

ABOUT THE MANUAL

Audience

This manual is meant for project proponents who are supposed to submit application for seeking prior environment clearances from DEIAAs/DEACs (Category-'B2' Projects: Mining of Minor Minerals) for appraising the impact of the planned project on the environment and minimizing the same.

Purpose

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

Authorship

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1.0 ABOUT ENVIRONMENT CLEARANCE PORTAL

1.1 INTRODUCTION

In order to bring more transparency and accountability in the environment clearance process, Ministry of Environment, Forests and Climate Change, Government of India has rolled out a portal named as “Online Submission and Monitoring of Environmental Clearances” (OSMEC, Category-'B2' Projects: Mining of Minor Minerals).

OSMEC is a web based, role based, G2B and G2G workflow application that are developed for online submission and monitoring of the proposals(Category-'B2' Projects: Mining of Minor Minerals) submitted by the proponent for seeking Environment Clearances. It automates the entire tracking of proposals which includes online submissions of a new proposal, editing/updating the details of proposals and displays status of the proposals at each stage of the workflow.

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

1.2 OBJECTIVE

The following are the main objectives of the System:

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

1.3 CORE FEATURES OF THE PORTAL

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

1.4 ROLES

The following Roles have been defined as per the responsibility:

1.4.1 PROJECT PROPONENT (PP)

Any project proponent has to register with the EC portal before submitting any proposal (Category-'B2' Projects: Mining of Minor Minerals) for seeking Environment Clearance. Only one-time registration is required for submitting the application (Note: Proponents need not re-register themselves if they are already registered on the portal). Once, PP register with the portal an acknowledgement slip containing user-id and password would be sent by the system automatically to proponent's email id. PP can login into EC portal by using user-id and password communicated through email and then PP can submit EC application for Category-'B2' Projects: Mining of Minor Minerals online along with all relevant documents. The PP can track the status of the proposal at any stage after submitting it online.

1.4.2 DEIAA (DISTRICT ENVIRONMENT IMPACT ASSESSMENT AUTHORITY)

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

The proposal will come again to DEIAA after the completion of process from DEAC along with their recommendation. MS of DEIAA would process it finally and will upload the decision.

1.4.3 DEAC (DISTRICT EXPERT APPRAISAL COMMITTEE)

After receiving the proposal online from DEIAA, the concerned MS of DEAC can view the proposal (along with all the relevant documents) submitted by PP. They will examine it and may raise query (if any) to DEIAA. After that, MS of DEAC will conduct the meeting and upload the agenda, minutes of the meeting and recommendation of DEAC on the portal. If, they upload the recommendation, the proposal would be forwarded automatically to DEIAA.

1.5 WORK FLOW

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

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

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

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

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

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

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

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

2.0 NEW PROJECT PROPONENT REGISTRATION AND LOGIN

2.1 NEW REGISTRATION

For submitting application EC, Project Proponent has to first register online with EC portal, if proponent is already registered with Environment, Forest or Wildlife Clearance Portal, he may not reregister himself. Registration can be done in the following manner:

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

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

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

Figure-2.1: Home Page of OSMEC portal

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

Ministry of Environment, Forest and Climate Change
Government of India

Online Submission & Monitoring
of Environmental Clearances

New Registration Form

Help
All fields marked with * are Mandatory.

NOTE!

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

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

User Agency Details

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

State * :

District * :

Address * :

Pincode * :

Landmark :

Email Address * :

Landline Telephone No * : STD

Fax No. : Code

Mobile * : +91

Website (if any) :

Whether any proposal submitted by User agency in past * :

Applicant Details

First Name * :

Middle Name :

Last Name * :

Gender * :

Designation * :

Address * :

State of the Branch/Head Office * :

District of the Branch/Head Office * :

Tehsil of the Branch/Head Office :

Pincode * :

Landmark :

Email Address * :

Landline Telephone No * : STD

Fax No. : STD

Mobile * : +91

Security Question * :

Security Answer * :

SUBMIT

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For any Technical support, Please Contact
Environment, Forests and Climate Change Informatics Division (EFCCID), monitoring-ec@nic.in

Figure-2.2 New Proponent Registration Form

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

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

2.2 LOGIN

To login into the EC portal, do the following:

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

Figure-2.3 Home Page of OSMEC

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

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

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

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

Note: The drop down lists on the top of the home page in LIVE STATISTICS is of the already registered States and Districts for this portal. Proponents can apply for a proposal only if the concerned District is registered.



Figure-2.4 Login Page of OSMEC portal

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



Figure-2.5 Change password Screen

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

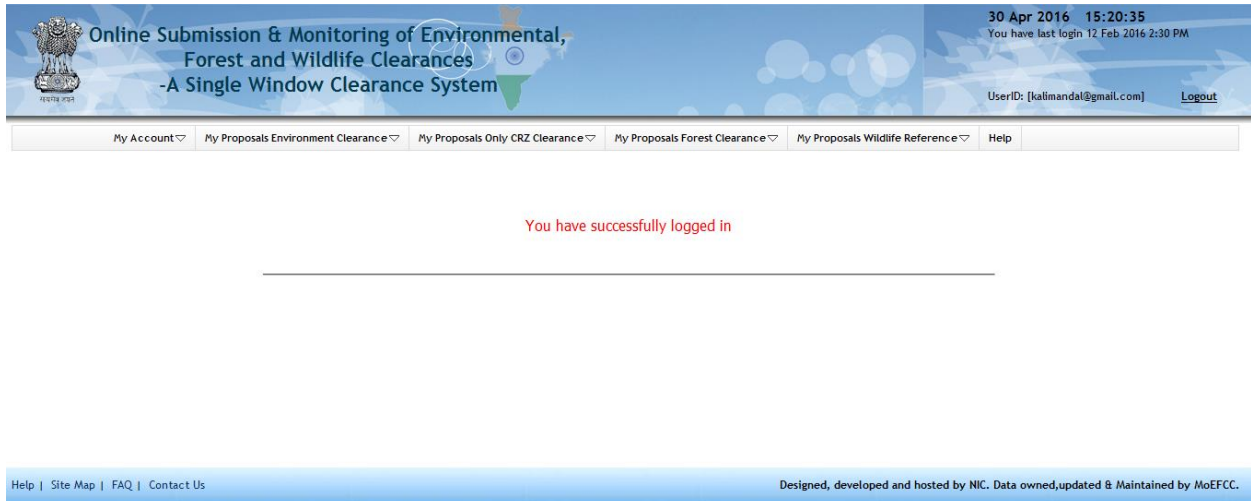


Figure-2.6 First time logged-in page for PP

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



Figure-2.7 Change password Screen

2.3 LOGOUT

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

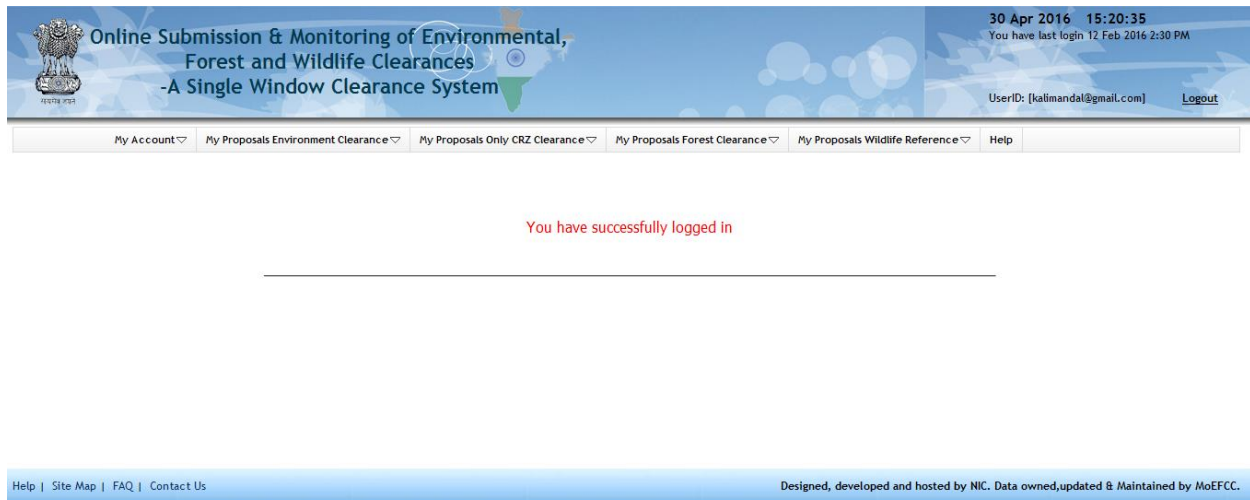


Figure-2.8 Log out

3.0 ADDING, EDITING & TRACKING PROPOSALS

3.1 ADD NEW PROPOSAL

After login, PP can submit application online for EC (Category-B) along with other required documents. After submitting the proposal details, PP can track the status of the proposal submitted as per the flow defined in the system. They are supposed to check their emails and SMSs for further action at their end. There are two separate tabs (i.e. **Category-A** and **Category-B**) under **'My Proposals (Environment Clearance)'** tab. If PP wants to apply under Category-'B2' Projects: Mining of Minor Minerals, then he/she has to apply through **'Category-B'** tab. To submit a new proposal, following procedure may be adopted:

- Step 1. To add a new proposal, click on **'My Proposals (Environment Clearance)'** tab. Then click on the **'District Level Proposals'** link available under **'Category-B'** link, and click on **"Add new Proposal - For EC"** as shown in Figure 3.1.

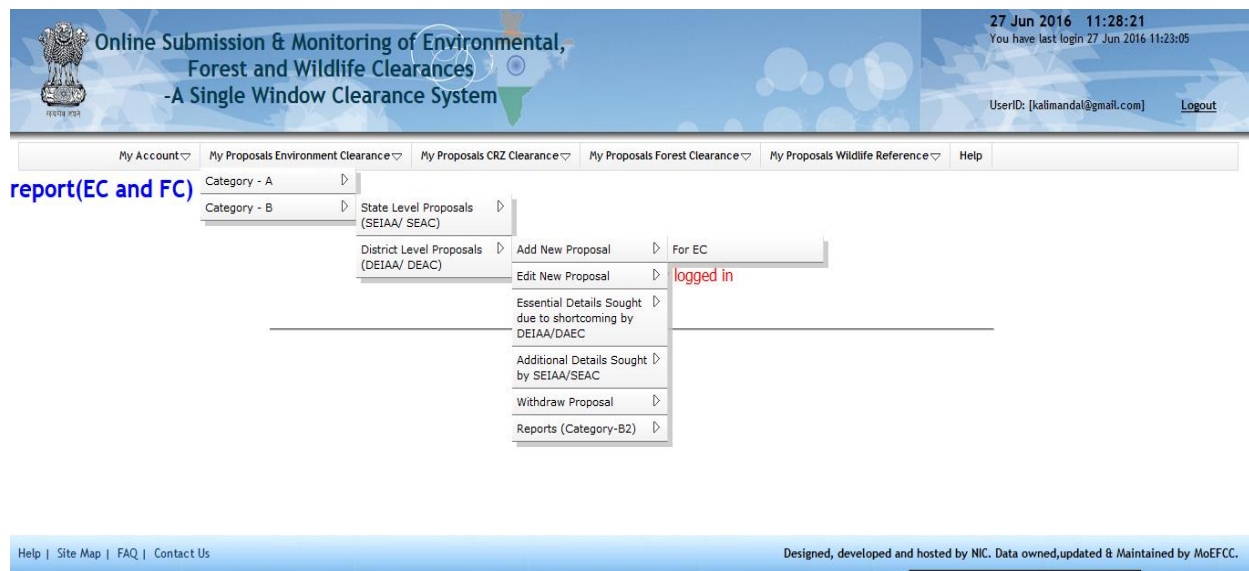


Figure 3.1: First screen for Adding New Proposal

- Step 2. After clicking on 'Add new Proposal' link, the following form will be displayed on screen as shown in figure-3.2(a).

Figure- 3.2(a): Form to Select State and District of the Proposal

This will redirect the proponent to the Main Form:

The screenshot shows the OSMEC web application interface. At the top, there is a header with the text "Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances - A Single Window Clearance System" and the Government of India logo. The date and time "27 Jun 2016 14:53:07" and the user's last login "You have last login 27 Jun 2016 14:28:47" are displayed. The user ID is "[kalinandal@gmail.com]" and there is a "Logout" link. Below the header, there is a navigation menu with links: "My Account", "My Proposals Environment Clearance", "My Proposals Only CRZ Clearance", "My Proposals Forest Clearance", "My Proposals Wildlife Reference", and "Help". The main content area is titled "Please Select State and District of the Proposal". A note states: "Note : Fields marked with(*) are mandatory. Please Select the fields Carefully." There are two dropdown menus: "State *:" and "District *:", both with "Select" as the current value. A blue "CONTINUE" button is positioned below the dropdowns. At the bottom, there is a footer with links: "Help | Site Map | FAQ | Contact Us" and text: "Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC." A small message at the bottom right says "A screenshot was added to your Dropbox."

Figure- 3.2(b): EC Application (Category-'B2' Projects: Mining of Minor Minerals)

EC Application (Category B2 Project : Mining of Minor Minerals)

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

Project Sector*	Non-Coal Mining	Project Type*	New	
Sub Category of project*	B2	Type of Lease*	Cluster	
Name of the Mining Lease site*	rttt	Expected cost of the Project(in lacs)*	455	
<input type="radio"/> Cluster area of Mine leases up to 5 ha <input type="radio"/> Cluster of Mine leases > 5 ha and < 25 ha with no individual lease > 5 ha				
Area*	24	Name /Details of Cluster*	trt	
Multiple entries are allowed.				
State*	Delhi	District*	New Delhi	
		Tehsil*	Select	
<input type="button" value="Add"/>				
State	State Type	District	Tehsil	Delete
Delhi	Other State	New Delhi	Parliament Street	<input type="button" value="X"/>
Accredited Consultant / Registered Qualified Person (RQP) Details				
Have you hired Consultant / RQP for preparing document?*	No	Reason for not hiring the Consultant / RQP*	edter	
<input type="button" value="SAVE AS DRAFT"/>		<input type="button" value="CONTINUE"/>		

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

Note: EC Application (Category-'B2' Projects of Mining of Minor Minerals) contains three (3) pages for the proposal in Form – 1M and fourteen (14) pages for the proposal in Form - 1. Proponent is advised to follow all the instructions given on the pages. The parameters marked with red asterisk (*) are mandatory.

Step 4. Proponent can save the proposal in Draft mode by clicking on **'Save as Draft'** button available on first page of Application or they may click on **'Next'** button for filling up other pages. If **'Save as Draft'** button is clicked, a unique proposal no. will be generated automatically by the system and the same would be communicated to the user through pop-up message. If user clicks on 'OK' of pop up message, control will come back to the first page. Then proponent may fill up other pages by clicking on **'Next'** button.

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

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

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

3.2 EDIT NEW PROPOSAL

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

Step 1: To update a proposal, click on **'My Proposals (Environment Clearance)'** tab. Then click on the **"Edit New Proposal"** under **'District Level Proposals'** link available under **'Category-B'** link, and click on **"For EC"** link as shown in Figure 3.3.

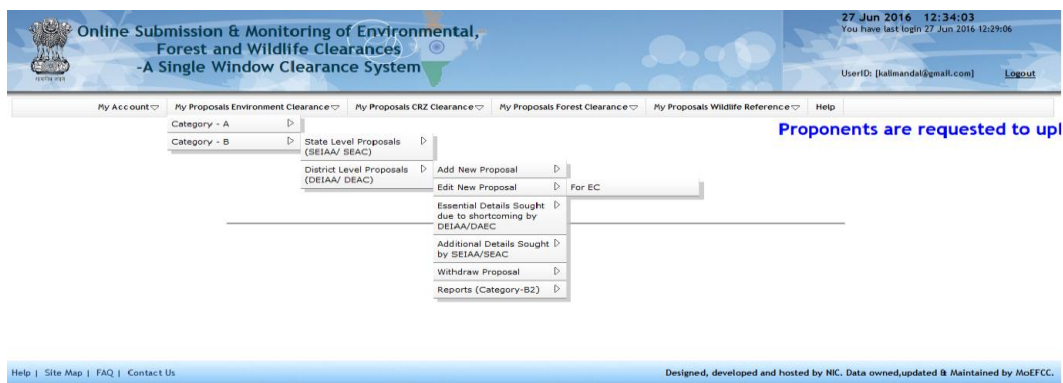
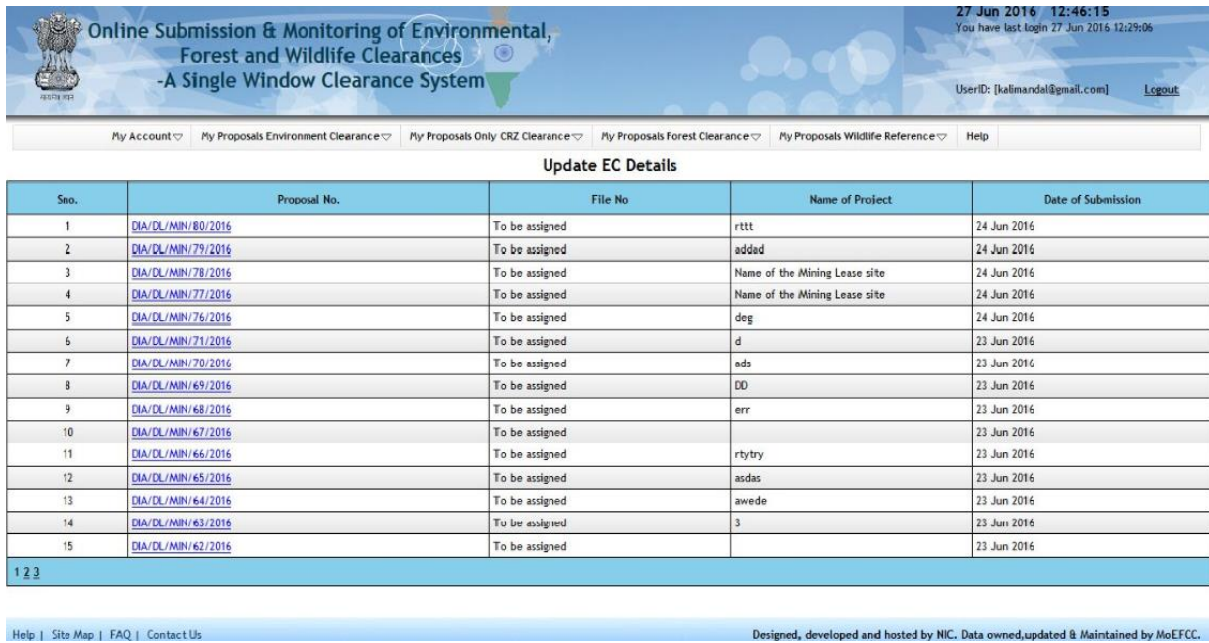


Figure-3.3 First Screen for editing Proposal



27 Jun 2016 12:46:15
You have last login 27 Jun 2016 12:29:06

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

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

Update EC Details


Sro.	Proposal No.	File No	Name of Project	Date of Submission
1	DIA/DL/MIN/80/2016	To be assigned	rttt	24 Jun 2016
2	DIA/DL/MIN/79/2016	To be assigned	addad	24 Jun 2016
3	DIA/DL/MIN/78/2016	To be assigned	Name of the Mining Lease site	24 Jun 2016
4	DIA/DL/MIN/77/2016	To be assigned	Name of the Mining Lease site	24 Jun 2016
5	DIA/DL/MIN/76/2016	To be assigned	deg	24 Jun 2016
6	DIA/DL/MIN/71/2016	To be assigned	d	23 Jun 2016
7	DIA/DL/MIN/70/2016	To be assigned	eds	23 Jun 2016
8	DIA/DL/MIN/69/2016	To be assigned	DD	23 Jun 2016
9	DIA/DL/MIN/68/2016	To be assigned	err	23 Jun 2016
10	DIA/DL/MIN/67/2016	To be assigned		23 Jun 2016
11	DIA/DL/MIN/66/2016	To be assigned	rtytry	23 Jun 2016
12	DIA/DL/MIN/65/2016	To be assigned	asdas	23 Jun 2016
13	DIA/DL/MIN/64/2016	To be assigned	awede	23 Jun 2016
14	DIA/DL/MIN/63/2016	To be assigned	3	23 Jun 2016
15	DIA/DL/MIN/62/2016	To be assigned		23 Jun 2016

1 2 3

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Figure 3.4 Screen for editing EC details

Step 3: Click on proposal number displayed under 'Proposal No.' column to edit the proposal details. After clicking on proposal number the following screen will be displayed as shown in Figure-3.5. Proponent can update the information and then may submit it by clicking on '**Save & lock**' button. Once application is saved by using this option, no further changes can be made in the proposal.



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

27 Jun 2016 16:09:13
You have last login 27 Jun 2016 3:53 PM

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

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

EC Application (Category B2 Project : Mining of Minor Minerals)

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

Project Sector* :	Non-Coal Mining ▾	Project Type* :	New ▾																								
Sub Category of project* :	B2 ▾	Type of Lease** :	Cluster ▾																								
Name of the Mining Lease site* :	rttt	Expected cost of the Project(in lacs)* :	455																								
<input type="radio"/> Cluster area of Mine leases up to 5 ha <input checked="" type="radio"/> Cluster of Mine leases > 5 ha and < 25 ha with no individual lease > 5 ha																											
Area* :	24	Name /Details of Cluster* :	trt																								
<p>Multiple entries are allowed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">State* :</td> <td style="width: 30%;">Delhi ▾</td> <td style="width: 20%;">District* :</td> <td style="width: 30%;">New Delhi ▾</td> <td style="width: 15%;">Tehsil* :</td> <td style="width: 20%;">Select ▾</td> </tr> <tr> <td colspan="6" style="text-align: center;"> <input type="button" value="Add"/> </td> </tr> <tr> <th style="width: 20%;">State</th> <th style="width: 30%;">State Type</th> <th style="width: 20%;">District</th> <th style="width: 30%;">Tehsil</th> <th style="width: 15%;">Delete</th> <th style="width: 20%;"></th> </tr> <tr> <td>Delhi</td> <td>Other State</td> <td>New Delhi</td> <td>Parliament Street</td> <td style="text-align: center;"><input type="button" value="X"/></td> <td></td> </tr> </table>				State* :	Delhi ▾	District* :	New Delhi ▾	Tehsil* :	Select ▾	<input type="button" value="Add"/>						State	State Type	District	Tehsil	Delete		Delhi	Other State	New Delhi	Parliament Street	<input type="button" value="X"/>	
State* :	Delhi ▾	District* :	New Delhi ▾	Tehsil* :	Select ▾																						
<input type="button" value="Add"/>																											
State	State Type	District	Tehsil	Delete																							
Delhi	Other State	New Delhi	Parliament Street	<input type="button" value="X"/>																							
<p>Accredited Consultant / Registered Qualified Person(RQP) Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Have you hired Consultant / RQP for preparing document? :</td> <td style="width: 10%;">No ▾</td> <td style="width: 50%;">Reason for not hiring the Consultant / RQP* :</td> <td style="width: 20%;">edter</td> </tr> </table>				Have you hired Consultant / RQP for preparing document? :	No ▾	Reason for not hiring the Consultant / RQP* :	edter																				
Have you hired Consultant / RQP for preparing document? :	No ▾	Reason for not hiring the Consultant / RQP* :	edter																								
<input type="button" value="SAVE AS DRAFT"/> <input type="button" value="CONTINUE"/>																											

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Figure-3.5 Update Screen for EC Application

4.0 REQUEST FOR MODIFICATION IN EARLIER ISSUED EC

The project proponent can make a request for the modification in earlier issued EC. This module will be available in the near future.

Project Type as “Corrigendum, Extension of Validity or Amendment” in the form can be selected to apply for desired Modification.

5.0 ESSENTIAL DETAILS SOUGHT DUE TO SHORTCOMING

After submission of the proposal, MS of DEIAA/ DEAC examines the proposal. If they require some more information, then they may ask proponent to submit the same. The query raised by MS of DEIAA/ DEAC would be available in 'Essential Details Sought by DEIAA/ DEAC' module under 'Category-B', 'District Level Proposals' under 'My Proposals (Environment Clearance)' tab. If MS of DEIAA/ DEAC raises any query through this module, system will send a SMS and email to Proponent for the intimation and the application will be available in 'Draft mode' to the proponent. Proponent can resubmit the application after submitting all the required information.

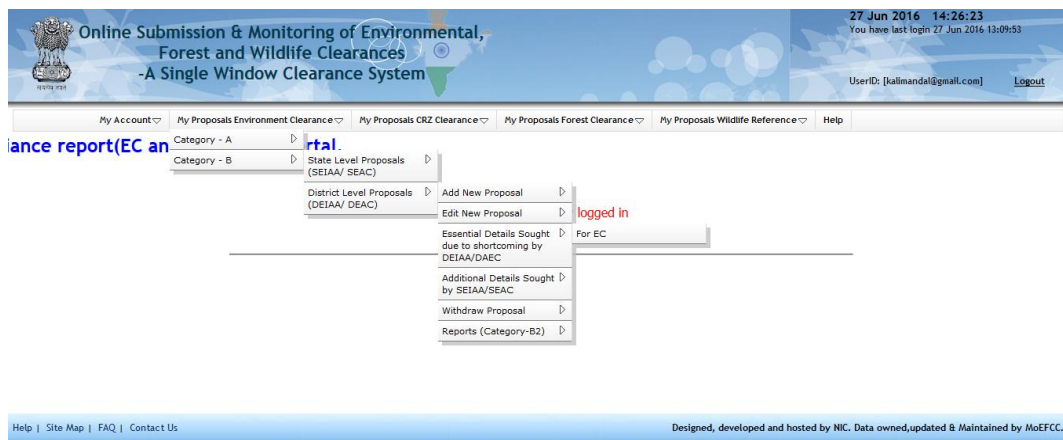


Figure-5.1 First screen for EDS details

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



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

If proponent clicks on '**EDS Letter**' button, he/she may view the EDS letter issued by DEIAA/ DEAC and then proponent has to go to '**Reply**' link to resubmit the proposal.

Sno.	Proposal No.	Essential Details	Sought on/Reply Date	Eds Letter	Status	Query By
1	DIA/DL/MIN/29/2016	q34344134	14 Jun 2016		Pending	DEIAA
2	DIA/DL/MIN/29/2016	qwe3qeoe	14 Jun 2016		Pending	DEIAA
3	DIA/DL/MIN/29/2016	awewqe	14 Jun 2016		Pending	DEIAA

Figure-5.2 Screen for viewing the EDS letter

DEIAA/ DEAC may also raise query after accepting the proposal also. For this purpose, a module named as '**Additional Details Sought by DEIAA/ DEAC**' has been provided in the portal. If DEIAA/ DEAC raise any query through that module, then the same can be viewed by proponent in that module available to them. Proponent may submit reply along with additional details through this module.



Figure-5.3 Screen for viewing the ADS letter

6.0 WITHDRAW PROPOSALS

Proponent may withdraw his/her proposal at any stage of the process. For that, he/she has to make a request to do the same.

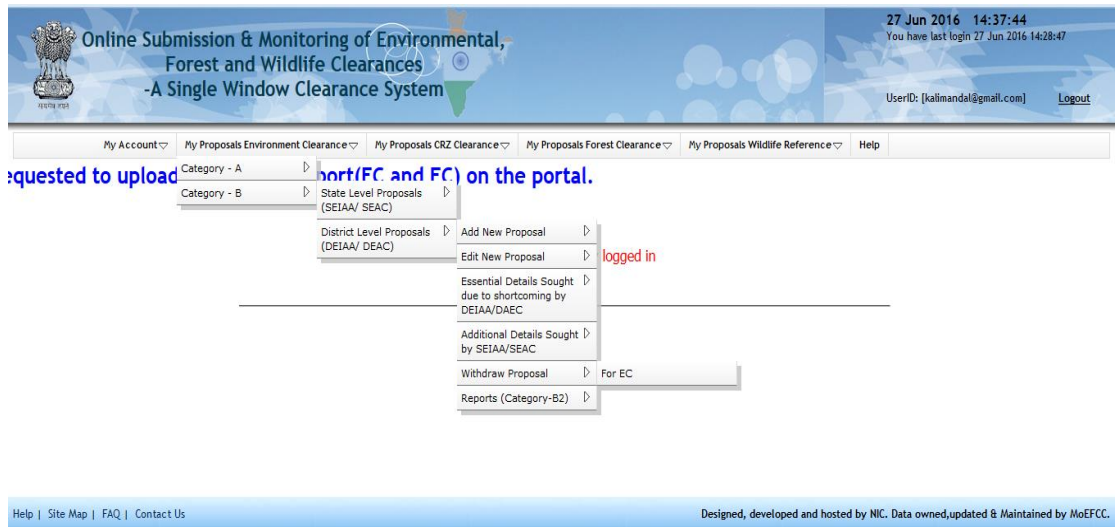


Figure-6.1 Screen showing Withdraw proposal option

S.No.	Proposal No.	Project Name	Project Sector	Location Detail	Company/Proposer Name	Date of submission	Withdraw
1	DA/CL/WH/181/2016	MLA INFRA STRUCTURES LTD S. NO. 1, F.P. 223/9A/221/F, T.P. 8, AGARVA, AHMEDABAD, GUJARAT-380 010	Non-Coal Mining	State: DELHI District: New Delhi	Company: MEET ASSOCIATES	08 Mar 2016	Withdraw
2	DA/CL/WH/181/2016	AMC ENV Housing Project, F.P. No.223, T.P. S. NO.113 YALTRAL, AHMEDABAD-382 418	Non-Coal Mining	State: DELHI District: New Delhi	Company: MEET ASSOCIATES	08 Mar 2016	Withdraw
3	DA/CL/WH/181/2016	DEV HERITAGE B.S. 3119, 3121/9, 3124/9, 3127/9, 3125/4/9, 3129/1, 3129/2, 3129/3/9, 3130, 3131, KARAKHOD, TEMGA, B DET, HADAD GUJARAT-387 001 PHONE NO.: 07949 2532719 & 9809020002 E-mail: aachin@corporation252@gmail.com	Non-Coal Mining	State: DELHI District: New Delhi	Company: MEET ASSOCIATES	11 Feb 2016	Withdraw
4	DA/CL/WH/181/2016	MLA INFRASTRUCTURES LTD (3156/15 To m.c. NO. 376, F.P. 1, T.P. 3, BAMP, AHMEDABAD, GUJARAT-380 014	Non-Coal Mining	State: DELHI District: New Delhi	Company: MEET ASSOCIATES	01 Feb 2016	Withdraw
5	DA/CL/WH/184/2016	SHR RISHMALJI NICHEDALI YALPARKHOLA S. No. 9 PHARU, VILLAGE: KADARA, TAL: MOPIVA MADAP(GODHRA), DET: FAKHOMAL, GUJARAT	Non-Coal Mining	State: DELHI District: New Delhi	Company: MEET ASSOCIATES	22 Jan 2016	Withdraw

Figure-6.2 Screen displaying List of proposals for seeking EC

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

7.0 VIEW/PRINT EC APPLICATION

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

This completes the process at Project Proponent.

The screenshot displays the OSMEC portal interface. At the top, the header includes the text "Online Submission & Monitoring of Environmental, Forest and Wildlife Clearances - A Single Window Clearance System" and the date "27 Jun 2016 14:40:24". Below the header, there are navigation tabs for "My Account", "My Proposals Environment Clearance", "My Proposals CRZ Clearance", "My Proposals Forest Clearance", "My Proposals Wildlife Reference", and "Help". A dropdown menu is open under "My Proposals Environment Clearance", showing "Category - A" and "Category - B". Under "Category - B", there are sub-menus for "State Level Proposals (SEIAA/ SEAC)" and "District Level Proposals (DEIAA/ DEAC)". The "District Level Proposals" menu is further expanded, showing options like "Add New Proposal", "Edit New Proposal", "Essential Details Sought due to shortcoming by DEIAA/DAEC", "Additional Details Sought by SEIAA/SEAC", "Withdraw Proposal", and "Reports (Category-B2)". The "Reports (Category-B2)" menu is expanded to show "Print/View Application For EC" and "List of Withdrawn proposal". A blue banner across the middle of the page reads "are requested to upload compliance report(EC and FC) on the portal." and a red "logged in" message is visible. At the bottom, there is a footer with "Help | Site Map | FAQ | Contact Us" and "Designed, developed and hosted by NIC. Data owned, updated & Maintained by MoEFCC."

Figure-7.1 Screen displaying various reports available to proponent

ANNEXURE A

Frequently Asked Questions (FAQs)

Q.1. What does OSMEC stand for?

Ans. Online Submission and Monitoring of Environmental Clearances.

Q.2. What does PP stand for?

Ans. Project Proponent.

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

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

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

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

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

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

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

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

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

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

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

Ans. PP will receive an email and SMS if any additional information is sought by DEIAA. The same could be viewed by PP by clicking on **Additional Details Sought by DEIAA/ DEAC**.

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

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

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

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

Q.11. Is Captcha code necessary?

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

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

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

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

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

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

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