







User Manual for Forest Clearance Role Name-Member Secretary (MS)





Purpose of the manual

This manual aims at providing step-by-step instructions that would aid in navigating through the Member Secretary (MS). It also covers detailed information about operations, standards & guidelines, and functionalities of the envisaged PARIVESH portal, as presented to the Member Secretary (MS)







Roles in Forest Clearance-

1. User Agency

This manual pertains to Member Secretary (MS) Role

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)
- Assistant Inspector General of Forest (AIG)
- 3. Deputy Inspector General of Forest (DIG)
- 4. IRO Head

Ministry Level Users:

- 1. Technical Officer (TO)
- Assistant Inspector General of Forest (AIGF)
- 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



Homepage

Login

Dashboard

Scrutinize the proposal

Create Agenda & MoM

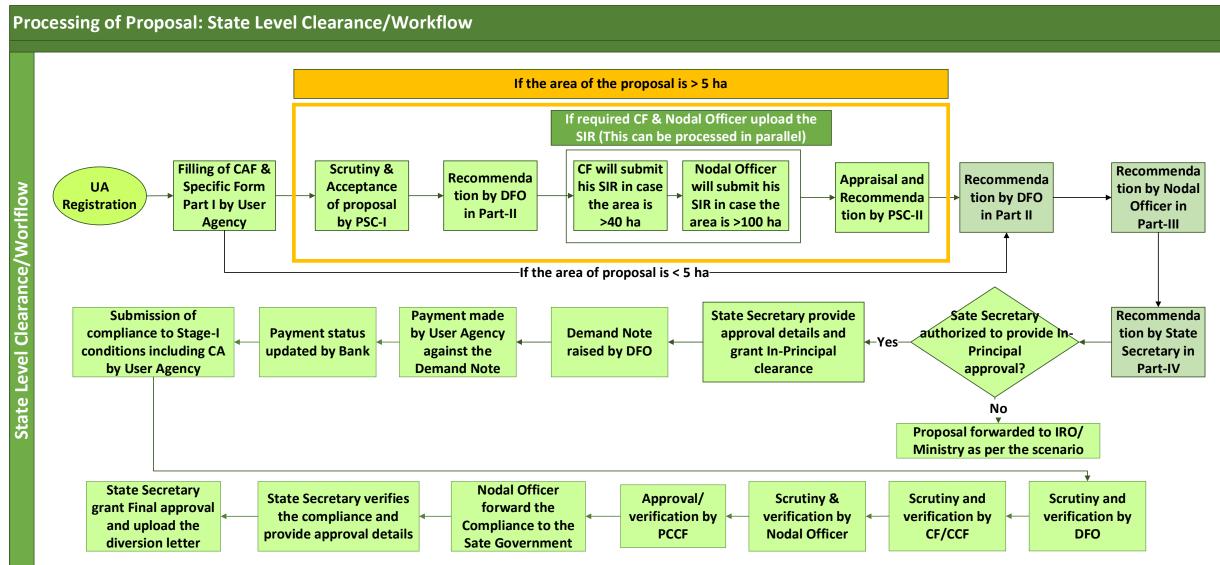
Raise EDS

Accept Proposal









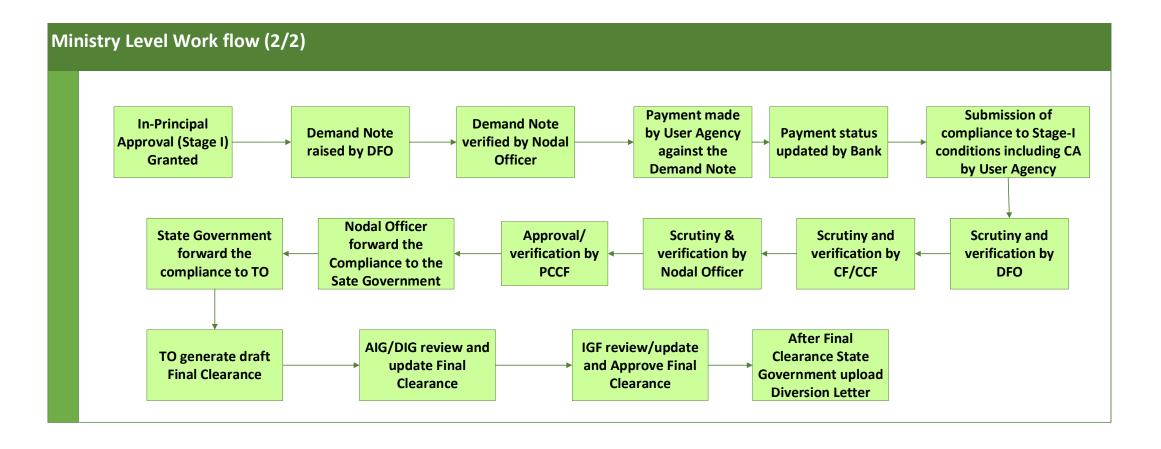




Ministry Level Workflow (1/2) If required CF & Nodal Officer upload the SIR (This can be processed in parallel) Filling of CAF & Scrutiny & **CF** will submit **Nodal Officer will** Appraisal and Recommenda Recommenda **Specific Form Acceptance of** submit his SIR in his SIR in case Recommendation UA tion by DFO tion by DFO Registration Part I by User proposal by PSC-I by PSC-II (Agenda the area is case the area is in Part-II in Part II (Agenda & MoM) >40 ha >100 ha & MoM) Agency -If the area of proposal is < 5 ha-**Recommendation by** Recommendation by **State Secretary in** SIR by IRO-**Nodal Officer in** Part-IV Part-III Ministry (HO) Level Work flow **FAC Agenda Created Draft Agenda** Agenda reviewed Agenda approved **Proposal visible** created by TO and update (if Meeting at TO dashboard (TO add multiple required) by AIG/ by IG Conducted proposal) DIG **FAC MoM Created Proposal** MoM reviewed MoM reviewed MoM reviewed MoM reviewed forwarded to TO and and and **Draft MoM** and approved by for further recommendation created by TO recommendation recommendation DG filled by ADG filled by AIG/DIG processing filled by IG **Draft clearance letter Draft In-Principal (Stage TO prepare draft** In-Principal (Stage I) revied and updated by I) clearance approved by In-Principal clearance visible to all **Union Minister and esign** AIG/DIG, IG, ADG, DG, clearance (Stage I) the concerned users **Secretary and Minister** by AIG/DIG



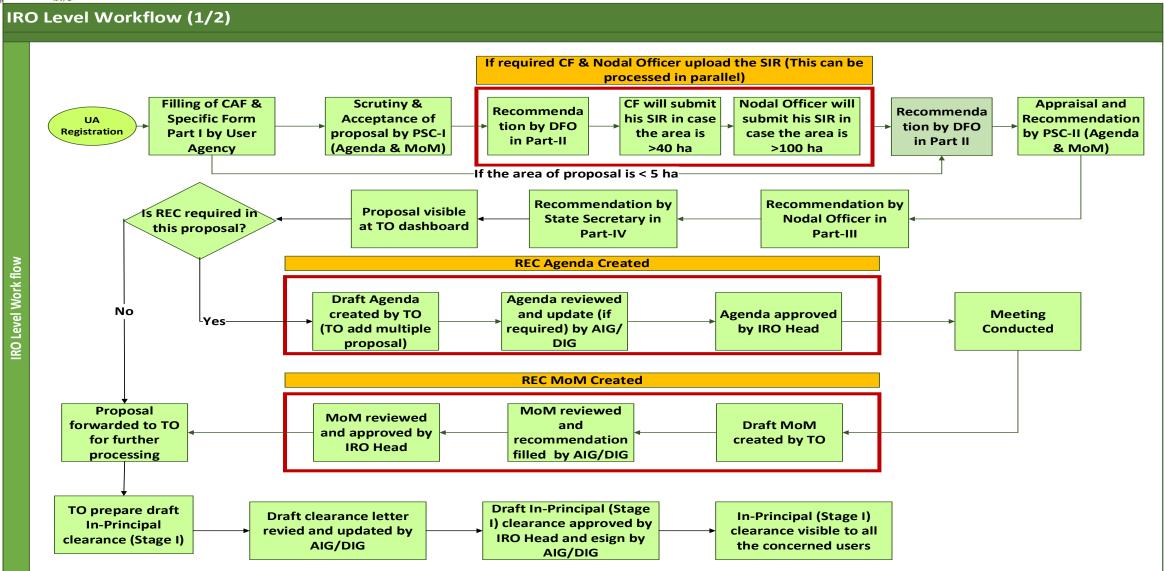






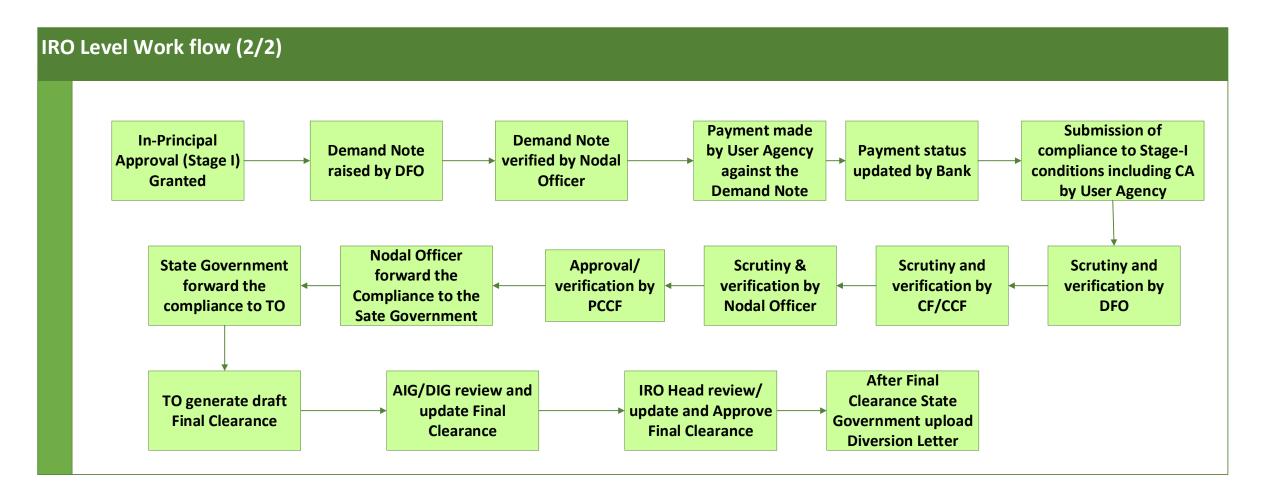
















PARIVESH Home Page









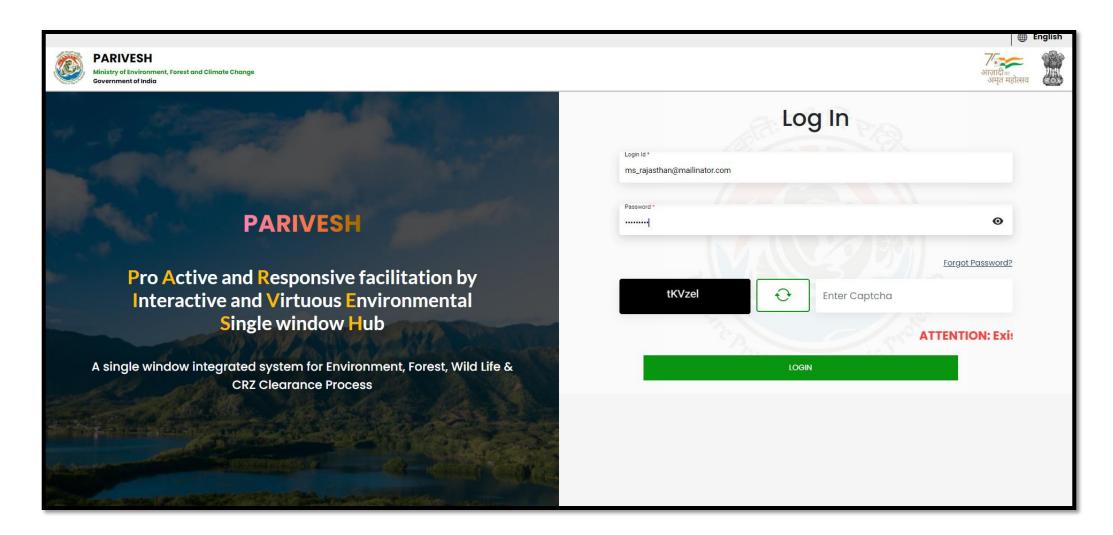




Member Secretary Login







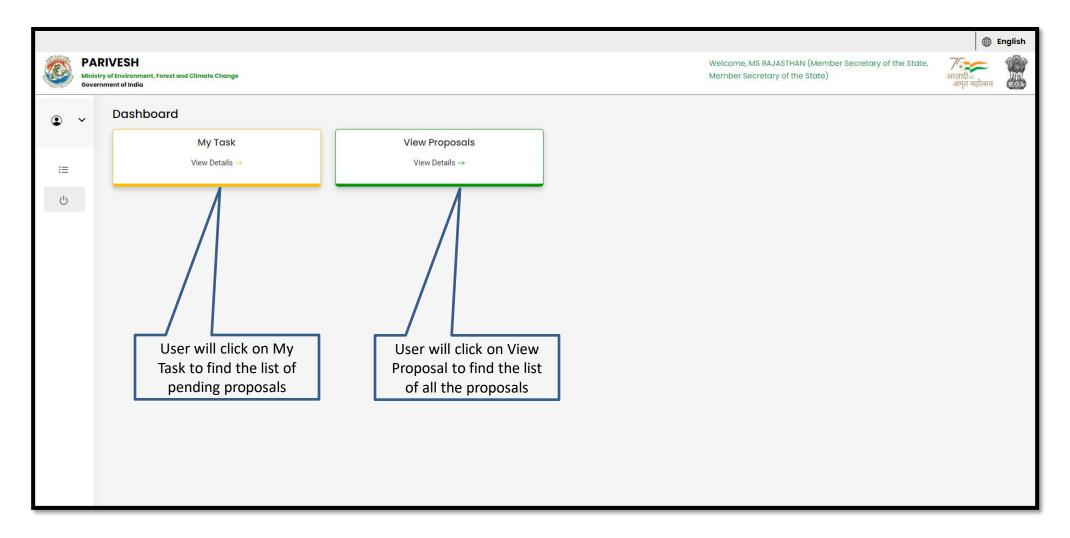




Member Secretary Dashboard











Member Secretary My Task

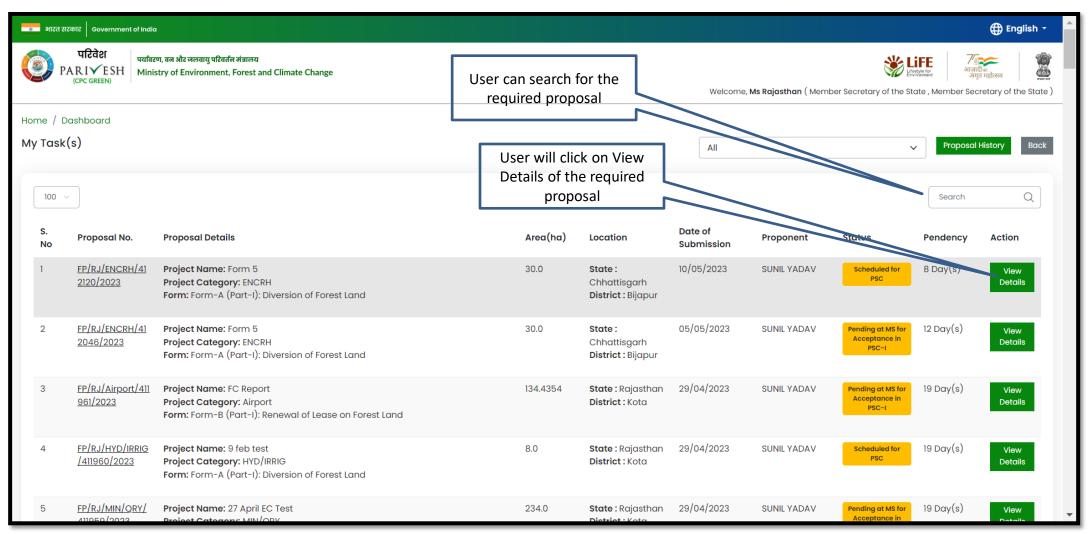














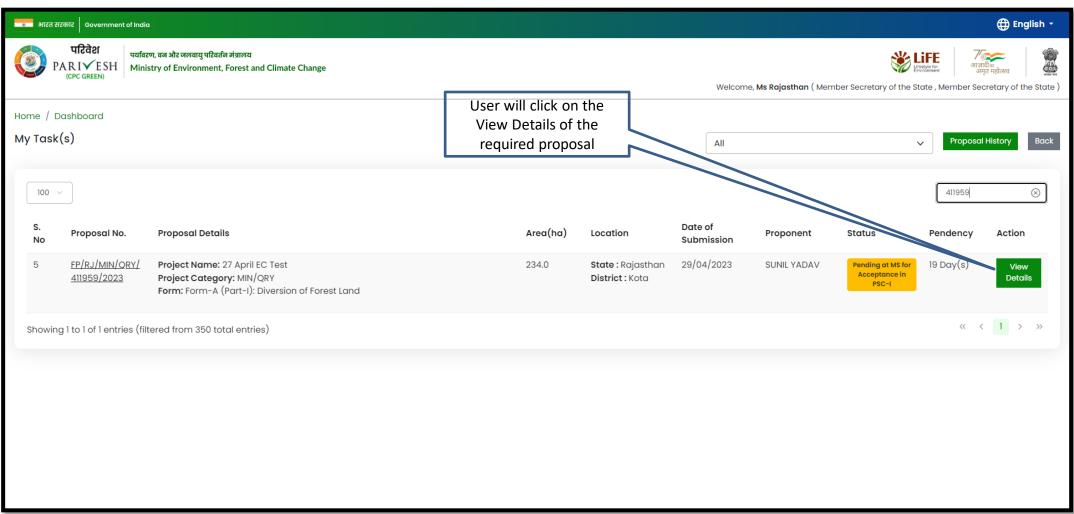


Member Secretary View Details





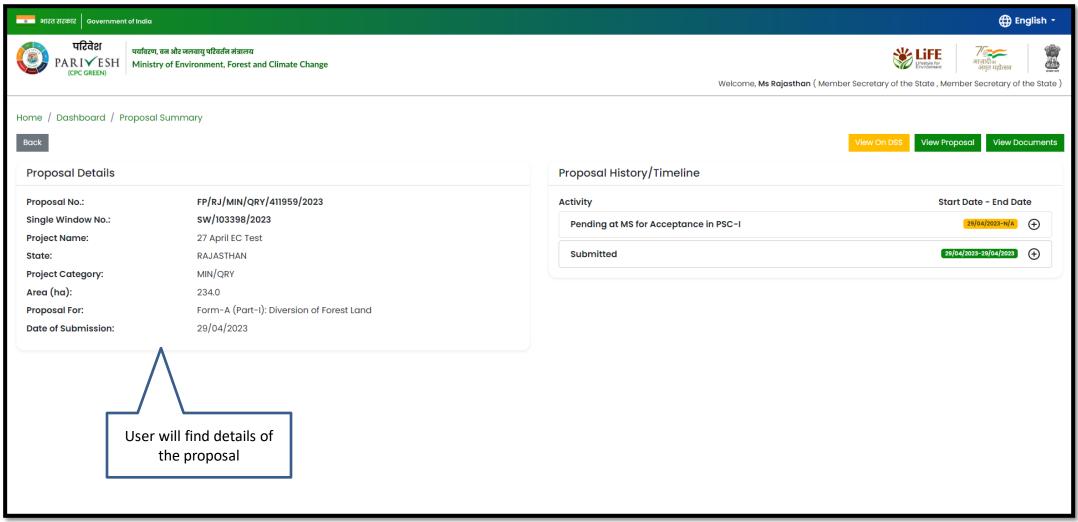












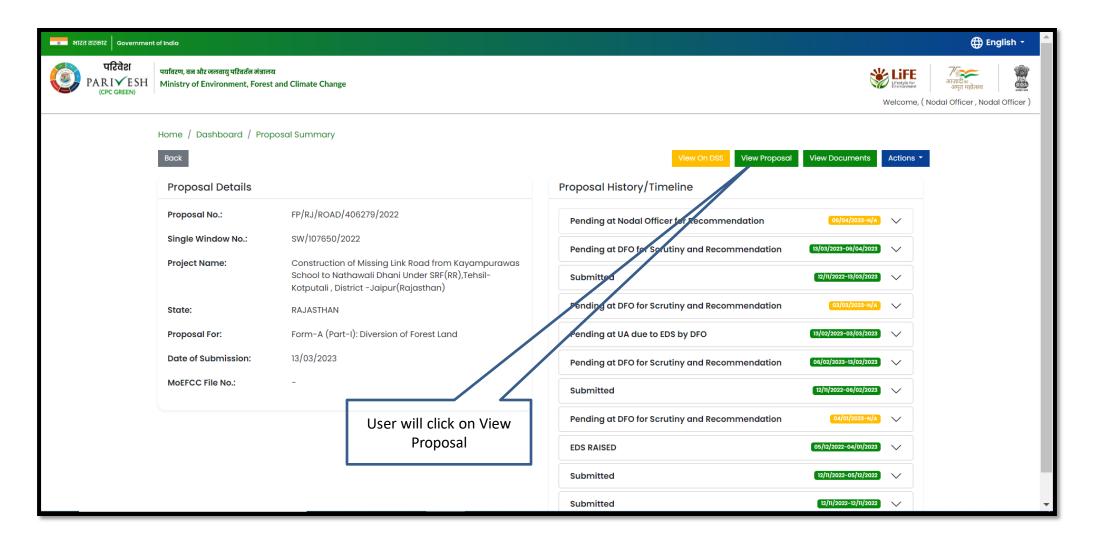




Member Secretary View Proposal





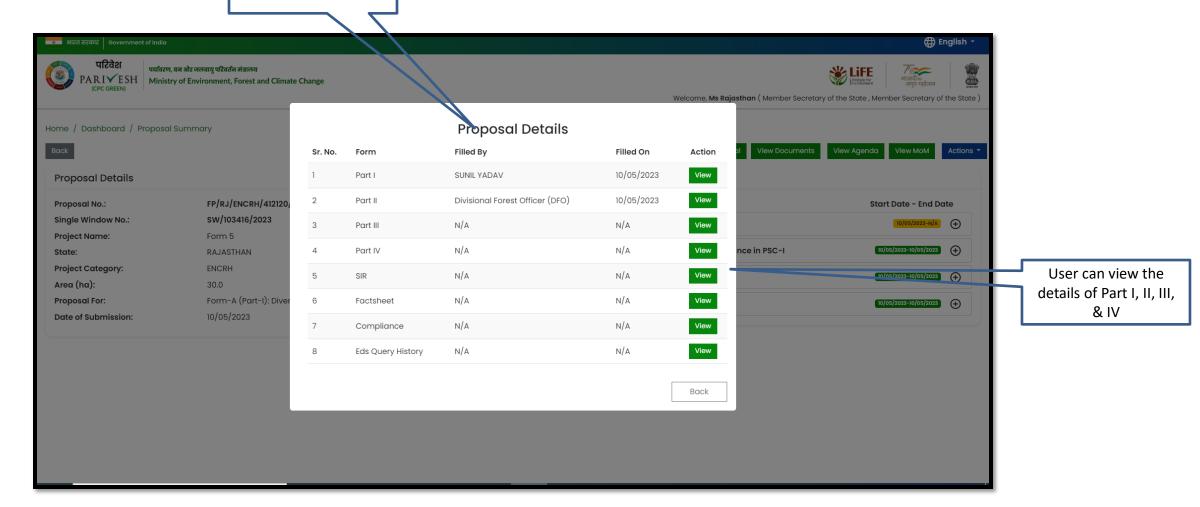








User will find all the details of the proposal





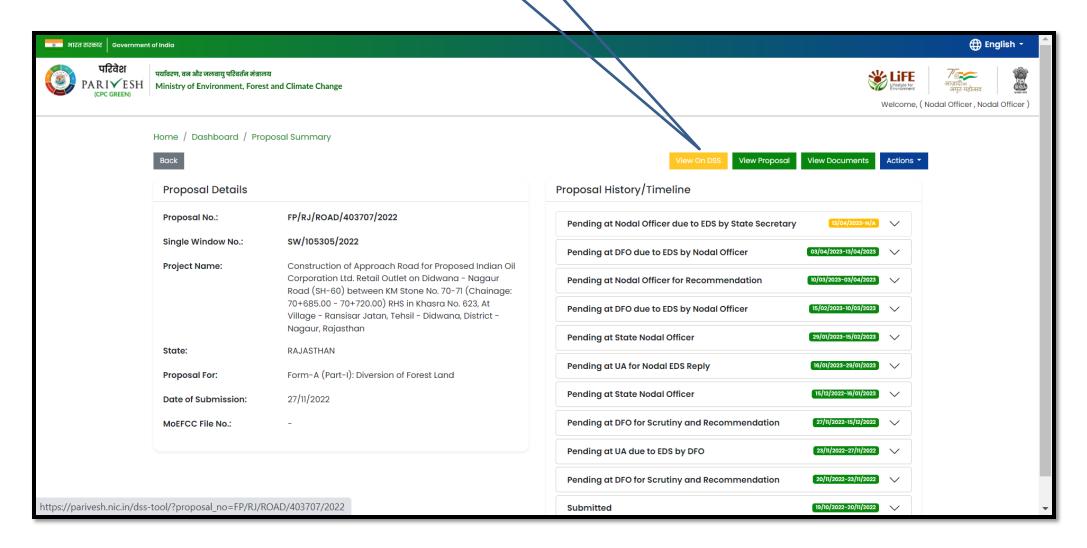


Member Secretary View on DSS



User will click on View on DSS

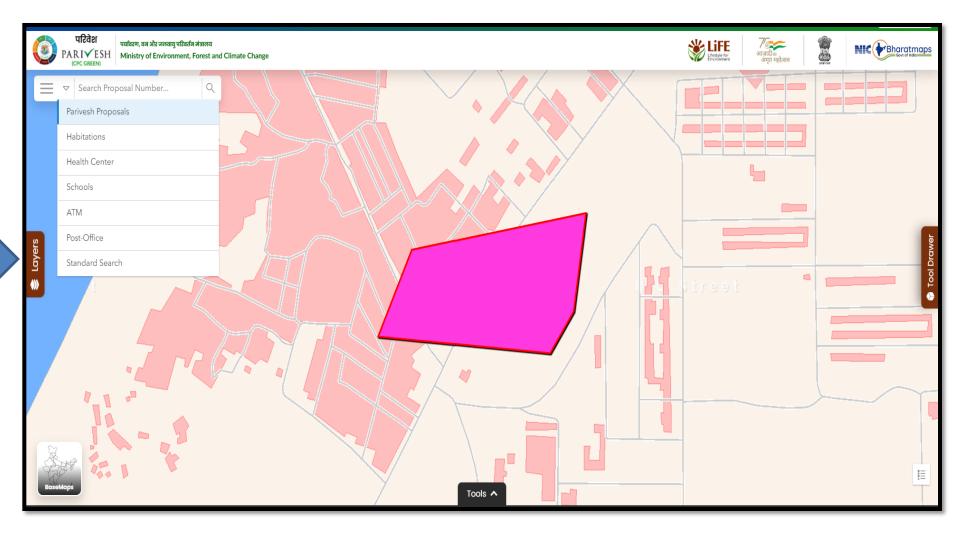








User will use the DSS map and it's tolls for effective decision making







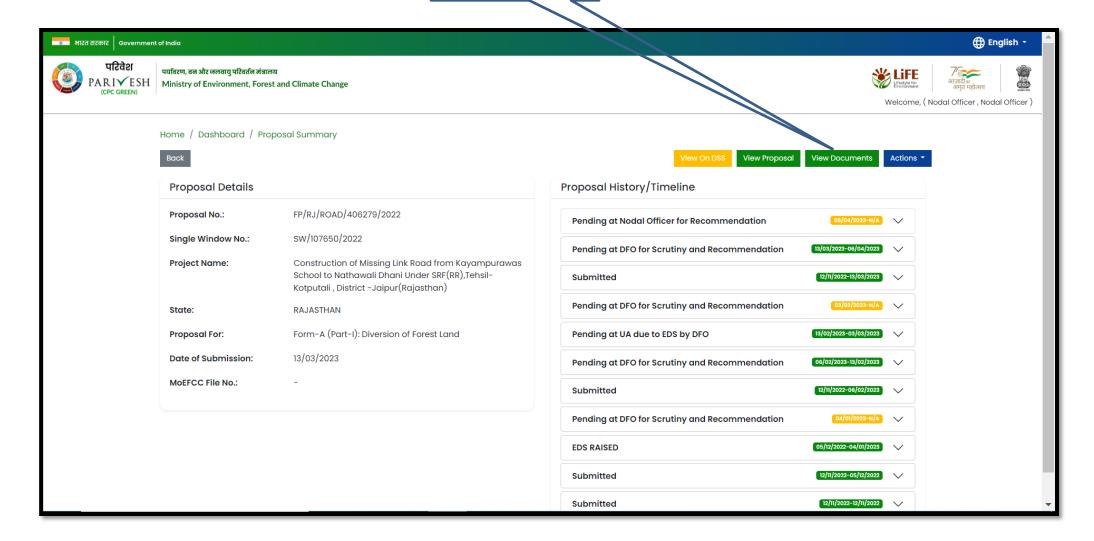
Member Secretary View Document





User will click on View Document



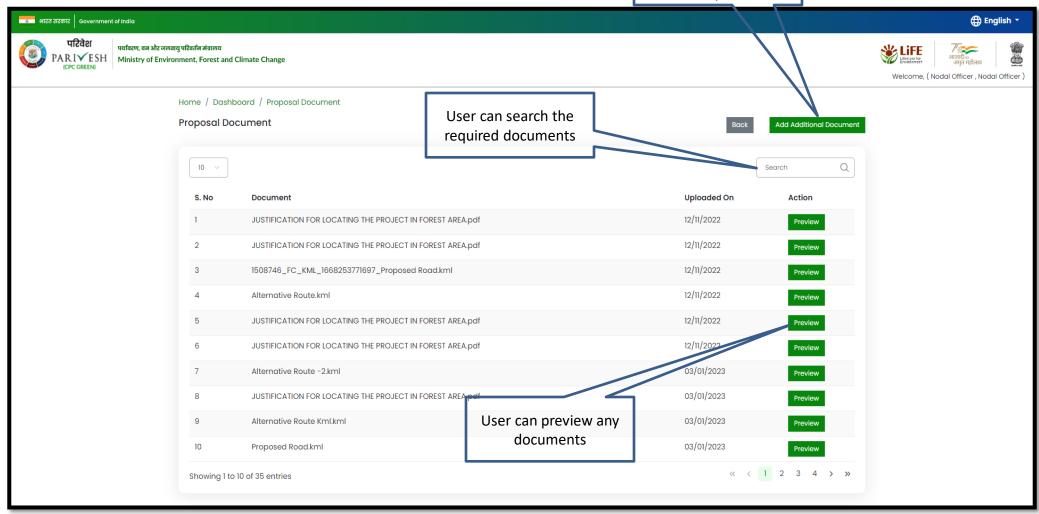








User can add additional documents if required



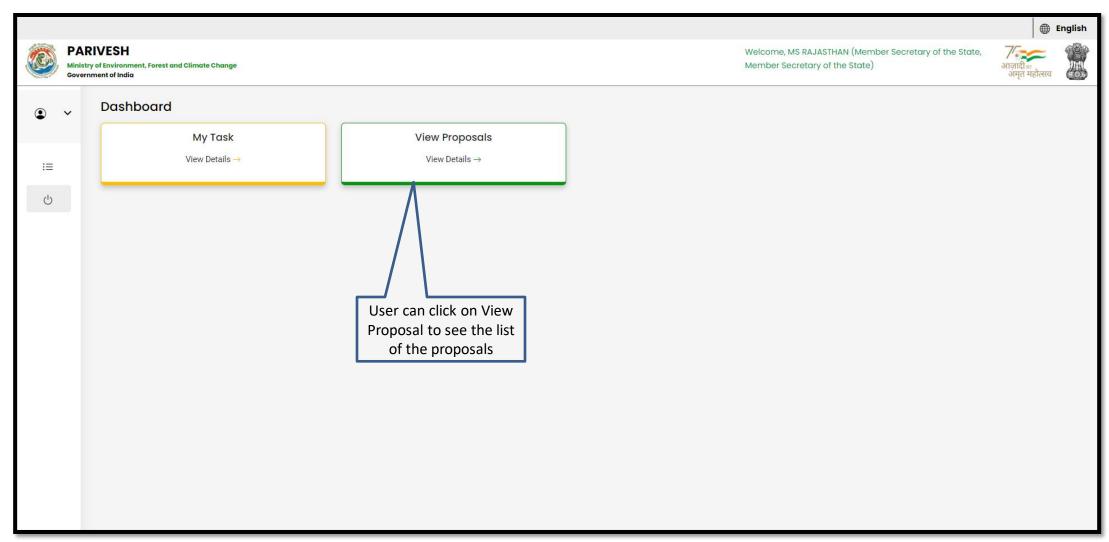




Member Secretary View proposal

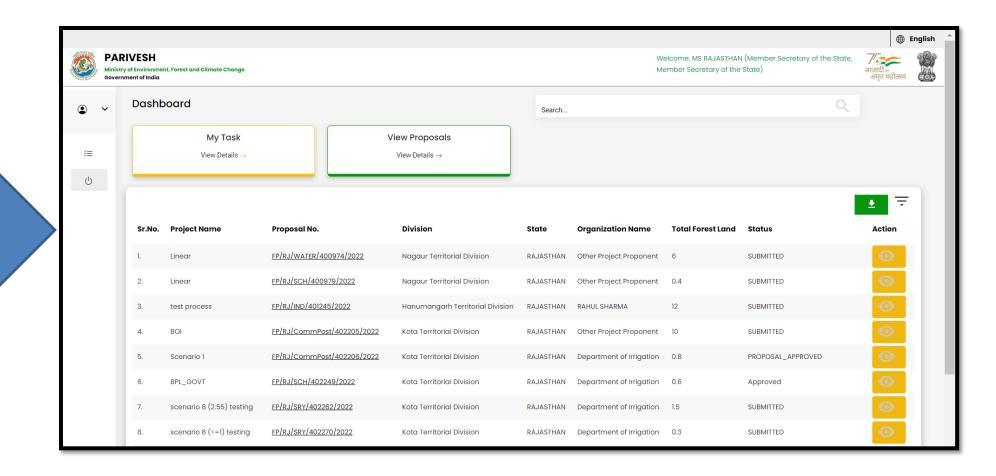












User will find the list of all the proposals

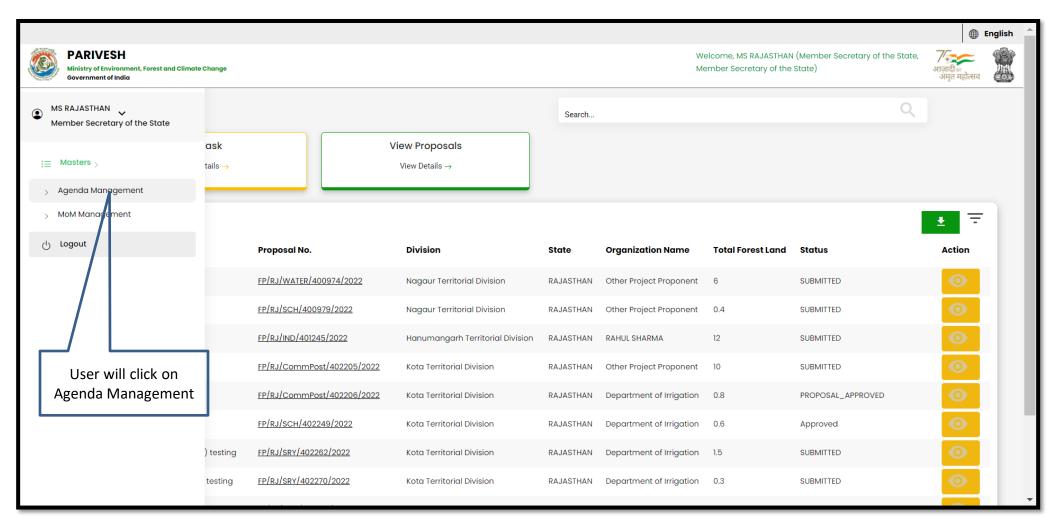




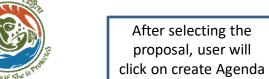
Member Secretary (MS) Agenda Management (PSC-I)



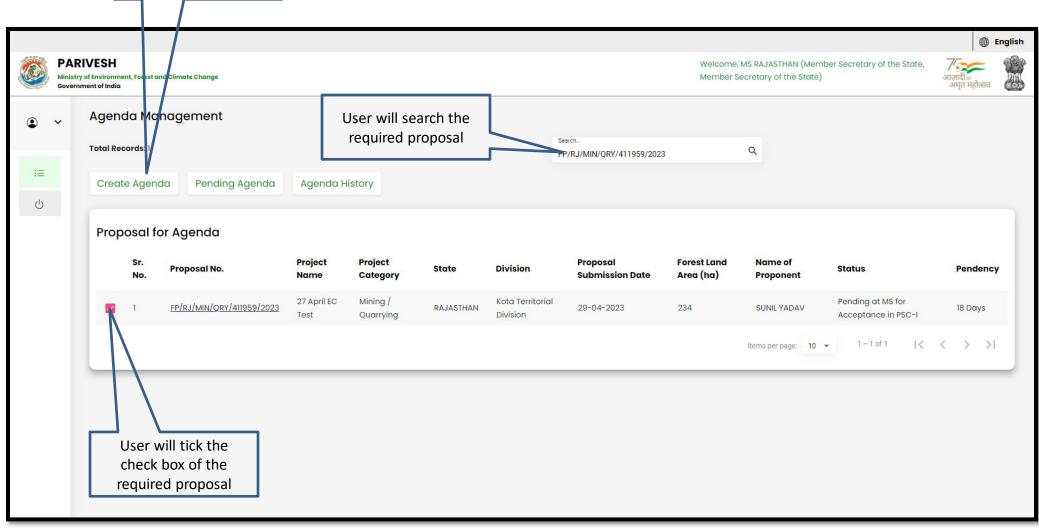










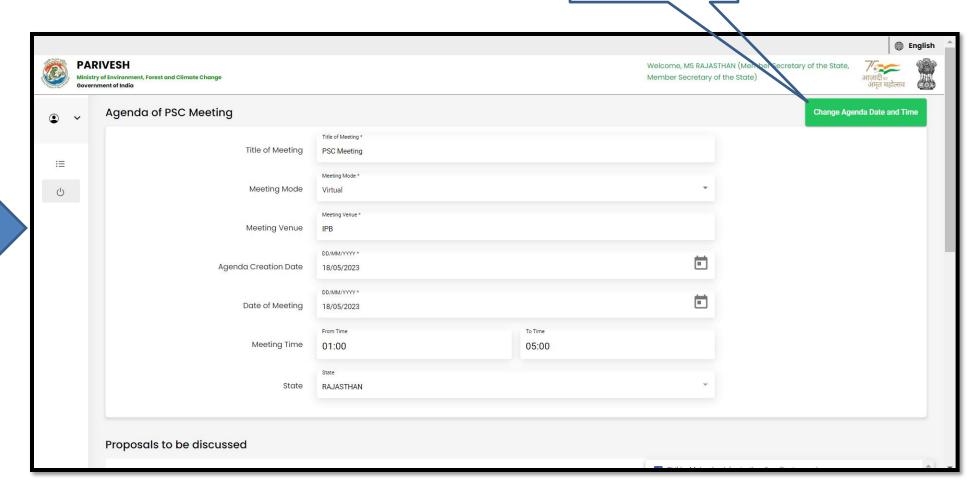








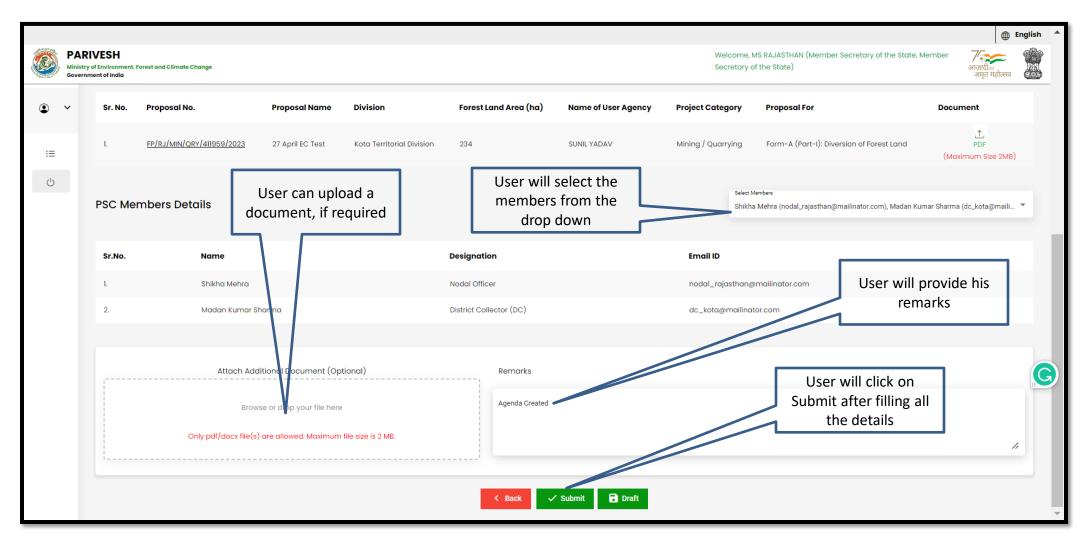
User can modify the date and time of the Agenda



User will fill the required details





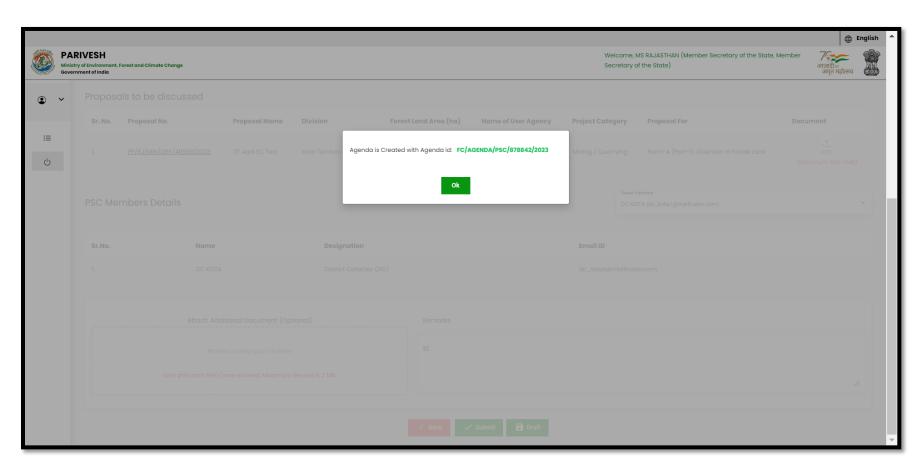
















Member Secretary (MS) MoM Management (PSC-I)



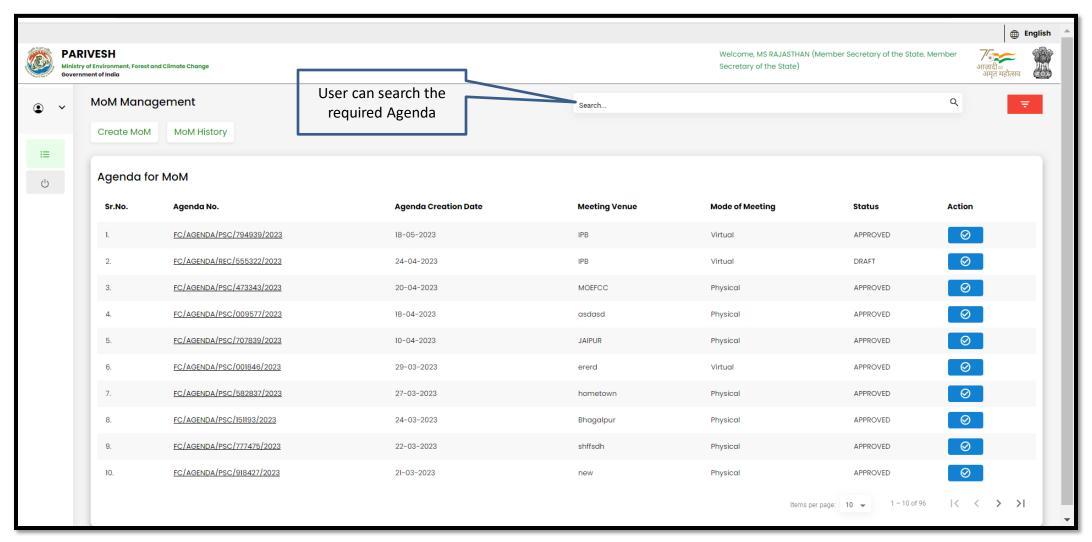








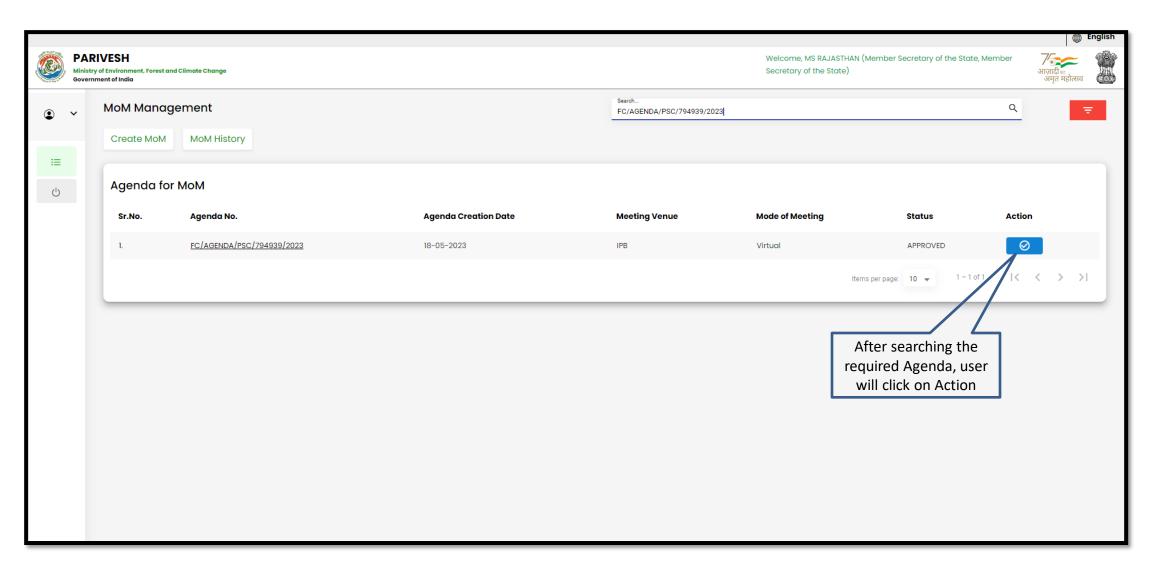


















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		Meeting Mo	roposals discussed in	PSC Meeting					User will click on Action to fill the deliberation			
		Sr. No.	Proposal No.	Project Name	Division	Forest Land Area (ha)	Name of User Agency	Project Category	Proposal For	MoM Status	Action	
		1.	FP/RJ/MIN/QRY/411959/2023	27 April EC Test	Kota Territorial Division	234	SUNIL YADAV	Mining / Quarrying	Form-A (Part-I): Diversion of Forest Land	Pending	E	
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PARIVESH

Ministry of Environment, Forest and Climate Change

sw/103398/2023

Previous Deliberation

Current Deliberation



m English

Welcome, MS RAJASTHAN (Member Secretary of the State, Member

Secretary of the State)

User will fill the required details

Project Details

Diversion of Forest Land

Diversion of Forest Land

Brief Description of the Project

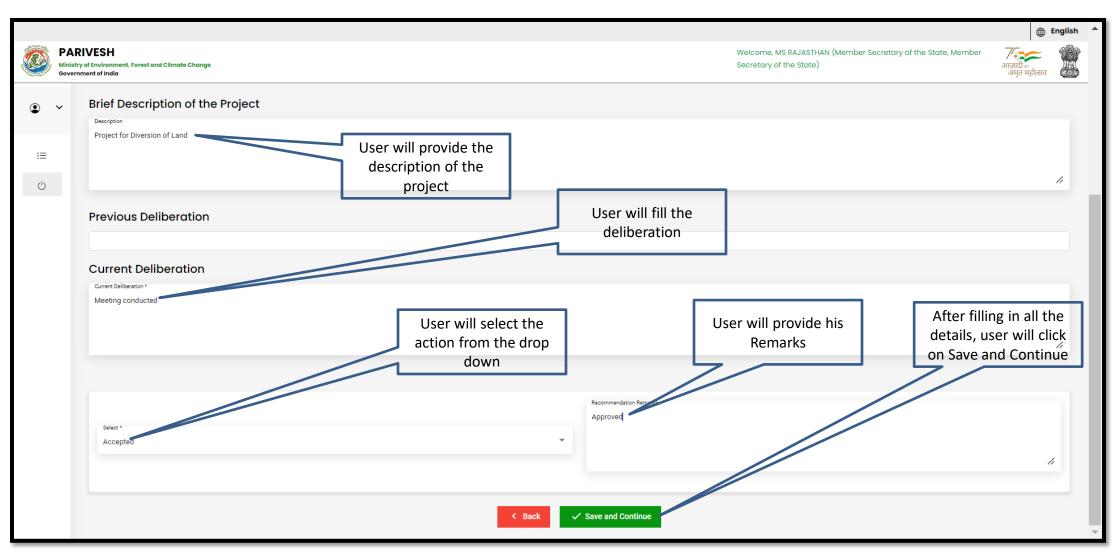
Project for Diversion of Land

https://parivesh.nic.in/





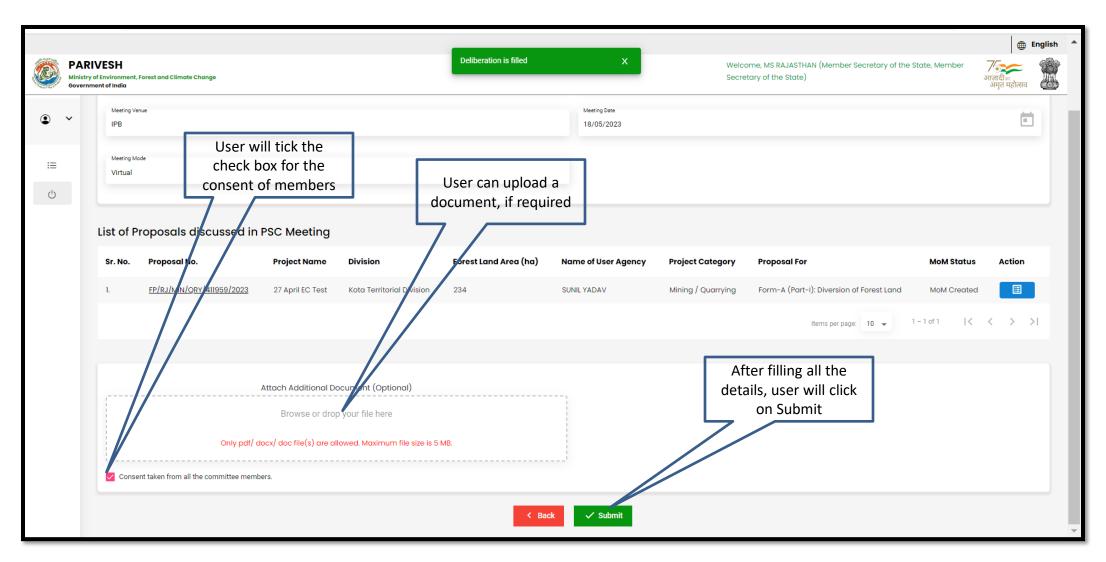






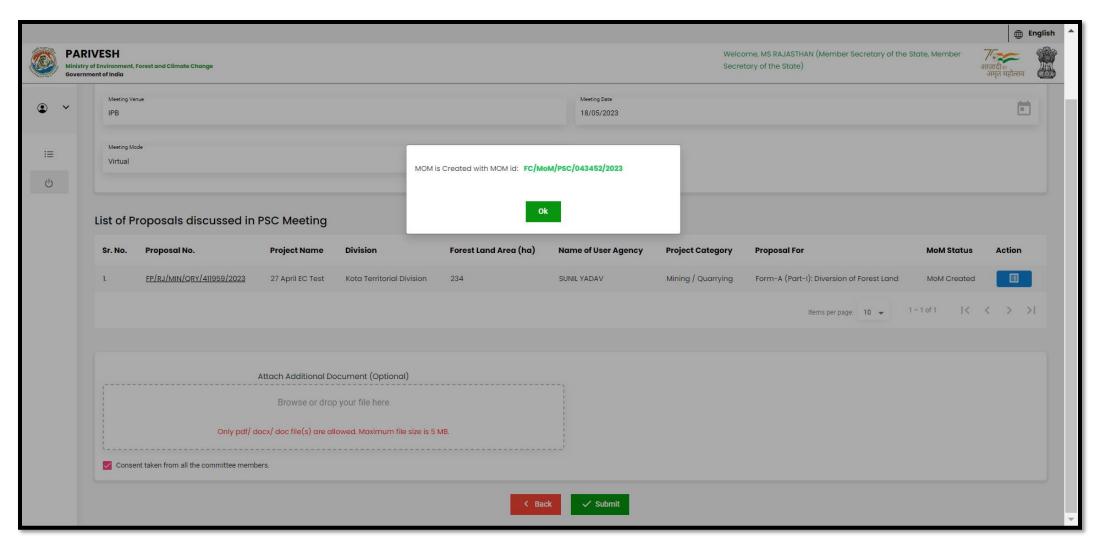














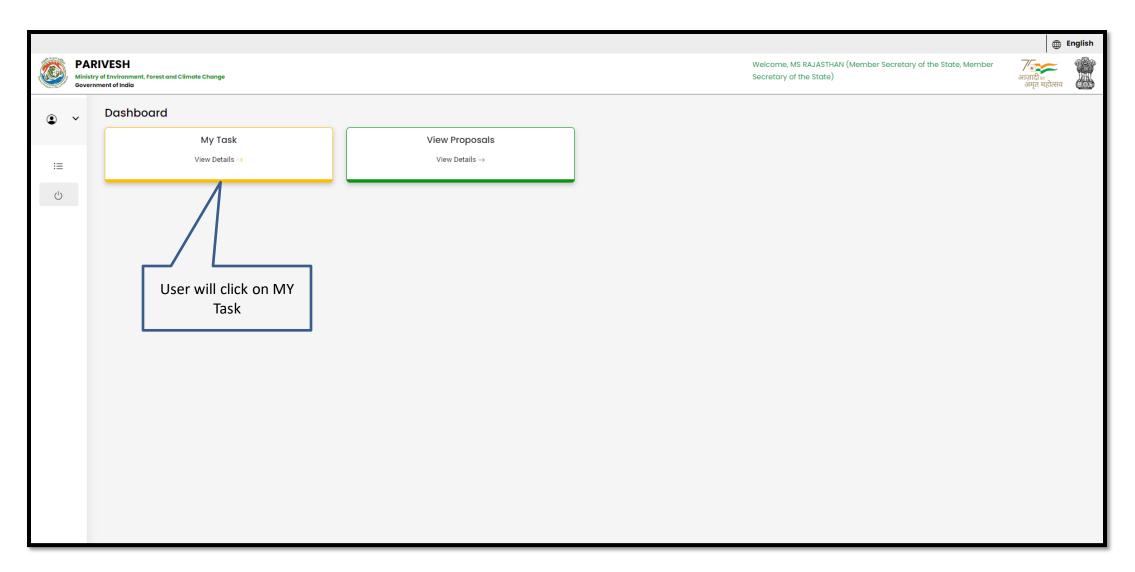


Member Secretary (MS) Acceptance of Proposal after PSC-I





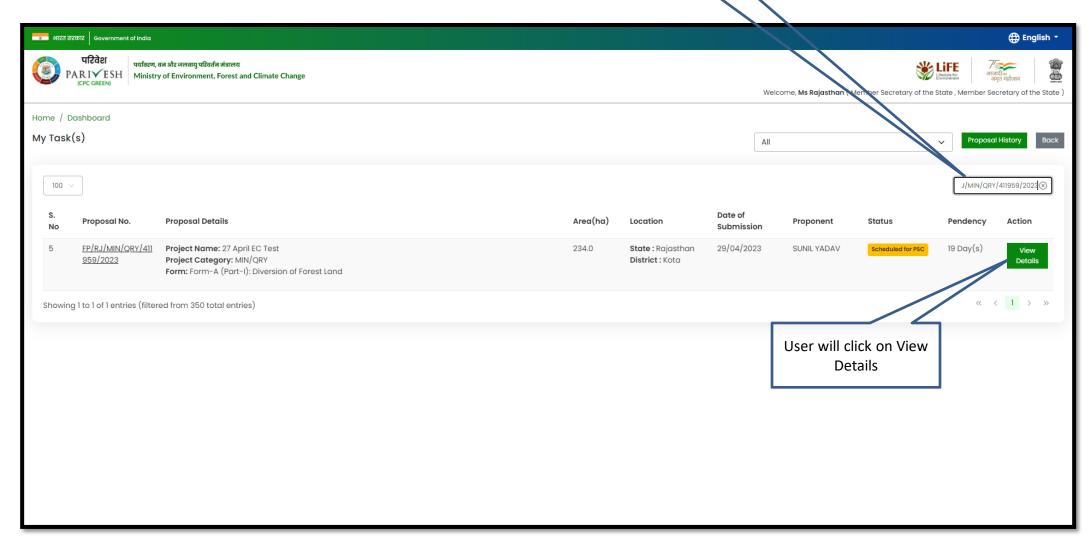






User can search the required proposal

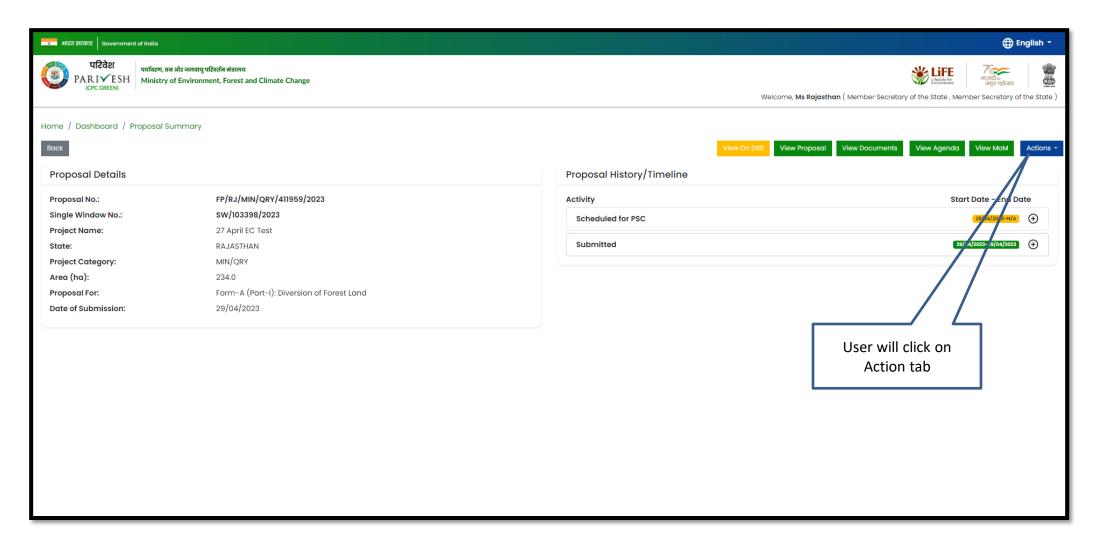








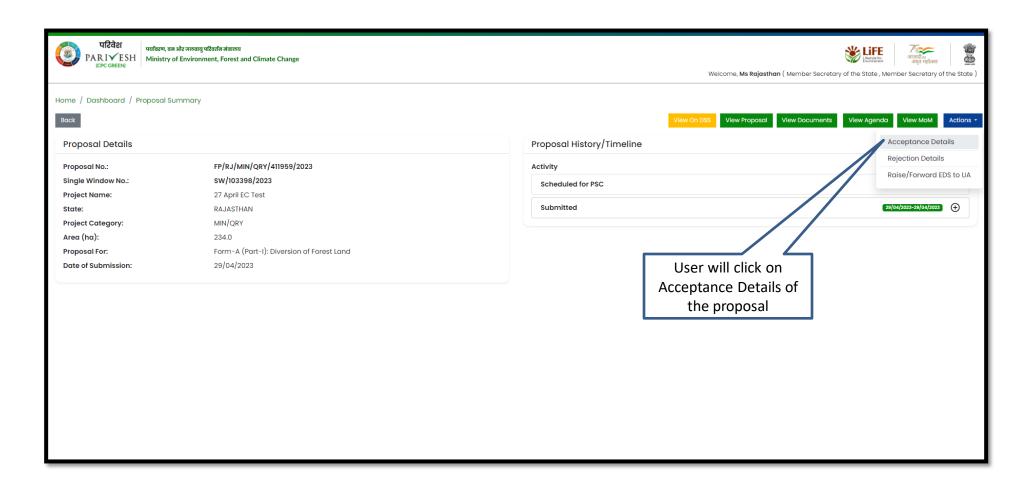








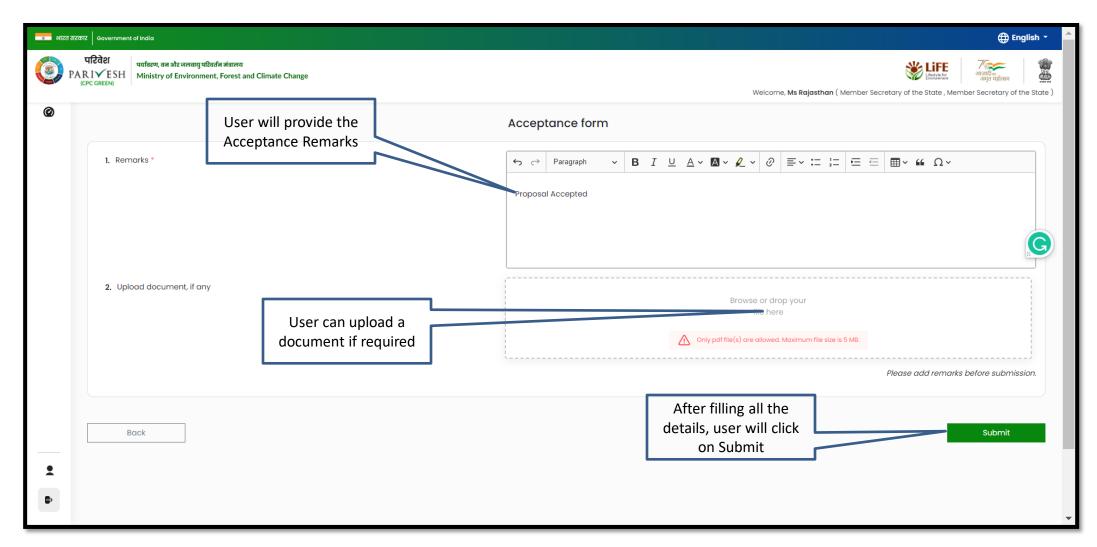














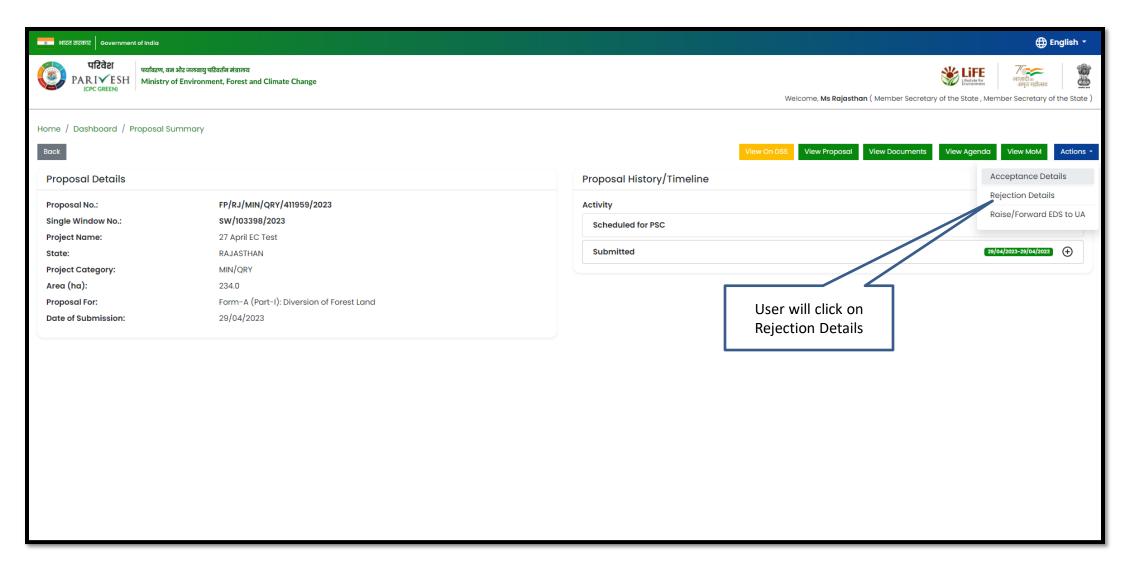


Member Secretary (MS) Rejection of Proposal after PSC-I



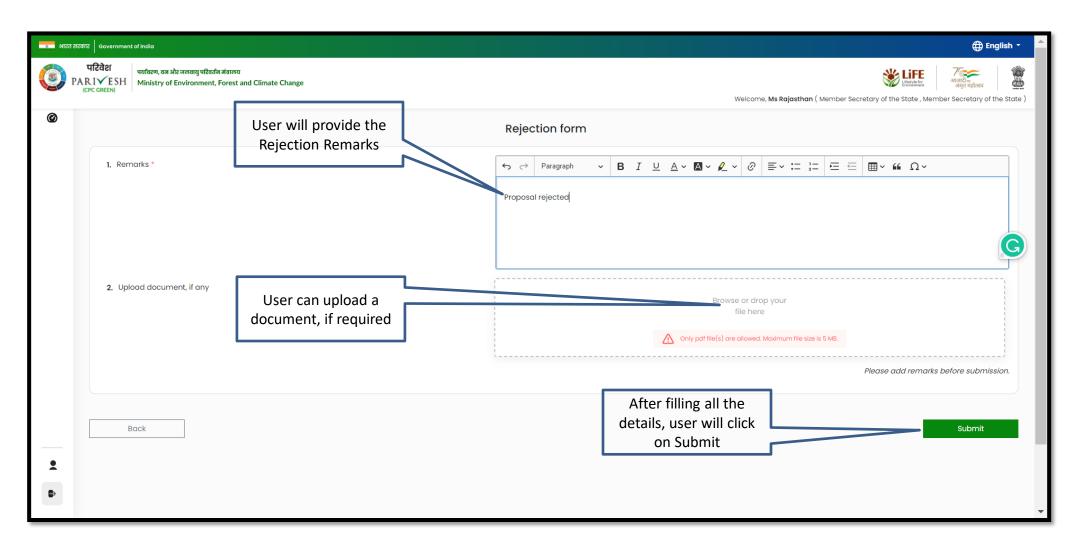














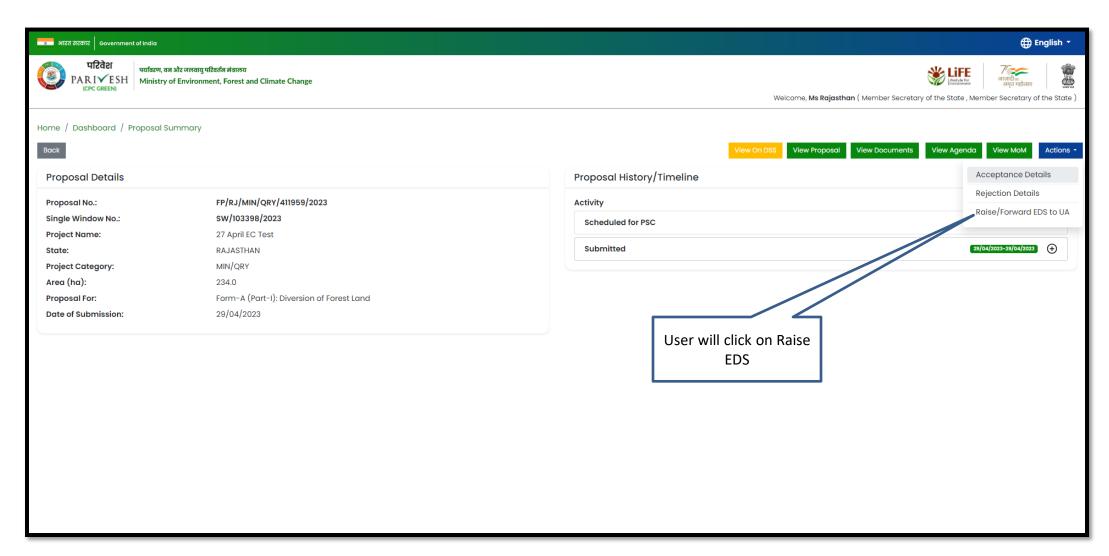


Member Secretary (MS) Raise EDS to UA after PSC-I







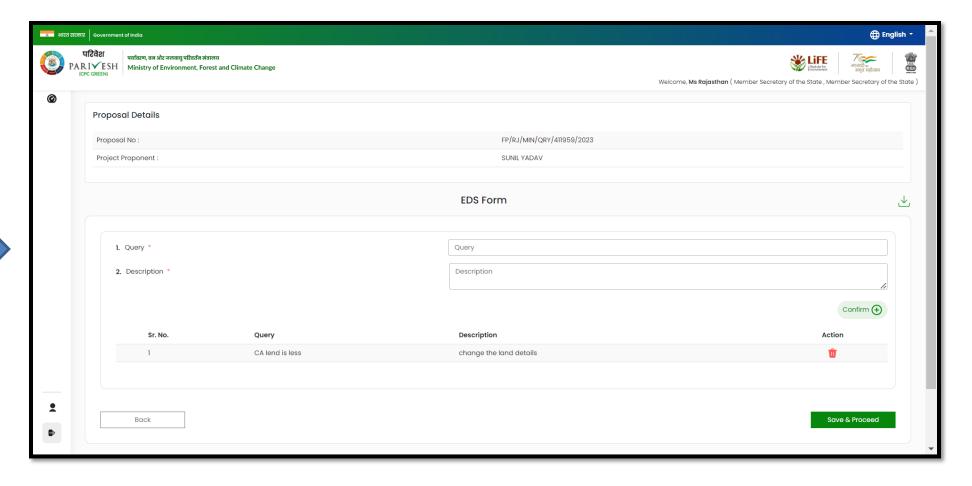








User will fill the EDS form and click on Save and Continue



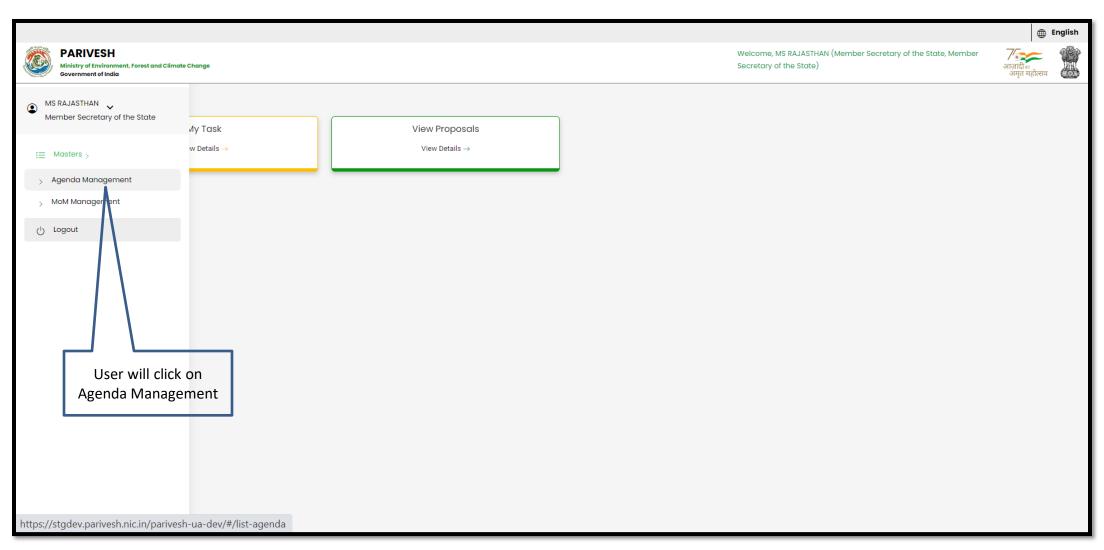




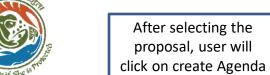
Member Secretary (MS) Agenda Management (PSC-II)



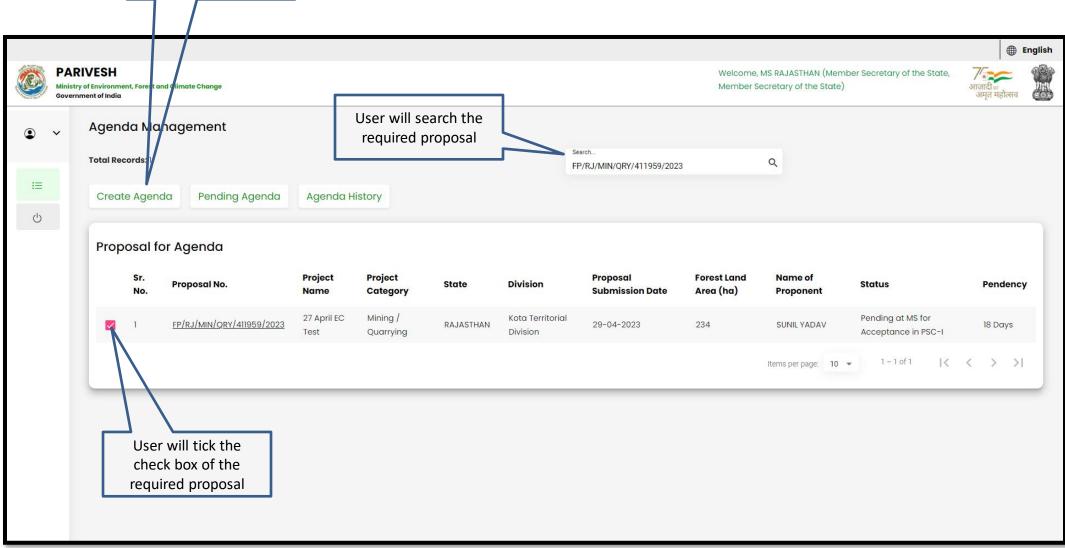










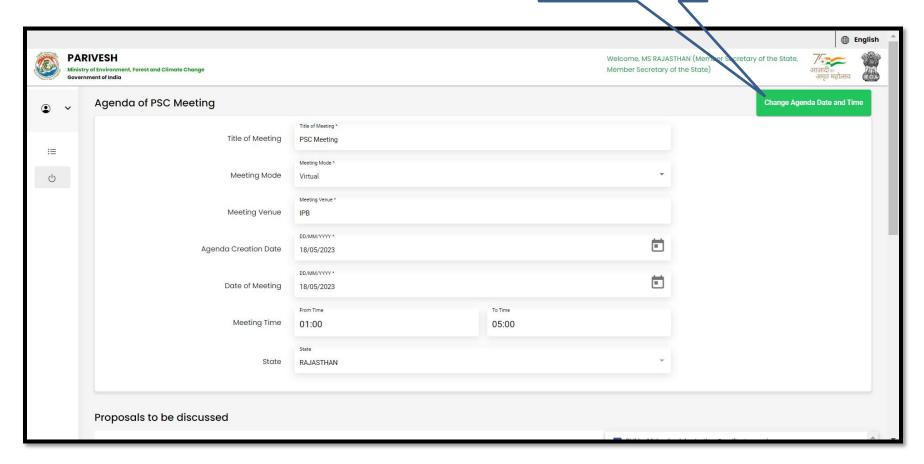








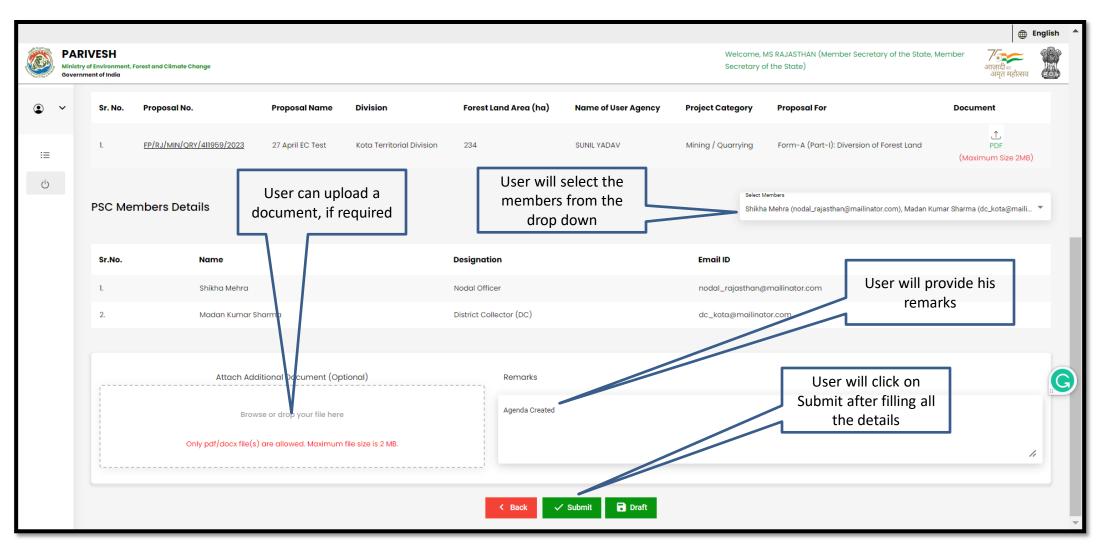
User can modify the date and time of the Agenda



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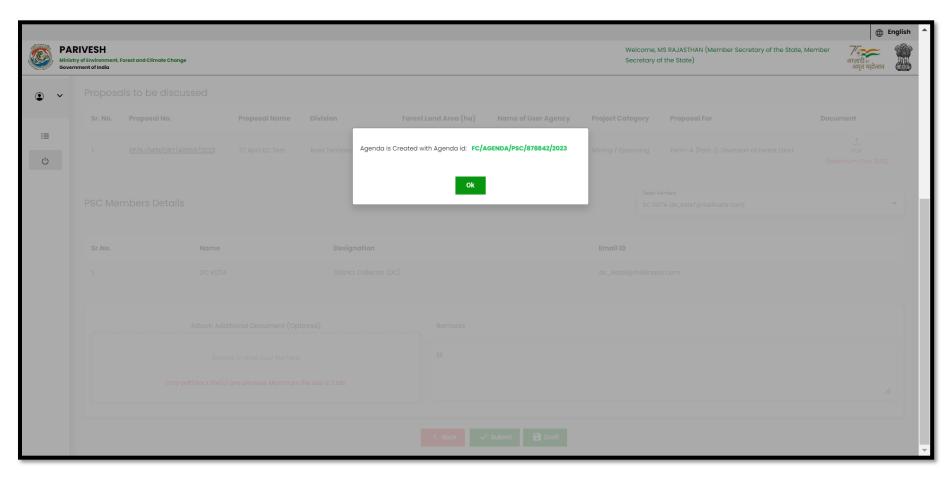
















Member Secretary (MS) MoM Management (PSC-II)

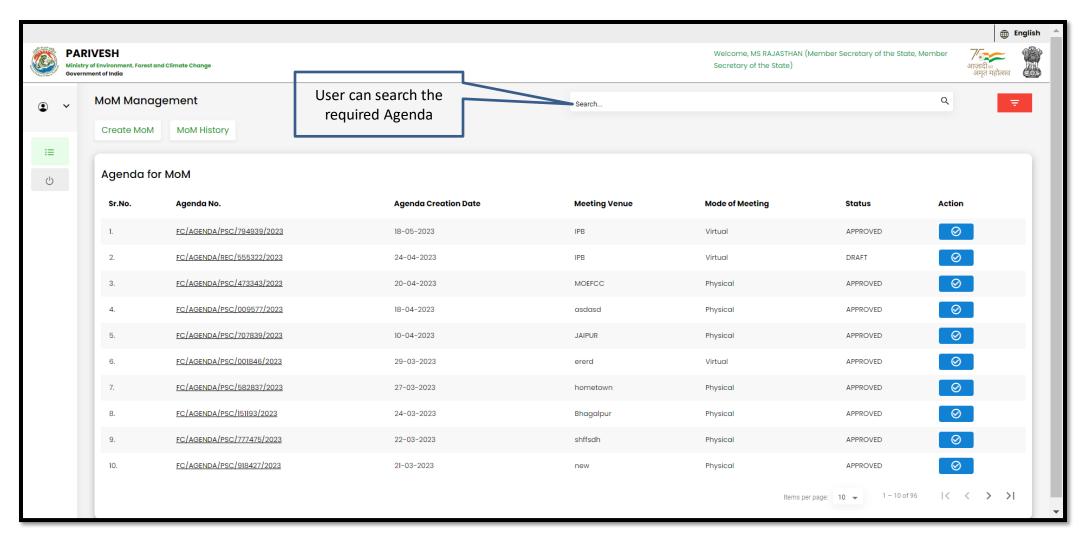








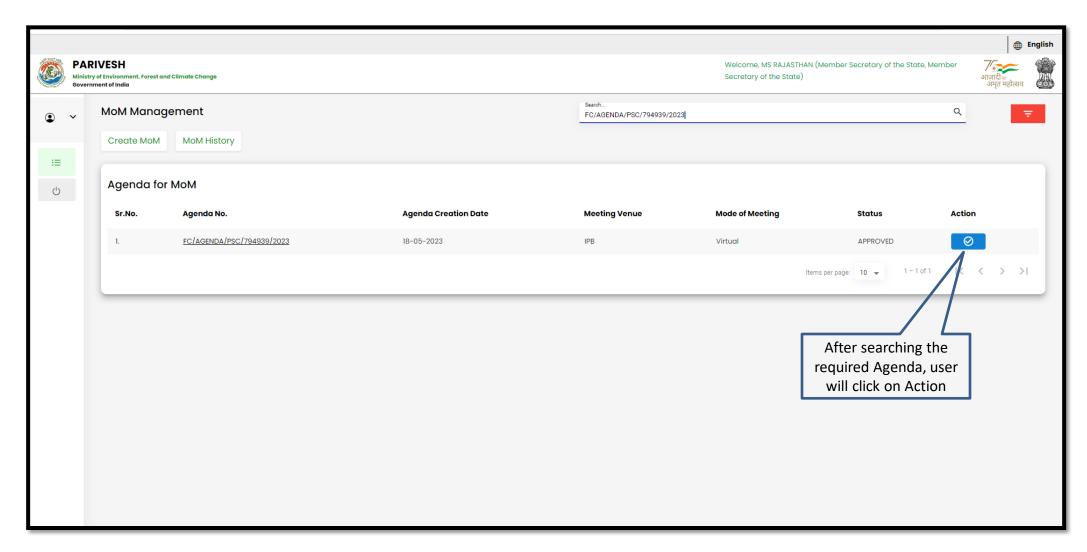














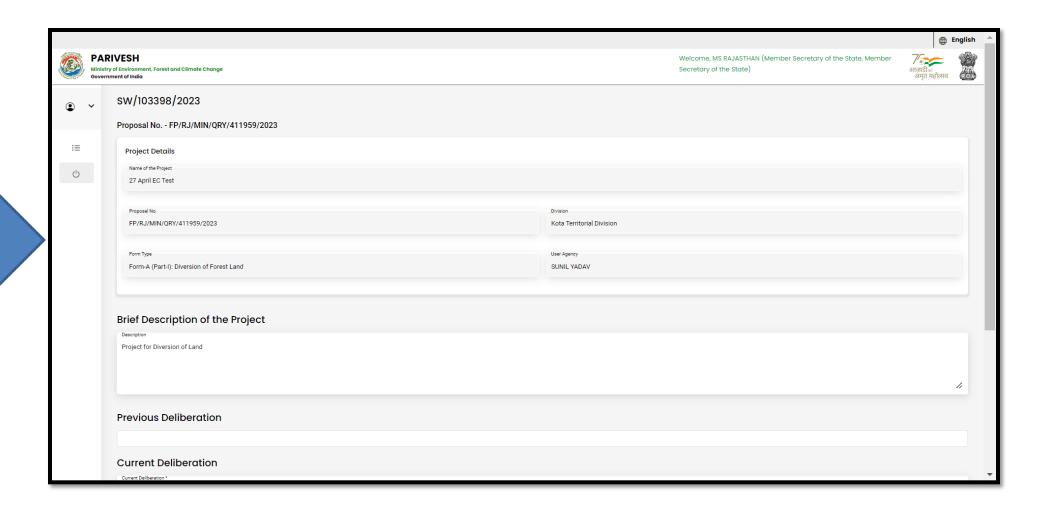


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			roposals discussed in									
		Sr. No.	Proposal No. FP/RJ/MIN/QRY/411959/2023	Project Name 27 April EC Test	Division Kota Territorial Division	Forest Land Area (ha)	Name of User Agency SUNIL YADAV	Project Category Mining / Quarrying	Proposal For Form-A (Part-I): Diversion of Forest Land	MoM States Pending	Action	
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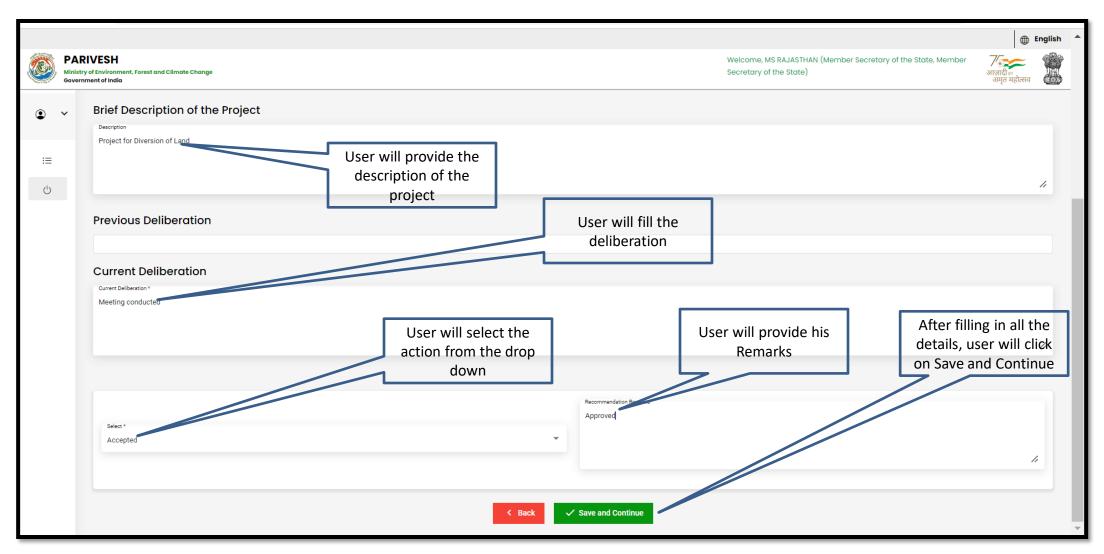


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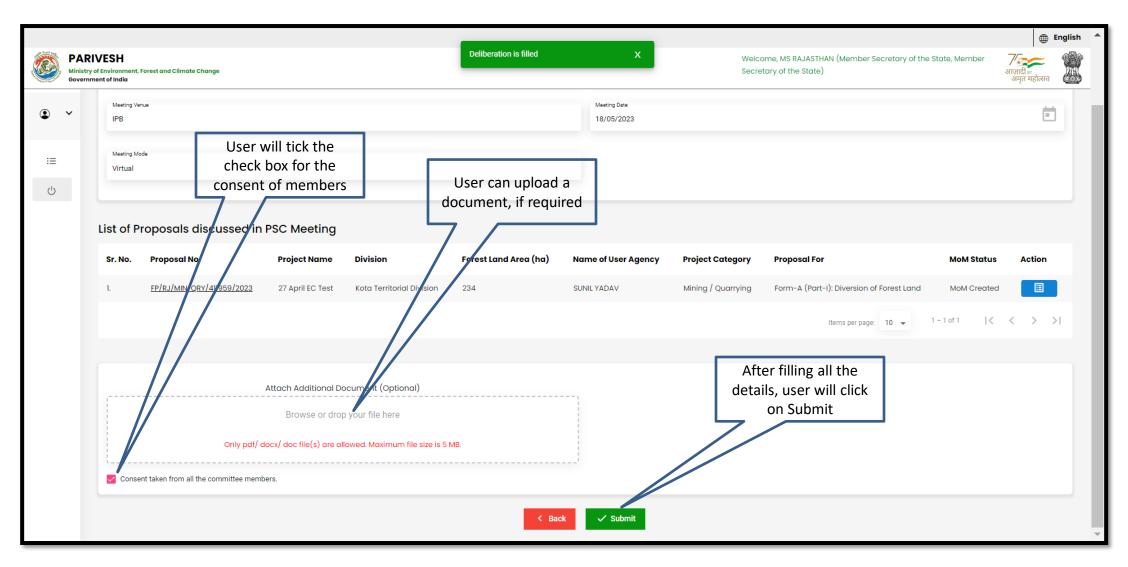
















Member Secretary (MS) Add Recommendation After (PSC-II)

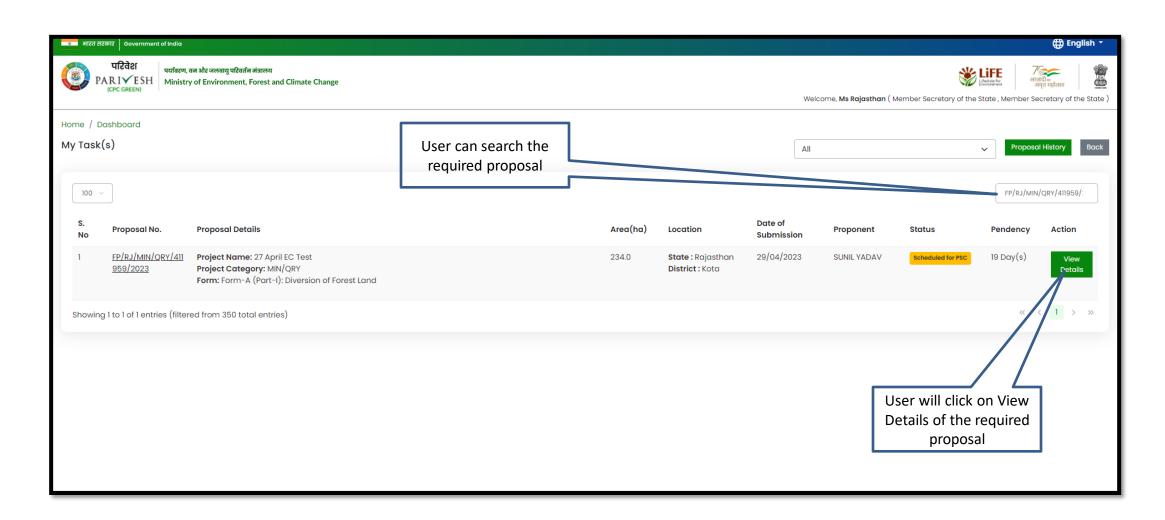








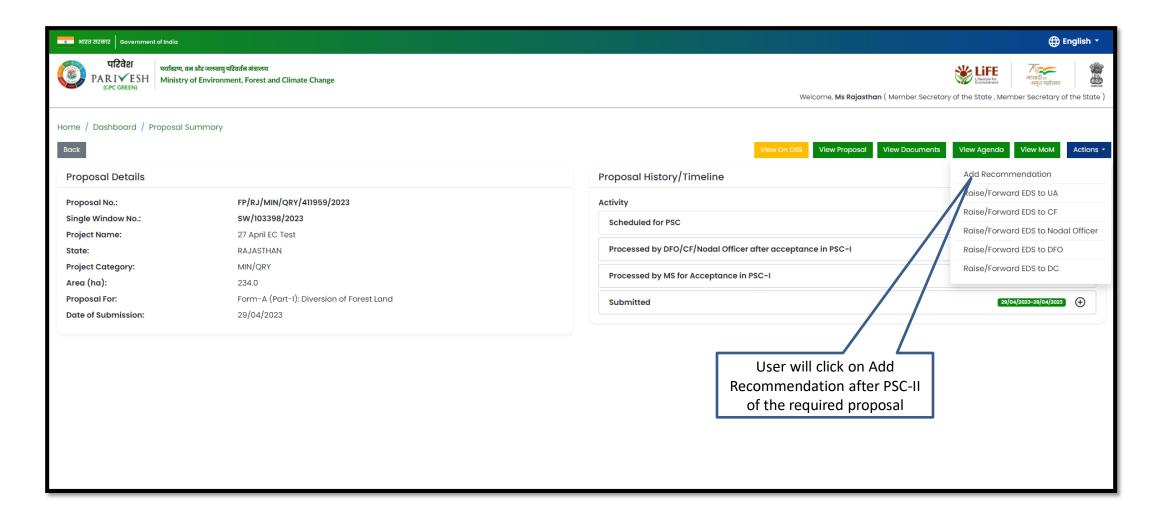






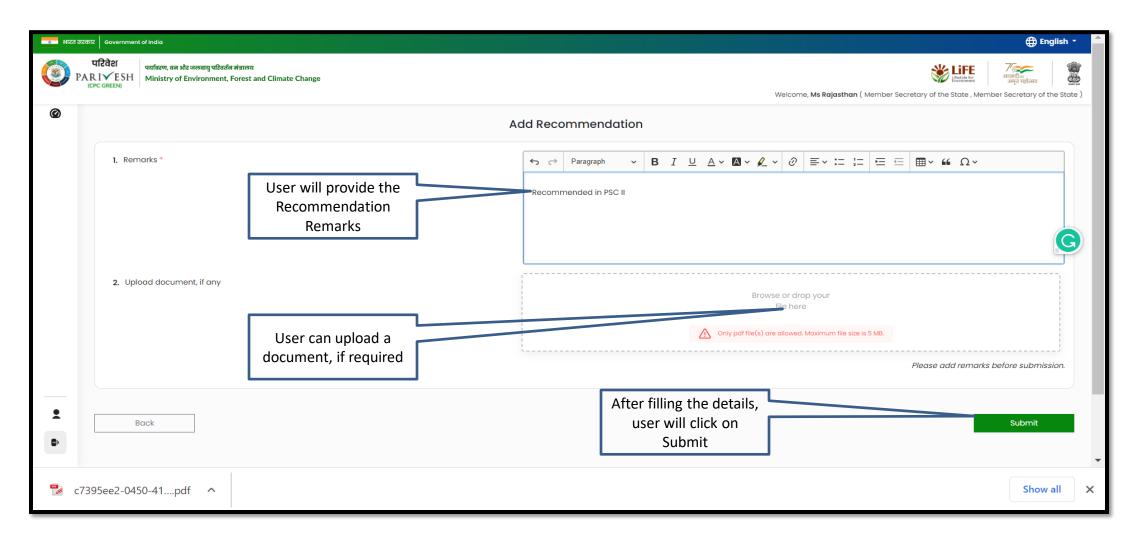








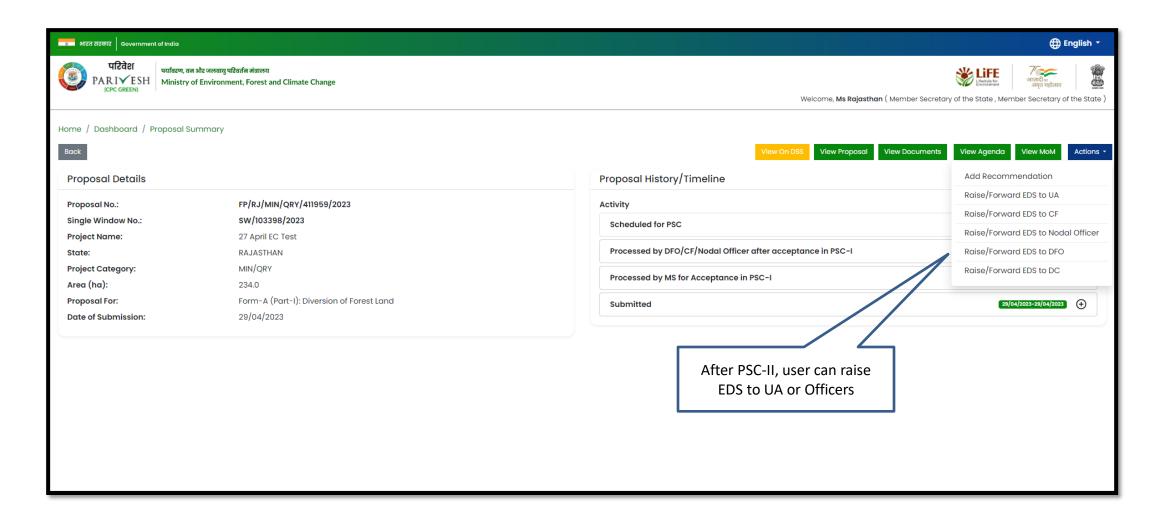


















User will fill out the EDS form and submit to UA of Officers

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