



FOREST ONLINE TREE FELLING PERMISSION (FOTFP)

(User Manual)

Forest Department, Talland, Shimla, H.P.



Documented by: IT Lab, O/o Pr. Chief Conservator of Forests (HoFF), Talland HPFD, Shimla HP



ABOUT THE MANUAL

Audience

This manual is meant for the Departmental Users, i.e., from Direction Office to Range Office Level Officers/ Officials, who are supposed to maintain information regarding the Forest Tree Felling Permission NoC which have been issued to the citizens and for the citizens who apply for the tree felling permission online through FOTFP Portal of HP Forest Department. This User Manual covers all aspects of management of Forest Tree Permissions i.e. total application received, view of application circle wise, no. of application rejected, no. of application approved, pendency of applications, view/download FRO Inspection Report/ view/ download the final approval copy of NoC etc.

Purpose

The purpose of this document is to provide an interface between users and FOTFP, “Forest Online Tree Felling Permission” application. It will help the user to understand major features, benefits and workflow of the system.

Authorship

This manual has been prepared by IT Lab, Direction Office, Talland, Shimla, Himachal Pradesh – 171001.

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Contact Information

Mr. A R M Reddy, IFS
Chief Conservator of Forests (IT)
O/o Pr. Chief Conservator of Forests, Talland
Forest Department, Himachal Pradesh
Website: <http://fotfp.hp.gov.in/>
Email: hpfd.itlab@gmail.com



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1.0 ABOUT FOTFP WEB APPLICATION

1.1 INTRODUCTION

FOTFP is a web based workflow application that is developed for online monitoring and processing of Forest Tree Felling Permission. It is designed to keep and maintain the record of the various types of permissions for getting NoC for Govt. (Non-Forest) Land, Forest and Private Land and track the overall details of the felling permission requested by citizens through web portal along with the exact status of the application from submission to approval. The online system will keep all type of record related to Forest Online Tree Felling Permission including which application is under which category of Land i.e. Forest, Non-Forest and Private Land. This 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 OBJECTIVES

The following are the main objectives of the system:

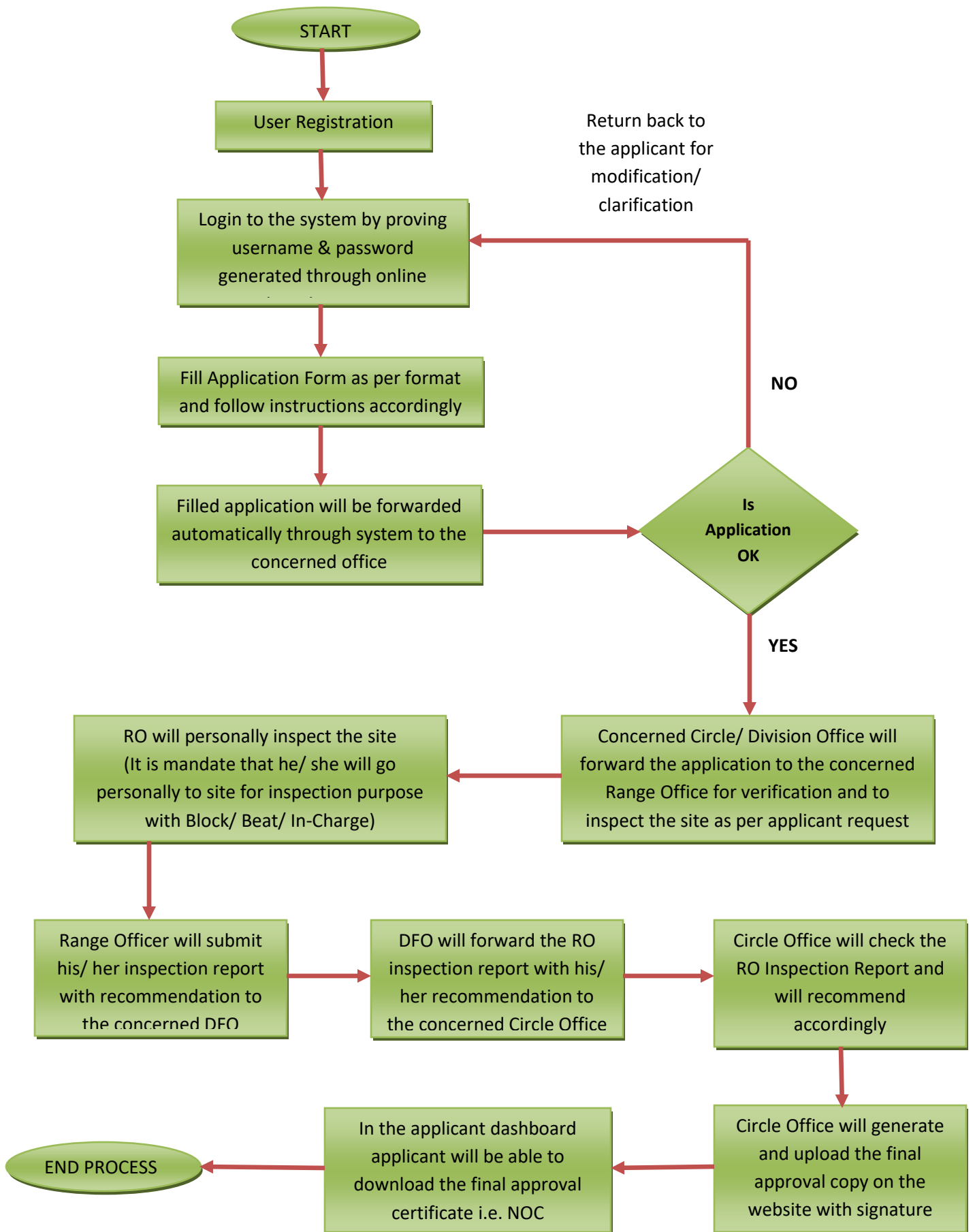
- 1) Enhance efficiency, transparency and accountability in the management process of Forest Tree Felling Permission i.e NoC for felling trees in Govt., Non-Govt., and Private Land.
- 2) Reduction in turnaround time for activity.
- 3) Enhance ease and convenience of department users.

1.3 CORE FEATURES OF SYSTEM

- 1) A role based work flow application.
- 2) A single window interface.
- 3) Facilitate management in effective monitoring.
- 4) Accessible from any PC at any time provided Internet connectivity.
- 5) 24 x 7 Online.



1.4 WORK FLOW FOR OBTAINING NOC FOR TREE FELLING PERMISSION





2.0 HOME PAGE AND LOGIN

2.1 Home Page

Step1. Type <http://hpforest.nic.in> in the address bars of the web browser i.e. Internet Explorer, Mozilla Firefox, and Google Chrome etc. and press enter. Home page of official website of HP Forest Department will appear as shown in figure below:

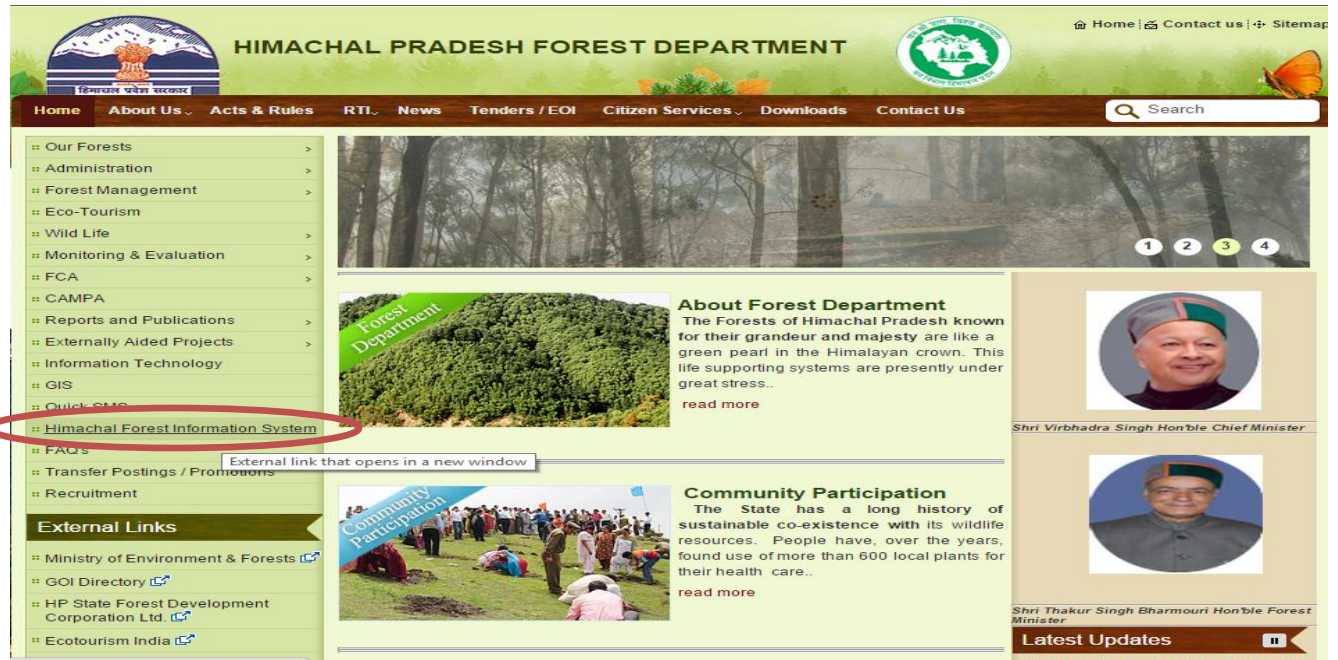


Figure-2.1: Home Page of HP Forest Department portal

Step2. Click on the *Himachal Forest Information System* (in left menu as shown in above figure). After clicking, new window will appear of HP Forest Management Information System, as shown in figure-2.2.



Figure-2.2: Home Page of HP Forest Management Information System (HP FMIS) portal



Now, click on “Click to Enter” on FMIS Portal link (under Departmental Portal tab), new window will appear as shown in Figure-2.3.



Figure-2.3: Application Link

Step3. Click on the “Log In” button under Forest Online Tree Felling Permission link as shown in Figure-2.3. Home page of the HP Forest Online Tree Felling Permission will appear as shown in Figure-2.4.

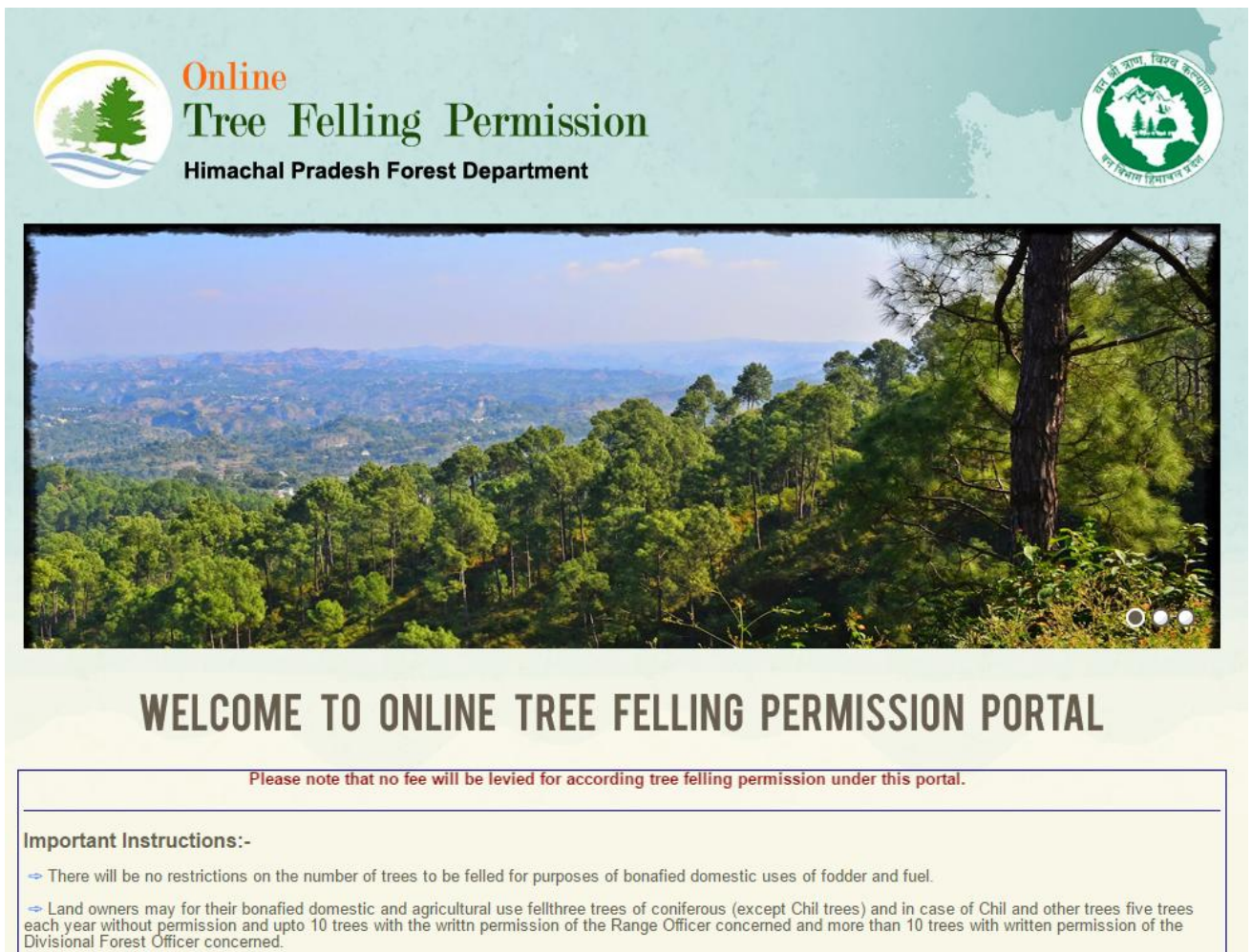


Figure-2.4: Home Page of HP Forest Industries Management System



2.2 LOGIN PAGE (Departmental)

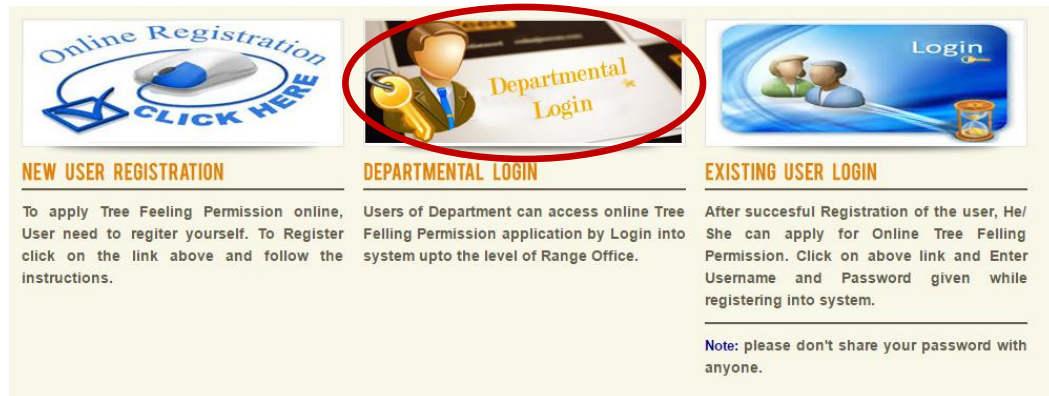


Figure-2.5: Admin/ Departmental Login Link

2.2.1 Admin Login & Dashboard

Step1. User will click on the Departmental Login (image) at home page at bottom of the Home Page as shown in Figure-2.5 to login. After click, login screen will appear where user will see the office level as Head Quarter. Enter username & password, and click on the SUBMIT button as shown in Figure 2.6.

Online
Tree Felling Permission
Himachal Pradesh Forest Department

Departmental Login

HOME

Select Office Level : HEAD QUARTER

Select Circle :

Select Division :

Select Range :

User Name :

Password :

SUBMIT

Figure-2.6: Departmental Login page of FOTFP

Step2. After click SUBMIT button, the Admin Dashboard (in case of Headquarter Login) will appear as shown in Figure-2.7.



Admin Dashboard						
Total Application(s)	Forest Land Application(s)	Govt. (Non-Forest) Land Application(s)	Private Land Application(s)	Application(s) Approved	Application(s) Rejected	Application(s) Pending
21	7	4	10	8	0	13

Circle wise Application(s) details...

Note: Click on circle name to view the application Division Wise.

Circle Name	Total Application(s)	Forest Land Application(s) Received	Govt. (Non-Forest) Land Application(s) Received	Private Land Application(s) Received	Application(s) Pending	Application(s) Approved	Application(s) Denial
Bilaspur	15	5	2	8	9	6	0
Chamba	3	1	1	1	2	1	0
Nahan	1	0	1	0	1	0	0
Shimla	2	1	0	1	1	1	0
Total:	21	7	4	10	13	8	0

Division wise Application(s) details for **Bilaspur** Circle

Note: Click on Division Name to view the Division wise application(s) received in particular Division

Division Name	Total Application(s)	Forest Land Application(s) Received	Govt. (Non-Forest) Land Application(s) Received	Private Land Application(s) Received	Application(s) Pending	Application(s) Approved	Application(s) Denial
Bilaspur	3	0	1	2	2	1	0
Nalagarh	12	5	1	6	7	5	0
Total:	15	5	2	8	9	6	0

Total Application(s) Received for **Bilaspur** Division (Click on Application No. to view Application Details)

Sr.No.	Application No.	Name	Father Name	Address	Land Status	Land Classification	Range	Area Category	Area (in ha)	Application Status
1	BL/1/2016-2017	A.R.M.REDDY	A.R.M.REDDY	CCF (Soil & IT), FOREST HQ. TALLAND	Govt. (Non Forest)	Own	Bharari	Education Department	1.0	Approved by Division Office
2	BL/12/2016-2017	RAMAMOHANREDDY AVULA	RAMAMOHANREDDY AVULA	TALLAND	Private	Privately Owned	Bharari	Agricultural	1.0	Pending
3	BL/13/2016-2017	amreddy	A.S.REDDY	FOREST HQ TALLAND HP SHIMLA	Private	Privately Owned	Bharari	Agricultural	0.1	Pending

Figure-2.7: Admin Dashboard

2.2.2 Circle Login & Dashboard

In case of Circle Login, users have to follow the following steps:

- Step1.** Select the Office Level from Office Level dropdown box as CIRCLE OFFICE.
- Step2.** Select Circle Name from the Circle name dropdown box.
- Step3.** Type the Username in the username text box.
- Step4.** Type the password in the password text box.
- Step5.** Click on the Login button as shown in figure-2.8.

Figure-2.8: Circle Office Login

After successful login, the Circle Dashboard will displayed as shown in Figure-2.9



Circle Dashboard										
Total Application(s) received	Forest Land Application(s) Received	Govt. (Non-Forest) Land Application(s) Received	Private Land Application(s) Received	Application(s) Approved	Application(s) Denial	Application(s) Pending				
15	5	2	8	6	0	9				

Total Application(s) Received

Note: Click on Application No. to view the details of the application.

Sr.No.	Application No.	Name	Father Name	Address	Land Status	Land Classification	Range	Area Category	Area (in ha)	Application Status
1	9418831761006	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Govt. (Non Forest)	Acquired	Kohoo	PWD	2	Application Submitted
2	9418831761007	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Private	Privately Owned	Baddi	Agricultural	2	Application Submitted
3	9418831761003	Shammi Kumar	Hans Raj	Chamba Himachal Pradesh 176312	Private	Privately Owned	Baddi	Agricultural	2	Application Submitted
4	9418831761008	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Forest	RF	Baddi	RF	2	Application Submitted
5	9418831761009	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Private	Leased	Baddi	Agricultural	3	Application Submitted
6	NAL/10/2016-2017	Shammi Tandon	Hans Raj	Baddi Himachal Pradesh 176310	Private	Acquired	Baddi	Commercial	5	Application Submitted
7	BIL/1/2016-2017	A R M REDDY	A R M REDDY	CCF (Soil & IT), FOREST HQ, TALLAND	Govt. (Non Forest)	Own	Bharari	Education Department	1.0	Application Submitted
8	BIL/12/2016-2017	RAMAMOHANREDDY AVULA	RAMAMOHANREDDY AVULA	TALLAND	Private	Privately Owned	Bharari	Agricultural	1.0	Application Submitted
9	NAL/16/2016-2017	Dinesh Shurta	Sh. XYZ	Nerwa Chopal	Forest	RF	Nalagarh	RF	2	Application Submitted
10	NAL/17/2016-2017	Shammi Tandon	Hans Raj	Nalagarh Himachal Pradesh	Forest	DPF	Baddi	DPF	5	Application Submitted
11	NAL/11/2016-2017	Shammi Tandon	cfbgdfg	dfgdf	Forest	RF	Baddi	RF	5	Application Submitted
12	NAL/14/2016-2017	Shammi Tandon	dfg	dfg	Forest	DPF	Baddi	DPF	2	Application Submitted
13	NAL/15/2016-2017	Shammi Kumar	sdf	sdfsdf	Private	Privately Owned	Baddi	Industrial	5	Application Submitted
14	NAL/18/2016-2017	Rakesh Shurta	hffgnjgf	nfnfygnfnj	Private	Privately Owned	Nalagarh	Industrial	2	Application Submitted
15	BIL/13/2016-2017	armreddy	A S REDDY	FOREST HQ TALLAND HP SHIMLA	Private	Privately Owned	Bharari	Agricultural	0.1	Application Submitted

Figure-2.9: Circle Dashboard

2.2.3 Division Login & Dashboard

In case of Division Login, users have to follow the following steps:

- Step1.** Select the Office Level from Office Level dropdown box as DIVISION OFFICE.
- Step2.** Select Circle Name from the Circle name dropdown box.
- Step3.** Select Division Name from Division name dropdown box.
- Step4.** Type the Username in the username text box.
- Step5.** Type the password in the password text box.
- Step6.** Click on the Login button as shown in figure-2.10.

Online Tree Felling Permission
Himachal Pradesh Forest Department

Departmental Login

Select Office Level :

Select Circle :

Select Division :

Select Range :

User Name :

Password :

Figure-2.10: Division Office Login

After successful login, the Division Dashboard will display as shown in Figure-2.11.



Division Dashboard										
Application(s) Received for Approval <small>(Click on the numbers to view the details of the application)</small>										
Total Application(s) received	Forest Land Application(s) Received	Govt. (Non-Forest) Land Application(s) Received	Private Land Application(s) Received	Application(s) Approved	Application(s) Deny	Application(s) Pending				
12	5	1	6	5	0	7				
Total Application(s) Received										
<small>Note: Click on Application No. to view the details of the application.</small>										
Sr.No.	Application No.	Name	Father Name	Address	Land Status	Land Classification	Range	Area Category	Area (in ha)	Application Status
1	9418831761006	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Govt. (Non Forest)	Acquired	Kohoo	PWD	2	Application Submitted
2	9418831761007	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Private	Privately Owned	Baddi	Agricultural	2	Application Submitted
3	9418831761003	Shammi Kumar	Hans Raj	Chamba Himachal Pradesh 176312	Private	Privately Owned	Baddi	Agricultural	2	Application Submitted
4	9418831761008	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Forest	RF	Baddi	RF	2	Application Submitted
5	9418831761009	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Private	Leased	Baddi	Agricultural	3	Application Submitted
6	NAL/10/2016-2017	Shammi Tandon	Hans Raj	Baddi Himachal Pradesh 176310	Private	Acquired	Baddi	Commercial	5	Application Submitted
7	NAL/16/2016-2017	Dinesh Shurta	Sh. XYZ	Nerwa Chopal	Forest	RF	Nalagarh	RF	2	Application Submitted
8	NAL/17/2016-2017	Shammi Tandon	Hans Raj	Nalagarh Himachal Pradesh	Forest	DPF	Baddi	DPF	5	Application Submitted
9	NAL/11/2016-2017	Shammi Tandon	crbgdfg	dfgdf	Forest	RF	Baddi	RF	5	Application Submitted
10	NAL/14/2016-2017	Shammi Tandon	dfg	dfg	Forest	DPF	Baddi	DPF	2	Application Submitted
11	NAL/15/2016-2017	Shammi Kumar	sdf	sdfsd	Private	Privately Owned	Baddi	Industrial	5	Application Submitted
12	NAL/18/2016-2017	Rakesh Shurta	hffgnjgf	nfufvgnfjn	Private	Privately Owned	Nalagarh	Industrial	2	Application Submitted

Figure-2.11: Division Dashboard

2.2.3 Range Login & Dashboard

In case of Range Login, users have to follow the following steps:

- Step1.** Select the Office Level from Office Level dropdown box as RANGE OFFICE.
- Step2.** Select Circle Name from the Circle name dropdown box.
- Step3.** Select Division Name from Division name dropdown box.
- Step4.** Select Range Name from Range name dropdown box.
- Step5.** Type the Username in the username text box.
- Step6.** Type the password in the password text box.
- Step7.** Click on the Login button as shown in figure-2.12.

Figure-2.12: Range Office Login

After successful login, the Range Dashboard will display as shown in Figure-2.13.



Online Tree Felling Permission
HP Forest Department
Welcome User : NAL103, RANGE OFFICE - Nalagarh

Home Application Help Log out

Circle: Bilaspur Division: Nalagarh Range: Nalagarh

(Note : The inspecting officer shall upload his/ her inspection report within 48 hours of his/ her inspection.)

Range Dashboard

Total Application(s) Received for verification and submission of Report..
 Note: Click on Application No. to view the details of the application and Click on "Click to Submit Verification Report" to submit the report.
 No Application(s) Received for verification...


Verification Report submitted to Division Office - Status thereof...

Application No.	Forwarded to Range	Name	Address	LandStatus	LandClassification	Area(in ha)	Approved	Status	Forwarded Date	Remarks	View Verification Report
NAL/16/2016-2017	Nalagarh	Dimesh Shurta	Nerwa Chopal	Forest	RF	2	Yes	Verification Report Forwarded to Division	02/08/2016	Report Submitted	View Verification Report
NAL/18/2016-2017	Nalagarh	Rakesh Shurta	nfnfvgnfgnj	Private	Privately Owned	2	Yes	Verification Report Forwarded to Division	29/08/2016	Application verified successfully and recommended for tree Felling Permission as per the application received.	View Verification Report

Web Application Developed by IT Wing, H.P. Forest Department, Talland, Shimla, Himachal Pradesh
 For any technical support on Forest Online Tree Felling Permission (TFP), contact :- hpfl.itlab@gmail.com

Figure-2.12: Range Dashboard

2.3 LOGOUT

To logout from the Forest Online Tree Felling permission, click on the button “Logout” () at the right corner of the screen as shown in the above figures.

2.4 HELP

This section provides the separate User Manual for submitting the information regarding the Forest Tree Felling permission and how to use this web application. To download User Manual for FOTFP click on link “**Download User Manual**” under HELP menu at the right corner of the application as shown in Figure-2.13.

Online Tree Felling Permission
HP Forest Department
Welcome User : NAL103, RANGE OFFICE - Nalagarh

Home Application Help Log out

Circle: Bilaspur Division: Nalagarh **Download User Manual** Range: Nalagarh

Figure-2.13 – Download User Manual Link



3.0 VIEW & FORWARD APPLICATION TO RANGE OFFICE BY DFO FOR INSPECTION

All the applications submitted by the applicant will automatically/ by default be forwarded to concerned Division Office. Division office will view the detailed application and check it properly as per the requirement of processing of application further at departmental level. DFO, if application found ok, will forward the application along with all relevant documents submitted by the applicant to the concerned range office for inspection, otherwise DFO, if application not found ok, will return application back to the applicant for re-filling with remarks.

3.1 Forwarding to Concerned Range Office for Inspection: DFO can forward the application to concerned Range Office by clicking on “Application Forward to Range Office (for verification)” link under the menu option APPLICATION STATUS. After clicking, new window will appear where all applications will be displayed as shown in Figure 3.1.

Application No.	Name	Owner Name	Address	Land Status	Land Classification	Range	Area Category	Area (in ha)
9418831761006	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	Govt. (Non Forest)	Acquired	Kohoo	PWD	2
NAL/10/2016-2017	Shammi Tandon	Hans Raj	Baddi Himachal Pradesh 176310	Private	Acquired	Baddi	Commercial	5
NAL/17/2016-2017	Shammi Tandon	Hans Raj	Nalagarh Himachal Pradesh	Forest	DPF	Baddi	DPF	5
NAL/11/2016-2017	Shammi Tandon	cfbgdfg	dfgdf	Forest	RF	Baddi	RF	5
NAL/14/2016-2017	Shammi Tandon	dfg	dfg	Forest	DPF	Baddi	DPF	2
NAL/15/2016-2017	Shammi Kumar	sdf	sdfsd	Private	Privately Owned	Baddi	Industrial	5

Figure-3.1: View applications at Division Level

Select the particular application listed to view the basic detail of application and enter forwarding remarks and current date which will come automatically as shown in Figure 3.2. Now click on “Forward Verification Request” button to forward the application concerned Range Office for verification/ inspection Report.

Application Details

Application No: 9418831761006 Applicant Name: Shammi Tandon Land Status: Govt. (Non Forest)

Land Classification: Acquired Area (in ha): 2 Range: Kohoo

Forwarding Remarks of the DFO :

Date of Forwarding : 22/03/2017

Application(s) forwarded to Range Office for Verification and Report...

Application No.	Forwarded to Range	Name	Address	LandStatus	LandClassification	Area(in ha)	Status	Forwarded Date	Remarks
9418831761003	Baddi	Shammi Kumar	Chamba Himachal Pradesh 176312	Private	Privately Owned	2	Forward to Range for Verification	14/07/2016	Verification request forwarded to Kohoo range....
9418831761007	Baddi	Shammi Tandon	Chamba Himachal Pradesh 176312	Private	Privately Owned	2	Forward to Range for Verification	19/07/2016	forward to range.....
9418831761008	Baddi	Shammi Tandon	Chamba Himachal Pradesh 176312	Forest	RF	2	Forward to Range for Verification	19/07/2016	Please upload verification Report..
9418831761009	Baddi	Shammi Tandon	Chamba Himachal Pradesh 176312	Private	Leased	3	Forward to Range for Verification	18/07/2016	Verification request forwarded to Baddi range....
NAL/16/2016-2017	Nalagarh	Dinesh Shurta	Nerwa Chopal	Forest	RF	2	Forward to Range for Verification	02/08/2016	please Submit the verification report as well recommendation
NAL/18/2016-2017	Nalagarh	Rakesh Shurta	nfufvgnfgnj	Private	Privately Owned	2	Forward to Range for Verification	29/08/2016	Please Submit the verification report ASAP.

Figure-3.2: Forwarding Verification/ Inspection request to RO



3.2 View and Submission of Inspection Report by RO: All applications forwarded by the concerned Division Office will appear at the RO Dashboard after login into system, as shown in Figure 3.3.

Welcome User : KOH102, RANGE OFFICE - Kohoo

Application No.	Forwarded to Range	Name	Address	LandStatus	LandClassification	Area(in ha)	Status	Forwarded Date	Remarks
9418831761006	Kohoo	Shammi Tandon	Chamba Himachal Pradesh 176312	Govt. (Non Forest)	Acquired	2	Forward to Range for Verification	22/03/2017	for inspection at RO Level Click to submit Verification Report

Figure-3.3: View Applications at RO Level

Click on the link “Click to Submit Verification Report” at the right side of the list (Figure-3.3) to submit the inspection report by Range Office. Further Range Officer can view the details of the applications by clicking on the link under “Application No.” as shown in above figure.

After clicking, new form will open with the basic details of the application, as shown in the Figure-3.4.

(Note : The inspecting officer shall upload his/ her inspection report within 48 hours of his/ her inspection.)

Range Dashboard

Application No: **BIL/12/2016-2017** Applicant Name: **RAMAMOHANREDDY AVULA** Land Status: **Private**
 Land Classification: **Privately Owned** Area (in ha) **1.0** Range: **Bharari**

Forwarding Remarks of the Range Officer :

Recommended : Yes No

Date of Forwarding : **24/03/2017**

Upload scan copy of Verification Report :

Verification Report submitted to Division Office - Status thereof..

Application No.	Forwarded to Range	Name	Address	LandStatus	LandClassification	Area(in ha)	Approved	Status	Forwarded Date	Remarks
BIL/1/2016-2017	Bharari	A R M REDDY	CCF (Soil & IT), FOREST HQ, TALLAND	Govt. (Non Forest)	Own	1.0	Yes	Verification Report Forwarded to Division	30/07/2016	the site inspected on 31st July and is found to be proper Recommended to issue felling permission to the applicant View Verification Report

Figure-3.4: Submission of Inspection Report Form

Fill the form accordingly. Upload the inspection report by clicking on the link in front of “Upload Scan copy of Verification Report” i.e. choose file from your device.

Click on the button “Forward Verification Report” to submit the verification/ inspection report to the concerned Division Office. The Inspection report will automatically forward by the system to the concerned office through this system as in this case the application will be forwarded to the Bilaspur Division Office automatically.



3.3 View Verification/ Inspection Report Submitted by RO: Division Office will view the inspection/ verification report by clicking on the link “View Verification Report Submitted by Range Office” under the menu APPLICATION STATUS, as shown in Figure-3.5.

List of Auto Generated Letters.....!!!

Click on link "View Auto Generated Letter" to view the letter

Application No.	Name	Address	LandStatus	LandClassification	Area(in ha)	Forwarded Date	Division Remarks	Approved	
9418831761007	Shammi Tandon	Chamba Himachal Pradesh 176312	Private	Privately Owned	2	20/07/2016	applicant request for felling up of the said trees as per verification report of FRO is hereby approved.	Yes	View Auto Generated Letter
NAL/18/2016-2017	Rakesh Shurta	nfufvgnfgnj	Private	Privately Owned	2	29/08/2016	Approved	Yes	View Auto Generated Letter

Figure-3.5: View Verification/ Inspection Report Form

Step1. Click on the link Approval/ Denial under the option “In Case of Division Office Approval/ Denial”. If the approval is under Circle Office level, Division Office will forward the same to Circle Office by clicking on the link “Forward Application to Circle Office” under the link “In case of Circle Office Approval/ Denial”.

Step2. New form will open with the basic details of the application, as shown in the Figure-3.6

List of Auto Generated Letters.....!!!

Click on link "View Auto Generated Letter" to view the letter

Application No.	Name	Address	LandStatus	LandClassification	Area(in ha)	Forwarded Date	Division Remarks	Approved	
9418831761007	Shammi Tandon	Chamba Himachal Pradesh 176312	Private	Privately Owned	2	20/07/2016	applicant request for felling up of the said trees as per verification report of FRO is hereby approved.	Yes	View Auto Generated Letter
NAL/18/2016-2017	Rakesh Shurta	nfufvgnfgnj	Private	Privately Owned	2	29/08/2016	Approved	Yes	View Auto Generated Letter

Figure-3.6: Division Office Approval/ Denial Form

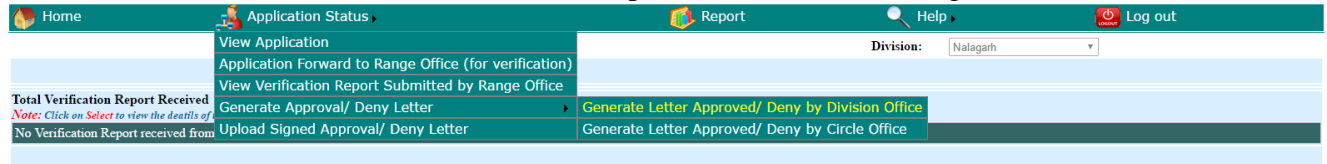
Step3. Fill the form accordingly.



After entering the details for approval/ denial, click on link “Click here to generate Letter” to generate the approval/ denial letter as shown in Figure-3.6 above to save the data.

3.4 Generation of Letter at Division Level

Division Office can generate the auto generated approval/ denial letter from the system by click on the link “Generate Letter Approved/ Deny by Division Office” under APPLICATION STATUS → GENERATE APPROVAL/ DENIAL LETTER options as shown in the Figure-3.7 below.



List of Auto Generated Letters....!!!

Click on link “View Auto Generated Letter” to view the letter

Application No.	Name	Address	LandStatus	LandClassification	Area(in ha)	Forwarded Date	Division Remarks	Approved	
9418831761006	Shammi Tandon	Chamba Himachal Pradesh 176312	Govt. (Non Forest)	Acquired	2	25/03/2017	Approved	Yes	View Auto Generated Letter
9418831761007	Shammi Tandon	Chamba Himachal Pradesh 176312	Private	Privately Owned	2	20/07/2016	applicant request for felling up of the said trees as per verification report of FRO is hereby approved.	Yes	View Auto Generated Letter
NAL/18/2016-2017	Rakesh Shurta	nfafvgnfnj	Private	Privately Owned	2	29/08/2016	Approved	Yes	View Auto Generated Letter

Web Application Developed by IT Wing, H.P. Forest Department, Talland, Shimla, Himachal Pradesh
For any technical support on Forest Online Tree Felling Permission (TFP), contact :- hpfflitlab@gmail.com

Figure-3.7: Generation of Letter

Now click on the link “View Auto generated Letter” to view the auto generated letter and to print, click on the link “click to Print” on the left side of the page. Format of letter in the prescribed format is as shown in Figure-3.8.

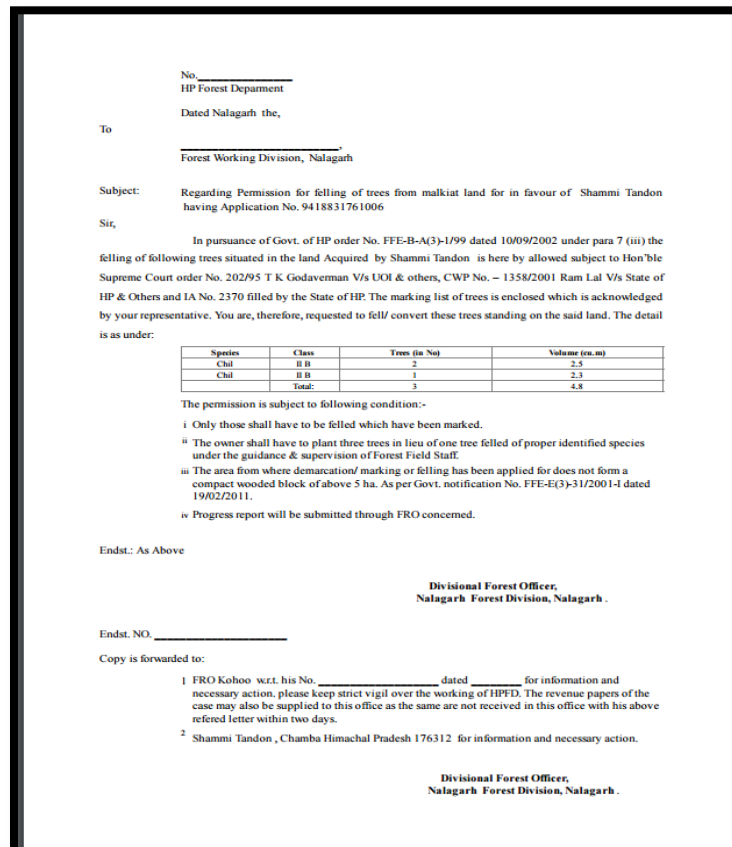


Figure-3.8: Auto generated Approval/ Denial Letter Format



3.5 Uploading Signed Approval/ Denial Letter

After generation of letter concerned DFO will sign the letter and simultaneously upload the same on the website. Division Office can upload signed approval/ denial letter from the option “Upload Signed Approval/ Denial Letter” under the menu option APPLICATION STATUS, as shown in Figure-3.9.

The screenshot shows the 'Application Status' page. A dropdown menu is open under 'Application Status', with 'Upload Signed Approval/ Denial Letter' highlighted. Below the menu is a table of applications. The first row is selected, and a 'Download Verification Report' link is visible in the 'Range Remarks' column.

Application No.	Name	Address	LandStatus	LandClassification	Area(in ha)	Approved	Forwarded Date	Range Remarks
9418831761006	Shammi Tandon	Chamba Himachal Pradesh 176312	Govt. (Non Forest)	Acquired	2	Yes	22/03/2017	Inspection report and may be recommended for felling of tree NoC may be issued.

Figure-3.9: Upload Approval/Denial Signed Letter

After click on the said link, list of all application which has already been approved/ denied by the Division Office will appear on the screen. Select particular application to view and upload the signed letter on the website.

After selection, basic details of the applications will appear on the screen with Range Office Inspection Report, check the approval/ denial option, Approval/ Denial remarks of the Division Office, date of Approval/ Denial and upload the signed letter by click on the browse option.

Now click on the submit button to save the data. Division Office can view/ download letter at the later stage of the process for their record. Division Office can download the letter by click on the link “Download Letter” in the grid view at the right side as shown in the above Figure-2.19.

Circle Office approval/ Denial:

In case the approval/ denial is given by Circle Office, Division Office will forward the same application to the Circle Office in the given link as shown in Figure 3.5.

After click on the given link new window will appear as shown in Figure 3.10.

Fill the form accordingly.

Click on “Submit” button to forward the approval/ denial request to Circle Office. details of the application(s) already sent to Circle Office will be displayed in the grid view (bottom of that page, Figure 2.20)



Application Details	
Application No:	NAL/17/2016-2017
Applicant Name:	Shammi Tandon
Land Status:	Forest
Land Classification:	DPF
Area (in ha)	5
Range:	Baddi
Approved by Range:	Yes
Verification Report Forwarding Date :	22/04/2017
Remarks by Range Office:	Recommended for NoC
Range Verification Report:	
Application forwarded to Circle Office :	Bilaspur
Enter Division Office Remarks :	<input type="text"/>
Date of Forwarding :	22/04/2017
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Application(s) already forwarded to Circle Office.

Application No.	Name	Address	Land Status	Land Classification	Area(in ha)	Forwarded Date	Division Remarks	Status
NAL/16/2016-2017	Dinesh Shurta	Nerwa Chopal	Forest	RF	2	10/08/2016	Forwarded top circle office Bilaspur for approval	Forwarded to Circle

Figure-3.10: Forwarding Approval/ Denial to Circle Office

Circle Office can view all the requests received from the Division Office for Approval/ Denial under APPLICATION STATUS as “View Application Forwarded by Division Office” as shown in below Figure 3.11.

Home Application Status Report Help Log out

Circle: [View Application Forwarded by Division Office](#)

	Application No.	Name	Address	Land Status	Land Classification	Area(in ha)	Forwarded Date	Division Remarks	Status	
View Application	NAL/17/2016-2017	Shammi Tandon	Nalagarh Himachal Pradesh	Forest	DPF	5	22/04/2017	For NoC with RO Inspection Report	Forwarded to Circle	Select for Approval/ Deny

Approved/ Denial Permission already forwarded by Circle Office.

Application No.	Forwarded to Division	Name	Address	LandStatus	LandClassification	Area(in ha)	Approved	Forwarded Date	Circle Remarks
NAL/16/2016-2017	Nalagarh	Dinesh Shurta	Nerwa Chopal	Forest	RF	2	Yes	11/08/2016	Approved bu Circle Office Bilaspur

Figure-3.11: View Applications Forwarded by Division Office

Click on the link “Select for Approval/ Denial” link as shown in above figure. New window with basic details of the application along with the Range Office Inspection/ Verification Report as shown in Figure 3.12.

Check for Approved by Circle Office as YES or NO.

Upload the approval/ Denial copy by browsing the scanned copy of the same.

Click on the SUBMIT button to save the data and automatically the approval/ denial of the Circle Office will be forwarded to concerned Division Office.



Application Details	
Application No:	NAL/17/2016-2017
Applicant Name:	Shammi Tandon
Land Status:	Forest
Land Classification:	DPF
Area (in ha)	5
Range:	Baddi
Approved by Range:	Yes
Verification Report Forwarding Date :	22/04/2017
Remarks by Range Office:	Recommended for NoC
Range Verification Report:	
Remarks by Division Office:	For NoC with RO Inspection Report
Division Forwarding Date:	22/04/2017
Approved by Circle Office :	<input type="radio"/> Yes <input type="radio"/> No
Enter Approval/ Denial Remarks :	<input type="text"/>
Date of Forwarding :	22/04/2017
Upload Letter Copy:	<input type="button" value="Browse..."/> No file selected.
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Approved/ Denial Permission already forwarded by Circle Office.

Application No.	Forwarded to Division	Name	Address	LandStatus	LandClassification	Area(in ha)	Approved	Forwarded Date	Circle Remarks
NAL/16/2016-2017	Nalagarh	Dinesh Shurta	Nerwa Chopal	Forest	RF	2	Yes	11/08/2016	Approved bu Circle Office Bilaspur

Figure-3.12: Recommendation of Circle Office for Approval/ Denial of Particular application.

After recommendation of Circle Office, Division office will get the status as per recommendation and will issue the final approval/ denial to the applicant by uploading the signed approval/ denial letter.

NOTE: Uploaded signed letter will automatically appear on the dashboard of the applicant as well as the Inspection Report.



4.0 Applicant/ User Agency

4.1 New Registration: To apply online tree felling permission, user needs to register on this portal by click on the “NEW USER REGISTRATION” as shown in Figure 4.1.

NEW USER REGISTRATION	DEPARTMENTAL LOGIN	EXISTING USER LOGIN
<p>To apply Tree Feeling Permission online, User need to regiter yourself. To Register click on the link above and follow the instructions.</p>	<p>Users of Department can access online Tree Felling Permission application by Login into system upto the level of Range Office.</p>	<p>After succesful Registration of the user, He/ She can apply for Online Tree Felling Permission. Click on above link and Enter Username and Password given while registering into system.</p>
		<p>Note: please don't share your password with anyone.</p>

Figure-4.1: New user Registration Link

After click, new window will appear as New Applicant registration Form will open as shown in Figure 4.2.

New Applicant Registration HOME

Name*:

Mobile No* :

E-Mail ID (if any) :

Create Password* :

Confirm Password* :

Enter the above code here:

Can't read? Try different words.

Note:
1. Password should be minimum of 8 and maximum of 15 characters.
2. Password must contain atleast 1 alphabet, 1 numeric, and 1 special character.
3. Password is case-sensitive.

Disclaimer:
I declare that the details provided above belong to me. I understand that my mobile number will be recorded and in case of any complaint regarding misuse of the facility and/or false declaration as given above, my details may be handed over to the appropriate authority for suitable action.

User Created Sucessfully. Your Username is '9857033172' Please Login to proceed further [Click here to login.....](#)

Figure-4.2: New Applicant Registration Form

Fill the form accordingly as per the above figure.

Please read the instructions carefully and click on the “Submit” button to register on this portal. After submit, a message will appear at the bottom of the page as “**User created successfully. Your Username is '9857033172' Please Login to proceed further [Click here to login.....](#)**” and click on the link “Click here to login....” to proceed to login into system.



4.2 Existing User Login: Existing user can login into system by click on “Existing User Login” link at right side as shown in Figure 4.1.

The screenshot shows a web form titled "Existing User Login" with a "HOME" link in the top right. The form contains the following elements:

- User ID (Mobile No)*:** A text input field containing the number "9857033172".
- Password*:** A password input field with masked characters "••••••••". A note "(Password is case-sensitive)" is displayed to the right.
- CAPTCHA:** A red image showing the code "7TCUE".
- Enter the above code here:** A text input field containing the code "7TCUE".
- Can't read? Try different words.** A blue link below the CAPTCHA input.
- Log In:** A dark grey button at the bottom center.

Figure-4.3: Existing User Login Form

4.3 Applicant Dashboard: After login, user will be directed to his/ her dashboard as shown in Figure 4.1. Applicant can apply for getting NoC for tree felling under forest area by click on the link given at menu as “Apply for Tree Felling Permission”.

Welcome User : Shammi Tandon (9418831761)

Applicant Dashboard											
Applicaton No	Name	Father Name	Address	Mobile	Land Status	Khasra No	Land Classification	Area Category	Area (in ha)	RFO Inspection Report	Application Status
NAL/17/2016-2017	Shammi Tandon	Hans Raj	Nalagarh Himachal Pradesh	9418831761	Forest	222	DPF	DPF	5	View/Download	Pending
NAL/10/2016-2017	Shammi Tandon	Hans Raj	Baddi Himachal Pradesh 176310	9418831761	Private	256	Acquired	Commercial	5	View/Download	Approved by Division Office
9418831761009	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	9418831761	Private	545	Leased	Agricultural	3	View/Download	Approved by Division Office
9418831761008	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	9418831761	Forest	455	RF	RF	2	View/Download	Approved by Division Office
9418831761007	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	9418831761	Private	255	Privately Owned	Agricultural	2	View/Download	Approved by Division Office
9418831761006	Shammi Tandon	Hans Raj	Chamba Himachal Pradesh 176312	9418831761	Govt. (Non Forest)	125	Acquired	PWD	2	View/Download	Pending
9418831761003	Shammi Kumar	Hans Raj	Chamba Himachal Pradesh 176312	9418831761	Private	5456	Privately Owned	Agricultural	2	View/Download	Approved by Division Office

Figure-4.4: Applicant Dashboard

New window will appear with application form where applicant will enter the required information as per the format given in the Figure 4.5.

Further he/ she can view/ download the Forest Range Office Inspection Report as and when the inspection report will be uploaded by the Range Officer.



4.4 Application Form: Applicant can apply online by click on link “Apply for Tree Felling Permission” given in the menu at applicant dashboard as shown in Figure 4.5.

Welcome User : Shammi Tandon (9418831761)

Home **Apply for Tree Felling Permission** View Status Log out

PERMISSION FOR FELLING OF TREE UNDER LPA 1972, IN PERSUANCE OF ORDER NO. FFE-B-A(3)4/99 DATED 10.9.2002 Section 7 (iii) of LPA Rules of 10.9.2002
FCA 1980 and Rules made there under other State Government direction.

Application for Permission for Felling Trees

SELF CERTIFICATION

Applicant Details :

Name of the Applicant/ Firm/ Company:*

Name of Father / Husband:* Age:*

Complete Postal Address:*

Landline Number: Mobile Number:*

Email ID:

Address/ Location of premises/Land/ Plot where tree felling is proposed

Status of Land: Forest Govt. (Non Forest) Private

Khasra No./ Khata Kautoni No. Plot No./ Door No.:

Classification of the Land:

Circle: Division:

Range: Block:

Beat: Year:

Category of Area from where felling is to done:

Area from where trees are to be felled (in ha):

Reasons for proposing to fell the tree(s)

Please specify Purpose:

Whether Appoved under FCA 1980 transaction: Yes No

Tree Details:

Number of Tree(s) Present in the Land:

Select Species: Select Class: Number of Trees*: Volume (mtr cube)*:

Species	Class	Trees	Volume	
Deodar	V	5	2	Delete
Total:		5	2	

Number of Tree(s) Required to be Felled:

Select Species: Select Class: Number of Trees*: Volume(mtr cube)*:

Species	Class	Trees	Volume	
Deodar	V	5	2	Delete
Total:		5	2	

Enclosures:

Note: Please upload legible copy of document in PDF format...

- Copy of Approval received from GoI under FCA 1980: No file chosen
- Proof of ownership (land Revenue papers): No file chosen
- Demarcation report of the land concerend where trees are standing issued by competent Revenue Officials: No file chosen
- Abstract of Enumeration list of the trees species wise, class wise: No file chosen
- Approval of the Govt. for setting up the industry infrastructure facility:
(only where sporadic trees are standing on the land, i.e. trees not in a clustered of 20-40 at a place) No file chosen
- Proof of the industry is set up for public purpose: No file chosen
- Application by the applicant: No file chosen
- Photo Identity(Aadhar Card/ PAN Card/ Ration Card/ Other): No file chosen

CERTIFICATE:

I hereby certify that the species and other details of trees as disclosed above are correct to the best of my knowdge and other information furnished above is true and correct. It is also certified that no trees are being felled from land of any category where felling is prohibited. I agree that no timber/ fuel wood obtained there from will be sold or transported without obtaining approval from the competent authority.

Figure-4.5: Application Form

Fill the form accordingly as per the directions given in the form.

Click on “Submit” button to submit the all details. Please be careful before submitting the information to concerned office, make sure the information given in the form is correct as per your record. Also read the declaration before final submission. Applicant can reset all the inputs to its original format and can refill the form again with correct information.



After final submission, application will appear at the dashboard of applicant as shown in Figure 4.1. Applicant can view/ download/ print application by click on the particular application no.

Applicant can view/ download the FRO Inspection Report against a particular application by click on the link “View/ Download” under heading “FRO Inspection Report”, if the inspection report will be uploaded by the FRO on this application.

4.5 View/ Download NoC: Applicant will get the latest status of the application submitted for getting NoC for tree felling permission in his/ her dashboard, as shown in Figure 4.1. Applicant can view the submitted application by click on the Application No. and can check the status under “Application Status”.

Applicant can download the final approval copy of the NoC for tree felling if the application status is “Approved by Division Office” as in case shown above for the Application No. NAL/10/206-17.

Click on the link “**Approved by Division Office**” to get the approval/ denial copy. New window will appear as shown in Figure 4.6.

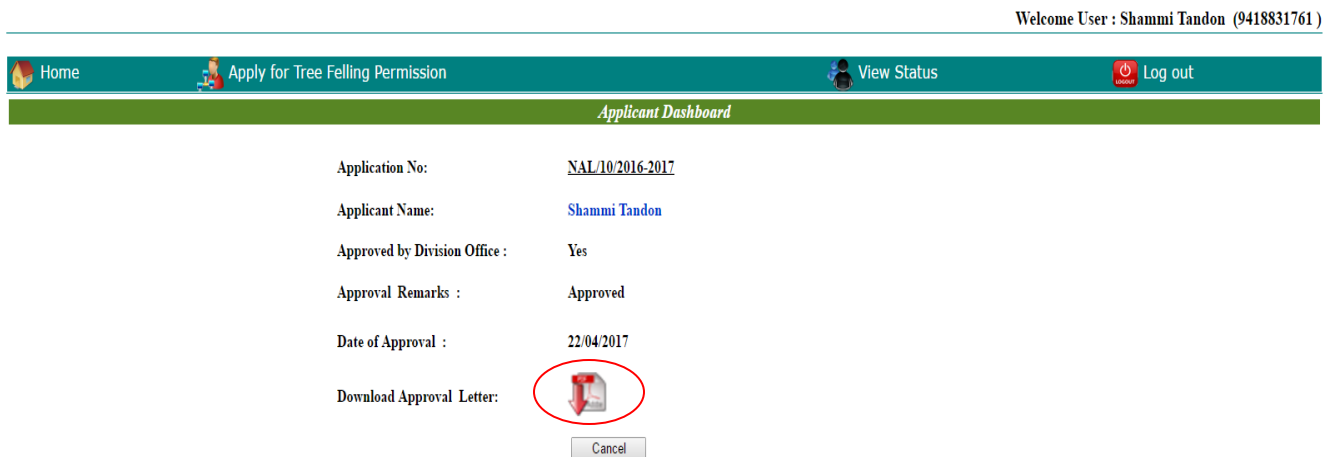



Figure-4.6: Download Approval Copy

Click on the PDF  icon to download the final approval copy (Signed copy).

Final Approval copy i.e. NoC for tree felling permission in the concerned area will also appear at the Circle/ Division Dashboard with FRO Inspection Report.

If the application has been rejected by the concerned office, the copy of the denial for a particular application will also appear on the applicant/ circle/ division dashboard with the status as “Denied”. Click on the link to view the copy of the denial by the concerned office.

In future, applicant can view/ download the copy of final approval of the NoC obtained through online via this portal at any time provided the internet connectivity.



No. _____
HP Forest Department

Dated Nalagarh the,

To

Forest Working Division, Nalagarh

Subject: Regarding Permission for felling of trees from malkiat land for in favour of Shammi Tandon having Application No. 9418831761006

Sir,

In pursuance of Govt. of HP order No. FFE-B-A(3)-1/99 dated 10/09/2002 under para 7 (iii) the felling of following trees situated in the land Acquired by Shammi Tandon is here by allowed subject to Hon'ble Supreme Court order No. 202/95 T K Godaverman V/s UOI & others, CWP No. – 1358/2001 Ram Lal V/s State of HP & Others and IA No. 2370 filled by the State of HP. The marking list of trees is enclosed which is acknowledged by your representative. You are, therefore, requested to fell/ convert these trees standing on the said land. The detail is as under:

Species	Class	Trees (in No)	Volume (cu.m)
Chil	II B	2	2.5
Chil	II B	1	2.3
	Total:	3	4.8

The permission is subject to following condition:-

- i Only those shall have to be felled which have been marked.
- ii The owner shall have to plant three trees in lieu of one tree felled of proper identified species under the guidance & supervision of Forest Field Staff.
- iii The area from where demarcation/ marking or felling has been applied for does not form a compact wooded block of above 5 ha. As per Govt. notification No. FFE-E(3)-31/2001-I dated 19/02/2011.
- iv Progress report will be submitted through FRO concerned.

Endst.: As Above

**Divisional Forest Officer,
Nalagarh Forest Division, Nalagarh .**

Endst. NO. _____

Copy is forwarded to:

- 1 FRO Kohoo w.r.t. his No. _____ dated _____ for information and necessary action. please keep strict vigil over the working of HPFD. The revenue papers of the case may also be supplied to this office as the same are not received in this office with his above referred letter within two days.
- 2 Shammi Tandon , Chamba Himachal Pradesh 176312 for information and necessary action.

**Divisional Forest Officer,
Nalagarh Forest Division, Nalagarh .**

Sample of Final Approval Copy



End of Document