

# 2017

## Ministry of Environment, Forest and Climate Change



सत्यमेव जयते

### ONLINE SUBMISSION AND MONITORING OF CRZ CLEARANCES (OSMCC)

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 CRZ clearances from Ministry/ State Authorities along with the recommendation of MS of SCZMA 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 OSMCC (an “Online Submission and Monitoring of CRZ 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.

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## 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: [enbvironmentclearance.nic.in](http://enbvironmentclearance.nic.in)  
Email: [monitoring-crz@gov.in](mailto:monitoring-crz@gov.in); [rkpathak@nic.in](mailto:rkpathak@nic.in)  
Phone: 011-24695407

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# 1.0 ABOUT CRZ CLEARANCE PORTAL

## 1.1 INTRODUCTION

In order to bring more transparency and accountability in the environment clearance process, Ministry of Environment, Forests and Climate Change, Government of India has rolled out a portal named as “Online Submission and Monitoring of CRZ Clearances” (OSMCC).

OSMCC is a web based, role based, G2B and G2G workflow application that are developed for online submission and monitoring of the proposals (category-A and 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.

### **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 SCZMA portal before submitting proposal for seeking CRZ clearance. Only one-time registration is required for submitting the application. Once, PP is registered 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 SCZMA portal by using user-id and password communicated through email and then PP can submit their application (Attracting CRZ Notification) online along with all the relevant documents. The PP can track the status of the proposal after submitting it online.

#### **1.4.2 SCZMA (STATE COASTAL ZONE MANAGEMENT AUTHORITY)**

After receiving the proposal online, **Member Secretary (MS) of SCZMA** can examine the proposal for its completeness and the same will be accepted if all the relevant documents and information are true to their correctness. If proposal is not complete, MS of SCZMA can raise query and may ask PP to submit the complete proposal. If proposal is complete, the same will be accepted by MS of SCZMA for their recommendation.

The proposal will be considered by the Expert Appraisal Committee and then MS of SCZMA will upload the decision (recommendation) on the portal. When decision of MS of SCZMA is uploaded on portal, the proposal will automatically be forwarded (by System) to the concerned authority (Ministry HQ, Delhi/ SEIAA) for further processing of the proposal as per EIA Notification, 2006.

## 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. 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.

**MS of SCZMA logs-in to the portal** and scrutinizes the proposal and sends an acceptance letter to PP (after assigning SCZMA file number) if all relevant documents are uploaded properly by PP. If any document is missing or any other information is needed, MS of SCZMA may ask PP to upload those missing information. The said proposal shall be recommended by the SCZMA within 60 days of submission of the proposal. MS of SCZMA 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, MS of SCZMA uploads recommendations on the portal, proposal details are forwarded automatically to the concerned authority (Ministry/ SEIAA) for further processing.

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

Once the proposal has been transferred/ recommended to the concerned authority (i.e. Ministry HQ, Delhi/ SEIAA) same flow of the application would be followed as it has been for other applications submitted to these authorities directly, to get the final Clearance.

**Two types of proposals can be entered in this portal:**

Type of Proposal X - Projects requiring only CRZ Clearance under CRZ notification dated 28-11-2014.

Type of Proposal Y - Projects requiring EC Clearance under EIA notification 2006 and CRZ Clearance under CRZ notification dated 28-11-2014 (Category A and Category B proposals).

Both type of proposals (X and Y) will be first forwarded to MS of SCZMA for their recommendation.

After the decision (recommendation) of SCZMA, the proposal will be forwarded as per the below mentioned procedure,

For Type of Proposal X –

- If it is related with building construction for area less than 20,000 sqm, the Project will be forwarded to State or Union Territory Planning Authority.
- If the area is greater than 20,000 sqm, it will be forwarded to SEIAA. Moreover, projects related with - Other Infrastructure (i.e. bridges, roads, sewage line, water supply lines etc. as per the amendment in CRZ notification dated 28.11.2014), will be forwarded to SEIAA.
- Rest of the projects will be forwarded to Ministry, Delhi.

For Type of Proposal Y –

- Projects under Category – A will be forwarded to Ministry, Delhi
- Projects under Category –B will be forwarded to SEIAA.

(Refer: Process Flow on Page-27)

## 2.0 NEW PROJECT PROPONENT REGISTRATION AND LOGIN

### 2.1 NEW REGISTRATION

For submitting CRZ application, Project Proponent has to first register online with SCZMA portal, if proponent is already registered with Environment, Forest or Wildlife Clearance Portal, he may not reregister himself. 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 OSMCC portal will appear as shown in Figure-2.1.

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



Figure-2.1: Home Page of OSMCC portal



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

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Government of India

Online Submission & Monitoring  
of Environmental Clearances

**New Registration Form**

**NOTE:**  
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.  
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 Login](#)

**User Agency Details**

User Agency (Head Office) \* : Select

State \* : Select

District \* : Select

Address \* : Enter User Agency Address

Pincode \* : Enter Pincode

Landmark : Enter Landmark

Email Address \* : Enter Email Address Here

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 \* : Select

**Applicant Details**

First Name \* : Enter First Name

Middle Name : Enter Middle Name

Last Name \* : Enter Last Name

Gender \* : Select

Designation \* : Enter Designation

Address \* : Enter 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**

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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.

## 2.2 LOGIN

To login into the SCZMA portal, do the following:

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

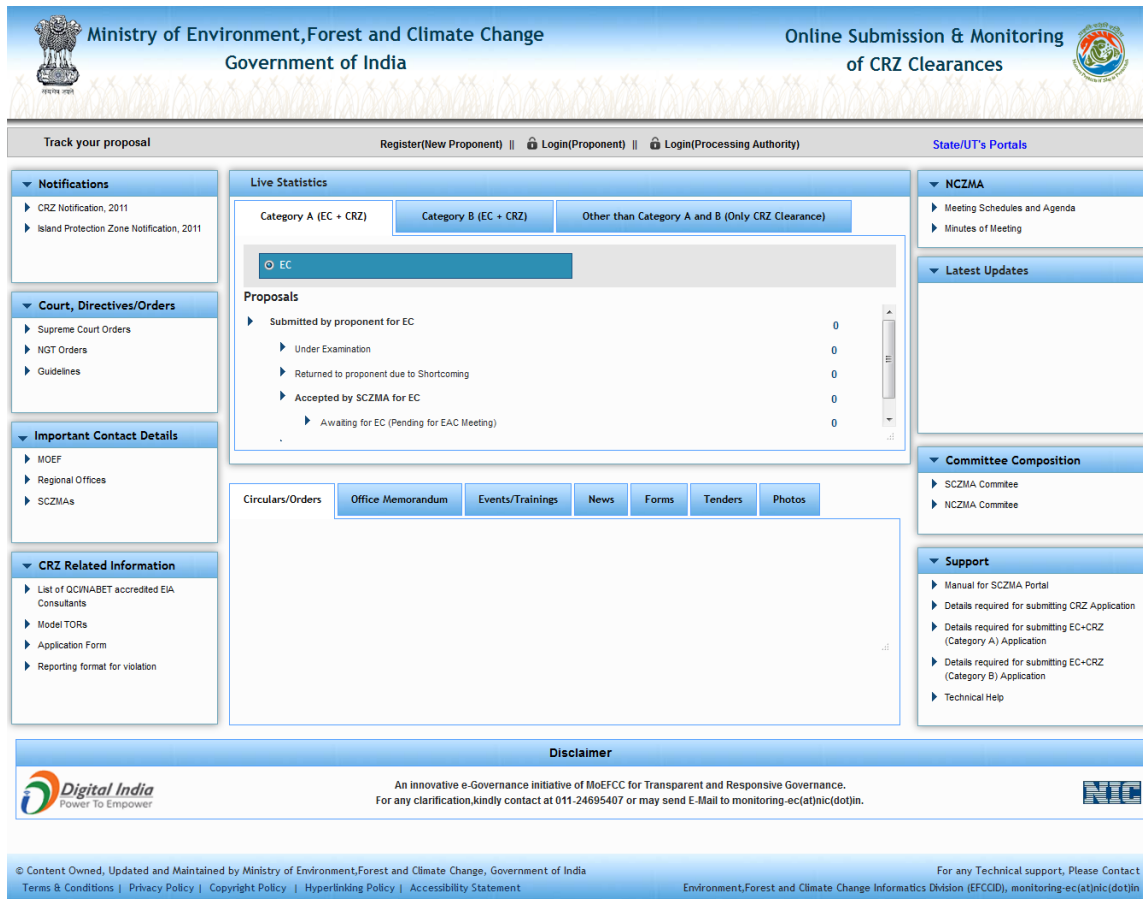


Figure-2.3 Home Page of OSMCC

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 below it.

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

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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

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Figure-2.4 Login Page of OSMCC portal

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

Ministry of Environment, Forest and Climate Change  
Government of India

08/22/2014 15:34:01

Logout  
[sharmistha.vatsa90@gmail.com]

Change Password

Help  
Click on to update

All fields marked with \* are Mandatory.

Email ID : sharmistha.vatsa90@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

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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.

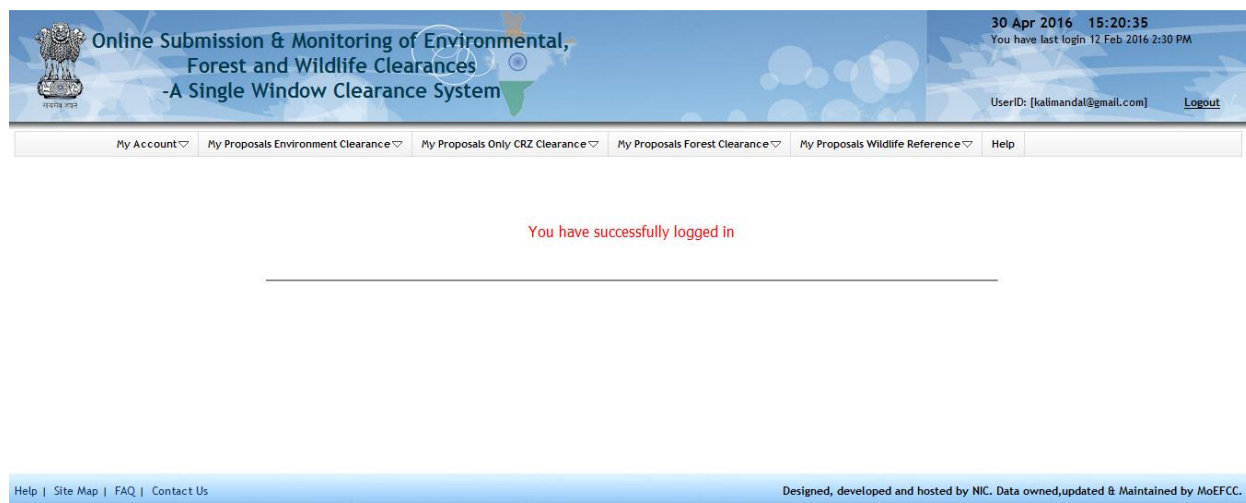


Figure-2.6 First time logged-in page for PP

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

## 2.3 LOGOUT

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

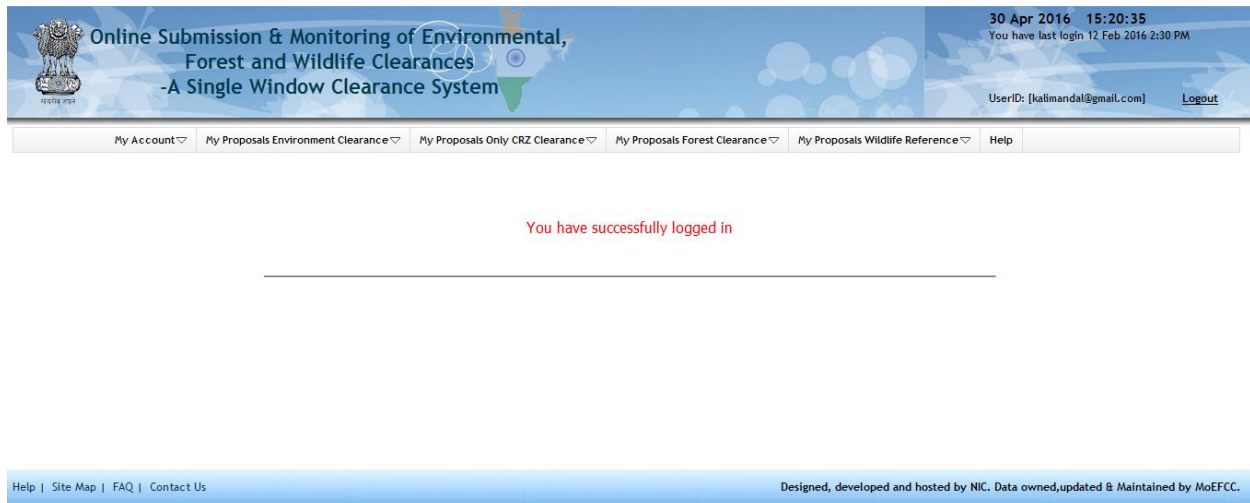


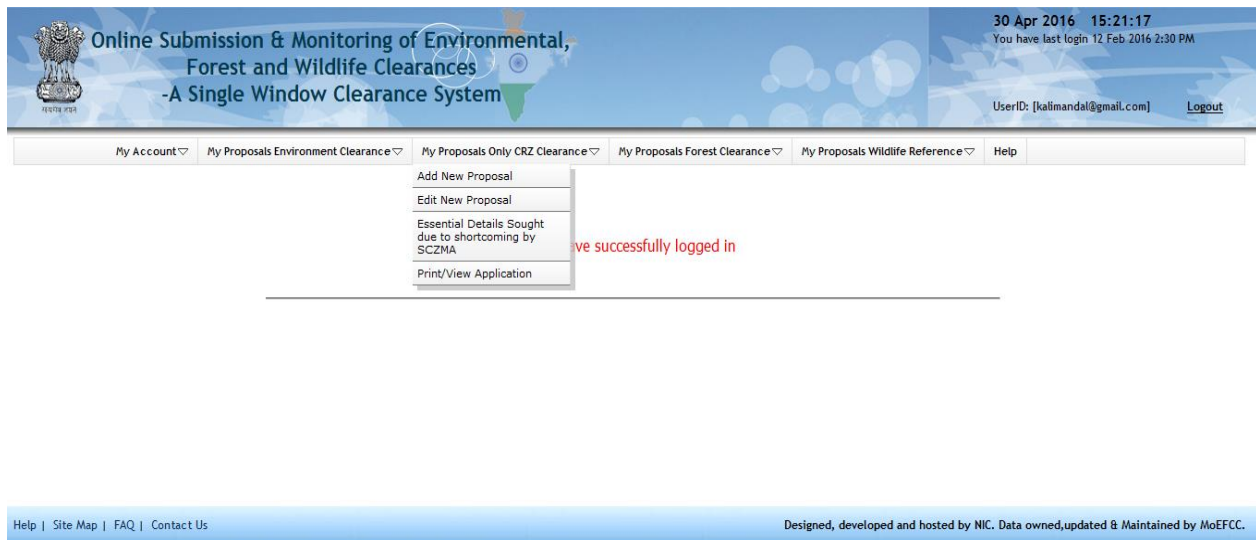
Figure-2.8 Log out

## 3.0 ADDING, EDITING & TRACKING ONLY CRZ PROPOSALS

### 3.1 ADD NEW PROPOSAL

After login, PP can submit CRZ application online 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 for Only CRZ Clearance, then he/she has to apply through '**My Proposals (Only CRZ Clearance)**' tab. To submit a new proposal, following procedure may be adopted:

Step 1. To add a new proposal, click on '**My Proposals (Only CRZ Clearance)**' tab. Then click on '**Add New Proposal**' link as shown in Figure 3.1.



**Figure 3.1: First screen for Adding New Proposal**

Step 2. After clicking on link, a form will be displayed on screen as shown in figure-3.2(a).

04 May 2016 10:45:36  
You have last login 04 May 2016 10:22 AM

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

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

### CRZ Application

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:	Kali Mandal	Name of Applicant:	Kali Mandal
Contact person :	Kali	Designation :	SW
Telephone no. :	011 1112453456	Mobile no. :	+91 6776667676
Fax no. :	011 2353452	Email address :	kalimandal@gmail.com
Website (if any) :	http://google.com	Pin code :	123456
State :	Delhi	District :	East
Town / Village :	Jasola		

#### Project Profile

Name of the project * :		Project sector* :	CRZ Only
Project cost (in lacs) * :		Location of the project* :	
Shape of the project land* :	Select	Site alternative under consideration (if any) :	<a href="#">Browse...</a> No file selected. (Upload site alternati ves)
Brief summary of project (at least one page document)* :	<a href="#">Browse...</a> No file selected.	(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
<a href="#">Add</a>			
Town / Village * :		Plot/Survey/Khasra No. * :	
(Name of more than one town may be entered by separating with ',')		(Name of more than one Plot/Survey/Khasra may be entered by separating with ',')	
Project/activity as per CRZ notification 2011* :	Select		
Category of project * :	CRZ	CRZ classification of the area :	CRZ-I, CRZ-II, CRZ-III, CRZ-IV
Is there any litigation pending against the project? * :	Select		
Project type* :	Select	Proposed capacity/area/length/tonnage to be handled/command area/lease area/number or wells to be drilled* :	
Name :	Kali Mandal		
Designation :	SW		
Company :	Kali Mandal		
Address :	DELHI		

Figure- 3.2(a): CRZ Application



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

**Note:** CRZ Application contains fourteen (14) forms for the proposal. 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 MS of SCZMA for further necessary action. Concerned MS of SCZMA will also get the email notification alert. MS of SCZMA will examine the proposal and if find it complete, then may ask proponent to submit a signed copy of the proposal to SCZMA office. Proponent can submit a signed copy of proposal to SCZMA 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 (Only CRZ Clearance)'** tab. Then click on the **'Edit New Proposal'** link as shown in Figure 3.3.

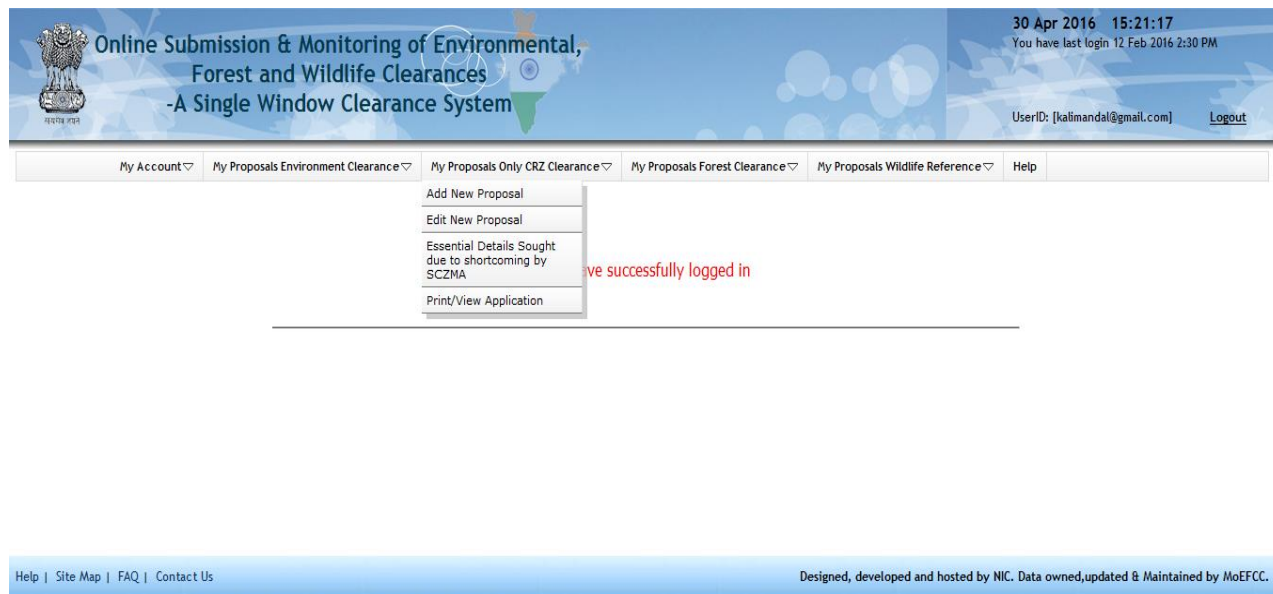


Figure-3.3 First Screen for editing Proposal

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

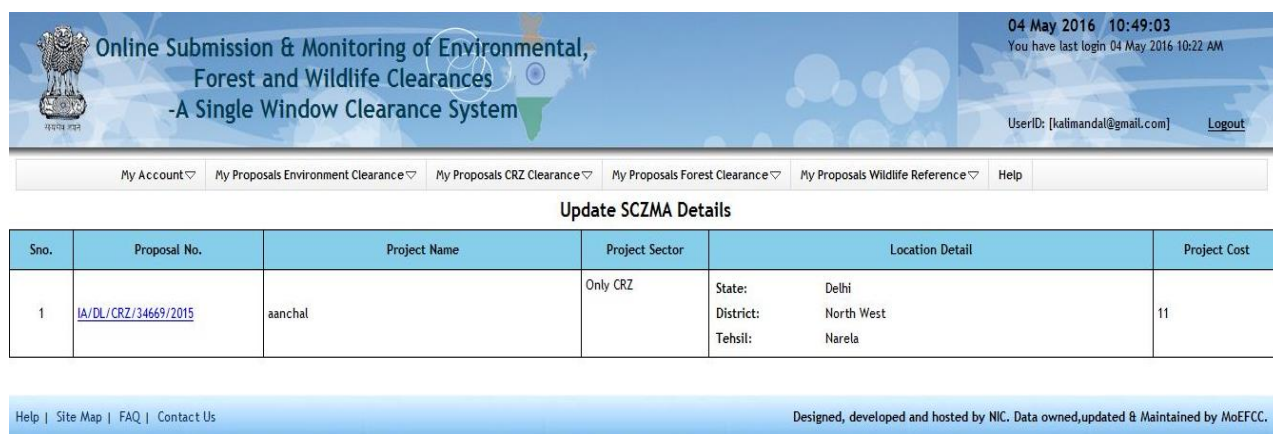



Figure-3.4 Second Screen for editing details of proposal

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.



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

04 May 2016 10:49:29  
You have last login 04 May 2016 10:22 AM

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

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

**Update CRZ Application**

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**

<p>Name of the proponent: Kali Mandal</p> <p>Contact person: Kali</p> <p>Telephone no.: 011 1112453456</p> <p>Fax no.: 011 2353452</p> <p>Website (if any): http://google.com</p> <p>State: Delhi ▾</p> <p>Town / Village: Jasola</p>	<p>Name of Applicant: Kali Mandal</p> <p>Designation: programmer</p> <p>Mobile no.: +91 6776667676</p> <p>Email address: kalimandal@gmail.com</p> <p>Pin code: 123456</p> <p>District: East ▾</p>
---	---

**Project Profile**

<p>Name of the project*: aanchal</p> <p>Project cost (in lacs)*: 11</p> <p>Shape of the project land*: Block (Polygon) ▾</p> <p>Upload GPS file*: <a href="#">Browse...</a> No file selected. (Upload KML only) <a href="#">Upload GPS file</a></p> <p>Brief summary of project (at least one page document)*: <a href="#">Browse...</a> No file selected. (Upload pdf only and attach it as Annexure-Brief summary of project) <a href="#">Upload Brief summary of project</a></p> <p>Does your project location falls under out of any following areas*: None of above Areas ▾</p> <p>Main State of the project*: Delhi ▾</p> <p>Multiple entries are allowed. If the project to be execution does not belong to any state, then state category could be selected as 'Other'.</p> <p>State*: Delhi ▾</p> <p>District*: North West ▾</p> <p>Tehsil*: Narela ▾</p> <p><a href="#">Add</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>State</th> <th>State Type</th> <th>District</th> <th>Tehsil</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Delhi</td> <td>Other State</td> <td>North West</td> <td>Narela</td> <td><a href="#">X</a></td> </tr> </tbody> </table> <p>Town / Village*: SCASCaS (Name of more than one town may be entered by separating with ',')</p> <p>Plot/Survey/Khasra No.*: SCASCaS (Name of more than one Plot/Survey/Khasra may be entered by separating with ',')</p> <p>Project/activity as per CRZ notification 2011*: Select ▾</p> <p>Project type*: New ▾</p> <p>Category of project*: CRZ ▾</p> <p>Is there any litigation pending against the project?*: No ▾</p>	State	State Type	District	Tehsil	Delete	Delhi	Other State	North West	Narela	<a href="#">X</a>	<p>Project sector*: CRZ Only ▾</p> <p>Location of the project*: cascasca</p> <p>Site alternative under consideration(if any): <a href="#">Browse...</a> No file selected. (Upload site alternati ves)</p> <p>Upload copy of survey of India Toposheet*: <a href="#">Browse...</a> No file selected. (Upload PDF only and attach it as Annexure-survey of India Toposheet) <a href="#">Upload survey of India Toposheet</a></p> <p>Proposed capacity/area/length/tonnage to be handled/command area/lease area/number or wells to be drilled*: 888888</p> <p>CRZ classification of the area: CRZ-1 CRZ-II, CRZ-III, CRZ-IV</p>
State	State Type	District	Tehsil	Delete							
Delhi	Other State	North West	Narela	<a href="#">X</a>							

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

Name: Kali Mandal
Designation: programmer
Company: Kali Mandal
Address: DELHI

SAVE AS DRAFT
CONTINUE

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Figure 3.6 Update screen for editing CRZ application

## 4.0 ESSENTIAL DETAILS SOUGHT DUE TO SHORTCOMING

After submission of the proposal, MS of SCZMA will examine the proposal. If they require some more information, then they may ask proponent to submit the same. The query raised by MS of SCZMA would be available in **‘Essential Details Sought due to shortcoming by MS of SCZMA’** module under **‘My Proposals (Only CRZ Clearance)’**. If MS of SCZMA 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’** module under **‘My Proposals (Only CRZ Clearance)’**.

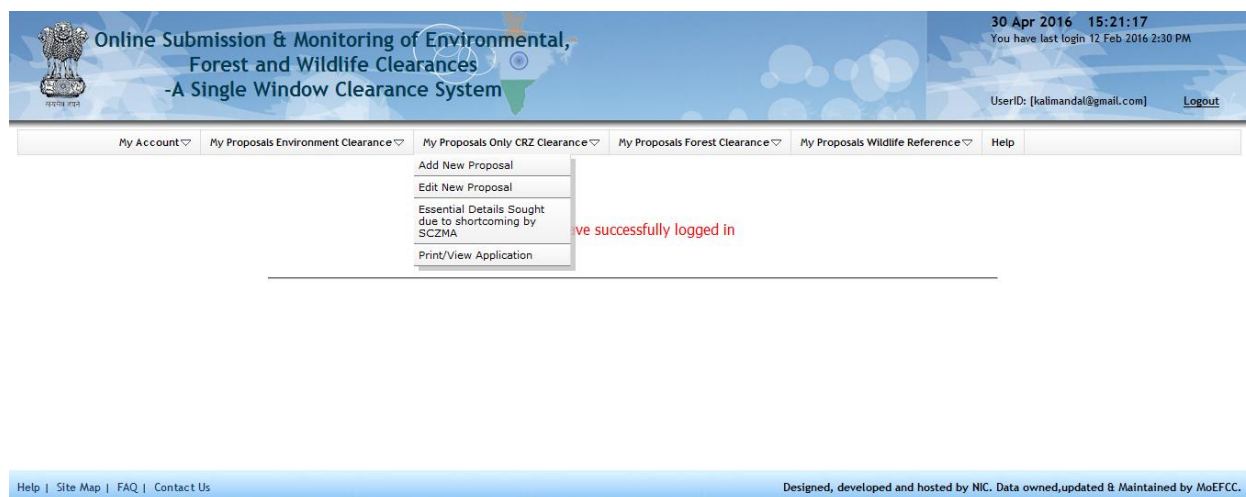


Figure-4.1 First screen for EDS details

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

The screenshot shows the OSMCC user interface with the 'Essential Details Sought' table displayed. The table has columns: SNo., Proposal No., Project Name, Project Sector, Location Details, Project Cost (Rs. in Lacs), Date of submission, Company/Proponent Name, VIEW EDS, and UPDATE PROPOSAL. The table contains one row of data. The footer is the same as in Figure 4.1.

SNo.	Proposal No.	Project Name	Project Sector	Location Details	Project Cost (Rs. in Lacs)	Date of submission	Company/Proponent Name	VIEW EDS	UPDATE PROPOSAL
1	IA/MP/CRZ/31500/2015	asdfsdf	Only CRZ	State: Madhya Pradesh District: Dindori	1233	11 Dec 2015	Company: Kali Mandal		

Figure-4.2 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 MS of SCZMA and then proponent has to go to '**Edit New Proposal**' link to resubmit the proposal.

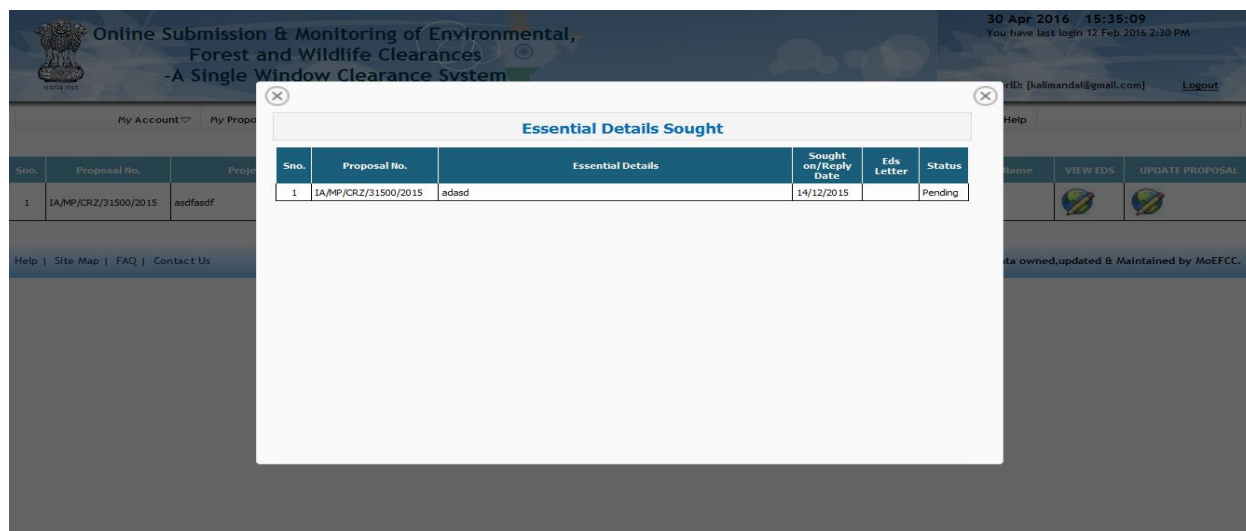


Figure-4.2 Screen for viewing the EDS letter

## 5.0 WITHDRAW PROPOSALS

Proponent may withdraw his/her proposal at any stage of the process. 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.

If proponent desires to withdraw the proposal, he or she may click on the link '**Withdraw Proposal**' under "**My Proposals (Only CRZ Clearance)**", the list of proposals submitted online will be displayed. PP may click on "**Withdraw**" button for the proposal he wish to withdraw, the moment he or she presses the button, a request will be sent to MS of SCZMA and if the same is accepted by MS, the proposal would be delisted from the process and the same would be intimated to proponent through email and SMS.

## 6.0 VIEW/PRINT CRZ APPLICATION

One more tab **'Print/ View Application'** has been provided so that the proponent can view and take print out of the application submitted online.

This completes the process at Project Proponent.

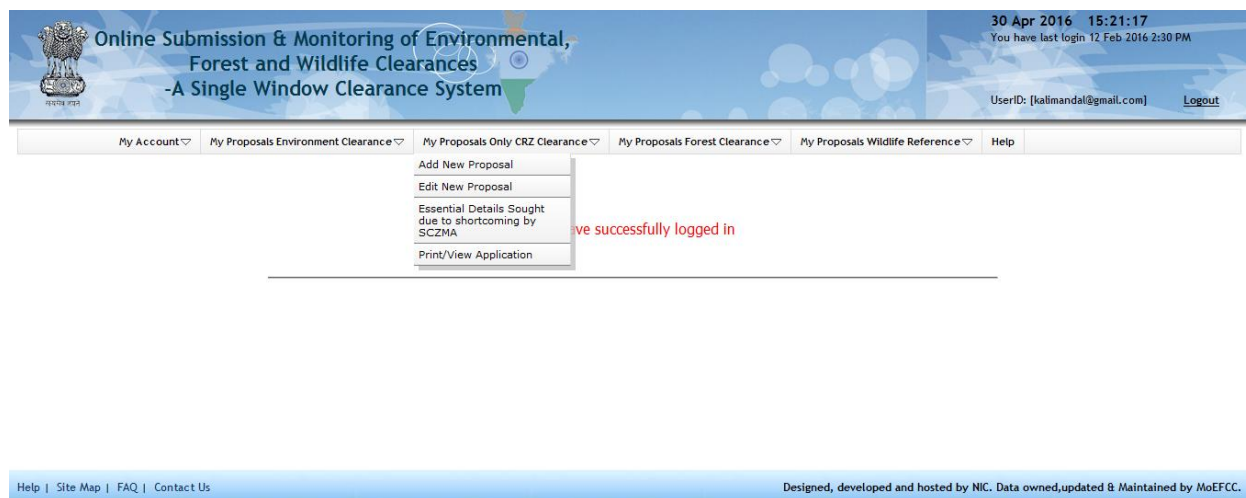


Figure-6.1 Screen displaying the link to view reports available to proponent

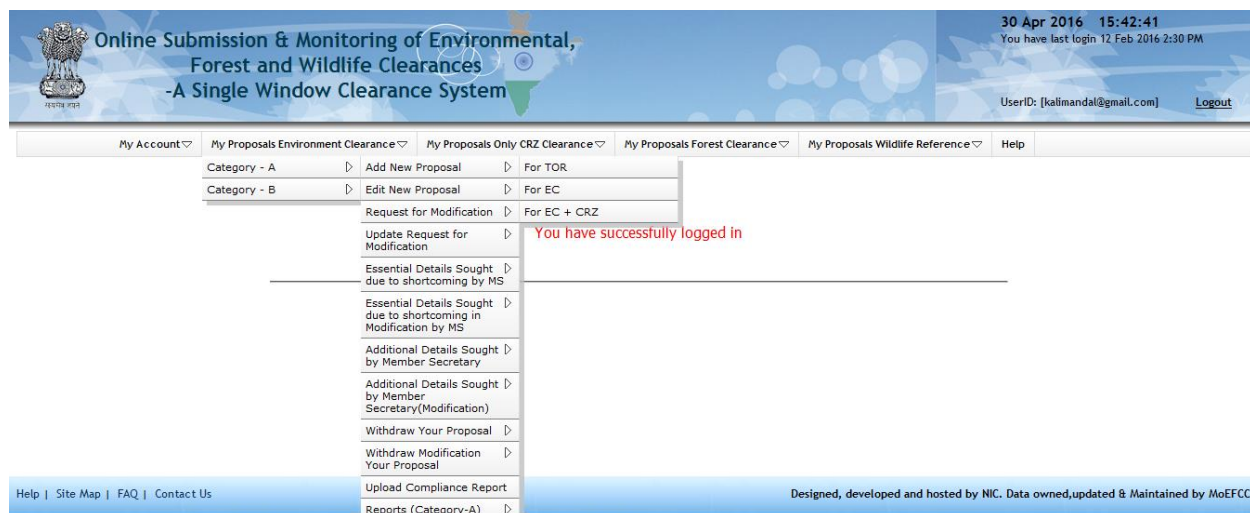


## 7.0 ADDING & EDITING EC + CRZ PROPOSALS

### 7.1 ADD NEW EC + CRZ APPLICATION

If proposal requires having EC and CRZ Clearance both (EC + CRZ Clearance), then PP has to submit the application online along with other required documents through module “**My Proposals (Environment Clearance)**”. 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. To submit a new proposal, following procedure may be adopted:

Step 1 - To add a new EC + CRZ (Category -A) proposal, click on ‘**My Proposals (Environment Clearance)**’ tab. Then click on “**For EC + CRZ**” under ‘**Add New Proposal**’ under “**Category-A**” link as shown in Figure 7.1.



**Figure 7.1: First screen for Adding New EC + CRZ (Category-A) Proposal**

Similarly, To add a new EC + CRZ (Category -B) proposal, click on ‘**My Proposals (Environment Clearance)**’ tab. Then click on “**For EC + CRZ**” under ‘**Add New Proposal**’ under “**Category-B**” link.

---

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

04 May 2016 / 10:47:23  
You have last login 04 May 2016 10:22 AM

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

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

**(Application for EC + CRZ)  
(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\*** :

**Sub Category of project \*** :

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

**State \*** :

**District \*** :

[Add](#)

**Project Type\*** :

**Upload Cover Letter\*** :   
(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'.

**Tehsil \*** :

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**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\*** :

---

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

**Upload document of EIA/EMP \*** :   
(Upload pdf only and attach it as Annexure-document of EIA/EMP)

**Upload document of Risk Assessment\*** :   
(Upload pdf only and attach it as Annexure-document of Risk Assessment)

**NOC from SPCB/ PCC :**   
(Upload pdf only)

**Upload CRZ map\*** :   
(Upload kmz only-normally covering 7km radius around the project site(Scale-1:50,000))

**Upload Additional Report/Study/Document as desired by Ministry/EAC :**   
(Upload pdf only and attach it as Annexure-Additional Report/Study /Document as desired by Ministry/EAC)

**Upload document of Public Hearing :**   
(Upload pdf only and attach it as Annexure-document of Public Hearing)

**Date of Public Hearing\*** :

**Project layout superimposed on the CRZ map\* :**   
(Upload kmz only- Scale-1:4000)

**Remarks :**

---

**Accredited Consultant Details**

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

---

**Project Details in CRZ Area**

1	DETAILS OF CRZ AREA		
S.No	Information/Checklist confirmation	Yes/No	Details thereof (with approximate quantities/rates, wherever possible) with source of information data
1.1	Project details in CRZ area in CRZ-I(A)	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.2	Project details in CRZ area in CRZ-I(B)	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.3	Project details in CRZ area in CRZ-II	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.4	Project details in CRZ area in CRZ-III	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.5	Project details in CRZ area in CRZ-IV	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.6	Project details in CRZ area in CRZ-V	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.7	Details of Shoreline Change	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.8	Whether the area is prone to cyclone, tsunami, tidal surge, subduction, earthquake etc.?	<input type="text" value="Select"/>	Not more than 500 characters allowed
1.9	Whether the area is prone to saltwater ingress?	<input type="text" value="Select"/>	Not more than 500 characters allowed

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

Figure 7.1(b): EC + CRZ (Category-B) Application



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

**Note** - Proponent is advised to follow all the instructions given on the forms. 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 the page. 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. Proponent may edit the application in Draft Mode under "Edit New Proposal" link or may submit the application by clicking on '**Save and Lock**' button.

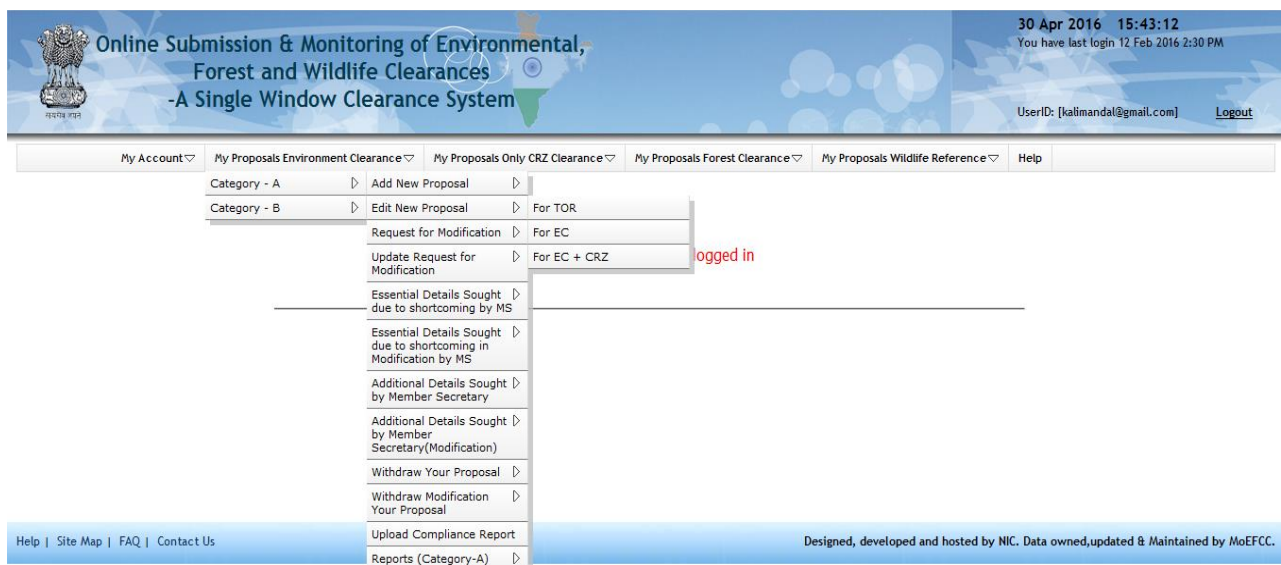
**Note:** As long as Proposal is saved in draft mode, changes can be made in it. If proposal is saved by clicking on '**Save and lock**' tab, then, no further changes can be made in the proposal. Please ensure that all details have been uploaded properly before saving in lock mode.

Step 5 - 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 MS of SCZMA for further necessary action. Concerned MS of SCZMA will also get the email notification alert. MS of SCZMA will examine the proposal and if find it complete, then may ask proponent to submit a signed copy of the proposal to SCZMA office. Proponent can submit a signed copy of proposal to SCZMA office along with acknowledgement letter and other relevant documents.

## 7.2 EDIT NEW EC + CRZ APPLICATION

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 (Environment Clearance)** tab. Then click on **"For EC + CRZ"** under **'Edit New Proposal'** under **"Category-A"** link as shown in Figure 7.2.



**Figure 7.2: Edit EC + CRZ Application**

Similarly, To edit a new EC + CRZ (Category -B) proposal, click on **My Proposals (Environment Clearance)** tab. Then click on **"For EC + CRZ"** under **'Edit New Proposal'** under **"Category-B"** link.

After clicking on the link, the page with list of all the proposals saved in draft mode is opened, Click on proposal number displayed under 'Proposal No.' column to edit the proposal details. After clicking on proposal number, the update application in edit mode will be displayed. 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.

### **7.3 ESSENTIAL DETAILS SOUGHT DUE TO SHORTCOMING**

After submission of the proposal, MS of SCZMA will examine the proposal. If they require some more information, then they may ask proponent to submit the same. The query raised by MS of SCZMA would be available in **‘Essential Details Sought due to shortcoming by MS of SCZMA’** module under **‘My Proposals (Environment Clearance)’** in the link under **“Category-A”/“Category-B”** Proposals’. If MS of SCZMA 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. If proponent clicks on **‘EDS Letter’** button, he/she may view the EDS letter issued by MS of SCZMA and then proponent has to go to **‘Edit New Proposal’** link to resubmit the proposal. Proponent can resubmit the application through **‘Edit Application’** module under **‘My Proposals (Environment Clearance)’** under **“For EC + CRZ”** under **‘Edit New Proposal’** under **“Category-A”** link or **“Category-B”** link.

### **7.4 WITHDRAW PROPOSALS**

Proponent may withdraw his/her proposal at any stage of the process. 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.

If proponent desires to withdraw the proposal, he or she may click on the link **‘Withdraw Proposal’** under **“My Proposals (Environment Clearance)”**, the list of proposals submitted online will be displayed. PP may click on **“Withdraw”** button for the proposal he wish to withdraw, the moment he or she presses the button, a request will be sent to MS of SCZMA and if the same is accepted by MS, the proposal would be delisted from the process and the same would be intimated to proponent through email and SMS.

### **7.5 VIEW/PRINT CRZ APPLICATION**

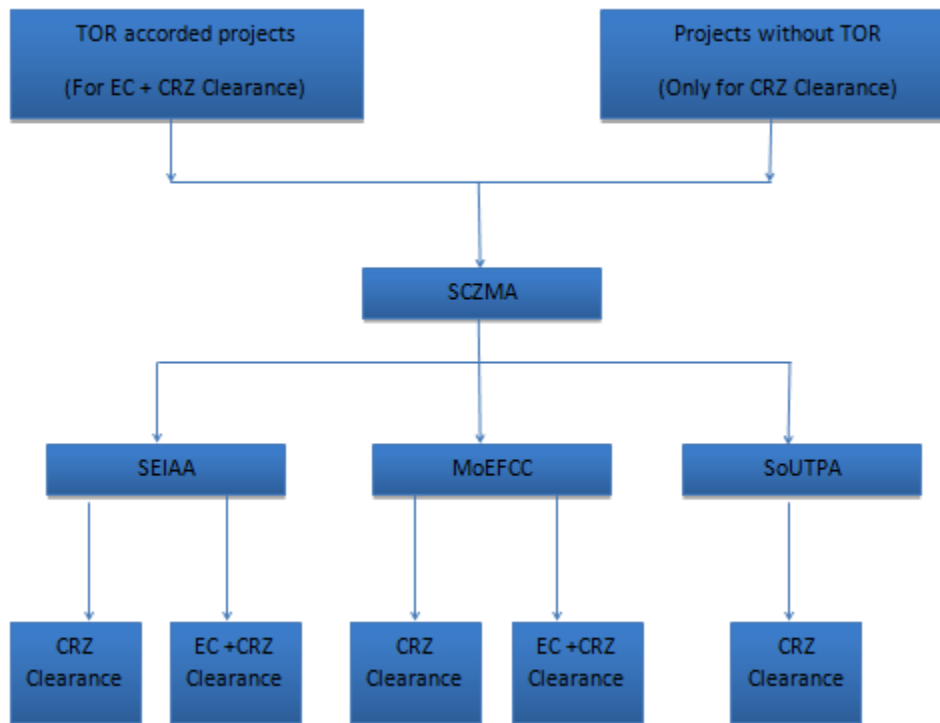
One more tab **‘View/Print Application’** – **“For EC + CRZ”** has been provided so that the proponent can view and take print out of the application submitted online.

This completes the process at Project Proponent.

## 8.0 PROCESS FLOW

Figure-8.1 Workflow of the system for submitting CRZ / EC+CRZ application

### **Process of CRZ and EC Clearance**



Here,

**TOR-** Terms Of Reference

**EC-** Environment Clearance

**SEIAA-** State Environment Impact Assessment Authorities

**MoEFCC-** Ministry of Environment, Forest and Climate Change

**SCZMA-** State Coastal Zone Management Authority

**CRZ-** Coastal Regulation Zone

**SoUTPA-** State or Union Territory Planning Authority

# ANNEXURE A

## Frequently Asked Questions (FAQs)

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

Ans. Online Submission and Monitoring of CRZ Clearances.

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

Ans. Project Proponent.

**Q.3. How PP can register and login on the OSMCC 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 OSMCC 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 CRZ 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 MS of SCZMA.

**Q.8. How MS of SCZMA 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 (CRZ Clearance)**.

**Q.9. Is it possible to see the contact detail of SCZMA 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.