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





Purpose of the manual

This manual aims at providing step-by-step instructions that would aid in navigating through the DGF 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 DGF.





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

This manual pertains to DGF Role

Ministry Level Users:

- 1. Technical Officer (TO)
- 2. Assistant Inspector General of Forest (AIGF)
- 3. Deputy Inspector General of Forest (DIGF)
- 4. Inspector General of Forest (IGF)
- 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 (HO) Level Work flow



Ministry Level Workflow (1/2)













IRO Level Workflow (1/2)







IRO Level Work flow (2/2)







Home Page











Login Page











DGF Dashboard











DGF My Task











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10) ~				J			FP/RJ/RED	IV/411952/20:⊗
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1	EP/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 Overhea Under Ground OFC/ drinking water pipeline/ slurry pipeline/ electric cable/ CNG/PNG within RoW	1.0 d/	State : Rajasthan District : Kota	28/04/2023	Department of Irrigation	Pending at MEF Technical Officer	0 Day(s)	View Details
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Project Category:			•
Area (ha):		Pending at State Secretary for Recommendatio	28/04/2023-28/04/2023
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Date of Submission:	28/04/2023	Submitted	-28/04/2023 +
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DGF View on DSS





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







DGF View Proposal









DGF View Documents





e भारत सरकार Government of India



पारवर्श प्रविरण, वन और जलवायु परिवर्तन मंत्रालय PARI ESH Ministry of Environment, Forest and Climate Change 🕀 English 🝷



Welcome, (Technical Officer, MoEFCC, Technical Officer, MEF)

Proposal Details		Proposal History/Timeline	
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		Processed by DFO for Scrutiny and Recommend	28/04/2023-28/04/2023
Date of Submission:	28/04/2023	Submitted	-28/04/2023
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DGF Approval of MoM





				English
PAI Minist Gover	RIVESH try of Environment, Forest and Climate Change nment of India		Welcome, Chandra MoEFCC, Director Ge	Prakash Goyal (Director General of Forest, २००२) eneral of Forest, MoEFCC) अमृत महोत्सव
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	PARI Ministry o Governm	VESH of Environment, tent of India	Forest and Climate Change					Welcome, Chandra Prakash Goyal (Director General of Forest, MoEFCC,)	र्ग ादी आज़ादी अमृत महोत्सव	
٢	~	MoM C	reation							
		Title Of Me	eting				Agenda ID FC/AGENDA/FAC/516594/2023			
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		Meeting M Virtual	ode				User will click Action to fill deliberatio	k on the on		
		List of P	roposals discussed	d in FAC Meeting						
		Sr.No.	Proposal Submission Date	Proposal No.	Division	Forest Land Area (ha)	Project Name	Company/Proponent status name	Action	
		l.	28-04-2023	FP/RJ/ENCRH/411825/2023	Kota Territorial Division	25	Neeraj test scenario-5 Area > 5 & violation -no	c <= 40 ha MOM Generated Generated		
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St.No. Officer's Name Designation Date of Remarks Remark Attach File I Preet Pal Singh Deputy Inspector General of Forest, MOEFCC 28-04-2023 Recommended No documents attached I Preet Pal Singh Deputy Inspector General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 2. Satya Prakash Yadav Additional Director General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 3. Suncet Bhardwaj Assistant Inspector General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 4. Remesh Kumar Inspector General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 5. Regissh Kumar Inspector General of Forest, MOEFCC 28-04-2023 Diroft MoM created No documents attached User will User will provide his consent of members Regissh Kumar User can upload a document if required User will provide his Remarks After filling all the details, user can Approve the MoM User can send back the MoM to the previous of officer, if required Only pdf/ doc/doc file(s) are allowed. Maximum file size is 5 MB. User can	(PARI Ministry o Governm	IVESH of Environment, For nent of India	est and Climate Change			Welcome, Chandra Prakash (Forest, MoEFCC, Director Gene	Goyal (Director General of eral of Forest, MoEFCC)	∰ ष आज़ादी अमृत महोत्सव	inglish
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C Satya Prakash Yadav Additional Director General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 3. Suneet Bhardwoj Assistant Inspector General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 4. Ramesh Kumar Pandey Inspector General of Forest, MOEFCC 28-04-2023 Recommended No documents attached 5. Rejesh Kumar Technical Officer, MOEFCC 28-04-2023 Draft MoM created No documents attached USer will tick the check box against consent of members Technical Officer, MOEFCC 28-04-2023 Draft MoM created No documents attached Motor of the Pandey Technical Officer, MOEFCC 28-04-2023 Draft MoM created No documents attached S. Rejesh Kumar Technical Officer, MOEFCC 28-04-2023 Draft MoM created No documents attached USer will provide his consent of members Technical Officer, MOEFCC 100 After filling all the details, user can Approve the MOM Motor ot the provide pow file here User can upload a focument if required Insertific pow filling all the details, user can send back the MoM to the previous of officer, if required MoM to the previous officer, if required Onsent taken form all the commit	•		1.	Preet Pal Singh	Deputy Inspector General of Forest, MoEFCC	28-04-2023	Recommended	No documents attac	hed	
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Final MoM generated

Government Ministry of Environment, Fo Minutes of Meeting for Fore	of India prest & Climate Change est Advisory Committee	
MoM ID: FC/MoM/FAC/113346/2023	MoM Date: 28/04/2023	
Agenda ID: FC/AGENDA/FAC/516594/2023	Current Deliberation Details: Meeting concluded	
Title of Meeting: FAC Meeting	Recommendation: Recommended	
Meeting Date: 28/04/2023	Recommendation Remark: Deliberation dilled	
Meeting Venue: Virtual	NA	
Meeting Mode: Virtual		
List Of NA Members:		Page 1
S.No. Name Designation		
1 Chandra Prakash Goyal Director Ge 2 Satya Prakash Yadav Additional I 2 General of F 3 Ramesh Kumar	NA NA Current Deliberation Details:	
Proposal considered during mosting	Meeting concluded	Meeting concluded Compliance e2e Online Processing
Proposals considered during meeting	Recommendation: Recommended	Recommendation: Recommended
I.Project Name : Neeraj test scenario-5 Area : Proposal Number: FP/RJ/ENCRH/411825/2023 User Agency: Other Project Proponent Forest Land Area(Ha): 25.0 Division: Kota Territorial Division Brief Description of Project: Proposal for encroachment	Recommendation Remark: Deliberation dilled NA NA NA NA Current Deliberation Details: Meeting concluded Recommendation: Recommended Recommendation Remark: Deliberation dilled NA NA	NA NA NA NA NA NA Current Deliberation Details: Meeting concluded Recommendation: Recommended Recommendation Remark: Deliberation dilled
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Recommendation: Recommended
Recommendation Remark: Deliberation dilled





DGF View/Update DFA (In-Principle Approval)





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PA Mini Gove	RIVESH stry of Environment, Forest and Climate Change ernment of India		Welcome, Chandra Pral MoEFCC, Director Gener	kash Goyal (Director General of Forest, ७००००) al of Forest, MoEFCC) अगुत महोत्सव
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परिवेश परिवेश पर्यावरण PARI✓ESH (CPC GREEN) Minis	ण, वन और जलवायु परिवर्तन मंत्रालय try of Environment, Forest and Climate Change	Welcome, (Director General of Fore	र्षे सिर्फ स्टेस्टर अपने महोत्सन st, MOEFCC , Director General of Forest, MOEFCC)
Home / Dashboard / Proposo	al Summary	View On DSS View Proposal View Documents	View Agenda View MoM Actions -
Proposal Details		Proposal History/Timeline	Process on NoteSheet
Proposal No.:	FP/RJ/ENCRH/409611/2023	Activity	Start Date - End Date
Single Window No.:	sw/102844/2022	Pending at Director General of Forest, MEF	03/03/2023-N/A +
Project Name:	HURRRS	Pending at Additional Director General of Phoet MEE	03/03/2023-03/03/2023
State: Project Category:	RAJASTHAN	rending at Additional Director General devolest, Mer	
Area (ha):	3.0	Pending at MEF IGF	15/02/2023-03/03/2023
Proposal For:	Form-A (Part-I): Diversion of Forest Land	Personing of MEF AIGF	15/02/2023-15/02/2023
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		Pending at Technical Officer	15/02/2023-15/02/2023
		Pending at MEF Technical Officer	15/02/2023-15/02/2023
		Pending at State Secretary for Recommendation	15/02/2023-15/02/2023 🔶





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User can Edit/Update draft In-Principle approval letter

सत्यमेव जयते	Governm Ministry of Environment, (Forest Conse	eent of India Forest and Climate Change rvation Division)	
Online Pro F P/RJ/EN	oposal No.: NCRH/412113/2023	Dated: 11/05/2023	
Го,	Principal Secretary (Forest)/Additio	2. Standard conditions	Add
	Government of Rajasthan	Sr. Conditions	Action
Dechingto	Jaipur,RAJASTHAN,302001	Felling shall be done only in built up area and bare minimum felling shall be permitted in other non-built up areas. Felling of trees before the start of construction the unified in the neuronal DEC	Ô
subject:	1980 in favour of M/s SUNIL YADA Division, District (CHHATTISGARH)	snould be verified by the concerned DFO.	
ir/Madan	m, I am directed to refer to the online p 09/05/2023. on the above-mention Government under section 2 of the	3. Specific Conditions	Add 🕂
	proposal has been examined by the of the aforesaid Act. After careful consideration of the pr the basis of the recommendations c	After receipt of the compliance report on the fulfillment of the conductions mentioned above, the proposal shall be considered for final approval under section 2 of the Forest (Conservation) Act, 1 Transfer of forest land shall not be affected till final approval is granted by the Government in this regard.	980. 🗹
	authority of MoEFCC, New Delhi, th approval under section-2 of Forest	Copy To	
	use of 25 ha of forest land under th SUNIL YADAV. for Kota Territorial I CHHATTISGARH subject to the fulf		iΩ~
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Draft In-Principle approval letter submitted successfully





