Ministry of Environment, Forest and Climate Change

MANUAL FOR REGISTRATION

(PARIVESH 2.0)
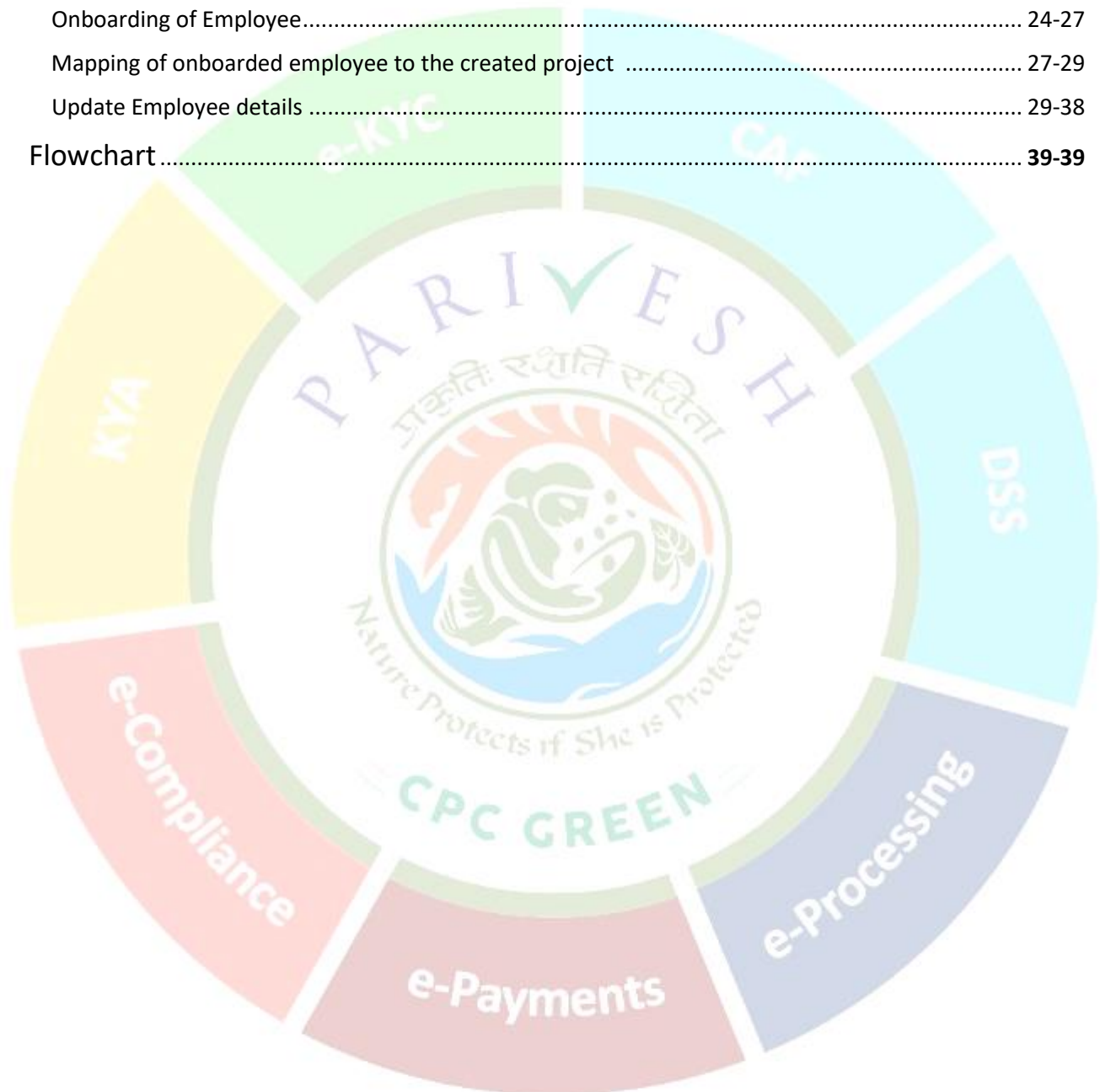
SEPTEMBER 2023

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(A) New Registration of User
(i) Central / State PSU / Private Limited / Joint Venture / Trust Association /Others:

The user, who has registered on PARIVESH with unique identifier (PAN/CIN), would be the Super User. After successful registration, Super User would be given the following rights.

(A) Creation of Project
(B) Adding of Employee
(C) Mapping of onboarded employee to the created project
(D) Additionally Super User can also time to time update the registration details of the company by clicking on update the details of onboarded employee

Let's understand the process for registration of company/entity/individual by the super user. Go to the home page of the PARIVESH Portal (through the link '*https://parivesh.nic.in/*'). On the top right corner of the screen, you will find a "Register" button under the "Registration/Login" tab.

By simply clicking on the "New Registration" option, you will be directed to the Registration page.

Select "Register As" a Project Proponent/User Agency.

Next dropdown is for 'Entity type'.

1. Registration for 'PRIVATE LIMITED':

Select 'Private Limited' as an entity type.

Once you click on the 'Private Limited', some new fields will be populated. Super User is required to select 'yes/no' via dropdown for 'Is CIN available to the Entity'.

If Super User selects 'yes' as an option, he/she is required to enter CIN and year of incorporation. If he/she selects 'no' for CIN availability, Page can proceed but required to fill PAN. PAN is mandatory. Enter your PAN and click on the search icon

By clicking the search icon, a dialogue window will open to verify the PAN details, where either you can edit your PAN details or continue.

If you click on the 'Edit PAN Details', a page will direct you to the previous page where you can edit PAN.

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Else continue to register yourself.

After this, click on Proceed. Once you click the 'Proceed' button, a new page will open.

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Name of Project Proponent Entity will be auto-populated. You need to fill First line of address, Select 'State' and 'District' via dropdown. Enter Pincode, website which is optional. Enter Organisation Email Id, Name of the person registered the entity, designation and mobile number.

Enter your details

Name of Project Proponent Entity*	LOTUS TRANS TRAVEL PVT LTD
First Line of Address*	Max 250 characters only
State/UT*	Select
District*	Select
Pincode*	Enter PIN code
Website	www.example.com
Organisation Email Id *	Enter Organisation Email ID
	Use only organization-level email IDs for Parivesh 2.0. The suggested format is "CompanyName_Parivesh@abc.com".
Name of the person registered the entity*	Enter name
Designation*	Enter Designation

Select check if your mobile number is linked with your Aadhaar and, also ensure that the email entered should be an organizational email id (suggested format for email id: *parivesh_companyname@gmail.com* or any other domain) not a personal. You can fill landline number which is optional. Role is auto populated as 'Super User'. Also, you are required to upload authority letter by the company head authorizing the person registering the entity on behalf of the company and will also be a Super User for creating the project and onboarding/mapping of employee. After this, enter CAPTCHA. Once you are done with filling all the mandatory fields, click on 'Save & Submit'

Designation*	Enter Designation
Mobile No.*	☐ Tick to confirm if your mobile no. is linked with Aadhar
	Mobile No.
Landline Number	STD Code Landline number
	Total length of Landline No. must not be greater than 13 digits.
Role	Super User
Upload Authority Letter *	Browse or drop your file here
	⚠ Only pdf file(s) are allowed. Maximum file size is 1 MB.
	Authorisation Letter From the Departmental head of the company authorising the person to do the registration on company's behalf
Captcha Code*	tzeZFi ↻ Refresh Enter Captcha

☐ Declaration: I agree to the correctness of information provided by me for Registration purpose

Back   Save & Submit

As you click on 'Save & Submit', a dialogue box will open to ensure that the details have been submitted successfully. And the email will be sent to the registered email id with login credentials and activation link.

Click on the activation link, you will be required Aadhaar authentication.

Please verify your account followed by one time login credentials

Congratulation ! You have been registered successfully on PARIVESH Portal as Individual Project Proponent !!

Applicant Login Credentials are:

User ID: vashisht@mailinator.com

Password: AmrbfnW

Please verify your account using the link below. We'll take you to the website and you'll be able to login on successful Aadhaar Authentication

https://stgdev.parivesh.nic.in/#/activateEmail?token=fe0444af-e49b-49bd-95ea-2d0511e4fb9e&email=vashisht@mailinator.com&username=VASANTHA

This link is valid for 24 hours.

Best Regards,

After authenticating your AADHAAR number, registration is successful. Now, the user is redirected to create a new password.

After registration and generating a new password, you can visit the PARIVESH home page and log in from the Log in Tab on the left side. Now you are registered and can monitor all the details and updates related to your Project.

2. Registration for 'STATE PSU':

Select 'Private Limited' as an entity type.

Once you click on the 'State PSU', some new fields will be populated. Super User is required to select 'yes/no' via dropdown for 'Is CIN available to the Entity'.

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If Super User selects 'yes' as an option, he/she is required to enter CIN and year of incorporation. If he/she selects 'no' for CIN availability, Page can proceed but required to fill PAN. PAN is mandatory. Enter your PAN and click on the search icon

By clicking the search icon, a dialogue window will open to verify the PAN details, where either you can edit your PAN details or continue.

After this, click on Proceed. Once you click the 'Proceed' button, a new page will open.

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Name of Project Proponent Entity will be auto-populated. You need to fill First line of address, Select 'State' and 'District' via dropdown. Enter Pincode, website which is optional. Enter Organisation Email Id, Name of the person registered the entity, designation, and mobile number. Select check if your mobile number is linked with your Aadhaar and, also ensure that the email entered should be an organizational email id (suggested format for email id: *parivesh_companyname@gmail.com* or any other domain) not a personal. You can fill landline number which is optional. Role is auto populated as 'Super User'. Also, you are required to upload authority letter by the company head authorizing the person registering the entity on behalf of the company and will also be a Super User for creating the project and onboarding/mapping of employee. After this, enter CAPTCHA. Once you are done with filling all the mandatory fields, click on 'Save & Submit'

As you click on 'Save & Submit', a dialogue box will open to ensure that the details have been submitted successfully. And the email will be sent to the registered email id with login credentials and activation link. Further process will remain same for the State PSU as described in the preceding pages.

3. Registration for 'OTHERS':

Select 'Others' as an entity type.

Once you click on the 'Others', some new fields will be populated. Super User is required to select 'yes/no' via dropdown for 'Is PAN available to the Entity'.

If Super User selects 'yes' as an option, he/she is required to fill PAN. Enter your PAN and click on the search icon

By clicking the search icon, a dialogue window will open to verify the PAN details, where either you can edit your PAN details or continue.

After this, click on Proceed. Once you click the 'Proceed' button, a new page will open.

Name of Project Proponent Entity will be auto-populated. You need to fill First line of address, Select 'State' and 'District' via dropdown. Enter Pincode, website which is optional. Enter Organisation Email Id, Name of the person registered the entity, designation and mobile number.

Select check if your mobile number is linked with your Aadhaar and, also ensure that the email entered should be an organizational email id (suggested format for email id: *parivesh_companyname@gmail.com* or any other domain) not a personal. You can fill landline number which is optional. Role is auto populated as 'Super User'. Also, you are required to upload authority letter by the company head authorizing the person registering the entity on behalf of the company or PAN and will also be a Super User for creating the project and onboarding/mapping of employee. After this, enter CAPTCHA. Once you are done with filling all the mandatory fields, click on 'Save & Submit'.

As you click on 'Save & Submit', a dialogue box will open to ensure that the details have been submitted successfully. And the email will be sent to the registered email id with login credentials and activation link. Further process will remain same for the State PSU as described in the preceding pages.

(ii) State / Central Government / Individual / Others not having PAN:

Let's understand the process of registration in case of not having PAN. You are required to land into the page homepage of PARIVESH. After this, click on 'Register' button appears on the top right corner of the page. Once you click on the 'Register' button, a new page will open.

Select 'Project Proponent / User Agency' for the field 'Register As'

Next, selecting the 'Register As', a field will appear to select Entity Type. Select the entity type via dropdown. Select 'Others' as an entity type.

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Registration

Clicking on the 'Others', new field will open to select 'Is PAN available to the entity?'. You need to select this because it is mandatory. Select 'No' for the field.

Once you select 'No', click on 'Proceed' button, a new page will open.

After clicking the 'Proceed' button, a new will open where you are required to provide the mandatory information. Name of Project Proponent Entity will be auto-populated. You need to fill First line of address, Select 'State' and 'District' via dropdown. Enter Pincode, website which is optional. Enter Organisation Email Id, Name of the person registered the entity, designation, and mobile number.

Welcome, **Bosky Sanelite Developers**

Enter your details

Name of Project Proponent Entity*

BOSKY SANELITE DEVELOPERS

Correspondence Address*

Max 250 characters only

State/UT*   Select

District*   Select

Pincode*   Enter PIN code

Email Id *   Enter Email ID

Mobile No.*   ☐ Tick to confirm if your mobile no. is linked with Aadhar

                             Mobile No.

Landline Number   STD Code   Landline Number

                             Total length of Landline No. must not be greater than 13 digits.

                                                              HP JumpStarts

Select check if your mobile number is linked with your Aadhaar and, also ensure that the email entered should be an organizational email id (suggested format for email id: *parivesh_companyname@gmail.com* or any other domain) not a personal. You can fill landline number which is optional. Role is auto populated as 'Super User'. Also, you are required to upload authority letter by the company head authorizing the person registering the entity on behalf of the company or PAN and will also be a Super User for creating the project and onboarding/mapping of employee. After this, enter CAPTCHA. Once you are done with filling all the mandatory fields, click on 'Save & Submit'.

As you click on 'Save & Submit', a dialogue box will open to ensure that the details have been successfully submitted for registration as 'Others' Project Proponent. And this application is under Scrutiny process, once approve email will be sent to registered email id with login credentials and activation link.

Note: The registration application will be under approval process by PARIVESH admin. It can be either approved or rejected based on application rules and regulations.
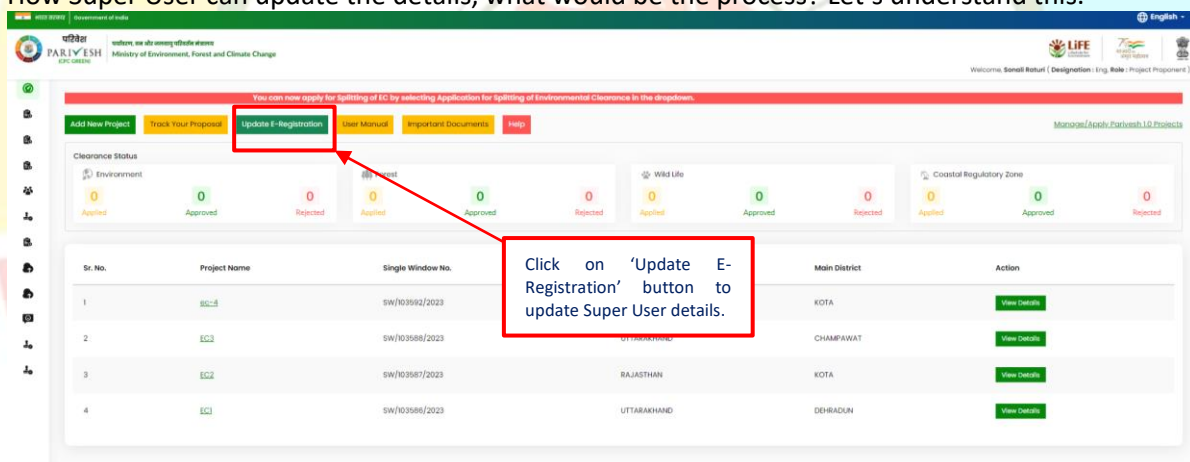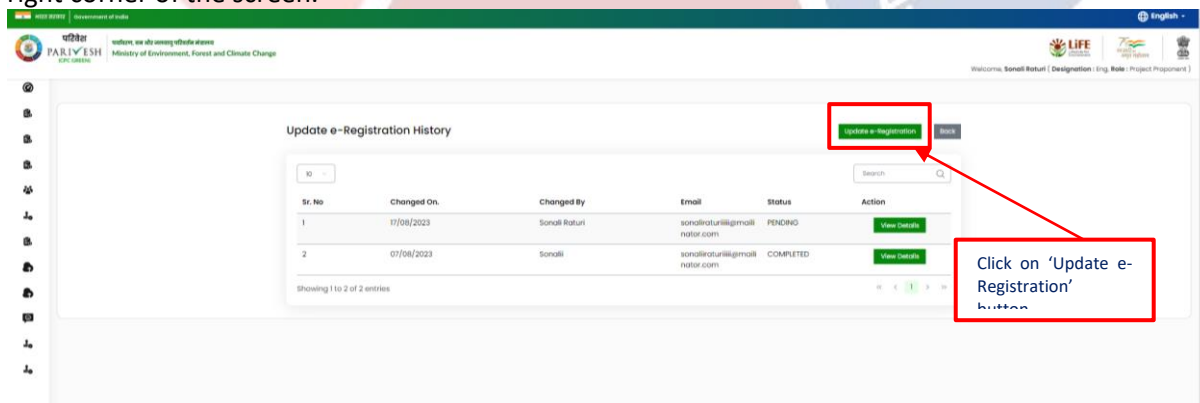
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(B) Update E-Registration
(i) Central PSU / State PSU / Private Limited / Individual / Joint Venture / Trust Association having PAN:

How Super User can update the details, what would be the process? Let's understand this.

Upon clicking the 'Update E-Registration' button, a page will open where you will find the update e-registration history. Now, you are required to click on 'Update e-registration' button present on the top right corner of the screen.

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On clicking the 'Update e-Registration', page will directed to the update e-registration form. Let's go through this form and understand the process. First you will see the existing registration details which are auto-fetched.

Moving down, you will notice the editable fields to update Registration details. Note to be consider that whosoever is registering will act as a Super User for mapping of projects and/or submission of applications. Here, Name of Project Proponent/Entity/Company cannot be changed so the name will be auto-fetched. You can update Address, state, district, pincode, name of the person registering the company/entity, designation, mobile number, landline number. Role will be Super User only that cannot be changed. You can also update website. You can change email id. Upload Authority letter which is mandatory in order to change update the details. Authorisation letter shoud be from the departmental head of the company authorizing the person to do the registration on company's behalf.
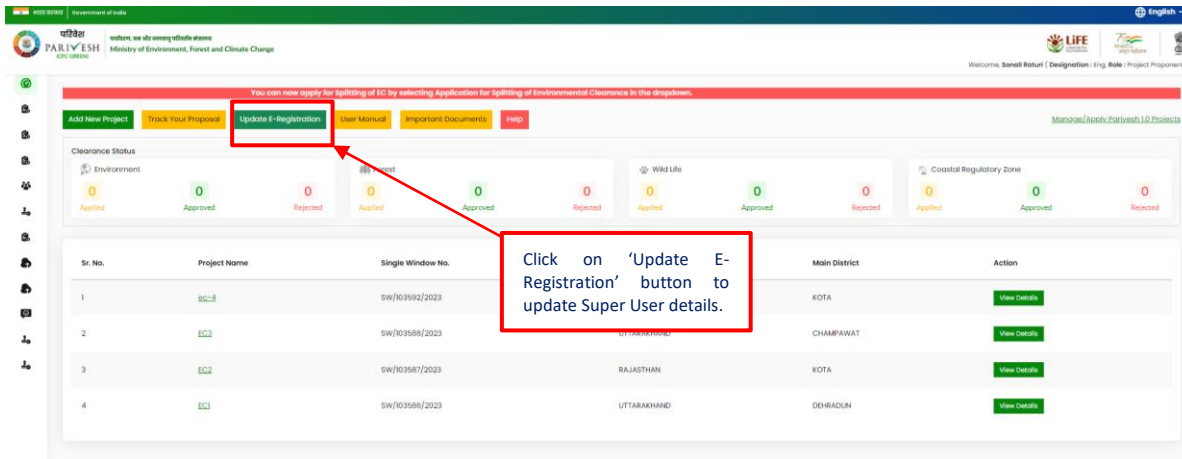

After updating the preferable fields, click on 'Submit' button.

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Upon clicking the 'Submit' button, verification mail will be sent to the registered mail or the mail Super User has updated. You will find the link on the mail. Click on that link for the verification.

Congratulation! You are one step away from updating your E-Registration!!

Please complete the registration using below mentioned link:

https://stgdev.parivesh.nic.in/#/updateKyc?
token=eyJhbGciOiJIUzI1NiJ9.eyJzdWTiOiJyMDM0MzU0IiwidXNlcnByb2ZpbGVJZCI6IjA2MU5KL1FacWVSMWxPQmtOVmV4MkE9PSIsImV4cCI6MTY5MjM0NTk
Raturi

This link is valid for 24 hours.

Best Regards,
Monitoring Cell (Environment, Forests and Wildlife Clearances)
Ministry of Environment, Forest and Climate Change
Government of India
New Delhi

Click on the activation link, you will be required Aadhaar authentication.

After authenticating your AADHAAR number, verification is successful. Once the verification is done, page will directed to the update e-registration history page. Here, you will find the changes you have made on the detail are completed.

(ii)   State / Central Government / Others not having PAN:

Super User who has registered himself/herself without PAN, can update his/her details. Let's understand the process.

1.   For 'OTHERS' registered without PAN:

To update e-registration in case of 'Others', you are required to click on the 'Update E-Registration' button present on the dashboard of the Super User.

Upon clicking the 'Update E-Registration' button, a page will open where you will find the update e-registration history. Now, you are required to click on 'Update e-registration' button present on the top right corner of the screen.

On clicking the 'Update e-Registration', page will be directed to the update e-registration form. Let's go through this form and understand the process. First you will see the existing registration details which are auto-fetched. Moving down, you will notice the editable fields to update Registration details. Note to consider that whosoever is registering will act as a Super User for creation of project, adding of employee, mapping of projects to added emplpyee and/or submission of applications. Here, Name of Project Proponent/Entity/Company cannot be changed so the name will be auto-fetched. You can update Address, state, district, pincode, name of the person registering the company/entity, designation,mobile number, landline number. Role will be Super User only that cannot be changed. You can also update website. You can change email id. Upload Authority letter which is mandatory in order to change update the details. Authorisation letter should be from the departmental head of the company authorizing the person to do the registration on company's behalf.

Note: PAN is not mandatory for Others in order to update E-Registration.

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After updating the details, click on submit. Once Super User submit it is under Scrutiny process, once approve email will be sent to registered email id with login credentials and activation link.

After Approving, a verification mail will be sent to the registered mail or the mail Super User has updated. Youwill find the link on the mail. Click on that link for the verification.

Click on the activation link, you will be required Aadhaar authentication.

After authenticating your AADHAAR number, verification is successful. Once the verification is done, page will directed to the update e-registration history page. Here, you will find the changes you have made on the detail are completed.

2. Central Government / State Government registered without PAN:

For Central Government / State Government, PAN is optional.

15. ENTER PAN NUMBER OF PROPONENT/ENTITY/COMPANY	ENTER PAN NUMBER
16. Address *	INDIRA PARYAWARAN BHAWAN
17. State/UT *	DELHI
18. District *	CENTRAL
19. Pin Code *	110003
20. Email	ashish.user92@gmail.com

Use only organization-level email IDs for Parivesh 2.0. The suggested format is 'CompanyName_Porivesh@abc.com'.

21. Name of the person registering the company/Entity *	Ashish Tripathi
22. Designation *	Proponent
23. Mobile number *	9971931282

(C) Management of Employee:

Now, Superuser, after successful login, can perform following four functions:

(i)   Creation of Project
(ii) Onboarding of Employee
(iii) Mapping of onboarded employee to the created project
(iv) Additionally Super User can also time to time update the registration details of the company by clicking on update the details of onboarded employee

Now, Let's understand above mentioned four functions step by step.

(i)   Creation of Project

First open your web browser and navigate to the homepage of 'PARIVESH' portal. Next, the super user is required to login.
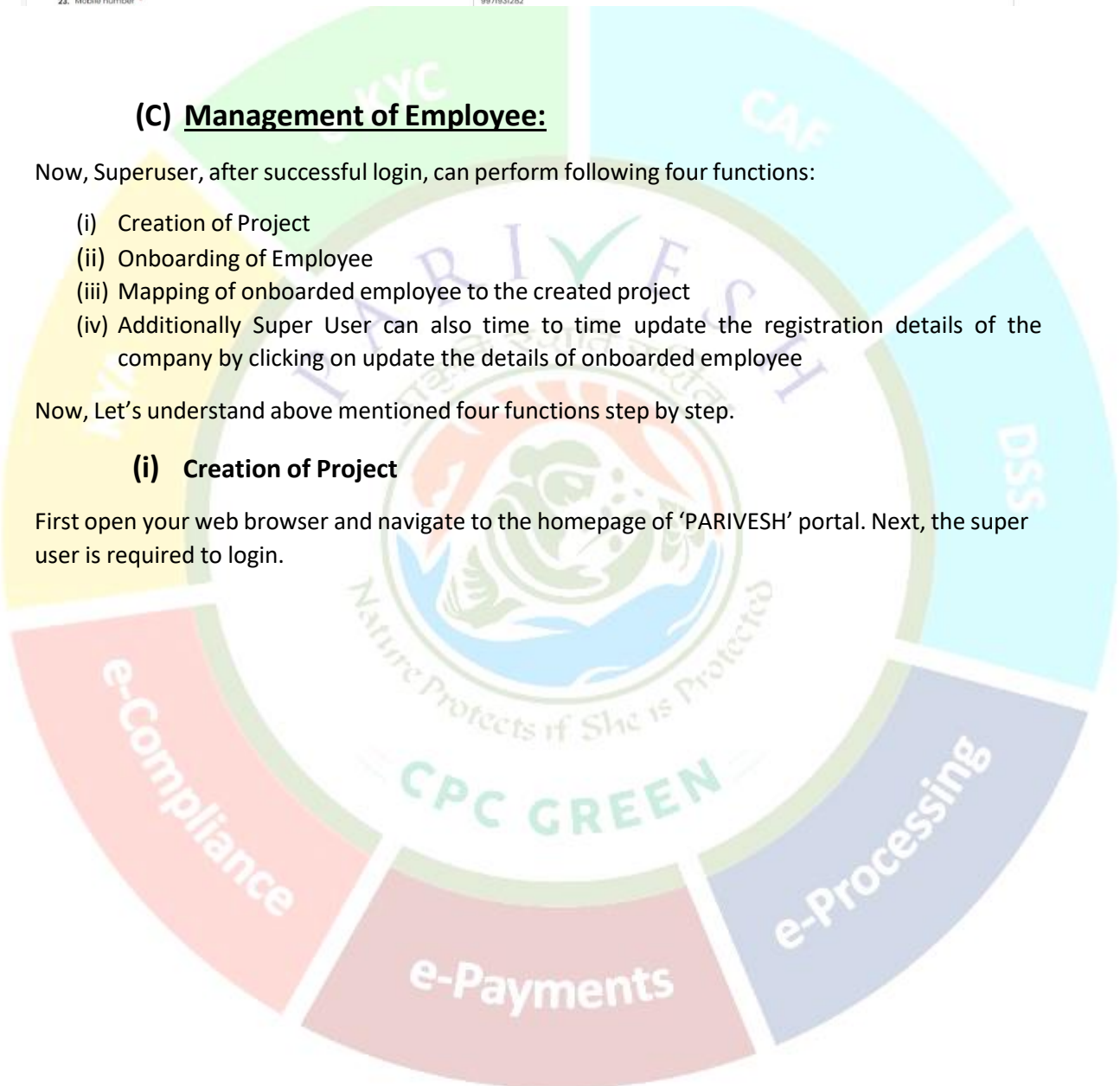
Click here to login

Enter your mail id in the first field. Make sure to type it correctly to avoid any login issues. In the second field, enter your password. Remember, passwords are case-sensitive, so ensure that you enter correctly. After successfully finish, click on 'Login' button to proceed.
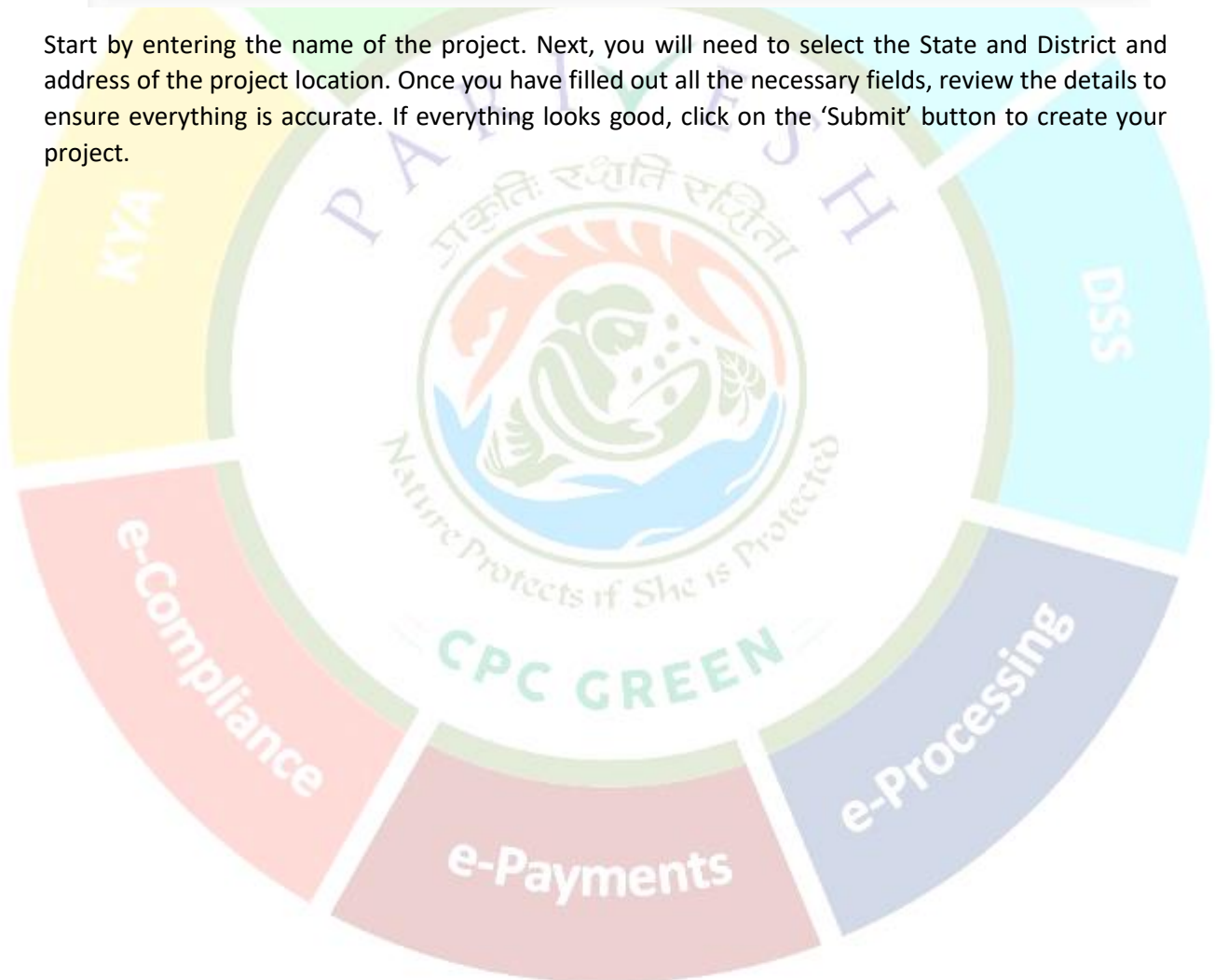

Now, click on the 'Login button', you'll be directed to the dashboard. Once you are there, you will find the 'Add New Project' button. Click on the 'Add New Project' button to create a project. You will be directed to a new page where super user can add project by filling out all the mandatory fields. Let's go through the required fields together.

Start by entering the name of the project. Next, you will need to select the State and District and address of the project location. Once you have filled out all the necessary fields, review the details to ensure everything is accurate. If everything looks good, click on the 'Submit' button to create your project.

Click on Submit to add new project

After successfully submitting the fields required for creating project, Project gets created along with Single Window Number.

(ii) Onboarding of Employee

Now, there are two actions that a Super user can perform: a) Super user can either fill the form for the created project or else b) He/she may assign the created project to an employee by clicking on 'Add employee' button. Employee can be onboarded by raising a request to Super User by the employee himself/herself or employee can also be onboarded by the Super User.

First, let's understand how the Super User can add employee. On clicking the 'Add Employee', a new page will load and populate some fields.

Either this way, Super User can add Employee

Click on this button to redirect back to the dashboard

After clicking on 'Add Employee' button, Super User will find a form to add employee. Let's start by filling out the required fields. Begin by entering the employees' name. Next, provide the employee's designation, address. Next, provide the employee's contact information including, Mobile number,

Email id. Next, field is to allow mapping of an employee with the multiple projects. Select yes/no from the dropdown.

If super user will select 'Yes' to allow mapping of this employee with multiple projects, employee can be mapped to various projects.

In case of 'yes', multiple projects can be mapped to this particular employee

If super user selects 'no', that user will not be allowing to map with more than one project.

In case of 'no', only single project can be mapped to this employee

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After filling out all the mandatory fields, click on 'Submit' to add employee.

Further, alternatively, if superuser wants to add employee later, he/she may use 'Manage Employee' tab given in the sidebar menu.

After clicking the 'Manage Employee' button, a page will open where you'll find 'Add employee' button on the top right corner of the page.

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On clicking the 'Add Employee' button, page will be directed to Add employee form. Subsequent fields will be filled out as explained in the preceding pages.

(iii) Mapping of onboarded employee to the created project

After successfully adding an employee, navigate to the 'Action icon'. Three actions can be performed by Super user; 1. Mapping of a Project with an employee 2. Deletion of mapped project 3. Delete an employee
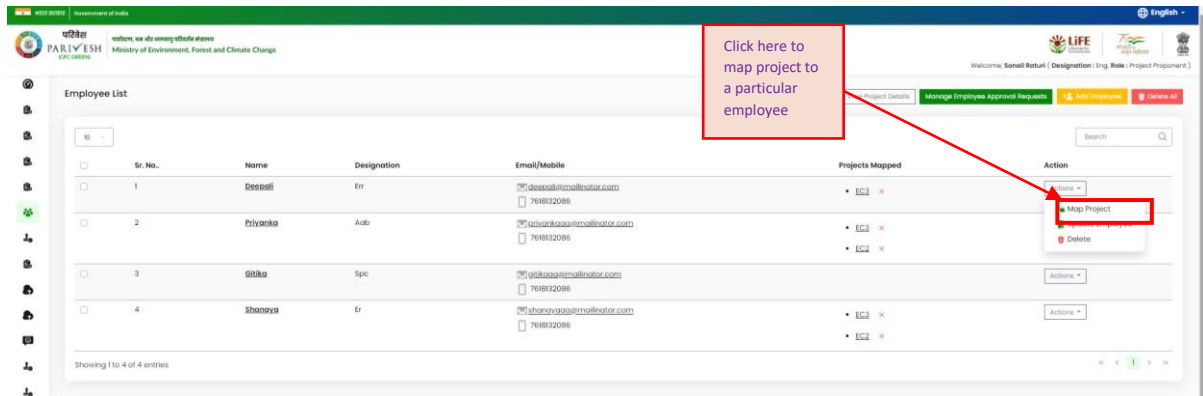
1. Mapping of a Project with an employee:

To map of project with an employee, Super User is required to click on 'Actions' button which comes under 'Manage Employee' tab present in the left sidebar menu.
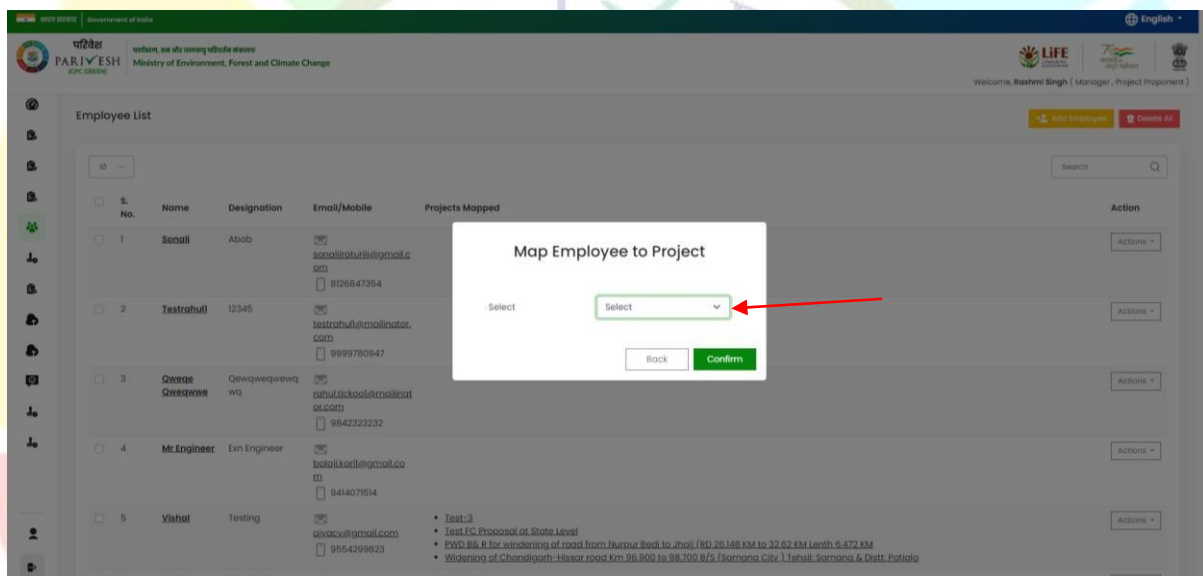
Next is to click on 'Map Project' button under 'Action'.

On clicking the 'Map Project', a pop-up window will open where you will find a field to select the already created project you want to map to an employee.

After selecting the project, click on the confirm to begin mapping.
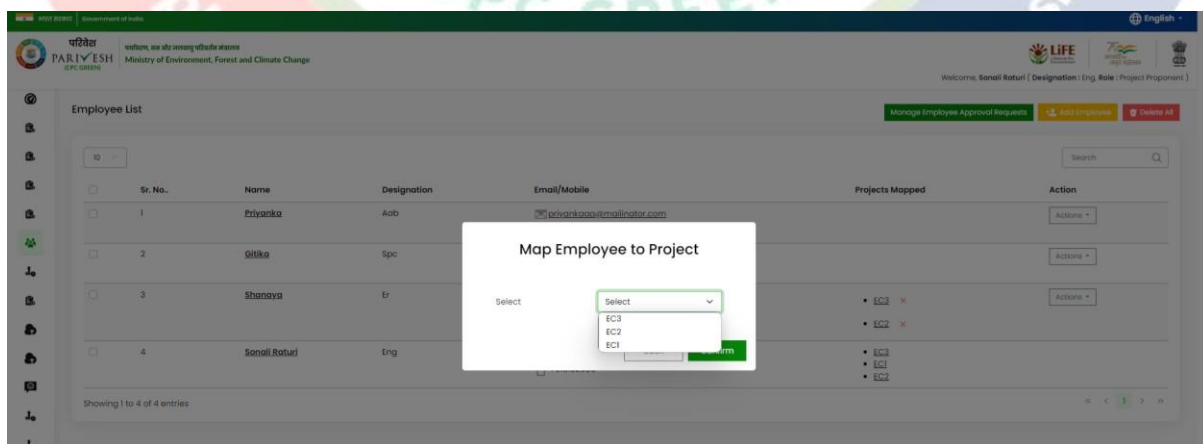
After selecting the project from the dropdown list, click on the 'Confirm' button. By clicking on the 'Confirm' button, mapping of employee with the project would be wrapped up. Now the added project

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will be visible adjacent to that employee. Super user can map multiple projects to that employee if that employee is allowed to map with multiple projects.
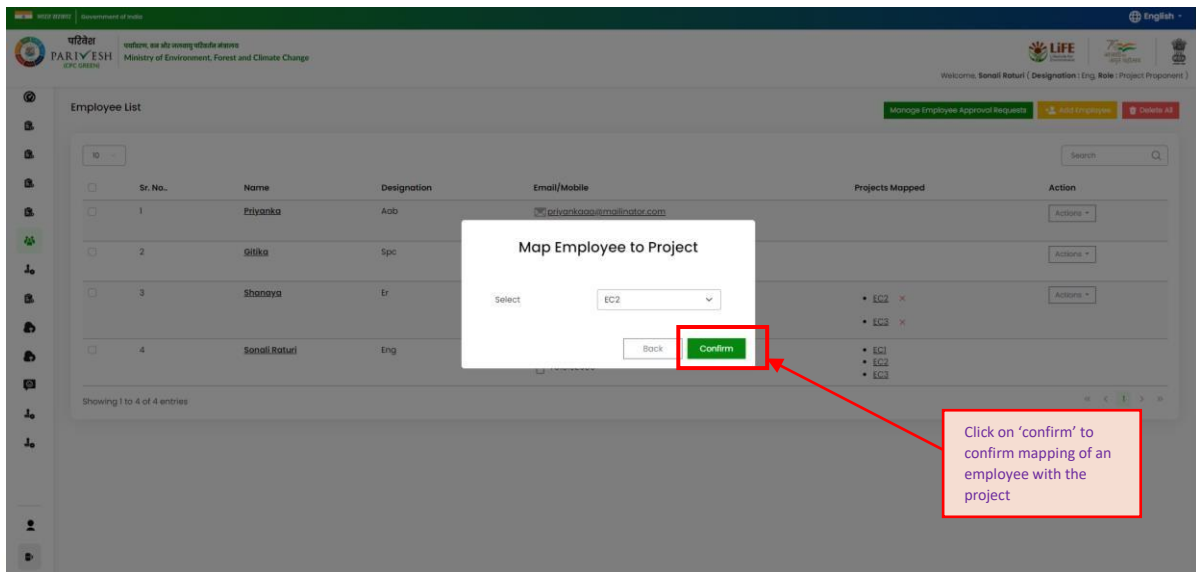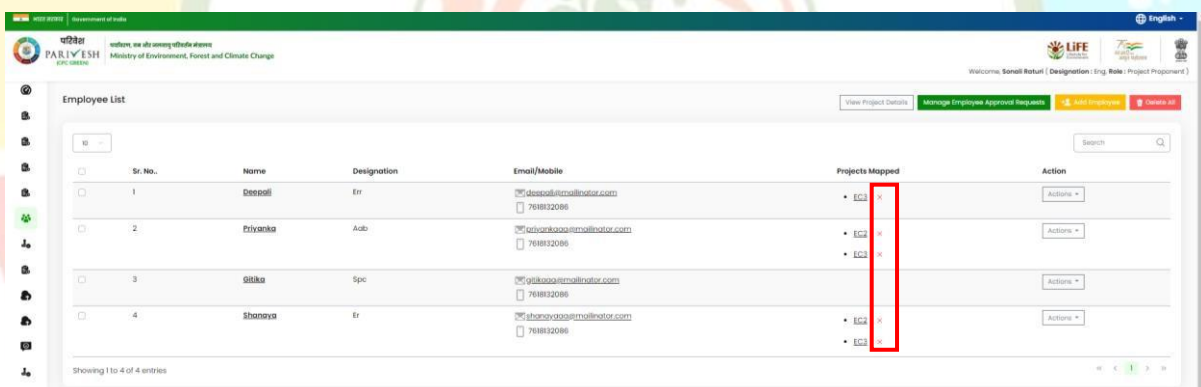

2. Deletion of mapped project:

Once Super User mapped the project to an employee, what if he/she wants to delete the mapped project? Let's understand the process of deletion of mapped project. For the deletion of mapped projects, Super User needs to click on cross icon present adjacent to the mapped projects.

By clicking the cross icon (x), a confirmation message will popup stating that "Are you sure you want to unlink (Project name) from (Employee name)". Click on 'Yes' and the mapped project will be removed.

3. Deactivation of employee:

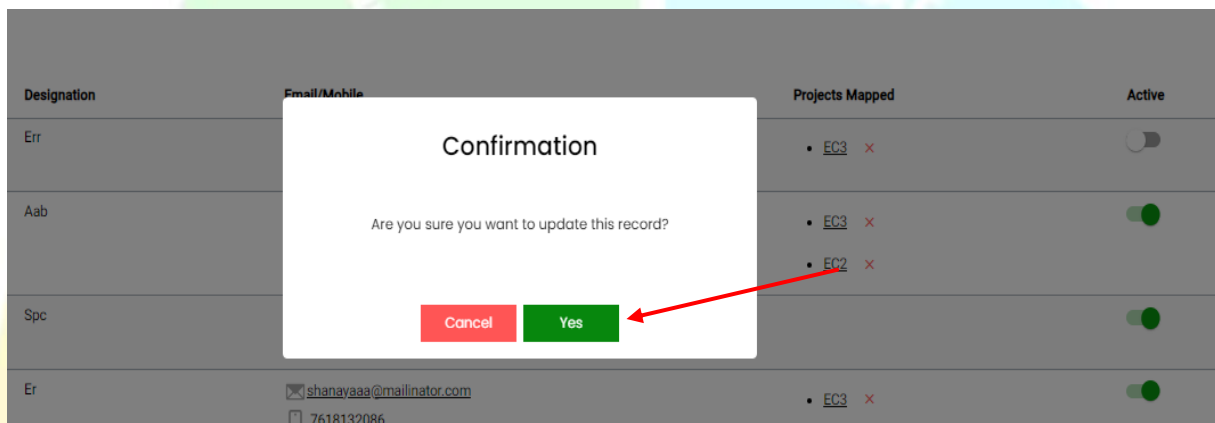To deactivate an employee, Super User is required to slide the toggle button.

Once you slide the button, a dialogue box will open where you will find the confirmation for the deactivation of an employee as "Are you sure you want to update this record?"

Once Super User click on 'Yes' button, the employee will be deactivated and will disappear from the added employee list.

Super User can activate the deactivated user by clicking the 'Deactivate' button.

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Once Super User click on the 'Deactivate' button, a list of deactivated employees will open and from there you can activate the deactivated user by the toggle button under 'Active'.

After sliding the toggle button, a dialogue box will open for the confirmation of the activation of the employee.

By clicking the 'Yes' button on the confirmation dialogue box, the employee will be activated and start appearing in the activate employee list.

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(iv) Update Employee details

Super User can also time to time update the details of onboarded by clicking on 'Update Employee' button under 'Actions' button.

On clicking the 'Update Employee' button, a page will open where Super User can update the detailsof the employee. After editing the details of the employee, click on 'Submit' button.

Additionally, Super User can view the list of all the added projects via 'View Project Details' button present on the top right corner of the screen under 'Manage Employee' tab.

On clicking the 'View Project Details', a list of project details will open.

Let's understand how employee can raise the mapping request.

To initiate an Employee mapping request, employees should click on the 'Employee Mapping Request' button, i.e., [Employee Mapping Request] which is available on the PARIVESH portal. Let's understand the process. Click the 'Employee Mapping Request' button on the PARIVESH portal.

Upon clicking, the Employee Mapping Request Form will open. Here, employees need to complete all mandatory fields. Provide the name of the registered organization you intend to send the request to. Select whether you want mapped for multiple projects by selecting 'Yes' or 'No' from the dropdown menu. If you choose 'Yes,' additional fields will appear. Complete these fields with the names of the projects, along with their respective states and addresses. In both cases, whether for a single project or multiple projects, enter the employee's name, designation, correspondence address, state, district, pin code, mobile number, landline number, and email ID.

Once you have completed all the required fields, proceed by clicking the "Submit" button.

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Pin Code *		Enter Pin Code
Mobile Number *		Enter Mobile Number
Landline Number	STD Code	Landline No.
		Total length of Landline No. must not be greater than 13 digits.
Email ID *		Enter Email ID

Click on 'Submit' button to add employee

Back   Submit

When you click the 'Submit' button, the request will be sent to the Super User. Additionally, an email will also be sent to the employee confirming that the request for employee mapping has been forwarded to the Super User.

monitoring-ec@nic.in via nic.in
to me ▾

Request for mapping of employee has been sent to Super User.

You will be notified once your request gets approved or rejected.

Best Regards,
Monitoring Cell (Environment, Forests and Wildlife Clearances)
Ministry of Environment, Forest and Climate Change
Government of India
New Delhi

After the employee sends the request, the Super User holds the authority to either approve or decline the request. This can be done by the 'Manage Employee Approval Requests' button, located within the 'Manage Employee' tab.
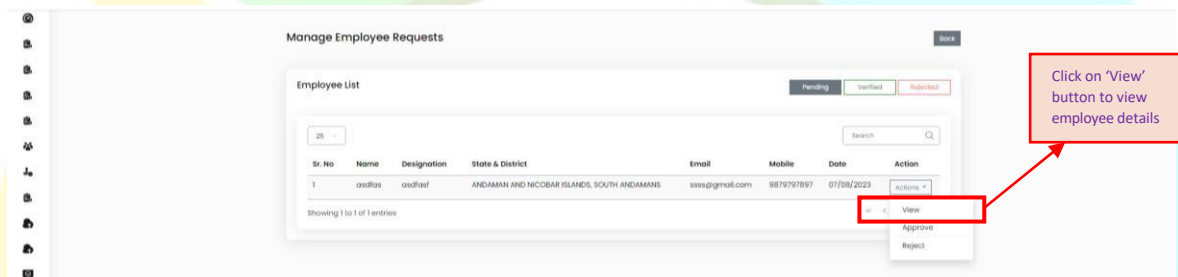
By clicking the 'Manage Employee Approval Request' button, you will be directed to a page displaying three buttons at the top right corner: 'Pending,' 'Verified,' and 'Rejected.'
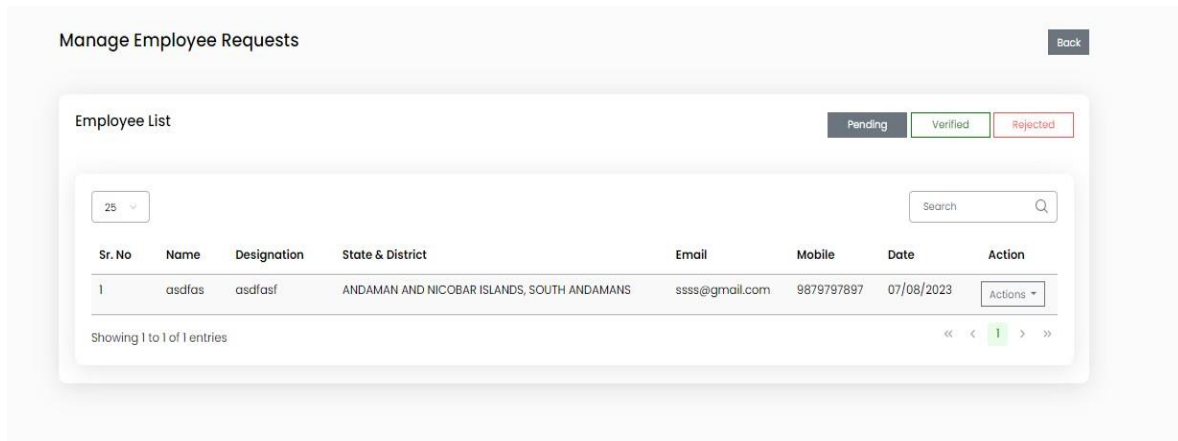
After landing on the 'Manage Employee Requests' section, navigate to the 'Actions' tab. Here, the Super User can execute three actions: (a) View, (b) Approve, and (c) Reject.

To access employee details, click the 'View' button located within the 'Actions' icon. It will provide you the information about the employee, as well as the project details they have requested to be included. It's important to note that the inclusion of these projects is optional and entirely at the preference of the Super User, whether he/she will include those projects or exclude.
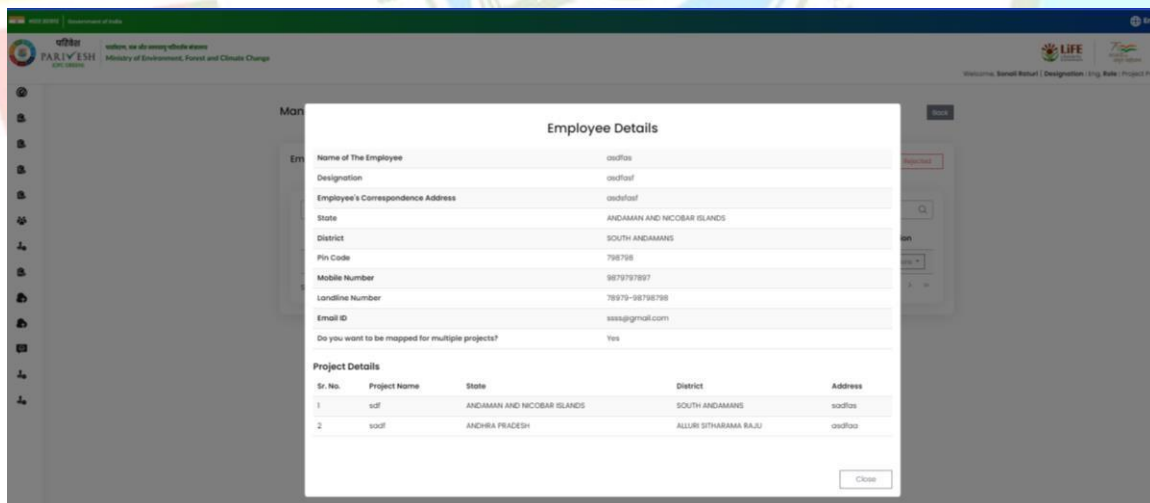
Super User can accept the manage employee request by clicking the 'Approve' button under 'Action icon'

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When you click the 'Approve' button, a confirmation message will appear as "Are you sure you want to approve this request? After approval, the project can be mapped to (Employee name)." To proceed with approval, click 'Yes'. After approval, the project(s) can then be linked to the specified employee. Also, the employee, along with their details, will start appearing on the 'Manage Employee' page.

Once you click on the 'Yes' for the confirmation to approving the request, an email will be sent to the employee on the approval of the request, notifying him/her about the successful approval of the request.

Verified requests can be viewed through 'Verified' tab.

In order to decline the employee management request, Super User is required to click on the 'Reject' button under the 'Action' icon.

After clicking the 'Reject' button, a confirmation message will popup as "Are you sure you want to Reject this request?"
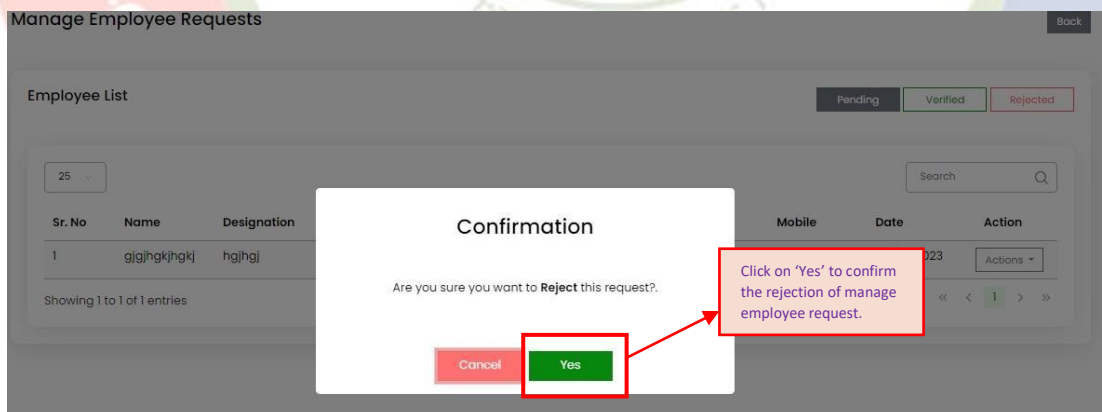
Upon clicking 'Yes', the employee management request will be rejected and an email will be sent to the employee, informing them of the rejection.

Registration Update for PARIVESH portal as project proponent.   Inbox ×

monitoring-ec@nic.in via nic.in
to me ▾

Your request has been rejected by the super user
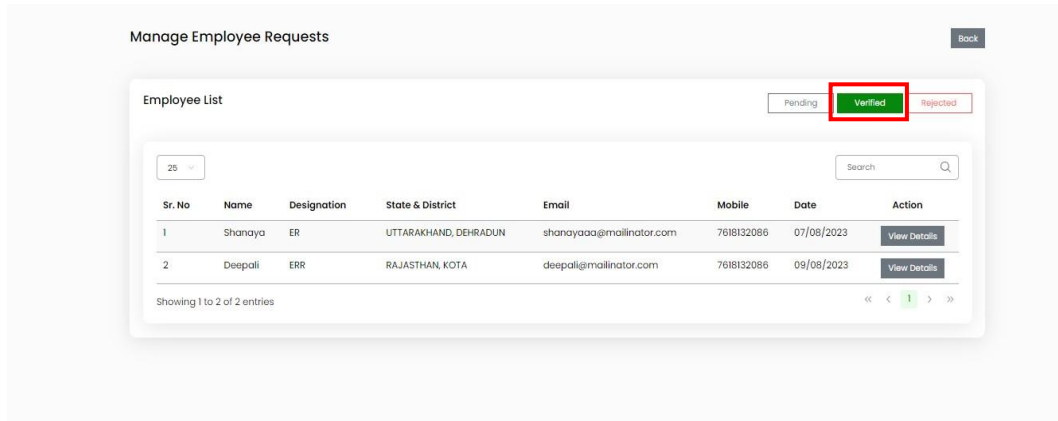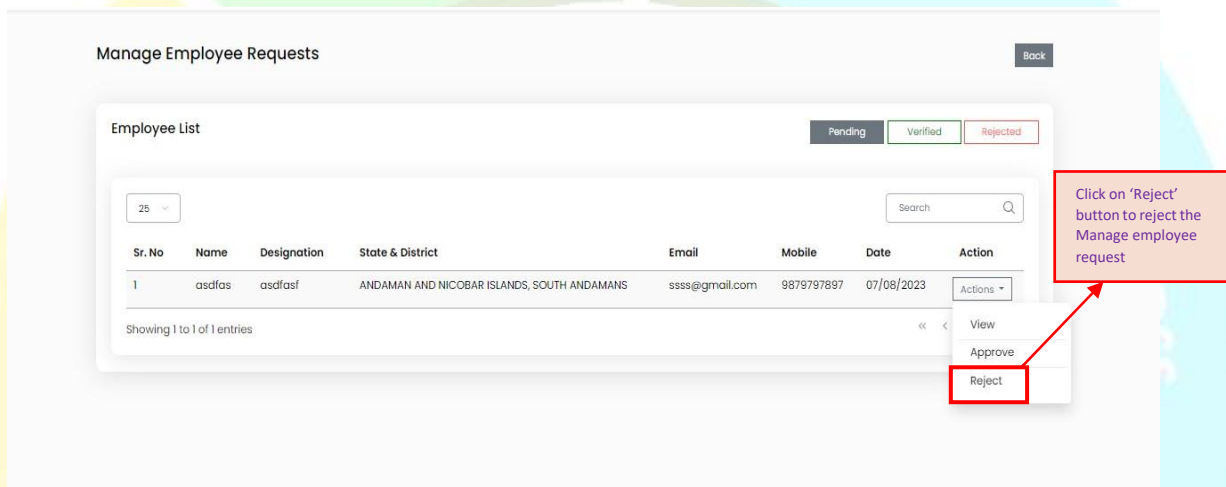
Best Regards,
Monitoring Cell (Environment, Forests and Wildlife Clearances)
Ministry of Environment, Forest and Climate Change
Government of India
New Delhi

Rejected manage employee request will start appearing in the 'Rejected' tab.

1012124/2023/IA_III

(D) Flowchart

```
                    New
                 Registration
                      │
                      ▼
     ┌─────────────Super User─────────────┐
     │                │                    │
     ▼                ▼                    ▼
┌──────────┐   ┌─────────────┐     ┌─────────────┐
│  Create  │   │  Update E-  │     │   Manage    │
│ Project  │   │ Registration│     │  Employee   │
│(By adding│   └─────────────┘     └─────────────┘
│two fields│                         │          │
│viz. Name │                         ▼          ▼
│of the    │              ┌──────────────┐ ┌──────────────┐
│Project   │              │ Super User,  │ │ Employee can │
│and       │              │himself/      │ │ also raise   │
│Location  │              │herself,      │ │ request to   │
│of the    │              │onboard the   │ │ Super User   │
│project)  │              │employee      │ │ through the  │
└──────────┘              └──────────────┘ │ 'Employee    │
     │                         │           │ Mapping      │
     │                         │           │ Request'     │
     │                         │           │ button       │
     │                         │           └──────────────┘
     │                         │                  │
     │  Mapping by Super User  ▼                  ▼
     └──────────────────►┌──────────────────────────┐
                         │  Onboarding the          │
                         │  employee on             │
                         │  PARIVESH                 │
                         └──────────────────────────┘
```