Online Submission & Monitoring of Environmental, Forests and Wild Life Clearance

Ministry of Environment, Forest and Climate Change

PARIVESH

Pro Active Responsive facilitation by Interactive and Virtuous Environmental Singlewindow Hub

https://parivesh.nic.in/

User Manual for User Agency

Online Submission & Monitoring of Environmental, Forests and Wild Life Clearance
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ABOUT THE MANUAL

Audience
This manual is meant for User Agencies who are supposed to submit application for TOR, Environment clearances for appraising the impact of the planned project on the environment and minimizing the same, prior forests clearances for diverting forest land for non-forestry. This is also meant for those User Agencies who are supposed to submit application for seeking prior Wildlife Clearances.

Purpose
The purpose of this document is to provide an interface between user and “PARIVESH”. (Pro Active Responsive facilitation by Interactive and Virtuous Environmental Singlewindow Hub). It will help the user to understand major features, benefits and workflow of the system. It will also help to submit the details of the proposal along with all annexures and later on status of the proposal can be tracked.

Authorship
This manual has been prepared by Ministry of Environment, Forests and Climate Change, Government of India, New Delhi – 110003.

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1.1 ABOUT PARIVESH PORTAL

In order to bring more transparency and accountability in the forests, environment and wildlife clearance process, Ministry of Environment, Forests and Climate change, Government of India has rolled out a portal named as “Pro Active Responsive facilitation by Interactive and Virtuous Environmental Singlewindow Hub” (PARIVESH). PARIVESH is a web based, role based, G2C and G2G workflow application that are developed for online submission and monitoring of the proposals submitted by the user agencies for seeking forests, environment and wildlife 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:
1) Enhance efficiency, transparency and accountability in the forest, environment and wildlife clearance process.
2) Reduction in turnaround time for activity.
3) Enhance responsiveness through workflows automation and availability of real time information.
4) Enhance ease and convenience of citizens and businesses in accessing information and services.
5) Achieve standardization in processes across regional and state level.

1.3 CORE FEATURES OF PORTAL

1) A role based workflow application that helps User Agencies in online submission of the proposals seeking forest, environment and wildlife clearances and tracking the proposals.
2) A single window interface provided to the User Agencies for the submission of proposals for Environmental, Forests and Wildlife Clearances
3) Facilitate management in effective monitoring.
4) Delays in the clearance process can be ascertained
5) Accessible from any PC having internet facility
6) 24x7 Online

1.4 ROLES

The following Roles have been defined as per the responsibility:

1.4.1 USER AGENCY

Any User Agency has to register with the PARIVESH portal before submitting any proposal for seeking prior approval of Central Government. When, U.A. register with the portal a registration email containing user-id and password would be sent by the system automatically to U.A.’s (Applicant) registered email id. U.A. can login into PARIVESH portal by using user-id and password communicated through email and then U.A. can enter data online through
Forms along with all relevant documents. The User Agency can track the status of the proposal after submitting it online.

1.4.2 ROLES OF PROCESSING AUTHORITY FOR ENVIRONMENTAL CLEARANCE

SECTION OFFICER
Section officer logs in to the portal of PARIVESH and can review the proposals seeking TOR/EC clearance submitted by the U.A. He may assign a MoEFCC file number with some remarks then forward the proposal to the Deputy Director/Joint Director for review.

JOINT DIRECTOR/DEPUTY DIRECTOR
The concerned Joint Director/Deputy Director can view the proposals that are submitted by proponent/UA for TOR/EC application. He/she gives his/her remarks and forward to concerned Member Secretary.

MEMBER SECRETARY

After receiving the proposal online, concerned Member Secretary will examine the proposal (for seeking TOR/EC clearance) for its completeness, if proposal is not complete, Member Secretary can raise EDS (Essential Detail Sought) and may ask U.A. to resubmit the proposal.

After ensuring the completeness of the proposal (received from Deputy Director/Joint Director), the concerned Member Secretary can assign a MOFECC file number. Then he/she starts the process for the consideration of the proposal in the next EAC (Environmental Appraisal Committee) meeting. He prepares agenda and it will also have published on main page of PARIVESH Portal, and send the agenda to after taking recommendation of the EAC, Member Secretary Uploads the Minutes of meeting of the proposal is sent to competent authority for the approval. After taking approval, the status of the proposal is updated on the portal and a letter of approval (Clearance Letter) is sent to proponent through email.

CHAIRMAN

After receiving the proposal online, chairman will examine the proposal (for seeking TOR/EC clearance) for its completeness.

1.4.3 ROLES OF PROCESSING AUTHORITY FOR FOREST CLEARANCE

NODAL OFFICER (STATE FOREST DEPARTMENT)
After receiving the proposal online, Nodal Officer can examine the proposal for its completeness and the same will be forwarded (after assigning State Serial No.) by him/her to the divisions affected with the diversion of forest land. If proposal is not complete, Nodal Officer can raise query (EDS-Essential Details Sought) and may ask U.A.to submit the complete proposal. After checking the completeness Nodal Officer would ask U.A. to submit the hard copies of the proposal in DFO/DC office. The proposal will come again to Nodal Officer after
the completion of process from Circle Office. After receiving the proposal from CF/CCF, the concerned Nodal Officer would process it and will upload his/her recommendations/SIR. When, Nodal officer upload these details, the proposal would be forwarded automatically to State Secretary.

**DFO/DCF/Wild Life Warden**

After receiving the proposal online from Nodal Officer, the concerned DFO can view the proposal (Form-A, Form-B, Form-C submitted by U.A.) and then may upload their Site Inspection Report and Recommendations. DFO level user does not have privileges to make any modification in the proposal they can only fill up Part II of Form-A, Form-B, Form-C. When, DFO upload recommendation and SIR, the proposal would be forwarded to concerned Circle Officer (CF/CCF).

**CF/CCF**

After receiving the proposal online from DFO/DCF, the concerned CF/CCF can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) and recommendations of DFO and then may upload his/her Recommendations and Site Inspection Report. CF/CCF level user does not have privileges to make any modification in the proposal, they can only fill up Part III of Form-A/Form-B/Form-C. Or he/she may raise any query to the concerned division, if needed. When, Circle Officer uploads his/her recommendation and SIR, the proposal would be forwarded to concerned Nodal Officer automatically.

**STATE SECRETARY (STATE GOVT)**

After receiving the proposal online from Nodal Officer, the concerned State Secretary can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) and recommendations of DFO, Circle and Nodal Officer and then may upload his/her Recommendations. When, State Secretary uploads these details, the proposal would be forwarded to either Regional Office or Head Office of Ministry depending upon the category, area and Shape of forest land proposed to be diverted. Some proposals (0-5 ha except mining, Hydel and regularization of encroachments) can be decided at this level also.

**REGIONAL OFFICE**

After receiving the proposal online from State Secretary, the concerned RO can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) along with recommendations of DFO, Circle, Nodal Officer and State Secretary. RO level user may upload the Regional Empowered Committee agenda, minutes on portal and then can send REC approved proposals (Mining, Hydel, Encroachments) to RO(HQ), Delhi for the recommendation of the Competent Authority of the Ministry of Environment, Forests& Climate Change (MoEFCC).

**REGIONAL OFFICE (HQ), NEW DELHI**

After receiving the proposal online from RO, the RO (HQ) level user can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) along with recommendations of DFO, Circle, Nodal Officer, State Secretary and RO. After that, RO (HQ) will process the file for the approval of the Competent Authority of the MoEFCC. After taking approval of the Competent Authority, the status is updated on the portal and the proposal is forwarded to RO for issuing the Stage-I clearance.

**MoEFCC HEAD OFFICE, NEW DELHI**

After receiving the proposal online from SG, the MoEFCC (HO) level user can view the proposal (Form-A/Form-B/Form-C submitted by U.A.) along with recommendations of DFO, Circle, Nodal Officer, State Secretary and RO. MoEFCC (HO) level user then process the file for the approval of the Competent Authority of MoEFCC. After taking approval of the
Competent Authority, he/she has to update the status of the proposal and upload the approval letter on the portal.

**District Collector (DC)**
After viewing the proposal, DC has to upload FRA document.

### 1.4.4 ROLES OF PROCESSING AUTHORITY FOR WILDLIFE CLEARANCE

**DFO/Wild Life Warden**
After receiving the proposal online, concerned DFO (DFO of the division having maximum extent of the protected area in the project) can examine the proposal for its completeness. If proposal is not complete, DFO can raise query and may ask U.A. to submit the complete proposal. After checking the completeness, DFO will ask UA to submit the hard copies of the proposal in DFO office. After completion of first communication process, the proposal will be forwarded by him/her to all the related divisions. DFO of these divisions will fill up part II of the proposal and then upload their recommendations and Site Inspection Report. When they upload the recommendation and SIR, the proposal will be forwarded automatically to Chief Wildlife Warden.

**CHIEF WILDLIFE WARDEN**
After receiving the proposal from DFO, concerned CWW can view the entire proposal along with recommendation of DFO. He/she can raise any query to DFO (if needed), otherwise he/she may upload his/her recommendation and Site Inspection Report.

**STATE GOVERNMENT**
After logging into the portal, State Government (SG) level user can view the proposal and recommendations of DFO and CWLW and can take print out (if needed) of the entire details and then process it for placing it before the SBWL. After that, he/she uploads recommendation of State Board of Wildlife (SBWL) on the portal along with State Government report/recommendation. Once, these are uploaded on the portal, proposal is forwarded to MoEFCC (Wild Life Division), New Delhi.

**MoEFCC (Wild Life Division ), NEW DELHI**
After receiving the proposal online from SG, the MoEFCC (HO) level user can view the proposal (Form-A submitted by U.A.) and recommendations of DFO, CWW, SBWL and State Government. HO (Wildlife) level user, then process it for the approval of the Competent Authority of MoEFCC. After taking approval of the Competent Authority, he/she has to update the status of the proposal and upload the recommendation letter of NBWL on the portal.

### WORK FLOW

#### 1.4.5 WORKFLOW FOR ENVIRONMENT CLEARANCE
- User Agency can register (to get the login credentials) on [https://parivesh.nic.in](https://parivesh.nic.in) Thereafter, project details can be submitted along with all required documents of TOR [Form-1 (Part-I) etc. / EC Application.
- When U.A. submits all these details, an acknowledgement letter would be sent (by System) to email-id of U.A. Acknowledgement letter contains information including unique proposal number, Project Sector etc.
- U.A. may refer this unique proposal number for future reference.
- Member Secretary considers the proposals for TOR/EC application (within 5 working days for TOR and 20 working days for EC).
If all the relevant documents are uploaded properly by U.A., Member Secretary sends acceptance letter to U.A. along with a request to submit a hard copy of the proposal to the Section Officer of IA division.

If any other details are missing or any other information is needed, Member Secretary may raise query (EDS) to U.A. to upload the relevant document on the portal.

Once he accepts the proposal, then it has to be considered in next EAC meeting. After EAC consideration,

the fate of the proposal is decided by the competent authority of the Ministry.

1.4.6 WORKFLOW FOR FOREST CLEARANCE PROCESS

User Agency can register to get the login credentials from https://parivesh.nic.in. Select the form as per the requirement by selection tool. Thereafter, project details can be submitted along with all required documents [Form-A (Part-I)/Form-B (Part-I)/Form-C (Part-I)] etc. When U.A. submits all these details, an acknowledgement letter would be sent (by System) to email-id of (Applicant) User Agency. Acknowledgement letter may contain some information including unique proposal number. U.A. may refer this unique proposal number for future reference.

Nodal Officer scrutinizes the proposal (within 10 days) and sends an acceptance letter to User Agency, if all relevant documents are uploaded properly by U.A. If any document is missing or any other information is needed, Nodal Officer may ask U.A. to upload those missing information. Timeline will start only if Nodal officer accepts the proposal.

When, Nodal Officer sends the acceptance letter to U.A., proposal details are forwarded automatically to concerned DFOs and DCs for their necessary action.

DFO can view the proposal after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-II of Form-A/Form-B/Form-C on the portal along with his/her recommendation and Site Inspection report.

When, DFO uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned CF/CCF for the necessary action.

District Collector (DC) can view the proposal after logging in to portal. He/she has to upload FRA document (that must include Forest rights settlement details) on the portal.

CF/CCF can view the proposal and recommendation of DFO after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-III of Form-A on the portal along with his/her recommendation and Site Inspection report (if site inspection done).

When, CF/CCF uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned Nodal Officer for the necessary action. Nodal Officer can view the proposal and recommendations of DFO and CF/CCF after logging in to portal and can take print out (if needed) of the entire details and then process it.

After that, he/she uploads the part-IV of Form-A on the portal along with his/her recommendation and Site Inspection report (if site inspection done).
When, Nodal Officer uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned State Secretary for the necessary action.

State Secretary can view the proposal and recommendations of DFO, CF/CCF and Nodal Officer after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the Part-V of Form-A on the portal along with his/her recommendation. When, State Secretary uploads his/her recommendation on the portal. Proposal details are forwarded automatically to concerned Regional Office or Head Office, Delhi as per the flow defined in the system.

Proposal details are forwarded automatically to concerned Regional Office or Head Office, Delhi as per the flow defined in the system.

Note:
User Agencies are required to register themselves only once for submitting application for seeking Environmental, Forests and Wildlife Clearances. They can submit more than one EC, FC or WL applications with the single user-id and password. For example, if any UA desires to submit application for EC, FC and Wildlife Clearances (all three clearances), they are required to register once with the portal. There is no need to have three separate registrations.

- All linear projects and other proposals related with diversion of forest land from 0 to 40 hectare forwarded to Regional Office.
- All proposals related with diversion of forest land for more than 40 ha. excluding linear projects are forwarded directly to Head Office, Delhi for the processing at Head Office (MoEFCC, Delhi)
- Regional Office can view the proposal and recommendations of DFO, CF/CCF, Nodal Officer and State Secretary after logging in to portal and can take print out (if needed) of the entire details and then process it. The fate of the proposals related with diversion of forest land up to 5 ha (except mining and regularization of encroachments) is decided at RO (without any State Advisory Group/Regional Empowered Committee meeting).
- There is a provision of deciding the fate of these proposals at State Secretary/State Government level also.
- RO conducts SAG/REC meetings for the proposals related with diversion of forest land up to 5 ha (Mining and regularization of encroachments only) and all other projects related with diversion of forest land from 5 to 40 ha.
- All mining, Hydel and regularization of encroachment proposals (0-40 ha) along with recommendation of SAG/REC are forwarded to RO (HQ), Delhi for the approval of Competent Authority of Ministry of Environment, Forests & Climate Change.
- The fates of other proposals are decided at RO level only. Regional Office (HQ), Delhi can view the proposal and recommendations of DFO, CF/CCF, Nodal Officer, State Secretary and Regional Office after logging in to portal and can take print out (if needed) of the entire details and then process it for the approval of the Competent Authority of the MoEFCC.
• HO (Delhi) can view the proposal and recommendations of DFO, CF/CCF, Nodal Officer, State Secretary and Regional Office after logging in to portal and can take print out (if needed) of the entire details and then conducts FAC meetings.

• HO may ask Regional Office to upload site inspection reports in cases in which area is more than 100 ha. FAC recommendations (along with decision of Competent Authority) and agenda and minutes of the meeting are uploaded on portal.

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

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

1.4.7 WORKFLOW FOR WILDLIFE CLEARANCE

User Agency can register (to get the login credentials) on https://parivesh.nic.in. Thereafter, project details can be submitted along with all required documents.

When U.A. submits all these details, an acknowledgement letter would be sent (by System) to email-id of U.A. Acknowledgement letter contains information including unique proposal number, Project Sector etc. U.A. may refer this unique proposal number for future reference.

Note:
If User Agencies require both clearances (i.e. Forests and Wildlife Clearances), then, first, they have to select the relevant forms and submit the application for Forest Clearance. Afterwards then they can submit WildLife application.

• The proposal submitted by U.A. will be forwarded to concerned DFO/Wild Life Warden (i.e. DFO of the division having maximum extent of the protected area needed for the project).

• DFO scrutinizes the proposal and sends an acceptance letter to User Agency, if all relevant documents are uploaded properly by U.A. If any document is missing or any other information is needed, DFO may ask U.A. (EDS) to upload those missing information.

• Timeline will start only if DFO accepts the proposal. When, DFO sends the acceptance letter to U.A.

• Proposal details are forwarded automatically to all the DFOs involved in the proposal for their necessary action.

• DFO can view the proposal after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads the part-II of Form-A on the portal along with his/her recommendation and Site Inspection report.

• When, DFO uploads his/her recommendation and Site Inspection Reports on the portal, proposal details are forwarded automatically to concerned Chief Wildlife Warden (CWW) for the necessary action.
CWW can view the proposal and recommendation of DFO after logging in to portal and can take print out (if needed) of the entire details and then process it. After that, he/she uploads his/her recommendation and Site Inspection report (if site inspection done) and the proposal will be forwarded to State Government level.

After logging into the portal, State Government (SG) level user can view the proposal and recommendations of DFO and CWW and can take print out (if needed) of the entire details and then process it.

After that, he/she uploads recommendation of State Board of Wildlife (SBWL) on the portal along with State Government report/recommendation.

Once, these are uploaded on the portal, proposal is forwarded to Head Office (Wildlife), New Delhi.

After receiving the proposal online from SG, the MoEFCC (HO) level user can view the proposal (Form-A submitted by U.A.) and recommendations of DFO, CWW, SBWL and State Government. HO (Wildlife) level user, then process it for the approval of the Competent Authority of MoEFCC.

After taking approval of the Competent Authority, he/she has to update the status of the proposal and upload the recommendation letter of NBWL on the portal.

### 2.0 NEW USER AGENCY REGISTRATION AND LOGIN

#### 2.1 NEW REGISTRATION

User Agency: For submitting the proposal, a user agency has to register online at PARIVESH portal. Registration can be done in the following manner:

**Step1.** [https://parivesh.nic.in](https://parivesh.nic.in) in the address bars of the web browser i.e. Google Chrome etc. and press Enter. A Home page of PARIVESH portal will appear as shown in Figure-2.1.

**Step2.** Click on “New Registration (Registration/ Login)” tab.

*Figure - 2.1, Home page of PARIVESH Portal*
Click on New User Registration Form of the PARIVESH portal will appear as shown in Figure-2.2.

**Figure - 2.2, New User Registration page of PARIVESH Portal**

**Step3.** Fill-in the data in the above mentioned form and then press ‘SUBMIT’ button. After successful registration, new user will get the registration mail on registered email-id as well as a notification by SMS at registered mobile number of Applicant.
2.2 LOGIN

To get login into the PARIVESH portal, do the following:

**Step1.** Click on the Login (User Agency) under the Project Proponent as shown in figure 2.3.

*Figure 2.3, Login page of PARIVESH Portal*

Login Form of PARIVESH portal will appear as shown in the figure 2.4

*Figure 2.4 Login Form of PARIVESH portal*
**Step 1.** Select User Type Applicant  
**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 below to Captcha image.  
**Step 5.** Click on Login button as shown in Figure-2.4.

System will take you to the change password form, user should change the password by giving old password followed by new password and confirm it as shown in Figure- 2.5

![Figure- 2.5 Change password form](image)

**Figure- 2.5 Change password form**

After change the password user get the home screen of PARIVESH Figure 2.6

![Figure- 2.6 Home Page](image)

**Figure- 2.6 Home Page**
2.3 LOGOUT
To logout from PARIVESH portal, click on the option “Logout” at the right corner of the screen as shown in the figure 2.6.

3.0. Introduction of Home Page

- **MY PROPOSALS** - List of all proposals applied by the proponents with Proposal Number, Type of approval, Type of application and current status. See. Figure

![Figure- 3.1 My Proposals](image1)

**DASHBOARD** - Provide at-a-glance views of all proposals applied by the proponent categorised by approval type e.g. Environmental Clearance, Forest clearance, Wildlife Clearance and CRZ. With the current status. Figure – 3.2

![Figure- 3.2 Dashboard](image2)
• Proponent can also get the specified details like Draft proposals, list of proposals with EDS or ADS, and list of granted Proposals
• Move over mouse pointer to the dashboard Item to see the sub category of the Dashboard Items and Click on View Details to get the detailed list of any Category.
• User can also perform the relevant task directly from Dashboard like reply of EDS, ADS, Draft the proposals, download reports, take printout of form, download the Grant letter etc.

4.0 ADDING, EDITING & TRACKING PROPOSALS

4.1.1 ADD NEW PROPOSAL

• User Agency can apply for Different clearances (i.e. TOR, Environment Clearances, Forest Clearances, Wildlife Clearances or CRZ) at ones with single proposal number. for TOR/EC seeking prior
• After submitting the proposal details, U.A. can track the status of the proposal. They are supposed to check their emails and SMSs for further action at their end.

Figure 4.1 Dashboard

Step 1. Click on Approvals> Whether Applying for New Proposal - Figure 4.1. User get the form selection option to choose the appropriate form of combination of forms of desired Approvals.

Step 2. User get Initial questioner for choose the required form for clearance.

Step 3. Click on button on the right side of the screen in front of the desired form. – Figure 4.2
Step 4. Fill the basic details of the project like Project Name, Total Land etc.

Figure 4.2 Choose Form and Initial questioner

Step 5. Fill the details and click on submit.

Figure 4.3 Fill and submit
After submit the form a Proposal number will appear, which can be used for further references. Figure 4.4

Figure- 4.4 Generate Proposal Number
4.2 TOR Proposal

Step 1. Carefully Fill the form with correct information and upload the required documents—figure 4.5

Figure- 4.5 TOR Proposal Form

Step 2. User Agency can save the proposal in Draft mode by clicking on ‘Save as Draft’ button available on first page of Form or they may click on ‘Continue’ button for filling up other pages.
If ‘Save as Draft’ buttons clicked on first page, 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 course will come back to the first page. Then U.A. may fill up other pages by clicking on ‘Continue’ button.

Step 3. After successfully addition of proposal, an acknowledgement letter is emailed automatically to the email-id of User Agency and the proposal is sent to the concerned Member Secretary for further necessary action. Concerned Member Secretary will get the email notification alert. User Agency can submit original proposal (hard copy) to Member Secretary along with acknowledgement letter and other relevant documents. Similarly, other proposals (EC Application, Modification in TOR and Modification in EC) can be submitted through the portal.

4.3 EC Proposal
EC proposal can be applied same way as TOR Application. And can be viewed in My proposals tab in home page, user select the proposal, click on the link and can fill the EC form figure 4.6

![Figure- 4.6 EC Proposal Form](image)
Fill the details and attach the documents in PDF format and for Locations attach KML file. Figure 4.7

**Figure - 4.7 EC Proposal Form**

**TOR Details:** Applicant Can Search Previous TOR Details by click on link given in Details of TOR Granted or can add manually the previous TOR Details as display in figure: 4.8

**Figure - 4.8 Previous TOR Details Form**
Fill all details of Form and attach required Documents, click on submit button, System displayed the proposal number of EC, UA can use this number for future references as shown in figure 4.9

![Image of Proposal Number for future Reference](image)

**Figure- 4.9 Proposal Number for future Reference**

**Application Process Buttons:** Fill the EC form with required information and attachments, User can **SAVE AS DRAFT** the form, go **BACK** to the previous form for updating or can proceed future by pressing **CONTINUE**. As shown in Figure 4.10

![Image of Application Process Buttons](image)

**Figure- 4.10 Application Process Buttons**

**CTO Details:** Applicant needs to enter CTO Details as well, PARIVESH has the feature to search CTO from State Pollution Control Boards which have **OCMMS** implemented. User needs to just click on the link in “DETAILS OF EARLIER CONSENTS TO OPERATE”. As shown in Figure 4.11

Enter the text (consent no, Company Name etc.) for search your CTO.

![Image of CTO Details](image)

**Figure- 4.11 CTO Details**
Search CTO and fetch it to your EC Application, then click OK, and the details of your CTO was auto filled in the EC form. After that upload the soft copy in a single PDF of CTO Obtained since inception. Figure 4.12

![Figure- 4.12 CTO Details filled](image)

### 4.4 UPDATE NEW PROPOSAL
The details of the existing proposals can be updated by User Agency 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 existing proposal, the following procedure may be adopted:

**Step 1:** To update a proposal, click on ‘Update/Modify Details of Existing Proposal.

**Step 2:** Click on the relevant filed to update. Then

**Step 2:** Press **Save as draft** button for save the changes.

by clicking on ‘Save & Lock’ button. Once application is saved by using this option, no further changes can be made in the proposal. Similarly, other proposals (EC Application, Modification in TOR and Modification in EC) can be edited on the portal.

### 4.5 VIEW STATUS OF SUBMITTED PROPOSALS
User Agency can see the status of the submitted proposals by clicking on the ‘Dashboard’ link from the home page as shown in the Figure 4.13

**Note.** Similarly, status of all proposals (like TOR, EC, Forest Form-B and Form-C, CRZ etc.) can also be viewed on Dashboard. User get all the information like draft proposals, Under Process, EDS, ADS and approvals.
For more details of any dashboard item, click on View Details and get the details list view of proposals. As shown in the Figure 4.14

**Figure- 4.14 Detailed list view of proposals in Dashboard**

**5.1 ESSENTIAL DETAILS SOUGHT BY MEMBER SECRETARY**

After submission of proposal successfully, Member Secretary may have sought essential details from User Agency at any stage during processing of proposal. An email/SMS alert will be sent by Environment department to User Agency for the same. User Agency can view the details needed by Member Secretary for further processing. It Member Secretary raise EDS, it will be reflected in the dashboard of the user. (as shown in the figure 5.1) The following steps could be followed for the same.
Step-1: Click on the EDS TAB>View Details
Step-2: See the list view of all proposal with EDS raised
Step-3: click on proposal number to Open the desired proposal, do edit and add the required details followed by Save & Lock the proposal again

Figure- 5.1 EDS in Dashboard
5.2 ADDITIONAL DETAILS SOUGHT BY OFFICIALS

After submission of proposal successfully, Member Secretary may accept the proposal. During the process of proposals, an officer may have sought some additional information from the User Agency. If any officer have raised and ADS, it will be reflected in the dashboard of the user. As shown in the figure 5.2.

**Step-1:** Click on ADS TAB in the dashboard>View Detail  
**Step-2:** List of Proposals with ADS was populated  
**Step-3:** Add the required details and submit the ADS.
6.0 Forest Clearance:

6.1. ADD NEW PROPOSAL
User Agency can submit details of the proposals (Form-A, Part-I) seeking prior forests clearance for the diversion of forests land to be diverted for non-forestry purposes. After submitting the proposal details, U.A. 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. To submit a new proposal, following procedure may be adopted:

Step 1. Click on Approvals> Whether Applying for New Proposal - Figure 6.1. User get the form selection option to choose the appropriate form of combination of forms of desired Approvals.

Step 2. User get Initial questioner for choose the required form for Forest clearance.

Step 3. Click on button on the right side of the screen in front of the desired form. – Figure 6.1

Step 4. Fill the basic details of the project like Project Name, Total Land etc
Step 5. Fill the details and click on submit as shown in Figure 6.2

![Step 5: Fill the details and click on submit](image)

*Figure- 6.2 Fill and submit*

Step 6. After submit the form a Proposal number will appear, which can be used for further references. Figure 6.3

![Step 6: System Generate Proposal Number](image)

*Figure- 6.3 System Generate Proposal Number for future references.*

Step 7. Start Filling the form with correct information and attach required documents as in Figure 6.4

![Step 7: Filling of Forest Clearance Application form](image)

*Figure- 6.4 Filling of Forest Clearance Application form.*
Figure- 6.5 Application Process Buttons

FC Application Process Buttons: -Fill the EC form with required information and attachments, User can SAVE AS DRAFT the form, go BACK to the previous form for updating or can proceed future by pressing NEXT. As shown in Figure 6.5

Note: Form-A contains four (4) pages for the proposals for all categories except Mining sector. Form-A for Mining cases contains Five (5) pages. User Agency is advised to follow all the instructions given on the pages. The parameters marked with * are mandatory.

Step 8. User Agency can save the proposal in Draft mode by clicking on ‘Save as Draft’ button available on first page of Form-A, Part-I 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 U.A. may fill up other pages by clicking on ‘Next’ button.

Step 9. User Agency has to click on ‘Save as Draft’ or ‘Save and lock’ button available on last page for saving the entire form.

Note: Modifications can be made in the proposal, if it is saved by clicking on ‘Save in Draft’ button. No change can be made in the proposal, if it is saved by clicking on ‘Save & lock’ button. Please ensure that all details have been uploaded properly before saving in lock mode.

Step 10. After successfully addition of proposal, an acknowledgement letter is emailed automatically to the email-id of User Agency and the proposal is sent to the concerned Nodal Officer for further necessary action. Concerned Nodal Officer will get the email notification alert. User Agency can submit original proposal to Nodal Officer along with acknowledgement letter and other relevant documents. Similarly, other proposals (Form-B and Form-C) can be submitted through the portal.

6.2 UPDATE NEW PROPOSAL

The details of the existing proposals can be updated by User Agency 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 existing proposal, the following procedure may be adopted:

Step 1: To update a proposal, click on ‘Update/Modify Details of Existing Proposal.

Step 2: Click on the relevant filed to update. Then
Step 2: Press **Save as draft** button for save the changes.

by clicking on ‘**Save & Lock**' button. Once application is saved by using this option, no further changes can be made in the proposal. Similarly, other proposals (**Form-B and Form-C**) can be edited on the portal.

6.3 ESSENTIAL DETAILS SOUGHT BY FOREST DEPARTMENT

After submission of proposal successfully, Forest department may have sought essential details from User Agency at any level (Nodal Officer/DFO/Circle etc.) during processing of proposal. An email/SMS alert will be sent by Forest department to User Agency for the same. User Agency can view the details needed by forest department for further processing. The following steps could be followed for the same.

![Figure- 6.1 EDS in Dashboard](image)

**Step 1:** Click on the EDS TAB>View Details  
**Step 2:** See the list view of all proposal with EDS raised  
**Step 3:** click on proposal number to Open the desired proposal, do edit and add the required details followed by **Save & Lock** the proposal again, as shown in Figure-6.2

![Figure- 6.2 EDS in Dashboard](image)
6.4 - VIEW STATUS OF SUBMITTED PROPOSALS

User Agency can see the status of submitted proposals by clicking on the Dashboard link on home Page as shown in the Figure 6.3. Similarly, status of other proposals (Form-B and Form-C) can also be viewed on Dashboard.

![Dashboard Image]

Figure- 6.3 Current Status in Dashboard

7.0 - Wildlife Clearance:
7.1 ADD NEW PROPOSAL

User Agency can submit details of the proposal (Part-I) seeking prior wildlife approval. After submitting the proposal details, U.A. 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.

User Agency can view or edit the status of the proposals from the Dashboard link from Home screen. User agency can also reply the EDS from dashboard.

To submit a new proposal, following procedure may be adopted:

**Step 1.** Click on Approvals> Whether Applying for New Proposal - Figure 7.1.
User get the form selection option to choose the appropriate form of combination of forms of desired Approvals.

**Step 2.** User get Initial questioner for choose the required form for Wildlife clearance.

**Step 3.** Click on button on the right side of the screen in front of the desired form. – Figure 7.1
Step 4. Fill the basic details of the project like Project Name, Total Land etc

Step 5. Fill the details and click on submit as shown in Figure 7.2
Step 6. After submitting the form, a Proposal number will appear, which can be used for further references. Figure 7.3

Figure- 7.3 System Generate Proposal Number for future references.

Step 7. Proposal (Part I) is available for filling. Start filling the form with correct information and attach required documents as in Figure 7.4.

Figure- 7.4 Filling of Forest Clearance Application Form Part-I.

Note: Form A Part-I contains four pages for the proposals for all categories except Mining and Hydel/Multipurpose/ Irrigation. Form A part I for Mining and Hydel/Multipurpose/Irrigation
cases contain five pages. User Agency is advised to follow all the instructions given on the pages. The parameters marked with * are mandatory.

**Step 8:** User Agency can save the proposal in Draft mode by clicking on ‘Save as Draft’ button available on first page of Form, Part-I 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 U.A. may fill up other pages by clicking on ‘Next’ button. As shown in figure 7.5

![Figure 7.5 Application Unique proposal no](image)

**Step 9:** User Agency has to click on ‘Save as Draft’ or ‘Save and lock’ button available on last page for saving the entire form.

**Note:** Modifications can be made in the proposal, if it is saved by clicking on ‘Save in Draft’ button. No change can be made in the proposal, if it is saved by clicking on ‘Save & lock’ button. Please ensure that all details have been uploaded properly before saving in lock mode.

**Step 10:** After successfully addition of proposal, an acknowledgement letter is emailed automatically to the email-id of User Agency and the proposal is sent to the concerned Nodal Officer for further necessary action. Concerned DFO will get the email notification alert. User Agency can submit original proposal to DFO along with acknowledgement letter and other relevant documents.

**7.2 UPDATE NEW PROPOSAL**

The details of the existing proposals can be updated by User Agency 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 existing proposal, the following procedure may be adopted:
Step 1: To update a proposal, click on ‘Dashboard and select the required form to be edit.
Step 2: Click on the relevant filed to update. Then
Step 2: Press Save as draft button for save the changes.

by clicking on ‘Save & Lock’ button. Once application is saved by using this option, no further changes can be made in the proposal. Similarly, other proposals (Form-B and Form-C) can be edited on the portal.

Thank You