

2015

Ministry of Environment, Forest and Climate Change



सत्यमेव जयते

ONLINE SUBMISSION AND MONITORING OF ENVIRONMENTAL CLEARANCES (OSMEC)

USER MANUAL FOR PROJECT PROPONENT (VERSION 1.0)

ABOUT THE MANUAL

Audience

This manual is meant for project proponents who are supposed to submit application for seeking prior environment clearances from SEIAAs/SEACs (Category-B proposals) for appraising the impact of the planned project on the environment and minimizing the same.

Purpose

The purpose of this document is to provide an interface between user and OSMEC (an 'Online Submission and Monitoring of Environmental Clearances') portal. It will help the user to understand major features, benefits and workflow of the system. It will also help proponent to submit the proposal along with all required attachments.

Authorship

This manual has been prepared by Ministry of Environment, Forest and Climate Change, Government of India, New Delhi - 110003.

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1.0 ABOUT ENVIRONMENT CLEARANCE PORTAL

1.1 INTRODUCTION

In order to bring more transparency and accountability in the environment clearance process, Ministry of Environment, Forest and Climate Change, Government of India has rolled out a portal named as "Online Submission and Monitoring of Environmental Clearances" (OSMEC).

OSMEC is a web based, role based, G2B and G2G workflow application that are developed for online submission and monitoring of the proposals (Category-B) submitted by the proponent for seeking environment clearances. It automates the entire tracking of proposals which includes online submissions of a new proposal, editing/updating the details of proposals and displays status of the proposals at each stage of the workflow.

The system is based on the Web Architecture. It uses IIS as an application server, .Net as a framework and SQL Server as a database server.

1.2 OBJECTIVE

The following are the main objectives of the System:

- Enhance efficiency, transparency and accountability in the environment clearance process.
- Reduction in turnaround time for activity.
- Enhance responsiveness through workflows automation and availability of real time information.
- Enhance ease and convenience of citizens and businesses in accessing information and services.
- Achieve standardization in processes across regional and state level.
- Online real-time monitoring and adherence to timelines for verification.
- A more user-friendly application process.

1.3 CORE FEATURES OF THE PORTAL

- 1) A role based workflow application that helps project proponents in online submission of the proposals seeking environment clearances and tracking the proposals.
- 2) Facilitate management in effective monitoring.
- 3) Delays in the clearance process can be ascertained.
- 4) Accessible from any PC having internet facility.
- 5) 24x7 Online.

1.4 ROLES

The following Roles have been defined as per the responsibility:

1.4.1 PROJECT PROPONENT (PP)

Any project proponent has to register with the EC portal before submitting Category-B proposal for seeking environment clearance. Only one-time registration is required for submitting the application. Once, PP register with the portal an acknowledgement slip containing user-id and password would be sent by the system automatically to proponent's email id. PP can login into EC portal by using user-id and password communicated through email and then PP can submit TOR/EC application (for Category-B) online along with all relevant documents. The PP can track the status of the proposal after submitting it online.

1.4.2 SEIAA (STATE ENVIRONMENT IMPACT ASSESSMENT AUTHORITY)

After receiving the proposal online, SEIAA can examine the proposal for its completeness and the same will be forwarded (after assigning SEIAA file no.) to SEAC (State Environment Appraisal Committee). If proposal is not complete, SEIAA can raise query and may ask PP to submit the complete proposal. If proposal is complete, the same will be forwarded by SEIAA to SEAC for their recommendation.

The proposal will come again to SEIAA after the completion of process from SEAC, the SEIAA would process it and will upload the decision.

1.4.3 SEAC (STATE EXPERT APPRAISAL COMMITTEE)

After receiving the proposal online from SEIAA, the concerned SEAC can view the proposal (Form-1 and other documents) submitted by PP. They will examine it and may raise query (if any) to SEIAA. After that, SEAC will conduct the meeting and upload the agenda, minutes of the meeting and recommendation of SEAC on the portal. If, they upload the recommendation, the proposal would be forwarded automatically to SEIAA.

1.4.4 SEAC MEMBER

SEAC member can also login into the portal and can view the proposal. If any member is not able to come to attend the SEAC meeting, he/she may upload his/her observations (about the proposal) on the portal. The same would become the part of Agenda of next SEAC meeting.

1.4.5 SEIAA MEMBER

The proposal forwarded by SEAC, would come to SEIAA again. They may raise query (if any) to SEAC and will conduct meeting of SEIAA committee and will upload the agenda, minutes of the meeting and recommendation on the portal.

1.5 WORK FLOW

Project Proponent (PP) can register to get the login credentials from <http://environmentclearance.nic.in>. Thereafter, project details can be submitted along with all required documents [Form-1 etc.]. When PP submits all these details, an acknowledgement letter would be sent (by System) automatically to registered email-id of PP. Acknowledgement letter may contain some information including unique proposal number. PP may refer this unique proposal number for future reference.

SEIAA logs-in to the portal and scrutinizes the proposal (within 5 working days) and sends an acceptance letter to PP (after assigning SEIAA file number), if all relevant documents are uploaded properly by PP. If any document is missing or any other information is needed, SEIAA may ask PP to upload those missing information. Timeline will start only, when SEIAA accepts the proposal.

When, SEIAA sends the acceptance letter to PP, proposal details are forwarded automatically to SEAC for further processing.

SEAC can view the proposal after logging into portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the agenda, minutes of the meeting and recommendations on the portal.

When, SEAC uploads recommendations on the portal, proposal details are forwarded automatically to SEIAA for further processing.

SEIAA will again login into portal and will conduct SEIAA meeting and then will upload agenda, minutes of the meeting and recommendations/decision on the portal.

Automatic mailer notifications will be triggered for each and every transaction committed in the OSMEC System.

The status of proposal will be updated at each transaction and the same would be reflected automatically in the reports available in public domain.

2.0 NEW PROJECT PROPONENT REGISTRATION AND LOGIN

2.1 NEW REGISTRATION

For submitting application for TOR and EC, Project Proponent has to register first online with EC portal. Registration can be done in the following manner:

Step 1. Type <http://environmentclearance.nic.in> in the address bar of the web browser i.e. Internet Explorer, Mozilla Firefox, Google Chrome etc. and press Enter.

A **Home** page of OSMEC portal will appear as shown in Figure-2.1.

Step 2. Click on Register New Proponent as shown in the Figure-2.1.

The screenshot displays the OSMEC portal's home page. At the top, the header includes the Ministry of Environment, Forest and Climate Change logo and the text "Online Submission & Monitoring of Environmental Clearances". Below the header, a navigation bar contains links for "Track your proposal", "Register(New Proponent)", "Login(Proponent)", "MoEFCC Login(Processing Authority)", and "State Login(Processing Authority)".

The main content area is divided into several sections:

- Live Statistics:** Shows proposal counts for EC and TOR. It includes filters for "All Proposals received on or after 4th July 2014" and "All Proposals received upto 3rd July 2014".
- Proposals:** A table showing the status of proposals submitted by proponents for EC.
- Circulars/Orders:** A list of recent updates, including draft notifications for amendments in CRZ and EIA notifications.
- Expert Appraisal Committee:** A section for meeting schedules and agendas.
- Committee Composition:** A list of projects under review, such as Coal Mining, Industrial Projects, and Nuclear Projects.
- Support:** A section for manuals and technical help.

At the bottom of the page, there is a footer with copyright information and contact details for the Environment, Forests and Climate Change Informatics Division (EFCCID).

Figure-2.1: Home Page of OSMEC portal

New Registration form of the OSMEC portal will appear as shown in figure-2.2.



Ministry of Environment, Forest and Climate Change
Government of India

Online Submission & Monitoring
of Environmental Clearances



New Registration Form

Help
All fields marked with * are Mandatory.
* 1. One time registration of User Agency is required on the Portal.
* 2. User Agency can register more than one Applicant (or branch offices) under same name.
NOTE: * 3. An applicant (with same user id) can submit more than one proposal on the portal.
* 4. Once entered, Email Id of User Agency can not be modified.

Already member? [Click here](#) to Log In

User Agency Details

User Agency (Head Office) * : (if not found, please select 'Others')

State * :

District * :

Address * :

Pincode * :

Landmark :

Email Address * :

Landline Telephone No * :

Fax No. :

Mobile * :

Website (if any) :

Whether any proposal submitted by User agency in past * :

Applicant Details

First Name * :

Middle Name :

Last Name * :

Gender * :

Designation * :

Address * :

State of the Branch/Head Office * :

District of the Branch/Head Office * :

Tehsil of the Branch/Head Office :

Pincode * :

Landmark :

Email Address * :

Landline Telephone No * :

Fax No. :

Mobile * :

Security Question * :

Security Answer * :

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Figure-2.2 New Proponent Registration Form

Step 3. Fill-in the data in the above mentioned form and then press **'SUBMIT'** button.

After successful registration, new user will get the notification on registered email-id.

22 LOGIN

To login into the EC portal, do the following:

Step 1. Click on the Login (Proponent) as shown in figure 2.3

The screenshot shows the OSMEC Home Page. At the top, it displays the Ministry of Environment, Forest and Climate Change, Government of India, and the Online Submission & Monitoring of Environmental Clearances. Below the header, there is a navigation bar with options like 'Track your proposal', 'Register(New Proponent)', 'Login(Proponent)', 'MoEFCC Login(Processing Authority)', and 'State Login(Processing Authority)'. The main content area is divided into several sections:

- Left Sidebar:** Contains navigation menus for 'Notifications and Circulars', 'Court, Directives/Orders', 'Important Contact Details', 'EIA Related Information', and 'Other Query'.
- Live Statistics:** A central section with filters for 'Category A' and 'Category B'. It includes buttons for 'All Proposals received on or after 4th July 2014' and 'All Proposals received upto 3rd July 2014'. Below this are filters for 'EC' and 'TOR', and further sub-filters for 'Fresh EC', 'Extn. of Validity of EC', 'Amendment in EC', and 'Corrigendum in EC'.
- Proposals Table:** A table showing the status of proposals.

Submitted by proponent for EC	Count
Submitted by proponent for EC	1098
Under Examination	106
Returned to proponent due to Shortlisting	218
Accepted by Member Secretary for EC	751
Awaiting for EC (Pending for EAC Meeting)	336
- Right Sidebar:** Contains sections for 'Expert Appraisal Committee', 'Latest Updates', 'Committee Composition', and 'Support'.
- Bottom Section:** A 'Circulars/Orders' section with tabs for 'Office Memorandum', 'Events/Trainings', 'News', 'Forms', 'Tenders', and 'Photos'. It lists recent updates and orders.
- Footer:** Contains copyright information and contact details for the Environment, Forest and Climate Change Informatics Division (EFCCID).

Figure-2.3 Home Page of OSMEC

Step 2. Type the user id in the text box.

Step 3. Type the password in the Password text box.

Step 4. Type the code in the text box shown in the Captcha image above it.

Step 5. Click on Login button as shown in Figure-2.4.

Ministry of Environment, Forest and Climate Change
Government of India

Online Submission & Monitoring
of Environmental Clearances

Welcome to Proponent Login [Go Home](#)

User Id

Password

58y3j
Enter text string of the image above

LOGIN

[Forgot Password](#) [Sign Up?](#)

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Figure-2.4 Login Page of OSMEC portal

After successful login, Change password page will be displayed as shown in figure 2.5.

08/32/2015 16:33:38

Online Submission & Monitoring of Environmental,
Forest and Wildlife Clearances
-A Single Window Clearance System

UserID: [km@gmail.com] [Logout](#)

Change Password

Help
Click on to Update
All fields marked with * are Mandatory.

Email Id : virendranic123@gmail.com

Old Password * :

New Password * :

Confirm Password * :

* Minimum 8 Characters, 1 Special Character (only @#\$), 1 Alphabet and 1 Number.

Help | Site Map | FAQ | Contact Us

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Figure-2.5 Change password Screen

PP has to change password assigned through email generated after registration. When PP changes the password, the following page (Figure-2.6) would be displayed on screen.

Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances -A Single Window Clearance System

07 Jul 2015 :: [Logout](#)

User Name: [Vaishnav industry PVT LTD]
State: [Delhi]
Role : [Applicant]

My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife Clearance ▾ Help ▾

You have successfully logged in

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Figure-2.6 First time logged-in page for PP

The option for changing password is available under “**My Account**” tab also, as shown in the figure 2.7.

Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances -A Single Window Clearance System

07 Jul 2015 16:27:25
You have last login 07 Jul 2015 4:18 PM

UserID: [virendranic123@gmail.com] [Logout](#)

My Account ▾ My Proposals Environment Clearance ▾ My Proposals Forest Clearance ▾ My Proposals Wildlife Reference ▾ Help

Change Password

Help
Click on to Update
All fields marked with * are Mandatory.

Email Id :
Old Password* :
New Password* :
Confirm Password* :

* Minimum 8 Characters, 1 Special Character (only @=#\$), 1 Alphabet and 1 Number.

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Figure-2.7 Change password Screen

23 LOGOUT

To logout from OSMEC portal, click on the option **“Logout”** at the upper right corner of the screen as shown in the figure 2.8.

The screenshot shows the header of the OSMEC portal. On the left, there is the Government of India emblem and the text: "Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances -A Single Window Clearance System". On the right, the date "07 Jul 2015 :: Logout" is displayed, along with user information: "User Name: [Vaishnav industry PVT LTD]", "State: [Delhi]", and "Role : [Applicant]". Below the header is a navigation bar with links: "My Account", "My Proposals Environment Clearance", "My Proposals Forest Clearance", "My Proposals Wildlife Clearance", and "Help". The footer contains a "Disclaimer" section, stating it is an initiative of MoEFCC for transparent and responsive governance, and provides contact information for technical support.

Figure-2.8 Log out

3.0 ADDING, EDITING & TRACKING PROPOSALS

3.1 ADD NEW PROPOSAL

After login, PP can submit application online for TOR/EC (Category-B) along with other required documents. After submitting the proposal details, PP can track the status of the proposal submitted as per the flow defined in the system. They are supposed to check their emails and SMSs for further action at their end. If he/she wants to apply under category-B, then he/she has to apply through 'My Proposals (Category-B)' tab. To submit a new proposal, following procedure may be adopted:

- Step 1. To add a new proposal, click on 'My Proposals (Category-B)' tab. Then click on the "For TOR" or 'For EC' link available under 'Add Proposal' link as shown in Figure 3.1.]

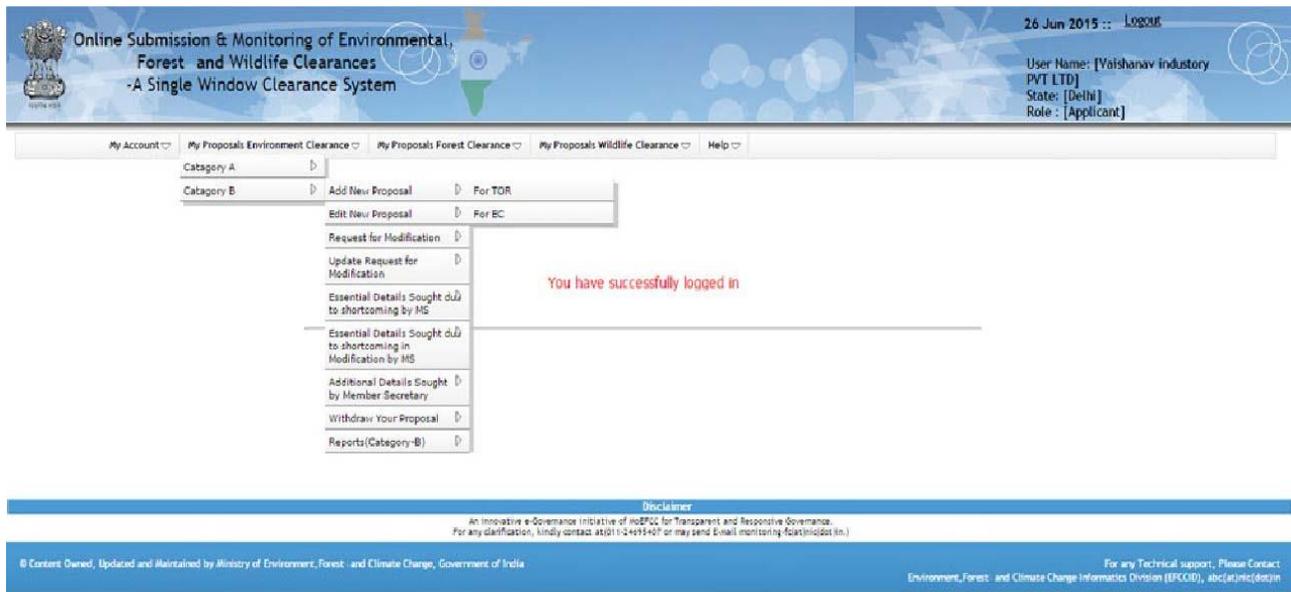


Figure 3.1: First screen for Adding New Proposal

- Step 2. After clicking on 'For TOR or For EC link, the following forms will be displayed on screen as shown in figure-3.2(a) and 3.2(b).

Figure- 3.2(a): TOR Application (FORM-1) (Category-B)



**Online Submission & Monitoring of Environmental,
Forest and Wildlife Clearances
-A Single Window Clearance System**

16 Jun 2015 15:17:24
You have last login 19 Jun 2015 at 5:38

User Name: [Vaishnav Industry
PVT LTD]
State: [Delhi]
Role: [Applicant]

My Account
My Proposals Environment Clearance
My Proposals Forest Clearance
My Proposals Wildlife Reference
Help

TOR Application(Form 1) (Category - B)

Note : Fields marked with(*) are mandatory. The size of all files should not be greater than 5 MB and please do not use any special symbol (i.e. space, ., @, %, &, /, \, #, ... etc.) in naming of PDF and RAR, RARZ files.

Details of Proponent

Name : Minor Irrigation Division		Address2 :	
Address1 : acharya niketan		District : East	
State : Delhi		Landmarks : kskreja	
Pin : 110091		Mobile no. : +91 9711527417	
Telephone no. : 11 22345678		Email address : vvendrac623@gmail.com	
Fax no. : 11 22345678			
Website (if any) : www.google.com			

Details of Person Making Application

First Name : virendra		Middle Name : kumar	
Last Name : sharma		Designation : programmer	
Address1 : prastap nagar		Address2 :	
State : Punjab		District : Badli & Nagar Haveli	
Pin : 110092		Landmarks : kskreja	
Telephone no. : 11 22345678		Mobile no. : +91 9711527417	
Fax no. : 11 01122345678			

Project Profile

Name of the project* :	Project sector* :	Select
Project cost (in lacs) :	Location of the project* :	
Shape of the project land* :	Site alternative under consideration (if any) :	Choose File No file chosen <small>(Upload site alternate web)</small>
Brief summary of project (at least one page document) :	Choose File No file chosen <small>(Upload pdf only and attach it as Annexure-Brief summary of project)</small>	
Does your project location falls under out of any following areas* :	Number of states in which project will be executed* :	Select
Multiple entries are allowed. If the project to be executed, does not belong to any state, then state category could be selected as 'Other'.		
State* :		
District* :		Tehsil* :
<input type="button" value="Add"/>		
Town / Village* :	Plot/Survey/Khasra No. * :	
<small>(Name of more than one town may be entered by separating with ',')</small>		
<small>(Name of more than one Plot/Survey/Khasra may be entered by separating with ',')</small>		
Project activity in the schedule* :	Proposed capacity/area/length/height to be handled/command area/inflow area/number of wells to be drilled* :	
Project type* :	Sub Category of project* :	
Category of project* :	Select	
Does it attract any of the general conditions given below? :	Select	
Does it attract the specific condition given below? :	Select	
Is there any litigation pending against the project? :	Select	

Undertaking

The aforesaid application and documents furnished herewith are true to my knowledge.

Name :	virendra
Designation :	programmer
Company :	Minor Irrigation Division
Address :	acharya niketan

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07 Jul 2015 16:52:54
You have last login 07 Jul 2015 4:18 PM

UserID: [virendranic123@gmail.com] Logout

(Application for EC)
(Category - B)

Note: Fields marked with (*) are mandatory. The size of complete application should not be greater than 20 MB and please do not use any special symbol (i.e. space, ., , &, _ , ? , \$, # , ... etc.) in naming of PDF files.

Project Sector*: Select	Project Type*: Select
Number of states in which project will be executed*: Select	Upload Cover Letter*: <input type="button" value="Browse..."/> No file selected. <small>(Upload pdf only and attach it as Annexure-document of Cover letter)</small>
Multiple entries are allowed. If the project to be execution does not belong to any state, then state category could be selected as 'Other'.	
State*: Select	Tehsil*: Select
District*: Select	<input type="button" value="Add"/>

Details of Existing TOR

[Click Here](#) for searching last TOR for your proposal on MoEFCC portal [Click Here](#) If previous TOR details of your Proposal are not available on portal
(Kindly ensure that the correct details of earlier TOR are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

MoEFCC File No.*: <input type="text"/>	Proposal number*: <input type="text"/>
Sub Category of project*: Select	

Upload Documents of EIA/EMP, Risk Assessment, Public Hearing

Upload document of EIA/EMP*: <input type="button" value="Browse..."/> No file selected. <small>(Upload pdf only and attach it as Annexure-document of EIA/EMP)</small>	Upload document of Public Hearing*: <input type="button" value="Browse..."/> No file selected. <small>(Upload pdf only and attach it as Annexure-document of Public Hearing)</small>
Upload document of Risk Assessment*: <input type="button" value="Browse..."/> No file selected. <small>(Upload pdf only and attach it as Annexure-document of Risk Assessment)</small>	Date of Public Hearing*: <input type="text"/>

Accredited Consultant Details

Have you hired Consultant for preparing document?*: Select	
Upload Additional Report/ Study Document as desired by Ministry/EAC*: <input type="button" value="Browse..."/> No file selected. <small>(Upload pdf only and attach it as Annexure-Additional Report/ Study/ Document as desired by Ministry/EAC)</small>	Remarks: <input type="text"/>

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Figure- 3.2(b): EC Application (Category-B)

Step 3. Fill up the all the parameters available on the form.

Note: Proponent is advised to follow all the instructions given on the pages. The parameters marked with red asterisk (*) are mandatory.

Step 4. Proponent can save the proposal in Draft mode by clicking on **'Save as Draft'** button available on first page of Application or they may click on **'Next'** button for filling up other pages. If **'Save as Draft'** button is clicked, a unique proposal no. will be generated automatically by the system and the same would be communicated

to the user through pop-up message. If user clicks on 'OK' of pop up message, control will come back to the first page. Then proponent may fill up other pages by clicking on 'Next' button.

Step 5. Proponent has to click on '**Save as Draft**' or 'Save and lock button available on last page for saving the entire form.

Note: As long as Proposal is saved in draft mode, changes can be made in it. If proposal is saved by clicking on '**Save and lock**' tab, then, no further changes can be made in the proposal. Please ensure that all details have been uploaded properly before saving in lock mode.

Step 6. After successfully addition of proposal, an acknowledgement letter is emailed automatically to the registered email-id of proponent and the proposal is sent to the concerned SEIAA for further necessary action. Concerned SEIAA will also get the email notification alert. SEIAA will examine the proposal and if find it complete, then may ask proponent to submit a signed copy of the proposal to SEIAA office. Proponent can submit a signed copy of proposal to SEIAA office along with acknowledgement letter and other relevant documents.

32 EDIT NEW PROPOSAL

The details of the proposals can be updated by PP if these details have been submitted by clicking on 'Save as Draft button. No change can be made if proposal is saved and locked. To update the submitted proposal, the following procedure may be adopted:

Step 1: To update a proposal, click on '**My Proposals (Category-B)**' tab. Then click on the '**Edit TOR Application**' or '**Edit EC Application**' link available under '**Edit New Proposal**' link as shown in Figure 3.3.

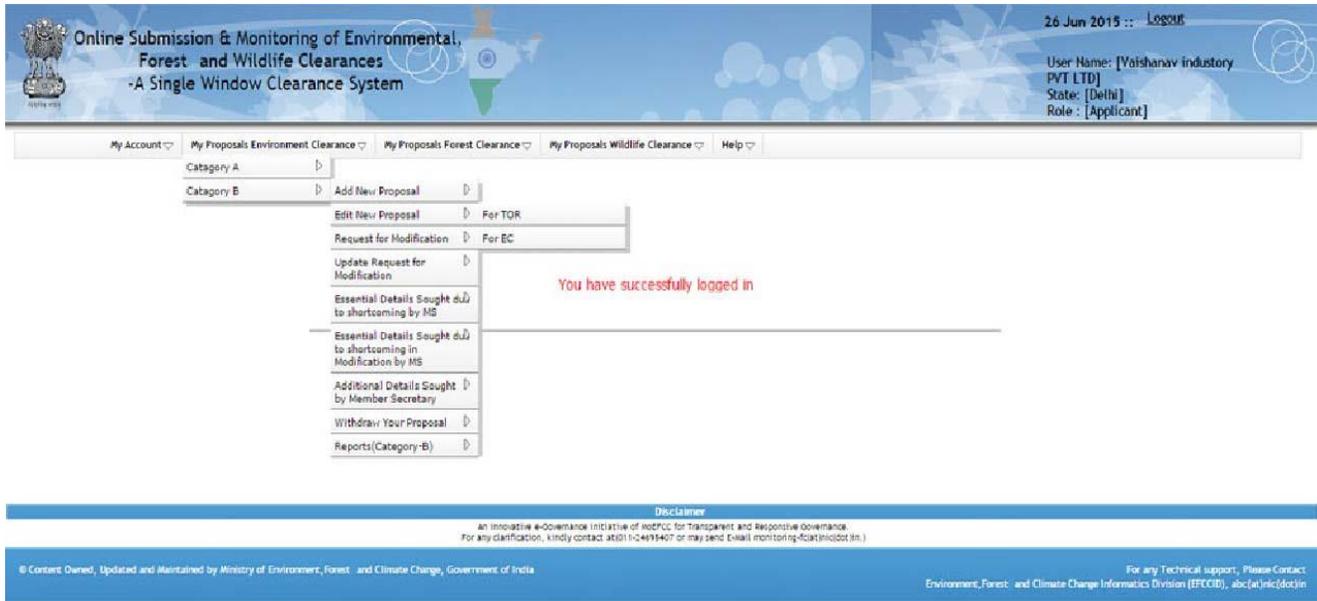


Figure-3.3 First Screen for editing Proposal

Step 2: After clicking on 'Edit TOR Application' link, the following screen will be displayed, as shown in figure-3.4.

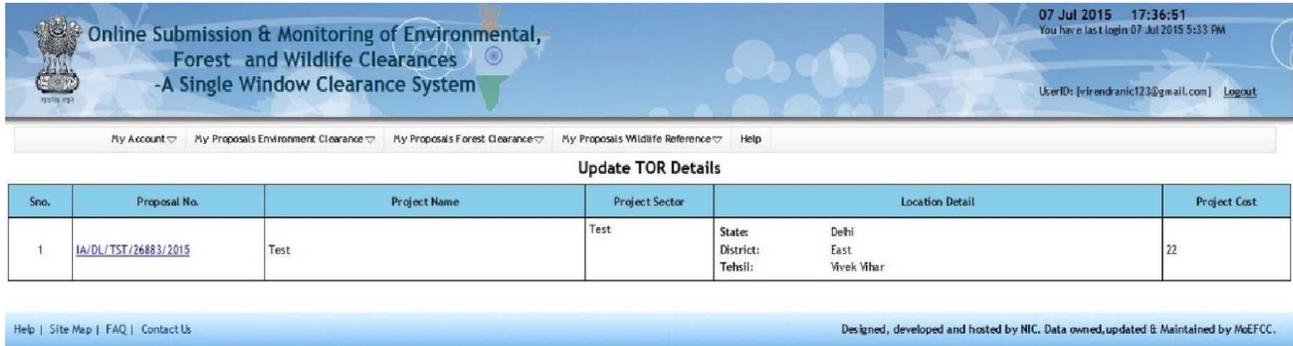
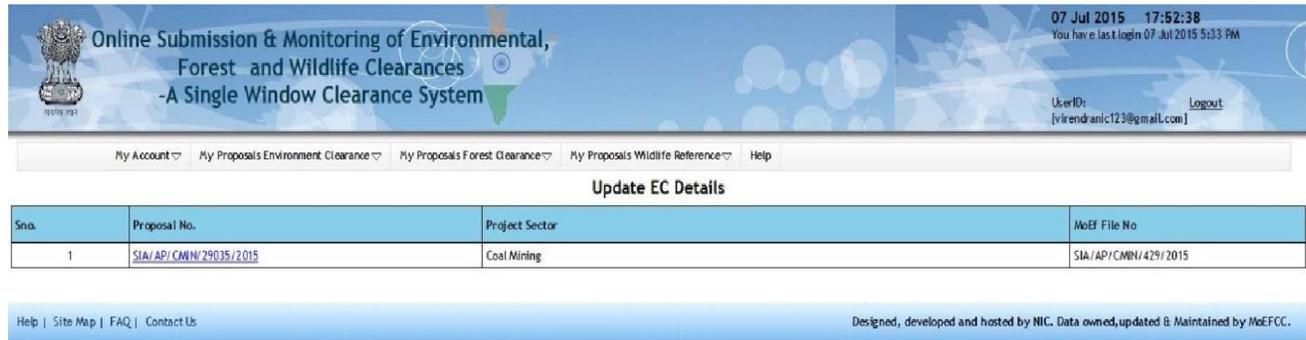


Figure-3.4 Screen for editing TOR details

After clicking on '**Edit EC Application**' link, the following screen will be displayed as shown in figure-3.5.



Sno.	Proposal No.	Project Sector	MoEF File No
1	SIA/AP/CMIN/29035/2015	Coal Mining	SIA/AP/CMIN/429/2015

Figure 3.5 Screen for editing EC details

Step 3: Click on proposal number displayed under 'Proposal No.' column to edit the proposal details. After clicking on proposal number the following screen will be displayed as shown in Figure-3.6. Proponent can update the information and then may submit it by clicking on 'Save & lock' button. Once application is saved by using this option, no further changes can be made in the proposal. Similarly, EC Application can be edited on the portal.



**Online Submission & Monitoring of Environmental,
Forest and Wildlife Clearances
- A Single Window Clearance System**

26 Jun 2015 15:35:43
You have last login 26 Jun 2015 2:12 PM

User Name: [Vaishnav Indistry
PVT LTD]
State: [Delhi]
Role: [Applicant]

My Account
My Proposals Environment Clearance
My Proposals Forest Clearance
My Proposals Wildlife Reference
Help

Update TOR Application (Form 1) (Category - B)

Note : Fields marked with(*) are mandatory. The size of all files should not be greater than 5 MB and please do not use any special symbol (i.e. space , , B , _ , ? , \$, # , ... etc.) in naming of PDF and KML files.

Details of User Agency

Name	Minor Irrigation Division		Address2		
Address1	acharya niketan		District	East	
State	Delhi		Landmarks	kukreja	
Pin	110091		Mobile no.	+91 9711527447	
Telephone no.	11	12345678	Email address	virendranic123@gmail.com	
Fax no.	11	12345678			
Website (if any)	www.google.com				

Details of Person Making Application

First Name	virendra		Middle Name	kumar	
Last Name	sharma		Designation	programmer	
Address1	pratap nagar		Address2		
State	Punjab		District	Dadra & Nagar Havelli	
Pin	110092		Landmarks	kukreja	
Telephone no.	11	12345678	Mobile no.	+91 9711527447	
Fax no.	11	01112345678			

Project Profile

Name of the project *	Siljora-Kalimati Manganese & Industrie		Project sector *	Non-Coal Mining	
Project cost (in lacs)	50000		Location of the project *	Bihar	
Shape of the project land *	Block (Polygon)		Site alternative under consideration(if any)	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <small>(Upload site alternatives)</small>	
Upload GPS file *	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <small>(Upload KML only) Unselected GPS file</small>		Upload copy of survey of India Toposheet *	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <small>(Upload PDF only and attach it as Annexure-survey of India Toposheet) Unselected survey of India Toposheet</small>	
Brief summary of project (at least one page document) *	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <small>(Upload pdf only and attach it as Annexure-Brief summary of project) Unselected Brief summary of project</small>				
Does your project location falls under out of any following areas *	Ghaziabad (UP)		Number of states in which project will be executed *	Select	
Main State of the project *	Bihar				
Multiple entries are allowed. If the project to be execution does not belong to any state, then state category could be selected as 'Other'.					
State *	Bihar				
District *	Khagaria		Tehsil *	Alauli	
<input type="button" value="Add"/>					
State	State Type	District	Tehsil	Delete	
Bihar	Other State	Khagaria	Alauli	<input type="button" value="X"/>	
Town / Village *	Mothoka Neem Ka Thana		Plot/Survey/Khasra No. *	Part of Khasra No. 280/1	
<small>(Name of more than one town may be entered by separating with ',')</small>					
Project/activity in the schedule *	Select		Proposed capacity/area/length/tonnage to be handled/command area/lease area/number of wells to be drilled *	58,000 TPA ha.	
Project type *	New		Sub Category of project *	B1	
Category of project *	B				
Does it attract the general condition? *	No				
Does it attract the specific condition? *	No				
Is there any litigation pending against the project? *	No				
Undertaking					
The aforesaid application and documents furnished herewith are true to my knowledge.					
		Name	virendra		
		Designation	programmer		
		Company	Minor Irrigation Division		
		Address	acharya niketan		

Figure 3.6 Update screen for TOR application



**Online Submission & Monitoring of Environmental,
Forest and Wildlife Clearances
-A Single Window Clearance System**

07 Jul 2015 17:57:21
You have last login 07 Jul 2015 5:33 PM

UserID:
[virendranic123@gmail.com] [Logout](#)

My Account ▾
My Proposals Environment Clearance ▾
My Proposals Forest Clearance ▾
My Proposals Wildlife Reference ▾
Help

(Update Application for EC)

Note : Fields marked with(*) are mandatory. The size of complete application should not be greater than 20 MB and please do not use any special symbol (i.e. space , , & , _ , ? , \$, #,... etc.) in naming of PDF files.

Project Sector* :

Number of states in which project will be executed :

Project Type :

Upload Cover Letter* :
(Upload pdf only and attach it as Annexure-document of Cover letter)

Multiple entries are allowed. If the project to be execution does not belong to any state, then state category could be selected as 'Other'.

State *	<input type="text" value=""/>	Tehsil *	<input type="text" value="Select"/>
District *	<input type="text" value="Select"/>	<input type="button" value="Add"/>	

State	State Type	District	Tehsil	Delete
Andhra Pradesh	Other State	Chittoor	Kambhamvaripalle	<input type="button" value="X"/>

Details of Existing TOR

[Click Here](#) If previous TOR details of your Proposal are not available on portal
(Kindly ensure that the correct details of earlier TOR are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

Proposal number* :

Sub Category of project* :

Upload Documents of EIA/EMP, Risk Assessment, Public Hearing

<p>Upload document of EIA/EMP* : <input type="text" value="Browse... No file selected."/> <small>(Upload pdf only and attach it as Annexure-document of EIA/EMP)</small></p>	<p>Upload document of Public Hearing* : <input type="text" value="Browse... No file selected."/> <small>(Upload pdf only and attach it as Annexure-document of Public Hearing)</small></p>
<p>Upload document of Risk Assessment* : <input type="text" value="Browse... No file selected."/> <small>(Upload pdf only and attach it as Annexure-document of Risk Assessment)</small></p>	<p>Date of Public Hearing* : <input type="text" value=""/></p>

Accredited Consultant Details

Have you hired Consultant for preparing document? :

Upload Additional Report/Study/Document as desired by Ministry/EAC :
(Upload pdf only and attach it as Annexure-Additional Report/Study/Document as desired by Ministry/EAC)

Remarks :

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Figure-3.7 Update Screen for EC Application

4.0 REQUEST FOR MODIFICATION IN EARLIER ISSUED TOR AND EC

The project proponent can make a request for the modification in earlier issued TOR and EC. To do so, the following procedure may be adopted:

Step 1: Click on **'Request for Modification in earlier issued TOR'** link under **'My Proposals (Category-B)'** tab as shown in figure-4.1.

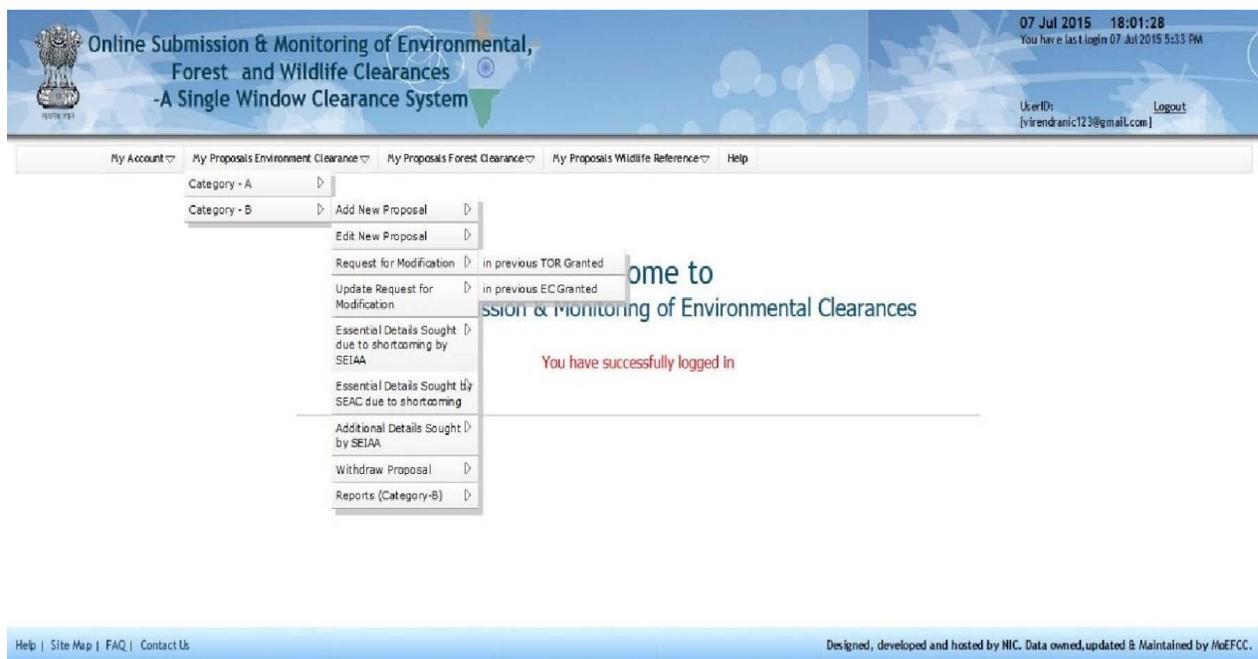


Figure-4.1 Request for modification in earlier issued TOR

08 Jul 2015 14:32:14
You have last login 07 Jul 2015 5:40 PM

UserID: [virendranic123@gmail.com] [Logout](#)


**Online Submission & Monitoring of Environmental,
Forest and Wildlife Clearances
-A Single Window Clearance System**

[My Account](#) | [My Proposals Environment Clearance](#) | [My Proposals Forest Clearance](#) | [My Proposals Wildlife Reference](#) | [Help](#)

Performa for modification in previous TOR Application (Category - B)

Note : Fields marked with(*) are mandatory. The size of all files should not be greater than 5 MB and do not use any special symbol (i.e space , . , & , _ , ? , \$, #.... etc.) in naming of PDF and KML, KMZ file.

Basic Profile

Name of the proponent:	MINOR IRRIGATION DIVISION	Name of the implementing agency :	MINOR IRRIGATION DIVISION
Contact person :	virendra	Designation :	programmer
Telephone no. :	011 12345678	Mobile no. :	+91 9711527447
Fax no. :	011 12345678	Email address :	virendranic123@gmail.com
Website (if any) :	www.google.com	Pin code :	110092
State :	Delhi	District :	East
Town / Village :			

Project Profile

Modification Category* :	Select	Project sector* :	Select
State* :	Select		

[Click Here](#) for searching previous TOR for your proposal on MoEFCC portal

[Click Here](#) If previous TOR details of your Proposal are not available on portal
(Kindly ensure that the correct details of earlier EC are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

MoEFCC file number(Previous TOR)* :		Date of Previous TOR* :	
Proposal number* :			
Previous TOR letter* : (upload, if not found)	<input type="button" value="Choose file"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Previous TOR letter)</small>		

Undertaking

The aforesaid application and documents furnished herewith are true to my knowledge.

Name :	MINOR IRRIGATION DIVISION
Designation :	programmer
Company :	MINOR IRRIGATION DIVISION
Address :	acharya niketan

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Figure-4.2 Form for Request for modification in earlier issued TOR

Similarly, PP can request for modification in earlier issued EC also.

Figure-4.3 Form for Request for modification in earlier issued EC



**Online Submission & Monitoring of Environmental,
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-A Single Window Clearance System**

08 Jul 2015 14:43:21
You have last login 07 Jul 2015 5:40 PM

UserID: [virendranic123@gmail.com] [Logout](#)

My Account ▾
My Proposals Environment Clearance ▾
My Proposals Forest Clearance ▾
My Proposals Wildlife Reference ▾
Help

Performa for modification in previous EC Application (Category - B)

Note : Fields marked with(*) are mandatory. The size of all files should not be greater than 5 MB and do not use any special symbol (i.e space , . , & , _ , ? , \$, # etc.) in naming of PDF and KML, KMZ file.

Basic Profile

Name of the proponent:	MINOR IRRIGATION DIVISION	Name of the implementing agency :	MINOR IRRIGATION DIVISION
Contact person :	virendra	Designation :	programmer
Telephone no. :	011 12345678	Mobile no. :	+91 9711527447
Fax no. :	011 12345678	Email address :	virendranic123@gmail.com
Website (if any) :	www.google.com	Pin code :	110092
State :	Delhi ▾	District :	East ▾
Town / Village :			

Project Profile

Modification Category * :	Select ▾	Project sector * :	Select ▾
State * :	Select ▾		

[Click Here](#) for searching previous EC for your proposal on MoEFCC portal
[Click Here](#) if previous EC details of your Proposal are not available on portal
(Kindly ensure that the correct details of earlier EC are entered in the parameter given below. Once entered, these details can not be changed/modified by proponent.)

MoEFCC file number(Previous EC) * :		Date of Previous EC * :	
Proposal number * :		Upload updated Form1 * :	
Previous EC letter * : (upload, if not found)	<input type="button" value="Choose file"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Previous EC letter)</small>	<input type="button" value="Choose file"/> No file chosen <small>(Upload pdf only and attach it as Annexure-Updated Form1 letter)</small>	

Undertaking

The aforesaid application and documents furnished herewith are true to my knowledge.

Name :	MINOR IRRIGATION DIVISION
Designation :	programmer
Company :	MINOR IRRIGATION DIVISION
Address :	acharya niketan

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5.0 ESSENTIAL DETAILS SOUGHT DUE TO SHORTCOMING

After submission of the proposal, SEIAA examine the proposal. If they require some more information, then they may ask proponent to submit the same. The query raised by SEIAA would be available in 'Essential Details Sought due to shortcoming by SEIAA' module under 'My Proposals (Category-B)'. If SEIAA raised any query, system will send a SMS and email to Proponent for the intimation and the application will be available in 'Draft mode' to the proponent. Proponent can resubmit the application through 'Edit Application for TOR or EC' module under 'My Proposals (Category-B)'.

The screenshot shows the OSMEC user interface. At the top, it says 'Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances - A Single Window Clearance System'. The user is logged in as 'Vaishnav Industry PVT LTD' from 'Delhi' as an 'Applicant'. The navigation menu includes 'My Account', 'My Proposals Environment Clearance', 'My Proposals Forest Clearance', 'My Proposals Wildlife Clearance', and 'Help'. Under 'My Proposals (Category-B)', the 'Essential Details Sought due to shortcoming by SEIAA' option is highlighted, with sub-options for 'For TOR' and 'For EC'. A red message 'You have successfully logged in' is displayed in the center.

Figure-5.1 First screen for EDS details

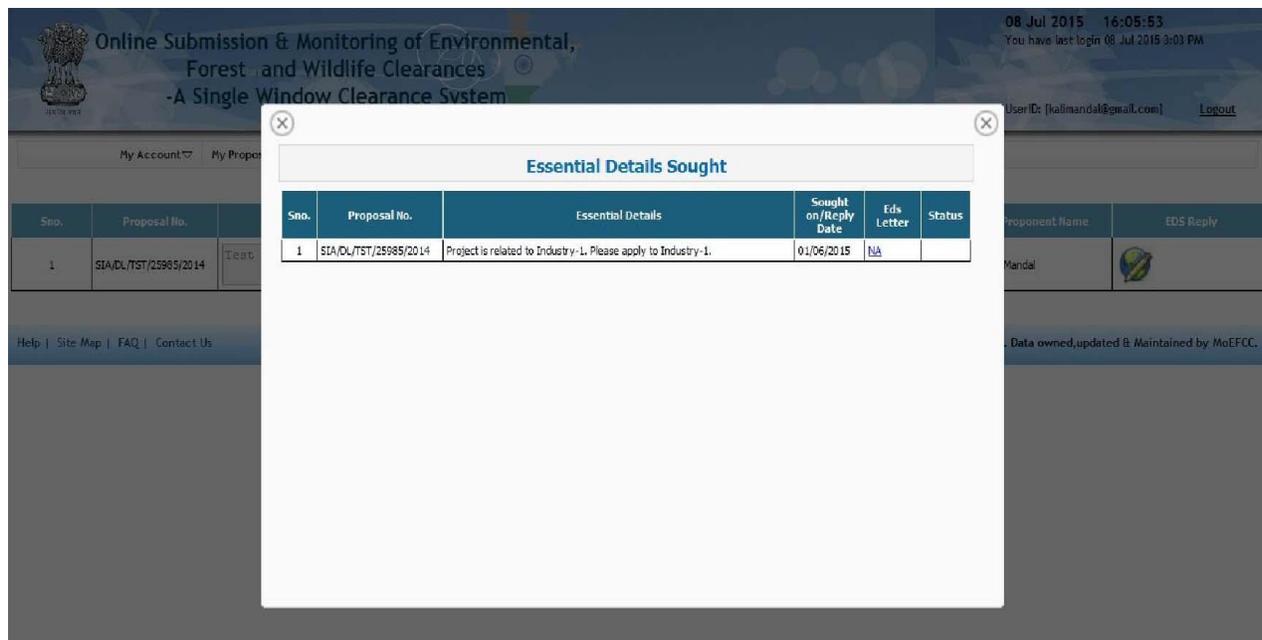
After clicking on EDS details link, the following screen will be displayed. Proponent may view the query raised by SEIAA (if, any).

The screenshot shows the 'Essential Details Sought' screen. It displays a table with the following data:

Sr.	Proposal No.	Project Name	Project Sector	Location Details	Project Cost (Rs. in Lacs)	Date of Submission	Company/Proposer Name	EDS Reply
1	SDJAP/IND/162/2014	Raflesh	Industrial Projects	State: Andhra Pradesh District: Anantapur	12	15 Nov 2014	Company: Kall Hantal	
2	SDJAP/IND/177/2014	Makulk Text	Industrial Projects	State: Andhra Pradesh District: Chittoor	12	14 Nov 2014	Company: Kall Hantal	
3	SDJAP/IND/176/2014	am	Industrial Projects	State: Andhra Pradesh District: Anantapur	99	14 Nov 2014	Company: Kall Hantal	

Figure-5.2 Screen showing summary of proposals in which essential details have to be submitted by proponent.

If proponent clicks on 'EDS Letter' button, he/she may view the EDS letter issued by SEIAA and then proponent has to go to 'Edit New Proposal for TOR or EC' link to resubmit the proposal.



The screenshot displays the OSMEC web application interface. A modal window titled "Essential Details Sought" is open, showing a table with the following data:

Sno.	Proposal No.	Essential Details	Sought on/Reply Date	Eds Letter	Status
1	SIA/DL/TST/25985/2014	Project is related to Industry-1. Please apply to Industry-1.	01/06/2015	NA	

The background interface shows the header "Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances - A Single Window Clearance System" and a user profile section with the name "Mandal" and a "Logout" link.

Figure-5.3 Screen for viewing the EDS letter

6.0 WITHDRAW PROPOSALS

Proponent may withdraw his/her proposal at any stage of the process before the TOR/EC letter is issued. For that, he/she has to make a request to do the same. After accepting his/her request, the same will be treated as withdrawn and the proposal would be delisted from the process.

The screenshot shows the OSMEC portal interface. At the top, it displays the date '07 Jul 2015' and the user's name 'User Name: [Vaishnav industry PVT LTD]', state 'State: [Delhi]', and role 'Role: [Applicant]'. Below the navigation bar, a dropdown menu is open for 'Category B', showing options like 'Add New Proposal', 'Edit New Proposal', 'Request for Modification', 'Update Request for Modification', 'Essential Details Sought due to shortcoming by MS', 'Essential Details Sought due to shortcoming in Modification by MS', 'Additional Details Sought by Member Secretary', 'Withdraw Your Proposal For TOR', and 'Reports(Category-B) For EC'. A message 'You have successfully logged in' is visible in the center. At the bottom, there is a disclaimer and copyright information.

Figure-6.1 Screen showing Withdraw proposal option

The screenshot shows the OSMEC portal interface displaying a list of proposals for seeking TOR. The page title is 'List of proposals for seeking TOR'. Below the navigation bar, there are links for 'View/Print your proposal' and 'Withdraw your proposal'. The main content is a table with 10 rows of proposal details. Each row includes a serial number, proposal number, project name, project sector, location details (state and district), project cost (Rs. in Lacs), date of submission, company/proponent name, and a 'Withdraw' button.

Sno.	Proposal No.	Project Name	Project Sector	Location Details	Project Cost (Rs. in Lacs)	Date of submission	Company/Proponent Name	Withdraw
1	SIA/RJ/MN/13/2014	ShreeDe Mining Project (DL No. 55/2013)	Non-Coal Mining	State: Rajasthan District: Churu	30	20 Nov 2014	Company: SHRI HARSH POONIA Proponent: SHRI HARSH POONIA	Withdraw
2	SIA/RJ/CMN/31/2014	Masonry Stone Mining Project, (W. L. No. 10/2014)	Coal Mining	State: Rajasthan District: Churu	10	04 Dec 2014	Company: SHRI NARAYAN SINGH Proponent: SHRI NARAYAN SINGH	Withdraw
3	SIA/AP/NCP/39/2015		New Construction Projects and Industrial Estates	State: Andhra Pradesh District: Andaman		25 Sep 2014	Company: Sri. Mechineri Koteswara rao Proponent: Sri. Mechineri Koteswara Rao	Withdraw
4	SIA/BR/MS/39/2015	Bihar Military Police 12	Infrastructure and Miscellaneous Projects + CRZ	State: Bihar District: Supaul	9980	09 Jul 2014	Company: DHANANJAY KUMAR Bihar Police Building Proponent: CONSTRUCTION CORPORATION	Withdraw
5	SIA/CG/MN/337/2015	Metabodeli	Non-Coal Mining	State: Chhattisgarh District: Raikar	1000	06 Feb 2015	Company: M/s Jayaswal Neco Industries Ltd. Proponent: Sh. Sangram Swain	Withdraw
6	SIA/CG/MS/91/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Chhattisgarh District: East Slang		07 Nov 2014	Company: Mr. Nitesha Sharma Proponent: M/s Shri Maa Galaxy Buildcon	Withdraw
7	SIA/DL/MS/386/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subansiri		15 Nov 2014	Company: M/s Upal Housing Pvt. Ltd. Proponent: Mehtab Khan	Withdraw
8	SIA/DL/MS/387/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subansiri		29 Nov 2014	Company: UPPAL HOTELS PRIVATE LIMITED Proponent: UPPAL HOTELS PRIVATE LIMITED	Withdraw
9	SIA/DL/MS/388/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subansiri		04 Dec 2014	Company: UNIQUE INNOVATION PVT LTD Proponent: UNIQUE INNOVATION PVT LTD	Withdraw
10	SIA/DL/MS/389/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subansiri		12 Jan 2015	Company: Dr. S. C. Chetal Guru Gobind Singh Government Hospital	Withdraw

At the bottom of the page, there is a footer with 'Help | Site Map | FAQ | Contact Us' and 'Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC.'

Figure-6.2 Screen displaying List of Proposals for seeking TOR

Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances - A Single Window Clearance System

07 Jul 2015 17:01:07
You have last login 07 Jul 2015 4:18 PM

User ID: [virendranr1c123@gmail.com] Logout

My Account | My Proposals Environment Clearance | My Proposals Forest Clearance | My Proposals Wildlife Reference | Help

List of proposals for seeking EC

Click on to View/Print your proposal, Click on **Withdraw** to Withdraw your proposal

Sno.	Proposal No.	Project Name	Project Sector	Location Details	Project Cost (Rs. in Lacs)	Date of submission	Company/Proponent Name	Withdraw
1	SIA/RJ/MN/13/2014	Marble Mining Project (M. L. No. 88/2013)	Non-Coal Mining	State: Rajasthan District: Churu	30	20 Nov 2014	Company: SHRI HARSH POONIA Proponent: SHRI HARSH POONIA	Withdraw
2	SIA/RJ/OWN/31/2014	Masonry Stone Mining Project, (M. L. No. ...)	Coal Mining	State: Rajasthan District: Churu	10	04 Dec 2014	Company: SHRI NARAYAN SINGH Proponent: SHRI NARAYAN SINGH	Withdraw
3	SIA/AP/NCP/391/2015		New Construction Projects and Industrial Estates	State: Andhra Pradesh District: Andamans		25 Sep 2014	Company: Sri. Machineri Koteswara Rao Proponent: Sri. Machineri Koteswara Rao	Withdraw
4	SIA/BR/MS/39/2015	Bihar Military Police 12	Infrastructure and Miscellaneous Projects + CRZ	State: Bihar District: Supaul	9980	09 Jul 2014	Company: DHANANJAY KUMAR Proponent: BIHAR POLICE BUILDING CONSTRUCTION CORPORATION	Withdraw
5	SIA/CG/MIN/337/2015	Metabodali	Non-Coal Mining	State: Chhattisgarh District: Raikar	1000	06 Feb 2015	Company: M/S Jayswal Neco Industries Ltd. Proponent: Sh. Sangram Swain	Withdraw
6	SIA/CG/MS/91/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Chhattisgarh District: East Simga		07 Nov 2014	Company: Mr. Nileendra Sharma Proponent: M/S Shri Maa Galaxy Builders	Withdraw
7	SIA/DL/MS/386/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		15 Nov 2014	Company: M/S Upal Housing Pvt. Ltd. Proponent: Mehtab Khan	Withdraw
8	SIA/DL/MS/387/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		29 Nov 2014	Company: UPPAL HOTELS PRIVATE LIMITED Proponent: UPPAL HOTELS PRIVATE LIMITED	Withdraw
9	SIA/DL/MS/388/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		04 Dec 2014	Company: UNIQUE INNOVATION PVT LTD Proponent: UNIQUE INNOVATION PVT LTD	Withdraw
10	SIA/DL/MS/389/2015		Infrastructure and Miscellaneous Projects + CRZ	State: Delhi District: Lower Subandri		12 Jan 2015	Company: Dr. S. C. Chetal Proponent: Guru Gobind Singh Government Hospital	Withdraw

1 2 3 4 5 6 7 8 9 10 ...

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Figure-6.3 Screen displaying List of proposals for seeking EC

Figure 6.2 and 6.3 are displaying the list of proposals seeking TOR and EC. If proponent desires to withdraw the proposal, he or she may click on **Withdraw** button. The moment he or she presses the button, a request will be sent to SEIAA and if same is accepted by SEIAA, the proposal would be delisted from the process and the same would be intimated to proponent through email and SMS.

7.0 VIEW/PRINT TOR AND EC APPLICATION

One more tab **Reports (Category-B)** has been provided for the various types of reports. By clicking on **'View/Print TOR/EC Application'** link, proponent can view and take print out of the application submitted online.

This completes the process at Project Proponent.

The screenshot displays the OSMEC web application interface. At the top, the header includes the Ministry of Environment, Forest and Climate Change logo and the text 'Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances - A Single Window Clearance System'. The date '26 Jun 2015' and a 'Logout' link are visible. The user's name is 'Voishnav Indistry PVT LTD', the state is 'Delhi', and the role is 'Applicant'.

The main navigation bar contains 'My Account', 'My Proposals Environment Clearance', 'My Proposals Forest Clearance', 'My Proposals Wildlife Clearance', and 'Help'. A dropdown menu for 'Category B' is open, showing options: 'Add New Proposal', 'Edit New Proposal', 'Request for Modification', 'Update Request for Modification', 'Essential Details Sought due to shortcoming by MS', 'Essential Details Sought due to shortcoming in Modification by MS', 'Additional Details Sought by Member Secretary', 'Withdraw Your Proposal', and 'Reports (Category-B)'. The 'Reports (Category-B)' dropdown is further expanded to show 'Print/View Application For TOR', 'Print/View Application for Modification For EC', 'List of Withdrawn Proposals', 'List of Withdrawn Proposals for Modification', 'List of Rejected Proposals', and 'List of Rejected Proposals for Modification'. A red message 'You have successfully logged in' is displayed in the center of the page.

At the bottom, the footer contains the copyright notice: '© Content Owned, Updated and Maintained by Ministry of Environment, Forest and Climate Change, Government of India' and technical support contact information: 'For any Technical support, Please Contact Environment, Forest and Climate Change Informatics Division (EFCCID), abc[at]nic[dot]in'.

Figure-7.1 Screen displaying various reports available to proponent

ANNEXURE A

Frequently Asked Questions (FAQs)

Q.1. What does OSMEC stand for?

Ans. Online Submission and Monitoring of Environmental Clearances.

Q.2. What does PP stand for?

Ans. Project Proponent.

Q.3. How PP can register and login on the OSMEC portal?

Ans. PP can click on Register (New User Agency) tab available on main page of the portal (<http://environmentclearance.nic.in>). Then a registration form will be displayed on the screen. When UA submits Registration form, then a user-id (email of UA) and password will be emailed automatically to UA s email-id. UA can login with these credentials.

Q.4. Where is all the information regarding the OSMEC residing?

Ans. All the proposal information is available on Environment Clearance portal. [Click here](#) to visit.

Q.5. What are the key benefits for the department adopting the Online Submission and Monitoring of Environmental Clearances?

Ans. It provides transparency and efficiency in the working environment, minimizes the processing delay, helps in timely disposal of important issues, enables one to work from anywhere, anytime, leads to a paperless working and provides ease and flexibility in the retrieval of various reports.

Q.6. Are all the necessary fields required to be filled while submitting the proposal online?

Ans. All the required field should be filled otherwise system will not allow submitting the proposal.

Q.7. Is it possible to add more proposals after the acceptance for consideration of the proposal submitted by PP?

Ans. Yes, the PP can add more proposals after acceptance of a proposal by SEIAA.

Q.8. How SEIAA will inform PPs if any additional information is sought from them?

Ans. PP will receive an email and SMS if any additional information is sought by SEIAA. The same could be viewed by PP by clicking on Essential Details Sought under My proposals (Category-B).

Q.9. Is it possible to see the contact detail of SEIAA Nodal Officer for Private Entrepreneur?

Ans. Yes, List of Nodal Officers is available on the website.

Q.10. Can Private Entrepreneur/PP track the progress of their proposal?

Ans. Yes, they can see the progress as well as the decisions.

Q.11. Is Captcha code necessary?

Ans. Yes, due to the Security Guidelines, it is necessary to insert the code at every transaction.

Q.12. Is it mandatory to change the password from default given password?

Ans. Yes, it is mandatory to change the password on first login after receiving the default password.

Q.13. Is it possible to see the list of all the proposals submitted by PP?

Ans. Yes, the list of projects submitted by proponent is available on the portal.

Q.14. Can more than one proposal be added by one project proponent?

Ans. Yes, more than one proposal can be added by one proponent.

Q.15. Can Proponent submit proposal under Category-A also after submitting proposal(s) under category-B.

Ans. Yes, PP can submit application under category-A after submitting application under category-B also. But, modules related with category-A proposal are available under My Proposals (Category-A) tab.