

**Integrated Management System**

**Operator Manual**

**(Phase-1)**

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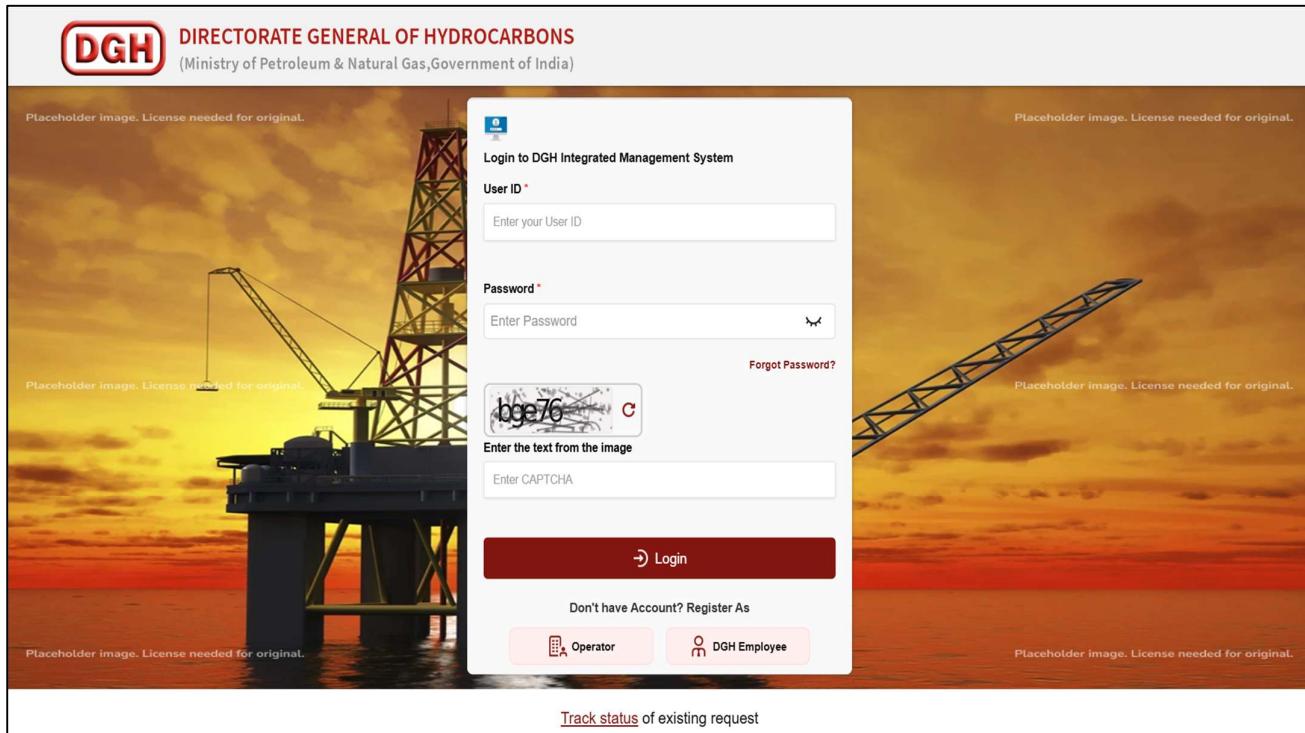
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# 1. Accessing and Logging In

## 1.1 Portal Link

Visit: [ims.dghindia.gov.in](http://ims.dghindia.gov.in)



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

## 1.2 Step 1: Standard Login

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

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

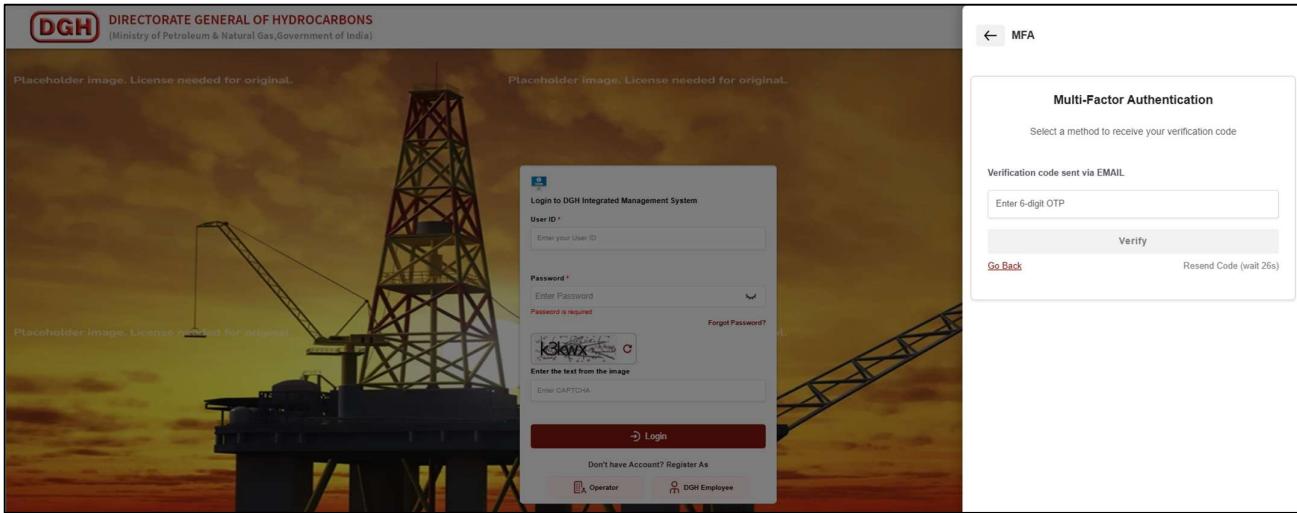
- After clicking **Login**, the user will be prompted for additional security verification.
- The portal displays **Multi-Factor Authentication** options.

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

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

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

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



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

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

## 1.4 Step 3: Successful Login

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

## 2. DGH IMS Operator Landing Page Manual

### 2.1 Introduction

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

### 2.2 Overview of Main Features

#### 1. Header & Navigation Bar

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

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

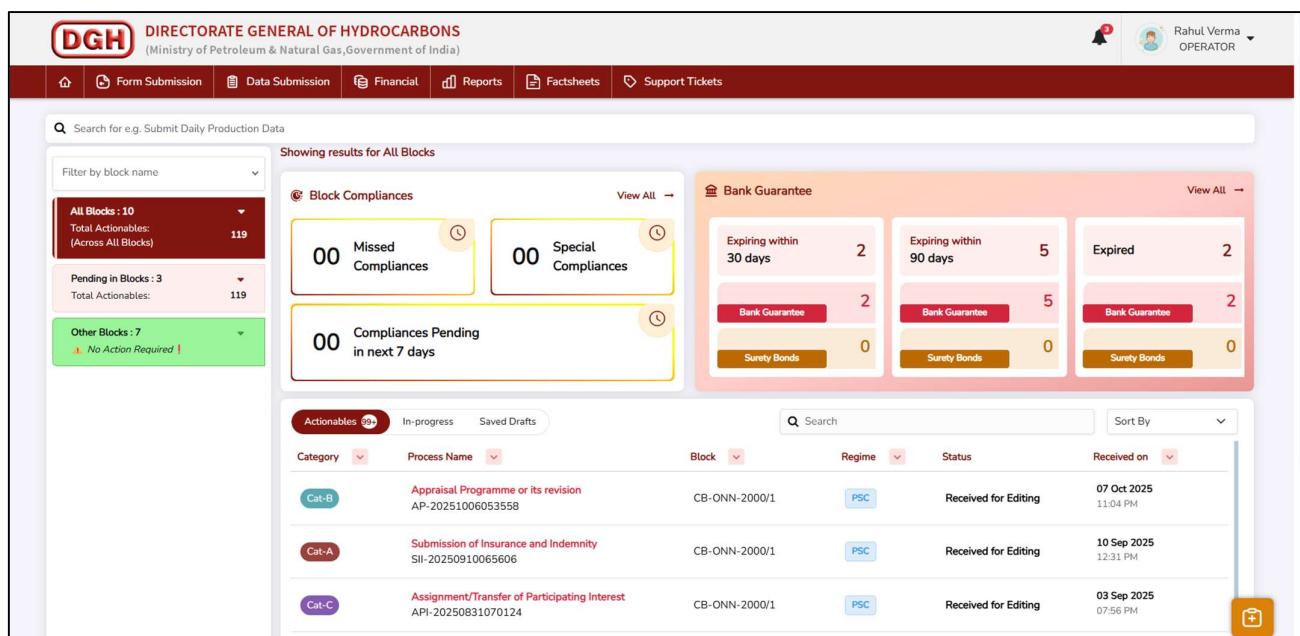


Figure 1: Operator Landing Page

#### 2. Profile Section

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

#### 3. Lock Summary & Filters

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

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

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

## 4. Dashboard Widgets

Top center displays quick info tiles such as:

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

## 5. Actionable & Work Items

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

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

## 6. Search and Sort

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

### 3. Creation of Form Submission Request

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

#### Contract Management: -

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

#### 3.1 Category A Processes

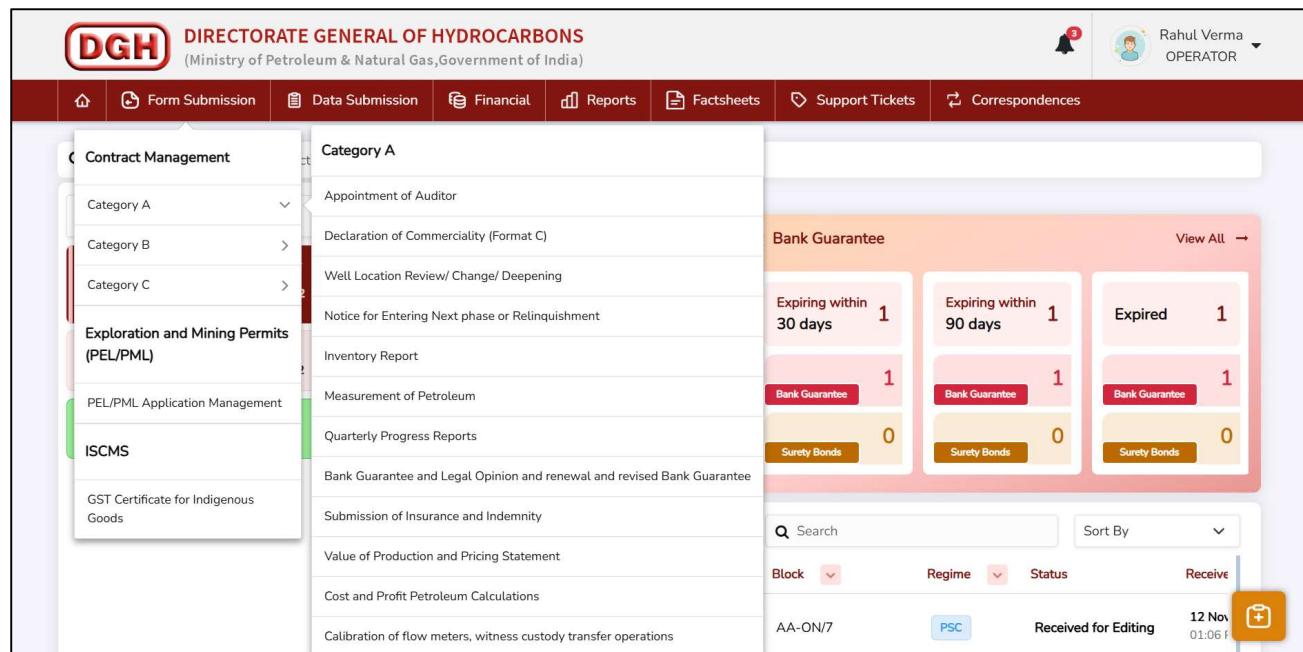


Figure 1: Form Submission->Contract Management->Category A Processes

#### 1. Appointment of Auditor

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

#### Step 1: Initiate New Request

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

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

The screenshot shows the DGH web application interface. On the left, a sidebar menu includes 'Contract Management', 'Exploration and Mining Permits (PEL/PML)', 'PEL/PML Application Management', 'ISCMS', and 'GST Certificate for Indigenous Goods'. The 'Category A' dropdown is open, listing 'Appointment of Auditor', 'Declaration of Commerciality (Format C)', 'Well Location Review/ Change/ Deepening', 'Notice for Entering Next phase or Relinquishment', 'Inventory Report', 'Measurement of Petroleum', 'Quarterly Progress Reports', 'Bank Guarantee and Legal Opinion and renewal and revised Bank Guarantee', 'Submission of Insurance and Indemnity', 'Value of Production and Pricing Statement', 'Cost and Profit Petroleum Calculations', and 'Calibration of flow meters, witness custody transfer operations'. On the right, a 'Bank Guarantee' summary card displays three categories: 'Expiring within 30 days' (1 item), 'Expiring within 90 days' (1 item), and 'Expired' (1 item). Each category has a 'Bank Guarantee' and 'Surety Bonds' sub-section. Below the card are search and sort filters, and a status bar showing 'AA-ON/7', 'PSC', 'Received for Editing', '12 Nov 01:06 PM', and a yellow 'Edit' button.

**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.

The screenshot shows the DGH web application interface. On the left, the main dashboard displays 'All Blocks : 4' (Total Actionables: 52, Across All Blocks), 'Blocks with Pending Actionables : 3' (Total Actionables: 52), and 'Other Blocks : 1' (No Action Required). The 'Showing results for All Blocks' section includes 'Block Compliances' (2 Missed, 2 Special), 'Compliances Pending in next 7 days' (00), and filters for 'Actionables', 'In-progress', and 'Saved Drafts'. On the right, the 'Create New Request' dialog box is open, showing fields for 'Block' (Select Block), 'Submission Type' (Self Certification), 'Process Category' (Category A, Category B, Category C), and 'Request Type' (Select Request Type). A 'Create New Request' button is at the bottom. The status bar at the bottom right shows 'Cat-C' and 'Site Restoration Plan/Abandonment plan SR-20251110133144'.

**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-ON/7	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 Comment icon

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	<a href="#">APA-20250819060003.pdf</a>
2	123	2020-21 - 2020-21	<a href="#">IMS test.xlsx</a>

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	<a href="#">APA-20250819060003.pdf</a>
2	123	2020-21 - 2020-21	<a href="#">IMS test.xlsx</a>

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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

The screenshot shows a table of auditors with their names and audit periods:

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	<a href="#">RFP_DGH IMS_Cor2_011020...</a>
2	NA	2021-22 - 2022-23	<a href="#">RFP_DGH IMS_Cor2_011020...</a>
3	Spandan	2021-22 - 2023-24	<a href="#">APA-20250819060003.pdf</a>

Below the table, there are three sections for file uploads:

- Scope of Work and Other Details**  
Upload Scope of Work \*Select or drop file
- Total Fees Payable in INR (Excluding GST and Statutory Levies) \***  
Enter the total fees payable.
- 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”.

The screenshot shows the 'Additional Information' section with the following fields:

- Upload Additional Documents**  
Select or drop file
- MC Meeting required?**  
 Yes    No
- Remark**  
Enter here

At the bottom, there are buttons for **Clear Data**, **Previous**, and **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

We certify that, the Appointed Auditor shall report inter-alia about:

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 2013 \*

Non-Compliance of PSC provisions in respect of procurement of material & services. \*

Costs to be disallowed as per PSC provisions \*

We also certify that, as part of audit report, the audit shall validate:

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 \*

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 \*

Enter here

Name of authorised is required

Designation \*

Enter here

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

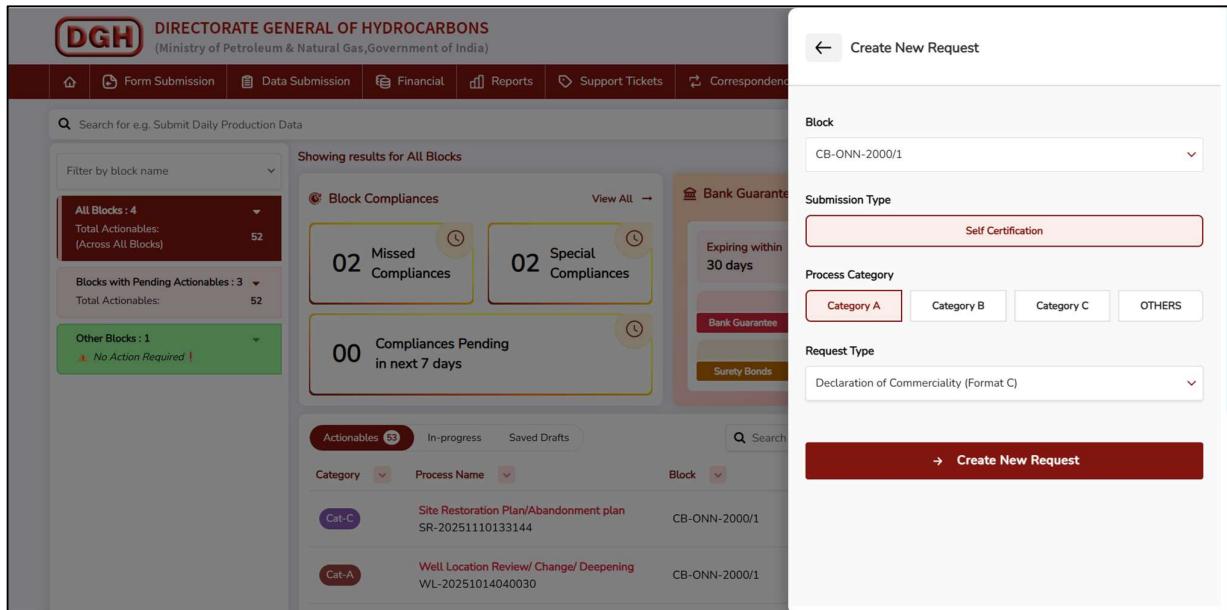
## Tips & Good Practices

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

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

## 2. Declaration of Commerciality (Format C)

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



**Figure 1: Create New Request**

### Step 1: Initiate New Request

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

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

### General Information Tab:

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

Rahul Verma  
OPERATOR

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)

Gas Authority Of India Ltd.  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

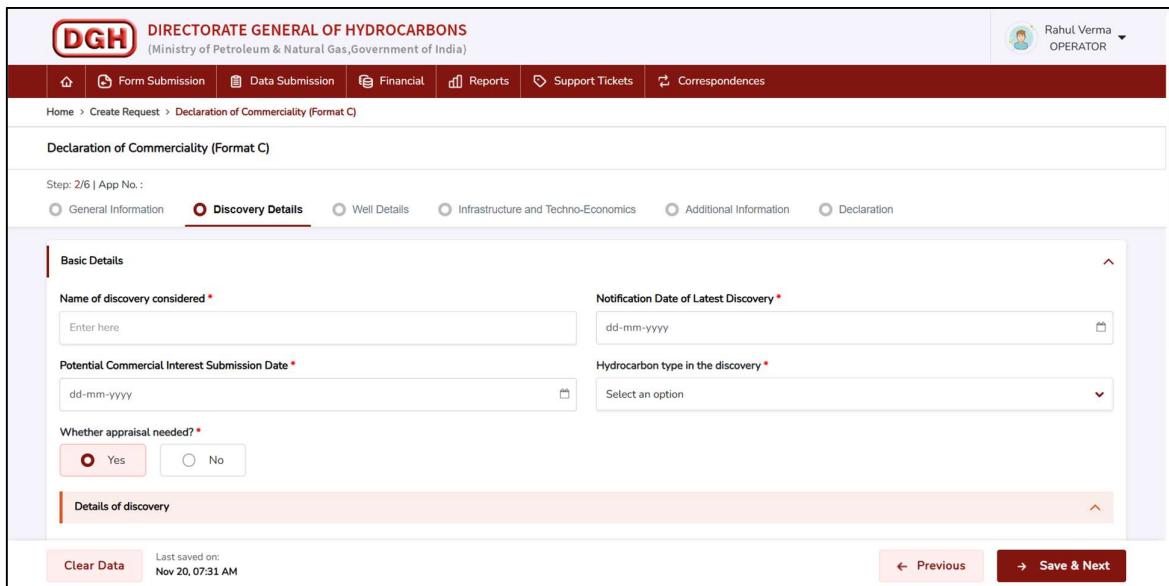
The portal auto-fills basic contractor/operator and block details: -

- 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:



The screenshot shows the 'Discovery Details' tab of a web application for the Directorate General of Hydrocarbons (DGH). The top navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. A user profile for 'Rahul Verma (OPERATOR)' is visible. The main content area is titled 'Declaration of Commerciality (Format C)' and shows 'Step: 2/6 | App No.:'. The 'Discovery Details' tab is selected. The form fields include:

- Basic Details**
  - Name of discovery considered \*
  - Notification Date of Latest Discovery \*
  - Potential Commercial Interest Submission Date \*
  - Hydrocarbon type in the discovery \*
  - Whether appraisal needed? \*
- Details of discovery**

At the bottom, there are buttons for 'Clear Data', 'Last saved on: Nov 20, 07:31 AM', 'Previous', 'Save & Next', and 'Clear Data'.

**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

Home
Create Request
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

Form Submission
Data Submission
Financial
Reports
Support Tickets
Correspondences

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/AOPP Details

Select or drop file

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

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

#### Step 4: Well Details

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

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

## Infrastructure and Techno-Economics Tab:

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

### Step 5: Infrastructure and Techno-Economics

- Provide infrastructure, facility, and economic evaluation data
- Fields to complete:
  - Details of other Facility in the Catchment
  - Results of technoeconomic analysis (Ex information)
  - Upload technoeconomic 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)

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)

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

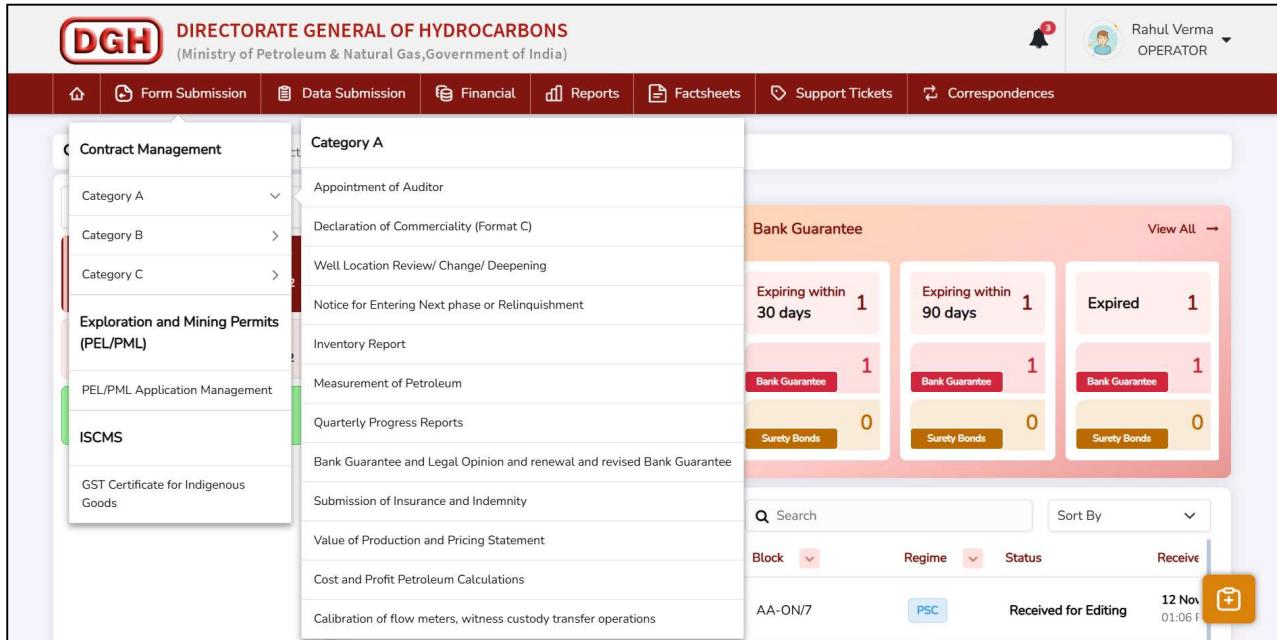
**Figure 9: Fill all the details in the Declaration tab**

## Tips & Good Practices

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

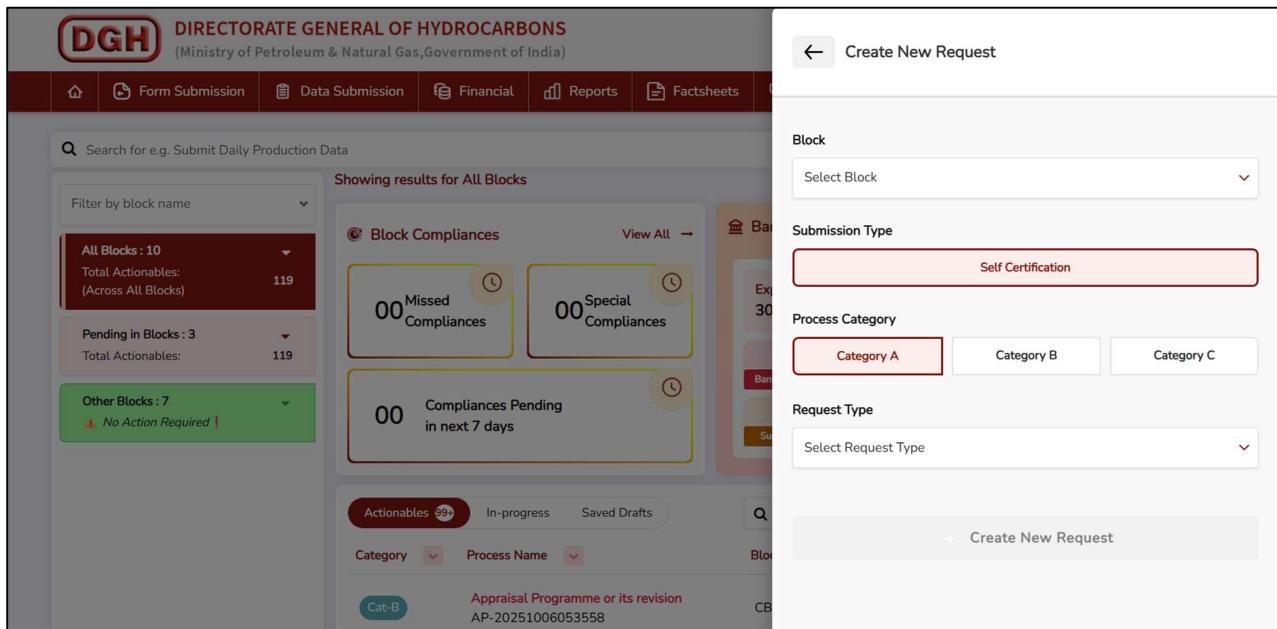
### 3. Well Location Review/ Change/ Deepening

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).



The screenshot shows the DGH IMS interface. The top navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Factsheets, Support Tickets, and Correspondences. A user profile for 'Rahul Verma' is shown on the right. The main content area has a sidebar with 'Contract Management' sections for Category A (Appointment of Auditor, Declaration of Commerciality, Well Location Review/ Change/ Deepening), Category B (Notice for Entering Next phase or Relinquishment), Category C (Inventory Report, Measurement of Petroleum, Quarterly Progress Reports), Exploration and Mining Permits (PEL/PML), PEL/PML Application Management, ISCMS, and GST Certificate for Indigenous Goods. To the right, a 'Bank Guarantee' section displays counts for expiring within 30 days (1), 90 days (1), and Expired (1), with sub-sections for Bank Guarantee and Surety Bonds. A 'Search' bar and 'Sort By' dropdown are also present. At the bottom, there are buttons for 'Block', 'Regime', 'Status', 'Receive', and a timestamp '12 Nov 01:06 f'.

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



The screenshot shows the 'Create New Request' dialog box. It includes fields for 'Block' (Select Block dropdown), 'Submission Type' (Self Certification), 'Process Category' (Category A selected, Category B and Category C available), and 'Request Type' (Select Request Type dropdown). The background shows a summary of blocks: All Blocks: 10 (Total Actionables: 119), Pending in Blocks: 3 (Total Actionables: 119), and Other Blocks: 7 (No Action Required). The main interface shows 'Block Compliances' with 00 Missed Compliances, 00 Special Compliances, and 00 Compliances Pending in next 7 days. Actionable items (99+) and saved drafts are also listed.

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

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

### Step 1: Initiate New Request

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

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

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

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

#### **Create a New Request**

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

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.

DIRECTORATE GENERAL OF HYDROCARBONS  
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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

Select and Add Well \*  Select an option

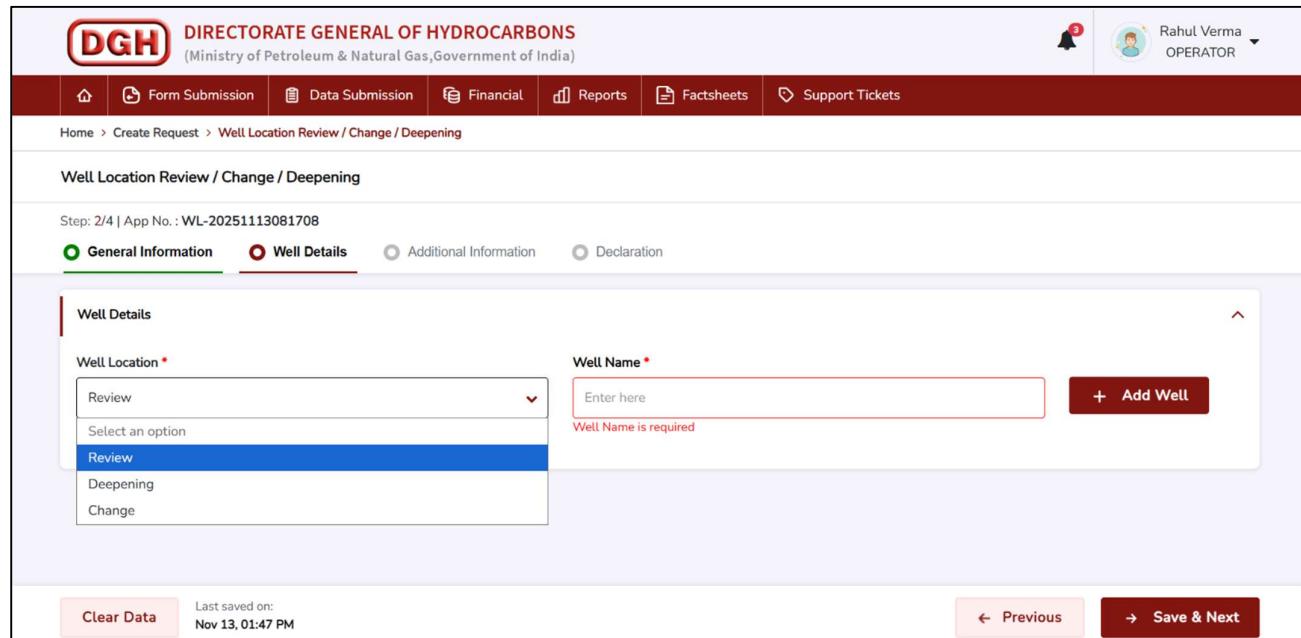
+ Add Well

**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.



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Rahul Verma  
OPERATOR

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 \* Review

Select an option

Review Deepening Change

Well Name \*

Enter here

Well Name is required

+ Add Well

Clear Data Last saved on: Nov 13, 01:47 PM

← Previous → Save & Next

**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.**

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

Rahul Verma  
OPERATOR

Form Submission Data Submission Financial Reports Factsheets Support Tickets Correspondences

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

Well Location Review / Change / Deepening

App No.: 2/4 | App No.:

General Information Well Details Additional Information Declaration

**Well Details**

**Well Location \*** Select and Add Well \*

Deepening 10 B 8 + Add Well

**1. Well Name : 10 B 8**

Last saved on: Nov 14, 04:16 PM

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

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

**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 \* Enter here Surface Longitude \* Enter here

Sub Surface Latitude \* Enter here Sub Surface Longitude \* Enter here

Well Course \* Select an option Target Well Depth MD / MD(RT/KB),m Enter here

Target Well Depth TVDss / TVD,m Enter here Intended Well Depth MD / MD(RT/KB),m 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**

DIRECTORATE GENERAL OF HYDROCARBONS  
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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

Remark

MC Meeting required? \*

Yes  No

Last saved on: Nov 13, 02:10 PM

**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.

DIRECTORATE GENERAL OF HYDROCARBONS  
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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

Remark

MC Meeting required? \*

Yes  No

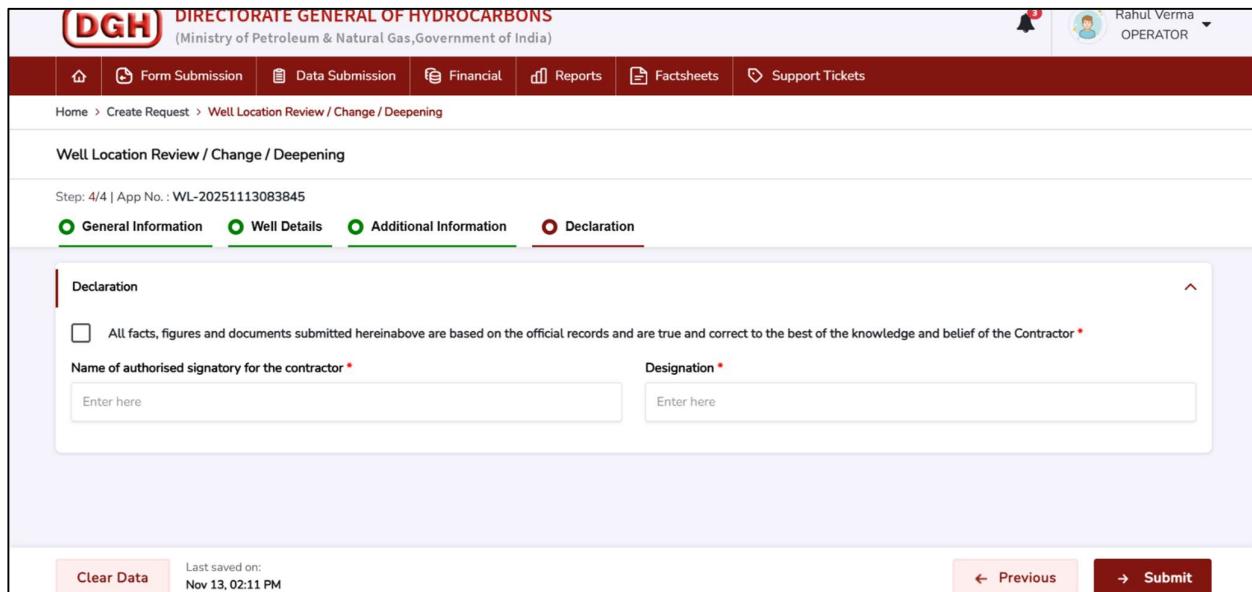
Upload Draft MCR \*

Last saved on: Nov 13, 02:10 PM

**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**.



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Rahul Verma  
OPERATOR

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 \* Enter here

Designation \* Enter here

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

← Previous → Submit

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

## Tips & Good Practices

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

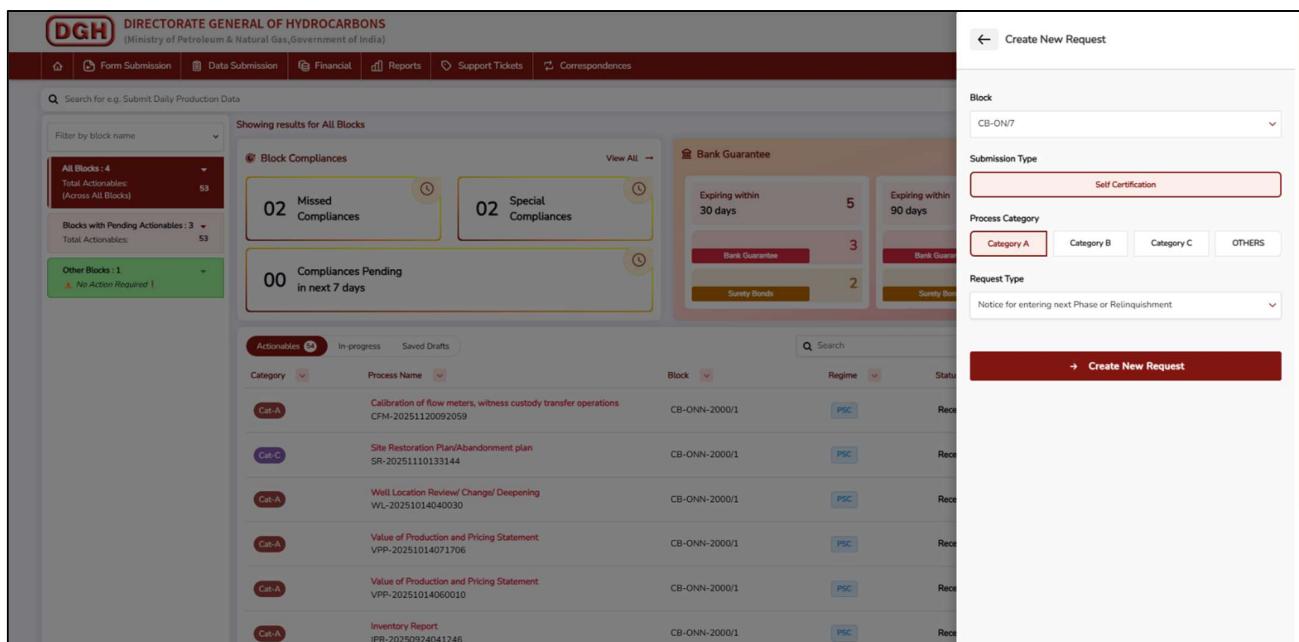
## 4. Notice for Entering Next Phase or Relinquishment

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

### Step 1: Create New Request

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

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



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

### Step 2: Enter General Information

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

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

Notice for entering next Phase or Relinquishment

Step: 1/5 | App No. : NENPR-20251120101745

General Information    Phase/Relinquishment Details    Minimum Work Programme (MWP)    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    Article No.: na

Clear Data    Last saved on: Nov 20, 03:47 PM    + Save & Next

**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.

Notice for entering next Phase or Relinquishment

Step: 2/5 | App No. : NENPR-20251120101745

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

Phase/Relinquishment Details

Current Exploration Phase \*

Select an option

Select an option

First

Second

Third

Expiry date for Current Exploration Phase \*

dd-mm-yyyy

Clear Data    Last saved on: Nov 20, 03:48 PM    ← Previous    + Save & Next

**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.

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Rahul Verma  
OPERATOR

Form Submission Data Submission Financial Reports Support Tickets Correspondences

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

Step: 3/5 | App No.: NENPR-20251120101745

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

Minimum Work Programme Completed \*

Yes No

Whether Bank Guarantee for Next Phase has been submitted \*

Yes No

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

← Previous Save & Next →

Figure 4: Enter Minimum Work Programme Details

#### Step 5: Add Additional Information

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

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

## Step 6: Declaration

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

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

## Tips & Good Practices

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

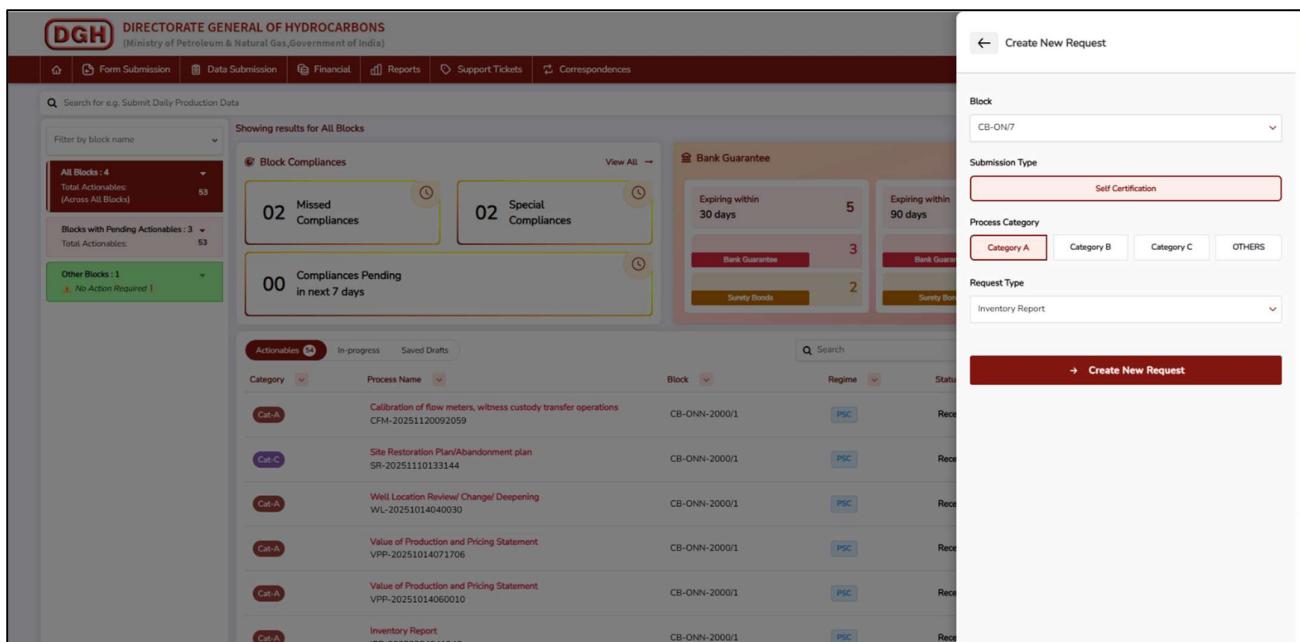
## 5. Inventory Report

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

### Step 1: Initiate New Request

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

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



The screenshot shows the DGH IMS interface for creating a new request. The top navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The main content area displays a summary of blocks and pending actions, followed by a list of existing requests categorized by process name, block, regime, and status. On the right, a sidebar provides options for selecting the block (CB-ON/7), submission type (Self Certification), process category (Category A), and request type (Inventory Report). A prominent red button at the bottom right of the sidebar is labeled 'Create New Request'.

**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.

Step 1/4 | App No. :  General Information  Verification 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

Article Number \*:  Article Number is required

Clear Data Last saved on: Nov 20, 04:07 PM Save & Next

**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

General Information  **Verification Details**  Additional Information  Declaration

Note 1: Date of Physical verification should be between 31st December to 31st March. Date at which Physical verification conducted in initial year will be fix for all subsequent years.  
 Note 2: Operator to intimate the DGH regarding the physical verification at least 15 days in advance, DGH should appoint it's representative (CA firm/in-house).

Financial Year \*: 2025-2026 Last Date of Physical Verification \*: 21-11-2025

Date of Verification for Inventory \*: 12-12-2025 to 21-12-2025

DGH should be intimated at least 3 Weeks before the date of verification

Upload Inventory Report \*:  Select or drop file  
 APA-2025111817... X

Clear Data Last saved on: Nov 21, 02:26 PM ← Previous Save & Next

**Figure 3: Enter the Verification Details**

### Step 4: Add Additional Information

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

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

### Step 5: Declaration

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

DIRECTORATE GENERAL OF HYDROCARBONS  
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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 \*

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.

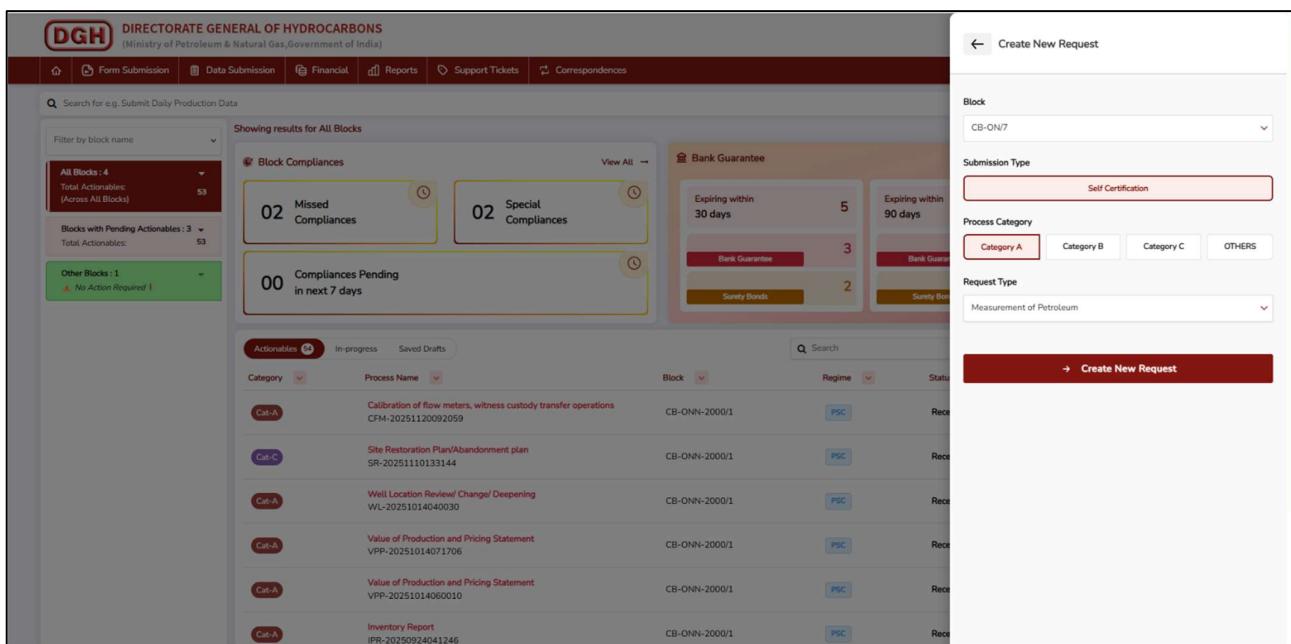
## 6. Measurement of Petroleum

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 shows the DGH IMS portal interface. On the left, the main dashboard displays various operational metrics and compliance status for different blocks. On the right, a modal dialog box titled 'Create New Request' is open, allowing the operator to select specific parameters for the new request. The 'Block' dropdown is set to 'CB-ON/7'. The 'Submission Type' is set to 'Self Certification'. The 'Process Category' is set to 'Category A'. The 'Request Type' is set to 'Measurement of Petroleum'. At the bottom right of the modal, there is a large red button labeled '→ Create New Request'.

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

### Step 2: Fill General Information

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

**Figure 2: Fill General Information tab**

### Step 3: Enter Meters & Tanks Details

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

Step: 2/6 | App No.: \*

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

**Meters & Tanks**

**Internal Consumption Meter**

**Internal Consumption Meter 1**

Type of meter \*  
Select an option

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

Size \*  
Enter here

Percentage Error \*  
Enter here

Type of Fluid Measured \*  
Select an option

Make \*  
Enter here

Range \*  
Enter here

Number of meters  
- 1 +

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]

Step: 3/6 | App No.: \*

General Information  **Buyers Details**  Meters & Tanks  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

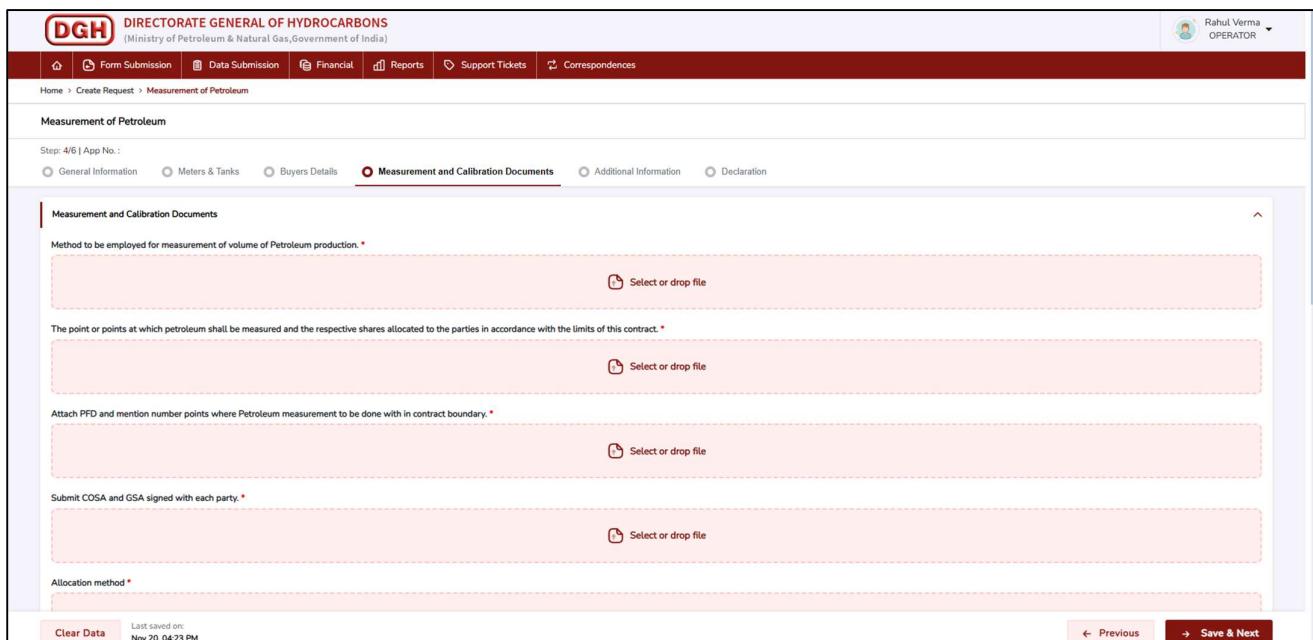
Clear Data Last saved on: Nov 20, 04:23 PM \*

← 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.



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

Home > Create Request > Measurement of Petroleum

Measurement of Petroleum

Step: 4/6 | App No.:

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

Measurement and Calibration Documents

Method to be employed for measurement of volume of Petroleum production.\*

Select or drop file

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.\*

Select or drop file

Attach PFD and mention number points where Petroleum measurement to be done with in contract boundary.\*

Select or drop file

Submit COSA and GSA signed with each party.\*

Select or drop file

Allocation method\*

Select or drop file

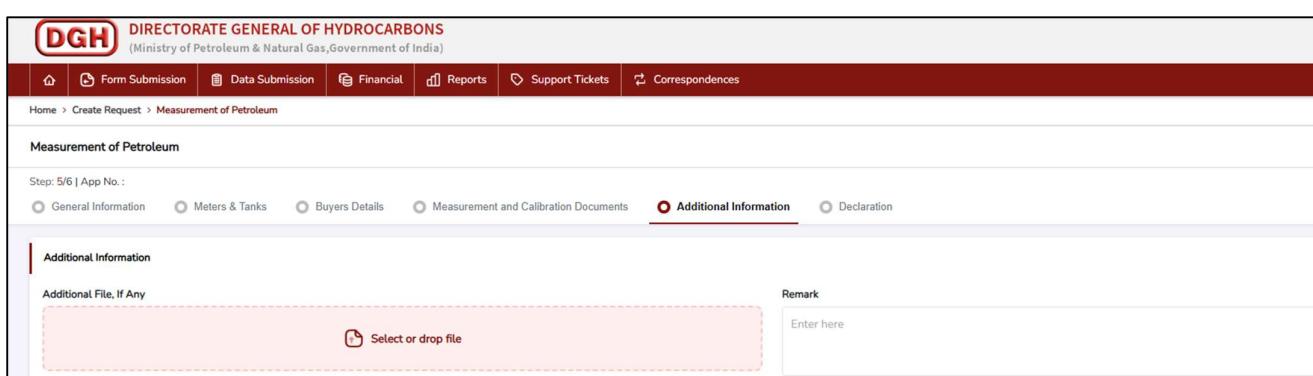
Clear Data Last saved on: Nov 20, 04:23 PM

Previous Save & Next Declaration

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.



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

Home > Create Request > Measurement of Petroleum

Measurement of Petroleum

Step: 5/6 | App No.:

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

Additional Information

Additional File, If Any

Select or drop file

Remark

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 top navigation bar. The 'MC Meeting required?' section contains two radio buttons: 'Yes' (unchecked) and 'No' (checked). To the right, there is a 'Remark' section with a text input field labeled 'Enter here'.

**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 top navigation bar. It includes a checkbox for declaration, a text input field for 'Name of authorised signatory for the contractor', and another text input field for 'Designation'.

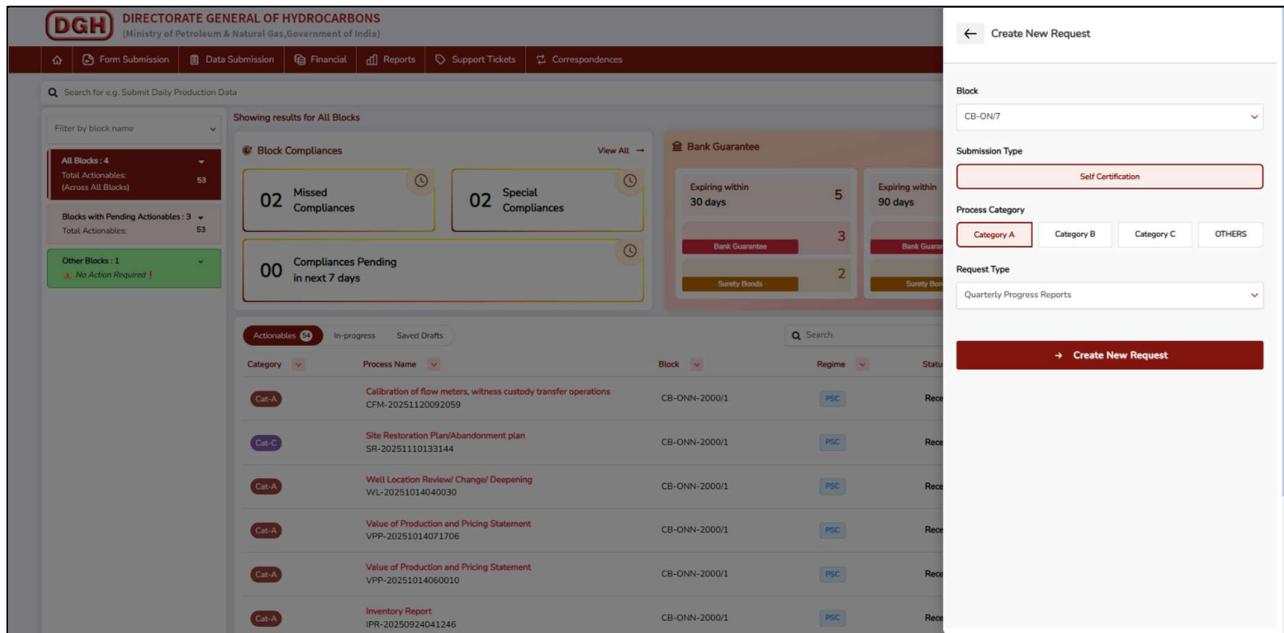
**Figure 8: Fill the Declaration tab**

## **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)



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

### Step 1: Initiate New Request

Go to Form Submission > Create Request > Quarterly Progress Report

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

**Figure 2: Enter General Information Details**

## Step 2: Fill General Information

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

**Figure 3: Fill Reporting Details**

## Step 3: Fill Reporting Details

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

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

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

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

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

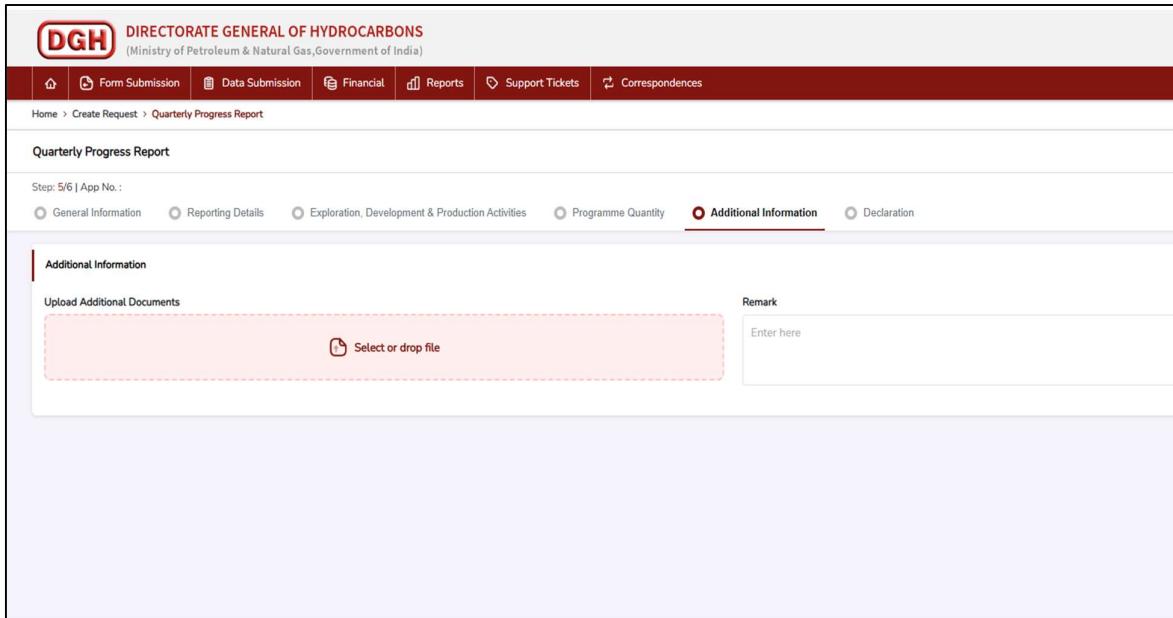
**Figure 5: Fill Progress Quantity**

#### Step 5: Fill Progress Quantity

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

## Step 7: Additional Information

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

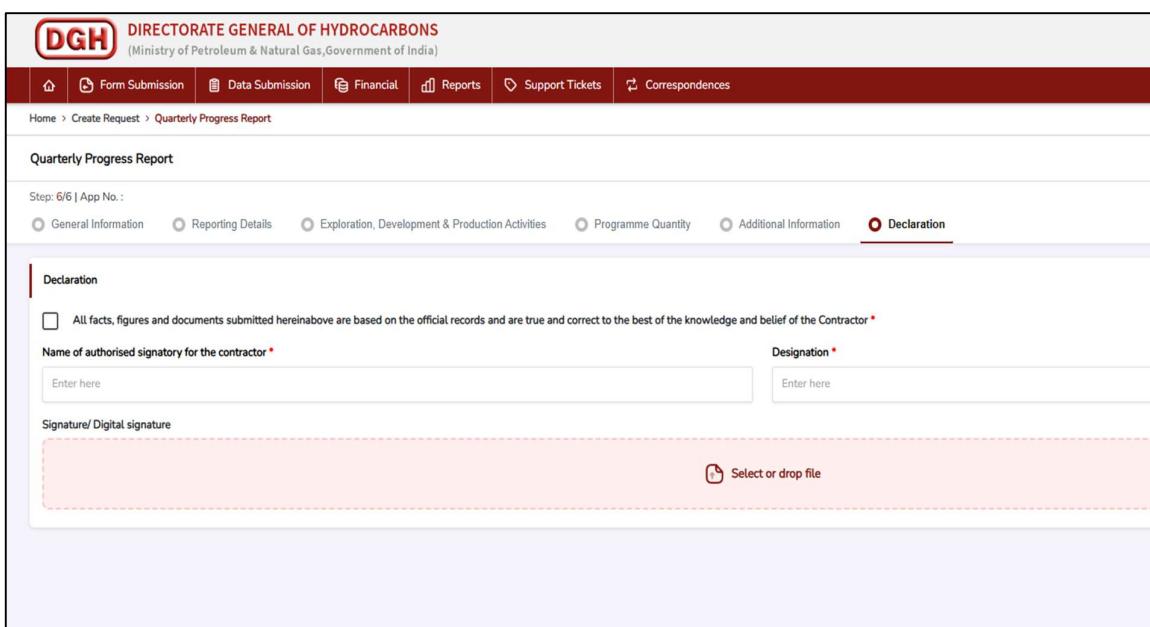


The screenshot shows the 'Additional Information' tab of the DGH Quarterly Progress Report. At the top, there is a navigation bar with links for Form Submission, Data Submission, Financial, Reports, Support Tickets, Correspondences, Home, Create Request, and Quarterly Progress Report. Below the navigation bar, the page title is 'Quarterly Progress Report' and the sub-section is 'Step: 5/6 | App No.:'. There are tabs for General Information, Reporting Details, Exploration, Development & Production Activities, Programme Quantity, Additional Information (which is selected and highlighted in red), and Declaration. The 'Additional Information' section contains a red dashed box labeled 'Upload Additional Documents' with a placeholder 'Select or drop file'. To the right, there is a 'Remark' section with a text input field labeled '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 DGH Quarterly Progress Report. At the top, there is a navigation bar with links for Form Submission, Data Submission, Financial, Reports, Support Tickets, Correspondences, Home, Create Request, and Quarterly Progress Report. Below the navigation bar, the page title is 'Quarterly Progress Report' and the sub-section is 'Step: 6/6 | App No.:'. There are tabs for General Information, Reporting Details, Exploration, Development & Production Activities, Programme Quantity, Additional Information, and Declaration (which is selected and highlighted in red). 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 fields for 'Name of authorised signatory for the contractor \*' and 'Designation \*'. Both fields have placeholder text 'Enter here'. At the bottom, there is a red dashed box labeled 'Signature/ Digital signature' with a placeholder 'Select or drop file'.

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 shows the DGH IMS portal interface. On the left, there is a dashboard with various metrics and a list of pending actions. On the right, a side panel titled 'Create New Request' is open, specifically for 'Bank Guarantee'. The panel includes fields for 'Block' (set to CB-ON/7), 'Submission Type' (set to 'Self Certification'), 'Process Category' (set to 'Category A'), and 'Request Type' (set to 'Bank Guarantee and Legal Opinion, and renewal and revised Bank Guarantee'). A large 'Create New Request' button is 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

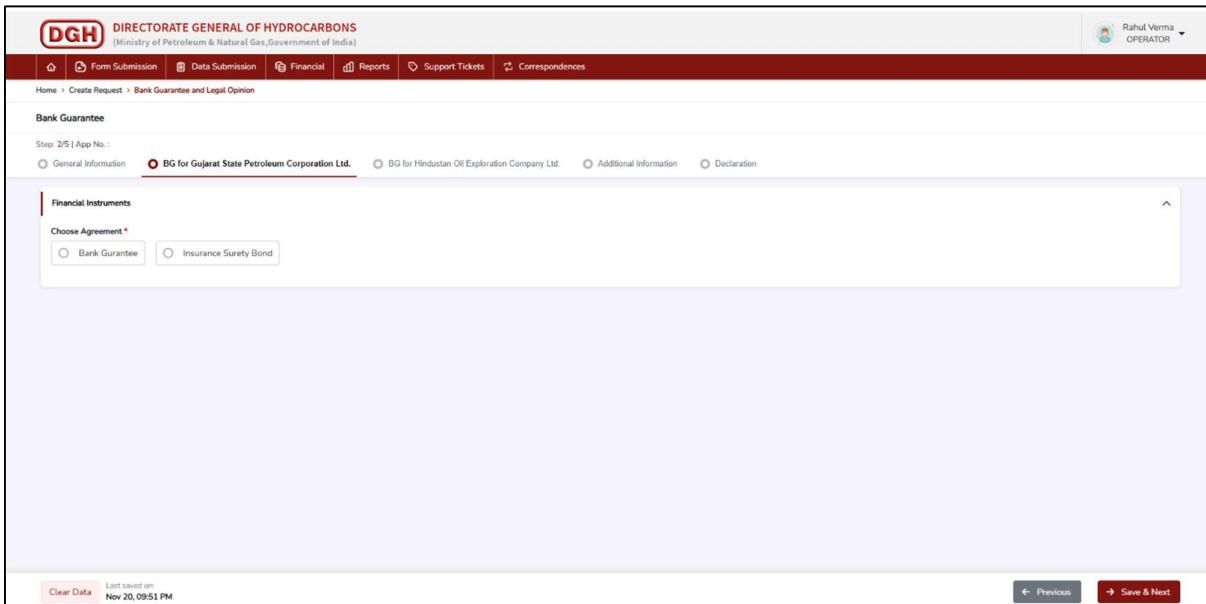
- Log into the DGH IMS portal and select Form Submission at the top
- In the “Create New Request” side panel:
  - Select the relevant Block
  - Choose Submission Type as Self Certification
  - Select the correct Process Category (A/B/C)
  - Pick Bank Guarantee and Legal Opinion as the Request Type
-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

The screenshot shows the 'Fill General Information' step of the process form. The 'General Information' tab is selected. The form includes fields for 'Contractors(2)' (Gujarat State Petroleum Corporation Ltd. and Hindustan Oil Exploration Company Ltd.), 'Operator' (Gujarat State Petroleum Corporation Ltd.), 'Block Name' (CB-ON/7), 'Block Category' (PSC), 'Contract Signed on' (12 Apr 2000), 'Awarded Under' (PRE-NELP), 'Contract Expiring on' (empty), 'BG Purpose' (empty), 'Approved Budget Amount (USD)' (empty), and 'Clause/Reference to Article/Policy' (empty). At the bottom, there are buttons for 'Clear Data', 'Last saved on - Nov 20, 09:51 PM', and 'Save & Next'.

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



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

Rahul Verma  
OPERATOR

Home > Create Request > Bank Guarantee and Legal Opinion

Bank Guarantee

Step: 2/5 | App No.:

General Information  BG for Gujarat State Petroleum Corporation Ltd.  BG for Hindustan Oil Exploration Company Ltd.  Additional Information  Declaration

Financial Instruments

Choose Agreement \*

Bank Guarantee  Insurance Surety Bond

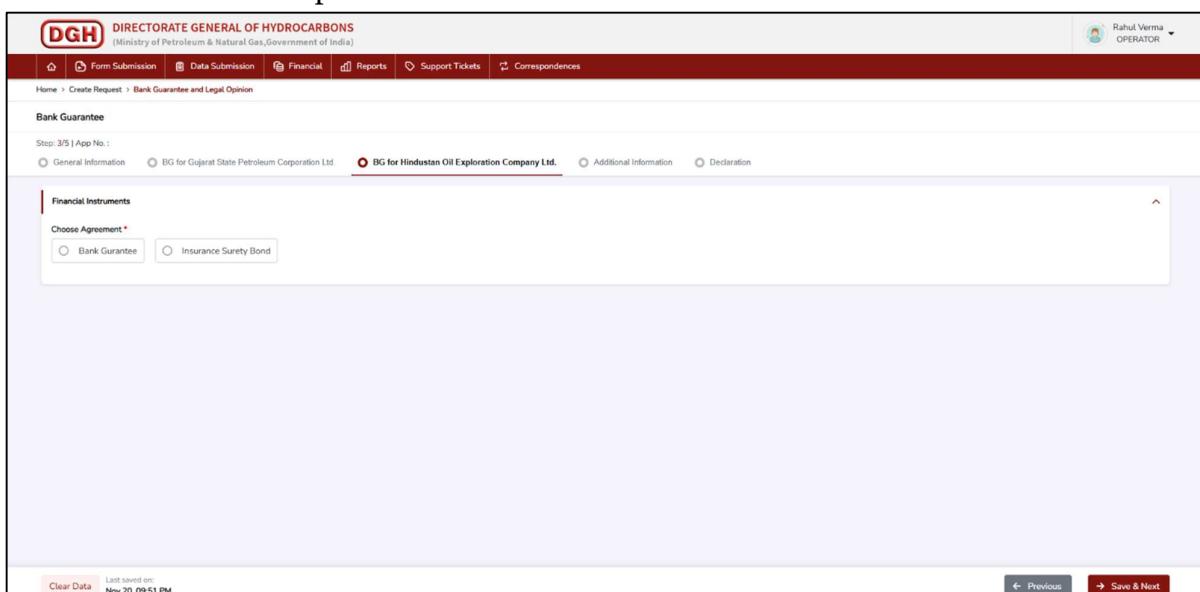
Clear Data Last saved on: Nov 20, 09:51 PM

← Previous Save & Next

Figure 3: Enter BG Details

## Step 3: Select Financial Instrument

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



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

Rahul Verma  
OPERATOR

Home > Create Request > Bank Guarantee and Legal Opinion

Bank Guarantee

Step: 3/5 | App No.:

General Information  BG for Gujarat State Petroleum Corporation Ltd.  BG for Hindustan Oil Exploration Company Ltd.  Additional Information  Declaration

Financial Instruments

Choose Agreement \*

Bank Guarantee  Insurance Surety Bond

Clear Data Last saved on: Nov 20, 09:51 PM

← Previous Save & Next

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.

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

Rahul Verma  
OPERATOR

Home > BGL-20251120070344

Bank Guarantee

Step: 4/5 | App No. : BGL-20251120070344

General Information BG for Gas Authority Of India Ltd. BG for Gujarat State Petroleum Corporation Ltd. Additional Information Declaration

Additional Information

Upload additional documents

Select or drop file

Remark

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. \*

Clear Data Last saved on: Nov 24, 11:47 PM

← Previous → Save & Next

Figure 5: Enter Additional Information if any

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

Rahul Verma  
OPERATOR

Home > BGL-20251120070344

Bank Guarantee

Step: 4/5 | App No. : BGL-20251120070344

General Information BG for Gas Authority Of India Ltd. BG for Gujarat State Petroleum Corporation Ltd. Additional Information Declaration

Additional Information

Upload additional documents

Select or drop file

Remark

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. \*

Clear Data Last saved on: Nov 24, 11:47 PM

← Previous → Save & Next

Figure 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 shows the DGH website interface. At the top, there is a navigation bar with links for Home, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. Below the navigation bar, the page title is 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The main content area is titled 'Bank Guarantee' and shows the 'Step: 5/5 | App No.:'. There are radio buttons for 'General Information', 'BG for Gujarat State Petroleum Corporation Ltd.', 'BG for Hindustan Oil Exploration Company Ltd.', 'Additional Information', and 'Declaration'. The 'Declaration' tab is selected and highlighted in red. Below this, there is a section titled 'Declaration' with a checkbox that reads '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 \*'. There are also fields for 'Name of Authorised Signatory for Contractor \*' and 'Designation \*'.

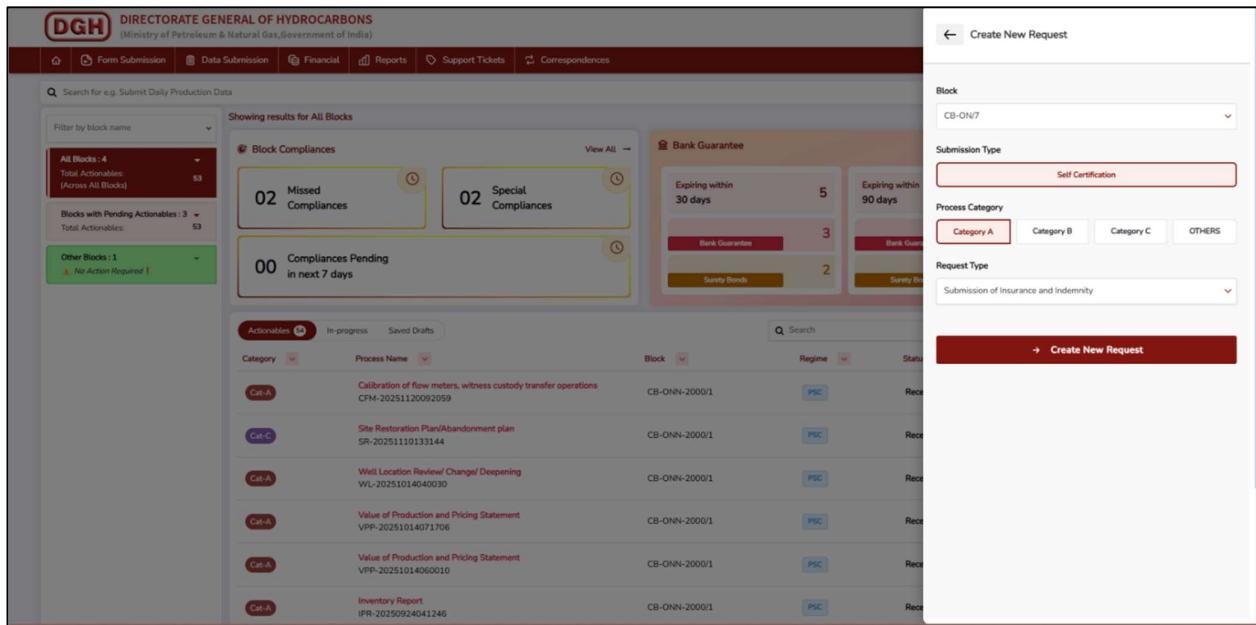
**Figure 7: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"**

## 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 shows the DGH IMS portal interface. The main dashboard on the left displays various compliance and action items. The right panel is a 'Create New Request' dialog with the following fields:

- Block: CB-ON/7
- Submission Type: Self Certification
- Process Category: Category A
- Request Type: Submission of Insurance and Indemnity

At the bottom right of the dialog is a large red 'Create New Request' button.

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

### Step 1: Initiate New Request

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

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

**Figure 2: Fill General information Tab**

## Step 2: Fill General Information

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

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

## Step 3: Enter Insurance Details

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

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

The screenshot shows a web-based application for insurance submission. The header includes the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)'. The top navigation bar has links for 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. A user profile for 'Rahul Verma (OPERATOR)' is in the top right. The main content area is titled 'Submission of Insurance and Indemnity' and shows 'Step: 3/4 | App No.:'. The 'Additional Information' tab is active. The form includes sections for 'Additional Information' (with a 'Select or drop file' button), 'Remark' (with an 'Enter here' placeholder), and buttons for 'Clear Data', 'Last saved on: Nov 20, 10:10 PM', 'Previous', and 'Save & Next'.

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

#### **Step 4: Attach Additional Information**

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

#### **Step 5: Declaration**

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

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

**Declaration**

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 co-insured, 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 \*

Enter here

Designation \*

Enter here

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

← Previous → Save & Next

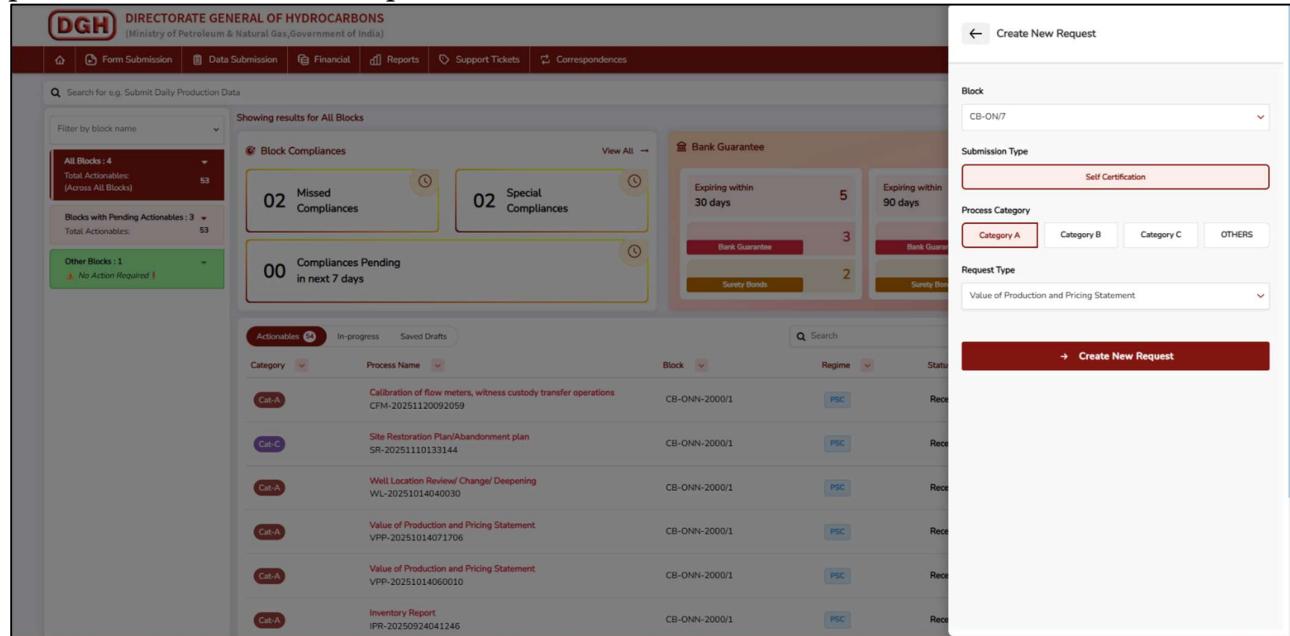
**Figure 5: 7 In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"**

## 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 shows the DGH IMS portal interface. On the left, there is a dashboard with various filters and counts for blocks and actionables. The main area shows a list of pending requests, including 'Calibration of flow meters, witness custody transfer operations' and 'Site Restoration Plan/Abandonment plan'. On the right, a modal window titled 'Create New Request' is open. It includes fields for 'Block' (set to 'CB-ON/7'), 'Submission Type' (set to 'Self Certification'), 'Process Category' (set to 'Category A'), and 'Request Type' (set to 'Value of Production and Pricing Statement'). A large red 'Create New Request' button is at the bottom of the modal.

**Figure 1: Initiate New Request**

### Step 1: Initiate New Request

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

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

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

## Step 2: Fill General Information

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

**Figure 3: Fill Production Statement form**

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

- Select the Field Name

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

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

#### **Step 4: Statement of Pricing and Levies**

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

#### **Step 5: Additional Information**

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

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**.

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

Rahul Verma  
OPERATOR

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

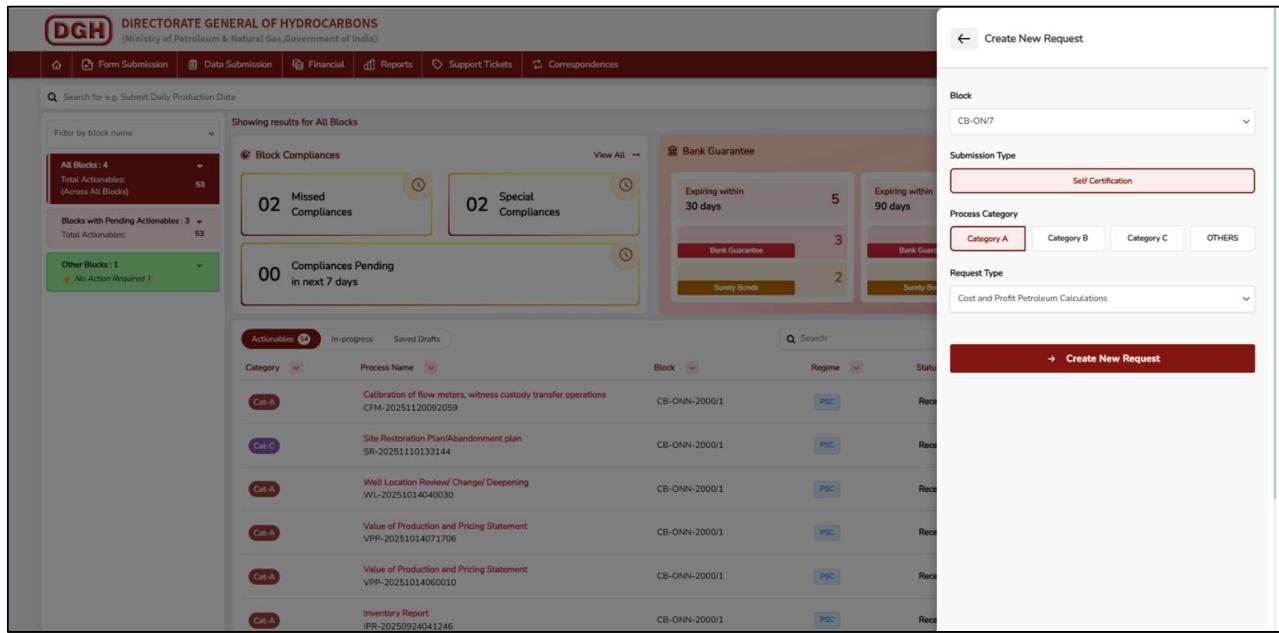
**Figure 6: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"**

## **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 shows the DGH IMS portal interface. On the left, there is a sidebar with filters for 'All Blocks' (4 total, 53 actionables), 'Blocks with Pending Actionables' (3 total, 53 actionables), and 'Other Blocks' (1 with 'No Action Required'). The main dashboard shows 'Block Compliances' (2 Missed, 2 Special, 0 pending), 'Bank Guarantee' (5 expiring within 30 days, 3 expiring within 90 days), and a table of pending requests. On the right, a 'Create New Request' panel is open, showing fields for 'Block' (CB-ON/7), 'Submission Type' (Self Certification), 'Process Category' (Category A selected), and 'Request Type' (Cost and Profit Petroleum Calculations). A large red 'Create New Request' button is 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

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

## Step 2: General Information

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

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

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

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

- Enter Date & Amount of provisional Profit Petroleum deposited, if any, select Yes/No/NA
- Enter Period, Date & Amount of Interest of provisional Profit Petroleum, if any – select Yes/No/NA
- Indicate if Last Year Audited Accounts is Management Committee Adopted.
- Indicate if compliance with PSC terms is ensured.
- Click Save & Next

#### Step 4: Additional Information

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

#### Step 5: Declaration

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

The screenshot shows a web interface for the Directorate General of Hydrocarbons (DGH). The top navigation bar includes the DGH logo, the text 'DIRECTORATE GENERAL OF HYDROCARBONS', and '(Ministry of Petroleum & Natural Gas, Government of India)'. Below the navigation bar, there are links for 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. The main content area shows the 'Cost and Profit Petroleum Calculations' section. A breadcrumb navigation shows 'Home > Create Request > Cost and Profit Petroleum Calculations'. Below this, a step indicator shows 'Step: 4/4 | App No.:'. There are four tabs: 'General Information', 'Production Sharing Contract (PSC)', 'Additional Information', and 'Declaration', with 'Declaration' being the active tab. The 'Declaration' tab has a sub-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'. It contains 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 are fields for 'Name of authorised signatory for the contractor \*' and 'Designation \*', both with 'Enter here' placeholder text.

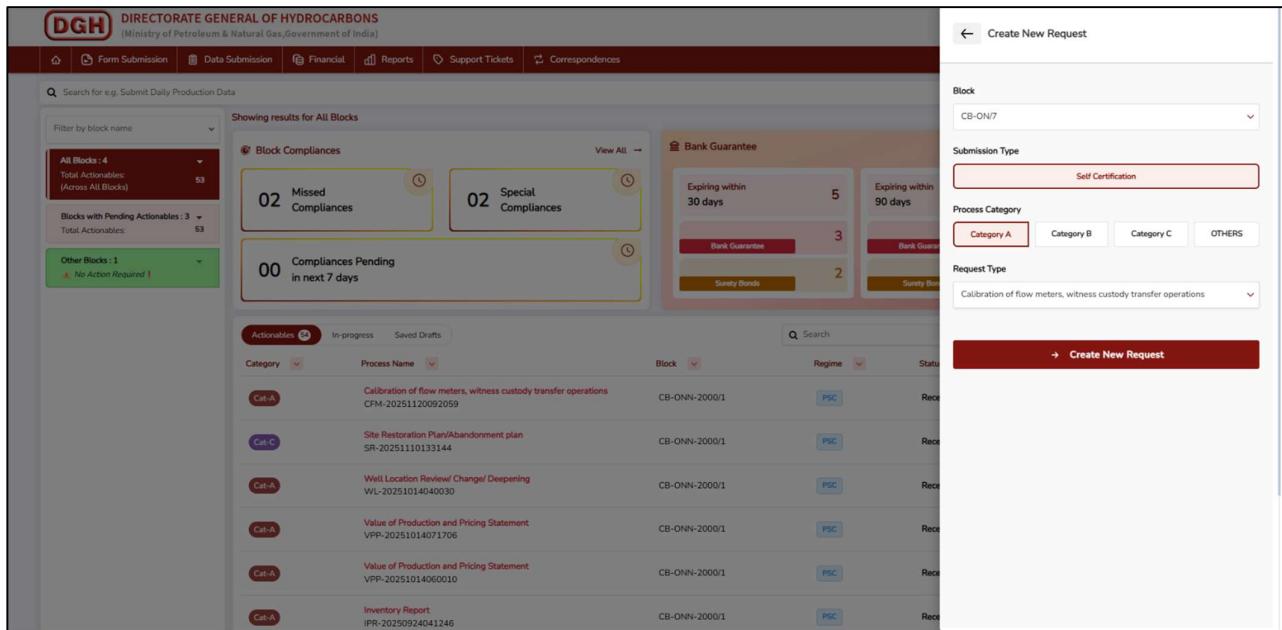
**Figure 5: In the Declaration Tab, check all the mandatory declarations and enter the "Name of the Authorized Signatory" and "Designation"**

### 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 shows the DGH IMS portal interface. On the left, there is a dashboard with various statistics: 'All Blocks: 4 Total Actionables: (Across All Blocks) 53', 'Blocks with Pending Actionables: 3 Total Actionables: 53', and 'Other Blocks: 1 No Action Required'. Below this is a section titled 'Showing results for All Blocks' with 'Block Compliances' (02 Missed, 02 Special, 00 Compliances Pending in next 7 days), 'Bank Guarantee' (5 expiring within 30 days, 3 Bank Guarantees, 2 Surety Bonds), and a table of 'Actionables' (In-progress, Saved Drafts) with various document types and their status (e.g., PSC, Received). On the right, a 'Create New Request' panel is open, showing fields for 'Block' (CB-ON/7), 'Submission Type' (Self Certification), 'Process Category' (Category A), 'Request Type' (Calibration of flow meters, witness custody transfer operations), and a large 'Create New Request' button.

**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

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

Operator  
 Hindustan Oil Exploration Company Ltd.

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

Block Category: PSC Awarded Under: PRE-NELP

Clause/Reference to Article/Policy \*

Last saved on: Nov 20, 10:49 PM

**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

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 \*

Activity \*

Block: CB-ON7

Installation Details \*

Proposed Date \*

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

Last saved on: Nov 20, 10:49 PM

**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.

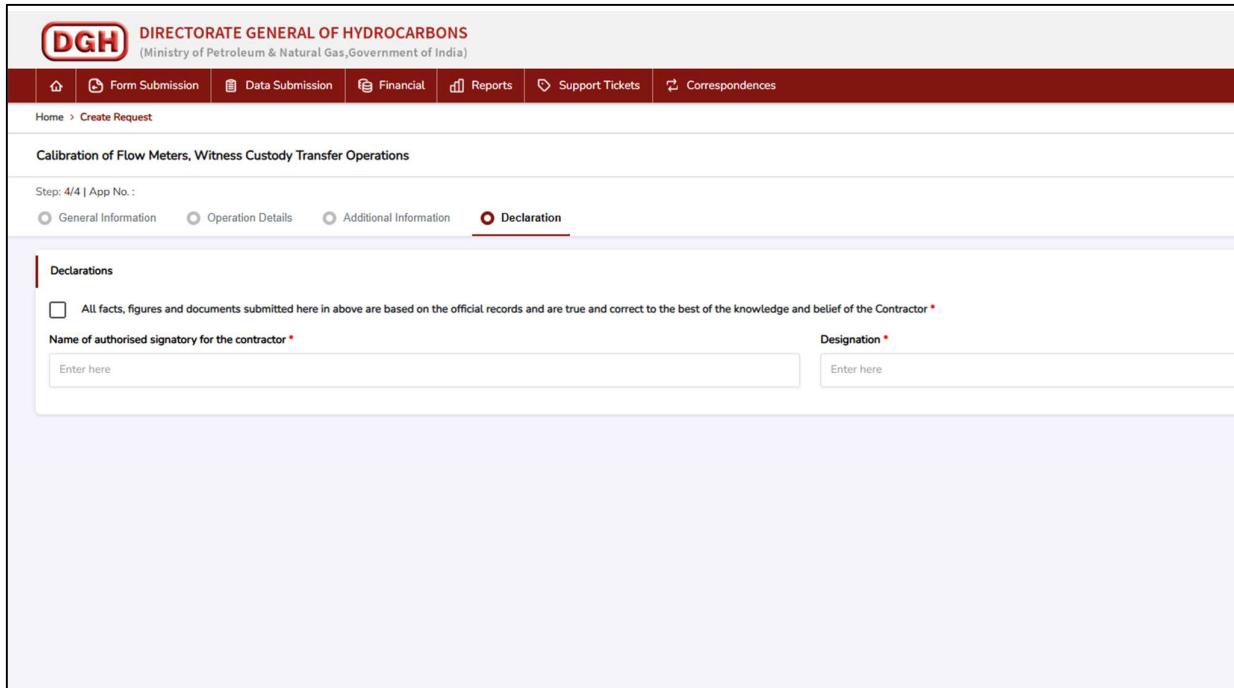
## Step 5: MC Meeting

- 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**.



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

Home > Create Request

Calibration of Flow Meters, Witness Custody Transfer Operations

Step: 4/4 | App No.:

General Information Operation 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 authorised signatory for the contractor \*

Enter here

Designation \*

Enter here

**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

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

Home > Create Request > 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  
 Block Category: PSC  
 Contract Signed on: 12-04-2000  
 Contract Expiry on: -

Reference to PSC Article No. \*  
 Enter here

Block Type \*  
 Select an option

Phase of the Block \*  
 Select an option

PEL 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

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

Home > Create Request > Appraisal Programme or its Revision

Step: 2/6 | App No.:

General Information  Discovery Details  Appraisal Program  Drilling Template  Additional Information  Declaration

Actions  
 Discovery name  
 Date of Discovery (As per Format A Submitted Earlier)  
 Type of Discovery  
 Appraisal Area  
 PML 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 Save & Next

**Figure 3: Add Discovery Details**

### Step 3: Discovery Details

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

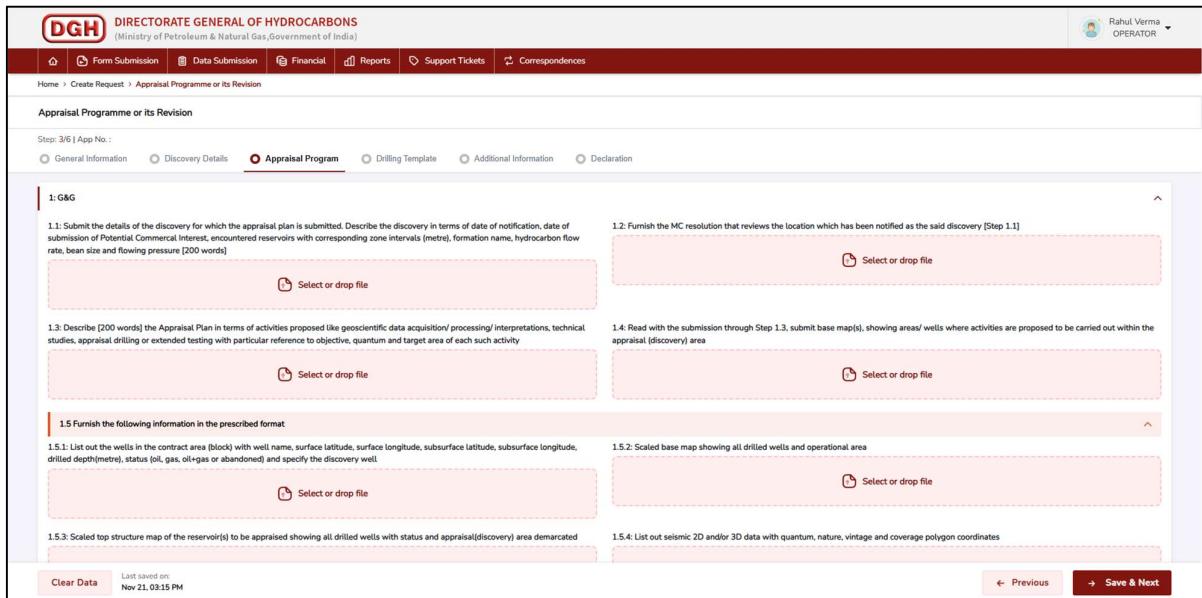


Figure 4: Fill the Appraisal Program tab

### Step 4: Appraisal Progress

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

The screenshot shows the DGH web application interface for an appraisal programme. The top navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The current page is 'Appraisal Programme or its Revision' at 'Step: 4/6 | App No.:'. The 'Drilling Template' tab is active. The form contains fields for measures to overcome challenges (with 'Yes' and 'No' radio buttons), confirmation of statutory guidelines (with a checkbox), and well counts (Number of wells: proposed to be drilled as new, Number of wells: proposed to be drilled as re-entry, Total Number of wells, all with '0' entered). A 'Well Planning' section with an 'Add Wells' button is also present. At the bottom, there are 'Clear Data', 'Last saved on: Nov 21, 03:15 PM', and navigation buttons for 'Previous', 'Save & Next', and 'Submit'.

**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.

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

Amrit Kumar  
OPERATOR

Home Form Submission Data Submission Financial Reports Support Tickets Correspondences

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"**

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

Amrit Kumar  
OPERATOR

Home Form Submission Data Submission Financial Reports Support Tickets Correspondences

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 shows the DGH IMS portal interface. On the left, there is a sidebar with navigation links: Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. Below these are filters for 'All Blocks' (2 total, 1 actionables), 'Blocks with Pending Actionables' (1 total), and 'Other Blocks' (1 total, 'No Action Required'). The main content area displays 'Block Compliances' with 00 Missed Compliances and 00 Special Compliances. It also shows 'Bank Guarantee' with 2 expiring within 30 days and 1 expiring within 90 days. On the right, the 'Create New Request' form is open. It includes fields for 'Block' (set to AA-ONN-2001/2), 'Submission Type' (set to 'Request for Approval'), 'Process Category' (Category B is selected), and 'Request Type' (set to 'Field Development Plan or its revision'). A large red 'Create New Request' button is 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.

Proposed FDP / RFDP Document \*

Select or drop file

FORMATC-20260...

The following units and definitions shall be followed across the proposed FDP

Oil (BBL) Gas (SCM) Condensate (BBL) Water (BBL) Pressure (PSI) GOR (v/v)

Watercut (%) (Water cut percentage is defined as Volume of Water / Total Volume of Fluid)

**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.

Step: 2/6 | App No. : FDP-20260122113132

General Information Static Dynamic Drilling Production Techno Economics

Field Information

Whether proposed FDP is Variance with the DOC \*

Yes No

Summary Report including Variance \*

Select or drop file

Whether Appraisal Activity has been Conducted Post-DoC \*

Yes No

Appraisal Summary Report including Variance \*

Select or drop file

**Figure 5: Enter Field Information**

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

Seismic Datasets Used

Seismic method used \*

Yes No

Actions	Type	Quantum	Unit	Remarks
Enter here	Enter here	Enter here	Enter here	<a href="#">+ Add More</a>

Non Seismic method used \*

Yes No

Actions	Type	Quantum	Unit	Remarks
Enter here	Enter here	Enter here	Enter here	<a href="#">+ Add More</a>

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

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

**Figure 7: Enter Well Information**

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

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

Maps and Structural Interpretation

Scaled Top structure map, superimposed with net pay and contacts \*

Select or drop file

QPR-2026011707...

Other attributes map \*

Select or drop file

FORMATC-202601...

Reservoir Area Polygon Including contacts \*

Select or drop file

FORMATC-202601...

Volumetric Estimation and Uncertainty Analysis

Volumetric Estimation Approach \*

Map-based  Geo-cellular Model  Hybrid

Methodology PDF \*

Select or drop file

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

In-place Volumes (Reservoir-wise) basis Static Model

In-place Volumes	Unit	P90 (1P)	P50 (2P)	P10 (3P)
OilP	MMBBL	1	1	1
GasP	MMSCM	1	1	1
CondP	MMBBL	1	1	1

Have the in-place estimates been verified by a Third-party certification agency? \*

Yes  No

Third Party Report \*

Select or drop file

In-place Volumes (Reservoir-wise) as per third Party Assessment Assessment

In-place Volumes	Unit	P90 (1P)	P50 (2P)	P10 (3P)
OilP	MMBBL	Enter here	Enter here	Enter here
GasP	MMSCM	Enter here	Enter here	Enter here
CondP	MMBBL	Enter here	Enter here	Enter here

Last saved on: Jan 22, 09:28 PM

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

## Dynamic Model

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

**Figure 11: Fill the field Information**

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

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

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

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	
OIP	MMBL	1	1	1	1	1	1	1	11	1	1	1	
GIIP	MMSCM	1	1	1	11	1	1	1	11	1	1	11	
CIIP	MMBL	1	1	1	1	1	1	11	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.

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
Base Value	BOPD	BOPD	MMSCMD	MMBL	MMBL	MMSCMD	%	vol	PSI	1	1	1
2010-2011	1	1	1	1	11	1	1	11	1	1	1	1

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

Enhanced/ Improved Recovery

Enhanced/ Improved Recovery Evaluation undertaken? \*

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

Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Recovery Factor		
	Qo	Qc	Qg	Op	Cp	Gp	% of OilIP	% of CIIIP	% 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\*

QPR-202601170...

1

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.**

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

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

## Production

Financial Year	Qo	Qc	Qg	Op	Cp	Gp	% of OilP	% of ClP	% of GiP
2010-2010	1	11	1	1	1	11	1	11	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	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			
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD	%	vol	PSI	% of OIIP	% of CIIP	% c
Base Value	1	1	1	1	1	1	1	1	1	1	1	
2010-2011	1	1	1	1	1	11	1	1	11	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

1

Injection Details (2P Case)

Avg Annual Injection Rate

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

Enhanced/Improved Recovery

Production Duration

2010	2011	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			
	BOPD	BOPD	MMSCMD	MMBBL	MMBBL	MMSCMD	%	vol	PSI	% of OIIP	% of CIIP	% c
No data available	1	1	1	1	1	1	1	1	1	1	1	

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

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

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

- In Reservoir Level Fluid Characterization few information like Zone Name, Oil Gravity (API), Gas Gravity (API), Initial Reservoir Pressure (PSI), Bottom Hole Temperature (°C) will be auto populated from the Static chapter.
- Other details like Oil viscosity at reservoir & stock-tank conditions (cP), Wax appearance temperature (°C), Pour point (°C), CO<sub>2</sub> concentration (mol%), H<sub>2</sub>S concentration (ppm), Water Salinity (PPM) & Remarks the user has to fill it manually.
- The details of wells (new and existing wells with proposed sidetracking/deepening) will be automatically fetched from the Drilling Chapter. Users are required to upload the 'Proposed Well Completion Diagram' for both wells.

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

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

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

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

The screenshot shows a form for facility information capture. At the top, there is a dropdown for 'Select' with options 'Blocks, DAs, Fields' and 'Names of blocks/ development areas/ fields' with an 'Enter Text...' input field and a '+ Add More' button. Below this is a section for 'Allocation Basis' with a dropdown set to 'Production Volume'. A file upload area labeled 'Upload allocation methodology' shows a file named 'FORMATC-202601...' with a 'Select or drop file' button. The main form contains several input fields for facility details:

- Capacity Share between different blocks/ DAs/ Fields (%)**: Input field with value '11'.
- Allocation Basis**: Dropdown set to 'Production Volume'.
- Design Oil Processing Capacity (BOPD)**: Input field with placeholder 'Enter here'.
- Design Gas Processing Capacity (MMSCMD)**: Input field with placeholder 'Enter here'.
- Design Water Handling Capacity (BWPD)**: Input field with placeholder 'Enter here'.
- Design Liquid Handling Capacity (BDP)**: Input field with placeholder 'Enter here'.
- No. of Separators**: Radio buttons for HP, MP, and LP, with 'HP' selected and 'Enter here' placeholder.
- Test Separator present?**: Radio buttons for 'Yes' (selected) and 'No'.
- Test Separator Capacity (BPD/MMSCMD)**: Input field with placeholder 'Enter here'.
- Separator Pressure Ratings (PSI)**: Input field with placeholder 'Enter here'.
- Manifold Capacity**: Input field with placeholder 'Enter here'.
- Heater Treater Capacity (BDP)**: Input field with placeholder 'Enter here'.

**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 form for hydrocarbon storage tanks information capture. At the top, there is a section for 'Hydrocarbon Storage Tanks' with a 'Type' dropdown showing 'Oil' selected and 'Condensate' as an option. Other fields include 'No. of Tanks' (1), 'Total Storage Capacity (BBL)' (1), 'Insulated' (Yes selected), 'Heated' (Yes selected), and a '+ Add More' button. Below this are several other input fields and dropdowns:

- Sweetening / CO<sub>2</sub> Removal Facility present?**: Radio buttons for 'Yes' (selected) and 'No'.
- Gas Boosting Compressor Installed?**: Radio buttons for 'Yes' (selected) and 'No'.
- Location**: A dropdown menu with 'Select an option'.
- Reason for Installing Boosting Compressor**: Input field with placeholder 'Enter here'.
- Boosting Compressor Capacity (MMSCMD)**: Input field with placeholder 'Enter here'.
- Flare capacity (MMSCMD)**: Input field with placeholder 'Enter here'.
- Normal Technical Flaring (MMSCMD)**: Input field with placeholder 'Enter here'.
- Knock Out Drum(s) present?**: Radio buttons for 'Yes' (selected) and 'No'.
- Upload PFD, P&ID/ FEED (if available)**: A file upload area with a 'Select or drop file' button and a file named 'FORMATC-202601...'.

**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/CO<sub>2</sub> removal facilities, Gas Boosting Compressors, Knock out drums and upload relevant Upload PFD, P&ID/ FEED document to ensure complete & accurate data submission.

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

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

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

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

The screenshot shows a web-based form for capturing production-related data. The first section, 'Gas Properties', includes fields for 'Specific Gravity (SG)' (value: 1) and 'Calorific Value' (value: 1), and a file upload field for a 'Detailed PDF of Output Crude Oil & Gas Analysis Report' (MOP-2026012109). The second section, 'Control, Instrumentation & Safety Systems', contains several groups of questions and file upload fields. These include: 'SCADA Monitoring & Control System present?' (Yes selected), 'ESD (Emergency Shutdown) system present?' (Yes selected), 'Fire & Gas Detection system present?' (Yes selected), 'Control Room type' (Central selected), 'Data logging & historian' (Yes selected), and a file upload field for 'High-level control & safety architecture PDF' (FORMATC-202601...).

**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.

The screenshot shows a web-based form for capturing HSE, Firefighting & Pollution Control Facility details. The first group of fields is for 'Effluent Treatment Plant present?' (Yes selected), with 'Capacity (m³/day)' and 'Discharge specification (ppm oil-in-water)' fields. The second group is for 'Fire Water System present?' (Yes selected), with 'Capacity (m³/day)' and 'Emergency Response & Muster Points defined?' fields. Both groups include a file upload field for 'Pollution Control Measures including Flaring policy, Emission reduction measures, Effluent control summary' (FORMATC-202601...) and 'HSE & firefighting summary PDF' (FORMATC-202601...).

**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.

Delivery Points and Evacuation

Delivery Point Name \*

Enter Delivery Point Name

11 x

Delivery Point Type \*

Onshore

Coordinates Latitude (\*N) \*

11

Coordinates Longitude (\*E) \*

11

Whether the delivery point is within the contract area boundary? \*

Yes  No

Provide justification (Delivery point not within contract area boundary) \*

11

Whether the delivery point has been approved by MC \*

Yes  No

Whether the proposal for approval has been submitted? \*

Yes  No

Provide justification for proposing the delivery point \*

11

Delivery Point to Facility Routing\*

ok x

Linkage with 11 to ok

Product(s) Received\*

Oil x

**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.

Oil

Capacity of delivery point for custody transfer (BOPD) \*

1

Associated Metering Type\*

Custody Transfer x

Evacuation Route from Facility to Delivery Point:

For Crude

Evacuation mode \*

Pipeline  Tanker  Other

Diameter (in) \*

1

Length (km) \*

1

MAOP (psi) \*

1

For Gas

Evacuation mode \*

Pipeline  Virtual Pipeline  Others

Diameter (in) \*

1

Length (km) \*

1

MAOP (psi) \*

1

Ownership of evacuation infrastructure: \*

Contractor  Third-party

**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.

Field-level Consumption, Losses, and Sales

Duration

2010	2011
------	------

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

Production & Operational Risk Register

Upload PDF\*

Select or drop file

OPR-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.

Health Safety and Environment (HSE)

Environment Clearance from MoEFCC\*

Select or drop file

MOP-2026012109...

Upload Environmental Management Plan\*

Select or drop file

WL-20260117082...

Upload Corrosion Mitigation Plan - Surface & Subsurface System\*

Select or drop file

FORMATC-202601...

Upload Drilling Waste Management Plan\*

Select or drop file

FORMATC-202601...

Upload Handling, Processing & Disposal of Produced Water\*

Select or drop file

FORMATC-202601...

Upload Flare System - Design & Operation Summary\*

Select or drop file

MOP-2026012109...

Upload HSE & Fire Safety Manual\*

Select or drop file

FORMATC-202601...

Upload Blow Out Prevention(BOP) Installation & Testing Details\*

Select or drop file

QPR-2026011707...

Upload Disaster Management Plan (DMP) & Safety Drills\*

Select or drop file

FORMATC-202601...

**Figure 34**

Upload Environmental Audit Plan\*

Upload Safety Certification - Production Facilities & Metering Systems\*

Upload Oil Spill Containment & Response Plan\*

Upload H2S Management & Control - Production Facilities\*

Upload Medical Facility, Evacuation & Emergency Transport\*

Upload Offshore Personnel Safety Training Compliance\*

Upload Onshore Logistics Safety - Rig & Heavy Oilfield Transport\*

Clear Data Last saved on: Jan 22, 09:43 PM

Save & Next

**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	
	Oil	Gas	Oil + Gas	Disposal Wells	
New Wells	1	0	0	0	1
Existing Wells with Sidetracking	1	0	0	0	1
Existing Wells without Sidetracking	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		Plateau Duration		2010		2010																																																
Field Production Profile (2P Case)																																																								
<table border="1"> <thead> <tr> <th rowspan="2">Financial Year</th> <th colspan="3">Avg Annual Production Rate</th> <th colspan="3">Cumulative Production Volume</th> <th colspan="3">Recovery Factor</th> </tr> <tr> <th>Qo</th> <th>Qc</th> <th>Qg</th> <th>Op</th> <th>Cp</th> <th>Gp</th> <th>% of OilP</th> <th>% of ClP</th> <th>% of GlP</th> </tr> <tr> <th>BOPD</th> <th>BOPD</th> <th>MMSCMD</th> <th>MMBL</th> <th>MMBL</th> <th>MMSCMD</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Base Value</td> <td></td> <td></td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>11</td> <td>1</td> <td>1</td> </tr> <tr> <td>2010-2010</td> <td>1</td> <td>11</td> <td>1</td> <td>1</td> <td>11</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>									Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Recovery Factor			Qo	Qc	Qg	Op	Cp	Gp	% of OilP	% of ClP	% of GlP	BOPD	BOPD	MMSCMD	MMBL	MMBL	MMSCMD				Base Value			1	1	1	1	11	1	1	2010-2010	1	11	1	1	11	1	1	1	1
Financial Year	Avg Annual Production Rate			Cumulative Production Volume			Recovery Factor																																																	
	Qo	Qc	Qg	Op	Cp	Gp	% of OilP	% of ClP	% of GlP																																															
BOPD	BOPD	MMSCMD	MMBL	MMBL	MMSCMD																																																			
Base Value			1	1	1	1	11	1	1																																															
2010-2010	1	11	1	1	11	1	1	1	1																																															
Sales Profile																																																								
<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Internal Gas Consumption (%)</th> <th>Flaring (%)</th> <th>Normal Losses (%)</th> <th>Oil Sales (MMBL)</th> <th>Condensate Sales (MMBL)</th> <th>Gas Dispatch (MMSCM)</th> </tr> </thead> <tbody> <tr> <td>2010-2011</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> </tr> </tbody> </table>										Financial Year	Internal Gas Consumption (%)	Flaring (%)	Normal Losses (%)	Oil Sales (MMBL)	Condensate Sales (MMBL)	Gas Dispatch (MMSCM)	2010-2011	11	11	11	11	11	11																																	
Financial Year	Internal Gas Consumption (%)	Flaring (%)	Normal Losses (%)	Oil Sales (MMBL)	Condensate Sales (MMBL)	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			
<b>Pricing Marker</b> Oil * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Other"/> Gas * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="JKM"/> Select an option Brent WTI Oman Dubai Indian Crude Basket <b>Other</b> <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> <b>Gas (USD/MMBTU)</b> <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Provide conversion from MMBTU to MMSCM <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="MMSCM"/>		<b>Pricing Marker</b> Oil * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Brent"/> Gas * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Henry Hub"/> <b>Base Price at Start Year</b> Oil (USD/BBL) <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Gas (USD/MMBTU) <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Provide conversion from MMBTU to MMSCM <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="MMSCM"/> <b>Price Escalation (% / yr)</b> Oil * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Gas * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Condensate * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/>			<b>Pricing Marker</b> Oil * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Oman"/> Gas * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Domestic Gas Formula"/> <b>Base Price at Start Year</b> Oil (USD/BBL) <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Gas (USD/MMBTU) <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Provide conversion from MMBTU to MMSCM <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="MMSCM"/> <b>Price Escalation (% / yr)</b> Oil * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Gas * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/> Condensate * <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Enter here"/>				
Clear Data <span style="margin-left: 10px;">Last saved on: Jan 22, 09:28 PM</span> <span style="float: right;">← Previous</span> <span style="float: right;">Submit →</span>									

The screenshot shows the 'Techno Economics' section of a software interface. It displays three scenarios for petroleum price scenarios: 'Conservative', 'Moderate', and 'Optimistic'. Each scenario has a 'Pricing Marker' section with dropdowns for Oil and Gas markers. The 'Moderate' scenario shows 'Brent' for Oil and 'Henry Hub' for Gas. The 'Conservative' scenario shows 'Other' for Oil and 'JKM' for Gas. The 'Optimistic' scenario shows 'Oman' for Oil and 'Domestic Gas Form' for Gas. Below the markers are sections for 'Base Price at Start Year' and 'Price Escalation (% / yr)'. The 'Base Price at Start Year' section includes fields for Oil (USD/BBL) and Gas (USD/MMBTU) with 'Enter here' placeholder text. The 'Price Escalation' section includes fields for Oil, Gas, and Condensate with values '1' in each. At the bottom, there are 'Clear Data' and 'Last saved on: Jan 22, 09:28 PM' buttons, and a 'Submit' button.

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

The screenshot shows a form for scenario justification. It includes a 'Upload: Narrative Justification for scenarios \*' section with a file input field and a preview area showing 'WL-20260117082...'. Below this is a 'Discount Rate and Inflation Assumption' section with fields for 'Discount Rate (%)' (11) and 'Cost Escalation Rate (%)' (11). There is also a 'Justification for assumptions (s 200 characters)' text area with a placeholder. At the bottom is a 'Royalty, Cess & Other Statutory Levies' section with a 'Levy Type as per contract' multi-select field containing 'Royalty' (checked) and other options like '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.

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

3D Seismic Surveys		
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
<b>+ Add Row</b>		
<b>Total 3D Seismic Surveys Cost</b>	<b>0.00</b>	<b>USD MM</b>

**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	Enter here	USD MM
Analysis, Studies & Investigation - (G&G)	Enter here	USD MM
Reservoir Data Acquisition and Analysis	Enter here	USD MM
Reservoir Modeling Studies-FDP/RFD/Firm Activity Linked Development Plan	Enter here	USD MM
Third Party Reserves	Enter here	USD MM
Reservoir Engineering-Support	Enter here	USD MM
Development Wells	Enter here	USD MM
Training & Capacity Building	Enter here	USD MM
Project Planning	Enter here	USD MM
Installation of Production Facilities	Enter here	USD MM
Statutory Payments, Other Deposits	Enter here	USD MM
Direct G&A	Enter here	USD MM
Indirect G&A Allocated	Enter here	USD MM
<b>Total Development Phase cost</b>	<b>0</b>	<b>USD MM</b>

**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	Enter here	USD MM	
<b>+ Add Row</b>			
<b>Total Engineering Studies &amp; Project Planning</b>	<b>0.00</b>	<b>USD MM</b>	
Workover Rig Operations			
Sub Activity Name	Total Count	Total Infrastructure cost	Unit
Well Servicing	Enter here	Enter here	USD MM
HF (Hydraulic Fracturing)	Enter here	Enter here	USD MM
Zone Transfer	Enter here	Enter here	USD MM
Artificial Lift Installation	Enter here	Enter here	USD MM
<b>+ Add Row</b>			
<b>Total Workover Rig Operations Cost</b>	<b>0.00</b>	<b>0.00</b>	<b>USD MM</b>

**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.

The screenshot shows a software interface for managing project costs. On the left, there is a vertical list of sub-activities under the main heading 'Production Operations'. The list includes: 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, and Indirect G&A Allocated. Below this list is a summary row with the label 'Total Production Phase cost' and a text input field containing '0'. To the right of the input field is the unit 'USD MM'. The entire row is highlighted with a red ribbon, indicating it is non-editable.

**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.

The screenshot shows a software interface for entering project costs. The main heading is 'Exploration/ Appraisal Costs'. Below it is a table with two rows. The first row is for 'Exploration Costs' and the second for 'Appraisal Costs'. Each row has three columns: 'Sub Activity Name', 'Total for each Sub-activity' (with an input field 'Enter here'), and 'Unit' (set to 'USD MM'). Below the table is a summary row with the label 'Total Exploration/ Appraisal Costs' and a text input field containing '0.00'. To the right of the input field is the unit 'USD MM'. At the bottom right of the interface is a red 'Save' button.

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

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

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

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

## Additional Information and Declaration

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

**Figure 49: Additional Information Tab**

## Declaration

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

**Figure 50: Declaration Tab**

## Tips & Good Practices

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

### **3. Work Programme**

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

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

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

## **Form Submission Guidelines: -**

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

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

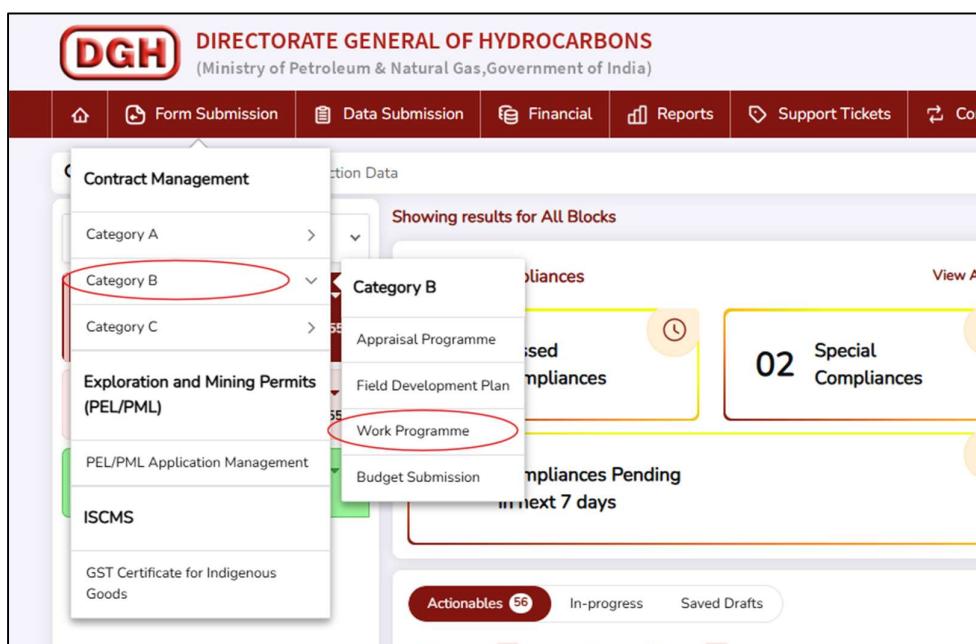
- a. Operator to login into the IMS portal to submit the Work Programme & Budget (WP&B) through their login credentials. It is recommended that the data entry and submission is to be done by single user to avoid overwriting of submitted information.
- b. Operator to choose Block/Development Area/ Field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

### **Note:**

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

### **1. Create New Request**

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



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

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

The screenshot shows a web-based application for creating a new request. At the top, there is a back arrow and the title 'Create New Request'. Below this, there are several input fields and buttons. The 'Block' field contains the value 'CB-ONN-2000/1', which is circled in red. Below it is a 'Submission Type' dropdown set to 'Request for Approval', also circled in red. There are four buttons for 'Process Category': 'Category A', 'Category B' (which is highlighted with a red border), 'Category C', and 'OTHERS'. Under 'Request Type', there is a dropdown set to 'Work Programme', which is circled in red. At the bottom right, there is a large red button with the text '→ 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**.

The screenshot shows the 'General Information' tab of a form. At the top, there are several tabs: 'General Information' (which is selected and highlighted in blue), 'Block-Field Details', 'RE-FY', 'BE-FY', 'Summary', and 'Declaration'. Below the tabs, there are sections for 'Operator' (Gas Authority Of India Ltd. and Gujarat State Petroleum Corporation Ltd.) and 'Block Details' (Block Name: CB-ONN-2000/1, Contract Signed on: 17-07-2001, Contract Expiry on: -). There is also a 'Financial Year Details' section with a 'Clause/Reference to Article/Policy' field containing 'Article -' and a 'What do you wish to Submit?' dropdown menu with options: 'Select an Option', 'RE', 'BE', and 'Both'. At the bottom, there are buttons for 'Clear Data', 'Last saved on: Nov 24, 02:29 PM', and '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.)

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

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

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

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

**Figure 7: Operator MC View upload**

### 3. Block Field Details

- 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.

**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)								
<a href="#">+ Add Field Details</a>								
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	
ABCD	SOHAGPUR EAST	Signed MCR	<a href="#">SII-20250924145...</a>	<a href="#">RFPSC_VPP.pdf</a>	No <a href="#">Reason</a>	No	No	Yes
DA 1	CB-ONN-2000/1	Field Development Plan,Appendix-H	<a href="#">SII-20250924145...</a>	<a href="#">SII-20250924145...</a>	No <a href="#">Reason</a>	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

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

- 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)								
<a href="#">+ Add Field Details</a>								
Field/DA Details								
DA Name	Field Name	Apex Document	Apex Copy	OCR Copy	OCR copy signed by all partners	Proposed Nature of Activities	Actions	
No data available								

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

- 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 type="checkbox"/> Development	<input type="checkbox"/> Production
DA Name *	DA 2.0	Field Name *	CB-ONN-2000/1 (INGOLI)
Apex Document *	1 selected	Field Development Plan	<a href="#">Select or drop file</a> <a href="#">SII-2025100...</a>
Is the OCR copy signed by all Partners *	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Add Details if any Enter here
OCR Copy *	<a href="#">Select or drop file</a> <a href="#">OCR Copy.pdf</a>		
	<a href="#">Add</a>	<a href="#">Cancel</a>	

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

- The Block Field Details for BE of the selected Financial Year are added.
- Click on “Save & Next” to save the details and move to next tab.
- 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.

The screenshot shows the 'RE-FY 2026-2027' tab selected in the top navigation bar. Below it, a note says 'Please Note : Click Edit for all fetched items and enter required details. For RE, mandatorily enter respective quantities'. The main area displays two sections: 'Test 1' and 'DA 1'. Each section has a 'Field Name: Not Applicable' entry. Under 'Test 1', there is a 'Production' section with a '+ Activities' button. Under 'DA 1', there are 'Exploration/Appraisal Programme', 'Development', and 'Production' sections, each with a '+ Activities' button. At the bottom, there are 'Clear Data' and 'Last saved on: Nov 24, 04:12 PM' buttons, and navigation links for 'Previous' and 'Save & Next'.

**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: -

The dialog is titled 'Add Activities' and shows a list of activities under 'Exploration/Appraisal'. The activities listed are: Geological & Geophysical - Support, 2D Seismic Surveys, Acquisition and Processing and Interpretation, 3D Seismic Surveys, Acquisition and Processing and Interpretation, Other Survey (Non-Seismic), Data Copying, Storage, Processing and Interpretation, Analysis, Studies and Investigation-G&G, Reservoir Data Acquisition and Analysis, Reservoir Engineering-support, Exploratory Well, Appraisal Well, Training & Capacity Building, Statutory Payments, Other Deposits etc, Direct G&A, and Indirect G&A Allocated. There are 'Close' and 'Save Changes' buttons at the bottom.

**Fig 16: Exploration/Appraisal Activities**

The dialog is titled 'Add Activities' and shows a list of activities under 'Development'. The activities listed are: Geological & Geophysical - Support, 2D Seismic Surveys, Acquisition and Processing and Interpretation, 3D Seismic Surveys, Acquisition and Processing and Interpretation, Other Survey (Non-Seismic), Data Copying, Storage, Processing and Interpretation, Analysis, Studies and Investigation - G&G, Reservoir Data Acquisition and Analysis, Reservoir Engineering - Support, Third Party Reserves/Resources Audit Report, Reservoir Engineering - Support, Development Well, Training & Capacity Building, Project Planning, Installation of Production Facilities, Statutory Payments, Other Deposits etc, Direct G&A, and Indirect G&A Allocated. There are 'Close' and 'Save Changes' buttons at the bottom.

**Fig 17: Development Activities**

The dialog is titled 'Add Activities' and shows a list of activities under 'Production'. The activities listed are: Production Quantity, Engineering Studies/ Project Planning, WorkOver Rig Operations, Rigless Operation & Other Flow Assurance Jobs, Production Operations-O&M, Production Operations - Chemicals & Consumables, Operational Spares, Statutory Fees, Site Restoration Fund, Site Restoration Activity, if any, Training & Capacity Building, Direct G&A, and Indirect G&A Allocated. There are 'Close' and 'Save Changes' buttons at the bottom.

**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 shows the RE Tab interface with three main sections: Exploration/Appraisal Programme, Development, and Production. Each section has a table for 'Actions' and 'Name and Reference Apex Document and Source' with a 'UOM' column. Below each table is a 'Quantity' section with columns for 'As per Apex Document', 'Actual Till FY (2024-2025)', 'YTD up to Q3 of FY (2025-2026)', 'For BE (2026-2027)', and 'For RE (2026-2027)'. Each section has a '+ Activities' button and a '+ Add Sub Activity' button. The Exploration section contains 'Geological & Geophysical - Support' and '2D Seismic Surveys, Acquisition and Processing and Interpretation' with an 'Upload Files' button. The Production section contains 'Production Quantity' with an 'Upload Files' button.

**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.

The screenshot shows a modal window titled 'Add Sub Activity' with a back arrow. The main area is labeled 'Sub-Activity \*' with a dropdown menu. The dropdown menu has a placeholder 'Select an option' and a list of options: 'Acquisition', 'Processing', 'Re-Processing/Special Processing', 'Project Management and Interpretation', and 'Others'.

**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 “0”.
- g. For such line items without programme quantity such as G&A allocation, Statutory fee, the Operator to ensure selection of such line item (activity/sub-activity) in the Work Programme also.
- h. Without selection of line items in the Work Program, the Operator cannot input the Budget amount.
- i. For filling the well data, the user needs to select sub activity: Well Details and input as follows: -

←
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

**Quantity (As per Apex Doc) \***

Enter 0 if unavailable

**UoM \***

TDmts

**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 **envisioned 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) till Last FY 2025-2026 (TMT)\*

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

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

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

Test 2.0

Field Name: Not Applicable

Exploration/Appraisal Programme

Development

Production

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.

Exploration/Appraisal Programme

Geological & Geophysical - Support

Actions Name and Reference Apex Document UOM

Quantity		Quantity Proposed in WP	
As per Apex Document	Actual Till FY (2024-2025)	YTD up to Q3 of FY (2025-2026)	For RE (2026-2027)
For BE (2027-2028)			

No data available

+ Activities

+ Add Sub Activity

Development

2D Seismic Surveys, Acquisition and Processing and Interpretation

Actions Name and Reference Apex Document UOM

Quantity		Quantity Proposed in WP	
As per Apex Document	Actual Till FY (2024-2025)	YTD up to Q3 of FY (2025-2026)	For RE (2026-2027)
For BE (2027-2028)			

No data available

+ Activities

+ Add Sub Activity

Production

WorkOver Rig Operations

Actions

+ Activities

+ Add Sub Activity

Upload Files

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

- 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.

← Add Sub Activity

Sub-Activity \*

Select an option

Select an option

**Manpower Support**

Assets usage and Maintenance

Geological Studies

Geophysical Studies

Software Procurement

Software - AMC

Others

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

- 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**

<b>Sub-Activity *</b>	Acquisition		
<b>Reference APEX Document *</b>	Field Development Plan		
<b>Source *</b>	Outsourced		
<b>UoM *</b>	LKM	<b>Quantity (As per Apex Doc) *</b>	888
<b>Quantity Actual Till FY 2024-2025 *</b>	777	<b>YTD up to Q3 of FY 2025-2026 *</b>	666
<b>Quantity as per WP for RE 2026-2027 *</b>	444	<b>Proposed Quantity of BE 2027-2028 *</b>	Enter 0 if unavailable
<b>Description</b>			
Upload Seismic Coverage Map/Basis of Cost Estimate			
<b>Close</b>		<b>Save Changes</b>	

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

- i. In such cases where there is no Quantity as per Apex Document, the user needs to input Quantity as “0”. Please ensure to enter correct details within Quantity as per WP for RE (for the Last FY). The user can input Quantity as “0” in case there was no RE quantity mentioned in Last FY against the mentioned subactivity.
- j. For such line items without programme quantity such as G&A allocation, Statutory fee, the Operator to ensure selection of such line item (activity/subactivity) in the Work Programme also.
- k. Without selection of line items in the Work Program, the Operator cannot input the Budget amount.
- l. For filling the well data, the user needs to select sub activity: Well Details and input as follows: -

← 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 **envisioned 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																								
<input type="text" value="kjhuh o"/> <input type="button" value="Upload Files"/>																														
<b>Crude Oil</b> 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																								
<b>Monthly Breakup of Production Proposed in WP for BE 2027-2028</b> <table border="1"> <thead> <tr> <th>Apr (TMT)</th> <th>May (TMT)</th> <th>Jun (TMT)</th> <th>Jul (TMT)</th> <th>Aug (TMT)</th> <th>Sep (TMT)</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Oct (TMT)</td> <td>Nov (TMT)</td> <td>Dec (TMT)</td> <td>Jan (TMT)</td> <td>Feb (TMT)</td> <td>Mar (TMT)</td> </tr> <tr> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> </tbody> </table>						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	
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 96.00 BBL 332.00 Conversion Factor 3.4583																								
						<b>Proposed Estimate in BE (TMT)</b>																								
For FY+1 (2028-2029) 101.00			For FY+2 (2029-2030) 102.00			For FY+3 (2030-2031) 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.

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

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

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

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	
Test 2.0	Field Name: Not Applicable	Field Development Plan	56ccc2dth848d4... SII-20251006125...	OCR Copy.pdf	Yes <small>Reason</small>	Yes	Yes	Yes	
Test 1	Field Name: Not Applicable	Signed MCR	SII-20250924145... INGOLI_Summary...	RFPSC_VPP.pdf	No <small>Reason</small>	No	No	Yes	
DA 1	Field Name: Not Applicable	Field Development Plan, Appendix-H	Drilling Template.x...	No Files uploaded	No <small>Reason</small>	Yes	Yes	Yes	

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

← Previous → Save & Next

**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.

Step: 5/6 | App No.: WP-20251124104250

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

Financial Year Details

Clause/Reference to Article/Policy \*

Article -

Submitting Work Programme for RE of Financial Year (2026-2027) \*

2026-2027

Submitting Work Programme for BE of Financial Year (2027-2028) \*

2027-2028

Field/DA Details

Details for RE (2026-2027)

Details for BE (2027-2028)

RE - FY 2026-2027 BE - FY 2027-2028

DA 1 Test 1

RE-FY 2026-2027

DA 1

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

← Previous → Save & Next

**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.

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

General Information Block-Field Details RE-FY 2026-2027 BE-FY 2027-2028 Summary 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 authorised signatory for the contractor \*

Designation \*

Enter here

Enter here

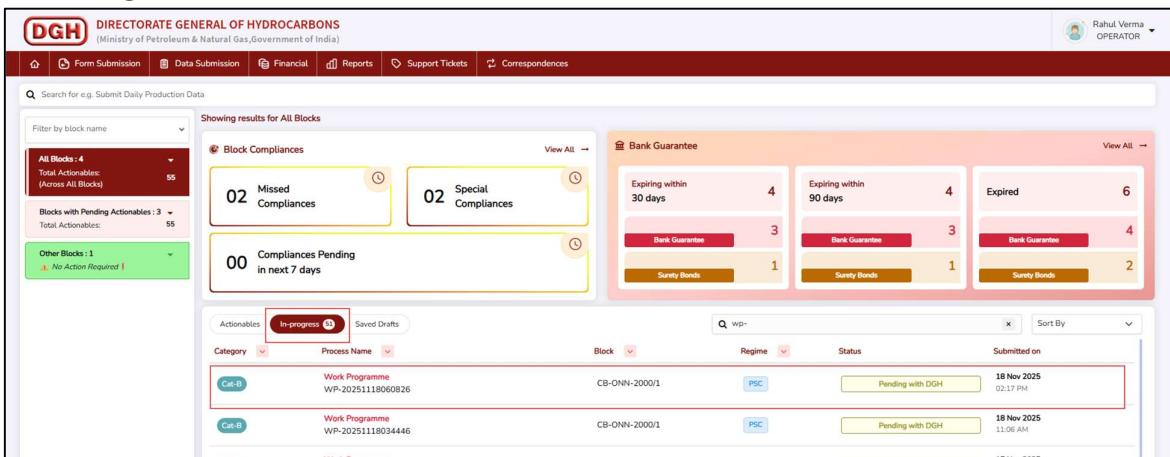
Clear Data Last saved on: Nov 24, 04:12 PM

← Previous → Submit

**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”.

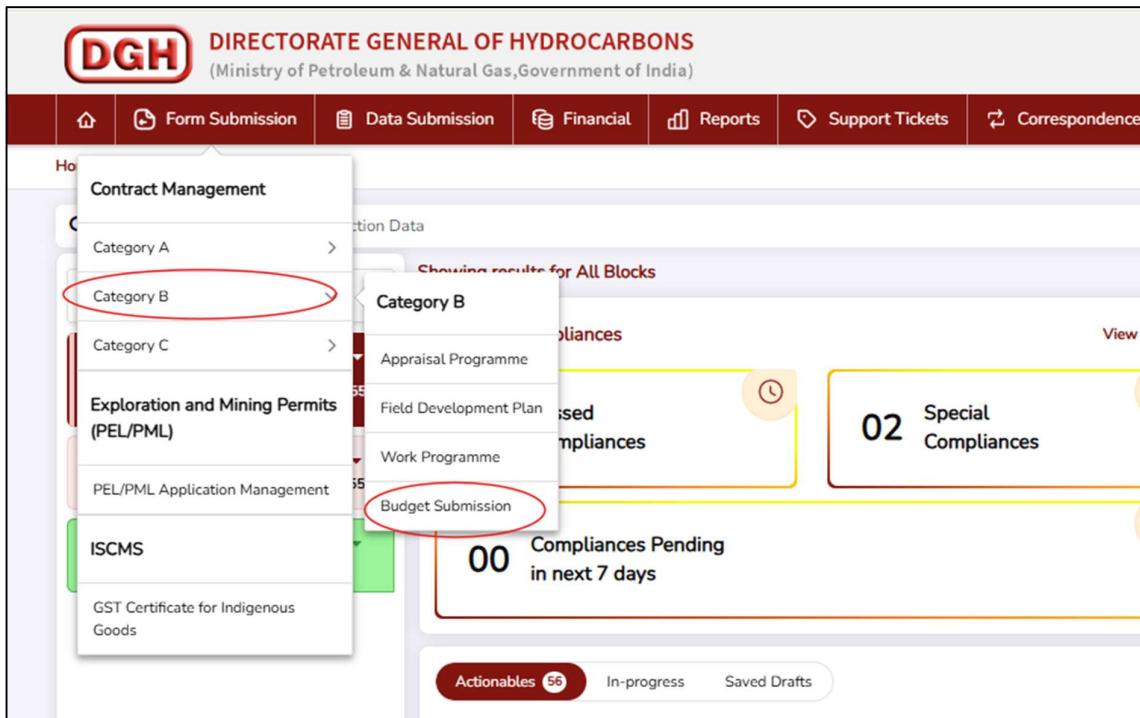


Figure 1: Navigation to Budget in IMS Portal

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

The screenshot shows the 'Create New Request' form. It includes fields for 'Block' (with 'CB-ONN-2000/1' circled in red), 'Submission Type' (set to 'Request for Approval'), 'Process Category' (with 'Category B' selected and circled in red), and 'Request Type' (set to 'Budget'). At the bottom is a large red button labeled '→ Create New Request' (which is also circled in red).

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: 1/6 | 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-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

Select an option  
RE  
BE  
Both

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.)

Step: 1/6 | 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-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 Budget for RE of Financial Year\* Select an option

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

Select or drop file

Operator MC 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 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	<a href="#">RFPSC...</a>	<a href="#">SII-2025...</a>	No <a href="#">Reason</a>	Yes	Yes	Yes
DA 1.1	CB-ONN-2000/1 (INGOLI)	Field Development Plan	<a href="#">VPP-20...</a>	<a href="#">Cost and...</a>	No <a href="#">Reason</a>	Yes	Yes	Yes
DA 2.0	CB-ONN-2000/1 (SANAND EAST)	Appendix-H	<a href="#">SII-2025...</a>	<a href="#">CAPP-2...</a>	Yes <a href="#">Reason</a>	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	<a href="#">RFPSC...</a>	<a href="#">SII-2025...</a>	No <a href="#">Reason</a>	Yes	Yes	Yes
DA 1.1	CB-ONN-2000/1 (INGOLI)	Field Development Plan	<a href="#">VPP-20...</a>	<a href="#">Cost and...</a>	No <a href="#">Reason</a>	Yes	Yes	Yes
DA 2.0	CB-ONN-2000/1 (SANAND EAST)	Appendix-H	<a href="#">SII-2025...</a>	<a href="#">CAPP-2...</a>	Yes <a href="#">Reason</a>	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

**SOHAGPUR 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

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

As per Apex Document	Actual (till 2024-2025)	Actual (for 2024-2025)	Cost (US\$ MM)	BE 2025-2026	RE 2025-2026
\$	MM	\$	MM	\$	MM
<input type="text"/> This field is required (Qty : 1000 LKM)	<input type="text"/> This field is required	<input type="text"/> This field is required	<input type="text"/> This field is required	<input type="text"/> (Qty : 901 LKM)	<input type="text"/> This field is required (Qty : NA LKM)
<input type="text"/> Qty	<input type="text"/> LKM	<input type="text"/> Qty	<input type="text"/> LKM	This field is required	

Clear Data Last saved on: Now 25, 05.13 PM [← Previous](#) [Save & Next](#)

Exploratory Well

UOM	As per Apex Document	Actual Till FY 2024-2025*	Actual For FY 2024-2025*	Quantity (Proposed in WP)	
Nos.	987	<input type="text"/> Enter here This field is required	<input type="text"/> Enter here This field is required	3400 1200	
<a href="#">Upload Files</a> <a href="#">Format 3B Template</a>					

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)	Cost (US\$ MM)	BE 2025-2026	RE 2025-2026
\$	MM	\$	MM	\$	MM
<input type="text"/> This field is required (Qty : 9876 TD mts)	<input type="text"/> NA	<input type="text"/> NA	<input type="text"/> MM	<input type="text"/> (Qty : 3011 TD mts)	<input type="text"/> This field is required (Qty : NA mts)
<input type="text"/> Qty	<input type="text"/> NA	<input type="text"/> TD mts	<input type="text"/> Qty	<input type="text"/> NA	<input type="text"/> TD mts

**Figure 8: Budget RE Tab**

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

Production

Production Quantity

Brief Description

Condensate Value  
Source / Description : NA

Estimated as per Apex Document Till Last FY 2024-2025 (TMT) \*  134 [Enter here This field is required](#)

Actual Till FY (2024-2025) (TMT) \*  [Enter here This field is required](#) Estimated as per Apex Document For (2025-2026) (TMT) \*  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**

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

## 5. BE – FY (XXXX-YYYY) Tab

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

- 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.
- Add Budget in \$USMM under each subactivity -> “Cost as Apex Document”, “Cost Actual Till FY” (Cost till end of mentioned FY), “Cost Actual For FY” (Actual Cost in the mentioned FY), “Proposed Cost in BE FY”.
- Add Actual Quantities within each subactivity -> “Quantity Actual Till FY” (which is quantity till end of the mentioned financial year), “Quantity Actual For FY” (which is the quantity for the mentioned financial year).
- 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.

The screenshot displays the 'Budget BE Tab' interface, divided into two main sections: 'Exploration/Appraisal Programme' and 'Exploratory Well'.

**Exploration/Appraisal Programme:**

- 2D Seismic Surveys, Acquisition and Processing and Interpretation**
- Description:** 2D Seismic Surveys, Acquisition and Processing and Interpretation
- Cost As Per Apex Document** (Actual Cost (\$US MM))

  - Till FY 2024-2025: 0.00
  - For FY 2024-2025: 0.00
  - For RE 2025-2026: 0.00
  - For BE 2026-2027: 0.00

- Acquisition Description:** Source: Outsourced, Reference Document: Revised Field Development Plan
- Cost (US\$ MM):**
  - As per Apex Document: \$ -- MM
  - Actual (till 2024-2025): \$ -- MM
  - Actual (for 2024-2025): \$ -- MM
  - RE 2025-2026: \$ -- MM
  - BE 2026-2027: \$ -- MM

Fields are marked as required: 'This field is required (Qty: 1000 LKM)' for the first three and 'This field is required (Qty: NA LKM)' for the last two.

**Exploratory Well:**

- Exploratory Well**
- UOM:** Nos.
- Quantity:**
  - As per Apex Document: 987
  - Actual Till FY 2024-2025: Enter here (This field is required)
  - Actual For FY 2024-2025: Enter here (This field is required)
  - For RE 2025-2026: 1200
  - For BE 2026-2027: 3400
- Cost As Per Apex Document** (Actual Cost (\$US MM))

  - Till FY 2024-2025: 0.00
  - For FY 2024-2025: NA
  - For RE 2025-2026: NA
  - For BE 2026-2027: 0.00

- Well Details - Well BE 1.0, New Well**
- Description:** Source: Inhouse, Reference Document: Revised Field Development Plan
- Cost (US\$ MM):**
  - As per Apex Document: \$ -- MM
  - Actual (till 2024-2025): \$ NA MM
  - Actual (for 2024-2025): \$ NA MM
  - RE 2025-2026: \$ -- MM
  - BE 2026-2027: \$ -- MM

Fields are marked as required: 'This field is required (Qty: 9876 TD mts.)' for the first three and 'This field is required (Qty: NA TD mts.)' for the last two.

Figure 10: Budget BE Tab

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

## 6. Summary Tab

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

**Figure 11: Budget Summary Tab**

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

## 7. Declaration Tab

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

**Figure 12: Budget Declaration Tab**

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

### **Tips & Good Practices**

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

### 3.3 Category C Processes

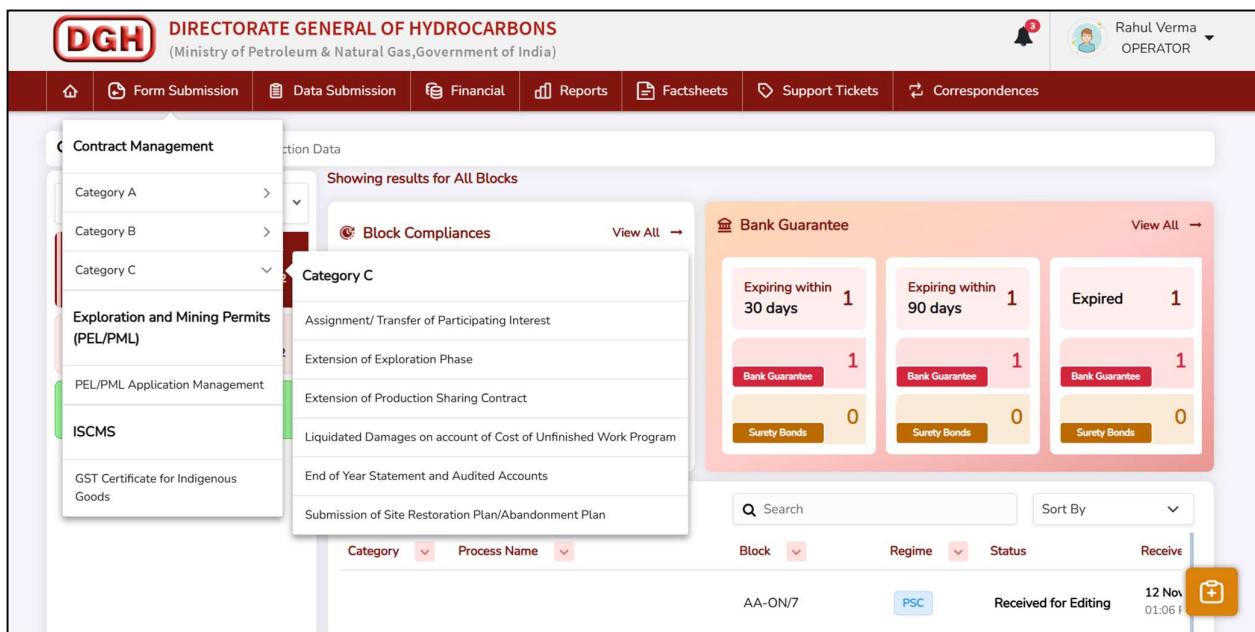


Figure 1: Form Submission->Contract Management->Category C Processes

## 1. Assignment/Transfer of Participating Interest

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

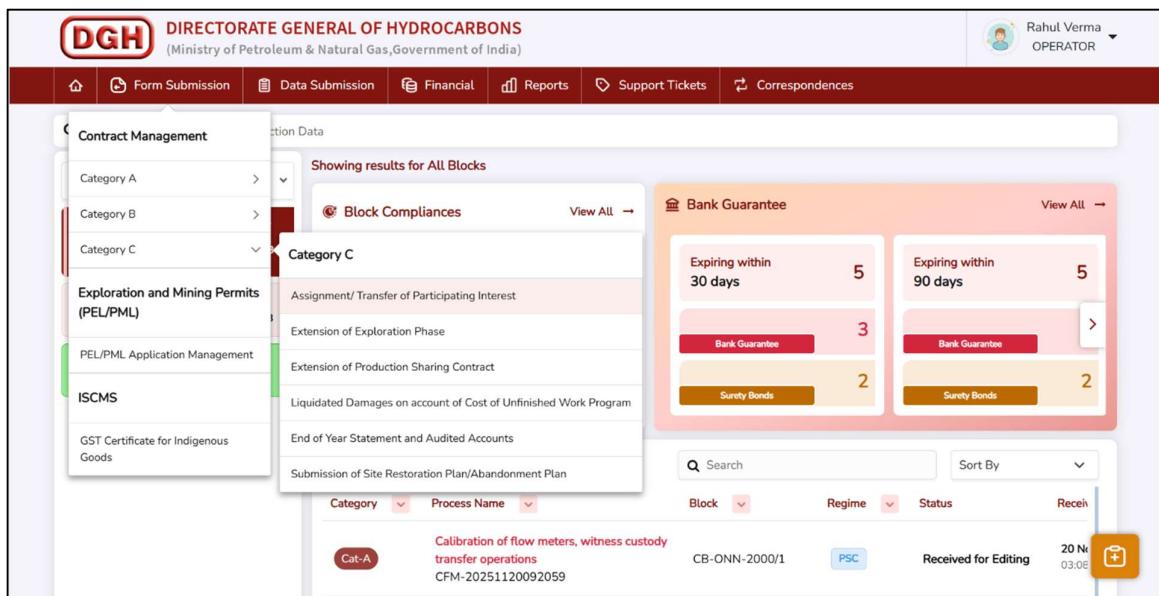
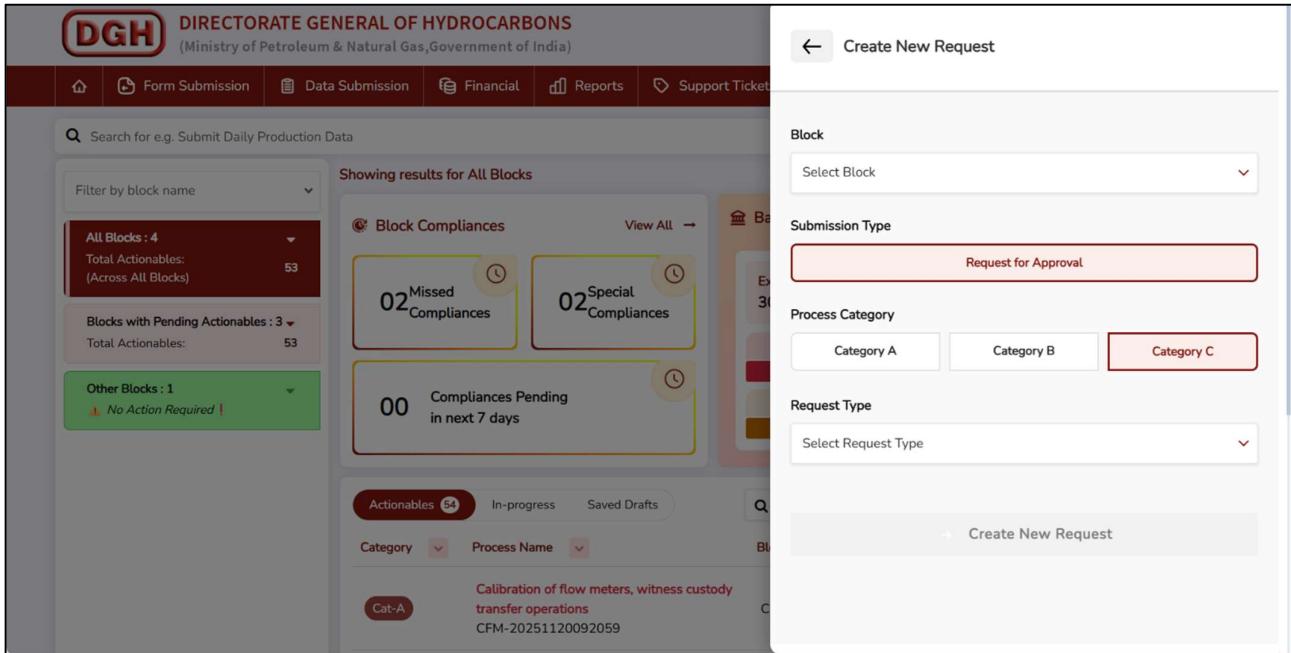
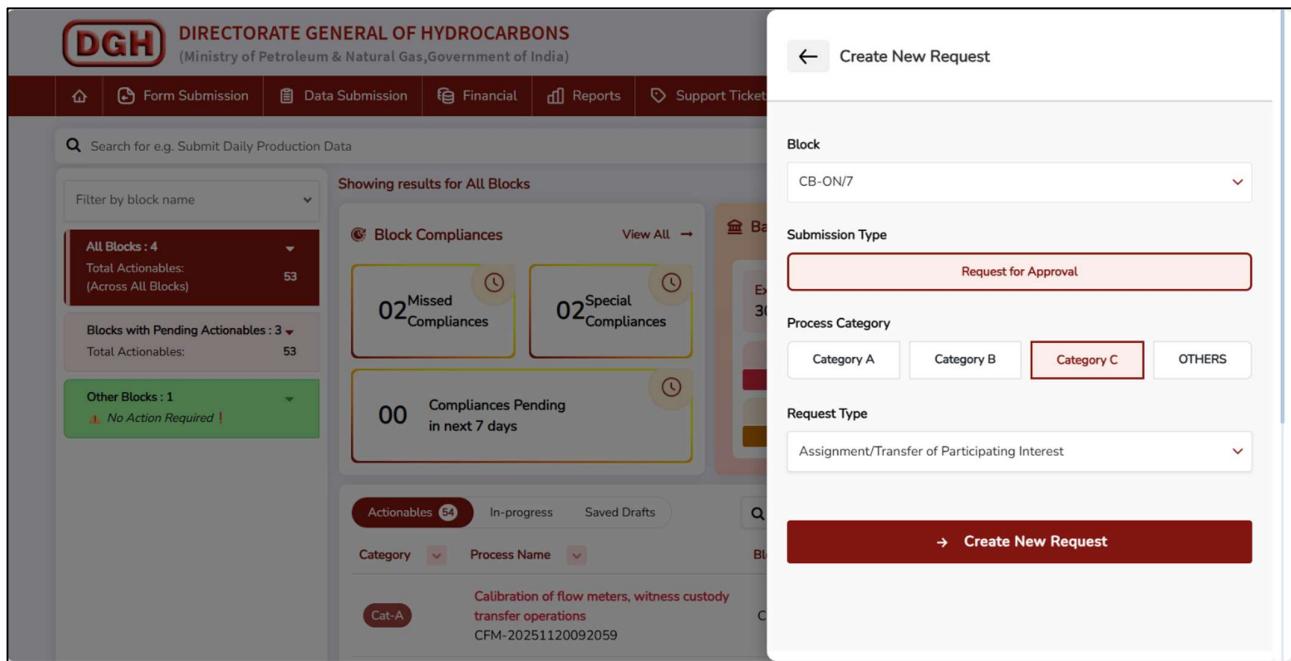


Figure 1: Select the Assignment/Transfer of Participating Interest from the Category C dropdown



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



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

### Step 1: Initiate New Request

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

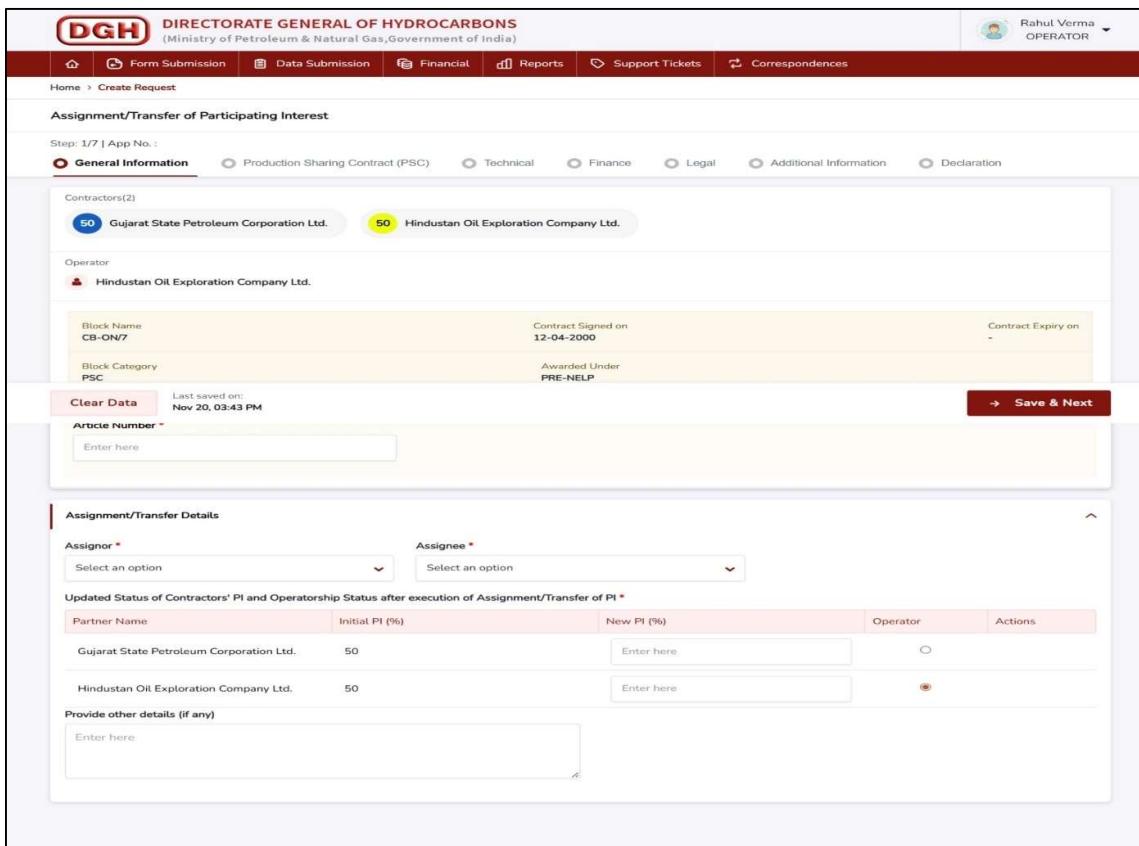
Log into the DGH IMS portal and click on Form Submission in the top menu. This opens the main area where process forms such as Contract Management are initiated.

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

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

## Create a New Request

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



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

## Step 2: Fill General Information

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

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 \*

From Date \* To Date \*

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 \*

From Date \* To Date \*

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 \*

From Date \* To Date \*

Upload details of committed and completed Work Programme Activities \*

Select or drop file

By Assignor

No objection certificate from the consortium partners (as well as from licensee 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

← 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 Production Sharing Contract (PSC)**

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**

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

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 \*

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

Yes  No  Not Applicable

**By Assignee**

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

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

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

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

**Proof of Fund details**

Date \*  Amount(USD) \*

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

Yes  No

Upload submitted Draft 'Amendments to the PSC' \*

Yes  No

Are pending dues (by the Assignor) cleared? \*

Yes  No

Last saved on: Nov 20, 04:03 PM

**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**

The screenshot shows the DGH web application interface for creating a request. The top navigation bar includes links for Home, Create Request, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The user is identified as 'Rahul Verma, OPERATOR'. The main content area is titled 'Assignment/Transfer of Participating Interest' and shows the 'Finance' tab is selected. The 'By Assignor' section contains fields for uploading power of attorney, assignment deed, and board resolution, with a note about last save time (Nov 20, 04:08 PM). The 'By Assignee' section contains fields for uploading board resolution and undertakings, also with a note about last save time. At the bottom, there are 'Draft Amendment to PSC' buttons (Yes/No) and a 'Draft Amendment to PSC' file upload field. Navigation buttons 'Previous' and 'Save & Next' are at the bottom right.

**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**

The screenshot shows the DGH web application interface for creating a request. The top navigation bar includes links for Home, Create Request, Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The user is identified as 'Rahul Verma, OPERATOR'. The main content area is titled 'Assignment/Transfer of Participating Interest' and shows the 'Additional Information' tab is selected. The 'Additional Information' section contains fields for 'Upload Additional Documents' (with a 'Select or drop file' button) and 'Remark' (with a note: 'Please review the document'). Below these, there is a field for 'Upload Draft MCR' (with a 'Select or drop file' button). At the bottom, there are 'Clear Data' and 'Last saved on: Nov 20, 04:09 PM' buttons, along with 'Previous' and 'Save & Next' navigation buttons.

**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**

DGH
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

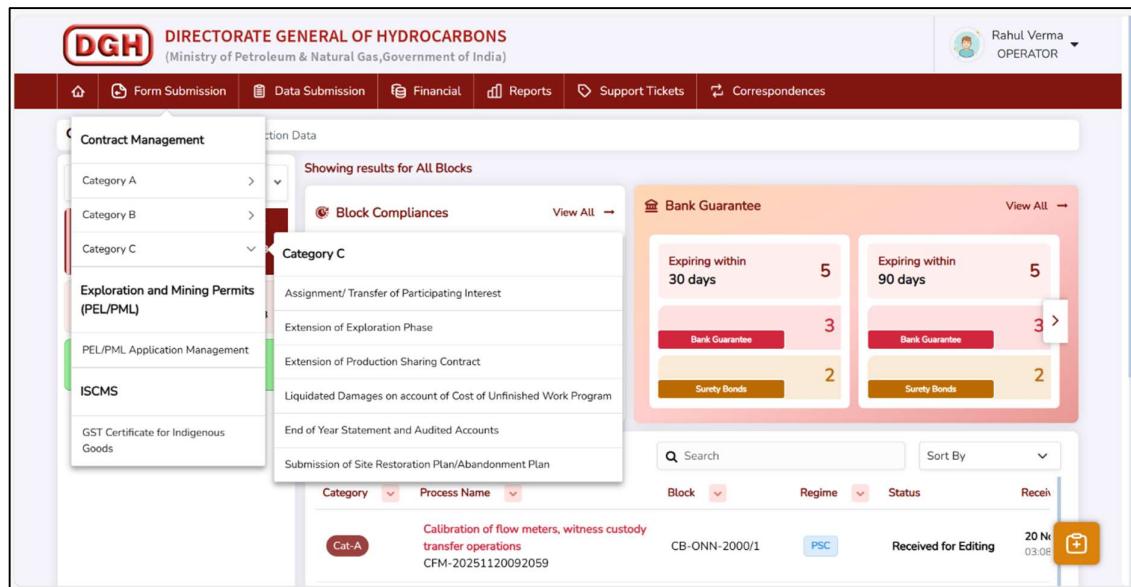


Figure 1: Select the Extension of exploration phase from the Category C dropdown

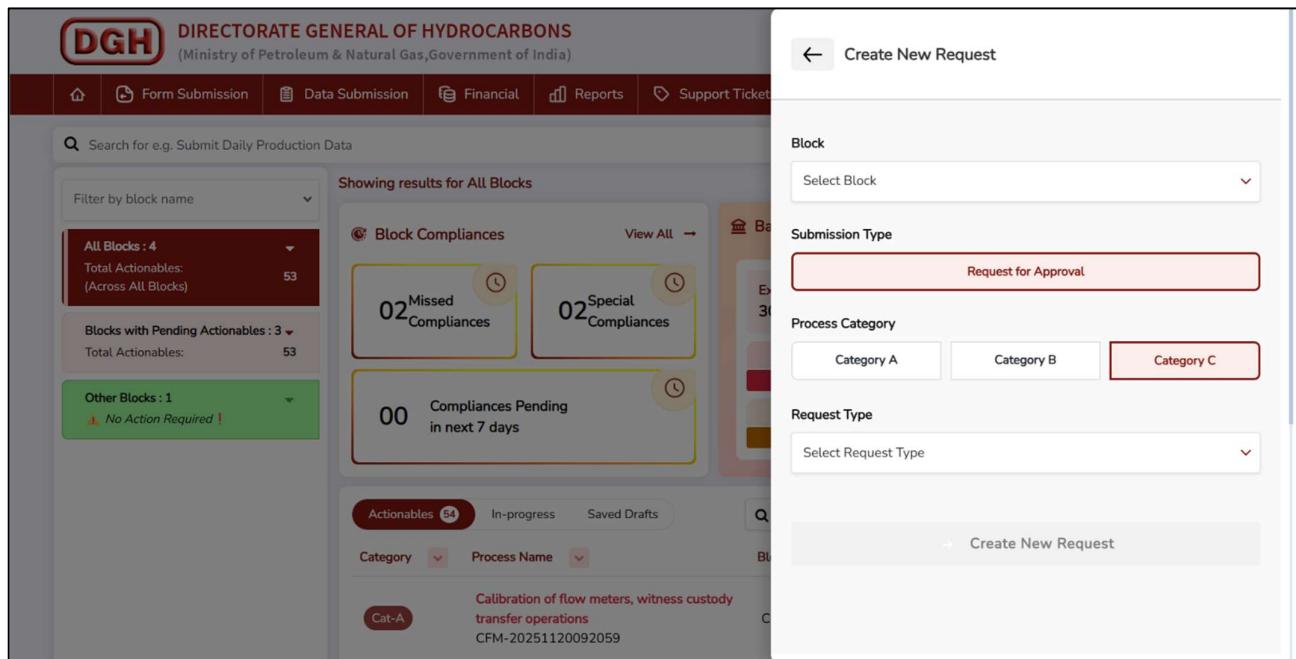
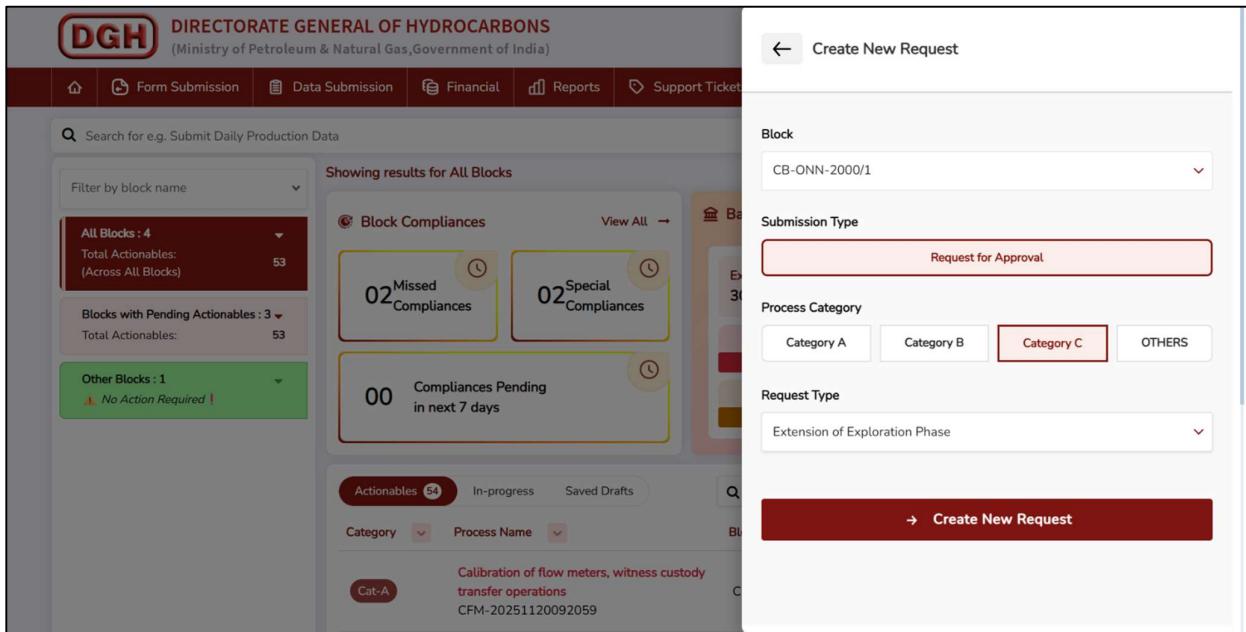


Figure 2: Create New Request to fill in a New Application



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

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

The screenshot shows the DGH web application interface. At the top, there is a navigation bar with links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The user is logged in as 'Rahul Verma, OPERATOR'. The main content area is titled 'Extension of Exploration Phase' and shows the 'General Information' tab is selected. The form includes fields for 'Extension sought in which Phase of Exploration Period', 'Expiry Date of relevant Phase mentioned', 'Extension sought till', 'Justification for Extension of Exploration Phase', and a section for 'Submit Representation'. There are also radio buttons for 'Any Extensions availed in the past' and 'Notice given atleast 30 days prior to the expiry of the relevant phase?'. At the bottom right, there are 'Previous' and 'Save & Next' buttons.

**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**

**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 > 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.)	0	0	0	0
2	Cumulative Depth (m)	0	0	0	0
4	2D (LKM) - Processed	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

Last saved on: Nov 20, 04:37 PM

+ Add Activity

Whether extension is being sought for execution of Work Program which is in addition to MWP/CWP? \*

Yes  No

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

Enter here

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)

Home > Create Request > Extension of Exploration Phase

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\*

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\*

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

Yes  No

Last saved on: Nov 20, 04:41 PM

**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)

Home > Create Request > Extension of Exploration Phase

Extension of Exploration Phase

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

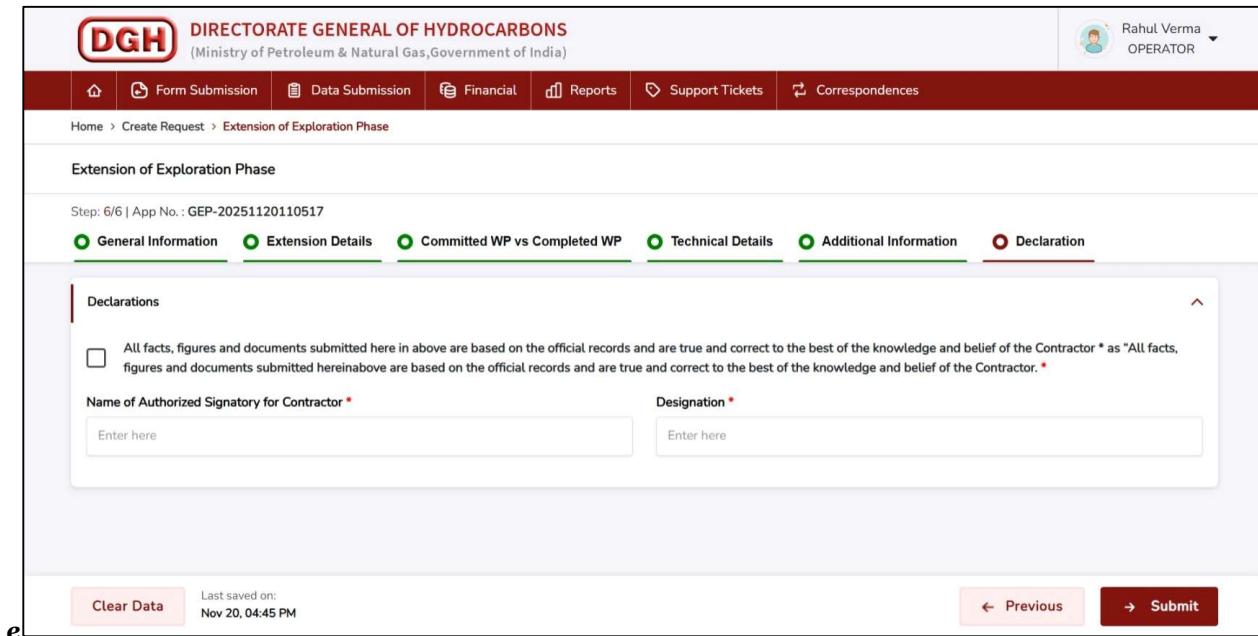
Remark

Enter here

Upload Draft MCR \*

Last saved on: Nov 20, 04:43 PM

**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**



The screenshot shows the DGH web application interface. At the top, there is a header with the DGH logo, the text 'DIRECTORATE GENERAL OF HYDROCARBONS', and a subtext '(Ministry of Petroleum & Natural Gas, Government of India)'. On the right side of the header, there is a user profile for 'Rahul Verma' (OPERATOR) with a dropdown arrow. Below the header, a navigation bar has links for 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. The main content area shows the 'Extension of Exploration Phase' form. The 'Additional Information' tab is active, and the 'Declaration' tab is the current focus. A declaration checkbox is visible, and the 'Save and Next' button is highlighted.

**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

The screenshot shows the DGH web application interface. The main dashboard on the left displays various metrics and compliance counts for different blocks. A modal window on the right, titled 'Create New Request', is open. It contains fields for selecting a 'Block' (set to 'CB-ON/7'), choosing a 'Submission Type' ('Request for Approval'), specifying a 'Process Category' ('Category C' is selected), and defining a 'Request Type' ('Extension of Production Sharing Contract'). At the bottom of the modal is a large red button labeled '→ 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 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

Production Sharing Contract (PSC)

Date of Application \*

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**

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

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 \*

**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/50 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

Last saved on:

Select an option

**Technical Expertise**

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

**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

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. \*

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)

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)

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**

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

Rahul Verma  
OPERATOR

Home > Create Request > Extension of Production Sharing Contract

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.

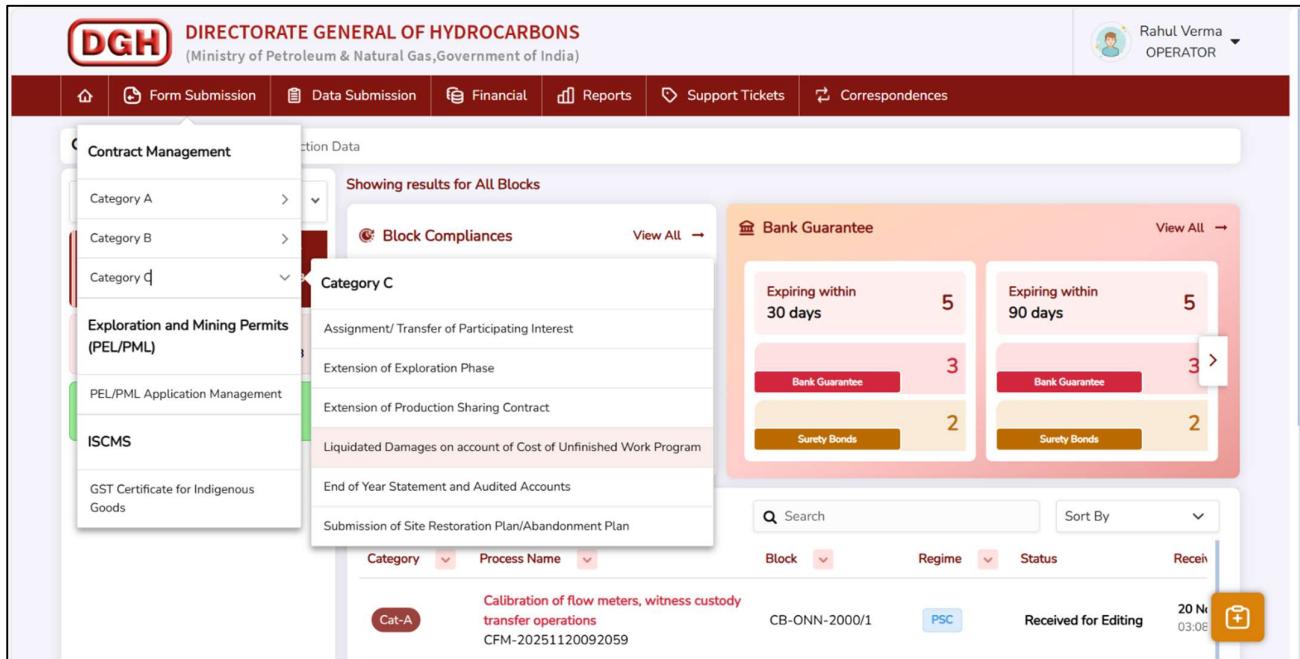
Name of authorised signatory for the contractor \*      Designation \*

Last saved on: Clear Data

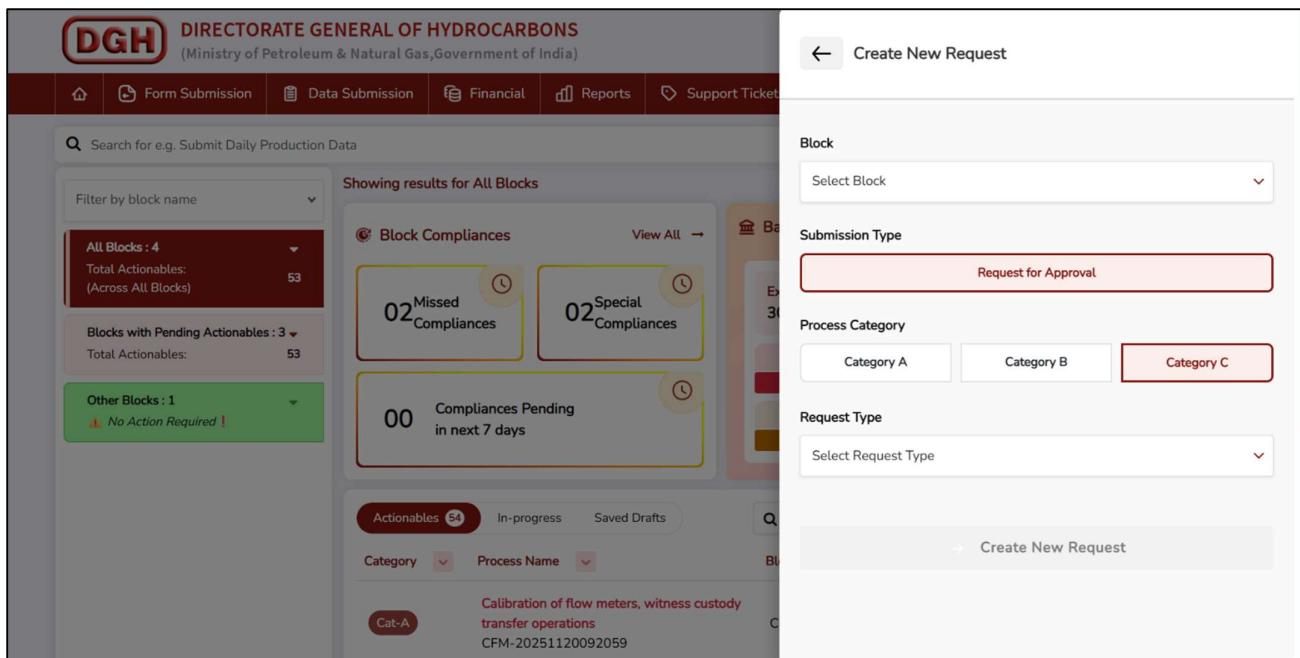
← Previous → Submit

**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**

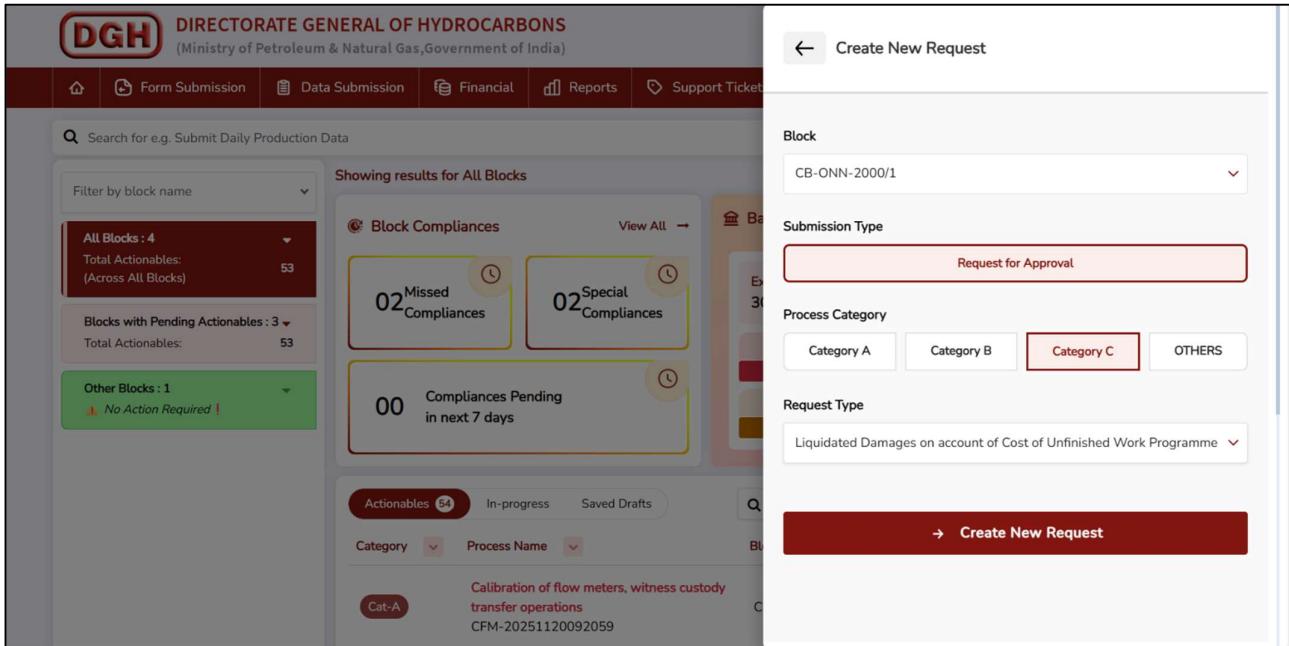
## 4. Liquidated Damages on account of Cost of Unfinished Work Programme



**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**



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

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

**DGH 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 (Sa. km) - Processed	0	0	0	0

+ Add Activity

Total 0

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**

**DGH 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: 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**

**Clear Data** Last saved on: Nov 20, 05:31 PM **Previous** **Save & Next**

**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

**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

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 \* dd-mm-yyyy

Select Currency Type \* USD

Amount of COUMWP paid in USD \* 181

Head of Account \* Enter here

Payment Reference No \* Enter here

Reference Document \* Select an option

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

Select or drop file

Upload the calculations \* Select or drop file

Compliance of PSC terms/GOI Notifications & Policies \*  Yes  No

← Previous | Save & Next →

**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

Rahul Verma

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

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

Liquidated damages on account of cost of unfinished work programme

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

Additional Information

Upload Additional Documents Select or drop file

Remark Enter here

Upload Draft MCR \* Select or drop file

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

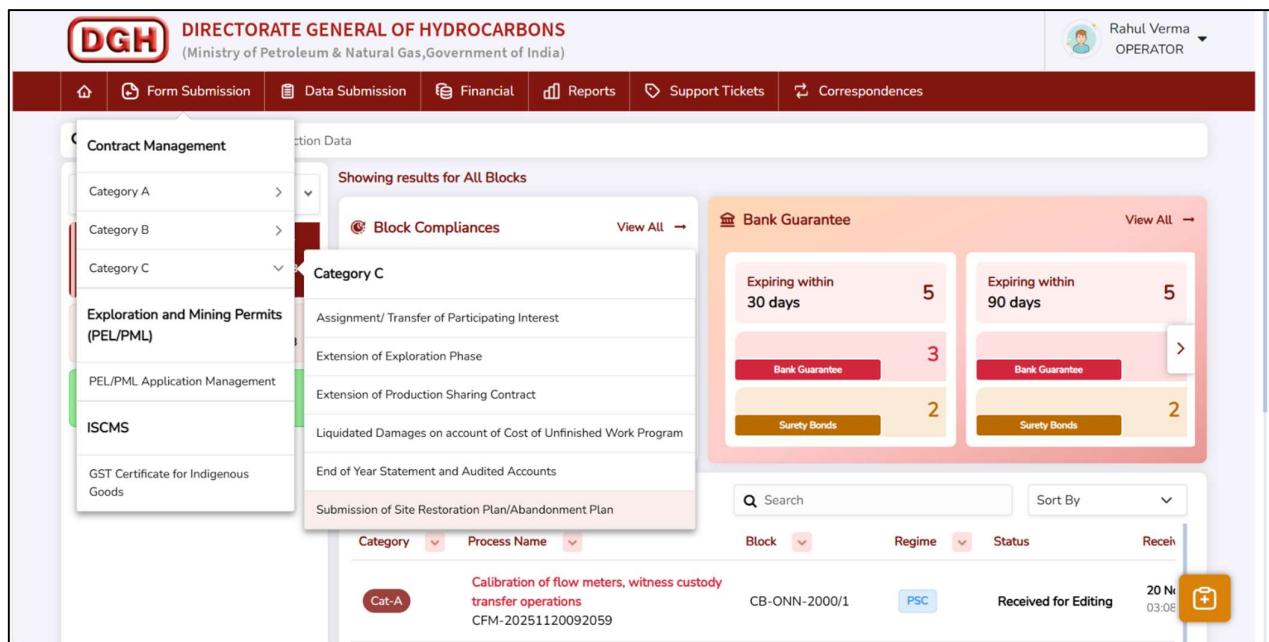
← Previous | Save & Next →

**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**

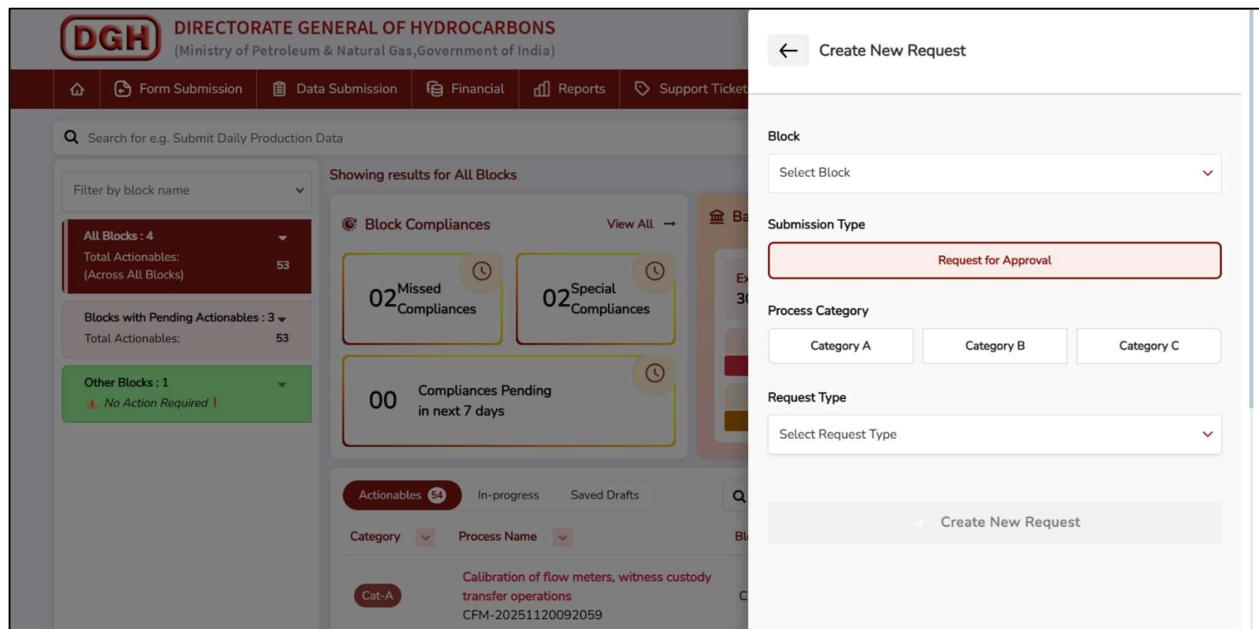
The screenshot shows the DGH web application interface. At the top, the DGH logo and the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)' are visible. A user profile for 'Rahul Verma (OPERATOR)' is on the right. The main navigation menu includes 'Form Submission', 'Data Submission', 'Financial', 'Reports', 'Support Tickets', and 'Correspondences'. Below the menu, the breadcrumb navigation shows 'Home > Create Request > Liquidated damages on account of cost of unfinished work programme'. The current step is 'Step: 6/6 | App No.: LDC-20251120115647'. The 'Declaration' tab is selected. The declaration section contains a checkbox for accepting the declaration statement and fields for the authorized signatory's name and designation. At the bottom, there are buttons for 'Clear Data', 'Last saved on: Nov 20, 05:37 PM', 'Previous', 'Save and Next', and '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**

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

Showing results for All Blocks

**Block Compliances**

- 02 Missed Compliances
- 02 Special Compliances
- 00 Compliances Pending in next 7 days

Actionables: 53

Blocks with Pending Actionables: 3

Other Blocks: 1  
No Action Required

**Create New Request**

Block: CB-ONN-2000/1

Submission Type: Request for Approval

Process Category: Category C

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**

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

Home > Create Request > Site Restoration Plan/Abandonment plan

Site Restoration Plan/Abandonment plan

Step: 1/5 | App No.:

**General Information** (selected)

Contractors(2)

- Gas Authority Of India Ltd.
- 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

Last saved on: Nov 20, 07:47 PM

Clear Data → Save & Next

Enter here

OCR Available? \*

Yes (radio button selected)

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**

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

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

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: 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 > 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 \*

Enter here

Designation \*

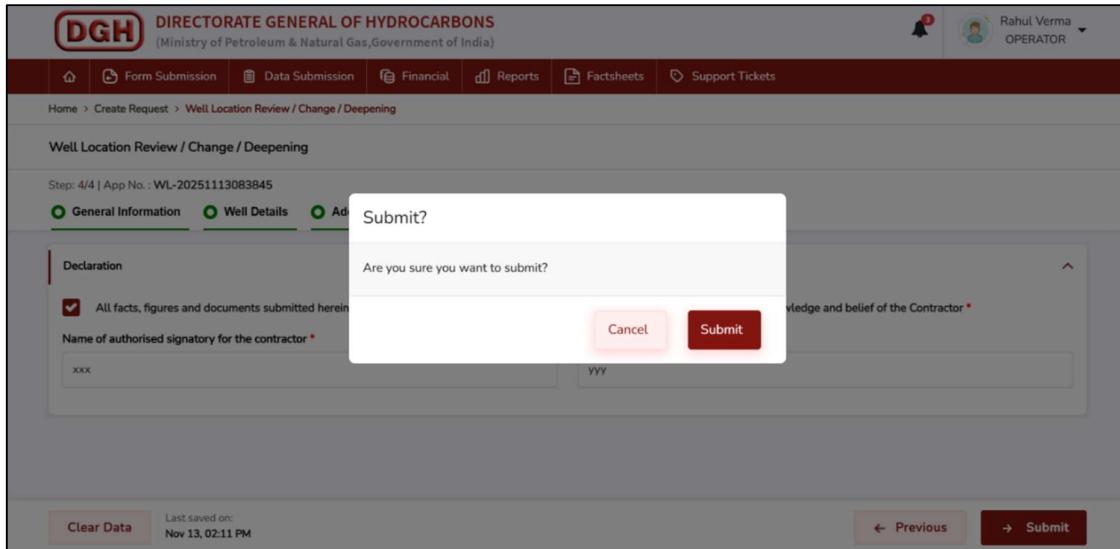
Enter here

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

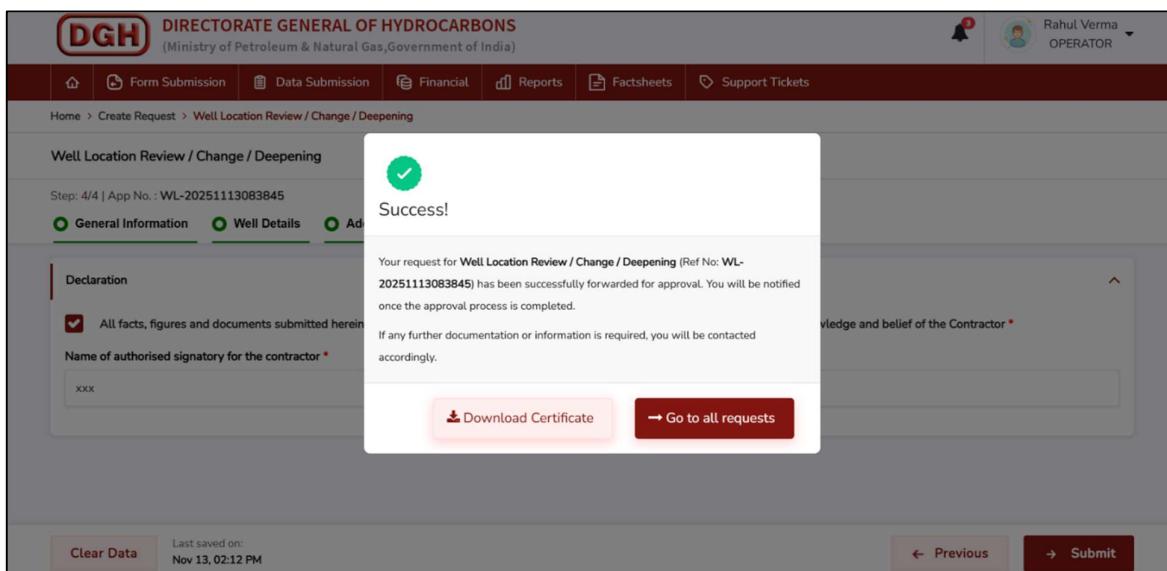
A popup will appear to ask for the confirmation to “Submit” the form. Click on “Submit” to send your request for approval.



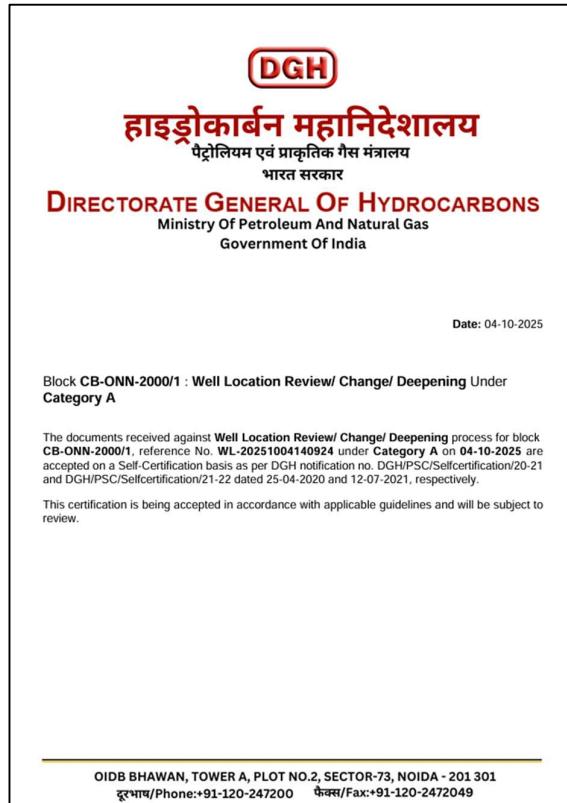
**Figure: Click on Submit**

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

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



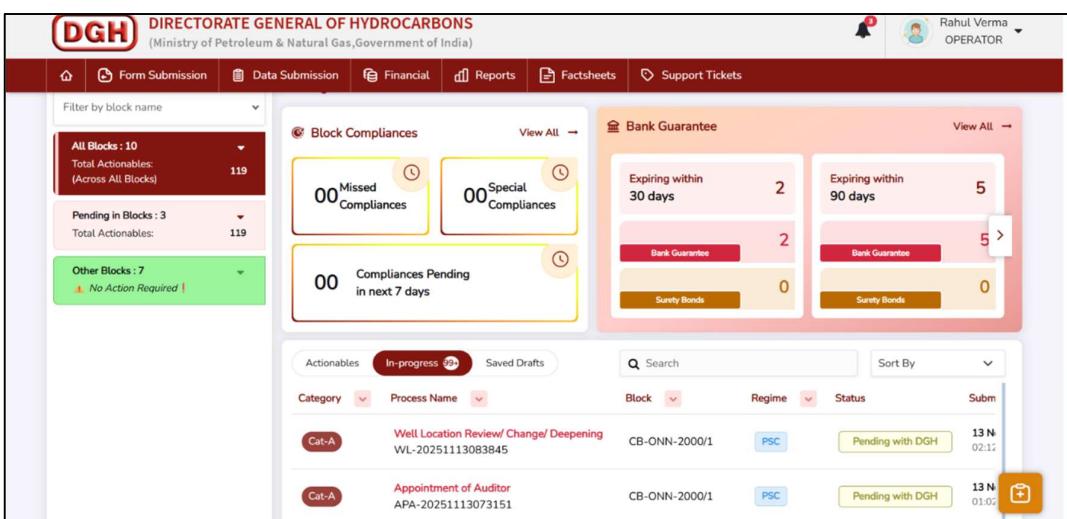
**Figure: Success Message will appear along with the "Download DGH Letter" and "Go to all Requests"**



**Figure: DGH Letter Format**

### Track Request Status

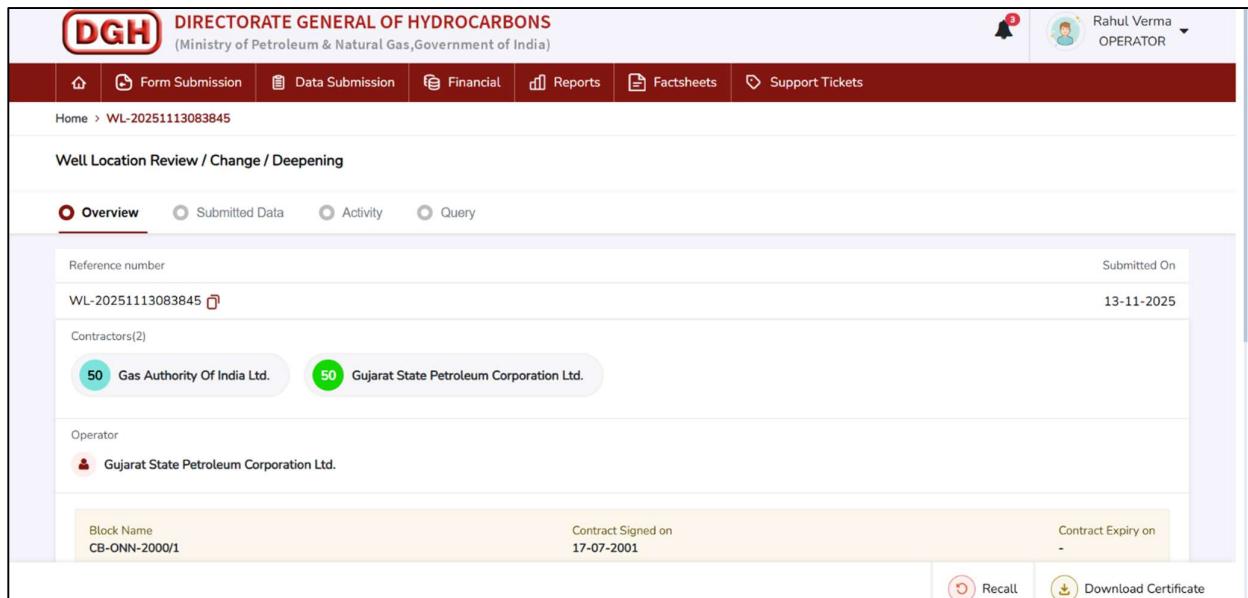
- The overview/status page shows your request details, including reference number, block, contractors, submission date, and status.
- Track progress, see queries, or download the certificate from here.
- The dashboard will reflect your process as “Pending with DGH” or similar status.



**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 shows the DGH application interface. At the top, there is a header with the DGH logo, the text 'DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)', and a user profile for 'Rahul Verma OPERATOR'. Below the header is a navigation bar with links: Home, Form Submission, Data Submission, Financial, Reports, Factsheets, and Support Tickets. The main content area shows a 'Well Location Review / Change / Deepening' application with a reference number 'WL-20251113083845'. The application details include: Reference number 'WL-20251113083845', Submitted On '13-11-2025', Contractors (2) 'Gas Authority Of India Ltd.' and 'Gujarat State Petroleum Corporation Ltd.', Operator 'Gujarat State Petroleum Corporation Ltd.', Block Name 'CB-ONN-2000/1', Contract Signed on '17-07-2001', and Contract Expiry on '-'. At the bottom right of the application details, there are 'Recall' and 'Download Certificate' buttons.

**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

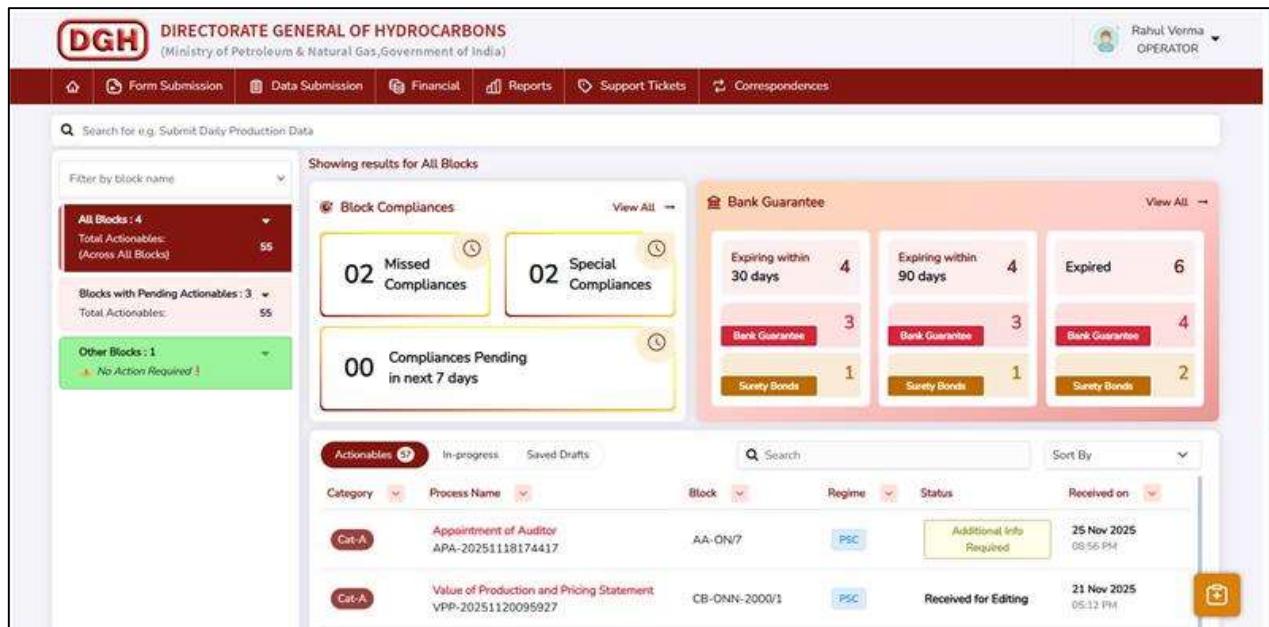


Figure 1: Operator landing page

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

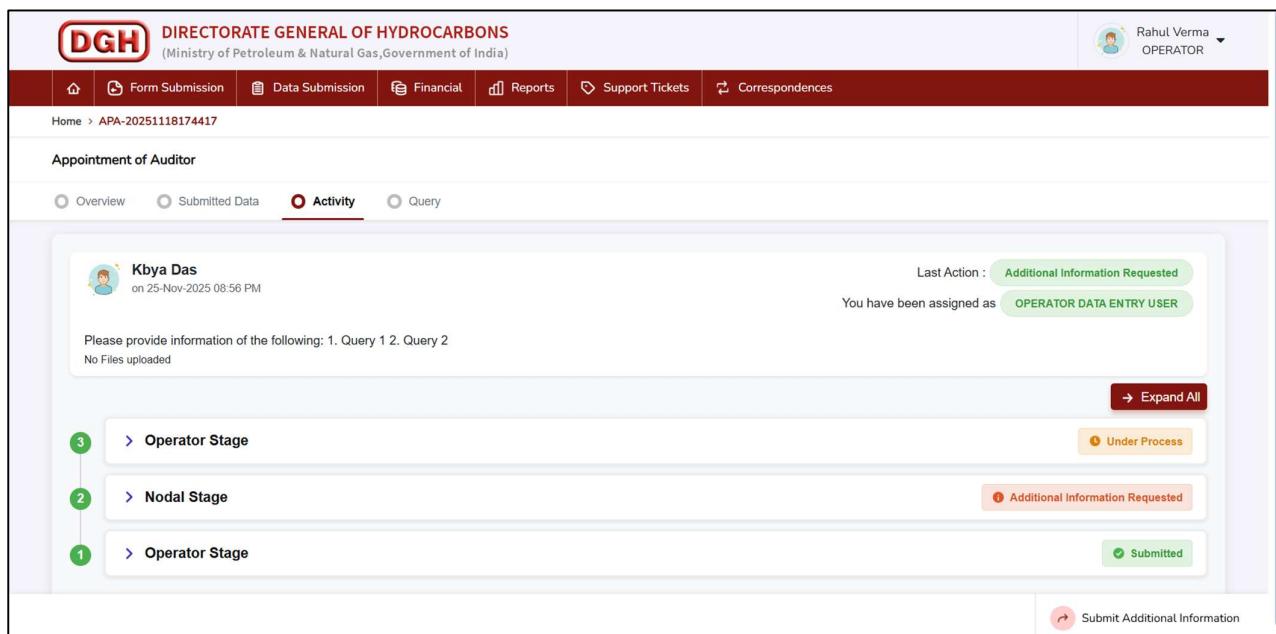
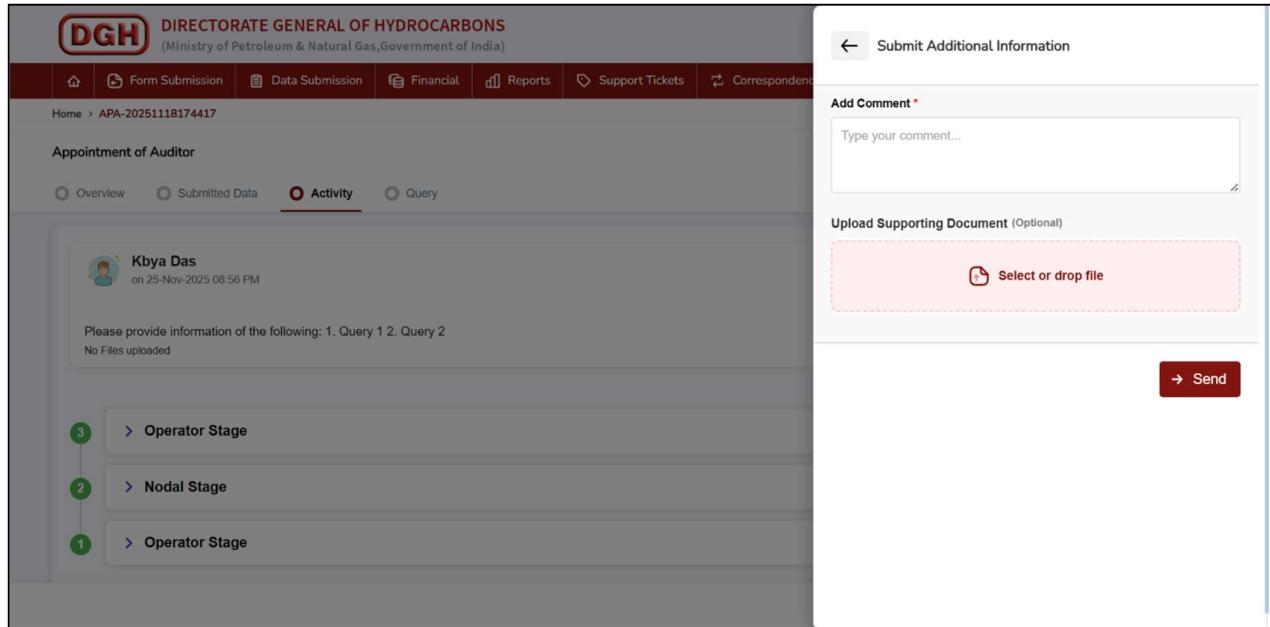


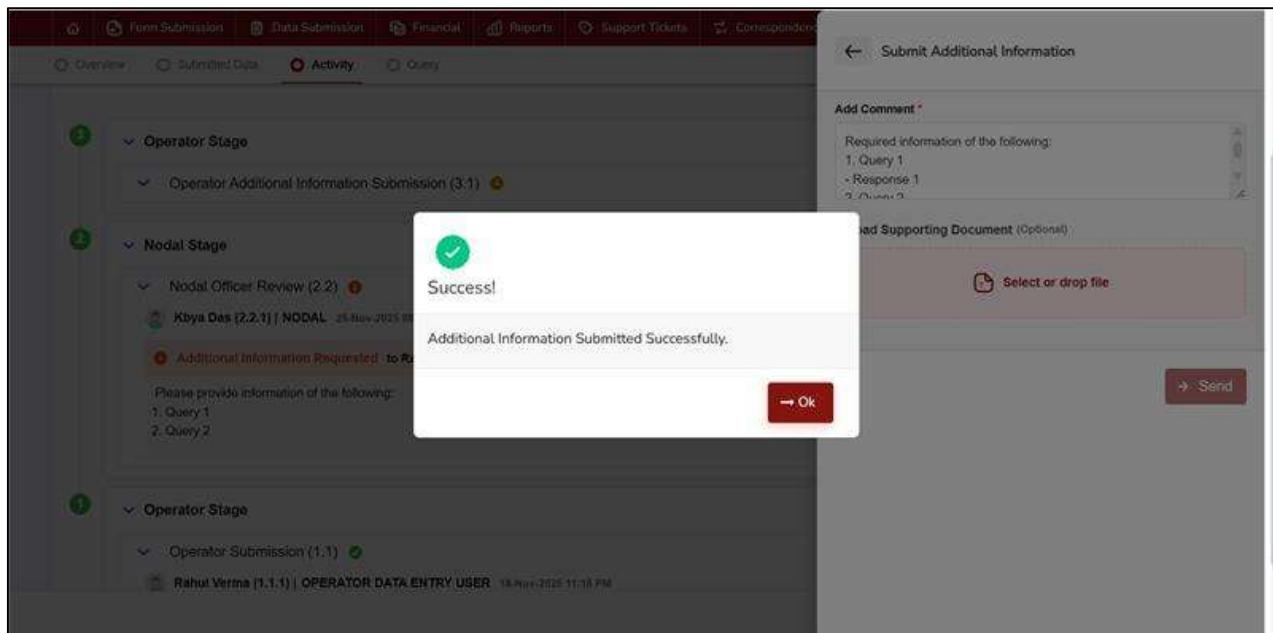
Figure 2: Application View

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



**Figure 3: Operator response flyout**

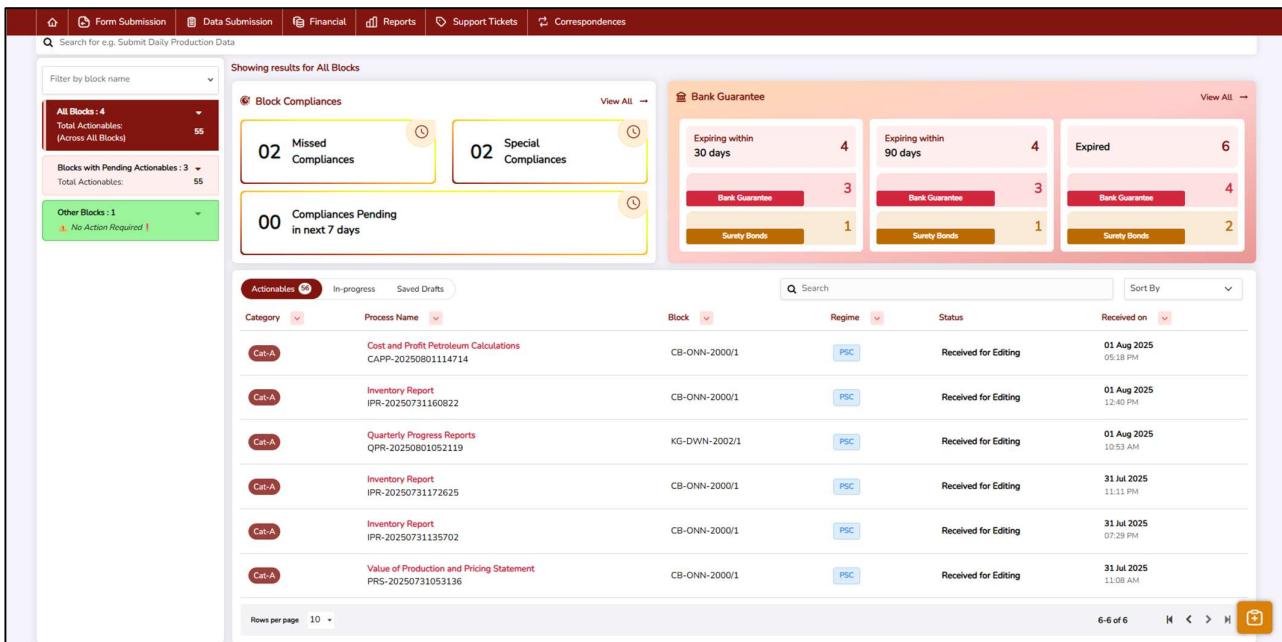
The operator accesses the DGH portal and sees the request for additional information with an option to add comment/response and upload supporting documents.



**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



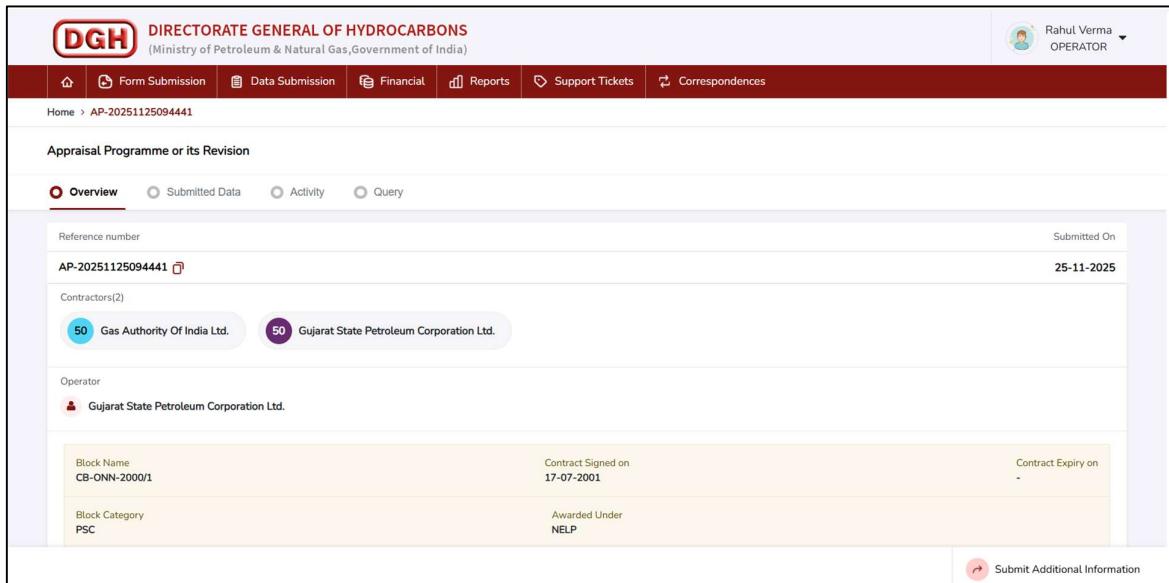
**Figure 1: Operator Landing Page**

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.



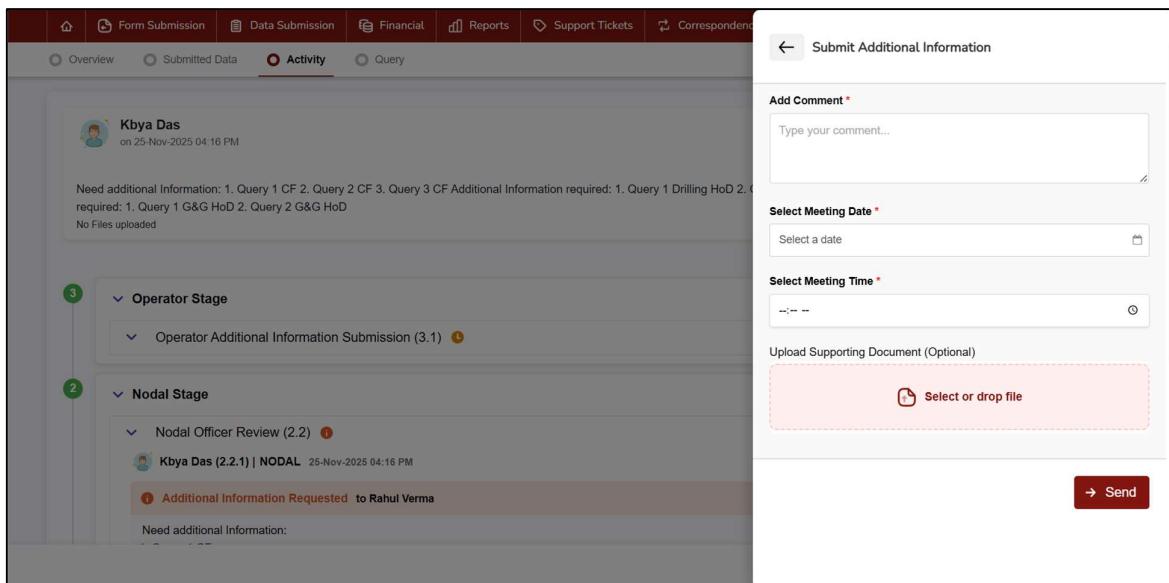
The screenshot shows the DGH (Directorate General of Hydrocarbons) application interface. The top navigation bar includes links for Form Submission, Data Submission, Financial, Reports, Support Tickets, and Correspondences. The user is identified as 'Rahul Verma, OPERATOR'. The main content area is titled 'Appraisal Programme or its Revision' and shows the following details:

- Reference number: AP-2025112509441
- Submitted On: 25-11-2025
- Contractors (2): Gas Authority Of India Ltd. and 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

At the bottom right is a 'Submit Additional Information' button.

**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 a flyout window titled 'Submit Additional Information'. The flyout contains the following fields:

- Add Comment: A text input field with placeholder text 'Type your comment...'.
- Select Meeting Date: A date picker field.
- Select Meeting Time: A time picker field.
- Upload Supporting Document (Optional): A file upload input field with a placeholder 'Select or drop file'.

At the bottom right of the flyout is a 'Send' button.

**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.

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

Home > AP-2025112509441

Appraisal Programme or its Revision

Overview Submitted Data Activity Query

Reference number  
AP-2025112509441

Contractors(2)  
Gas Authority Of India Ltd. 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: NEPL

Submit Technical Meeting Response

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

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

← Submit Technical Meeting Response

Enter comments \*

Type your comments...

Upload Document \*

Select or drop file

Submit

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