

Visitor Guide for EPass



Home Page

ओएनजीसी
ONGC

75
Azadi Ka
Amrit Mahotsav

ONGC Jeetega
Toh Jeetega
India

ePass Visitor Management System

Digital India

Gate Pass

Visitor

Username

Password

350033c

Enter Captcha

Forgot password?

LOGIN

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

[Switch to ONGC 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

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- The URL for the security home page is <https://epassvpms.ongc.co.in>.
- Visitors using epass.ongc.co.in need to register here again as the portal is revamped, the registration link is shared in the image and for any queries visitors can contact the mentioned support team.

NEW REGISTRATION

- On Registration page all fields are mandatory to be filled by the user.
- Make sure that all your credentials are valid.
- Ensure that email id and mobile number are active and in network as after completion of registration you will receive One-Time Passwords on both email and mobile to verify individual fields.
- Upload all recent and verified documents to ensure hassle free security checks at the ONGC Premises.

Email	Mobile No
Password	Confirm Password
First Name	Last Name
Date Of Birth dd-mm-yyyy	Gender Please Select
Company Name	Designation Name
Nationality <input checked="" type="radio"/> Indian <input type="radio"/> Other	Age
Country India	City
Pincode	Address
ID Proof Select type of ID Proof	ID Proof Number
Upload Recent Photo Choose File No file chosen *File size less than 1Mb	Upload Selected ID Proof Choose File No file chosen *File size less than 2Mb
Submit	

OTP VERIFICATION

- On Logging into the website after valid password and Captcha this window will appear wherein you have to input the one-time passwords received to verify the email and mobile numbers.
- After Successful verification you will be redirected to your interface.

Mobile and Email Verification ✕

Enter OTP from Mobile:

Enter OTP from Email:

[Submit](#)

Menu



PROFILE

CREATE PASS

PASS HISTORY

SECURITY FORM

CONTACT US

HARJYOT SINGH ▾



Visitor Profile



Create Epass



Epass History
and print pass
if approved



Security Form
for Foreign
Visitors



Contact
Us/Raise a
complaint

PROFILE

- Here after logging in you can check your details that you entered on registration.
- ID Proof can be viewed by clicking on the View ID button.
- On clicking Edit Profile below confirmation dialog will appear wherein user needs to confirm whether he/she wants to edit profile.

CONFIRM PROFILE EDIT!


Are you sure to continue?

CONFIRM
CANCEL



Harjyot Singh

Edit profile



View ID

Email

[REDACTED]@gmail.com

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]

EDIT PROFILE

- On Confirming the changes visitor can edit details that were filled during registration.
- Submitting the changes will then show the changes made in the profile.

Email	<input type="text" value="██████████@gmail.com"/>
Mobile Number	<input type="text" value="██████████"/>
Company Name	<input type="text" value="Test"/>
Designation Name	<input type="text" value="Sales Engineer"/>
Address	<input type="text" value="██████████ Vihar"/>
City	<input type="text" value="Delhi"/>
Pincode	<input type="text" value="110092"/>
Upload Recent Photo	<input type="button" value="Choose File"/> No file chosen <small>*File size less than 1Mb</small>
Change/Update ID Proof	<input type="text" value="Aadhaar Card"/>
ID Proof Number	<input type="text" value="██████████"/>
Upload ID Proof	<input type="button" value="Choose File"/> No file chosen <small>*File size less than 2Mb</small>



CREATE PASS (Onshore)

- When the place of visit is onshore this is how the pass will look like.
- Take note that while selecting officer to visit if the Officer name is not in the list you need to select "Others" option wherein you will be asked to enter Mobile Number of the officer.
- On clicking  the system will search for the number linked with the officer and will show  the details of the Officer to meet along with his current location.
- Request Operation Area Permit is added to allow visitors who have work in "Restricted Areas" of the Premise.

APPOINTMENT DETAILS


Purpose Of Visit Official	Agenda Of Visit Company Presentation	Place Of Visit Onshore
Visitor Category Vendor	Date Of Visit 21-08-2023	Time Of Visit Forenoon


WHOM TO MEET

Office to Visit Delhi	Officer Others	<input type="checkbox"/> Request Operational Area Permit	
09205868833 Search by Mobile Number(Prefix-0)			

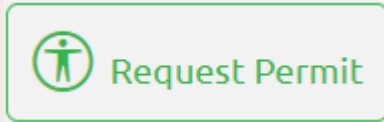
EMPLOYEE DETAILS

Employee Name: HARJYOT SINGH	Employee Location: Delhi	Employee Mobile: 09205868833
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CREATE PASS



- The above image allows visitor to request Mobile, Laptop, Camera and Vehicle Entry Permits to the Office Premises with details of the requested device.

REQUEST DEVICE/VEHICLE PERMIT

Request Mobile Permit

Request Laptop Permit

Request Vehicle Permit

Request Camera Permit

SAVE

REQUEST DEVICE/VEHICLE PERMIT

Request Mobile Permit Mobile Model No: [input field]

Request Laptop Permit Laptop Model No: [input field]

Request Vehicle Permit Vehicle Registration No: [input field]

Request Camera Permit

SAVE

- On selecting the required permit, it will ask you to enter the details of the device/Vehicle.
- Click on save with the details filled and on submission of pass request these details will be received by the Officer wherein he/she can allow these request as per authorization.

CREATE PASS ADD MEMBER

ADDITIONAL VISITOR DETAILS

Full Name	Age	Nation... Nati	ID Proof Select ID Proof	ID NO:	Choose File No file cho	
Full Name	Age	Nati... Sele	ID Proof Select ID Proof	ID NO:	Choose File No ...sen	
Full Name	Age	Nati... Sele	ID Proof Select ID Proof	ID NO:	Choose File No ...sen	

➤ In case if you want to add members to your visit, click on button to add and you can add up to 4 members to your visit.

➤ You need to fill in details of the additional visitors and you can add/remove the number of

visitors with buttons.

CREATE PASS (Offshore)

- When visiting offshore locations, visitors will be asked to attach Offshore Documents that are mandatory for travel to offshore platform.
- On clicking the link, below window will appear.

Documents For Offshore Visit

Visitor Name: Harjyot Singh

Visitor Age: 27

HUET

Choose File No file chosen

*File size less than 2Mb

Sea Survival

Choose File No file chosen

*File size less than 2Mb

First Aid Training

Fire Fight Training

SAVE

APPOINTMENT DETAILS

Purpose Of Visit: Official

Agenda Of Visit: Valve Repair Works

Place Of Visit: Offshore

Visitor Category: Contractors Worker

Date Of Visit: 21-08-2023

Time Of Visit: Afternoon

WHOM TO MEET

Office to Visit: Bassein & Satellite

Officer: Others

Request Operational Area Permit

[Request Permit](#)

9969222006

Search by Mobile Number(Prefix-0)

EMPLOYEE DETAILS

Employee Name: SURYA BHATT

Employee Location: Mumbai


Employee Mobile: 09969222006





[Attach Offshore Documents](#)

[Generate Pass Request](#)

- Without uploading the certificates and training checks Offshore Pass won't be created.

PASS HISTORY

- The pass history of all created passes till date will be available here.
- If the pass is approved/postponed only in that case visitor will be able to download/print Epass.
- On clicking the  button, below shown Self-Declaration check will appear, only after checking this box visitor will be able to view, download or print the approved/postponed pass.

APPOINTMENTS									
Pass Number	Meeting Person	Company	Additional Visitors	Date of Visit	Time of Visit	Location	Status		
VPMNHV20230816059	HARJYOT SINGH	Test	0	31/08/2023	Afternoon	Mumbai-NHAVA	Approved		
VPM11H20230816095	HARJYOT SINGH	Test	0	18/08/2023	Afternoon	Mumbai 11 High	Approved		
VPMTWR20230816055	HARJYOT SINGH	Test	0	17/08/2023	Afternoon	Mumbai-Maker Tower	Approved		
VPDELH20230816040	HARJYOT SINGH	Test	0	16/08/2023	Afternoon	Delhi	Approved		
VPDELH20230811029	HARJYOT SINGH	Test	1	16/08/2023	Afternoon	Delhi	Pending	N.A	
VPDELH20230602098	HARJYOT SINGH	Test	0	16/08/2023	Afternoon	Delhi	Visited	N.A	
VPDELH20230606092	HARJYOT SINGH	Test	0	16/08/2023	Afternoon	Delhi	Forwarded	N.A	
VPDELH20230606008	HARJYOT SINGH	Test	0	16/08/2023	Afternoon	Delhi	Rejected	N.A	
VPDELH20230609033	HARJYOT SINGH	Test	4	15/06/2023	Forenoon	Delhi	Approved		
VPDELH20230707023	SREENATH DAS	Test	0	11/08/2023	Forenoon	Delhi	Visited	N.A	

Self-Declaration!

I, **HARJYOT SINGH**, herby declare that I am not carrying any Arms and Ammunition, Explosive, Weapon, Camera and Tape recorder while Visiting ONGC

EPASS

- Make sure that when you visit ONGC premises on the day of your appointment, the hard copy of this pass is mandatory to carry else entry won't be allowed.
- On entrance, ensure that the Security Personnel marks this pass with the Stamp and Signature.
- After the appointment is over, ensure that the ONGC Officer has signed and stamped on both Security Copy and Visitor copy.
- On exit from the premise visitor needs to submit the Security Copy to the Security Personnel and withheld the Visitor Copy for any future regulatories.

Print Pass

	ओएनजीसी OIL AND NATURAL GAS CORPORATION LIMITED	VISITOR COPY 16/08/2023 Afternoon
Delhi - VPDELH20230602098		
Name - Age	Harjot Singh - 27	
Address	[REDACTED]	
Contact	[REDACTED]	
Nationality	India	
ID Proof - No	Aadhaar Card - [REDACTED]	
Purpose - Agenda	Official - Sales Meet	
Officer to Visit	HARJYOT SINGH - [REDACTED]	
Operational Area	DENIED	
Mobile	ALLOWED - OnePlus7-GM19131	
Laptop	ALLOWED - HP-Victus S10	
Camera	DENIED	
Vehicle	DENIED	
Signature of ONGC Executive	Signature of Security Officer	Security Stamp

	ओएनजीसी OIL AND NATURAL GAS CORPORATION LIMITED	SECURITY COPY 16/08/2023 Afternoon
Delhi - VPDELH20230602098		
Name - Age	Harjot Singh - 27	
Address	[REDACTED]	
Contact	[REDACTED]	
Nationality	India	
ID Proof - No	Aadhaar Card - [REDACTED]	
Purpose - Agenda	Official - Sales Meet	
Officer to Visit - Contact	HARJYOT SINGH - [REDACTED]	
Operational Area	DENIED	
Mobile	ALLOWED - OnePlus7-GM19131	
Laptop	ALLOWED - HP-Victus S10	
Camera	DENIED	
Vehicle	DENIED	
Signature of ONGC Executive	Signature of Security Officer	Security Stamp

CONTACT US/FEEDBACK/COMPLAINT

Contact us

For Complaints/Appreciations

Enter Full Name

Enter contact Email Id

Title/Subject

Content/Queries/Complaint

ONGC, SCOPE MINAR, NEW DELHI-110092

+91-11-26746293

epass@ongc.co.in

- In case if the visitor has any queries/Complaint or wishes to provide feedback related to the website they can send us an email or can call us on the mentioned telephone number.

SECURITY FORM

- For all the Foreign Visitors and Foreign Nationality holders this form is mandatory to submit to the Security Incharge of the location that needs to be visited at least 1 MONTH prior to the visit.
- The Details filled should be valid and must get clearance from Ministry of Home Affairs to visit ONGC Premises.

MINISTRY OF HOME AFFAIRS
FOREIGNER'S DETAILS
PROFORMA

PHOTO

1	Name of the applicant (Capital Letters with Surname underline)		:	
2	Father's name		:	
3	Place and date of birth		:	
4	Nationality	1 Present 2 Past	:	
5	Occupation (Give also the address of work if employed)		:	
6	Mailing address in India if any		:	
7	Permanent address		:	
8	Reference	a In country of applicant b In India	:	
9	Passport details	a Number b Issued at (place) c Valid upto	:	
10	Details of visa for India, if any obtained	a Visa No. b Issued by c At d Valid upto *	:	
11	Place proposed to be visited		:	
12	Route intended to be allowed		:	
13	Likely date of visit		:	
14	Purpose of visit		:	
15	Likely duration of visit		:	
16	Likely frequency / duration of visit outside India during this period		:	
17	Is anyone accompanying the applicant, if so give details		:	
18	Arrangements for travel and accommodation have been made		:	
19	Details of previous visits to India, if any		:	
20	Has he / she / they previously visited any Restricted area of protected area in India, if so, give details		:	

The information given above is correct and complete to the best of my knowledge.

Dated: _____
Place: _____

Signature of applicant



Summary

- Visitors need to register themselves first in order to create an appointment with ONGC Executives.
- The date of visit can only be a future date and only after approval from ONGC Authority the visitor will be able to enter the ONGC Premises.
- For Offshore Visitors all required certificates need to be uploaded and must also carry the hard copies for verification on the day of the appointment.
- Visitors need to carry their own hard copies of the EPass that have been approved from the ONGC Authority.
- On Entrance and exit ensure that you get all the required signatures and stamps from the authorized personnel.