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Environment, Forests and Climate Change Informatics Division



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Online Submission & Monitoring of Environmental, Forests and Wild Life Clearance -A Single Window Clearance System (OSMEFWC)

USER MANUAL (VERSION 1.0)

(FOR USER AGENCIES)

ABOUT THE MANUAL

Audience

This manual is meant for User Agencies who are supposed to submit application for seeking prior forests clearances for diverting forest land for non-forestry purposes or environment clearances for appraising the impact of the planned project on the environment and minimizing the same. This is also meant for those User Agencies who are supposed to submit application for seeking prior Wildlife Clearances.

Purpose

The purpose of this document is to provide an interface between user and OSMEFWC (A Single Window Clearance System), “Online Submission & Monitoring of Environmental, Forests and Wildlife Clearance”. It will help the user to understand major features, benefits and workflow of the system. It will also help to submit the details of the proposal along with all annexures and later on status of the proposal can be tracked.

Authorship

This manual has been prepared by Ministry of Environment, Forests and Climate Change, Government of India, New Delhi – 110003.

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1.0 ABOUT OSMEFWC PORTAL

1.1 INTRODUCTION

In order to bring more transparency and accountability in the forests, environment and wildlife clearance process, Ministry of Environment, Forests and Climate change, Government of India has rolled out a portal named as “Online Submission & Monitoring of Environmental, Forests and Wildlife Clearance” (OSMEFWC).

OSMEFWC is a web based, role based, G2C and G2G workflow application that are developed for online submission and monitoring of the proposals submitted by the user agencies for seeking forests, environment and wildlife clearances. It automates the entire tracking of proposals which includes online submissions of a new proposal, editing/updating the details of proposals and displays status of the proposals at each stage of the workflow. The system is based on the Web Architecture. It uses IIS as an application server, .Net as a framework and SQL Server as a database server.

1.2 OBJECTIVE

The following are the main objectives of the system:

- 1) Enhance efficiency, transparency and accountability in the forest, environment and wildlife clearance process.
- 2) Reduction in turnaround time for activity.
- 3) Enhance responsiveness through workflows automation and availability of real time information.
- 4) Enhance ease and convenience of citizens and businesses in accessing information and services.
- 5) Achieve standardization in processes across regional and state level.

1.3 CORE FEATURES OF PORTAL

- 1) A role based workflow application that helps User Agencies in online submission of the proposals seeking forest, environment and wildlife clearances and tracking the proposals.
- 2) A single window interface provided to the User Agencies for the submission of proposals for Environmental, Forests and Wildlife Clearances
- 3) Facilitate management in effective monitoring.
- 4) Delays in the clearance process can be ascertained
- 5) Accessible from any PC having internet facility
- 6) 24x7 Online

1.4 ROLES

The following Roles have been defined as per the responsibility:

1.4.1 USER AGENCY

Any User Agency has to register with the OSMEFWC portal before submitting any proposal for seeking prior approval of Central Government. When, U.A. register with the portal a registration email containing user-id and password would be sent by the system automatically to U.A.'s (Applicant) registered email id. U.A. can login into OSMEFWC portal by using user-id and password communicated through email and then U.A. can enter data online through Forms along with all relevant documents. The User Agency can track the status of the proposal after submitting it online.

1.4.2 ROLES OF PROCESSING AUTHORITY FOR ENVIRONMENTAL CLEARANCE

SECTION OFFICER

Section officer logs in to the portal of OSMEFWC and can review the proposals seeking TOR/EC clearance submitted by the U.A. He may assign a MoEFCC file number with some remarks then forward the proposal to the Deputy Director/Joint Director for review.

JOINT DIRECTOR/DEPUTY DIRECTOR

The concerned Joint Director/Deputy Director can view the proposals that are submitted by proponent/UA for TOR/EC application. He/she gives his/her remarks and forward to concerned Member Secretary.

MEMBER SECRETARY

After receiving the proposal online, concerned Member Secretary will examine the proposal (for seeking TOR/EC clearance) for its completeness, if proposal is not complete, Member Secretary can raise query and may ask U.A. to resubmit the proposal.

After ensuring the completeness of the proposal (received from Deputy Director/Joint Director), the concerned Member Secretary can assign a MOFECC file number and will ask UA/proponent to submit a hard copy of the proposal to the concerned section of the Ministry. Then he/she starts the process for the consideration of the proposal in the next EAC (Environmental Appraisal Committee) meeting. Then, after taking recommendation of the EAC, the proposal is sent to competent authority for the approval. After taking approval, the status of the proposal is updated on the portal and a letter of approval (Clearance Letter) is sent to proponent through email.

1.4.3 ROLES OF PROCESSING AUTHORITY FOR FOREST CLEARANCE

NODAL OFFICER (STATE FOREST DEPARTMENT)

After receiving the proposal online, Nodal Officer can examine the proposal for its completeness and the same will be forwarded (after assigning State Serial No.) by him/her to the divisions affected with the diversion of forest land. If proposal is not complete, Nodal Officer can raise query and may ask U.A. to submit the complete proposal. After checking the completeness Nodal Officer would ask U.A. to submit the hard copies of the proposal in DFO/DC office.

The proposal will come again to Nodal Officer after the completion of process from Circle Office. After receiving the proposal from CF/CCF, the concerned Nodal Officer would process it and will upload his/her recommendations/SIR.

When, Nodal officer upload these details, the proposal would be forwarded automatically to State Secretary.

DFO/DCF/Wild Life Warden

After receiving the proposal online from Nodal Officer, the concerned DFO can view the proposal (Form-A, Form-B, Form-C submitted by U.A.) and then may upload their Site Inspection Report and Recommendations. DFO level user does not have privileges to make any modification in the proposal they can only fill up Part II of Form-A, Form-B, Form-C. When, DFO upload recommendation and SIR, the proposal would be forwarded to concerned Circle Officer (CF/CCF).

CF/CCF

After receiving the proposal online from DFO/DCF, the concerned CF/CCF can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) and recommendations of DFO and then may upload his/her Recommendations and Site Inspection Report.

CF/CCF level user does not have privileges to make any modification in the proposal, they can only fill up Part III of Form-A/Form-B/Form-C. Or he/she may raise any query to the concerned division, if needed. When, Circle Officer uploads his/her recommendation and SIR, the proposal would be forwarded to concerned Nodal Officer automatically.

STATE SECRETARY (STATE GOVT)

After receiving the proposal online from Nodal Officer, the concerned State Secretary

can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) and recommendations of DFO, Circle and Nodal Officer and then may upload his/her Recommendations. When, State Secretary uploads these details, the proposal would be forwarded to either Regional Office or Head Office of Ministry depending upon the category, area and Shape of forest land proposed to be diverted. Some proposals (0-5 ha except mining, Hydel and regularization of encroachments) can be decided at this level also.

REGIONAL OFFICE

After receiving the proposal online from State Secretary, the concerned RO can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) and recommendations of DFO, Circle, Nodal Officer and State Secretary. RO level user may upload the Regional Empowered Committee agenda, minutes on portal and then can send REC approved proposals (Mining, Hydel, Encroachments) to RO(HQ), Delhi for the recommendation of the Competent Authority of the Ministry of Environment, Forests& Climate Change (MoEFCC).

REGIONAL OFFICE (HQ), NEW DELHI

After receiving the proposal online from RO, the RO (HQ) level user can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) along with recommendations of DFO, Circle, Nodal Officer, State Secretary and RO. After that, RO (HQ) will process the file for the approval of the Competent Authority of the MoEFCC. After taking approval of the Competent Authority, the status is updated on the portal and the proposal is forwarded to RO for issuing the Stage-I clearance.

MoEFCC HEAD OFFICE, NEW DELHI

After receiving the proposal online from SG, the MoEFCC (HO) level user can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) along with recommendations of DFO, Circle, Nodal Officer, State Secretary and RO. MoEFCC (HO) level user then process the file for the approval of the Competent Authority of MoEFCC. After taking approval of the Competent Authority, he/she has to update the status of the proposal and upload the approval letter on the portal.

District Collector (DC)

After viewing the proposal, DC has to upload FRA document.

1.4.4 ROLES OF PROCESSING AUTHORITY FOR WILDLIFE CLEARANCE

DFO/Wild Life Warden

After receiving the proposal online, concerned DFO (DFO of the division having maximum extent of the protected area in the project) can examine the proposal for its completeness. If proposal is not complete, DFO can raise query and may ask U.A. to submit the complete proposal. After checking the completeness, DFO will ask UA to submit the hard copies of the proposal in DFO office. After completion of first communication process, the proposal will be forwarded by him/her to all the related divisions.

DFO of these divisions will fill up part II of the proposal and then upload their recommendations and Site Inspection Report. When they upload the recommendation and SIR, the proposal will be forwarded automatically to Chief Wildlife Warden.

CHIEF WILDLIFE WARDEN

After receiving the proposal from DFO, concerned CWW can view the entire proposal along with recommendation of DFO. He/she can raise any query to DFO (if needed), otherwise he/she may upload his/her recommendation and Site Inspection Report.

STATE GOVERNMENT

After logging into the portal, State Government (SG) level user can view the proposal and recommendations of DFO and CWW and can take print out (if needed) of the entire details and then process it for placing it before the SBWL. After that, he/she uploads recommendation of State Board of Wildlife (SBWL) on the portal along with State Government report/recommendation. Once, these are uploaded on the portal, proposal is forwarded to MoEFCC (Wild Life Division), New Delhi.

MoEFCC(Wild Life Division), NEW DELHI

After receiving the proposal online from SG, the MoEFCC (HO) level user can view the proposal (Form-A submitted by U.A.) and recommendations of DFO, CWW, SBWL and State Government. HO (Wildlife) level user, then process it for the approval of the Competent Authority of MoEFCC. After taking approval of the Competent Authority, he/she has to update the status of the proposal and upload the recommendation letter of NBWL on the portal.

WORK FLOW

1.4.5WORKFLOW FOR ENVIRONMENT CLEARANCE

User Agency can register (to get the login credentials) on <http://efclearance.nic.in>. Thereafter, project details can be submitted along with all required documents of TOR [Form-1 (Part-I) etc.] / EC Application. When U.A. submits all these details, an acknowledgement letter would be sent (by System) to email-id of U.A. Acknowledgement letter contains information including unique proposal number, Project Sector etc. U.A. may refer this unique proposal number for future reference.

Member Secretary considers the proposals for TOR/EC application (within 5 working days for TOR and 20 working days for EC). If all the relevant documents are uploaded properly by U.A., Member Secretary sends acceptance letter to U.A. alongwith a request to submit a hard copy of the proposal to the Section Officer of IA division. If any other details are missing or any other information is needed, Member Secretary may raise query to U.A.to upload the relevant document on the portal.

Once he accepts the proposal, then it has to be considered in next EAC meeting. After EAC consideration, the fate of the proposal is decided by the competent authority of the Ministry.

1.4.6WORKFLOW FOR FOREST CLEARANCE PROCESS

User Agency can register to get the login credentials from <http://efclearance.nic.in>. Thereafter, project details can be submitted along with all required documents [Form-A (Part-I)/Form-B (Part-I)/Form-C (Part-I) etc.]. When U.A. submits all these details, an acknowledgement letter would be sent (by System) to email-id of (Applicant) User Agency. Acknowledgement letter may contain some information including unique proposal number. U.A. may refer this unique proposal number for future reference.

Nodal Officer scrutinizes the proposal (within 10 days) and sends an acceptance letter to User Agency, if all relevant documents are uploaded properly by U.A. If any document is missing or any other information is needed, Nodal Officer may ask U.A. to upload those missing information. Timeline will start only if Nodal officer accepts the proposal.

When, Nodal Officer sends the acceptance letter to U.A., proposal details are forwarded automatically to concerned DFOs and DCs for their necessary action.

DFO can view the proposal after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-II of Form-A/Form-B/Form-C on the portal along with his/her recommendation and Site Inspection report.

When, DFO uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned CF/CCF for the necessary action.

District Collector (DC) can view the proposal after logging in to portal. He/she has to upload FRA document (that must include Forest rights settlement details) on the portal.

CF/CCF can view the proposal and recommendation of DFO after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-III of Form-A on the portal along with his/her recommendation and Site Inspection report (if site inspection done).

When, CF/CCF uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned Nodal Officer for the necessary action.

Nodal Officer can view the proposal and recommendations of DFO and CF/CCF after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-IV of Form-A on the portal along with his/her recommendation and Site Inspection report (if site inspection done).

When, Nodal Officer uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned State Secretary for the necessary action.

State Secretary can view the proposal and recommendations of DFO, CF/CCF and Nodal Officer after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-V of Form-A on the portal along with his/her recommendation.

When, State Secretary uploads his/her recommendation on the portal, proposal details are forwarded automatically to concerned Regional Office or Head Office, Delhi as per the flow defined in the system.

Note:

- **User Agencies are required to register themselves only once for submitting application for seeking Environmental, Forests and Wildlife Clearances. They can submit more than one EC, FC or WL applications with the single user-id and password. For example, if any UA desires to submit application for EC, FC and Wildlife Clearances (all three clearances), they are required to register once with the portal. There is no need to have three separate registrations.**
- All linear projects and other proposals related with diversion of forest land from 0 to 40 ha. are forwarded to Regional Office.
- All proposals related with diversion of forest land for more than 40 ha. excluding linear projects are forwarded directly to Head Office, Delhi for the processing at Head Office (MoEFCC, Delhi).
- Regional Office can view the proposal and recommendations of DFO, CF/CCF, Nodal Officer and State Secretary after logging in to portal and can take print out (if needed) of the entire details and then process it.
- The fate of the proposals related with diversion of forest land up to 5 ha (except mining and regularization of encroachments) is decided at RO (without any State Advisory Group/Regional Empowered Committee meeting). There is a

provision of deciding the fate of these proposals at State Secretary/State Government level also.

- RO conducts SAG/REC meetings for the proposals related with diversion of forest land up to 5 ha (Mining and regularization of encroachments only) and all other projects related with diversion of forest land from 5 to 40 ha. All mining, Hydel and regularization of encroachment proposals (0-40 ha) along with recommendation of SAG/REC are forwarded to RO (HQ), Delhi for the approval of Competent Authority of Ministry of Environment, Forests & Climate Change. The fates of other proposals are decided at RO level only.
- Regional Office (HQ), Delhi can view the proposal and recommendations of DFO, CF/CCF, Nodal Officer, State Secretary and Regional Office after logging in to portal and can take print out (if needed) of the entire details and then process it for the approval of the Competent Authority of the MoEFCC.
- HO (Delhi) can view the proposal and recommendations of DFO, CF/CCF, Nodal Officer, State Secretary and Regional Office after logging in to portal and can take print out (if needed) of the entire details and then conducts FAC meetings.
- HO may ask Regional Office to upload site inspection reports in cases in which area is more than 100 ha.
- FAC recommendations (along with decision of Competent Authority) and agenda and minutes of the meeting are uploaded on portal.

Automatic mailer notifications will be triggered for each and every transaction committed in the OSMEFWC System.

The status of proposal will be updated at each transaction and the same would be reflected automatically in the reports available in public domain.

1.4.7WORKLOW FOR WILDLIFE CLEARANCE

User Agency can register (to get the login credentials) on <http://efclearance.nic.in>. Thereafter, project details can be submitted along with all required documents. When U.A. submits all these details, an acknowledgement letter would be sent (by System) to email-id of U.A. Acknowledgement letter contains information including unique proposal number, Project Sector etc. U.A. may refer this unique proposal number for future reference.

Note:

If User Agencies require both clearances (i.e. Forests and Wildlife Clearances), then, first, they have to submit application for seeking Forest Clearance. After submitting FC application, then they can submit WL application.

The proposal submitted by U.A. will be forwarded to concerned DFO/Wild Life Warden (i.e. DFO of the division having maximum extent of the protected area needed for the project). DFO scrutinizes the proposal and sends an acceptance letter to User Agency, if all relevant documents are uploaded properly by U.A. If any document is missing or

any other information is needed, DFO may ask U.A. to upload those missing information. Timeline will start only if DFO accepts the proposal.

When, DFO sends the acceptance letter to U.A., proposal details are forwarded automatically to all the DFOs involved in the proposal for their necessary action.

DFO can view the proposal after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-II of Form-A on the portal along with his/her recommendation and Site Inspection report.

When, DFO uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned Chief Wildlife Warden (CWW) for the necessary action.

CWW can view the proposal and recommendation of DFO after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads his/her recommendation and Site Inspection report (if site inspection done) and the proposal will be forwarded to State Government level.

After logging into the portal, State Government (SG) level user can view the proposal and recommendations of DFO and CWW and can take print out (if needed) of the entire details and then process it. After that, he/she uploads recommendation of State Board of Wildlife (SBWL) on the portal along with State Government report/recommendation. Once, these are uploaded on the portal, proposal is forwarded to Head Office (Wildlife), New Delhi.

After receiving the proposal online from SG, the MoEFCC (HO) level user can view the proposal (Form-A submitted by U.A.) and recommendations of DFO, CWW, SBWL and State Government. HO (Wildlife) level user, then process it for the approval of the Competent Authority of MoEFCC. After taking approval of the Competent Authority, he/she has to update the status of the proposal and upload the recommendation letter of NBWL on the portal.

2.0 NEW USER AGENCY REGISTRATION AND LOGIN

2.1 NEW REGISTRATION

User Agency: For submitting the proposal, a user agency has to register online at OSMEFWC portal. Registration can be done in the following manner:

Step1. <http://efclearance.nic.in> in the addressbars of the web browser i.e. Internet Explorer, Mozilla Firefox, and Google Chrome etc. and press Enter.

A Home page of OSMEFWC portal will appear as shown in Figure-2.1.

Step2. Click on “Register (New User Agency)” tab.

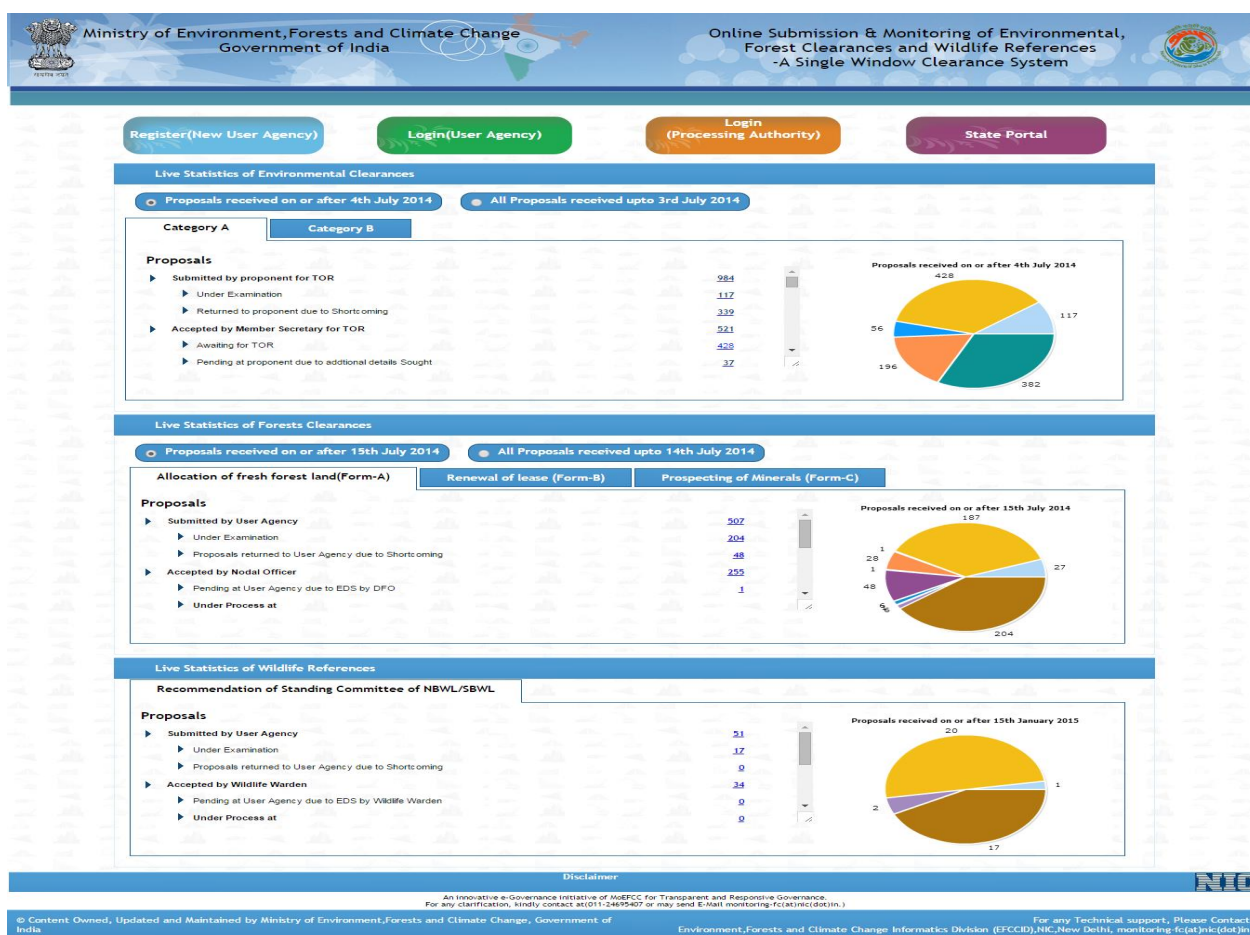




Figure-2.1: Home Page of OSMEFWC Portal

New User Registration Form of the Online Submission & Monitoring of Environmental, Forests and Wildlife Clearance portal will appear as shown in Figure-2.2.



Ministry of Environment, Forests and Climate Change
Government of India

Online Submission & Monitoring of
Environmental,
Forests and Wildlife Clearance
-A Single Window Clearance System



New Registration Form

Help
All fields marked with * are Mandatory.

NOTE:

- * 1. One time registration of User Agency is required on the Portal.
- * 2. User Agency can register more than one Applicant (or branch offices) under same name.
- * 3. An applicant (with same user id) can submit more than one proposal on the portal.
- * 4. Once entered, Email id of User Agency can not be modified.

Already member? [Click here](#) to Log In

User Agency Details

User Agency (Head Office) * :

State* :

District* :

Address* :

Pincode* :

Landmark :

Email Address* :

Landline Telephone No* :

Fax No. :

Mobile* :

Website (if any) :

Whether any proposal submitted by User agency in past* :

Applicant Details

First Name* :

Middle Name :

Last Name* :

Gender* :

Designation* :

Address* :

State of the Branch/Head Office* :

District of the Branch/Head Office* :

Tehsil of the Branch/Head Office :

Pincode* :

Landmark :

Email Address* :

Landline Telephone No* :

Fax No. :

Mobile* :

Security Question* :

Security Answer* :

SUBMIT

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For any Technical support, Please Contact
Environment, Forests and Climate Change Informatics Division (EFCCID), abc(at)nic(dot)in

Figure-2.2: New User Registration Form of OSMEFWC Portal

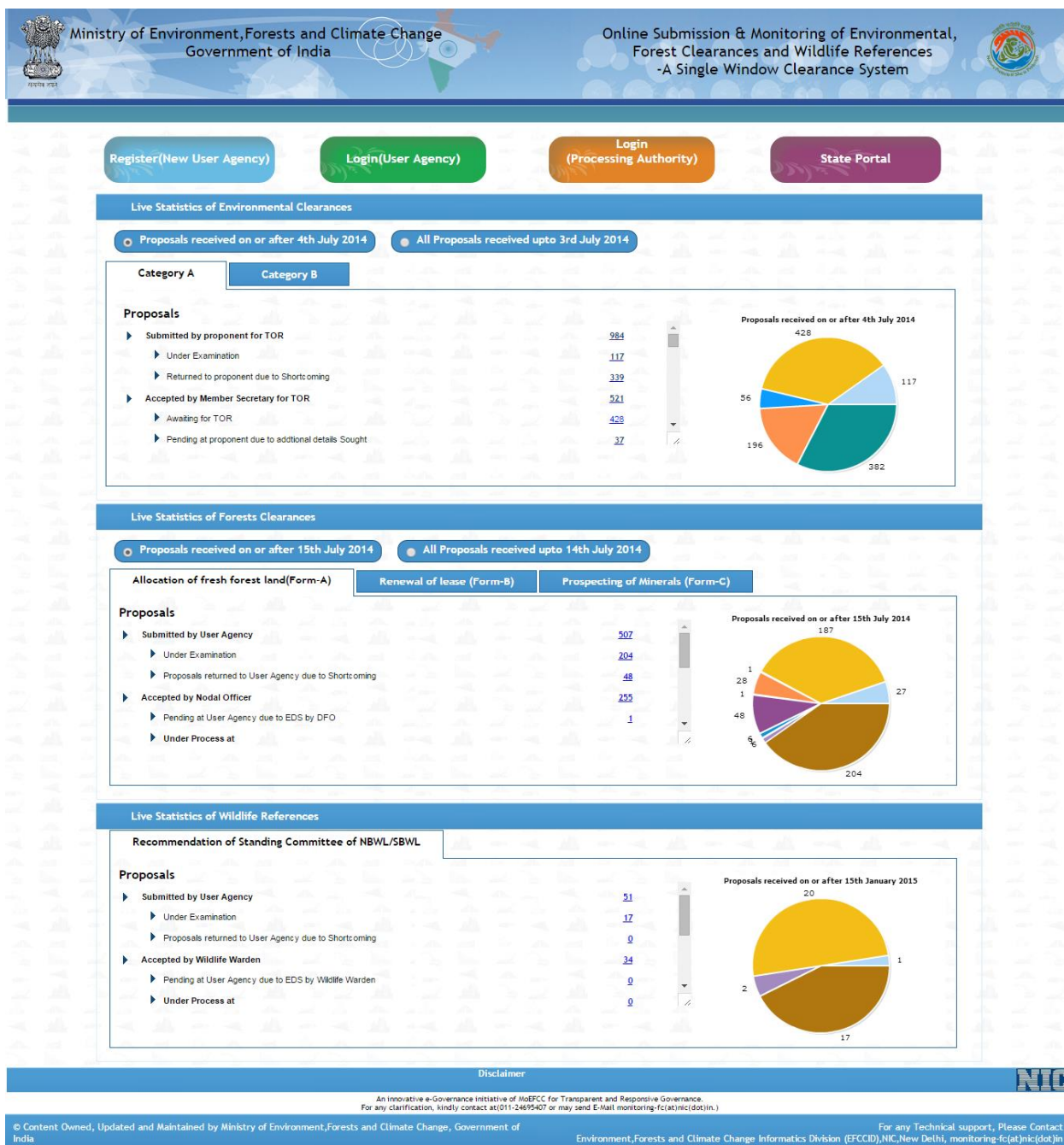
Step3. Fill-in the data in the above mentioned form and then press 'SUBMIT' button.

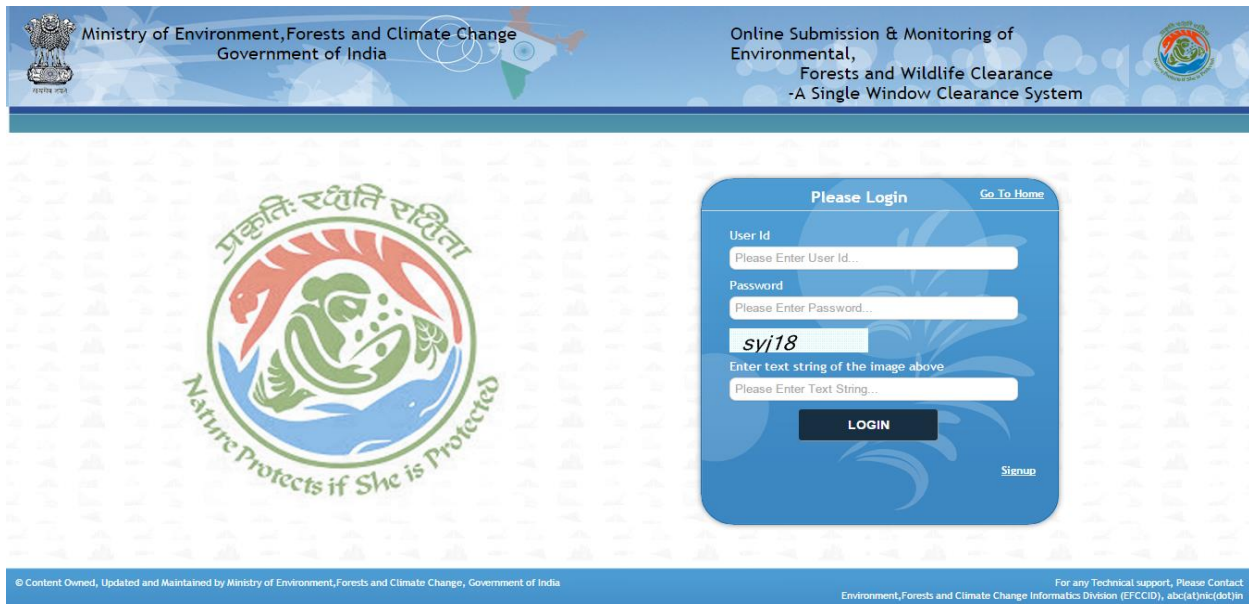
After successful registration, new user will get the registration mail on registered email-id as well as a notification by SMS at registered mobile number of Applicant.

2.2 LOGIN

To login into the OSMEFWC portal, do the following:

Step1. Click on the Login (User Agency) as shown in figure 2.3.





The image shows the login page of the OSMEFWC Portal. At the top, there is a header with the Ministry of Environment, Forests and Climate Change, Government of India logo on the left and the text 'Online Submission & Monitoring of Environmental, Forests and Wildlife Clearance -A Single Window Clearance System' on the right. Below the header, there is a large circular logo on the left with the text 'प्रकृति रक्षति रक्षितः' and 'Nature Protects if She is Protected'. On the right, there is a blue login box titled 'Please Login' with a 'Go To Home' link. The login box contains fields for 'User Id' (with placeholder 'Please Enter User Id...'), 'Password' (with placeholder 'Please Enter Password...'), and a Captcha field (with placeholder 'Enter text string of the image above' and 'Please Enter Text String...'). There is a 'LOGIN' button and a 'Signup' link. At the bottom, there is a footer with copyright information and technical support contact details.

Figure-2.4: Login Page of OSMEFWC Portal

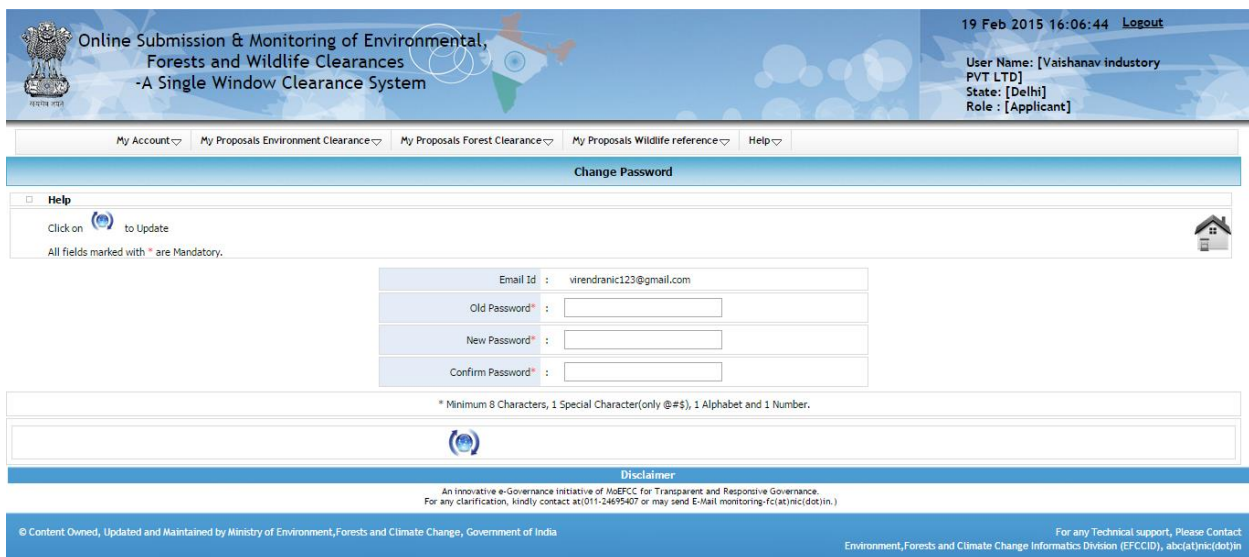
Step2.Type the user id in the text box.

Step3.Type the password in the Password text box.

Step4.Type the code in the text box shown below to Captchaimage.

Step5.Click on Login button as shown in Figure-2.4.

After successful login, Change password page will be displayed as shown in figure 2.5



The image shows the 'Change Password' screen of the OSMEFWC Portal. At the top, there is a header with the Ministry of Environment, Forests and Climate Change, Government of India logo on the left and the text 'Online Submission & Monitoring of Environmental, Forests and Wildlife Clearances -A Single Window Clearance System' on the right. On the right side of the header, there is a user profile section showing the date and time '19 Feb 2015 16:06:44', a 'Logout' link, and the user's name 'User Name: [Vaishnav industry PVT LTD]', state 'State: [Delhi]', and role 'Role: [Applicant]'. Below the header, there is a navigation bar with links: 'My Account', 'My Proposals Environment Clearance', 'My Proposals Forest Clearance', 'My Proposals Wildlife reference', and 'Help'. The main content area is titled 'Change Password' and contains a 'Help' section with a link to 'Click on [icon] to Update' and a note 'All fields marked with * are Mandatory.'. Below this, there is a form with fields for 'Email Id' (with value 'virendranic123@gmail.com'), 'Old Password*', 'New Password*', and 'Confirm Password*'. A note below the form states '* Minimum 8 Characters, 1 Special Character(only @#\$), 1 Alphabet and 1 Number.'. At the bottom, there is a 'Disclaimer' section with text about the initiative and contact information. The footer contains copyright information and technical support contact details.

Figure- 2.5: Change password screen

User Agency has to change password assigned through email generated after registration. When User Agency changes the password, the following page (Figure-2.6) would be displayed on screen.

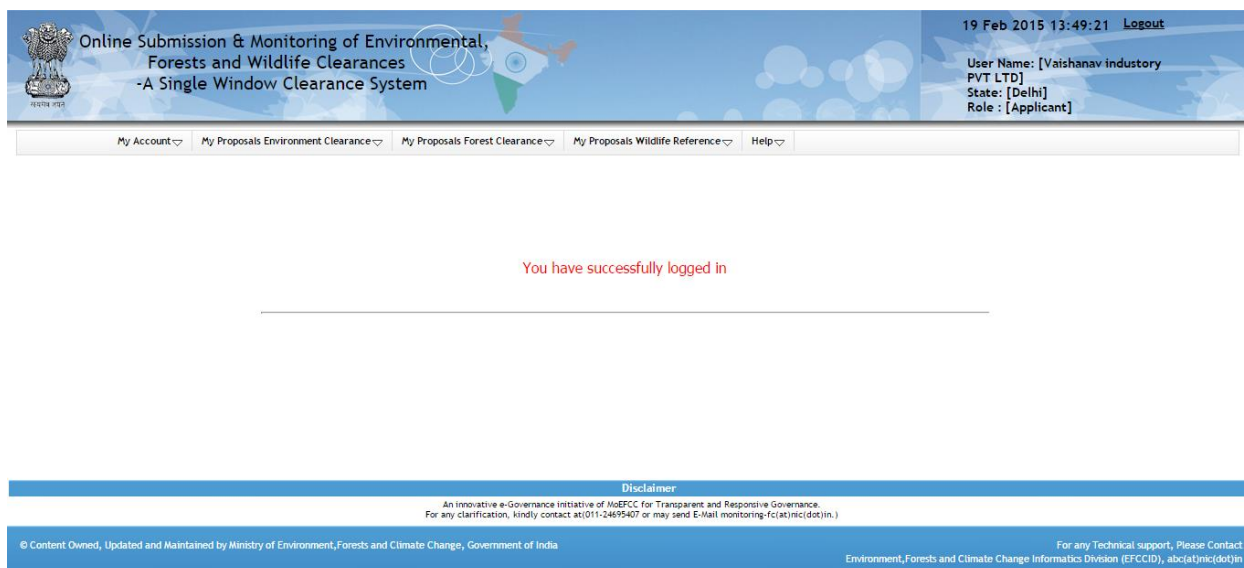


Figure- 2.6: First time logged in page for the UA

The option for changing password and updating profile are available under 'My Account' tab as shown in the figure 2.7.

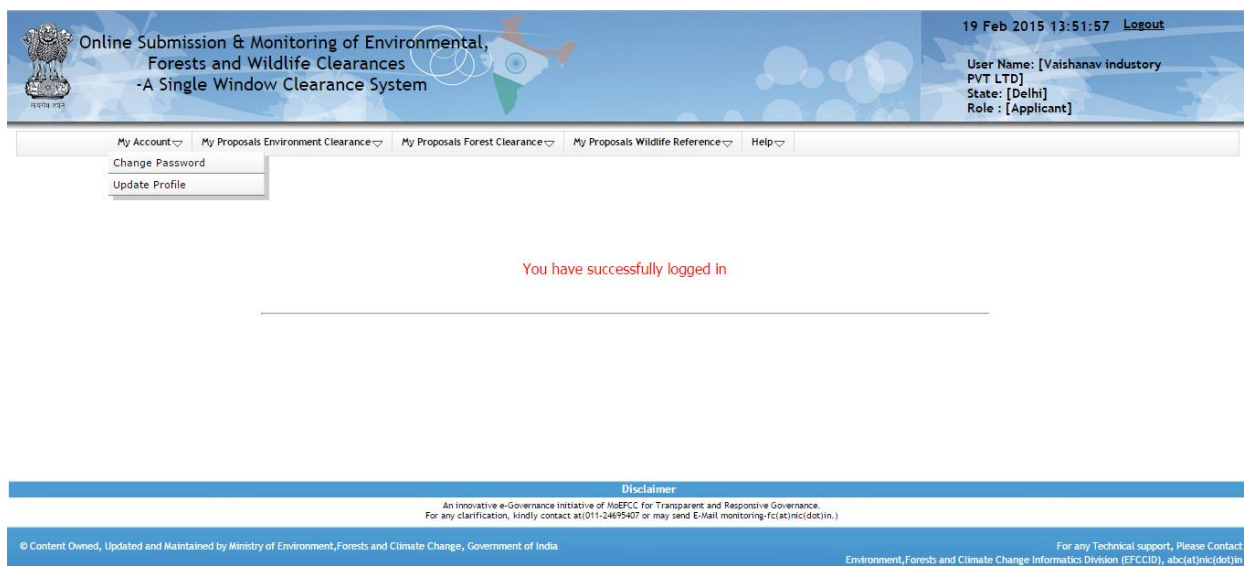


Figure- 2.7: Change password and Update profile option

2.3 LOGOUT

To logout from OSMEFWC portal, click on the option "Logout" at the right corner of the screen as shown in the figure 2.6.

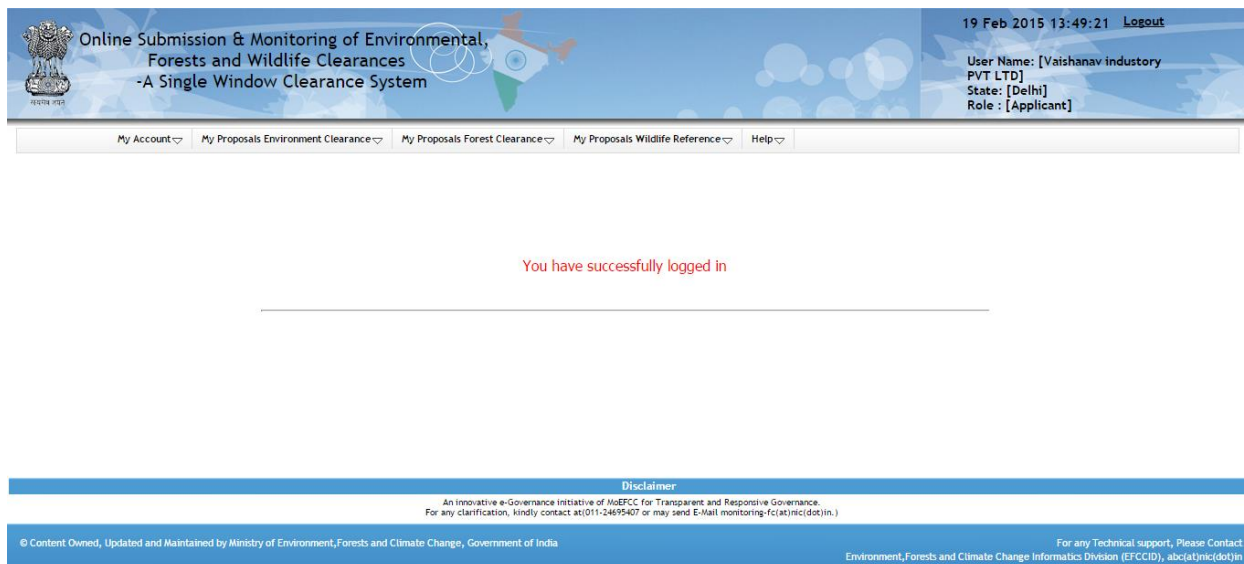


Figure- 2.8: Logout option (on top right corner of page) for User

2.4 HELP

This section provides the separate User Manuals for submitting the applications for Environment Clearance, Forest Clearance and Wildlife Clearance.

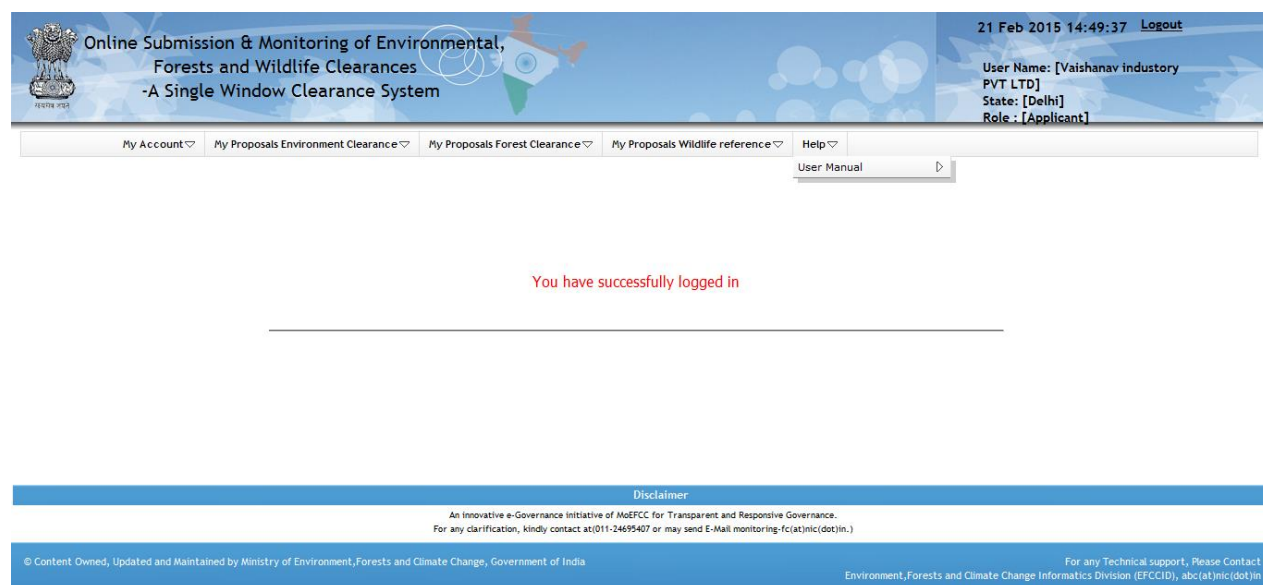


Figure- 2.9: Help option (User Manual and Workflow of FC, EC, WL process)

3.0 ADDING, EDITING & TRACKING PROPOSALS

3.1 Environment Clearance:


3.1.1 ADD NEW PROPOSAL

User Agency can submit details of the proposals (Forms for TOR/EC) seeking prior environment clearances. After submitting the proposal details, U.A. can track the status of the proposal. They are supposed to check their emails and SMSs for further action at their end. To submit a new proposal, following procedure may be adopted:

Step1. To add a new proposal, click on 'My Proposals' tab. Then click on the "For TOR" link available under 'Add New Proposal' link as shown in Figure 3.1.

Figure 3.1: First screen for Adding New Proposal

Step2. After clicking on 'For TOR', Form will be displayed on screen as shown in figure-3.2.



Online Submission & Monitoring of Environmental,
Forests and Wildlife Clearances
-A Single Window Clearance System

20 Feb 2015 9:26:00 Logout
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account
My Proposals Environment Clearance
My Proposals Forest Clearance
My Proposals Wildlife reference
Help

TOR Application(Form 1)

Note : Fields marked with(*) are mandatory. The size of all files should not be greater than 5 MB and do not use any special symbol (i.e space , , , & , _ , ? , \$, # etc.) in naming of PDF and KML, KMZ file.

Basic Profile

Name of the proponent:	MINOR IRRIGATION DIVISION	Name of Applicant :	MINOR IRRIGATION DIVISION
Contact person :	virendra	Designation :	programmer
Telephone no. :	011 12345678	Mobile no. :	+91 9711527447
Fax no. :	011 12345678	Email address :	virendranic123@gmail.com
Website (if any) :	www.google.com	Pin code :	110092
State :	Delhi	District :	East
Town / Village :			

Project Profile

Name of the project* :		Project sector* :	Select
Project cost (in lacs) :		Location of the project* :	
Shape of the project land* :	Select		
Brief summary of project (at least one page document)* :	Choose File No file chosen	(Upload pdf only and attach it as Annexure-Brief summary of project)	
Does your project location falls under out of any following areas* :	Select	Number of states in which project will be executed* :	Select
Multiple entries are allowed. If the project to be executed, does not belong to any state, then state category could be selected as 'Other' .			
State* :			
District* :	Select	Tehsil* :	Select
Add			
Town / Village* :		Plot/Survey/Khasra No. * :	
(Name of more than one town may be entered by separating with ',')			
Project activity in the schedule* :	Select	Proposed capacity/area/length/tonnage to be handled/command area/lease area/number of wells to be drilled* :	
Project type* :	Select		
Category of project i.e. 'A' or 'B'* :	Select	Does it attract the general condition? :	Select
Does it attract the specific condition? :	Select		
Is there any litigation pending against the project* :	Select		

Undertaking

The aforesaid application and documents furnished herewith are true to my knowledge.

Name :	MINOR IRRIGATION DIVISION
Designation :	programmer
Company :	MINOR IRRIGATION DIVISION
Address :	acharya niketan

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Environment, Forests and Climate Change Informatics Division (EFCCID), abc(at)nic(dot)in

Figure: 3.2 Details of TOR Form, to be filled in by UA

Step3. Fill up the form displayed at Figure 3.2.

Note: TOR Form contains 13 pages for the proposals for all categories. However EC Form is of single page. User Agency is advised to follow all the instructions given on the pages. The parameters marked with * are mandatory.

Step4. User Agency can save the proposal in Draft mode by clicking on ‘Save as Draft’ button available on first page of Form or they may click on ‘Next’ button for filling up

other pages. If 'Save as Draft' button is clicked on first page, a Unique proposal no. will be generated automatically by the system and the same would be communicated to the user through pop-up message. If user clicks on 'OK' of pop-up message, control will come back to the first page. Then U.A. may fill up other pages by clicking on 'Next' button.

Step 5. User Agency has to click on 'Save as Draft' or 'Save and lock' button available on last page for saving the entire form.

Note: Modifications can be made in the proposal, if it is saved by clicking on 'Save in Draft' button. No change can be made in the proposal, if it is saved by clicking on 'Save & lock' button. Please ensure that all details have been uploaded properly before saving in lock mode.

Step 6. After successfully addition of proposal, an acknowledgement letter is emailed automatically to the email-id of User Agency and the proposal is sent to the concerned Member Secretary for further necessary action. Concerned Member Secretary will get the email notification alert. User Agency can submit original proposal (hard copy) to Member Secretary along with acknowledgement letter and other relevant documents. Similarly, other proposals (EC Application, Modification in TOR and Modification in EC) can be submitted through the portal.

3.1.2 UPDATE NEW PROPOSAL

The details of the proposals can be updated by User Agency if these details have been submitted by clicking on 'Save as Draft' button. No change can be made if proposal is saved and locked. To update the submitted proposal, the following procedure may be adopted:

Step 1: To update a proposal, click on 'My Proposals' tab. Then click on the "For TOR" link available under "Edit New Proposal" link as shown in Figure 3.3.

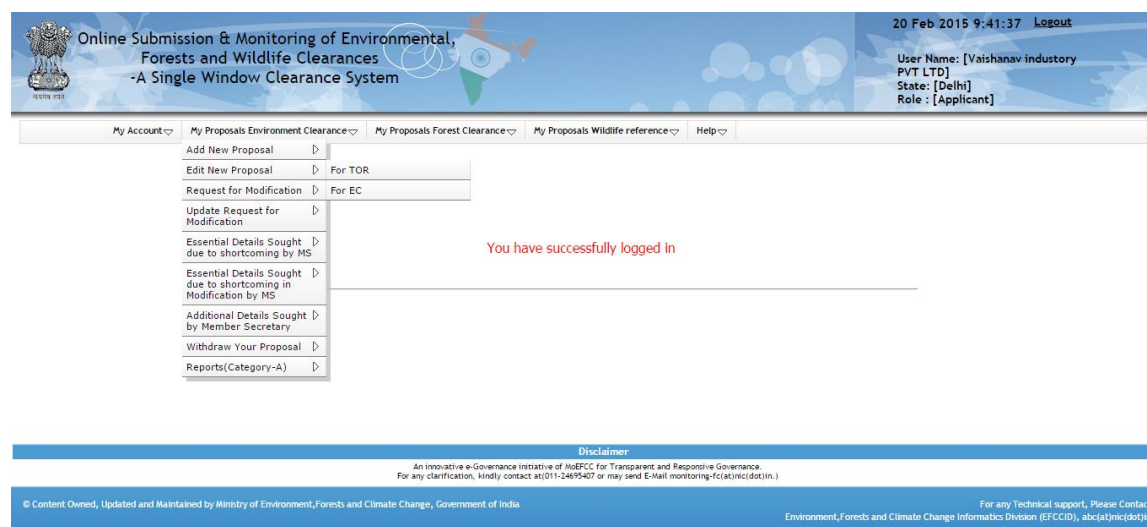


Figure 3.3: First screen for viewing/editing new proposal

Step 2: After clicking on “For TOR” link, the following will be displayed on screen as shown in figure-3.4

Online Submission & Monitoring of Environmental, Forests and Wildlife Clearances -A Single Window Clearance System

20 Feb 2015 15:42:30 Logout

User Name: [Vaishnav Industry PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife reference ▾ Help ▾

Update TOR Details

Sno.	Proposal No.	Project Name	Project Sector	Location Detail	Project Cost
1	IA/PL/TST/26883/2015	Test	Test	State: Delhi District: East Tehsil: Vivek Vihar	22


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Figure 3.4: Second screen for editing new proposal

Step 3: Click on proposal number displayed against each proposal to view/edit the proposal details. After clicking on Proposal number, Editform will be displayed as shown in Figure-3.5. User Agency can update the information and then may submit it by clicking on ‘Save & lock’ button. Once application is saved by using this option, no further changes can be made in the proposal. Similarly, other proposals (EC Application, Modification in TOR and Modification in EC) can be edited on the portal.



Online Submission & Monitoring of Environmental,
Forests and Wildlife Clearances
-A Single Window Clearance System

20 Feb 2015 15:53:31 Logout
User Name : [Vaishnav industry
PVT LTD]
State : [Delhi]
Role : [Applicant]

My Account
My Proposals Environment Clearance
My Proposals Forest Clearance
My Proposals Wildlife reference
Help

TOR Application(Form 1)

Note : Fields marked with(*) are mandatory. The size of all files should not be greater than 5 MB and do not use any special symbol (i.e space , , , & , _ , ? , \$, # etc.) in naming of PDF and KML file.

Basic Profile

Name of the proponent : MINOR IRRIGATION DIVISION
Contact person : virendra
Telephone no. : 011 12345678
Fax no. : 011 12345678
Website (if any) : www.google.com
State : Delhi
Town / Village :

Name of Applicant : MINOR IRRIGATION DIVISION
Designation : programmer
Mobile no. : +91 9711527447
Email address : virendranic123@gmail.com
Pin code : 110092
District : East

Project Profile

Name of the project : Test
Project cost (in lacs) : 22
Shape of the project land : Block (Polygon)
Upload GPS file : Choose File No file chosen
Upload copy of survey of India Toposheet : Choose File No file chosen

Project sector : Test
Location of the project : Delhi
Upload PDF only and attach it as Annexure-survey of India Toposheet
Upload survey of India Toposheet

Brief summary of project (at least one page document) : Choose File No file chosen
Upload pdf only and attach it as Annexure-Brief summary of project

Does your project location falls under out of any following areas : Ghaziabad (UP)
Main State of the project : Delhi
Number of states in which project will be executed : 1

Multiple entries are allowed.
State : Delhi
District : East
Tehsil : Vivek Vihar

If the project to be execution does not belong to any state, then state category could be selected as 'Other' .
Add

State	State Type	District	Tehsil	Delete
Delhi	Other State	East	Vivek Vihar	

Town / Village : TOWN
Plot/Survey/Khasra No. : PLOT

Project/activity in the schedule : Select
Project type : New
Category of project i.e. 'A' or 'B' : A
Does it attract the specific condition? : No
Is there any litigation pending against the project? : No

Proposed capacity/area/length/tonnage to be handled/command area/lease area/number or wells to be drilled : Cap
Does it attract the general condition? : No

Undertaking

The aforesaid application and documents furnished herewith are true to my knowledge.

Name : MINOR IRRIGATION DIVISION
Designation : programmer
Company : MINOR IRRIGATION DIVISION
Address : acharya niketan

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Figure 3.5: Second screen for viewing/editing new proposal

3.1.3 VIEW STATUS OF SUBMITTED PROPOSALS

User Agency can see the status of the submitted proposals by clicking on the 'View Status of Submitted Proposals' link under 'My Project' option as shown in the Figure

3.6. Similarly, status of other proposals (Form-B and Form-C) can also be viewed on portal.

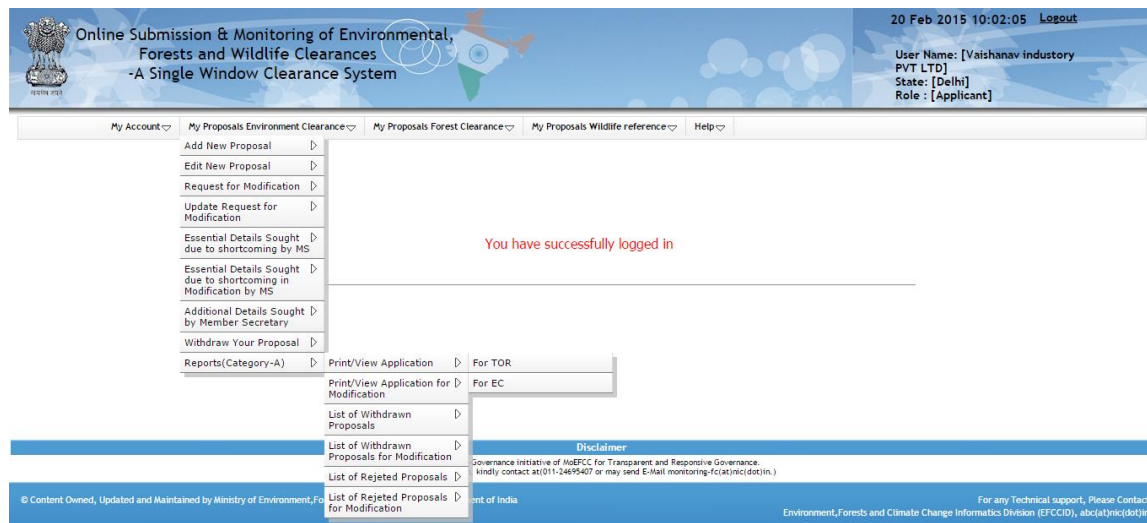


Figure-3.6: Status of Submitted Proposals

3.1.4 ESSENTIAL DETAILS SOUGHT BY MEMBER SECRETARY

After submission of proposal successfully, Member Secretary may sought essential details from User Agency at any stage during processing of proposal. An email/SMS alert will be sent by Environment department to User Agency for the same. User Agency can view the details needed by Member Secretary for further processing. The following steps could be followed for the same.

Step1. Click on “Essential Details Sought by Member Secretary” link under “My Proposals”. Then, the following details will be displayed on screen.

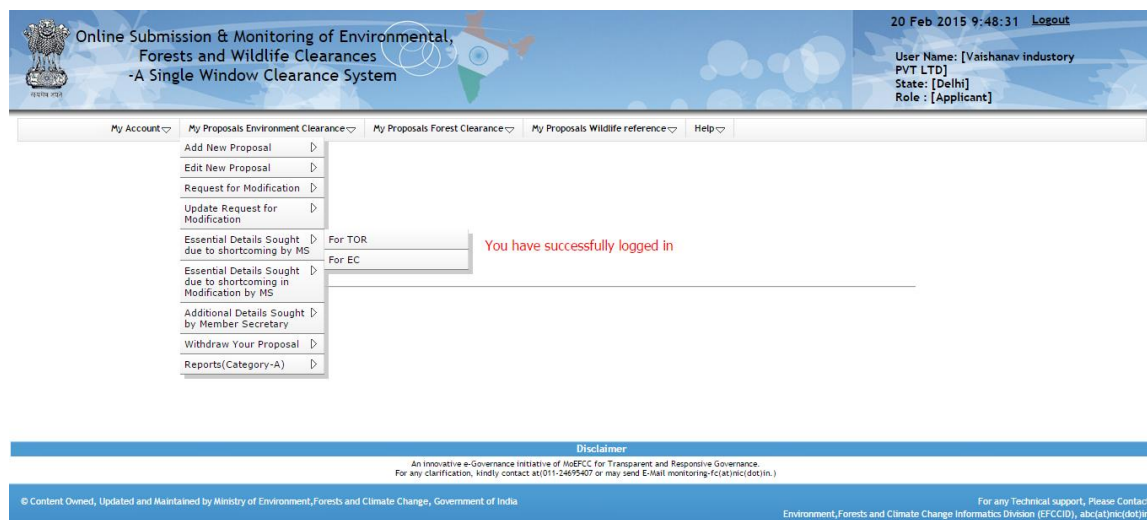


Figure-3.7: Essential Details Sought by Member Secretary

3.2 Forest Clearance:

3.2.1ADD NEW PROPOSAL

User Agency can submit details of the proposals (Form-A, Part-I) seeking prior forests clearance for the diversion of forests land to be diverted for non-forestry purposes. After submitting the proposal details, U.A. can track the status of the proposal submitted as per the flow defined in the system. They are supposed to check their emails and SMSs for further action at their end. To submit a new proposal, following procedure may be adopted:

Step1: To add a new proposal, click on 'My Proposals' tab. Then click on the Allocation of Fresh Forest land (Form-A) link available under 'Add New Proposal' link as shown in Figure 3.8.

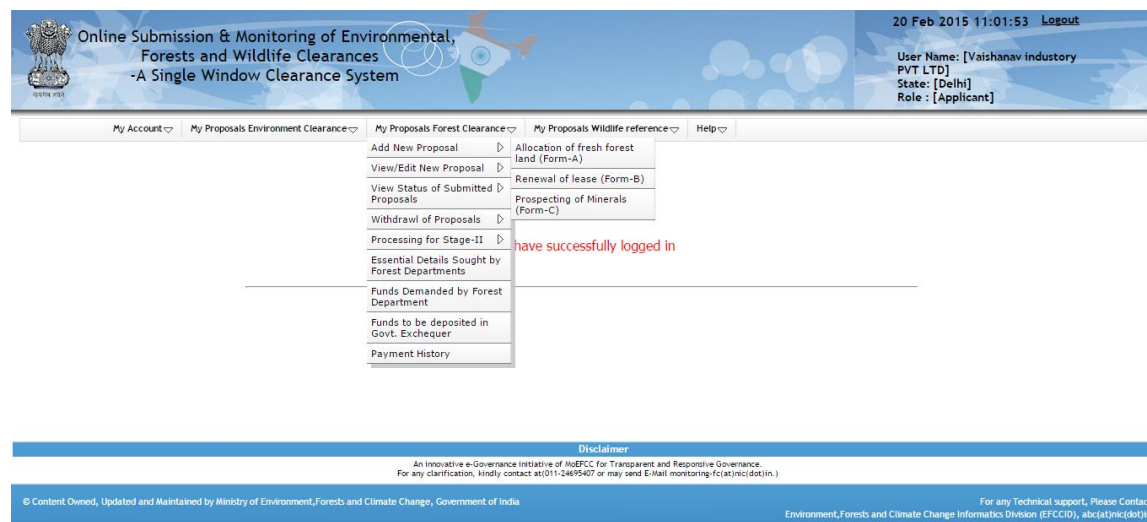



Figure 3.8: First screen for Adding New Proposal

Step2: After clicking on 'Allocation of Fresh Forest land (Form-A)',

Form-A will be displayed on screen as shown in figure-3.9.



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Forests and Wildlife Clearances
-A Single Window Clearance System

20 Feb 2015 :: Logout
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account My Proposals Environment Clearance My Proposals Forest Clearance My Proposals Wildlife reference Help

Your Time Left :39 Minutes ,51 Seconds

FORM-A

Form for seeking prior approval of Central Govt. under section-2 of the Forest (Conservation) Act,1980 for diversion of fresh Forest Area.

PART-I

Note : Fields marked with(*) are mandatory. Upload only PDF file wherever required.(Size of file should not be greater than 20 MB and do not use any special symbol(i.e space , & , _ , ? , \$, # , _ etc.)in naming of PDF file).

Help

Click on to ADD,Click on to UPDATE and ,Click on to DELETE

A. General Details

A-1. Project Details

Name of Project for which Forest Land is required :

(Enter short name of proposal e.g. Sangha Thermal Power Plant, Bhakra Nangal Dam, KGBT Mine)

Short narrative of the proposal and Project/scheme for which the forest land is required. *

State *

Category of the Project *

Shape of forest land proposed to be diverted *

Estimated cost of the Project *

(Rupees in Lacs)

Total period for which the forest land is proposed to be diverted :

Years

Total Area of Forest Land proposed for diversion *

(Ha.)

Total Area of Non-Forest Land proposed for diversion *

(Ha.)

A-2. Details of User Agency

Name :

VAISHANAV INDUSTRY PVT

Address1 :

chanakya puri

Address2 :

chanakya puri new delhi

State:

Delhi

District:

New Delhi

Pin :

281202

Landmarks:

chanakya puri

Email Address:

virendranic123@gmail.com

Landline Telephone No :

5663 2424155

Fax No.:

112

Mobile No.:

+91 9899506534

Website (if any):

google

Details of Proposals seeking prior approval of Central Government under the Act for

S.No.	Proposal Status	Proposal No	Proposal Name	MoEF File No	Area Proposed for Diversion(Ha.)	Area Diverted(Ha.)	Date of In-Principle Approval	Date of Final Approval
1	Approved	proposal no	name of the 28 oct		50	50	14/10/2014	17/10/2014
2	Approved	asdf	proposal name oct		12	12	13/10/2014	15/10/2014

Legal status of User Agency *

Select

A-3. Details of Person Making Application

First Name:

Vaishnav industry PVT LTD

Middle Name:

kumar

Last Name:

Vaishnav

Gender:

Male

Designation:

employee

Address 1:

chanakya puri

Address 2:

chanakya puri

State:

Delhi

District:

New Delhi

Pin:

281202

Landmarks:

chanakya puri

Email Address:

virendranic123@gmail.com

Landline Telephone No:

5663 2424155

Fax No.:

112

Mobile No.:

+91 9899506534

Upload a copy of documents in support of the competence/authority of the person making this application to make application on behalf of the User Agency *

Choose File

No file chosen

(.Pdf only) Annexure

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Figure: 3.9 Details of Form-A, Part-I to be filled in by UA

Step3: Fill up the form (Form-A, Part-I) displayed at Figure 3.9.

Note: Form-A contains four (4) pages for the proposals for all categories except Mining sector. Form-A for Mining cases contains Five (5) pages. User Agency is advised to follow all the instructions given on the pages. The parameters marked with * are mandatory.

23

Step4: User Agency can save the proposal in Draft mode by clicking on ‘Save as Draft’ button available on first page of Form-A, Part-I or they may click on ‘Next’ button for filling up other pages. If ‘Save as Draft’ button is clicked, a Unique proposal no. will be generated automatically by the system and the same would be communicated to the user through pop-up message. If user clicks on ‘OK’ of pop-up message, control will come back to the first page. Then U.A. may fill up other pages by clicking on ‘Next’ button.

Step5: User Agency has to click on ‘Save as Draft’ or ‘Save and lock’ button available on last page for saving the entire form.

Note: Modifications can be made in the proposal, if it is saved by clicking on ‘Save in Draft’ button. No change can be made in the proposal, if it is saved by clicking on ‘Save & lock’ button. Please ensure that all details have been uploaded properly before saving in lock mode.

Step6:After successfully addition of proposal, an acknowledgement letter is emailed automatically to the email-id of User Agency and the proposal is sent to the concerned Nodal Officer for further necessary action. Concerned Nodal Officer will get the email notification alert. User Agency can submit original proposal to Nodal Officer along with acknowledgement letter and other relevant documents. Similarly, other proposals (Form-B and Form-C) can be submitted through the portal.

3.2.2 UPDATE NEW PROPOSAL

The details of the proposals can be updated by User Agency if these details have been submitted by clicking on ‘Save as Draft’ button. No change can be made if proposal is saved and locked. To update the submitted proposal, the following procedure may be adopted:

Step1: To update a proposal, click on ‘My Proposals’ tab. Then click on the View/Edit Form-A link available under ‘View/Edit New Proposal’ link as shown in Figure 3.10.

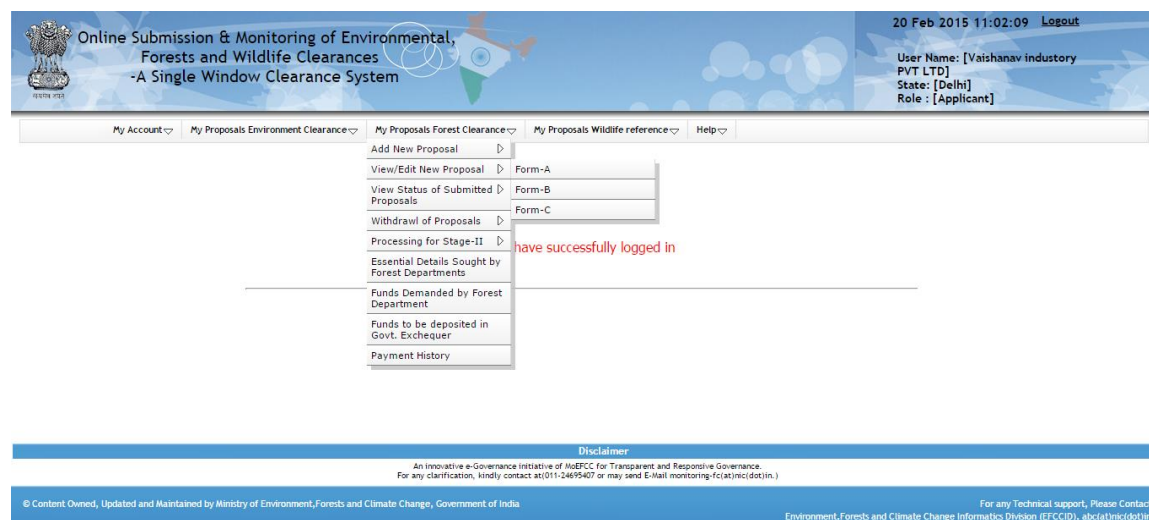



Figure 3.10: First screen for editing new proposal

Step2: After clicking on ‘View/Edit Form-A’ link, the following will be displayed on screen as shown in figure-3.11




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Forests and Wildlife Clearances
-A Single Window Clearance System

20 Feb 2015 17:14:04 [Logout](#)
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]







My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife reference ▾ Help ▾

List of Draft Proposals

Help

Click on  this icon for editing the details of Proposal submitted by User Agency in Draft mode.

Enter Proposal No. for Search :

Sno.	Proposal No.	Proposal Name	Category	Area (ha.)	Proposal Status	Edit
1	FP/UP/RAIL/9246/2015	railway	Railway	20	Draft	
2	FP/UP/IRRIG/8921/2014	Test	Irrigation	0.2112	Draft	
3	FP/DL/HYD/8412/2014	brmbm	Hydel	2.3	Draft	
4	FP/BR/DEF/8180/2014	dusdf	Defence	4	Draft	
5	FP/DL/DEF/8178/2014	dummy propoal	Defence	10.123	Draft	
6	FP/DL/RAIL/7990/2014	Test	Railway	10	Draft	

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Figure 3.11: Second screen for editing new proposal

Step3: Click on Edit icon displayed against proposal no. to view/edit the proposal details. After clicking on Edit icon, Edit/View form will be displayed as shown in Figure-3.12. User Agency can update the information and then may submit it by clicking on ‘Save & lock’ button. Once application is saved by using this option, no further changes can be made in the proposal. Similarly, other proposals (Form-B and Form-C) can be edited on the portal.



Online Submission & Monitoring of Environmental,
Forests and Wildlife Clearances
-A Single Window Clearance System

20 Feb 2015 :: Logout
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account My Proposals Environment Clearance My Proposals Forest Clearance My Proposals Wildlife reference Help

Your Time Left :39 Minutes ,54 Seconds

FORM-A

Form for seeking prior approval of Central Govt. under section-2 of the Forest (Conservation) Act,1980 for diversion of fresh Forest Area.

PART-I

Note : Fields marked with(*) are mandatory. Upload only PDF file wherever required.(Size of file should not be greater than 20 MB and do not use any special symbol(ie space , & , _ , ? , \$, # , ... etc.)in naming of PDF file).

Help

Click on to ADD,Click on to UPDATE and ,Click on to DELETE

Your Proposal no. is FP/UP/RAIL/9246/2015 and use this no. for future reference.

A. General Details

A-1. Project Details

Name of Project for which Forest Land is required*: railway (Enter short name of proposal e.g. Sangha Thermal Power Plant, Bhakra Nangal Dam,KGBT Mine)

Indian Railways

State*: Uttar Pradesh

Short narrative of the proposal and Project/scheme for which the forest land is required.*:

Railway

Shape of forest land proposed to be diverted*: Linear Non-linear Hybrid

Estimated cost of the Project*: 99 (Rupees in Lacs)

Total period for which the forest land is proposed to be diverted*: Years

Total Area of Forest Land proposed for diversion*: 20 (Ha.)

Total Area of Non-Forest Land proposed for diversion*: 20 (Ha.)

A-2. Details of User Agency

Name*: VAISHANAV INDUSTRY PVT

Address1: chanakya puri

Address2: chanakya puri new delhi

State: Delhi

District: New Delhi

Pin: 281202

Landmarks: chanakya pun

Email Address: virendranic123@gmail.com

Landline Telephone No: 5663 2424155

Fax No.: 112

Mobile No.: +91 9899506534

Website (if any): google

Details of Proposals seeking prior approval of Central Government under the Act for

S.No.	Proposal Status	Proposal No	Proposal Name	MoEF File No	Area Proposed for Diversion(Ha.)	Area Diverted(Ha.)	Date of In-Principle Approval	Date of Final Approval
1	Apporved	proposal no	name of the 28 oct		50	50	14/10/2014	17/10/2014
2	Apporved	asdf	proposal name oct		12	12	13/10/2014	15/10/2014

Legal status of User Agency*: State Government

A-3. Details of Person Making Application

First Name: Vaishnav industry PVT LTD

Middle Name: kumar

Last Name: Vaishnav

Gender: Male

Designation: employee

Address 1: chanakya puri

Address 2: chanakya puri

State: Delhi

District: New Delhi

Pin: 281202

Landmarks: chanakya puri

Email Address: virendranic123@gmail.com

Landline Telephone No: 5663 2424155

Fax No.: 112

Mobile No.: +91 9899506534

Upload a copy of documents in support of the competence/authority of the person making this application to make application on behalf of the User Agency

Choose File No file chosen (Pdf only)

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NEXT

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Figure 3.12: Second screen for viewing/editing new proposal

3.2.3 VIEW STATUS OF SUBMITTED PROPOSALS

User Agency can see the status of submitted proposals by clicking on the View Status of Submitted Proposals link under My Project option as shown in the Figure 3.13. Similarly, status of other proposals (Form-B and Form-C) can also be viewed on portal.

26

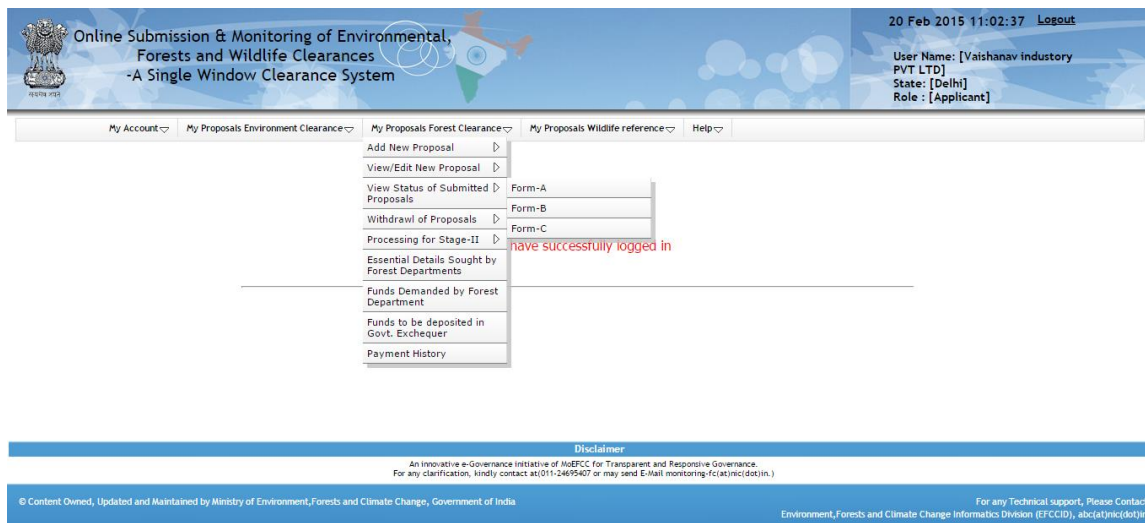


Figure-3.13:Status of Submitted Proposals

3.2.4 ESSENTIAL DETAILS SOUGHT BY FOREST DEPARTMENT

After submission of proposal successfully, Forest department may sought essential details from User Agency at any level (Nodal Officer/DFO/Circle etc.) during processing of proposal. An email/SMS alert will be sent by Forest department to User Agency for the same. User Agency can view the details needed by forest department for further processing. The following steps could be followed for the same.

Step1. Click on 'Essential Details Sought by Forest Department' link under 'My Proposals' tab. Then, the following details will be displayed on screen.

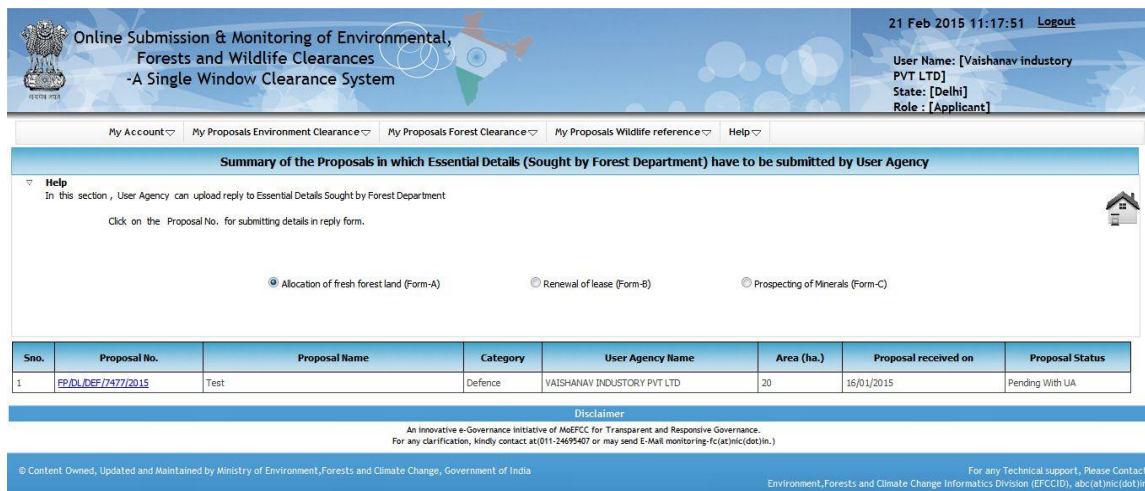


Figure-3.14 Screen showing summary of proposals in which essential details have to be submitted by UA

3.3 Wildlife Clearance:

3.3.1 ADD NEW PROPOSAL

User Agency can submit details of the proposal (Part-I) seeking prior wildlife approval. After submitting the proposal details, U.A. can track the status of the proposal submitted as per the flow defined in the system. They are supposed to check their emails and SMSs for further action at their end. To submit a new proposal, following procedure may be adopted:

Step1: To add a new proposal, click on 'My Proposals' tab. Then click on the 'Wildlife Proposal (Part I)' link available under 'Add New Proposal' link as shown in Figure 3.15.

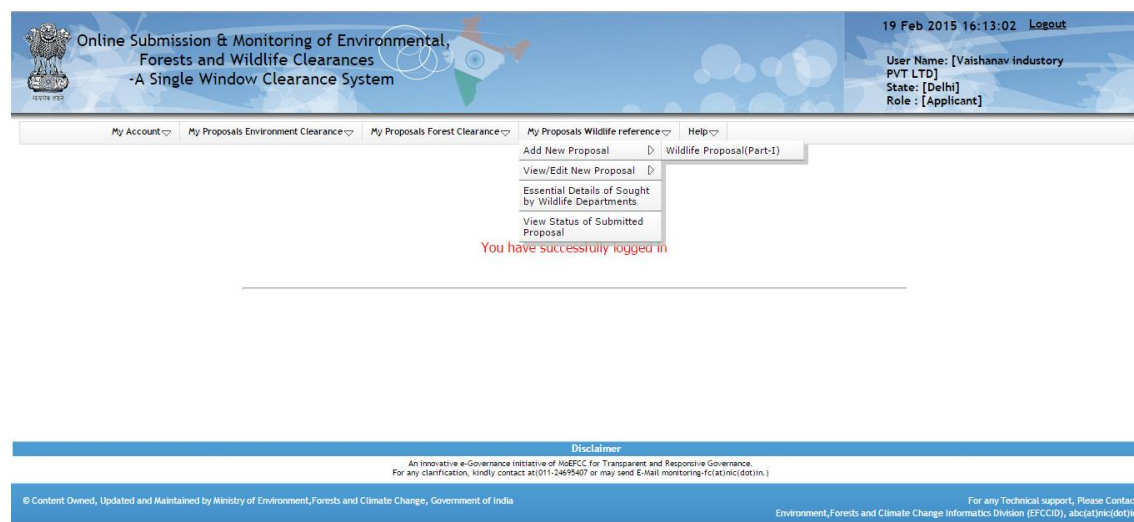



Figure 3.15: First screen for Adding New Proposal

Step2: After clicking on 'Wildlife Proposal (Part I)',

Form Part I will be displayed on screen as shown in figure-3.16.



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19 Feb 2015 :: Logout
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife reference ▾ Help ▾

Form for seeking recommendation of Standing Committee of NBWL/SBWL to be filled up by User Agency.
PART-I

Note : Fields marked with(*) are mandatory. Upload only PDF file wherever required.(Size of file should not be greater than 5 MB and do not use any special symbol(ie space , & , _ , ? , \$, # , _ _ _ etc.)in naming of PDF file).

Help
Click on to ADD,Click on to UPDATE and,/Click on to DELETE

Your Proposal no. is FP/DL/HYD/106/2015 and use this no. for future reference.

A. General Details

A-1. Project Details

Forest Clearance Required? No ▾

Name of Project : new proposal (Enter short name of proposal e.g. Sangha Thermal Power Plant, Bhakra Nangal Dam, KGBT Mine)

Short narrative of the Project : asdfsadf State : Delhi ▾

Category of the Project : Hydel ▾ Shape of project land : ☒ Linear ☐ Non-linear ☐ Hybrid

Distance of the project from the boundary of the Protected Area : 4 Km.(Distance to be shown irrespective of location of the project within or outside Protected Area)

Cost of the Project for the part falling within Protected Area : 55 (Rupees in Lacs) Total period for which clearance is required: 5 Years

Total Project Area : 50 (Ha.) Category of Protected Area : Wildlife Sanctuaries ▾

Area under Protected Area : 25 (Ha.) Area under Non-Protected Area : 25 (Ha.)

A-2. Details of User Agency

Name : VAISHANAV INDUSTRY PVT

Address1 : chanakya puri Address2 : chanakya puri new delhi

State: Delhi District: New Delhi

Pin: 281202 Landmarks: chanakya puri

Email Address: virendranic123@gmail.com Landline Telephone No: 5663 2424155

Fax No.: 112 Mobile No.: +91 9899506534

Website (if any): google

Legal status of User Agency : Central Government ▾

A-3. Details of Person Making Application

First Name: Vaishnav industry PVT LTD Middle Name: kumar

Last Name: Vaishnav Gender: Male

Designation: employee

Address 1: chanakya puri Address 2: chanakya puri

State: Delhi District: New Delhi

Pin: 281202

Landmarks: chanakya puri Email Address: virendranic123@gmail.com

Landline Telephone No: 5663 2424155 Fax No.: 112

Mobile No.: +91 9899506534

Upload a copy of documents in support of the competence/authority of the person making this application to make application on behalf of the User Agency: No file chosen (.Pdf only) [Annexure U/A Document](#)

SAVE AS DRAFT

NEXT

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Figure: 3.16 Details of Form-A, Part-I to be filled in by UA
Step3: Fill up the form (Wildlife Proposal (Part I)) displayed as in Figure 3.16.

Note: Form-A Part-I contains four pages for the proposals for all categories except Mining and Hydel/Multipurpose/ Irrigation. FormA part I for Mining and Hydel/Multipurpose/Irrigation cases contains five pages.User Agency is advised to follow all the instructions given on the pages. The parameters marked with * are mandatory.

Step 4: User Agency can save the proposal in Draft mode by clicking on 'Save as Draft' button available on first page of Form, Part-I or they may click on 'Next' button for filling up other pages. If 'Save as Draft' button is clicked, a Unique proposal no. will be generated automatically by the system and the same would be communicated to the user through pop-up message. If user clicks on 'OK' of pop-up message, control will come back to the first page. Then U.A. may fill up other pages by clicking on 'Next' button.

Step5: User Agency has to click on 'Save as Draft' or 'Save and lock' button available on last page for saving the entire form.

Note: Modifications can be made in the proposal, if it is saved by clicking on 'Save in Draft' button. No change can be made in the proposal, if it is saved by clicking on 'Save & lock' button. Please ensure that all details have been uploaded properly before saving in lock mode.

Step6: After successfully addition of proposal, an acknowledgement letter is emailed automatically to the email-id of User Agency and the proposal is sent to the concerned Nodal Officer for further necessary action. Concerned DFO will get the email notification alert. User Agency can submit original proposal to DFO along with acknowledgement letter and other relevant documents.

3.3.2 UPDATE NEW PROPOSAL

The details of the proposals can be updated by User Agency if these details have been submitted by clicking on 'Save as Draft' button. No change can be made if proposal is saved and locked. To update the submitted proposal, the following procedure may be adopted:

Step1: To update a proposal, click on 'My Proposals' tab. Then click on the 'Wildlife Proposal (Part I)' link available under 'View/Edit New Proposal' link as shown in Figure 3.17.

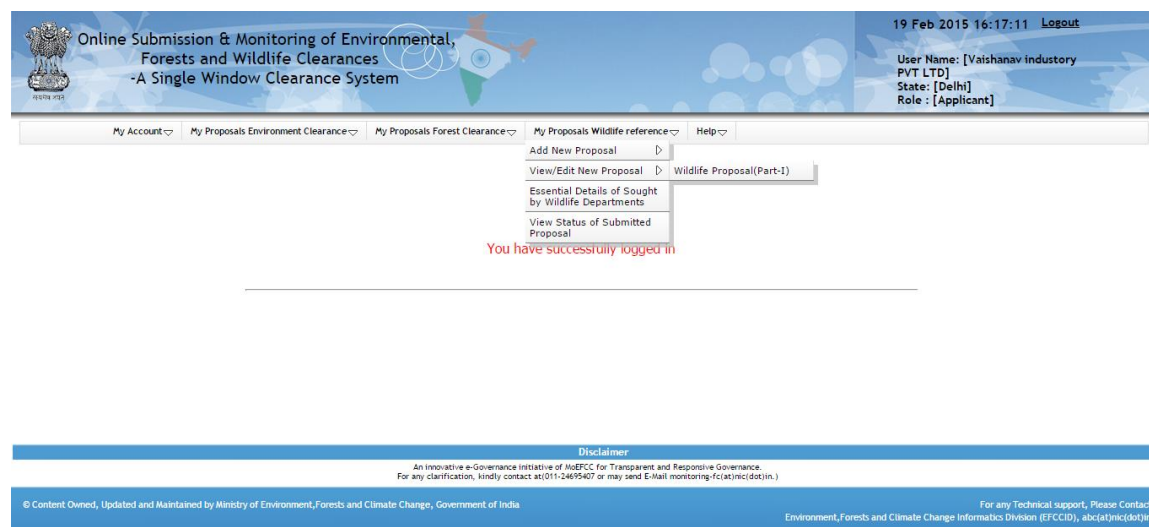



Figure 3.17: First screen for editing new proposal

Step2: After clicking on 'Wildlife Proposal (Part I)' link, the following will be displayed on screen as shown in figure-3.18



Online Submission & Monitoring of Environmental,
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-A Single Window Clearance System

20 Feb 2015 17:33:54 Logout
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife reference ▾ Help ▾

List of Draft Proposals

Help

Click on this icon for editing the details of Proposal submitted by User Agency in Draft mode.

Enter Proposal No. for Search :

Search

Sno.	Proposal No.	Proposal Name	Category	Protected Area (ha.)	Proposal Status	Edit
1	FP/DL/HYD/106/2015	new proposal	Hydel	25	Draft	
2	FP/DL/IND/102/2015	ertfret	Industry	33	Draft	
3	FP/DL/MIN/98/2015	dfdsfdfs	Mining	22	Draft	
4	FP/DL/DEF/7475/2015	test na	Defence	2	Draft	
5	FP/DL/ROAD/7479/2015	test proposal wildlife	Road	34	Draft	
6	FP/DL/DEF/96/2015	asdfsdf	Defence	44	Draft	
7	FP/DL/HYD/95/2015	sdfsdfdsdf	Hydel	23	Draft	
8	FP/DL/RAIL/7990/2014	Test	Railway	1	Draft	
9	FP/DL/DEF/94/2015	dfgdfgdfg	Defence	34	Draft	
10	FP/AN/DEF/90/2015	dfdfdsf	Defence	12	Draft	
11	FP/DL/DEF/8178/2014	dummy propoosal	Defence	1	Draft	
12	FP/DL/HYD/79/2015	tght	Hydel	55	Draft	
13	FP/DL/MIN/78/2015	dfgb	Mining	34	Draft	
14	FP/DL/DEF/77/2015	frewfrewf	Defence	44	Draft	
15	FP/AP/DEF/75/2015	ewded	Defence	22	Draft	

1 2 3 4


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Figure 3.18: Second screen for editing new proposal

Step3: Click on Edit icon displayed against proposal no. to edit the proposal details. After clicking on Edit icon, Edit form will be displayed as shown in Figure-3.19. User Agency can update the information and then may submit it by clicking on ‘Save & lock’ button. Once application is saved by using this option, no further changes can be made in the proposal.






Online Submission & Monitoring of Environmental,
Forests and Wildlife Clearances
-A Single Window Clearance System

20 Feb 2015 :: Logout
User Name: [Vaishnav industry
PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife reference ▾ Help ▾

Form for seeking recommendation of Standing Committee of NBWL/SBWL to be filled up by User Agency.
PART-I

Note : Fields marked with(*) are mandatory. Upload only PDF file wherever required.(Size of file should not be greater than 5 MB and do not use any special symbol(ie space , & , _ , ? , \$, # , _ _ _ etc.)in naming of PDF file).

Help
Click on  to ADD,Click on  to UPDATE and ,Click on  to DELETE

Your Proposal no. is FP/DL/HYD/106/2015 and use this no. for future reference.

A. General Details

A-1. Project Details

Forest Clearance Required? No ▾
Name of Project : new proposal (Enter short name of proposal e.g. Sangha Thermal Power Plant, Bhakra Nangal Dam, KGBT Mine)
Short narrative of the Project : asdfsadf State : Delhi ▾
Category of the Project : Hydel ▾ Shape of project land : ☒ Linear ☐ Non-linear ☐ Hybrid
Distance of the project from the boundary of the Protected Area : 4 Km.(Distance to be shown irrespective of location of the project within or outside Protected Area)
Cost of the Project for the part falling within Protected Area : 55 (Rupees in Lacs)
(Cost of the activity to be taken within Protected Area)
Total period for which clearance is required: 5 Years
Total Project Area : 50 (Ha.) Category of Protected Area : Wildlife Sanctuaries ▾
Area under Protected Area : 25 (Ha.) Area under Non-Protected Area : 25 (Ha.)

A-2. Details of User Agency

Name : VAISHANAV INDUSTRY PVT
Address1 : chanakya puri Address2 : chanakya puri new delhi
State: Delhi District: New Delhi
Pin: 281202 Landmarks: chanakya puri
Email Address: virendranic123@gmail.com Landline Telephone No: 5663 2424155
Fax No.: 112 Mobile No.: +91 9899506534
Website (if any): google
Legal status of User Agency : Central Government ▾

A-3. Details of Person Making Application

First Name: Vaishnav industry PVT LTD Middle Name: kumar
Last Name: Vaishnav Gender: Male
Designation: employee
Address 1: chanakya puri Address 2: chanakya puri
State: Delhi District: New Delhi
Pin: 281202
Landmarks: chanakya puri Email Address: virendranic123@gmail.com
Landline Telephone No: 5663 2424155 Fax No.: 112
Mobile No.: +91 9899506534
Upload a copy of documents in support of the competence/authority of the person making this application to make application on behalf of the User Agency: No file chosen (Pdf only) [Annexure U.A](#) [Document](#)

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Figure 3.19: Second screen for viewing/editing new proposal

3.3.3 VIEW STATUS OF SUBMITTED PROPOSALS

User Agency can see status of the submitted proposals by clicking on the 'View Status of Submitted Proposals' link under 'My Proposals' option as shown in the Figure 3.20.

32

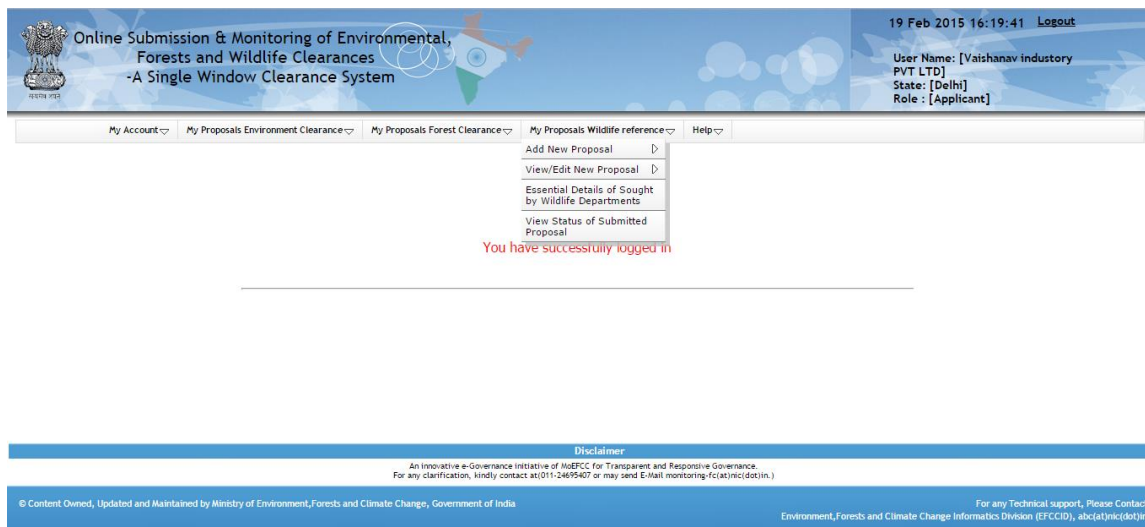


Figure-3.20: Status of Submitted Proposals

3.3.4 ESSENTIAL DETAILS SOUGHT BY FOREST DEPARTMENT

After submission of proposal successfully, Wildlife department may sought essential details from User Agency at any level (DFO/CWW/SG etc.) during processing of proposal. An email/SMS alert will be sent by Forest department to User Agency for the same. User Agency can view the details needed by forest department for further processing. The following steps could be followed for the same.

Step1. Click on 'Essential Details Sought by Forest Department' link under 'My Proposals' tab. Then, the following details will be displayed on screen.

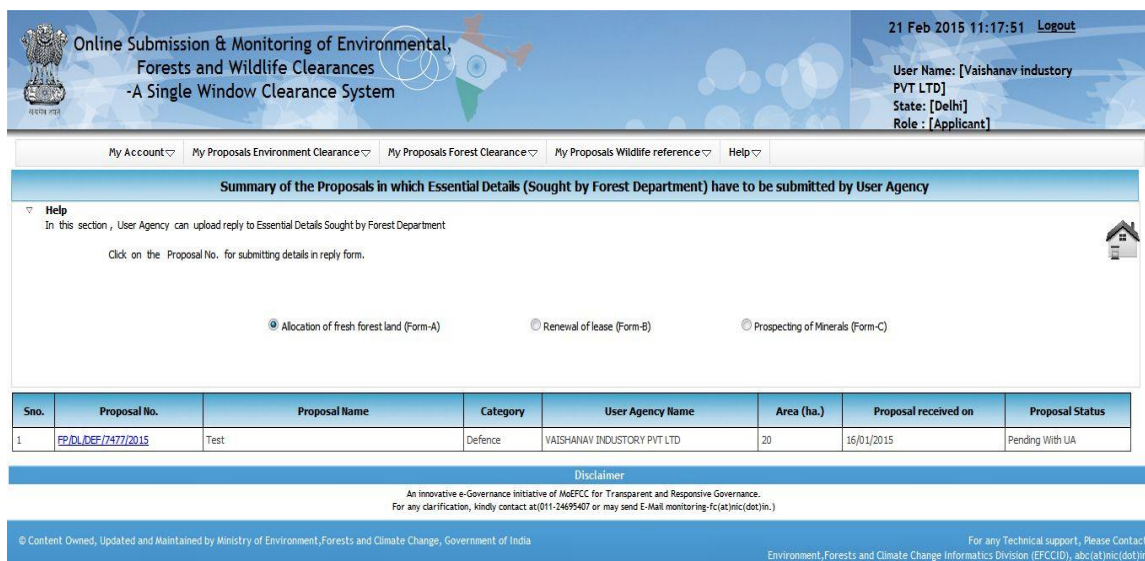


Figure-3.21 Screen showing summary of proposals in which essential details have To be submitted by UA

ANNEXURE A

Frequently Asked Questions (FAQs)

Q.1.What does OSMEFWC stand for?

Ans. Online Submission and Monitoring of Environment, Forests and Wildlife Clearances Proposals.

Q.2.What does U.A. stand for?

Ans.User Agency.

Q.3. How U.A. can register and login on the OSMEFWC portal?

Ans. User Agency can click on Register (New User Agency) tab available on main page of the portal (<http://efclearance.nic.in>). Then a registration form will be displayed on the screen. When U.A. submits Registration form, then a user-id (email of U.A.) and password will be emailed automatically to U.A.'s email-id. U.A. can login with these credentials.

Q.4. Where is all the information regarding the OSMEFWC residing?

Ans. All the proposal information is available on Single Window Clearance Portal. [Click here](#) to visit.

Q.5. What are the key benefits for the department adopting the Online Submission and Monitoring of Environment, Forests and Wildlife Clearances Proposals?

Ans. It provides transparency and efficiency in the working environment, minimizes the processing delay, helps in timely disposal of important issues, enables one to work from anywhere, anytime, leads to a paperless working and provides ease and flexibility in the retrieval of various reports.

Q.6. Are all the necessary fields required to be filled while submitting the proposal online?

Ans. All the required field should be filled otherwise system will not allow submitting the proposal.

Q.7. Is it possible to add more proposals after the acceptance for consideration of the proposal submitted by U.A.?

Ans. Yes, the U.A. can add more proposals after acceptance of a proposal by concerned department.

Q.8. How Concerned department will inform U.A.s if any additional information is sought from them?

Ans. U.A. will receive an email if any additional information is sought by forest department. The same could be viewed by U.A. by clicking on Essential Details sought option available under 'My proposals' tab.

Q.9. Is it possible to see the contact detail of Ministry for Private Entrepreneur?

Ans. Yes, List of all the details are available on the website.

Q.10. Can Private Entrepreneur/U.A. track the progress of their proposal?

Ans. Yes, they can see the progress as well as the decisions.

Q.11. Is Captcha code necessary?

Ans. Yes, due to the Security Guidelines, it is necessary to insert the code at every transaction.

Q.12. Is it mandatory to change the password from default given password?

Ans. Yes, it is mandatory to change the password on first login after receiving the default password.

Q.13. Is it possible to see the list of all the proposals submitted by U.A.?

Ans. Yes, the list of projects considered by PMG is available on the website.

Q.14. Can more than one proposal be added by one user agency?

Ans. Yes, more than one proposal can be added by one user agency.