

Integrated Management System
Operator Manual
(Phase-1)

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Login to DGH Integrated Management System

User ID *

rahulverma

Password *

Forgot Password?

bge76

Enter the text from the image

bge76

Login

Don't have Account? Register As

Operator DGH Employee

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).

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Placeholder image. License needed for original.

Placeholder image. License needed for original.

Placeholder image. License needed for original.

Placeholder image. License needed for original.

Track status of existing request

← MFA

Multi-Factor Authentication

Select a method to receive your verification code

Send via Email 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.

The screenshot displays the login interface for the Directorate General of Hydrocarbons (DGH) Integrated Management System. The background features an offshore oil rig. A central login form is overlaid, containing fields for 'User ID', 'Password', and a CAPTCHA. A 'Login' button is at the bottom of the form. To the right, a 'Multi-Factor Authentication' (MFA) modal is open, indicating that a verification code has been sent via email. It includes a text input for the '6-digit OTP', a 'Verify' button, and a 'Resend Code (wait 26s)' link. A 'Go Back' link is also present in the MFA modal.

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

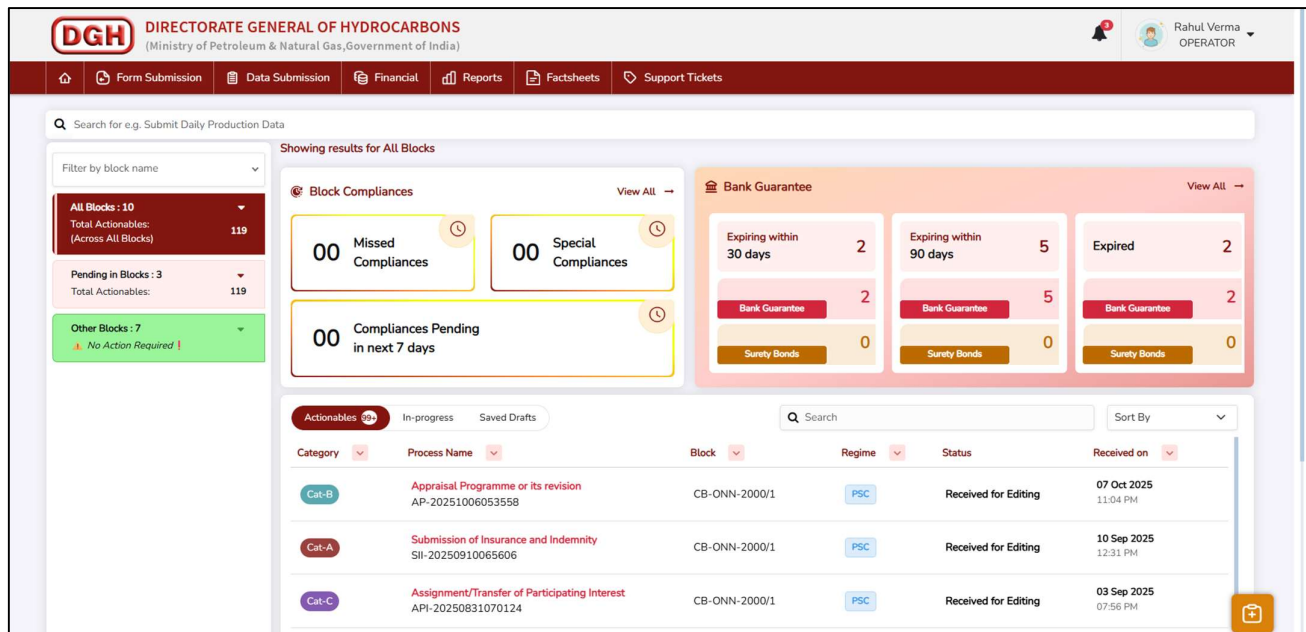


Figure 1: Operator Landing Page

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

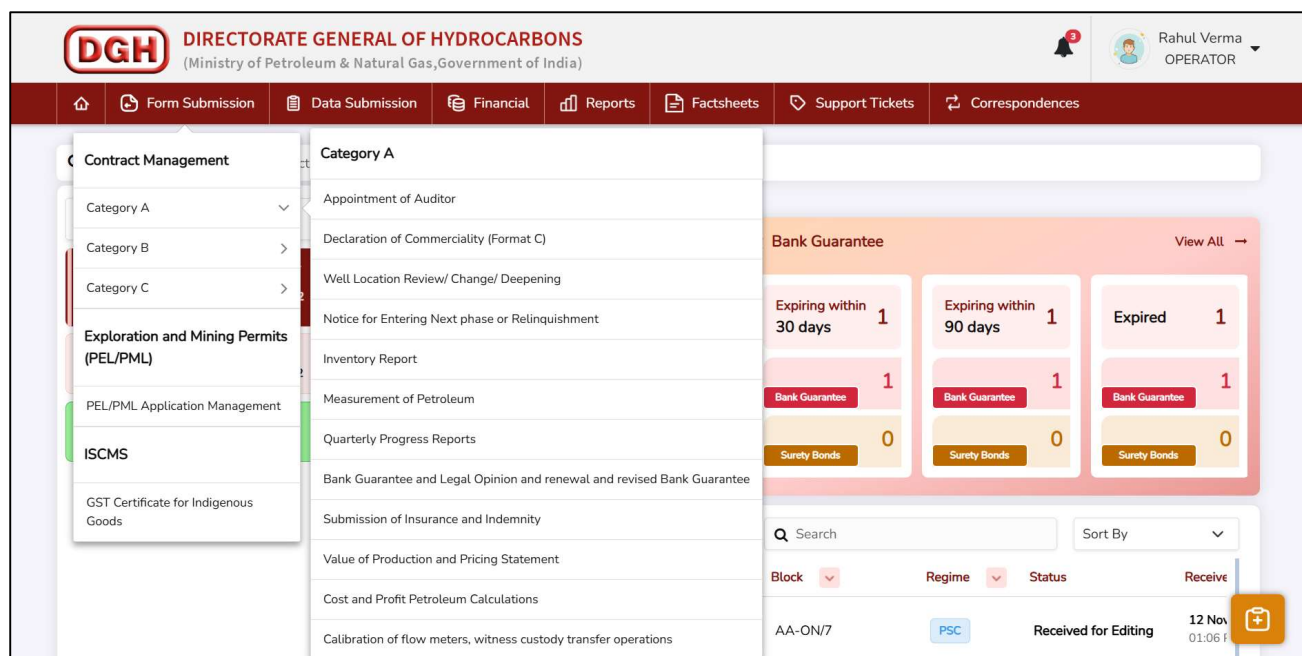


Figure 1: Form Submission->Contract Management->Category A Processes

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.

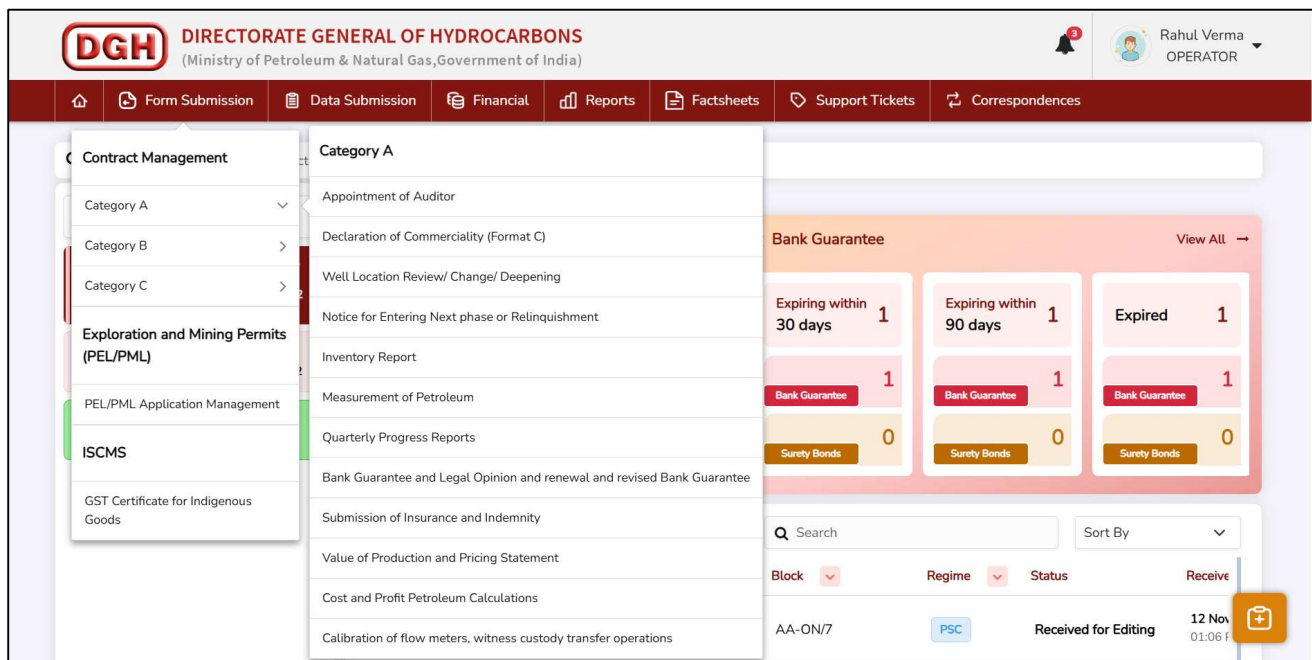


Figure 2: Select the Appointment of Auditor from the Category A dropdown

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.

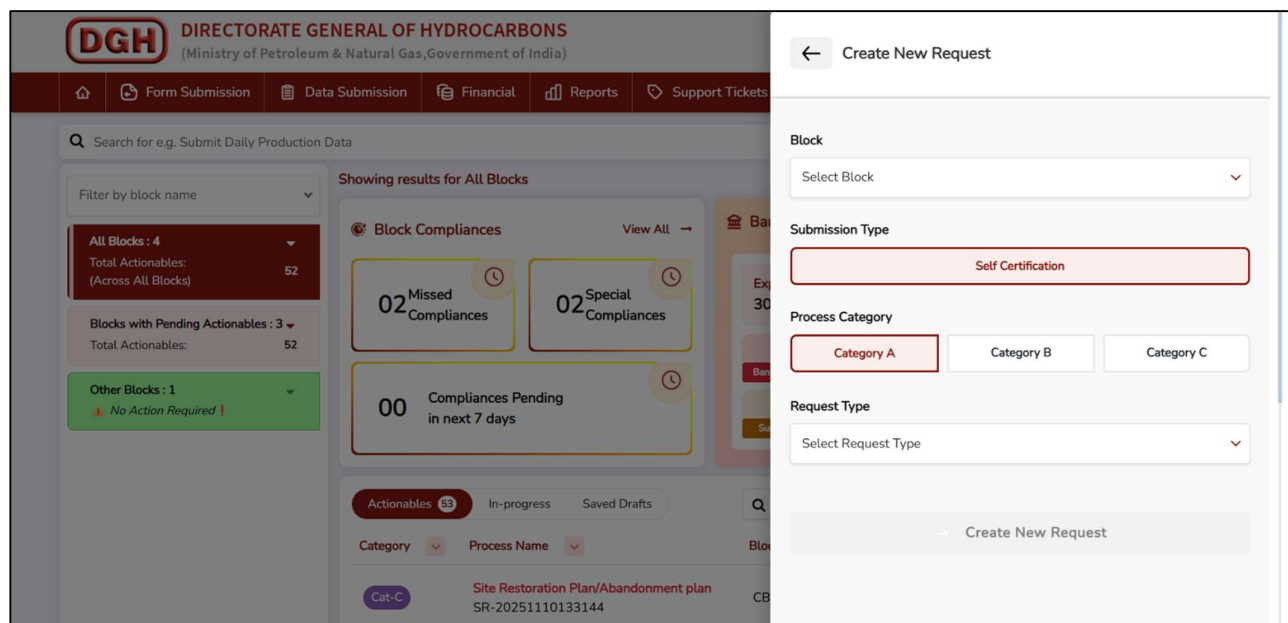


Figure 3: Select the Appointment of Auditor from the Category A dropdown

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**.

Appointment of Auditor

Step: 1/4 | App No. :

☒ General Information ☐ Auditor Details ☐ Additional Information ☐ Declaration

Contractors(2)

50 Gujarat State Petroleum Corporation Ltd. 50 Hindustan Oil Exploration Company Ltd.

Operator

Hindustan Oil Exploration Company Ltd.

Block Name CB-ON7	Contract Signed on 12-04-2000	Contract Expiry on -
Effective Date 2000-11-23	Block Category PSC	Awarded Under PRE-NELP

Article Number *

Clear Data Last saved on: Nov 19, 02:10 AM Save & Next

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

General Information Auditor Details Additional Information Declaration

2000-11-23 PSC PRE-NELP

Article Number *

NA

Additional Information

Is OCR Available? *

☐ Yes ☒ No

OCR unavailable reason *

NA

Clear Data Last saved on: Nov 19, 02:10 AM Save & Next

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

General Information Auditor Details Additional Information Declaration

☐ Yes ☒ No NA

List of MC Approved Auditors for past 3 years *

Select or drop file

Sr.No.	Name of Auditors	Audit Period (From Year - To Year)	Documents Uploaded (Scope of Work or Certificate confirming that procurements were made competitively and in compliance with PSC provisions- if any)
1	Spandan	2021-22 - 2023-24	APA-20250819060003.pdf
2	123	2020-21 - 2020-21	IMS test .xlsx

Scope of Work and Other Details

Clear Data Last saved on: Nov 19, 02:10 AM Previous Save & Next

General Information Auditor Details Additional Information Declaration

☐ Yes ☒ No NA

List of MC Approved Auditors for past 3 years *

Select or drop file

RFP_DGH IMS_Co...

Sr.No.	Name of Auditors	Audit Period (From Year - To Year)	Documents Uploaded (Scope of Work or Certificate confirming that procurements were made competitively and in compliance with PSC provisions- if any)
1	Spandan	2021-22 - 2023-24	APA-20250819060003.pdf
2	123	2020-21 - 2020-21	IMS test .xlsx

Clear Data Last saved on: Nov 19, 02:10 AM Previous 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

Sr.No.	Name of Auditors	Audit Period (From Year - To Year)	Documents Uploaded [Scope of Work or Certificate confirming that procurements were made competitively and in compliance with PSC provisions- If any]
1	na	2020-21 - 2021-22	RFP_DGH IMS_Corr2_011020...
2	NA	2021-22 - 2022-23	RFP_DGH IMS_Corr2_011020...
3	Spandan	2021-22 - 2023-24	APA-20250819060003.pdf

Scope of Work and Other Details

Upload Scope of Work *

Select or drop file

Total Fees Payable in INR (Excluding GST and Statutory Levies) *

Audit Period (Financial Years) *

Select From Year Select To Year

Upload a certificate confirming that procurements were made competitively and in compliance with PSC provisions, and provide details thereof *

Select or drop file

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”.

Additional Information

Upload Additional Documents

Select or drop file

Remark

Enter here

MC Meeting required? *

☐ Yes ☒ No

Clear Data Last saved on: Nov 19, 02:12 AM

Previous 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

The screenshot shows the 'Declaration' tab in a web application. The top navigation bar includes links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. Below the navigation bar, there are four tabs: General Information, Auditor Details, Additional Information, and Declaration (which is active). The Declaration section contains two groups of checkboxes. The first group, under the heading 'We certify that, the Appointed Auditor shall report inter-alia about:', includes six unchecked items: Conflict of interest prior to conduct of audit assignment, Related party transaction as per AS-18 and compliance of section 3.1.4 of the accounting procedure by the operator, Issues of Internal control, fixed assets and fraud as per applicable CARO, Quantitative details of oil, gas and condensate as per Schedule III of the Companies Act 2015, Non-Compliance of PSC provisions in respect of procurement of material & services, and Costs to be disallowed as per PSC provisions. The second group, under the heading 'We also certify that, as part of audit report, the audit shall validate:', includes two unchecked items: Computation and remittance of License fee, Royalty on oil & gas and Govt. share of Profit Petroleum (PP), along with IM/PTRR and notional tax calculation, if applicable, and Invoice wise Sales/Revenue schedule and its valuation as per PSC provisions & Government of India notifications, if applicable. Further to be ensured that, amount charged in any form from the customer should be duly accounted in the books of accounts, & accordingly PP to be paid, if any. At the bottom of the form, there is a 'Clear Data' button, a 'Last saved on: Nov 19, 02:13 AM' timestamp, and 'Previous' and 'Submit' buttons.

The screenshot shows the 'Declaration' tab in a web application, with all checkboxes now checked. The top navigation bar and tabs are the same as in the previous screenshot. The Declaration section now shows six checked items: Computation and remittance of License fee, Royalty on oil & gas and Govt. share of Profit Petroleum (PP), along with IM/PTRR and notional tax calculation, if applicable; Invoice wise Sales/Revenue schedule and its valuation as per PSC provisions & Government of India notifications, if applicable. Further to be ensured that, amount charged in any form from the customer should be duly accounted in the books of accounts, & accordingly PP to be paid, if any; Revenue taking into consideration should be in pursuant to Accounting Standard and Guidance Notes issued by ICAI; In addition to the above, the Auditor is to provide a certificate that they have satisfied themselves regarding procurements having been made competitively and as per the PSC provisions; This is to certify that above auditor is not or has not been appointed for a consecutive period of three years including the past appointments and there is no conflict of interest; and All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor. Below the checkboxes, there is a blue box with the text: 'Please note that the template is indicative. Government / MoPNG / DGH may ask further information, if required, on a case to case basis.' Underneath this, there are two input fields: 'Name of authorised signatory for the contractor' and 'Designation'. Both fields have 'Enter here' placeholder text and are marked with a red asterisk. A red error message 'Name of authorised is required' is visible below the name field. At the bottom of the form, there is a 'Clear Data' button, a 'Last saved on: Nov 19, 02:13 AM' timestamp, and 'Previous' and 'Submit' buttons.

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.

The screenshot displays the DGH (Directorate General of Hydrocarbons) IMS portal. The main interface shows a dashboard with various compliance metrics and a table of actionables. On the right, a modal window titled 'Create New Request' is open, allowing users to initiate a new request. The form fields in the modal are as follows:

- Block:** A dropdown menu with 'CB-ONN-2000/1' selected.
- Submission Type:** A button labeled 'Self Certification'.
- Process Category:** Radio buttons for 'Category A' (selected), 'Category B', 'Category C', and 'OTHERS'.
- Request Type:** A dropdown menu with 'Declaration of Commerciality (Format C)' selected.
- Create New Request:** A large red button at the bottom of the modal.

The background dashboard includes a search bar, filters for block names, and a table of actionables with columns for Category, Process Name, and Block.

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:

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Declaration of Commerciality (Format C)

Declaration of Commerciality (Format C)

Step: 1/6 | App No.:

General Information | Discovery Details | Well Details | Infrastructure and Techno-Economics | Additional Information | Declaration

Contractors(2)

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name CB-ONN-2000/1	Contract Signed on 17-07-2001	Contract Expiry on -
Block Category PSC	Awarded Under NELP	

Reference to PSC Article No. * Area of Block(Sq. Km) *

Clear Data Last saved on: Nov 20, 07:31 AM Save & Next

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:

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Declaration of Commerciality (Format C)

Declaration of Commerciality (Format C)

Step: 2/6 | App No. :

General Information **Discovery Details** Well Details Infrastructure and Techno-Economics Additional Information Declaration

Basic Details

Name of discovery considered *
Enter here

Notification Date of Latest Discovery *
dd-mm-yyyy

Potential Commercial Interest Submission Date *
dd-mm-yyyy

Hydrocarbon type in the discovery *
Select an option

Whether appraisal needed? *
☒ Yes ☐ No

Details of discovery

Clear Data Last saved on: Nov 20, 07:31 AM Previous Save & Next

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:

DGH

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma

OPERATOR

Form Submission

Data Submission

Financial

Reports

Support Tickets

Correspondences

Home > Create Request > Declaration of Commerciality (Format C)

Declaration of Commerciality (Format C)

Step: 3/6 | App No. :

General Information

Discovery Details

Well Details

Infrastructure and Techno-Economics

Additional Information

Declaration

Details of well 1

Well name/Well no. *

Enter here

Provide details of Zone and Perforated Interval tested *

Select or drop file

Well wise and zone wise petrophysical summation table incorporating gross thickness, pay thickness, porosity and water saturation with cutoff *

Select or drop file

Clear Data

Last saved on:
Nov 20, 07:31 AM

Previous

Save & Next

DGH

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma

OPERATOR

Form Submission

Data Submission

Financial

Reports

Support Tickets

Correspondences

General Information

Discovery Details

Well Details

Infrastructure and Techno-Economics

Additional Information

Declaration

Provide Results of Formation Evaluation Test (MDT/XPT/RFT) (if any); Zone Thickness

Select or drop file

Results of conventional testing including DST (if any)

Select or drop file

Provide details of Production Rate (Oil, Gas Condensate and Water) with Various Choke Sizes

Select or drop file

Reservoir Pressure and Temperature Details

Select or drop file

Well Productivity Index/AOFP Details

Clear Data

Last saved on:
Nov 20, 07:31 AM

Previous

Save & Next

The figure displays two screenshots of the 'Well Details' tab in a software application. The top screenshot shows the 'Well Productivity Index/AOFP Details' section, which contains five file upload fields for: 'Well Productivity Index/AOFP Details', 'Pressure Transient and Surveillance Studies, Interpretation Analysis and Reports', 'Fluid Properties/PVT properties *', 'Results of routine and special core analysis undertaken', and 'Fluid contact (if any)'. The bottom screenshot shows the 'Pressure Transient and Surveillance Studies, Interpretation Analysis and Reports' section, which contains four file upload fields for: 'Pressure Transient and Surveillance Studies, Interpretation Analysis and Reports', 'Fluid Properties/PVT properties *', 'Results of routine and special core analysis undertaken', and 'Fluid contact (if any)'. Both screenshots include a top navigation bar with icons for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. A left sidebar contains tabs for General Information, Discovery Details, Well Details (selected), Infrastructure and Techno-Economics, Additional Information, and Declaration. The bottom status bar includes a 'Clear Data' button, 'Last saved on: Nov 20, 07:31 AM', 'Previous', and 'Save & Next' buttons.

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:

The screenshot displays the DGH web portal interface. At the top, the header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. A user profile for 'Rahul Verma OPERATOR' is visible in the top right. A navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows 'Home > Create Request > Declaration of Commerciality (Format C)'. The main heading is 'Declaration of Commerciality (Format C)'. Below this, the progress bar indicates 'Step: 4/6 | App No.:'. The tabs are 'General Information', 'Discovery Details', 'Well Details', 'Infrastructure and Techno-Economics' (which is selected), 'Additional Information', and 'Declaration'. The 'Infrastructure and Techno-Economics' section contains two file upload areas, each with a 'Select or drop file' button. At the bottom, there is a 'Clear Data' button, a timestamp 'Last saved on: Nov 20, 07:31 AM', and 'Previous' and 'Save & Next' buttons.

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)

Home > Create Request > Declaration of Commerciality (Format C)

Declaration of Commerciality (Format C)

Step: 5/6 | App No.:

General Information Discovery Details Well Details Infrastructure and Techno-Economics **Additional Information** Declaration

Additional Information

Upload Supporting Data and/or Additional Documents [Formation Evaluation Reports with Control Parameters: RW, A, M & N, Well Completion Reports, Well Logs, Analysis of Hi-Tech Logs (if any), Formation Tester Data/Reports, Core Studies Report (if any)]

Select or drop file

Remark

Enter here

MC Meeting required? *

☐ Yes ☒ No

Clear Data Last saved on: Nov 20, 07:31 AM

Previous Save & Next

Figure 6: Add Additional Information if any

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

Home > Create Request > Declaration of Commerciality (Format C)

Declaration of Commerciality (Format C)

Step: 5/6 | App No.:

General Information Discovery Details Well Details Infrastructure and Techno-Economics **Additional Information** Declaration

Additional Information

Upload Supporting Data and/or Additional Documents [Formation Evaluation Reports with Control Parameters: RW, A, M & N, Well Completion Reports, Well Logs, Analysis of Hi-Tech Logs (if any), Formation Tester Data/Reports, Core Studies Report (if any)]

Select or drop file

Remark

Enter here

MC Meeting required? *

☒ Yes ☐ No

Upload Draft MCR *

Select or drop file

Clear Data Last saved on: Nov 20, 07:31 AM

Previous Save & Next

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.

Form Submission | Data Submission | Financial | Reports | Support Tickets | Correspondences

General Information | Discovery Details | Well Details | Infrastructure and Techno-Economics | Additional Information | **Declaration**

Tick either of the below options to proceed

☐ 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.

☒ 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.

Upload the copy submitted to DGH and Government regarding the discovery information as mentioned in Option B *

Select or drop file

☐ All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Name of authorised signatory for the contractor *

Designation *

Signature/ Digital signature

Select or drop file

Clear Data | Last saved on: Nov 20, 07:31 AM | Previous | Submit

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).

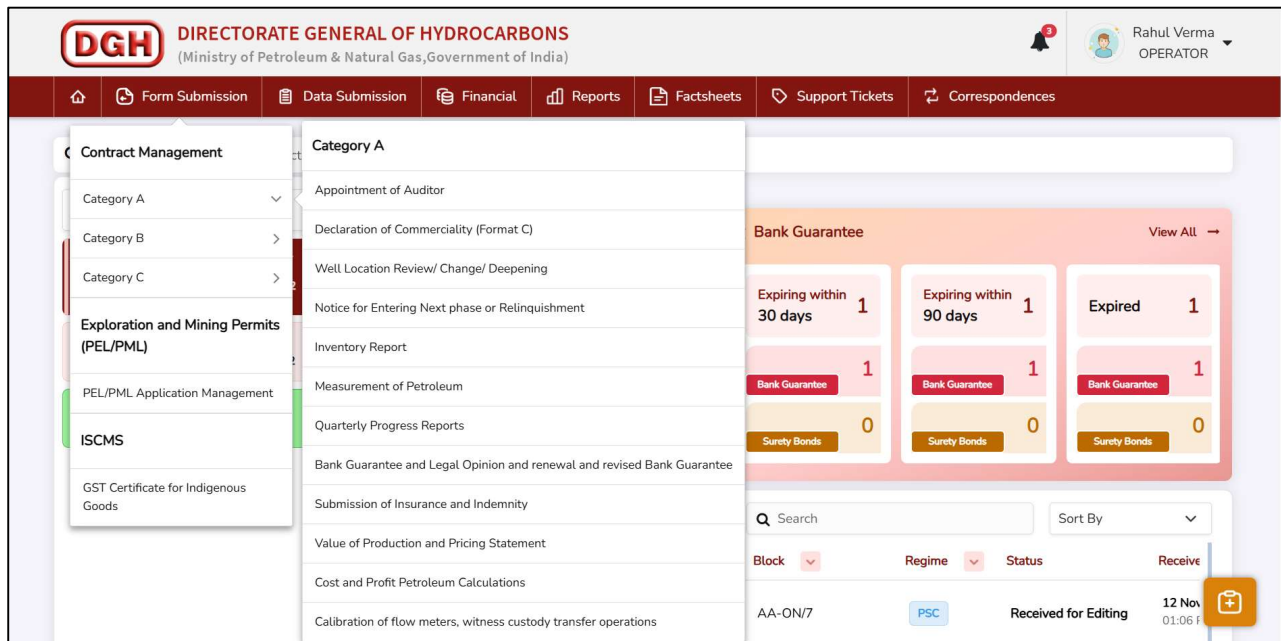


Figure 1: Select the Well Location: Review/Change/Deepening from the Category A dropdown

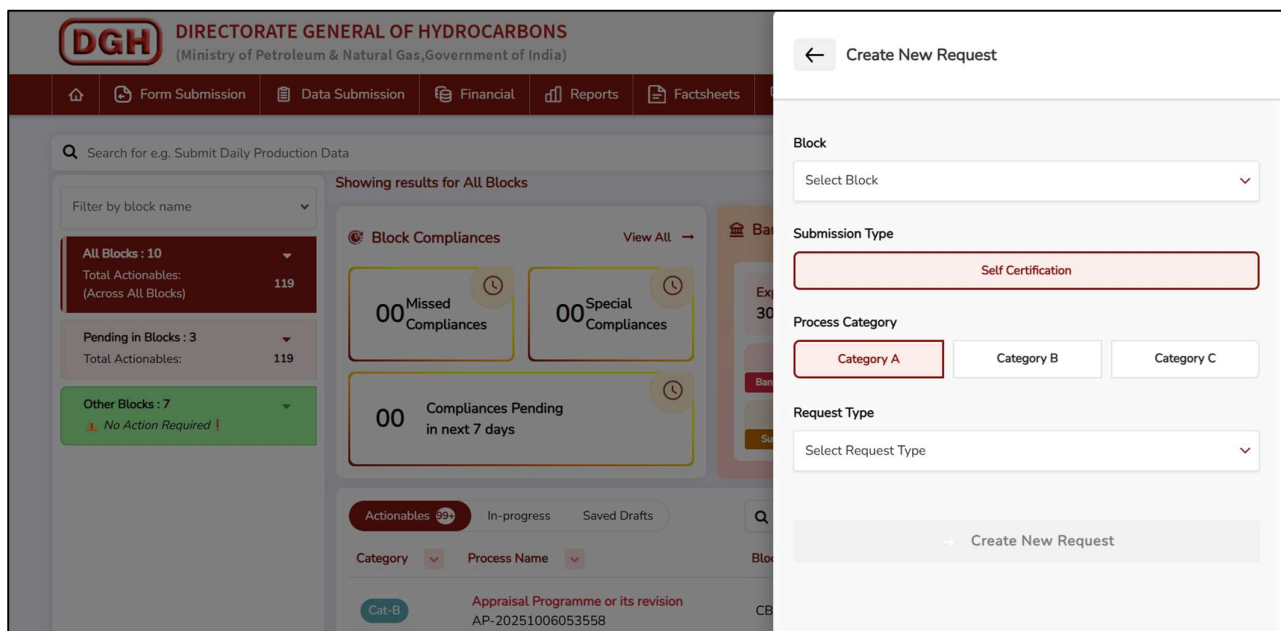


Figure 2: Create New Request to fill in a New Application

The screenshot displays the DGH Directorate General of Hydrocarbons portal. The main navigation bar includes links for Form Submission, Data Submission, Financial, Reports, and Factsheets. A search bar is present at the top. The left sidebar shows filters for block names and actionables. The main content area displays 'Block Compliances' with counts for Missed, Special, and Pending compliances. A modal window titled 'Create New Request' is open on the right, showing the following fields:

- Block:** CB-ON/7
- Submission Type:** Self Certification
- Process Category:** Category A, Category B, Category C
- Request Type:** Well Location Review/ Change/ Deepening

A red button labeled 'Create New Request' is located at the bottom of the modal.

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.

Step: 1/4 | App No. :

General Information Well Details Additional Information Declaration

Contractors(2)

50 Gujarat State Petroleum Corporation Ltd. 50 Hindustan Oil Exploration Company Ltd.

Operator

Hindustan Oil Exploration Company Ltd.

Block Name CB-ON/7	Contract Signed on 12-04-2000	Contract Expiry on -
Block Category PSC	Awarded Under PRE-NELP	

Article Number *

Enter here

Clear Data Last saved on: Nov 13, 01:46 PM Save & Next

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.

DGH DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Well Location Review / Change / Deepening

Well Location Review / Change / Deepening

Step: 2/4 | App No. : WL-20251113081708

General Information Well Details Additional Information Declaration

Well Details

Well Location *

Select an option

Well Location is required

Select and Add Well *

Select an option

+ Add Well

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.

The screenshot shows the DGH (Directorate General of Hydrocarbons) web application interface. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". The user is logged in as "Rahul Verma OPERATOR". The navigation menu includes "Home", "Form Submission", "Data Submission", "Financial", "Reports", "Factsheets", and "Support Tickets". The breadcrumb trail is "Home > Create Request > Well Location Review / Change / Deepening". The main heading is "Well Location Review / Change / Deepening". The step indicator shows "Step: 2/4 | App No. : WL-20251113081708". The tabs are "General Information", "Well Details" (selected), "Additional Information", and "Declaration". The "Well Details" tab is active, showing a "Well Location" dropdown menu with options "Review", "Deepening", and "Change". The "Review" option is selected. The "Well Name" input field is empty, and a red error message "Well Name is required" is displayed below it. A "+ Add Well" button is visible. At the bottom, there are "Clear Data", "Previous", and "Save & Next" buttons. The "Last saved on:" timestamp is "Nov 13, 01:47 PM".

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.

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
Factsheets
Support Tickets
Correspondences

me > Create Request > Well Location Review / Change / Deepening

Well Location Review / Change / Deepening

p: 2/4 | App No.:

General Information
Well Details
Additional Information
Declaration

Well Details

Well Location *
Select and Add Well *
+ Add Well

Deepening
10 B 8

1. Well Name : 10 B 8

Well Type	Current Surface Latitude	Current Surface Longitude
Development	27° 04' 59.1000"N	69° 43' 1.8000"E
Sub Surface Latitude	Sub Surface Longitude	Well Course
27° 04' 59.1000"N	69° 43' 1.8000"E	Vertical

Clear Data
Last saved on: Nov 14, 04:16 PM
Previous
Save & Next

Intended Well Depth TVDss / TVD,m

Well Type *
Development

Upload supporting document of approvals (Exploration/Appraisal/Development Plan) *
Select or drop file

Previously Uploaded supporting document of approvals
No Files uploaded

OCR Available *
Yes
No

Location Deepening

Surface Latitude *	Surface Longitude *
Enter here	Enter here
Sub Surface Latitude *	Sub Surface Longitude *
Enter here	Enter here
Well Course *	Target Well Depth MD / MD(RT/KB),m
Select an option	Enter here
Target Well Depth TVDss / TVD,m	Intended Well Depth MD / MD(RT/KB),m
Enter here	Enter here
Intended Well Depth TVDss / TVD,m	
Enter here	

Expected Geological Objective (Formation/ Prospect/ Reservoir Name) *

Sr.No.	Formation Name	Formation Age	Objective Sand (Formation)	Prospect Name	Prospect Age	Objective Sand (Prospect)
1						

+ Add More

Figure 7: Enter the details and parameters for the Wells

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Well Location Review / Change / Deepening

Well Location Review / Change / Deepening

Step: 3/4 | App No. : WL-20251113083845

General Information Well Details **Additional Information** Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark

Enter here

MC Meeting required? *

☐ Yes ☒ No

Clear Data Last saved on: Nov 13, 02:10 PM Previous Save & Next

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.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Well Location Review / Change / Deepening

Well Location Review / Change / Deepening

Step: 3/4 | App No. : WL-20251113083845

General Information Well Details **Additional Information** Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark

Enter here

MC Meeting required? *

☒ Yes ☐ No

Upload Draft MCR *

Select or drop file

Clear Data Last saved on: Nov 13, 02:10 PM Previous Save & Next

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**.

The screenshot displays the DGH (Directorate General of Hydrocarbons) web portal interface. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". The user is logged in as "Rahul Verma OPERATOR". The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Factsheets, and Support Tickets. The breadcrumb trail shows "Home > Create Request > Well Location Review / Change / Deepening". The main heading is "Well Location Review / Change / Deepening". Below this, the progress bar indicates "Step: 4/4 | App No.: WL-20251113083845". The progress bar has four steps: General Information, Well Details, Additional Information, and Declaration (which is the active step). The Declaration section contains a checkbox with the text "All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *". Below this, there are two input fields: "Name of authorised signatory for the contractor *" and "Designation *", both with "Enter here" placeholder text. At the bottom, there is a "Clear Data" button, a timestamp "Last saved on: Nov 13, 02:11 PM", and "Previous" and "Submit" buttons.

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.

The screenshot displays the DGH (Directorate General of Hydrocarbons) Integrated Management System (IMS) portal. The main interface shows a search bar at the top, a navigation menu with options like 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. Below the navigation menu, there's a section for 'Showing results for All Blocks' with filters for 'All Blocks : 4', 'Blocks with Pending Actionables : 3', and 'Other Blocks : 1'. The main content area displays a table of actions with columns for Category, Process Name, Block, Regime, and Status. The 'Create New Request' form is overlaid on the right side of the screen, showing the following details:

- Block:** CB-ON/7
- Submission Type:** Self Certification
- Process Category:** Category A
- Request Type:** Notice for entering next Phase or Relinquishment
- Create New Request** button

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.

The screenshot shows the DGH Directorate General of Hydrocarbons portal. The user is logged in as Rahul Verma, OPERATOR. The navigation bar includes links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The current page is titled 'Notice for entering next Phase or Relinquishment'. The step indicator shows 'Step: 1/5 | App No.: NENPR-20251120101745'. The 'General Information' tab is selected, showing details for two contractors: Gujarat State Petroleum Corporation Ltd. and Hindustan Oil Exploration Company Ltd. The operator is Hindustan Oil Exploration Company Ltd. The block name is CB-QN7, and the block category is PSC. The contract signed on is 12-04-2000, and the contract expires on 12-04-2000. The awarded under is PRE-NELP. The article number is NA. At the bottom, there is a 'Clear Data' button, a 'Last saved on: Nov 20, 03:47 PM' timestamp, and a 'Save & Next' button.

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.

The screenshot shows the DGH Directorate General of Hydrocarbons portal. The user is logged in as Rahul Verma, OPERATOR. The navigation bar includes links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The current page is titled 'Notice for entering next Phase or Relinquishment'. The step indicator shows 'Step: 2/5 | App No.: NENPR-20251120101745'. The 'Phase/Relinquishment Details' tab is selected, showing a dropdown menu for 'Current Exploration Phase' with options: First, Second, Third. The 'Expiry date for Current Exploration Phase' field is empty. At the bottom, there is a 'Clear Data' button, a 'Last saved on: Nov 20, 03:48 PM' timestamp, and 'Previous' and 'Save & Next' buttons.

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.

The screenshot displays the DGH Directorate General of Hydrocarbons portal. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. A user profile for 'Rahul Verma OPERATOR' is visible in the top right. The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The main content area is titled 'Notice for entering next Phase or Relinquishment' and shows 'Step: 3/5 | App No.: NENPR-20251120101745'. The 'Minimum Work Programme (MWP)' tab is selected, showing two sections: 'Minimum Work Programme Completed' with radio buttons for 'Yes' (selected) and 'No', and 'Whether Bank Guarantee for Next Phase has been submitted' with radio buttons for 'Yes' and 'No' (selected). At the bottom, there are buttons for 'Clear Data', 'Previous', and 'Save & Next', along with a timestamp 'Last saved on: Nov 20, 03:48 PM'.

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**.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Notice for entering next Phase or Relinquishment

Step: 4/5 | App No.: NENPR-20251120101745

General Information Phase/Relinquishment Details Minimum Work Programme (MWP) **Additional Information** Declaration

Additional Information

Additional files, if any

Select or drop file

Remark

Enter here

MC Meeting required? *

☐ Yes ☒ No

Clear Data Last saved on: Nov 20, 03:48 PM Previous 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**.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Notice for entering next Phase or Relinquishment

Step: 5/5 | App No.:

General Information Phase/Relinquishment Details Minimum Work Programme (MWP) Additional Information **Declaration**

Declaration

☐ All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Name of authorised signatory for the contractor *

Designation *

Enter here Enter here

Previous Save & Next

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.

The screenshot displays the DGH Integrated Management System (IMS) portal. The main header shows the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. Below the header, there is a navigation bar with tabs for 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. The 'Form Submission' tab is active. The main content area shows a search bar and a list of 'Block Complies' with details like '02 Missed Compliances' and '02 Special Compliances'. On the right, there is a 'Bank Guarantee' section with 'Expiring within 30 days' and 'Expiring within 90 days'. A modal window titled 'Create New Request' is open on the right side, showing a form with the following fields: 'Block' (CB-ON/7), 'Submission Type' (Self Certification), 'Process Category' (Category A), and 'Request Type' (Inventory Report). A 'Create New Request' button is located at the bottom right of the modal.

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

The screenshot displays the 'Inventory Report' form in the 'Additional Information' tab. The form is part of a multi-step process (Step 3/4) for application number IPR-20251120103746. The 'Additional Information' section is active, showing a file upload area and a remark text box. The bottom of the form features a 'Clear Data' button, a timestamp 'Last saved on: Nov 20, 10:37 AM', and navigation buttons for 'Previous' and '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**.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Well Location Review / Change / Deepening

Well Location Review / Change / Deepening

Step: 4/4 | App No.: WL-20251113083845

General Information Well Details Additional Information **Declaration**

Declaration

☐ All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Name of authorised signatory for the contractor * Designation *

Enter here Enter here

Clear Data Last saved on: Nov 13, 02:11 PM Previous 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].

The screenshot displays the DGH IMS portal interface. The top navigation bar includes 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. A search bar is present. The main dashboard area shows 'Showing results for All Blocks' with filters for 'All Blocks: 4', 'Blocks with Pending Actionables: 3', and 'Other Blocks: 1'. A 'Block Complies' section shows '02 Missed Compliances' and '02 Special Compliances'. A 'Bank Guarantee' section shows 'Expiring within 30 days' with 5 items and 'Expiring within 90 days' with 3 items. A table of 'Actionables' is visible with columns for Category, Process Name, Block, Regime, and Status. A 'Create New Request' form overlay is shown on the right, with fields for Block (CB-ON/7), Submission Type (Self Certification), Process Category (Category A), and Request Type (Measurement of Petroleum). A 'Create New Request' button is at the bottom of the form.

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]

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Measurement of Petroleum

Measurement of Petroleum

Step: 1/6 | App No.:

General Information | Meters & Tanks | Buyers Details | Measurement and Calibration Documents | Additional Information | Declaration

Contractors(2)

50 Gujarat State Petroleum Corporation Ltd. 50 Hindustan Oil Exploration Company Ltd.

Operator

Hindustan Oil Exploration Company Ltd.

Block Name CB-ON7	Contract Signed on 12-04-2000	Contract Expiry on -
Block Category PSC	Awarded Under PRE-NELP	

Clause/Reference to Article / Policy *

Enter here

OCR Available? *

☒ Yes ☐ No

Upload OCR *

Clear Data Last saved on: Nov 20, 04:23 PM

Save & Next

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]

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Measurement of Petroleum

Step: 2/6 | App No. :
☐ General Information **☒ Meters & Tanks** ☐ Buyers Details ☐ Measurement and Calibration Documents ☐ Additional Information ☐ Declaration

Meters & Tanks

☒ Internal Consumption Meter ☐ Flare Meter ☐ Custody Transfer Meter ☐ Metering Through Tanks ☐ Measurement at Well Head (Well wise for onshore & offshore) ☐ Measurement at Collection Facility (GGS)

Internal Consumption Meter *
☒ Applicable ☐ Not Applicable

Number of meters
 - 1 +

Internal Consumption Meter 1

Type of meter *
 Select an option

Type of Fluid Measured *
 Select an option

Identification No. / Tag No. of Meter (As per P&ID) *
 Enter here

Make *
 Enter here

Size *
 Enter here

Range *
 Enter here

Percentage Error *
 Enter here

Clear Data Last saved on: Nov 20, 04:23 PM Previous Save & Next

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]

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Measurement of Petroleum

Step: 3/6 | App No. :
☐ General Information ☐ Meters & Tanks **☒ Buyers Details** ☐ Measurement and Calibration Documents ☐ Additional Information ☐ Declaration

Buyers Details

No of Buyers *
 - 1 +

Details of Buyer 1

Details of buyer to be included, (including Type of Meter, Make, Size, Range Percentage Error, frequency of calibration) *
 Select or drop file

Clear Data Last saved on: Nov 20, 04:23 PM Previous Save & Next

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.

The screenshot displays the DGH Directorate General of Hydrocarbons portal. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The user is logged in as 'Rahul Verma OPERATOR'. The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows 'Home > Create Request > Measurement of Petroleum'. The main heading is 'Measurement of Petroleum'. Below it, the progress bar shows 'Step: 4/6 | App No.:'. The tabs are 'General Information', 'Meters & Tanks', 'Buyers Details', 'Measurement and Calibration Documents' (active), 'Additional Information', and 'Declaration'. The 'Measurement and Calibration Documents' section contains five upload fields, each with a 'Select or drop file' button. The fields are labeled: 'Method to be employed for measurement of volume of Petroleum production.*', 'The point or points at which petroleum shall be measured and the respective shares allocated to the parties in accordance with the limits of this contract.*', 'Attach PFD and mention number points where Petroleum measurement to be done with in contract boundary.*', 'Submit CCSA and GSA signed with each party.*', and 'Allocation method*'. At the bottom, there is a 'Clear Data' button, a 'Last saved on: Nov 20, 04:23 PM' timestamp, and 'Previous' and 'Save & Next' buttons.

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.

The screenshot displays the DGH Directorate General of Hydrocarbons portal. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The user is logged in as 'Rahul Verma OPERATOR'. The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows 'Home > Create Request > Measurement of Petroleum'. The main heading is 'Measurement of Petroleum'. Below it, the progress bar shows 'Step: 5/6 | App No.:'. The tabs are 'General Information', 'Meters & Tanks', 'Buyers Details', 'Measurement and Calibration Documents', 'Additional Information' (active), and 'Declaration'. The 'Additional Information' section contains two fields: 'Additional File, If Any' with a 'Select or drop file' button, and 'Remark' with a text input field labeled 'Enter here'.

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.

The screenshot shows the 'Additional Information' tab selected in the 'Measurement of Petroleum' form. The form includes a header with the DGH logo and navigation links. The main content area has a section for 'Additional Information' with a file upload field labeled 'Additional File, If Any' and a 'Remark' field. Below this, there is a section for 'MC Meeting required?' with radio buttons for 'Yes' and 'No'.

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**.

The screenshot shows the 'Declaration' tab selected in the 'Measurement of Petroleum' form. The form includes a header with the DGH logo and navigation links. The main content area has a section for 'Declaration' with a checkbox for 'All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor'. Below this, there are two input fields for 'Name of authorised signatory for the contractor' and 'Designation'.

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)

The screenshot displays the DGH (Directorate General of Hydrocarbons) Integrated Management System (IMS) portal. The main interface is divided into several sections. On the left, there's a sidebar with navigation options: Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. Below this, a search bar is present. The main content area shows a dashboard with various metrics and a table of actionables. The dashboard includes sections for 'Block Compliances' (Missed Compliances: 02, Special Compliances: 02, Compliances Pending in next 7 days: 00), 'Bank Guarantee' (Expiring within 30 days: 5, Expiring within 90 days: 3), and 'Summary Bonds' (Expiring within 30 days: 2, Expiring within 90 days: 2). The table of actionables lists various processes such as 'Calibration of flow meters, witness custody transfer operations', 'Site Restoration Plan/Abandonment plan', 'Well Location Review/ Change/ Deepening', 'Value of Production and Pricing Statement', and 'Inventory Report'. On the right, a 'Create New Request' form is open, showing fields for Block (CB-ON/7), Submission Type (Self Certification), Process Category (Category A), and Request Type (Quarterly Progress Reports). A 'Create New Request' button is visible at the bottom of the form.

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.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Quarterly Progress Report

Quarterly Progress Report

Step: 1/6 | App No. :

General Information | Reporting Details | Exploration, Development & Production Activities | Programme Quantity | Additional Information | Declaration

Contractors(2)

50 Gujarat State Petroleum Corporation Ltd. 50 Hindustan Oil Exploration Company Ltd.

Operator

Hindustan Oil Exploration Company Ltd.

Block Name: CB-ON7 Contract Signed on: 12-04-2000 Contract Expiry on: -

Block Category: PSC Awarded Under: PRE-NELP

Clause/Reference to Article/Policy

Enter here

Clear Data Last saved on: Nov 20, 04:45 PM Save & Next

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Quarterly Progress Report

Quarterly Progress Report

Step: 2/6 | App No. :

General Information | **Reporting Details** | Exploration, Development & Production Activities | Programme Quantity | Additional Information | Declaration

Reporting Details

Choose Year * Select an option Choose Quarter * Select an option

Choose Currency * ☐ INR ☐ USD

Upload MCR * Select or drop file

Clear Data Last saved on: Nov 20, 04:45 PM Previous 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

1. Exploration Activities

#	Sr No.	Activities	Work Programme MC Approved Activity (BE/RE for Whole FY)	Planned	Actual	Reason for Variance (Planned Vs Actual)	Cumulative upto the end of Quarter	Remark	Work Programme MC Approved Budget (BE/RE for Whole FY)	Planned
1.1	2D (LKM) - Acquired	Enter here	Enter here	Enter here	Enter here	Log Reason	Enter here	Log Remark	Enter here	Enter here
1.2	2D (LKM) - Processed	Enter here	Enter here	Enter here	Enter here	Log Reason	Enter here	Log Remark	Enter here	Enter here
1.3	2D (LKM) - Interpreted	Enter here	Enter here	Enter here	Enter here	Log Reason	Enter here	Log Remark	Enter here	Enter here
1.4	3D (Sq. km) - Acquired	Enter here	Enter here	Enter here	Enter here	Log Reason	Enter here	Log Remark	Enter here	Enter here

Clear Data Last saved on: Nov 20, 04:45 PM Previous 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

Programme Quantity

Please choose year and quarter from "Reporting Details" tab

Clear Data Last saved on: Nov 20, 04:45 PM Previous 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.

The screenshot shows the 'Additional Information' tab of the 'Quarterly Progress Report' form. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. A navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail is 'Home > Create Request > Quarterly Progress Report'. The form title is 'Quarterly Progress Report'. Below the title, it says 'Step: 5/6 | App No. :'. A progress bar shows six steps: General Information, Reporting Details, Exploration, Development & Production Activities, Programme Quantity, Additional Information (selected), and Declaration. The 'Additional Information' section has a sub-header 'Additional Information'. It contains two fields: 'Upload Additional Documents' with a red dashed box and a 'Select or drop file' button, and 'Remark' with a text input field containing the placeholder 'Enter here'.

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**.

The screenshot shows the 'Declaration' tab of the 'Quarterly Progress Report' form. The header and navigation bar are identical to Figure 6. The breadcrumb trail is 'Home > Create Request > Quarterly Progress Report'. The form title is 'Quarterly Progress Report'. Below the title, it says 'Step: 6/6 | App No. :'. A progress bar shows six steps: General Information, Reporting Details, Exploration, Development & Production Activities, Programme Quantity, Additional Information, and Declaration (selected). The 'Declaration' section has a sub-header 'Declaration'. It contains a checkbox with the text 'All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *'. Below this, there are two text input fields: 'Name of authorised signatory for the contractor *' and 'Designation *', both with 'Enter here' placeholders. At the bottom, there is a 'Signature/ Digital signature' field with a red dashed box and a 'Select or drop file' button.

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)

The screenshot displays the DGH (Directorate General of Hydrocarbons) Integrated Management System (IMS) portal. The main dashboard shows various compliance and request metrics. On the right, a 'Create New Request' side panel is open, showing options for Block (CB-ON/7), Submission Type (Self Certification), Process Category (Category A), and Request Type (Bank Guarantee and Legal Opinion, and renewal and revised Bank Guarantee). A 'Create New Request' button is visible at the bottom of the panel.

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

The screenshot shows the 'Bank Guarantee' form in the DGH IMS portal. The form is titled 'Bank Guarantee' and includes a 'Step: 1/5 (App No.)' indicator. The 'General Information' section is active, showing 'Contractors(2)' with 'Gujarat State Petroleum Corporation Ltd.' and 'Hindustan Oil Exploration Company Ltd.' selected. The 'Operator' field is set to 'Gujarat State Petroleum Corporation Ltd.'. Below this, there are fields for 'Block Name' (CB-ON/7), 'Contract Signed on' (12 Apr 2000), 'Contract Expiring on', 'Block Category' (PSC), and 'Awarded Under' (PRE-NELP). At the bottom, there are fields for 'BG Purpose' (Select), 'Approved Budget Amount (USD)' (Enter here), and 'Clause/Reference to Article/Policy' (Enter here). A 'Save & Next' button is located at the bottom right.

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

The screenshot shows the DGH (Directorate General of Hydrocarbons) web portal. The user is logged in as Rahul Verma, OPERATOR. The navigation bar includes links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The main heading is "Bank Guarantee". Below it, the progress bar shows "Step: 2/5 | App No. :". The current step is "General Information", which is highlighted. Other steps include "BG for Gujarat State Petroleum Corporation Ltd.", "BG for Hindustan Oil Exploration Company Ltd.", "Additional Information", and "Declaration". The "Financial Instruments" section is visible, with a "Choose Agreement" dropdown menu. The dropdown menu shows two options: "Bank Guarantee" (selected) and "Insurance Surety Bond". At the bottom, there is a "Clear Data" button and a "Last saved on: Nov 20, 09:51 PM" timestamp. Navigation buttons "Previous" and "Save & Next" are also present.

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

The screenshot shows the DGH web portal with the user logged in as Rahul Verma, OPERATOR. The navigation bar is the same as in Figure 3. The main heading is "Bank Guarantee". The progress bar shows "Step: 3/5 | App No. :". The current step is "BG for Hindustan Oil Exploration Company Ltd.", which is highlighted. Other steps include "General Information", "BG for Gujarat State Petroleum Corporation Ltd.", "Additional Information", and "Declaration". The "Financial Instruments" section is visible, with a "Choose Agreement" dropdown menu. The dropdown menu shows two options: "Bank Guarantee" (selected) and "Insurance Surety Bond". At the bottom, there is a "Clear Data" button and a "Last saved on: Nov 20, 09:51 PM" timestamp. Navigation buttons "Previous" and "Save & Next" are also present.

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.

The screenshot shows the 'Additional Information' tab selected in the 'Bank Guarantee' process. The header includes the DGH logo and the Directorate General of Hydrocarbons (Ministry of Petroleum & Natural Gas, Government of India). The user is Rahul Verma, OPERATOR. The navigation bar shows 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. The breadcrumb trail is 'Home > BGL-20251120070344'. The 'Bank Guarantee' section shows 'Step: 4/5 | App No. : BGL-20251120070344'. The progress bar indicates that 'General Information', 'BG for Gas Authority Of India Ltd.', and 'BG for Gujarat State Petroleum Corporation Ltd.' are completed, while 'Additional Information' is the current step. The 'Additional Information' section contains a file upload area with a 'Select or drop file' button, a 'Remark' text area, and a checkbox labeled 'I agree that BG shall be revised or extended before the expiry of already submitted BG as per the timelines mentioned in the PSC contract.' with an asterisk. At the bottom, there is a 'Clear Data' button, a 'Last saved on: Nov 24, 11:47 PM' timestamp, and 'Previous' and 'Save & Next' buttons.

Figure 5: Enter Additional Information if any

This screenshot is identical to the one above, showing the 'Additional Information' tab. The key difference is the state of the 'Save & Next' button, which is now highlighted in red, indicating it is the active action for the user to proceed to the next step. All other elements, including the header, navigation bar, progress bar, and form fields, remain the same.

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**.

The screenshot displays the DGH Directorate General of Hydrocarbons web portal. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". A navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows "Home > Create Request > Bank Guarantee and Legal Opinion". The main heading is "Bank Guarantee". Below it, the progress bar indicates "Step: 5/5 | App No.:". The tabs are "General Information", "BG for Gujarat State Petroleum Corporation Ltd.", "BG for Hindustan Oil Exploration Company Ltd.", "Additional Information", and "Declaration" (which is active). The "Declaration" tab contains a checkbox labeled "Declaration" with the text "All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *". Below this are two input fields: "Name of Authorised Signatory for Contractor *" and "Designation *".

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

The screenshot displays the DGH (Directorate General of Hydrocarbons) IMS portal interface. The main navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondence. The left sidebar shows filters for block names and actionables. The central area displays 'Showing results for All Blocks' with a summary of '02 Missed Compliances' and '02 Special Compliances'. A table lists various processes, including 'Calibration of flow meters, witness custody transfer operations' and 'Site Restoration Plan/Abandonment plan'. On the right, a 'Create New Request' modal is open, showing fields for Block (CB-ON/7), Submission Type (Self Certification), Process Category (Category A), and Request Type (Submission of Insurance and Indemnity). A 'Create New Request' button is visible at the bottom of the modal.

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > submission of insurance and indemnity

Submission of Insurance and Indemnity

Step: 1/4 | App No.:

General Information | Insurance Details | Additional Information | Declaration

Contractors(2):

- Gujarat State Petroleum Corporation Ltd.
- Hindustan Oil Exploration Company Ltd.

Operator:

Hindustan Oil Exploration Company Ltd.

Block Name: CB-ON7	Contract Signed on 12-04-2000	Contract Expiry on -
Block Category PSC	Awarded Under PRE-NELP	

Clause/Reference to Article/Policy *

Enter here

Clear Data | Last saved on: Nov 20, 10:10 PM | Previous | Save & Next

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > submission of insurance and indemnity

Submission of Insurance and Indemnity

Step: 2/4 | App No.:

General Information | **Insurance Details** | Additional Information | Declaration

Insurance Details

Name of Insurance company *

Type here...

Is Insurance Company IRDAI Approved? *

☐ Yes ☒ No

Mention Reason for Onboarding a Non IRDAI Approved Insurer *

Type here...

Select Currency Type *

Select an option

Asset Value Covered (in USD) *

Period of Insurance *

From Date: dd-mm-yyyy

Perils covered *

Select or drop file

Upload Insurance Policy *

Clear Data | Last saved on: Nov 20, 10:10 PM | Previous | 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

The screenshot displays the DGH Directorate General of Hydrocarbons web portal. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The user is logged in as 'Rahul Verma OPERATOR'. The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows 'Home > Create Request > submission of insurance and indemnity'. The main heading is 'Submission of Insurance and Indemnity'. Below this, the progress bar indicates 'Step: 3/4 | App No.:'. The tabs are 'General Information', 'Insurance Details', 'Additional Information' (which is active), and 'Declaration'. The 'Additional Information' section has two fields: 'Upload Additional Documents' with a 'Select or drop file' button, and 'Remark' with a text area labeled 'Enter here'. At the bottom, there is a 'Clear Data' button, a timestamp 'Last saved on: Nov 20, 10:10 PM', and 'Previous' and 'Save & Next' buttons.

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**.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > submission of insurance and indemnity

Submission of Insurance and Indemnity

Step: 4/4 | App No.:

General Information Insurance Details Additional Information **Declaration**

Declarations

☐ We hereby certify that all wells and facilities are adequately insured *

☐ We hereby declare that all insurance policies for petroleum operations include a waiver of subrogation in favor of the Government of India ensuring no recovery actions shall be initiated by insurers against it. *

☐ We hereby declare that all insurance policies for petroleum operations include the Government of India as a coinsured, ensuring protection against liabilities, losses, or claims arising from such operations. *

☐ We hereby declare that all indemnity obligations have been duly met. Appropriate measures are in place to indemnify the Government of India against liabilities, losses, and claims arising from petroleum operations. *

☐ All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Name of authorised signatory for the contractor *

Designation *

Clear Data Last saved on: Nov 20, 10:10 PM Previous Save & Next

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.

The screenshot displays the DGH IMS portal interface. On the left, a sidebar shows navigation options: Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondence. Below this, a search bar and filters for block names and actionables are visible. The main dashboard area is titled 'Showing results for All Blocks' and includes sections for 'Block Complies' (with 02 Missed and 02 Special Complies), 'Bank Guarantee' (with 5 expiring within 30 days and 2 expiring within 90 days), and 'Compliances Pending in next 7 days' (00). A table of 'Actionables' is shown below, listing various processes like 'Calibration of flow meters', 'Site Restoration Plan/Abandonment plan', 'Well Location Review/ Change/ Deepening', 'Value of Production and Pricing Statement', and 'Inventory Report'. On the right, a 'Create New Request' form is open, showing fields for Block (CB-ON/7), Submission Type (Self Certification), Process Category (Category A), and Request Type (Value of Production and Pricing Statement). A 'Create New Request' button is at the bottom of the form.

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Value of Production and Pricing Statement

Value Of Production and Pricing Statement

Step: 1/5

General Information | Production Statement (Form 5A) | Statement of Pricing and Levies | Additional Information | Declaration

Contractors(2):
☒ Gujarat State Petroleum Corporation Ltd.
☒ Hindustan Oil Exploration Company Ltd.

Operator:
☒ Hindustan Oil Exploration Company Ltd.

Block Name: CB-ON/7
 Contract Signed on: 2000-04-12
 Contract Expiry on: -
 State: GUJARAT

Block Category: PSC
 Awarded Under: PRE-NELP
 Clause/Reference to Article/Policy: Enter here

Choose Financial Year *
 Select an option

Choose Month *
 Select an option

Clear Data | Last saved on: Nov 20, 10:20 PM | Save & Next

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Value of Production and Pricing Statement

Value Of Production and Pricing Statement

Step: 2/5

General Information | **Production Statement (Form 5A)** | Statement of Pricing and Levies | Additional Information | Declaration

Field 1

Field Name *
 Select an option

No. of Days Operated

S.NO	ACTIVITY	OIL (MT)	OIL (BBL)	CONDENSATE (MT)	CONDENSATE (BBL)	ASSOCIATED GAS (M3)	ASSOCIATED GAS (MMBTU)	NON-ASSOCIATED GAS (M3)	NON-ASSOCIATED GAS (MMBTU)	WATER (MT)	REMARKS
Select field name from Dropdown											

Assumptions
 type here...

Upload Document
 Select or drop file

+ Add Field

Consolidated Production Statement

Clear Data | Last saved on: Nov 20, 10:20 PM | Previous | 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

The screenshot shows the DGH Directorate General of Hydrocarbons web portal. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The user is logged in as 'Rahul Verma OPERATOR'. The navigation bar contains links for 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. The main content area is titled 'Value of Production and Pricing Statement' and shows 'Step: 3/5'. The current step is 'Statement of Pricing and Levies', which is highlighted with a red circle. Below this, there are five sub-tabs: 'Oil Sale and Pricing Statement (Form 6A)', 'Gas Sale and Pricing Statement (Form 6B)', 'Monthly Royalty and Cess Statement (Form 5C)', 'Total for Contract Area', and 'Oil and Gas Sale and Pricing Statement (Form 6C) (Summary)'. Each sub-tab has a dropdown arrow. At the bottom, there are buttons for 'Clear Data', 'Previous', and 'Save & Next'. The 'Save & Next' button is highlighted in red.

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.

Home > Create Request > Value of Production and Pricing Statement

Value Of Production and Pricing Statement

Step: 4/5 | App No. VPP-20251127150203

☒ General Information
 ☐ Production Statement (Form 5 A)
 ☐ Statement of Pricing and Levies
 ☒ Additional Information
 ☐ Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark

Enter here

Clear Data Last saved on: Nov 27, 08:31 PM Previous Save & Next

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**.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Value of Production and Pricing Statement

Value Of Production and Pricing Statement

Step: 5/5

☐ General Information
 ☐ Production Statement (Form 5 A)
 ☐ Statement of Pricing and Levies
 ☐ Additional Information
 ☒ Declaration

Declarations

☐ All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor. *

Name of authorised signatory for the contractor *

Designation *

Enter here Enter here

Previous Save & Next

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

The screenshot displays the DGH (Directorate General of Hydrocarbons) IMS portal interface. The main header shows the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondence. The left sidebar contains filters for 'All Blocks: 4', 'Total Actionables: 63', 'Blocks with Pending Actionables: 3', and 'Total Actionables: 63'. The main content area shows 'Showing results for All Blocks' with a table of 'Block Compliances' and 'Bank Guarantee' details. The 'Create New Request' panel on the right is open, showing the 'Block' dropdown set to 'CB-ON/7', 'Submission Type' set to 'Self Certification', 'Process Category' set to 'Category A', and 'Request Type' set to 'Cost and Profit Petroleum Calculations'. A 'Create New Request' button is visible at the bottom of the panel.

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Cost and Profit Petroleum Calculations

Step: 1/4 | App No.:

General Information | Production Sharing Contract (PSC) | Additional Information | Declaration

Contractors(2):
☒ Gujarat State Petroleum Corporation Ltd.
☒ Hindustan Oil Exploration Company Ltd.

Operator:
☒ Hindustan Oil Exploration Company Ltd.

Block Name CB-DN7	Contract Signed on 12-04-2000	Contract Expiry on
Block Category PSC	Awarded Under PRE-NELP	Effective Date 23-11-2000

Clause/Reference to Article/Policy

Choose Financial Year *

Choose Quarter *

Clear Data | Last saved on: Nov 20, 10:33 PM | Previous | Save & Next

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Cost and Profit Petroleum Calculations

Step: 2/4 | App No.:

General Information | **Production Sharing Contract (PSC)** | Additional Information | Declaration

Production Sharing Contract (PSC)

Quarterly Statement submitted as per DGH/PSC Format *

Date & Amount of provisional Profit Petroleum deposited, if any *

☐ Yes ☐ No ☐ NA

Period, Date & Amount of Interest of provisional Profit Petroleum deposited, if any *

☐ Yes ☐ No ☐ NA

Is Last Year Audited Accounts MC Approved? *

☐ Yes ☐ No

Compliance to PSC terms/GOI Notifications & Policies Ensured? *

☐ Yes ☐ No

Clear Data | Last saved on: Nov 20, 10:33 PM | Previous | 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**.

The screenshot displays the DGH Directorate General of Hydrocarbons web portal. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". A navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows "Home > Create Request > Cost and Profit Petroleum Calculations". The main heading is "Cost and Profit Petroleum Calculations". Below this, it indicates "Step: 4/4 | App No. :". There are four tabs: General Information, Production Sharing Contract (PSC), Additional Information, and Declaration (which is selected). The Declaration tab contains a section titled "Declarations" with a note: "Please note that the template is indicative, government/mopng/dgh may ask further information, if required, on a case to case basis". Below the note is a checkbox labeled "All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *". Underneath the checkbox are two input fields: "Name of authorised signatory for the contractor *" and "Designation *", both with "Enter here" placeholder text.

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

The screenshot displays the DGH IMS portal interface. The main dashboard on the left shows various compliance and actionability metrics for different blocks. The right-hand panel, titled 'Create New Request', is the focus of this step. It contains the following fields and options:

- Block:** A dropdown menu with 'CB-ON/7' selected.
- Submission Type:** A button labeled 'Self Certification'.
- Process Category:** Radio buttons for 'Category A' (selected), 'Category B', 'Category C', and 'OTHERS'.
- Request Type:** A dropdown menu with 'Calibration of flow meters, witness custody transfer operations' selected.
- Create New Request:** A prominent red button at the bottom of the panel.

The main dashboard on the left includes a search bar, filters for block names, and a table of actionables. The table has columns for Category, Process Name, Block, Regime, and Status. The first row shows a request for 'Calibration of flow meters, witness custody transfer operations' for block 'CB-ONN-2000/1' in the 'PSC' regime, with a status of 'Recd'.

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request

Calibration of Flow Meters, Witness Custody Transfer Operations

Step: 1/4 | App No.:

General Information | Operation Details | Additional Information | Declaration

Contractors(2)

50 Gujarat State Petroleum Corporation Ltd. 50 Hindustan Oil Exploration Company Ltd.

Operator

Hindustan Oil Exploration Company Ltd.

Block Name CB-ON/7	Contract Signed on 2000-04-12	Contract Expiry on -
Block Category PSC	Awarded Under PRE-NELP	

Clause/Reference to Article/Policy *

Enter here

Clear Data Last saved on: Nov 20, 10:49 PM Previous Save & Next

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request

Calibration of Flow Meters, Witness Custody Transfer Operations

Step: 2/4 | App No.:

General Information | **Operation Details** | Additional Information | Declaration

Operation Details

Location *
Select an option

Activity *
Select an option

Proposed Date *
dd-mm-yyyy

Block
CB-ON/7

Installation Details *
Enter here

DGH should be intimated at least 2 Weeks before the date of Witness

Clear Data Last saved on: Nov 20, 10:49 PM Previous 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**.

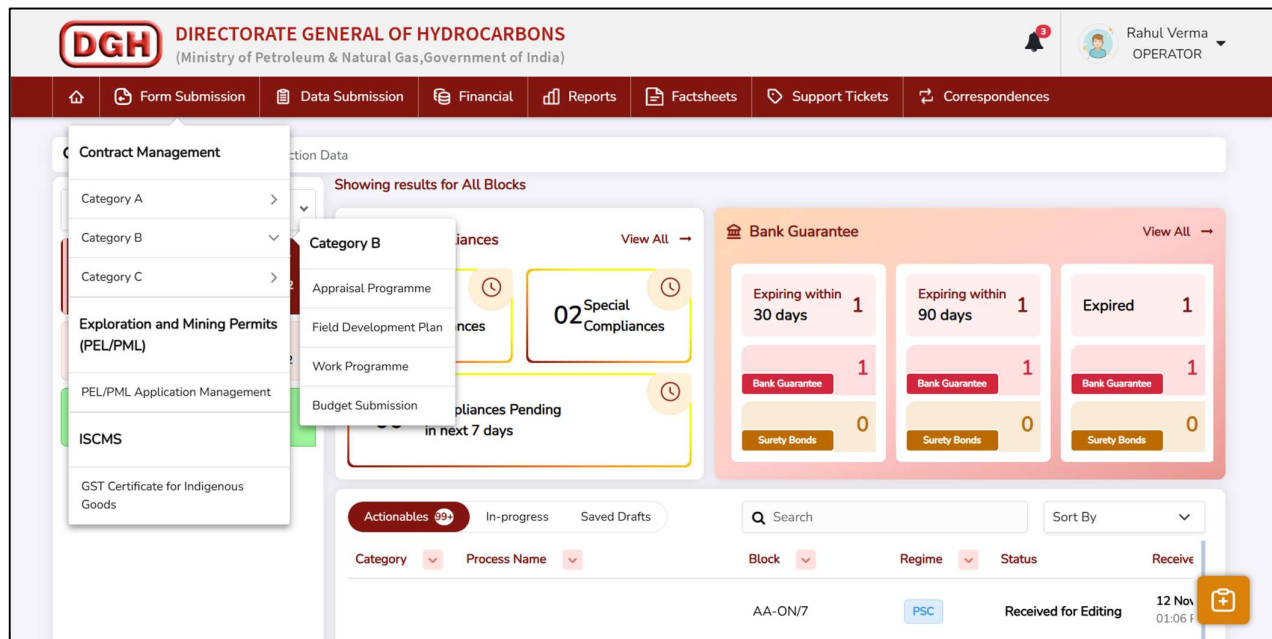
The screenshot displays the DGH Directorate General of Hydrocarbons web portal. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". A navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The breadcrumb trail shows "Home > Create Request". The main heading is "Calibration of Flow Meters, Witness Custody Transfer Operations". Below this, the progress bar indicates "Step: 4/4 | App No. :". The "Declaration" tab is selected, showing a checkbox for "All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *". Below the checkbox are two input fields: "Name of authorised signatory for the contractor *" and "Designation *", both with "Enter here" placeholder text.

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.

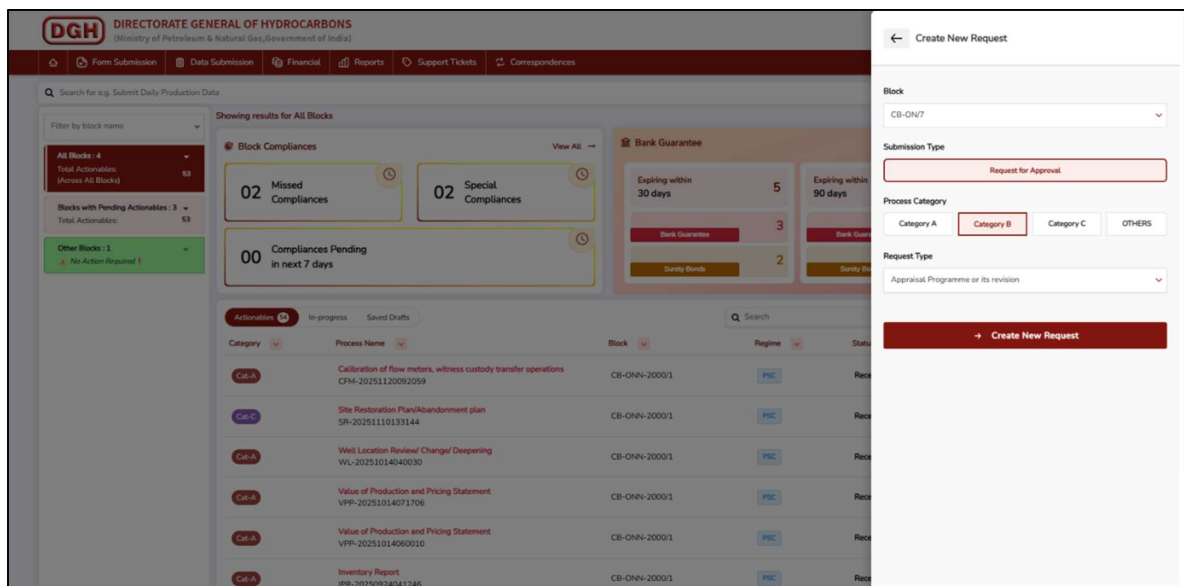


Figure 1: Create New Request

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Appraisal Programme or its Revision

Appraisal Programme or its Revision

Step: 1/6 | App No.:

General Information | Discovery Details | Appraisal Program | Drilling Template | Additional Information | Declaration

Contractors(2):
☒ Gujarat State Petroleum Corporation Ltd.
☒ Hindustan Oil Exploration Company Ltd.

Operator:
☒ Hindustan Oil Exploration Company Ltd.

Block Name: CB-ON7
 Contract Signed on: 12-04-2000
 Contract Expiry on: -

Block Category: PSC
 Awarded Under: PRE-NELP

Reference to PSC Article No. *
 Enter here

Block Type *
 Select an option

Phase of the Block *
 Select an option

NELP Round *
 Enter here

Exploration Period Validity *
 dd-mm-yyyy

PEL Fees Paid Upto *
 dd-mm-yyyy

PEL Area Sq. Kms. *
 Enter here

Clear Data Last saved on: Nov 21, 03:15 PM

Save & Next

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request > Appraisal Programme or its Revision

Appraisal Programme or its Revision

Step: 2/6 | App No.:

Discovery Details | General Information | Appraisal Program | Drilling Template | Additional Information | Declaration

Actions	Discovery name	Date of Discovery (As per Format A Submitted Earlier)	Type of Discovery	Appraisal Area	PMS Area Map
	Enter here	dd-mm-yyyy	Select an option	Select an option	Select or drop file

+ More Discovery

Clear Data Last saved on: Nov 21, 03:15 PM

Previous 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

The screenshot shows the DGH Directorate General of Hydrocarbons web portal. The user is logged in as Rahul Verma, OPERATOR. The navigation bar includes links for Home, Create Request, Appraisal Programme or its Revision, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondence. The main content area is titled 'Appraisal Programme or its Revision' and shows the 'Appraisal Program' tab selected. The form contains several sections for data entry and file uploads, including '1: G&G', '1.1: Submit the details of the discovery...', '1.2: Furnish the MC resolution...', '1.3: Describe [200 words] the Appraisal Plan...', '1.4: Read with the submission through Step 1.3, submit base map(s)...', '1.5: Furnish the following information in the prescribed format', '1.5.1: List out the wells in the contract area...', '1.5.2: Scaled base map showing all drilled wells and operational area', '1.5.3: Scaled top structure map of the reservoir(s) to be appraised...', and '1.5.4: List out seismic 2D and/or 3D data with quantum, nature, vintage and coverage polygon coordinates'. Each section has a 'Select or drop file' button. The form is saved on Nov 21, 03:15 PM. Navigation buttons 'Previous' and 'Save & Next' are at the bottom right.

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home > Create Request > Appraisal Programme or its Revision

Appraisal Programme or its Revision

Step: 4/6 | App No. :

General Information Discovery Details Appraisal Program **Drilling Template** Additional Information Declaration

Measures envisaged to overcome the challenges faced in previously drilled/offset wells. (If yes then details to be uploaded, if no then it will be considered not applicable) *

☒ Yes ☐ No

Upload Details *

Select or drop file

☐ Confirmation on adherence of statutory guidelines (Oil Industry Safety Directorate, Directorate General of Mines Safety, etc.) *

WCR(S) Complete in All Respect of the Previously Drilled Well(S) to Be Submitted *

Select or drop file

Number of wells: (proposed to be drilled as new) * 0

Number of wells: (proposed to be drilled as re-entry) * 0

Total Number of wells * 0

Please click on "Add Wells" button to add well

+ Add Wells

Clear Data Last saved on Nov 21, 03:15 PM

Previous 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.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Amrit Kumar OPERATOR

Home > Create Request > Appraisal Programme or its Revision

Appraisal Programme or its Revision

Step: 5/6 | App No. :

General Information Discovery Details Appraisal Program Drilling Template **Additional Information** Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark

Enter here

Upload Draft MCR *

Select or drop file

Clear Data Last saved on: Jan 22, 11:41 PM Previous Save & Next

Figure 6: "Additional Information Tab"

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Amrit Kumar OPERATOR

Home > Create Request > Appraisal Programme or its Revision

Appraisal Programme or its Revision

Step: 6/6 | App No. :

General Information Discovery Details Appraisal Program Drilling Template Additional Information **Declaration**

Declaration

Please note that the template is indicative. Government / MoPNG / DGH may ask further information, if required, on a case to case basis.

☐ All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Name of authorised signatory for the contractor *

Enter here

Designation *

Enter here

Clear Data Last saved on: Jan 22, 11:41 PM Previous Submit

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

The screenshot displays the DGH IMS portal interface. The main header shows the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. Below the header, there are navigation tabs: 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. The 'Form Submission' tab is active. The main content area shows a search bar and a filter by block name. The search results are displayed in a grid format, showing 'Block Complies' and 'Bank Guarantee' sections. The 'Block Complies' section includes 'Missed Compliances', 'Special Compliances', and 'Compliances Pending in next 7 days'. The 'Bank Guarantee' section includes 'Expiring within 30 days' and 'Expiring within 90 days'. The 'Create New Request' form is overlaid on the right side of the screen. It includes a 'Block' dropdown menu with the value 'AA-ONN-2001/2'. The 'Submission Type' is set to 'Request for Approval'. The 'Process Category' is set to 'Category B'. The 'Request Type' is set to 'Field Development Plan or its revision'. A 'Create New Request' button is located at the bottom right of the form.

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.

Base map including all data set *

Select or drop file

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.

Well Information

↓ Template

Well-wise Pay Summary *

Select or drop file

↓ Template

Well-wise Testing Summary *

Select or drop file

Reservoir Information

Reservoir Name / Sand Name *

Enter Reservoir Name

+ Add Reservoir

1 x

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.

Total Number of Zones in this Reservoir /Sand *

1

Zone Name	Formation Name	Fluid Type	Oil Gravity (Degree API)	Gas Gravity (SG)	Initial Reservoir Pressure (PSI)	Bottom Hole Temperature (°C)	Remarks
1	1	Oil	1	1	1	1	1

Has Static modeling been undertaken *

☐ Yes
 ☒ No

Provide Justification *

ok

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

- 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.

Step: 3/6 | App No.: FDP-20260122113132

General Information Static **Dynamic** Drilling Production Techno Economics

Field Information

Dynamic Modeling Summary Note (Containing but not limited to different variants used for dynamic studies along with inputs and assumptions made) *

Select or drop file

Static Dynamic Linkage

Well Summary Sheet

Well wise Pay-Summary in the provided template

Drilling_Templ...

Well wise Testing Summary in the provided template

Drilling_Templ...

Figure 11: Fill the field Information

Reservoir Information

Reservoir-wise Petrophysical Summary Sheet

Total Number of Zones in this Reservoir /Sand: 1

Zone Name	Formation Name	Fluid Type	Oil Gravity (API)	Gas Gravity (SG)	Initial Reservoir Pressure (PSI)	Bottom Hole Temperature (°C)	Remarks
1	1	Oil	1	1	1	1	1

Dynamic Modelling Approach

☒ Material Balance ☐ Decline Curve Analysis (DCA) ☐ 3D Numerical Reservoir Simulation

MBAL Report *

Select or drop file

The report must contain 500-1000 words, (PDF files only)

Upload the Dynamic Model Project file *

Select or drop file

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.

☐ Material Balance ☒ Decline Curve Analysis (DCA) ☐ 3D Numerical Reservoir Simulation

DCA Report *

Select or drop file

The report must contain 500-1000 words, (PDF files only)

☐ Material Balance ☐ Decline Curve Analysis (DCA) ☒ 3D Numerical Reservoir Simulation

Model Type

Model type is required

Methodology and Inputs for production forecasts *

Select or drop file

The report must contain 500-1000 words, (PDF files only)

PVT (Routine Study/ Special Study/Table Used in Simulation) *

Select or drop file

Upload PDF

Core Analysis (Routine /Special) *

Select or drop file

Upload PDF

Other Lab Studies (XRD/SEM/Capillary Studies) *

Select or drop file

Upload PDF

Relative Permeability Curves Used *

Select or drop file

Upload PDF

Pressure Transient Studies (Build-up/3-Bean Study/Other PTA Studies) *

Select or drop file

Upload PDF

Upload the Dynamic Model Project file *

Select or drop file

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

Is Reservoir Tight / of Poor Quality? *

☐ Yes ☒ No

Drainage-Area Based Volume Calculations

Select or drop file

Upload PDF • Excel

In-place estimates and ultimate recovery production forecast

In-place Volumes	Unit	Static IIP			Dynamic IIP			Estimated Ultimate Recovery (EUR)			Contingent Resources		
		P10	P50	P90	P10	P50	P90	1P	2P	3P	1C	2C	3C
OIP	MMBBL	1	1	1	1	1	1	1	1	11	1	1	1
GIIP	MMSCM	1	1	1	11	1	1	1	11	1	1	1	11
CIIP	MMBBL	1	1	1	1	1	1	11	1	1	11	1	1

Reservoir Area Polygon (1P/2P/3P) basis dynamic modeling *

Select or drop file

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.

Recommended Production & Injection Profiles

Production Duration *

2010 2011 2010 2011

Plateau Duration *

2010 2011

Indicate Injection duration *

2010 2011

Secondary Recovery Method *

Gas injection

Reservoir Production Details (basis 2P)

Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Avg water cut/ GOR/ Pressure			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	WC	GOR	Pavg	% of OIP	% of CIIP	% of GIIP
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD	%	vol	PSI			
Base Value				1	1	1				1	1	1
2010-2011	1	1	1	1	1	11	1	1	11	1	1	1

Injection Details (2P Case)

Financial Year	Avg Annual Injection Rate			Cumulative Injection Volume			Voidage Compensation	
	Qwi	Qgi	Qwi	Wp	Wi	Gi	Incremental Vc (Annual)	Cumulative Vc
	BBL/d	MMSCMD/d	BBL/d	MMBBL	MMBBL	MMSCMD		
Base Value				11	1	1		
2010-2011	1	1	1	1	1	1	1	1

Upload Single Plot capturing Instantaneous VRR, 6-month VRR, Cumulative VRR vs Time. Also, upload Hall Plots *

Select or drop file

Enhanced/ Improved Recovery

Enhanced/ Improved Recovery Evaluation undertaken? *

☐ Yes ☒ No

Provide Justification *

ok

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’.

Wells considered for the Development of Discovery									
Type of Wells	Number of Wells						Remarks		
New Wells Proposed	1						1		
Existing Wells with proposed Sidetracking/deepening	1						1		

Consolidated Production Profile for all Discoveries									
Production Duration *		Plateau Duration *							
2010		2010							
Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	% of OIP	% of CIIP	% of GIIP
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD			
Base Value				1	1	1	1	11	1
2010-2010	1	11	1	1	11	1	1	1	1

Risks, Mitigation, Surveillance	
Dynamic Risks Identified and Mitigation Measures thereof *	Reservoir Surveillance Plan *
Select or drop file	Select or drop file

Clear Data Last saved on: Jan 22, 09:34 PM Previous Save & Next

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

Step: 4/6 | App No.: FDP-20260122113132

General Information Static Dynamic **Drilling** Production Techno Economics

Field Information

Drilling Programme Summary Note*

Select or drop file

QPR-202601170...

Wells Considered for the Development of Discovery

Type of Wells	Number of Wells	Remarks
New Wells	1	1
Existing Wells with proposed Sidetracking/deepening	1	1

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

Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	% of OIP	% of CIIP	% of GIP
Base Value				1	1	1	1	11	1
2010-2010	1	11	1	1	1	11	1	1	1

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.

1

Reservoir Information

1

Recommended Production & Injection Profiles

Production Duration

2010

2011

Plateau Duration

2010

2011

Indicate Injection duration

2010

2011

Secondary Recovery Method

Gas injection

Reservoir Production Details (2P Case)

Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Avg water cut/ GOR/ Pressure			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	WC	GOR	Pavg	% of OIIP	% of CIIP	% c
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD	%	vol	PSI			
Base Value				1	1	1				1	1	1
2010-2011	1	1	1	1	1	11	1	1	11	1	1	1

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

Injection Details (2P Case)

Financial Year	Avg Annual Injection Rate			Cumulative Injection Volume			Voidage Compensation	
	Qw	Qgi	Qwi	Wp	Wi	Gi	Incremental Vc (Annual)	Cumulative Vc
	BBL/d	MMSCMD/d	BBL/d	MMBBL	MMBBL	MMSCMD		
Base Value				11	1	1		
2010-2011	1	1	1	1	1	1	1	1

Enhanced/Improved Recovery

Production Duration

2010

2011

Plateau Duration

2010

2011

Indicate Injection duration

2010

2011

Secondary Recovery Method

Gas injection

Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Avg water cut/ GOR/ Pressure			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	WC	GOR	Pavg	% of OIIP	% of CIIP	% of GIIP
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD	%	vol	PSI			
No data available												

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

Reservoir Level Fluid Characterization

Zone Name	Oil Gravity (API)	Gas Gravity (SG)	Initial Reservoir Pressure (PSI)	Bottom Hole Temperature (°C)	Oil viscosity at reservoir & stock-tank conditions (cP)	Wax appearance temperature (°C)	Pour point (°C)
1	1	1	1	1	Enter	Enter	Enter

Wells considered for the Development of Discovery

New Wells

1

Well Name * 1 Well Category * Exploratory Type of Development Well * Producer Well Trajectory * Deviated Well Output * Oil Proposed Well Completion Diagram * Select or drop file

Existing Wells with proposed Sidetracking/Deepening

1

Well Name * 11 Well Category * Exploratory Type of Development Well * Producer Well Trajectory * Deviated Well Output * Oil Proposed Well Completion Diagram * Select or drop file

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), CO₂ concentration (mol%), H₂S 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.

Existing Wells without Sidetracking/Deepening

Number of Wells proposed to be completed without any Sidetracking/Deepening *

1

Well Name * Enter here Well Category * Select an option Type of Development Well * Select an option Well Trajectory * Select an option Well Output * Select an option Proposed Well Completion Diagram * Select or drop file

Facility and Surface Network for Field Development

Name of Facility *

Enter Facility Name + Add Facility

ok x

ok

Facility Status * ☒ New Proposed ☐ Existing Facility Type * QPS Location Latitude (°N) 1 Location Longitude (°E) 1

Construction Start Date * 01-01-2026 Commissioning Date * 02-01-2026 Ownership * ☒ Self Owned ☐ Third-Party

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.

The screenshot shows a web form titled 'Facility Information'. It includes a 'Select' dropdown for 'Blocks, DAs, Fields' with 'ok' and 'cancel' buttons. A text input field for 'Names of blocks/ development areas/ fields' is followed by an '+ Add More' button. Below this is a section for 'Capacity Share between different blocks/ DAs/ Fields (%)' with a value of '11'. An 'Allocation Basis' dropdown is set to 'Production Volume'. A file upload section for 'Upload allocation methodology' shows a file named 'FORMATC-202601...'. The form is divided into several sections for capacity and equipment: 'Design Oil Processing Capacity (BOPD)', 'Design Gas Processing Capacity (MMSCMD)', 'Design Water Handling Capacity (BWPD)', 'Design Liquid Handling Capacity (BPD)', 'No. of Separators' (with HP, MP, LP sub-fields), 'Test Separator present?' (radio buttons for Yes/No), 'Test Separator Capacity (BPD/MMSCMD)', 'Separator Pressure Ratings (PSI)', 'Manifold Capacity', and 'Heater Treater Capacity (BPD)'. Each section has an 'Enter here' text input field.

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

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

The screenshot shows a web form titled 'Hydrocarbon Storage Tanks'. It includes a 'Type' dropdown with 'Oil' and 'Condensate' options. A 'No. of Tanks' input field is set to '1', and a 'Total Storage Capacity (BBL)' input field is set to '1'. There are radio buttons for 'Insulated' (Yes/No) and 'Heated' (Yes/No). An '+ Add More' button is at the bottom right. Below this is a section for 'Sweetening / CO₂ Removal Facility present?' with radio buttons for Yes/No. A 'Select' dropdown is set to 'Amine unit'. A 'Hydrocarbon Dew Point Depression Unit' section has radio buttons for Yes/No. A 'Gas Boosting Compressor Installed?' section has radio buttons for Yes/No. A 'Location' dropdown is set to 'Select an option'. A 'Reason for Installing Boosting Compressor' text input field is followed by a 'Boosting Compressor Capacity (MMSCMD)' input field. A 'Flare capacity (MMSCMD)' input field is followed by a 'Normal Technical Flaring (MMSCMD)' input field. A 'Knock Out Drum(s) present?' section has radio buttons for Yes/No. A file upload section for 'Upload PFD, P&ID/ FEED (if available)' shows a file named 'FORMATC-202601...'. Each section has an 'Enter here' text input field.

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.

Well-to-Facility Routing

Actions	Well name	Flowline Length (m)	Flowline Diameter (in)	Material	Insulated	Heated	Schematic / route map (PDF)
1		1	1	CS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select or drop file

+ Add More

Facility-Level Flow Assurance

Wax deposition risk: ☐ Low ☐ Med ☐ High

Wax Appearance Temperature (°C): Enter here

Pour Point (°C): Enter here

Flow assurance study summary PDF: Select or drop file

Hydrate Formation Temp (°C): Enter here

Slug mitigation: ☐ Yes ☐ No

QPR-2026011707...

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.

Power Support for facility

Total Power Demand (MW): Enter here

Power Sources: Please select

Utilities & power summary PDF: Select or drop file

WL-20260117082...

Facility Output Crude Oil & Gas Composition Summary

Crude Properties

API gravity (°API)	Viscosity (cP at °C)	Sulfur (%wt)	Water Content (%)
1	1	1	1
BS&W (% v/v)	Wax content (%)	Pour Point (°C)	
1	1	1	

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.

The screenshot shows two sections of a web form. The top section, titled 'Field-level Consumption, Losses, and Sales', has a 'Duration' dropdown set to '2010-2011'. Below it is a table with the following data:

Financial Year	Internal Gas Consumption (%)	Flaring (%)	Normal Losses (%)	Oil Sales (MMBBL)	Condensate Sales (MMBBL)	Gas Dispatch (MMSCM)
2010-2011	11	11	11	11	11	11

The bottom section, titled 'Production & Operational Risk Register', has an 'Upload PDF*' label and a large dashed red box with a 'Select or drop file' button. Below this is a file upload area showing a PDF file named 'QPR-2026011707...'.

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.

The screenshot shows the 'Health Safety and Environment (HSE)' form with nine upload sections arranged in a 3x3 grid. Each section has a dashed red box with a 'Select or drop file' button and a file upload area below it. The sections are:

- Environment Clearance from MoEFCC*
- Upload Environmental Management Plan*
- Upload Corrosion Mitigation Plan - Surface & Subsurface System*
- Upload Drilling Waste Management Plan*
- Upload Handling, Processing & Disposal of Produced Water*
- Upload Flare System - Design & Operation Summary*
- Upload HSE & Fire Safety Manual*
- Upload Blow Out Prevention(BOP) Installation & Testing Details*
- Upload Disaster Management Plan (DMP) & Safety Drills*

Each section shows a file upload area with a PDF icon and a file name (e.g., 'MOP-2026012109...', 'WL-20260117082...', 'FORMATC-202601...', 'MOP-2026012109...', 'FORMATC-202601...', 'QPR-2026011707...', 'FORMATC-202601...').

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.

General Information

Static

Dynamic

Drilling

Production

Techno Economics

Step: 6/6 | App No : FDP-20260122113132

Field Information

No. of development wells proposed

Development wells proposed	Type of Wells					Total number of wells
	Producer Wells			Injector Wells	Disposal Wells	
	Oil	Gas	Oil + Gas			
New Wells	1	0	0	0	0	1
Existing Wells with Sidetracking	1	0	0	0	0	1
Existing Wells without Sidetracking	0	0	0	0	0	0
Total no. of development wells proposed						2

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

Recommended Production Profile & Sales Summary

Production Duration

2010

2010

Plateau Duration

2010

2010

Field Production Profile (2P Case)

Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	% of OIIP	% of CIIP	% of GIIP
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD			
Base Value				1	1	1	1	11	1
2010-2010	1	11	1	1	11	1	1	1	1

Sales Profile

Financial Year	Internal Gas Consumption (%)	Flaring (%)	Normal Losses (%)	Oil Sales (MMBBL)	Condensate Sales (MMBBL)	Gas Dispatch (MMSCM)
2010-2011	11	11	11	11	11	11

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.

Form Submission

Data Submission

Financial

Reports

Support Tickets

Correspondences

General Information

Static

Dynamic

Drilling

Production

Techno Economics

Economic Inputs & Fiscal Parameters

Petroleum Price Scenarios

Conservative

Most-likely

Optimistic

Pricing Marker

Oil *

Gas *

Other

JKM

Select an option

Brent

WTI

Oman

Dubai

Indian Crude Basket

Other

Gas (USD/MMBTU)

Enter here

Provide conversion from MMBTU to MMSCM

MMSCM

Base Price at Start Year

Oil (USD/BBL)

Gas (USD/MMBTU)

Enter here

Enter here

Provide conversion from MMBTU to MMSCM

MMSCM

Price Escalation (% / yr)

Oil *

Gas *

Condensate *

Pricing Marker

Oil *

Gas *

Brent

Henry Hub

Base Price at Start Year

Oil (USD/BBL)

Gas (USD/MMBTU)

Enter here

Enter here

Provide conversion from MMBTU to MMSCM

MMSCM

Price Escalation (% / yr)

Oil *

Gas *

Condensate *

Pricing Marker

Oil *

Gas *

Oman

Domestic Gas Formula

Base Price at Start Year

Oil (USD/BBL)

Gas (USD/MMBTU)

Enter here

Enter here

Provide conversion from MMBTU to MMSCM

MMSCM

Price Escalation (% / yr)

Oil *

Gas *

Condensate *

Clear Data

Last saved on: Jan 22, 09:28 PM

Previous

Submit

94

The screenshot displays the 'Techno Economics' section of a software interface, featuring three parallel input panels for different petroleum price scenarios. Each panel contains the following sections:

- Pricing Marker:** Dropdowns for Oil (e.g., Other, Brent, Oman) and Gas (e.g., JKM, Henry Hub, Domestic Gas).
- Specify Other Oil Marker:** A text input field.
- Base Price at Start Year:** Input fields for Oil (USD/BBL) and Gas (USD/MMBTU).
- Provide conversion from MMBTU to MMSCM:** A dropdown menu.
- Price Escalation (% / yr):** Input fields for Oil, Gas, and Condensate.

At the bottom of the form, there is a 'Clear Data' button, a timestamp 'Last saved on: Jan 22, 09:28 PM', and 'Previous' and 'Submit' buttons.

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

The screenshot shows the 'Upload Narrative Justification for scenarios' form. It includes the following sections:

- Upload Narrative Justification for scenarios:** A file upload area with a 'Select or drop file' button.
- Discount Rate and Inflation Assumption:**
 - Discount Rate (%):** A text input field with the value '11'.
 - Cost Escalation Rate (%):** A text input field with the value '11'.
 - Justification for assumptions (s 200 characters):** A text area with a placeholder.
- Royalty, Cess & Other Statutory Levies:**
 - Levy Type as per contract:** A section with checkboxes for 'Royalty' (checked), 'CESS', 'NCCD', 'SAED', 'Basic Excise Duty', and 'Other'.

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.

Sub Activity Name	Total for each Sub-activity	Unit
Acquisition	Enter here	USD MM
Processing	Enter here	USD MM
Geological Re-processing / Special Processing	Enter here	USD MM
Project Management & Interpretation	Enter here	USD MM
+ Add Row		
Total 2D Seismic Surveys Cost	0.00	USD MM

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

3D Seismic Surveys		
Sub Activity Name	Total for each Sub-activity	Unit
Acquisition	<input type="text" value="Enter here"/>	USD MM
Processing	<input type="text" value="Enter here"/>	USD MM
Geological Re-processing / Special Processing	<input type="text" value="Enter here"/>	USD MM
Project Management & Interpretation	<input type="text" value="Enter here"/>	USD MM
+ Add Row		
Total 3D Seismic Surveys Cost	0.00	USD MM

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

Others Surveys (Non-Seismic)	▼
Data copying, Storage, Processing & Interpretation	▼
Analysis, Studies & Investigation - (G&G)	▼
Reservoir Data Acquisition and Analysis	▼
Reservoir Modeling Studies-FDP/RFDP/Firm Activity Linked Development Plan	▼
Third Party Reserves	▼
Reservoir Engineering-Support	▼
Development Wells	▼
Training & Capacity Building	▼
Project Planning	▼
Installation of Production Facilities	▼
Statutory Payments, Other Deposits	▼
Direct G&A	▼
Indirect G&A Allocated	▼

Total Development Phase cost	<input type="text" value="0"/>	USD MM
------------------------------	--------------------------------	--------

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.

Production Costs			
Engineering Studies/ Project Planning			
Sub Activity Name	Total for each Sub-activity	Unit	
Engineering Studies / Project Planning	<input type="text" value="Enter here"/>	USD MM	
+ Add Row			
Total Engineering Studies & Project Planning	0.00	USD MM	
Workover Rig Operations			
Sub Activity Name	Total Count	Total Infrastructure cost	Unit
Well Servicing	<input type="text" value="Enter here"/>	<input type="text" value="Enter here"/>	USD MM
HF (Hydraulic Fracturing)	<input type="text" value="Enter here"/>	<input type="text" value="Enter here"/>	USD MM
Zone Transfer	<input type="text" value="Enter here"/>	<input type="text" value="Enter here"/>	USD MM
Artificial Lift Installation	<input type="text" value="Enter here"/>	<input type="text" value="Enter here"/>	USD MM
+ Add Row			
Total Workover Rig Operations Cost	0.00	0.00	USD MM

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.

Rigless Operations & Other Flow Assurance Jobs	▼
Production Operations-O&M	▼
Production Operations-Chemicals & Consumables	▼
Operational Spares	▼
Statutory Fees	▼
Site Restoration Fund	▼
Site Restoration Activity	▼
Training & Capacity Building	▼
Direct G&A	▼
Indirect G&A Allocated	▼
Total Production Phase cost	
0	USD MM

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.

Exploration/ Appraisal Costs		
Total Exploration/ Appraisal Costs		
Sub Activity Name	Total for each Sub-activity	Unit
Exploration Costs	Enter here	USD MM
Appraisal Costs	Enter here	USD MM
+ Add Row		
Total Exploration/ Appraisal Costs	0.00	USD MM
Total Exploration/ Appraisal Costs		
0		
USD MM		
Save		

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.**

Economic Evaluation & Financial Metrics

Total Undiscounted Lifecycle Cost (USD MM)

Total Discounted Lifecycle Cost (USD MM)

Unit Production Cost – Undiscounted
Oil (USD/BBL) Gas (USD/MMBTU)

Unit Production Cost – Discounted
Oil (USD/BBL) Gas (USD/MMBTU)

Scenario Analysis

Most-Likely Conservative Optimistic

NPV & IRR

NPV (USD MM) * IRR (%) * Payback Year *

Fiscal Computation

Gol Profit Petroleum Share (USD MM) * Contractor Profit Petroleum Share (USD MM) *

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

Form Submission Data Submission Financial Reports Support Tickets Correspondences

General Information Static Dynamic Drilling Production **Techno Economics**

1 1

Sensitivity Analysis

Sensitivity Analysis	Crude price				Gas price				CAPEX				OPEX				Production Volumes				Discount rate					
	-20%	-10%	10%	20%	-20%	-10%	10%	20%	-20%	-10%	10%	20%	-20%	-10%	10%	20%	-20%	-10%	10%	20%	8%	9%	10%	11%	12%	
NPV (USD MM)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
IRR (%)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payback Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Gol Profit Petroleum Share (USD MM)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contractor Profit Petroleum Share (USD MM)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Upload Detailed Financial model covering all 3 scenarios *

Select or drop file

sample (3).pdf

Save

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.

The screenshot shows the 'Additional Information' tab of the 'Field Development Plan' form. The top navigation bar includes 'Home', 'Form Submissions', 'Data Submissions', 'Financial Submissions', and 'Correspondences'. The user is logged in as 'Priya Roy ONGC'. The form progress bar shows 'Step: 1/4' with tabs for 'General Information', 'Static', 'Dynamic', 'Drilling', 'Production', 'Techno Economics', 'Additional Information' (active), and 'Declaration'. The 'Additional Information' section contains two upload fields: 'Upload additional documents' and 'Upload Draft MCR *', both with 'Select or drop file' buttons. A 'Remark' box contains the text: 'Dear Sir, Please review the submitted details. All necessary documents and certifications have been uploaded for verification. Let us know if any further clarification is required.' At the bottom, there are 'Clear Data', 'Last saved on: Mar 11, 1:40 PM', 'Preview', and 'Save & Next' buttons.

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.

The screenshot shows the 'Declaration' tab of the 'Field Development Plan' form. The top navigation bar and user information are the same as in Figure 49. The form progress bar shows 'Step: 1/4' with tabs for 'General Information', 'Static', 'Dynamic', 'Drilling', 'Production', 'Techno Economics', 'Additional Information', and 'Declaration' (active). The 'Declaration' section contains a checkbox labeled 'All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor.' Below this, there are two input fields: 'Name of Authorised Signatory for Contractor' (containing 'Amit Kumar Das') and 'Designation' (containing 'Manager'). At the bottom, there are 'Clear Data', 'Last saved on: Mar 11, 1:40 PM', 'Preview', and 'Save & Next' buttons.

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: -

- 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.
- Operator to choose Block/Development Area/ Field (wherever applicable) for which Work Programme & budget is to be submitted.
- Type of submission to be selected as “Request Approval”.
- Choose Process category as “Category B”.
- Request type to be selected as “Work Programme” for Work Programme and “Budget” for Budget submission.

Note:

- Submission and approval of Work Programme is pre-requisite for submission of Budget.
- 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.
- 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

- Operator needs to Login to IMS. Click on “Form Submission”. Then Select “Category B”. Within Category B select “Work Programme”.

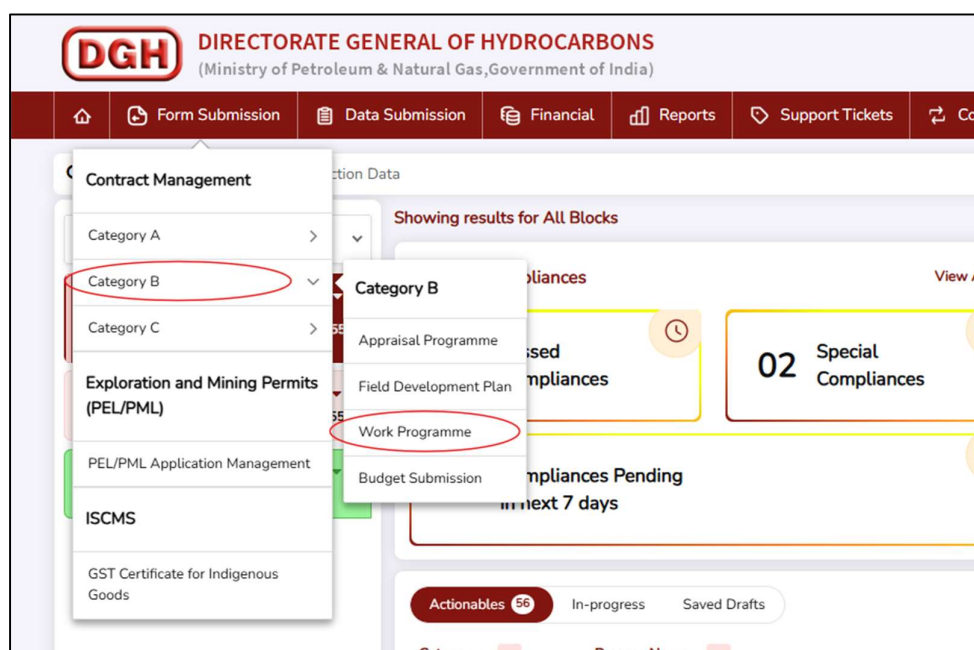


Figure 1: Navigation to Work Programme Application

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

← Create New Request

Block
CB-ONN-2000/1

Submission Type
Request for Approval

Process Category
Category A Category B Category C OTHERS

Request Type
Work Programme

→ 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**.

General Information Block-Field Details RE-FY BE-FY Summary Declaration

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator
Gujarat State Petroleum Corporation Ltd.

Block Name
CB-ONN-2000/1

Contract Signed on
17-07-2001

Contract Expiry on
-

Block Category
PSC

Awarded Under
NELP

Financial Year Details

Clause/Reference to Article/Policy *
Article -

What do you wish to Submit? *
Select an Option
RE
BE
Both

Upload Operator MCR views *
Select or drop file

Clear Data Last saved on: Nov 24, 02:29 PM Save & Next

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.)

General Information | Block-Field Details | RE-FY | Summary | Declaration

50 Gas Authority Of India Ltd. | 50 Gujarat State Petroleum Corporation Ltd.

Operator
Gujarat State Petroleum Corporation Ltd.

Block Name CB-ONN-2000/1	Contract Signed on 17-07-2001	Contract Expiry on -
Block Category PSC	Awarded Under NELP	

Financial Year Details

Clause/Reference to Article/Policy *
Article -

What do you wish to Submit? *
RE

Submitting Work Programme for RE of Financial Year *

Select an option
Select an option
2024-2025
2025-2026
2026-2027

Select or drop file

Clear Data | Last saved on Nov 24, 02:29 PM | Save & Next

Figure 4: Work Programme RE Submission individually

General Information | Block-Field Details | BE-FY | Summary | Declaration

50 Gas Authority Of India Ltd. | 50 Gujarat State Petroleum Corporation Ltd.

Operator
Gujarat State Petroleum Corporation Ltd.

Block Name CB-ONN-2000/1	Contract Signed on 17-07-2001	Contract Expiry on -
Block Category PSC	Awarded Under NELP	

Financial Year Details

Clause/Reference to Article/Policy *
Article -

What do you wish to Submit? *
BE

Submitting Work Programme for BE of Financial Year *

Select an option
Select an option
2025-2026
2026-2027
2027-2028

Select or drop file

Clear Data | Last saved on Nov 24, 02:29 PM | Save & Next

Figure 5: Work Programme BE Submission individually

General Information | Block-Field Details | RE-FY 2026-2027 | BE-FY 2027-2028 | Summary | Declaration

50 Gas Authority Of India Ltd. | 50 Gujarat State Petroleum Corporation Ltd.

Operator
Gujarat State Petroleum Corporation Ltd.

Block Name CB-ONN-2000/1	Contract Signed on 17-07-2001	Contract Expiry on -
Block Category PSC	Awarded Under NELP	

Financial Year Details

Clause/Reference to Article/Policy *
Article -

What do you wish to Submit? *
Both

Submitting Work Programme for RE of Financial Year *

2026-2027

Submitting Work Programme for BE of Financial Year *

Select an option
Select an option
2027-2028
2028-2029

Select or drop file

Clear Data | Last saved on Nov 24, 02:29 PM | Save & Next

Figure 6: Work Programme RE & BE Submission together

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

General Information | Block-Field Details | RE-FY 2026-2027 | BE-FY 2027-2028 | Summary | Declaration

Gujarat State Petroleum Corporation Ltd.

Block Name: CB-DNN-2000/1 | Contract Signed on: 17-07-2001 | Contract Expiry on: -

Block Category: PSC | Awarded Under: NELP

Financial Year Details

Clause/Reference to Article/Policy *
Article: - | What do you wish to Submit? *: Both

Submitting Work Programme for RE of Financial Year *: 2026-2027 | Submitting Work Programme for BE of Financial Year *: 2027-2028

Upload Operator MCR views *

Select or drop file

Clear Data | Last saved on: Nov 24, 04:09 PM | **Save & Next**

Figure 7: Operator MC View upload

3. Block Field Details

- The Work Programme application number is indicated at the top.
- 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.
- 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.
- Click on “Add Field Details” to fill any additional field if required.

Home > Create Request > Work Programme

Work Programme

Step: 2/6 | App No.: WP-20251124104250

Block-Field Details | General Information | RE-FY 2026-2027 | BE-FY 2027-2028 | Summary | Declaration

Add Field/DA Details for RE (2026-2027)

+ Add Field Details

Field/DA Details for RE

DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities			Actions
						Exploration/Appraisal programme	Development	Production	
ABCD	SOHAGPUR EAST	Signed MCR	SII-20250924145...	RFPSC_VPP.pdf	No Reason	No	No	Yes	

Figure 8: Block Field Details RE Section

- 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.




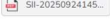




Add Field/DA Details for RE (2026-2027)									
+ Add Field Details									
Field/DA Details for RE									
DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities			Actions
						Exploration/Appraisal programme	Development	Production	
ABCD	SOHAGPUR EAST	Signed MCR			No Reason	No	No	Yes	
DA 1	CB-ONN-2000/1	Field Development Plan,Appendix-H	 		No Reason	Yes	Yes	Yes	 

Figure 12: RE Section within Block Field Details

1. Within Block Field Details under BE details section the operator can enter the fresh details by clicking the “Add Field Details”.

Add Field/DA Details for BE (2027-2028)

+ Add Field Details

Field/DA Details

DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities			Actions
						Exploration/Appraisal programme	Development	Production	
No data available									

Figure 13: Block Field Details BE Section

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



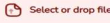

Proposed Nature of Activities *	
<input checked="" type="checkbox"/> Exploration / Appraisal Programme	<input checked="" type="checkbox"/> Development <input checked="" type="checkbox"/> Production
DA Name *	Field Name *
DA 2.0	CB-ONN-2000/1 (RNGOL)
Apex Document *	Field Development Plan
1 selected	
Field Development Plan x	
Is the OCR copy signed by all Partners *	Add Details if any
<input checked="" type="radio"/> Yes <input type="radio"/> No	Enter here
OCR Copy *	
	
	
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

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.

The screenshot displays the RE Tab interface, organized into three main sections: Exploration/Appraisal Programme, Development, and Production. Each section contains a table for recording activities. The 'Quantity' column is further detailed with sub-columns for 'As per Apex Document', 'Actual Till FY', 'YTD up to Q3 of FY', and 'Quantity Proposed in WP' (which is split into 'For BE' and 'For RE'). Each section also includes an 'Upload Files' button and a '+ Add Sub Activity' link.

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.

This screenshot shows the 'Add Sub Activity' dropdown menu. The menu is open, displaying a list of sub-activity options: Acquisition, Processing, Re-Processing/Special Processing, Project Management and Interpretation, and Others. The 'Sub-Activity' label is visible at the top of the dropdown list.

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.

←

Add Sub Activity

Sub-Activity *

Acquisition

Reference APEX Document *

Field Development Plan

Source *

Inhouse

UoM *

LKM

Quantity (As per Apex Doc) *

Enter 0 if unavailable

Quantity Actual Till FY 2024-2025 *

Enter 0 if unavailable

YTD up to Q3 of FY 2025-2026 *

Enter 0 if unavailable

Quantity as per WP submitted for BE 2026-2027 *

Enter 0 if unavailable

Proposed Quantity of RE 2026-2027 *

Enter 0 if unavailable

Description

Upload Seismic Coverage Map/Basis of Cost Estimate

Close

Save Changes

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 “o”.
- 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: -

Add Sub Activity

Sub-Activity *
Well Details

Enter Well Name *
Well 1
Type of Well *
Select an option

Reference APEX Document *
Field Development Plan

Source *
Select an option

UoM *
TDmts
Quantity (As per Apex Doc) *
Enter 0 if unavailable

Quantity as per WP submitted for BE 2026-2027 *
Enter 0 if unavailable
Proposed Quantity of RE 2026-2027 *
Enter 0 if unavailable

Description
Enter Well Name, Well Technical Details to be provided as per Template.

Important! [Download Drilling Template](#)

Please attach **duly filled** Drilling Template along as part of Well Details

Please provide details on **envisaged drilling of wells (tentative) in upcoming 3 years** as part of the Drilling Template

In case of RE Submission, please provide **Variance Statement** between BE & RE figures.

Kindly take note of the above while submission.

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.

Production Quantity

Crude Oil

Estimated (As per Apex Document) 1st Last FY 2025-2026 (TMT)* 300

YTD up to Q3 of FY 2025-2026 (TMT) 100

Estimated as per Apex Document for FY 2026-2027 (TMT)* 100

Monthly Breakup of Production Proposed in WP for RE 2026-2027

Apr (TMT)	May (TMT)	Jun (TMT)	Jul (TMT)	Aug (TMT)	Sep (TMT)
2	2	2	2	2	2
Oct (TMT)	Nov (TMT)	Dec (TMT)	Jan (TMT)	Feb (TMT)	Mar (TMT)
2	2	2	2	2	2

Total Production Estimate in RE of FY 2026-2027			Total Production Estimate in BE of FY 2026-2027		
TMT	BBL	Conversion Factor	TMT	BBL	Conversion Factor
24.00	332.00	13.8333			

Proposed Estimate in RE (TMT)			Proposed Estimate in BE (TMT)		
For FY+1 (2027-2028)	For FY+2 (2028-2029)	For FY+3 (2029-2030)	For FY+1 (2027-2028)	For FY+2 (2028-2029)	For FY+3 (2029-2030)
90.00	91.00	92.00			

Reason For Variance (RE Vs BE)

Figure 23: Production Quantity under RE tab

- 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 –

- 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.

Step: 4/6 | App No.: WP-20251124104250

General Information Block-Field Details RE-FY 2026-2027 BE-FY 2027-2028 Summary Declaration

☐ Please tick the box if DA/Field Details, Activity and Sub Activities for BE of selected FY is same as RE of last FY

Please Note: Click Edit for all fetched items and enter required details. For BE, mandatorily enter respective quantities

Text 2.0

Field Name: Not Applicable

Exploration/Appraisal Programme

Development

Production

+ Activities

+ Activities

+ Activities

Clear Data Last saved on: Nov 24, 04:12 PM

Previous Save & Next

Figure 24: BE Tab in Work Programme

- 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.

← Update Sub Activity

Sub-Activity *

Acquisition

Reference APEX Document *

Field Development Plan

Source *

Outsourced

UoM *

LKM

Quantity (As per Apex Doc) *

888

Quantity Actual Till FY 2024-2025 *

777

YTD up to Q3 of FY 2025-2026 *

666

quantity as per WP for RE 2026-2027 *

444

Proposed Quantity of BE 2027-2028 *

Enter 0 if unavailable

Description

Upload Seismic Coverage Map/Basis of Cost Estimate

Close

Save Changes

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 “o”. Please ensure to enter correct details within Quantity as per WP for RE (for the Last FY). The user can input Quantity as “o” 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: -

←

Update Sub Activity

Sub-Activity *

Well Details

Enter Well Name *

Well 5

Type of Well *

New Well

Reference APEX Document *

Field Development Plan

Source *

Inhouse

UoM *

TD mts

Quantity (As per Apex Doc) *

999

quantity as per WP for RE 2026-2027 *

666

Proposed Quantity of BE 2027-2028 *

Enter 0 if unavailable

Description

Enter Well Name. Well Technical Details to be provided as per Template.

Important! [Download Drilling Template](#)

Please attach **duly filled** Drilling Template along as part of Well Details

Please provide details on **envisaged drilling of wells (tentative) in upcoming 3 years** as part of the Drilling Template

In case of RE Submission, please provide **Variance Statement** between BE & RE figures.

Kindly take note of the above while submission.

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.

Production Quantity

+ Add Sub Activity

Upload Files

Crude Oil

Estimated (As per Apex Document) till Last FY 2026-2027 (TMT) *

300

Estimate for last FY 2026-2027 (TMT)

72

Estimated as per Apex Document for FY 2027-2028 (TMT) *

100

Monthly Breakup of Production Proposed in WP for BE 2027-2028

Apr (TMT)	May (TMT)	Jun (TMT)	Jul (TMT)	Aug (TMT)	Sep (TMT)
8	8	8	8	8	8
Oct (TMT)	Nov (TMT)	Dec (TMT)	Jan (TMT)	Feb (TMT)	Mar (TMT)
8	8	8	8	8	8

Total Production Estimate in BE of FY 2027-2028

TMT	BBL	Conversion Factor
96.00	332.00	3.4583

Proposed Estimate in BE (TMT)

For FY+1 (2028-2029)	For FY+2 (2029-2030)	For FY+3 (2030-2031)
101.00	102.00	103.00

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.

DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities			Actions
						Exploration/Appraisal programme	Development	Production	
Test 2.0	Field Name: Not Applicable	Field Development Plan	56ce20fb84864... SR-20251006125...	OCR Copy.pdf	Yes Reason	Yes	Yes	Yes	
Test 1	Field Name: Not Applicable	Signed MCR	SR-20250924145... INGOIL_Summary...	RFPSC_VPP.pdf	No Reason	No	No	Yes	
DA 1	Field Name: Not Applicable	Field Development Plan,Appendix-H	Drilling Template.x...	No File uploaded	No Reason	Yes	Yes	Yes	

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

6. Summary Tab

- 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

- 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 confirmation popup will appear requesting the user to confirm their action.
- Click Submit to finalize the process.
- The request can now be tracked from the dashboard under its assigned status (e.g., Pending with DGH, Approved, etc.)
- 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

- Always ensure the user fills all mandatory fields (marked with *).
- Use clear file names when uploading documents.
- User can use “Previous” to go back and edit before final submission.
- If document upload fails, check file the size and format.
- 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

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

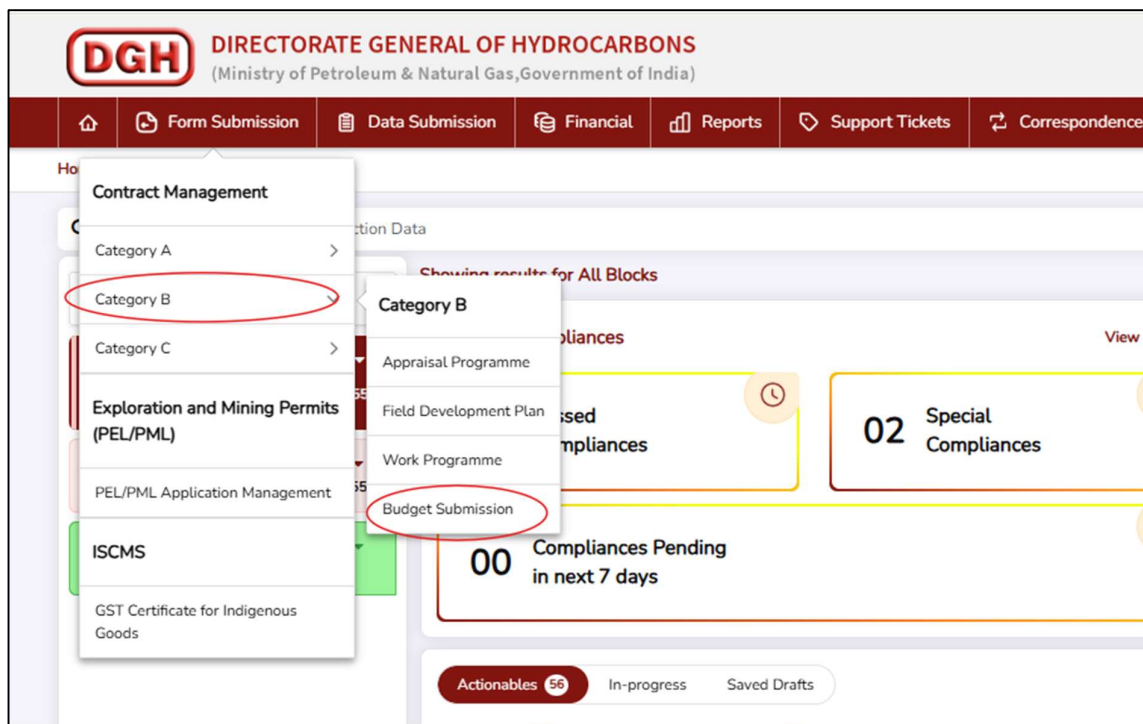


Figure 1: Navigation to Budget in IMS Portal

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

The screenshot shows the 'Create New Request' form. It has a back arrow and the title 'Create New Request'. The 'Block' dropdown menu is set to 'CB-ONN-2000/1' (highlighted with a red circle). The 'Submission Type' is 'Request for Approval'. The 'Process Category' has four buttons: 'Category A', 'Category B' (highlighted with a red box), 'Category C', and 'OTHERS'. The 'Request Type' dropdown menu is set to 'Budget'. At the bottom, there is a red button labeled '→ Create New Request' (highlighted with a red circle).

Figure 2: Create Budget Request

2. General Information Tab

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

Step: 1/5 | App No. :

General Information | Block-Field Details | RE-FY | BE-FY | Summary | Declaration

Contractors(2)

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name: CB-ONH-2000/1 Contract Signed on: 17-07-2001 Contract Expiry on:

Block Category: PSC Awarded Under: NELP

Financial Year Details

Clause/Reference to Article/Policy *

Article -

What do you wish to Submit? *

Select an option

Select an option

RE

BE

Both

MCR views

Upload Operator MCR views *

Select or drop file

Clear Data Last saved on: Nov 25, 04:24 PM Save & Next

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.)

General Information | Block-Field Details | RE-FY | BE-FY | Summary | Declaration

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name: CB-ONH-2000/1 Contract Signed on: 17-07-2001 Contract Expiry on:

Block Category: PSC Awarded Under: NELP

Financial Year Details

Clause/Reference to Article/Policy *

Article -

What do you wish to Submit? *

RE

Submitting Budget for RE of Financial Year *

Select an option

Select an option

2024-2025

2025-2026

2026-2027

Select or drop file

Operator MCR View...

Clear Data Last saved on: Nov 25, 04:24 PM Save & Next

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.

Field/BA Details								
Field/BA Details for RE 2025-2026								
DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities		
						Exploration/Appraisal programme	Development	Production
DA 3.0	SOHAGPUR EAST	Revised Field Development Plan			No Reason	Yes	Yes	Yes
DA 1.1	CB-ONN-2000/1 (INGOLI)	Field Development Plan			No Reason	Yes	Yes	Yes
DA 2.0	CB-ONN-2000/1 (SANAND EAST)	Appendix-H			Yes Reason	Yes	Yes	Yes

Field/BA Details for BE 2026-2027								
DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities		
						Exploration/Appraisal programme	Development	Production
DA 3.0	SOHAGPUR EAST	Revised Field Development Plan			No Reason	Yes	Yes	Yes
DA 1.1	CB-ONN-2000/1 (INGOLI)	Field Development Plan			No Reason	Yes	Yes	Yes
DA 2.0	CB-ONN-2000/1 (SANAND EAST)	Appendix-H			Yes Reason	Yes	Yes	Yes

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 –

- 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.
- 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”.
- 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).
- 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.

Step: 3/6 | App No: BD-20251125114359

General Information Block-Field Details **RE-FY 2025-2026** BE-FY 2026-2027 Summary Declaration

DA 3.0 DA 1.1 DA 2.0

SONHAGPUR EAST

Exploration/Appraisal Programme

2D Seismic Surveys, Acquisition and Processing and Interpretation

Description

Select or drop file

Cost As Per Apex Document	Actual Cost (\$US MM)		Proposed (\$US MM)	
	Till FY 2024-2025	For FY 2024-2025	For BE 2025-2026	For RE 2025-2026
0.00	0.00	0.00	0.00	0.00

Acquisition Description
Source: Outsourced Reference Document: Revised Field Development Plan

As per Apex Document		Actual (till 2024-2025)		Actual (for 2024-2025)		BE 2025-2026		RE 2025-2026	
Cost (\$US MM)		Cost (\$US MM)		Cost (\$US MM)		Cost (\$US MM)		Cost (\$US MM)	
\$	---	\$	---	\$	---	\$	---	\$	---
This field is required (Qty: 1000 LKM)		This field is required		This field is required		(Qty: 901 LKM)		This field is required (Qty: NA LKM)	
Qty	---	Qty	---	Qty	---	Qty	---	Qty	---
This field is required		This field is required		This field is required		This field is required		This field is required	

Clear Data Last saved on: Nov 25, 06:13 PM Previous Save & Next

Exploratory Well

UCM	As per Apex Document	Quantity		Quantity (Proposed in WP)		Save
		Actual Till FY 2024-2025 *	Actual For FY 2024-2025 *	For BE 2025-2026	For RE 2025-2026	
Nos.	987	Enter here This field is required	Enter here This field is required	3400	1200	

Please upload a file

Upload Files

Format 3B Template

Cost As Per Apex Document	Actual Cost (\$US MM)		Proposed (\$US MM)	
	Till FY 2024-2025	For FY 2024-2025	For BE 2025-2026	For RE 2025-2026
0.00	NA	NA	0.00	0.00

Well Details - Well BE 1.0, New Well Description
Source: Inhouse Reference Document: Revised Field Development Plan

As per Apex Document		Actual (till 2024-2025)		Actual (for 2024-2025)		BE 2025-2026		RE 2025-2026	
Cost (\$US MM)		Cost (\$US MM)		Cost (\$US MM)		Cost (\$US MM)		Cost (\$US MM)	
\$	---	\$	NA	\$	NA	\$	---	\$	---
This field is required (Qty: 9876 TD mts)						(Qty: 3011 TD mts)		This field is required (Qty: NA TD mts)	
Qty	NA	Qty	NA	Qty	NA	Qty	NA	Qty	NA

Figure 8: Budget RE Tab

- 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.
- 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.

Production

Production Quantity

Brief Description

Condensate Value
Source / Description: NA

Estimated as per Apex Document Till Last FY 2024-2025 (TMT) * **Actual Till FY (2024-2025) (TMT) *** Estimated as per Apex Document For (2025-2026) (TMT) *

134 Enter here
This field is required 156 Save

Monthly Breakup of Production Proposed in WP for RE 2025-2026

Apr (TMT)	May (TMT)	Jun (TMT)	Jul (TMT)	Aug (TMT)	Sep (TMT)
9	8	6	5	6	6
Oct (TMT)	Nov (TMT)	Dec (TMT)	Jan (TMT)	Feb (TMT)	Mar (TMT)
6	8	6	6	8	6

Figure 9: Production Quantity in RE 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

- 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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Form Submission Data Submission Financial Reports Factsheets Support Tickets Correspondences

Contract Management

- Category A
- Category B
- Category C
- Exploration and Mining Permits (PEL/PML)
- PEL/PML Application Management
- ISCMS
- GST Certificate for Indigenous Goods

Category C

- Assignment/ Transfer of Participating Interest
- Extension of Exploration Phase
- Extension of Production Sharing Contract
- Liquidated Damages on account of Cost of Unfinished Work Program
- End of Year Statement and Audited Accounts
- Submission of Site Restoration Plan/Abandonment Plan

Showing results for All Blocks

Block Complies View All →

Bank Guarantee View All →

Expiring within 30 days	Expiring within 90 days	Expired
1	1	1
Bank Guarantee	Bank Guarantee	Bank Guarantee
0	0	0
Surety Bonds	Surety Bonds	Surety Bonds

Search Sort By

Category Process Name Block Regime Status Receive

AA-ON/7 PSC Received for Editing 12 Nov 01:06 f

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).

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Form Submission Data Submission Financial Reports Factsheets Support Tickets Correspondences

Contract Management

- Category A
- Category B
- Category C
- Exploration and Mining Permits (PEL/PML)
- PEL/PML Application Management
- ISCMS
- GST Certificate for Indigenous Goods

Category C

- Assignment/ Transfer of Participating Interest
- Extension of Exploration Phase
- Extension of Production Sharing Contract
- Liquidated Damages on account of Cost of Unfinished Work Program
- End of Year Statement and Audited Accounts
- Submission of Site Restoration Plan/Abandonment Plan

Showing results for All Blocks

Block Complies View All →

Bank Guarantee View All →

Expiring within 30 days	Expiring within 90 days	Expired
5	5	
Bank Guarantee	Bank Guarantee	
3		
Surety Bonds	Surety Bonds	
2	2	

Search Sort By

Category Process Name Block Regime Status Receive

Cat-A Calibration of flow meters, witness custody transfer operations CB-ONN-2000/1 PSC Received for Editing 20 Nov 03:06 f

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Search for e.g. Submit Daily Production Data

Filter by block name

All Blocks : 4
Total Actionables: (Across All Blocks) 53

Blocks with Pending Actionables : 3
Total Actionables: 53

Other Blocks : 1
No Action Required

Showing results for All Blocks

Block Compliances

02 Missed Compliances

02 Special Compliances

00 Compliances Pending in next 7 days

Actionables 54 In-progress Saved Drafts

Category Process Name

Cat-A Calibration of flow meters, witness custody transfer operations
CFM-20251120092059

Create New Request

Block

Select Block

Submission Type

Request for Approval

Process Category

Category A Category B Category C

Request Type

Select Request Type

Create New Request

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Search for e.g. Submit Daily Production Data

Filter by block name

All Blocks : 4
Total Actionables: (Across All Blocks) 53

Blocks with Pending Actionables : 3
Total Actionables: 53

Other Blocks : 1
No Action Required

Showing results for All Blocks

Block Compliances

02 Missed Compliances

02 Special Compliances

00 Compliances Pending in next 7 days

Actionables 54 In-progress Saved Drafts

Category Process Name

Cat-A Calibration of flow meters, witness custody transfer operations
CFM-20251120092059

Create New Request

Block

CB-ON/7

Submission Type

Request for Approval

Process Category

Category A Category B Category C OTHERS

Request Type

Assignment/Transfer of Participating Interest

Create New Request

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.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request

Assignment/Transfer of Participating Interest

Step: 1/7 | App No.:

General Information | Production Sharing Contract (PSC) | Technical | Finance | Legal | Additional Information | Declaration

Contractors(2):

- 50 Gujarat State Petroleum Corporation Ltd.
- 50 Hindustan Oil Exploration Company Ltd.

Operator: Hindustan Oil Exploration Company Ltd.

Block Name: CB-ON/7 | Contract Signed on: 12-04-2000 | Contract Expiry on: -

Block Category: PSC | Awarded Under: PRE-NELP

Clear Data | Last saved on: Nov 20, 03:43 PM | Save & Next

Article Number *
Enter here

Assignment/Transfer Details

Assignor * | Assignee *

Select an option | Select an option

Updated Status of Contractors' PI and Operatorship Status after execution of Assignment/Transfer of PI *

Partner Name	Initial PI (%)	New PI (%)	Operator	Actions
Gujarat State Petroleum Corporation Ltd.	50	Enter here	<input type="radio"/>	
Hindustan Oil Exploration Company Ltd.	50	Enter here	<input checked="" type="radio"/>	

Provide other details (if any)
Enter here

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.

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request

Step: 3/7 | App No.: API-20251120102330

General Information | Production Sharing Contract (PSC) | Technical | Finance | Legal | Additional Information | Declaration

Work Programme Status

Whether MWP has been completed for Exploration Phase-I / Initial Exploration Period *

☒ Yes ☐ No

From Date * dd-mm-yyyy To Date * dd-mm-yyyy

Upload details of committed and completed Work Programme Activities *

Select or drop file

Whether MWP has been completed for Exploration Phase-II / Subsequent Exploration Period *

☒ Yes ☐ No ☐ Not Applicable

From Date * dd-mm-yyyy To Date * dd-mm-yyyy

Upload details of committed and completed Work Programme Activities *

Select or drop file

Clear Data Last saved on: Nov 20, 03:53 PM

Whether MWP has been completed for Exploration Phase-III *

☒ Yes ☐ No ☐ Not Applicable

From Date * dd-mm-yyyy To Date * dd-mm-yyyy

Upload details of committed and completed Work Programme Activities *

Select or drop file

← Previous → Save & Next

By Assignor

No objection certificate from the consortium partners (as well as from licensees in case of Pre-NELP blocks) *

Select or drop file

Upload Copy of Operating Committee Resolution

Is OCR Available? *

☒ Yes ☐ No

Upload OCR *

Select or drop file

In case OCR is not signed by all parties, please provide justification *

Enter here

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)

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request

Assignment/Transfer of Participating Interest

Step: 3/7 | App No.: API-20251120102330

General Information | **Production Sharing Contract (PSC)** | **Technical** | Finance | Legal | Additional Information | Declaration

By Assignee

Brief on the corporate, technical capability & other information of the assignee *

Select an option

Select or drop file

Clear Data Last saved on: Nov 20, 04:01 PM

← Previous → Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Home > Create Request

Assignment/Transfer of Participating Interest

Step: 4/7 | App No.: API-20251120102330

General Information
Production Sharing Contract (PSC)
Technical
Finance
Legal
Additional Information
Declaration

By Assignor

Upload copy of signed Annual Audited Financial Statements / Printed Annual Reports for the preceding three years *

Select or drop file

PI transferred to 'Affiliate' or other related party are accordance of Article 28 of the PSC *

☒ Yes
☐ No
☐ Not Applicable

Clear Data
Last saved on: Nov 20, 04:03 PM
Previous
Save & Next

By Assignee

Copy of signed Annual Audited Financial Statements / Printed Annual Reports for the preceding three years *

Select or drop file

Copy of signed Annual Audited Financial Statements / Printed Annual Reports of the Parent Company, if guarantor for the preceding three years *

Select or drop file

Financial & Performance Guarantee by the Parent company else assignee as per the provision of the contract *

Select or drop file

Upload Proof of Funds that can be used for submitting a Bank Guarantee subsequent to the approval of Assignment/Transfer of Participating Interest *

Select or drop file

Proof of Fund details

Date *

dd-mm-yyyy

Amount(USD) *

Enter here

Upload submitted Draft of 'Deed of Assignment and Assumption' *

☒ Yes
☐ No

Select or drop file

Upload submitted Draft 'Amendments to the PSC' *

☒ Yes
☐ No

Select or drop file

Are pending dues (by the Assignor) cleared? *

☒ Yes
☐ No

Select or drop file

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Home > Create Request

Assignment/Transfer of Participating Interest

Step: 6/7 | App No.: API-20251120102330

General Information | Production Sharing Contract (PSC) | Technical | Finance | Legal | Additional Information | Declaration

By Assignor

Upload Copy of power of attorney / authority letter for the persons signing various documents by Board of Directors on behalf of assignor(s) *

Select or drop file

Upload Copy of assignment and assumption deed executed by the assignor (s) & assignee (s) *

Select or drop file

Clear Data Last saved on: Nov 20, 04:06 PM Previous Save & Next

Upload Board resolution authorizing the transfer by the Assignor *

Select or drop file

Upload Copy of Board resolution for change of operator ship by all partners (in case applicable) *

Select or drop file

Upload Undertakings by assignor (s) as per Article 28.1 by the Assignor *

Select or drop file

Draft Amendment to PSC *

☒ Yes ☐ No

Draft Amendment to PSC *

Select or drop file

By Assignee

Upload Copy of power of attorney / authority letter for the persons signing various documents by Board of Directors on behalf of assignee (s) *

Select or drop file

Upload Copy Board Resolution by the Assignee company to assume the transfer of Participating Interest from Assignor

☒ Yes ☐ No

Upload Board resolution by the Assignor authorizing the transfer of PI from the Assignor *

Select or drop file

Upload Undertakings by assignee (s) as per Article 28.1 *

Select or drop file

Upload a copy of Memorandum and Articles of Association / Certificate of incorporation of the assignee *

Select or drop file

Upload Family tree of the parent company (in case of assignment to affiliates) *

Select or drop file

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma OPERATOR

Home > Create Request

Assignment/Transfer of Participating Interest

Step: 6/7 | App No.: API-20251120102330

General Information | Production Sharing Contract (PSC) | Technical | Finance | Legal | Additional Information | Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark


Please review the document

Upload Draft MCR *

Select or drop file


Clear Data Last saved on: Nov 20, 04:09 PM Previous Save & Next

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



DIRECTORATE GENERAL OF HYDROCARBONS

(Ministry of Petroleum & Natural Gas, Government of India)



Rahul Verma

OPERATOR

Home

Form Submission

Data Submission

Financial

Reports

Support Tickets

Correspondences

Home > Create Request

Assignment/Transfer of Participating Interest

Step: 7/7 | App No. : API-20251120102330

General Information

Production Sharing Contract (PSC)

Technical

Finance

Legal

Additional Information

Declaration

Declaration

☒ Subsequent to the approval of Assignment/Transfer of Participating Interest the Assignee shall submit a Bank Guarantee *

☒ The operator hereby confirms the compliance with PSC terms and relevant GoI Notifications *

☒ All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Please note that the template is indicative, government/mopng/dgh may ask further information, if required, on a case to case basis

Name of Authorised Signatory for Contractor [duly authorised by OCR] *

Designation *

Clear Data

Last saved on: Nov 20, 04:11 PM

Previous

Submit

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

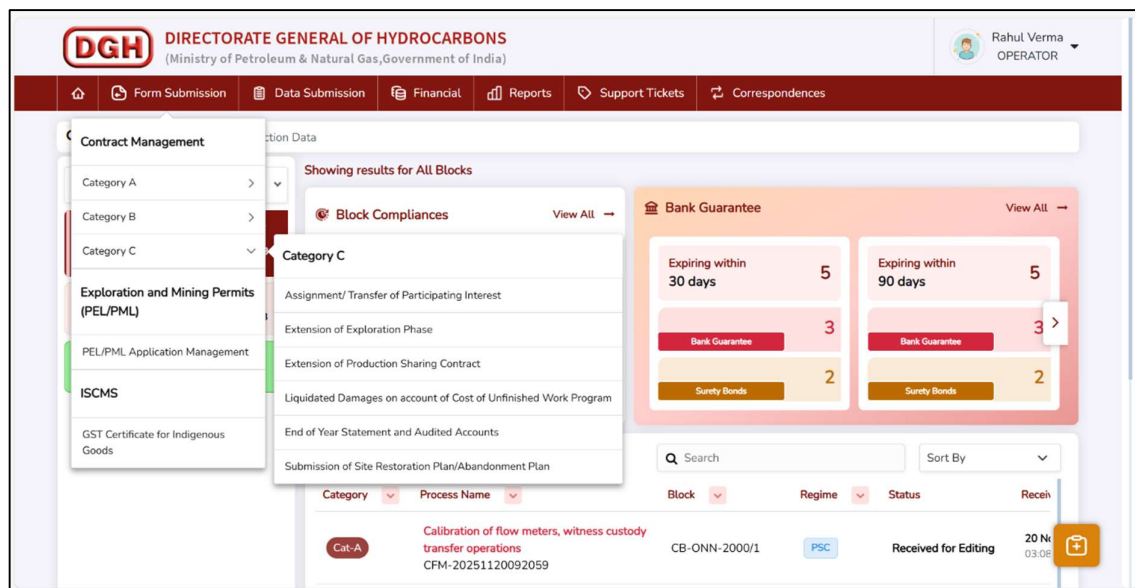


Figure 1: Select the Extension of exploration phase from the Category C dropdown

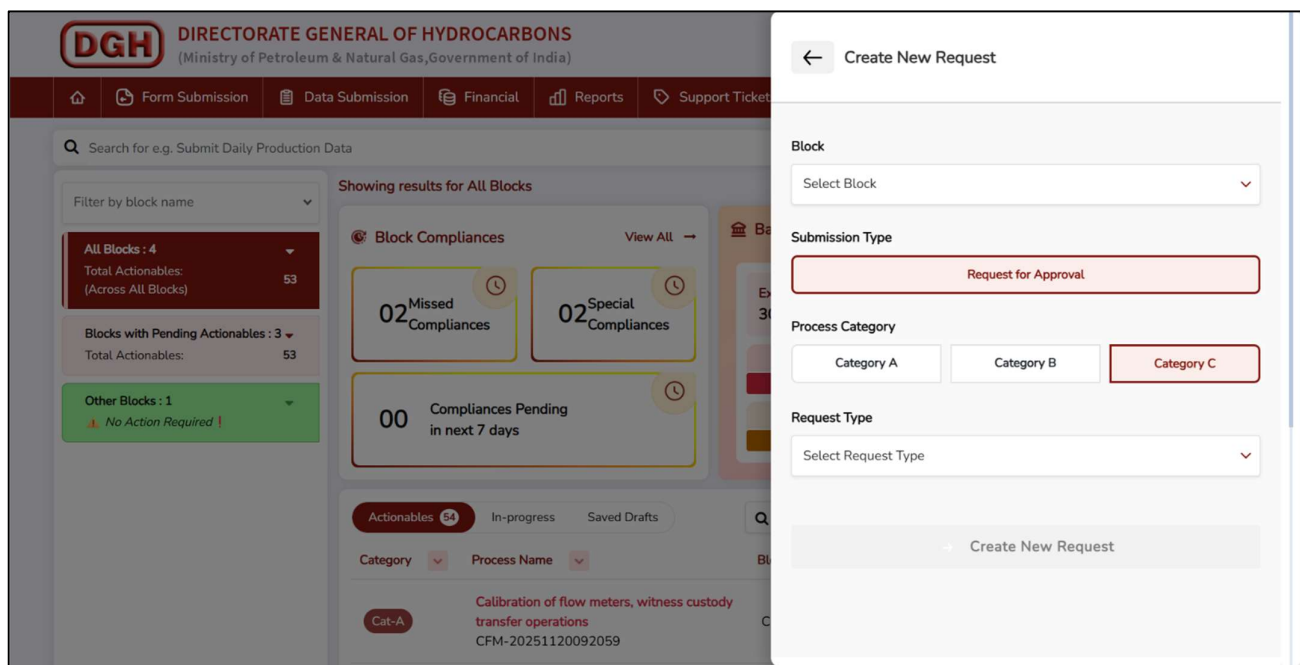


Figure 2: Create New Request to fill in a New Application

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Search for e.g. Submit Daily Production Data

Filter by block name

All Blocks : 4
Total Actionables: (Across All Blocks) 53

Blocks with Pending Actionables : 3
Total Actionables: 53

Other Blocks : 1
No Action Required

Showing results for All Blocks

Block Compliances

02 Missed Compliances

02 Special Compliances

00 Compliances Pending in next 7 days

Actionables 54 In-progress Saved Drafts

Category Process Name

Cat-A Calibration of flow meters, witness custody transfer operations
CFM-20251120092059

Create New Request

Block
CB-ONN-2000/1

Submission Type
Request for Approval

Process Category
Category A Category B **Category C** OTHERS

Request Type
Extension of Exploration Phase

Create New Request

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma OPERATOR

Home > Create Request > Extension of Exploration Phase

Extension of Exploration Phase

Step: 1/6 | App No. :

General Information

Contractors(2)

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name
CB-ONN-2000/1

Contract Signed on
17-07-2001

Contract Expiry on

Block Category
PSC

Awarded Under
NELP

Clear Data Last saved on: Nov 20, 04:33 PM

Save & Next

General Information

Relevant PSC Article/Govt. Policy basis which extension of Exploration Phase is sought *

Enter here

OCR Available? *

Yes No

In case OCR is not signed by all parties, please provide justification *

Enter here

Upload OCR *

Select or drop file

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
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Correspondences

Home > Create Request > Extension of Exploration Phase

Extension of Exploration Phase

Step: 2/6 | App No.: GEP-20251120110517

General Information
Extension Details
Committed WP vs Completed WP
Technical Details
Additional Information
Declaration

Details of Current Phase and Extension Sought thereof

Extension sought in which Phase of Exploration Period *

Select an option

Expiry Date of relevant Phase mentioned *

dd-mm-yyyy

Any Extensions availed in the past *

☒ Yes
☐ No

Extension sought till *

dd-mm-yyyy

Clear Data

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Previous

Save & Next

Select or drop file

Justification for Extension of Exploration Phase *

Select an option

Submit Representation *

Select or drop file

Notice given atleast 30 days prior to the expiry of the relevant phase? *

☒ Yes
☐ No

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
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Financial
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Home > Create Request > Extension of Exploration Phase

Extension of Exploration Phase

Step: 3/6 | App No.: GEP-20251120110517

General Information
Extension Details
Committed WP vs Completed WP
Technical Details
Additional Information
Declaration

Minimum Work Programme Completed *
☒ Yes
☐ No

Committed WP vs Completed WP

#	Activities	Mandatory/Committed WP	Completed WP	Unfinished WP	Cost of Unfinished WP
1	Wells(No.)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2	Cumulative Depth (m)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4	2D (LKM) - Processed	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5	2D (LKM) - Interpreted	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6	3D (Sq. km) - Acquired	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7	3D (Sq. km) - Processed	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Last saved on: Nov 20, 04:37 PM

Whether extension is being sought for execution of Work Program which is in addition to MW/P/CWP? *
☒ Yes
☐ No

Type or Upload details pertaining to the current status of the additional WP *

Whether Additional Work Programme has been reviewed by MC? *
☒ Yes
☐ No

Upload MCR *

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home > Create Request > Extension of Exploration Phase

Home | Form Submission | Data Submission | Financial | Reports | Support Tickets | Correspondences

Step: 4/6 | App No.: GEP-20251120110517

☒ General Information
☒ Extension Details
☒ Committed WP vs Completed WP
☒ **Technical Details**
☐ Additional Information
☐ Declaration

G&G Details

Provide detailed status of current Exploration Phase including details of activities undertaken and results thereof. Also include detailed illustrations with relevant maps*

Select or drop file

Is a New Work Programme being proposed during the requested extension period

☒ Yes
☐ No

Upload the justification for proposed Work Program, backed by relevant maps*

Select or drop file

Whether data of exploration activities (like WCRs of drilled wells, DPRs of ongoing wells, etc.) has been / is being submitted to DGH

☐ Yes
☐ No

Clear Data
Last saved on: Nov 20, 04:41 PM
Previous
Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home > Create Request > Extension of Exploration Phase

Home | Form Submission | Data Submission | Financial | Reports | Support Tickets | Correspondences

Step: 5/6 | App No.: GEP-20251120110517

☒ General Information
☒ Extension Details
☒ Committed WP vs Completed WP
☒ Technical Details
☒ **Additional Information**
☐ Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark


Enter here

Upload Draft MCR *

Select or drop file


Clear Data
Last saved on: Nov 20, 04:43 PM
Previous
Save & Next

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



DIRECTORATE GENERAL OF HYDROCARBONS

(Ministry of Petroleum & Natural Gas, Government of India)



Rahul Verma

OPERATOR

Home

Form Submission

Data Submission

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Home > Create Request > Extension of Exploration Phase

Extension of Exploration Phase

Step: 6/6 | App No.: GEP-20251120110517

General Information

Extension Details

Committed WP vs Completed WP

Technical Details

Additional Information

Declaration

Declarations

☐ All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor * as *All facts, figures and documents submitted hereinabove are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor. *

Name of Authorized Signatory for Contractor *

Designation *

Enter here

Enter here

Clear Data

Last saved on: Nov 20, 04:45 PM

Previous

Submit

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

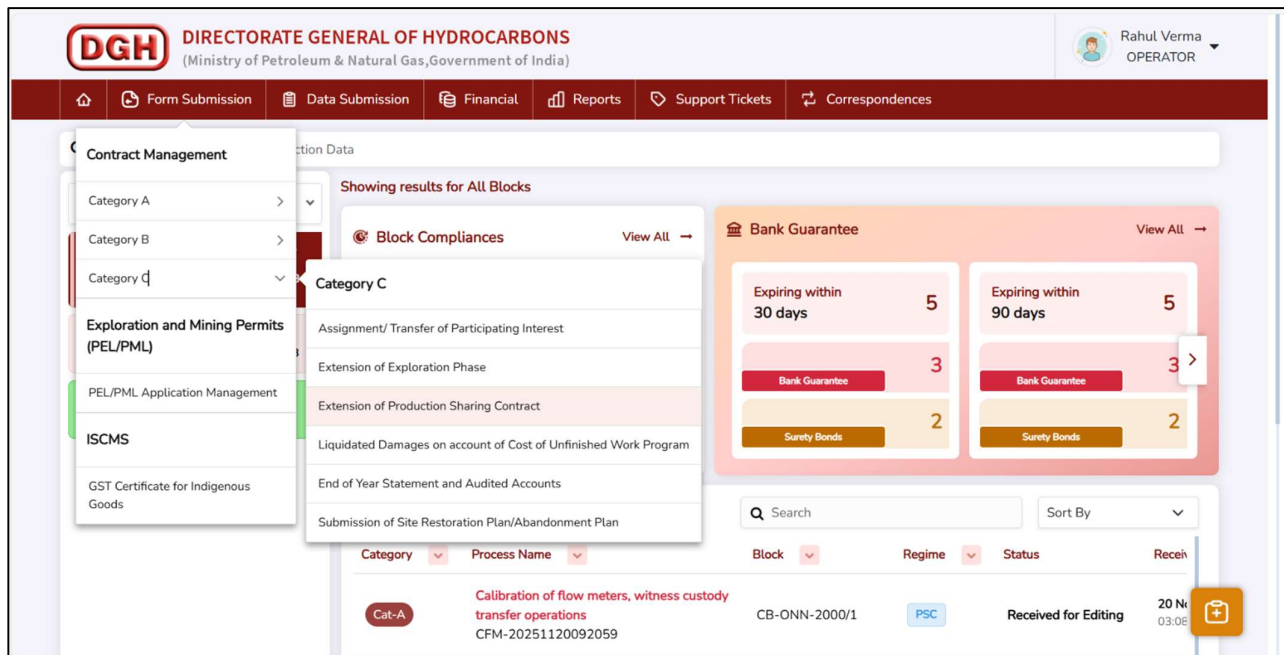


Figure 1: Select the Extension of production sharing contract phase from the Category C dropdown

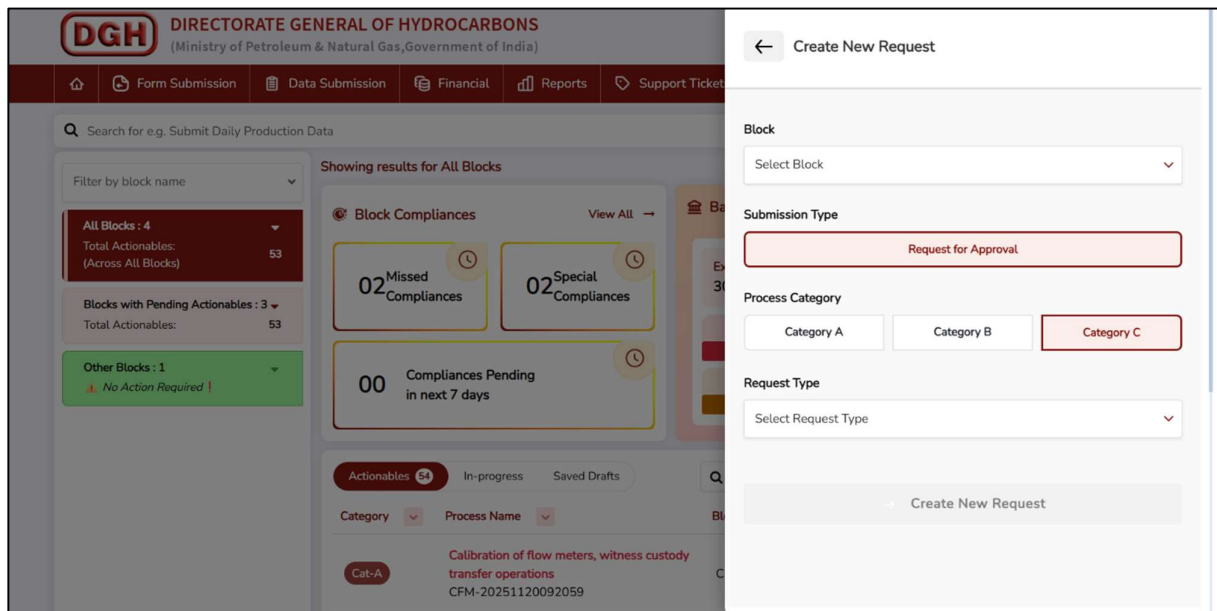


Figure 2: Create New Request to fill in a New Application

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Form Submission | Data Submission | Financial | Reports | Support Ticket

Search for e.g. Submit Daily Production Data

Filter by block name

- All Blocks : 4
Total Actionables: (Across All Blocks) 53
- Blocks with Pending Actionables : 3
Total Actionables: 53
- Other Blocks : 1
No Action Required

Showing results for All Blocks

Block Compliances View All

02 Missed Compliances 02 Special Compliances

00 Compliances Pending in next 7 days

Actionables 54 In-progress Saved Drafts

Category Process Name

Cal-A Calibration of flow meters, witness custody transfer operations
CFM-20251120092059

Create New Request

Block
CB-ON/7


Submission Type
Request for Approval

Process Category
Category A Category B **Category C** OTHERS

Request Type
Extension of Production Sharing Contract


→ Create New Request

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



DIRECTORATE GENERAL OF HYDROCARBONS

(Ministry of Petroleum & Natural Gas, Government of India)



Rahul Verma

OPERATOR

Home

Form Submission

Data Submission

Financial

Reports

Support Tickets

Correspondences

Home > Create Request > Extension of Production Sharing Contract

Extension of Production Sharing Contract

Step: 1/5 | App No. :

General Information

Details of Extension

Legal

Additional Information

Declaration

Contractors(2)

50 Gujarat State Petroleum Corporation Ltd.

50 Hindustan Oil Exploration Company Ltd.

Operator

Hindustan Oil Exploration Company Ltd.

Block Name

CB-ON/7

Contract Signed on

12-04-2000

Contract Expiry on

-

Effective Date

2000-11-23

Block Category

PSC

Awarded Under

PRE-NELP

Clear Data

Last saved on: Nov 20, 05:01 PM

Save & Next

Enter here

Production Sharing Contract (PSC)

Date of Application *

20-11-2025

Operating Committee Approval *

Yes

No

Upload Approval *

Select or drop file

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
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Home > Create Request > Extension of Production Sharing Contract

Extension of Production Sharing Contract

Step: 2/5 | App No.: PEX-20251120113430

General Information
Details of Extension
Legal
Additional Information
Declaration

Valid Mining Lease

Upload Proposal for Extension including details of Valid Mining Lease *

Select or drop file

Third Party Reserves Audit Report

NOTE- The Contractor must demonstrate the availability of the remaining recoverable reserves through a Third-Party Reserves Audit Report. If the remaining 2P/P50 recoverable reserves (i.e., proven plus probable reserves with a 50% certainty of being produced) for any development area requested for extension exceed 5 MMBBL, the audit must be carried

Clear Data
Last saved on:
Previous
Save & Next

Select an option

Select or drop file

Technical Expertise

Operator should submit proof of technical expertise, while submitting the application. *

Select or drop file

Past Performance

Contractor while submitting the application should submit cumulative achievements of drilled wells and achieved production (vs Planned) since inception. *

Type of Well	Planned Wells	Actual Wells
Exploratory Well	Enter here	Enter here
Appraisal Well	Enter here	Enter here
Development Well	Enter here	Enter here

Select or drop file

Contractor should have drilled at least 70% of the development wells of Development plan approved by the Management Committee (MC) due for drilling as on date application for last 10 years or must have achieved 70% of the committed production as on date with reference to the earlier approved FDP or approved Work Programme for the last 10 years. *

Select or drop file

Contractor should have complied with the provisions of creation of Site Restoration Fund (SRF) and Site Restoration Plan (SRP) as per PSC. Wherever PSC does not provide for SRF and SRP, the Contractor should propose SRF and SRP as a part of extended Contract. *


☐ Yes
☐ No


Revised Field Development Plan (RFDP)

The Contractor to submit RFDP for the proposed extension period at the time of submission of the application, for exploitation of remaining reserves in line with DGH guidelines for submission of FDP/RFDP. Static and Dynamic models compatible with widely used industry softwares (Petrel RE/Eclipse, CMG etc.) *

☐ FDP
☐ RFDP

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


DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)


Rahul Verma
OPERATOR

Home Form Submission Data Submission Financial Reports Support Tickets Correspondences

Home > Create Request > Extension of Production Sharing Contract

Extension of Production Sharing Contract

Step: 3/5 | App No. : PEX-20251120113430

General Information Details of Extension **Legal** Additional Information Declaration

Legal

Detail(s) of ongoing legal cases (if any)


Select or drop file


Draft amendment of PSC as per the prescribed format *

Select or drop file

Clear Data Last saved on: Previous Save & Next

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


DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)


Rahul Verma
OPERATOR

Home Form Submission Data Submission Financial Reports Support Tickets Correspondences

Home > Create Request > Extension of Production Sharing Contract

Extension of Production Sharing Contract

Step: 4/5 | App No. : PEX-20251120113430

General Information Details of Extension Legal **Additional Information** Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark


Enter here

Upload Draft MCR *

Select or drop file

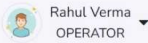
Clear Data Last saved on: Previous Save & Next

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



DIRECTORATE GENERAL OF HYDROCARBONS

(Ministry of Petroleum & Natural Gas, Government of India)



Home > Create Request > Extension of Production Sharing Contract

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Extension of Production Sharing Contract

Step: 5/5 | App No.: PEX-20251120113430

General Information
Details of Extension
Legal
Additional Information
Declaration

Declarations

☐
The Contractor accepts that during the extended contract term, the government will receive a profit petroleum share that is 10% higher than that calculated under the usual PSC framework for that year. *

☐
The Contractor certifies that during the extended period, royalty and cess shall be payable at the prevailing nomination-regime rates—not at the reduced or concessional rates stipulated in the PSC. *

☐
Contractor shall submit Bank Guarantee equal to 10% of the total estimated annual expenditure in respect of Work Programme approved by MC for being undertaken by the Contractor in the Contract area. *

☐
In case the Contractor fails to complete the approved work program, grace period upto one year can be granted by MC to complete the activity, subject to Contractor extending the validity of the Bank guarantee for the duration of the grace period and not hampering the next year work program. In addition, the Contractor will have to submit another fresh Bank guarantee for the forthcoming year against the annual work programme and budget of that year. *

☐
The Contractor certifies that all the statutory dues and payments due to the Govt. have been cleared and the Contractor is not a defaulter to the Govt. on any account. *

☐
All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Please note that the template is indicative. Government / MoPNG / DGH may ask further information, if required, on a case to case basis.

Name of authorised signatory for the contractor *
Designation *

Clear Data

Last saved on:

Previous

Submit

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

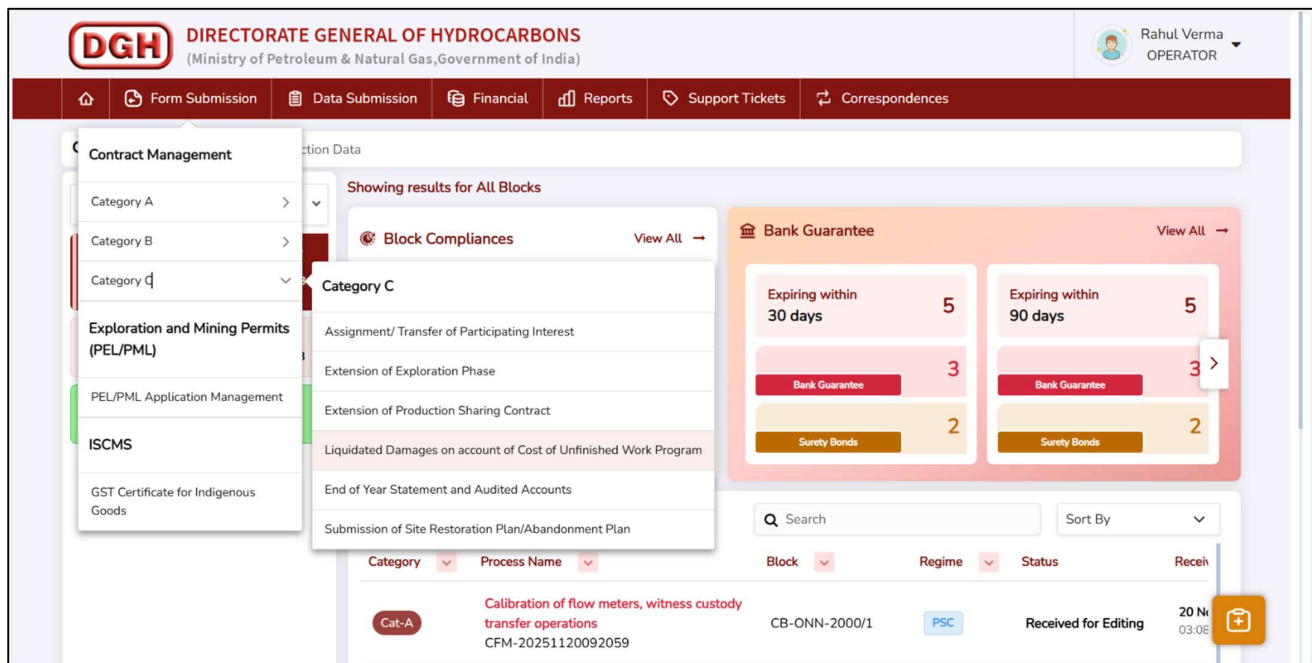


Figure 1: Select the Liquidated Damages on account of Cost of Unfinished Work Program from the Category C dropdown

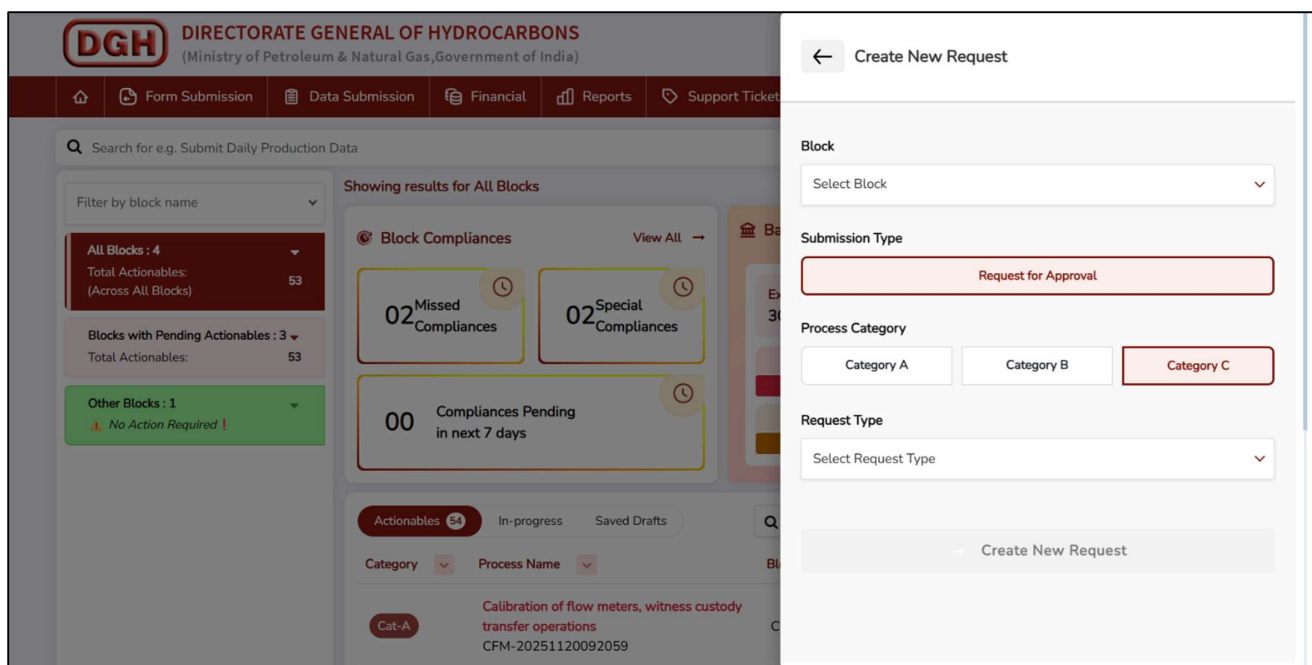


Figure 2: Create New Request to fill in a New Application

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Search for e.g. Submit Daily Production Data

Filter by block name

All Blocks : 4
Total Actionables: (Across All Blocks) 53

Blocks with Pending Actionables : 3
Total Actionables: 53

Other Blocks : 1
No Action Required

Showing results for All Blocks

Block Compliances

02 Missed Compliances

02 Special Compliances

00 Compliances Pending in next 7 days

Actionables 64 In-progress Saved Drafts

Category Process Name

Cat-A Calibration of flow meters, witness custody transfer operations CFM-20251120092059

Create New Request

Block
CB-ONN-2000/1

Submission Type
Request for Approval

Process Category
Category A Category B Category C OTHERS

Request Type
Liquidated Damages on account of Cost of Unfinished Work Programme

Create New Request

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma OPERATOR

Home > Create Request > Liquidated damages on account of cost of unfinished work programme

Liquidated damages on account of cost of unfinished work programme

Step: 1/6 | App No. :

General Information Committed WP vs Completed WP Technical Details LD Details Additional Information Declaration

Contractors(2)

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name
CB-ONN-2000/1

Contract Signed on
17-07-2001

Contract Expiry on
-

Effective Date
2002-01-07

Block Category
PSC

Clear Data Last saved on: Nov 20, 05:25 PM

Article of PSC / Policy / Guideline

Enter here

Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home > Create Request > Liquidated damages on account of cost of unfinished work programme

Liquidated damages on account of cost of unfinished work programme

Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

General Information
Committed WP vs Completed WP
Technical Details
LD Details
Additional Information
Declaration

Exploration Phase in which there is unfinished quantum of minimum work programme *
Date for end of Exploration Phase / Date for termination of Contract *

Select an option
dd-mm-yyyy

Committed WP vs Completed WP

Select Currency Type of Cost of Unfinished WP *
USD

#	Activities	Mandatory/Committed WP	Completed WP	Unfinished WP	Cost of Unfinished WP
1	Wells(No.)	0	0	0	0
2	Cumulative Depth (m)	0	0	0	0
3	2D (LKM) - Acquired	0	0	0	0
5	2D (LKM) - Interpreted	0	0	0	0
6	3D (Sq. km) - Acquired	0	0	0	0
7	3D (Sq. km) - Processed	0	0	0	0
					Total 0

Clear Data
Last saved on: Nov 20, 05:26 PM

Previous
Save & Next


+ Add Activity

Reasons for Unfinished Minimum / Mandatory / Committed Work Programme

Type here...


Select or drop file

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



DIRECTORATE GENERAL OF HYDROCARBONS

(Ministry of Petroleum & Natural Gas, Government of India)



Rahul Verma

OPERATOR

Home

Form Submission

Data Submission

Financial

Reports

Support Tickets

Correspondences

Home

Create Request

Liquidated damages on account of cost of unfinished work programme

Liquidated damages on account of cost of unfinished work programme

Step: 3/6 | App No.: LDC-20251120115647

General Information

Committed WP vs Completed WP

Technical Details

LD Details

Additional Information

Declaration

G&G (Shortfall Details)

Details of Shortfall in achieving the target depth in incomplete well(s) and reasons thereof

Enter here

Select or drop file

Details of Shortfall in achieving the target depth in incomplete well(s) and reasons thereof

Enter here

Select or drop file

Details of Prognosticated thickness of geological objective (terminal formation)

Enter here

Select or drop file

Discuss the Possibility of potential reservoir in the undrilled terminal formation

Enter here

Select or drop file

NDR

E&P Data Submitted *

Yes

No

Clear Data

Last saved on: Nov 20, 05:31 PM

Previous

Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Home > Create Request > Liquidated damages on account of cost of unfinished work programme

Liquidated damages on account of cost of unfinished work programme

Step: 4/6 | App No. : LDC-20251120115647

General Information
Committed WP vs Completed WP
Technical Details
LD Details
Additional Information
Declaration

Finance (Contract Finance)

Payment Date of COUMWP *

Select Currency Type *

Amount of COUMWP paid in USD *

Head of Account *

Payment Reference No *

Reference Document *

Clear Data
Last saved on: Nov 20, 05:33 PM

Previous
Save & Next

Select or drop file

Upload the calculations *

Select or drop file

Compliance of PSC terms/GOI Notifications & Policies *

☒ Yes
☐ No

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Liquidated damages on account of cost of unfinished work programme

Step: 5/6 | App No. : LDC-20251120115647

General Information
Committed WP vs Completed WP
Technical Details
LD Details
Additional Information
Declaration

Additional Information

Upload Additional Documents

Remark


Upload Draft MCR *


Please note that the template is indicative. Government / MoPNG / DGH may ask further information, if required, on a case to case basis.

Clear Data
Last saved on: Nov 20, 05:35 PM

Previous
Save & Next

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


DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)


Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Home > Create Request > Liquidated damages on account of cost of unfinished work programme

Liquidated damages on account of cost of unfinished work programme

Step: 6/6 | App No.: LDC-20251120115647

General Information
Committed WP vs Completed WP
Technical Details
LD Details
Additional Information
Declaration

Declarations

☐ All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor. *

Name of Authorized Signatory for Contractor *

Enter here

Designation *

Enter here

Clear Data

Last saved on: Nov 20, 05:37 PM

Previous

Submit

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

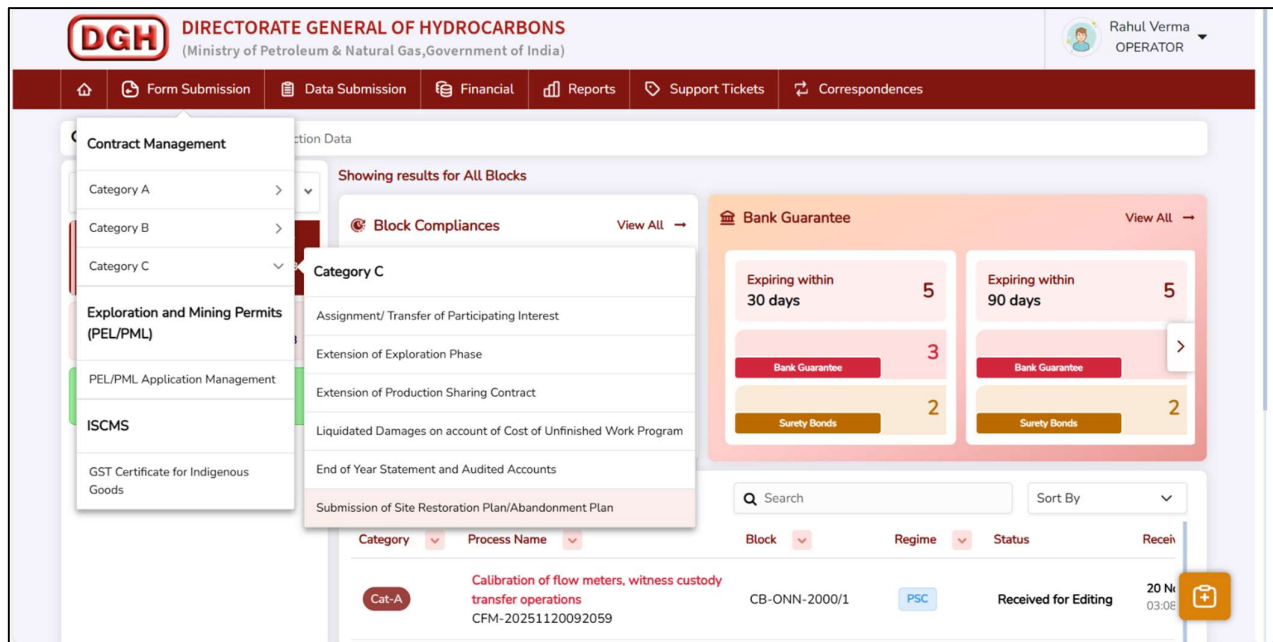


Figure 1: Select the Submission of Site Restoration Plan/Abandonment Plan from the Category C dropdown

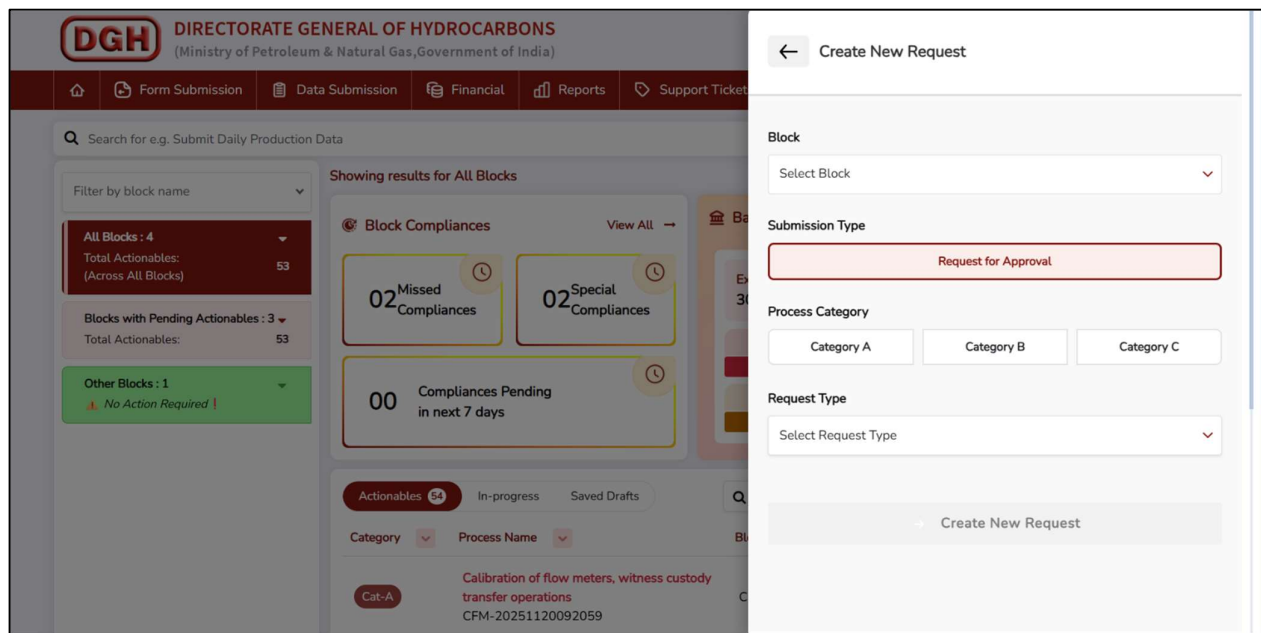


Figure 2: Create New Request to fill in a New Application

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Search for e.g. Submit Daily Production Data

Filter by block name

All Blocks : 4
Total Actionables: (Across All Blocks) 53

Blocks with Pending Actionables : 3
Total Actionables: 53

Other Blocks : 1
No Action Required

Showing results for All Blocks

Block Compliances

02 Missed Compliances

02 Special Compliances

00 Compliances Pending in next 7 days

Actionables 64 In-progress Saved Drafts

Category Process Name

Cat-A Calibration of flow meters, witness custody transfer operations
CFM-20251120092059

Create New Request

Block

CB-ONN-2000/1

Submission Type

Request for Approval

Process Category

Category A Category B Category C OTHERS

Request Type

Site Restoration Plan/Abandonment plan

Create New Request

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

DGH DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma OPERATOR

Home > Create Request > Site Restoration Plan/Abandonment plan

Site Restoration Plan/Abandonment plan

Step: 1/5 | App No. :

General Information Planned Details Bank Guarantee Details Additional Information Declaration

Contractors(2)

50 Gas Authority Of India Ltd. 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name CB-ONN-2000/1 Contract Signed on 17-07-2001 Contract Expiry on -

Block Category PSC Awarded Under NELP Effective Date 07-01-2002

Clear Data Last saved on: Nov 20, 07:47 PM Save & Next

Enter here

OCR Available? *

Yes No

Upload OCR *

Select or drop file

In case OCR is not signed by all parties, please provide justification *

Enter here

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home Form Submission Data Submission Financial Reports Support Tickets Correspondences

Home > Create Request > Site Restoration Plan/Abandonment plan

Site Restoration Plan/Abandonment plan

Step: 2/5 | App No. : SR-20251120142145

General Information **Planned Details** Bank Guarantee Details Additional Information Declaration

Actions	Sl No.	Field Name	Date Of Relinquishment / Cessation Of Production	Upload Agreement
	1	Enter here	dd-mm-yyyy	Select or drop file

+ Add Field

SRF* 1999 Guidelines complied *

☒ Yes
☐ No
☐ Not Applicable

Clear Data Last saved on:

☒ Yes
☐ No
☐ Not Applicable

SRG*2021 Guidelines complied *

☒ Yes
☐ No
☐ Not Applicable

OISD/DGMS Approval *

Select or drop file

Abandonment Plan/ Site Restoration Plan *

Select or drop file

Third Party Report *

Select or drop file

Clear Data Last saved on: Nov 20, 07:54 PM

Previous Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home Form Submission Data Submission Financial Reports Support Tickets Correspondences

Home > Create Request > Site Restoration Plan/Abandonment plan

Site Restoration Plan/Abandonment plan

Step: 3/5 | App No. : SR-20251120142145

General Information Planned Details **Bank Guarantee Details** Additional Information Declaration

Whether Bank Guarantee has been submitted? *

☒ Yes
☐ No
☐ Not Applicable

Select Bank Guarantee Number *

Search here

Please input at least 4 characters to search

Provide Bank Guarantee calculations *

Select or drop file

Clear Data Last saved on: Nov 20, 07:54 PM

Previous Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Home > Create Request > Site Restoration Plan/Abandonment plan

Site Restoration Plan/Abandonment plan

Step: 4/5 | App No.: SR-20251120142145

General Information
Planned Details
Bank Guarantee Details
Additional Information
Declaration

Additional Information

Upload Additional Documents

Select or drop file

Remark

Enter here

Upload Draft MCR *

Select or drop file

Clear Data

Last saved on:
Nov 20, 07:57 PM

Previous

Save & Next

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

DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas, Government of India)

Rahul Verma
OPERATOR

Home
Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

Home > Create Request > Site Restoration Plan/Abandonment plan

Site Restoration Plan/Abandonment plan

Step: 5/5 | App No.: SR-20251120142145

General Information
Planned Details
Bank Guarantee Details
Additional Information
Declaration

Declaration

Please note that the template is indicative. Government / MoPNG / DGH may ask further information, if required, on a case to case basis.

☐ The operator hereby confirms the compliance with PSC terms and relevant GoI Notifications *

☐ All facts, figures and documents submitted here in above are based on the official records and are true and correct to the best of the knowledge and belief of the Contractor *

Name of authorised signatory for the contractor *

Designation *

Enter here

Enter here

Clear Data

Last saved on:
Nov 20, 08:01 PM

Previous

Submit

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.

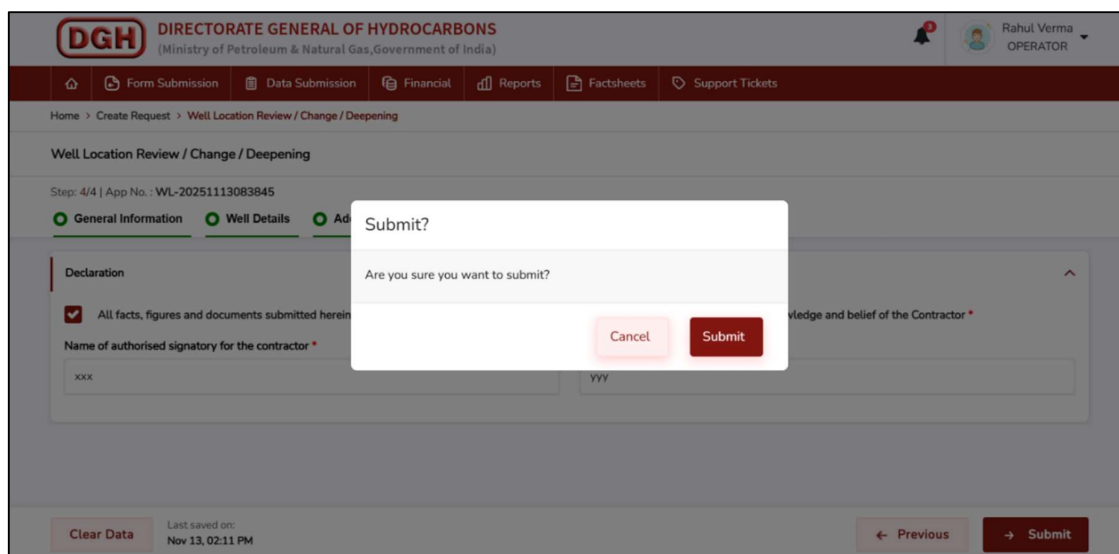
The screenshot shows the DGH (Directorate General of Hydrocarbons) web application interface. The user is logged in as 'Rahul Verma OPERATOR'. The navigation bar includes links for Home, Form Submission, Data Submission, Financial, Reports, Factsheets, and Support Tickets. The current page is 'Well Location Review / Change / Deepening'. A confirmation popup titled 'Submit?' is displayed in the center, asking 'Are you sure you want to submit?' with 'Cancel' and 'Submit' buttons. The background form shows a 'Declaration' section with a checked checkbox for 'All facts, figures and documents submitted herein' and a field for 'Name of authorised signatory for the contractor'.

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.

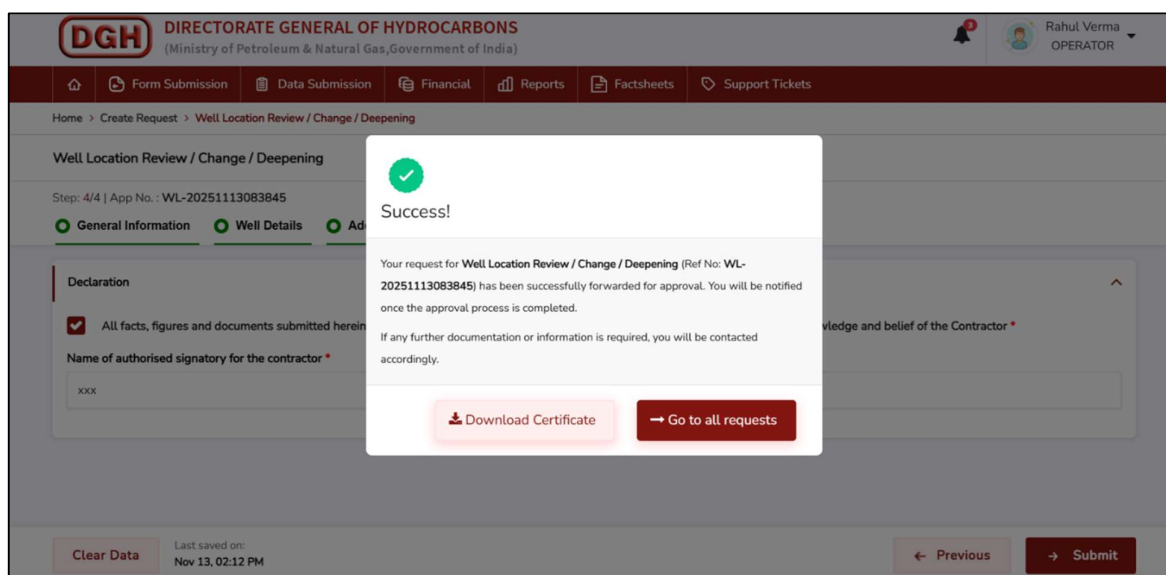
The screenshot shows the DGH web application interface after successful submission. A 'Success!' message popup is displayed in the center, indicating that the request for 'Well Location Review / Change / Deepening' (Ref No: WL-20251113083845) has been successfully forwarded for approval. The popup includes a green checkmark icon and two buttons: 'Download Certificate' and 'Go to all requests'. The background form shows the 'Declaration' section with a checked checkbox for 'All facts, figures and documents submitted herein' and a field for 'Name of authorised signatory for the contractor'.

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

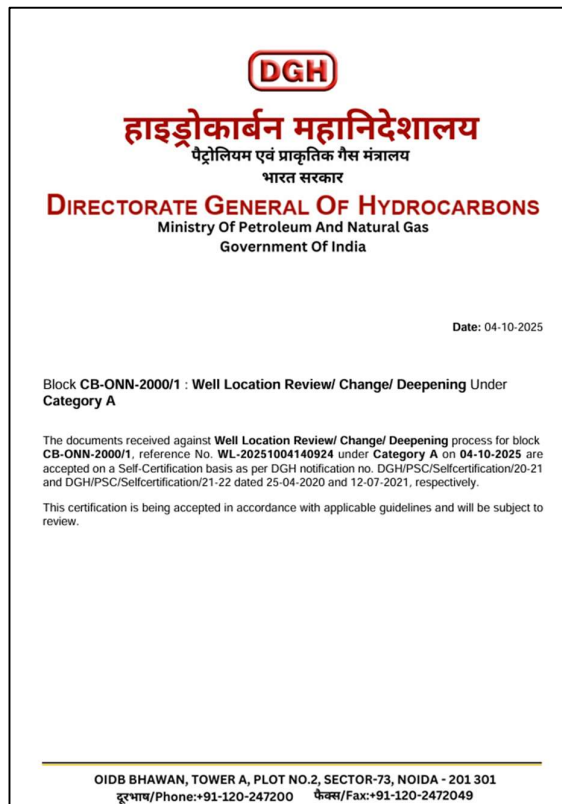


Figure: DGH Letter Format

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.

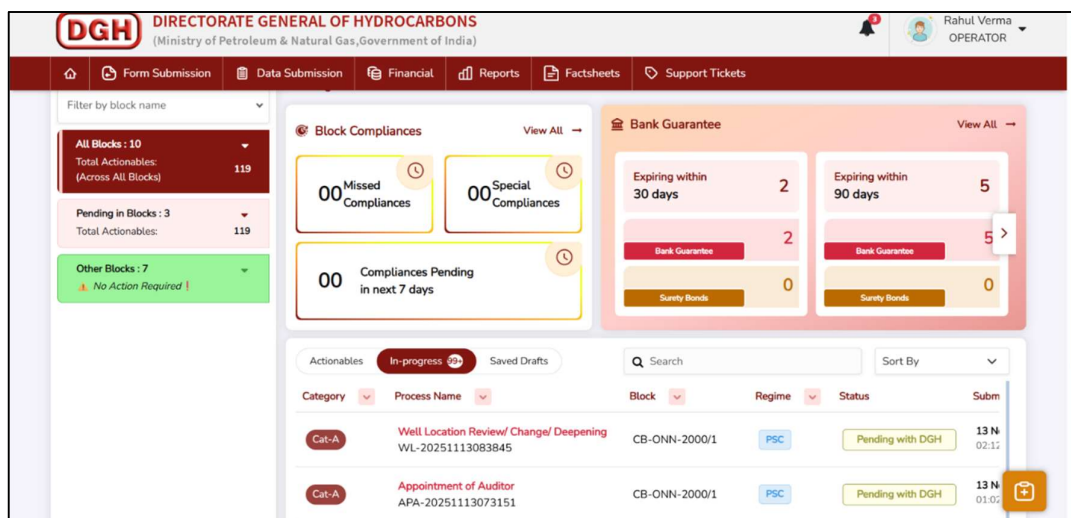


Figure: After Clicking on "Go to All Requests", the user will be directed to the operator landing Page. Therefore, the user can access the submitted application from the "In-Progress" tab.

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.

The screenshot displays the DGH (Directorate General of Hydrocarbons) web portal interface. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". The user is logged in as "Rahul Verma OPERATOR". The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Factsheets, and Support Tickets. The main content area shows the "Well Location Review / Change / Deepening" application. The "Overview" tab is selected, displaying the following details:

Reference number	Submitted On
WL-20251113083845	13-11-2025

Contractors(2)

- 50 Gas Authority Of India Ltd.
- 50 Gujarat State Petroleum Corporation Ltd.

Operator

Gujarat State Petroleum Corporation Ltd.

Block Name: CB-ONN-2000/1

Contract Signed on: 17-07-2001

Contract Expiry on: -

At the bottom right, there is a "Recall" button and a "Download Certificate" button.

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

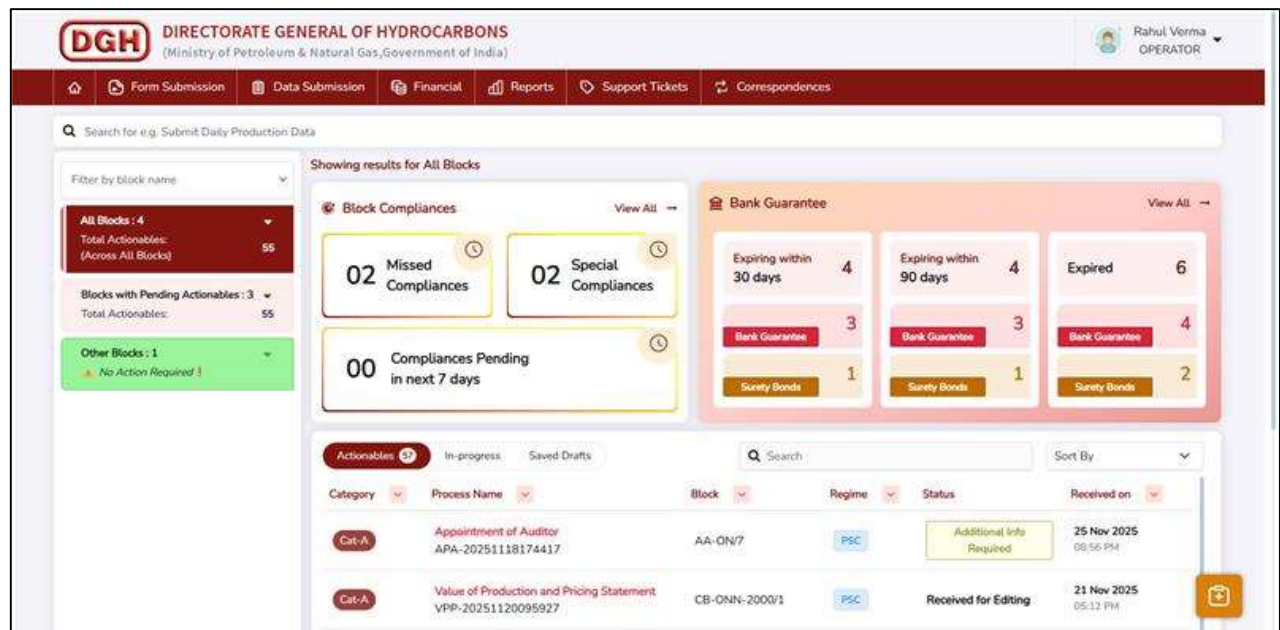


Figure 1: Operator landing page

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

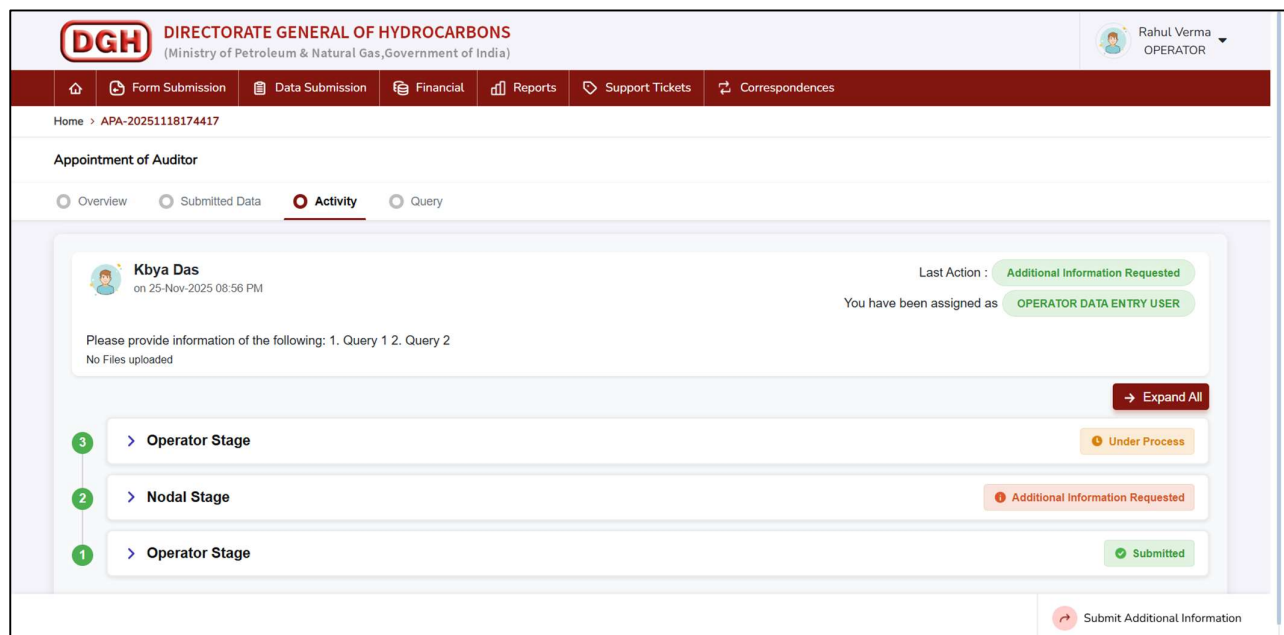


Figure 2: Application View

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

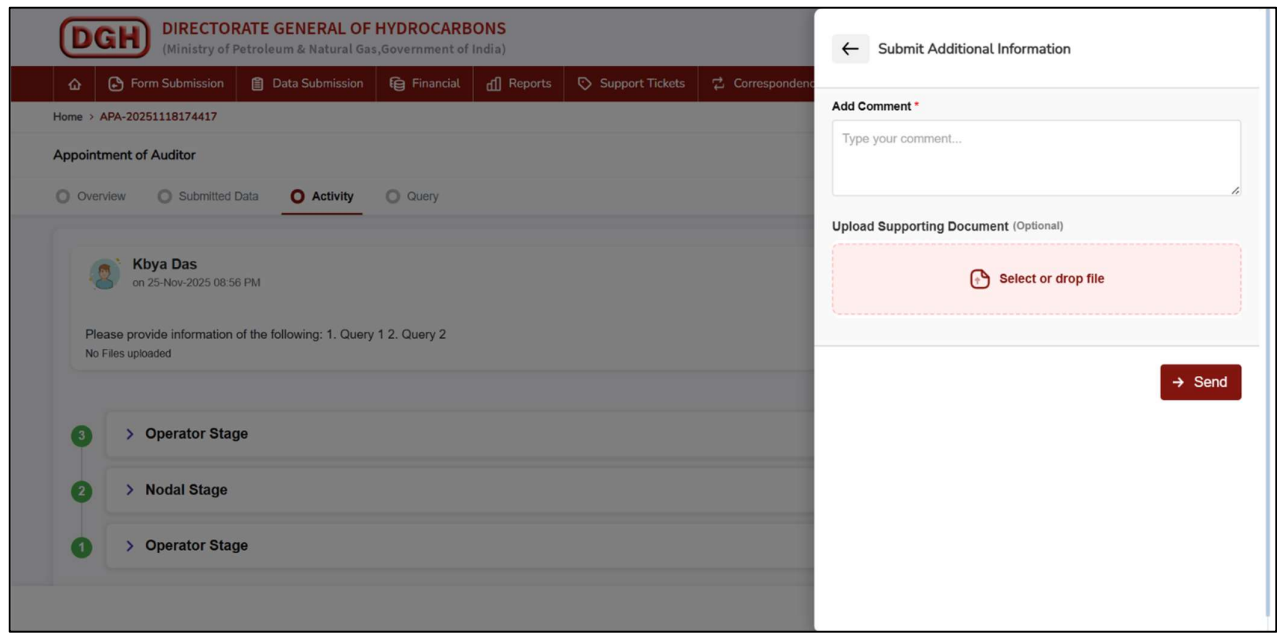


Figure 3: Operator response flyout

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

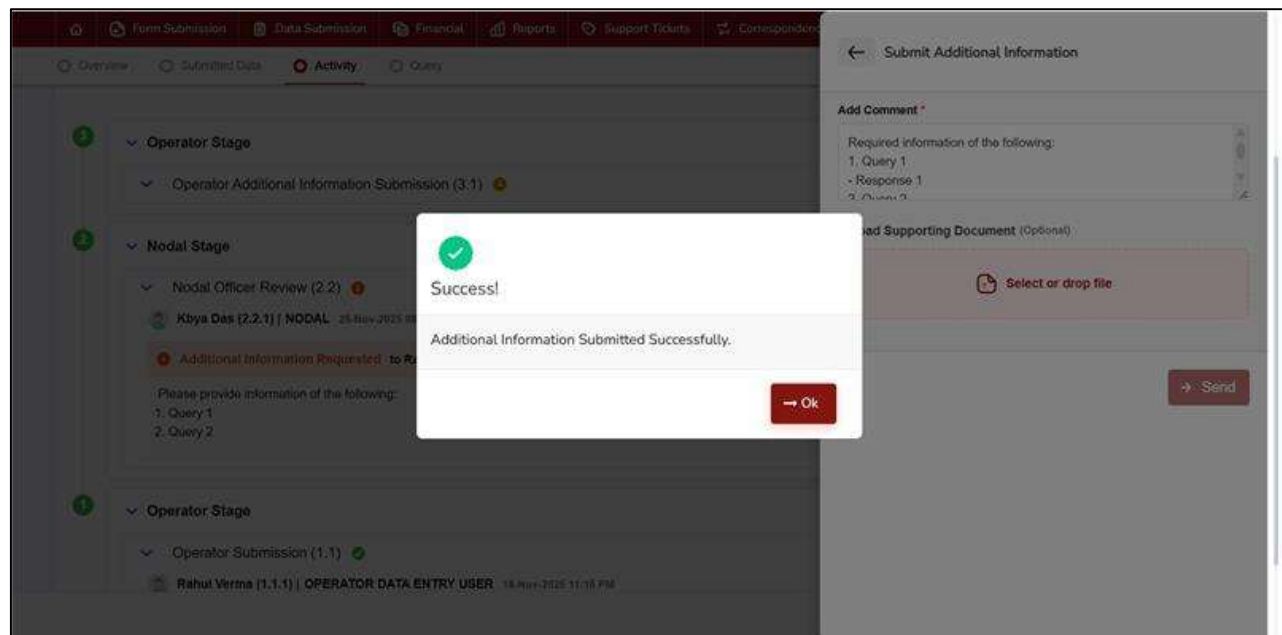


Figure 4: Success message

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

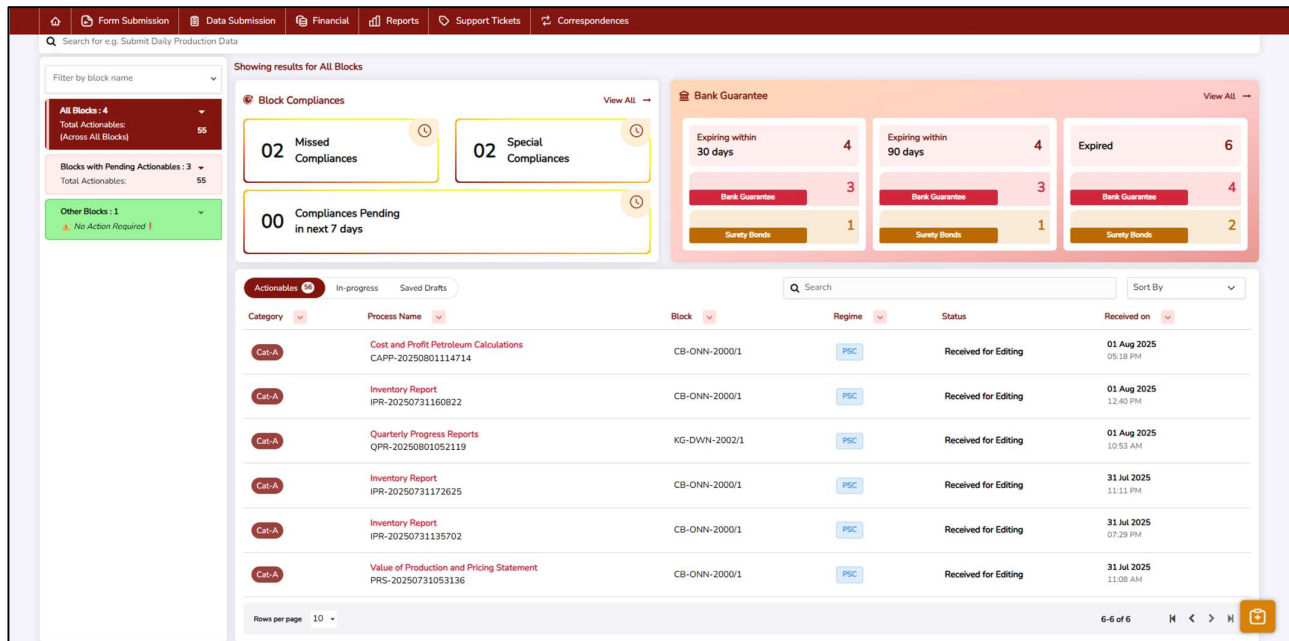


Figure 1: Operator Landing Page

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.

The screenshot shows the DGH (Directorate General of Hydrocarbons) application interface. The header includes the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". The user is logged in as "Rahul Verma OPERATOR". The navigation bar includes links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The main content area displays the application details for "AP-20251125094441". The "Overview" tab is selected, showing the reference number, submitted date (25-11-2025), and contractors (Gas Authority Of India Ltd. and Gujarat State Petroleum Corporation Ltd.). The operator is listed as "Gujarat State Petroleum Corporation Ltd.". The block details include "Block Name: CB-ONN-2000/1", "Contract Signed on: 17-07-2001", "Contract Expiry on: -", "Block Category: PSC", and "Awarded Under: NELP". A "Submit Additional Information" button is visible at the bottom right.

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.

The screenshot shows the "Submit Additional Information" flyout form. The form includes a "Add Comment" section with a text area for "Type your comment...". Below this is a "Select Meeting Date" section with a date picker. The "Select Meeting Time" section has a time picker. The "Upload Supporting Document (Optional)" section features a "Select or drop file" button. A "Send" button is located at the bottom right. The background shows the application activity log, including a message from "Kbya Das" on 25-Nov-2025 04:16 PM, stating "Need additional Information: 1. Query 1 CF 2. Query 2 CF 3. Query 3 CF Additional Information required: 1. Query 1 G&G HoD 2. Query 2 G&G HoD No Files uploaded". The activity log also shows the "Operator Stage" and "Nodal Stage" with a "Nodal Officer Review (2.2)" by "Kbya Das (2.2.1) | NODAL" on 25-Nov-2025 04:16 PM, indicating "Additional Information Requested" to Rahul Verma.

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.

The screenshot shows the 'Application View for Technical Meeting Response Submission' in the DGH portal. The header includes the DGH logo, 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)', and a user profile for 'Rahul Verma OPERATOR'. The navigation bar contains links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The main content area displays the 'Appraisal Programme or its Revision' for reference number 'AP-20251125094441', submitted on '25-11-2025'. It lists two contractors: 'Gas Authority Of India Ltd.' and 'Gujarat State Petroleum Corporation Ltd.'. The operator is 'Gujarat State Petroleum Corporation Ltd.'. Below this, a table shows contract details: Block Name 'CB-ONN-2000/1', Contract Signed on '17-07-2001', Contract Expiry on '-', Block Category 'PSC', and Awarded Under 'NELP'. A 'Submit Technical Meeting Response' button is at the bottom right.

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.

The screenshot shows the 'Submit Technical Meeting Response' flyout. It has a title bar with a back arrow and the text 'Submit Technical Meeting Response'. The main area contains two sections: 'Enter comments *' with a text input field labeled 'Type your comments...', and 'Upload Document *' with a file selection area labeled 'Select or drop file'. A red 'Submit' button is at the bottom right. The background shows the same application view as Figure 3, but it is dimmed.

Figure 4: Technical Meeting Response Submission view