Operator User Guide

for

Clearance/License(PEL)/Lease(PML)

Facilitation

DGH

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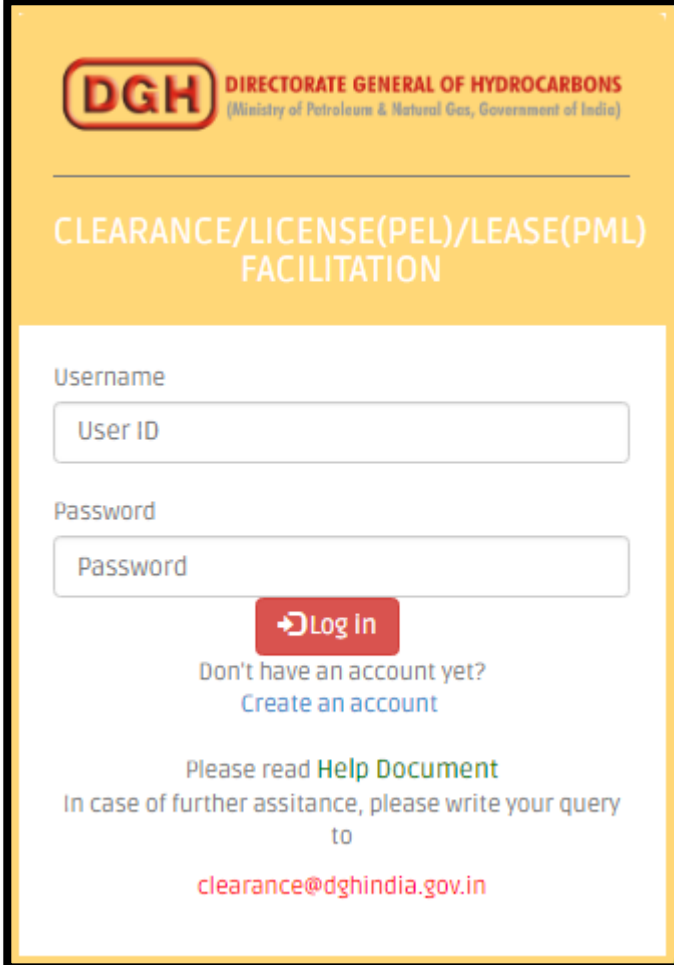(Ministry of Petroleum & Natural Gas, Government of India)

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1. OPERATOR REGISTRATION & APPROVAL

- ✓ Open up www.dghindia.gov.in
- ✓ Navigate to "Online Applications"
- ✓ Click on "Clearance/License(PEL)/Lease(PML) Facilitation" link.

The user registration involves following steps:

1. Operator visits 'Clearance/License(PEL)/Lease(PML) Facilitation' website as per the navigation described above.

2. The operator lands on login page as shown above. Click on 'Create an account' link.

3. The operator registration form opens up. The operator is asked to fill his/her basic details like name, email, phone, address, etc. The operator is also asked to choose from a given list of operator companies. On the basis of company selection, the operator may choose various blocks/fields/PMLs of different regimes he may need access to.

Operator Registration Form

Field	Value
Name	SHWETA
Designation	Assistant Manager
Email	shweta@ongc.in
Phone	9999881551
Address	GREATER NOIDA WEST
Company	Oil & Natural Gas Corp. Ltd.

Block/Field Selection tabs: NOC PELS/PMLs | PSC Blocks | PSC Fields | CBM Blocks | DSF-I Blocks | DSF-II Blocks | OALP Blocks

- Jotana Ext.-II
- ✔ Hirapur
- ✔ Halisa
- Motera Ext.-II
- Limbodra Ext.-I
- Asmali ML
- Nada Ext.-I
- Ahmedabad Ext.-IV
- N. Sobhasan Pt. A+B
- Rajpur Ext.-I
- Kadi Ext-III

Submit

4. Once the block/field/PML selection is completed by the operator, a letter is generated stating his basic details and blocks/fields/PMLs being mapped against his account. The applicant is then required to take a printout of this letter and get it duly signed by their superior authorized person. The same is required to be sent to respective nodal officers/coordinators at DGH.

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

Application for User Registration in Clearance/License(PEL)/Lease(PML) Facilitation System

Date:Fri Jan 11 10:27:58 IST 2019

Username	CLR1422
Operator	Oil & Natural Gas Corp. Ltd.
Applicant Name	SHWETA
Designation	Assistant Manager
Email	shweta@ongc.in
Phone	9999881551

Data Entry Access required for Blocks/Fields/PMLs:

Block/Field Name	Type
SK-CBM-2003/II	CBM
NK(W)-CBM-2003/II	CBM
BK-CBM-2001/1	CBM
Hirapur	NOC
Halisa	NOC

Signature of Applicant

Signature and Seal
of Approving Authority

5. DGH will approve his/her system credentials upon receipt of the authorized scanned copy. The applicant will get his user-id and password on his email once he/she has been approved at DGH.
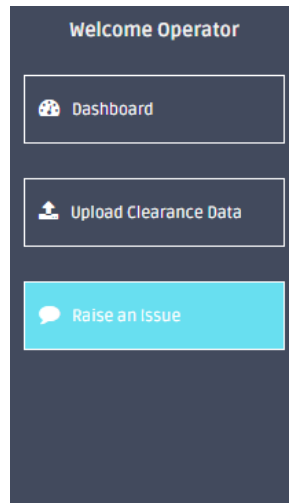
✓ An approved operator user receives login credentials on his registered email id.

✓ In case, you are unable to log in using credentials provided, it is possible that your username has not been activated at DGH yet. Please get in touch with DGH mentioning your username provided at the time of registration.

2. RAISE A CLEARANCE RELATED ISSUE TO DGH

The most important feature of this application that enables Operator to highlight/flag any issues faced by him/her at any stage of obtaining a clearance is **'Raise an issue'.**

The operator may decide to raise an issue faced by him/her to DGH by clicking on left menu option' Raise an Issue'.
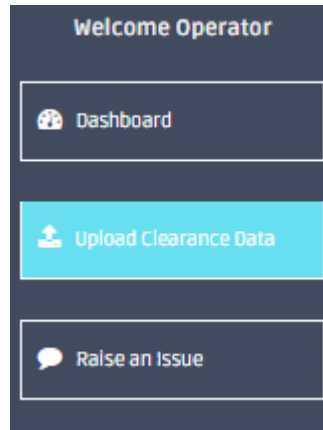
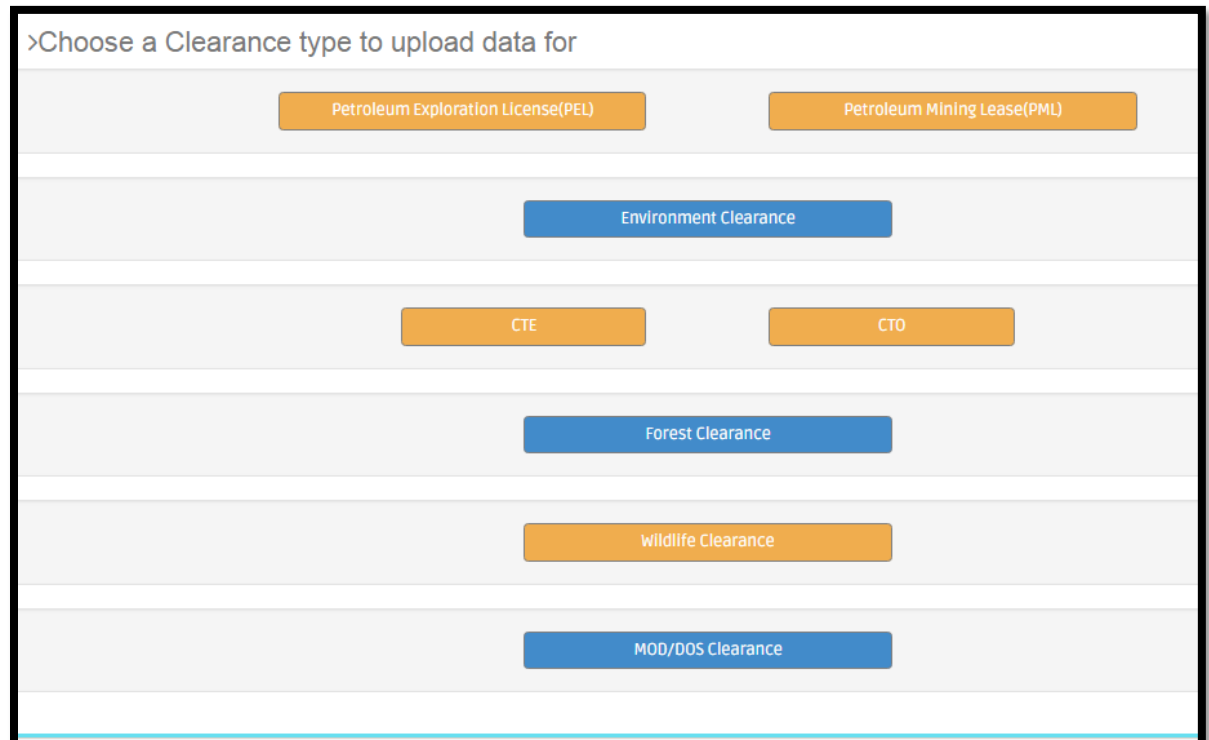Clicking 'Raise an issue' opens following form:

The operator is required to mention about the issue in detail and 'Submit issue to DGH'.

Operators are required to fill in the basic information regarding status of various stages of clearance/PEL.

Click on 'Upload Clearance Data'.

Choose from a list of clearance(s):

On choosing any of the options, detailed application form opens up.

For instance, on clicking 'Environment Clearance', a dashboard enlisting all environment clearances applied by him/her till date is visible to the operator. The operator may choose to 'Edit/Update' an existing clearance application or may click on 'Upload New Environment Clearance' button on the top left of the dashboard.

Every clearance data comprises two sections:

Section 1: Basic Information like Block/Field/PML Regime, Block/field/PML Name, Short summary, File/Proposal No., and any other relevant information pertaining to that clearance type.

Section 2: This section comprises key dates to be filled by the operator in order to provide latest status of his clearance to DGH. The operator is mandated to attach documentary proof for completion of every step.

Finally, pressing the 'Save' button would save the clearance data. The operator is advised to log into this website from time to time, in order to keep updating information about a clearance. In order to do so, the operator may choose 'Edit/Update' option provided in front of a particular clearance application.

Operator is informed of all issues flagged by him/her in real-time by keeping track of his/her 'Dashboard'.

An operator may also be queried by DGH nodal officer against any issue raised by him in order to obtain more information. The operator is required to 'Reply to Query' by providing relevant information sought by DGH at any stage of the issue.

Once DGH has taken up the issue with concerned authorities, DGH may inform the operator of the progress by 'Updating the Status' .