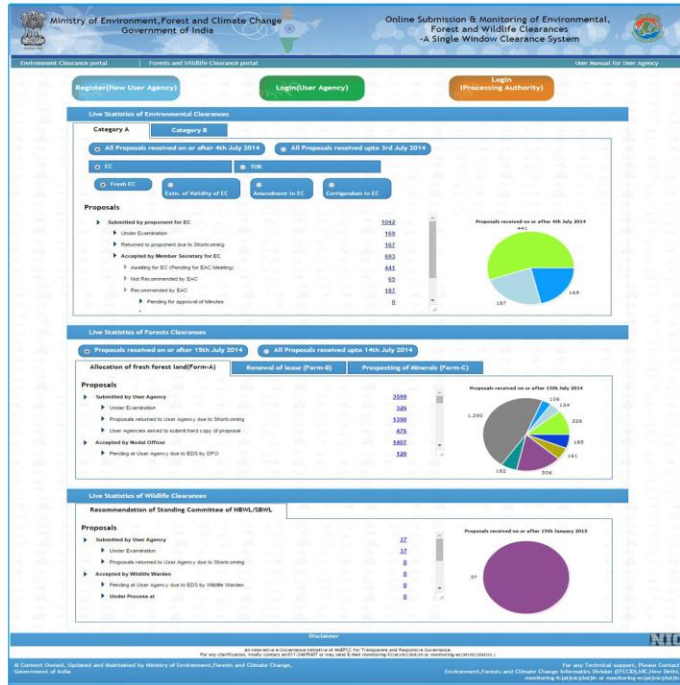




सत्यमेव जयते

# Online Submission and Monitoring of Environmental, Forest and Wildlife Clearances-A Single Window Clearance System of MoEFCC, GOI (<http://efclearance.nic.in>)



In order to bring more transparency and accountability in the Environmental, Forest, and Wild Life Clearance process, Ministry of Environment, Forest and Climate Change, Government of India has rolled out this portal. It is a web based, role based, G2C and G2G workflow application which has been developed for Online Submission & Monitoring of Environmental, Forest and Wild Life Clearances-A Single Window Clearance System for proposals submitted by the user agencies for seeking prior approval of Environmental, Forest, and Wildlife Clearance. 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.

## Objective

- Enhance efficiency, transparency and accountability in the Environmental, Forest, and Wild Life 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.

## Features

- Submission of all type of proposals (EC, FC, WL) through single window interface.
- A unique-id for each proposal for future reference.
- On-the-fly generation of all required reports.
- Automatic mailer notification to take instant action.

- Delays in the clearance process can be ascertained.
- Facilitate Management in effective monitoring.
- Accessible from any PC having internet facility.
- Eight types of privilege (roles for Forest Clearance Stage-I) for users as per their responsibility.
- Six types of privilege (roles for Forest Clearance Stage-II) for users as per their responsibility.
- Five types of privilege (roles for Wild Life Clearance) for users as per their responsibility.
- Four types of privilege (roles for Environmental Clearance - Category A) for users as per their responsibility.
- Three types of privilege (roles for Environmental Clearance - Category B) for users as per their responsibility.

### **Eight Roles for Forest Clearance (Stage-I):**

- User Agency
- State Nodal Officer
- DFO/DCF, DC
- CF/CCF
- State Secretary/State Government
- Regional Office
- RO (HQ) Delhi and Head Office Delhi

### **Workflow for Forest Clearance process (Stage-I):**

User Agency can register to get the login credentials from <http://efclearance.nic.in>.

After successful registration, User Agency will get user-id and password for logging in to the portal. After login, User Agency can submit application for seeking prior approval of Central Government for diverting forest land for non-forestry purposes. There are three types of forms available on the portal. i.e. Form-A which is to be submitted for the allocation of fresh forest land, Form-B which is to be submitted for renewal of lease and third type is Form-C which is to be submitted for taking permission for prospecting of Minerals). When User Agency submits all these details, an email alert would be sent (by System) to registered email-id of User Agency for the confirmation of the successful submission of the application. This email alert may contain some information of proposal including unique proposal number generated automatically by the system. User Agency may refer this unique proposal number for future reference.

Once application is submitted, an email alert is sent by system to State Nodal Officer for the intimation. Nodal Officer will scrutinize the proposal (within 10 days) for its completeness and will send an acceptance letter to User Agency, if all relevant documents are uploaded properly by User Agency. If any document is missing or any other information is needed, Nodal Officer

may ask User Agency to upload those missing information. If proposal is complete in all respect, then Nodal Officer will ask User Agency to submit a signed hard copy of the proposal to the concerned DFOs/DCs and Nodal Officer for further processing. After that, User Agency will submit the hard copy of proposals to these offices and will upload a copy of acknowledgment slip received from these offices on portal.

When, Nodal Officer sends the acceptance letter to User Agency, proposal details are forwarded automatically to concerned DFOs and DCs for further processing.

DFO will further process the proposal and will verify all the details submitted by User agency. After processing it, DFO will upload a copy of site inspection report and recommendation on the portal. When he uploads the recommendation, the proposal will be forwarded automatically to next level (i.e. CF/CCF level officer).

DC has to upload details related with FRA and NOC from Gram Sabhas etc. CF/CCF level official may also view the proposal and will upload site inspection report (if any) and recommendation on portal. When he uploads the recommendation, the proposal will be forwarded automatically to next level (i.e. Nodal Officer level).

Nodal Officer may again view the proposal and will upload his recommendation on the portal. When he uploads the recommendation, the proposal will be forwarded automatically to next level (i.e. State Secretary/State Government officer).

When, State Secretary/State Government Officer 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 for the approval of Competent Authority. Some of the proposals can be decided at State Government level also.

Regional Office level user will process the proposal and will upload the recommendation of SAG/REC on portal. When he uploads the recommendation on portal, proposal will move automatically to RO(HQ), Delhi for the approval of Competent Authority. RO(HQ) Delhi level user will process the file and will take approval of Competent authority and the decision of authority will be uploaded on portal.

Similarly proposals forwarded to Head Office, Delhi will be processed by HO, Delhi level officials (AIGs/Sr AIGs). They will conduct Forest Advisory Committee meetings and will send recommendation of the committee to the Competent Authority for the approval. HO Delhi level officials will upload minutes of the meeting of FAC and the decision of the competent authority on the portal.

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

The status of proposal will be updated at each transaction and the same would be reflected automatically in the reports available in public domain.  
This completes the entire Forest clearance (Stage-I) process.

## **Six Roles for Forest Clearance process (Stage-II):**

- **User Agency**
- **State Nodal Officer**
- **DFO/CF**
- **State Secretary/State Government**
- **Regional Office**
- **Head Office Delhi**

## **Workflow for Forest Clearance process (Stage-II):**

**For Stage-II Clearance, User Agency will have to Login into the portal (<http://efclearance.nic.in>).**

**After successful login, User Agency has to upload demand letter received from forest department, an email alert would be sent (by System) to registered email-id of User Agency for the confirmation of the successful submission of the demand details. This email alert may contain some information of proposal including Funds Demand Details generated automatically by the system.**

**Once Demand Details is submitted, an email alert will be sent by system to State Nodal Officer for verification of demand details. If any information is incorrect, Nodal Officer may reject the demand details submitted by User Agency and may ask to resubmit the demand details again. If Demand details are correct in all respect, an email alert would be sent (by System) to registered email-id of User Agency for allowing him/her to generate the challan through system.**

**After generating challan, User Agency will make payment in the bank through any mode i.e. RTGS/NEFT, voucher etc.**

**After making the payment against the proposal no, User Agency upload status of forest land to be transferred to Forest department and also upload compliance to the conditions stipulated in Stage-I Clearance. An email alert will be sent by system to State Nodal Officer for checking the compliance.**

**Now Nodal Officer forward compliance (to the conditions stipulated in Stage-I Clearance) report submitted by UA to DFO/CFs manually and update status on portal.**

**After that, Nodal Officer receive compliance report from DFO/CFs and update status on portal then forward compliance report to State Government. An email alert will be sent by system to State Government for further processing.**

**After receiving compliance report from Nodal officer, State Government processes this report. If stage-I clearance to the project has been granted by State Government, then stage-II clearance will also be accorded by State Government otherwise it will forward compliance report to Regional Office/Head Office, New Delhi.**

After that, Regional Office/Head Office processes compliance report submitted by State Government.

After receiving compliance report, Regional Office/Head Office Delhi processes it and accord stage-II Clearance.

This completes the Forest Clearance process.

### Five Roles for Wild Life Clearance process

- User Agency
- DFO/Wildlife Warden, DC
- Chief Wildlife Warden
- SBWL/State Government
- NBWL/Ministry

### Workflow for Wild Life Clearance process

User Agency can register (to get the login credentials) on <http://efclearance.nic.in>. Thereafter, project details can be submitted along with all required documents. When U.A. submits all these details, an acknowledgment letter would be sent (by System) to email-id of U.A. Acknowledgment letter contains information including unique proposal number, Project Sector etc. U.A. may refer this unique proposal number for future reference

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. to upload those missing information. Time line will start only if DFO accepts the proposal.

When, DFO sends the acceptance letter to U.A., proposal details are forwarded automatically to all concerned DFOs involved in the proposal for their necessary action

Each 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 (Wild Life), 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.

**Note:-**

If User Agencies require both clearances (i.e. Forest and Wild Life Clearances), then, first, they have to submit application for seeking Forest Clearance. After submitting FC application, then they can submit WL application.

#### **Four Roles for Environmental Clearance process (Category A):**

- User Agency
- Member Secretary
- Section Officer
- Joint Director/Deputy Director

#### **Workflow for Environmental Clearance process (Category A):**

User Agency can register (to get the login credentials) on <http://efclearance.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 acknowledgment letter would be sent (by System) to email-id of U.A. Acknowledgment 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. alongwith 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 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.

**Note:-**

After accepting the proposal, if Member Secretary does not present TOR proposal in EAC Meeting for one month, then system will automatically grant standard TOR to the proposal.

### Three Roles for Environmental Clearance process (Category B):

- User Agency
- SEIAA (State Environment Impact Assessment Authority)
- SEAC (State Expert Appraisal Committee)

### Workflow for Environmental Clearance process (Category B):

User Agency can register (to get the login credentials) on <http://efclearance.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.

SEIAA logs-in to the portal and scrutinizes the proposal (within 5 working days) and sends an acceptance letter to U.A. (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 U.A. to upload those missing information. Time line will start only, if SEIAA accepts the proposal.

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

SEAC 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 agenda, minutes of the meeting and recommendation on the portal.

When, SEAC uploads recommendation 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 recommendation/decision on the portal.

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

**Note:-**

After accepting the proposal, if Member Secretary (SEIAA) does not present TOR proposal in EAC Meeting for one month, then system will automatically grant standard TOR to the proposal.

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