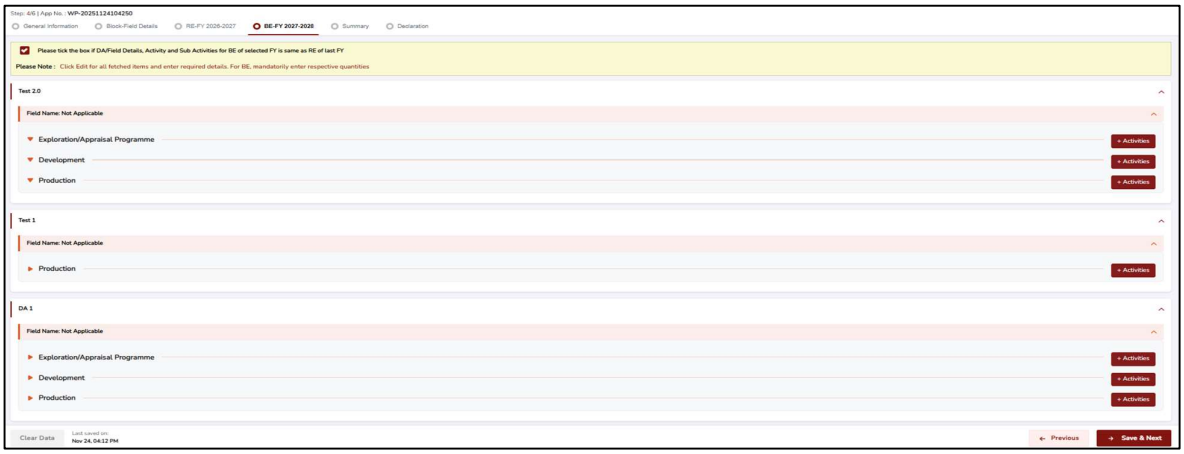
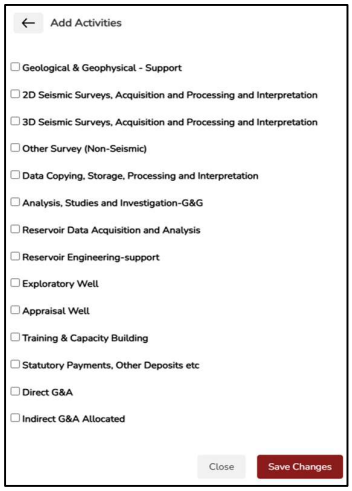



***Figure 25: BE Tab in Work Programme***

c. Based on Type of Submission and Block Field Details, within BE tab it is required to fill in the details under the heads ->Activities & Sub activities with respect to every field name mentioned.

d. Click on the activities under the respective heads and select the activities from the default list and enter brief description of each selected activity. Click 'Save Changes' to proceed towards entering the sub-activities: -



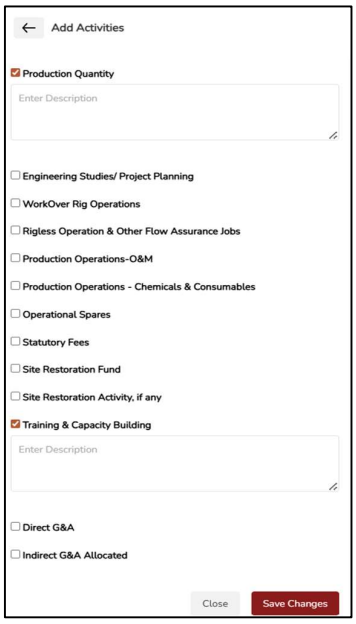



***Fig 26: Exploration/Appraisal Activities*** ***Fig 27: Development Activities*** ***Fig 28: Production Activities***

e. Based on Type of Submission and Block Field Details, within BE tab it is required to fill in the details under the heads ->Activities & Sub activities with respect to every field name mentioned.

f. Depending on the list of the activities selected, system will show the major activities and the user needs to click on **"Sub Activities"** to select the sub activities and their respective details. Kindly upload the supporting information containing component wise details & basis of requirement for the respective sub-activities for smooth process.

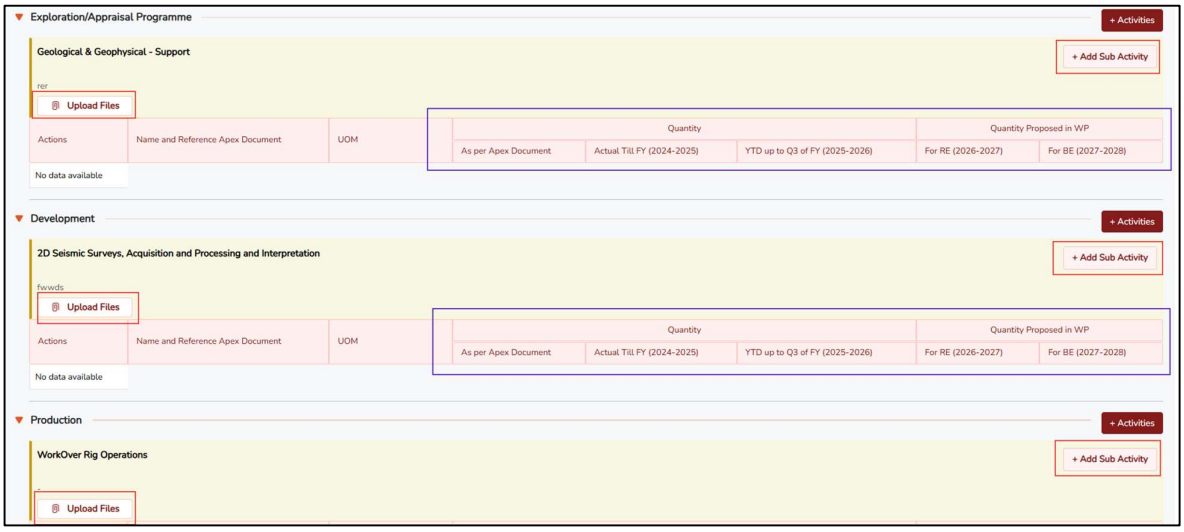



***Figure 29: Activity, Sub Activity within BE Tab***

g. Add the details of the respective sub-activities and attach file of supporting information containing component wise details & basis of requirement for the respective sub-activities for smooth process.

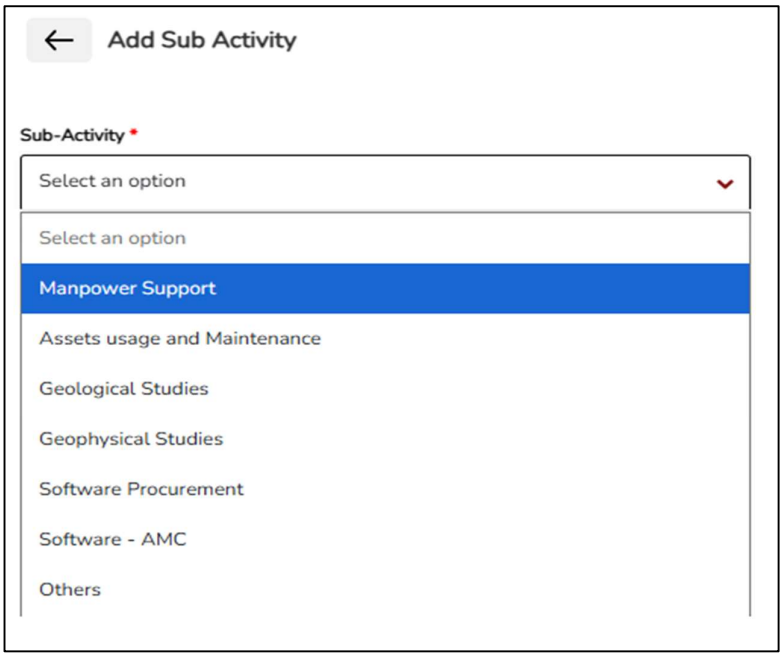



***Figure 30: Sub Activities dropdown within Activity***

h. Add Details of subactivity -> “Reference Apex Document”, “Source”, “Quantity (As per Apex Document)”, “Quantity Actual Till FY” (i.e., quantity till end of the mentioned financial year), “YTD upto Q3 of FY”, “Proposed Quantity of BE” of the selected FY. Click on Save Changes to save the entered details.

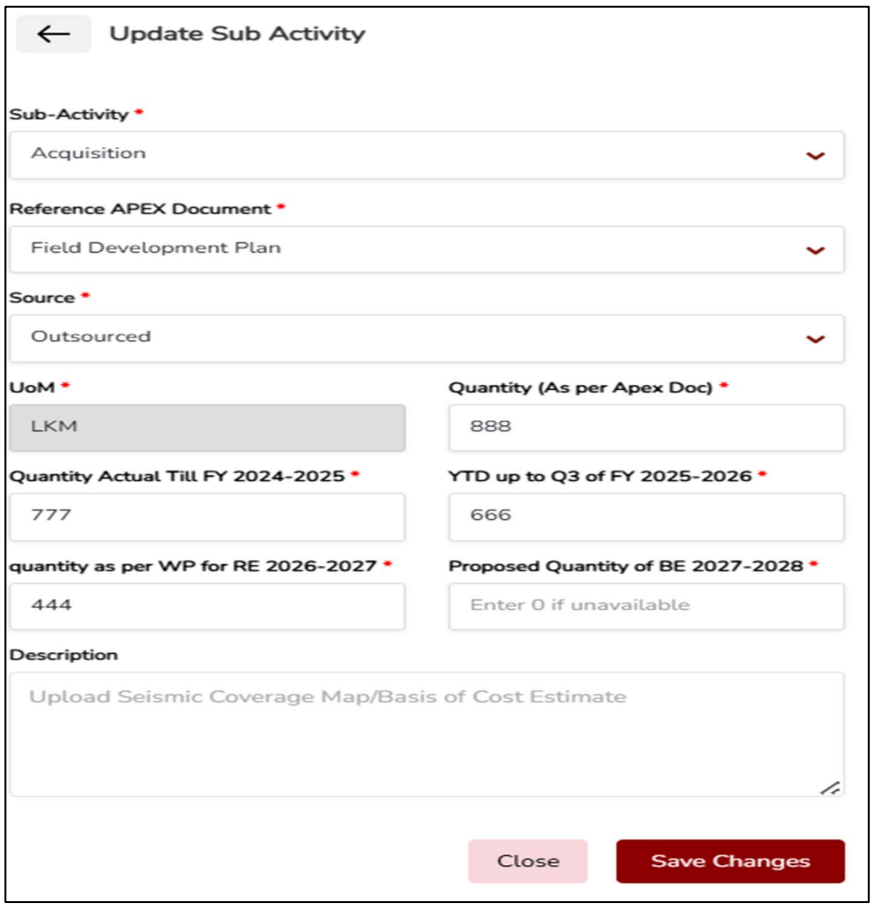



***Figure 31: Sub Activity Detail within BE Tab***

i. In such cases where there is no Quantity as per Apex Document, the user needs to input Quantity as "0". Please ensure to enter correct details within Quantity as per WP for RE (for the Last FY). The user can input Quantity as "0" in case there was no RE quantity mentioned in Last FY against the mentioned subactivity.

j. For such line items without programme quantity such as G&A allocation, Statutory fee, the Operator to ensure selection of such line item (activity/subactivity) in the Work Programme also.

k. Without selection of line items in the Work Program, the Operator cannot input the Budget amount.

l. For filling the well data, the user needs to select sub activity: Well Details and input as follows: -

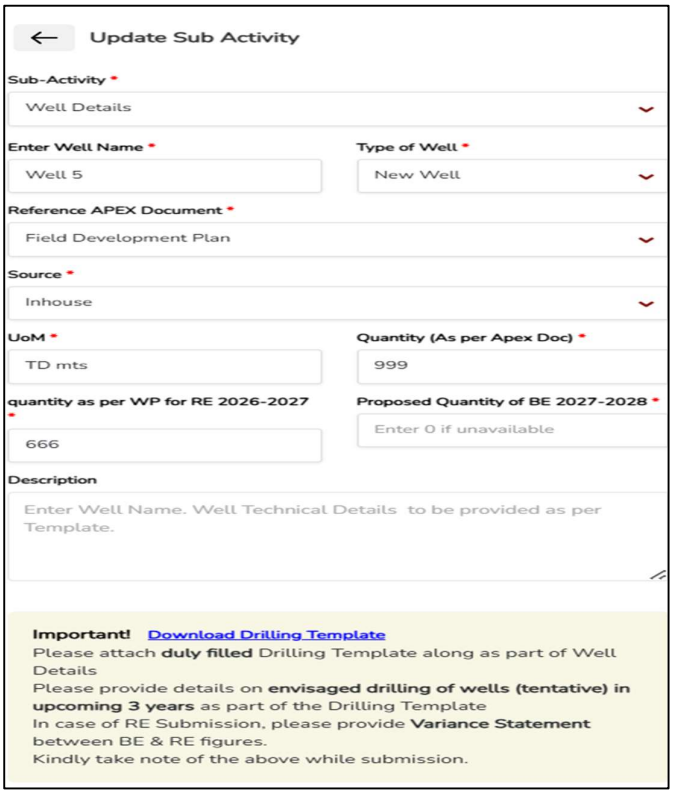



***Figure 32: Well Details within BE tab***

m. Kindly submit the filled drilling template in line with the BE quantity and upload the required supporting documents along with the filled template.

n. For submitting the production quantity, the user needs to select head Production and Activity as Production Quantity and Sub-activity as crude oil/ condensate volume and ANG/NANG. Kindly also submit the estimated annual production quantity of the next 03 years subsequent to the year of BE.

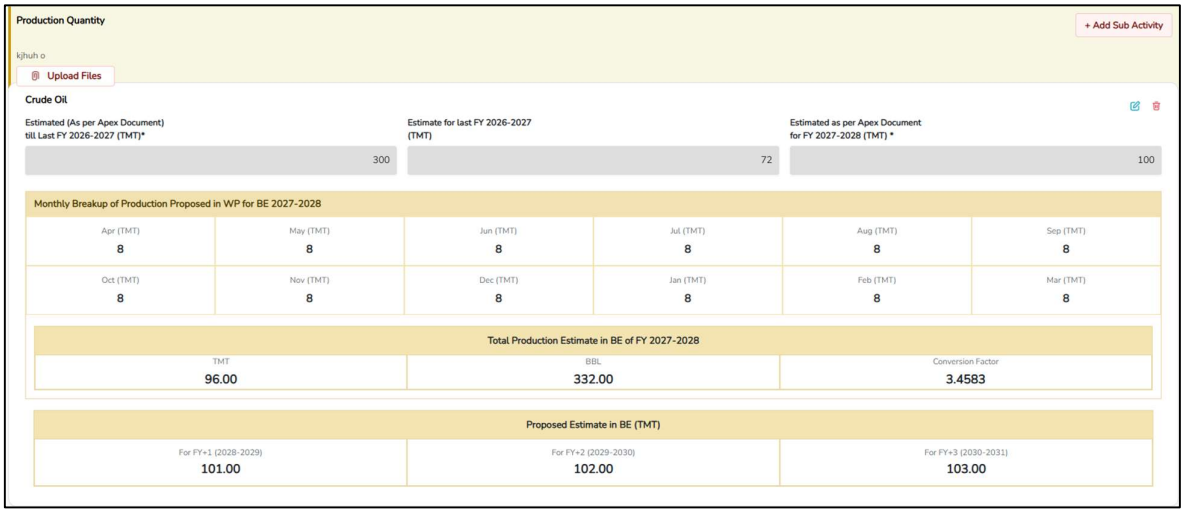



***Figure 33: Production Quantity in BE Tab***

o. After filling the form, click on “Save & Next”. The operator will move to Summary tab.

p. The User shall navigate to the Block Field details tab, to add documents and required details under BE section of Field/DA details for the line entries that were fetched from RE last FY

upon clicking the check box in BE tab. Upon uploading the required documents and filling in the required details, the user shall click on Save & Next and proceed to Summary Tab.

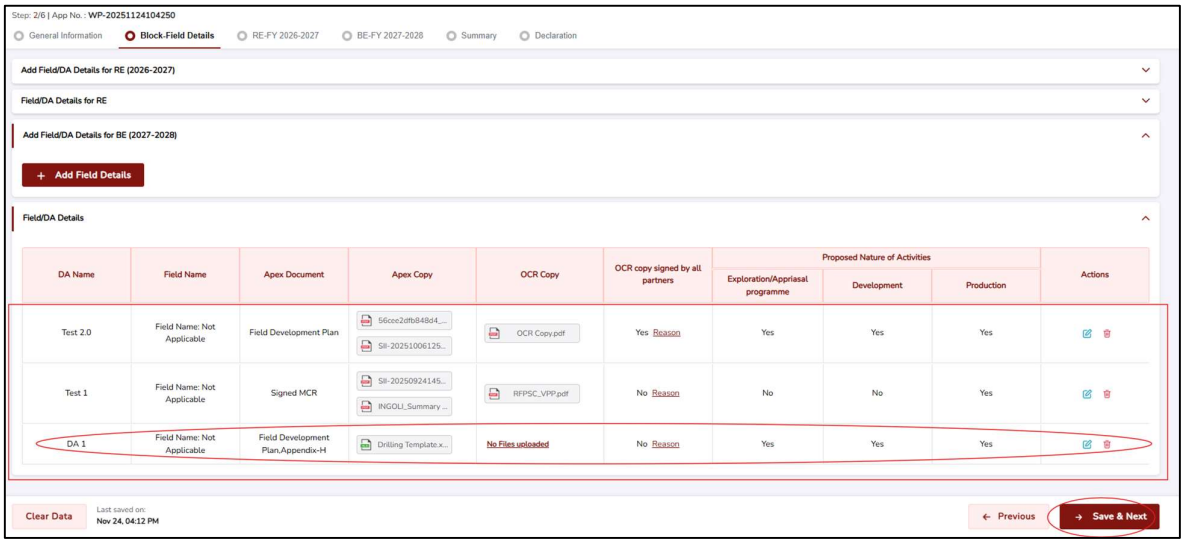



***Figure 34: Block Field Details within BE section post saving the entries within BE Tab***

## 6. Summary Tab

a. The Summary Tab will present a summary of all the information filled in the application by the user. The user can verify the details filled in here and can correct or add any missing information by navigating back to the required tab and section.

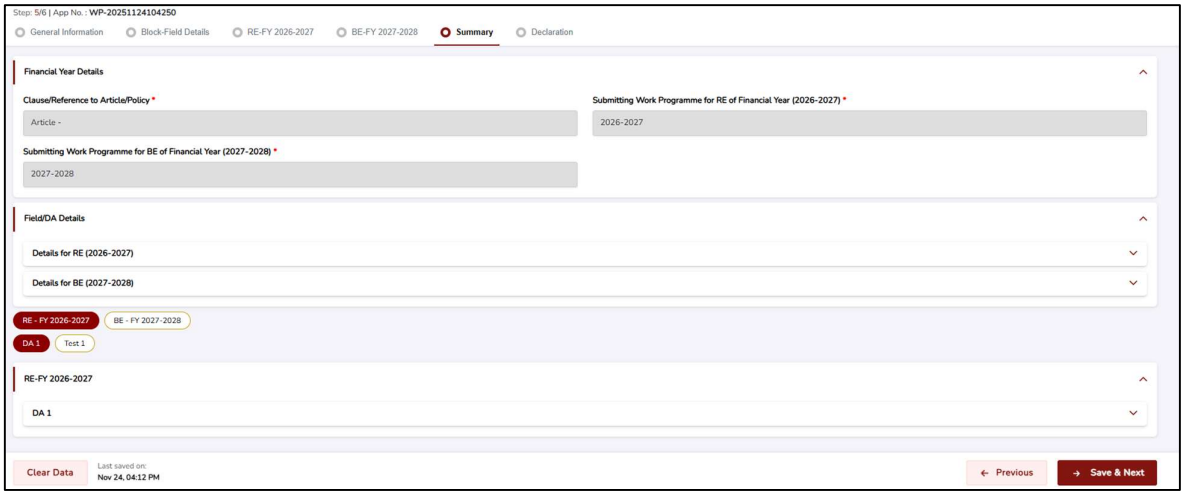



***Figure 35: Summary Tab within Work Programme***

b. Click Save & Next to move into the Declaration tab.

## 7. Declaration Tab

Check the Declaration, fill in Name of Authorized Signatory, their Designation and then Submit the application.

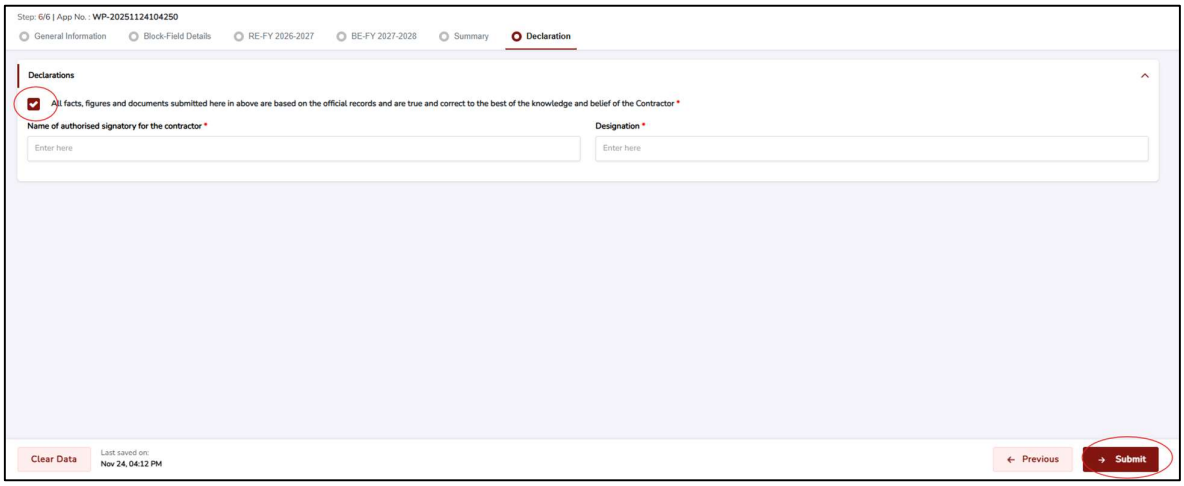



***Figure 36: Declaration within Work Programme***

Tracking and Final Confirmation

a. A confirmation popup will appear requesting the user to confirm their action.
b. Click Submit to finalize the process.
c. The request can now be tracked from the dashboard under its assigned status (e.g., Pending with DGH, Approved, etc.)
d. The dashboard will reflect the process as “Pending with DGH” or similar status within the “In Progress” section of the dashboard.

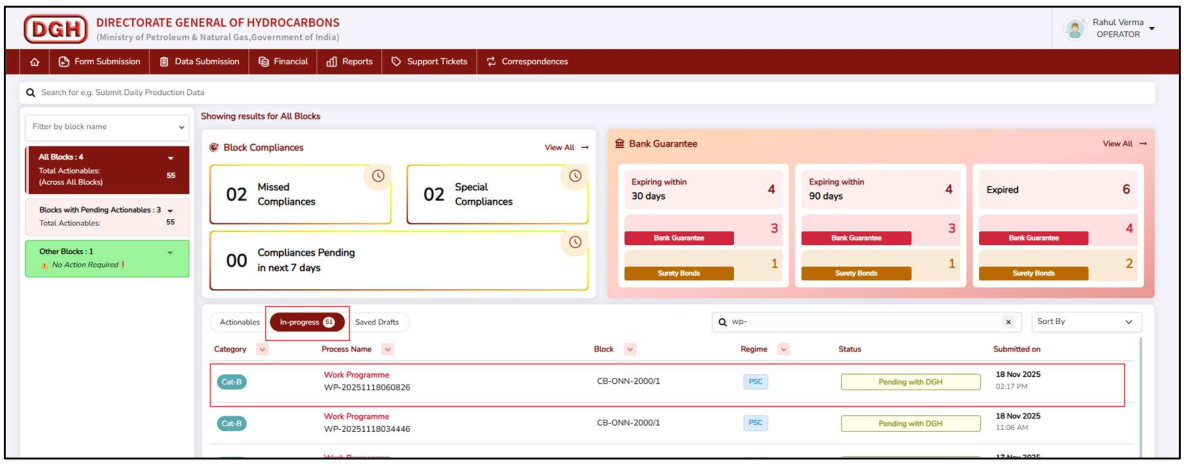



***Figure 37: In Progress section within Dashboard***

## Tips & Good Practices

a. Always ensure the user fills all mandatory fields (marked with *).
b. Use clear file names when uploading documents.
c. User can use “Previous” to go back and edit before final submission.
d. If document upload fails, check file the size and format.
e. If any required data is missing, the system will prompt an error to the user in red. Correct and complete it to proceed.

# 4. Budget Submission

## 1. Create New Request

a. Operator needs to Login to IMS. Click on “Form Submission”. Then Select “Category B”. Within Category B select “Budget”.

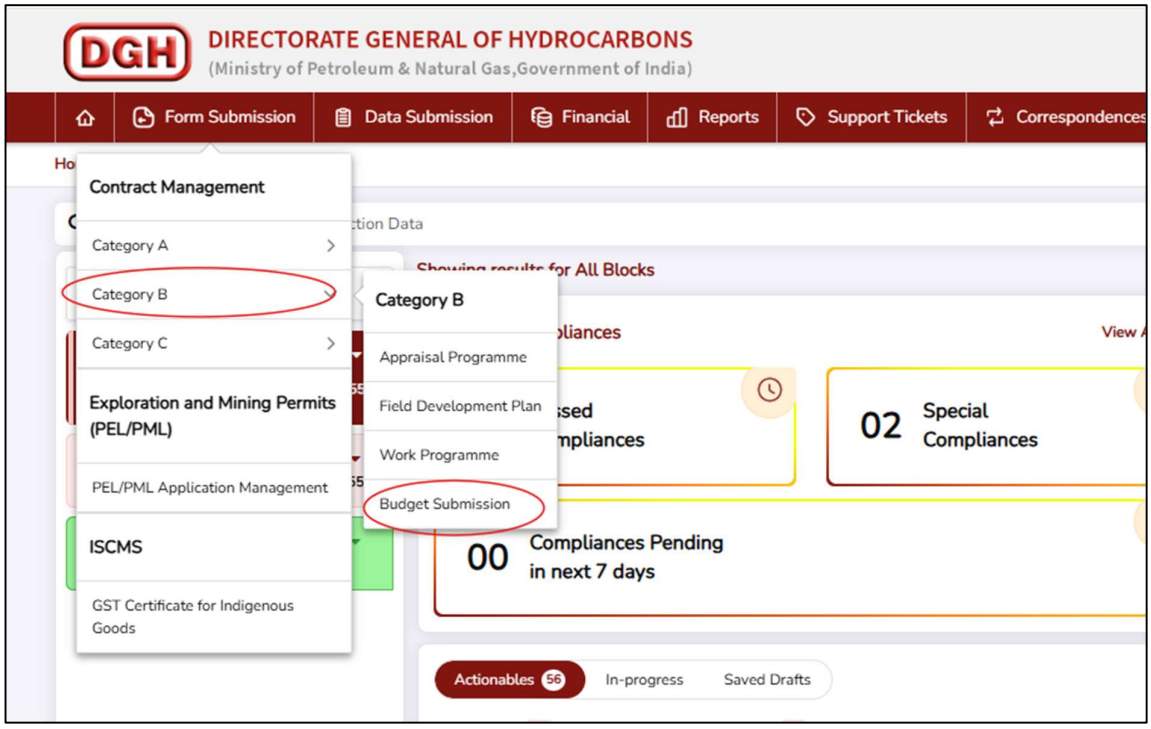



***Figure 1: Navigation to Budget in IMS Portal***

b. Select the “Block” and click on “Create New Request”.

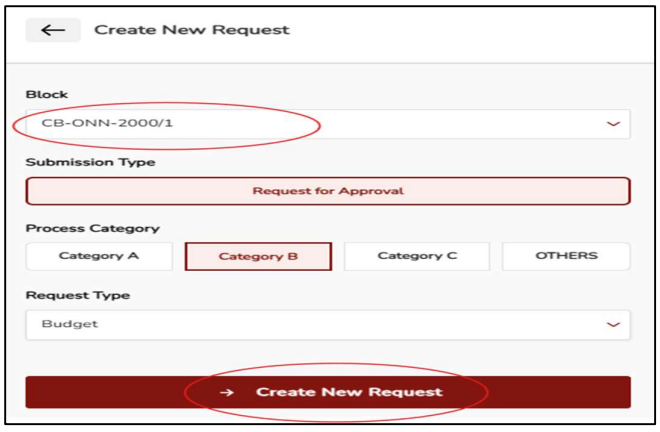



***Figure 2: Create Budget Request***

## 2. General Information Tab

a. Within General Information Tab, type in “**Clause/Reference to Article/Policy**”.

b. Click on the dropdown menu -> “**What do you wish to Submit?**”. From the dropdown select the type of Budget submission which is being made -> **RE/BE/Both**.

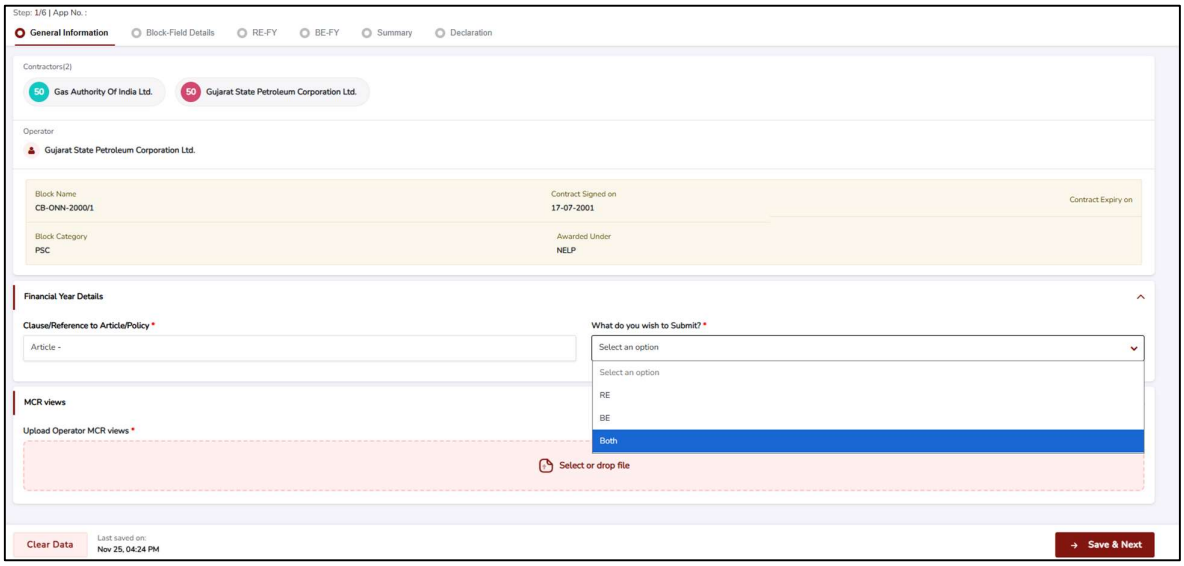



***Figure 3: Type of Budget Submission***

c. Based on RE/BE/Both Selection, choose the Financial Year for which the Budget is being Submitted. (When only RE is selected, it means the Budget for selected year is being submitted for RE individually. When only BE is selected, it means the Budget for selected year is being submitted for BE individually. When Both is selected, then it means Budget for both RE for a Financial Year (FY) and BE of Next Financial Year (FY+1) is being submitted together.)

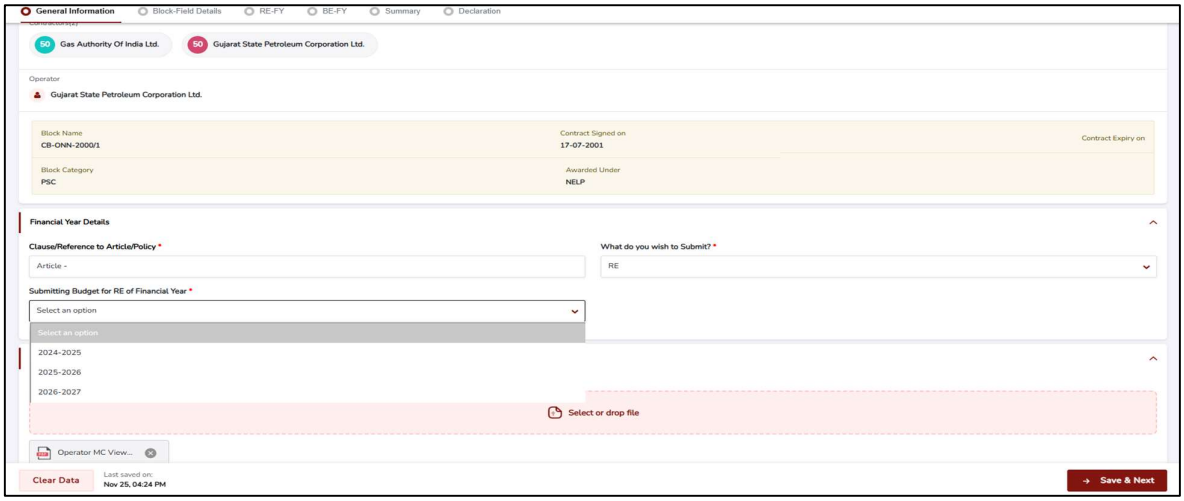



***Figure 4: Financial year when RE is being submitted individually.***

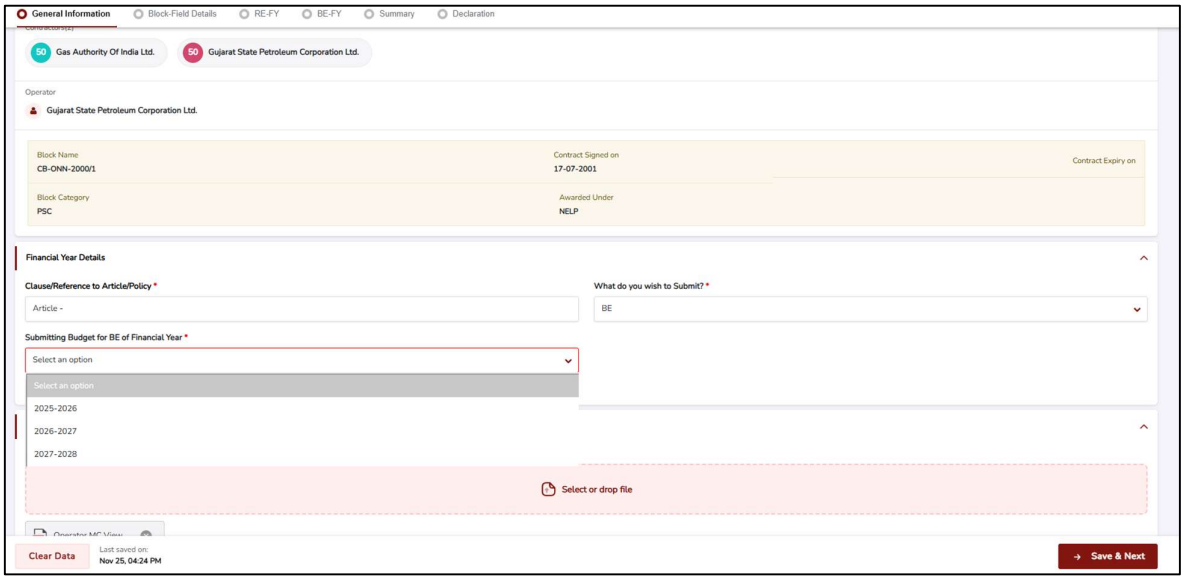



***Figure 5: Financial year when BE is being submitted individually***

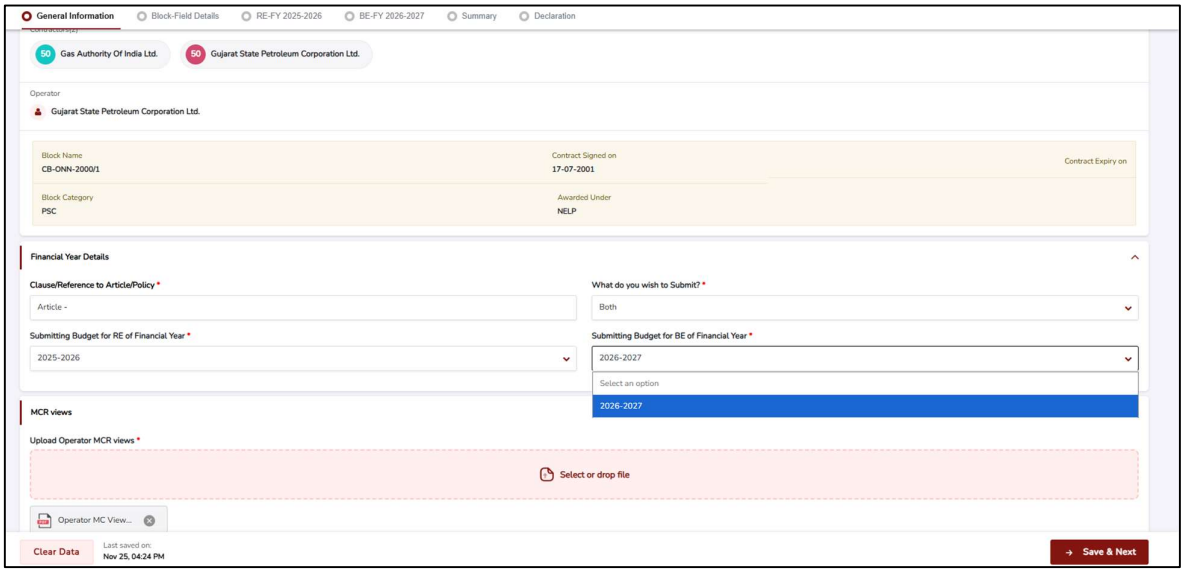



***Figure 6: Financial year when RE & BE both are being submitted together***

d. Upload the Operator's Draft MC views and then click on "Save & Next" button.
e. The budget submission of the selected type and financial year will only be allowed for approved Work Programme of same type and financial year.

## 3. Block Field Details

a. The Budget application number is indicated at the top.
b. Within Block Field Details under RE details section, the Field/DA details for RE will be fetched from the Field/DA details filled in approved Work Programme for RE of same FY.
c. Within Block Field Details under BE details, the Field/DA details for BE will be fetched from the Field/DA details filled in approved Work Programme for BE of same FY.
d. Click on "Save & Next" to save the details and move to next tab.

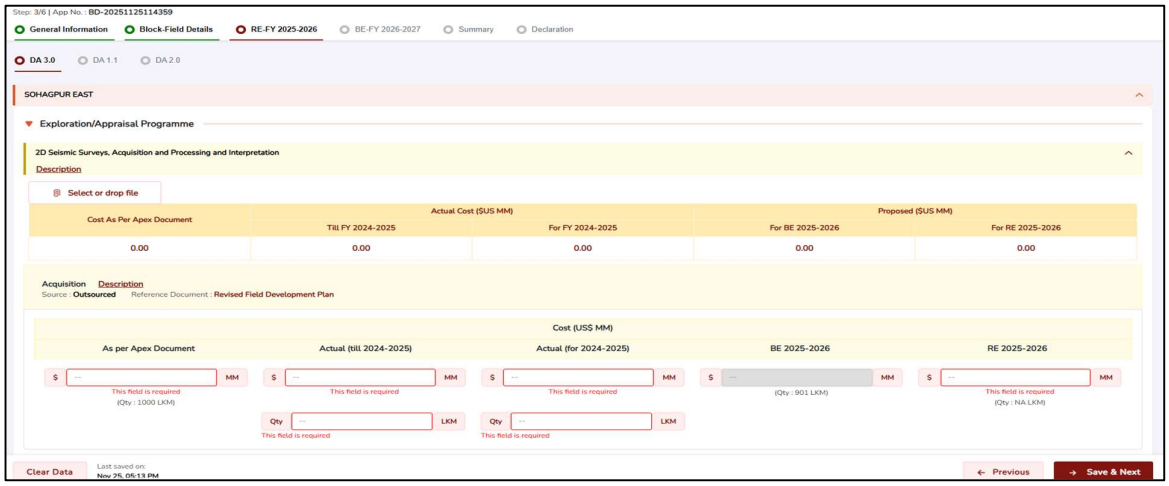
e. Based on Type of Submission and Block Field Details selected, the RE/BE or Both tabs will be visible in the application in different tabs.

***Figure 7: Block Field Details in Budget***

## 4. RE – FY (XXXX-YYYY) Tab

In case the submission which is being made is only Budget for RE or Both then the following steps are to be followed –

a. Based on Type of Submission and Block Field Details, within RE tab it is required to fill in the details under the heads ->Activities & Sub activities with respect to every field name mentioned.
b. Add Budget in $USMM under each sub-activity -> “Cost as Apex Document”, “Cost Actual Till FY” (Cost till end of mentioned FY), “Cost Actual For FY” (Actual Cost in the mentioned FY), “Proposed Cost in RE FY”.
c. Add Actual Quantities within each sub-activity -> “Quantity Actual Till FY” (which is quantity till end of the mentioned financial year), “Quantity Actual For FY” (which is the quantity for the mentioned financial year).
d. Within Activity -> Exploratory Well, Appraisal Well and Development Well add-> “Quantity Actual Till FY” (which is quantity till end of the mentioned financial year), “Quantity Actual For FY” (which is the quantity for the mentioned financial year) and Click on Save to save the entered details.



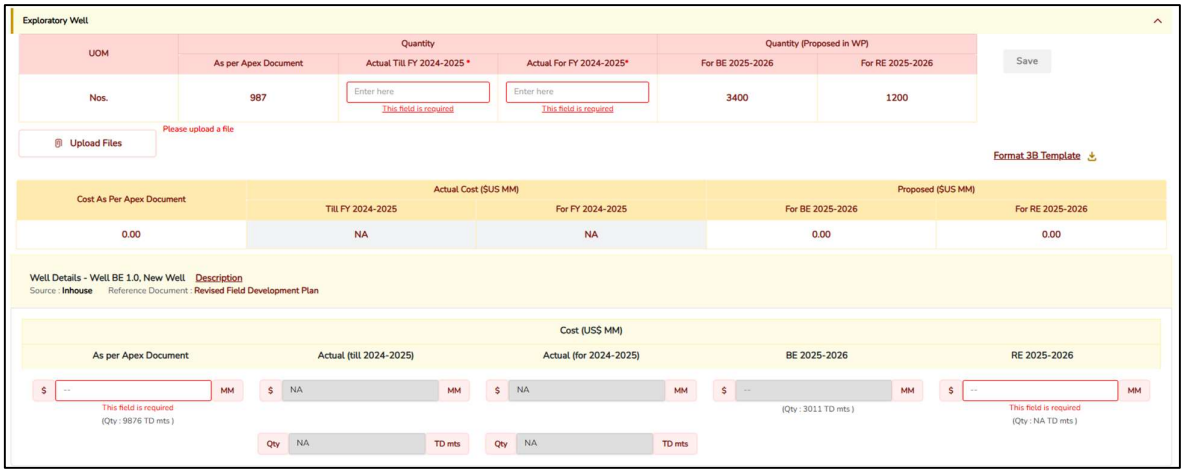




***Figure 8: Budget RE Tab***

e. Kindly upload the filled "Format 3B" in line with the RE Cost, with the required supporting documents within Exploratory Well, Appraisal Well and Development Well Activity.
f. Within production quantity, the user needs to "Actual Till FY" Quantity under each Sub-activity as crude oil/ condensate and ANG/NANG. Click on Save to save the entered details.

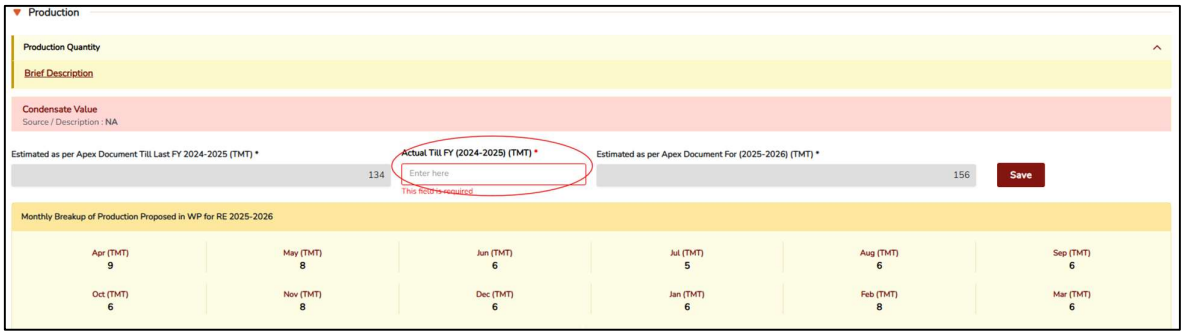



***Figure 9: Production Quantity in RE tab***

g. After filling the tab, click on “Save & Next”. The operator will move to fill in the BE details of next FY in case of “Both” submission or will move to Summary tab in case of individual RE submission.

## 5. BE – FY (XXXX-YYYY) Tab

In case the type of submission is Both and Budget for BE is being filled then the following steps are to be followed –

a. Based on Type of Submission and Block Field Details, within BE tab it is required to fill in the details under the heads ->Activities & Sub activities with respect to every field name mentioned.
b. Add Budget in $USMM under each subactivity -> “Cost as Apex Document”, “Cost Actual Till FY” (Cost till end of mentioned FY), “Cost Actual For FY” (Actual Cost in the mentioned FY), “Proposed Cost in BE FY”.
c. Add Actual Quantities within each subactivity -> “Quantity Actual Till FY” (which is quantity till end of the mentioned financial year), “Quantity Actual For FY” (which is the quantity for the mentioned financial year).
d. Within Activity -> Exploratory Well, Appraisal Well and Development Well add-> “Quantity Actual Till FY” (which is quantity till end of the mentioned financial year), “Quantity Actual For FY” (which is the quantity for the mentioned financial year) and Click on Save to save the entered details.

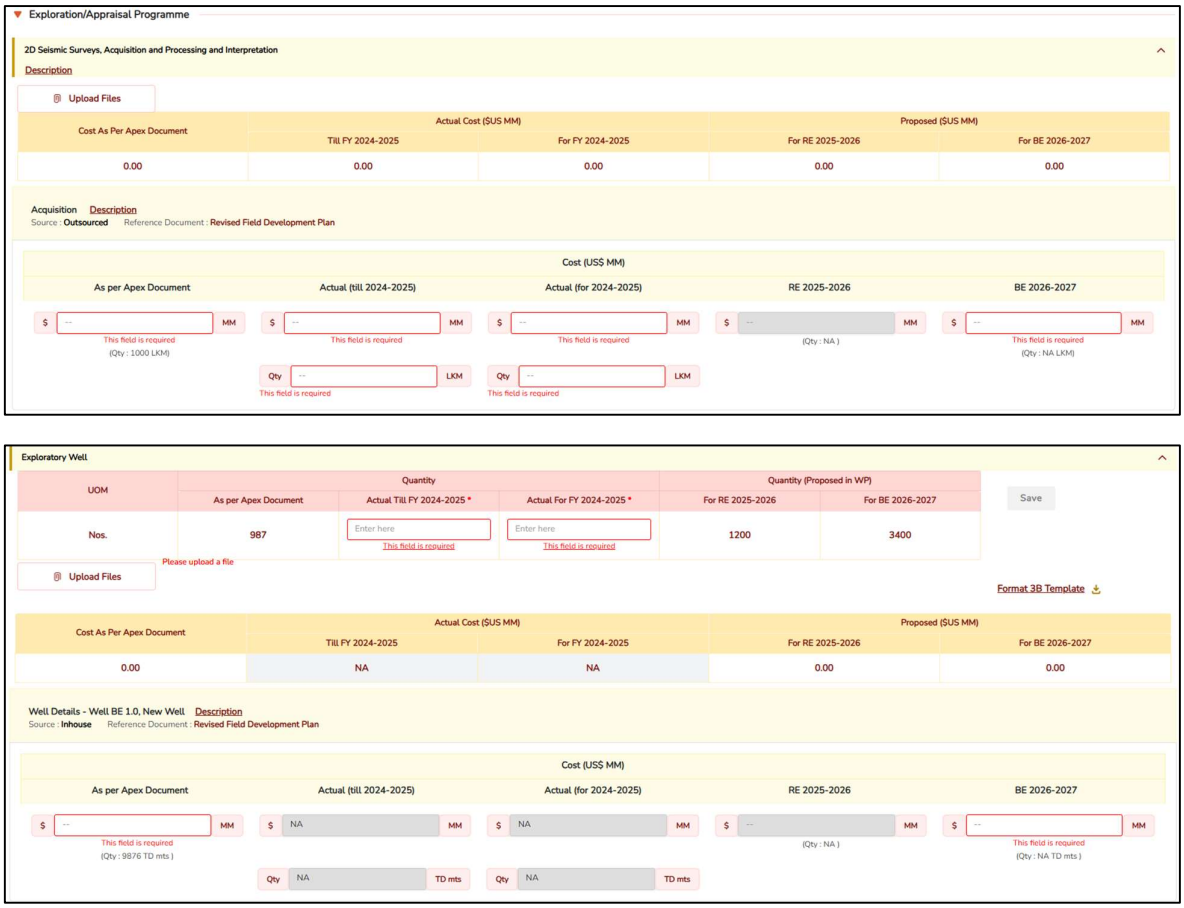



***Figure 10: Budget BE Tab***

e. Kindly upload the filled “Format 3B” in line with the BE Cost, with the required supporting documents within Exploratory Well, Appraisal Well and Development Well Activity.
f. After filling the tab, click on “Save & Next”. The operator will move to the Summary Tab.

## 6. Summary Tab

a. The Summary Tab will present a summary of all the information filled in the application by the user. The user can verify the details filled in here and can correct or add any missing information by navigating back to the required tab and section.

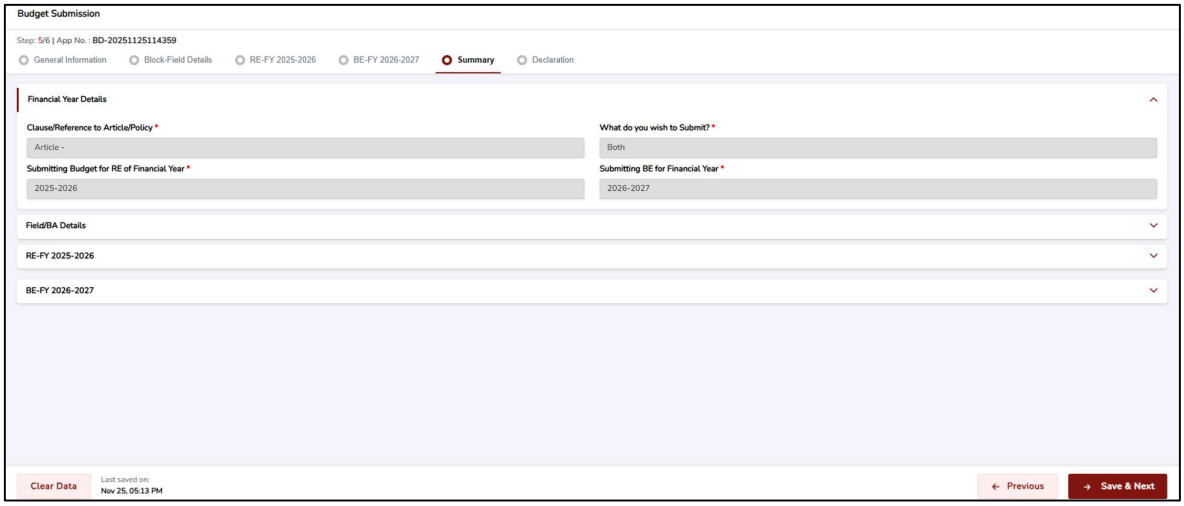



***Figure 11: Budget Summary Tab***

b. Click Save & Next to move into the Declaration tab.

## 7. Declaration Tab

Check the Declaration, fill in Name of Authorized Signatory, their Designation and then Submit the application. If the Budget is being submitted with a delay, please mention the reason for delay in submission.

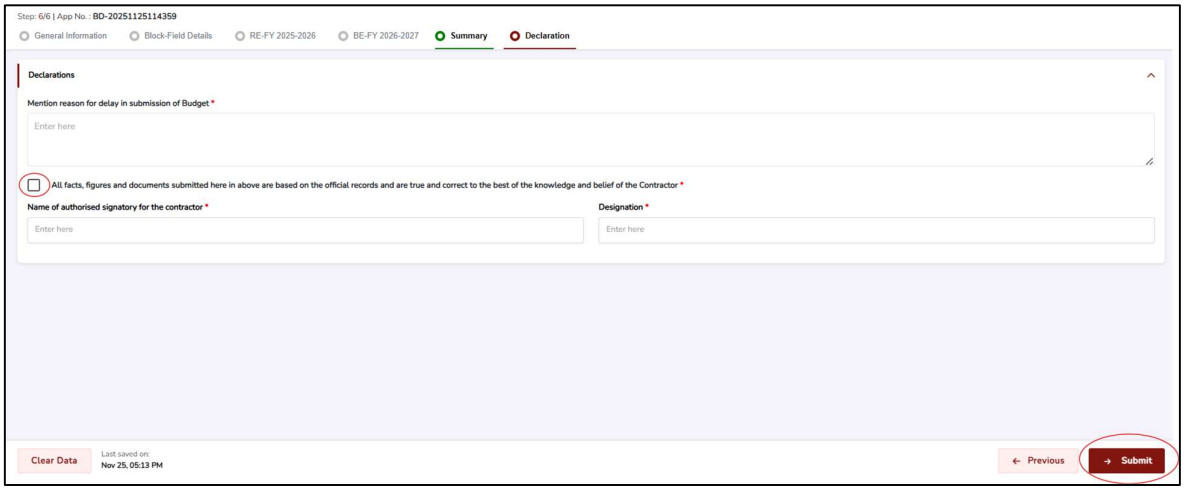



***Figure 12: Budget Declaration Tab***

Tracking and Final Confirmation

a. A confirmation popup will appear requesting the user to confirm their action.
b. Click Submit to finalize the process.
c. The request can now be tracked from the dashboard under its assigned status (e.g., Pending with DGH, Approved, etc.)
d. The dashboard will reflect the process as “Pending with DGH” or similar status within the “In Progress” section of the dashboard.

## Tips & Good Practices

a. Always ensure the user fills all mandatory fields (marked with *).
b. Use clear file names when uploading documents.
c. User can use “Previous” to go back and edit before final submission.
d. If document upload fails, check file the size and format.
e. If any required data is missing, the system will prompt an error to the user in red. Correct and complete it to proceed.

# 3.3 Category C Processes

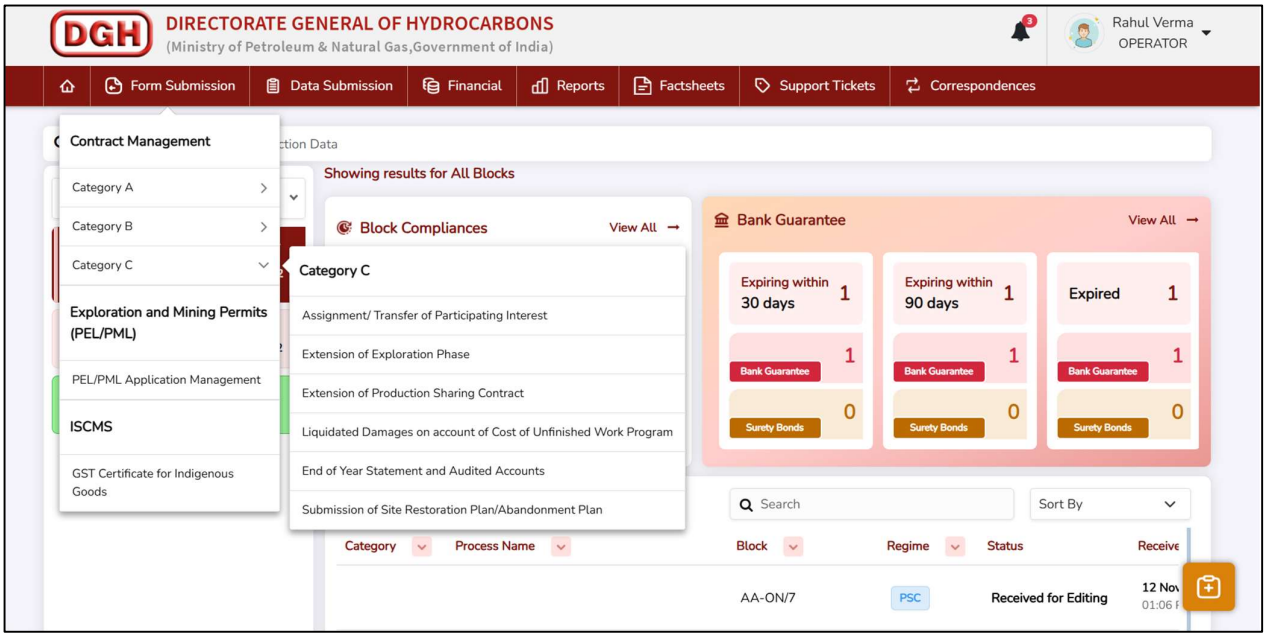



***Figure 1: Form Submission->Contract Management->Category C Processes***

## 1. Assignment/Transfer of Participating Interest

This guide explains how an operator submits and completes a request for the review, change, or Assignment/Transfer of Participating Interest on the DGH Integrated Management System (IMS).

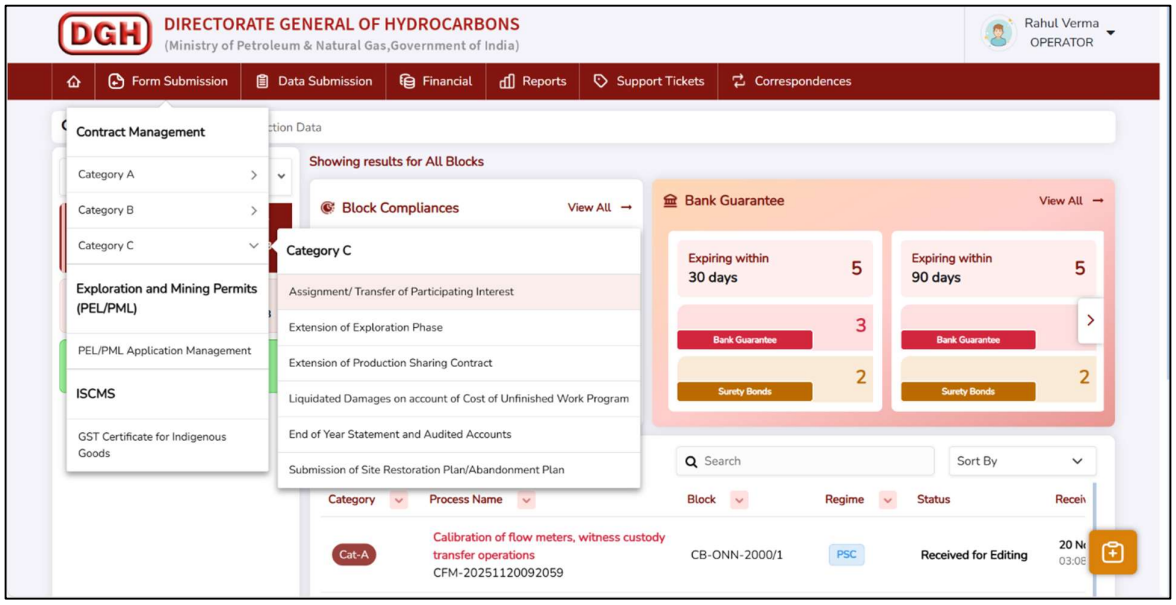



***Figure 1: Select the Assignment/Transfer of Participating Interest from the Category C dropdown***

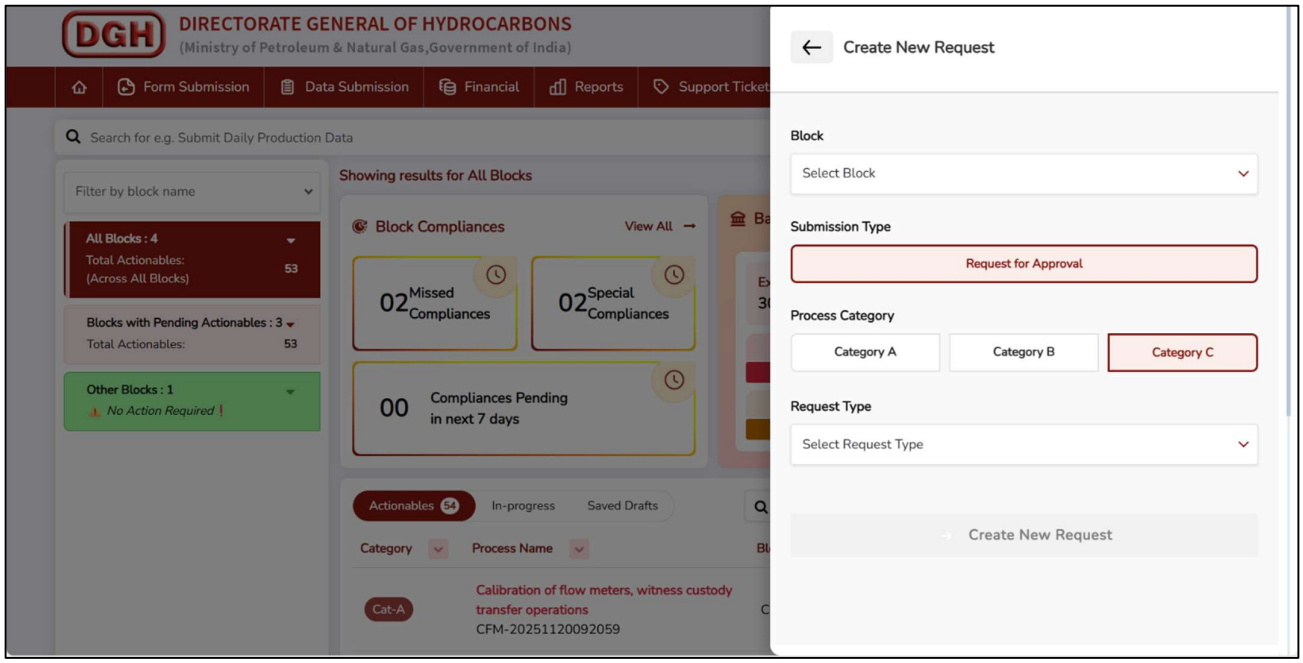



***Figure 2: Create New Request to fill in a New Application***

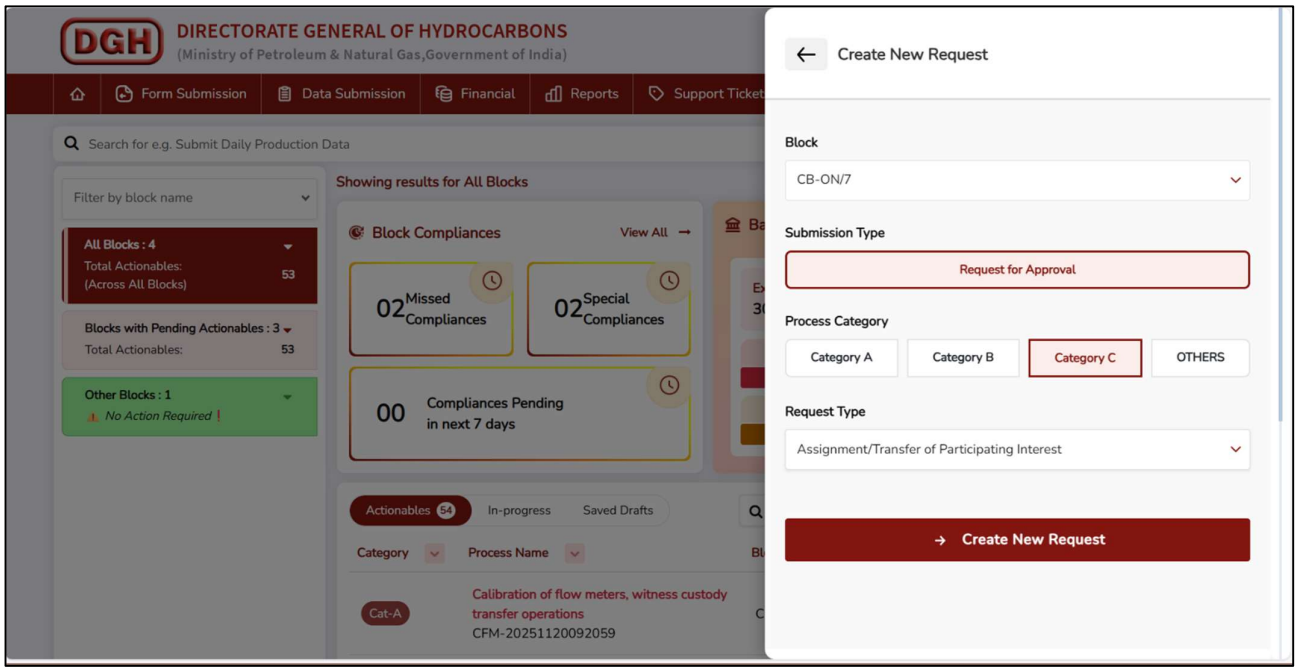



***Figure 3: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

## Step 1: Initiate New Request

Go to "Form Submission > Contract Management > Category C > Assignment/Transfer of Participating Interest".

Log into the DGH IMS portal and click on Form Submission in the top menu. This opens the main area where process forms such as Contract Management are initiated.

**In the Contract Management dropdown, select Category C.**

From the list of available processes, click on **Assignment/Transfer of Participating Interest** to begin the request.

### Create a New Request

- Choose the relevant **Block** from the dropdown menu.
- Set Submission Type to **Self-Certification** as per process guidelines.
- Under Process Category, confirm **Category C**.
- Set **Request Type** to Assignment/Transfer of Participating Interest.
- Click on **Create New Request** to start the form.

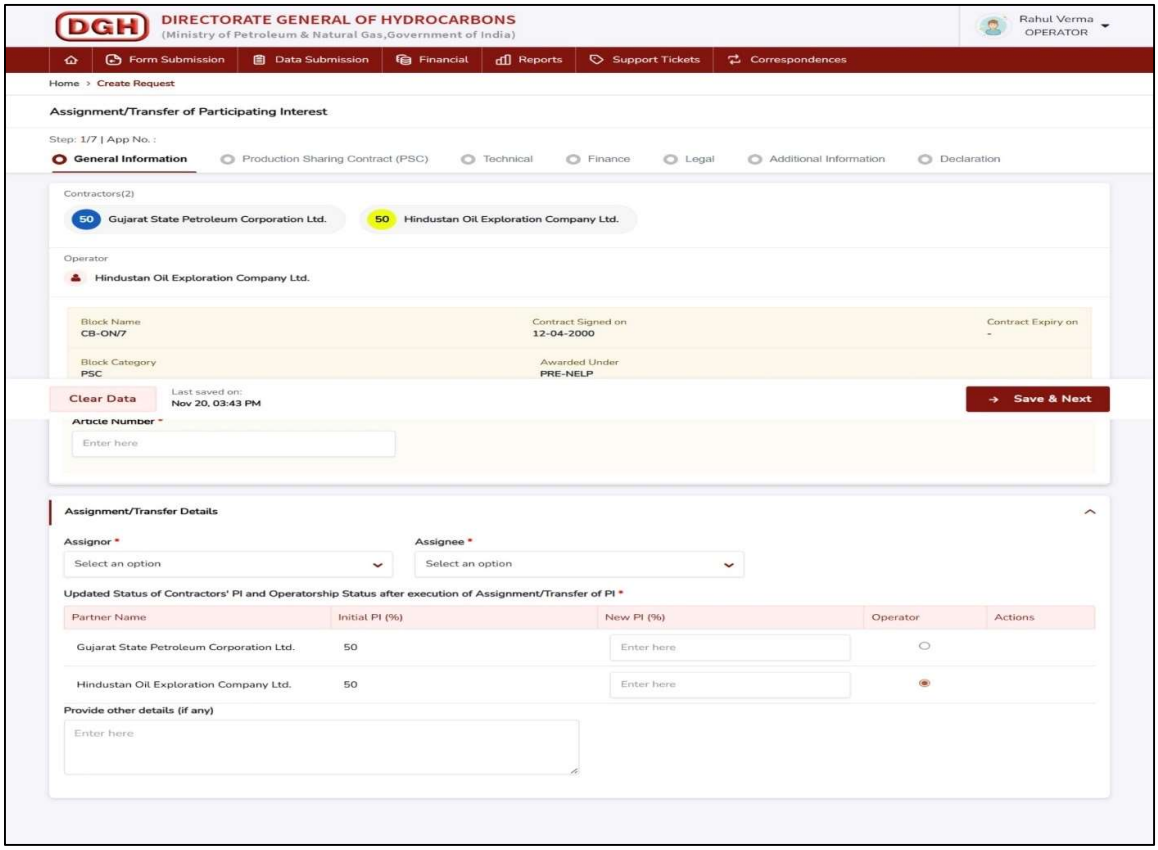



***Figure 4: After Clicking on Create New Request, the user will be directed to the Assignment/Transfer of Participating Interest form***

### Step 2: Fill General Information

- Review the pre-filled contract and operator details.
- Verify the **Assignment/Transfer details**.
- Enter the **Article Number** in the provided field (this is mandatory).
- Click **Save & Next** to move to the next step.

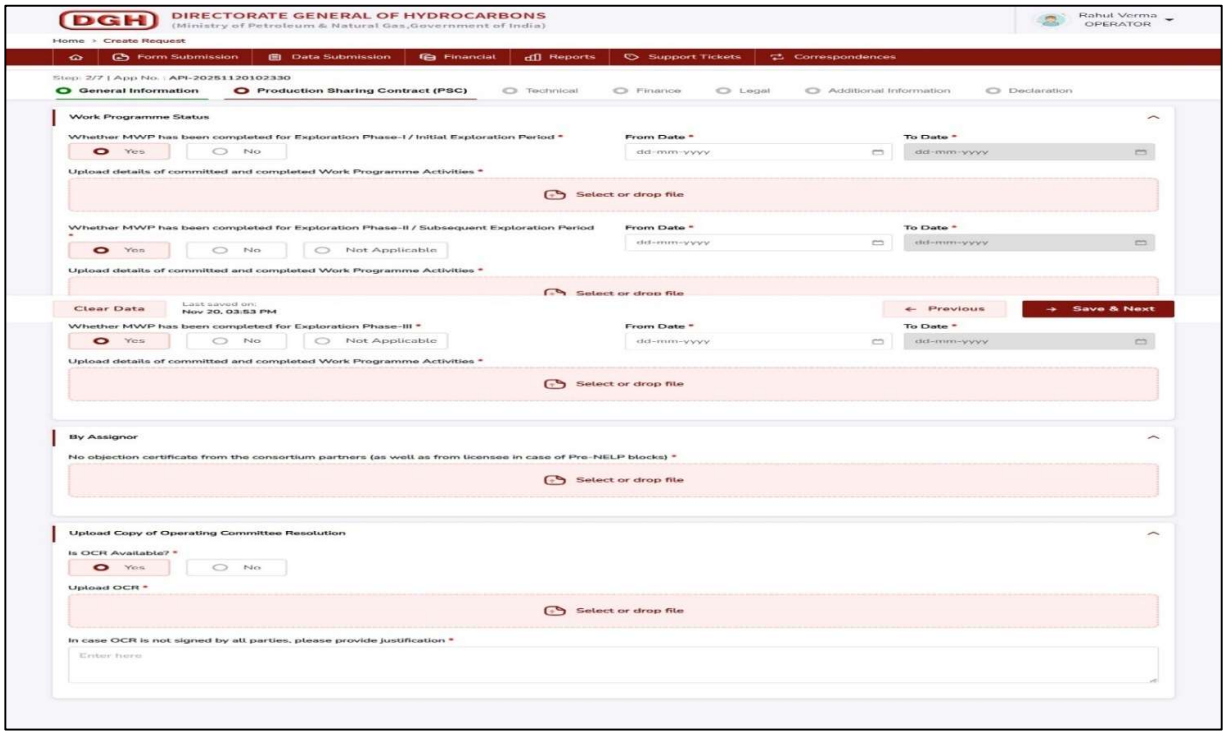



***Figure 5: After filling in the General Information Tab, click on the "Save and Next" button and then fill in the data for the Production Sharing Contract (PSC)***

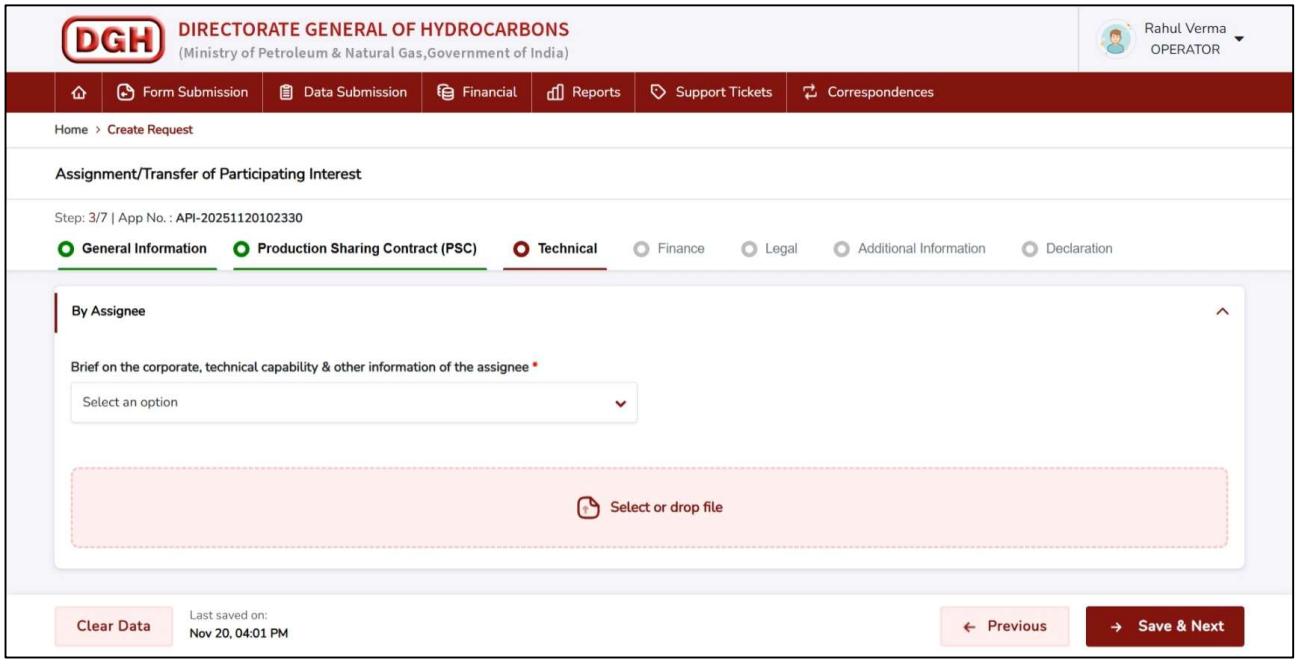



***Figure 6: After filling in the Production Sharing Contract (PSC) Tab, click on the "Save and Next" button and then fill in the data for the technical tab***

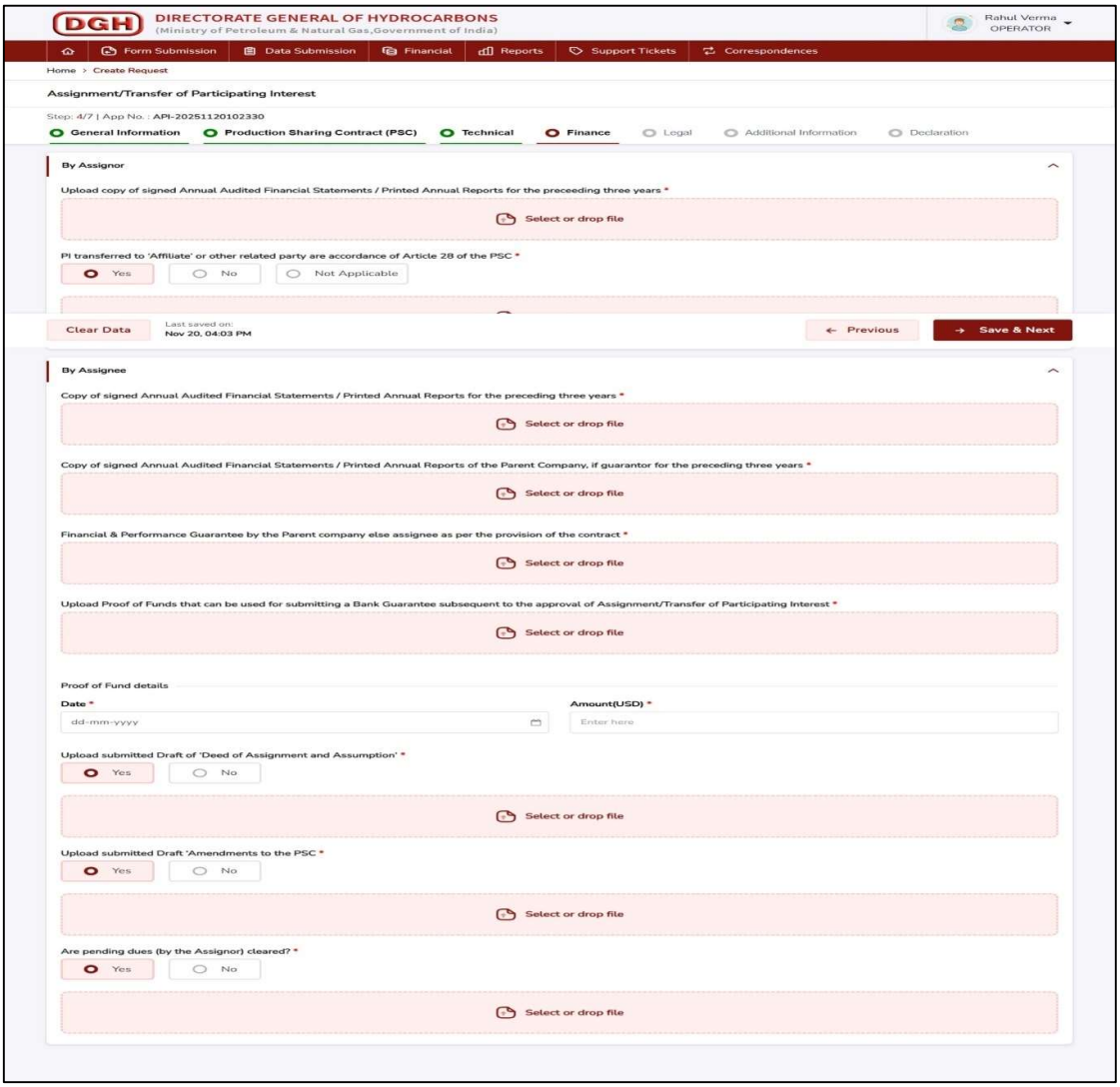



***Figure 7: After filling in the Technical Tab, click on the "Save and Next" button and then fill in the data for the finance tab***

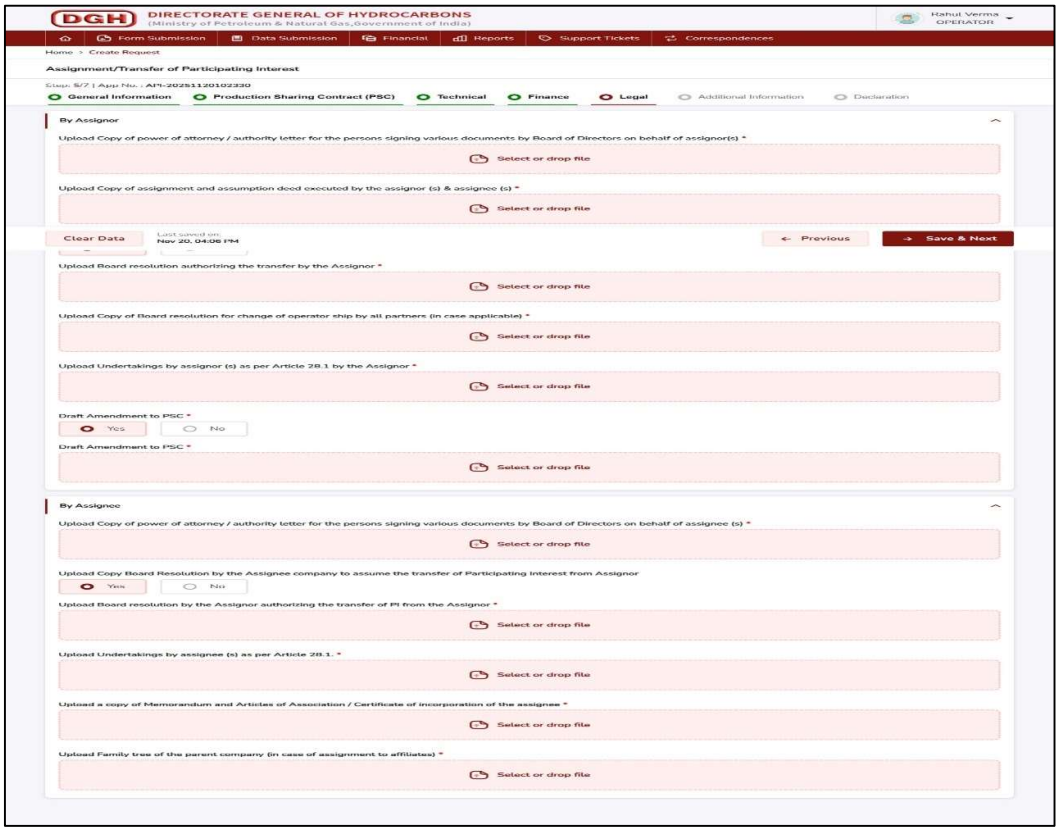



***Figure 8: After filling in the Finance Tab, click on the "Save and Next" button and then fill in the data for the technical tab***

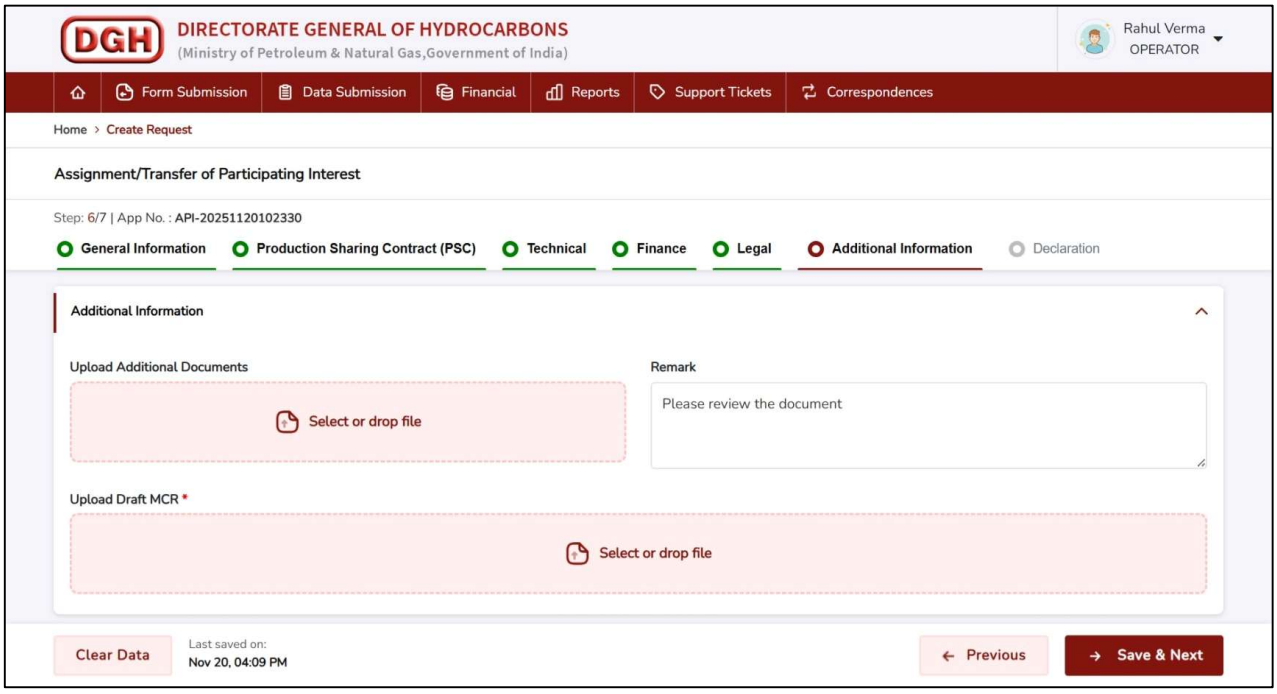



***Figure 9: After filling in the Legal Tab, click on the "Save and Next" button and then fill in the data for the additional information tab***

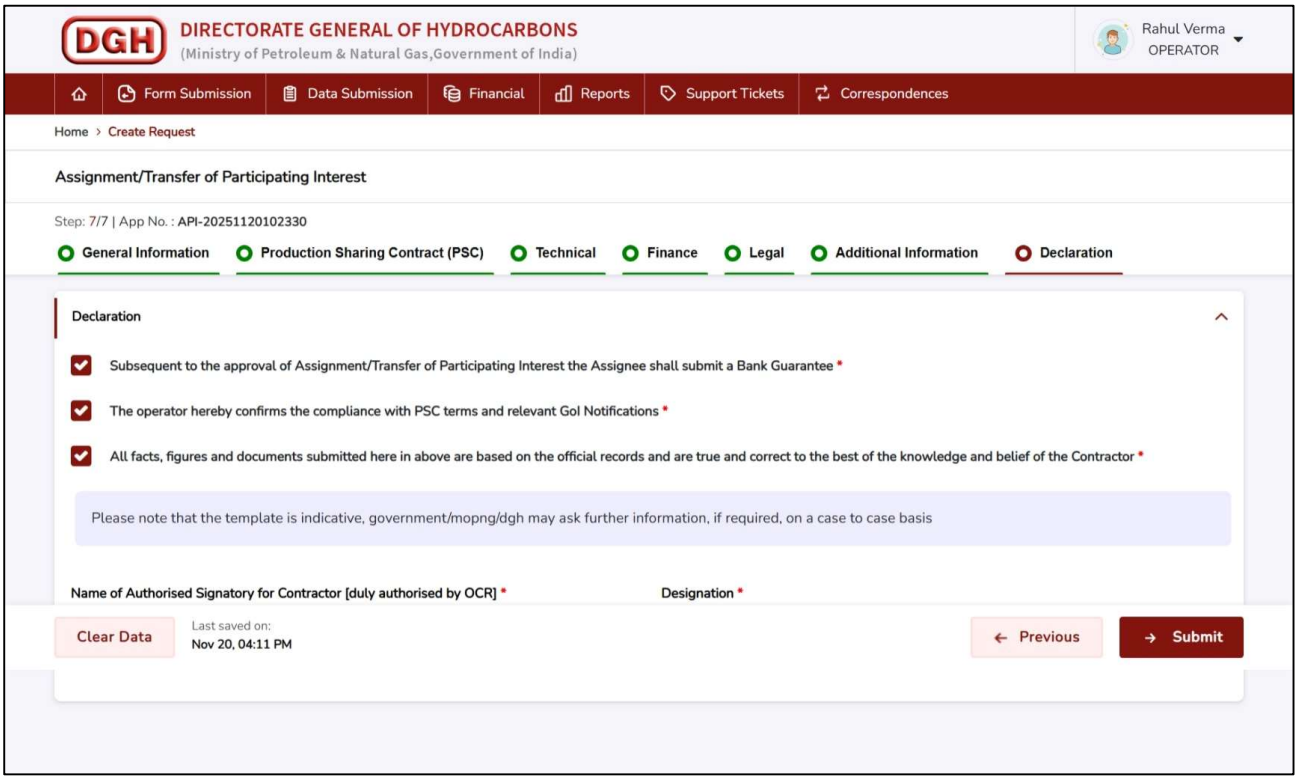



***Figure 10: After filling in the Additional Information Tab, click on the "Save and Next" button and then fill in the data for the declaration tab***

# 2. Extension of Exploration Phase

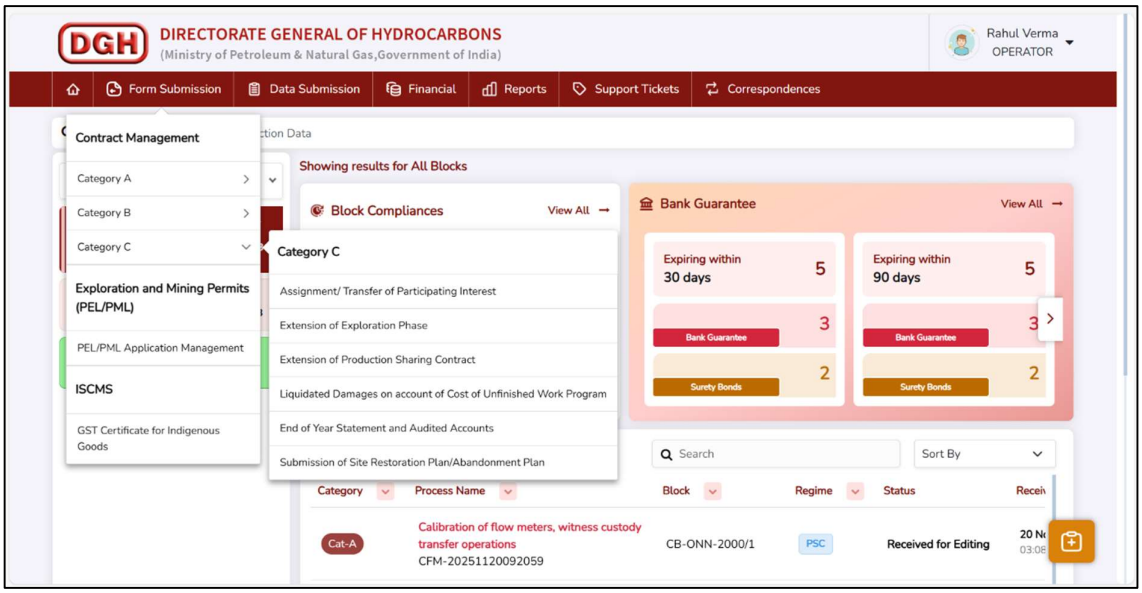



***Figure 1: Select the Extension of exploration phase from the Category C dropdown***

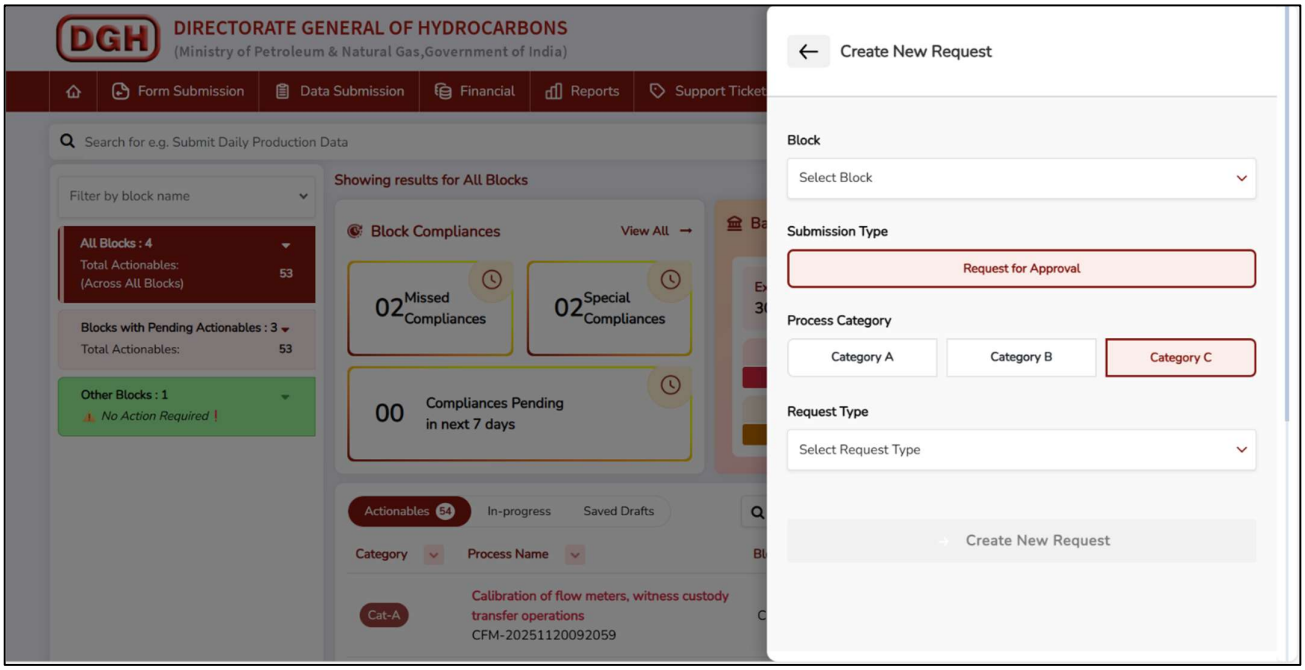



***Figure 2: Create New Request to fill in a New Application***

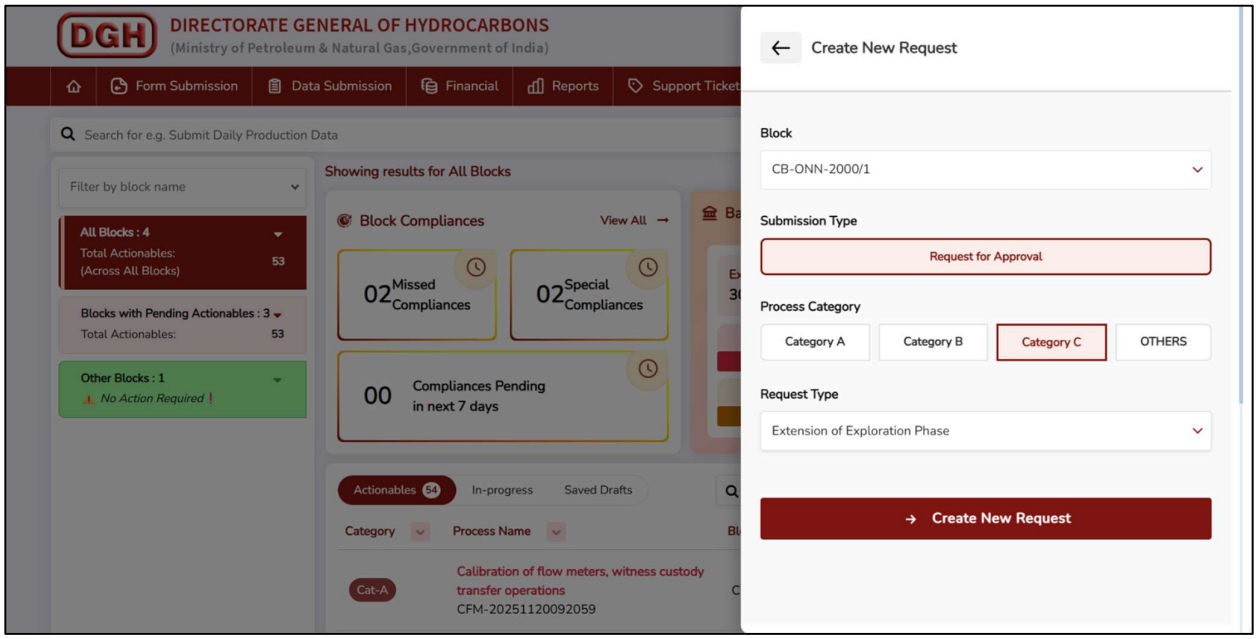



***Figure 3: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

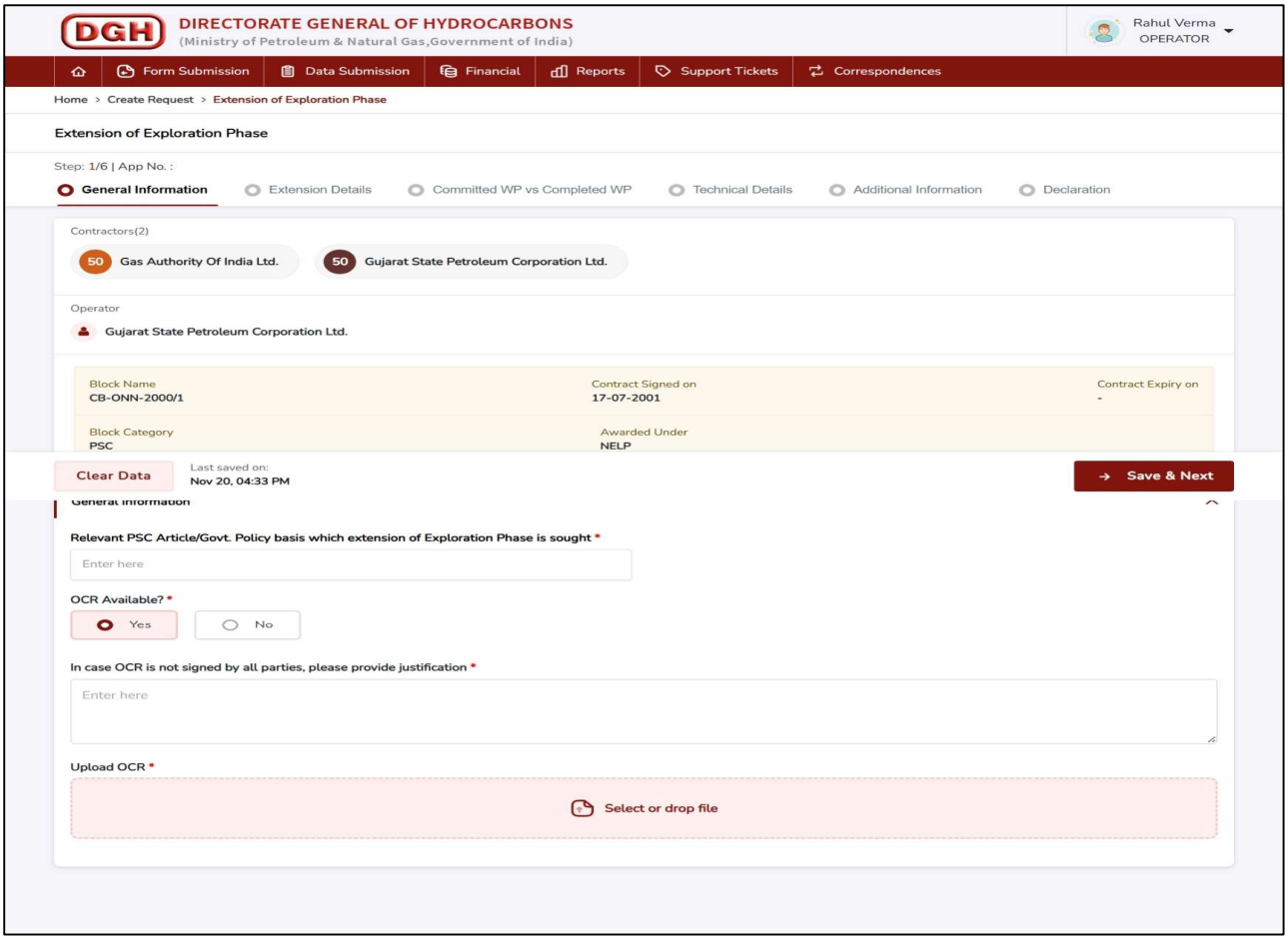



***Figure 4: After Clicking on Create New Request, the user will be directed to the Extension of Exploration phase***

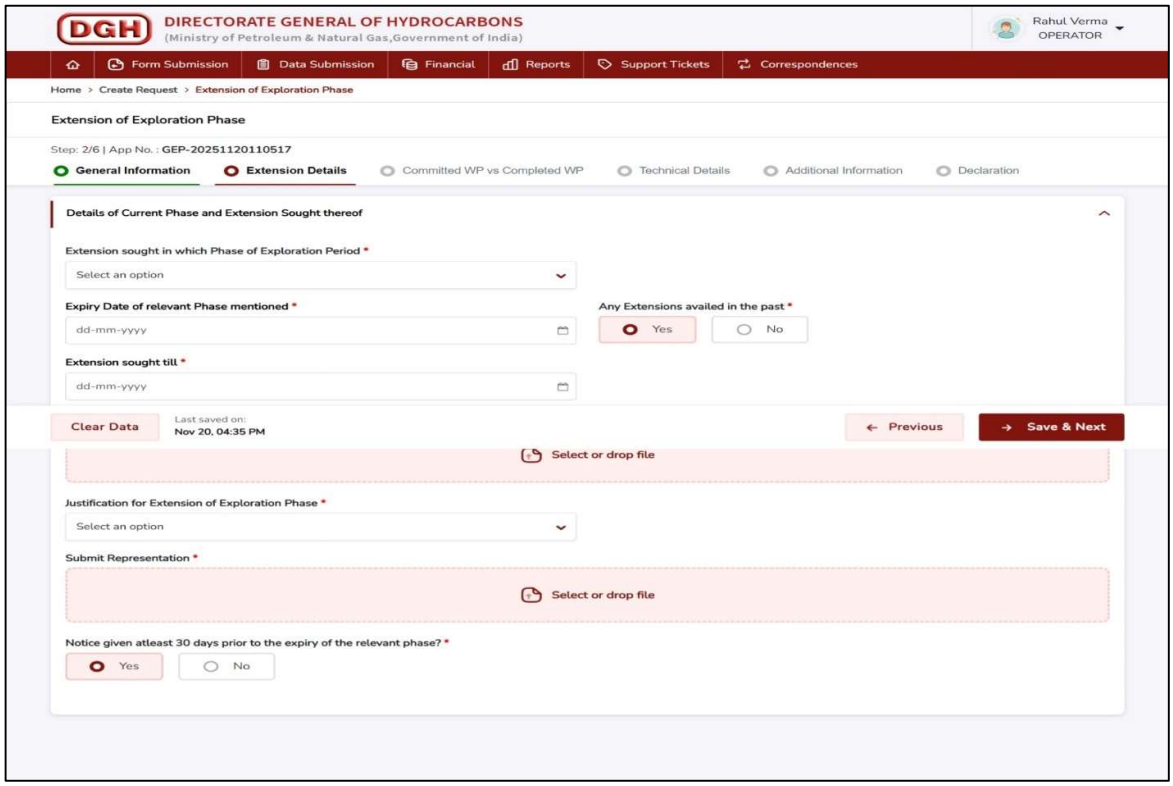



***Figure 5: After filling in the General Information Tab, click on the "Save and Next" button and then fill in the data for the Extension details***

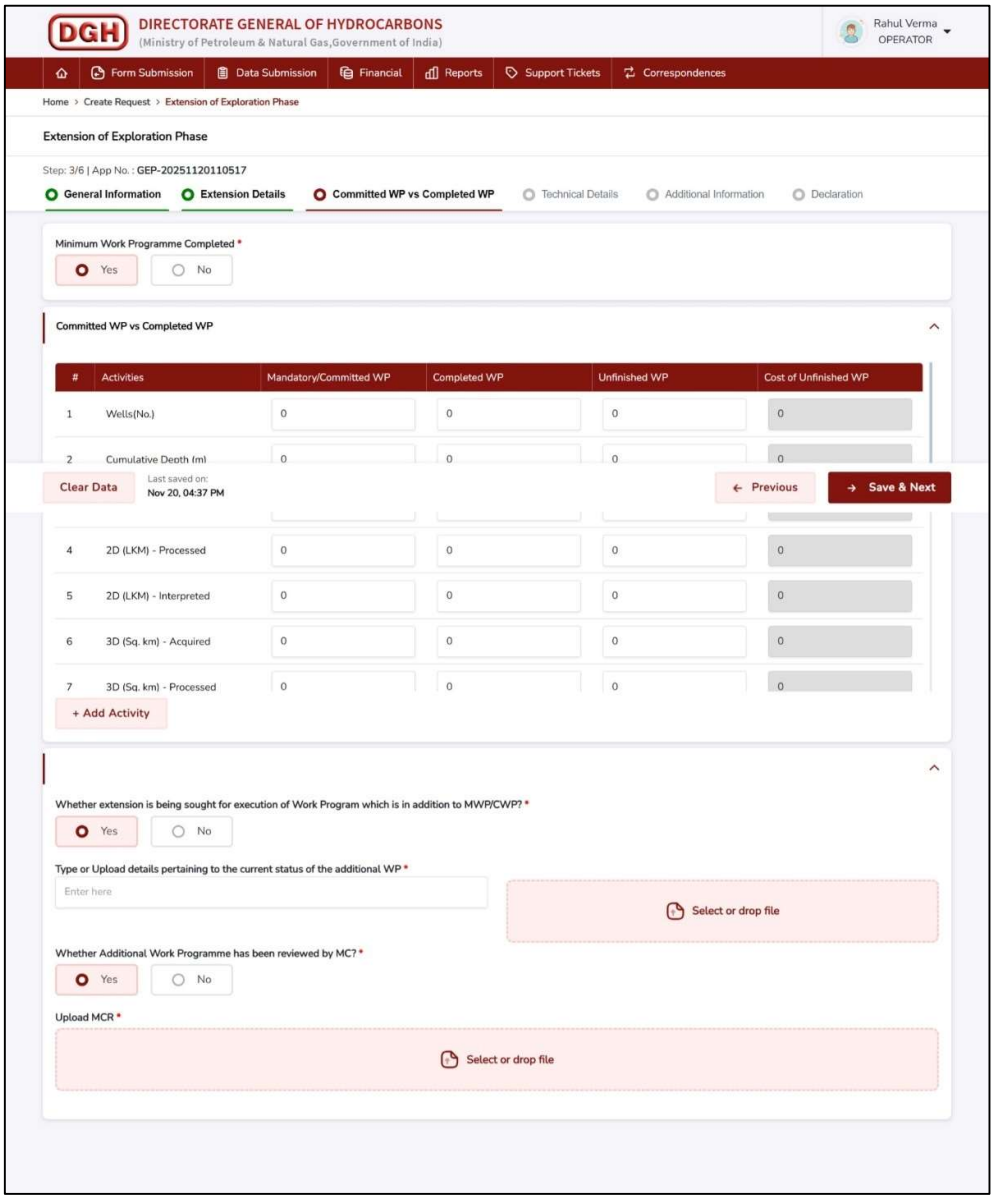



***Figure 6: After filling in the Extension Details Tab, click on the "Save and Next" button and then fill in the data for the Committed WP vs Completed WP***

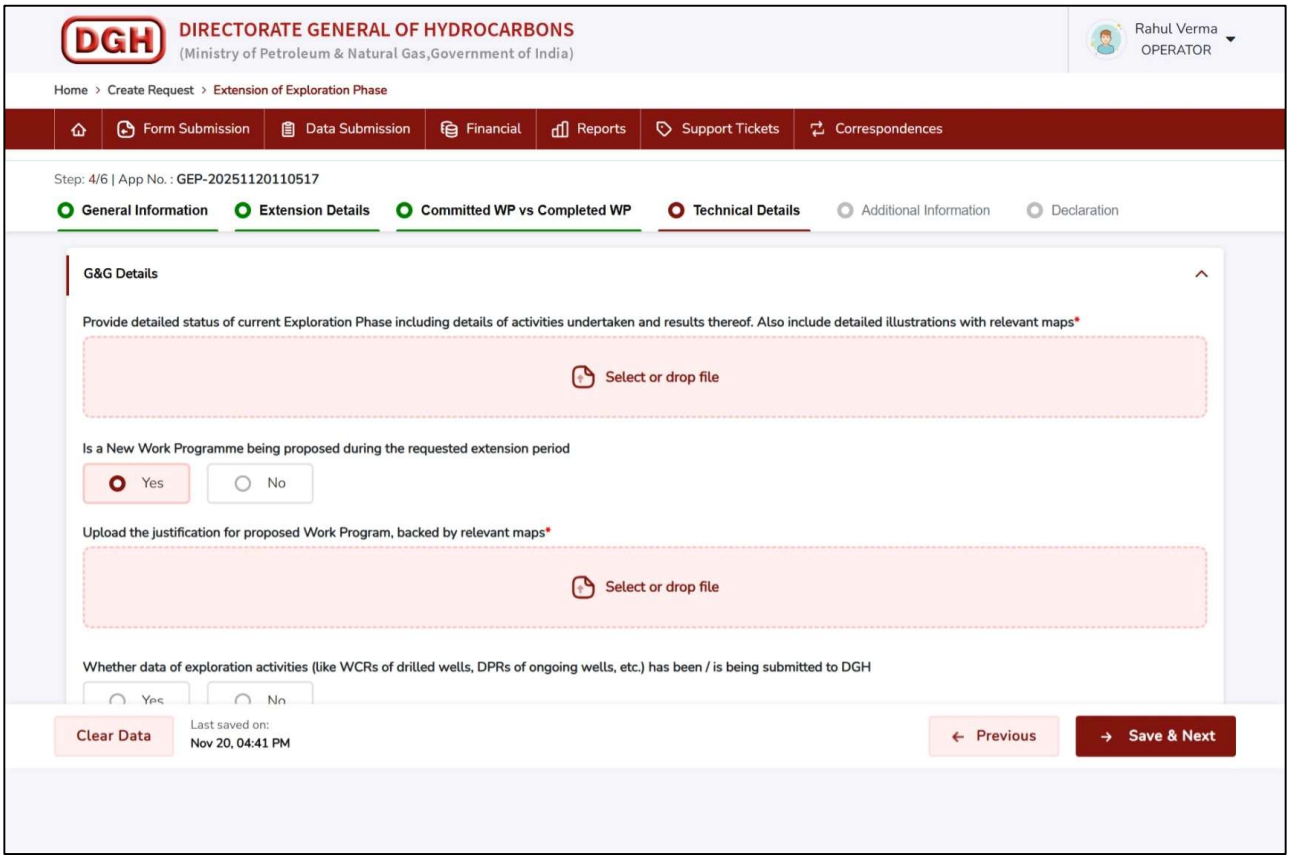



***Figure 7: After filling in the Committed WP vs Completed WP tab, click on the "Save and Next" button and then fill in the data for the Technical Details***

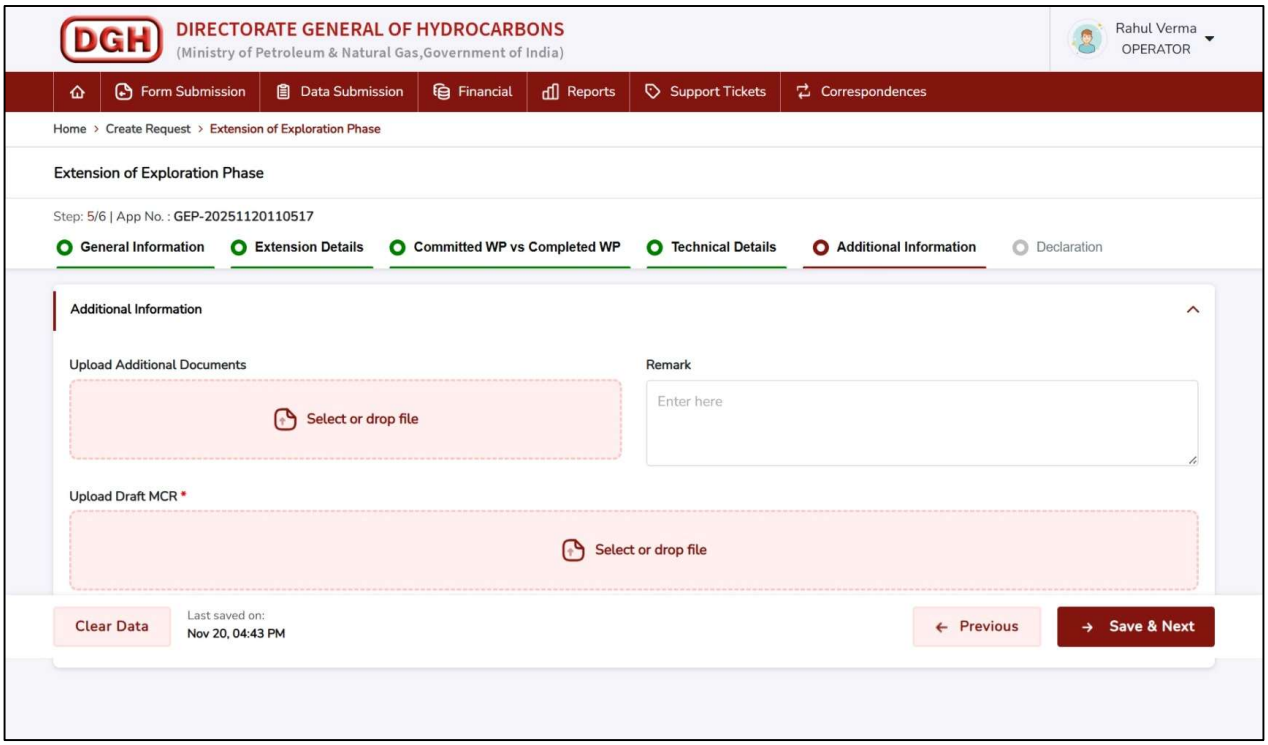
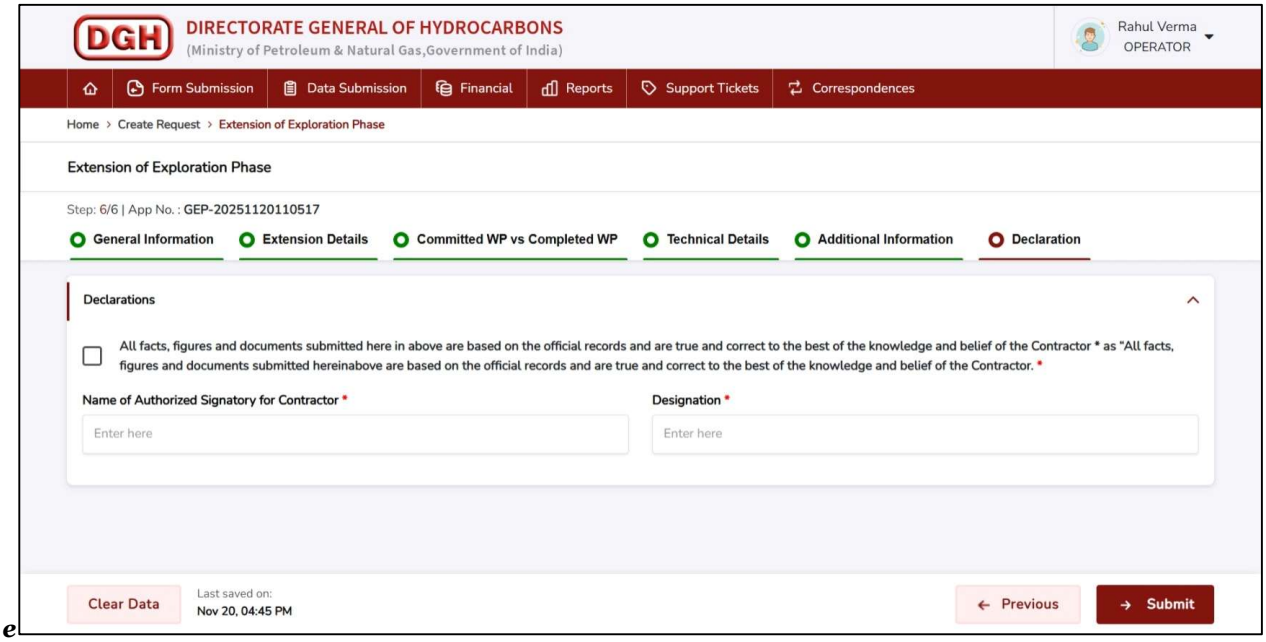



***Figure 8 After filling in the Technical Details tab, click on the "Save and Next" button and then fill in the data for the Additional Information tab***




e

***Figure 9: After filling in the Additional Information tab, click on the "Save and Next" button and then fill in the data for the Declaration tab***

# 3. Extension of Production Sharing Contract

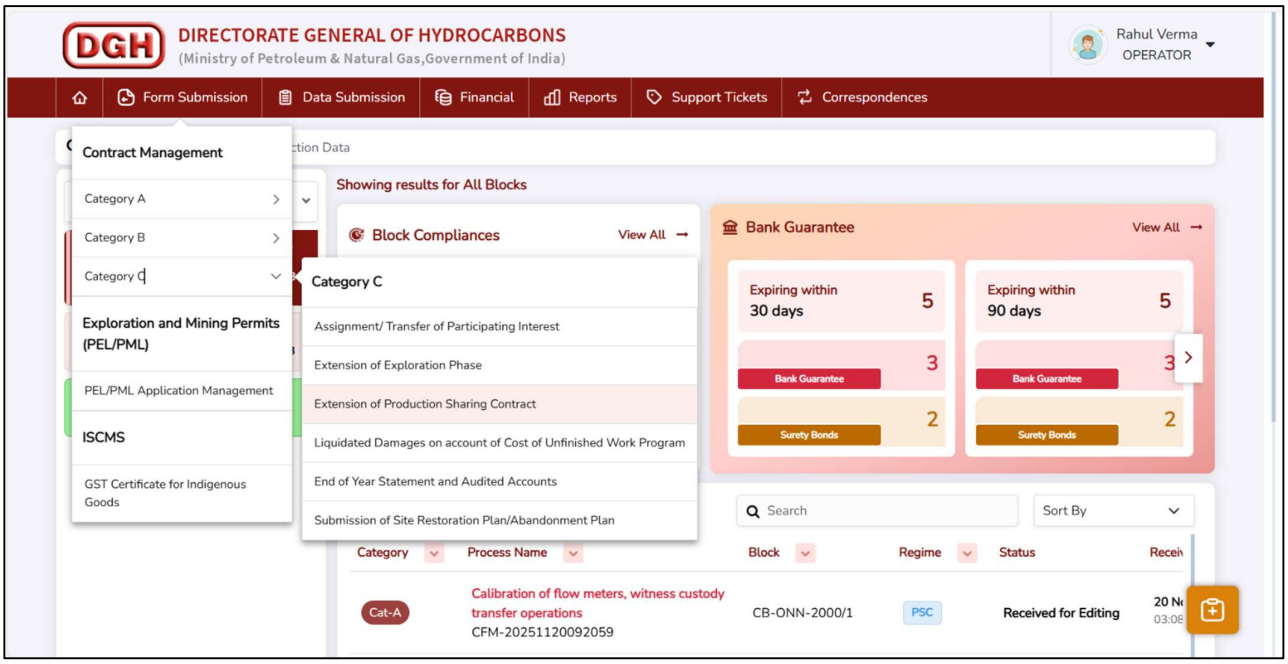



***Figure 1: Select the Extension of production sharing contract phase from the Category C dropdown***

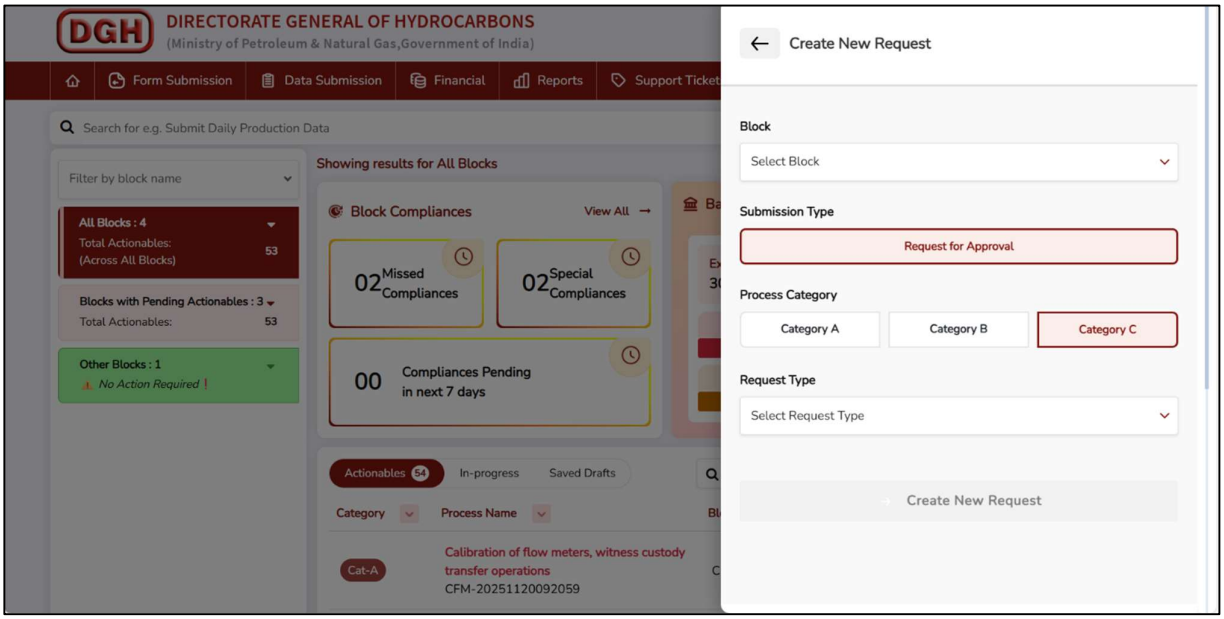



***Figure 2: Create New Request to fill in a New Application***

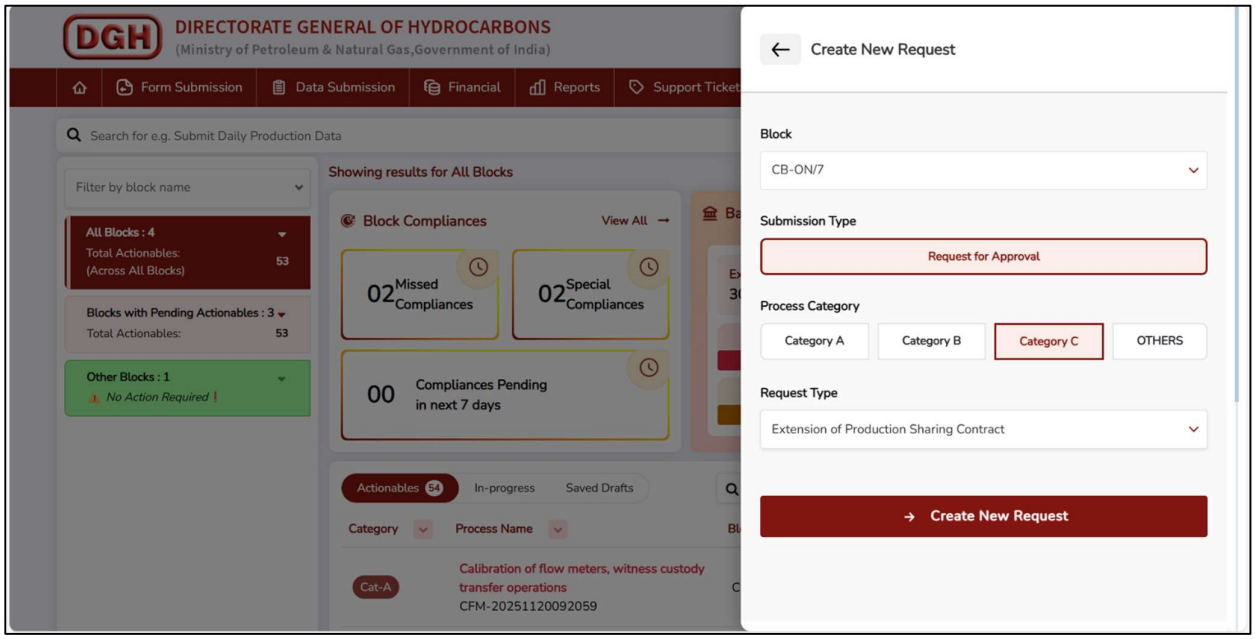



***Figure 3: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

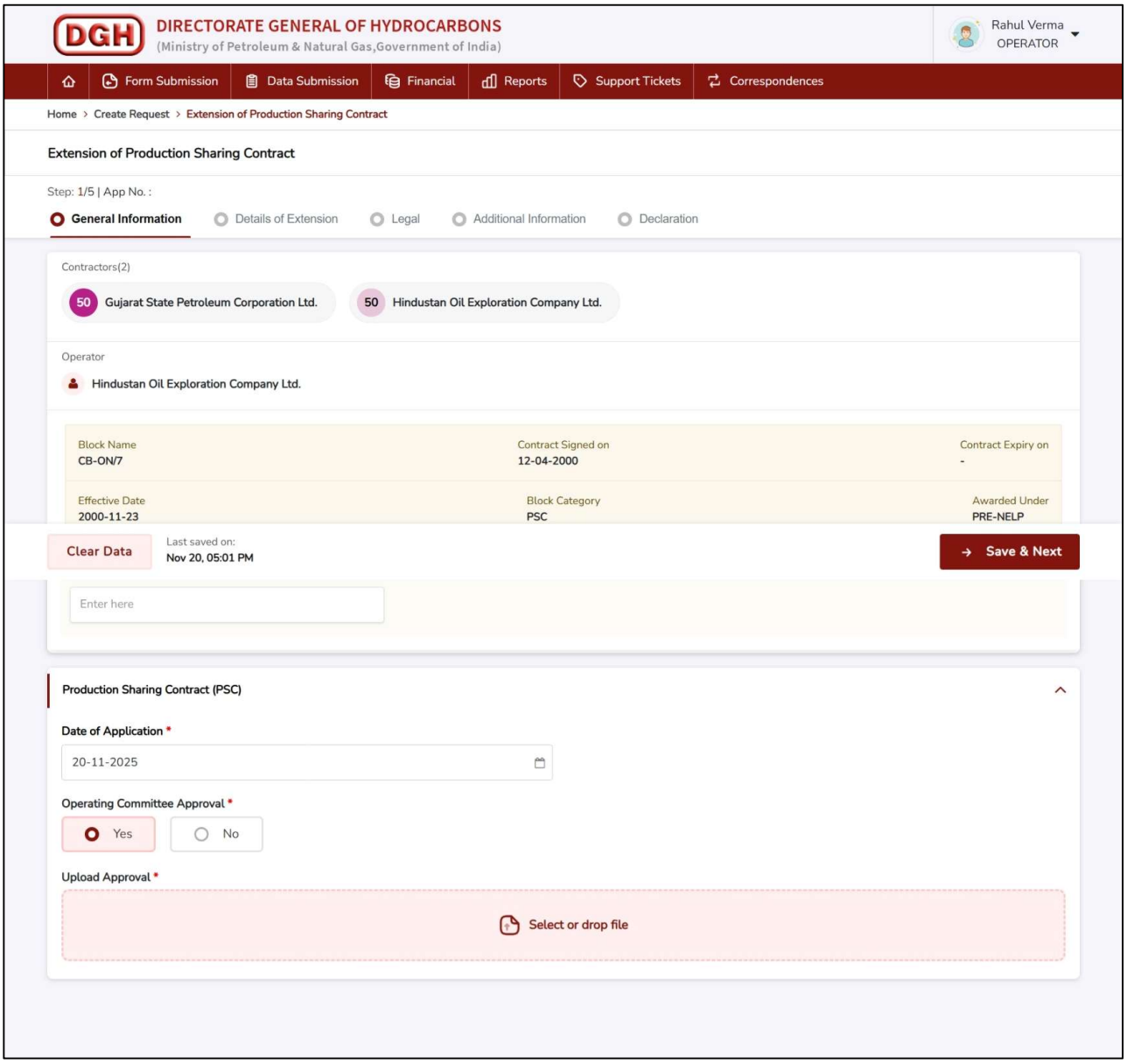



***Figure 4: After Clicking on Create New Request, the user will be directed to the Extension of Production Sharing Contract***

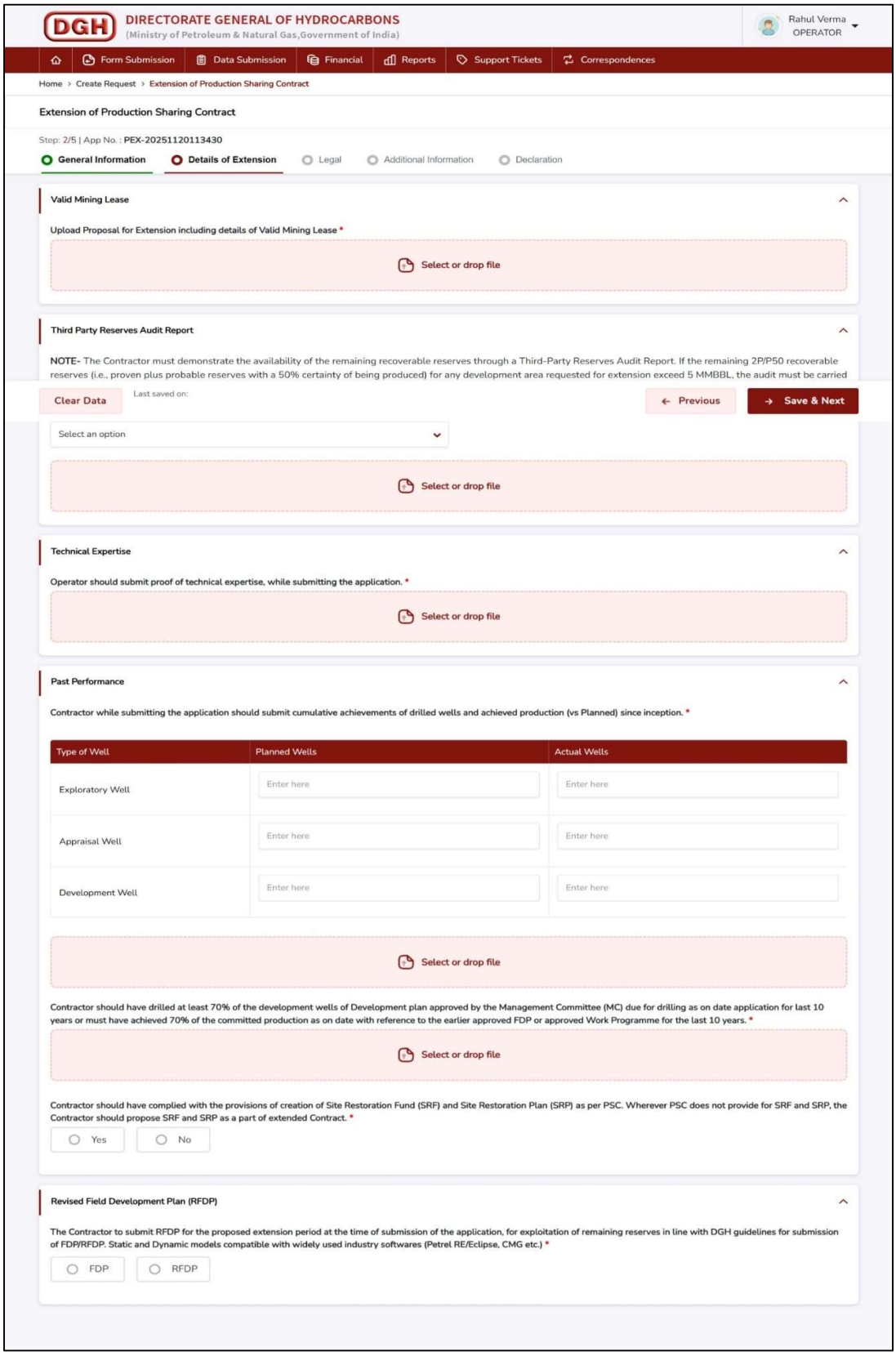



***Figure 5: After filling in the General Information Tab, click on the "Save and Next" button and then fill in the data for the Details of Extension***

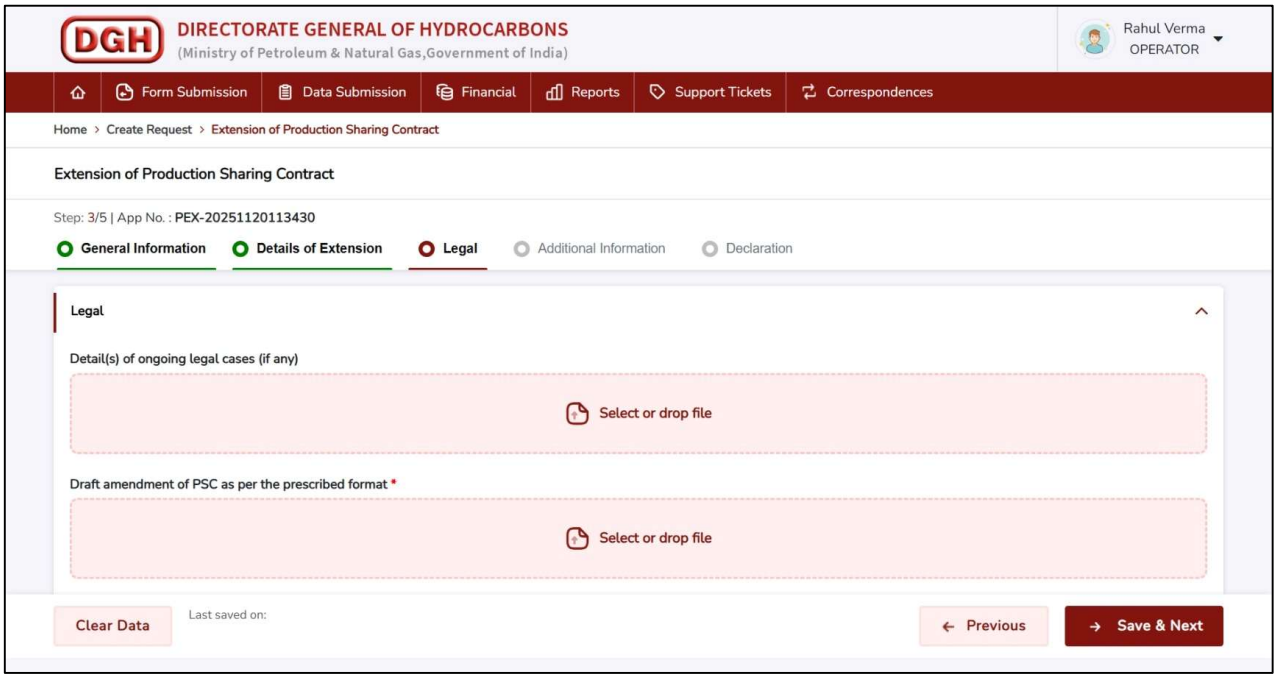



***Figure 6: After filling in the Details of Extension Tab, click on the "Save and Next" button and then fill in the data for the Legal Tab***

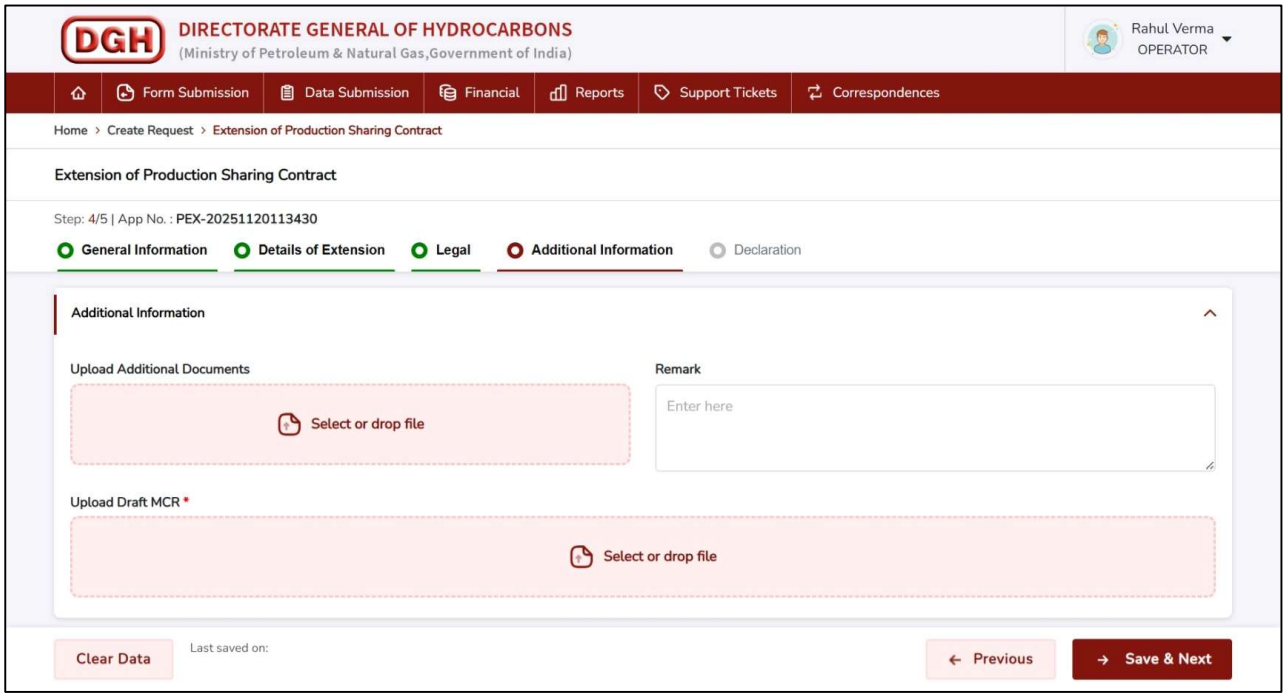



***Figure 7: After filling in the Legal Tab, click on the "Save and Next" button and then fill in the data for the Additional Information tab***

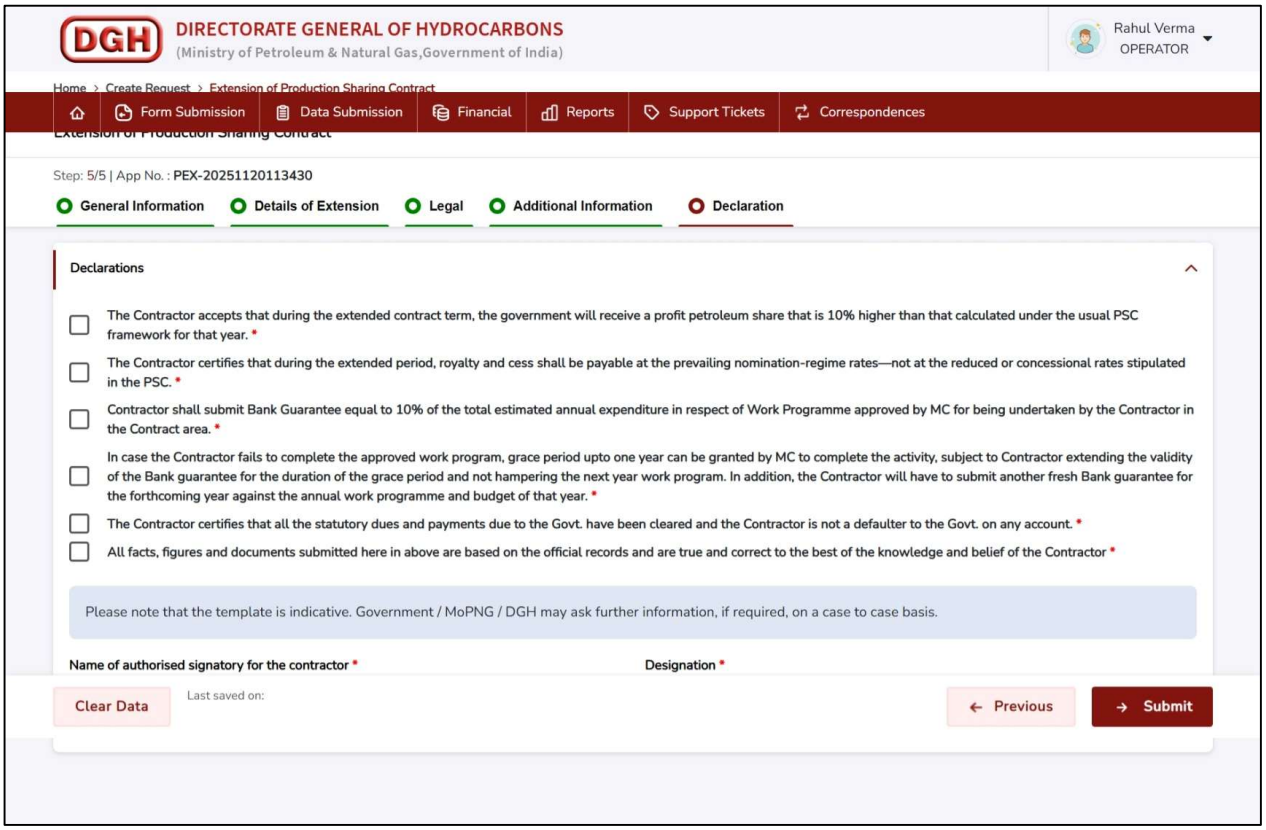



***Figure 8: After filling in the Additional Information Tab, click on the "Save and Next" button and then fill in the data for the Declaration tab***

# 4. Liquidated Damages on account of Cost of Unfinished Work Programme

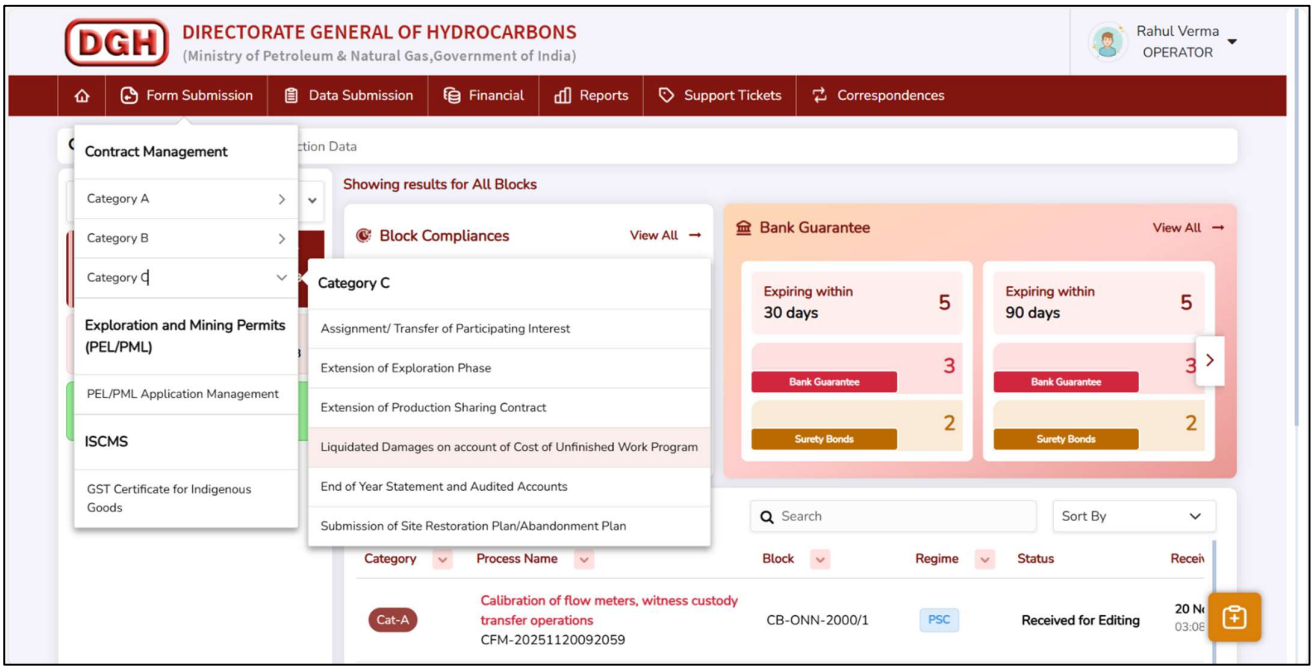



***Figure 1: Select the Liquidated Damages on account of Cost of Unfinished Work Program from the Category C dropdown***

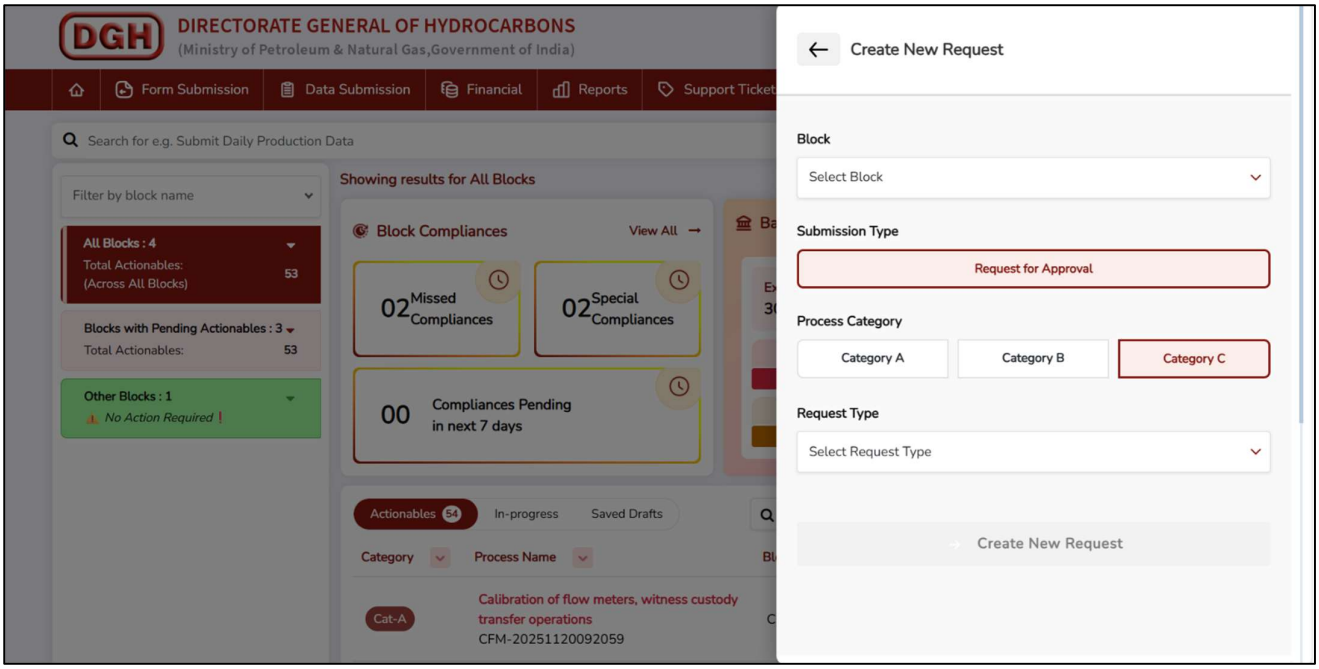



***Figure 2: Create New Request to fill in a New Application***

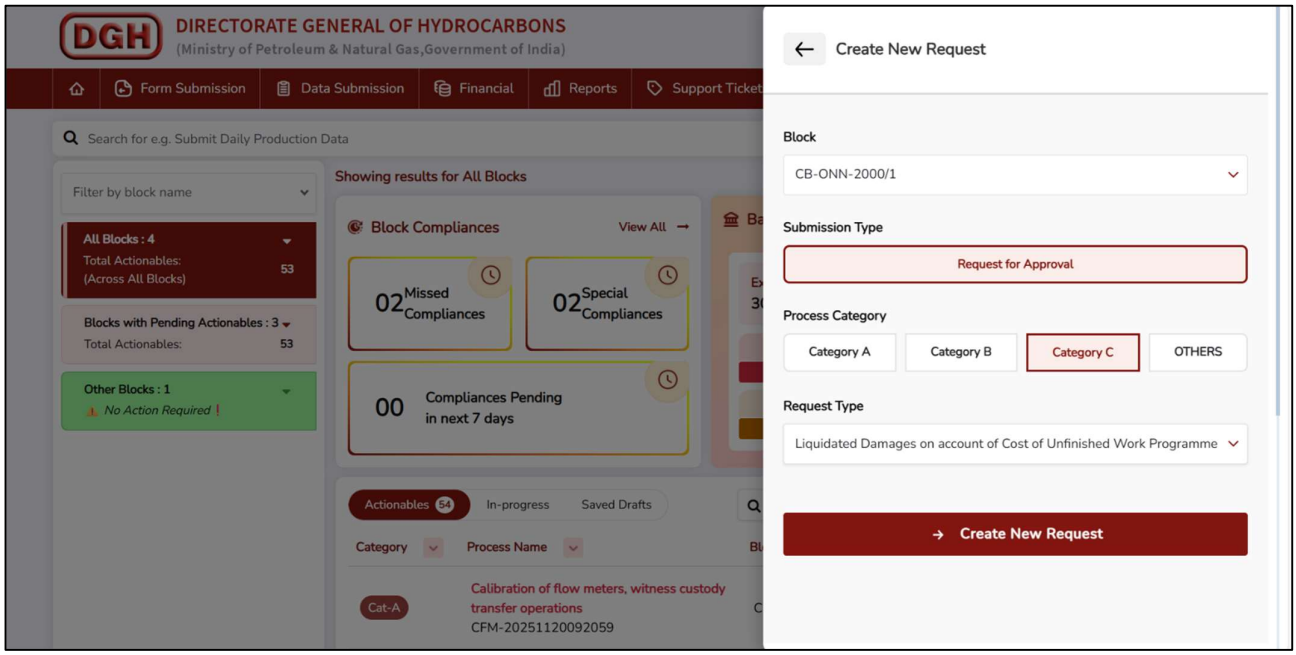



***Figure 3: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

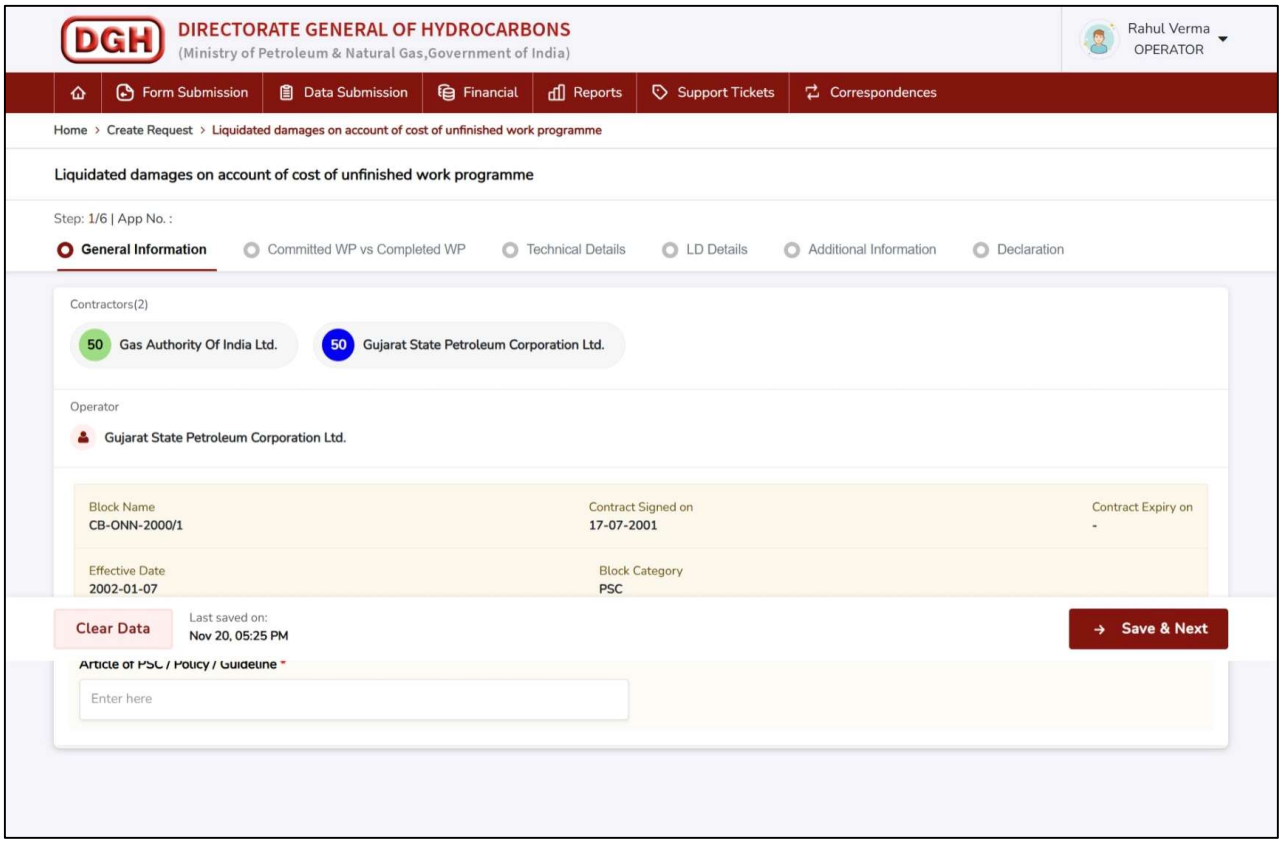



***Figure 4: After Clicking on Create New Request, the user will be directed to the Liquidated damages on account of cost of unfinished work program***

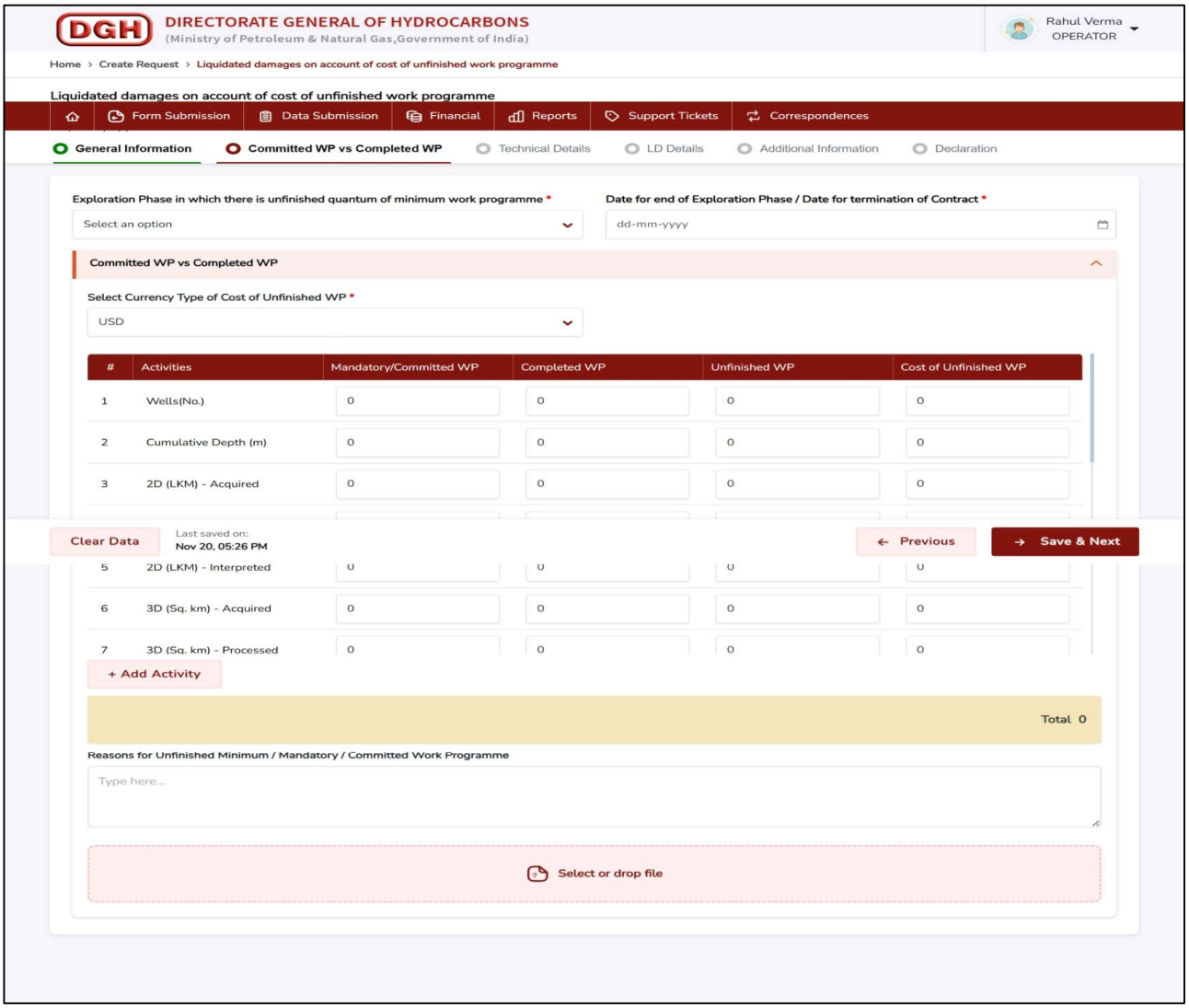



***Figure 5: After filling in the General Information Tab, click on the "Save and Next" button and then fill in the data for the Committed WP vs Completed WP***

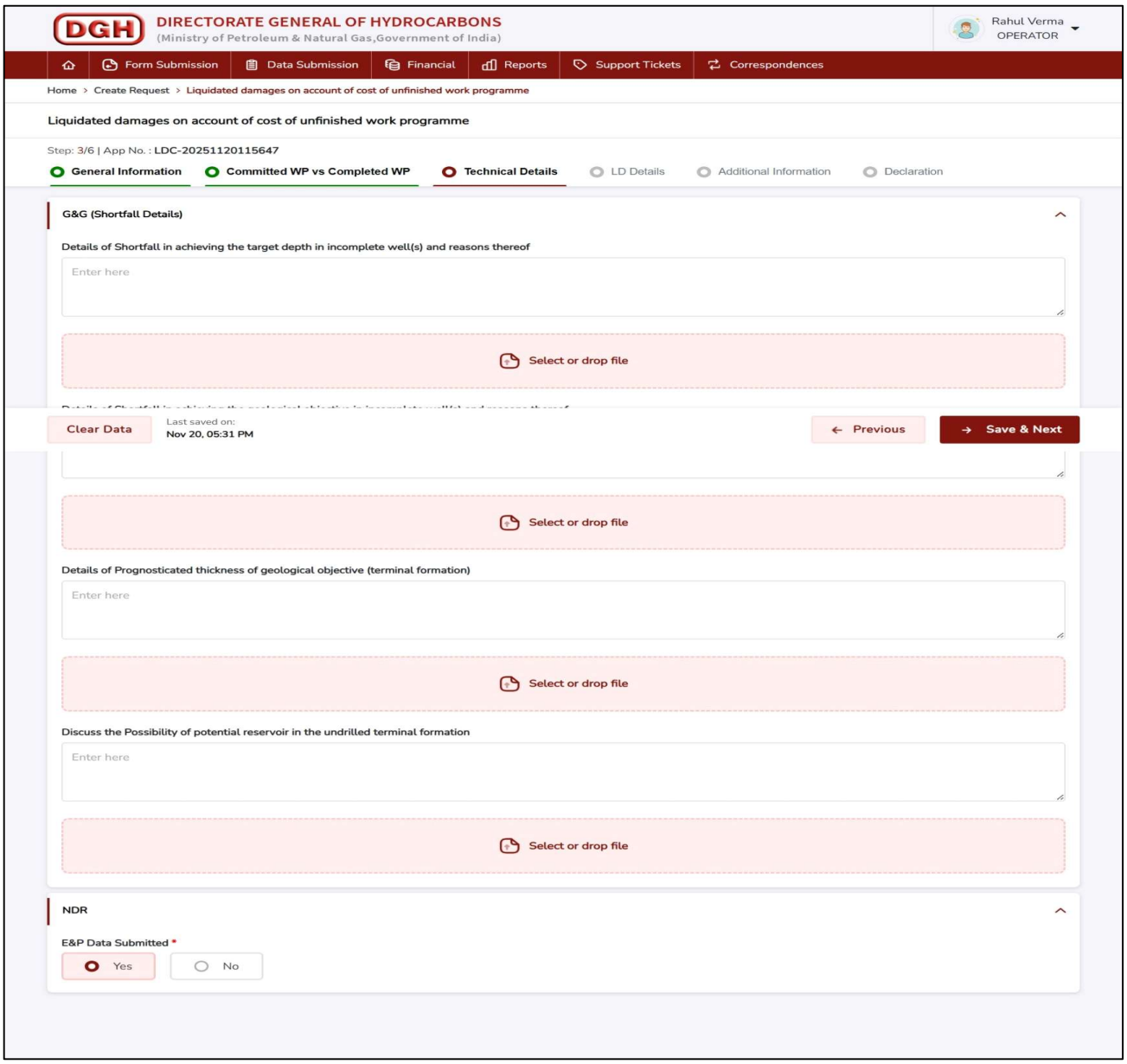



***Figure 6: After filling in the Committed WP vs Completed WP Tab, click on the "Save and Next" button and then fill in the data for the Technical Details tab***

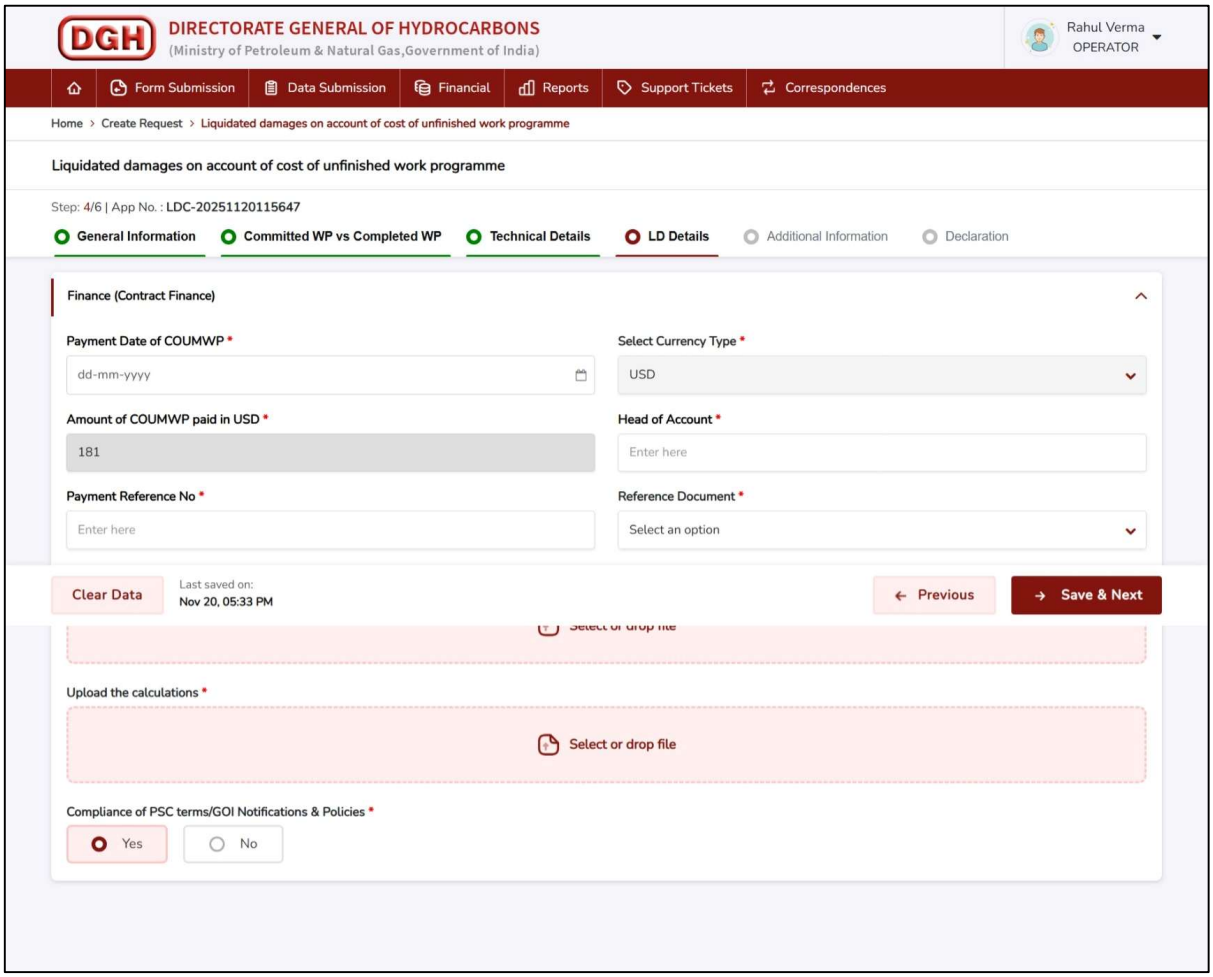



***Figure 7: After filling in the Technical Details Tab, click on the "Save and Next" button and then fill in the data for the LD Details tab***

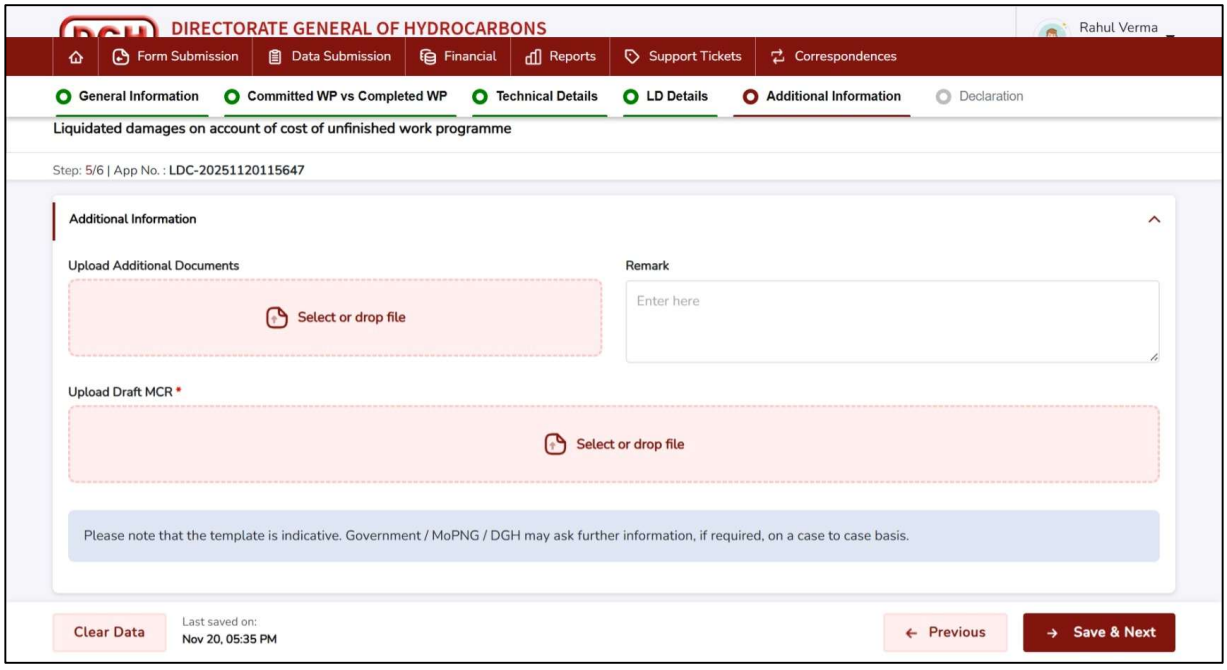



***Figure 8: After filling in the LD Details Tab, click on the "Save and Next" button and then fill in the data for the Additional Information tab***

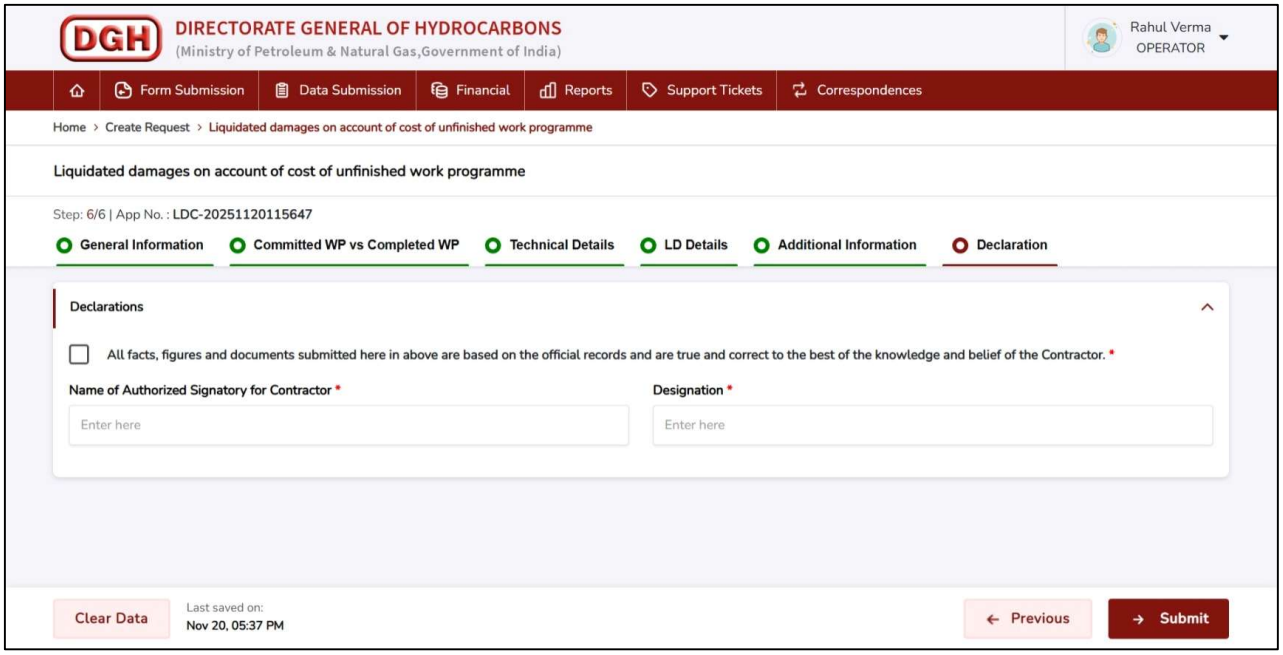



***Figure 9: After filling in the Additional Information Tab, click on the "Save and Next" button and then fill in the data for the Declaration tab***

# 5. Submission of Site Restoration Plan/Abandonment Plan

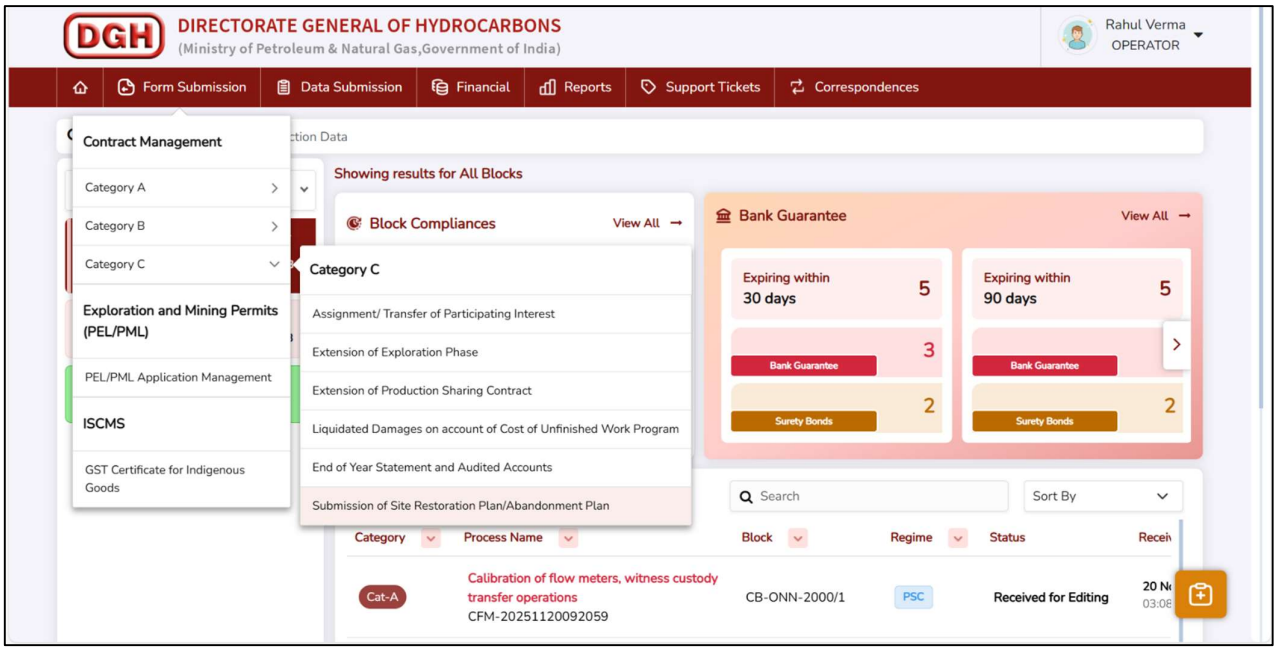



***Figure 1: Select the Submission of Site Restoration Plan/Abandonment Plan from the Category C dropdown***

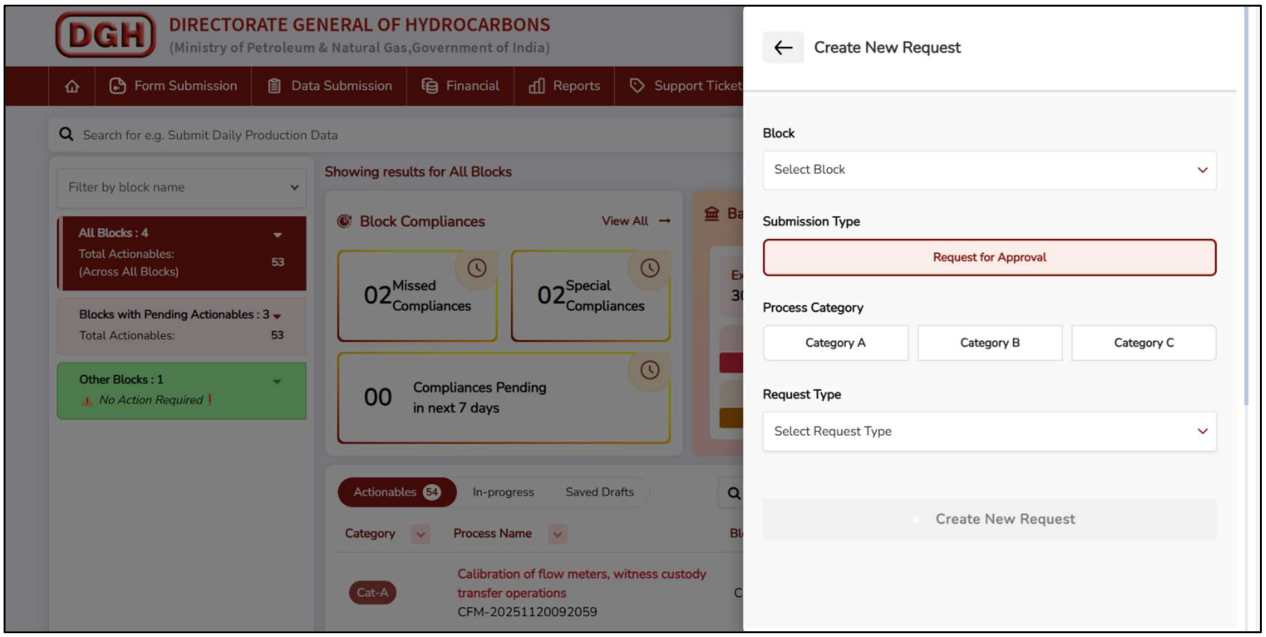



***Figure 2: Create New Request to fill in a New Application***

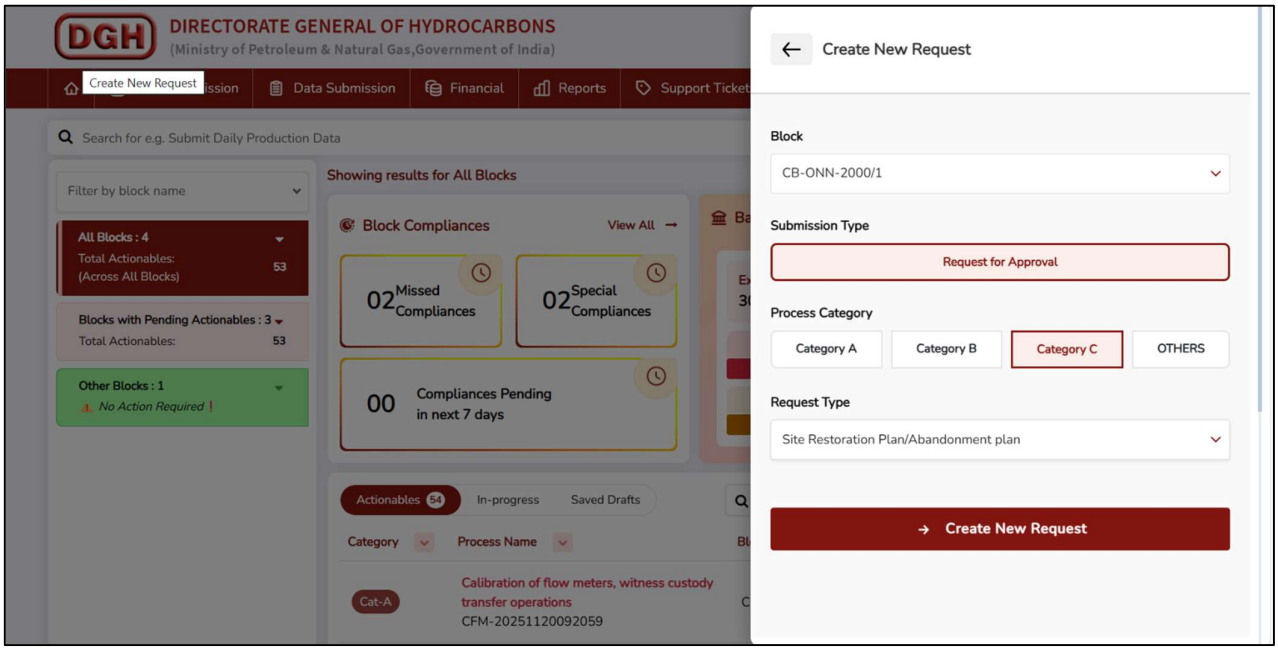



***Figure 3: Select the Block, Submission Type, Process Category and Request Type and click Create New Request***

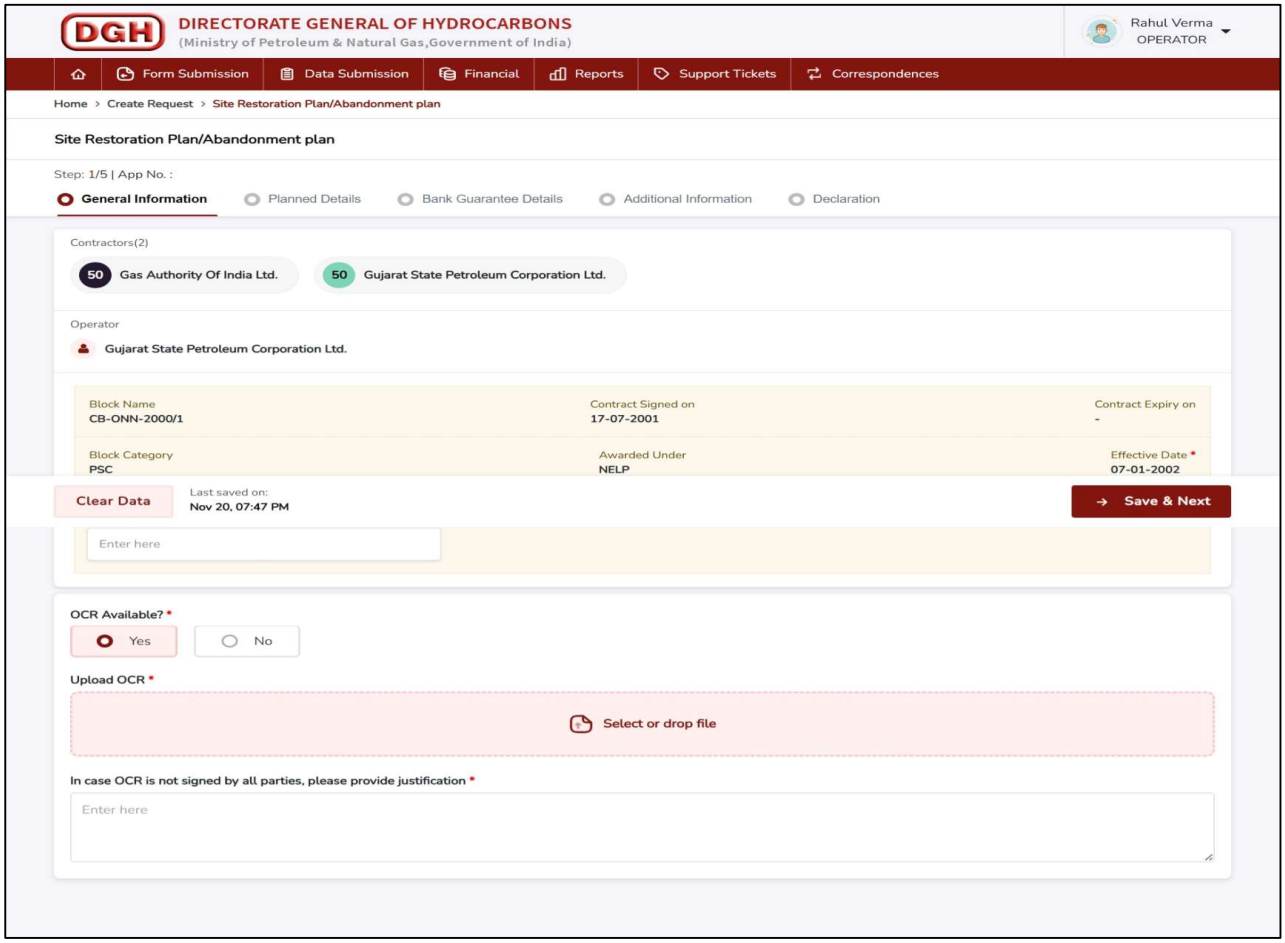



***Figure 4: After Clicking on Create New Request, the user will be directed to the Submission of Site Restoration Plan/ Abandonment Plan***

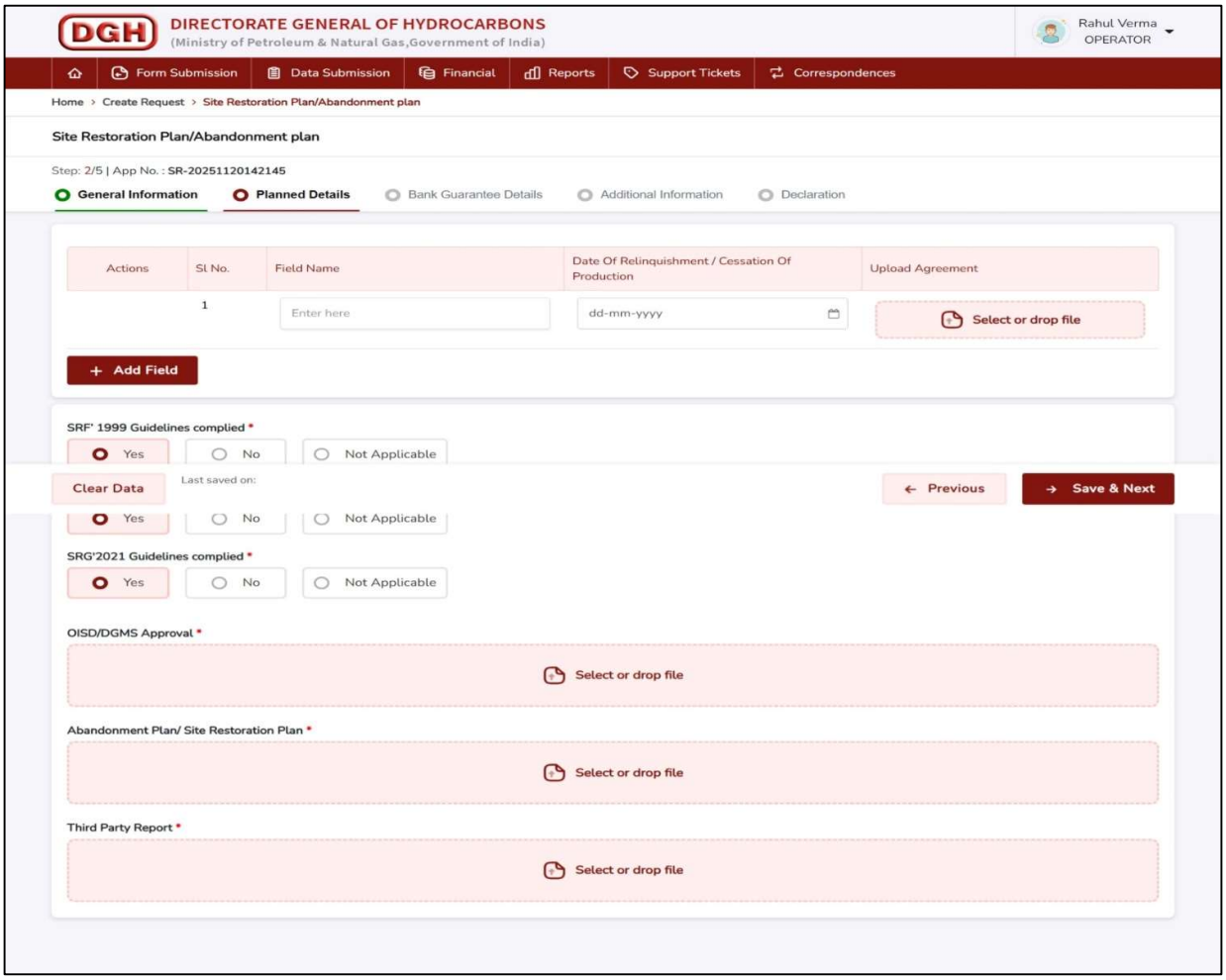



***Figure 5: After filling in the General Information Tab, click on the "Save and Next" button and then fill in the data for the Planned Details***

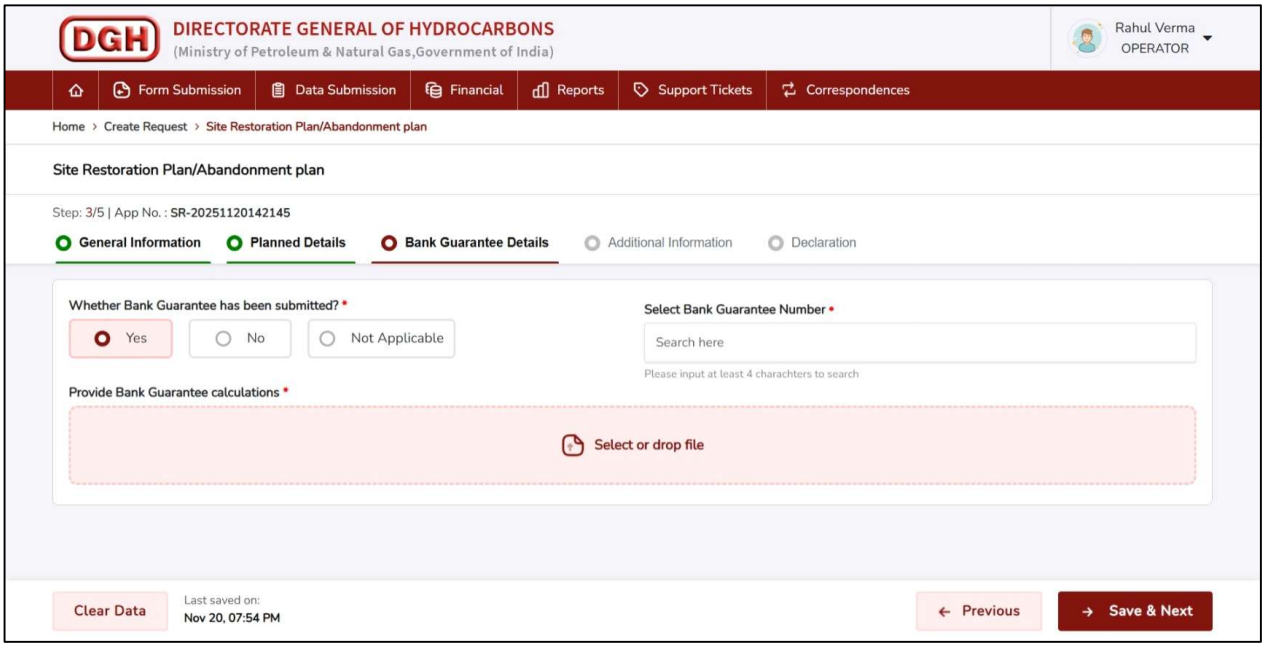



***Figure 6: After filling in the Planned Details Tab, click on the "Save and Next" button and then fill in the data for the Bank Guarantee Details tab***

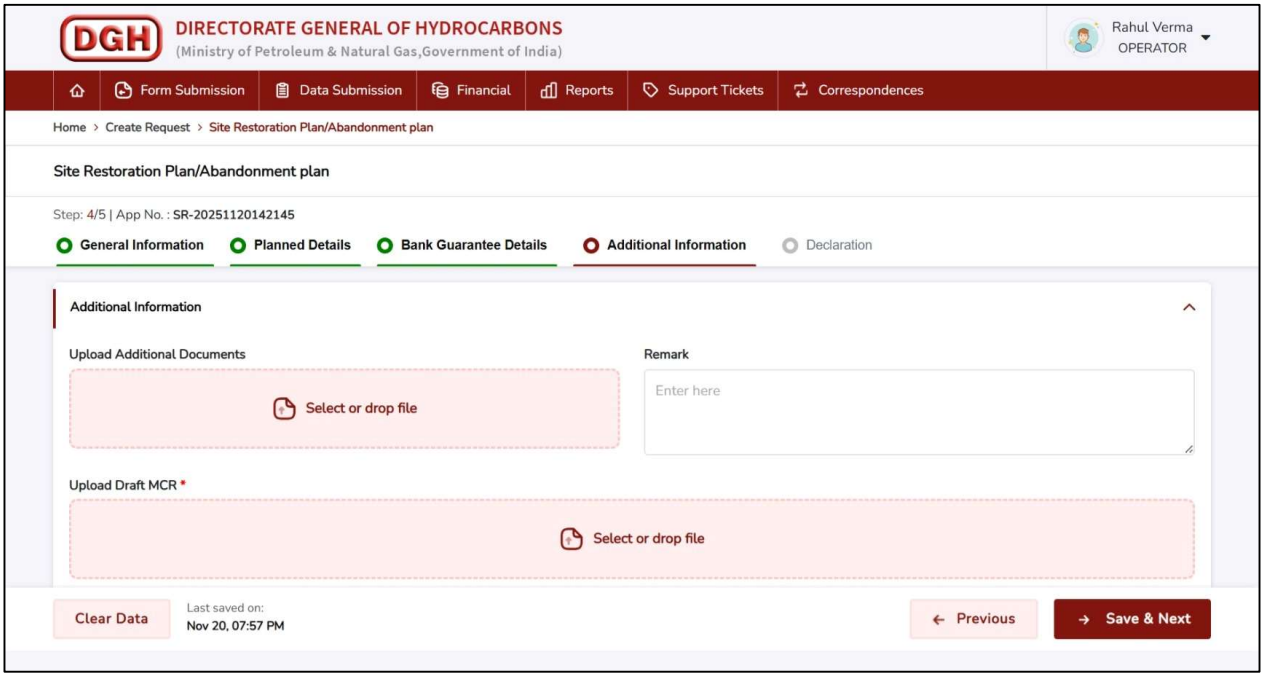



***Figure 7: After filling in the Bank Guarantee Details Tab, click on the "Save and Next" button and then fill in the data for the Additional Information tab***

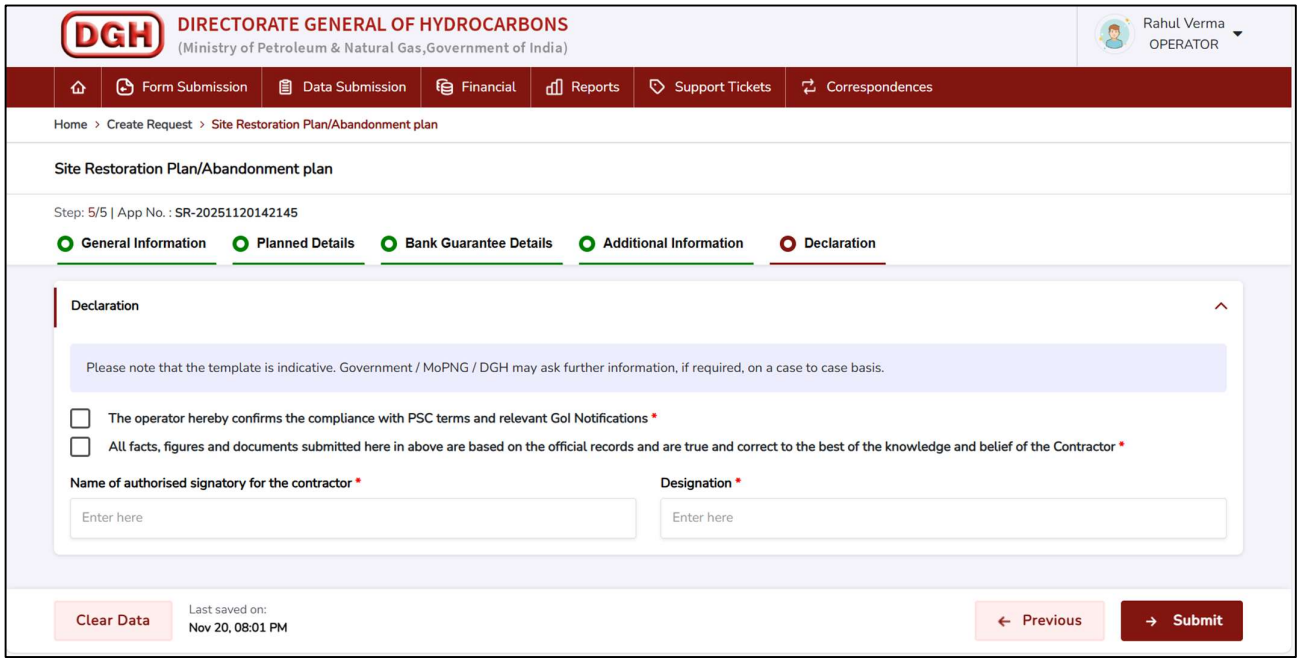



***Figure 8: After filling in the Additional Information Tab, click on the "Save and Next" button and then fill in the data for the Declaration tab***

# Confirm Submission

A popup will appear to ask for the confirmation to “Submit” the form. Click on “Submit” to send your request for approval.

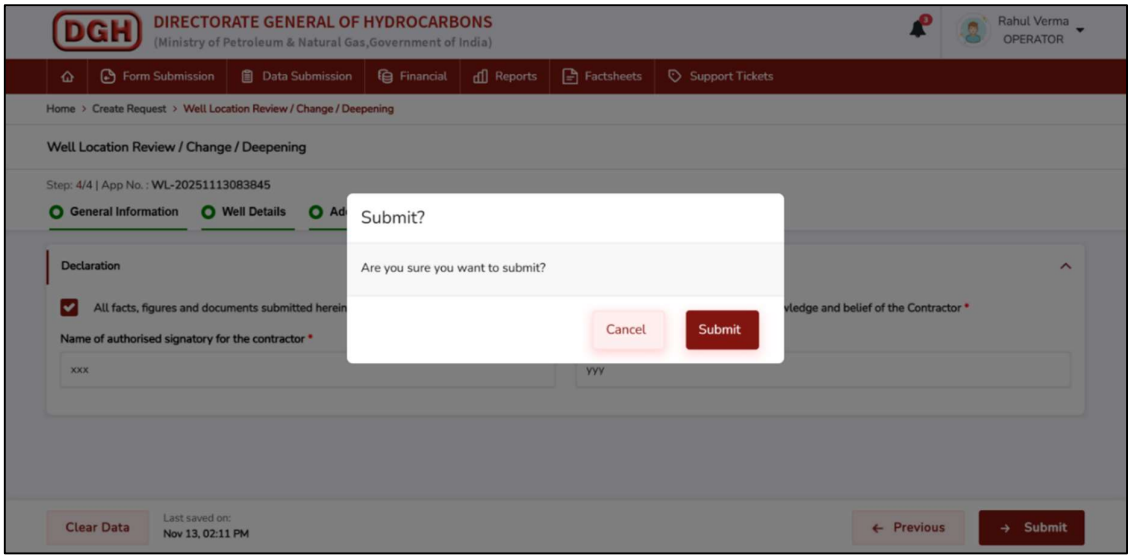



***Figure: Click on Submit***

## Final Submission, Download DGH Letter and Go to All Requests

- After the Successful Submission of the form, a **“Success”** message will appear confirming that the request has been sent for approval.
- The user can download the DGH Letter by clicking on **the “Download DGH Letter”** button, after the successful submission of the form.
- The user can click on the **“Go to all Requests”** button to navigate through the landing page after the form submission.

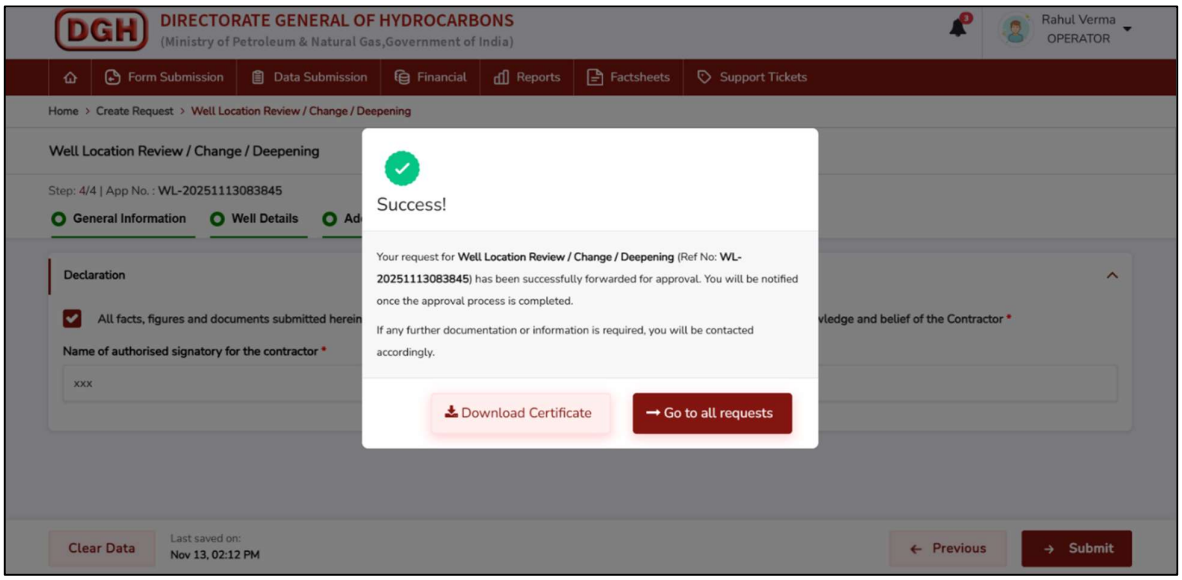
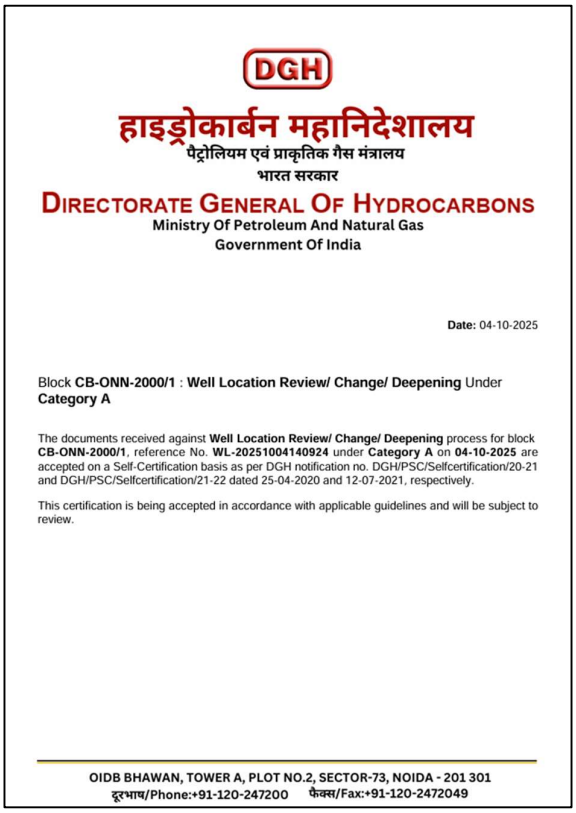



***Figure: Success Message will appear along with the "Download DGH Letter" and "Go to all Requests"***



DGH

हाइड्रोकार्बन महानिदेशालय

पैट्रोलियम एवं प्राकृतिक गैस मंत्रालय

भारत सरकार

DIRECTORATE GENERAL OF HYDROCARBONS

Ministry Of Petroleum And Natural Gas

Government Of India

**Date:** 04-10-2025

Block **CB-ONN-2000/1** : **Well Location Review/ Change/ Deepening** Under **Category A**

The documents received against **Well Location Review/ Change/ Deepening** process for block **CB-ONN-2000/1**, reference No. **WL-20251004140924** under **Category A** on **04-10-2025** are accepted on a Self-Certification basis as per DGH notification no. DGH/PSC/Selfcertification/20-21 and DGH/PSC/Selfcertification/21-22 dated 25-04-2020 and 12-07-2021, respectively.

This certification is being accepted in accordance with applicable guidelines and will be subject to review.

OIDB BHAWAN, TOWER A, PLOT NO.2, SECTOR-73, NOIDA - 201 301

दूरभाष/Phone:+91-120-247200 फैक्स/Fax:+91-120-2472049

***Figure: DGH Letter Format***

## Track Request Status

- The overview/status page shows your request details, including reference number, block, contractors, submission date, and status.
- Track progress, see queries, or download the certificate from here.
- The dashboard will reflect your process as **"Pending with DGH"** or similar status.

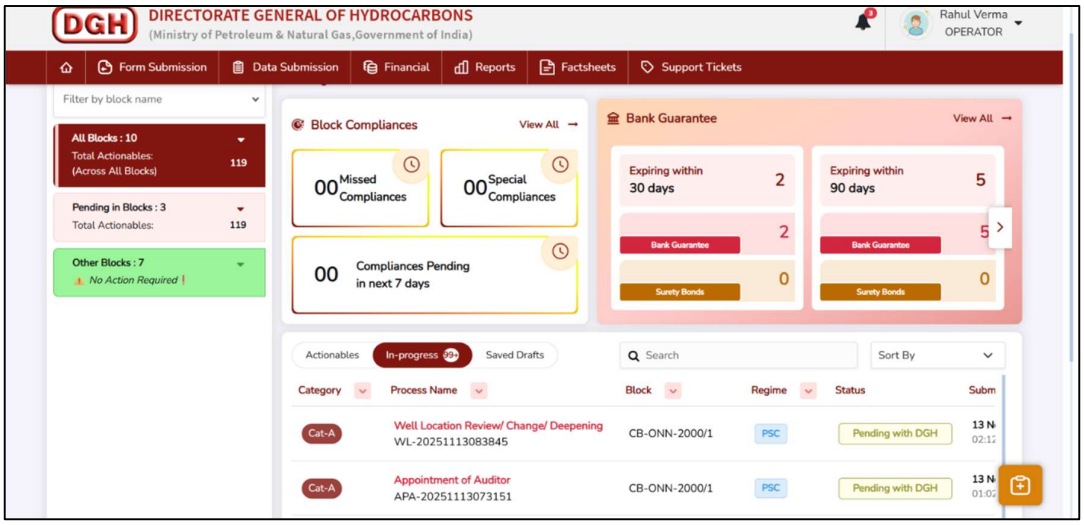



***Figure: After Clicking on "Go to All Requests", the user will be directed to the operator landing Page. Therefore, the user can access the submitted application from the "In-Progress" tab.***

## Recall Request

- You can **Recall a submitted request** only if the nodal officer has not taken any action on the request.
- Once any action is taken by the nodal officer (review, approval, or query), the recall option is disabled, and the form **cannot** be recalled.
- The recall feature enables the user to edit and resubmit your application if the user notice errors or wishes to make changes before the nodal officer reviews it.

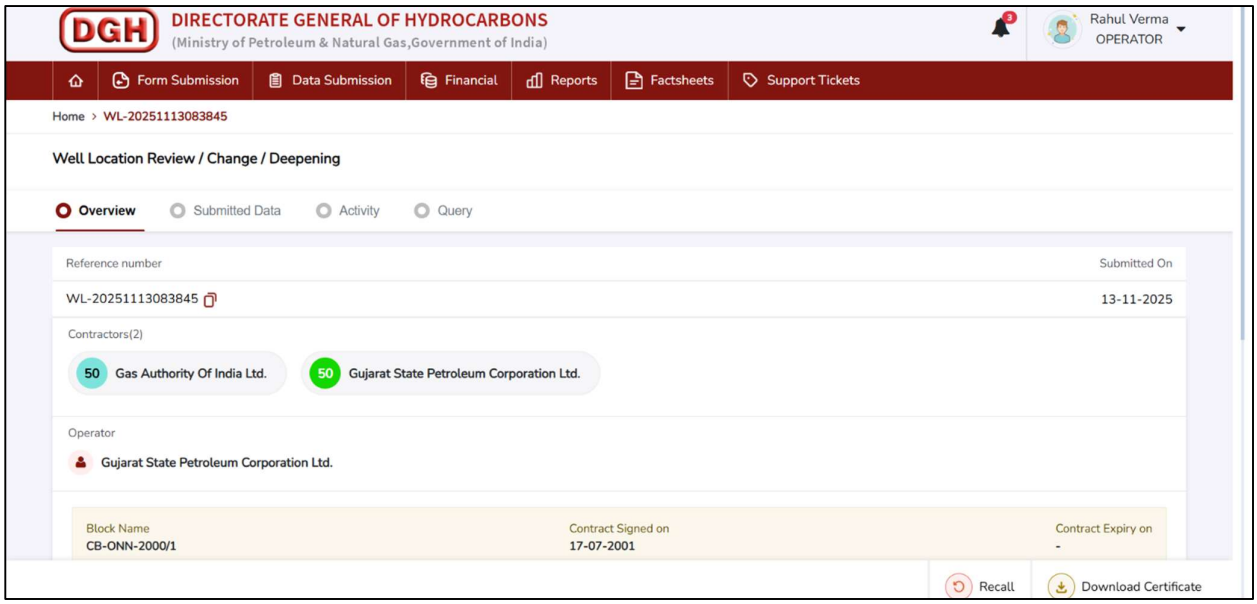



***Figure: The submitted application can be recalled by clicking on the "Recall" button if any action has not been taken from the Nodal Department of DGH.***

# Response to Additional Information Required by DGH

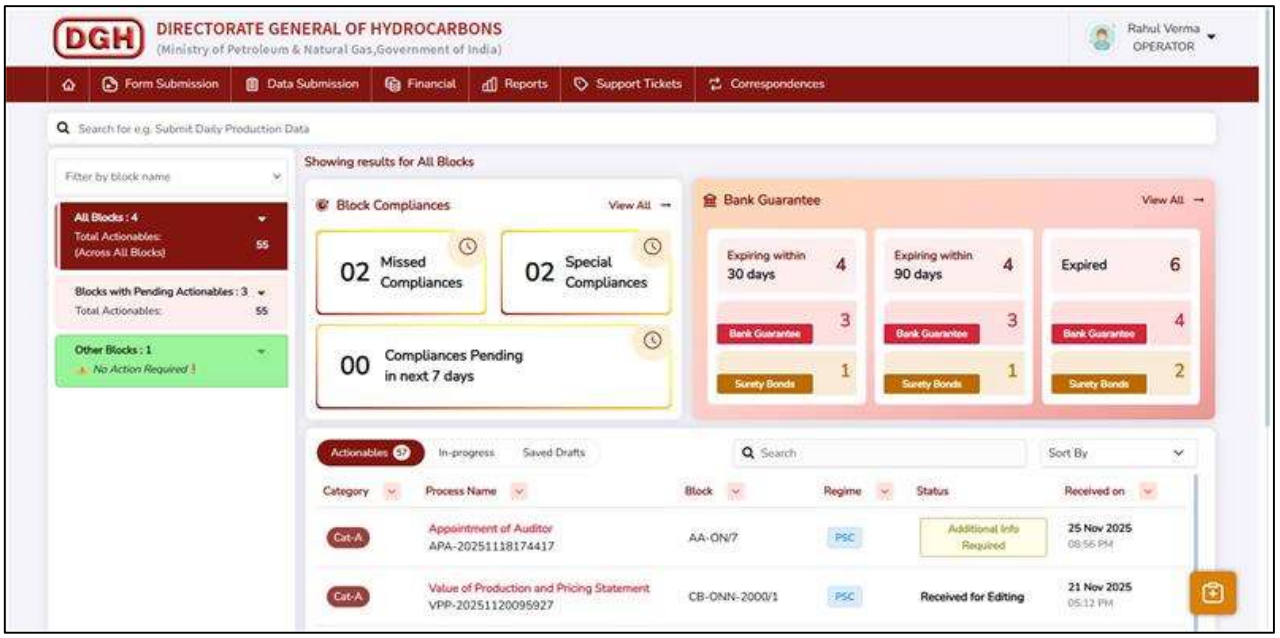



***Figure 1: Operator landing page***

The Operator dashboard displays the status as "Additional Information Required," under Actionable Table highlighting items waiting for operator response.

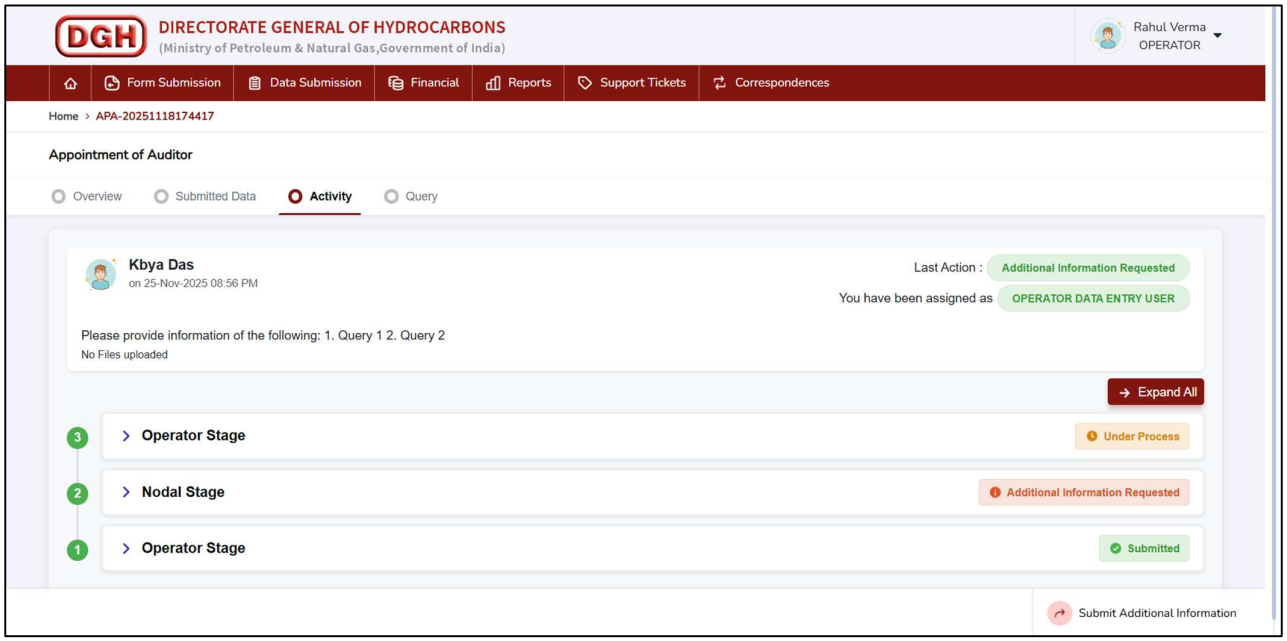



***Figure 2: Application View***

The operator can checks the activity and query tabs to see exactly what information has been asked by DGH.

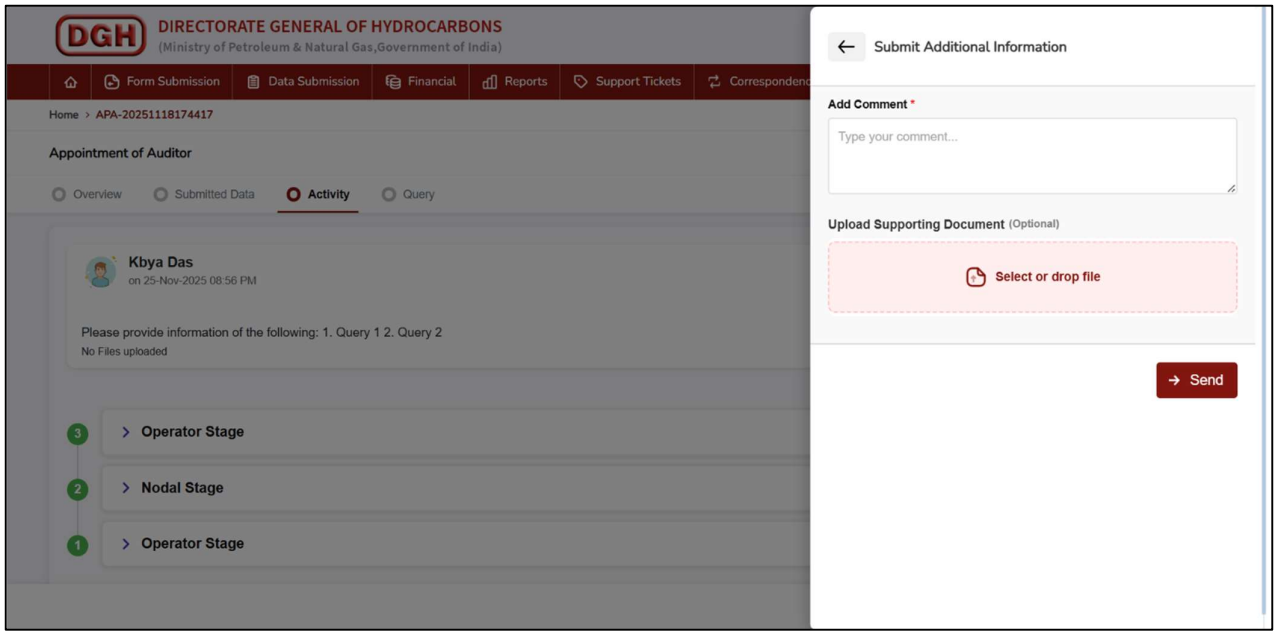



***Figure 3: Operator response flyout***

The operator accesses the DGH portal and sees the request for additional information with an option to add comment/response and upload supporting documents.

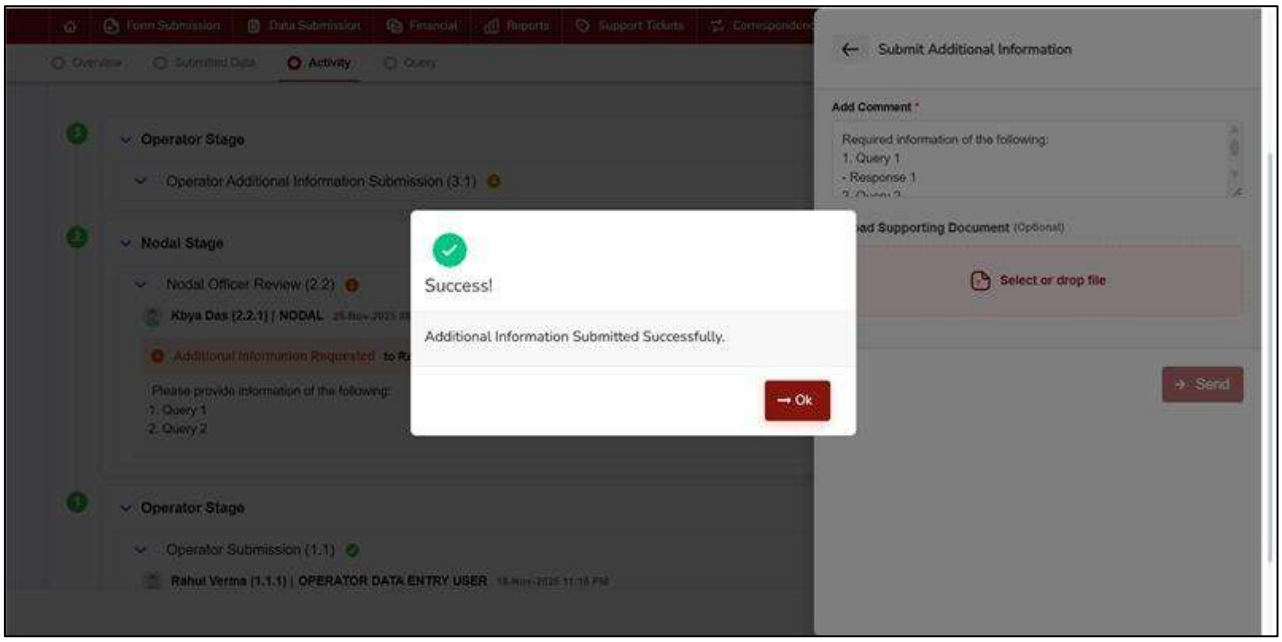



***Figure 4: Success message***

The operator submits the required documents and comments, and a success message confirms that additional information has been sent to the nodal officer.

# Operators Edit Stage

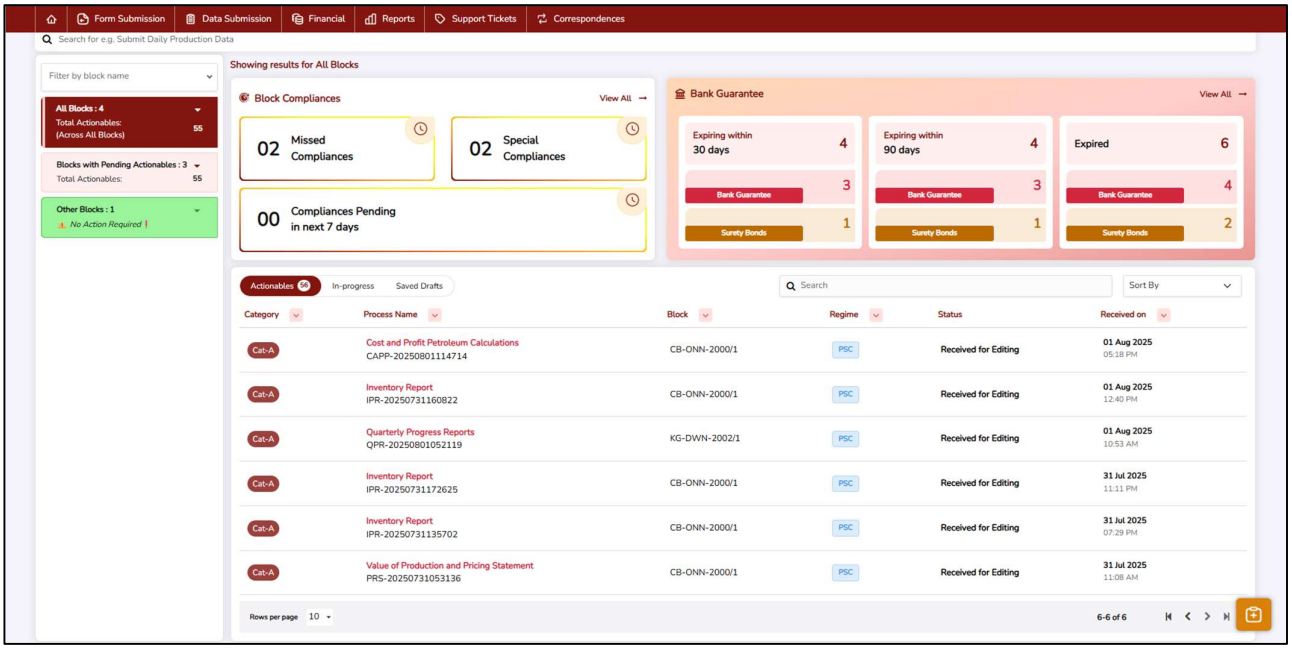



***Figure 1: Operator Landing Page***

This page shows the operator edit stage in the DGH portal, where operators can modify and resubmit applications sent back by nodal officers for corrections or additional details.

If the nodal or HOD reviewer finds issues in a submitted application (such as with the inventory report or flow meter calibration), the application is returned to the operator in edit mode, allowing necessary updates before final submission.

# Technical Meeting - Appraisal Programme and Field Development Plan

This screen allows the operator to initiate the submission of additional information requested by DGH by clicking "Submit Additional Information" for the specific application and block.

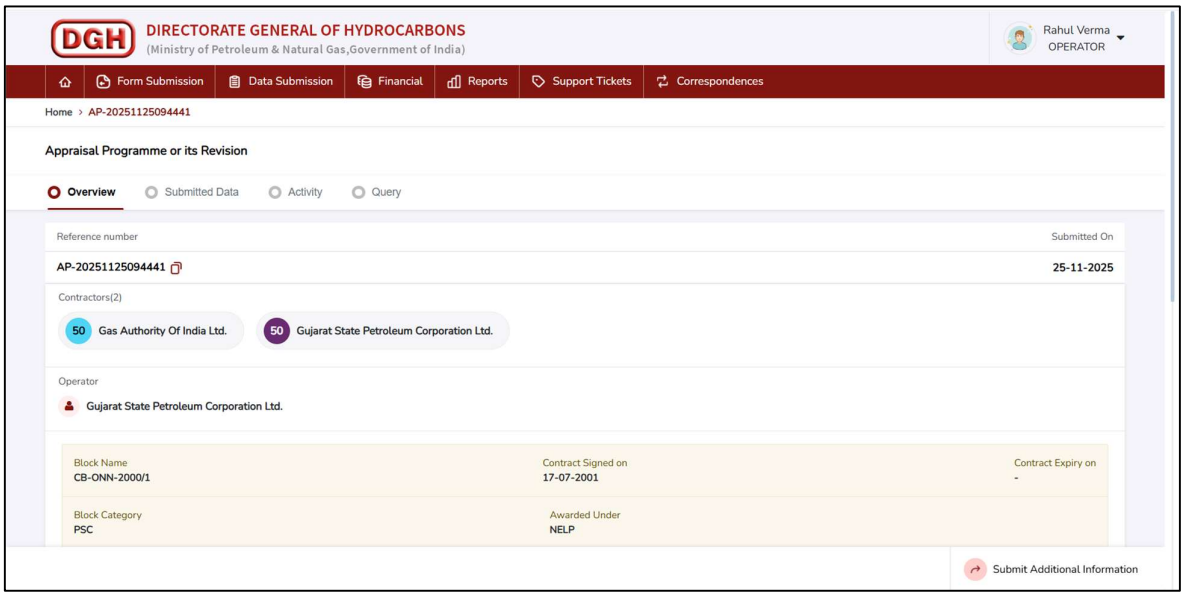



***Figure 1: Application View for Submission of Additional Information***

While providing Additional Information to the Nodal Officer, the Operator was given the option to specify the Meeting Date and Time for the Technical Meeting and upload some supporting document(s), if required.

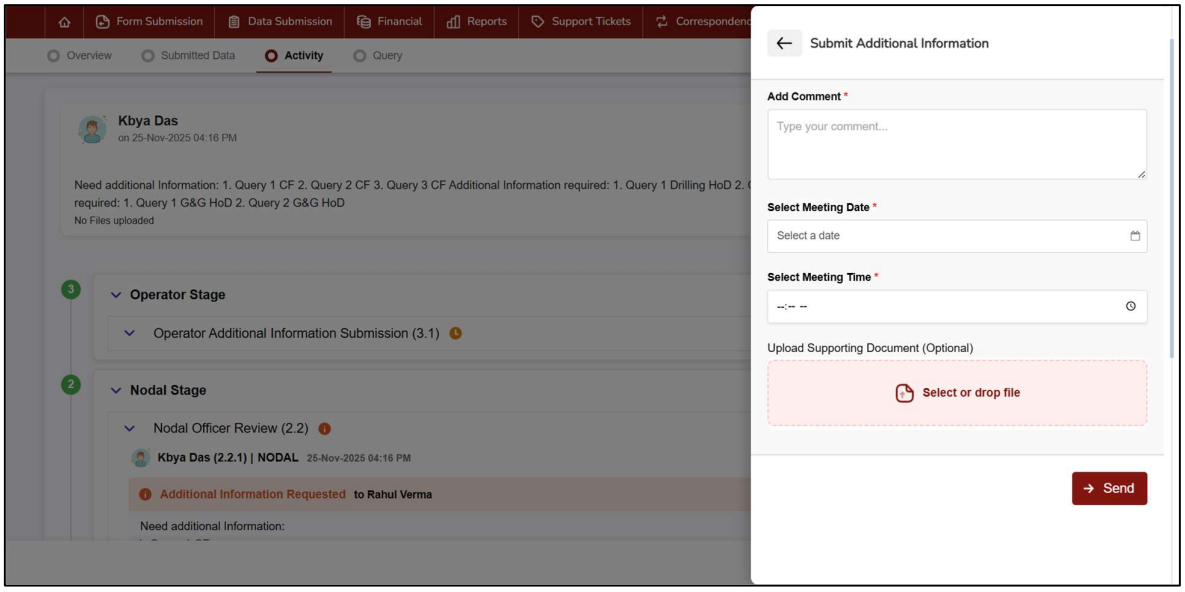



***Figure 2: Additional Information Response Flyout with Technical Meeting Date and Time submission***

Following the Technical Meeting, the Operator received a request from the Nodal Officer to submit an updated technical meeting response.

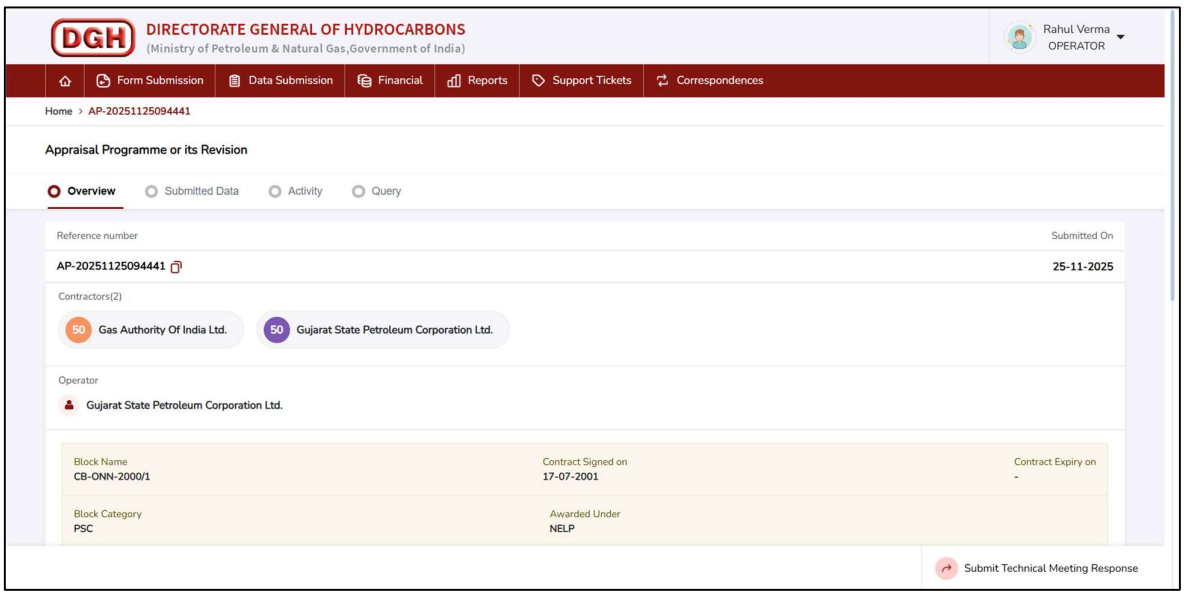



***Figure 3: Application View for Technical Meeting Response Submission***

Upon clicking Submit Technical Meeting Response, the Operator is presented with the Technical Meeting Response Flyout, where updated information from the Technical Meeting must be provided. It is mandatory for the Operator to enter a comment and upload the updated response document.

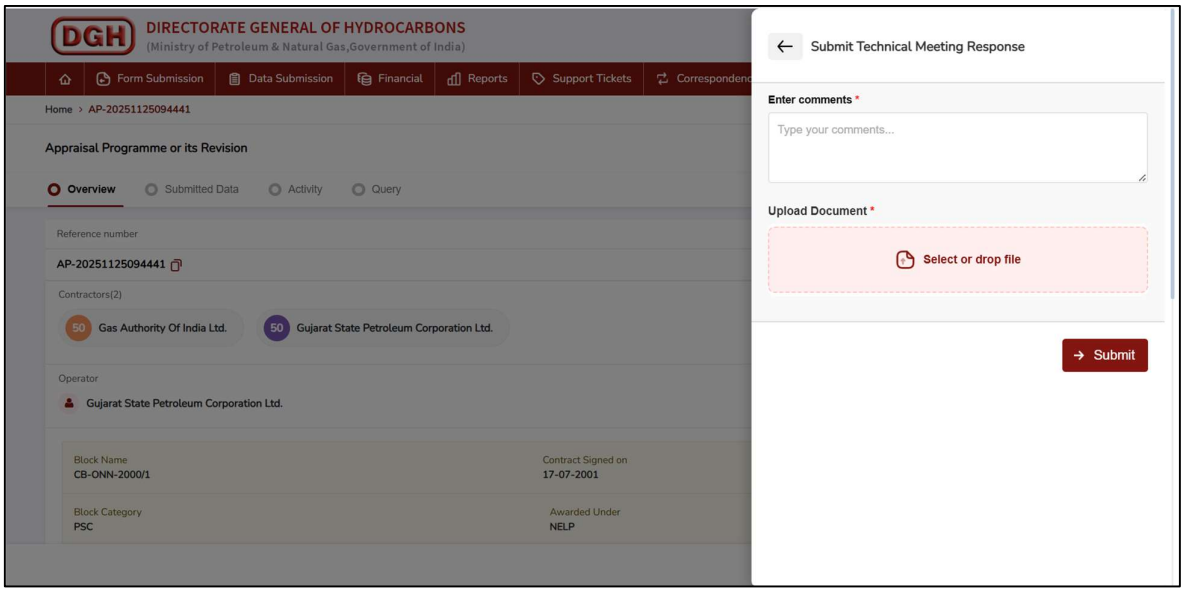



***Figure 4: Technical Meeting Response Submission view***