



**LIFE**  
Lifestyle for  
Environment



एनआईसी  
National  
Informatics  
Centre



# User Manual for Environment Clearance Role Name: Chairman, EAC



# 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

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## State Level

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

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## External User

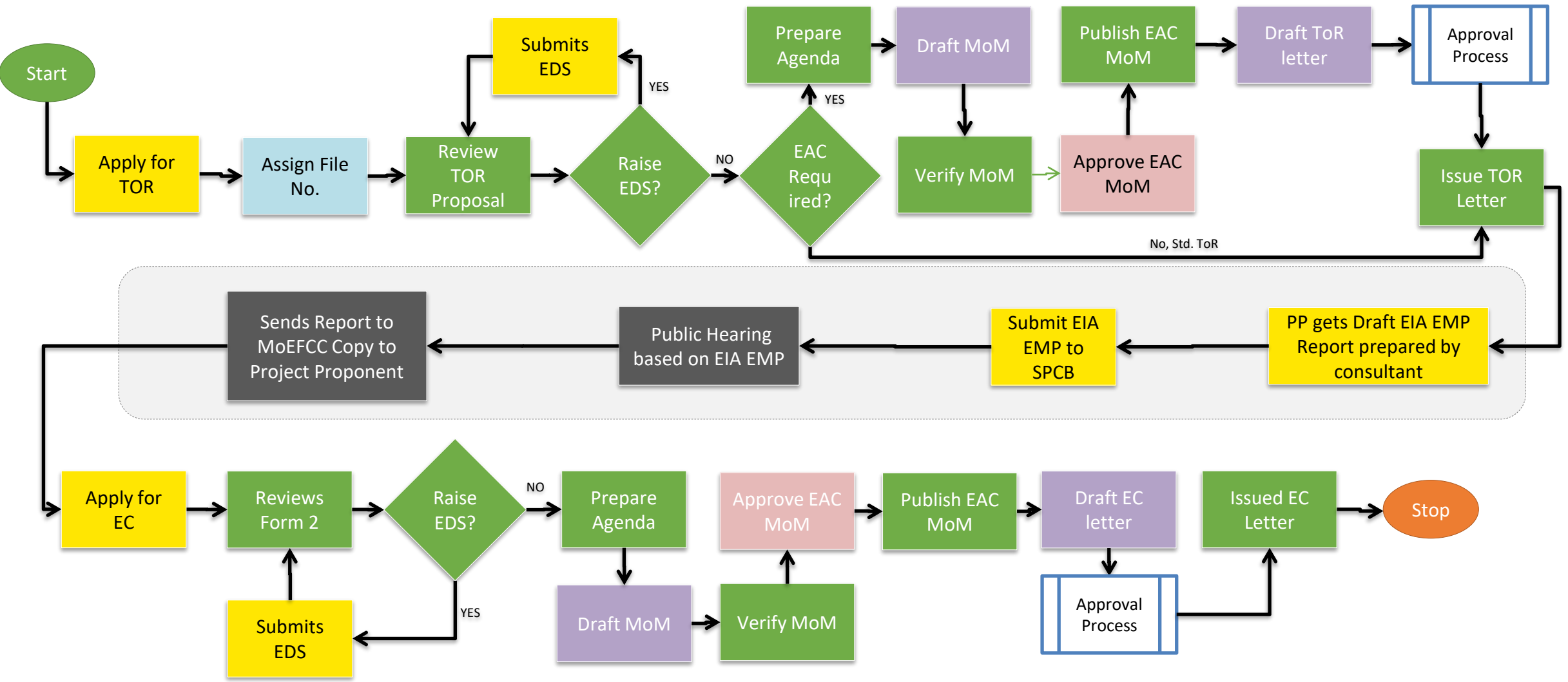
1. User Agency/Project Proponent
2. Accredited Consultant organisation (ACO)
3. EIA Coordinator



## Purpose of the manual

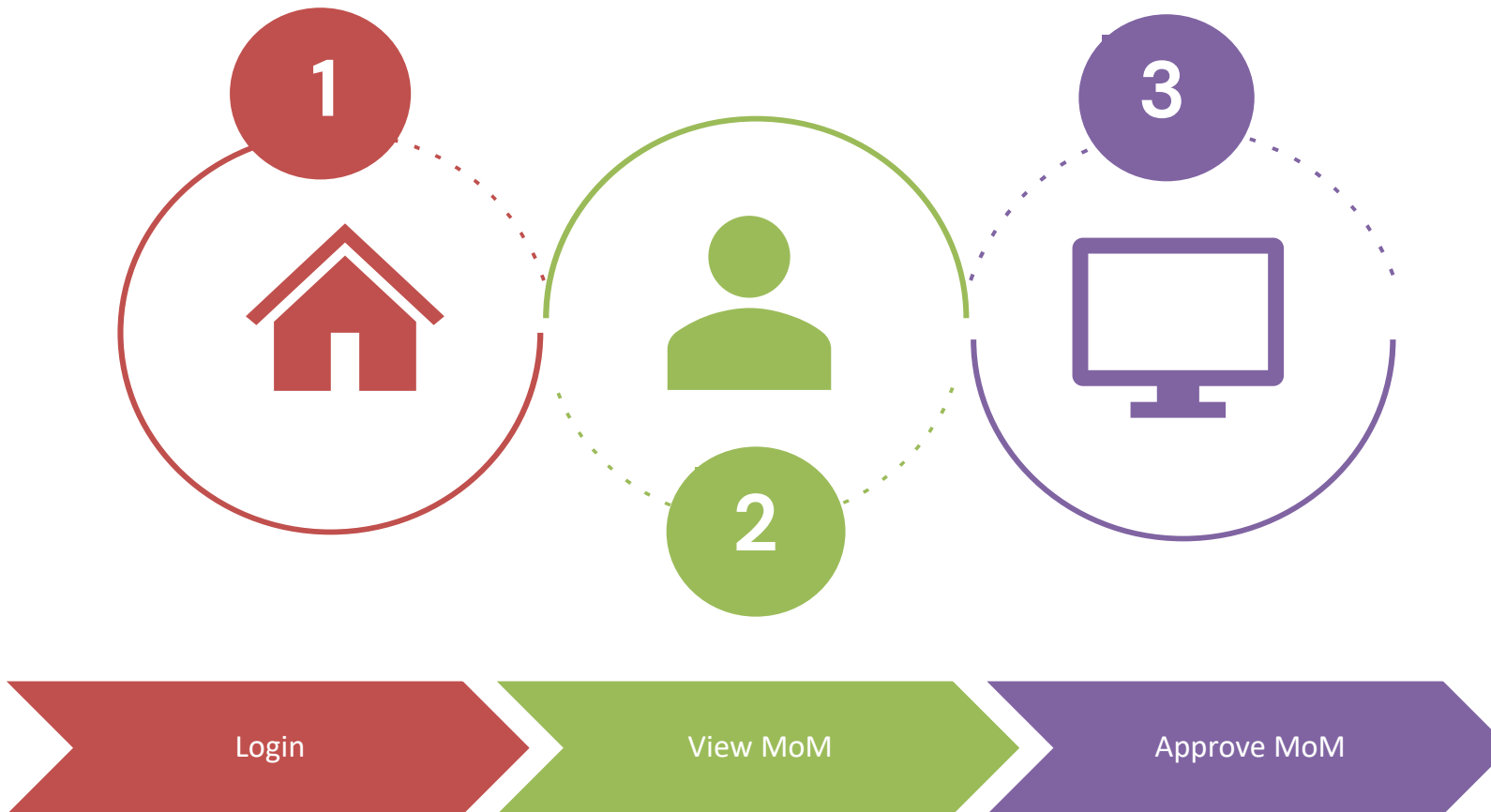
This manual aims at providing step-by-step instructions that would aid Chairman-EAC in navigating through the process of approving the MoM drafted by chairman.

<https://parivesh.nic.in/>





# Chairman EAC Functions



- Edit
- Approve
- Raise Query



**Login**



# Login Process



Go to the home page of the PARIVESH portal. Chairman will be required to enter the

- User Id
- Password
- and Captcha Code

<https://parivesh.nic.in/>



**View MoM**





# View MoM: Step 1



English

**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, Shri Rajive Kumar (Chairman, EAC, Chairman, EC)

75  
आज़ादी का  
अमृत महोत्सव

Shri Rajive Kumar  
Chairman, EAC 2

Masters >

- > EAC Agenda Management
- > EAC Agenda Task

Logout

Agenda  
View Details →

MoM  
View Details →

View Proposals  
View Details →

Click on "EAC Agenda Task"

Note: After MS has forwarded MoM, the Chairman is required to login and go to "EAC Agenda Task"



# View MoM: Step 2



## PARIVESH

Ministry of Environment, Forest and Climate Change  
Government of India



Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

### Agenda Approval

Back

10

Search

S. No	Agenda ID	Duration	Status	Pendency	Action
1	EC/AGENDA/EAC/771769/3/2023	02/03/2023-02/03/2023	Pending at Chairman for Recommendation	0 Day(s)	<a href="#">View Details</a>

Showing 1 to 1 of 1 entries

<< < 1 > >>

Click on "View Details" to Open MoM Details



# View MoM: Step 3



**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Click on "View Details" to Open MoM Drafted by MS

Back View Agenda View MoM Actions

**Agenda Details**

Agenda ID: EC/AGENDA/EAC/771769/3/2023

Agenda Committee: EAC

Title: Test Title

Meeting Start Date: 02/03/2023

Meeting End Date: 02/03/2023

Meeting Mode: Hybrid

Meeting Venue: Meeting Venue

**Agenda History**

- Pending at Chairman for Recommendation 02/03/2023
- Pending at MS for Recommendation 02/03/2023
- Agenda Accepted by MS 02/03/2023
- Submitted 02/03/2023

<https://parivesh.nic.in/>



# View MoM: Step 4

**Agenda of Meeting**

Agenda Number	EC/AGENDA/EAC/617668/2023			
Title of Meeting	Meeting at IPB			
Meeting Mode	Hybrid			
Meeting Link	<a href="https://googlemeet.com">https://googlemeet.com</a>			
Meeting Venue	Teesta			
Agenda Creation Date	09/01/2023			
Meeting Date & Time	Start Date	End Date		
	10/01/2023	11/01/2023		

	Meeting Date	Meeting Mode	Start Time	End Time
Day 1	10/01/2023	Hybrid	12:30 PM	02:30 PM
Day 2	11/01/2023	Hybrid	12:30 PM	02:30 PM

**Proposals to be discussed**

S. No.	Proposal No.	Other Details	Proponent	Status	Meeting Date
1	<a href="#">IA/RJ/INFRAI/4078/77/2023</a>	Project Name : IND 2 project testing for NIC Activity : Form : Form-1 (Part-A): Information for Scoping (for Category - A/B) / Appraisal for Category - B2 (including Building & Construction projects under B (a)) Sector : INFRAI	MANOJ SAINI	Considered	10/01/2023
2	<a href="#">IA/RJ/INFRAI/408/510/2022</a>	Project Name : test ec part-2	SUNIL YADAV	Considered	11/01/2023

**Members Details**

S. No.	Name	Designation	Email ID
1	Dr Mohit Saxena	SCD	<a href="mailto:mohit.saxena@gov.in">mohit.saxena@gov.in</a>
2	Rajesh Prasad Rastogi	Deputy Director	<a href="mailto:dd-ind@mailinator.com">dd-ind@mailinator.com</a>

**Additional Detail & Remarks**

Remarks	Remarks on Agenda
Document	<a href="#">3995069102.pdf</a>


[Back](#)

Click on "Back" to move back to MoM Details Page





# View MoM: Step 5





**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

आज़ादी का  
अमृत महोत्सव  
सत्यमेव जयते

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Back

View Agenda
View MoM
Actions ▾

### Agenda Details

Agenda ID:	EC/AGENDA/EAC/771769/3/2023
Agenda Committee:	EAC
Title:	Test Title
Meeting Start Date:	02/03/2023
Meeting End Date:	02/03/2023
Meeting Mode:	Hybrid
Meeting Venue:	Meeting Venue

### Agenda History

Pending at Chairman for Recommendation	02/03/2023	▾
Pending at MS for Recommendation	02/03/2023	▾
Agenda Accepted by MS	02/03/2023	▾
Submitted	02/03/2023	▾



# Approve MoM



# Approve MoM: Step 1



The screenshot shows the PARIVESH web portal interface. At the top left, there is the logo of the Ministry of Environment, Forest and Climate Change, Government of India. The top right shows the user's name, "Welcome, Shri Rajive Kumar (Chairman, EAC, Chairman, EC)", and the language set to "English". Below the header, the user's profile "Shri Rajive Kumar, Chairman, EAC" is displayed with a notification badge showing "2". A sidebar menu on the left includes "Masters", "EAC Agenda Management", "EAC Agenda Task" (highlighted with a blue callout box), and "Logout". The main content area features three large buttons: "Agenda View Details", "MoM View Details", and "View Proposals View Details". A red note at the bottom of the screenshot reads: "Note: After MS has forwarded MoM, the Chairman is required to login and go to 'EAC Agenda Task'".



# Approve MoM: Step 2



**PARIVESH**

Ministry of Environment, Forest and Climate Change  
Government of India



Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

## Agenda Approval

Back

10 ▾

S. No	Agenda ID	Duration	Status	Pendency	Action
1	EC/AGENDA/EAC/771769/3/2023	02/03/2023-02/03/2023	Pending at Chairman for Recommendation	0 Day(s)	<a href="#">View Details</a>

Showing 1 to 1 of 1 entries

« < 1 > »

Click on "View Details" to Open MoM Details





# Approve MoM: Step 3



**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Back View Agenda View MoM **Actions**

### Agenda Details

**Agenda ID:** EC/AGENDA/EAC/771769/3/2023

**Agenda Committee:** EAC

**Title:** Test Title

**Meeting Start Date:** 02/03/2023

**Meeting End Date:** 02/03/2023

**Meeting Mode:** Hybrid

**Meeting Venue:** Meeting Venue

### Agenda History


- Pending at Chairman for Recommendation 02/03/2023
- Pending at MS for Recommendation 02/03/2023
- Agenda Accepted by MS 02/03/2023
- Submitted 02/03/2023

Click on "Action" to Open Available Actions





# Approve MoM: Step 4





**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

आज़ादी का  
अमृत महोत्सव

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Back

View Agenda

View MoM

Actions ▾

### Agenda Details

<b>Agenda ID:</b>	EC/AGENDA/EAC/771769/3/2023
<b>Agenda Committee:</b>	EAC
<b>Title:</b>	Test Title
<b>Meeting Start Date:</b>	02/03/2023
<b>Meeting End Date:</b>	02/03/2023
<b>Meeting Mode:</b>	Hybrid
<b>Meeting Venue:</b>	Meeting Venue

### Agenda History

Pending at Chairman for Recommendation	02/03/2023 ▾
Pending at MS for Recommendation	02/03/2023 ▾
Agenda Accepted by MS	02/03/2023 ▾
Submitted	02/03/2023 ▾

- Raise Query
- Approve
- Edit MoM

Click on "Approve" to open Approval Details Page



# Approve MoM: Step 5

भारत सरकार | Government of India

परिवेश PARI VESH (CPC GREEN) पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest and Climate Change

English

WELCOME (Scientist D, Chairman, EAC)

## Approve

- Remarks \*
- Upload document, if any

### Verify

Mobile Number \*

Back Get OTP

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back Save & Proceed

Enter Chairman Phone Number



# Approve MoM: Step 6



The screenshot shows the Parivesh portal interface. At the top, there is a green header with the Government of India logo and the text 'भारत सरकार | Government of India'. Below this, the Parivesh logo and 'परिवेश (CPC GREEN)' are visible, along with the text 'पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय | Ministry of Environment, Forest and Climate Change'. A green notification box in the top right corner says 'OTP Sent'. The main content area is titled 'Approve' and contains a 'Verify' modal box. The modal box has two input fields: 'Mobile Number \*' with the value '9999780947' and 'OTP \*' with the placeholder 'Enter OTP'. Below the input fields are three buttons: 'Edit', 'Back', and 'Verify OTP'. A blue callout bubble points to the OTP input field with the text 'Enter OTP received On Chairman Phone Number'. At the bottom of the modal box, there is a warning icon and the text 'Only pdf file(s) are allowed. Maximum file size is 5 MB.' Below the modal box, there is a 'Back' button and a 'Save & Proceed' button. The text 'Please add remarks before submission.' is visible at the bottom right of the main content area.



# Approve MoM: Step 7

The screenshot shows the Parivesh portal interface. At the top, there is a header with the Government of India logo and the Ministry of Environment, Forest and Climate Change. A green notification banner at the top right says "OTP Sent". The main content area is titled "Approve" and contains a form with two sections: "1. Remarks" and "2. Upload document, if any". A modal box titled "Verify" is overlaid on the form, containing fields for "Mobile Number" (with the value 9999780947) and "OTP". Below these fields are three buttons: "Edit", "Back", and "Verify OTP". A blue callout bubble points to the "Verify OTP" button with the text "Click on Verify OTP to verify". At the bottom of the form, there is a warning message: "Only pdf file(s) are allowed. Maximum file size is 5 MB." and a note: "Please add remarks before submission." A "Back" button is visible at the bottom left of the form area.

- Note:**
1. Clicking on **“Back”** will abort the process
  2. Clicking on **“Edit”** will open Mobile number field to Edit



# Approve MoM: Step 8



## Approve

1. Remarks \*

↶ ↷ Paragraph ▼
**B** *I* U
A ▼ A ▼

Enter your remarks here

2. Upload document, if any

Browse or drop your file here

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Enter Approval Remarks

Back

Save & Proceed



# Approve MoM: Step 9



### Approve

1. Remarks \*

Enter your remarks here

2. Upload document, if any

Browse or drop your file here

⚠ Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back
Save & Proceed

Add Document (if Required)



# Approve MoM: Step 10



✓ OTP Verified. ✕

LIFE Lifestyle for Environment  
आज़ादी का अमृत महोत्सव  
Welcome, ( Scientist D , Chairman, EAC )

### Approve

1. Remarks \*

Enter your remarks here

2. Upload document, if any

Browse or drop your file here

⚠ Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back

Submit and Send back to MS for Further Processing

Save & Proceed





# Raise Query on MoM



# Approve MoM: Step 1



English

**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, Shri Rajive Kumar (Chairman, EAC, Chairman, EC)

75  
आज़ादी का  
अमृत महोत्सव

Shri Rajive Kumar  
Chairman, EAC **2**

Masters >

- > EAC Agenda Management
- > **EAC Agenda Task**

Logout

Agenda  
View Details →

MoM  
View Details →

View Proposals  
View Details →

Click on "EAC Agenda Task"

Note: After MS has forwarded MoM, the Chairman is required to login and go to "EAC Agenda Task"



# Approve MoM: Step 2



**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India



Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

## Agenda Approval

Back

10

Search

S. No	Agenda ID	Duration	Status	Pendency	Action
1	EC/AGENDA/EAC/771769/3/2023	02/03/2023-02/03/2023	Pending at Chairman for Recommendation	0 Day(s)	<a href="#">View Details</a>

Showing 1 to 1 of 1 entries

<< < 1 > >>

Click on "View Details" to Open MoM Details



# Approve MoM: Step 3



**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Back View Agenda View MoM **Actions**

### Agenda Details

**Agenda ID:** EC/AGENDA/EAC/771769/3/2023

**Agenda Committee:** EAC

**Title:** Test Title

**Meeting Start Date:** 02/03/2023

**Meeting End Date:** 02/03/2023

**Meeting Mode:** Hybrid

**Meeting Venue:** Meeting Venue

### Agenda History


- Pending at Chairman for Recommendation 02/03/2023
- Pending at MS for Recommendation 02/03/2023
- Agenda Accepted by MS 02/03/2023
- Submitted 02/03/2023

Click on "Actions" to Open Available Actions





# Approve MoM: Step 4





**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Back

Click on "Raise Query" to open Query Details Page

View Agenda View MoM Actions

### Agenda Details

Agenda ID:	EC/AGENDA/EAC/771769/3/2023
Agenda Committee:	EAC
Title:	Test Title
Meeting Start Date:	02/03/2023
Meeting End Date:	02/03/2023
Meeting Mode:	Hybrid
Meeting Venue:	Meeting Venue

### Agenda History

Pending at Chairman for Recommendation	
Pending at MS for Recommendation	02/03/2023
Agenda Accepted by MS	02/03/2023
Submitted	02/03/2023

Raise Query

Approve

Edit MoM



# Approve MoM: Step 5



भारत सरकार | Government of India

परिवेश PARI VESH (CPC GREEN) | पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय | Ministry of Environment, Forest and Climate Change

English

WELCOME (Scientist D, Chairman, EAC)

### Raise Query

1. Remarks \*

2. Upload document, if any

**Verify**

Mobile Number \*

Back Get OTP

Browse or drop your file here

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back Save & Proceed

Enter Chairman Phone Number



# Approve MoM: Step 5



भारत सरकार | Government of India

परिवेश PARI VESH (CPC GREEN) | पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय | Ministry of Environment, Forest and Climate Change

English

WELCOME

75th Anniversary

Welcome, ( Scientist D , Chairman, EAC )

### Raise Query

1. Remarks \*

#### Verify

Mobile Number \*

OTP \*

2. Upload document, if any

⚠ Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Enter OTP received On Chairman Phone Number



## Approve MoM: Step 7

भारत सरकार Government of India English

परिवेश PARI VESH (CPC GREEN) पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forest and Climate Change

WELCOME LIFE Lifestyle for Environment 75th आज़ादी का अमृत महोत्सव

Welcome, ( Scientist D , Chairman, EAC )

### Raise Query

1. Remarks \*

2. Upload document, if any

#### Verify

Mobile Number \* 9999780947

OTP \* Enter OTP

Edit Back **Verify OTP**

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Back

Click on Verify OTP to verify

**Note:**

1. Clicking on **“Back”** will abort the process
2. Clicking on **“Edit”** will open Mobile number field to Edit





# Approve MoM: Step 8



## Raise Query

1. Remarks \*

← → Paragraph **B** *I* U A A

Enter your remarks here

Enter Query Remarks

2. Upload document, if any

Browse or drop your file here

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back

Save & Proceed



# Approve MoM: Step 9



## Raise Query

1. Remarks \*

Paragraph

Enter your remarks here

2. Upload document, if any

Add Document (if Required)

Browse or drop your file here

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back

Save & Proceed



# Approve MoM: Step 10



## Raise Query

1. Remarks \*

← → Paragraph **B** *I* U A ▼ A ▼ ✎ ▼ 🔗 ☰ ▼ ⋮

Enter your remarks here

2. Upload document, if any

Browse or drop your file here

Only pdf file(s) are allowed. Maximum file size is 5 MB.

Please add remarks before submission.

Back

Submit to raise Query to MS for Editing the MoM

Save & Proceed



# Edit MoM



# Edit MoM: Step 1



English

**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, Shri Rajive Kumar (Chairman, EAC, Chairman, EC)

75  
आज़ादी का  
अमृत महोत्सव

Shri Rajive Kumar  
Chairman, EAC 2

Masters >

- > EAC Agenda Management
- > EAC Agenda Task

Logout

Agenda  
View Details →

MoM  
View Details →

View Proposals  
View Details →

Click on "EAC Agenda Task"

Note: After MS has forwarded MoM, the Chairman is required to login and go to "EAC Agenda Task"



# Edit MoM: Step 2



## PARIVESH

Ministry of Environment, Forest and Climate Change  
Government of India



Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

### Agenda Approval

Back

10

Search

S. No	Agenda ID	Duration	Status	Pendency	Action
1	EC/AGENDA/EAC/771769/3/2023	02/03/2023-02/03/2023	Pending at Chairman for Recommendation	0 Day(s)	<a href="#">View Details</a>

Showing 1 to 1 of 1 entries

<< < 1 > >>

Click on "View Details" to Open MoM Details



# Edit MoM: Step 3



**PARIVESH**  
Ministry of Environment, Forest and Climate Change  
Government of India

Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Back View Agenda View MoM **Actions**

### Agenda Details

**Agenda ID:** EC/AGENDA/EAC/771769/3/2023

**Agenda Committee:** EAC

**Title:** Test Title

**Meeting Start Date:** 02/03/2023

**Meeting End Date:** 02/03/2023

**Meeting Mode:** Hybrid

**Meeting Venue:** Meeting Venue

### Agenda History

- Pending at Chairman for Recommendation 02/03/2023
- Pending at MS for Recommendation 02/03/2023
- Agenda Accepted by MS 02/03/2023
- Submitted 02/03/2023

Click on "Action" to Open Available Actions



# Edit MoM: Step 4



## PARIVESH

Ministry of Environment, Forest and Climate Change  
Government of India



Welcome, **Shri Rajive Kumar** ( Chairman, EC , Chairman, EAC )

Click on "Edit MoM" to open MoM Edit Page

Back

View Agenda

View MoM

Actions

### Agenda Details

Agenda ID:	EC/AGENDA/EAC/771769/3/2023
Agenda Committee:	EAC
Title:	Test Title
Meeting Start Date:	02/03/2023
Meeting End Date:	02/03/2023
Meeting Mode:	Hybrid
Meeting Venue:	Meeting Venue

### Agenda History

Pending at Chairman for Recommendation		
Pending at MS for Recommendation	02/03/2023	▼
Agenda Accepted by MS	02/03/2023	▼
Submitted	02/03/2023	▼

- Raise Query
- Approve
- Edit MoM**





# Edit MoM: Step 5



Minutes of Meeting

1. Minutes of the EAC meeting

1.1. Agenda ID: EC/A/GENA/EAC/398528/3/2023

1.2. Title of Meeting: Minutes of latest Expert Appraisal Committee meeting NFRA-2 held from 26/03/2023 to 26/03/2023

1.3. Meeting Mode: Physical

1.4. Meeting Venue: scsc

1.5. Meeting Date: Start Date : 26/03/2023, End Date : 26/03/2023

1.6. Opening Remarks: scsc

1.7. Confirmation of MoM of last EAC meeting: scsc

1.8. Upload Confirmation of MoM of last EAC meeting:   
 Browse or drag your file here.   
 Only pdf file(s) are allowed, maximum file size is 5 MB.

1.9. List of Proposals

S. No.	Proposal No.	Proponent	Proposal Details	Meeting Date	Recommendation of EAC	Action
1	IA/B/INFRA2/411447/2023	SUNIL YADAV	Project Name: EC Demo dont use State: Rajasthan District: Kota Proposed For: Application for validity Extension of EC- Form-6 Activity: (C) Airports Sector: INFRA2	26/03/2023	Recommended	Actions

Showing 1 to 1 of 1 entries

1.10. Any Other Items

EAC Member List

S. No.	Name	Email	Designation	Absent Remark	Action
1	EC EAC MEMBER NFRA TWO	ec_eac_moeffc_infra2@gmailinator.com	EAC Member	gfd	Actions

Showing 1 to 1 of 1 entries

2. Document Details

example 03.pdf

Back Save & Preview **Lock & Publish**

Edit Details in MoM as Required

Click on Lock & Publish to save changes in MoM



# Contact



**Technical Helpdesk**



**011-20819182/172**



**<https://parivesh.nic.in>**



**[monitoring-ec@nic.in](mailto:monitoring-ec@nic.in)**  
**[monitoring-fc@nic.in](mailto:monitoring-fc@nic.in)**

