User Manual for Environment Clearance –

Role Name – Joint Secretary /Additional Secretary

https://parivesh.nic.in/

Updated on April 27, 2023

Roles in Environment Clearance

Central Level

1. Section Officer
2. Deputy Director (DD)
3. Member Secretary
4. Chairman EAC
5. Joint Secretary
6. Additional Secretary
7. Secretary
8. Hon'ble Minister of State: MoS
9. Hon'ble Minister, MoEFCC:

Role for This User Manual

State Level

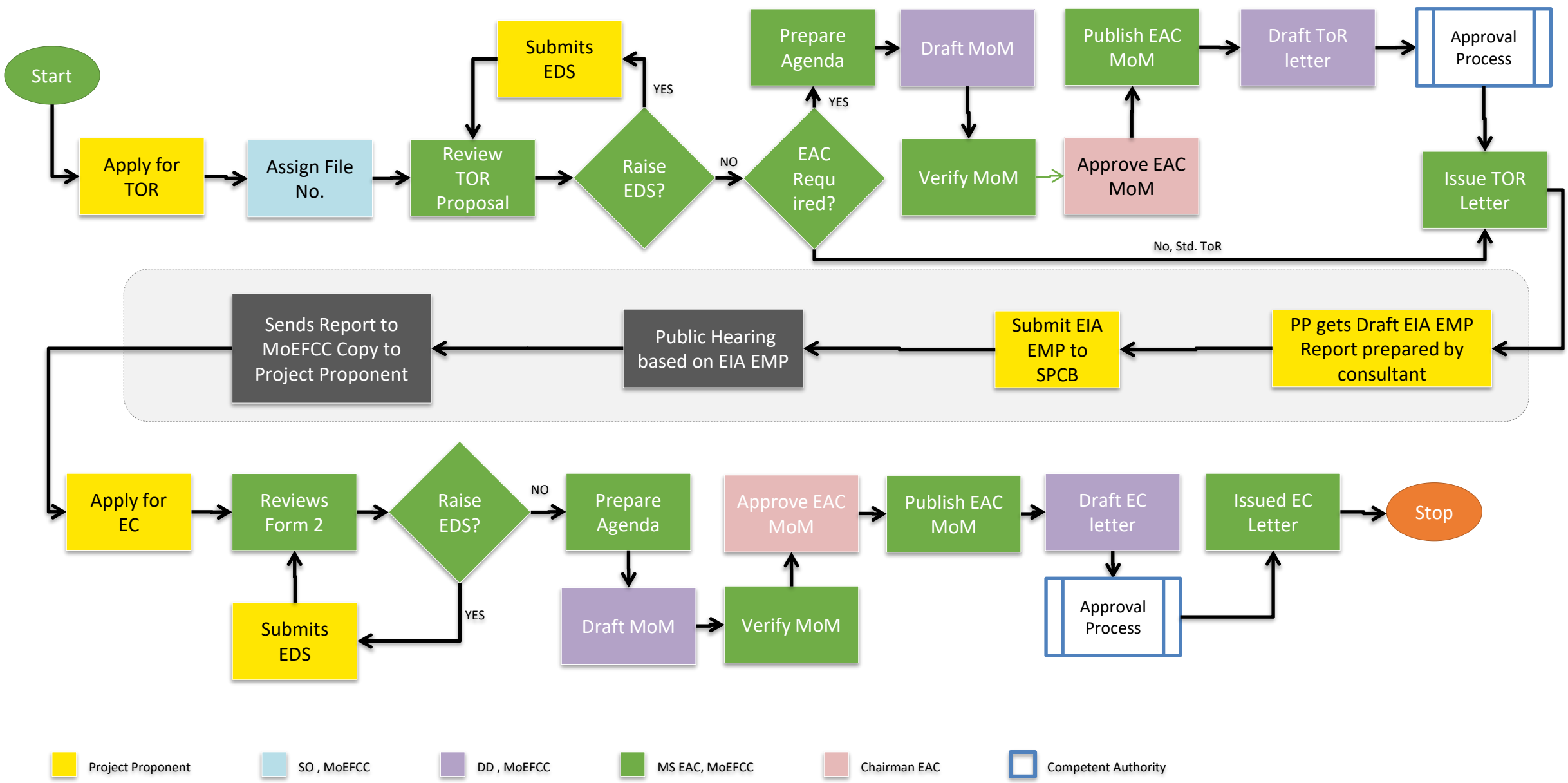
1. Member Secretary, SEAC
2. Chairman, SEAC
3. Member Secretary, SEIAA
4. Chairman SEIAA

External User

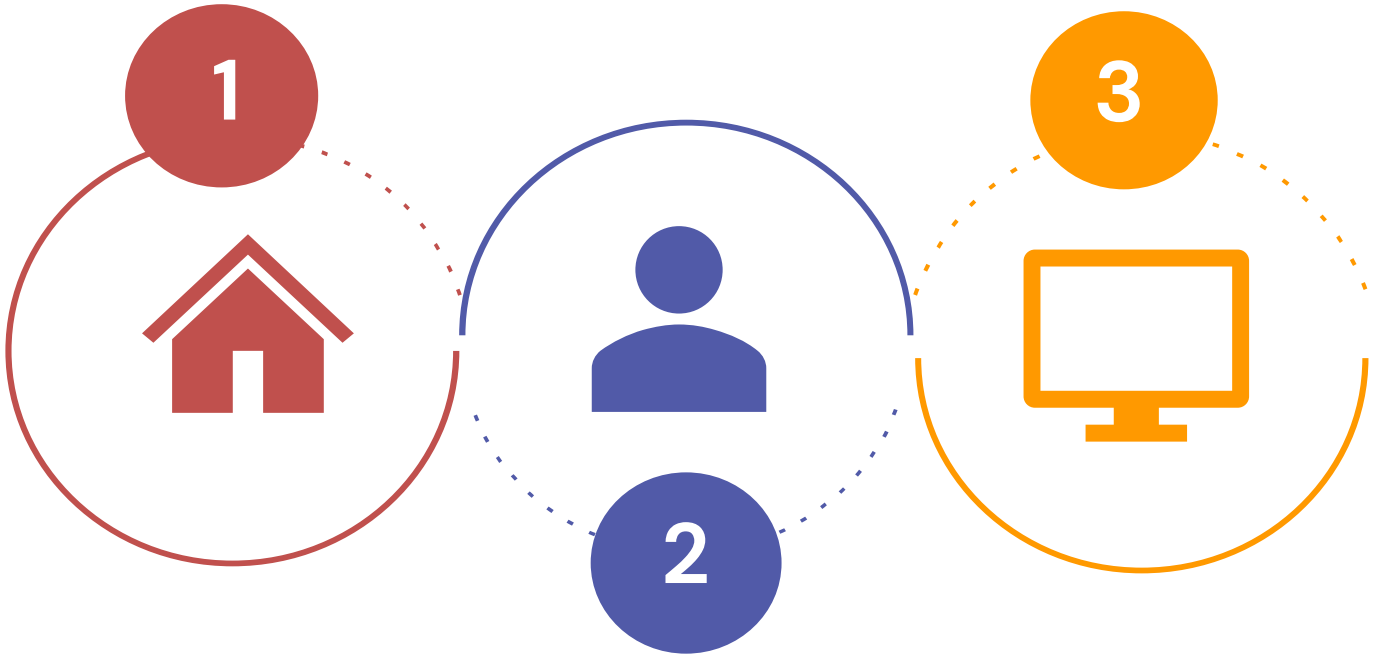
1. User Agency/Project Proponent
2. Accredited Consultant organisation (ACO)
3. EIA Coordinator

Purpose of the manual

This manual aims at providing step-by-step instructions that would aid in navigating through the Additional Secretary (AS)/Joint Secretary (JS) Dashboard. It also covers information about functionalities of the envisaged PARIVESH portal, as presented to the JS, MoEFCC


Start
Apply for TOR
Assign File No.
Review TOR Proposal
Raise EDS?
YES
Submits EDS
NO
EAC Requ ired?
YES
Prepare Agenda
Draft MoM
Verify MoM
Approve EAC MoM
Publish EAC MoM
Draft ToR letter
Approval Process
Issue TOR Letter
No, Std. ToR
PP gets Draft EIA EMP Report prepared by consultant
Submit EIA EMP to SPCB
Public Hearing based on EIA EMP
Sends Report to MoEFCC Copy to Project Proponent
Apply for EC
Reviews Form 2
Raise EDS?
YES
Submits EDS
NO
Prepare Agenda
Draft MoM
Verify MoM
Approve EAC MoM
Publish EAC MoM
Draft EC letter
Approval Process
Issued EC Letter
Stop
Project Proponent
SO , MoEFCC
DD , MoEFCC
MS EAC, MoEFCC
Chairman EAC
Competent Authority

Authority (AS/JS EAC) Functions



Login

Process File

- ToR Related Proposals
- EC Related Proposals

Agenda Task

- Approve Edit Agenda request
- Approve Agenda Reorder request

Login

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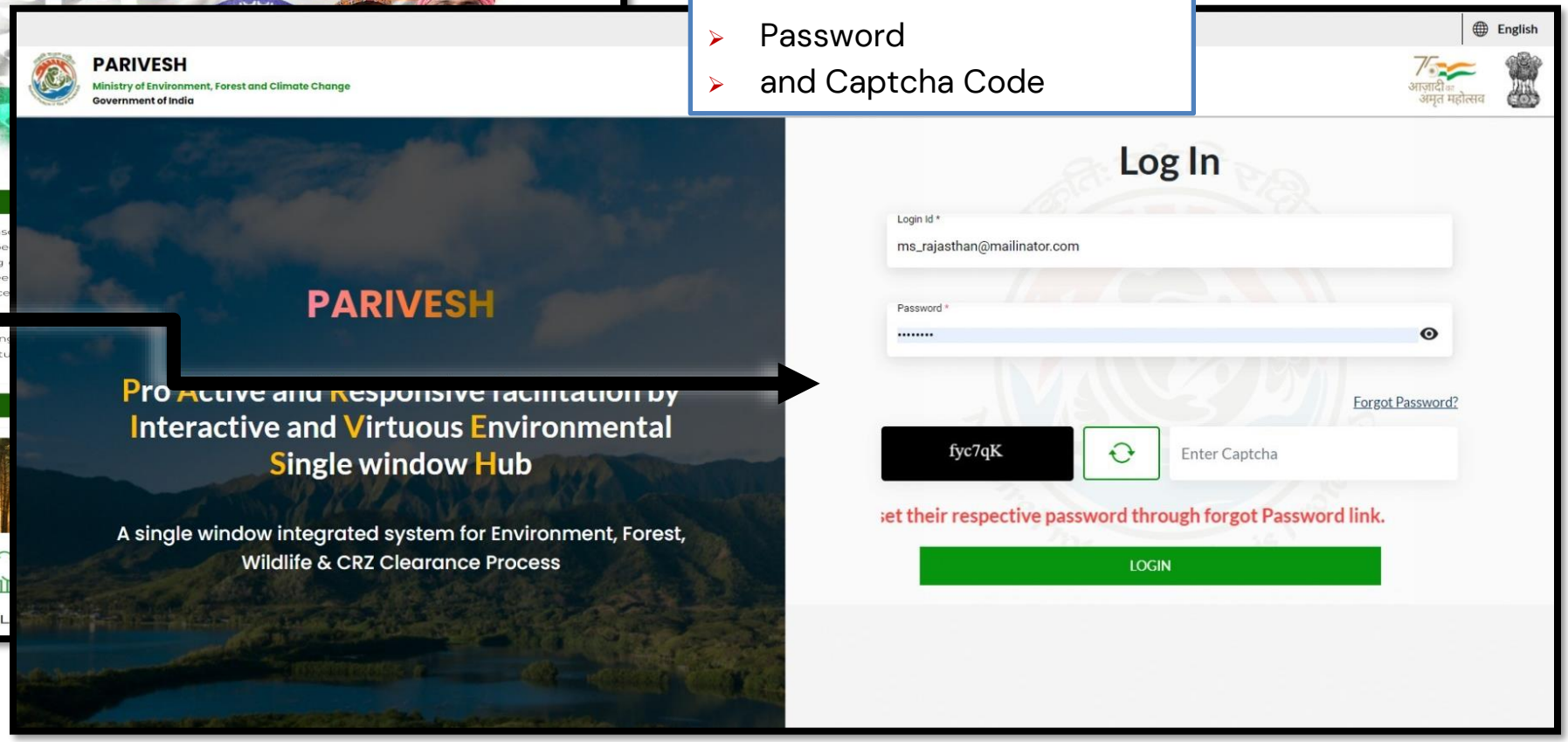
Login Process

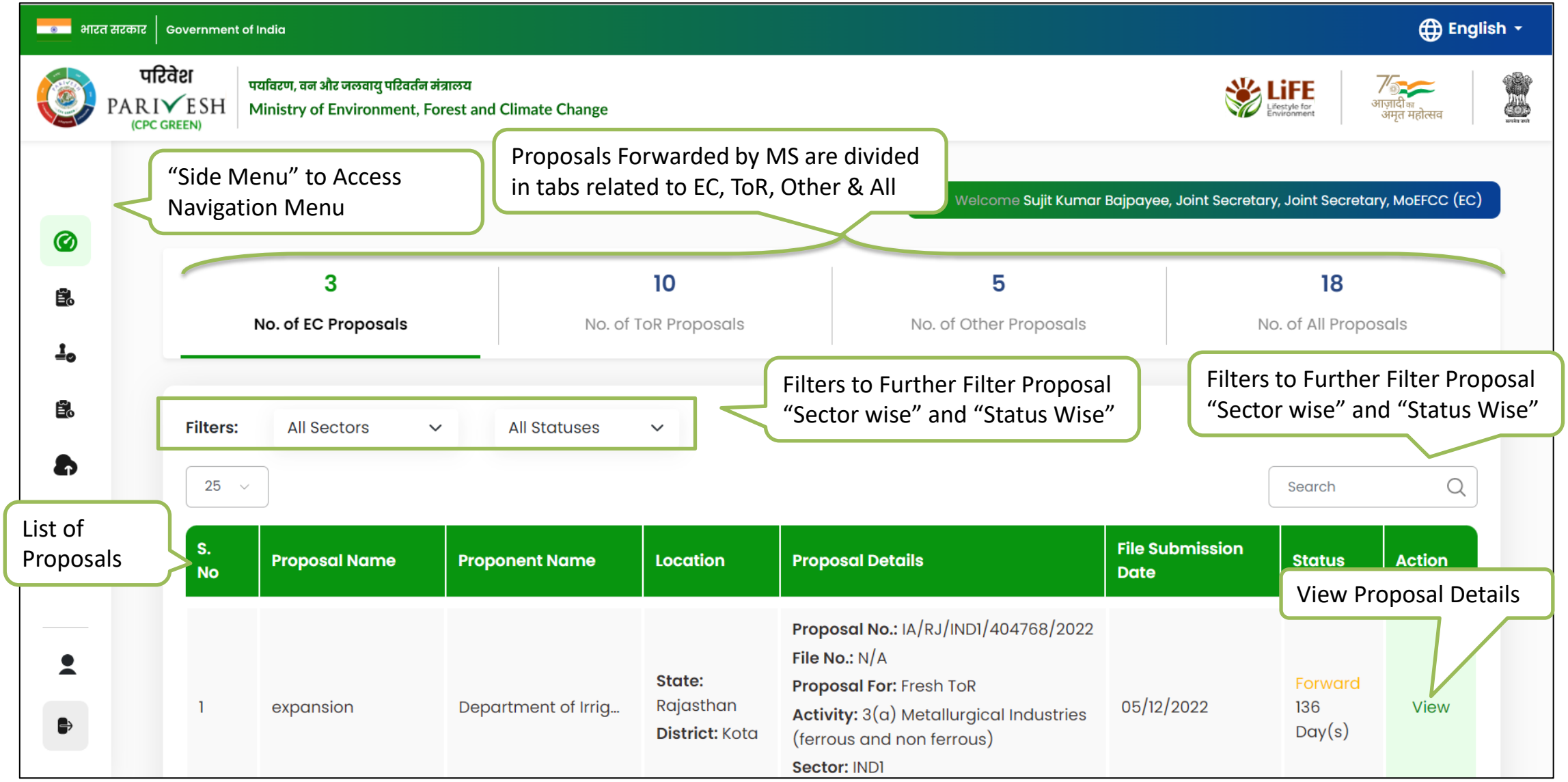
Go to the home page of the PARIVESH portal. AS/JS will be required to enter the

- User Id
- Password
- and Captcha Code



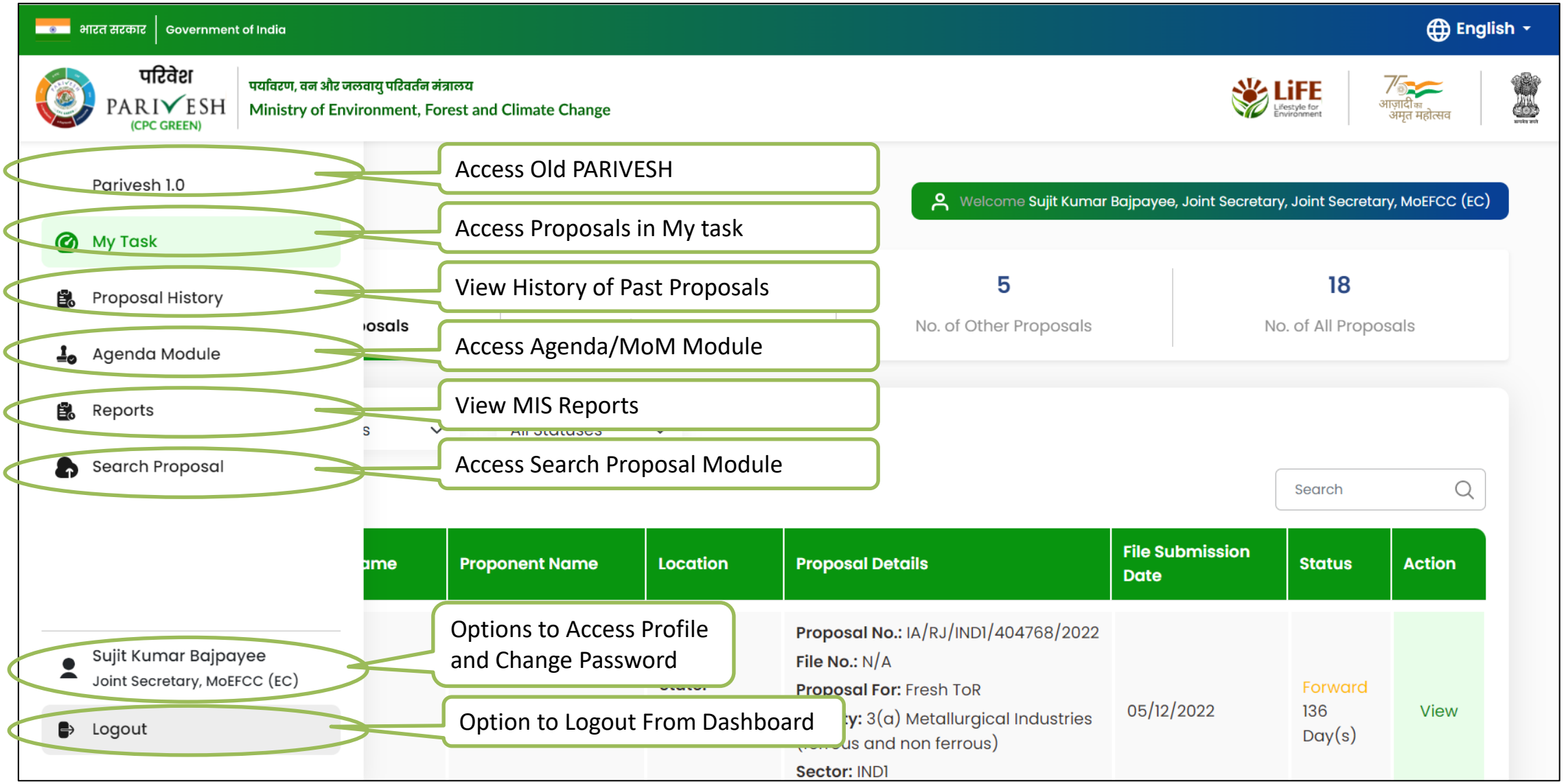
AS/JS Dashboard

AS/JS Dashboard



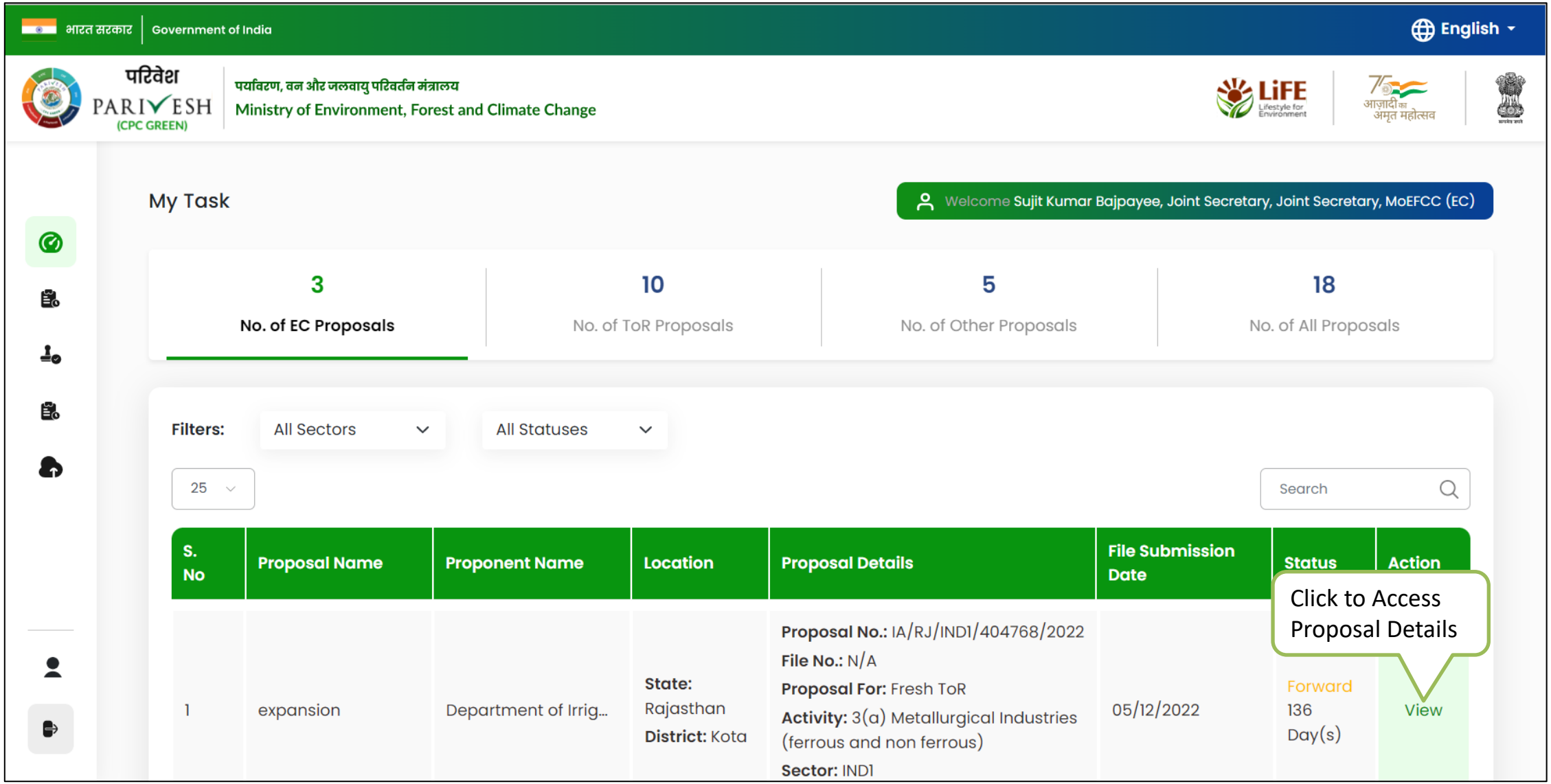
Side Navigation (AS/JS Dashboard)

Side Navigation (AS/JS Dashboard)

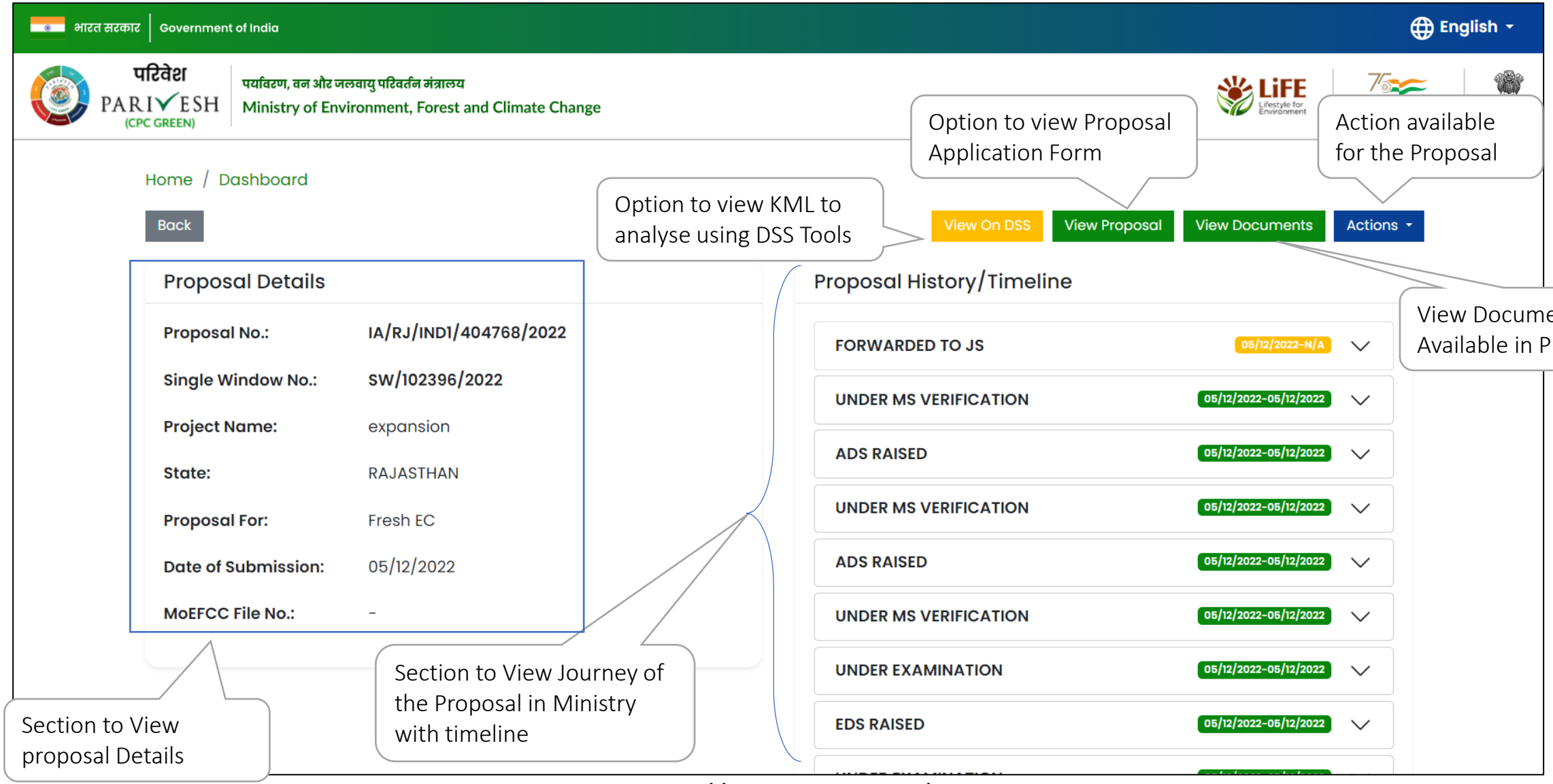


View Proposal Details

View Proposal Details: Step 1



View Proposal Details: Step 2



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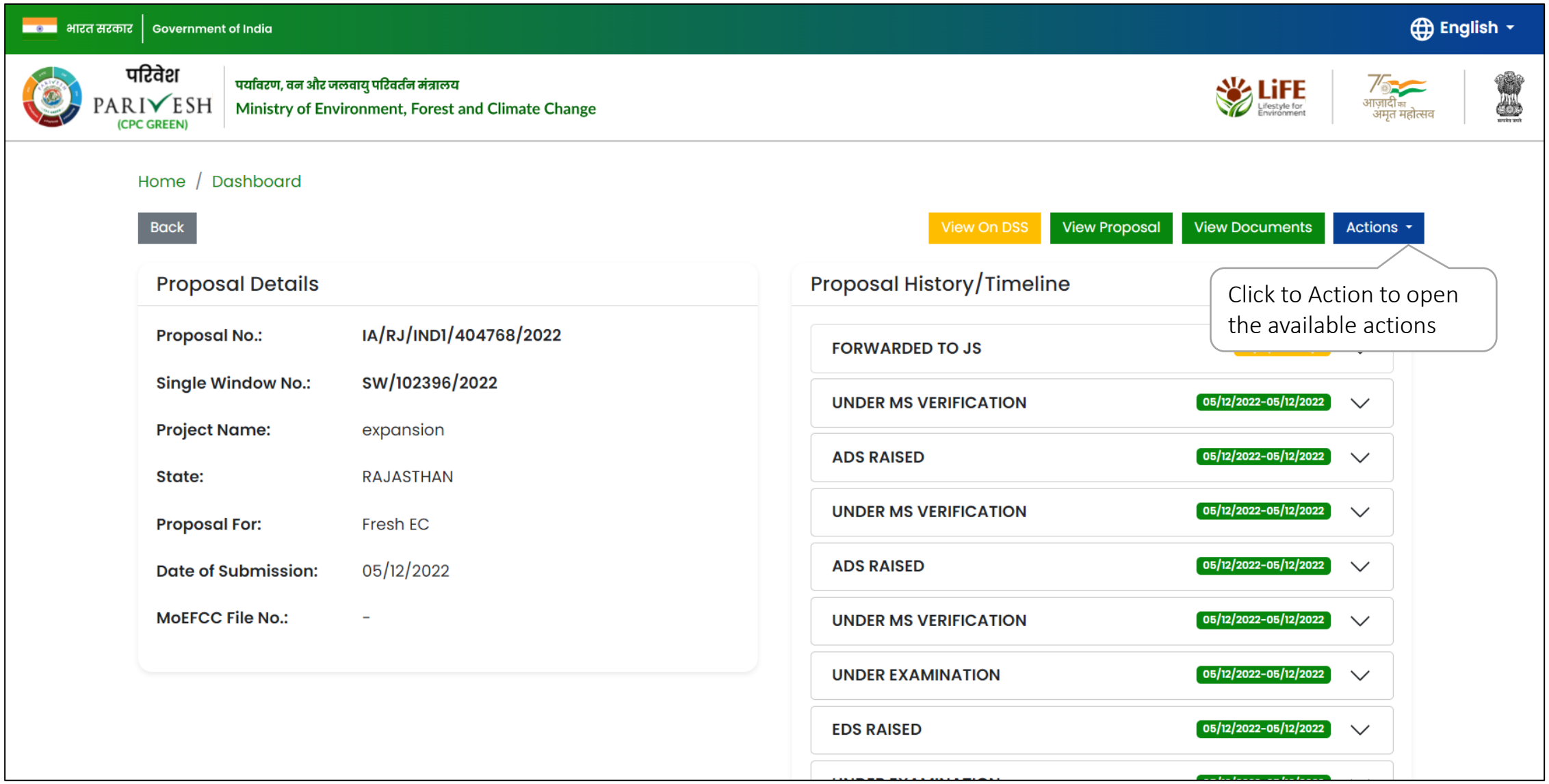
Process File for EC Proposals

Process File (EC Proposal): Step 1



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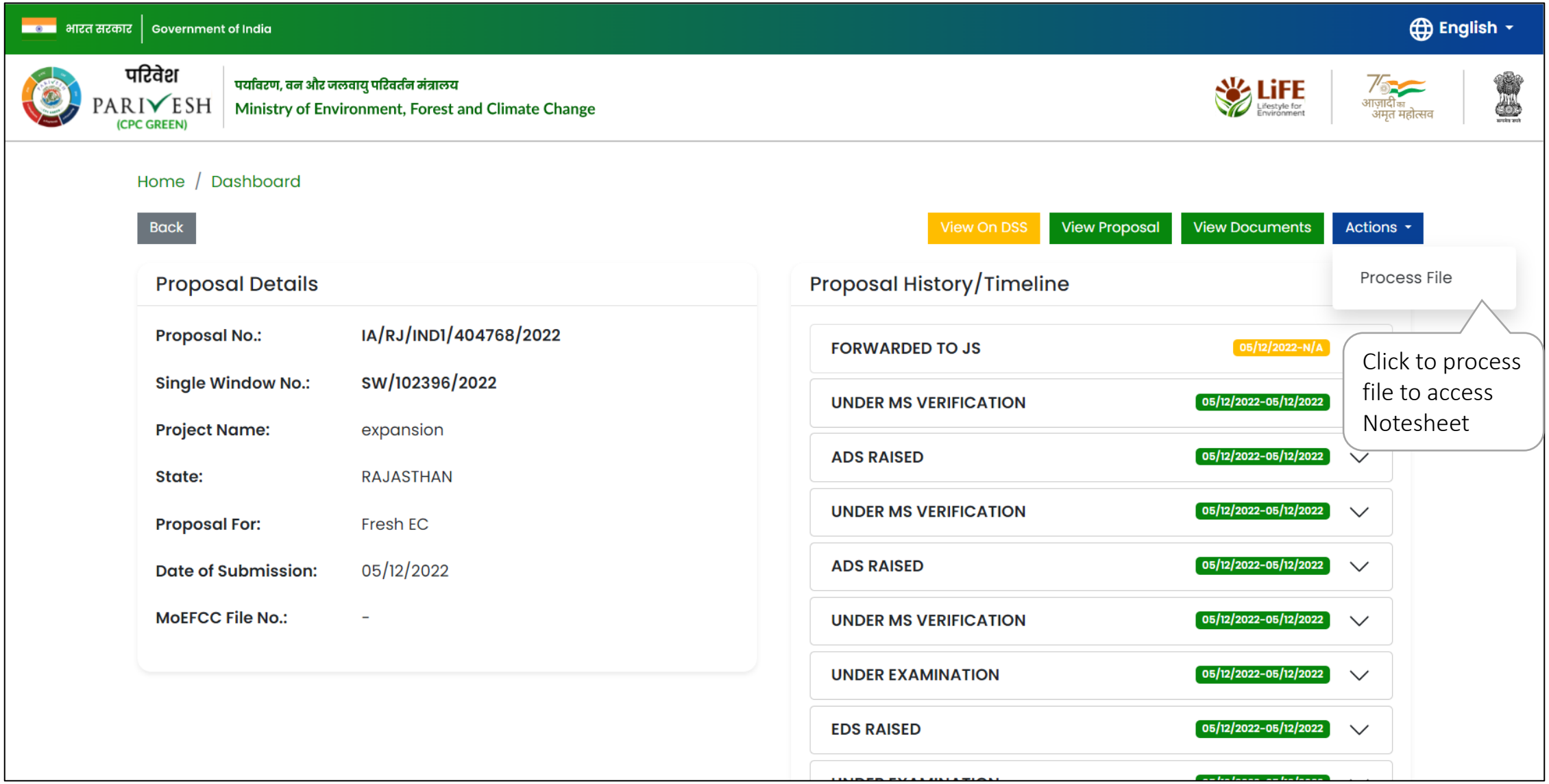
Process File (EC Proposal): Step 2



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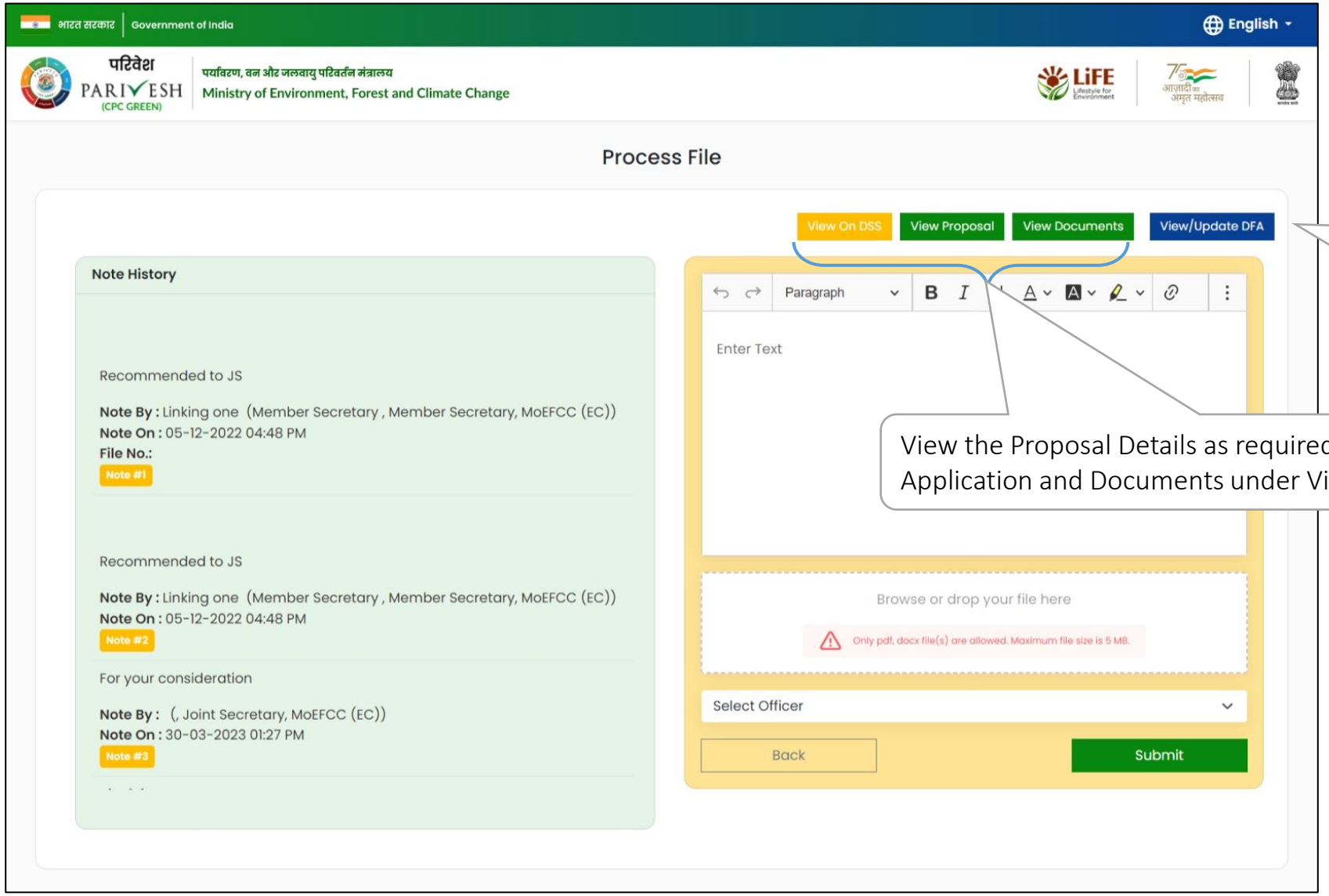
Process File (EC Proposal): Step 3



Click to DFA to View/Update DFA

View the Proposal Details as required KML in DSS, Proposal Application and Documents under View Document

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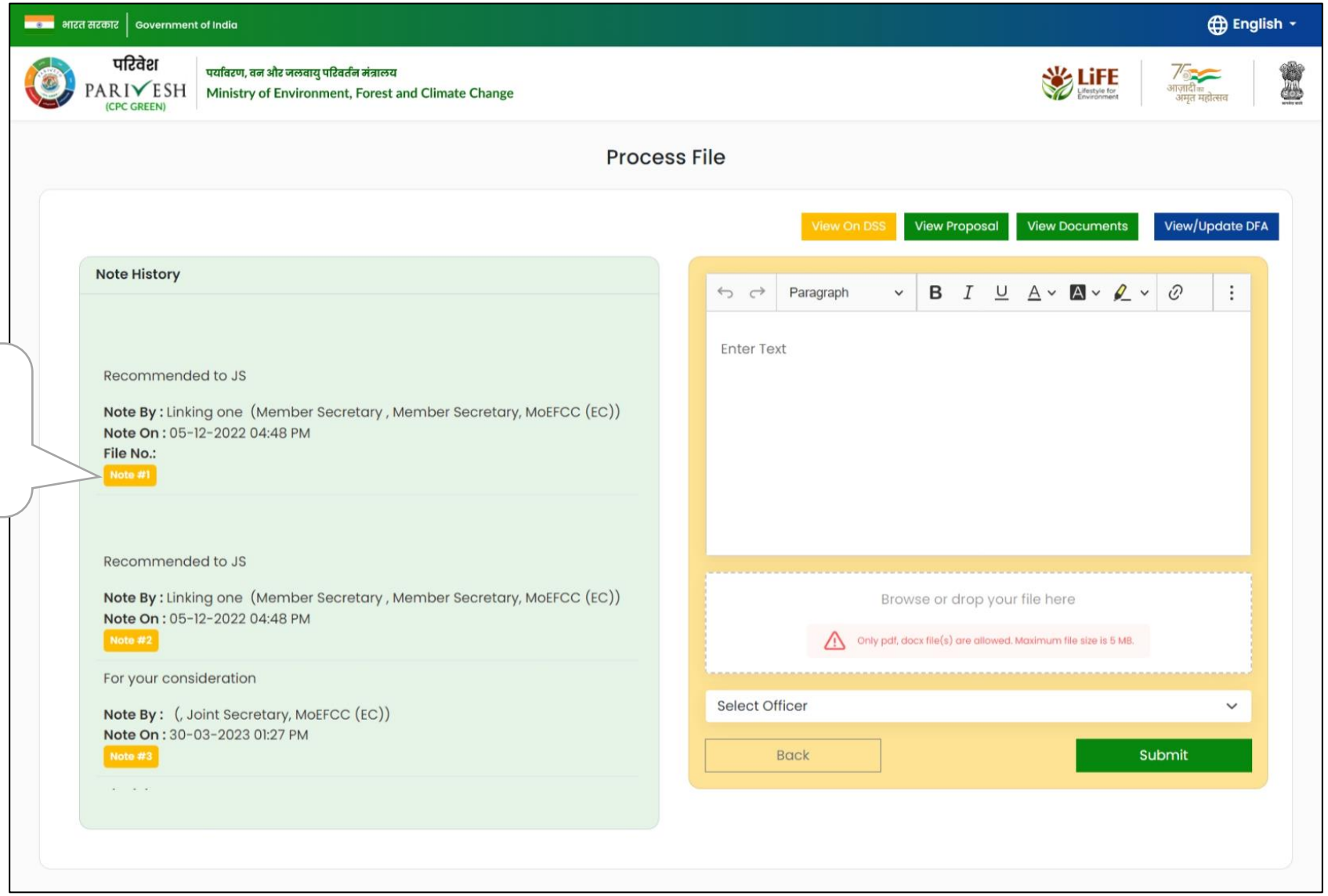
Process File (EC Proposal): Step 4

Scroll the section and Read the note as provided by the other officials



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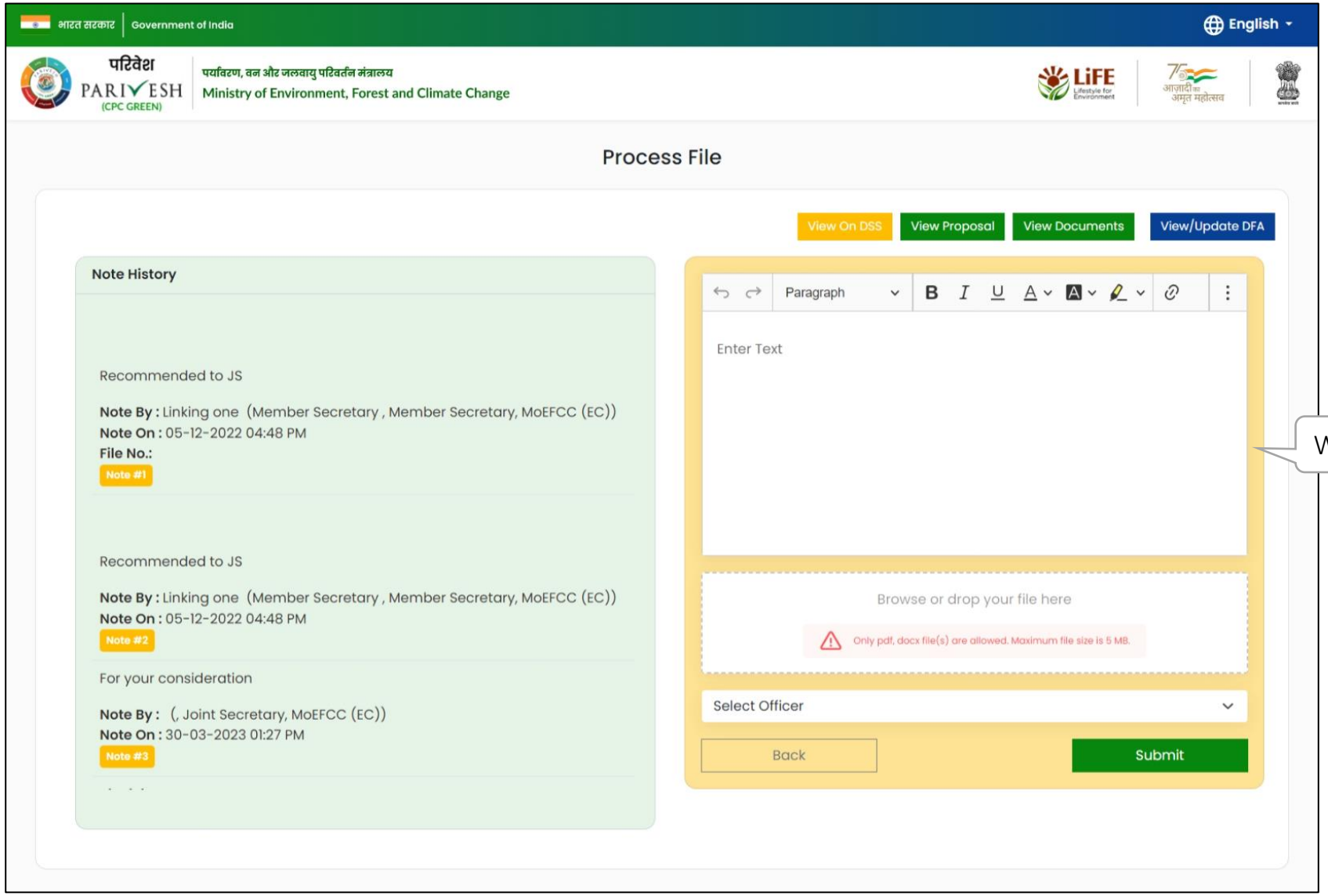
Process File (EC Proposal): Step 5



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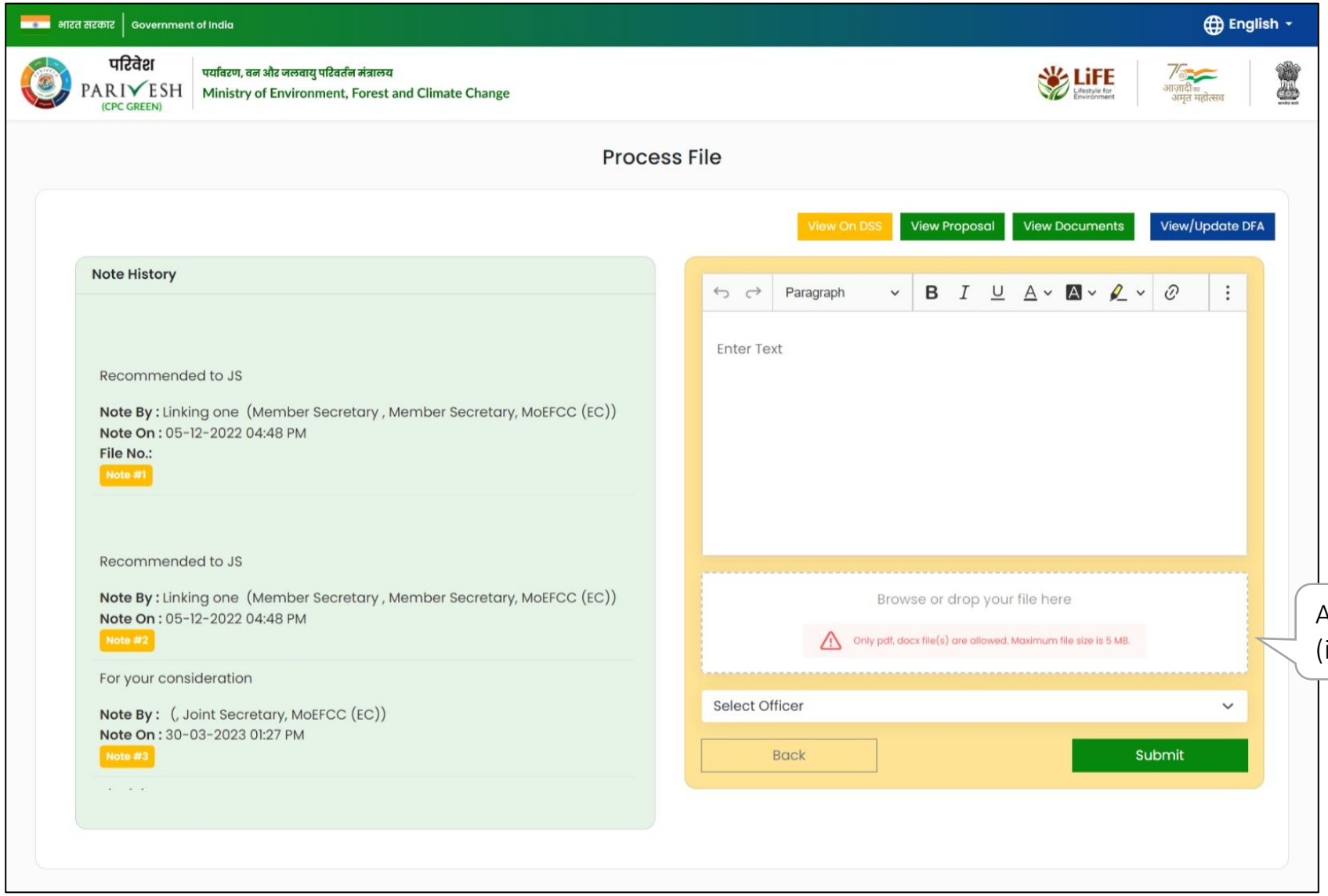
Process File (EC Proposal): Step 6



Add Documents (if Required)

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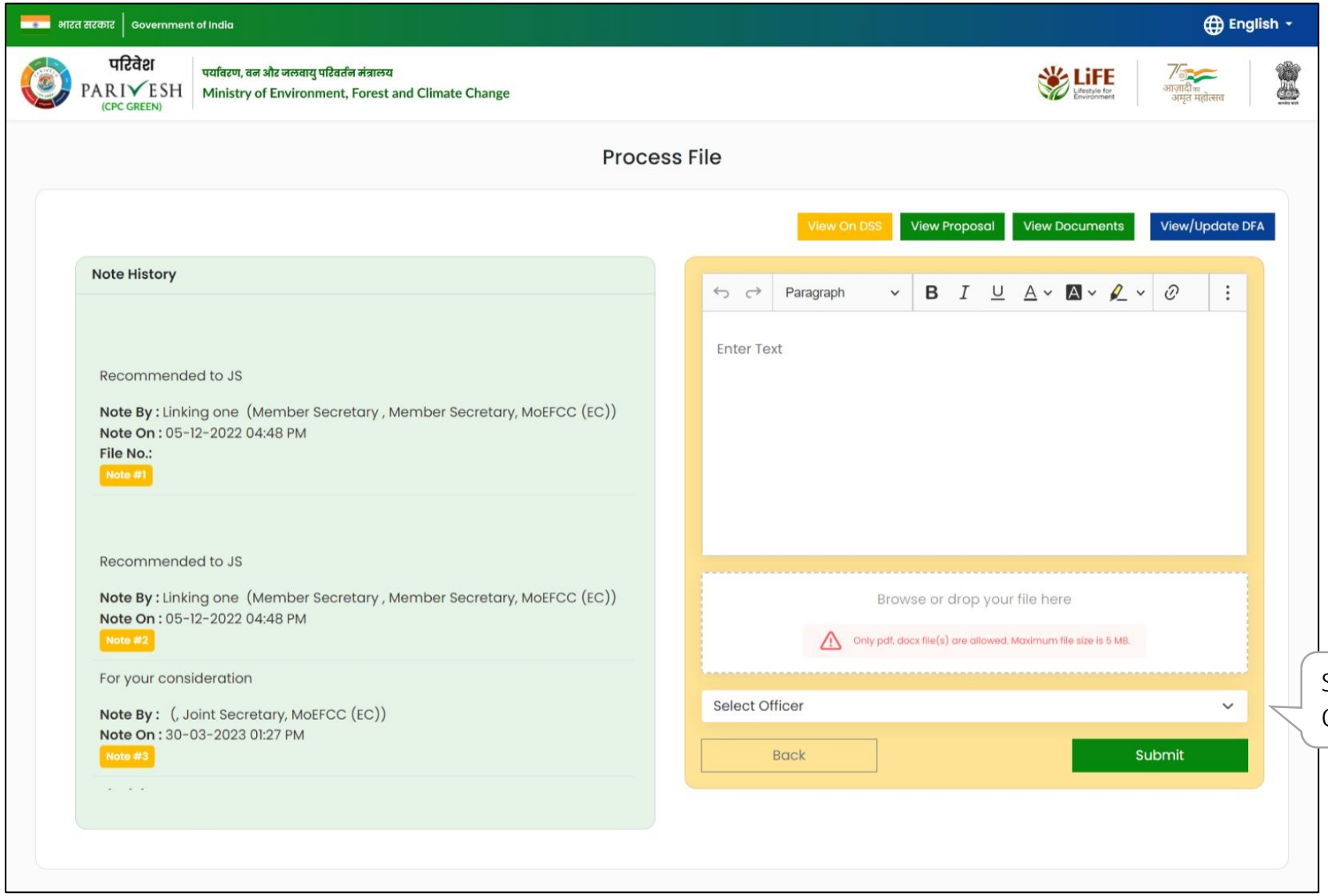
Process File (EC Proposal): Step 7



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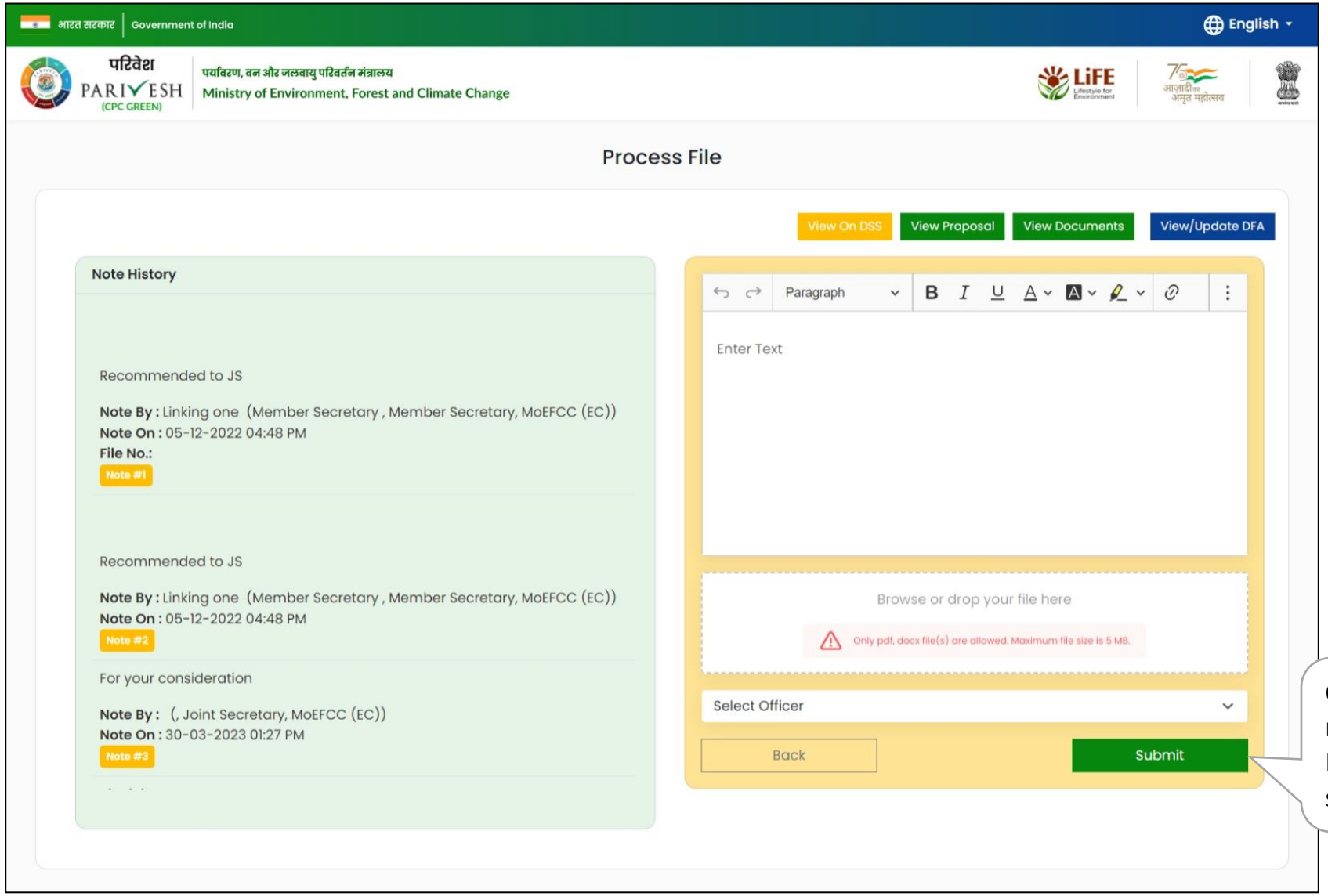
Process File (EC Proposal): Step 8



Click on Submit to add note and move Notesheet to the selected officer

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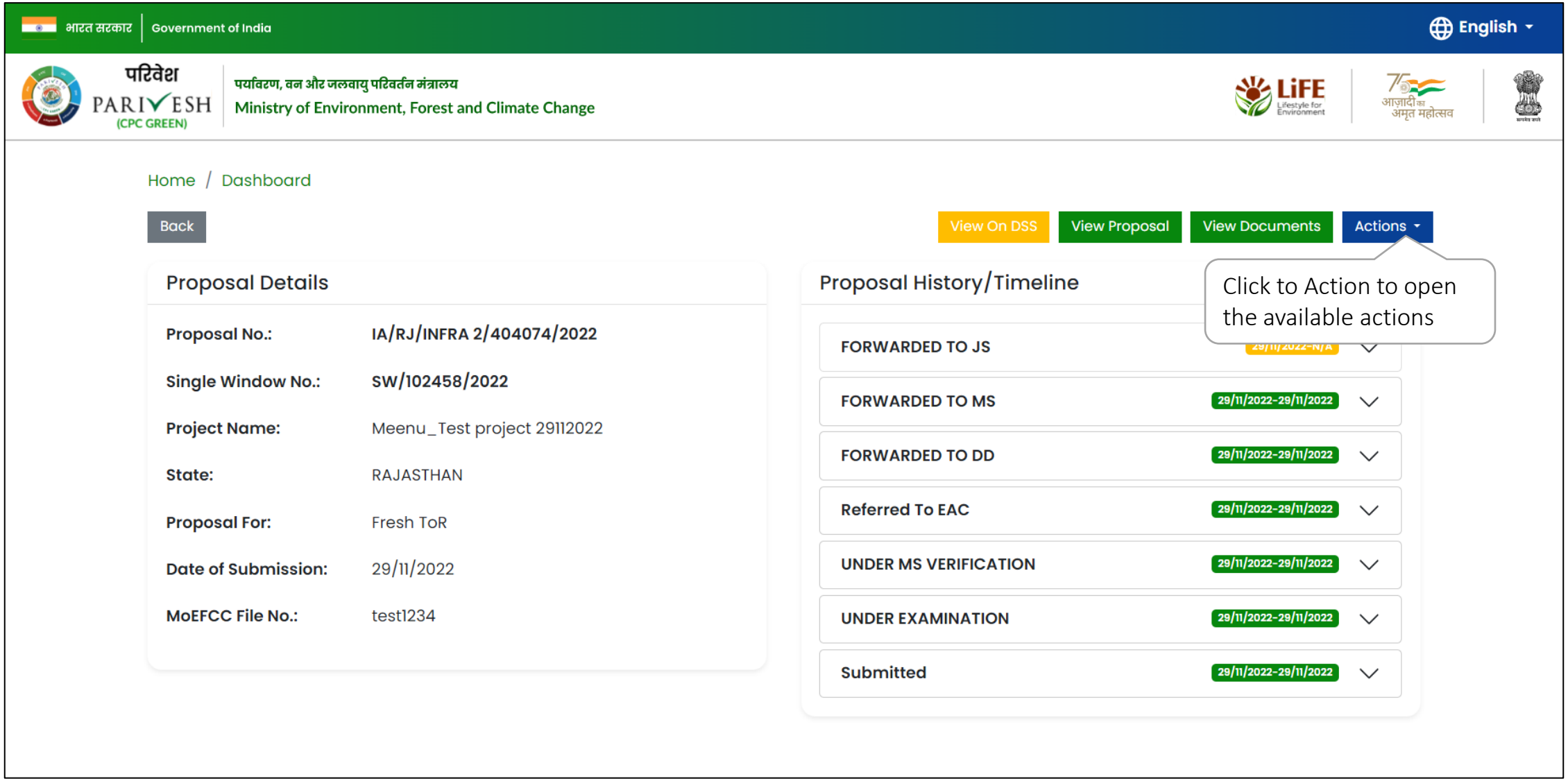
Process File (TOR Proposals)

Process File (ToR Proposal): Step 1



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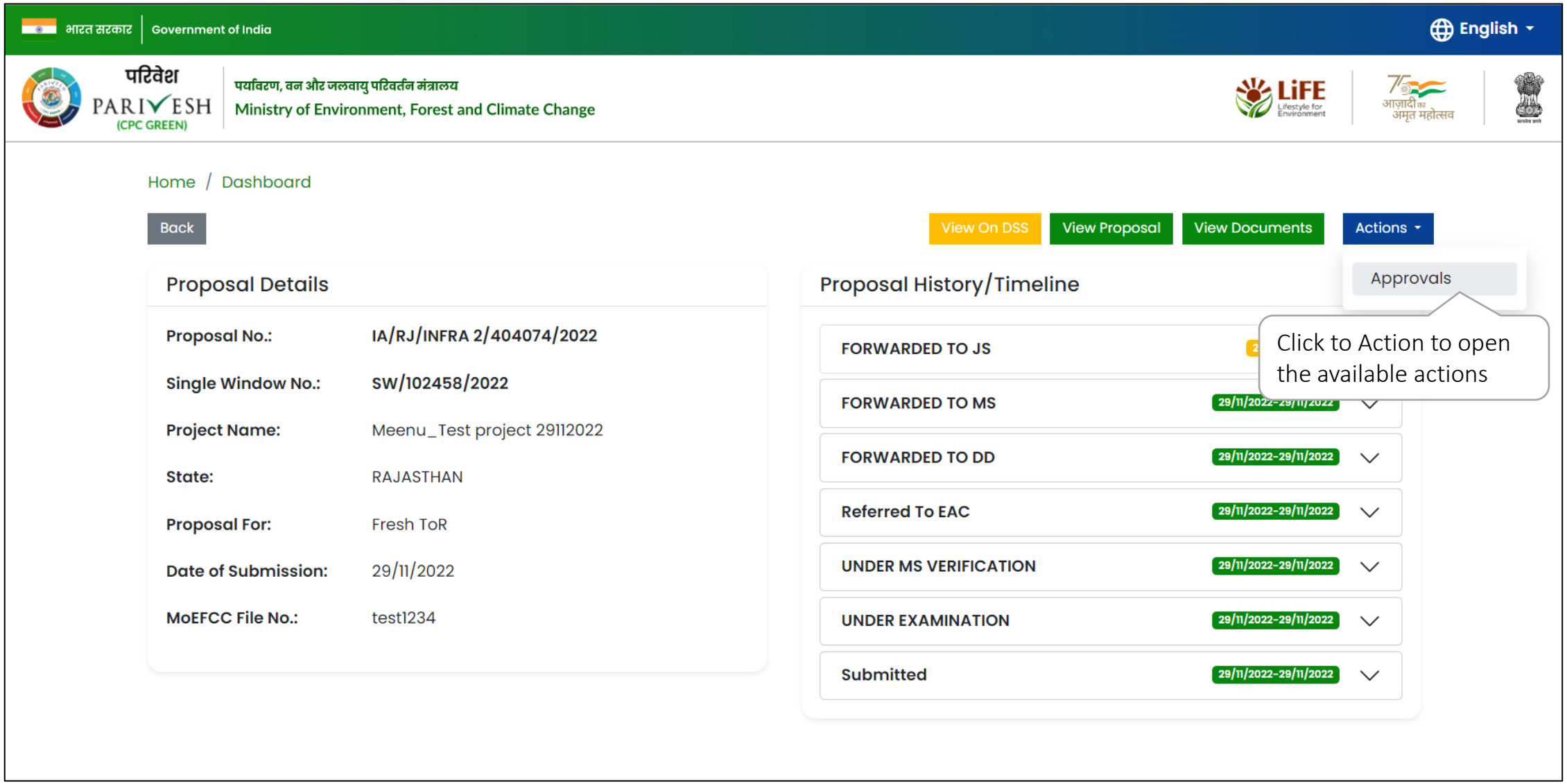
Process File (ToR Proposal): Step 2



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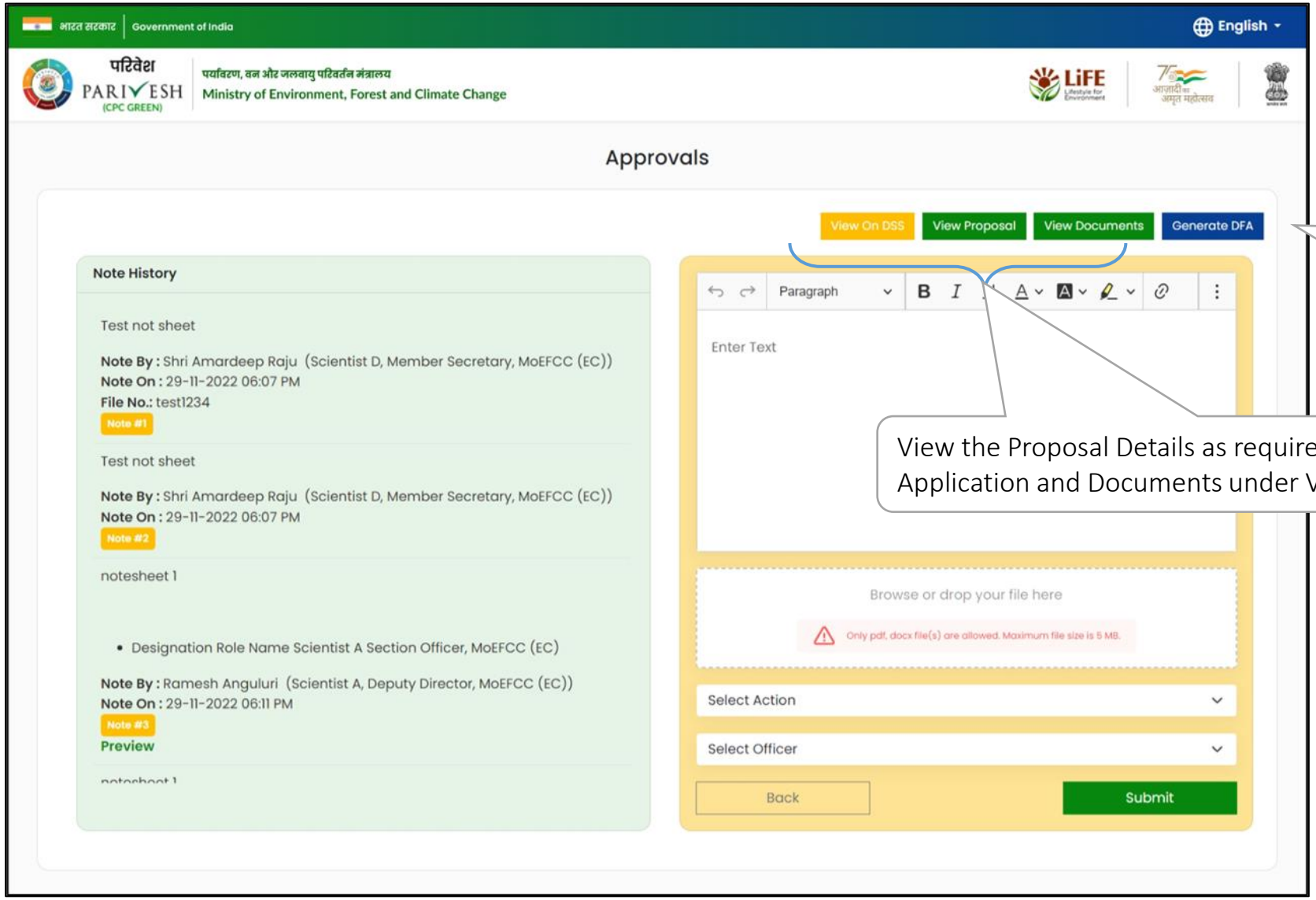
Process File (ToR Proposal): Step 3



Click to DFA to View/Update DFA

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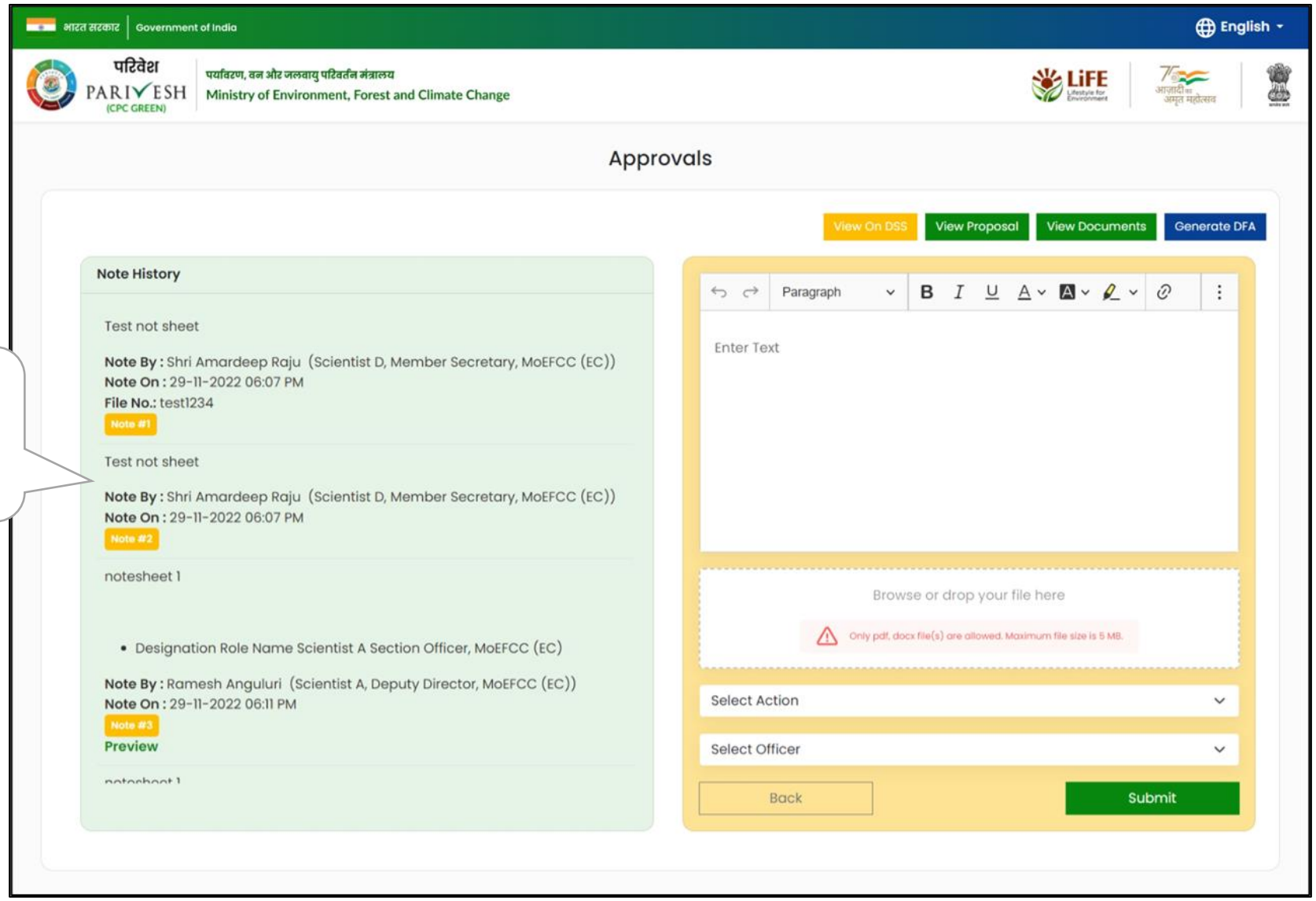
Process File (ToR Proposal): Step 4

Scroll the section and Read the note as provided by the other officials



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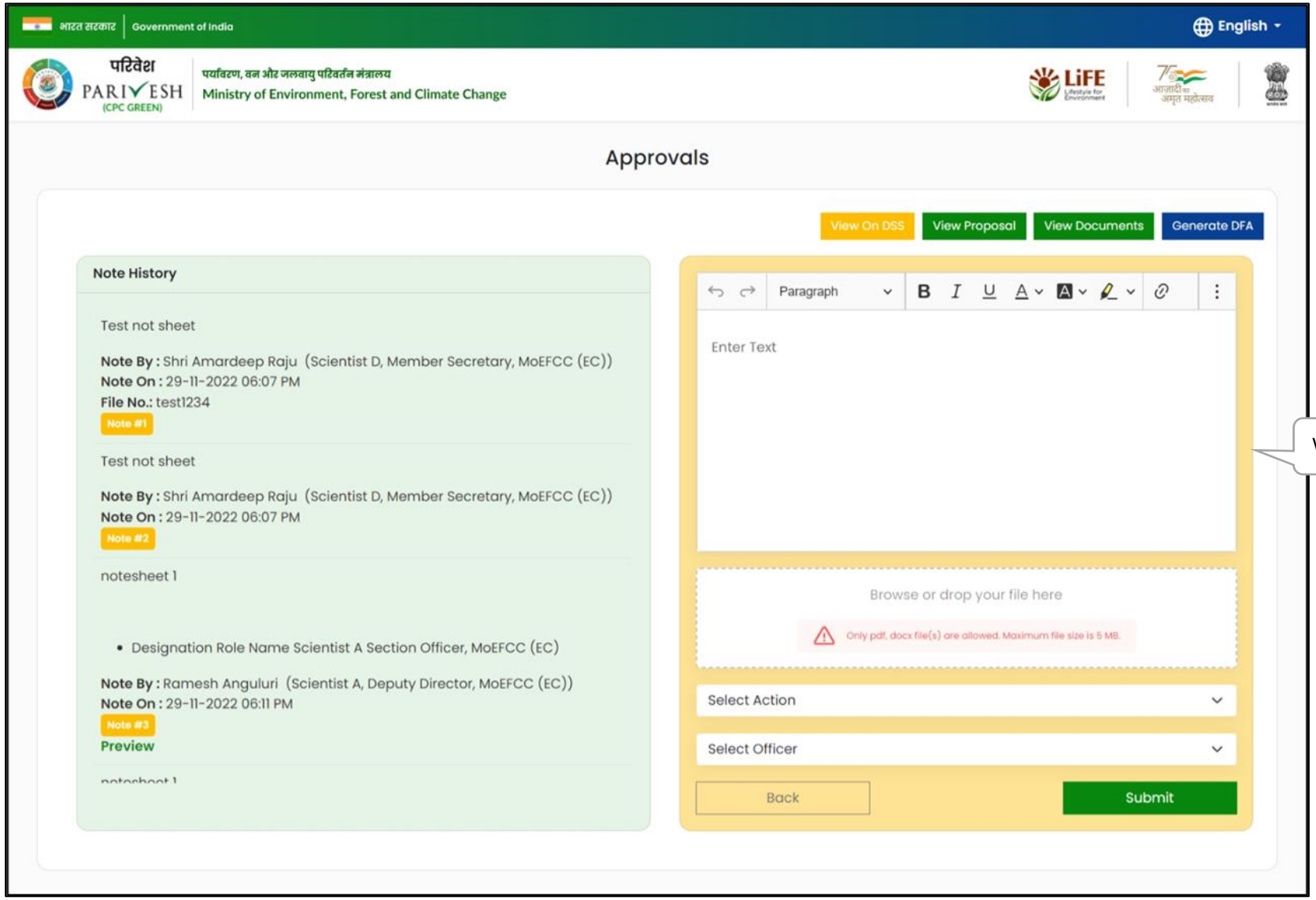
Process File (ToR Proposal): Step 5



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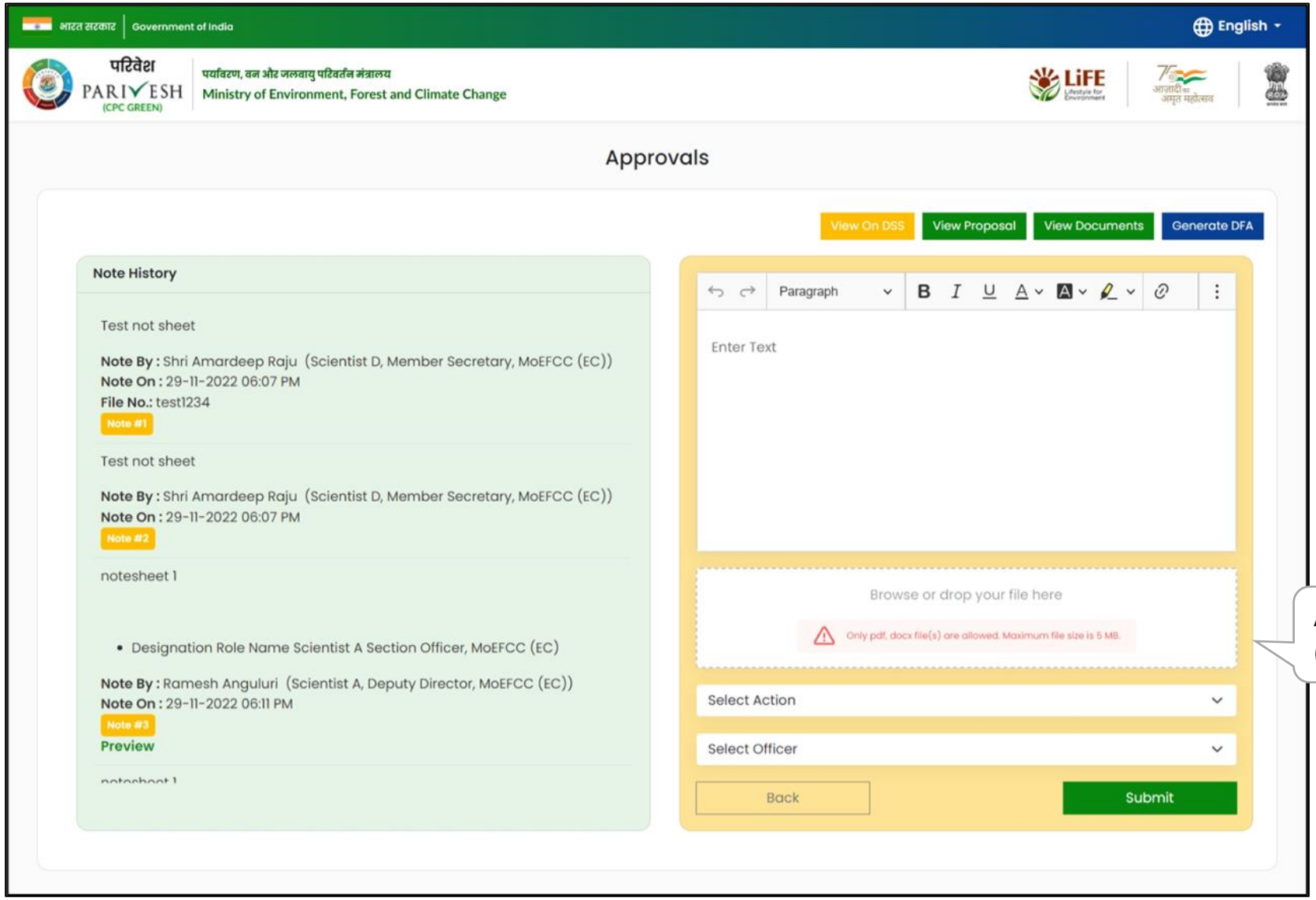
Process File (ToR Proposal): Step 6



Add Documents (if Required)

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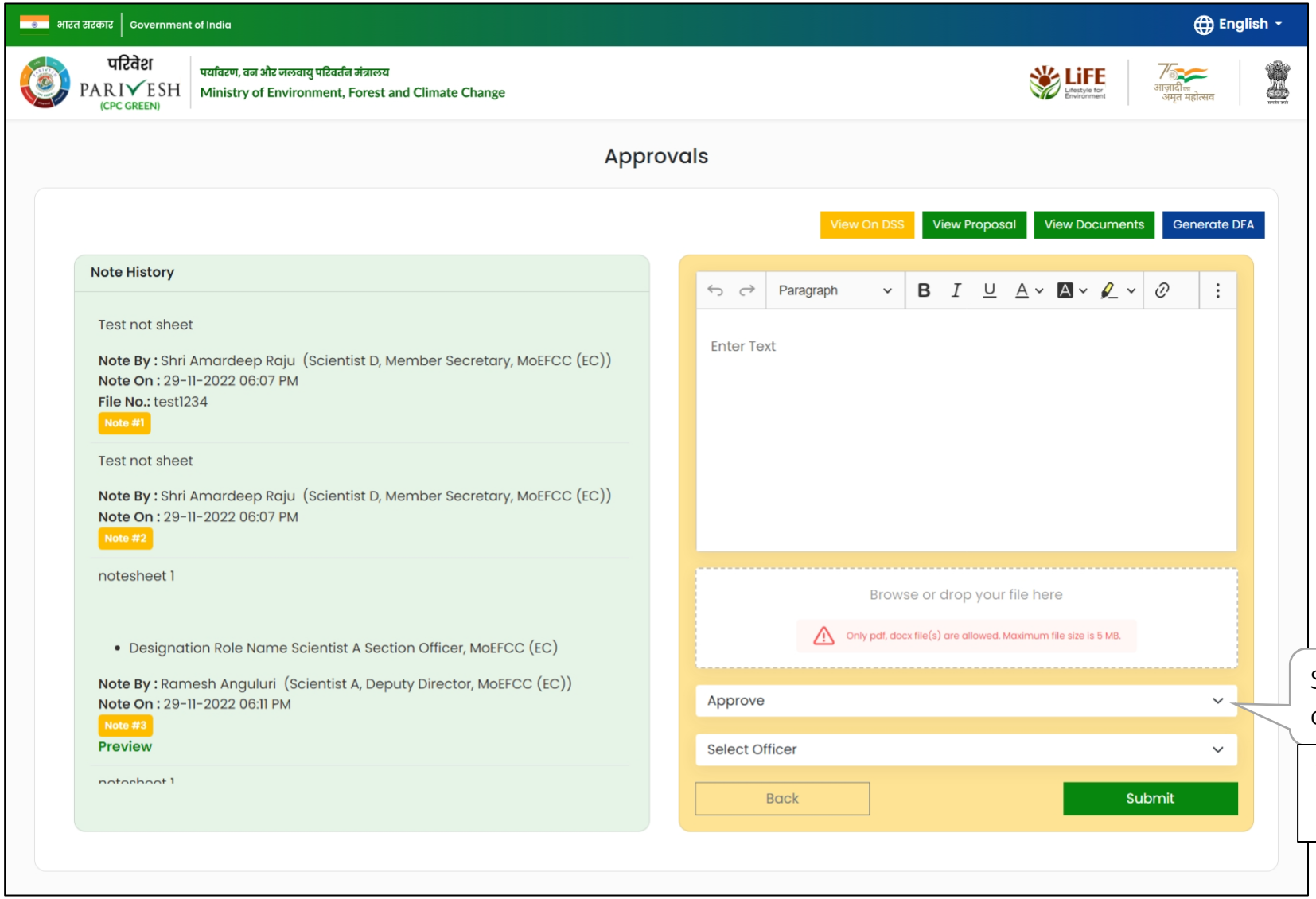
Process File (ToR Proposal): Step 7



Select The Decision out of the options, below:

- Approve
- Reject
- Return with Query/Remarks

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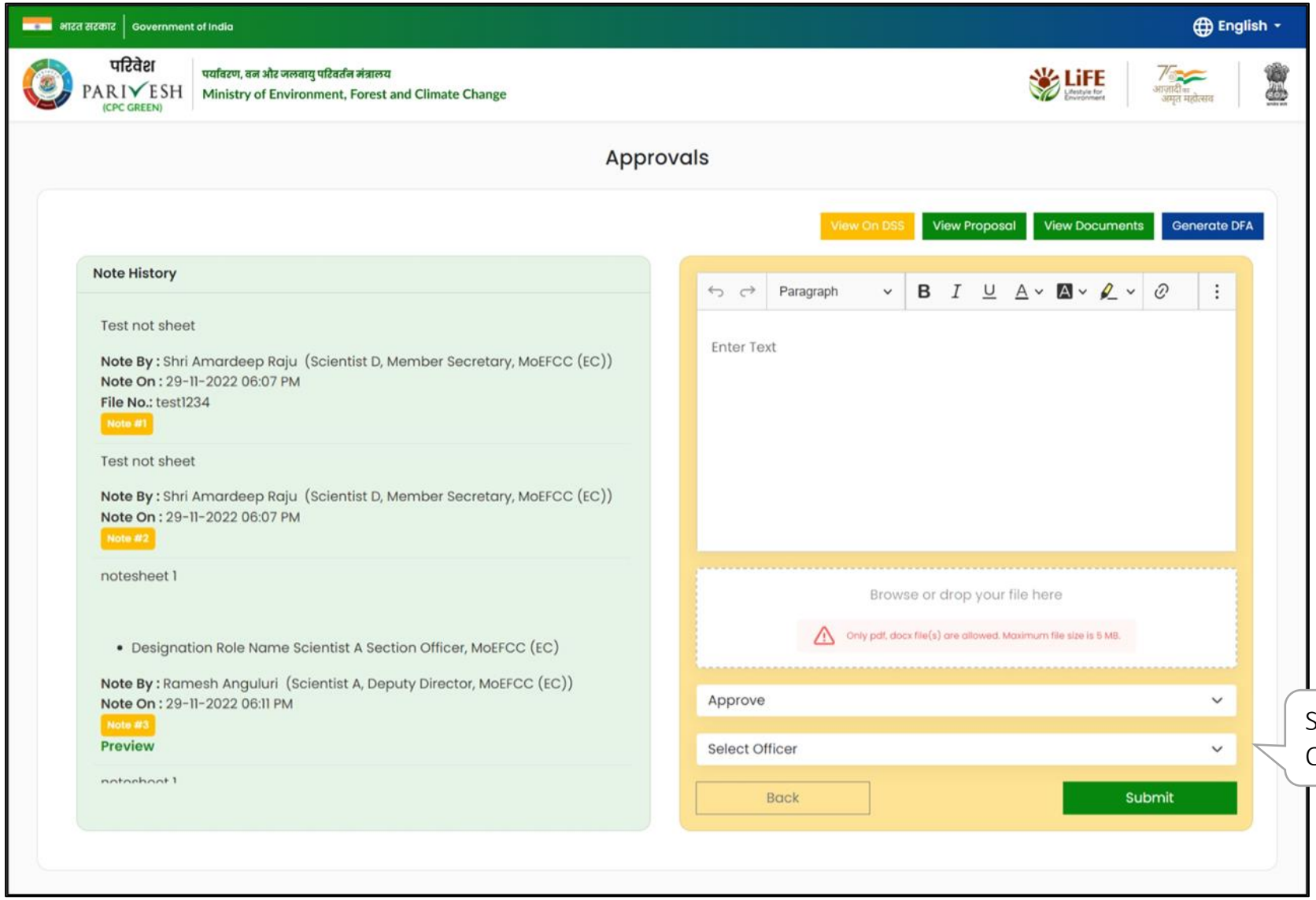
Process File (ToR Proposal): Step 8



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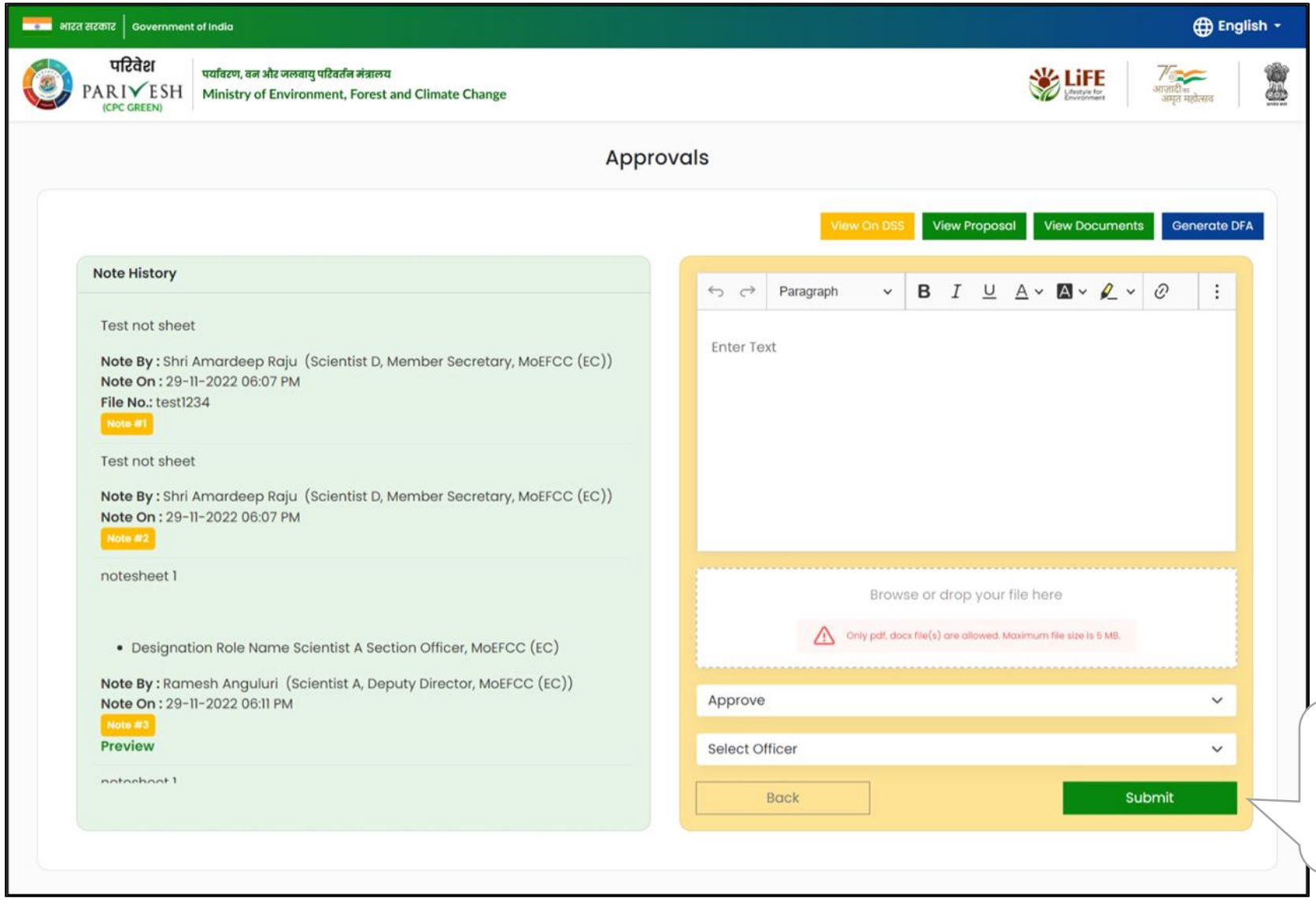
Process File (ToR Proposal): Step 9



Click on Submit to add note and move Notesheet to the selected officer

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Contact

Technical Helpdesk

011-20819182/172

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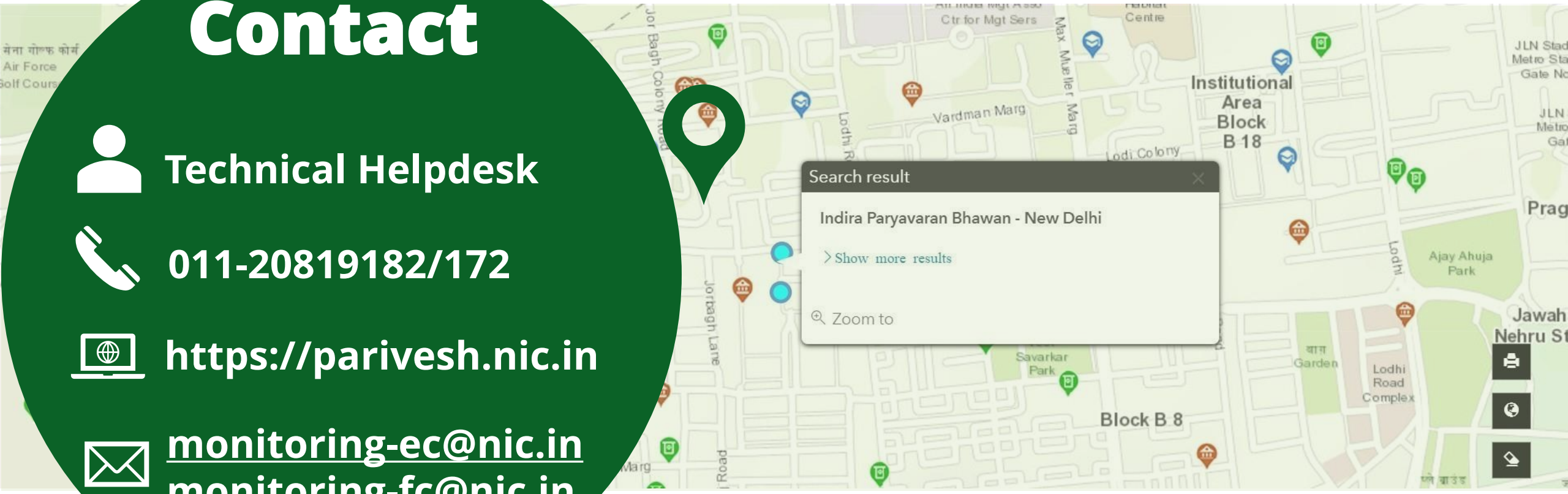
monitoring-ec@nic.in
monitoring-fc@nic.in