

EMPLOYEE EPASS GUIDE



Home Page



CPF No

Password

870952

Enter Captcha

LOGIN

For Support Contact Us at
+91-11-26746293
epass@ongc.co.in

NOTE: Foreign National/Visitor need to submit Security Clearance Form 1 MONTH prior to visit location Security team
Copyright © 2023 - Corporate Infocom Services, ONGC

The URL for the security home page is <https://epassvpms.ongc.co.in/Emp> . This page is only accessible in the ONGC Network. All ONGC Executives can access this page using their Domain Credentials.

Menu



Appointments



EPass History



Invite Visitor



Security Form
for Foreign
Visitors



User
Profile/Logout


APPOINTMENTS


- After Logging in Executives can see the list of appointments that were requested to them visitors.
- In case if the pass is already approved or is of back date then No Action required will be shown.
- For passes that are pending to be approved or are forwarded to the executive's account for approval, Action button can be used to approve/postpone/reject the pass.

APPOINTMENTS								
List of Pending and Approved Appointments From Today								
Visitor Name	Company	Visit Purpose	Visit Agenda	Visit Date	Visit Time	Additional Visitor	Pass Status	Action
Harjyot Singh	Test	Official	Test	8/31/2023	Afternoon	0	Approved	No Action Required
Harjyot Singh	Test	Official	Sales Meet	8/16/2023	Afternoon	0	Visited	No Action Required
Harjyot Singh	Test	Official	project start	6/8/2023	Forenoon	0	Approved	No Action Required
Harjyot Singh	Test	Official	project start	6/10/2023	Forenoon	0	Approved	No Action Required
Harjyot Singh	Test	Official	Project Meeting	8/16/2023	Afternoon	0	Forwarded	Action
Harjyot Singh	Test	Official	Migration Activity	8/16/2023	Afternoon	0	Rejected	No Action Required
Ravi Soni	Self	Official	Project Meeting	6/10/2023	Afternoon	0	Postponed	No Action Required
Harjyot Singh	Test	Official	project start	6/15/2023	Forenoon	4	Approved	No Action Required

ACTION ON APPOINTMENT

- On Clicking Action button, visitor's details can be viewed, along with additional visitor's details if any.
- You can check the ID Proof of visitor by clicking on View ID button.
- Permission to Operational Area visit and Mobile/Laptop/Camera/Vehicle requests can be done from the checkbox provided.
- The appointment can be Approved, Postponed, Forwarded and Rejected from here.



Harjyot Singh 

[View ID](#)

Email: [redacted]@gmail.com Mobile Number: [redacted]

Company Name: Test Designation: Sales Engineer

Country: IN City: Delhi

Address: [redacted] Pincode: 110092

Identification Details

ID-CARD Type: Aadhaar Card ID-CARD Number: [redacted]

Permit Operational Area Visit


Requested Device/Vehicle Permit

Permit Mobile - Make No: asdsadas

Permit Laptop - Model No: fdfgdaa

Additional Visitor

Additional Visitor

Ravi Soni Age: 33 Nationality: Indian ID Proof: Aadhaar Card ID Number: 8276156331231 

[View ID](#)

Requested Device Permit

Permit Mobile - Make No: M1213

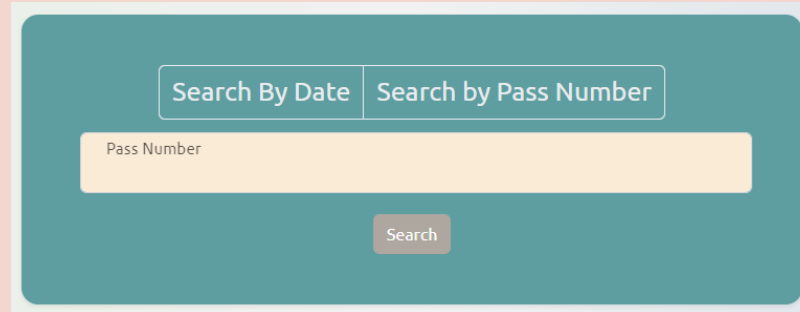
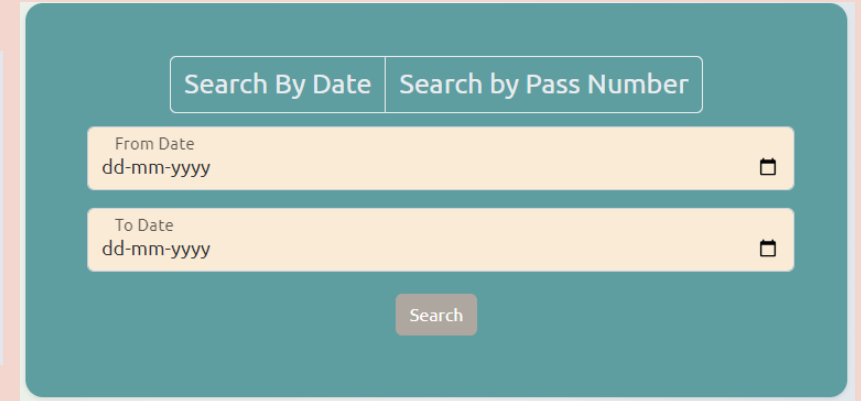
Permit Laptop - Model No: HP421142

[Approve](#) [Forward](#) [Postpone](#) [Reject](#)

[Close](#)

EPASS HISTORY

- Pass history can be searched by either selecting range of dates from which date you want to search to which date.
- If you want to see a particular pass, then it can also be searched by entering the correct passnumber.





YOUR PASS HISTORY								
Visitor Name	Company	Visit Purpose	Visit Agenda	Additional Visitors	Date of Visit	Time of Visit	Location	Status
abhay soni	abc	Official	training	0	11/08/2023	Afternoon	Delhi	Pending
Harjyot Singh	Test	Official	Sales Meet	0	16/08/2023	Afternoon	Delhi	Visited
Harjyot Singh	Test	Official	Project Meeting	0	16/08/2023	Afternoon	Delhi	Forwarded
Harjyot Singh	Test	Official	Migration Activity	0	16/08/2023	Afternoon	Delhi	Rejected
Harjyot Singh	Test	Official	Test	0	16/08/2023	Afternoon	Delhi	Approved
Harjyot Singh	Test	Official	Project Start	0	17/08/2023	Afternoon	Mumbai-Maker Tower	Approved
Harjyot Singh	Test	Official	Company Presentation	0	18/08/2023	Afternoon	Mumbai 11 High	Approved
Harjyot Singh	Test	Official	Test	0	31/08/2023	Afternoon	Mumbai-NHAVA	Approved
Harjyot Singh	Test	Official	MEeting	1	11/08/2023	Forenoon	Delhi	Approved
Harjyot Singh	Test	Official	MEeting	1	11/08/2023	Afternoon	Delhi	Approved


INVITE VISITOR

- You can also invite a registered visitor for an appointment all you need to input is the email ID and after ensuring that it exists, a window will appear to fill in the details.
- You can see the Visitor's details and fill in the details of the appointment and invite them for meeting.
- Note that Only Onshore Appointments can be made through invitation.
- For Foreign Nationals, first security Clearance needs to be taken from MHA only then they can be invited for visit.

Email



Hariyot Singh

 View ID

Company Name	Test	Designation	Sales Engineer
Mobile Number	[REDACTED]	Address	[REDACTED]
City	Delhi	Pincode	110092
Country	India		
Identification Details			
ID-CARD Type	Aadhaar Card	ID-CARD Number	[REDACTED]

APPOINTMENT DETAILS

<input type="text" value="Purpose Of Visit Select"/>	<input type="text" value="Agenda Of Visit"/>	<input type="text" value="Visitor Category Select"/>
<input type="text" value="Date Of Visit 21-08-2023"/>	<input type="text" value="Time Of Visit Select"/>	<input type="text" value="Office to Visit Select Office Location"/>
<input type="checkbox"/> Operational Area Permit	<input type="checkbox"/> Mobile Permit	<input type="checkbox"/> Laptop Permit

Security Form

For Foreign Visitors or visitors with foreign nationality need to submit this duly filled form for clearance from MHA to visit Office Premises.

Username

The Logged in user can see his CPF number, name and Location access from here.

Logout

Logout of Employee page can be done from here.

Summary

- All ONGCians can access the portal through domain credentials.
- As per requests from visitors, appointment details can be seen on the Appointment page from where executives can act on Approval/Forward/Postpone/Rejection of the visit.
- Executives for Onshore locations can Invite visitors through their registered Email IDs.
- Pass History can be checked by range of dates or by inputting Pass number.
- For Foreign Nationals, Clearance from MHA 1 month prior to the visit is required.

