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

Updated on 16th May 2023

https://parivesh.nic.in/
Purpose of the manual

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

https://parivesh.nic.in/
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)
4. 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

This manual pertains to IGF Role
Forest Clearance

1. Homepage
2. Login
3. Dashboard
4. Approval on Recommendation
5. Recommendation on Clearance
6. Approval on Final Clearance
Processing of Proposal: State Level Clearance/Workflow

If the area of the proposal is > 5 ha

If required CF & Nodal Officer upload the SIR (This can be processed in parallel)

If the area of proposal is < 5 ha

State Secretary authorized to provide In-Principal approval?

Yes

State Secretary grant Final approval and upload the diversion letter

No

Proposal forwarded to IRO/Ministry as per the scenario
Ministry Level Work flow (2/2)

- **In-Principal Approval (Stage I) Granted**
- **Demand Note raised by DFO**
- **Demand Note verified by Nodal Officer**
- **Payment made by User Agency against the Demand Note**
- **Payment status updated by Bank**
- **Submission of compliance to Stage-I conditions including CA by User Agency**

  - **State Government forward the compliance to TO**
  - **Nodal Officer forward the Compliance to the State Government**
  - **Approval/verification by PCCF**
  - **Scrutiny & verification by Nodal Officer**
  - **Scrutiny and verification by CF/CCF**
  - **Scrutiny and verification by DFO**

  - **TO generate draft Final Clearance**
  - **AIG/DIG review and update Final Clearance**
  - **IGF review/update and Approve Final Clearance**
  - **After Final Clearance State Government upload Diversion Letter**
IRO Level Workflow (1/2)

UA Registration

Filling of CAF & Specific Form Part I by User Agency → Scrutiny & Acceptance of proposal by PSC-I (Agenda & MoM) → Recommendation by DFO in Part-II → CF will submit his SIR in case the area is >40 ha → Nodal Officer will submit his SIR in case the area is >100 ha → Recommendation by DFO in Part II → Appraisal and Recommendation by PSC-II (Agenda & MoM)

Is REC required in this proposal?

Proposal visible at TO dashboard → Recommendation by State Secretary in Part-IV → Recommendation by Nodal Officer in Part-III

If the area of proposal is < 5 ha

Draft Agenda created by TO (TO add multiple proposal) → Agenda reviewed and update (if required) by AIG/DIG → Agenda approved by IRO Head → Meeting Conducted

If the area of proposal is ≥ 5 ha

MoM reviewed and approved by IRO Head → MoM reviewed and recommendation filled by AIG/DIG → Draft MoM created by TO

REC Agenda Created

REC MoM Created

Proposal forwarded to TO for further processing → Draft clearance letter revised and updated by AIG/DIG → Draft In-Principal (Stage I) clearance approved by IRO Head and esign by AIG/DIG → In-Principal (Stage I) clearance visible to all the concerned users

Proposal visible at TO dashboard → Recommendation by DFO in Part-II → CF will submit his SIR in case the area is >40 ha → Nodal Officer will submit his SIR in case the area is >100 ha → Recommendation by DFO in Part II → Appraisal and Recommendation by PSC-II (Agenda & MoM)
Home Page
Login Page

https://parivesh.nic.in/
IGF Dashboard

https://parivesh.nic.in/
User will click on My Task
User will search the required proposal

User will click on View Details

https://parivesh.nic.in/
IGF View Details
<table>
<thead>
<tr>
<th>S. No</th>
<th>Proposal No.</th>
<th>Proposal Details</th>
<th>Area (ha)</th>
<th>Location</th>
<th>Date of Submission</th>
<th>Proponent</th>
<th>Status</th>
<th>Pendency</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1     | PP/e/Penw/4185/2/2023 | Project Name: MS_Ministry Flow Testing  
Project Category: Rediv  
Form: Form-E (Port-2): Re-Diversion  
Land Use Change  
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 HOD Technical Officer | 0 Day(s) | View Details |

Showing 1 to 1 of 1 entries (filtered from 118 total entries)
User will find all the details of required proposal

https://parivesh.nic.in/
IGF View on DSS
User will click on View on DSS

https://parivesh.nic.in/
User will use the DSS map and its tolls for effective decision making
User will click on View Proposal

Proposal Details
- Proposal No.: FP/RJ/REDIV/411952/2023
- Single Window No.: SW/103404/2023
- Project Name: MS_Ministry Flow Testing
- State: RAJASTHAN
- Project Category: Rediv
- Area (ha): 1.0
- Date of Submission: 28/04/2023

Proposal History/Timeline
- Pending at MF Technical Officer 04/04/2023 - N/A
- Processed by State Secretary for Recommenda... 04/04/2023 - 04/04/2023
- Pending at State Secretary for Recommenda... 04/04/2023 - 04/04/2023
- Processed by Nodal Officer for Recommendation 04/04/2023 - 04/04/2023
- Processed by DFO for Scrutiny and Recommenda... 04/04/2023 - 04/04/2023
- Submitted 04/04/2023

https://parivesh.nic.in/
User will find all the details of the proposal.

User can view the details of Part I, II, III, & IV.

https://parivesh.nic.in/
User will click on View Documents
User can search the required documents

User can add additional documents if required

User can preview any documents

https://parivesh.nic.in/
IGF View/Propose EDS

https://parivesh.nic.in/
User will click on My Task

https://parivesh.nic.in/
<table>
<thead>
<tr>
<th>S. No</th>
<th>Proposal No.</th>
<th>Proposal Details</th>
<th>Area (ha)</th>
<th>Location</th>
<th>Date of Submission</th>
<th>Proponent</th>
<th>Status</th>
<th>Pendency</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FPI/ETC/RH/410839/2023</td>
<td>Project Name: Neeraj test scenario - 7 FC  A Violation - No Area &lt;= 5 ha  Project Category: Form: Form-B (Part-I): Renewal of Lease on Forest Land</td>
<td>4.9</td>
<td>State: Rajasthan District: Kota</td>
<td>19/04/2023</td>
<td>Other Project Proponent</td>
<td>Pending at NFRCC, DG</td>
<td>19 Day(s)</td>
<td>View Details</td>
</tr>
<tr>
<td>2</td>
<td>FPI/ETC/RH/412065/2023</td>
<td>Project Name: Neeraj test scenario - 5 Area &lt;= 40 ha violation - no  Project Category: ENCRRH  Form: Form-A (Part-I): Diversion of Forest Land</td>
<td>25.0</td>
<td>State: Rajasthan District: Kota</td>
<td>08/05/2023</td>
<td>Other Project Proponent</td>
<td>Pending at NFRCC, DG</td>
<td>1 Day(s)</td>
<td>View Details</td>
</tr>
<tr>
<td>3</td>
<td>FPI/ETC/RH/412064/2023</td>
<td>Project Name: Neeraj test scenario - 5 Area &lt;= 40 ha violation - no  Project Category: ENCRRH  Form: Form-A (Part-I): Diversion of Forest Land</td>
<td>25.0</td>
<td>State: Rajasthan District: Kota</td>
<td>08/05/2023</td>
<td>Other Project Proponent</td>
<td>Pending at NFRCC, DG</td>
<td>1 Day(s)</td>
<td>View Details</td>
</tr>
<tr>
<td>4</td>
<td>FPI/ETC/RH/411742/2023</td>
<td>Project Name: Neeraj test scenario - 5 Area &lt;= 40 ha violation - no  Project Category: ENCRRH</td>
<td>25.0</td>
<td>State: Rajasthan District: Kota</td>
<td>11/04/2023</td>
<td>Other Project Proponent</td>
<td>Pending at NFRCC, DG</td>
<td>28 Day(s)</td>
<td>View Details</td>
</tr>
</tbody>
</table>

User will click on View Details of the required proposal

https://parivesh.nic.in/
User will click on Process on Note SHEET
User will click on Raise EDS
User will fill the query title

User will fill the query details

User can Edit/Update the previous/current query raised, if required

After filling all the required details, user will Approve the query

https://parivesh.nic.in/
User will confirm the query submission.
Query submitted successfully

https://parivesh.nic.in/
IGF Proposal Approval for FAC

https://parivesh.nic.in/
User will find the list of Proposals under My Task.
<table>
<thead>
<tr>
<th>S. No</th>
<th>Proposal No.</th>
<th>Proposal Details</th>
<th>Area (ha)</th>
<th>Location</th>
<th>Date of Submission</th>
<th>Proponent</th>
<th>Status</th>
<th>Pendency</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1     | R/P/6/FNCRH/4/2023 | Project Name: Form 5  
Project Category: ENCRH  
Form: Form-A (Part-1): Diversion of Forest Land | 30.0 | State: Chhattisgarh  
District: Bijapur | 08/05/2023 | SUNIL YADAV | Pending at MBCPC, HO | 0 Day(s) | View Details |
| 2     | R/P/6/FNCRH/4/2023 | Project Name: Neej test scenario-7 FC-A Violation- 
No Area = 5 ha  
Project Category:  
Form: Form-B (Part-1): Renewal of Lease on Forest Land | 4.9 | State: Rajasthan  
District: Kota | 19/04/2023 | Other Project Proponent | Pending at MBCPC, HO | 19 Day(s) | View Details |
| 3     | R/P/6/FNCRH/4/2023 | Project Name: Neej test scenario-5 Area > 5 & ≤ 40  
ha violation - no  
Project Category: ENCRH  
Form: Form-A (Part-1): Diversion of Forest Land | 25.0 | State: Rajasthan  
District: Kota | 08/05/2023 | Other Project Proponent | Pending at MBCPC, HO for Stage-II Letter | 1 Day(s) | View Details |
| 4     | R/P/6/FNCRH/4/2023 | Project Name: Neej test scenario-5 Area > 5 & ≤ 40  
ha violation - no  
Project Category: ENCRH | 25.0 | State: Rajasthan  
District: Kota | 08/05/2023 | Other Project Proponent | Pending at MBCPC, HO for Stage-II Letter | 1 Day(s) | View Details |

User will click on View Details.
User will click on Process on Note Sheet

https://parivesh.nic.in/
User will click on Approve for FAC

https://parivesh.nic.in/
User will provide the required Remarks

User can upload a document if required

After filling the details, user will click on submit

https://parivesh.nic.in/
IGF Agenda Approval
User will click on Agenda
User will search the Agenda

User will click on View under Action tab of the required Agenda

https://parivesh.nic.in/
User can Add Proposals

https://parivesh.nic.in/
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chandra Prakash Goyal</td>
<td>Director General of Forest, MoEFCC</td>
<td><a href="mailto:dgp_mef@mailinator.com">dgp_mef@mailinator.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Satya Prakash Yadav</td>
<td>Additional Director General of Forest, MoEFCC</td>
<td><a href="mailto:odg_fac_user@mailinator.com">odg_fac_user@mailinator.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Ramesh Kumar Pandey</td>
<td>Inspector General of Forest, MoEFCC</td>
<td><a href="mailto:ig_fac_user@mailinator.com">ig_fac_user@mailinator.com</a></td>
</tr>
</tbody>
</table>

**Action by Officers**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Officer Name</th>
<th>Designation Name</th>
<th>Date of Remarks</th>
<th>Remarks</th>
<th>Attachment Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rakesh Kumar</td>
<td>Technical Officer, MoEFCC</td>
<td>28-04-2023</td>
<td>Not required</td>
<td>No documents attached</td>
</tr>
<tr>
<td>2</td>
<td>Charan Jeet Singh</td>
<td>Technical Officer, MoEFCC</td>
<td>28-04-2023</td>
<td>Not required</td>
<td>No documents attached</td>
</tr>
<tr>
<td>3</td>
<td>Ponpoo Mohan Koul</td>
<td>Technical Officer, MoEFCC</td>
<td>28-04-2023</td>
<td>Not required</td>
<td>No documents attached</td>
</tr>
<tr>
<td>4</td>
<td>Jiju J S</td>
<td>Technical Officer, MoEFCC</td>
<td>28-04-2023</td>
<td>Not required</td>
<td>No documents attached</td>
</tr>
<tr>
<td>5</td>
<td>Suneet Bhardwaj</td>
<td>Assistant Inspector General of Forest, MoEFCC</td>
<td>28-04-2023</td>
<td>Recommended</td>
<td>No documents attached</td>
</tr>
<tr>
<td>6</td>
<td>Preesh Pat Singh</td>
<td>Deputy Inspector General of Forest, MoEFCC</td>
<td>28-04-2023</td>
<td>Recommend</td>
<td>No documents attached</td>
</tr>
</tbody>
</table>

https://parivesh.nic.in/
User can upload a document if required

User will provide his remarks

User can Send Back the Agenda to the previous officer, if required

After filling all the details, user will Approve the Agenda

---

<table>
<thead>
<tr>
<th>User</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jiju J S</td>
<td>Technical Officer, MoEFCC</td>
</tr>
<tr>
<td>Sureet Bhardwaj</td>
<td>Assistant Inspector General of Forest, MoEFCC</td>
</tr>
<tr>
<td>Preet Pal Singh</td>
<td>Deputy Inspector General of Forest, MoEFCC</td>
</tr>
<tr>
<td>Ranjesh Kumar</td>
<td>Technical Officer, MoEFCC</td>
</tr>
<tr>
<td>Dheeraj Mittal</td>
<td>Assistant Inspector General of Forest, MoEFCC</td>
</tr>
</tbody>
</table>

https://parivesh.nic.in/
Government of India
Ministry of Environment, Forest & Climate Change
Agenda for Forest Advisory Committee

Agenda ID: FC/AGENDA/FAC/333027/2023
Title of Meeting: FAC
Meeting Venue: ss
Meeting Mode: Virtual
Meeting Date: 10/05/2023
Meeting Time: 12:47 to 15:47

Proposals to be discussed:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Proposal No.</th>
<th>Division</th>
<th>Project Name</th>
<th>Project Category</th>
<th>Forest Land Area (ha)</th>
<th>Form Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FP/RJ/EN CRH/120 84/2023</td>
<td>Kota Territorial Division, Kota Territorial Division</td>
<td>Form 5</td>
<td>Encroachment</td>
<td>30.0</td>
<td>Form-A (Part-I): Diversion of Forest Land</td>
</tr>
</tbody>
</table>

FAC Members Details

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chandra Prakash Goyal</td>
<td>Director General of Forest, MoEFCC</td>
<td><a href="mailto:dgp_me@meilinator.com">dgp_me@meilinator.com</a></td>
</tr>
</tbody>
</table>
IGF MoM Recommendation
User will click on MoM

https://parivesh.nic.in/
User can search the required MoM

User will click on View under Action tab

https://parivesh.nic.in/
User can Edit/Update the details, if required
User will fill the deliberation

User can select the action from the drop down

After filling all the details, user will click on Save and Continue

User will provide the Recommendation Remarks

https://parivesh.nic.in/
# PARIVESH

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

**Government of India**

## Action by Officers

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Officer's Name</th>
<th>Designation</th>
<th>Date of Remarks</th>
<th>Remark</th>
<th>Attach File</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preet Pal Singh</td>
<td>Deputy Inspector General of Forest, MoEFCC</td>
<td>28-04-2023</td>
<td>Recommended</td>
<td>No documents attached</td>
</tr>
<tr>
<td>2</td>
<td>Suneet Bhardwaj</td>
<td>Assistant Inspector General of Forest, MoEFCC</td>
<td>28-04-2023</td>
<td>Recommended</td>
<td>No documents attached</td>
</tr>
<tr>
<td>3</td>
<td>Rajesh Kumar</td>
<td>Technical Officer, MoEFCC</td>
<td>28-04-2023</td>
<td>Draft MoM created</td>
<td>No documents attached</td>
</tr>
</tbody>
</table>

**User will provide the Remarks**

**User can tick the check box of the consent**

**User can upload a document, if required**

**User can send back the MoM to the previous user, if required**

**User can recommend the MoM**

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https://parivesh.nic.in/
IGF View/Update DFA (In-Principle Approval)
User will click on My Task
User can search the required proposal

User will click on View Details of the required proposal

https://parivesh.nic.in/
User will click on Process on Note Sheet

https://parivesh.nic.in/
User will click on View/Update DFA
Government of India
Ministry of Environment, Forest and Climate Change
(Forest Conservation Division)

Online Proposal No.: FP/RJ/ENCRI/H/412113/2023
Dated: 11/05/2023

To,
Principal Secretary (Forest)/Additional Chief Secretary
(Forest)/Commissioner Secretary (Rajasthan)
Government of Rajasthan
Plot-No 360, Rajasthan Forest Department, Jaipur Road, District-
Jaipur, RAJASTHAN, 302001

Subject: Proposal for non-forestry use of 25 ha of forest land under Forest (Conservation) Act, 1980 in favour of M/s SUNIL YADAV for Kota Territorial Division in BHUPA Division, District (CHHATTISGARH) – reg.

Sir/Madam,
I am directed to refer to the online proposal no. FP/RJ/ENCRI/H/412113/2023 of 09/05/2023 on the above-mentioned subject seeking prior approval of the Government under section 2 of the Forest (Conservation) Act, 1980 and to state that the proposal has been examined by the constituted by the Central Government of the aforesaid Act.
After careful consideration of the proposal of the Government of CHHATTISGARH on the basis of the recommendations of the FAC and approval of the same by the authority of MoEFCC, New Delhi, the Central Government hereby grant “In Principle approval under section-2 of Forest (Conservation) Act, 1980 for Proposal for non-forestry use of 25 ha of forest land under the Forest (Conservation) Act, 1980 in favour of SUNIL YADAV, for Kota Territorial Division in Bhupaa Division, District CHHATTISGARH subject to the fulfillment of the following conditions:

2. Standard conditions

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>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 should be verified by the concerned DFO.</td>
</tr>
</tbody>
</table>

3. Specific Conditions

After receipt of the compliance report on the fulfillment of the conditions mentioned above, the proposal shall be considered for final approval under section 2 of the Forest (Conservation) Act, 1980. Transfer of forest land shall not be affected till final approval is granted by the Government in this regard.

Capa:To

https://parivesh.nic.in/
User can provide his comments on the Note Sheet

After filling the details user will click on Submit

User can select the officer from the drop down

User can upload a document, if required

https://parivesh.nic.in/
User will click on Continue
Draft In-Principle approval submitted

https://parivesh.nic.in/
IGF Process on Note Sheet (Forward to AIG/DIG for Issuance of In-Principle Approval)
User will click on My Task
User will search the required proposal

User will click on View Details of the required proposal
User will click on Process on Note Sheet
Once the proposal is approved for In-Principal and forward to IGF, then IGF will forward this proposal to AIG for issuance of clearance.

User will provide his comments, if required.

After filling the details, user will click to Submit.

User will select the officer from the drop down.

https://parivesh.nic.in/
User will click on Continue
Proposal forwarded to AIG for issuance of clearance

https://parivesh.nic.in/
IGF View/Update DFA (Final Clearance)

https://parivesh.nic.in/
User will click on View Details of the required proposal.
User will click on Process on Note Sheet
User will click on View/Update DFA

https://parivesh.nic.in/
Government of India
Ministry of Environment, Forest and Climate Change
(Forest Conservation Division)

Online Proposal No.: PP/RJ/ENC/ENC/412113/2023

To,
Principal Secretary (Forest)/Additional Chief Secretary (Forests)/Commissioner Secretary (RAJASTHAN)
Government of RAJASTHAN
Plot No. 260, Rajasthan Forest Department, Jaipur-302001, RAJASTHAN, 302001

Subject: Proposal for non-forestry use of 25 hectares of forest land in Bhopal East Division, Chhattisgarh, Kota Territorial Division in BJAPUR Forest Division reg.

Sir/Madam,

I am directed to refer to the online proposal no. PP/RJ/ENC/ENC/412113/2023, seeking prior approval in accordance with the Forest (Conservation) Act, 1980. The proposal was granted in principle on 09/05/2023 and subsequently approved by the Central Government dated 09/05/2023. The Government of RAJASTHAN submitted the compliance report dated 09/05/2023, requesting for grant of the approval.

After careful consideration of the compliance report submitted on CHHATTISGARH online on 09/05/2023, I am directed to refer to the above.

2. Standard Conditions

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Conditions</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Falling shall be done only in built up area and bare minimum falling shall be permitted in other non-built up areas. Falling of trees before the start of construction should be verified by the concerned DFO.</td>
<td>✔</td>
</tr>
<tr>
<td>2.2</td>
<td>In case of built areas along the roads, planting of trees should be done in at least 5-meter wide strip.</td>
<td>✔</td>
</tr>
</tbody>
</table>

3. Specific Conditions

Copy To

https://parivesh.nic.in/
User will provide his comments

User will select the “Approve” action from the drop down

User will select the officer from the drop down

After filling all the details, user will click on Submit

https://parivesh.nic.in/
User will click on Continue.
Approved Final Approval letter sent to AIG for Issuance of clearance

https://parivesh.nic.in/
Contact

Technical Helpdesk
011-20819182/172
https://parivesh.nic.in
monitoring-ec@nic.in
monitoring-fc@nic.in

https://parivesh.nic.in/