

# 2015

# Ministry of Environment, Forest and Climate Change



सत्यमेव जयते

# ONLINE SUBMISSION AND MONITORING OF ENVIRONMENTAL CLEARANCES (OSMEC)

## USER MANUAL FOR PROJECT PROPONENT (VERSION 1.0)

## ABOUT THE MANUAL

### Audience

This manual is meant for project proponents who are supposed to submit application for seeking prior environment clearances from SEIAAs/SEACs (Category-B proposals) for appraising the impact of the planned project on the environment and minimizing the same.

### Purpose

The purpose of this document is to provide an interface between user and OSMEC (an 'Online Submission and Monitoring of Environmental Clearances') portal. It will help the user to understand major features, benefits and workflow of the system. It will also help proponent to submit the proposal along with all required attachments.

### Authorship

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

### Copyright

© 2014, Ministry of Environment, Forest and Climate Change, Government of India, New Delhi - 110003.

This manual contains information that is proprietary to Ministry of Environment, Forest and Climate Change, which shall not be transmitted or duplicated without due permission from Ministry. The content of this manual may not be used in any misleading or objectionable context.

### Contact Information

Mr. Rajesh Kumar Pathak

Senior Technical Director

Environment, Forest and Climate Change Informatics Division (EFCCID)

Ministry of Environment, Forest and Climate Change

New Delhi-110003

Website:

[environmentclearance.nic.in](http://environmentclearance.nic.in)

Email: [monitoring-ec@nic.in](mailto:monitoring-ec@nic.in); [rkpathak@nic.in](mailto:rkpathak@nic.in)

Phone: 011-24695407

## TABLE OF CONTENTS

<b>ABOUT THE MANUAL</b>	<b>1</b>
<b>1.0 ABOUT ENVIRONMENT CLEARANCE PORTAL</b>	<b>3</b>
1.1 INTRODUCTION	3
1.2 OBJECTIVE	3
1.3 CORE FEATURES OF THE PORTAL	4
1.4 ROLES	4
1.4.1PROJECT PROPONENT (PP)	4
1.4.2SEIAA (STATE ENVIRONMENT IMPACT ASSESSMENT AUTHORITY)	4
1.4.3SEAC (STATE ENVIRONMENT APPRAISAL COMMITTEE)	5
1.4.4SEAC MEMBER	5
1.4.5SEIAA MEMBER	5
1.5 WORK FLOW	6
<b>2.0 NEW PROJECT PROPONENT REGISTRATION AND LOGIN</b>	<b>7</b>
2.1 NEW REGISTRATION	7
2.2 LOGIN	9
2.3 LOGOUT	11
<b>3.0 ADDING, EDITING &amp; TRACKING PROPOSALS</b>	<b>13</b>
3.1 ADD NEW PROPOSAL	13
3.2 EDIT NEW PROPOSAL	16
<b>4.0 REQUEST FOR MODIFICATION IN EARLIER ISSUED TOR AND EC</b>	<b>21</b>
<b>5.0 ESSENTIAL DETAILS SOUGHT DUE TO SHORTCOMING</b>	<b>24</b>
<b>6.0 WITHDRAW PROPOSALS</b>	<b>26</b>
<b>7.0 VIEW/PRINT TOR AND EC APPLICATION</b>	<b>28</b>
<b>8.0 WORK FLOW</b>	<b>29</b>
<b>Annexure A</b>	<b>30</b>

# 1.0 ABOUT ENVIRONMENT CLEARANCE PORTAL

## 1.1 INTRODUCTION

In order to bring more transparency and accountability in the environment clearance process, Ministry of Environment, Forest and Climate Change, Government of India has rolled out a portal named as "Online Submission and Monitoring of Environmental Clearances" (OSMEC).

OSMEC is a web based, role based, G2B and G2G workflow application that are developed for online submission and monitoring of the proposals (Category-B) submitted by the proponent for seeking environment 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:

- Enhance efficiency, transparency and accountability in the environment clearance process.
- Reduction in turnaround time for activity.
- Enhance responsiveness through workflows automation and availability of real time information.
- Enhance ease and convenience of citizens and businesses in accessing information and services.
- Achieve standardization in processes across regional and state level.
- Online real-time monitoring and adherence to timelines for verification.
- A more user-friendly application process.

### **1.3 CORE FEATURES OF THE PORTAL**

- 1) A role based workflow application that helps project proponents in online submission of the proposals seeking environment clearances and tracking the proposals.
- 2) Facilitate management in effective monitoring.
- 3) Delays in the clearance process can be ascertained.
- 4) Accessible from any PC having internet facility.
- 5) 24x7 Online.

### **1.4 ROLES**

The following Roles have been defined as per the responsibility:

#### **1.4.1 PROJECT PROPONENT (PP)**

Any project proponent has to register with the EC portal before submitting Category-B proposal for seeking environment clearance. Only one-time registration is required for submitting the application. Once, PP register with the portal an acknowledgement slip containing user-id and password would be sent by the system automatically to proponent's email id. PP can login into EC portal by using user-id and password communicated through email and then PP can submit TOR/EC application (for Category-B) online along with all relevant documents. The PP can track the status of the proposal after submitting it online.

#### **1.4.2 SEIAA (STATE ENVIRONMENT IMPACT ASSESSMENT AUTHORITY)**

After receiving the proposal online, SEIAA can examine the proposal for its completeness and the same will be forwarded (after assigning SEIAA file no.) to SEAC (State Environment Appraisal Committee). If proposal is not complete, SEIAA can raise query and may ask PP to submit the complete proposal. If proposal is complete, the same will be forwarded by SEIAA to SEAC for their recommendation.

The proposal will come again to SEIAA after the completion of process from SEAC, the SEIAA would process it and will upload the decision.

### **1.4.3 SEAC (STATE EXPERT APPRAISAL COMMITTEE)**

After receiving the proposal online from SEIAA, the concerned SEAC can view the proposal (Form-1 and other documents) submitted by PP. They will examine it and may raise query (if any) to SEIAA. After that, SEAC will conduct the meeting and upload the agenda, minutes of the meeting and recommendation of SEAC on the portal. If, they upload the recommendation, the proposal would be forwarded automatically to SEIAA.

### **1.4.4 SEAC MEMBER**

SEAC member can also login into the portal and can view the proposal. If any member is not able to come to attend the SEAC meeting, he/she may upload his/her observations (about the proposal) on the portal. The same would become the part of Agenda of next SEAC meeting.

### **1.4.5 SEIAA MEMBER**

The proposal forwarded by SEAC, would come to SEIAA again. They may raise query (if any) to SEAC and will conduct meeting of SEIAA committee and will upload the agenda, minutes of the meeting and recommendation on the portal.

## **1.5 WORK FLOW**

**Project Proponent (PP)** can register to get the login credentials from <http://environmentclearance.nic.in>. Thereafter, project details can be submitted along with all required documents [Form-1 etc.]. When PP submits all these details, an acknowledgement letter would be sent (by System) automatically to registered email-id of PP. Acknowledgement letter may contain some information including unique proposal number. PP may refer this unique proposal number for future reference.

**SEIAA logs-in to the portal** and scrutinizes the proposal (within 5 working days) and sends an acceptance letter to PP (after assigning SEIAA file number), if all relevant documents are uploaded properly by PP. If any document is missing or any other information is needed, SEIAA may ask PP to upload those missing information. Timeline will start only, when SEIAA accepts the proposal.

When, SEIAA sends the acceptance letter to PP, proposal details are forwarded automatically to SEAC for further processing.

**SEAC** can view the proposal after logging into portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the agenda, minutes of the meeting and recommendations on the portal.

When, SEAC uploads recommendations on the portal, proposal details are forwarded automatically to SEIAA for further processing.

**SEIAA** will again login into portal and will conduct SEIAA meeting and then will upload agenda, minutes of the meeting and recommendations/decision on the portal.

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

## 2.0 NEW PROJECT PROPONENT REGISTRATION AND LOGIN

### 2.1 NEW REGISTRATION

For submitting application for TOR and EC, Project Proponent has to register first online with EC portal. Registration can be done in the following manner:

Step 1. Type <http://environmentclearance.nic.in> in the address bar of the web browser i.e. Internet Explorer, Mozilla Firefox, Google Chrome etc. and press Enter.

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

Step 2. Click on Register New Proponent as shown in the Figure-2.1.

The screenshot displays the OSMEC portal's home page. At the top, the header identifies the Ministry of Environment, Forest and Climate Change, Government of India, and the portal's function: Online Submission & Monitoring of Environmental Clearances. Below the header, a navigation bar offers options like 'Track your proposal', 'Register(New Proponent)', 'Login(Proponent)', and 'MoEFCC Login(Processing Authority)'. The main content area is divided into several sections. On the left, a sidebar lists 'Notifications and Circulars', 'Court, Directives/Orders', 'Important Contact Details', 'EIA Related Information', and 'Other Query'. The central 'Live Statistics' section provides filters for 'Category A' and 'Category B', and buttons for 'All Proposals received on or after 4th July 2014', 'All Proposals received upto 3rd July 2014', 'EC', 'TOR', 'Fresh EC', 'Extn. of Validity of EC', 'Amendment in EC', and 'Corrigendum in EC'. A table titled 'Proposals' shows the following data:

Submitted by proponent for EC	Count
Under Examination	165
Returned to proponent due to Shortcoming	176
Accepted by Member Secretary for EC	705
Awaiting for EC (Pending for EAC Meeting)	425

Below the statistics, there are tabs for 'Circulars/Orders', 'Office Memorandum', 'Events/Trainings', 'News', 'Forms', 'Tenders', and 'Photos'. The 'Circulars/Orders' tab is active, showing a list of recent notifications with their upload dates and view counts. On the right side, a sidebar contains sections for 'Expert Appraisal Committee', 'Latest Updates', 'Committee Composition', and 'Support'.

Figure-2.1: Home Page of OSMEC portal



New Registration form of the OSMEC portal will appear as shown in figure-2.2.

**Ministry of Environment, Forest and Climate Change**  
Government of India

Online Submission & Monitoring  
of Environmental Clearances

**New Registration Form**

**Help**  
All fields marked with \* are Mandatory.  
\* 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.  
**NOTE:** \* 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 \* :  STD  Enter Land Line

Fax No. :  Code  Enter Fax No.

Mobile \* :  +91  Enter 10 digits Mobile No.

Website (if any) :  Enter Website Here

Whether any proposal submitted by User agency in past \* :

**Applicant Details**

First Name \* :  Enter First Name

Middle Name :  Enter Middle Name

Last Name \* :  Enter Last Name

Gender \* :  Select

Designation \* :  Enter Designation

Address \* :

State of the Branch/Head Office \* :  Select

District of the Branch/Head Office \* :  Select

Tehsil of the Branch/Head Office :  Select

Pincode \* :  Enter Pincode

Landmark :  Enter Landmark

Email Address \* :  Enter Email Address Here

Landline Telephone No \* :  STD  Enter Land Line

Fax No. :  STD  Enter Land Line

Mobile \* :  +91  Enter 10 digits Mobile No.

Security Question \* :  Select

Security Answer \* :  Enter Security Answer

**SUBMIT**

© Content Owned, Updated and Maintained by Ministry of Environment, Forest and Climate Change, Government of India  
Terms & Conditions | Privacy Policy | Copyright Policy | Hyperlinking Policy | Accessibility Statement

For any Technical support, Please Contact  
Environment, Forest and Climate Change Informatics Division (EFCCID), monitoring-ec(at)nic(dot)in

Figure-2.2 New Proponent Registration Form

Step 3. Fill-in the data in the above mentioned form and then press **SUBMIT** button.

After successful registration, new user will get the notification on registered email-id.

## 22 LOGIN

To login into the EC portal, do the following:

Step 1. Click on the Login (Proponent) as shown in figure 2.3

The screenshot shows the OSMEC Home Page. At the top, it says "Ministry of Environment, Forest and Climate Change, Government of India" and "Online Submission & Monitoring of Environmental Clearances". Below this is a navigation bar with links: "Track your proposal", "Register(New Proponent)", "Login(Proponent)", "MoEFCC Login(Processing Authority)", and "State Login(Processing Authority)". The main content area is divided into several sections:

- Notifications and Circulars:** Includes links for Impact Assessment related Notifications, Circulars, Supreme Court Orders, NGT Orders, and Guidelines.
- Court, Directives/Orders:** Includes links for Supreme Court Orders, NGT Orders, and Guidelines.
- Important Contact Details:** Includes links for MOEF, Regional Offices, and States / UTs.
- EIA Related Information:** Includes links for List of QCINABET accredited EIA Consultants, Final EIA Manuals prepared by ASCI, EIA Manuals prepared by IL & FS, Model TORs, Application Form, Questionnaires, Supreme Court order Directing Closure of Defaulting units, and Transfer of EC as per Vesting Order of MOC.
- Other Query:** A link for other queries.
- Live Statistics:** A section showing the number of proposals received and processed. It includes filters for Category A and Category B, and buttons for "All Proposals received on or after 4th July 2014" and "All Proposals received upto 3rd July 2014". It also has buttons for "EC", "TOR", "Fresh EC", "Extn. of Validity of EC", "Amendment in EC", and "Corrigendum in EC".
- Proposals:** A table showing the status of proposals:
 

Submitted by proponent for EC	Count
Submitted by proponent for EC	1098
Under Examination	106
Returned to proponent due to Shortcoming	218
Accepted by Member Secretary for EC	751
Awaiting for EC (Pending for EAC Meeting)	336
- Circulars/Orders:** A section showing recent orders, including "Requirement of prior Environment Clearance for stand-alone pellet plants under EIA Notification 2006 - Hon'ble NGT Judgment dated 27.05.2014 on Appeal No. 5/2014 Uploaded on 21/08/2015 Viewed 862 times" and "Notification Uploaded on 09/07/2015 Viewed 3390 times".
- Expert Appraisal Committee:** Includes links for Meeting Schedules and Agenda, Minutes of Meeting, and Minutes of Meeting of old proposals(Archives).
- Latest Updates:** A section showing the "Launch of Environment Clearance portal for SEIAAs".
- Committee Composition:** Includes links for Coal Mining, Industrial Projects, Infrastructure and Miscellaneous Projects + CRZ, Non-Coal Mining, Nuclears Projects, River valley and Hydroelectric Projects, and Thermal Projects.
- Support:** Includes links for Manual for Single Window Clearance System, Manual for State Portal, Details required for submitting TOR Application, Details required for submitting EC Application, and Technical Help.

At the bottom, there is a footer with copyright information and contact details for the Environment, Forest and Climate Change Informatics Division (EFCCID).

Figure-2.3 Home Page of OSMEC

Step 2. Type the user id in the text box.

Step 3. Type the password in the Password text box.

Step 4. Type the code in the text box shown in the Captcha image above it.

Step 5. Click on Login button as shown in Figure-2.4.

Ministry of Environment, Forest and Climate Change  
Government of India

Online Submission & Monitoring  
of Environmental Clearances

Welcome to Proponent Login [Go Home](#)

User Id

Password

58y3j  
Enter text string of the image above

**LOGIN**

[Forgot Password](#) [Sign Up?](#)

© Content Owned, Updated and Maintained by Ministry of Environment, Forest and Climate Change, Government of India  
Terms & Conditions | Privacy Policy | Copyright Policy | Hyperlinking Policy | Accessibility Statement

For any Technical support, Please Contact  
Environment, Forest and Climate Change Informatics Division (EFCCID), monitoring-ec[at]nic[dot]in

Figure-2.4 Login Page of OSMEC portal

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

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

08/32/2015 16:33:38  
User ID: [lm@gmail.com] [Logout](#)

My Account [My Proposals Environment](#)

**Change Password**

Help  
Click on [Help](#) to Update  
All fields marked with \* are Mandatory.

Email Id : virendranic123@gmail.com

Old Password \* :

New Password \* :

Confirm Password \* :

\* Minimum 8 Characters, 1 Special Character (only @#\$), 1 Alphabet and 1 Number.

Help | Site Map | FAQ | Contact Us

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure-2.5 Change password Screen

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

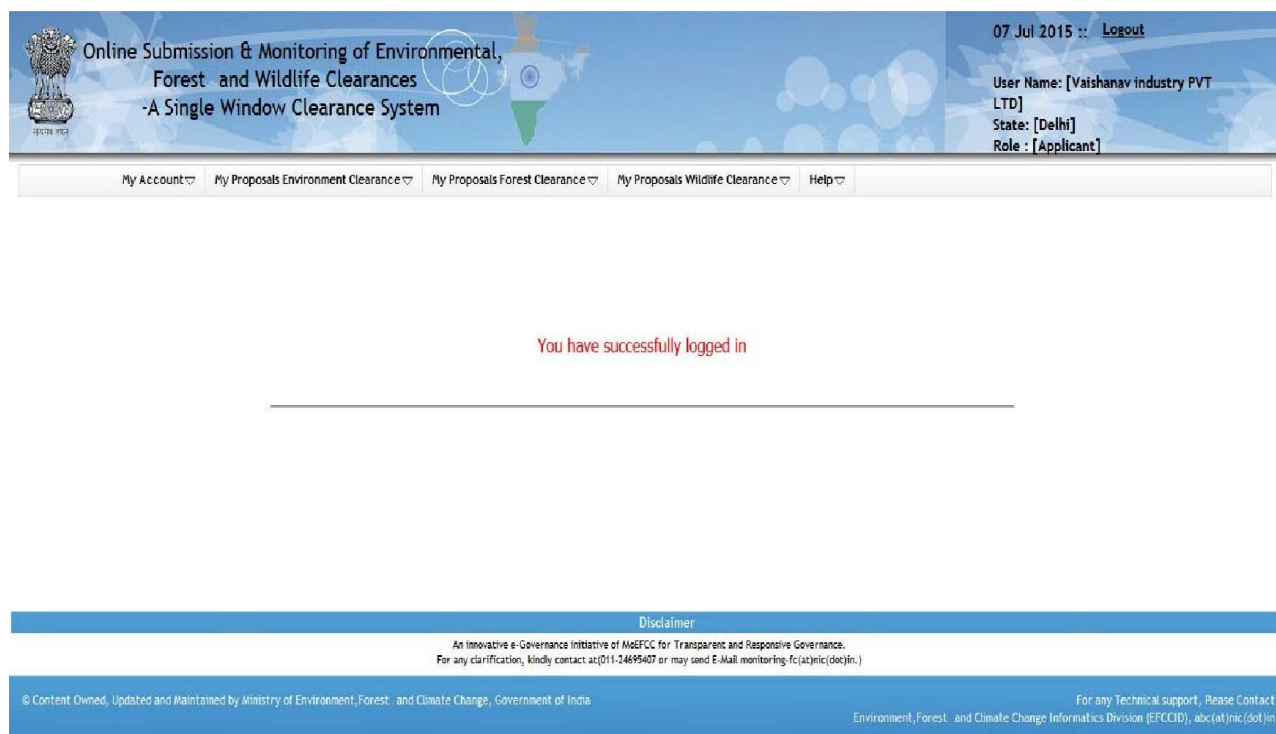


Figure-2.6 First time logged-in page for PP

The option for changing password is available under “**My Account**” tab also, as shown in the figure 2.7.

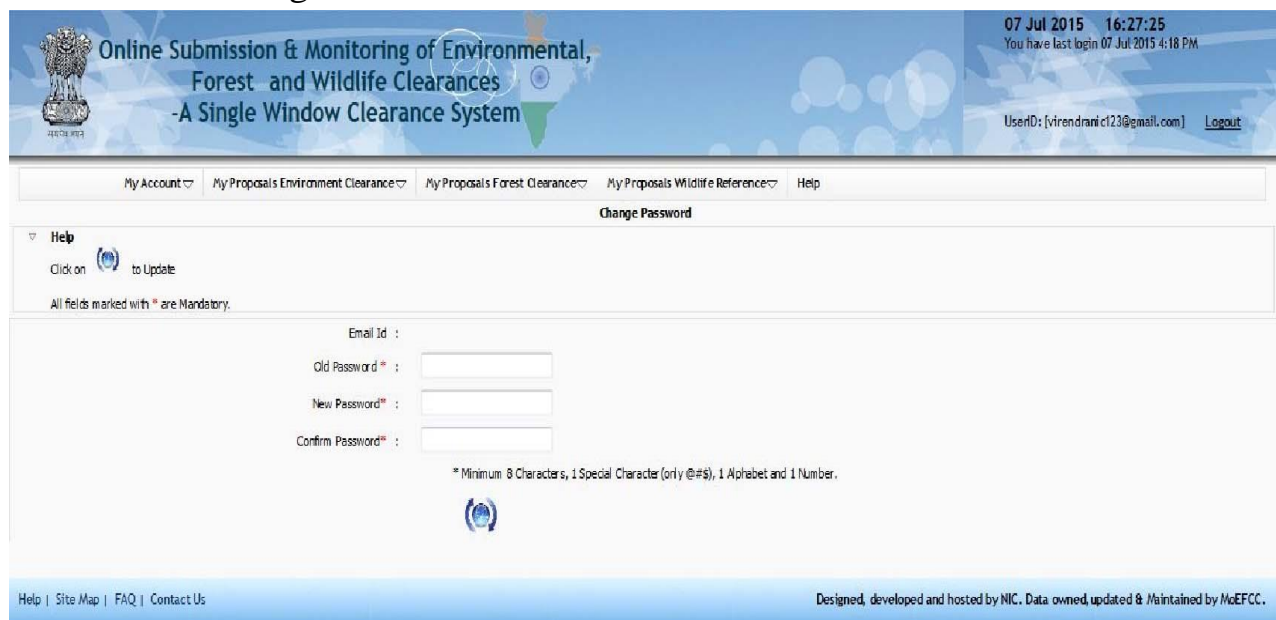


Figure-2.7 Change password Screen

## 23 LOGOUT

To logout from OSMEC portal, click on the option **“Logout”** at the upper right corner of the screen as shown in the figure 2.8.

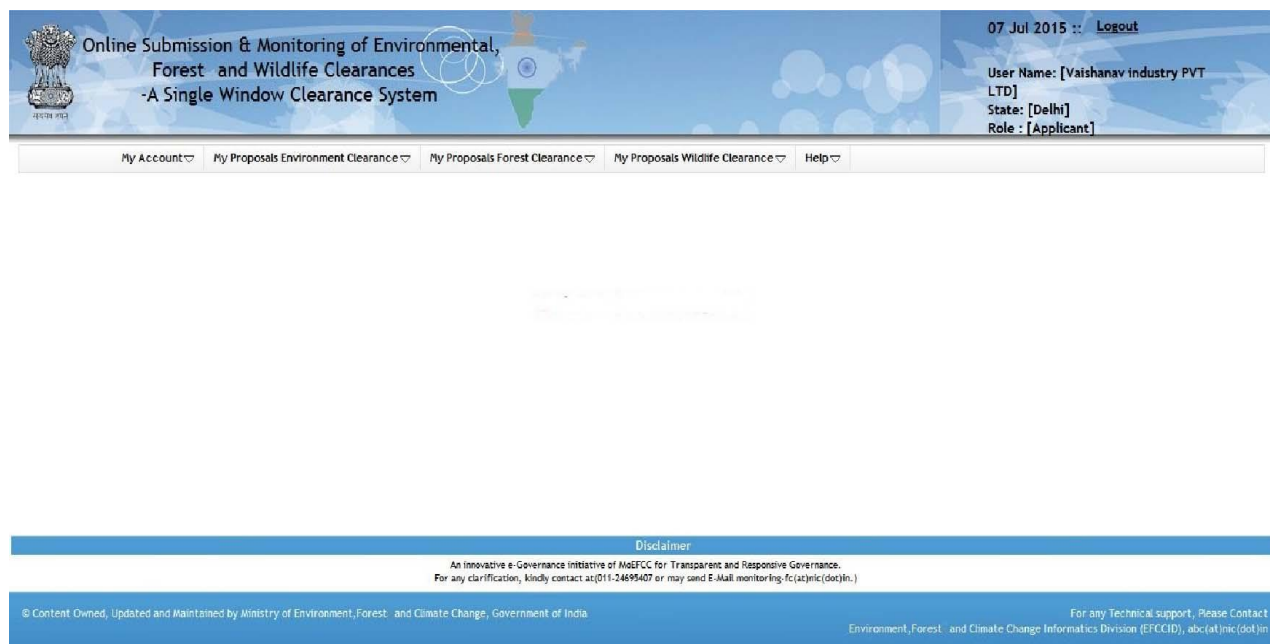


Figure-2.8 Log out



## 3.0 ADDING, EDITING & TRACKING PROPOSALS

### 3.1 ADD NEW PROPOSAL

After login, PP can submit application online for TOR/EC (Category-B) along with other required documents. After submitting the proposal details, PP 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. If he/she wants to apply under category-B, then he/she has to apply through 'My Proposals (Category-B)' tab. To submit a new proposal, following procedure may be adopted:

- Step 1. To add a new proposal, click on 'My Proposals (Category-B)' tab. Then click on the "For TOR" or 'For EC' link available under 'Add Proposal' link as shown in Figure 3.1.]

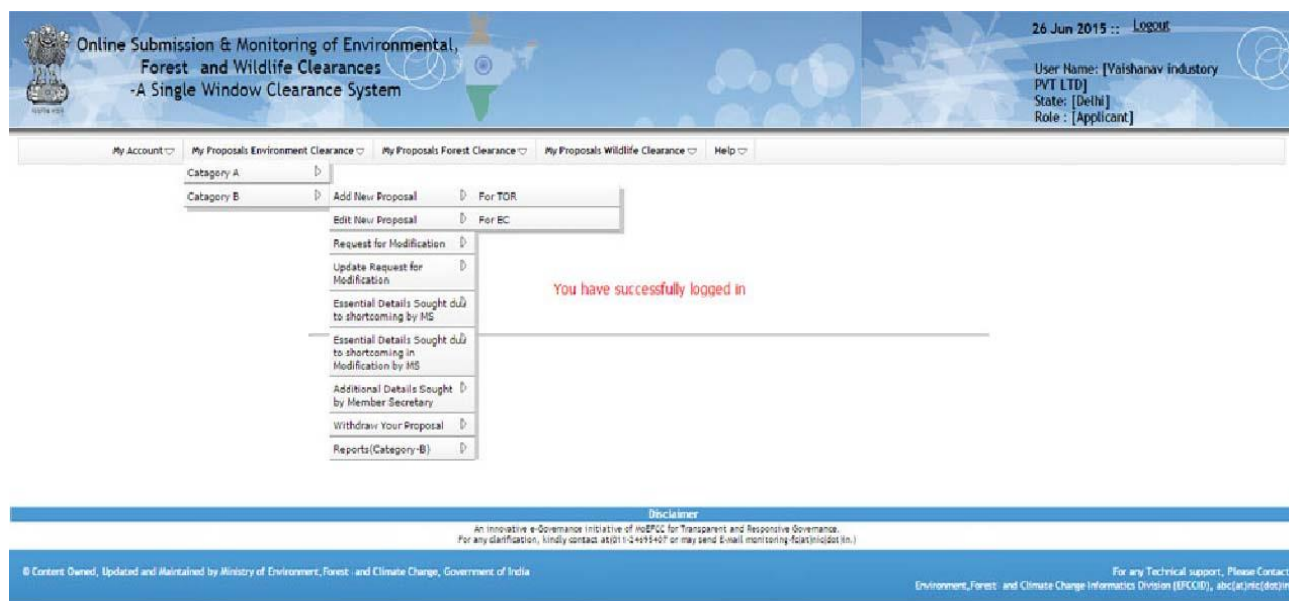


Figure 3.1: First screen for Adding New Proposal

- Step 2. After clicking on 'For TOR or For EC' link, the following forms will be displayed on screen as shown in figure-3.2(a) and 3.2(b).

Figure- 3.2(a): TOR Application (FORM-1) (Category-B)

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

26 Jun 2015 15:17:24  
You have last login 17 Jun 2015 4:56 PM

User Name: [Vishwanav Induistry 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) (Category - B)

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

#### Details of Proponent

Name	Minor Irrigation Division		Address2	
Address1	acharya niketan		District	East
State	[Delhi]		Landmarks	kiskreja
Pin	[110091]		Mobile no. : +91	9211527417
Telephone no. : 11	12345678		Email address :	vvendranick23@gmail.com
Fax no. : 11	12345678			
Website (if any) :	www.google.com			

#### Details of Person Making Application

First Name :	virendra		Middle Name :	kumar
Last Name :	sharma		Designation :	programmer
Address1 :	pratap nagar		Address2 :	
State :	[Punjab]		District :	Budha & Nagar Haveli
Pin :	[110092]		Landmarks :	kiskreja
Telephone no. : 11	12345678		Mobile no. : +91	9211527417
Fax no. : 11	0112345678			

#### Project Profile

Name of the project :			Project sector :	[Select]
Project cost (in lacs) :			Location of the project :	
Shape of the project land :	[Select]	Site alternative under consideration (if any) :	[Choose File] [No file chosen] (Upload site alternative - see)	
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 :	[Select]	Tehsil :	[Select]	
District :	[Select]	[Add]		
Town / Village :	(Name of more than one town may be entered by separating with ',')		Plot/Survey/Khasra No. :	(Name of more than one Plot/Survey/Khasra may be entered by separating with ',')
Project activity in the schedule :	[Select]	Proposed capacity/area/length/coverage to be handled/command area/irrigate area/number of wells to be drilled :		
Project type :	[Select]	Sub Category of project :	[Select]	
Category of project :	[B]			
Does it attract any of the general conditions given below? :	[Select]			
Does it attract the specific condition given below? :	[Select]			
Is there any litigation pending against the project? :	[Select]			
Name :	virendra			
Designation :	programmer			
Company :	Minor Irrigation Division			
Address :	acharya niketan			

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

07 Jul 2015 16:52:54  
You have last login 07 Jul 2015 4:18 PM

UserID: [virendranic123@gmail.com] Logout

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

(Application for EC)  
(Category - B)

Note : Fields marked with (\*) are mandatory. The size of complete application should not be greater than 20 MB and please do not use any special symbol (i.e. space, ., , & , \_ , ? , \$ , # , ... etc.) in naming of PDF files.

Project Sector\*: Select

Project Type\*: Select

Number of states in which project will be executed\*: Select

Upload Cover Letter\*: Browse... No file selected.  
(Upload pdf only and attach it as Annexure-document of Cover letter)

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

State\*: Select

District\*: Select

Tehsil\*: Select

Add

Details of Existing TOR

Click Here for searching last TOR for your proposal on MoEFCC portal

Click Here If previous TOR details of your Proposal are not available on portal (Kindly ensure that the correct details of earlier TOR are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

MoEFCC File No.\*:

Proposal number\*:

Sub Category of project\*: Select

Upload Documents of EIA/EMP, Risk Assessment, Public Hearing

Upload document of EIA/EMP\*: Browse... No file selected.  
(Upload pdf only and attach it as Annexure-document of EIA/EMP)

Upload document of Risk Assessment\*: Browse... No file selected.  
(Upload pdf only and attach it as Annexure-document of Risk Assessment)

Upload document of Public Hearing\*: Browse... No file selected.  
(Upload pdf only and attach it as Annexure-document of Public Hearing)

Date of Public Hearing\*:

Accredited Consultant Details

Have you hired Consultant for preparing document?\*: Select

Upload Additional Report/ Study/Document as desired by Ministry/EAC: Browse... No file selected.  
(Upload pdf only and attach it as Annexure-Additional Report/ Study/Document as desired by Ministry/EAC)

Remarks:

SAVE AS DRAFT SAVE & LOCK

Help | Site Map | FAQ | Contact Us

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure- 3.2(b): EC Application (Category-B)

Step 3. Fill up the all the parameters available on the form.

**Note:** Proponent is advised to follow all the instructions given on the pages. The parameters marked with red asterisk (\*) are mandatory.

Step 4. Proponent can save the proposal in Draft mode by clicking on **'Save as Draft'** button available on first page of Application 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 proponent may fill up other pages by clicking on 'Next' button.

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

**Note:** As long as Proposal is saved in draft mode, changes can be made in it. If proposal is saved by clicking on '**Save and lock**' tab, then, no further changes can be made in the proposal. 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 registered email-id of proponent and the proposal is sent to the concerned SEIAA for further necessary action. Concerned SEIAA will also get the email notification alert. SEIAA will examine the proposal and if find it complete, then may ask proponent to submit a signed copy of the proposal to SEIAA office. Proponent can submit a signed copy of proposal to SEIAA office along with acknowledgement letter and other relevant documents.

## **3.2 EDIT NEW PROPOSAL**

The details of the proposals can be updated by PP 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 (Category-B)**' tab. Then click on the '**Edit TOR Application**' or '**Edit EC Application**' link available under '**Edit New Proposal**' link as shown in Figure 3.3.

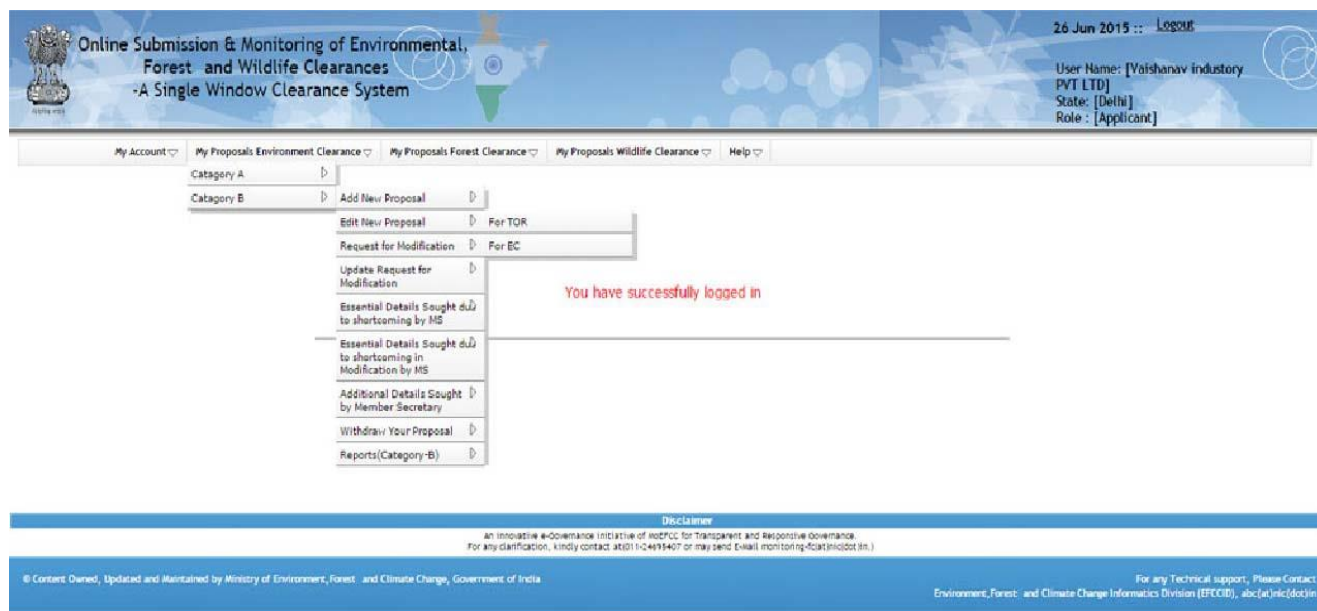


Figure-3.3 First Screen for editing Proposal

Step 2: After clicking on '**Edit TOR Application**' link, the following screen will be displayed, as shown in figure-3.4.



Figure-3.4 Screen for editing TOR details

After clicking on '**Edit EC Application**' link, the following screen will be displayed as shown in figure-3.5.

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

07 Jul 2015 17:52:38  
You have last login 07 Jul 2015 5:33 PM

UserID: [virendranic123@gmail.com] Logout

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

**Update EC Details**


Sno.	Proposal No.	Project Sector	MoEF File No.
1	<a href="#">SIA/AP/CMIN/29035/2015</a>	Coal Mining	SIA/AP/CMIN/429/2015

Help | Site Map | FAQ | Contact Us

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure 3.5 Screen for editing EC details

Step 3: Click on proposal number displayed under 'Proposal No.' column to edit the proposal details. After clicking on proposal number the following screen will be displayed as shown in Figure-3.6. Proponent 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, EC Application can be edited on the portal.



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

26 Jun 2015 15:35:43  
You have last login 26 Jun 2015 2:12 PM

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

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

### Update TOR Application(Form 1) (Category - B)

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

#### Details of User Agency

<table> <tr><td>Name</td><td>Minor Irrigation Division</td></tr> <tr><td>Address1</td><td>acharya niketan</td></tr> <tr><td>State</td><td>Delhi</td></tr> <tr><td>Pin</td><td>110091</td></tr> <tr> <td>Telephone no.</td> <td>11 12345678</td> </tr> <tr> <td>Fax no.</td> <td>11 12345678</td> </tr> <tr><td>Website (if any)</td><td>www.google.com</td></tr> </table>	Name	Minor Irrigation Division	Address1	acharya niketan	State	Delhi	Pin	110091	Telephone no.	11 12345678	Fax no.	11 12345678	Website (if any)	www.google.com	<table> <tr><td>Address2</td><td></td></tr> <tr><td>District</td><td>East</td></tr> <tr><td>Landmarks</td><td>kukreja</td></tr> <tr> <td>Mobile no.</td> <td>+91 9711527447</td> </tr> <tr><td>Email address</td><td>virendranic123@gmail.com</td></tr> </table>	Address2		District	East	Landmarks	kukreja	Mobile no.	+91 9711527447	Email address	virendranic123@gmail.com
Name	Minor Irrigation Division																								
Address1	acharya niketan																								
State	Delhi																								
Pin	110091																								
Telephone no.	11 12345678																								
Fax no.	11 12345678																								
Website (if any)	www.google.com																								
Address2																									
District	East																								
Landmarks	kukreja																								
Mobile no.	+91 9711527447																								
Email address	virendranic123@gmail.com																								

#### Details of Person Making Application

<table> <tr><td>First Name</td><td>virendra</td></tr> <tr><td>Last Name</td><td>sharma</td></tr> <tr><td>Address1</td><td>pratap nagar</td></tr> <tr><td>State</td><td>Punjab</td></tr> <tr><td>Pin</td><td>110092</td></tr> <tr> <td>Telephone no.</td> <td>11 12345678</td> </tr> <tr> <td>Fax no.</td> <td>11 01112345678</td> </tr> </table>	First Name	virendra	Last Name	sharma	Address1	pratap nagar	State	Punjab	Pin	110092	Telephone no.	11 12345678	Fax no.	11 01112345678	<table> <tr><td>Middle Name</td><td>kumar</td></tr> <tr><td>Designation</td><td>programmer</td></tr> <tr><td>Address2</td><td></td></tr> <tr><td>District</td><td>Dadra &amp; Nagar Haveli</td></tr> <tr><td>Landmarks</td><td>kukreja</td></tr> <tr> <td>Mobile no.</td> <td>+91 9711527447</td> </tr> </table>	Middle Name	kumar	Designation	programmer	Address2		District	Dadra & Nagar Haveli	Landmarks	kukreja	Mobile no.	+91 9711527447
First Name	virendra																										
Last Name	sharma																										
Address1	pratap nagar																										
State	Punjab																										
Pin	110092																										
Telephone no.	11 12345678																										
Fax no.	11 01112345678																										
Middle Name	kumar																										
Designation	programmer																										
Address2																											
District	Dadra & Nagar Haveli																										
Landmarks	kukreja																										
Mobile no.	+91 9711527447																										

#### Project Profile

<table> <tr><td>Name of the project *</td><td>Siljora-Kalimati Manganese &amp; Industrie</td></tr> <tr><td>Project cost (in lacs) *</td><td>50000</td></tr> <tr><td>Shape of the project land *</td><td>Block (Polygon)</td></tr> <tr> <td>Upload GPS file *</td> <td> <input type="button" value="Choose File"/> No file chosen  <small>(Upload KML only) (Upload GPX file)</small> </td> </tr> <tr> <td>Brief summary of project (at least one page document) *</td> <td> <input type="button" value="Choose File"/> No file chosen  <small>(Upload pdf only and attach it as Annexure-Brief summary of project)</small> </td> </tr> <tr> <td>Does your project location falls under out of any following areas *</td> <td>Ghaziabad (UP)</td> </tr> <tr> <td>Main State of the project *</td> <td>Bihar</td> </tr> <tr> <td>Number of states in which project will be executed *</td> <td>Select</td> </tr> </table>	Name of the project *	Siljora-Kalimati Manganese & Industrie	Project cost (in lacs) *	50000	Shape of the project land *	Block (Polygon)	Upload GPS file *	<input type="button" value="Choose File"/> No file chosen <small>(Upload KML only) (Upload GPX file)</small>	Brief summary of project (at least one page document) *	<input type="button" value="Choose File"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Brief summary of project)</small>	Does your project location falls under out of any following areas *	Ghaziabad (UP)	Main State of the project *	Bihar	Number of states in which project will be executed *	Select	<table> <tr><td>Project sector *</td><td>Non-Coal Mining</td></tr> <tr><td>Location of the project *</td><td>Bihar</td></tr> <tr> <td>Site alternative under consideration(if any) *</td> <td> <input type="button" value="Choose File"/> No file chosen  <small>(Upload site alternati ves)</small> </td> </tr> <tr> <td>Upload copy of survey of India Toposheet *</td> <td> <input type="button" value="Choose File"/> No file chosen  <small>(Upload PDF only and attach it as Annexure-survey of India Toposheet) (Upload survey of India Toposheet)</small> </td> </tr> </table>	Project sector *	Non-Coal Mining	Location of the project *	Bihar	Site alternative under consideration(if any) *	<input type="button" value="Choose File"/> No file chosen <small>(Upload site alternati ves)</small>	Upload copy of survey of India Toposheet *	<input type="button" value="Choose File"/> No file chosen <small>(Upload PDF only and attach it as Annexure-survey of India Toposheet) (Upload survey of India Toposheet)</small>
Name of the project *	Siljora-Kalimati Manganese & Industrie																								
Project cost (in lacs) *	50000																								
Shape of the project land *	Block (Polygon)																								
Upload GPS file *	<input type="button" value="Choose File"/> No file chosen <small>(Upload KML only) (Upload GPX file)</small>																								
Brief summary of project (at least one page document) *	<input type="button" value="Choose File"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Brief summary of project)</small>																								
Does your project location falls under out of any following areas *	Ghaziabad (UP)																								
Main State of the project *	Bihar																								
Number of states in which project will be executed *	Select																								
Project sector *	Non-Coal Mining																								
Location of the project *	Bihar																								
Site alternative under consideration(if any) *	<input type="button" value="Choose File"/> No file chosen <small>(Upload site alternati ves)</small>																								
Upload copy of survey of India Toposheet *	<input type="button" value="Choose File"/> No file chosen <small>(Upload PDF only and attach it as Annexure-survey of India Toposheet) (Upload survey of India Toposheet)</small>																								

**Multiple entries are allowed.** If the project to be execution does not belong to any state, then state category could be selected as 'Other'.

State *	Bihar	Tehsil *	Alauli
District *	Khagaria		
<input type="button" value="Add"/>			

State	State Type	District	Tehsil	Delete
Bihar	Other State	Khagaria	Alauli	<input type="button" value="X"/>

<table> <tr> <td>Town / Village *</td> <td>Mothoka Neem Ka Thana</td> </tr> <tr> <td colspan="2"><small>(Name of more than one town may be entered by separating with ',')</small></td> </tr> <tr> <td>Project/activity in the schedule *</td> <td>Select</td> </tr> <tr> <td>Project type *</td> <td>New</td> </tr> <tr> <td>Category of project *</td> <td>B</td> </tr> <tr> <td>Does it attract the general condition? *</td> <td>No</td> </tr> <tr> <td>Does it attract the specific condition? *</td> <td>No</td> </tr> <tr> <td>Is there any litigation pending against the project? *</td> <td>No</td> </tr> </table>	Town / Village *	Mothoka Neem Ka Thana	<small>(Name of more than one town may be entered by separating with ',')</small>		Project/activity in the schedule *	Select	Project type *	New	Category of project *	B	Does it attract the general condition? *	No	Does it attract the specific condition? *	No	Is there any litigation pending against the project? *	No	<table> <tr> <td>Plot/Survey/Khasra No. *</td> <td>Part of Khasra No. 280/1</td> </tr> <tr> <td colspan="2"><small>(Name of more than one Plot/Survey/Khasra may be entered by separating with ',')</small></td> </tr> <tr> <td>Proposed capacity/area/length/tonnage to be handled/command area/lease area/number of wells to be drilled *</td> <td>58,000 TPA ha.</td> </tr> <tr> <td>Sub Category of project *</td> <td>B1</td> </tr> </table>	Plot/Survey/Khasra No. *	Part of Khasra No. 280/1	<small>(Name of more than one Plot/Survey/Khasra may be entered by separating with ',')</small>		Proposed capacity/area/length/tonnage to be handled/command area/lease area/number of wells to be drilled *	58,000 TPA ha.	Sub Category of project *	B1
Town / Village *	Mothoka Neem Ka Thana																								
<small>(Name of more than one town may be entered by separating with ',')</small>																									
Project/activity in the schedule *	Select																								
Project type *	New																								
Category of project *	B																								
Does it attract the general condition? *	No																								
Does it attract the specific condition? *	No																								
Is there any litigation pending against the project? *	No																								
Plot/Survey/Khasra No. *	Part of Khasra No. 280/1																								
<small>(Name of more than one Plot/Survey/Khasra may be entered by separating with ',')</small>																									
Proposed capacity/area/length/tonnage to be handled/command area/lease area/number of wells to be drilled *	58,000 TPA ha.																								
Sub Category of project *	B1																								


#### Undertaking

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

Name	virendra
Designation	programmer
Company	Minor Irrigation Division
Address	acharya niketan

Help | Site Map | FAQ | Contact Us
Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure 3.6 Update screen for TOR application



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

07 Jul 2015 17:57:21  
You have last login 07 Jul 2015 5:33 PM

UserID:  
[virendranic123@gmail.com] [Logout](#)

[My Account](#)
[My Proposals Environment Clearance](#)
[My Proposals Forest Clearance](#)
[My Proposals Wildlife Reference](#)
[Help](#)

### (Update Application for EC)

**Note :** Fields marked with(\*) are mandatory. The size of complete application should not be greater than 20 MB and please do not use any special symbol (i.e. space , , , & , \_ , ? , \$ , # , ... etc.) in naming of PDF files.

Project Sector\*:

Number of states in which project will be executed\*:

Project Type:

Upload Cover Letter\*:  No file selected.  
(Upload pdf only and attach it as Annexure-document of Cover letter)

**Multiple entries are allowed.** If the project to be execution does not belong to any state, then state category could be selected as 'Other'.

State\*:

District\*:

Tehsil\*:

State	State Type	District	Tehsil	Delete
Andhra Pradesh	Other State	Chittoor	Kambhamvaripalle	<input type="button" value="X"/>

**Details of Existing TOR**

[Click Here](#) If previous TOR details of your Proposal are not available on portal  
(Kindly ensure that the correct details of earlier TOR are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

Proposal number\*:

Sub Category of project\*:

**Upload Documents of EIA/EMP, Risk Assessment, Public Hearing**

Upload document of EIA/EMP\*:  No file selected.  
(Upload pdf only and attach it as Annexure-document of EIA/EMP)

Upload document of Risk Assessment\*:  No file selected.  
(Upload pdf only and attach it as Annexure-document of Risk Assessment)

Upload document of Public Hearing\*:  No file selected.  
(Upload pdf only and attach it as Annexure-document of Public Hearing)

Date of Public Hearing\*:

**Accredited Consultant Details**

Have you hired Consultant for preparing document?\*:

Upload Additional Report/Study/Document as desired by Ministry/EAC:  No file selected.  
(Upload pdf only and attach it as Annexure-Additional Report/Study/Document as desired by Ministry/ EAC)

Remarks:

[Help](#) | [Site Map](#) | [FAQ](#) | [Contact Us](#)

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure-3.7 Update Screen for EC Application



## **4.0 REQUEST FOR MODIFICATION IN EARLIER ISSUED TOR AND EC**

The project proponent can make a request for the modification in earlier issued TOR and EC. To do so, the following procedure may be adopted:

Step 1: Click on '**Request for Modification in earlier issued TOR**' link under '**My Proposals (Category-B)**' tab as shown in figure-4.1.

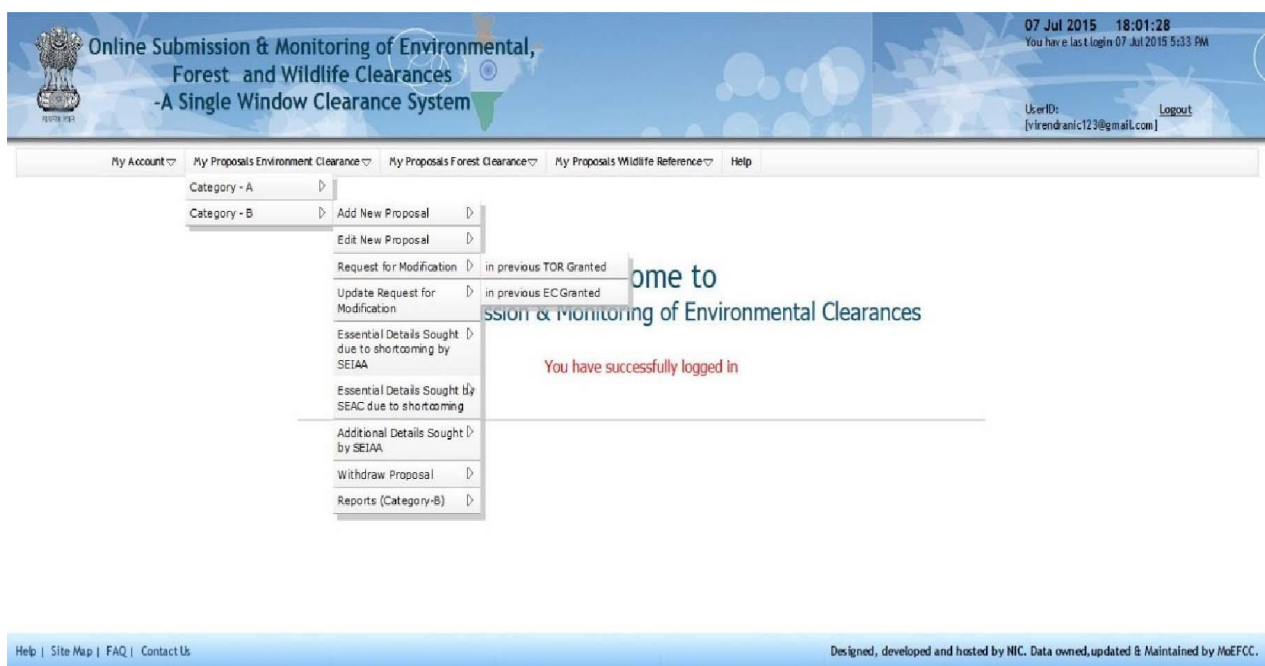



Figure-4.1 Request for modification in earlier issued TOR

08 Jul 2015 14:32:14  
You have last login 07 Jul 2015 5:40 PM  
UserID: [virendranic123@gmail.com] [Logout](#)


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

[My Account](#) | [My Proposals Environment Clearance](#) | [My Proposals Forest Clearance](#) | [My Proposals Wildlife Reference](#) | [Help](#)

### Performa for modification in previous TOR Application (Category - B)

**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 the implementing agency :	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

Modification Category *	Select	Project sector *	Select
State *	Select		

[Click Here](#) for searching previous TOR for your proposal on MoEFCC portal

[Click Here](#) If previous TOR details of your Proposal are not available on portal  
(Kindly ensure that the correct details of earlier EC are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

MoEFCC file number(Previous TOR) *		Date of Previous TOR *	
Proposal number *			
Previous TOR letter* (upload, if not found)	<input type="button" value="Choose file"/> No file chosen (Upload pdf only and attach it as Annexure-Previous TOR letter)		

#### 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


[Help](#) | [Site Map](#) | [FAQ](#) | [Contact Us](#)

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure-4.2 Form for Request for modification in earlier issued TOR

Similarly, PP can request for modification in earlier issued EC also.

Figure-4.3 Form for Request for modification in earlier issued EC



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

08 Jul 2015 14:43:21  
 You have last login 07 Jul 2015 5:40 PM  
 UserID: [virendranic123@gmail.com] [Logout](#)

[My Account](#)
[My Proposals Environment Clearance](#)
[My Proposals Forest Clearance](#)
[My Proposals Wildlife Reference](#)
[Help](#)

**Performa for modification in previous EC Application  
(Category - B)**

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 the implementing agency :	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

Modification Category * :	Select		Project sector * :	Select	
State * :	Select				

[Click Here](#) for searching previous EC for your proposal on MoEFCC portal

[Click Here](#) If previous EC details of your Proposal are not available on portal  
(Kindly ensure that the correct details of earlier EC are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

MoEFCC file number(Previous EC) * :			Date of Previous EC * :		
Proposal number * :					
Previous EC letter * : (upload, if not found)	<input type="button" value="Choose file"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Previous EC letter)</small>		Upload updated Form1 * :	<input type="button" value="Choose file"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Updated Form1 letter)</small>	

#### 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	

SAVE AS DRAFT

SAVE & LOCK

[Help](#)
[Site Map](#)
[FAQ](#)
[Contact Us](#)

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.



## 5.0 ESSENTIAL DETAILS SOUGHT DUE TO SHORTCOMING

After submission of the proposal, SEIAA examine the proposal. If they require some more information, then they may ask proponent to submit the same. The query raised by SEIAA would be available in '**Essential Details Sought due to shortcoming by SEIAA**' module under **My Proposals (Category-B)**. If SEIAA raised any query, system will send a SMS and email to Proponent for the intimation and the application will be available in '**Draft mode**' to the proponent. Proponent can resubmit the application through '**Edit Application for TOR or EC**' module under **My Proposals (Category-B)**'.

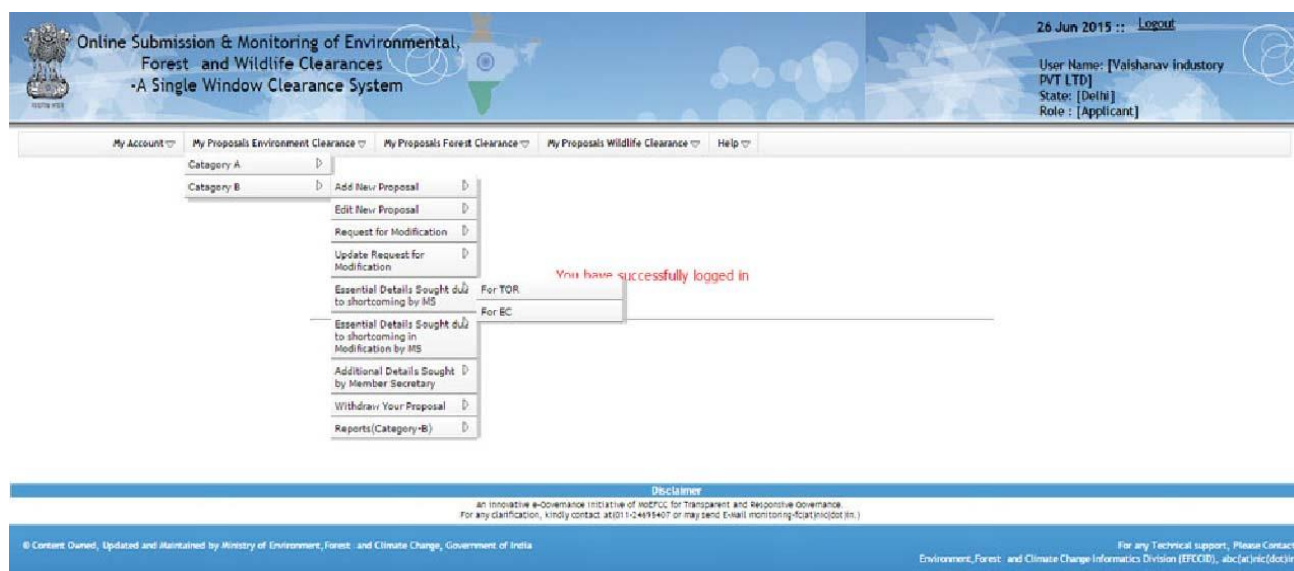


Figure-5.1 First screen for EDS details

After clicking on EDS details link, the following screen will be displayed. Proponent may view the query raised by SEIAA (if, any).

The screenshot shows the OSMEC user interface with the 'Essential Details Sought' table. The table has columns: S.No., Proposal No., Project Name, Project Sector, Location Details, Project Cost (Rs. in Lacs), Date of Submission, Company/Proposed Name, and EDS Reply. There are three rows of data. The user is logged in as 'vrendranic123@gmail.com' on '08 Jul 2015' at '14:19:53'. The footer includes 'Help | Site Map | FAQ | Contact Us' and 'Designed, developed and hosted by NIC, Data owned, updated & Maintained by MoEFCC'.

S.No.	Proposal No.	Project Name	Project Sector	Location Details	Project Cost (Rs. in Lacs)	Date of Submission	Company/Proposed Name	EDS Reply
1	SDA/AF/IND/162/2014	Rakesh	Industrial Projects	State: Andhra Pradesh District: Anantapur	12	15 Nov 2014	Company: Kali Handal	
2	SDA/AF/IND/177/2014	Mukul Text	Industrial Projects	State: Andhra Pradesh District: Chittoor	12	14 Nov 2014	Company: Kali Handal	
3	SDA/AF/IND/179/2014	Sam	Industrial Projects	State: Andhra Pradesh District: Anantapur	15	14 Nov 2014	Company: Kali Handal	

Figure-5.2 Screen showing summary of proposals in which essential details have to be submitted by proponent.

If proponent clicks on **'EDS Letter'** button, he/she may view the EDS letter issued by SEIAA and then proponent has to go to **'Edit New Proposal for TOR or EC'** link to resubmit the proposal.

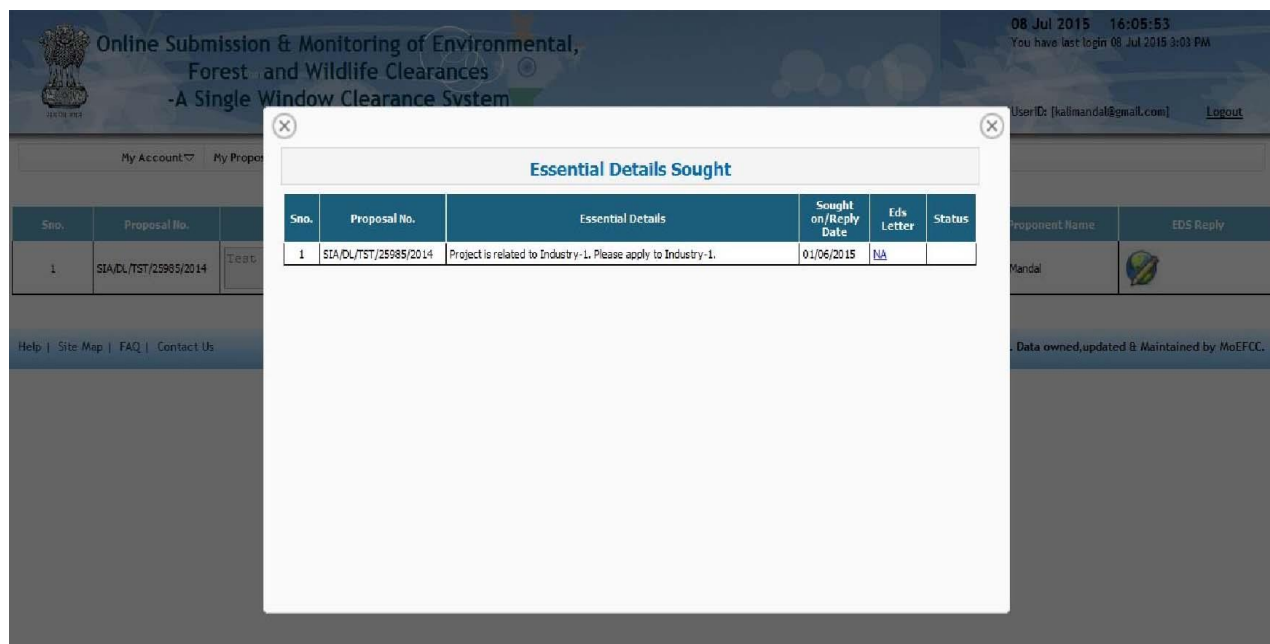


Figure-5.3 Screen for viewing the EDS letter

## 6.0 WITHDRAW PROPOSALS

Proponent may withdraw his/her proposal at any stage of the process before the TOR/EC letter is issued. For that, he/she has to make a request to do the same. After accepting his/her request, the same will be treated as withdrawn and the proposal would be delisted from the process.

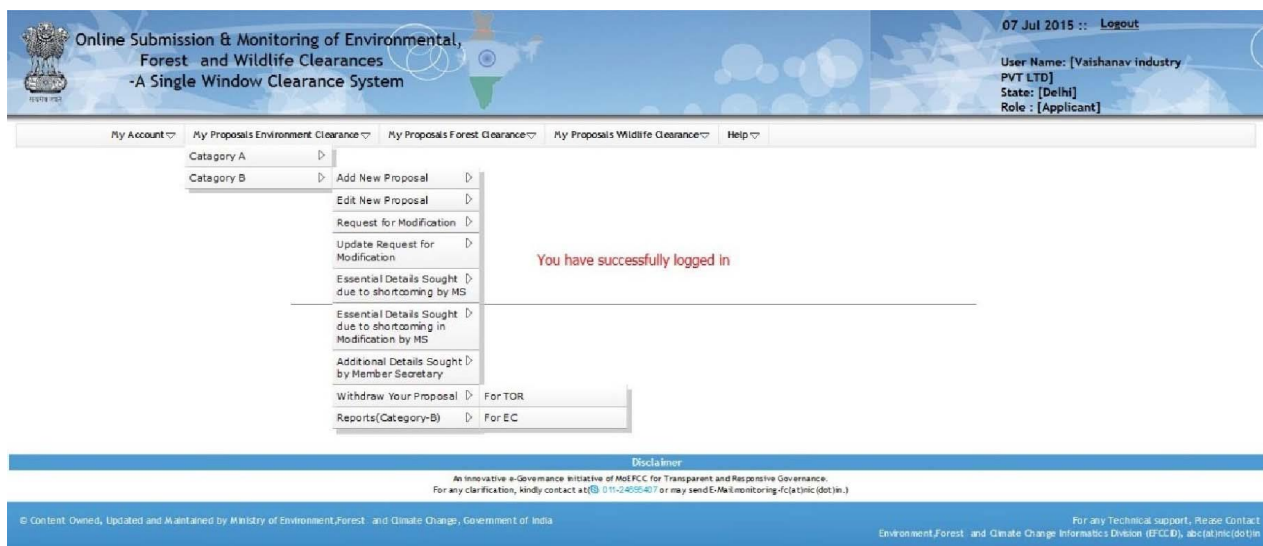


Figure-6.1 Screen showing Withdraw proposal option



Figure-6.2 Screen displaying List of Proposals for seeking TOR

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

07 Jul 2015 17:01:07  
You have last login 07 Jul 2015 4:18 PM

User ID: [virendranr1c123@gmail.com] Logout

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

List of proposals for seeking EC

Click on [View](#) to View/Print your proposal , Click on [Withdraw](#) to Withdraw your proposal

Sno.	Proposal No.	Project Name	Project Sector	Location Details	Project Cost (Rs. in Lacs)	Date of submission	Company/Proponent Name	Withdraw
1	SIA/RJ/MN/13/2014	Marble Mining Project (M.L. No. 88/2013)	Non-Coal Mining	State: Rajasthan District: Churu	30	20 Nov 2014	Company: SHRI HARSH POONIA Proponent: SHRI HARSH POONIA	<a href="#">Withdraw</a>
2	SIA/RJ/CWN/31/2014	Masonry Stone Mining Project, (M. L. No. ...)	Coal Mining	State: Rajasthan District: Churu	10	04 Dec 2014	Company: SHRI NARAYAN SINGH Proponent: SHRI NARAYAN SINGH	<a href="#">Withdraw</a>
3	SIA/AP/NCP/391/2015		New Construction Projects and Industrial Estates	State: Andhra Pradesh District: Andamans		25 Sep 2014	Company: Sri. Machinetti Koteswara Rao Proponent: Sri. Machinetti Koteswara Rao	<a href="#">Withdraw</a>
4	SIA/BR/MS/39/2015	Bihar Military Police 12	Infrastructure and Miscellaneous Projects + CRZ	State: Bihar District: Supaul	9980	09 Jul 2014	Company: DHANANJAY KUMAR Proponent: BIHAR POLICE BUILDING CONSTRUCTION CORPORATION	<a href="#">Withdraw</a>
5	SIA/CG/MN/337/2015	Metabodali	Non-Coal Mining	State: Chhattisgarh District: Kanker	1000	06 Feb 2015	Company: M/s Jayaswal Neco Industries Ltd. Proponent: Sh. Sangram Swain	<a href="#">Withdraw</a>
6	SIA/CG/MS/91/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Chhattisgarh District: East Seng		07 Nov 2014	Company: M/s. Nileendra Sharma Proponent: M/s Shri Maa Galaxy Buildcon	<a href="#">Withdraw</a>
7	SIA/DL/MS/386/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		15 Nov 2014	Company: M/s Upal Housing Pvt. Ltd. Proponent: Mehtab Khan	<a href="#">Withdraw</a>
8	SIA/DL/MS/387/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		29 Nov 2014	Company: UPPAL HOTELS PRIVATE LIMITED Proponent: UPPAL HOTELS PRIVATE LIMITED	<a href="#">Withdraw</a>
9	SIA/DL/MS/388/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		04 Dec 2014	Company: UNIQUE INNOVATION PVT LTD Proponent: UNIQUE INNOVATION PVT LTD	<a href="#">Withdraw</a>
10	SIA/DL/MS/389/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		12 Jan 2015	Company: Dr. S. C. Chetal Proponent: Guru Gobind Singh Government Hospital	<a href="#">Withdraw</a>

1 2 3 4 5 6 7 8 9 10 ...

Help | Site Map | FAQ | Contact Us

Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.

Figure-6.3 Screen displaying List of proposals for seeking EC

Figure 6.2 and 6.3 are displaying the list of proposals seeking TOR and EC. If proponent desires to withdraw the proposal, he or she may click on 'Withdraw' button. The moment he or she presses the button, a request will be sent to SEIAA and if same is accepted by SEIAA, the proposal would be delisted from the process and the same would be intimated to proponent through email and SMS.



## 7.0 VIEW/PRINT TOR AND EC APPLICATION

One more tab **Reports (Category-B)** has been provided for the various types of reports. By clicking on **'View/Print TOR/EC Application'** link, proponent can view and take print out of the application submitted online.

This completes the process at Project Proponent.

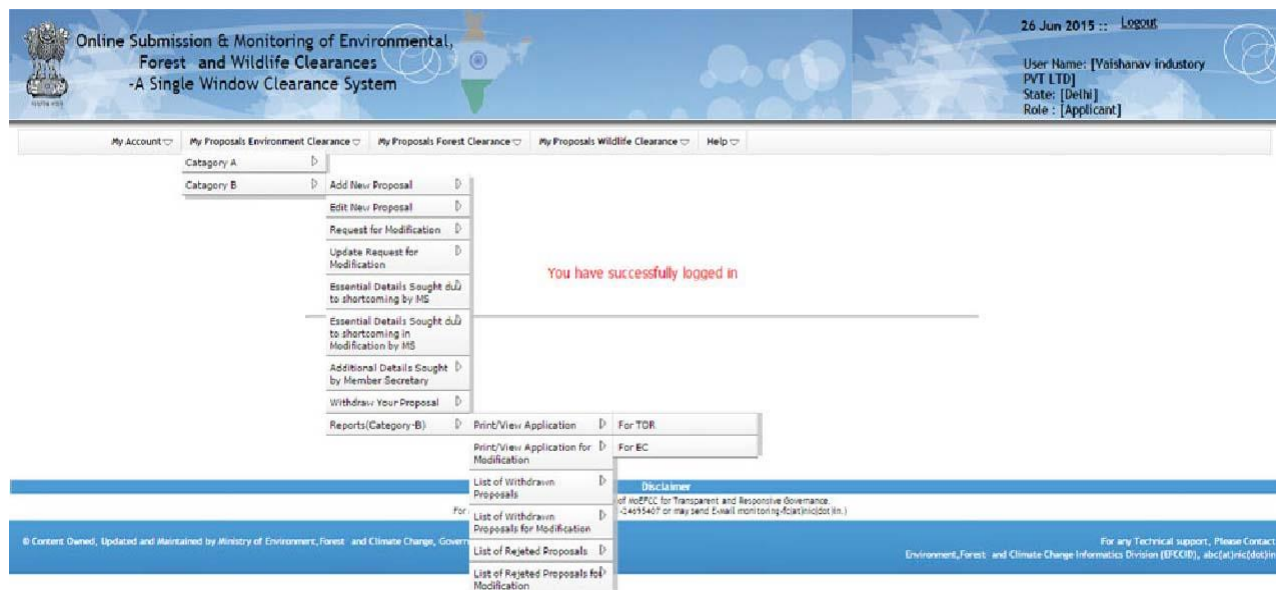
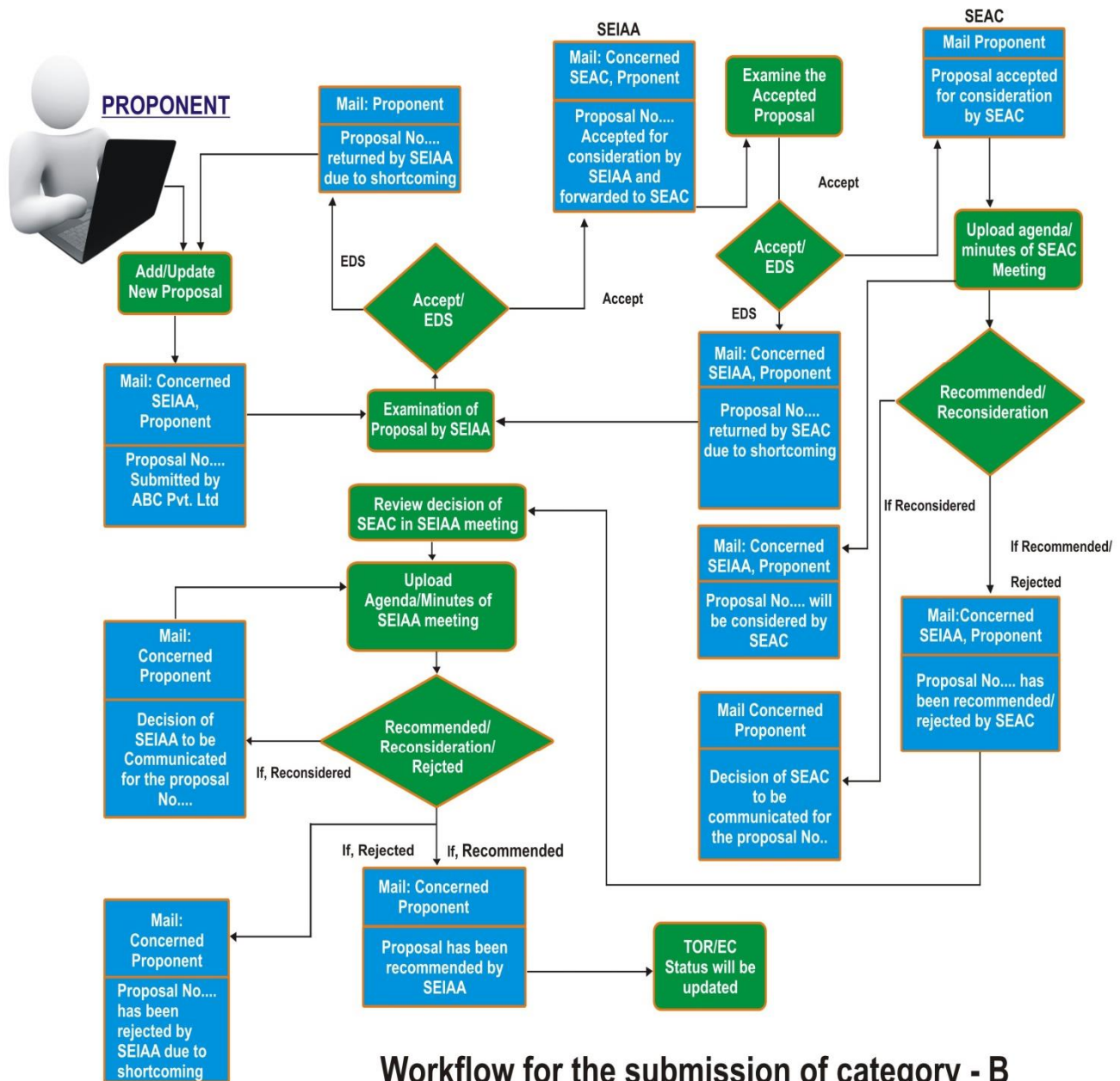


Figure-7.1 Screen displaying various reports available to proponent

## 8.0 WORK FLOW

Figure-8.1 Workflow of the system for submitting TOR/EC application (For category-B)



Workflow for the submission of category - B

# ANNEXURE A

## Frequently Asked Questions (FAQs)

**Q.1. What does OSMEC stand for?**

Ans. Online Submission and Monitoring of Environmental Clearances.

**Q.2. What does PP stand for?**

Ans. Project Proponent.

**Q.3. How PP can register and login on the OMSEC portal?**

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

**Q.4. Where is all the information regarding the OSMEC residing?**

Ans. All the proposal information is available on Environment Clearance portal. [Click here](#) to visit.

**Q.5. What are the key benefits for the department adopting the Online Submission and Monitoring of Environmental Clearances?**

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 PP?**

Ans. Yes, the PP can add more proposals after acceptance of a proposal by SEIAA.

**Q.8. How SEIAA will inform PPs if any additional information is sought from them?**

Ans. PP will receive an email and SMS if any additional information is sought by SEIAA. The same could be viewed by PP by clicking on Essential Details Sought under My proposals (Category-B).

**Q.9. Is it possible to see the contact detail of SEIAA Nodal Officer for Private Entrepreneur?**

Ans. Yes, List of Nodal Officers is available on the website.

**Q.10. Can Private Entrepreneur/PP 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 PP?**

Ans. Yes, the list of projects submitted by proponent is available on the portal.

**Q.14. Can more than one proposal be added by one project proponent?**

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

**Q.15. Can Proponent submit proposal under Category-A also after submitting proposal(s) under category-B.**

Ans. Yes, PP can submit application under category-A after submitting application under category-B also. But, modules related with category-A proposal are available under My Proposals (Category-A) tab.