

PERSON ON BOARD

PORTAL DOCUMENTATION

WORKFLOW

- Manpower as on 18th July has been compiled using historic SAP manifest dumps
 - Historic data as on 18th July to be reconciled by the respective platform along with the portal team using the [Edit / Remove from List / Add Employee](#) options
 - Manifests from 19th July will be captured from SAP in real-time & manpower is updated accordingly
 - Any movement not manifested in SAP (e.g. Visit to an unmanned platform) can be updated in the portal using the [Create Journey](#) Option
 - Arrival of personnel on platform/rig can be marked using the [Mark Arrived](#) button
-
- URL: <https://pob.ongc.co.in>
 - Credentials:
 - CPF No/Domain Password
 - Admin Credentials for each platform (shared separately in ONGC mail)

PORTAL SECTIONS

PERSON ON BOARD LIST OF NLM

PERSON ON BOARD

178

ONGC

67

CONTRACTUAL

111

UNMANNED PLATFORMS

0

OTHER LOCATIONS

0

INCOMING CREW

3

MANPOWER LIST

This PoB List has been compiled using SAP Manifests. In case of any discrepancies, use the Edit button to modify the job manually

NLM

Add Employee

Applied Filters: Current Status: ON DUTY Clear

Search

Filters 1

Bulk Actions

Columns

10

<input type="checkbox"/>	CAND NO ¹	NAME ²	DESIGNATION	COMPANY NAME ³	CURRENT STATUS	ACTION
<input type="checkbox"/>	121624	M KESHKUMAR ANANDKUMAR GHARDE	DY.TECHN.(FITTING)	ONGC	ON DUTY	Edit
<input type="checkbox"/>	59146	ANCHAL SONKER	MANAGER (HR)	ONGC	ON DUTY	Edit
<input type="checkbox"/>	202MUM92017	AVADH THAKUR	-	OFFSHORE MARINETECH PVT. LTD.	ON DUTY	Edit
<input type="checkbox"/>	79147	AJIT KUMAR M MODH	GENERAL MANAGER (PRODN)	ONGC	ON DUTY	Edit
<input type="checkbox"/>	131222	AMIT KUMAR	ASSTT.EX.ENGR.(RESERVOIR)	ONGC	ON DUTY	Edit
<input type="checkbox"/>	202MUM93161	SHIVA SINGH	TECH	PYRAMID TECHNICAL SERVICES PVT. LTD.	ON DUTY	Edit
<input type="checkbox"/>	202MUM94966	RAJU DAS	GM	SARAF CORPORATION INDIA PVT.LTD.	ON DUTY	Edit
<input type="checkbox"/>	131191	VISHAL GAUTAM	ASSTT.EX.ENGR.(PRODN)	ONGC	ON DUTY	Edit
<input type="checkbox"/>	131613	MAYUR NARESH SANGADE	JR.ENGG.ASSTT.(INSTT.)-F1	ONGC	ON DUTY	Edit
<input type="checkbox"/>	202MUM93462	SVAPNIL PATIL	-	TECHNO WATER MANAGMENT	ON DUTY	Edit

SUMMARY

POB LIST

ADD
EMPLOYEE

DISPLAY POB BASED
ON FILTERS

BULK REMOVE
EMPLOYEES

PORTAL SECTIONS

ONGOING VISITS FROM NLM

The return will be captured from EACS. Click on the [Complete/Partial Arrival](#) button to manually complete the journey

[TRIP ID: 1] from **NLM** to **NLM_1** from 10:00 to 06:00 on 16th July, Saturday

VISHAL G. GUTAM **MAYUR NARESH SANGADE** **SWAPNIL PATIL**

[✓ Complete Journey](#) [Partial Arrival](#)

INCOMING CREW FROM HELIBASE/NHAVA TO NLM

The arrival will be captured in EACS. To override it, click on the [MARK ARRIVED](#) button

Search Bulk Actions ▾ Columns ▾ 10

<input type="checkbox"/>	ID#	CARD NO#	NAME#	DESIGNATION#	MANIFEST#	JOURNEY#	ACTIONS
<input type="checkbox"/>	3159	135026	SHYAM LALU GAIKWAD	Medical Officer (Contractual)	3000142379	HELI → NLM	Mark Arrived
<input type="checkbox"/>	9467	134751	SANTOSH KUMAR YADAV	MARINE SEC. SUPERVR.	3000142379	HELI → NLM	Mark Arrived
<input type="checkbox"/>	13250	2020MUM93527	NICOLAU D AS		3000142395	HELI → NLM	Mark Arrived

Showing 3 results

INCOMING CREW DETAILS

ONGOING UNMANNED VISITS

VIEW MANIFEST

PRESS THIS BUTTON ON PASSENGER ARRIVAL

PORTAL SECTION

MANPOWER LIST

Before roll-out, the **verification / reconciliation** of manpower data needs to be done which involves

- Removing employees who doesn't belong to the platform (transferred/temporary visit employees)
 - Select the employee using the checkbox
 - Click on [Bulk Actions](#)
 - Click [Remove from List](#)

<input type="checkbox"/>	CARD NO↑↓	NAME↑↓	DESIGNATION	COMPANY NAME↑↓	STATUS	ACTION
<input checked="" type="checkbox"/>	126059	IRFAN KESHUBHAI MOD	DY.TECHN.(DIESEL)	ONGC	ON DUTY	Edit
<input checked="" type="checkbox"/>	131324	NITIN SINGH	EX.ENGR.(INSTT)	ONGC	ON DUTY	Edit

- Adding Employees (ONGC & Contractual) whose name doesn't appear in the list
 - Click on [Add Employee](#)
 - Enter CPFNO/Duty Pass No
 - Portal automatically fetches all employee data and adds the employee to the POB List
 - If the data is not fetched automatically by portal, manual entry can be done

Add ONGC User to Platform
Add a user so that he appears in the platform's PoB

CPF No
128238

[Add Employee](#)

Add Contractor to Platform

- Edit the incorrect details of the employees e.g. Company Name, Current Status(ON/OFF), Blood group etc
 - Click on the [Edit button](#)

PORTAL SECTIONS

CREATE JOURNEY

The following operations needs to be carried out on a daily basis

- Employees on POB LIST will be updated automatically from SAP outgoing and return manifests
- Admin can override this and edit any details using the [Edit Button](#)
- Whenever an unmanned visit is scheduled, the same can be entered by:

<input type="checkbox"/>	CARD NO↑↓	NAME↑↓	DESIGNATION
<input checked="" type="checkbox"/>	126624	MUKESHKUMAR ANANDKUMAR GHARDE	DY.TECHN.(FITTING)
<input checked="" type="checkbox"/>	59146	ANCHAL SONKER	MANAGER (HR)
<input type="checkbox"/>	2022MUM92017	AWADH THAKUR	-

- Selecting the employees using the checkbox
- Click on Create Journey button
- Fill in the necessary details
- Click on Save changes
- The names selected will appear in the section under Ongoing visits from PLATFORM

Create Unmanned Visit

From:

Unmanned Other

To:

Date:

Scheduled Departure:

Scheduled Arrival:

Passengers: MUKESHKUMAR ANANDKUMAR GHARDE
ANCHAL SONKER

PORTAL SECTIONS

ONGOING JOURNEY

- The persons currently undergoing a journey not manifested in SAP (e.g. unmanned visit) can be monitored using the Ongoing Journey option
- These persons will be removed from your POB List and will be added to the unmanned platform's POB
- Once the visit is completed, clicking on [Complete Journey](#) button will add these persons back to your POB

ONGOING VISITS FROM NLM

The return will be captured from EACS. Click on the [Complete/Partial Arrival](#) button to manually complete the journey

[TRIP ID: 2] from **NLM** to **NLM_1** from 10:00 to 06:00 on 16th July, Saturday

MUKESHKUMAR ANANDKUMAR GHARDE **ANCHAL SONKER** **IRFAN KESHUBHAI MOD** **NITIN SINGH**

[✓ Complete Journey](#) [Partial Arrival](#)

- In case of a [Partial Arrival](#), a subset of the passengers can be mark arrived and the rest of the persons' journey can be extended to another platform (in case of unmanned hoping)

IRFAN KESHUBHAI MOD

NITIN SINGH

Mark Arrived Extend Journey

New Location

Select Unmanned Location ▼

Estimated Arrival Time

dd / mm / yyyy , -- : --

[Close](#) [Save changes](#)

PORTAL SECTIONS – DETAIL

INCOMING CREW

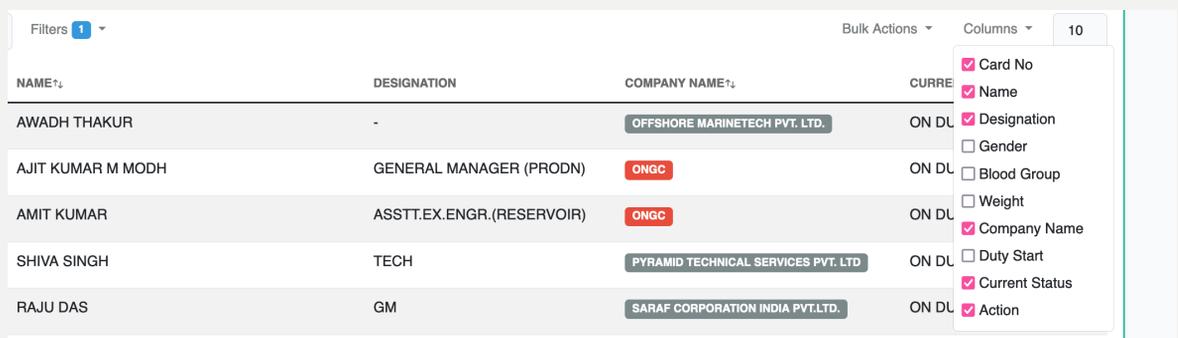
- Once the manifest is created in SAP, portal updates the passenger details to **INCOMING** after the the departure time
- Respective platform admin needs to click on **Mark Arrived** to ensure the physical arrival of the passenger
- Admin can also take other actions like Revoke Journey and Extend journey on the incoming crew
 - *Revoke Journey – in case the passenger was unable to travel*
 - *Extend Journey – in case the passenger is not to be added in your POB List and will be travelling soon to another platform/rig*
- Clicking on the Manifest no will give all the details of a passenger’s last manifest details

Search		Bulk Actions		Columns		10
ID _?	CARD NO _?	NAME _?	DESIGNATION _?	MANIFEST _?	JOURNEY _?	
<input type="checkbox"/>						Bulk Mark Arrived
<input checked="" type="checkbox"/>	3159	135026	SHYAM LALU GAIKWAD	Medical Officer (Contractual)	3000142379	HELI → NLM
<input checked="" type="checkbox"/>	9467	134751	SANTOSH KUMAR YADAV	MARINE SEC. SUPERVR.	3000142379	HELI → NLM
<input type="checkbox"/>	13291	2020MUM93527	NICOLAU D AS	3000142395	HELI → NLM	Mark Arrived

OTHER FEATURES

Apart from managing the POB, the portal provides these extended functionalities as well

- Tracker – to track the status of an employee / a trip or an unmanned platform
- Manifest – To monitor the current day’s SAP manifest and chopper details
- Dashboard – An interactive dashboard for the mid/upper management
- Notifications – Notifies the platform admin regarding possible incorrect entries (for e.g. person whose last activity was a few months ago) , expiration of Duty Pass for contractors etc.
- Filtering of the POB List on homepage using various criteria
- On-demand display of less-frequently used details using the Columns option



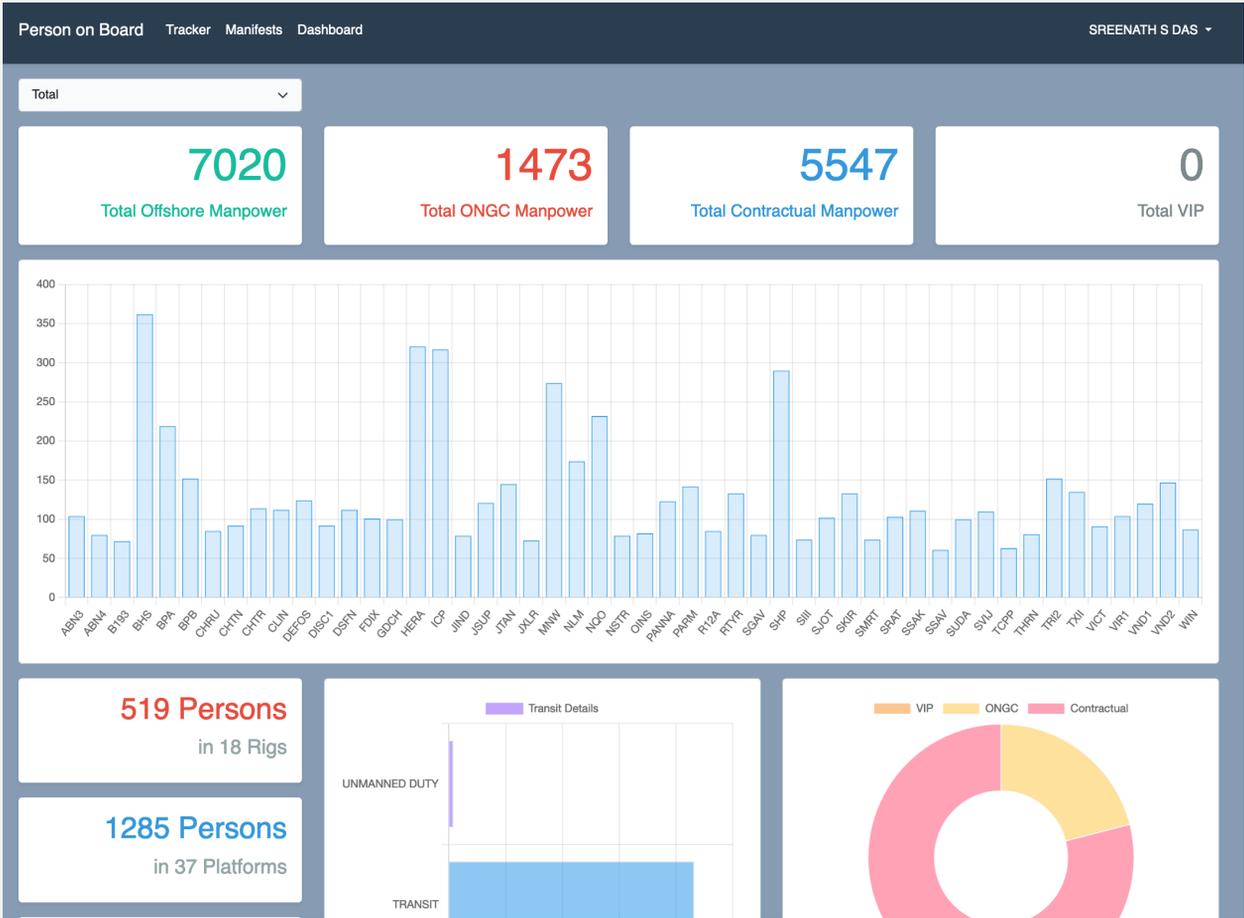
The screenshot shows a table with the following columns: NAME, DESIGNATION, COMPANY NAME, and CURRENT STATUS. The table contains five rows of data. A 'Columns' dropdown menu is open, showing a list of columns with checkboxes to toggle their visibility. The checked columns are Card No, Name, Designation, Company Name, Current Status, and Action. The unchecked columns are Gender, Blood Group, and Weight.

NAME	DESIGNATION	COMPANY NAME	CURRENT STATUS
AWADH THAKUR	-	OFFSHORE MARINETECH PVT. LTD.	ON DUTY
AJIT KUMAR M MODH	GENERAL MANAGER (PRODN)	ONGC	ON DUTY
AMIT KUMAR	ASSTT.EX.ENGR.(RESERVOIR)	ONGC	ON DUTY
SHIVA SINGH	TECH	PYRAMID TECHNICAL SERVICES PVT. LTD	ON DUTY
RAJU DAS	GM	SARAF CORPORATION INDIA PVT.LTD.	ON DUTY

Columns menu options:

- Card No
- Name
- Designation
- Gender
- Blood Group
- Weight
- Company Name
- Duty Start
- Current Status
- Action

DASHBOARD



- Dashboard with drill down with multiple levels
 - Complete offshore
 - Asset Wise
 - Platform Wise