

Operator User Guide

for

Clearance/License(PEL)/Lease(PML)

Facilitation



DIRECTORATE GENERAL OF HYDROCARBONS

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

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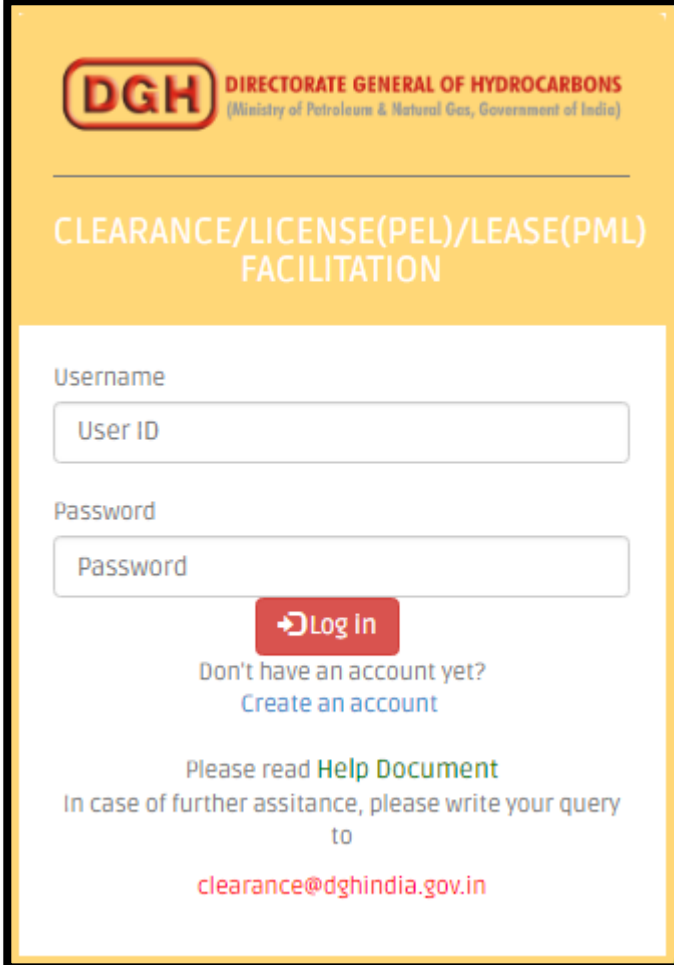
1. OPERATOR REGISTRATION & APPROVAL
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1. OPERATOR REGISTRATION & APPROVAL

- ✓ Open up www.dghindia.gov.in
- ✓ 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.



The screenshot shows the 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 page title "CLEARANCE/LICENSE(PEL)/LEASE(PML) FACILITATION" is centered. The login form consists of two input fields: "Username" with a placeholder "User ID" and "Password" with a placeholder "Password". A red "Log In" button with a right-pointing arrow is positioned below the password field. Below 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".

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



DIRECTORATE GENERAL OF HYDROCARBONS
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Operator Registration Form

Name	<input type="text" value="Name"/>
Designation	<input type="text" value="Designation"/>
Email	<input type="text" value="Email(official email address only)"/>
Phone	<input type="text" value="Phone"/>
Address	<input type="text" value="Address"/>
Company	<input type="text" value="--Select company--"/>
Block/Field Selection	<input type="checkbox"/> NOC PELS/PMLS <input type="checkbox"/> PSC Blocks <input type="checkbox"/> PSC Fields <input type="checkbox"/> CBM Blocks <input type="checkbox"/> DSF-I Blocks <input type="checkbox"/> DSF-II Blocks <input type="checkbox"/> OALP Blocks

- 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

Name	<input type="text" value="SHWETA"/>
Designation	<input type="text" value="Assistant Manager"/>
Email	<input type="text" value="shweta@ongc.in"/>
Phone	<input type="text" value="9999881551"/>
Address	<input type="text" value="GREATER NOIDA WEST"/>
Company	<input type="text" value="Oil & Natural Gas Corp. Ltd."/>
Block/Field Selection	<p><input checked="" type="radio"/> NOC PELs/PMLs <input type="radio"/> PSC Blocks <input type="radio"/> PSC Fields <input type="radio"/> CBM Blocks <input type="radio"/> DSF-I Blocks <input type="radio"/> DSF-II Blocks <input type="radio"/> DALP Blocks</p> <ul style="list-style-type: none"><input type="checkbox"/> Jotana Ext.-II<input checked="" type="checkbox"/> Hirapur<input checked="" type="checkbox"/> Halisa<input type="checkbox"/> Motera Ext.-II<input type="checkbox"/> Limbodra Ext.-I<input type="checkbox"/> Asmall ML<input type="checkbox"/> Nada Ext.-I<input type="checkbox"/> Ahmedabad Ext.-IV<input type="checkbox"/> N. Sobhasan PL. A+B<input type="checkbox"/> Rajpur Ext.-I<input type="checkbox"/> Kadi Ext.-III

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.



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.



CLEARANCE/LICENSE(PEL)/LEASE(PML) FACILITATION

Username

CLR1061

Password

....

→ Log in

Don't have an account yet?
[Create an account](#)

Please read [Help Document](#)

In case of further assistance, please write your query
to

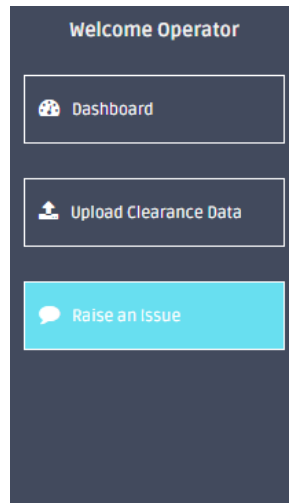
clearance@dghindia.gov.in

- ✓ 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'.



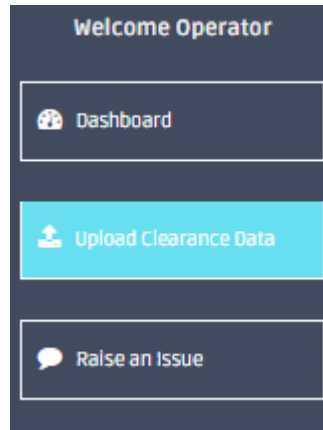
Clicking 'Raise an issue' opens following form:

A form titled "Raise an Issue" with a white background and a black border. The form contains several fields and a submit button. At the top, there are radio buttons for "NOC", "PSC blocks", "PSC Fields", "CBM", "DSF-I", "DSF-II", and "DALP". Below these are four dropdown menus: "Select a Block/Field/PML" (Greater Kall), "Select a Clearance Type" (PML Grant), "Select a Stage" (State Govt. letter seeking MOPNG approval for grant of PML (for Onland cases)), and "Clearance Data uploaded Ref No." (--No Clearance Data Supporting the issue--). There are two text input fields: "Subject of the Issue" and "Write the issue in detail". At the bottom, there is a file upload section for "Supporting Document(if any)" with a "Choose File" button and "No file chosen" text. A checkmark is visible to the right of the file upload section. At the very bottom, there is an orange "Submit Issue to DGH" button with a right-pointing arrow.

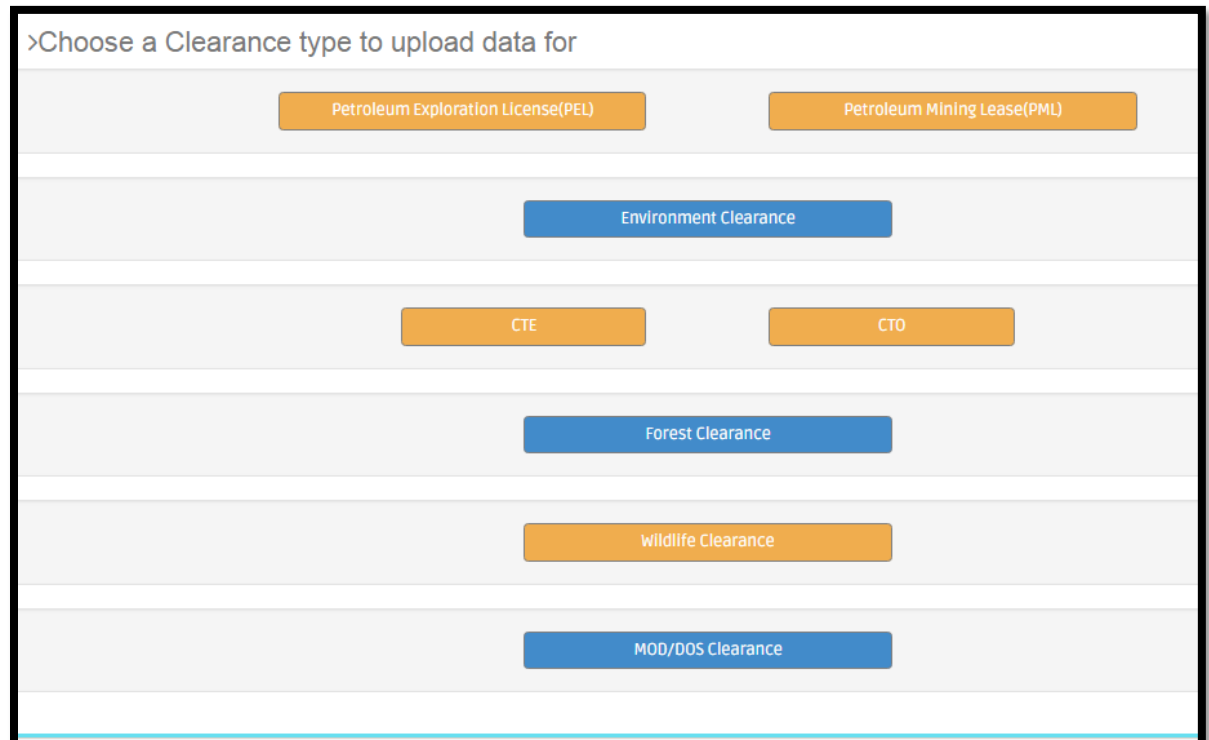
The operator is required to mention about the issue in detail and 'Submit issue to DGH'.

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.

Id	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' .