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1. Introduction

1.1Purpose

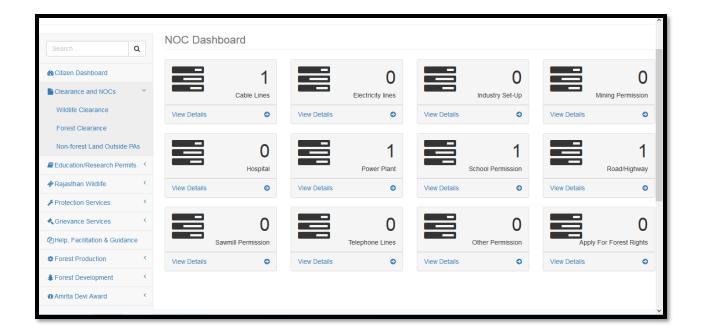
This Help Document guides the intended Noc user how to manage and fill various noc forms and complete the respective requirements.

2. Citizen Module

1. Citizen first login into SSO by using SSO id and password.



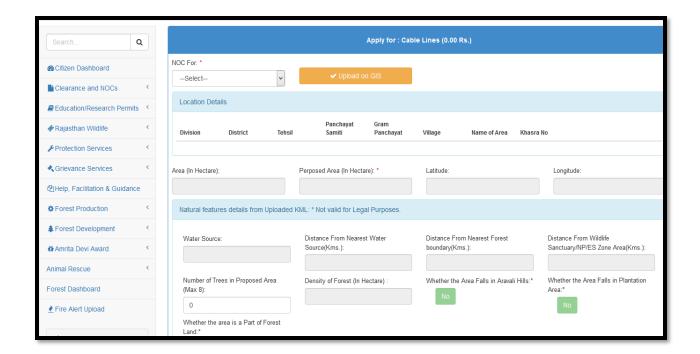
- 2. After login into SSO, Citizen Dashboard will be open then citizen will click on Clearance and Nocs -> Non Forest Land outside Pas.
- 3. Noc dashboard will open, Citizen will click on permission for which he/she want to apply for noc permission.(If any permission is not mention in dashboard for which citizen want to apply then citizen will click on Other permission.)
- 4. For permission, Citizen will click on View Details.



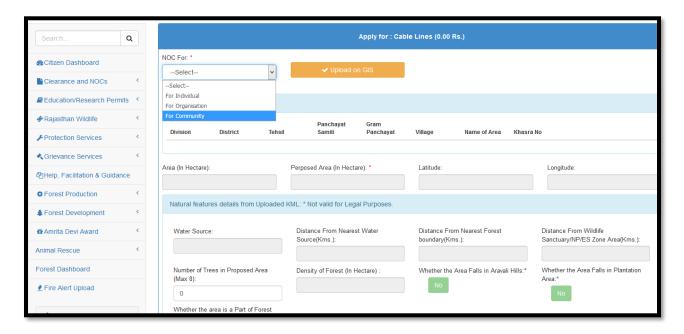
5. Selected Noc page will be open, Citizen will click on Apply button (For applying for new permission). Citizen can also check the existing apply noc status in dashboard.



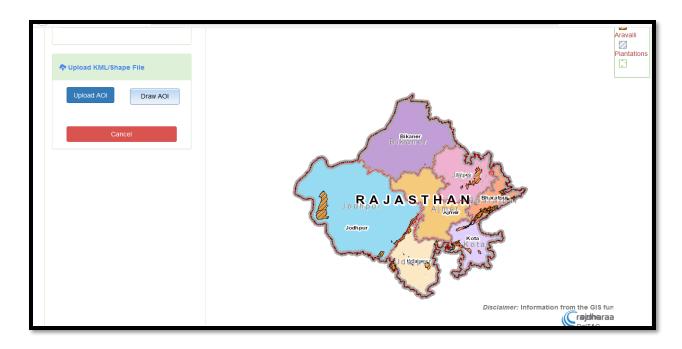
6. After clicking on Apply button, selected Noc form will open.

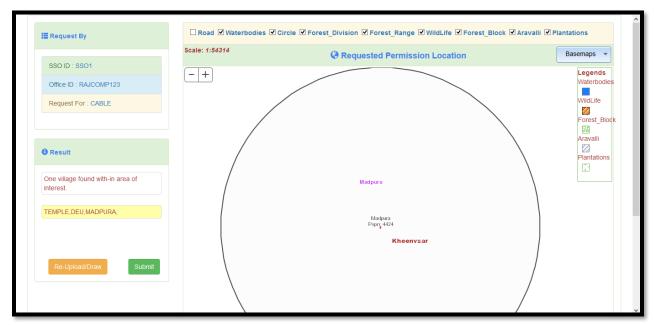


7. Citizen will select Noc for from the drop down menu and then upload gis for the selected option by clicking on upload on Gis button.



- 8. For uploading gis, citizen will click on place in map where citizen want to apply for noc (for zooming) then draw Aoi button and then citizen will draw Aoi for noc applying area.
- 9. Citizen can also upload Aoi(if citizen have in already) by clicking on upload aoi button.

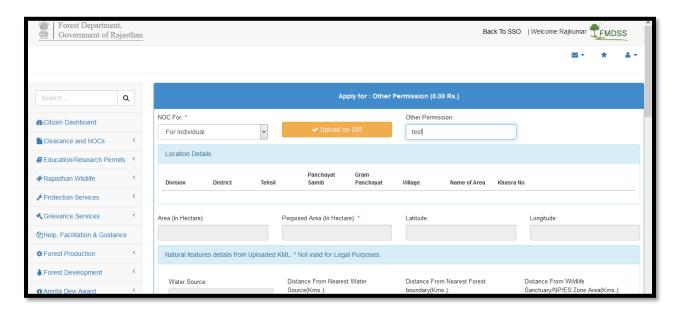




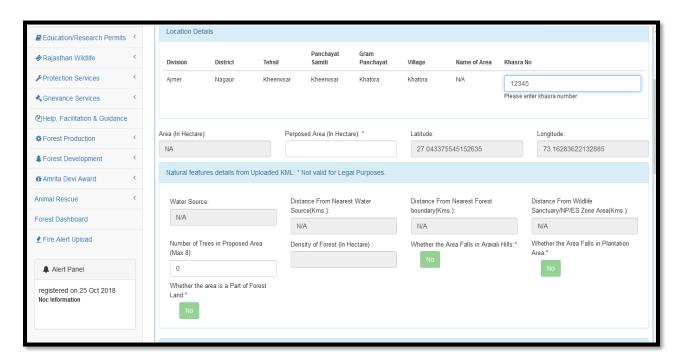
Note: After drawing the area for noc permission, Process will take time, please don't refresh the page.

- 10. Click will click on Submit button.
- 11. Clicks can also Re-upload/Draw the noc permission area by clicking on re-upload/draw button.
- 12. After uploading /Drawing the gis, all the necessary information will automatically uploaded in location details grid .

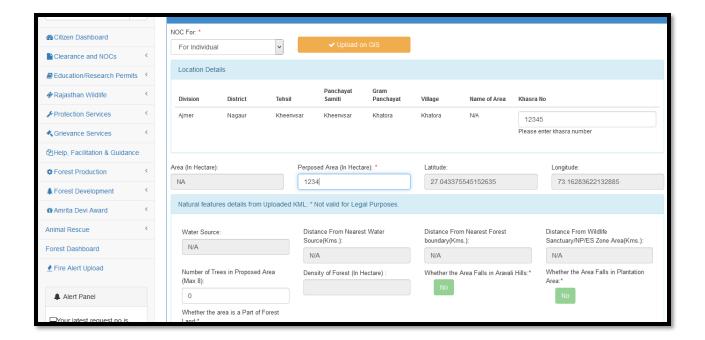
13. If citizen apply for other permission then citizen will also enter other permission name in other permission text box.



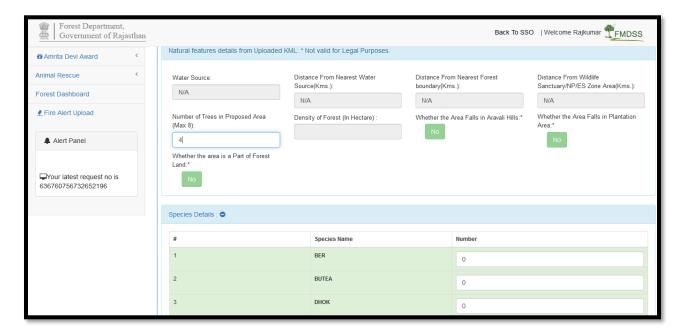
14. .Citizen will enter Khasra no in location details grid also



15. After entering khasra number, citizen will enter Proposed Area (In Hectare) in Proposed Area (In Hectare) text box.

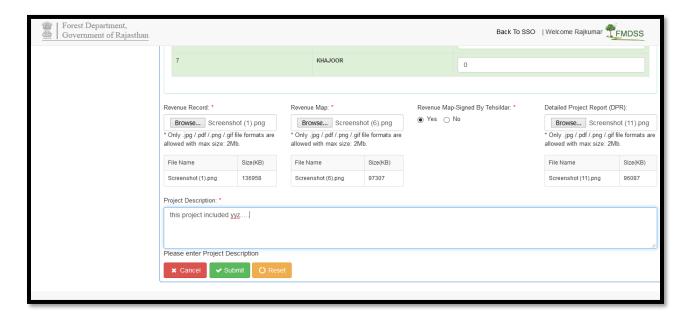


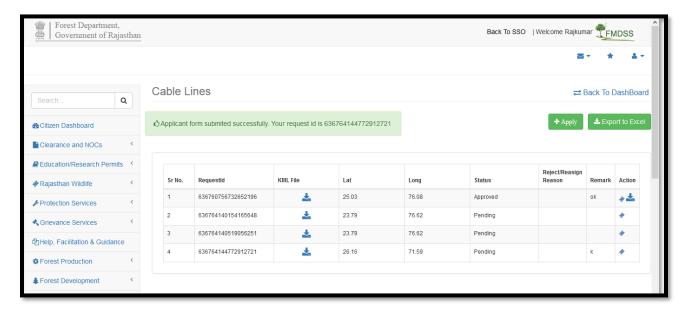
16. In Nature features details from uploaded Kml grid, Citizen will enter Number of trees in proposed area. (Citizen can enter maximum 8 tree).



- 17. In species details grid, citizen will enter Species number in species number text box for species name.
- 18. Citizen will upload revenue record, revenue map details project report.
- 19. Citizen will select yes if Revenue Map-Signed By Tehsildar otherwise no radio button.

- 20. Citizen will enter project description in project description text box.
- 21. After entering project description, citizen will click on submit button.
- 22. If citizen want to reset the form then click reset button.
- 23. If citizen want to cancel the form then click on cancel button.



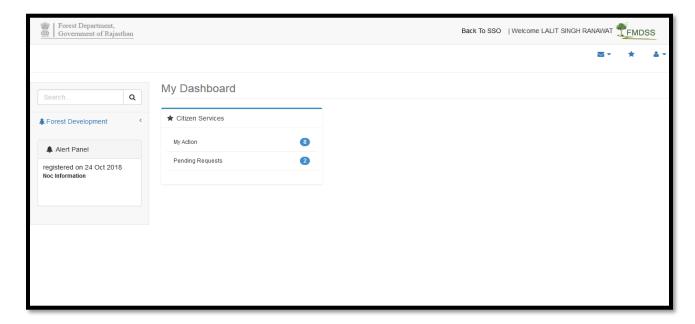


3. DCF Module

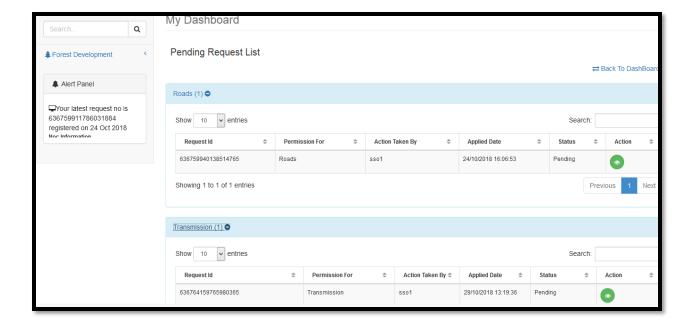
1. Dcf user will login into sso using sso id and password.



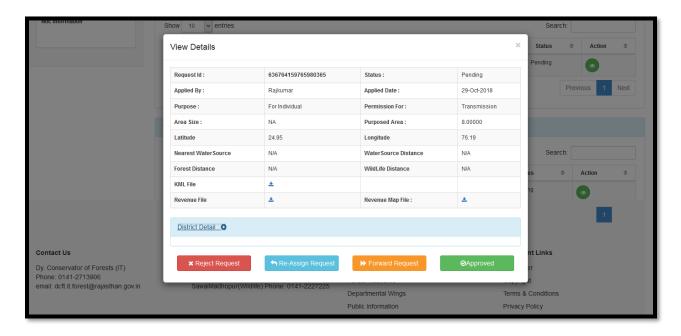
2. Dcf user dashboard will be open .Dcf use will click on pending request option.



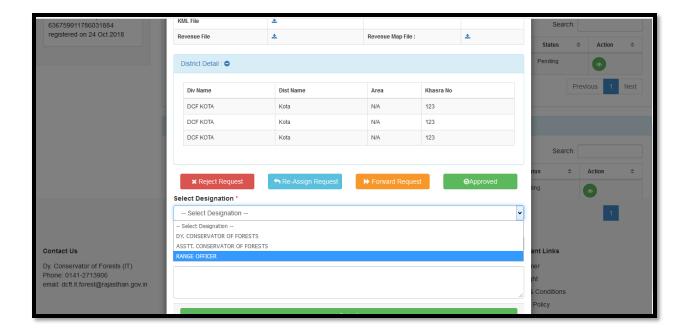
3. Pending request for all the permission will display.



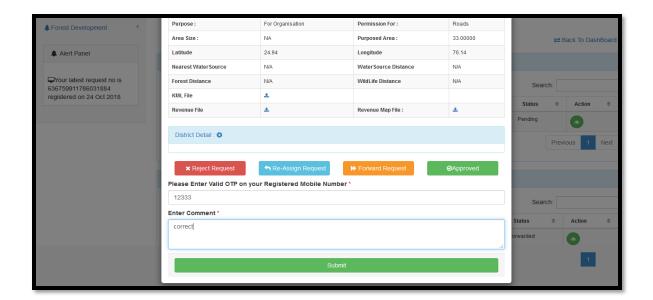
4. Dcf user will click on the view button in action grid.



5. Dcf user can forward the request by clicking on forward button .



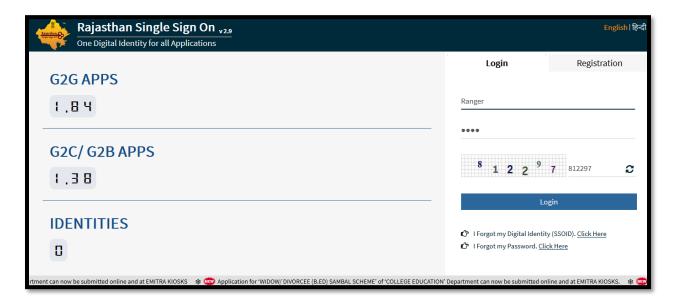
- 6. For forwarding request dcf will select officer designation whom dcf want to forward also dcf will select forest officer name .(At a dcf can select multiple officers)
- 7. Dcf user can view necessary details of citizen permission; also dcf can view district details.
- 8. After selecting the forest officer and entering comment, dcf officer will click on submit button.
- 9. Dcf user can re-assign request to citizen again by clicking on re-assign button
- 10. Dcf user can reject request by clicking on reject button.
- 11. For re-assign and reject dcf user will give appropriate reason, dcf can give multiple reason at a time and enter comment ,Click on submit button.
- 12. Dcf approve the request of citizen by click on approved button.
- 13. Dcf user will enter otp number and enter appropriate comment.



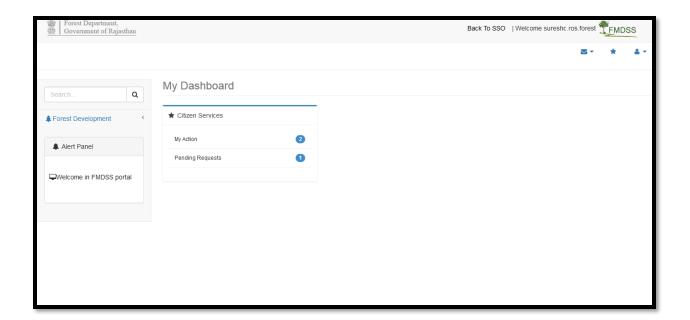
14. After entering appropriate comment, Dcf user will click on submit button.

4. Ranger Module

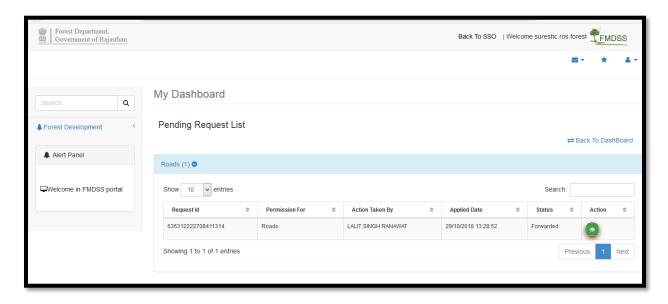
1. Ranger officer will login into sso using sso id and password.



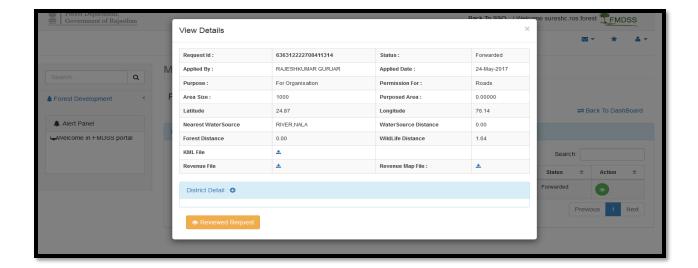
2. Range officer dashboard will open.



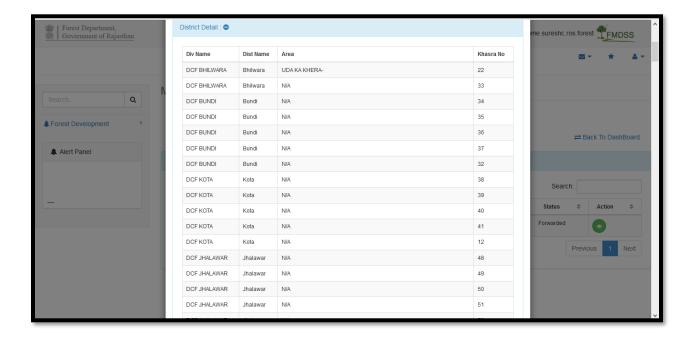
3. Ranger will click on pending Request button.



4. Ranger will click on view button in action grid.



5. Ranger officer can view necessary details of citizen permission; also ranger can view district details.



- 6. Ranger officer will click on reviewed request button.
- 7. Ranger officer will upload survey document and also ranger officer will enter comment textbox.

8. Ranger officer will click on submit button.

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