





# User Manual for Forest Clearance Role Name-State Secretary





### Purpose of the manual

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





### **Forest Clearance**







#### **Processing of Proposal: State Level Clearance/Workflow**



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#### Ministry Level Workflow (1/2)











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#### IRO Level Workflow (1/2)







#### IRO Level Work flow (2/2)







#### **PARIVESH Home Page**







#### **State Secretary Login**



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Forgot Password?

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### **State Secretary Dashboard**











#### **State Secretary My Task**

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परिवेश PARI¥ESH (CPC GREEN)	पर्यावरण Minist	ा, वन और जलवायु परिवर्तन ग rry of Environment, Fo	नंत्रालय prest and Climat	e Change				Welcome, (State Secr	र्म अजुमदी ब्यू अमृत महोत्सव etary , State Secretary (SS) )
	Home My T	ask(s)			All			Proposal History Back	
	2	25 ~						sayrch Q	
	S. N	. Proposal o No.	Proposal Details	Location	Date of Submission	Proponent	Status	Pendency Action	
	1	FP/RJ/Pipel ine/424861 /2023	Project Name: Scenario 1 Test Case Forest Area: 0.2 Project Category: Pipeline Form: Form-A (Part-I): Diversion of Forest Land	State : Rajasthan District : Bharatpur	05/04/2023	Department of Land Resources	Pending at State Secretary for Recommendation	0 Day(s) View Detail S	
	2	FP/RJ/ROA D/406385/ 2022	Project Name: Constructi	State : Rajasthan District :	18/11/2022	Housing & Urban Developmen	Pending at State Secretary for Recommendation and In-Principle Approv	rai (stage-1) 137 Day(s) View Detail s	

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### **State Secretary View Details**







### **State Secretary View Proposal**







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	पटिवेश PARI✓ESH (CPC GREEN)	पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest and Cli	imate Change			Lifetyle for Environment	<b>ग</b> ्राज़ादीक आज़ादीक अमृत महोत्सव	2
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<b>`</b>		Project Name:	Widening & Strengthening on Bikaner-Shri Ganganagar road in past NH-62 city Portion,	Single Window Number:	sw/114402/2023			
		State:	District -sri Ganganagar (Rajasthan)	Proposal Number:	FP/RJ/ROAD/413554/2023	ation		
User will find the details of		Submission Date:	07/01/2023					
he proposal and download								
aswell						,↓,		
		0-0-		6 0 3	9 0			
,		Project Details Location of Projec	t Project Activity Others Project Details Propo Cost	osed Land Afforestation Othe Details	rs Category Specific Additional Details Information	Undertaking		
			Common Ap	plication Form				
		Project Details						
		1. Details of Project						
		1.1. Name of the Project		Widening & Strengthening on Bike Portion, District -Sri Ganganagar	aner-Shri Ganganagar road in past NH- (Rajasthan)	62 city		





### **State Secretary View on DSS**









User will use the DSS tool to take the decision





### **State Secretary View Document**

		Doct	uments		
्र भारत सरकार Governmen परिवेश PARIVESH	t of India पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest	r and Climate Change			tenglish • भारत ग्रोनस्व
	Home / Dashboard / Pro Back	oposal Summary	View On DSS View Proposal	Welcome, (State Secre	etary , State Secretary (SS) )
	Proposal No.: Single Window No.: Project Name: State: Proposal For: Date of Submission: MoEFCC File No.:	FP/RJ/ROAD/413554/2023 SW/114402/2023 Widening & Strengthening on Bikaner-Shri Ganganagar road in past NH-62 city Portion, District -Sri Ganganagar (Rajasthan) RAJASTHAN Form-A (Part-I): Diversion of Forest Land 07/01/2023 -	Pending at State Secretary for Recommendation         Pending at Nodal Officer for Recommendation         Pending at DFO due to EDS by Nodal Officer         Pending at Nodal Officer for Recommendation         Pending at UA for Nodal EDS Reply         Pending at State Nodal Officer         Pending at DFO         Submitted	(15/04/2022-N/A)         (23/03/2023-15/04/2023)         (22/03/2023-23/05/2023)         (22/03/2023-22/05/2023)         (22/02/2023-22/05/2023)         (10/02/2023-22/02/2023)         (24/01/2023-10/02/2023)         (07/01/2023-24/01/2023)         (07/01/2023-26/01/2023)	

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#### **State Secretary Raise Intra State Query**





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परिवेश PARIVESH (CPC GREEN) प्रवित्ति मंत्राल Ministry of Environment, Fores	त्व t and Climate Change		स्टिल्लेस्ट्रिंस अपनि के साम के स अपने महोत्सन (SS))
Home / Dashboard / Pr Back	roposal Summary	View On DSS View Proposal View Docur	ments Actions -
Proposal Details		Proposal History/Timeline	FC Form-A (Part IV)
Proposal No.: Single Window No.: Project Name: State: Proposal For: Date of Submission: MoEFCC File No.:	FP/RJ/Pipeline/424861/2023 SW/125048/2023 Scenario 1 Test Case RAJASTHAN Form-A (Part-1): Diversion of Forest Land 05/04/2023 -	Pending at State Secretary for Recommendation       05/04/2022-0         Pending at Nodal Officer for Recommendation       05/04/2022-0         Pending at DFO due to EDS by Nodal Officer       05/04/2022-0         Pending at Nodal Officer for Recommendation       105/04/2022-0         Pending at Nodal Officer for Recommendation       105/04/2022-0         Pending at DFO for Scrutiny and Recommendation       05/04/2022-0         Pending at UA for DFO EDS Reply       05/04/2022-0         Pending at DFO for Scrutiny of Recommendation       05/04/2022-0	Intra State Query         5/04/2023         5/04/2023
	Click	submitted (15/04/2022-0 c on Intra State Query	5/04/2023







User will fill the details of Intra State Query and submit it to the concerned





### **State Secretary Raise EDS to Nodal Officer**





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पटिवेश PARIVESH (CPC GREEN)	पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest	r and Climate Change		स्ट्रिस्ट्रिस्ट स्थित के स्थ स्थित के स्थित के स्थ
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	Proposal Details		Proposal History/Timeline	FC Form-A (Part IV)
	Proposal No.: Single Window No.:	FP/RJ/ROAD/413554/2023 SW/114402/2023	Pending at State Secretary for Recommendation	Raise EDS to Nodal Officer Intra State Query
	Project Name:	Widening & Strengthening on Bikaner-Shri Ganganagar road in past NH-62 city Portion, District -Sri Ganganagar (Rajasthan)	Pending at DFO due to EDS by Nodal Officer 22/03/2022-2	5/03/2023 V
	State:	RAJASTHAN	Pending at Nodal Office for Recommendation 22/02/2022-2	2/03/2023
	Proposal For:	Form-A (Part-I): Diversion of Forest Land	Pending at UA for Nockil EDS Reply	2/02/2023
	Date of Submission:	07/01/2023	Pending at State Nodal Officer 24/0/20221	0/02/2023
	MoEFCC File No.:		Pending at DFO 07/01/2023-2	<b>4/01/2023</b>
		Click on Raise EDS to Nodal Officer	Submitted 07/01/2023-0	77/01/2023





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	रिवेश पर्यावरण, वन और जलवायु परिवर्तर IVESH Ministry of Environment, GREEN)	न मंत्रालय Forest and Climate Change		स्टिप्रेश्वर्षेत्व अग्रती सहोत्सव Welcome, ( FC State Secretary (SS) , State Secretary (SS) )
Ø			Raise EDS to Nodal Officer	
	<ol> <li>Query Title *</li> <li>Query Description *</li> </ol>		Query Title Query Description	
	Sr. No.	Query Title	Query Description	Confirm (+)
± ₽	Back	User will details	fill the query and submit	Save & Proceed





## State Secretary Recommendation and Approval (FC Form Part IV)











Ministry of Governme	VESH Environment, Forest and Climate Change ent of India	Welcome, SS Rajsthan (State Secretary (SS), State Secretary) // अन्त्र आज़ादी
۰ پ		Form-A Part-IV (State Govt.)
Ċ	1. Recommendation Status*	Select * Recommended
	1.1. Recommended Area*(ha)	Atea* .2
	1.2. State File No.	State File No. abc
	1.3. Letter of recommendation*	
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		·································

User will fill all the details of Part IV form and submit





🌐 English File Added Successfully Х PARIVESH Welcome, SS Rajsthan (State Secretary (SS), State Secretary) 7 ) 7 आज़ादीक अमृत महोत्सव Ministry of Environment, Forest and Climate Change nment of India Form-A Part-IV (State Govt.) ۰ ک ŋ Project Details Clearance Letter Clearance Upload \_\_\_\_\_ Upload Signed Clearance Letter\* Test PDF.pdf 👃 🗴 \\_\_\_\_\_ Submit

User will generate the In-Principal letter or it will forwarded to IRO/Ministry for further processing



Clearance letter will be downloaded and the proposal is forwarded for Final ClearanceThe clearance

Government of Rajasthan	
Environment & Forest Department	
Online Proposal No: Date : 04/04/2023	
FP/RJ/SCH/424949/2023	
	Details of condition
	S.No.
То,	Legal status of the diverted forest land shall remain unchanged.
Nodal Officer (FCA)	1 Standard Conditions
Rajasthan Forest Office	2. Standard Conditions
RAJASTHAN,	S.No. Details of condition
	1 Forest land shall not be used for any kind of quarrying and muck to be generated during the
Subject: Proposal for non-forestry use of 0.2 ha of forest land under Forest	laying of water pipeline shall be dumped with the permitted RoW.
(Conservation) Act, 1980 in favour of M/s Department of Land Resources for Form-A	The User Agency shall ensure that after laying of water pipe line the muck generated is back filled and the area should be restored to its natural state by undertaking plantation of suitable
(Part-I): Diversion of Forest Land in Forest Division, District Patiala, Rajasthan Forest	tree species in consultation with the State Forest Department.
Onice – reg.	After receipt of a report on the compliance of conditions no â€ â€ â€ â€ â€ â€ a€ .and undertakings, duly
Madam/Sir,	authenticated by the competent authority in the State Government, in respect of all other
	conditions, from the State Government, formal approval will be considered in this regard under
I am directed to refer to the online proposal no. FP/RJ/SCH/424949/2023 dated 05-04-2023 on the	
section 2 of the Forest (Conservation) Act, 1980	Green Clearance No.:FP/RJ/SCH/424949/2023
After careful consideration of the proposal, I am directed to convey the Government's "In-Principle"	
approval of the Government of Rajasthan Forest Office under section-2 of the Forest (Conservation)	
Act, 1980 is granted for Proposal for non-forestry use of 0.2 ha of forest land under the Forest	
(Conservation) Act, 1980 in favour of M/s Department of Land Resources for Form-A (Part-I):	S No. Details of condition
fulfillment of the following conditions:	Section 2 of the Example (Concernation) Act 1090. Tempfor of ferret land to the User Assess
	shall not be affected by the State Government till formal order approving the diversion of forest
1. General Conditions	land is issued by the Central Government.
E No. Details of condition	
S.190.	3. Specific Conditions
Eega status of the diversed forest fand shart remain unemarged.	S.No. Details of condition
	1 abc
	After receipt of the compliance report on the fulfillment of the conditions mentioned shows 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.
	Yours faithfully,
	SS Rajsthan

State Secretary

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National Informatics Centre





### **State Secretary Compliance Approval**





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	PARIVESH Ministry of Environment, Forest and Climate Change Government of India	Login Successfully	X Welcome, SS Rajsthan (State Secretary (SS)	) <b>ग</b> ज़ादी क अमृत महोत्सव
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	S. No	Proposal No.	Proposal Details	Location	Date of Submission	Proponent	Status	Pendency	Action	
	1	FP/RJ/SCH /424949/2 023	Project Name: Scenario 1 Test Case Form: Form-A (Part-1): Diversion of Forest Land Project Category: SCH Forest Area: 0.2	State : Rajasthan District : Bharatpur	05/04/2023	Department of Land Resources	Pending of Stote Government Recommendation	4 Day(s)	View Detail S	
	2	FP/RJ/SCH /424949/2 023	Project Name: Scenario 1 Test Case Form: Form-A (Part-I): Diversion	State : Rajasthan District : Bharatpur	05/04/2023	Department of Land Resources	Pending at State Government Recommendation	4 Day(s)	View Detail S	

















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	Home / Dashboard / Pro	bosal Summary View On DSS	View Proposal View Documents View Payment Details In-Principle Approval Letter	r Actions -	
	Proposal Details		Proposal History/Timeline	Approve Compliance	
	Proposal No.:	FP/RJ/SCH/424949/2023	Pending at State Government Recommendation	Reject Compliance	
	Single Window No.:	SW/125048/2023	Pending at State Government Recommendation	Raise EDS to Nodal Officer	
	State:	RAJASTHAN	Pending at Nodal for Compliance Approval	23 🗸	
	Proposal For:	Form-A (Part-I): Diversion of Forest Land	Pending at PCCF for Compliance Review	J23 V	
	Date of Submission:	05/04/2023	Pending at Nodal for Compliance Review 10/04/2023-10/04/20	D23 V	
	MoEFCC File No.:	abc	Pending at CF for Compliance Review 10/04/2023-10/04/20	223	
			Pending at DFO for Compliance Review 10/04/2023-10/04/20	223 🗸	
		Liser will click on	Pending at UA for Compliance Report 06/04/2023-10/04/20	023 V	
		Upload Work	Pending at UA for CA Payment and Compliance Report 05/04/2023-05/04/2023	$\checkmark$	
		Order	Pending at Nodal for CA Review 05/04/2022-05/04/20	D23 V	
			In-Principle Approval Granted (Stage-I) 05/04/2023-05/04/20	D23 V	
			In-Principle Approval Granted (Stage-I) 05/04/2023-05/04/24	D23 V	











### **State Secretary Final Clearance (Stage II approval)**





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	Proposal Details		Proposal History/Timeline	Stage II Letter
	Proposal No.:	FP/RJ/SCH/424949/2023	Pending for State Government for Stage-II Letter	Approve Diversion Letter
	Single Window No.:	SW/125048/2023	Pending for State Government for Stage-II Letter	
	Project Name:	Scenario 1 Test Case	Pending at State Government Recommendation	023
	State:	RAJASTHAN	Pending at State Government Recommendation	023 🗸
	Proposal For.		Pending of Nodal for Compliance Approval	
	MoEFCC File No.:	abc	Pending at PCCF for Compliance Review	
			Pending at Nodal for Compliance Review 10/04/2023-10/04/2	
			Pending at CF for Compliance Review 10/04/2023-10/04/2	1023
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			Pending at UA for CA Payment and Compliance Report 05/04/2023-05/04/2023	$\sim$
			Pending at Nodal for CA Review 05/04/2023-05/04/2	023 🗸











from the State Government, formal approval will be considered in this regard under Section-2 of the Forest (Conservation) Act, 1980. Transfer of forest land to the User Agency shall not be affected by the State Government till formal order approving the diversion of forest land is issued by the Central Government. 1. Complied 3. Specific Conditions • abc User will edit/update In-Principal clearance 1. Complied and save Copy To Enter Copy To Emails Save & Preview Back



Final clearance (Stage II) is generated by State Government

#### Government of Rajasthan **Environment & Forest Department** FP/RJ/SCH/424949/2023 Dated 10/04/2023 To, Nodal Officer (FCA) RAJASTHAN RAJASTHAN, Sub: Proposal for non-forestry use of 0.2 ha of forest land in favour of M/s Department of Land Resources for Bharatpur Territorial Division in BHARATPUR Forest Division, District (RAJASTHAN) - reg. Sir, I am directed to refer to the online proposal no. FP/RJ/SCH/424949/2023. dated 05/04/2023. on the abovementioned subject seeking prior approval in accordance with section 2 of the Forest (Conservation) Act, 1980. The proposal was granted "In-Principle" approval (Stage-I) by the Government of RAJASTHAN dated 05/04/2023. The APCCF/Nodal Officer has reported online compliance dated 05/04/2023 to the conditions stipulated in the "In-Principle" approval and requested for grant of final approval. After careful consideration of the compliance report submitted by the APCCF/Nodal Officer, I am directed to convey the "Final approval" under Section 2' of the Forest (Conservation) Act, 1980 for the diversion of 0.2 ha, of forest land in BHARATPUR in the State of RAJASTHAN in favor of Department of Land Resources, subject to the following conditions: 1. General Conditions · Legal status of the diverted forest land shall remain unchanged. 1. Complied 2. Standard conditions · Forest land shall not be used for any kind of quarrying and muck to be generated during the laying of water pipeline shall be dumped with the permitted RoW. The User Agency shall ensure that after laying of water pipe line the muck generated is back filled and the area should be restored to its natural state by undertaking plantation of suitable tree species in consultation with the State Forest Department.

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# If State Secretary is not authorized to provide clearance then a recommendation (FC Form Part IV) is forwarded to IRO/Ministry

















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परिवेश PARIVESH (CPC GREEN) पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest and Climate Change					स्टिल्येलेकार अगुतारी ज्ञानारी ज अमृत महोराव Welcome, ( FC State Secretary (SS) , State Secretary (SS) )			
Home / Dashboard My Task(s) User will click on View Details							Proposal	History Back
100	~						Search	Q
S. No	Proposal No.	Proposal Details	Location	Date of Submission	Proponent	Status	Pendency	Action
1	EP/RJ/MIND/4090 01/2023	Project Name: Scenario7Non-FCViolation Form: Form-D (Part-I): Signing of Lease (section 2(iii)) on Forest Land Project Category: MIND Forest Area: 5.0	<b>State :</b> Rajasthan <b>District :</b> Dausa	03/02/2023	Other Project Proponent	Pending at State Secretary for Recommendation	81 Day(s)	View Details
2	<u>FP/RJ/REDIV/409</u> 042/2023	Project Name: caf 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	<b>State :</b> Rajasthan <b>District :</b> Kota	06/02/2023	Lanco India Limited	Pending at State Secretary for Recommendation and In- Principle Approval (Stage-I)	78 Day(s)	View Details
3	FP/RJ/SCH/41165 0/2023	Project Name: Neeraj Test Scenario <=1ha violation-NO Linear FC-A,B form Form: Form-A (Part-I): Diversion of Forest Land Project Category: SCH Forest Area: 0.99	<b>State :</b> Rajasthan <b>District :</b> Kota	31/03/2023	Department of Irrigation	Pending at State Secretary for Recommendation and In- Principle Approval (Stage-I)	25 Day(s)	View Details





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परिवेश PARIYESH (CPC GREEN) पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest and Climate Change	स्टिक्सिट्टे कि स्टिक्स अपने महित्सम अमृत महोत्सम Welcome, ( FC State Secretary (SS) , State Secretary (SS) )					
Home / Dashboard / Proposal Summary						
Back	View On DSS View Proposal View Documents Actions -					
Proposal Details	Proposal History/Timeline					
Proposal No.: FP/RJ/MIND/409001/2023	Pending at State Secretary for Recommendation					
Single Window No.: SW/103076/2023	Processed by Nodal Officer for Recommendation 23/4/2022 23/04/2023					
Project Name: Scenario7Non-FCViolation	Processed by DEO for Scrutiny and Recommendation					
State: RAJASTHAN	03/02/2023-22/04/2023					
Proposal For: Form-D (Part-I): Signing of Lease (section 2(iii)) Forest Land	on Submitted					
Date of Submission: 03/02/2023						
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	User will click on Action tab					





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परिवेश PARIVESH (CPC GREEN) पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest and Climate Change	स्टिम्स्ट्रिम्स्ट अमृत महोत्सय Welcome, ( FC State Secretary (SS) , State Secretary (SS) )								
Home / Dashboard / Proposal Summary									
Back	View On DSS         View Proposal         View Documents         Actions *								
Proposal Details	Proposal History/Timeline FC Form-D (Part IV)								
Proposal No.:FP/RJ/MIND/409001/2023Single Window No.:SW/103076/2023Project Name:Scenario7Non-FCViolationState:RAJASTHANProposal For:Form-D (Part-I): Signing of Lease (section 2(iii)) on Forest LandDate of Submission:03/02/2023	Pending at State Secretary for Recommendation       Raise EDS to Nodal Officer         Processed by Nodal Officer for Recommendation       23/04/2023 - 23/04/2023         Processed by DFO for Scrutiny and Recommendation       ~         Submitted       -03/02/2023								
MoEFCC File No.: -	User will fill FC Form Part IV								











