

DEALING WITH IMPORT OF EXOTIC LIVE SPECIES IN INDIA AND DECLARATION OF STOCK

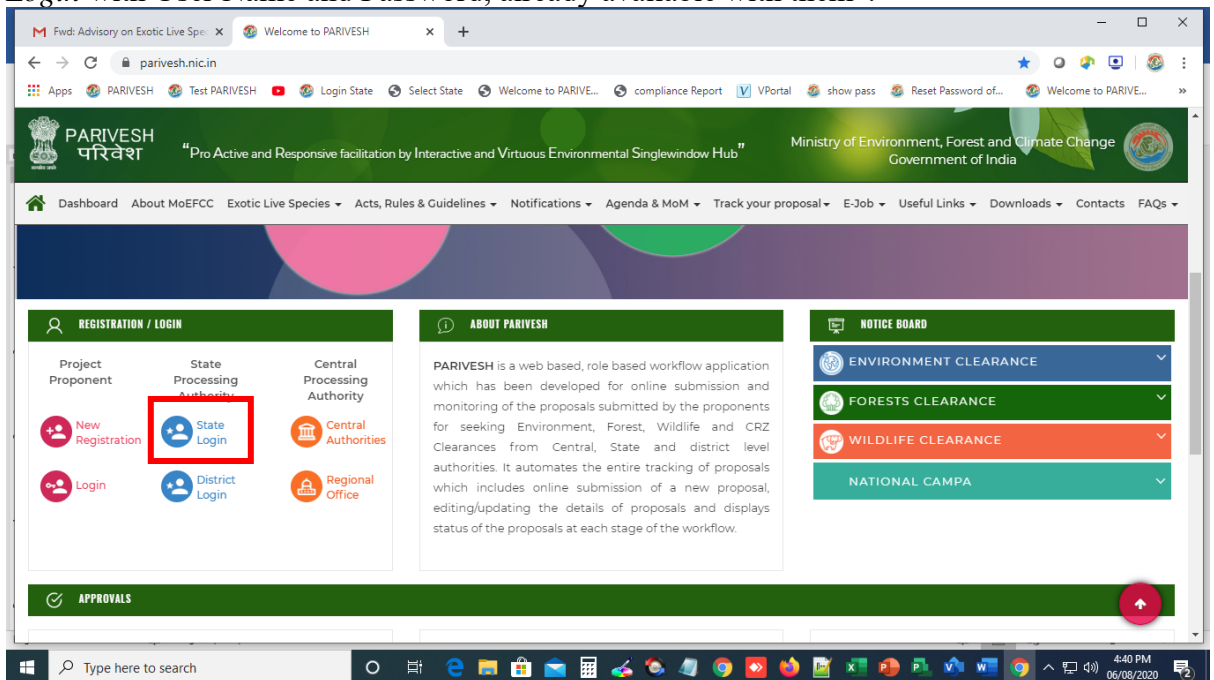
STANDARD OPERATING PROCEDURE FOR CHIEF WILD LIFE WARDEN

The Ministry of Environment, Forest and Climate Change has issued an Advisory for dealing with declaration of stock of Exotic Live Species, import of exotic live species, registration of progeny of previously held stock and transfer/transport of stock, in India.

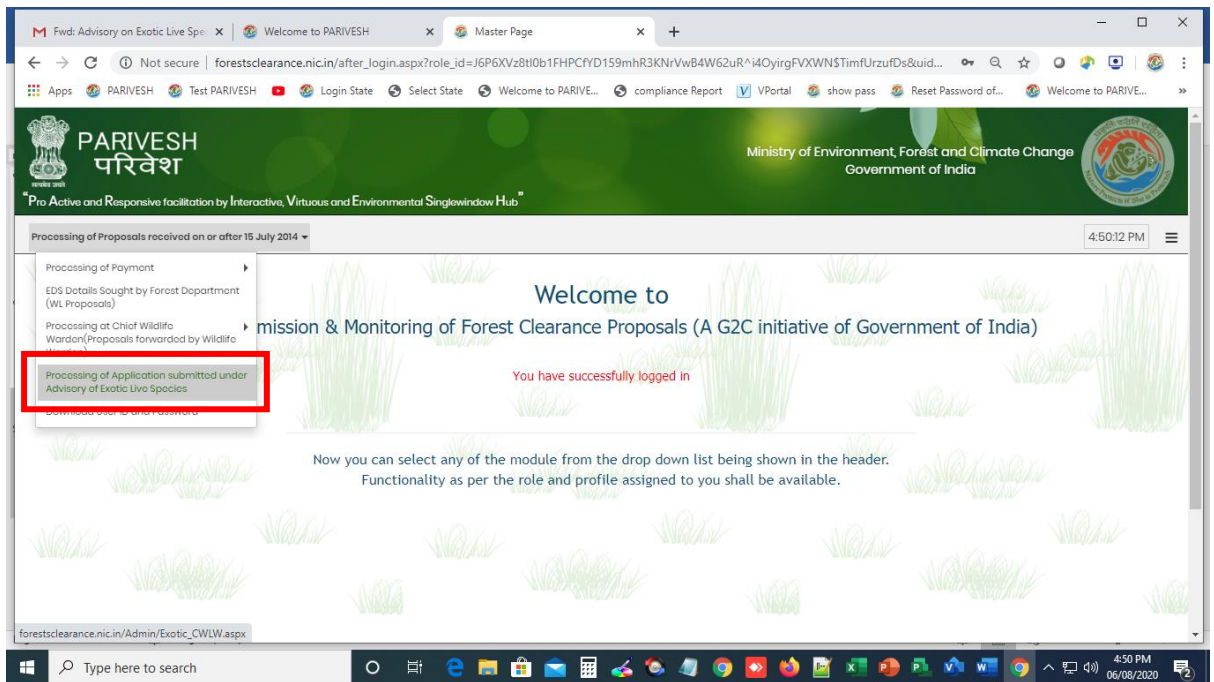
In this regard, the following Standard Operating Procedure for dealing with the applications received online on Parivesh portal, as indicated in the advisory, may be followed:

For viewing the applications received:

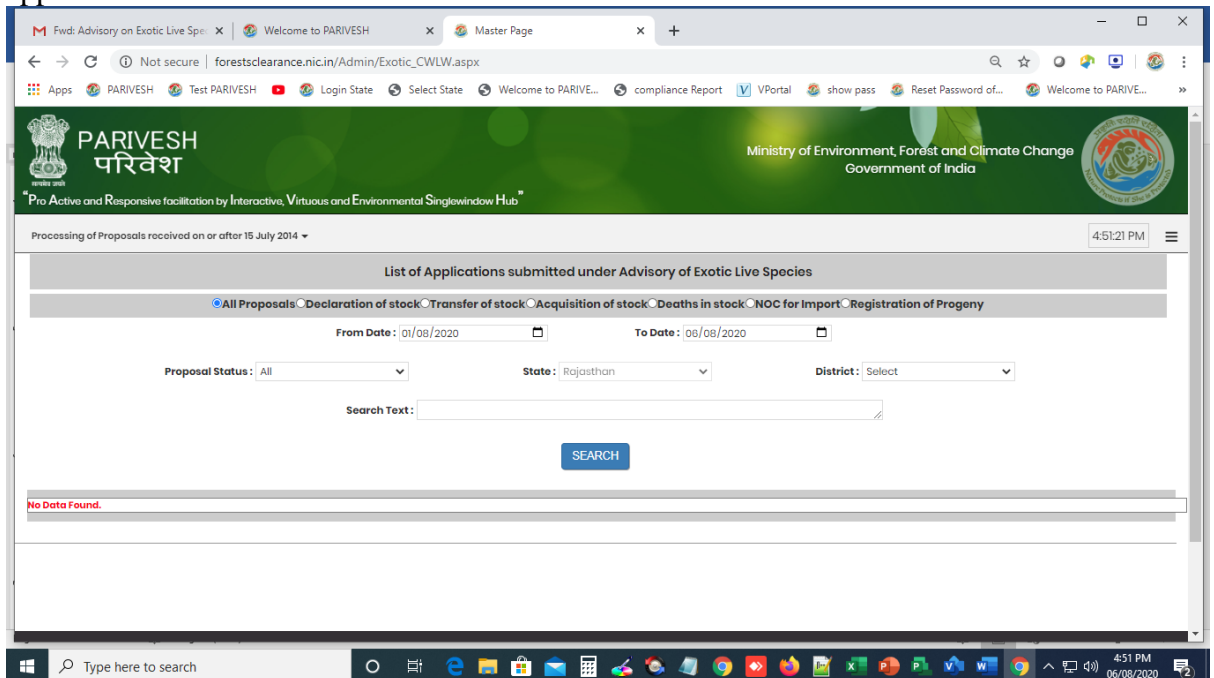
1. The Chief Wildlife Warden shall log-in in the PARIVESH Portal through icon “*State Login with User Name and Password, already available with them*”.



- Once logged-in, from the dropdown menu: “Processing of proposals received on or after 15th July 2014”, the icon “Processing of application submitted under Advisory on Exotic Live Species” to be clicked.



- The Chief Wildlife Warden will be able to view all the proposals submitted by various applicants.



A. For declaration of stock of Exotic Live Species:

- The Chief Wildlife Warden shall have to click on the icon “View” of the respective proposal which is to be examined.

2. On clicking the icon “*View*” against the application, the details of the application, as submitted by the applicant will be visible to the Chief Wildlife Warden. The application received may also be printed, if required.
3. The Chief Wildlife Warden, after due verification/examination may either accept or reject the application by clicking on the icon “**X**” for Rejection or “√” for Acceptance.
4. In case the icon “**X**” is clicked, a pop-up will be opened on the screen asking for reason for rejection. The Chief Wildlife Warden will have to mandatorily record reasons for rejection and then click on the icon “*REJECT*”.
5. In case icon “√”, is clicked, a pop-up will be opened on the screen. A Check Box will have to be clicked to approve the proposal. The Chief Wildlife Warden shall click on the following icons “*Approve*” and then after viewing the letter, if found satisfactory, download the letter by clicking the icon “*Download Approval Letter*”, sign it, fill date, put the official seal. Scan the signed letter and save on your computer. Then click on the icon “*CHOOSE*” and then upload the signed letter by clicking on the icon “*UPLOAD LETTER*”. Once signed letter is uploaded, then click “*Send*” in order to send the Registration Certificate to the applicant.
6. The signed certificate of “*Registration of Stock of Exotic Live Species*” is received by the applicant.
7. The CWLW may view the cumulative report online on his dashboard.

B. For import of Exotic Live Species:

1. An applicant intending to import Exotic Live Species will submit Application in Annexure III of the Advisory online i.e., “*Application to CWLW for an NOC for import of Exotic Live Species*”.
2. The Chief Wildlife Warden shall have to click on the icon “*View*” of the respective proposal which is to be examined.
3. On clicking the icon “*View*” against the application, the details of the application, as submitted the applicant will be visible to the Chief Wildlife Warden. There is option for printing the application form also.
4. The Chief Wildlife Warden, after due verification/examination may either accept or reject the application by clicking on the icon “**X**” for Rejection or “√” for Acceptance.
5. In case the icon “**X**” is clicked, a pop-up will be opened on the screen asking for reason for rejection. The Chief Wildlife Warden will have to mandatorily record reasons for rejection and then click on the icon “*REJECT*”.
6. In case of clicking icon “√”, a pop-up will be opened on the screen. The Chief Wildlife Warden shall draft the NOC, sign it, save on his computer, then click the icon “*Browse*”

to select the saved letter. Then, the icon, “*Upload*” will have to be clicked to upload the saved letter. Once signed letter is uploaded, then click “*Send*” in order to send the ‘*No Objection Certificate*’ to the applicant.

7. The signed ‘*No Objection Certificate*’ as uploaded by the CWLW is received by the applicant.
8. The applicant thereafter, along with the NOC obtained from the Chief Wildlife Warden, shall apply to the DGFT through the DGFT prescribed online portal system.
9. The DGFT, after completing its due procedures (including referral to MoEFCC, etc.), shall issue necessary import licence/authorization to the applicant for import, with a copy to the concerned Chief Wildlife Warden.
10. On import of the stock, the applicant shall again visit the Parivesh portal and submit an application in Annexure I. The CWLW shall follow the same procedure mentioned in “A” in this SOP for issuing online certificate of possession.
11. The CWLW may view the cumulative report online on his dashboard.

C. For Registration of progeny of previously held stock:

1. An applicant intending to declare the progeny of stock, will submit application in Annexure IV of the Advisory online i.e., “*Application of Registration of Progeny of previously held Exotic Live Species stock*”.
2. The Chief Wildlife Warden shall have to click on the icon “*View*” of the respective proposal which is to be examined.
3. On clicking the icon “*View*” against the application, the details of the application, as submitted the applicant will be visible to the Chief Wildlife Warden. There is option for printing the application form also.
4. The Chief Wildlife Warden, after due verification/examination may either accept or reject the application by clicking on the icon “**X**” for Rejection or “√” for Acceptance.
5. In case the icon “**X**” is clicked, a pop-up will be opened on the screen asking for reason for rejection. The Chief Wildlife Warden will have to mandatorily record reasons for rejection and then click on the icon “*REJECT*”.
6. In case icon “√”, is clicked, a pop-up will be opened on the screen. A Check Box will have to be clicked to approve the proposal. The Chief Wildlife Warden shall click on the following icons “*Approve*” and then after viewing the letter, if found satisfactory, download the letter by clicking the icon “*Download Approval Letter*”, sign it, fill date, put the official seal. Scan the signed letter and save on your computer. Then click on the icon “*CHOOSE*” and then upload the signed letter by clicking on the icon “*UPLOAD LETTER*”. Once signed letter is uploaded, then click “*Send*” in order to send the Registration Certificate to the applicant.

7. The signed '*Ownership Certificate for Progeny of Exotic Live Species*' is received by the applicant.
8. The CWLW may view the cumulative report online on his dashboard.

D. For registration of change in stock held due to transfer/transport, death, acquisition:

1. An applicant intending to declare the stock, will submit application in Annexure I of the Advisory online i.e., for "*Declaration of stock of Exotic Live Species*".
2. The Chief Wildlife Warden shall have to click on the icon "*View*" of the respective proposal which is to be examined.
3. On clicking the icon "*View*" against the application, the details of the application, as submitted the applicant will be visible to the Chief Wildlife Warden. There is option for printing the application form also.
4. The Chief Wildlife Warden, after due verification/examination may either accept or reject the application by clicking on the icon "**X**" for Rejection or "**√**" for Acceptance.
5. In case the icon "**X**" is clicked, a pop-up will be opened on the screen asking for reason for rejection. The Chief Wildlife Warden will have to mandatorily record reasons for rejection and then click on the icon "*REJECT*".
6. In case icon "**√**", is clicked, a pop-up will be opened on the screen. A Check Box will have to be clicked to approve the proposal. The Chief Wildlife Warden shall click on the following icons "*Approve*" and then after viewing the letter, if found satisfactory, download the letter by clicking the icon "*Download Approval Letter*", sign it, fill date, put the official seal. Scan the signed letter and save on your computer. Then click on the icon "*CHOOSE*" and then upload the signed letter by clicking on the icon "*UPLOAD LETTER*". Once signed letter is uploaded, then click "*Send*" in order to send the Registration Certificate to the applicant.
7. The signed Certificate of '*Registration of change in stock due to death/transfer/acquisition of Exotic Live Species*' is received by the applicant.
8. The CWLW may view the cumulative report online on his dashboard.

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