

# Operator User Guide

for

*Clearance/License(PEL) Monitoring System*



**DIRECTORATE GENERAL OF HYDROCARBONS**

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

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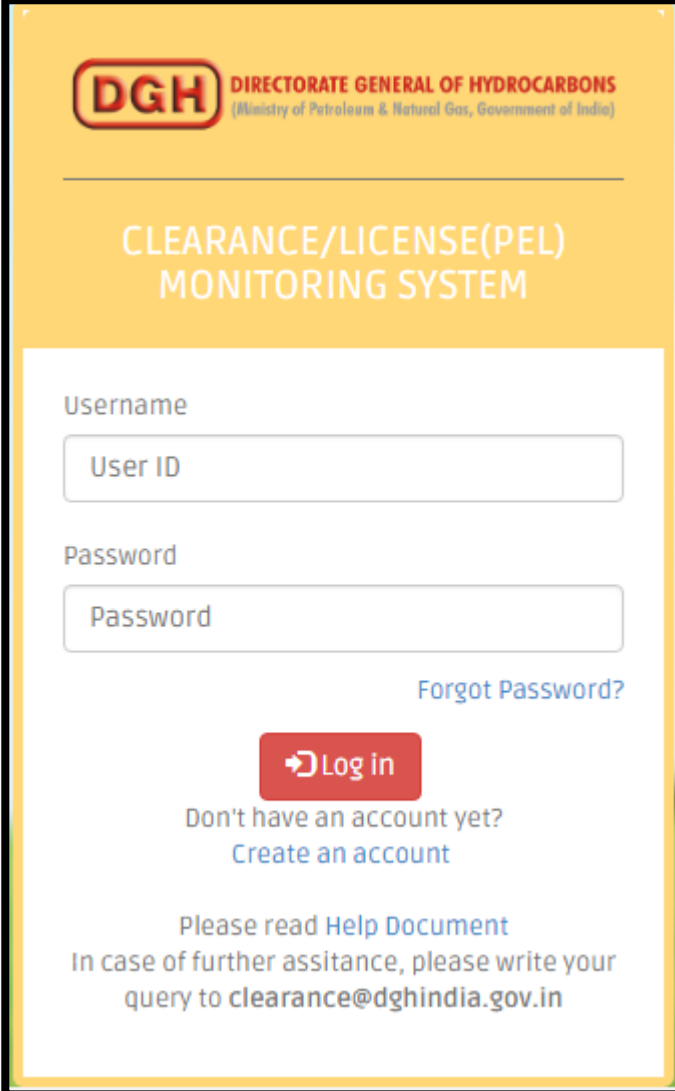
1. OPERATOR REGISTRATION & APPROVAL
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## 1. OPERATOR REGISTRATION & APPROVAL

- ✓ Open up [www.dghindia.gov.in](http://www.dghindia.gov.in)
- ✓ Navigate to “Online Applications”
- ✓ Click on “Clearance/License(PEL) Monitoring System” link.

The user registration involves following steps:

1. Operator visits ‘Clearance Monitoring System’ website as per the navigation described above.



The image shows a screenshot of the login page for the DGH Clearance/License(PEL) Monitoring System. The page has a yellow header with the DGH logo and the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". Below the header, the title "CLEARANCE/LICENSE(PEL) MONITORING SYSTEM" is displayed in white text on a yellow background. The main content area is white and contains a login form with two input fields: "Username" (containing "User ID") and "Password" (containing "Password"). To the right of the password field is a link "Forgot Password?". Below the form is a red "Log in" button with a right-pointing arrow. Underneath the button are the links "Don't have an account yet?" and "Create an account". At the bottom, there is a link "Please read Help Document" and a note: "In case of further assistance, please write your query to [clearance@dghindia.gov.in](mailto:clearance@dghindia.gov.in)".

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

The screenshot displays the 'Operator Registration Form' on the website of the Directorate General of Hydrocarbons (DGH), Ministry of Petroleum & Natural Gas, Government of India. The form is titled 'Operator Registration Form' and includes the following fields and options:

- Name:** A text input field with a person icon.
- Designation:** A text input field with a person icon.
- Email:** A text input field with an envelope icon, labeled 'Email(official email address only)'.
- Phone:** A text input field with a mobile phone icon.
- Address:** A text input field with a house icon.
- Company:** A dropdown menu with the placeholder text '--Select company--'.
- Block/Field Selection:** A row of radio buttons for selecting the type of block or field: NOC PELS/PMLS, PSC Blocks, PSC Fields, CBM Blocks, DSF-I Blocks, DSF-II Blocks, and OALP Blocks.

At the bottom of the form, there is a large empty text area and a yellow 'Submit' button with a right-pointing arrow.

- The operator registration forms 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

Name	<input type="text" value="Test Name"/>
Designation	<input type="text" value="Test Designation"/>
Email	<input type="text" value="itconsultant.dgh@gmail.com"/>
Phone	<input type="text" value="78787878"/>
Address	<input type="text" value="Sector 73 Noida UP"/>
Company	<input type="text" value="Oil &amp; Natural Gas Corp. Ltd."/>
Block/Field Selection	<p><input type="radio"/> NOC PELs/PMLs   <input type="radio"/> PSC Blocks   <input checked="" type="radio"/> PSC Fields   <input type="radio"/> CBM Blocks   <input type="radio"/> DSF-I Blocks   <input type="radio"/> DSF-II Blocks   <input type="radio"/> OALP Blocks</p> <ul style="list-style-type: none"><li><input type="checkbox"/> CB-OS/1(Gulf-A)</li><li><input checked="" type="checkbox"/> CB-ONN-2001/1(Nadiad-1)</li><li><input type="checkbox"/> CB-ONN-2004/1(Karan nagar - 1)</li><li><input checked="" type="checkbox"/> CB-ONN-2004/2(Vadatal - 1)</li><li><input type="checkbox"/> CY-ONN-2002/2(Madanam - 3)</li><li><input type="checkbox"/> CB-ONN-2004/3(Uber)</li><li><input type="checkbox"/> KG-OSN-2004/1</li><li><input type="checkbox"/> KG-ONN-2003/1</li><li><input type="checkbox"/> CB-ONN-2002/1(WEST PATAN-3)</li><li><input type="checkbox"/> KG-OSN-2001/3(DDW)</li></ul>

- 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.

## Application for User Registration in Clearance/License(PEL) Monitoring System

Date: Mon Nov 12 15:19:46 IST 2018

Username CLR1091  
Operator Oil & Natural Gas Corp. Ltd.  
Applicant Name Test Name  
Designation Test Designation  
Email itconsultant.dgh@gmail.com  
Phone 7878787878

Data Entry Access required for Blocks/Fields/PMLs:

Block/Field Name	Type
Raniganj (North)	CBM
Jharia	CBM
Mori-1	NOC
CB-ONN-2001/1(Nadiad-1)	PSCF
CB-ONN-2004/2(Vadatal - 1)	PSCF

Signature of Applicant

Signature and Seal  
of Approving Authority

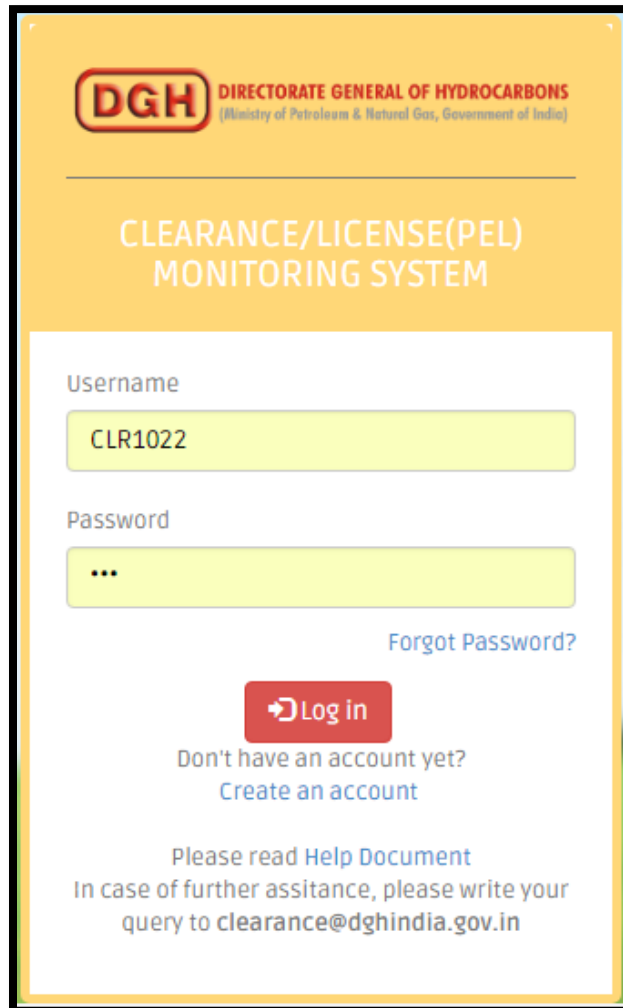
**Note:**

1. You are required to print out a copy of the PDF generated after submitting this document and get it duly signed. The signed document must be sent to DGH.
2. Once your application is approved at DGH, your password will be sent to your email.

Print

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.



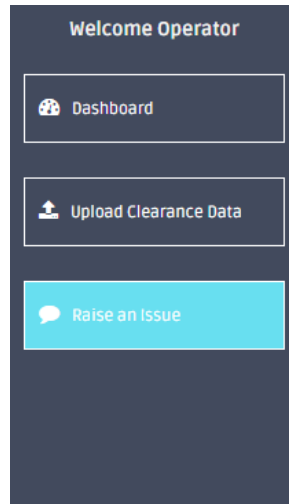
The image shows a login page for the Directorate General of Hydrocarbons (DGH). At the top, the DGH logo is displayed next to the text "DIRECTORATE GENERAL OF HYDROCARBONS (Ministry of Petroleum & Natural Gas, Government of India)". Below this, the title "CLEARANCE/LICENSE(PEL) MONITORING SYSTEM" is centered. The login form consists of two input fields: "Username" with the value "CLR1022" and "Password" with three dots indicating a masked password. To the right of the password field is a link "Forgot Password?". Below the form is a red "Log in" button. Underneath the button, there is a link "Don't have an account yet? Create an account". At the bottom, there is a link "Please read Help Document" and a note: "In case of further assistance, please write your query to clearance@dghindia.gov.in".

- ✓ 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

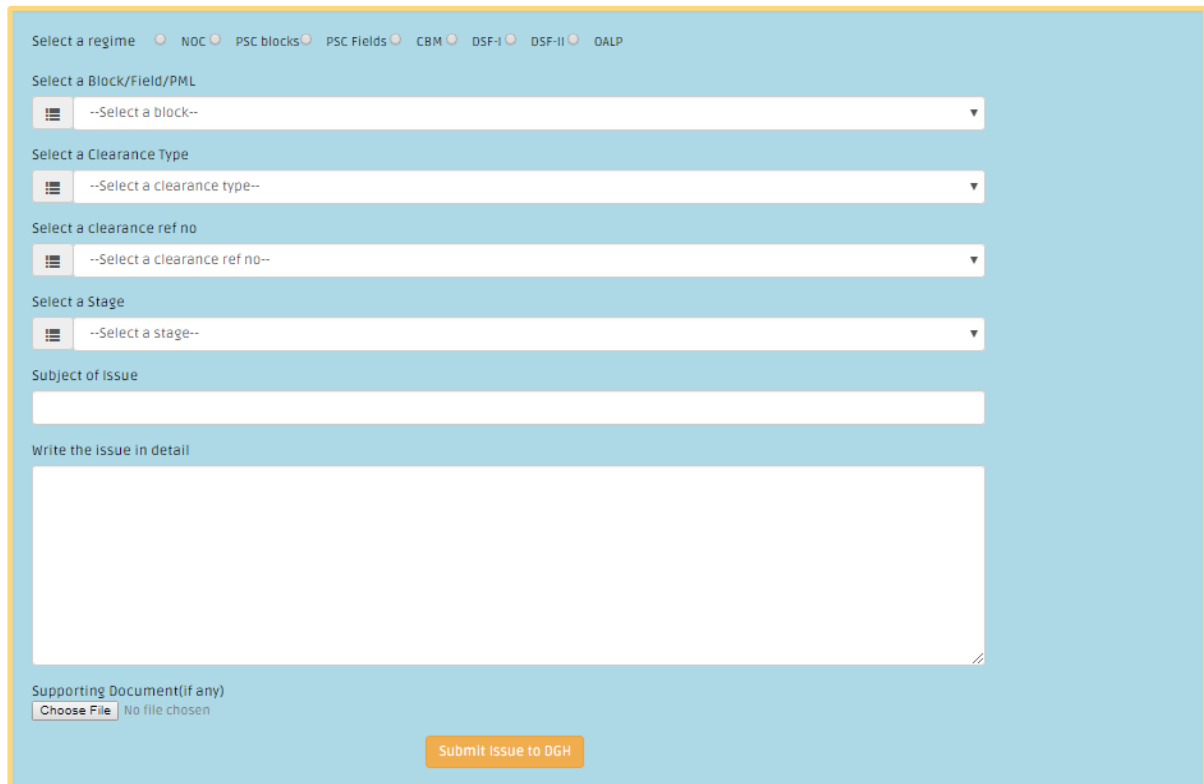
The most important feature of this application that enables Operator to highlight/flag any issues faced by him/her at any stage of obtaining a clearance is **'Raise an issue'**.

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:

>Raise an issue

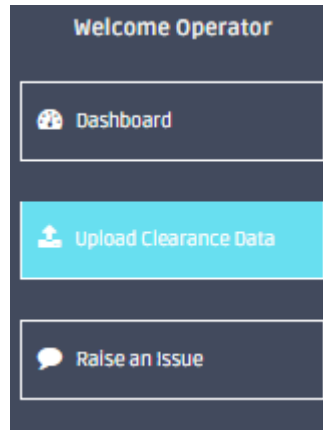
A light blue form titled "Raise an issue". At the top, there are radio buttons for "Select a regime" with options: NOC, PSC blocks, PSC Fields, CBM, DSF-I, DSF-II, OALP. Below this are four dropdown menus: "Select a Block/Field/PML" (value: --Select a block--), "Select a Clearance Type" (value: --Select a clearance type--), "Select a clearance ref no" (value: --Select a clearance ref no--), and "Select a Stage" (value: --Select a stage--). There is a text input field for "Subject of Issue". Below that is a large text area for "Write the issue in detail". At the bottom left, there is a "Supporting Document(if any)" section with a "Choose File" button and the text "No file chosen". At the bottom center, there is an orange "Submit Issue to DGH" button.



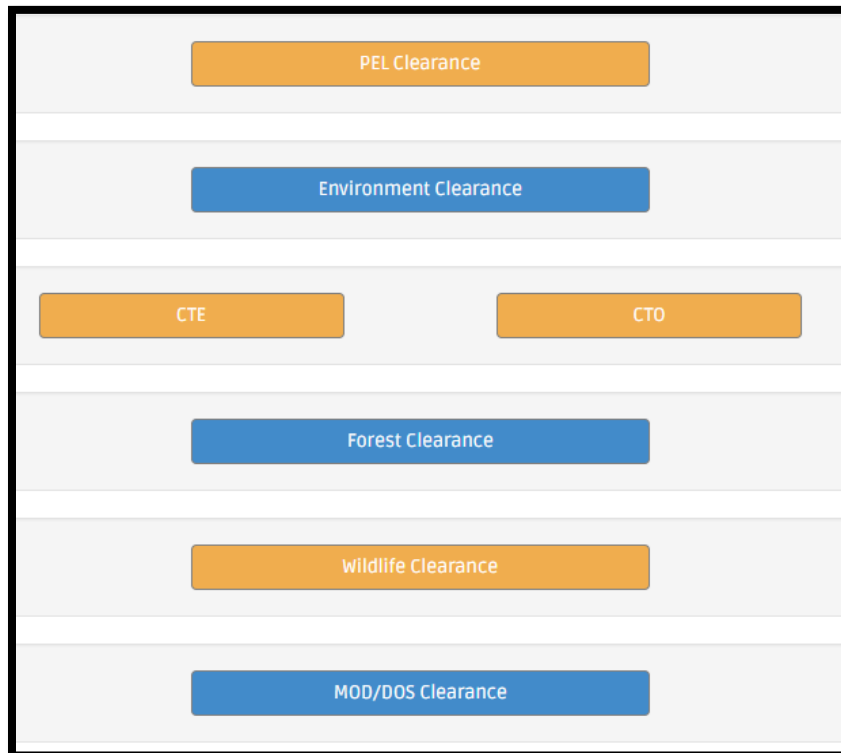
The operator is required to mention about the issue in detail and 'Submit issue to DGH'.

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.

New Environmental Clearance

[←Back to All ECs](#)

Select a regime

NOC  PSC blocks  PSC Fields  CBM  DSF-I  DSF-II  DALP

Select a Block/Field/PML

--Select a Block/Field/PML--

Short Summary

brief description only

MOEF File no.-(update this on receiving from MOEFCC)

EC no.-(update this on completion of process)

**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.

No.	Description	Action
49	Receipt of proposal from State Government by Secretary ,MOEF	
50	Queries/additional information/document requested by MOEF from State Govt- QUERY 1	
51	Queries/additional information/document requested by MOEF from State Govt- QUERY 2	
52	Queries/additional information/document requested by MOEF from State Govt- QUERY 3	
53	Replies to queries of State Govt/submission of additional information/document - REPLY 1	
54	Replies to queries of State Govt/submission of additional information/document - REPLY 2	
55	Replies to queries of State Govt/submission of additional information/document - REPLY 3	
56	Receipt of proposal by Regional Office from MOEF&CC for site inspection(>100 ha)	
57	Communication of site inspection report by Regional Office(>100 ha)	

Showing 1 to 57 of 57 entries

Save

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' .