



2026

# BPCA (Bharat Petroleum Pipeline Crossing Application) Help Document

ERPCC

BPCL

16/02/2026



# BPCA Application Help Document

## Table of Contents

General Guidelines:.....	2
Purpose of the Process: .....	3
Instruction for Filling the NOC Application .....	4
Instruction for Filling two crossing details .....	15
Sample form of Customer code creation form .....	20
Instruction to edit application if returned by ROU officer .....	23
Instruction of Filling application for post work completion .....	26



# BPCA Application Help Document

## General Guidelines:

**Before applying, please read the HELP Document carefully.**

### **Important Instructions:**

Before applying, please ensure the following documents are readily available:

1. Crossing Application Request: Please provide a drawing clearly indicating the BPCL pipeline and the planned location for the crossing.
2. Application fee i.e. DD / NEFT /RTGS copy. Applicant must deposit Non-refundable / Non-adjustable fees applicable Processing fee plus GST (as applicable) towards joint survey visit along with application.
3. Customer Code Creation Form: Please download the form from the “HELP document” and ensure all details are filled out completely. Once completed, have the signed scan copy ready in PDF format.
4. NEFT Mandate Form: Please download the form from the “HELP document” tab and fill in all the required details. Once completed, have the signed scan copy ready in PDF format. The bank account provided should be where the customer wishes to receive their security deposit return.
5. MSME Form: Please download the form from the “HELP document” tab and fill in all the required details if applicable. Once completed, have the scan copy ready in PDF format.



## BPCA Application Help Document

### **Purpose of the Process:**

Bharat Petroleum Corporation Limited BPCL is an organization which aims to provide only the purest oil in India by virtue of using its own highly developed refineries.

Pipelines are among the safest, most cost-effective and efficient ways to transport petroleum products inland. To evacuate refined products safely and reliably, we have connected all our refineries with a network of pipelines to 3962 km over the last two decades.

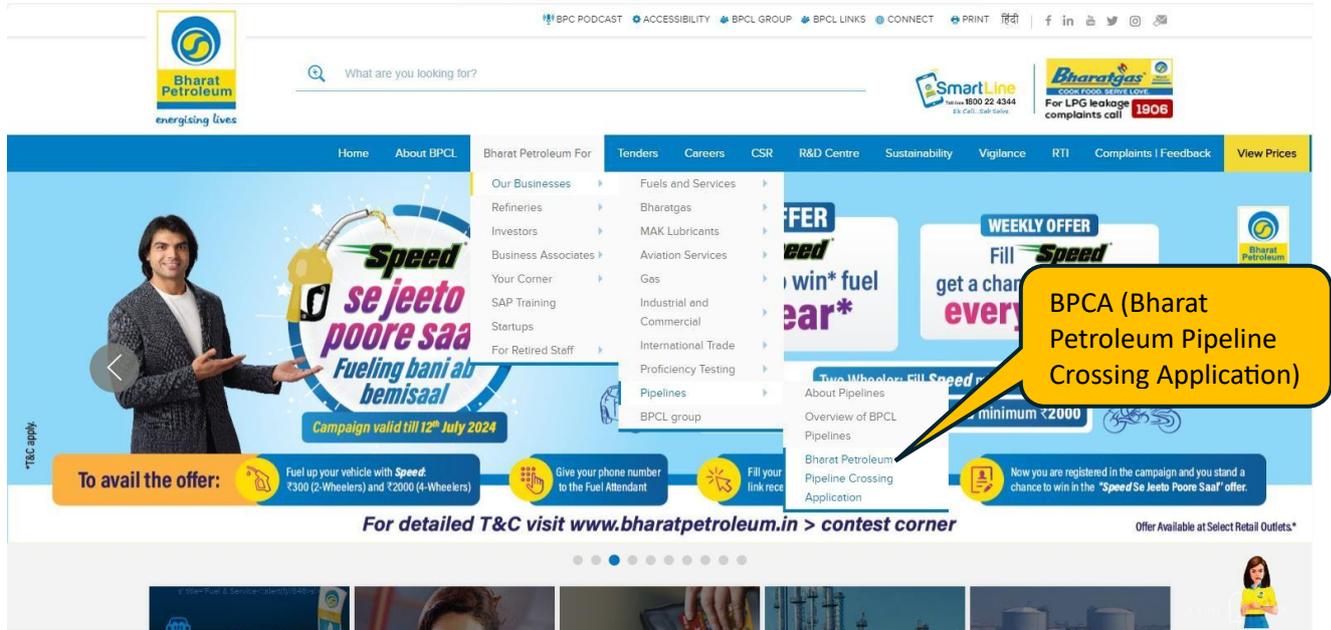
Pipeline crossing for any work is an important task which must be done as per BPCL Pipeline Dept guidance & supervision.



# BPCA Application Help Document

## Instruction for Filling the NOC Application

Applicant must visit BPCL website <https://www.bharatpetroleum.in>

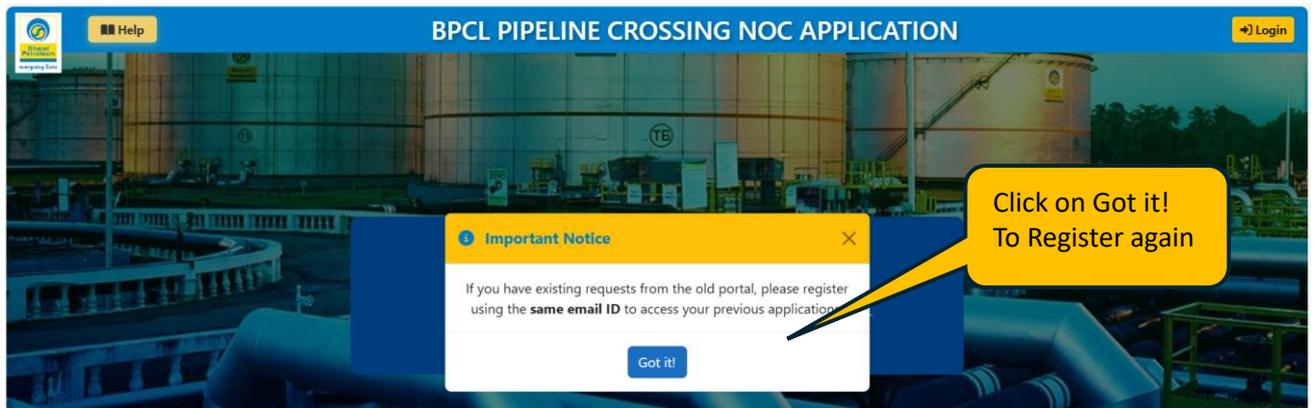


### Path to access Bharat Petroleum Pipeline Crossing Application (BPCA)

Go to **Bharat Petroleum For** -> **Our Businesses** -> **Pipelines** -> **BPCA**

When Applicant clicks BPCA then following window will open,

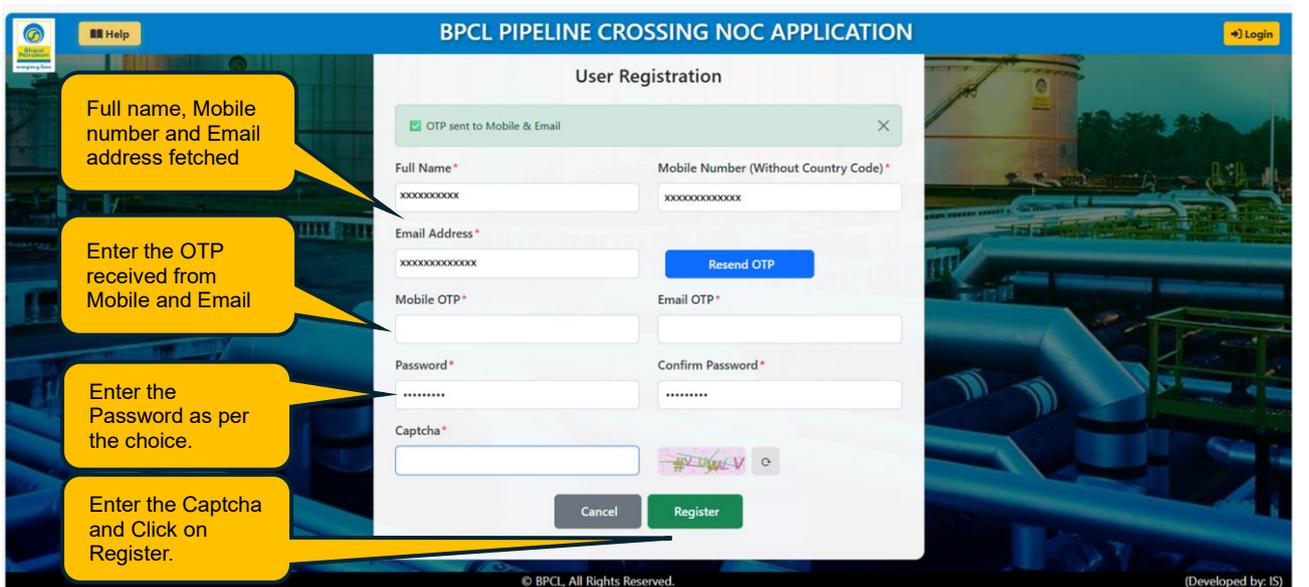
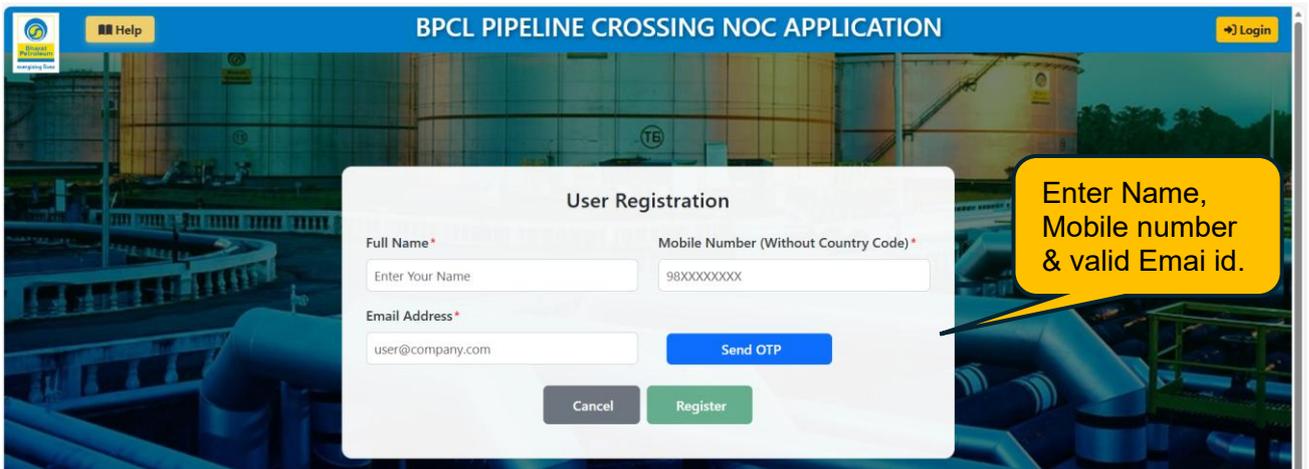
- Access to BPCA user help document: The user help document is available in BPCA Application for applicant.

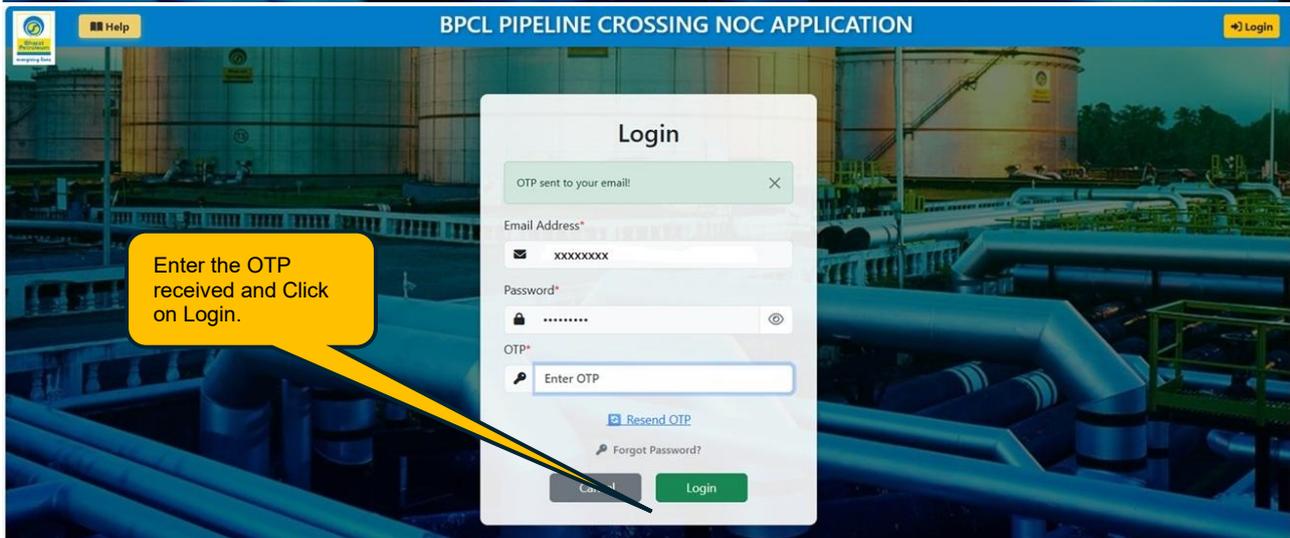
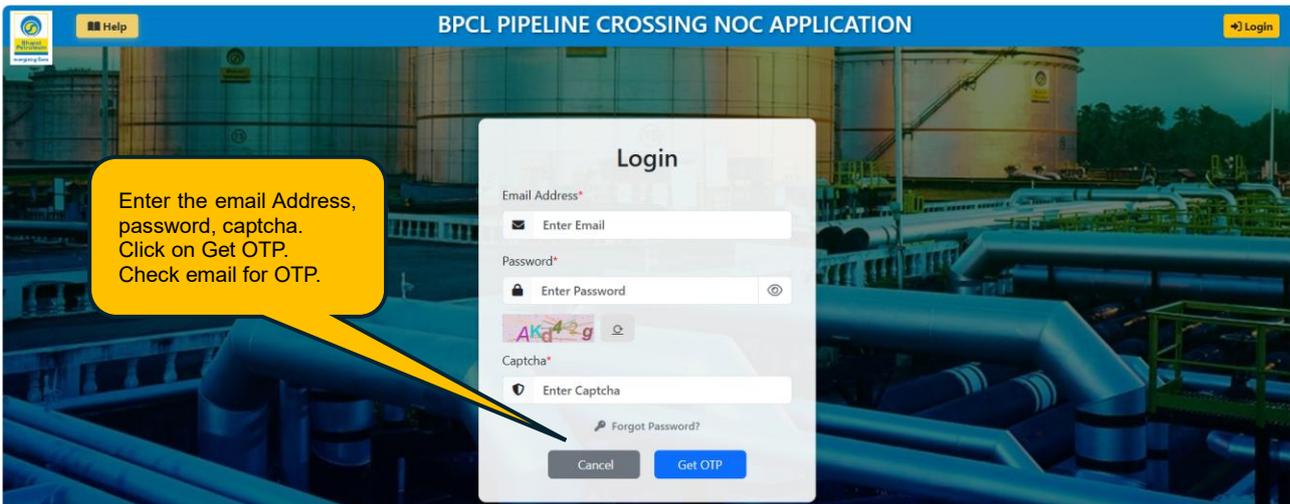


- All the existing users are requested to REGISTER again.



➤ Below screen appears.







# BPCA Application Help Document

**Dashboard**

If Existing User, all previously created requests will appear

Click on New Application

Application ID	Applicant Type	Title	Name	Agency	District	City	Status	Waived Off	Actions
20260009	PSU	Mrs	Akshata k	test	DAKSHIN KANNADA	mangalore	In draft Applicant	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
20260005	PSU	Mrs	akshata Kotharkar	test	UTTAR KANNADA	karwar	NOC Closed	No	<a href="#">View</a>
20260004	BPCLS JV	Mrs	akshata kotharka	test	SOUTH GOA	madgaon	NOC Closed	No	<a href="#">View</a>
20250005	PSU	Mr	TEST SQL database upgrade	test	MUMBAI CITY	mumbai	In Process	Yes	<a href="#">View</a>
20250004	INDIVIDUAL	Mrs	Test for SQL DB upgrade DB upgrade	TEST	MUMBAI CITY	Mumbai	Work Completed	Yes	<a href="#">View</a> <a href="#">Download NOC</a>
20240031	PSU	Mr	TEST TEST Test	TEST	MUMBAI CITY	MUMBAI	In Process	No	<a href="#">View</a>
20240028	PSU	Mr	VAPT TEST WAPT	VAPT TEST WAPT	MUMBAI CITY	MUMBAI	Approved By HQ Coordinator	Yes	<a href="#">View</a>
20240020	INDIVIDUAL	Mr	TEST WAPT TEST VAPT TEST	VAPT WAPT	MUMBAI CITY	MUMBAI	In Process	No	<a href="#">View</a>

**New Application Form**

**Application Details**

Type of Applicant\*  Title\*  First Name\*  Middle Name  Last Name\*

Name of Agency\*  Whether the applicant is applying on behalf of Client or Self?\*

Address\*  State\*  District\*  City\*

Pincode\*  Email Id\*  Mobile No\*

➤ Type of Applicant: Applicant to select correct option from dropdown

- PSU
- Central Govt
- State Govt
- PSU having Mou with BPCL
- Pvt Firm
- Individual
- BPCL JV
- Others

➤ Applicant to select whether NOC application is applied on behalf of Client or Self from dropdown.

☐ If Applicant selects Client, then authorization letter from parent company to be uploaded mandatorily.



# BPCA Application Help Document

- Key in correct detailed address with Pin Code. Mobile no & Email id will be defaulted.

## **Waived Off: Details section:**

Request: The application fees may be waived off:

- Applicant must tick/ untick whether application fees to be waived off.
  - ❖ If applicant ticks application fees to be waived off, then mandatory supporting documents for fee waiver to be uploaded mentioning reason for waive off requirement.

Request: The application fees may be waived off:

Reason for Waive off requirement\*  
Reason for Waive off requirement

Supporting Document for Fee Waiver\*  
Choose File No file chosen

## **Crossing Details:**

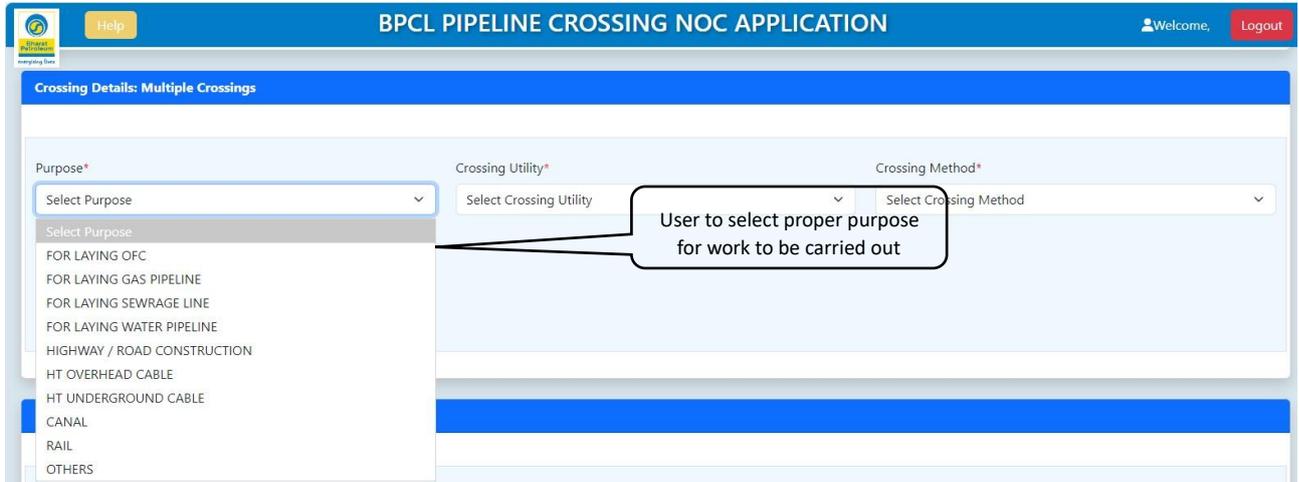
Purpose\*  
Select Purpose

Crossing Utility\*  
Select Crossing Utility

Crossing Method\*  
Select Crossing Method

Job Description\*  
Job Description

- Applicant to select correct Purpose from dropdown.



**BPCL PIPELINE CROSSING NOC APPLICATION** | Welcome, Logout

**Crossing Details: Multiple Crossings**

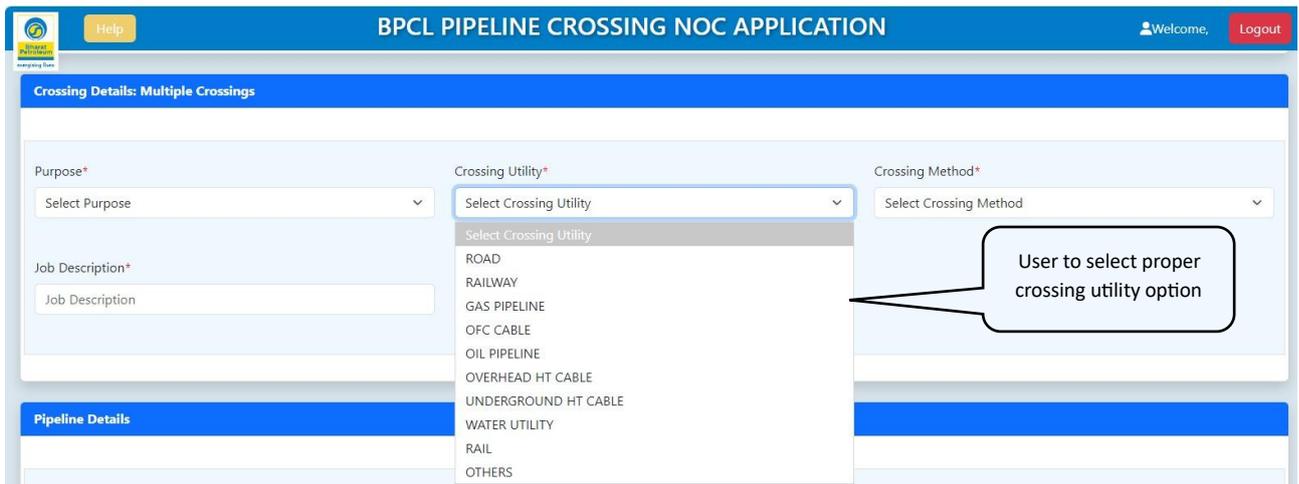
Purpose\*  
 Select Purpose  
 Select Purpose  
 FOR LAYING OFC  
 FOR LAYING GAS PIPELINE  
 FOR LAYING SEWRAGE LINE  
 FOR LAYING WATER PIPELINE  
 HIGHWAY / ROAD CONSTRUCTION  
 HT OVERHEAD CABLE  
 HT UNDERGROUND CABLE  
 CANAL  
 RAIL  
 OTHERS

Crossing Utility\*  
 Select Crossing Utility

Crossing Method\*  
 Select Crossing Method

User to select proper purpose for work to be carried out

➤ Applicant to select correct crossing utility.



**BPCL PIPELINE CROSSING NOC APPLICATION** | Welcome, Logout

**Crossing Details: Multiple Crossings**

Purpose\*  
 Select Purpose

Job Description\*  
 Job Description

Crossing Utility\*  
 Select Crossing Utility  
 Select Crossing Utility  
 ROAD  
 RAILWAY  
 GAS PIPELINE  
 OFC CABLE  
 OIL PIPELINE  
 OVERHEAD HT CABLE  
 UNDERGROUND HT CABLE  
 WATER UTILITY  
 RAIL  
 OTHERS

Crossing Method\*  
 Select Crossing Method

User to select proper crossing utility option

**Pipeline Details**

➤ Applicant to select correct crossing method to be carried out.



# BPCA Application Help Document

**Crossing Details: Multiple Crossings**

Purpose\*  
Select Purpose

Crossing Utility\*  
Select Crossing Utility

Crossing Method\*  
Select Crossing Method  
Select Crossing Method  
OPEN CUT  
HDD  
OVERHEAD  
FORMATION OF ROAD OVER PIPELINE

Job Description\*  
Job Description

User to select proper crossing method option

## Pipeline Details:

**Pipeline Details**

Name of Pipeline you are going to Cross\*  
Select Pipeline Name

Region\*  
Select Pipeline Region

State\*  
Select Pipeline State

ROU Area\*  
Select ROU Area

District\*  
Select Pipeline District

Village\*  
Village

Taluka  
Taluka

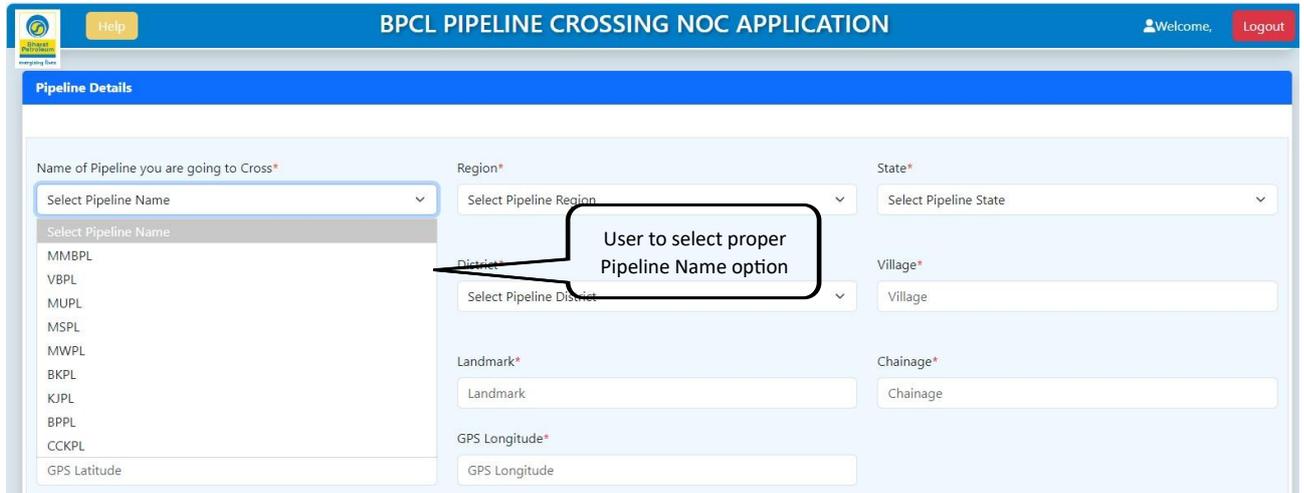
Landmark\*  
Landmark

Chainage\*  
Chainage

GPS Latitude\*  
GPS Latitude

GPS Longitude\*  
GPS Longitude

- Applicant to select correct details as below from dropdown,
- Pipeline Name where actual crossing to be done.
  - Region.
  - State.
  - ROU Area.
  - District. □ Village. □ Taluka.
  - Landmark.
  - Chainage.
  - GPS Latitude / Longitude.

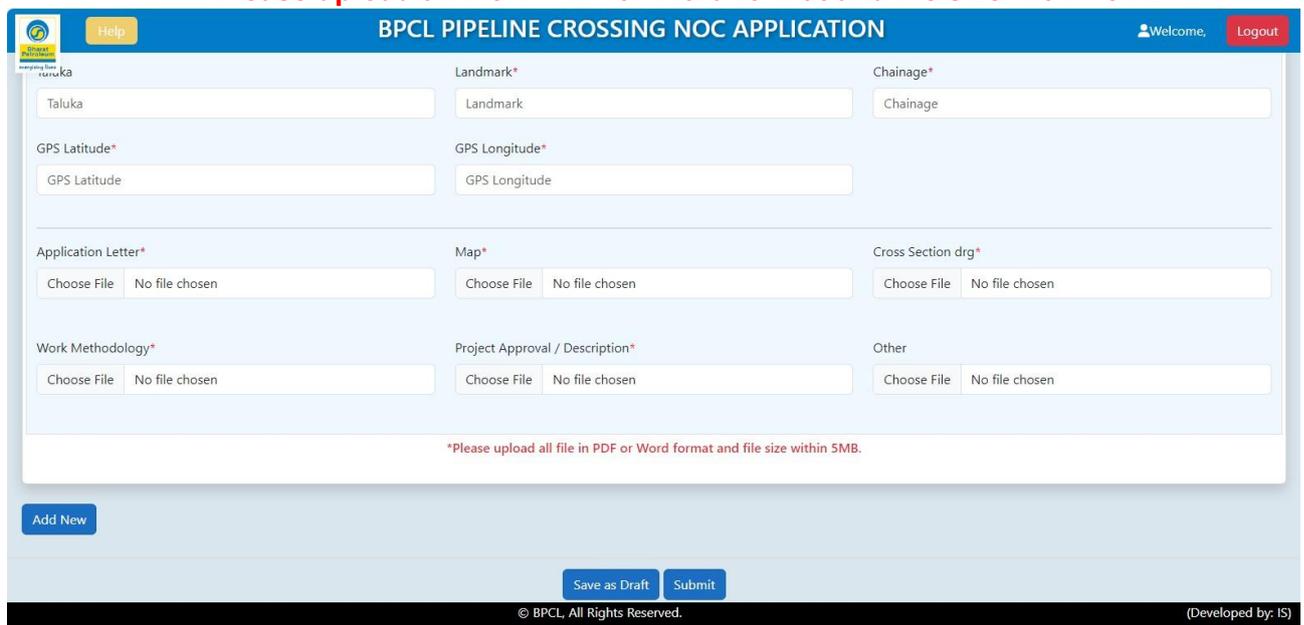


The screenshot shows the 'Pipeline Details' section of the application. It includes several dropdown menus and text input fields. A callout box points to the 'Select Pipeline Name' dropdown menu with the text: 'User to select proper Pipeline Name option'. The dropdown menu is open, showing a list of pipeline names: MMBPL, VBPL, MUPL, MSPL, MWPL, BKPL, KJPL, BPPL, CCKPL, and GPS Latitude. Other fields include Region\*, State\*, District, Select Pipeline District, Village\*, Landmark\*, Chainage\*, and GPS Longitude\*.

➤ Pipeline Details documents Upload. Application to upload following documents.

- Application Letter.
- Map where exactly crossing work to be done.
- Cross section drawing.
- Work methodology document.
- Project Approval / Description. □ Other documents if required.

**\*\*Please upload all file in PDF or Word format and file size within 5MB.**



The screenshot shows the document upload section of the application. It features several file upload fields for: Taluka, Landmark\*, Chainage\*, GPS Latitude\*, GPS Longitude\*, Application Letter\*, Map\*, Cross Section drg\*, Work Methodology\*, Project Approval / Description\*, and Other. Each field has a 'Choose File' button and a 'No file chosen' status. A red asterisked note at the bottom states: '\*Please upload all file in PDF or Word format and file size within 5MB.' At the bottom of the form, there are 'Add New', 'Save as Draft', and 'Submit' buttons. The footer contains the text: '© BPCL, All Rights Reserved. (Developed by: IS)'.

➤ After uploading all mandatory documents & Information applicant has option,

- Save as Draft if any more details to be verified / Edited before final submitting the application.
- Submit the application.



# BPCA Application Help Document

- If applicant clicks **Save as Draft**, POP up will appear with Application Id: Saved Successfully.

The screenshot shows the 'BPCAL PIPELINE CROSSING NOC APPLICATION' interface. At the top, there is a 'Help' button and a 'Welcome, Logout' link. Below the header, the word 'Application' is displayed in a large font. A table lists application details:

ApplicationId	Type of Applicant	Title	Name	Name of Agency	Address	State	District	City	Mobile No	Email Id	Status	Request: The application fees may be waived off:	IsActive	Actions
20240032	PSU	Mr	TEST TEST TEST	TEST	MUMBAI	Maharashtra	MUMBAI CITY	MUMBAI	9820001566	anantasawale@bharatpetroleum.in	In draft Applicant	No	Yes	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

A modal window titled 'Info' is displayed in the foreground, containing the text: 'Application Id : 20240032 Saved Successfully.' and an 'OK' button.

- After saving application in draft, Applicant has option to view the application / Edit / Delete the application.

This screenshot is similar to the previous one, showing the application table. The 'Actions' column for the application with ID 20240032 now includes three buttons: 'View', 'Edit', and 'Delete'.

- Auto System Email confirmation to applicant will be generated.

[Testing] BPCA 20240029 Saved

BPCA@bharatpetroleum.in  
To: [Redacted]

**प्रिय महोदय/महोदया,**  
**Dear Sir/Madam,**

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ सुरक्षित कर लिया गया है।  
BPCA Document with following details has been saved.

Auto Email to Applicant

बीपीसीए क्रमांक BPCA Application No.	20240029
पाईपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रान्त State	Rajasthan

यदि आपके कोई प्रश्न हैं, तो बेझिझक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

ROU officer Name: [Redacted]  
Email Id: [Redacted]  
Mobile No. [Redacted]

[Click here to access your application](#)

सादर,  
Regards,  
BPCL



# BPCA Application Help Document

- Applicant to go in Edit & if all information / documents uploaded are correct same to be submitted. After submitting following POP up appears. Application has been submitted to ROU Officer for further approval.

The screenshot shows the 'BPL PIPELINE CROSSING NOC APPLICATION' portal. A table lists applications with columns for ApplicationId, Type of Applicant, Title, Name, Name of Agency, Address, State, District, City, Mobile No, Email Id, Status, Request, IsActive, and Actions. A pop-up window titled 'Info' displays: 'Application Id : 20240031 Submitted Successfully for Further Approval' with an 'OK' button.

- Auto System Email confirmation to applicant with link to access application

[Testing] BPCA 20240029 Submitted

 BPCA@bharatpetroleum.in  
To [Redacted]  
प्रिय महोदय/महोदया,  
Dear Sir/Madam,

Auto Email to Applicant

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ आगे की मंजूरी के लिए प्रस्तुत किया गया है।  
BPCA Document with following details has been submitted for further Approval.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाईपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रान्त State	Rajasthan

यदि आपके कोई प्रश्न हैं, तो बेझिझक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

ROU officer Name: [Redacted]  
Email Id: [Redacted]  
Mobile No: [Redacted]

[Click here to access your application](#)

सादर,  
Regards,  
BPCL

- Auto System Email confirmation to BPCL Officer will be generated on submitting the application by applicant.



# BPCA Application Help Document

[Testing] BPCA 20240029 Submitted



प्रिय महोदय/महोदया,  
Dear Sir/Madam,

Auto Email to ROU Officer

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ आपकी स्वीकृति के लिए भेजा गया है।  
BPCA Document with following details has been sent for your Approval.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाईपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रांत State	Rajasthan

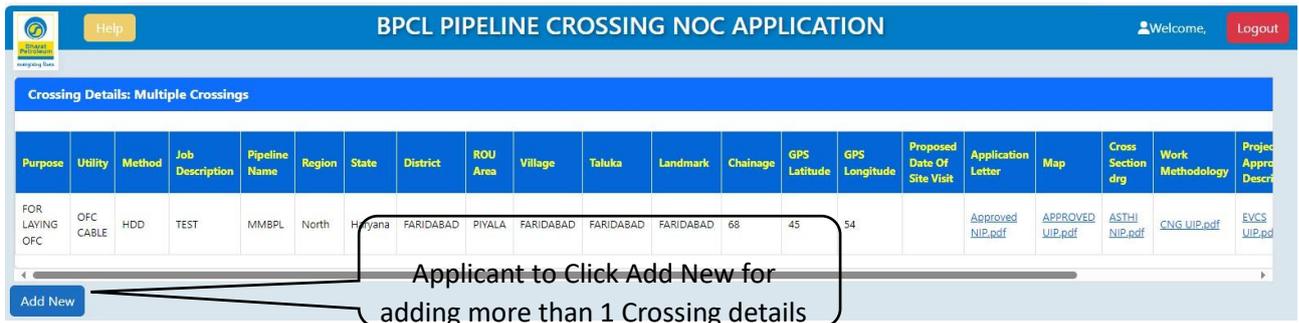
सादर,  
Regards,  
TEST TEST

Failure to submit all required documents, including the application on applicant letterhead along with the proposed crossing drawing, the application fee, and the customer code creation form or NEFT Mandate form, may result in the rejection or return of the application by BPCL. Therefore, please ensure that all details and documents are submitted properly.

## Instruction for Filling two crossing details

### **✚ If more than one crossing need to be carried out:**

- Applicant to use option of **ADD NEW** to key-in details of crossing if multiple crossing in same ROU area to be done.



The screenshot shows the 'BPCL PIPELINE CROSSING NOC APPLICATION' interface. A table titled 'Crossing Details: Multiple Crossings' is displayed with columns for Purpose, Utility, Method, Job Description, Pipeline Name, Region, State, District, ROU Area, Village, Taluka, Landmark, Chainage, GPS Latitude, GPS Longitude, Proposed Date Of Site Visit, Application Letter, Map, Cross Section drg, Work Methodology, and Project Appro Descr. A callout box points to the 'Add New' button at the bottom left of the table, stating: 'Applicant to Click Add New for adding more than 1 Crossing details'.

- BPCL scrutinises the NOC application, if any discrepancy or details required by BPCL, application is been sent back by BPCL ROU Officer back to applicant.
  - Auto System Email will be sent to applicant with Remark by BPCL ROU Officer.  
[Testing] BPCA Application Sent for Review - Application No. 20240029



प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ समीक्षा के लिए भेजा गया है।  
BPCA Document with following details has been sent for Review.

Auto Email to Applicant

बीपीसीए क्रमांक BPCA Application No.	20240029
पाईपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रांत State	Rajasthan
टिप्पणियाँ Comments	test

Review comments by BPCL ROU Officer

यदि आपके कोई प्रश्न हैं, तो बेझिझक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

ROU officer Name: [Redacted]  
Email Id: [Redacted]  
Mobile No: [Redacted]

[Click here to access your application](#)

सादर,  
Regards,  
BPCL

- Applicant to rectify the details as per the comments of BPCL ROU Officer & again submit the same to BPCL ROU Officer. Auto email will be sent to applicant once NOC application is submitted.



# BPCA Application Help Document

- BPCL reserves the right to REJECT the application, if necessary, information in NOC application & documents are not as per BPCL standards.
- If application is accepted by BPCL then auto email sent to applicant.
  - Applicant must submit the fees.
  - Applicant must accept the joint site visit date where crossing work to be done.

[Testing] BPCA Application Accepted - Application No. 20240029



प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ स्वीकृत कर लिया गया है।  
BPCA Document with the following details has been accepted.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाइपलाइन का नाम Name of Pipeline	MMBPL
आरओए क्षेत्र ROU Area	KOTA
प्रान्त State	Rajasthan
टिप्पणियाँ Comments	Test Application Accepted

कृपया आगे की प्रक्रिया के लिए, यदि लागू हो, तो शुल्क जमा करें और साइट विज़िट की तिथि की पुष्टि करें।  
For further processing, please submit the fee (if applicable) and confirm the site visit date.

यदि आपके कोई प्रश्न हैं, तो वेडिडिडक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

ROU officer Name: [Redacted]  
Email Id: [Redacted]  
Mobile No: [Redacted]

[Click here to access your application](#)

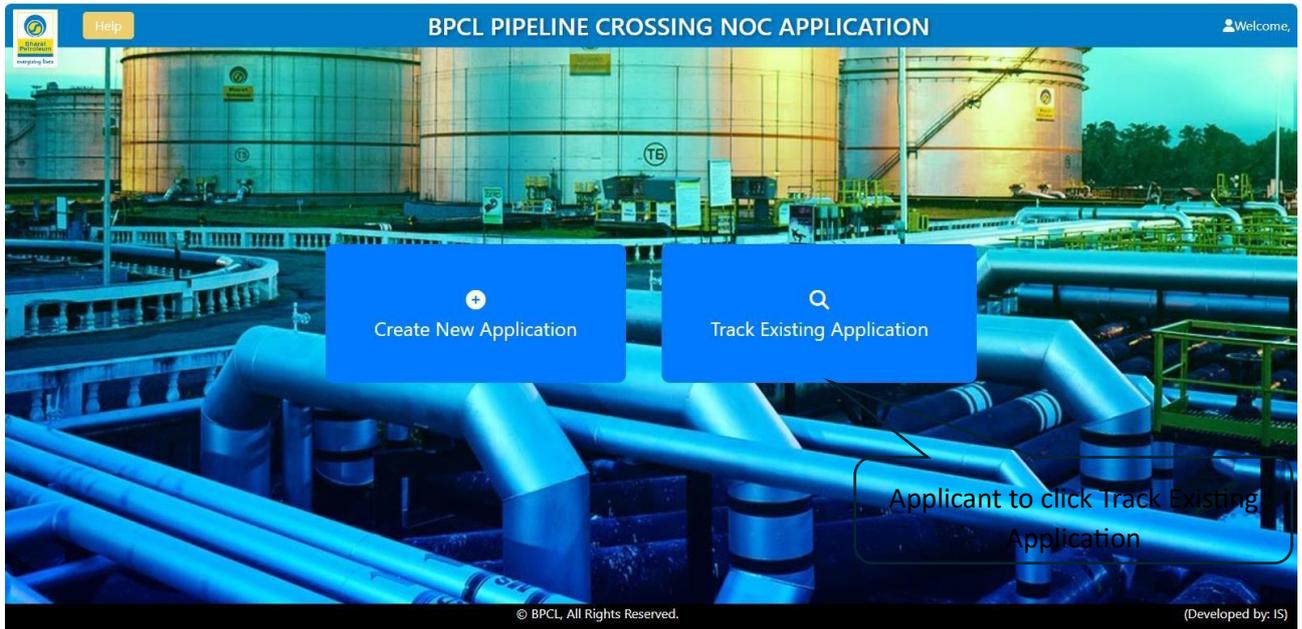
सादर,  
Regards,  
BPCL

Application Accepted

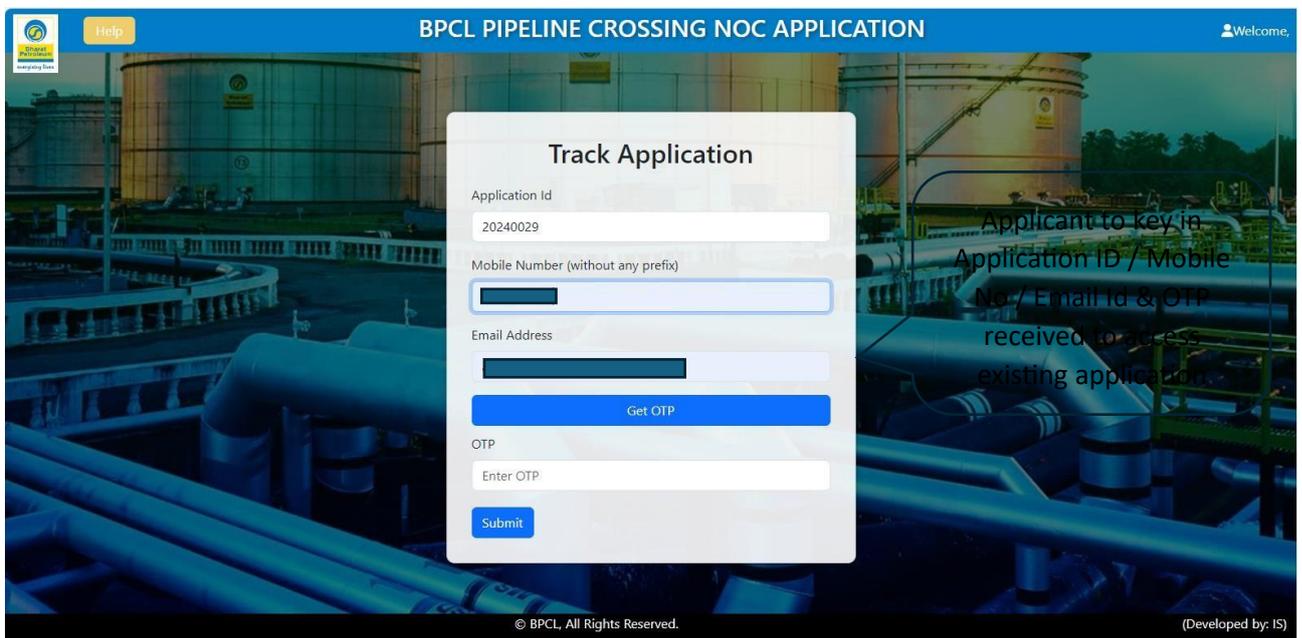
Applicant to submit fee details & accept joint site visit date

Applicant to click the link to access BPCA home page

- Applicant to click track application in BPCA Home page or can directly click the web page link in auto email.



- Applicant to enter Application Id / Registered Mobile no / Email & click on Get OTP. OTP will be received as SMS / Email on registered Mobile no / Email.



- Once above details Submitted by applicant, existing application will be displayed for further processing,



# BPCA Application Help Document

ApplicationId	Type of Applicant	Title	Name	Name of Agency	Address	State	District	City	Mobile No	Email Id	Status	Request: The application fees may be waived off:	IsActive	Actions
20240031	PSU	Mr	TEST TEST Test	TEST	MUMBAI	Maharashtra	MUMBAI CITY	MUMBAI	9820001566	anantasawale@bharatpetroleum.in	Application Accepted	No	Yes	View Submit Fee

- Applicant can view the submitted application details or submit the fees. Applicant uses Submit Fee button.

Purpose	Utility	Method	Job Description	Pipeline Name	Region	District	State	ROU Area	Village	Taluka	Landmark	Chainage	GPS Latitude	GPS Longitude	Proposed Date of Site Visit
FOR LAYING OFC	OFC CABLE	HDD	TEST	MMBPL	Central	BUNDI	Rajasthan	KOTA	BUNDI	BUNDI	BUNDI	56	45	54	11-10-2024

Application ID	<input type="text" value="20240031"/>
Customer Code	<input type="text" value="Customer Code"/>
Reference No*	<input type="text" value="Reference No."/>
Fee Amount*	<input type="text" value="Fee Amount"/>
Application Fee*	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
Payment Date*	<input type="text" value="dd-mm-yyyy"/>

Proposed Date of Site visit by BPCL ROU Officer to be accepted

Application ID	<input type="text" value="20240031"/>
Customer Code	<input type="text" value="Customer Code"/>
Reference No*	<input type="text" value="Reference No."/>
Fee Amount*	<input type="text" value="Fee Amount"/>
Application Fee*	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
Payment Date*	<input type="text" value="dd-mm-yyyy"/>
Company Detail Form	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
NEFT Mandate Form	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
MSME (if applicable)	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>

\*Please upload all file in PDF or Word format and file size within 5MB.



## BPCA Application Help Document

➤ Applicant to enter following details,

- Customer Code if generated by BPCL (to be generated before processing NOC application form).
- Reference No for Online / DD payment done to BPCL.
- Fee amount.
- Application Fee online statement document to be uploaded.
- Payment date (it should be current or back date only).
- Company Detail form.
- NEFT Mandate form.
- MSME (if applicable) form.

Applicant submits the application for further approval to BPCL, auto email confirmation is sent to applicant / BPCL ROU Officer for further approval.

[Testing] BPCA 20240029 Submitted



प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ आपकी स्वीकृति के लिए भेजा गया है।  
BPCA Document with following details has been sent for your Approval.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाइपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रान्त State	Rajasthan

Proposed date of site visit accepted by Applicant

Proposed date of site visit has been accepted by Applicant.

सादर,  
Regards,  
TEST TEST





# BPCA Application Help Document

## Sample form of Customer code creation form

### ➤ Customer Code Creation Form:

The following are the documents requested for the New Customer code Creation. (Sold to Party or Bill to party or Payer):

- Details to be filled, form to be printed / signed and scan Annexure - 1 Organization and Tax-related Details & Annexure -2 National Electronic Fund Transfer (NEFT) Mandate Form.
- GST certificate if applicable.
- PAN certificate if applicable.
- Cancel cheque or NEFT mandate.
- TAN Certificate if applicable.
- Specific declaration from the customer if TCS is not applicable.

**Annexure - 1 Organisation and Tax related Details**

Sr. No	Description	CustomerResponse												Remarks		
1	Type of Company (Nature of Entity or Business Concern (Please tick the appropriate Value)	01 Individual				02 HUF								1.Pl tick wherever applicable.  2.Pl.s. attach self attested and stamped copy of relevant Registration Certificate/Partnership/Trust Deed/lease deed  3. For foreign vendors, details mentioned in Sl. no.6 is optional and Sl.no. 7 to 11 are not applicable.		
		03 Association of Persons (AOP)				04 Body of Individuals (BOI)										
		05 Co-op. Society				06 Trust										
		07 Partnership Firm				08 Sole Proprietorship Firm										
		09 Public Ltd. Company				10 Private Ltd. Company										
		11 Central PSU				12 State PSU										
		13 Central Govt. Authority/Department				14 State Govt. Authority/Department										
		15 Limited Liability Partnership(LLP)				16 Foreign Vendor										
17 Others, pl Specify:																
2	E-mail ID													Pls. indicate e-mail Id to be used by us for sending updates,information, etc.		
3	Mobile No.	+	9	1	-											Pls. indicate mobile No to be used by us for sending updates,information
4	Telephone No.	STD				Landline									Pls. indicate STD code followed by Telephone No.	
5	Communication Address as per GST registration address	Building :														Pls provide address details
		Street:														
		Village/City:						District/Taluka/Zilla:								
		State:						PIN:								
6	PAN Number													Please attach self attested Copy of Pan Card		
7	Whether registered under GST	Registered				Unregistered				Composition				Pl tick wherever applicable.		
8	GST Regn no. /Composition registration no.													Please attach the self attested registration Certificate		
9	Whether unit for which GST no. is provided is located in SEZ	YES				NO								Pl tick wherever applicable.		
10	Whether having multiple registration in a state	YES	Business Division:				NO				Pl tick wherever applicable. If Yes, specify business Division					
11	Whether registered under MSME	YES				NO								Pl tick wherever applicable. If Yes, please fill Annexure3		

I/We confirm that information provided above is true to my knowledge & belief.

(CustomerName)

(CustomerCode in BPCL)

(Name & Signature of Authorized signatory)

(Company Seal)

Date: \_\_\_\_\_





# BPCA Application Help Document

## Annexure - 3 Micro Small & Medium Enterprises (MSME)/Udyog Aadhar Registration Details

Sr.	Description	Vendor Feedback	Remarks
1	MSME Registration /Udyog Aadhar Number		Please attach self attested and stamped Copy of MSME Registration/UAM certificate for verification.
2	MSME Registration /Udyog Aadhar Number		As mentioned in Registration Certificate.
3	District of Registration for MSME/UAM		As mentioned in Registration Certificate.
4	Registration Category		As mentioned in Registration Certificate. 01- Micro 02- Small 03 - Medium
5	Registered activities for MSME		As mentioned in Registration Certificate. 01 Manufacturing 02 Services
6	<b>Proprietor/Partners/Promoters details belonging to Schedule cast/Schedule tribes (SC/ST)</b>	<b>Name:</b> <b>Name:</b> <b>Name:</b>	Please provide details as per SC/ST certificate & attach the same wherever applicable. (Please note that in case no certificate is enclosed for SC/ST, it shall be deemed that the entity owners does not fall in the category.)

I/We confirm that information provided above is true to my knowledge & belief.

\_\_\_\_\_  
(Vendor Name)  
Seal)

\_\_\_\_\_  
(Vendor Code in BPCL)

\_\_\_\_\_  
(Name & Signature of Authorized signatory)

\_\_\_\_\_  
(Company)



# BPCA Application Help Document

## Instruction to edit application if returned by ROU officer

- As per proposed joint site visit date, after conducting joint site visit BPCL ROU Officer will upload the following details in BPCA application for NOC application.
  - Actual date of joint site visit.
  - Uploads Site visit photographs.
  - Uploads signed site visit reports.
  - Major Site visit observations if any.
  - Upload signed copy of NOC In-principle.
  - NOC Number.
- 📧 Applicant will receive auto email for NOC application initial approval & upload the required documents and download the NOC in principle. For the same applicant to login using Track existing application.

[Testing] BPCA Application Initially Approved - Application No. 20240029



प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ प्रारंभिक मंजूरी के लिए स्वीकृत कर लिया गया है।  
BPCA Document with the following details has been initially approved.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाइपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रांत State	Rajasthan
टिप्पणियाँ Comments	test

कृपया आगे की प्रक्रिया के लिए आवश्यक दस्तावेज़ अपलोड करें और प्रिन्सिपल में एनओसी डाउनलोड करें।  
For further processing, please upload the required documents and download the NOC in principal.

यदि आपके कोई प्रश्न हैं, तो बेझिझक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

ROU officer Name: [REDACTED]  
Email Id: [REDACTED]  
Mobile No: [REDACTED]

[Click here to access your application](#)

सादर,  
Regards,  
BPCL

- Following screen appear after logging into application Id:



# BPCA Application Help Document

The screenshot shows the 'Application' section of the BPCA Pipeline Crossing NOC Application portal. The header includes the Bharat Petroleum logo, a 'Help' button, the title 'BPCL PIPELINE CROSSING NOC APPLICATION', and user information 'Welcome, TEST Test' with a 'Logout' button. The main content is a table with the following columns: ApplicationId, Type of Applicant, Title, Name, Name of Agency, Address, State, District, City, Mobile No, Email Id, Status, Request: The application fees may be waived off?, IsActive, and Actions. A single application is listed with ID 20240031, Type of Applicant PSU, Title Mr, Name TEST TEST, Name of Agency TEST, Address MUMBAI, State Maharashtra, District MUMBAI CITY, City MUMBAI, Mobile No 9820001566, Email Id anantasawale@bharatpetroleum.in, Status Initial Approval, Request: The application fees may be waived off? No, and IsActive Yes. The Actions column contains buttons for View, Download NOC Principal, and Upload Document.

ApplicationId	Type of Applicant	Title	Name	Name of Agency	Address	State	District	City	Mobile No	Email Id	Status	Request: The application fees may be waived off?	IsActive	Actions
20240031	PSU	Mr	TEST TEST	TEST	MUMBAI	Maharashtra	MUMBAI CITY	MUMBAI	9820001566	anantasawale@bharatpetroleum.in	Initial Approval	No	Yes	<a href="#">View</a> <a href="#">Download NOC Principal</a> <a href="#">Upload Document</a>

- Applicant can view the applicant.
- Applicant can download NOC in-Principal.
- Upload Documents.
  - ✓ Agreement Copy.
  - ✓ Contingency Insurance Advance with Insurance Validity.
  - ✓ Supervision Charges.
  - ✓ Security Deposit.

The screenshot shows the 'User Upload Document' form in the BPCA Pipeline Crossing NOC Application portal. The header includes the Bharat Petroleum logo, a 'Help' button, the title 'BPCL PIPELINE CROSSING NOC APPLICATION', and user information 'Welcome, TEST Test' with a 'Logout' button. The form contains the following fields: ApplicationNo (text input with value 20240031), Agreement Copy\* (file upload field with 'Choose File' button and 'No file chosen' text), Contingency Insurance Advance (file upload field with 'Choose File' button and 'No file chosen' text), Insurance Validity (date input field with value dd-mm-yyyy), Supervision Charges (file upload field with 'Choose File' button and 'No file chosen' text), and Security Deposit (file upload field with 'Choose File' button and 'No file chosen' text). A red asterisk note at the bottom states: '\*Please upload all file in PDF or Word format and file size within 5MB.' Below the form are 'Back' and 'Submit' buttons.

➤ After submit, application is sent to BPCL ROU officer with auto email for further approval.



# BPCA Application Help Document

[Testing] BPCA 20240029 Submitted

 BPCA@bharatpetroleum.in  
To 

प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ आपकी स्वीकृति के लिए भेजा गया है।  
BPCA Document with following details has been sent for your Approval.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाइपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रान्त State	Rajasthan

सादर,  
Regards,  
TEST TEST  


- After final approval of NOC application from BPCL committee members auto email will be sent to Applicant & to complete the work as per the approved NOC. After work completion, the applicant to add job completion details. □ Applicant can download the final NOC.

[Testing] BPCA 20240029 Approved

 BPCA@bharatpetroleum.in  
To 

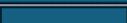
प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज़ समिति के समस्त सदस्यों द्वारा स्वीकृत कर लिया गया है।  
BPCA Document with following details has been approved by the Committee Members.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाइपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रान्त State	Rajasthan
टिप्पणियाँ Comments	test test approve

कृपया स्वीकृत NOC के अनुसार कार्य पूरा करें। कार्य पूर्ण होने के बाद कृपया कार्य पूर्ति विवरण जोड़ें।  
Please complete the work as per the approved NOC. After work completion, please add job completion details.

यदि आपके कोई प्रश्न हैं, तो बेझिझक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

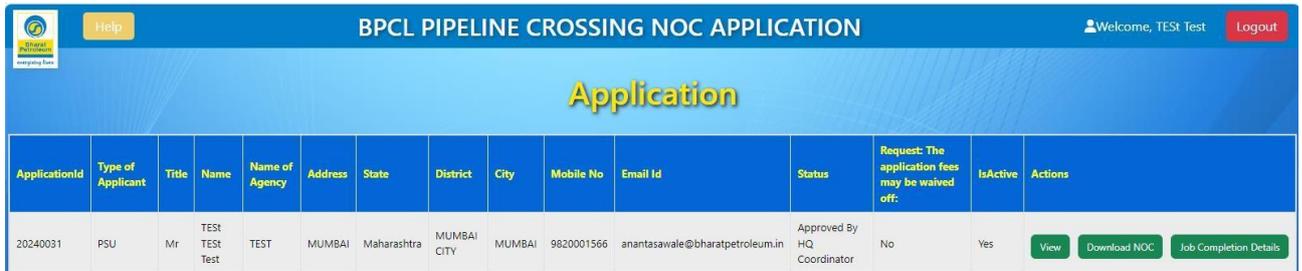
ROU officer Name:   
Email Id:   
Mobile No: 

[Click here to access your application](#)

सादर,  
Regards,  
HQ ADMIN

## Instruction of Filling application for post work completion

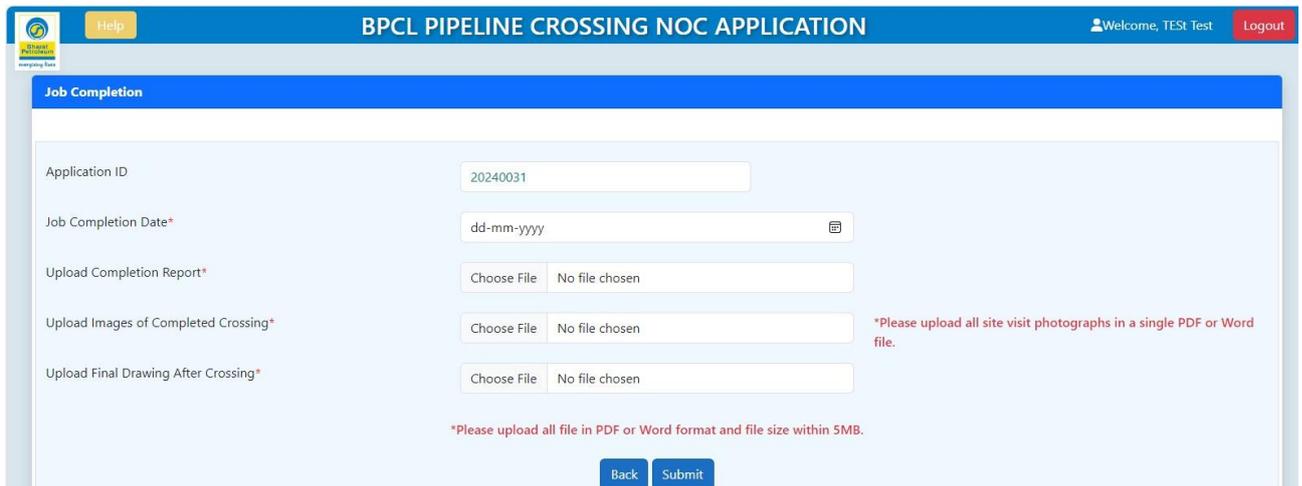
- Applicant to login to provide Job completion details after all work completed as per approved NOC.



The screenshot shows the 'BPCA PIPELINE CROSSING NOC APPLICATION' dashboard. At the top, there is a 'Help' button, the application title, and a user profile 'Welcome, TEST Test' with a 'Logout' button. The main heading is 'Application'. Below it is a table with the following columns: ApplicationId, Type of Applicant, Title, Name, Name of Agency, Address, State, District, City, Mobile No, Email Id, Status, Request: The application fees may be waived off:, IsActive, and Actions. A single application record is shown with ApplicationId 20240031, Type of Applicant PSU, Title Mr, Name TEST TEST, Name of Agency TEST TEST, Address MUMBAI, State Maharashtra, District MUMBAI CITY, City MUMBAI, Mobile No 9820001566, Email Id anantasawale@bharatpetroleum.in, Status Approved By HQ Coordinator, Request: The application fees may be waived off: No, IsActive Yes, and Actions View, Download NOC, Job Completion Details.

ApplicationId	Type of Applicant	Title	Name	Name of Agency	Address	State	District	City	Mobile No	Email Id	Status	Request: The application fees may be waived off:	IsActive	Actions
20240031	PSU	Mr	TEST TEST	TEST TEST	MUMBAI	Maharashtra	MUMBAI CITY	MUMBAI	9820001566	anantasawale@bharatpetroleum.in	Approved By HQ Coordinator	No	Yes	View Download NOC Job Completion Details

- Applicant to click Job completion details & enter details with uploading mandatory documents.



The screenshot shows the 'Job Completion' form. It includes the following fields: Application ID (20240031), Job Completion Date\* (dd-mm-yyyy), Upload Completion Report\* (Choose File, No file chosen), Upload Images of Completed Crossing\* (Choose File, No file chosen), and Upload Final Drawing After Crossing\* (Choose File, No file chosen). A note states: '\*Please upload all site visit photographs in a single PDF or Word file.' and another note at the bottom says '\*Please upload all file in PDF or Word format and file size within 5MB.' There are 'Back' and 'Submit' buttons at the bottom.

- Job completion date.
- Job completion report.
- Images of completed crossing.
- Final drawing after crossing
  - ✓ After submitting the NOC application is been sent to BPCL ROU officer. BPCL ROU officer along with applicant will have Joint site visit after crossing work completion.
  - ✓ As after scrutinizing all work completion details BPCL ROU officer marks the application PIPELINE CROSSING WORK COMPLETED.
  - ✓ Auto email confirmation of the same is sent to applicant & BPCL.



# BPCA Application Help Document

[Testing] BPCA Document Work Completed - Application No. 20240029



प्रिय महोदय/महोदया,  
Dear Sir/Madam,

निम्नलिखित विवरण सहित, बीपीसीए दस्तावेज कार्य पूर्ण कर लिया गया है।  
BPCA Document with the following details has been completed.

बीपीसीए क्रमांक BPCA Application No.	20240029
पाइपलाइन का नाम Name of Pipeline	MMBPL
आरओयू क्षेत्र ROU Area	KOTA
प्रांत State	Rajasthan
टिप्पणियाँ Comments	WORK COMPLETED

यदि आपके कोई प्रश्न हैं, तो बेझिझक किसी भी समय हमसे संपर्क करें।  
If you have any questions, feel free to contact us at any time.

ROU officer Name: [REDACTED]  
Email Id: [REDACTED]  
Mobile No: [REDACTED]

[Click here to access your application](#)

सादर,  
Regards,  
BPCL

**BPCL Pipeline Crossing work is completed**