







# User Manual for Forest Clearance Role Name – User Agency





## Purpose of the manual

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





#### **Roles in Forest Clearance-**

1. User Agency

This manual pertains to User Agency 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)
- 2. 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)
- 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**



Homepage

Login

Dashboard

Add New Project

CAF

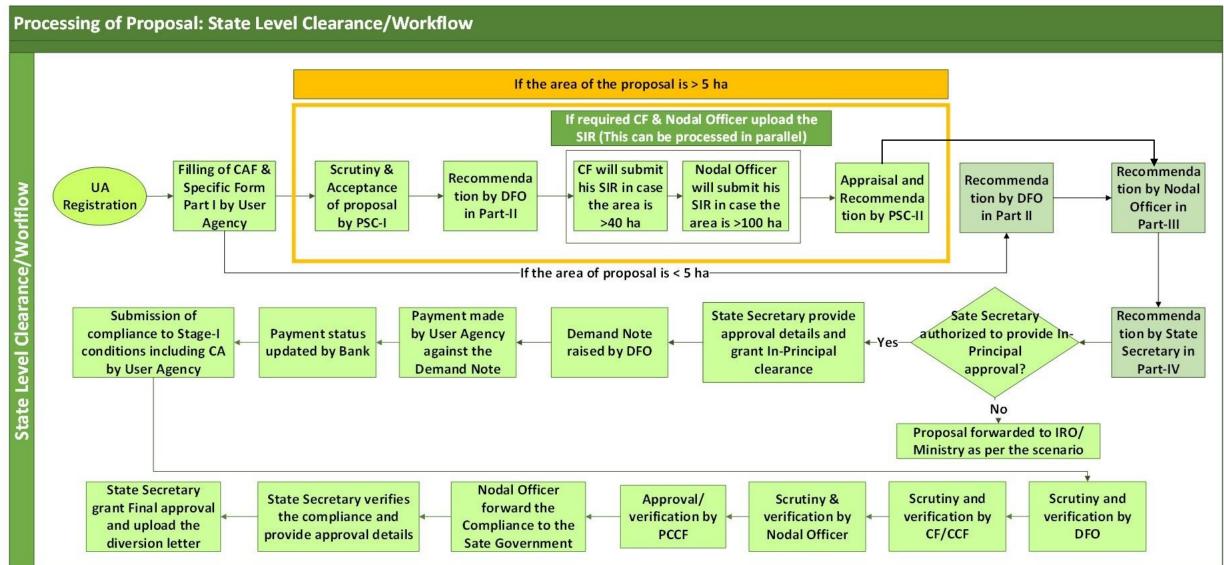
Project Clearance

Clearance Form





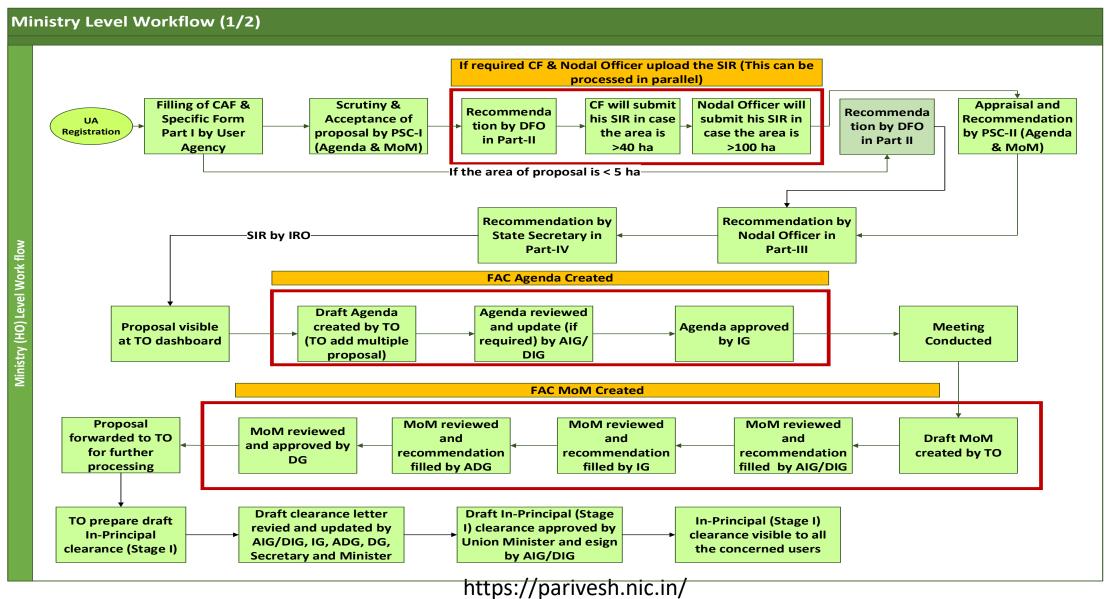






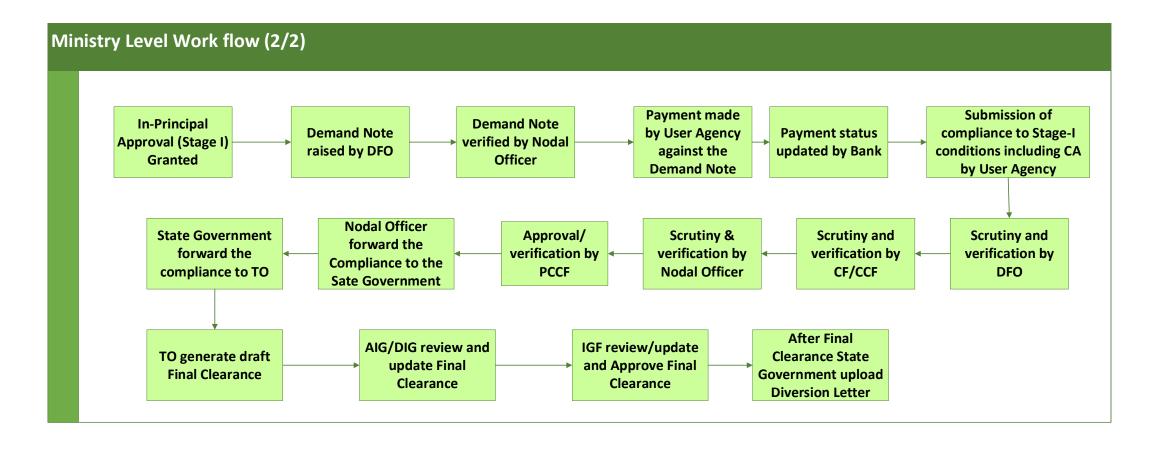








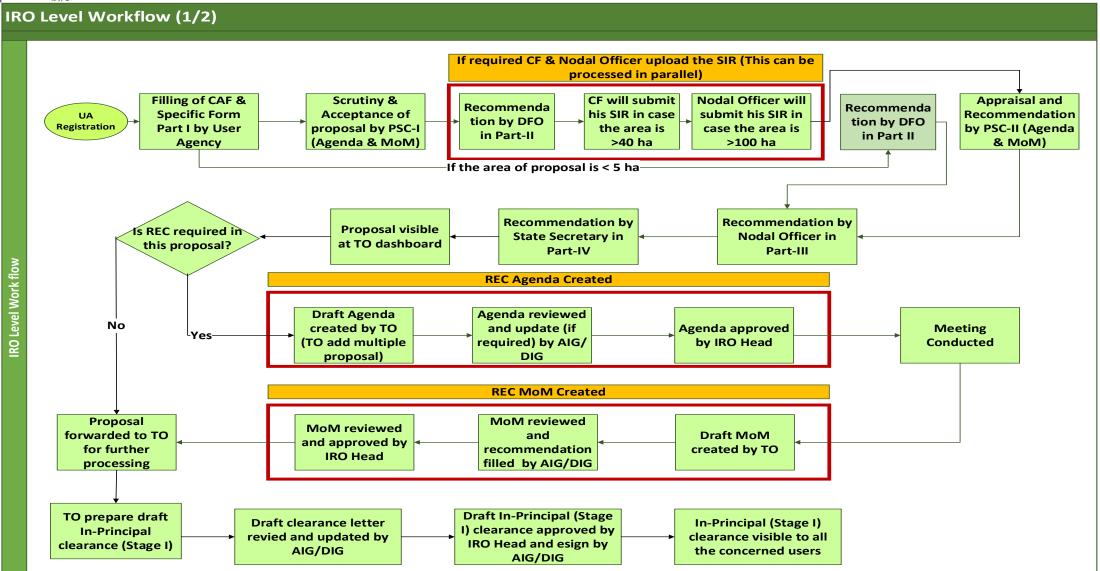






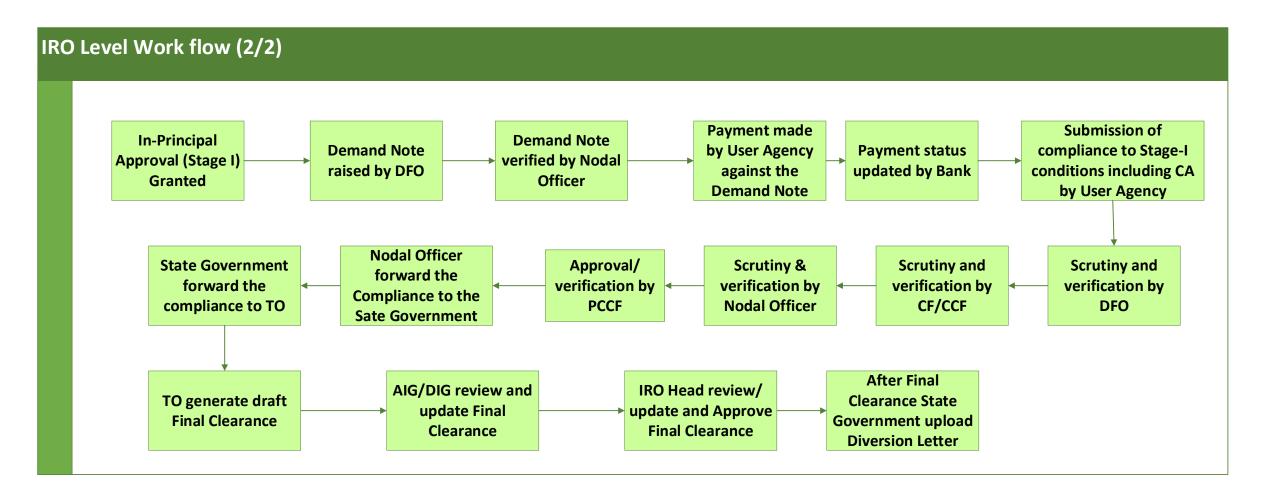
















#### Go to Home Page of PARIVESH **Portal**

Ministry of Environment, Forest and Climate Change Government of India

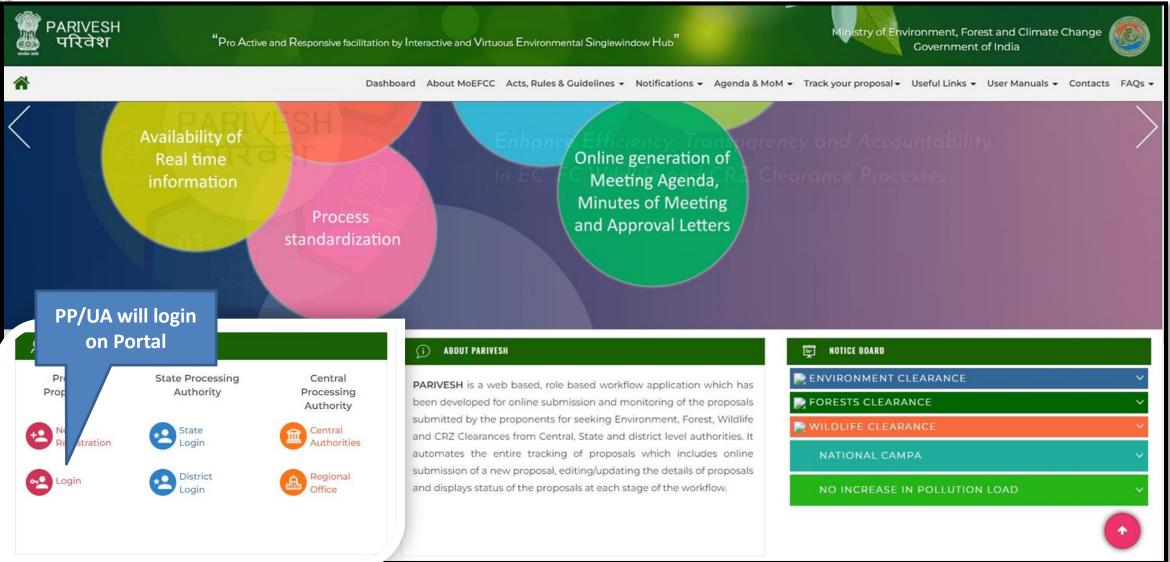








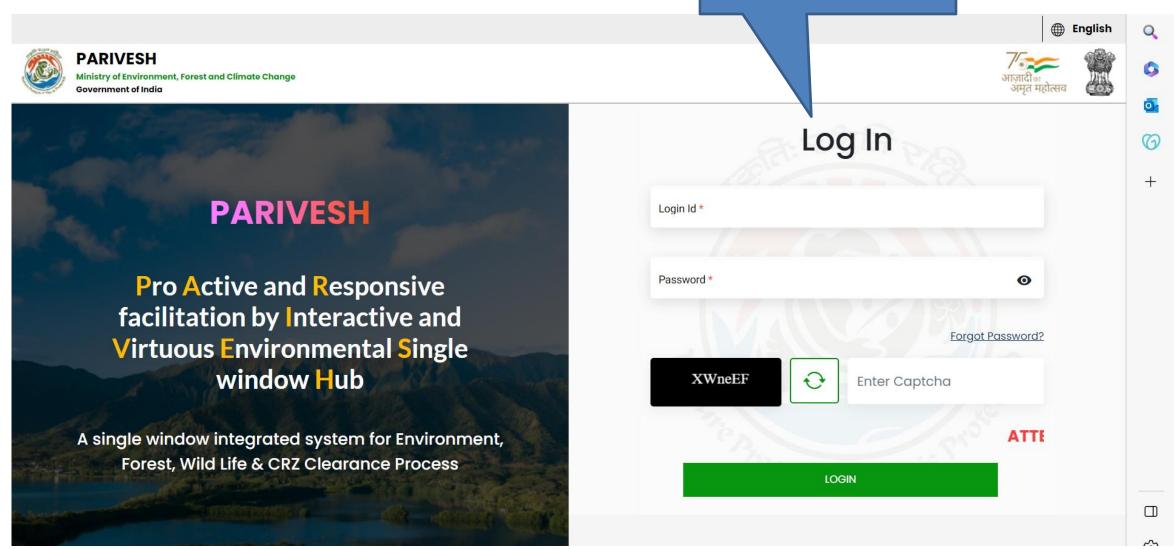






PP/UA will enter the login and password to get the next screen after successful login



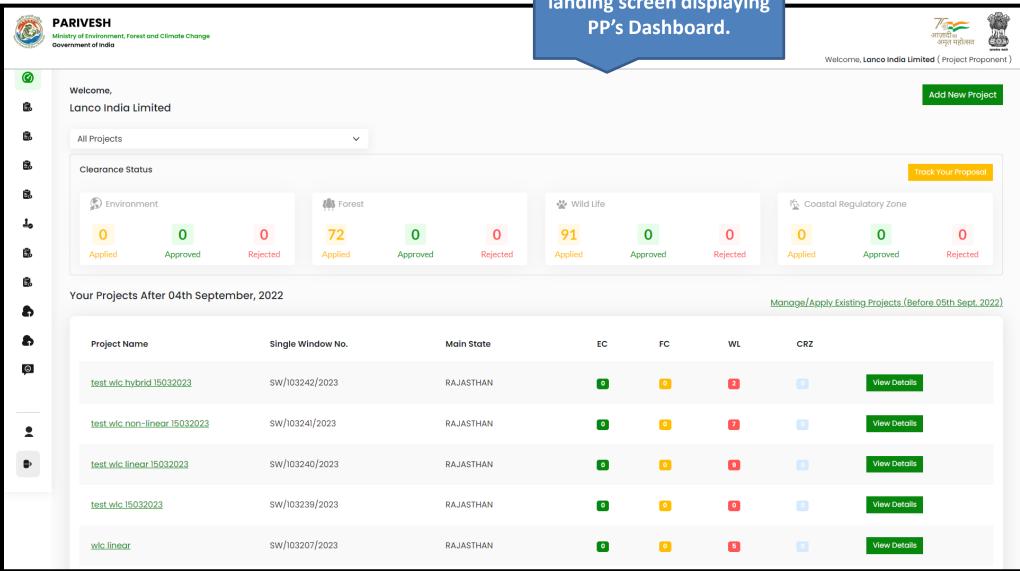














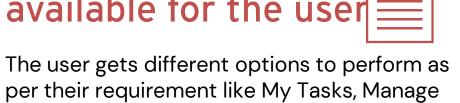




# Different options available for the user

Employee, Upload Compliance, Track

proposals, Change Password, etc.

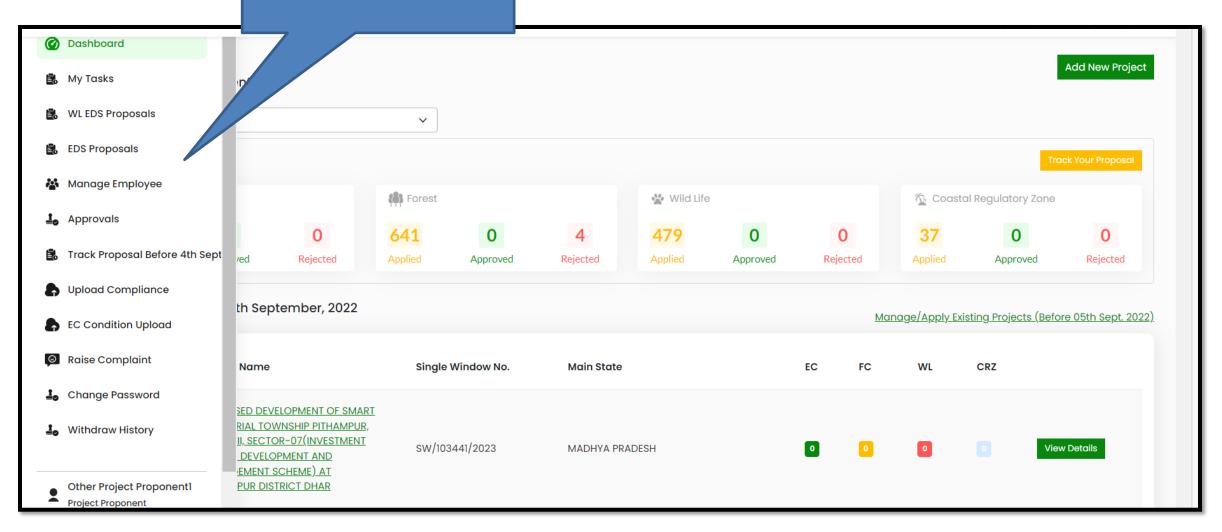


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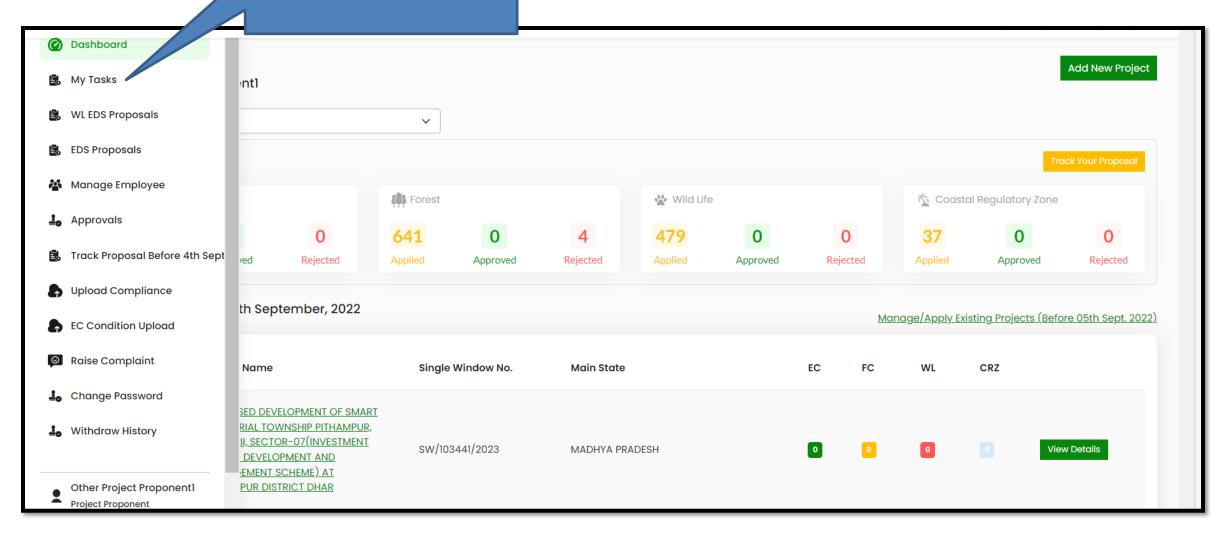
# **My Tasks**







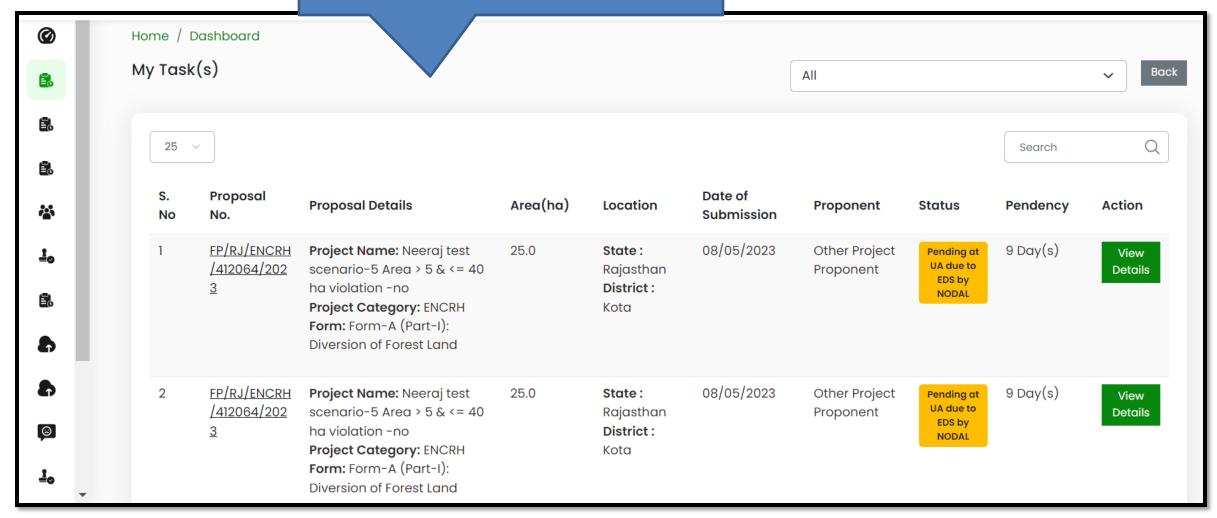
## The user clicks on My Tasks





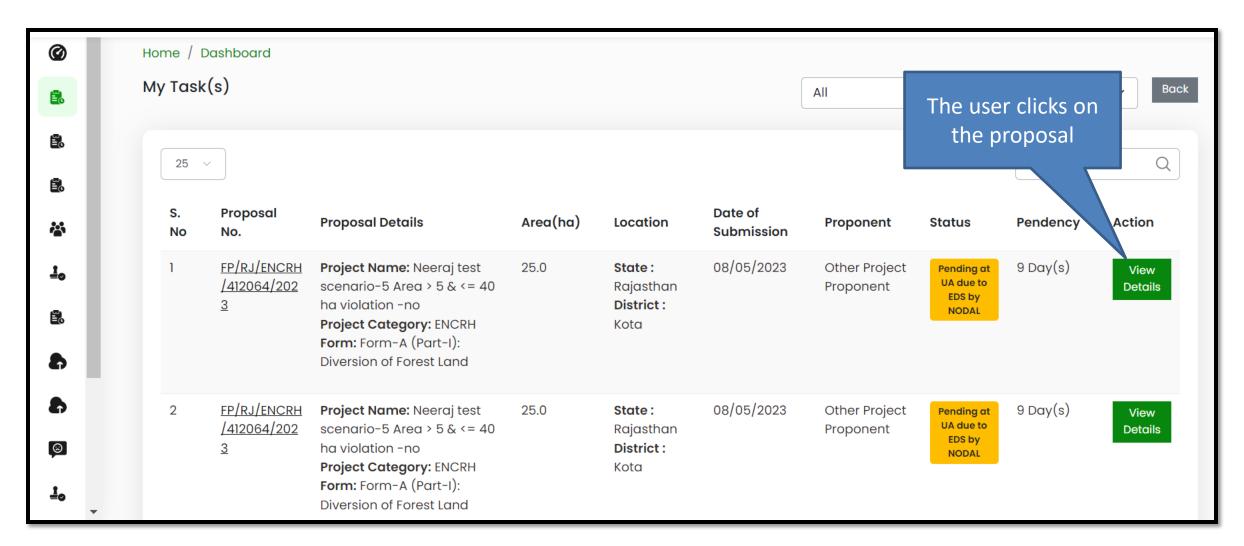
# Tasks like; EDS reply, Payment, and Compliance has to be done from this page











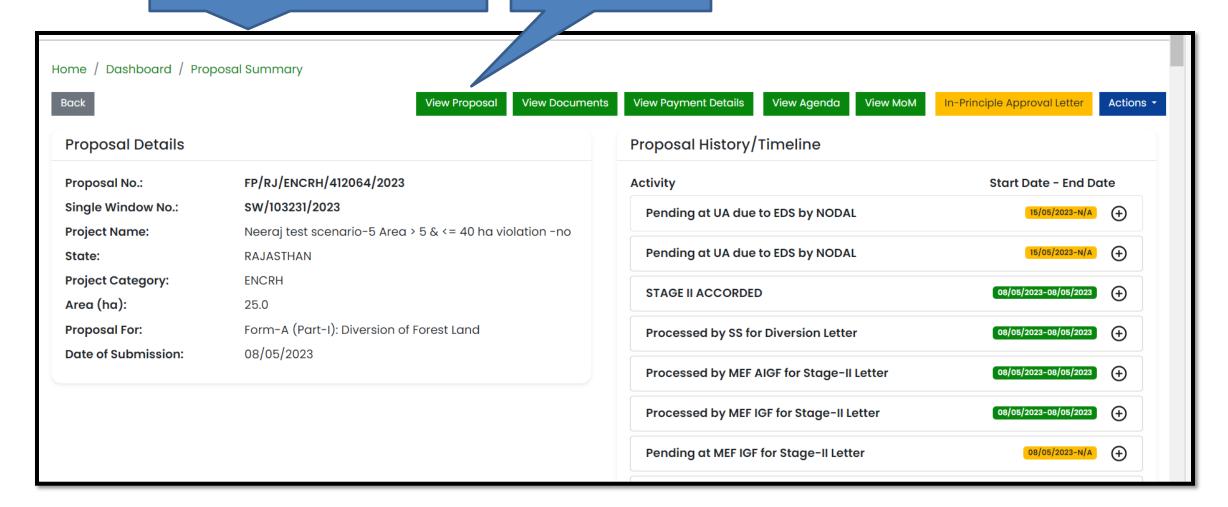




While selecting any proposal from the my task, this page shows the complete proposal history and current status.

To view the proposal click on this tab







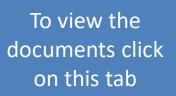




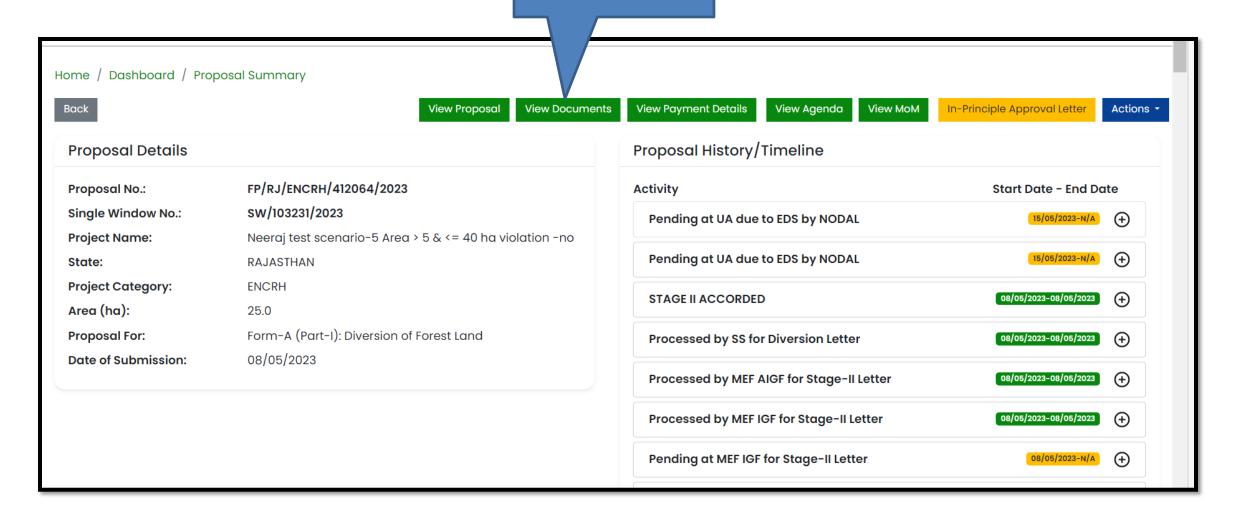
## Proposal details page

Sr. No.	Form	Filled By	Filled On	Action
1	Part I	Other Project Proponent	08/05/2023	View
2	Part II	Divisional Forest Officer (DFO)	08/05/2023	View
3	Part III	Nodal Officer	08/05/2023	View
4	Part IV	State Secretary (SS)	08/05/2023	View
5	SIR	IRO Head	08/05/2023	View
6	Factsheet	N/A	N/A	View
7	Compliance	State Secretary (SS)	08/05/2023	View
8	Eds Query History	N/A	N/A	View







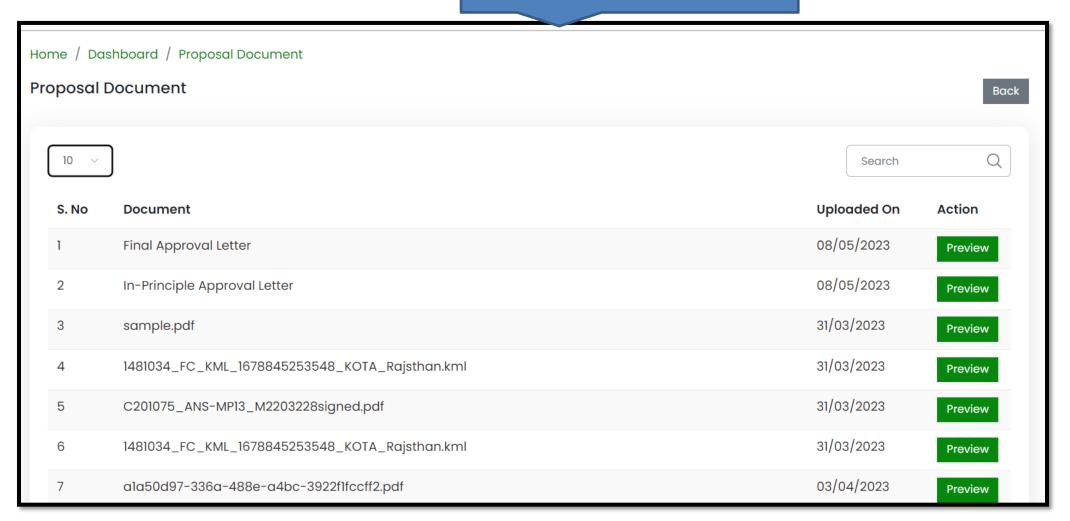




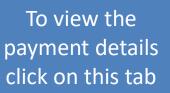




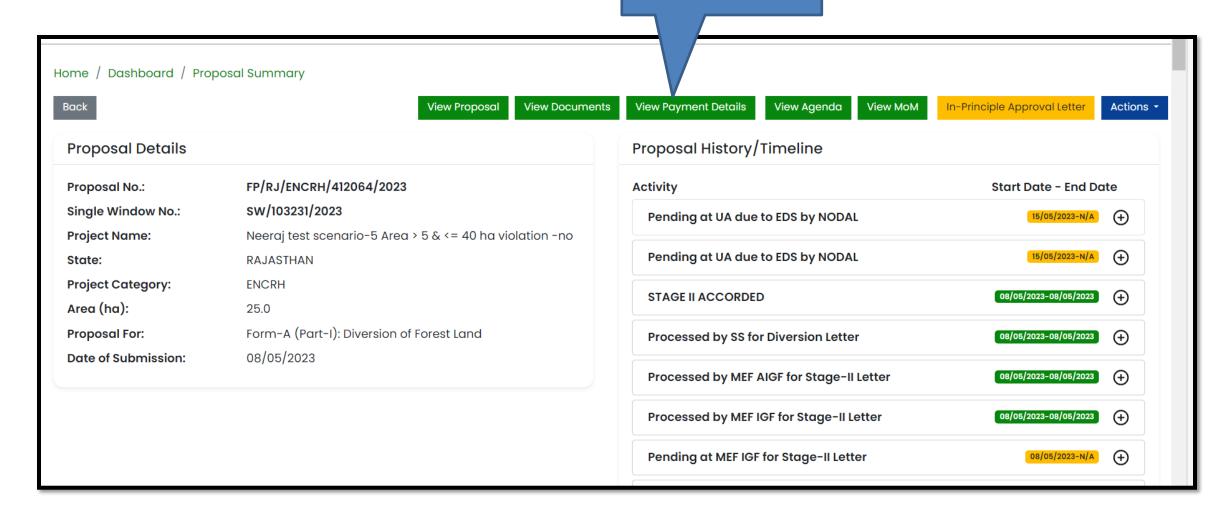
#### Document details page







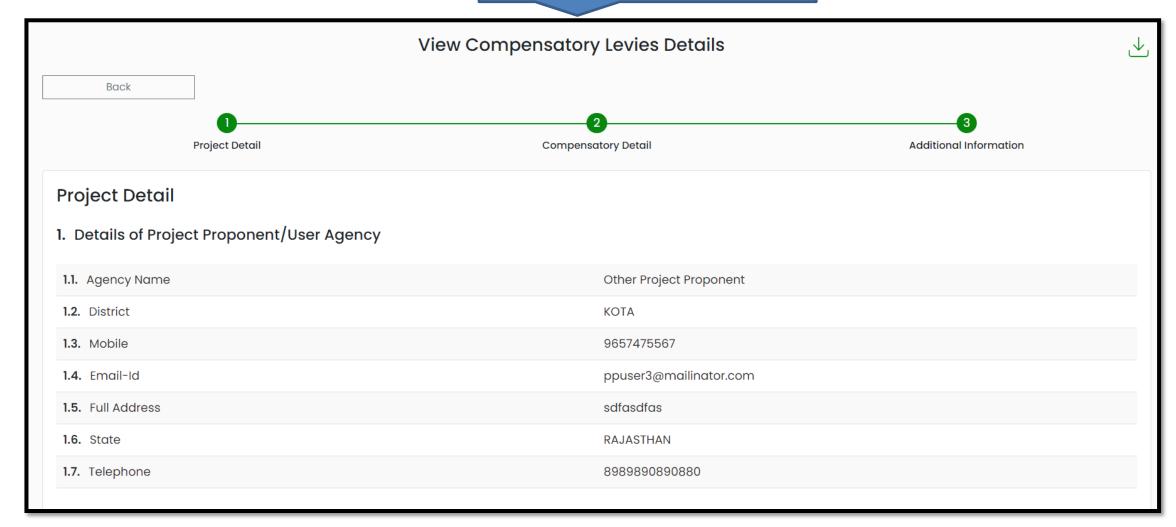








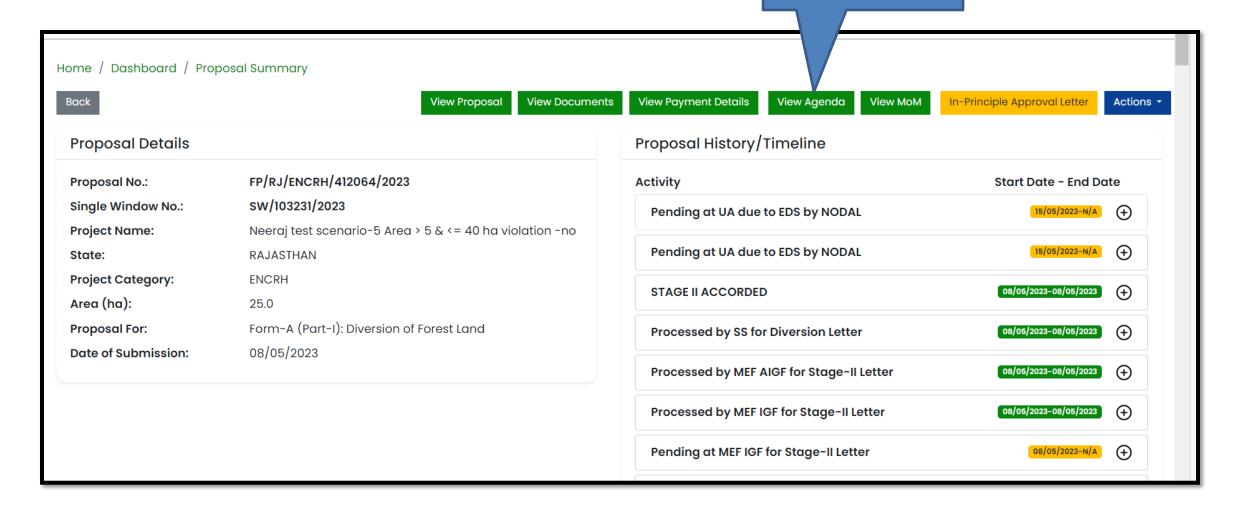






To view the agenda details click on this tab











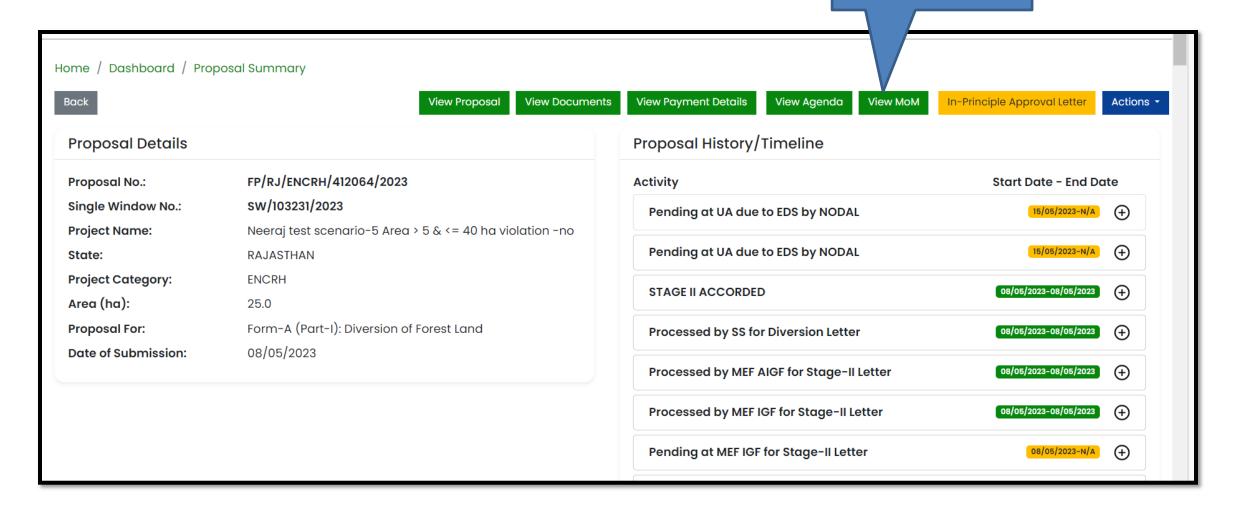
### Agenda details page

		Agenda History		
Sr. No.	Agenda No.	Meeting Date	Meeting Time	Document
1	FC/AGENDA/PSC/030771/2023	08/05/2023	Start Time: 11:00 End Time: 18:00	View
2	FC/AGENDA/PSC/212162/2023	09/05/2023	Start Time: 10:00 End Time: 17:00	View
3	FC/AGENDA/FAC/372980/2023	09/05/2023	Start Time: 14:54 End Time: 14:59	View
				Close















### MoM details page

Sr. No.	MoM No.	Meeting Date	Meeting Time	Document
1	FC/MoM/PSC/460982/2023	08/05/2023	<b>Start Time :</b> 11:00 <b>End Time :</b> 18:00	View
2	FC/MoM/PSC/451100/2023	09/05/2023	Start Time: 10:00 End Time: 17:00	View
3	FC/MoM/FAC/947363/2023	09/05/2023	Start Time: 14:54 End Time: 14:59	View

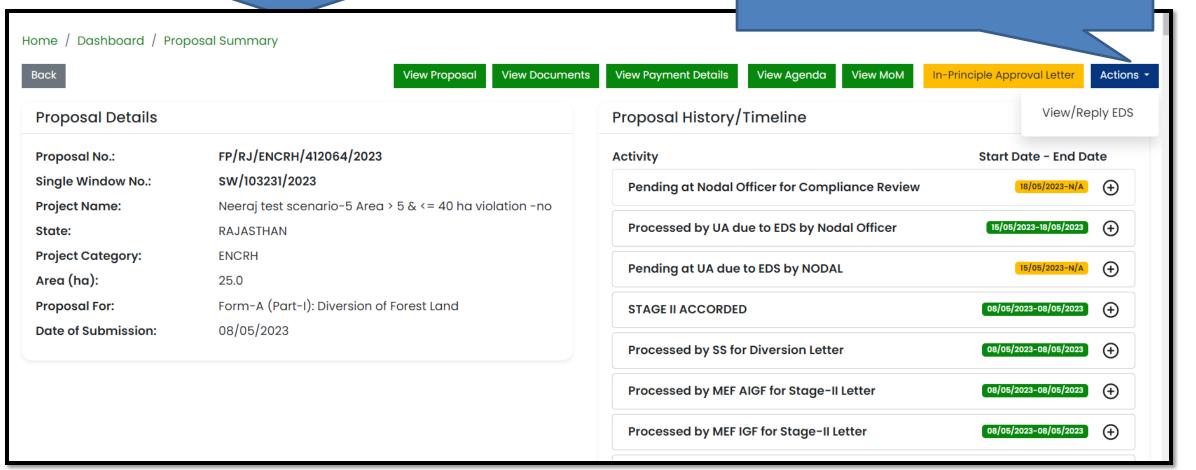




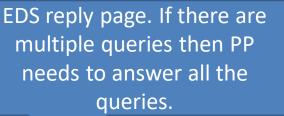
While selecting any proposal from the my task, this page shows the complete proposal history and current status.



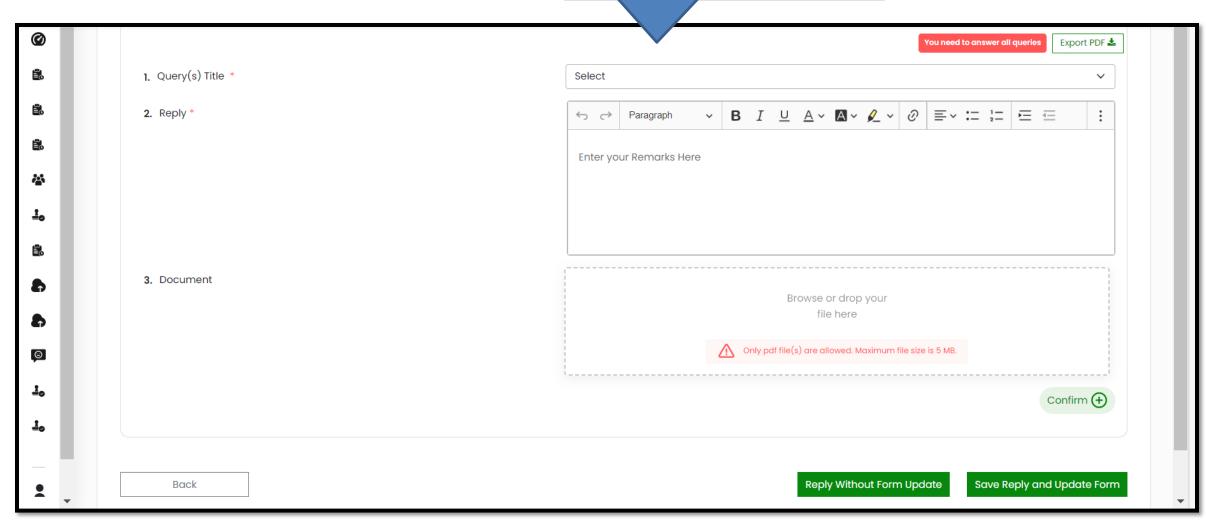
If any EDS reply/ Payment/ Compliance has to be done then the PP needs to click on the Action button.





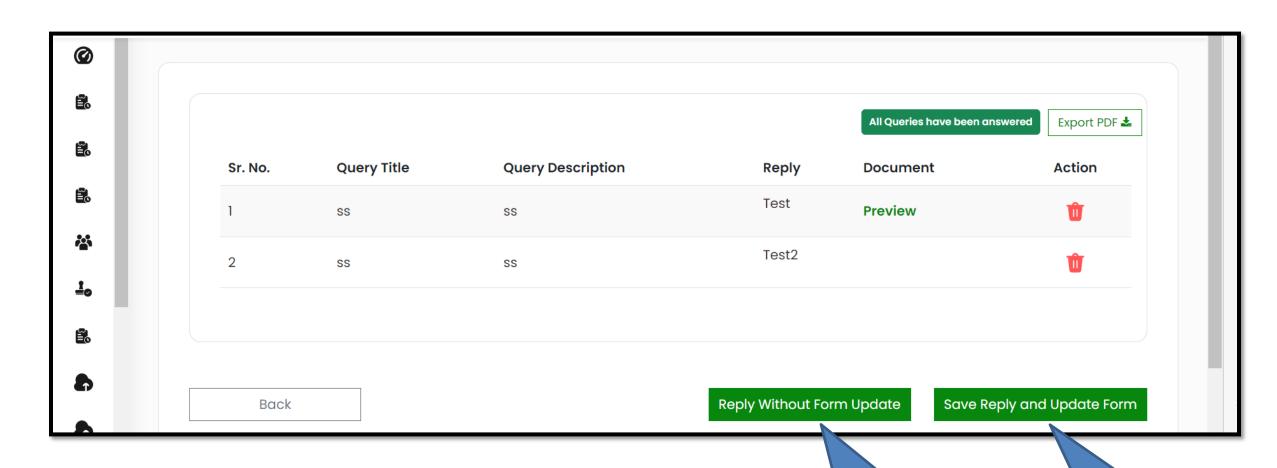












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If the form need not to be updated If the form needs to be updated





## **View Challan and Payment Details**





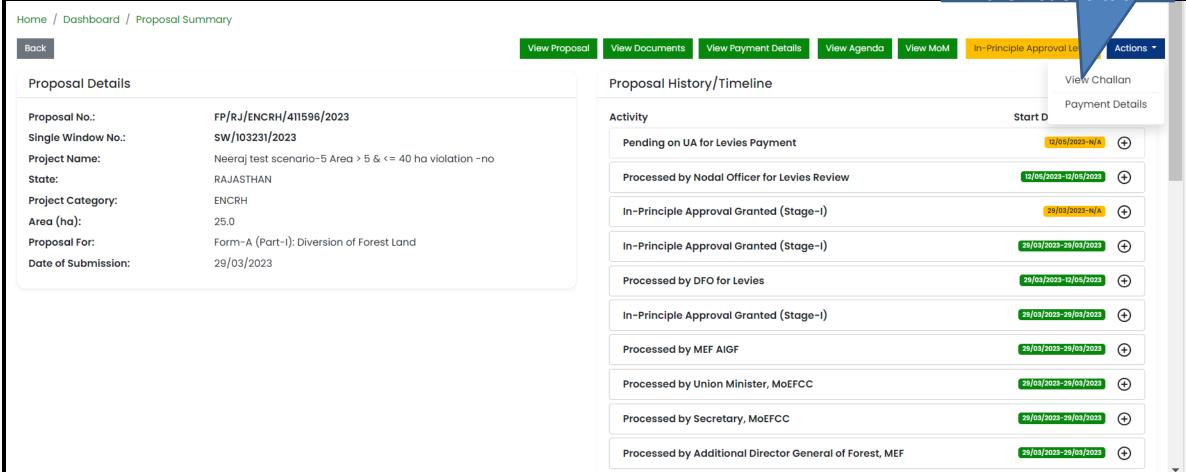
Under My Tasks, the user clicks on the proposal where the payment has to be done

									\ <u> </u>
S. No	Proposal No.	Proposal Details	Area(ha)	Location	Date of Submission	Proponent	Status	Pendency	Ac
3	FP/RJ/ENCRH/411 596/2023	Project Name: Neeraj test scenario-5 Area > 5 & <= 40 ha violation -no Form: Form-A (Part-I): Diversion of Forest Land Project Category: ENCRH	25.0	State: Rajasthan District: Kota	29/03/2023	Other Project Proponent	Pending on UA for Levies Payment	10 Day(s)	View Details
313	FP/RJ/ENCRH/411 596/2023	Project Name: Neeraj test scenario-5 Area > 5 & <= 40 ha violation -no Form: Form-A (Part-I): Diversion of Forest Land Project Category: ENCRH	25.0	State: Rajasthan District: Kota	29/03/2023	Other Project Proponent1	Pending	0 Day(s)	View Details
314	FP/RJ/ENCRH/411 596/2023	Project Name: Neeraj test scenario-5 Area > 5 & <= 40 ha violation -no Form: Form-A (Part-I): Diversion of Forest Land Project Category: ENCRH	25.0	State: Rajasthan District: Kota	29/03/2023	Other Project Proponent1		0 Day(s)	View Details
1722	FP/RJ/ENCRH/411 596/2023	Project Name: Neeraj test scenario-5 Area > 5 & <= 40 ha violation -no Form: Form-A (Part-I): Diversion of Forest Land Project Category: ENCRH	25.0	State: Rajasthan District: Kota	29/03/2023	Other Project Proponent1	Pending	0 Day(s)	View Details
1723	FP/RJ/ENCRH/411	Project Name: Neeraj test scenario-5 Area > 5 & <= 40 ha violation -no	25.0	State: Rajasthan	29/03/2023	Other Project		0 Day(s)	View





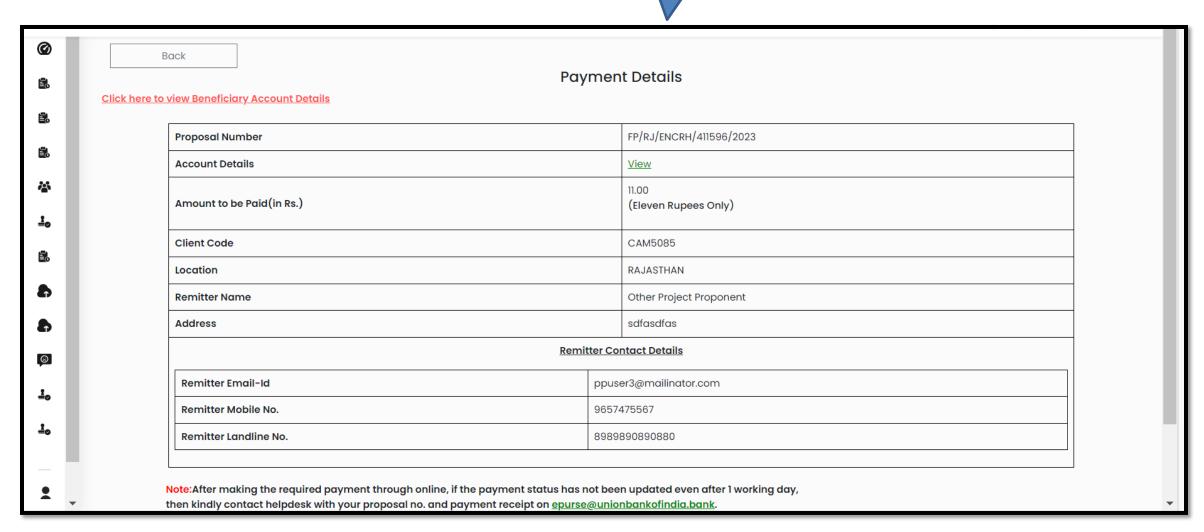
The User Clicks on View Challan under the Actions tab





# The user views challan details

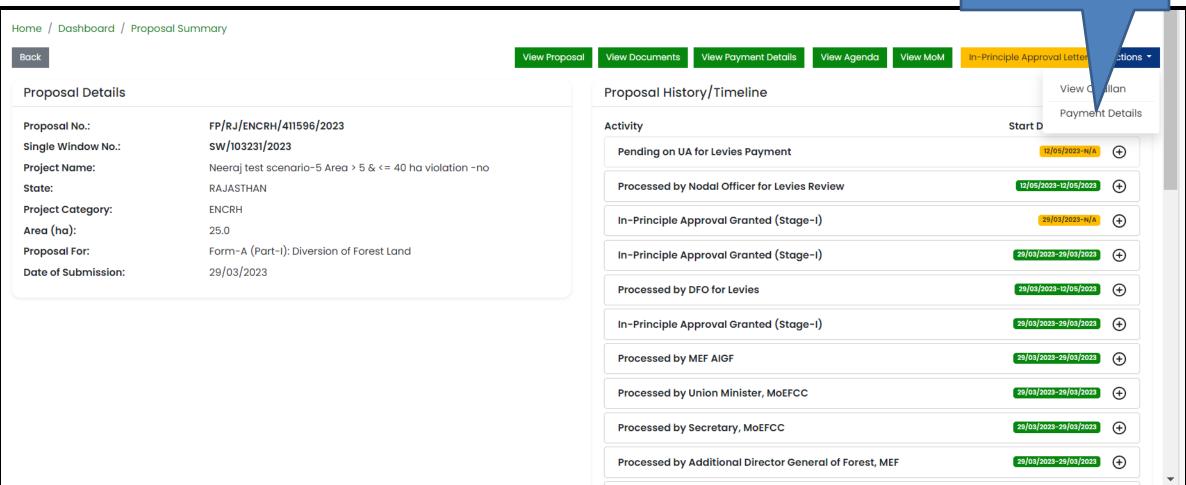








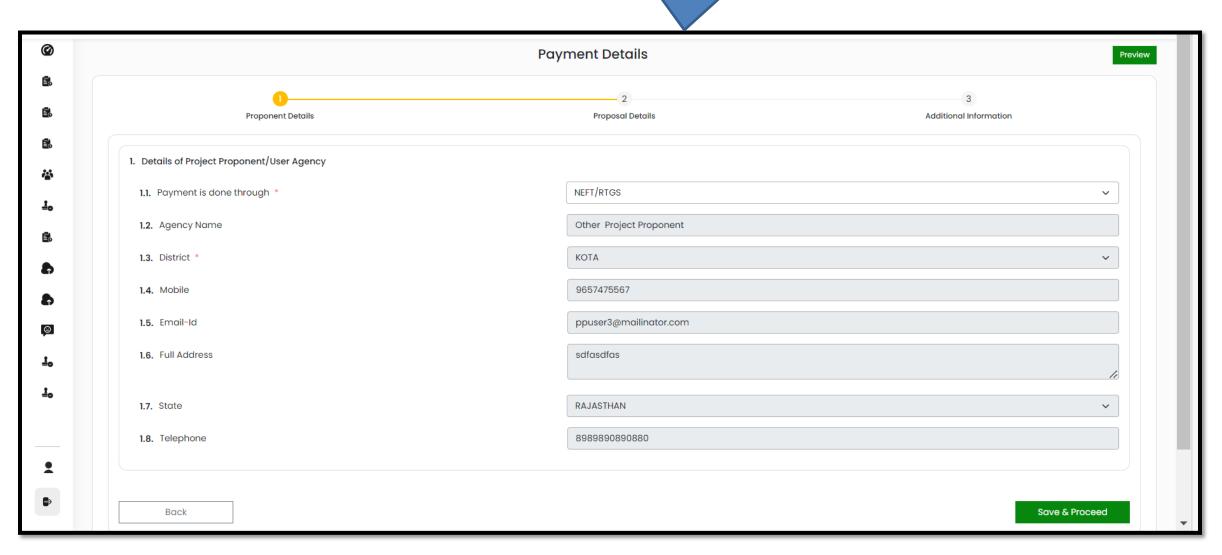
### The User Clicks on Payment Details





## The user fills in payment details



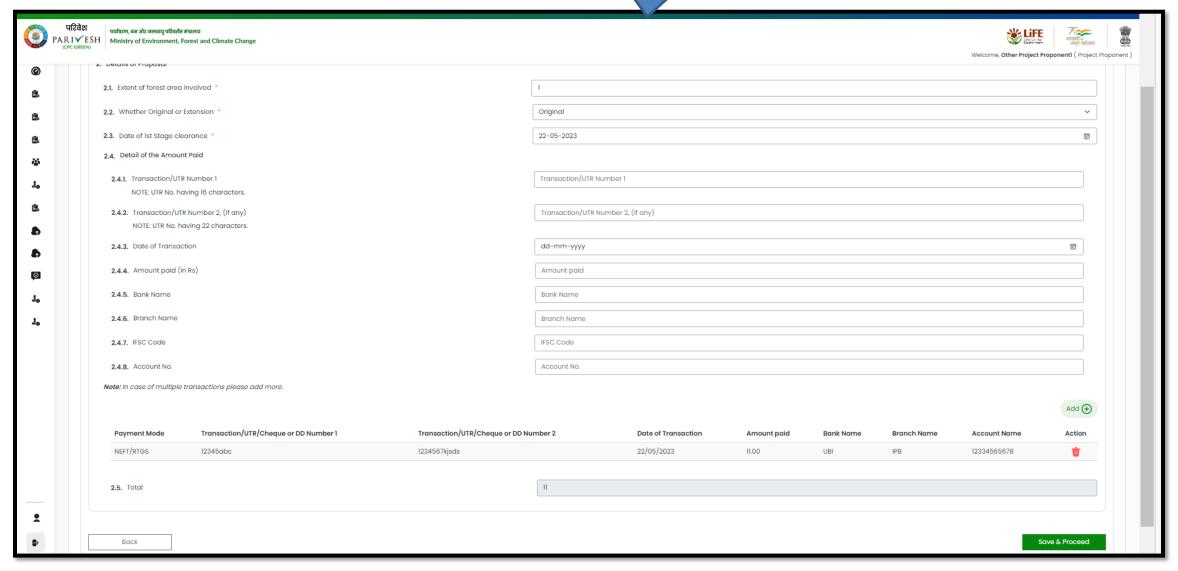






## The user fills in payment details



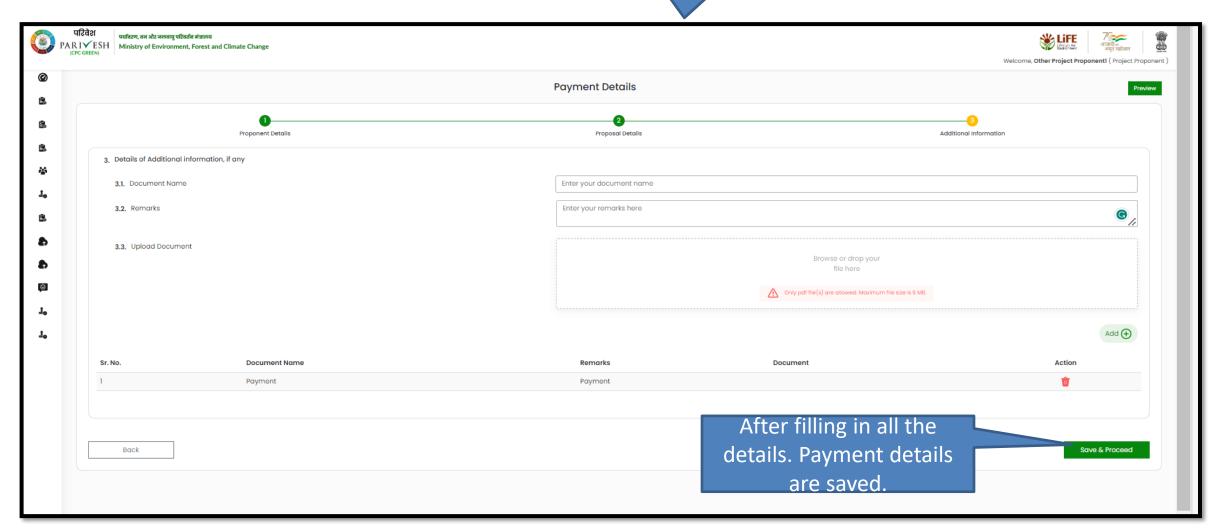














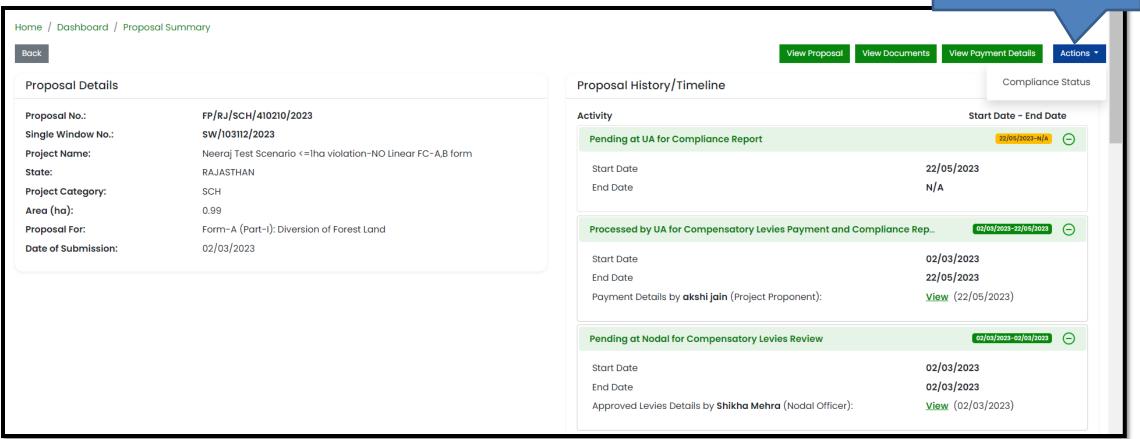


#### **User Agency fills Compliance**





## The User Clicks on Compliance Status







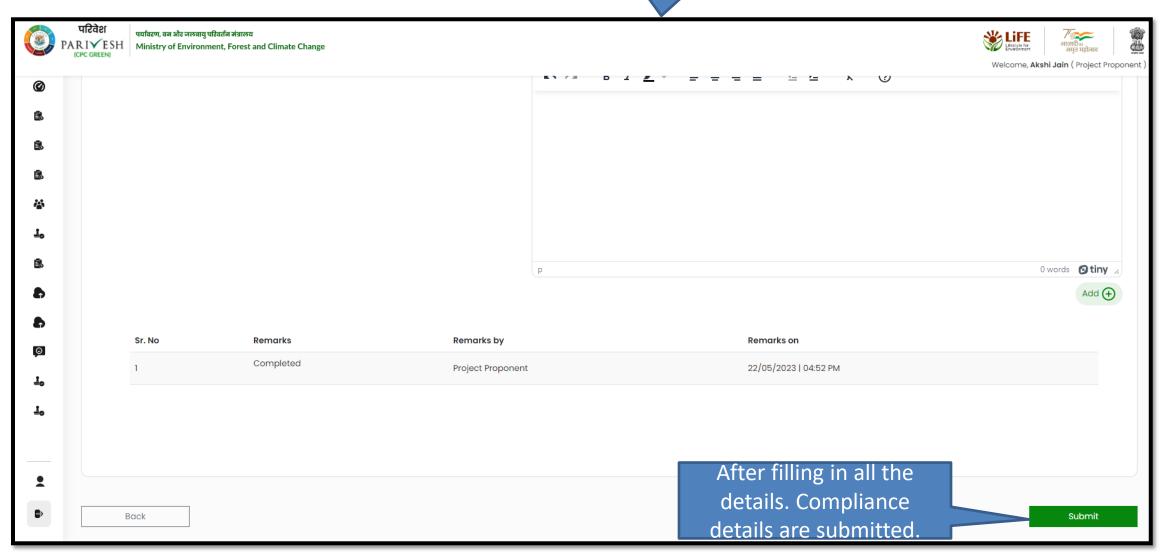


	Compliance Co	anditions				
Compliance Conditions						
General Conditions						
1. Legal status of the diverted forest land shall r	emain unchanged.			E		
Remarks by	Remarks	Date	Action			
Complied				Upload pdf (Max 5 MB)		
Standard Conditions	hall anours compliance to provisions of the all Acts Bules. Degulations and	Cuidalines for the time being in force as applicable	ale to the project	E		
1 The Heav Agency and the State Covernment of	hall ensure compilance to provisions of the all Acts, kules, kegulations and	Guidelines, for the time being in force, as applicat	ble to the project.	9		
1. The User Agency and the State Government s						
The User Agency and the State Government s     Remarks by	Remarks	Date	Action			
		Date	Action			
		Date	Action	Upload pdf		



## The user fills in Compliance details









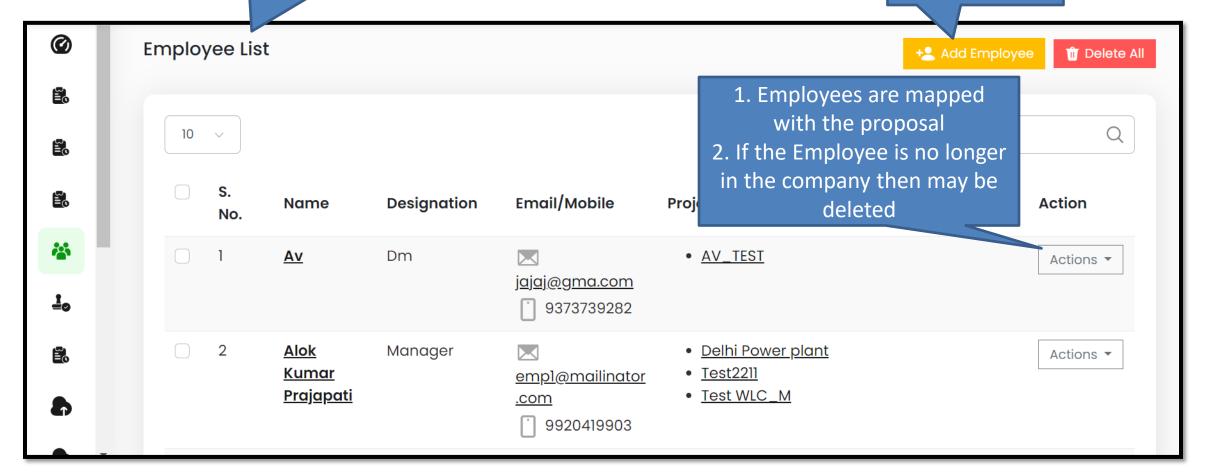
#### **Manage Employee**





The list of employees is shown here

The new employee can be added





## Employee details are added here



1		Add Employee		
	Name of The Employee *	Enter Employee Name		
	PAN NUMBER *	ENTER PAN NUMBER		
	Designation *	Enter Designation		
	Correspondence Address *	Enter Address		
	State *	Select	~ ~	
	District *	Select	<b>~</b>	
	Pin Code *	Enter Pin Code		
	Mobile Number *	Enter Mobile Number		
	Landline Number	STD Code  Total length of landling No must get be great	Landline number	
	Email ID *	Total length of Landline No. must not be greater than 13 digits.  Enter Email ID		
	Allowed To Map With Multiple Projects *	Select Field Required	·	
		Field Required		
	Rock		Submit	



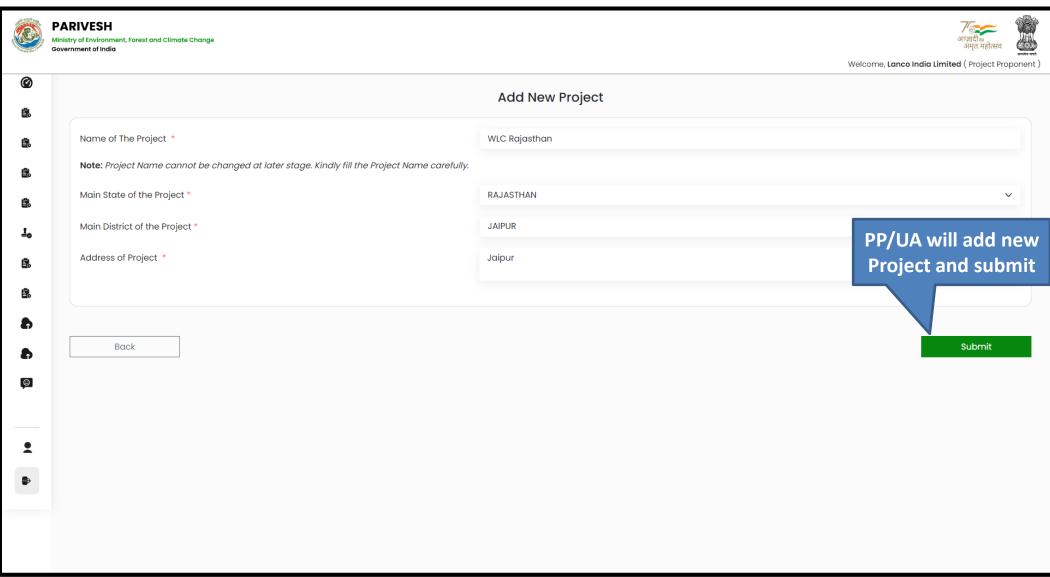


#### **Add Project**





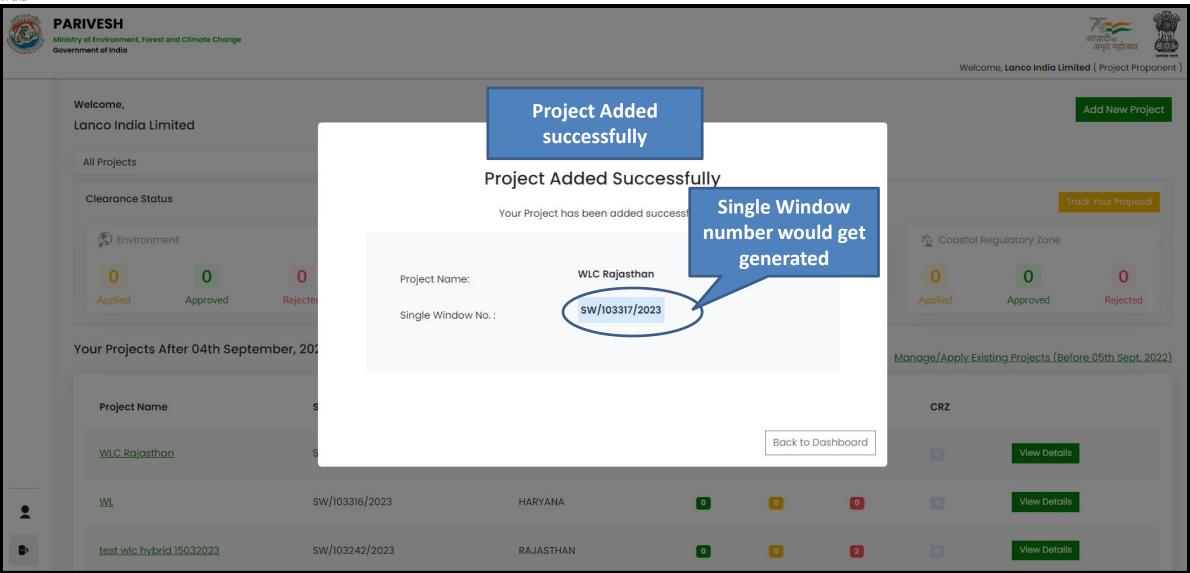










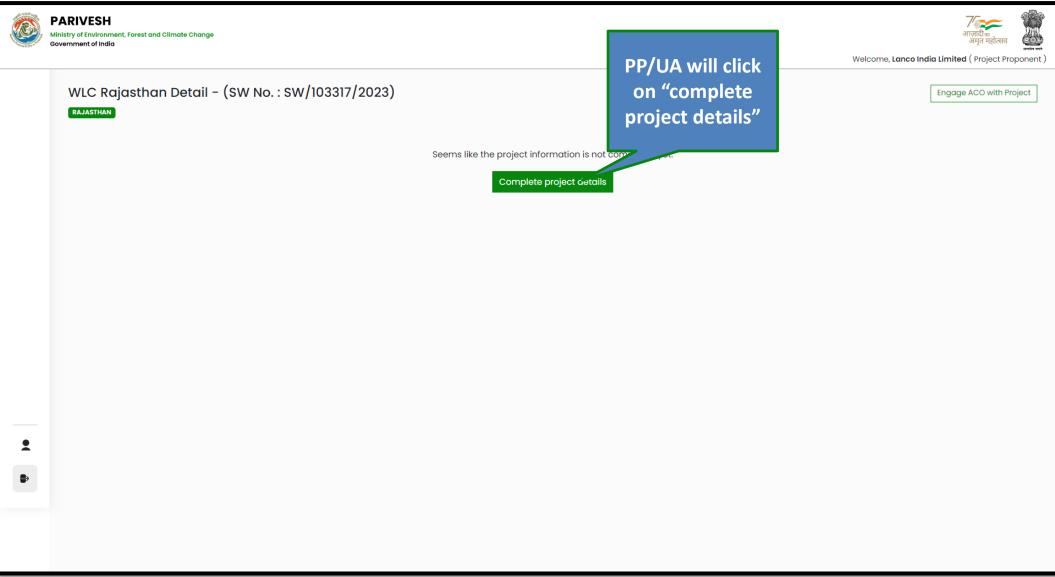


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#### **Common Application Form (CAF)**





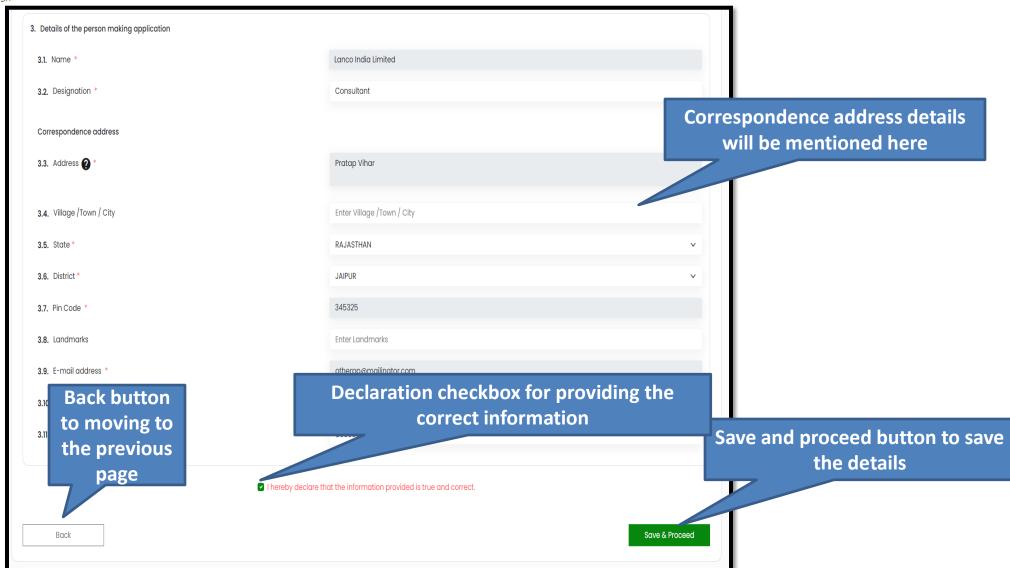


	PARIVESH Ministry of Environment, Forest and Climate Change Government of India		जारादी अगुत महोत्सव Welcome, <b>Lanco India Limited</b> ( Project Proponent )
<b>©</b>	Commo	n Application Form	Preview
2	Project Details Location of Project	3 Project Activity Cost	4 Others
	1. Details of Project		
10	1.1. Name of the Project *	WLC Rajasthan	
	1.2. Project Proposal For *	New	~
	1.3. Project ID (Single Window Number) *	sw/103317/2023	
a	1.4. Description of Project *	wlc	, ,
a			
<u></u>	2. Details of the Company/Organization/User Agency making application		
	2.1. Legal Status of the Company/Organization/User Agency *	Others	
•	2.2. Name of the Company/ Organization/User agency *	Lanco India Limited	
	Registered address		
	2.3. Address ? *	Pratap Vihar	
	and Million Province College	Fatas VIII and Tanan I City	6
	2.4. Village /Town / City  2.5. State *	Enter Village /Town / City  RAJASTHAN	
	2.6. District *	JAIPUR	
	2.7. Pin Code *	345325	
	2.8. Landmarks	Enter Landmarks	
	2.9. E-mail address *	other@mailinator.com	
	2.10. Landline Number	Enter Landline Number	
	2.11. Mobile number *	866662626	

PP/UA has to fill out the CAF











**Preview button** for seeing the preview view of the form



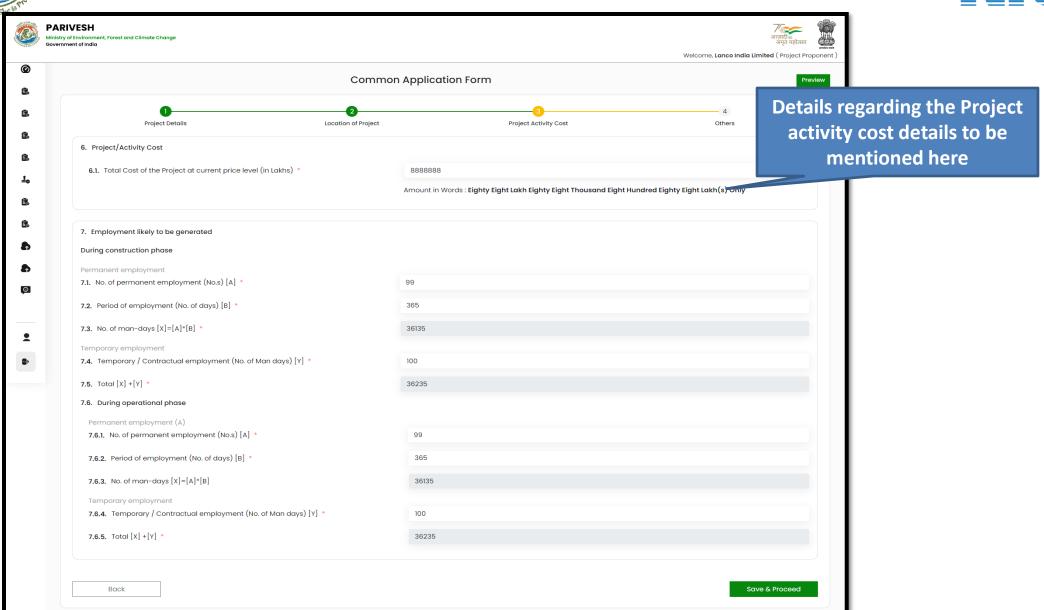
	Common App	lication Form	
0		3	4
Project Details	Location of Project	Project Activity Cost	Others
4. Location of the Project or Activity			SOP for KML Cr
4.1. Upload KML *			
		KML	
		Mining (1).kml 😃 🗙	l
	i		
		View Location Details •	/iew KML •
4.2. Whether the project/activity falling in the state/UT sharing int	ernational borders * No		
4.3. Shape of the Project *	Lineo	ar	
5. Land Requirement (in Ha) of the project or activity			
5.1. Nature of Land involved			
5.2. Non-Forest Land [A] *	0.0	9	
5.3. Forest Land [B] •	0.0	4	
5.4. Total Land [A+B]	0.13	300	

**Details regarding the location** of the Project such as KML, shape and land details to be entered here





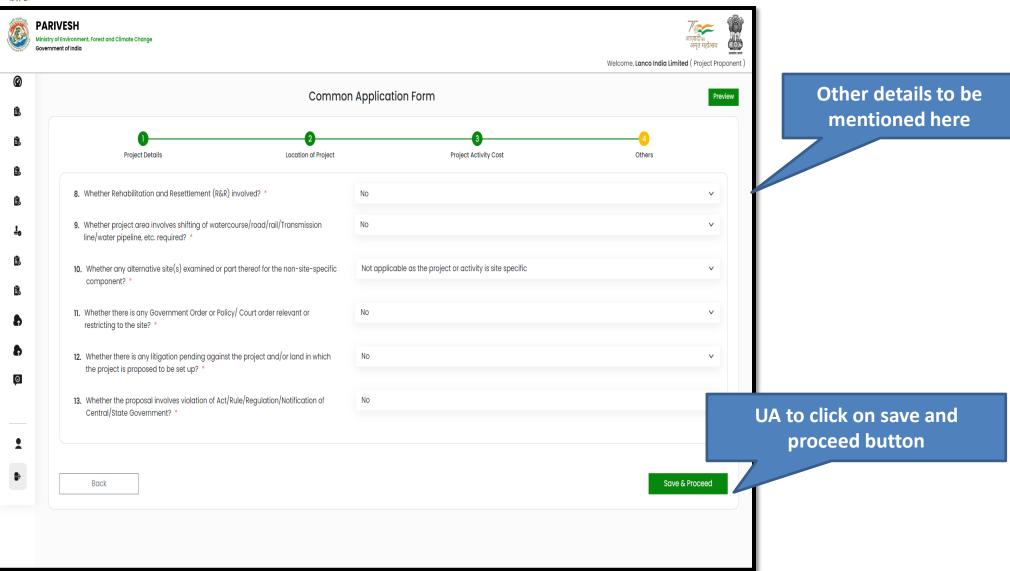












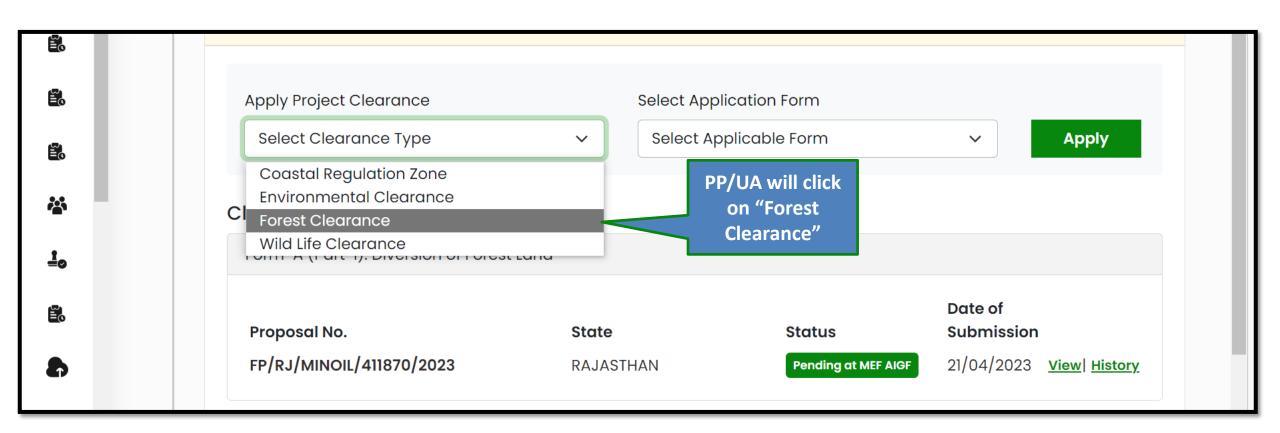




#### Select applicable application form

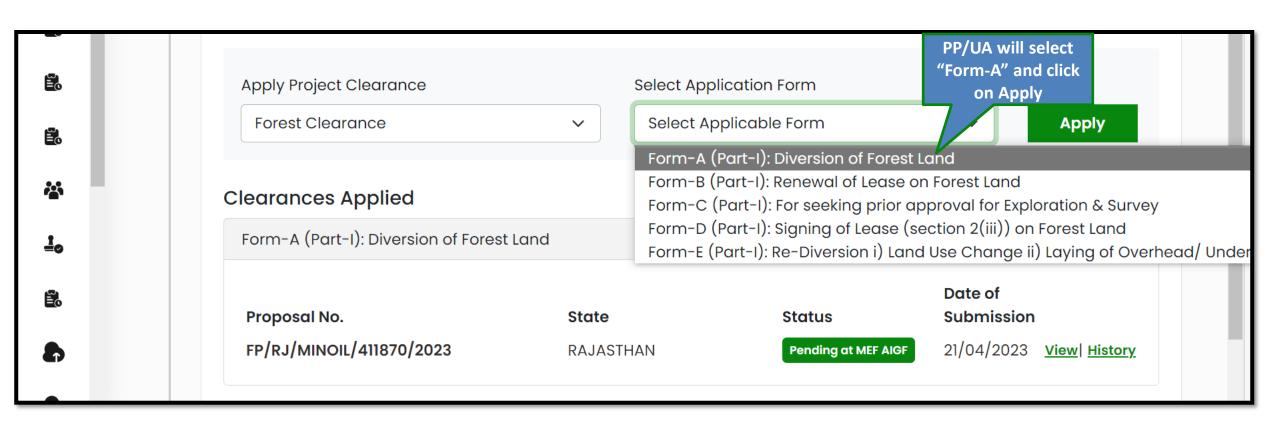








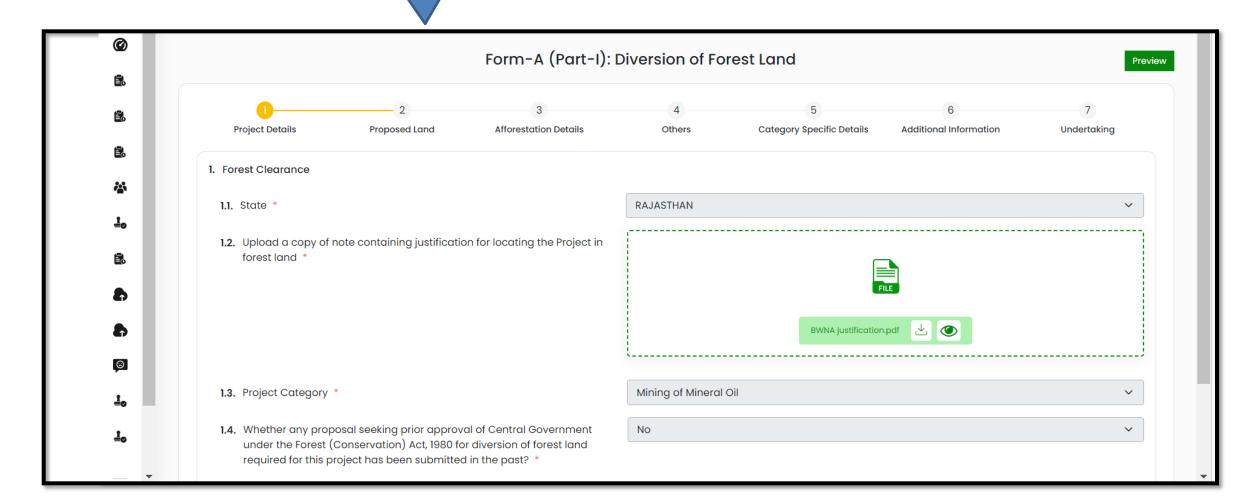






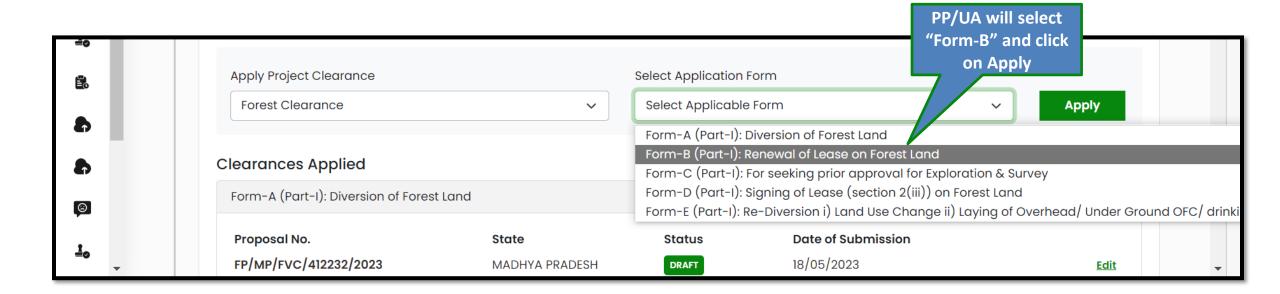








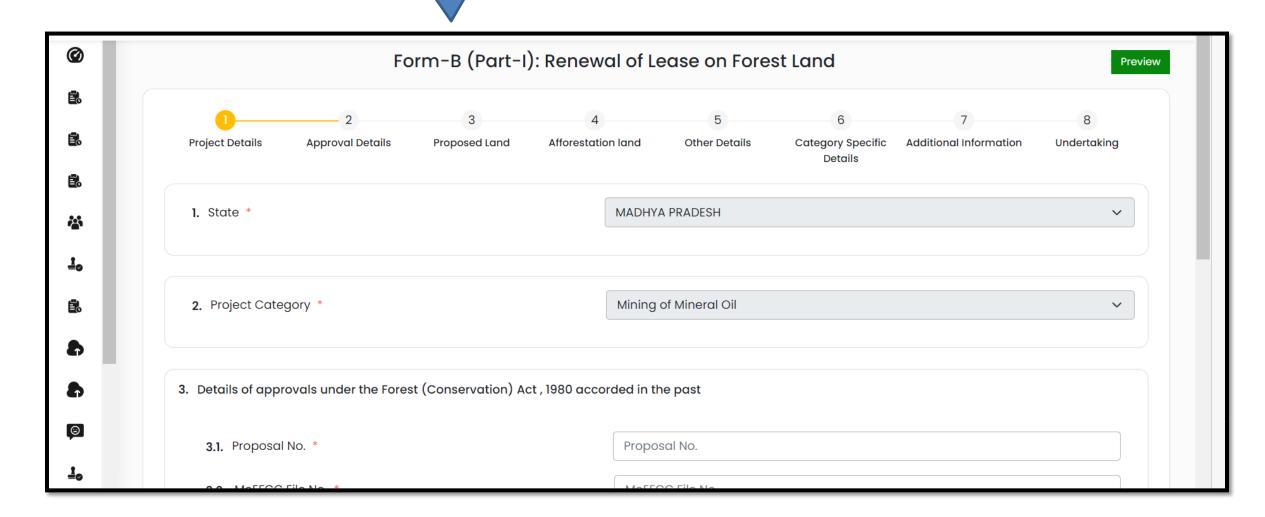






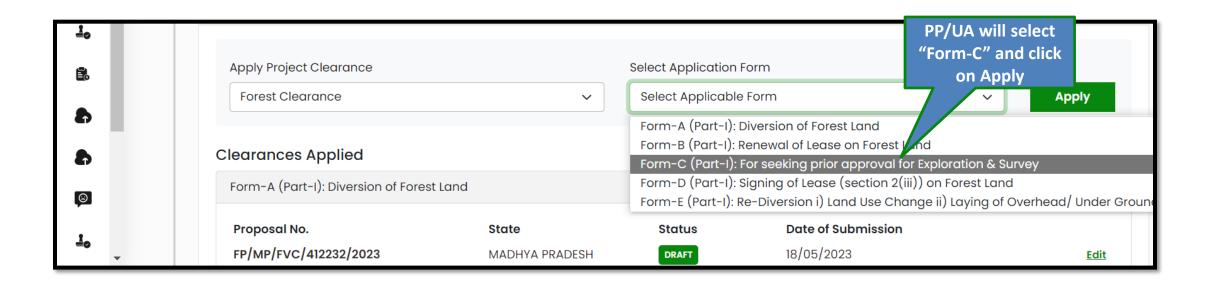
# PP/UA will fill out the FC Form-B









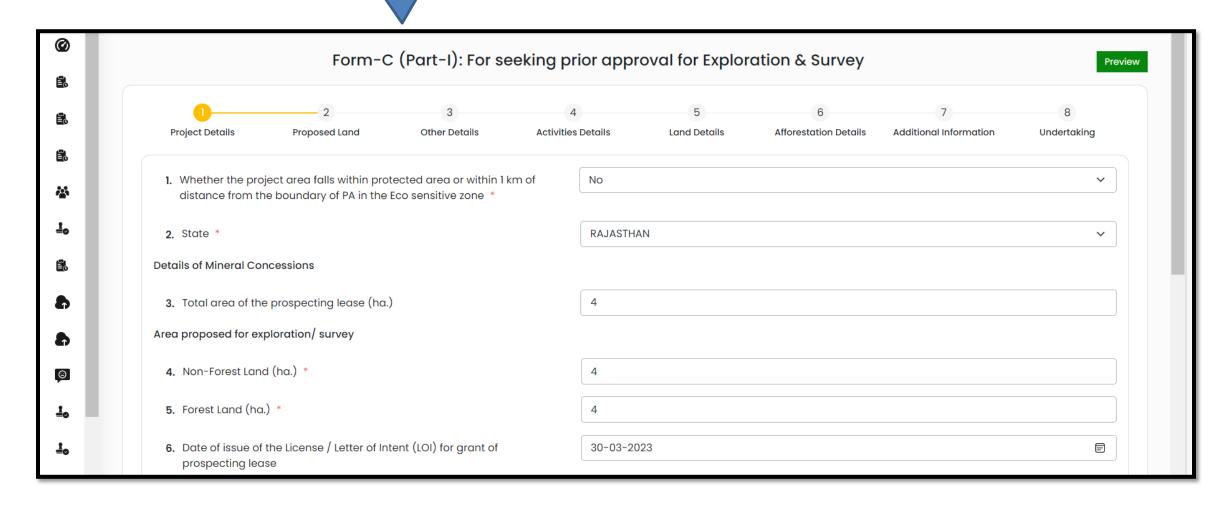






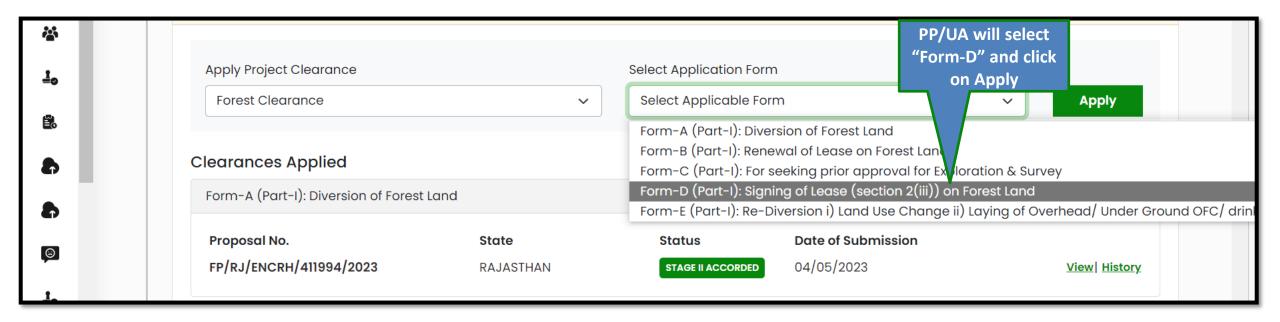
#### PP/UA will fill out the FC Form-C







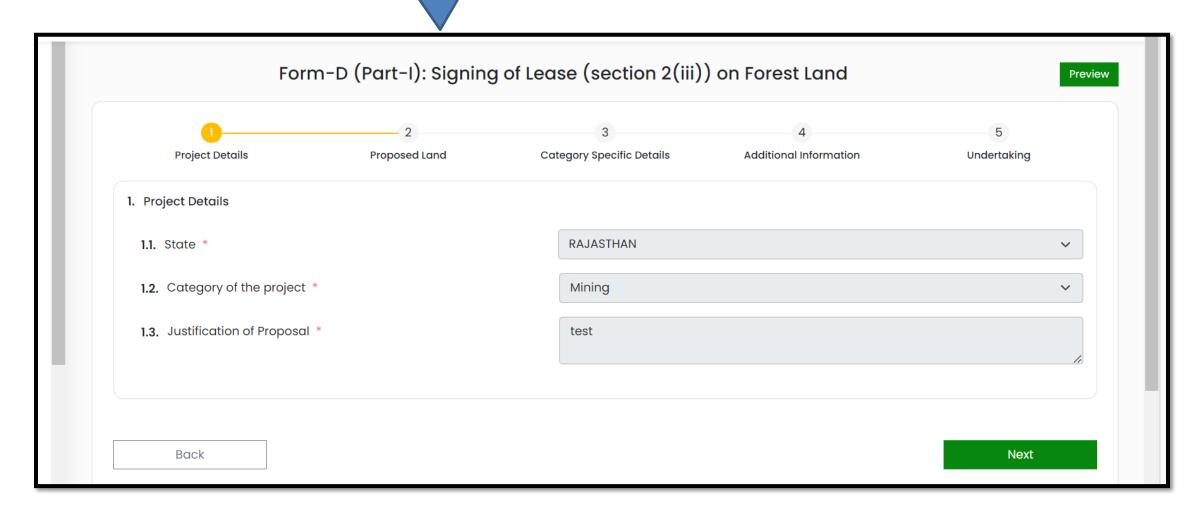






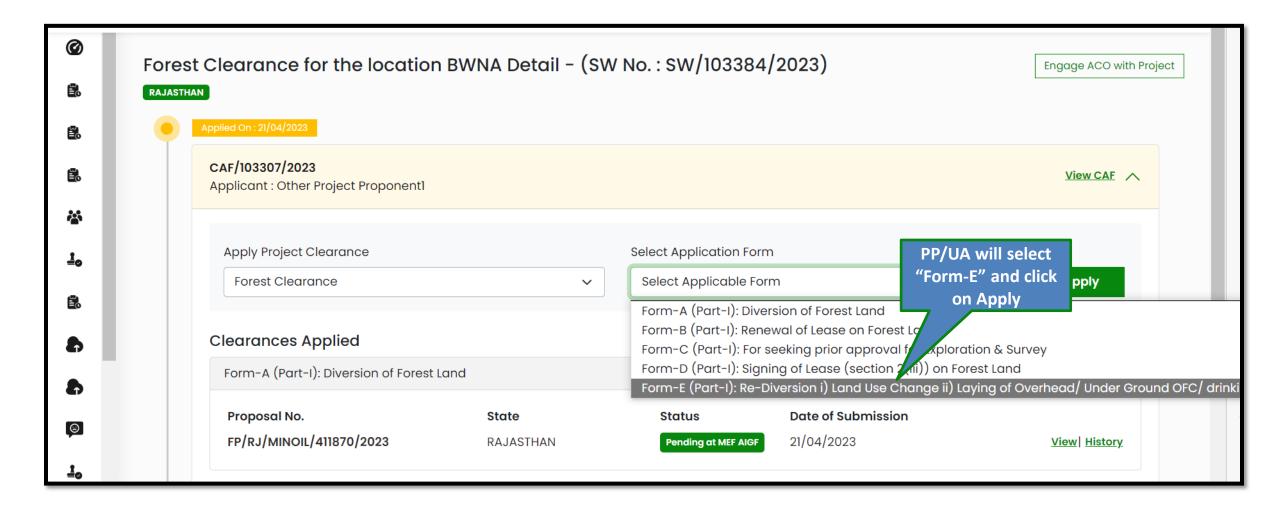








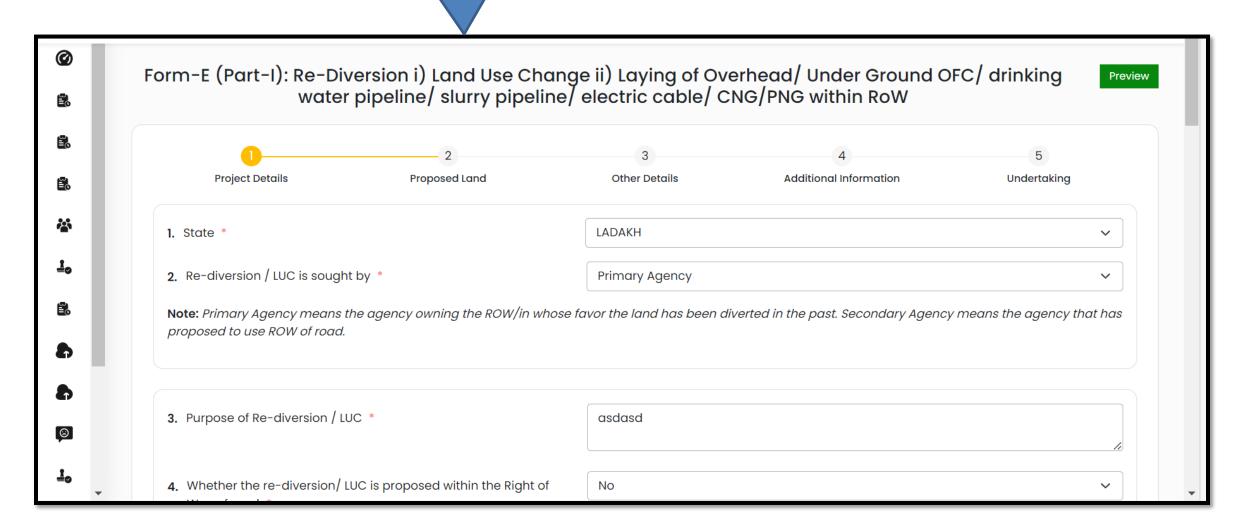






#### PP/UA will fill out the FC Form-E









Institutional Area

Block

JLN Stac

Prag

Jawah Nehru St

# Contact Technical Help Search result Indira Paryavaran Bhawan - New Delhi

https://parivesh.nic.in

monitoring-ec@nic.in monitoring-fc@nic.in

011-20819182

> Show more results

Savarkar

Block B 8

⊕ Zoom to

Ajay Ahuja

Lodhi Road Complex