

KYA





e-KYC CAF R AP DSS tects of She 15 Prote e compliance e-Processing CAC GREEN e-Payments

User Manual for Forest Clearance Role Name – ADGF (Ministry)





Purpose of the manual

This manual aims at providing step-by-step instructions that would aid in navigating through the ADGF dashboard. It intends to simplify the overall process for the users by providing them with a snapshot of every step. It also covers detailed information about operations, standards & guidelines, and functionalities of the envisaged PARIVESH portal, as presented to the ADGF.





Roles in Forest Clearance-

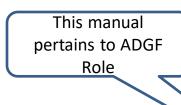
1. User Agency

State-Level Users:

- 1. Divisional Forest Officer (DFO)
- 2. Nodal Officer
- 3. Member Secretary
- 4. Chief Conservator of Forest/Conservator of Forest
- 5. Principal Chief Conservator of Forest
- 6. State Secretary (SS)

IRO Level Users:

- 1. Technical Officer (TO)
- 2. Assistant Inspector General of Forest (AIG)
- 3. Deputy Inspector General of Forest (DIG)
- 4. IRO Head



Ministry Level Users:

- 1. Technical Officer (TO)
- 2. Assistant Inspector General of Forest (AIGF)
- 3. Deputy Inspector General of Forest (DIGF)
 - Inspector General of Forest (IGF)
- 5. Additional Director General of Forest (ADGF)
- 6. Director General of Forest (DGF)
- 7. Secretary
- 8. Hon'ble Minister of State: MoS
- 9. Hon'ble Minister, MoEFCC: Central Minister Level User or MoE





Forest Clearance

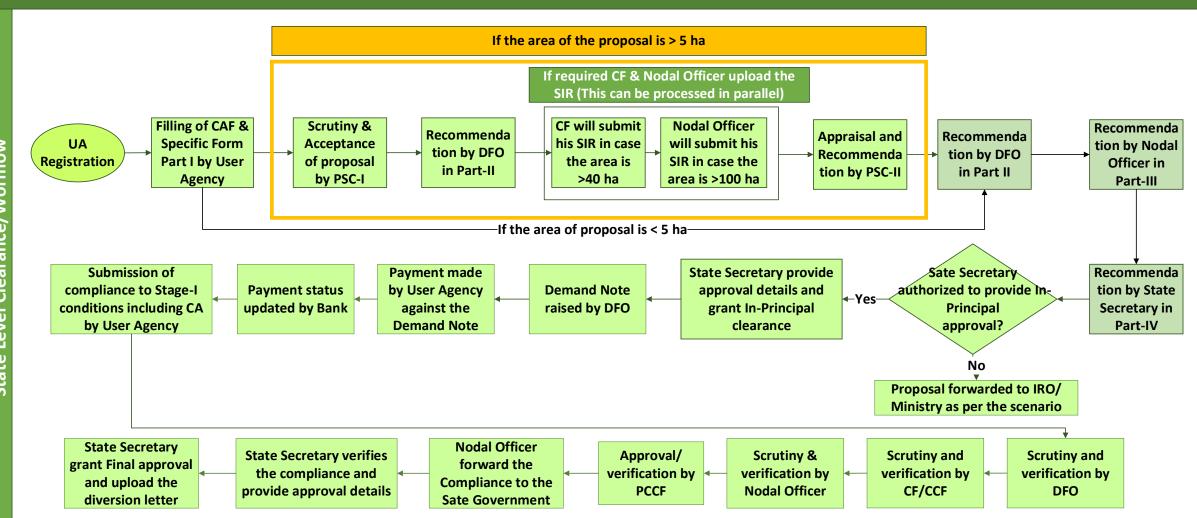








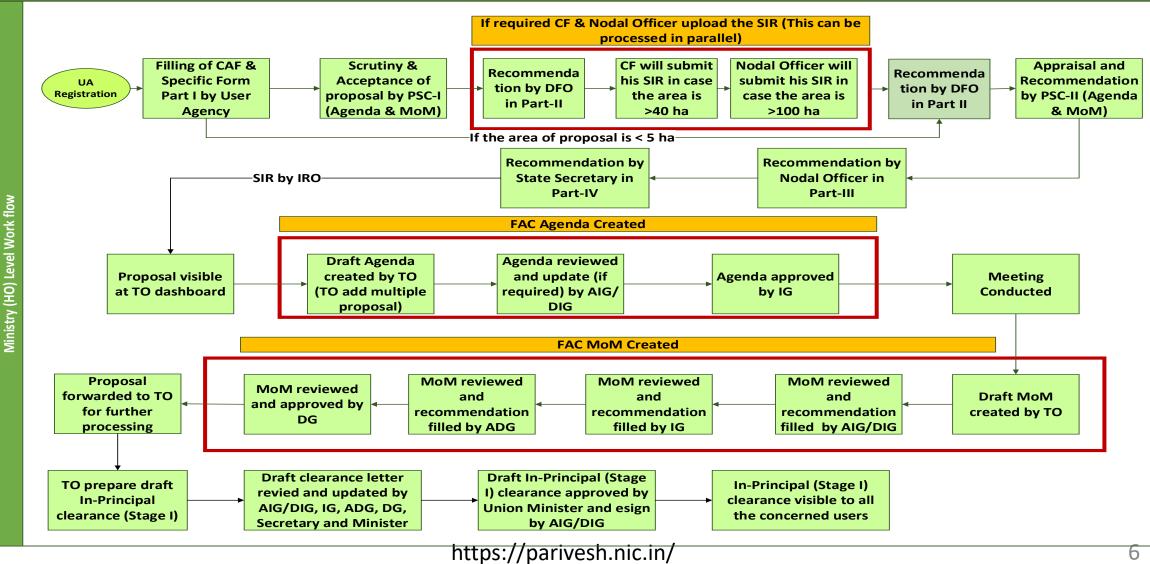
Processing of Proposal: State Level Clearance/Workflow





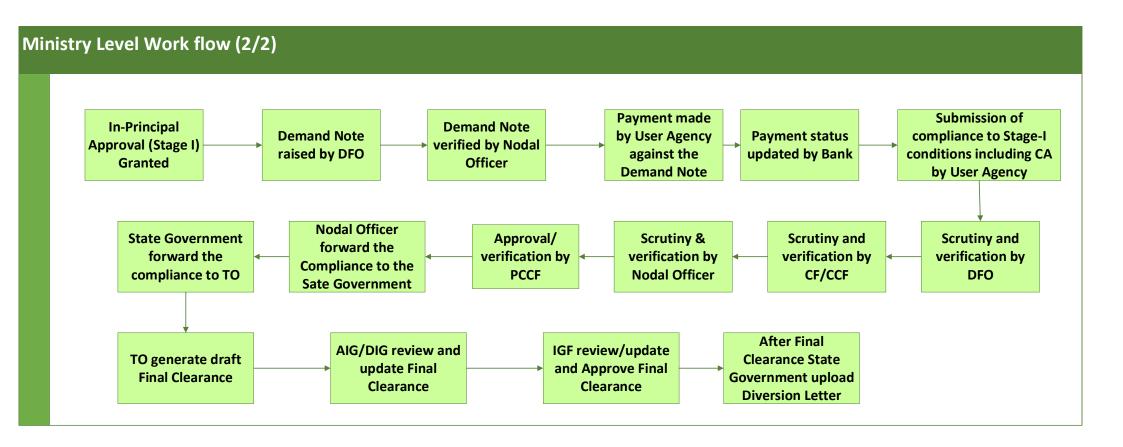


Ministry Level Workflow (1/2)





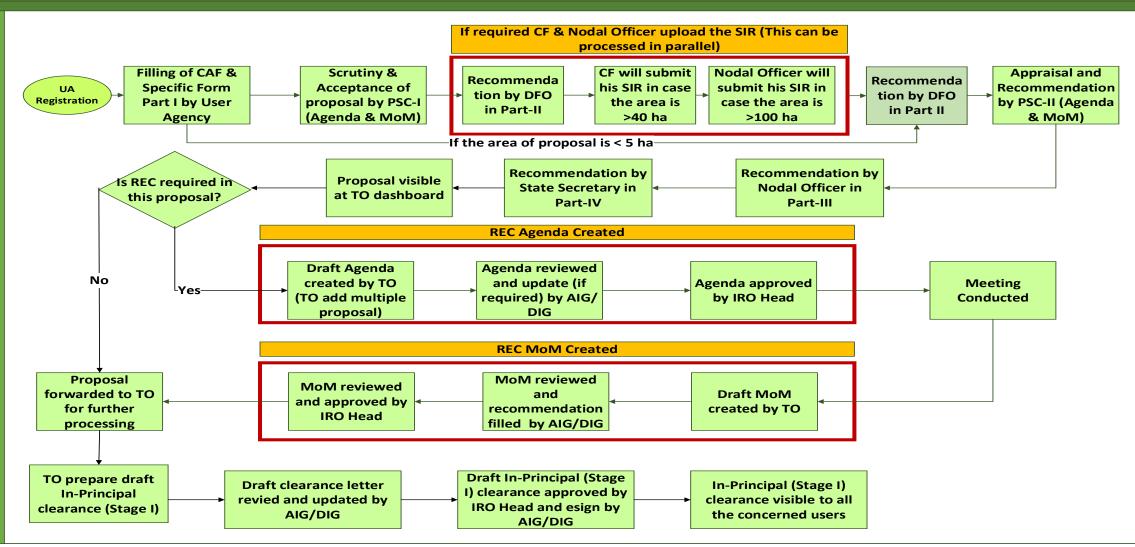








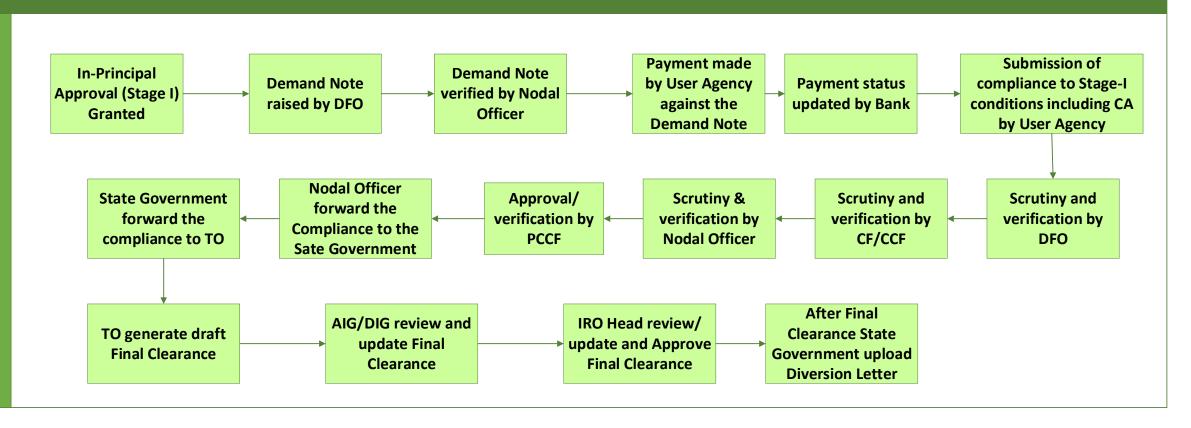
IRO Level Workflow (1/2)







IRO Level Work flow (2/2)







Home Page











Login Page





English

75



Ministry of Environment, Forest and Climate Change Government of India

PARIVESH

Pro Active and Responsive facilitation by Interactive and Virtuous Environmental Single window Hub

A single window integrated system for Environment, Forest, Wild Life & CRZ Clearance Process

	Log In	
n ld * fac_user@mailinator.com		
word * t@1234		ø
		Forgot Password?
O3JbCP	Enter Captcha	
R.	510	ATTENT
	LOGIN	

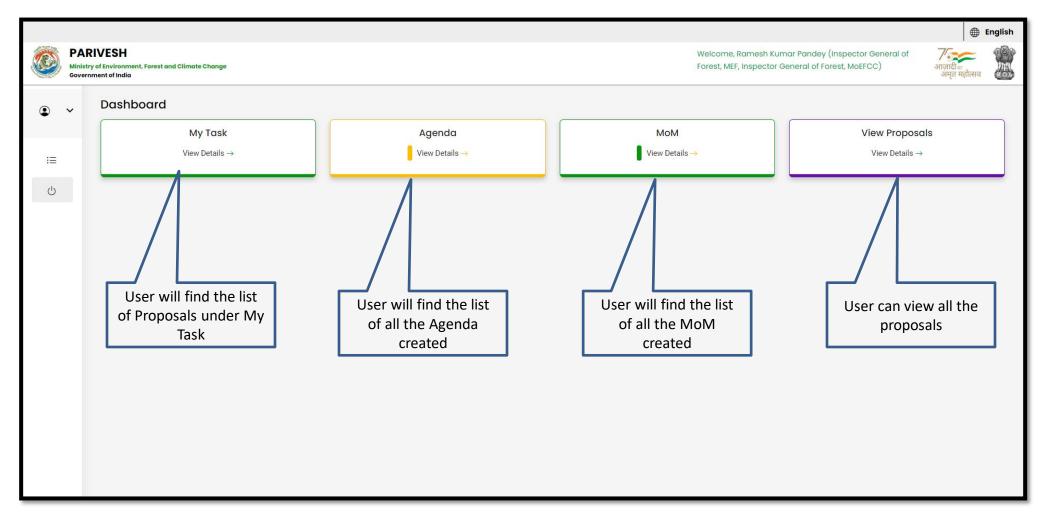




ADGF Dashboard







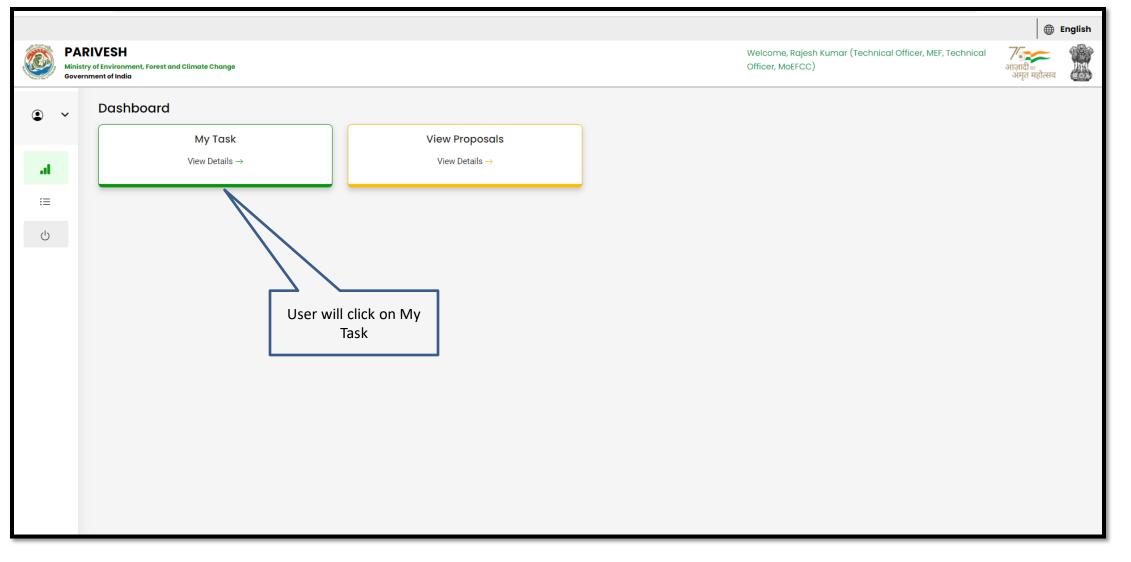




ADGF My Task











S. No Proposal No. Proposal Details Area(ha) Location Date of Submission Proponent Status Pendency Action 1 FP/RJ/REDIV/41195 2/2023 Project Name: MS_Ministry Flow Testing Project Category: Rediv Form: Form-E (Part-I): Re-Diversion i) Land Use Change ii) Laying of Overhead/ Under Ground OFC/ drinking water pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW 1.0 State : Rajasthan District : Kota 28/04/2023 Department of Irrigation Pending at MEF Technical Officer 0 Day(s)	al History Back	Proposal I		All		l search the d proposal			/ Dashboard Isk(s)
2/2023 Project Category: Rediv Rajasthan Irrigation Technical Officer Form: Form-E (Part-I): Re-Diversion i) Land Use Change ii) Laying of Overhead/ District : Kota District : Kota Under Ground OFC/ drinking water pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW District : Kota	DIV/411952/20:		Status	Proponent		Location	Area(ha)	Proposal Details	Proposal No.
Chausing 1 to 1 of 1 optimized from 100 total anticia)	View Details	0 Day(s)			28/04/2023	Rajasthan	1.0	Project Category: Rediv Form: Form-E (Part-1): Re-Diversion i) Land Use Change ii) Laying of Overhead/ Under Ground OFC/ drinking water pipeline/ slurry pipeline/ electric cable/	
Showing 1 to 1 of 1 entries (filtered from 118 total entries)	< 1 > »							ered from 118 total entries)	wing 1 to 1 of 1 entries (filte





ADGF View Details





Home / D My Task						All		✓ Proposal	History Back
100	/							FP/RJ/RED	IV/411952/20:⊗
S. No	Proposal No.	Proposal Details	Area(ha)	Location	Date of Submission	Proponent	Status	Pendency	Action
1	FP/RJ/REDIV/41195 2/2023	Project Name: MS_Ministry Flow Testing Project Category: Rediv Form: Form-E (Part-I): Re-Diversion i) Land Use Change ii) Laying of Overhead/ Under Ground OFC/ drinking water pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW	1.0	State : Rajasthan District : Kota	28/04/2023	Department of Irrigation	Pending at MEF Technical Officer	0 Day(s)	View Details
Showin	g 1 to 1 of 1 entries (filter	ed from 118 total entries)				ſ			1 > >>
							User will click Detail		





Back			
Proposal No.: Single Window No.: Project Name: State: Project Category: Area (ha): Proposal For:	FP/RJ/REDIV/411952/2023 SW/103404/2023 MS_Ministry Flow Testing RAJASTHAN Rediv 1.0 Form-E (Part-I): Re-Diversion i) Land Use Change ii) Laying of Overhead/ Under Ground OFC/ drinking water pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW	Proposal History/Timeline Activity Pending at MEF Technical Officer Processed by State Secretary for Recommendat Pending at State Secretary for Recommendatio Processed by Nodal Officer for Recommendation Processed by DFO for Scrutiny and Recommend	Start Date - End Date 28/04/2023-N/A (+) 28/04/2023-28/04/2023 (+) 28/04/2023-28/04/2023 (+) 28/04/2023-28/04/2023 (+) 28/04/2023-28/04/2023 (+)
er will find all the stails of required proposal	28/04/2023	Submitted	-28/04/2023 (+)





ADGF View on DSS



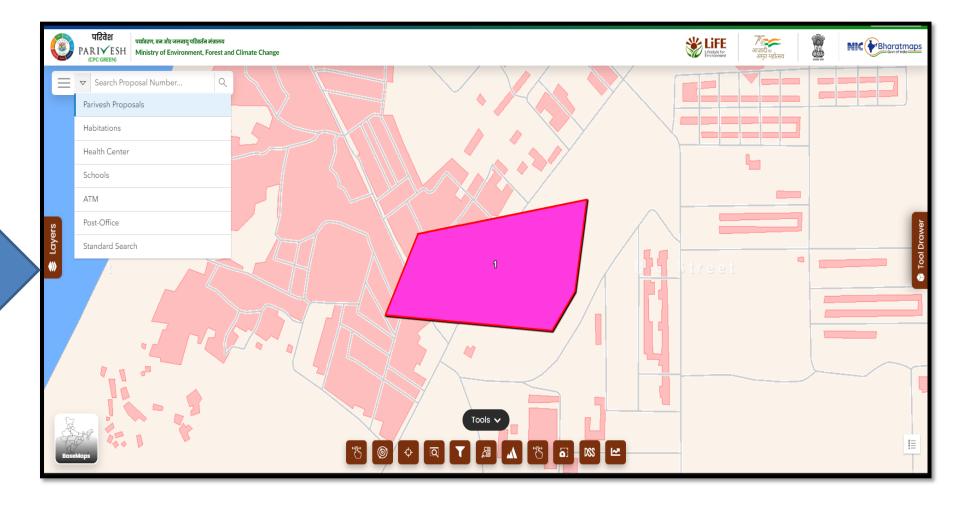


Proposal Details	Proposal History/Timeline
Proposal No.: FP/RJ/REDIV/411952/2023 Single Window No.: SW/103404/2023	Activity Start Date - End Date
Project Name: MS_Ministry Flow Testing	Pending at MEF Technical Officer 28/04/2023-N/A 🕀
State: RAJASTHAN	Processed by State Secretary for Recommendat 28/04/2023-28/04/2023
Project Category: Rediv	Pending at State Secretary for Recommendatio 28/04/2023-28/04/2023 🔶
Area (ha): 1.0	
Proposal For: Form-E (Part-I): Re-Diversion i) Land Use Change ii) Laying of Overhead/ Under Ground OFC/ drinking water	Processed by Nodal Officer for Recommendation 28/04/2023-28/04/2023 +
pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW	Processed by DFO for Scrutiny and Recommend 28/04/2023-28/04/2023 🔶
Date of Submission: 28/04/2023	Submitted -28/04/2023 (+)
	User will click on View on DSS





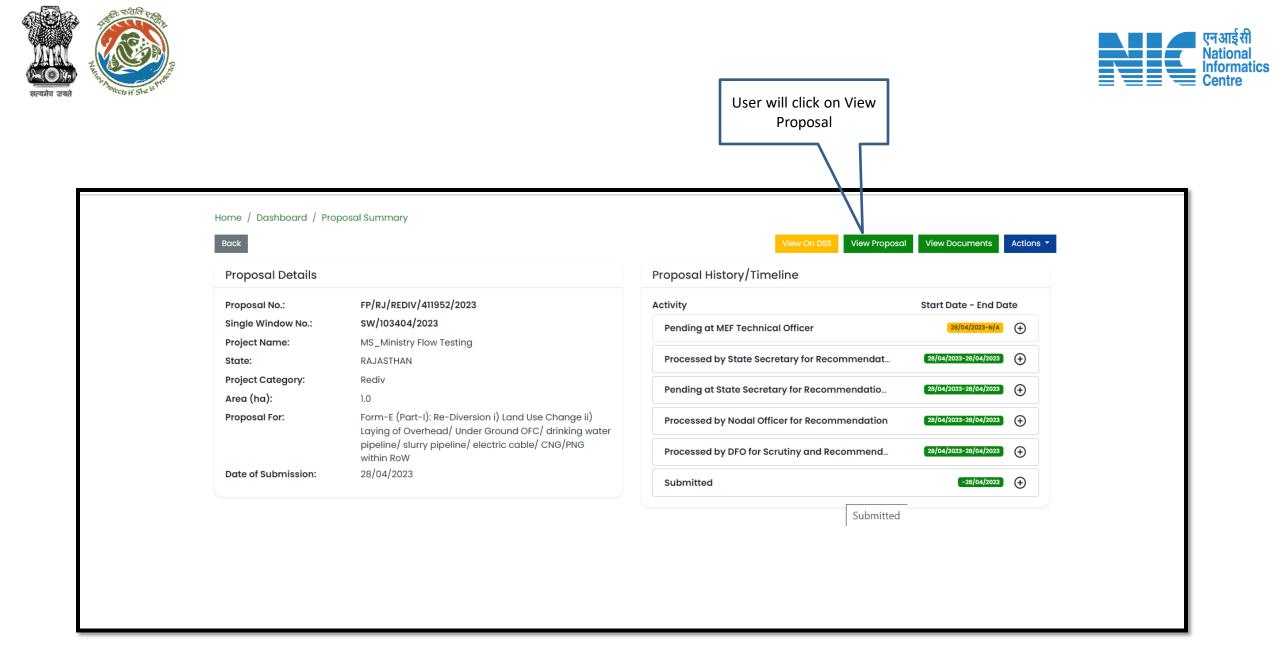
User will use the DSS map and it's tolls for effective decision making







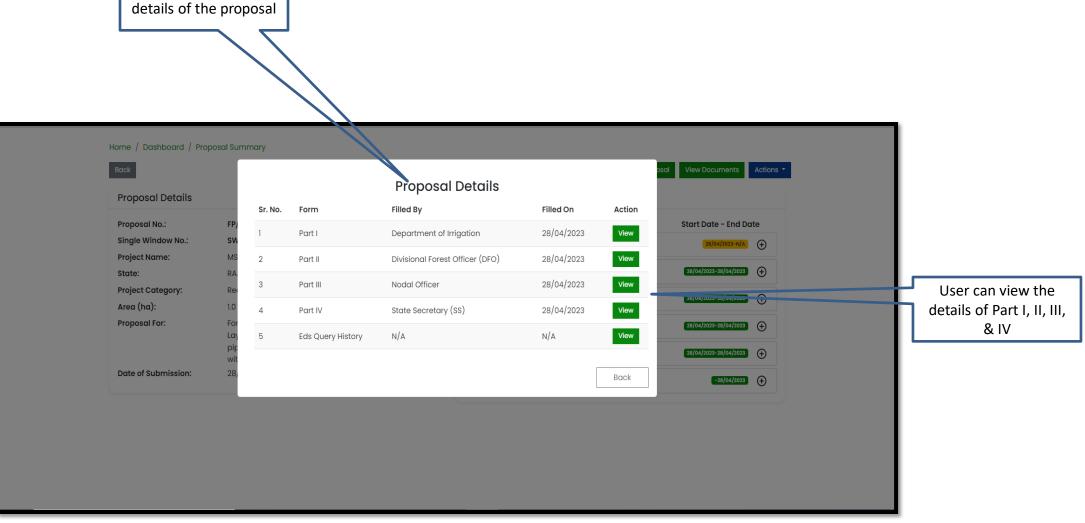
ADGF View Proposal





User will find all the









ADGF View Documents





Proposal Details		Proposal History/Timeline					
Proposal No.:	FP/RJ/REDIV/411952/2023	Activity	Start Date - End Date				
Single Window No.:	sw/103404/2023	Pending at MEF Technical Officer	28, 04, 2023-N/A +				
Project Name:	MS_Ministry Flow Testing	Processed by State Secretary for Recommendat	28/04/20 3-26 /04/2023				
State: Project Category:	RAJASTHAN Rediv	Processed by state secretary for Recommendat					
Area (ha):	1.0	Pending at State Secretary for Recommendatio	28/04/2 23-28 04/2023 🔶				
Proposal For:	Form-E (Part-I): Re-Diversion i) Land Use Change ii) Laying of Overhead/ Under Ground OFC/ drinking water	Processed by Nodal Officer for Recommendation	28/04/: 023-28, 04/2023 🔶				
	pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW	Processed by DFO for Scrutiny and Recommend	28/04 2023-28/ 14/2023 🔶				
Date of Submission:	28/04/2023	Submitted	-28/(4/2023 🔶				
			click on View cuments				



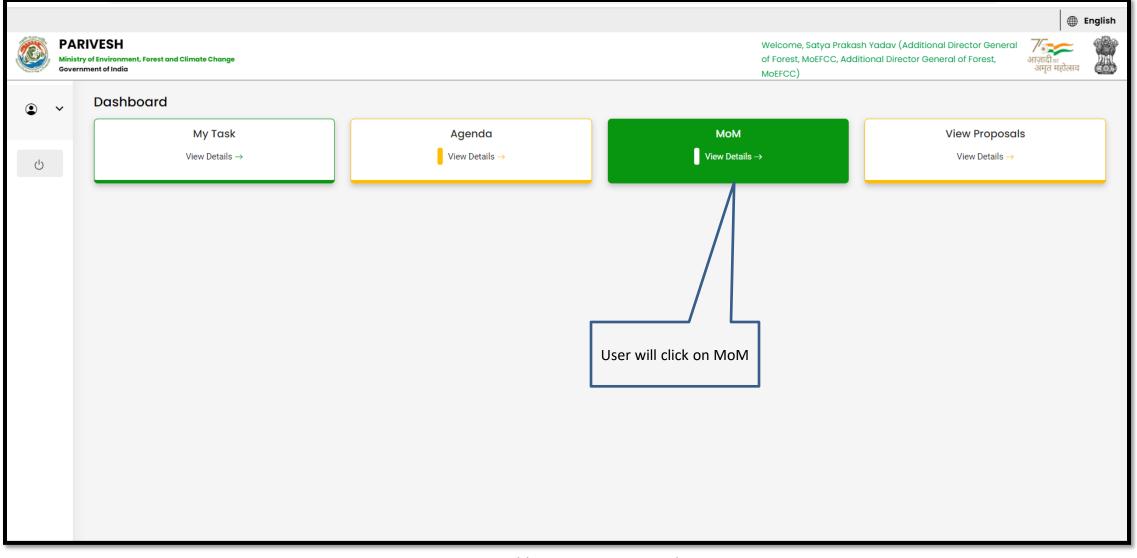




ADG MoM Recommendation











								English
Ministry	YIVESH y of Environment, Fore ment of India	st and Climate Change	User can search the required MoM				ıkash Yadav (Additional Director Idditional Director General of Fore	
۰ ۲	Dashboar	d			Search FC/ <u>MoM</u> /FAC/113346/2023			Q
Ċ		My Task View Details \rightarrow		endα γ Details →		10M v Details →		roposals etails →
	Pending I	MoM MoM History						
	Sr.No.	МоМ	MoM Creation Date	Meeting Title	Mode of Meeting	Meeting Date	Status	Action
	1.	FC/MoM/FAC/113346/2023	28-04-2023	FAC Meeting	Virtual	28-04-2023	Recommended by IG	View
						Items per	r page: 10 ▼ 1 - 1 of 1	$\langle \rangle \rangle$
							will click on View der Action Tab	





									E E	nglish
	Ministry	Sr.No. Date Proposal No. Division (he				Welcome, Satya Prakash Yadav (Additional Director G of Forest, MoEFCC, Additional Director General of Fore MoEFCC)				
٩	~	MoM C	reation							
Ċ							Agenda ID FC/AGENDA/FAC/516594/2023			
			enue				Meeting Date 28/04/2023			
			lode				User will click Action to fill t deliberation	the		
		List of F	Proposals discussed	d in FAC Meeting						
		Sr.No.	•	Proposal No.	Division	Forest Land Area (ha)	Project Name	Company/Proponent name	s Action	
		1.	28-04-2023	<u>FP/RJ/ENCRH/411825/2023</u>		25	Neeraj test scenario-5 Area > 5 & violation -no	& <= 40 ha MOM Other Project Proponent Gener	ated	
								Items per page: 10 ▼ 1 - 1 of 1	$ \langle \rangle \rangle > \rangle$	I
		Action	by Officers							•

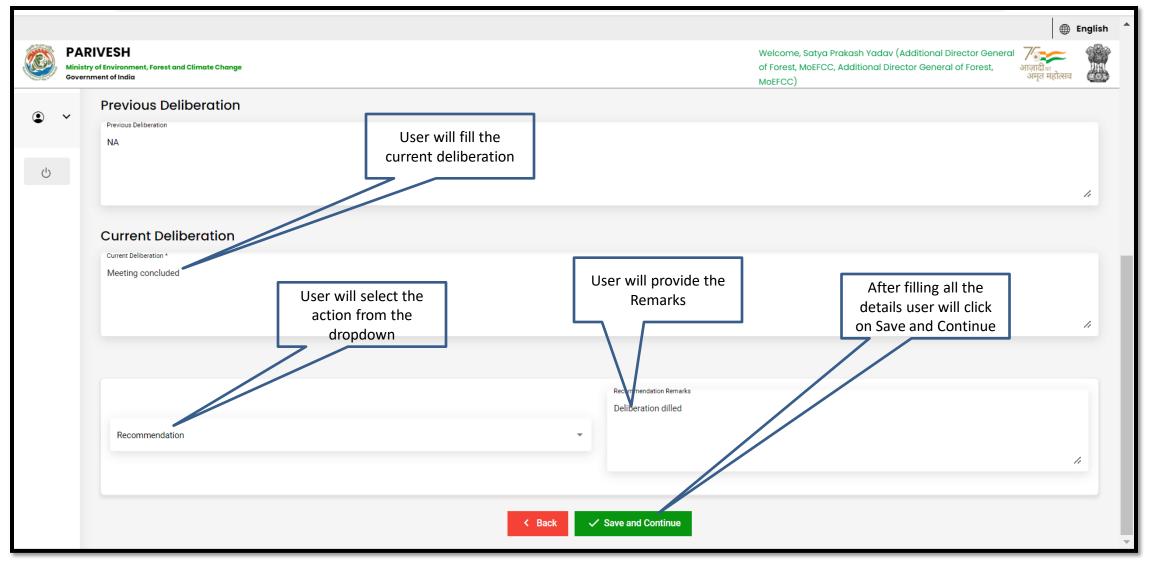




Minis	RIVESH try of Environment, Forest and Climate Change rnment of India		Welcome, Satya Prakash Yadav (Additional Director General of Forest, MoEFCC,)		English
User will fill the required details	sw/lo3231/2023 Proposal No FP/RJ/ENCRH/411825/2023 Project Details Name of the Project Neeraj test scenario-5 Area > 5 & <= 40 ha violation -no Proposal No. FP/RJ/ENCRH/411825/2023 Form Type Form-A (Part-I): Diversion of Forest Land Description Proposal for encroachment Proposal for encroachment	Division Kota Territorial Division User Agency Other Project Proponent			
				_	×











							English
мі	inistry of	f Environment, For	est and Climate Change			Welcome, Satya Prakash Yado of Forest, MoEFCC, Additional I MoEFCC)	Vietunia.
• •		Action by	Officers				
		Sr.No.	Officer's Name	of Forest, MOEFCC, Addited and MOEFCC) Designation Date of Remarks Deputy Inspector General of Forest, MOEFCC 28-04-2023 Assistant Inspector General of Forest, MOEFCC 28-04-2023 User can upload a document if required User will provide his Remarks Itional boccument (common) Remarks** Recompart Recompart Recompart Recompart Recompart Recompart	Remark	Attach File	
Ċ		1.	Preet Pal Singh	Deputy Inspector General of Forest, MoEFCC	28-04-2023	Recommended	No documents attached
	Sr.No. Officer's Name I Preet Pal Singh I Suneet Bhardwaj I Ramesh Kumar Pandey I Rajesh Kumar I User will tick the check box against consent of members I Only pdf/ docx/ of the check box			Assistant Inspector General of Forest, MoEFCC	28-04-2023 Recommended		No documents attached
		3.	adia Ion by Officers No. Officer's Name Designation Date of Remarks Preet Pal Singh Deputy Inspector General of Forest, MOEFCC 28-04-2023 Suneet Bhardwaj Assistant Inspector General of Forest, MOEFCC 28-04-2023 Ramesh Kumar Pandey Inspector General of Forest, MOEFCC 28-04-2023 Viser will tick the check box against of members User can upload a document if required document if required trach Additional boccarnent (Optionna) Verwarks**			Recommended	No documents attached
	4. Rajesh Kumar Technical Offic		Technical Officer, MoEFCC	28-04-2023		No documents attached	
		check	box against t of members	document if required	Remarks	After filling details, user on recom	will click nend
		Consent	Only pdf/ docx/ doc f	ile(s) are allowed. Maximum file size is 5 MB.			User can send back the MoM to the previous officer, if required
				< Back < Recommen	d 🕤 Send Back 💿 Show Pro	eview	•





ADG View/Update DFA (In-Principle Approval)





					🌐 English
	Ministry	IVESH of Environment, Forest and Climate Change ment of India			ish Yadav (Additional Director General ग्रिज्य) ditional Director General of Forest, आजादी क्र अमृत महोत्सव
٢	~	Dashboard			
		My Task	Agenda	МоМ	View Proposals
Ċ		View Details \rightarrow	View Details →	View Details →	View Details \rightarrow
		User will click on My Task			



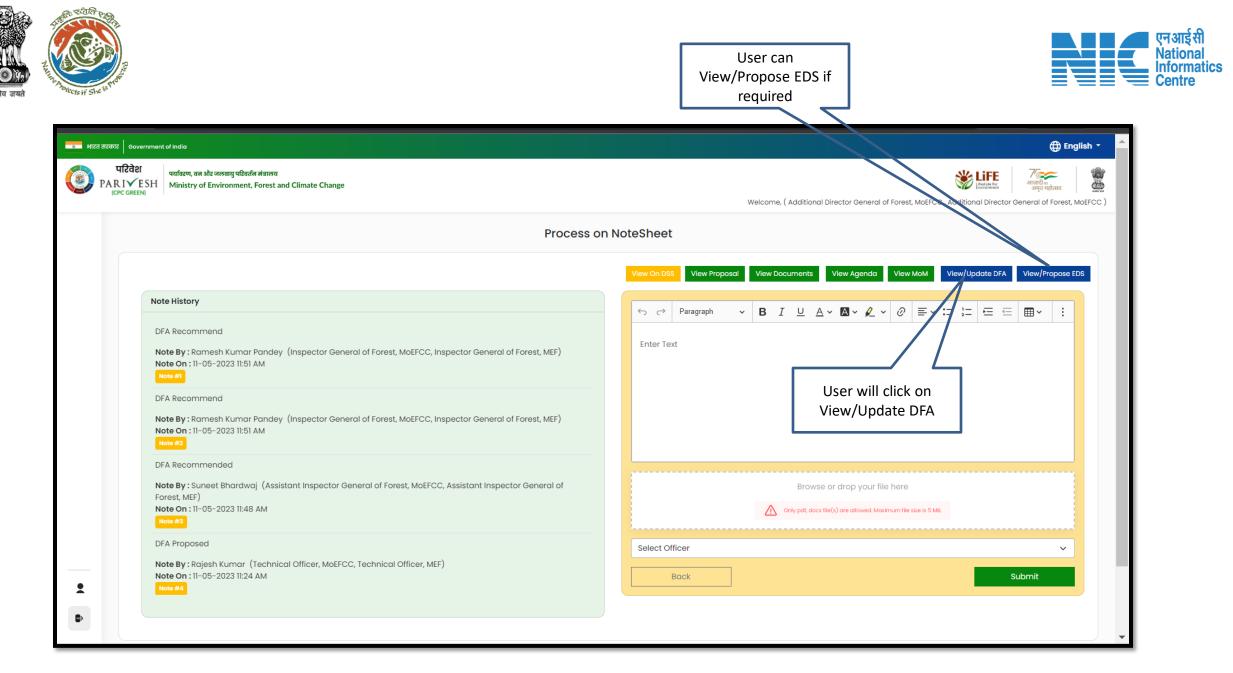


D F		ौर जलवायु परिवर्तन मंत्रालय Environment, Forest and Climate Chang	e				Welcome, (Additie	onal Director General of Forest, MoEFCC ,	Additional Director Gene	ज़ादी क अमृत महोत्सव ral of Forest, MoEF
me / [/ Task	Dashboard ((s)		User will click on View Details			All		User can search the required proposal	✓ Propos	al History Bo
100 S. No	Y Proposal No.	Proposal Details		Area(ha)	Location	Date of Submission	Proponent	Status	Search	Q Action
1	FP/RJ/ENCRH/412084/ 2023	Project Name: Form 5 Project Category: ENCRH Form: Form-A (Part-I): Diversion	of Forest Land	30.0	State : Chhattisgarh District : Bijapur	08/05/2023	SUNIL YADAV	Pending at Additional Director Gen Forest - MOEFCC, HQ	l Day(s)	View Details
2	FP/RJ/ENCRH/411591/2 023	Project Name: Neeraj test scenc <= 40 ha violation -no Form: Form-A (Part-I): Diversion Project Category: ENCRH		25.0	State : Rajasthan District : Kota	28/03/2023	Other Project Proponent	Pending at Additional Director Gen Forest, MEF	42 Day(s)	View Details
3	FP/RJ/ENCRH/411591/2 023	Project Name: Neeraj test scenc <= 40 ha violation -no Form: Form-A (Part-I): Diversion Project Category: ENCRH		25.0	State : Rajasthan District : Kota	28/03/2023	Other Project Proponent	Pending at Additional Director Gen Forest, MEF	42 Day(s)	View Details
4	FP/RJ/MIN/QRY/41008 9/2023	Project Name: HURRRS Form: Form-A (Part-I): Diversion Project Category: MIN/QRY	of Forest Land	15.0	State : Rajasthan District : Kota	28/02/2023	Other Project Proponent	Pending at Additional Director Gen Forest, MEF	reral of 71 Day(s)	View Details





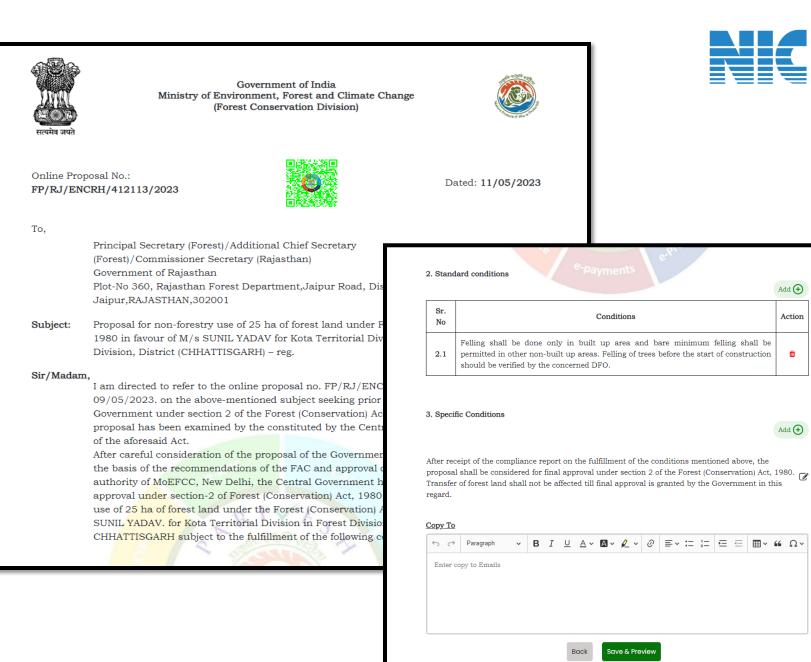
परिवेश	पर्यावरण, वन और जलवायु परिवर्तन मंत्राल	व		₩ Liff 7az
PARIVESH (CPC GREEN)	Ministry of Environment, Forest	t and Climate Change		Uretyle for Environment अमृत महोत्सव
			Welcome, (Additional Director Genera	l of Forest, MoEFCC , Additional Director General of Forest, N
	Home / Dashboard / Proj	posal Summary		
	Back	View On DSS	View Proposal View Documents View Payment Details View A	genda View MoM Actions -
	Proposal Details		Proposal History/Timeline	Process on NoteSheet
	Proposal No.:	FP/RJ/ENCRH/412084/2023	Activity	Start Pare - End Date
	Single Window No.:	sw/103416/2023	Pending at Additional Director General of Forest	10/05/2023-N/A (+)
	Project Name:	Form 5 RAJASTHAN	Processed by IGF - MoEFCC HO	10/05/2023-10/05/2023
	State: Project Category:	ENCRH	Processed by for - Moerce and	
	Area (ha):	30.0	Processed by MGF - MoEFCC, HQ	10/05/2023-10/05/2023
	Proposal For:	Form-A (Part-I): Diversion of Forest Land	Processed by Forest Advisory Committee (FAC)	10/05/2023-10/05/2023
	Date of Submission:	08/05/2023		
			Processed by AIGF - MoEFCC, HQ	10/05/2023-10/05/2023
		User will click on	Processed by Forest Advisory Committee (FAC)	09/05/2023-10/05/2023 (+)
		Process on Note Sheet	Processed by MoEFCC, HQ	09/05/2023-09/05/2023
			Processed by Technical Officer - MoEFCC, HQ	09/05/2023-09/05/2023
			Processed by MoEFCC, HQ	09/05/2023-09/05/2023
			Processed by Technical Officer - MoEFCC, HQ	09/05/2023-09/05/2023







User can Edit/Update draft **In-Principle approval letter**



nformatics

Add 🛨

Action

Ô

Add 🕂





🕀 English 💶 भारत सरकार 🛛 Government of India परिवेश पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय 8 Lifetyle for PARIVESH Ministry of Environment, Forest and Climate Change ज्ञापाका अमत महोत्सव Welcome, (Additional Director General of Forest, MoEFCC, Additional Director General of Forest, MoEFCC) Ø User will provide his Process on NoteSheet comments in the Note Sheet View Proposal View/Update DFA View/Propose EDS View Documents View Agenda View MoM Note History \cdot **B** *I* \cup \land \land **A** \cdot **A** ← Paragraph ÷ Recommend DFA Recommend DFA Note By : Ramesh Kumar Pandey (Inspector General of Forest, MoEFCC, Inspector General of Forest, MEF) Note On: 10-05-2023 12:12 PM User will select the After filling all the Recommend DFA officer from the dropdetails, user will click down on Submit Note By : Ramesh Kumar Pandey (Inspector General of Forest, MoEFCC, Inspector General of Forest, MEF) Note On: 10-05-2023 12:12 PM Browse or drop your file here Recommend DFA Note By: Suneet Bhardwaj (Assistant Inspector General of Forest, MoEFCC, Assistant Inspector Only pdf, docx file(s) are allowed. Maximum file size is 5 MB. General of Forest, MEF) Note On: 10-05-2023 12:09 PM . Director General of Forest, MoEFCC \sim DFA proposed • Submit Back Note By: Rajesh Kumar (Technical Officer, MoEFCC, Technical Officer, MEF)

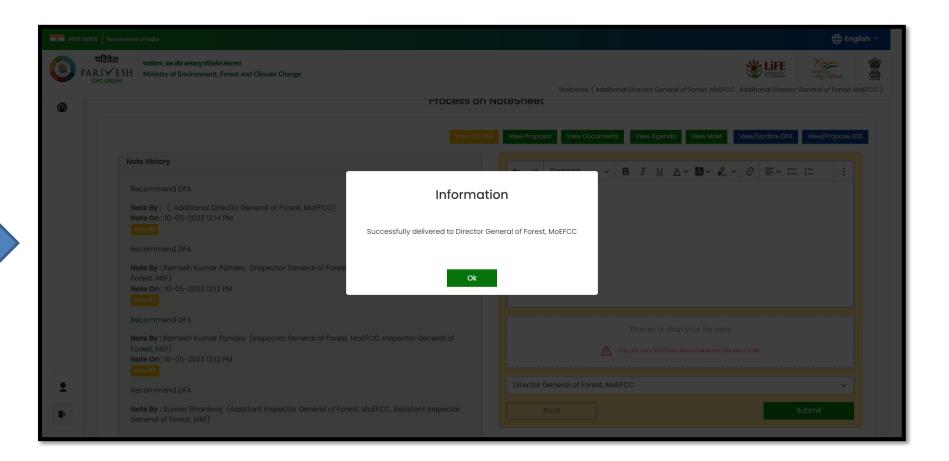




अारत सरकार Gove	ernment of India		🌐 English 👻		
(CPC GREEN	SH Ministry of Environment, Fores	त्रय st and Climate Change PTOCESS ON 1	الله المحالي المحال المحالي المحالي مح محالي محالي المحالي محالي محا محالي محالي		
Ø					
		View On DS	sal View Documents View Agenda View MoM View/Update DF	A View/Propose EDS	
	Note History				:= := :
	Recommend DF	Previe Previe		User will click on	
	Forest, MEF) Note On : 10-05	Recommend DFA		Continue	
	Note #1	Selected Officer: Director General of Forest, MoEFCC			
	Recommend DF				
	Note By : Rame			Back Continue	
	Forest, MEF) Note On : 10-05-2023 12:12 PM				
	Recommend DFA			Browse or drop your file here	
	Note By : Suneet Bhardwaj (Assistant Inspector General of Forest, MoEFCC, Assistant Inspector General of Forest, MEF)			Only pdf, docx file(s) are allowed. Maximum file size is 5 MB.	
*	Note On : 10-05-2023 12:09 PM		Director G	General of Forest, MoEFCC	~
	DFA proposed		В	Back	Submit
	Note By : Rajesh Kumar (Technical Officer, MoEFCC, Technical Officer, MEF)				







Draft In-Principle approval letter submitted successfully





