



User Manual

For

**Manipur Forest
Department - Website**



Version: 1.0

**Prepared by:
UNEECOPS TECHNOLOGY LTD.**



Table of Contents

1	Introduction	4
1.1	Objectives.....	4
2	Company/ Customer Registration	4
3	Process of apply forest species	7
4	Process of approve species purchase request	9
4.1	Process of approve species purchase request by DFO	9
4.2	Process of approve species purchase request by RFO.....	12
4.3	Process of approve species purchase request by BO	13
5	Process of making payment for forest species purchase	15
6	Process of approve payment request for species purchase	17
7	Process of Apply for License of setting up of wood based industry	19
8	Process of approve request for license of setting up of wood based industry	21
8.1	Process of approve request for license of setting up of wood based industry by DFO.....	21
8.2	Process of approve request for license of setting up of wood based industry by CF.....	22
9	Process of apply for license for operation wood based industry	25
10	Process of approve request for operating wood based industry	26
10.1	Process of approve request for operating wood based industry by DFO.....	27
10.2	Process of approve request for operating wood based industry by CF.....	28
11	Process of apply for renewal of license	31
12	Process of approve request for renewal of license	32
12.1	Process of approve request for Renew of application by DFO	32
12.2	Process of approve request for operating wood based industry by CF.....	33
13	Process of apply for tender/ Auction.....	35
14	Process of add receipt register	35
15	Process of add Dispatch register.....	36



MANIPUR FOREST DEPARTMENT WEBSITE

16	Process of add performa ii register	37
17	Process of add stock register	38
18	Process of add Forest offence FIR/ POR	39
19	Process of add seizures meno.....	41
20	Process of add confiscation	43
21	Process of add new achievement	44
22	Process of add scheme	46
23	Process of add new externally aided projects	46
24	Process of add new scheme wise plantation	47
25	MIS	49
25.1	MIS- FIR/POR.....	49
25.2	MIS- Seizures.....	50
25.3	MIS- Confiscation	50
25.4	MIS- Application for Wood Based industry.....	51
25.5	MIS- Species Distribution (Customer wise).....	52
25.6	MIS- Species Distribution (Species Wise).....	53



1 INTRODUCTION

This user manual provides guidelines and instruction for the “Manipur Forest Department-Website” users as administrator, Department Users, company/ customer user and public user.

1.1 OBJECTIVES

- To make registration, operation and renewal process of forest based industry hassle free and transparent.
- Easy access of species availability details and purchase.
- To provide information about project, schemes, event and publication.
- To provide forest revenue details on figure steps.
- To provide current and archive tender details with apply facility.
- To book tickets of zoo and national park of all state.
- To provide registers (Receipt, Stock, Dispatch and Performa-II) details in real time

2 COMPANY/ CUSTOMER REGISTRATION

This website has the self-registration facility for company/ customer users. User will enter the below URL and click on search button to reach at website home page-

URL: - <https://forest.manipurforest.gov.in/>

User will click on ‘Signup’ button to register them-self as shown in below screen-



MANIPUR FOREST DEPARTMENT WEBSITE

Government Of India
भारत-सरकार

Log in **Signup**

Language: English

FOREST DEPARTMENT
GOVERNMENT OF MANIPUR

[Home](#) [About Us](#) [Forest Divisions](#) [Act, Rules & Guidelines](#) [Schemes & Projects](#) [Revenue](#) [Circulars](#) [Tender/Auction](#) [Contact Us](#) [RTI](#) [Ticket Booking](#) [More](#)

FOREST DEPARTMENT

GOVERNMENT OF MANIPUR

Latest Announcements / News

- » test Moderation
- » Contribute to Clean Ganga Fund [Download 1.29 MB](#)
- » Direct Benefit Transfer for LPG consumer
- » Data Protection Draft Bill - Press Release on feedback
- » Jeevan Pramaan - Digital Life Certificate for Pensioners

[Read more](#)

About Us

Manipur is known for its richness in bio-diversity including endemic flora and fauna, varied topographic and climatic features, cultural heritage etc. The abundance in the diversity of the forests and its resources are attributed to the ideal location of the state in the junction of two world's hotspots of biodiversity, the Indo-Myanmar hotspot and the Himalayan hotspot of biological diversity.

[Read More](#)

International Day Of Forests

21st - March

Nursery Management System

Registered Forest Based Industries

Forest Offences

Confiscation and Seizures

Court Orders

FAQs

Photo Gallery

[View All](#)

Video Gallery

[View All](#)

Jungle Safari Manipur

[Feedback](#) | [Terms and Conditions](#) | [Privacy Policy](#) | [Contact Us](#) | [Sitemap](#) | [Disclaimer](#) | [Help](#)

Website Content Managed by **Forest Department, Manipur**
Designed, Developed and Hosted by **National Informatics Centre (NIC)**
Last Updated: 27Feb 2020

Total Visitors: 210198



On click of signup button, user will redirect to signup page of website.

Create new account

[Log In](#) [Create new account](#) [Reset your password](#)

Basic Details

Register As *

Company/Organization

Individual

Company/Organization Name

Address Line 1 *

Address Line 2

Enter Company/Organization Name

Enter Address Line1

Enter Address Line2

Pin *

Enter Pin Number

Division

- Please select -

Bank *

- Select a value -

PAN *

Upload PAN

Account Number *

Enter PAN Number

Choose File

No file chosen

One file only.3 MB limit.Allowed types: png.jpg.jpeg

Enter Account Number

IFSC Code *

GSTIN

IGST

Enter IFSC Code

Enter GSTIN Number

Enter IGST

Upload Photograph

Mobile

Choose File

No file chosen

Your virtual face or picture. One file only.3 MB limit.Allowed types: png.gif.jpg.jpeg

Phone number

Send verification code

Business Details

Nature of Business

Registration Number

- None -

Enter Registration Number

Registration Date

Validity

☐ Life Time Validity

mm/dd/yyyy

mm/dd/yyyy

Forest Product Type

- Please select -

Remove

Add another item

User Details

Email address *

Username *

Password *

ajitesh@yopmail.com

ajitesh

Enter Password

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password strength:

Confirm password *

Enter Confirm Password

Passwords match:

Provide a password for the new account in both fields.

What code is in the image? *

Y T A 7 C 3

Enter the characters shown in the image.

Submit

Cancel

Reset

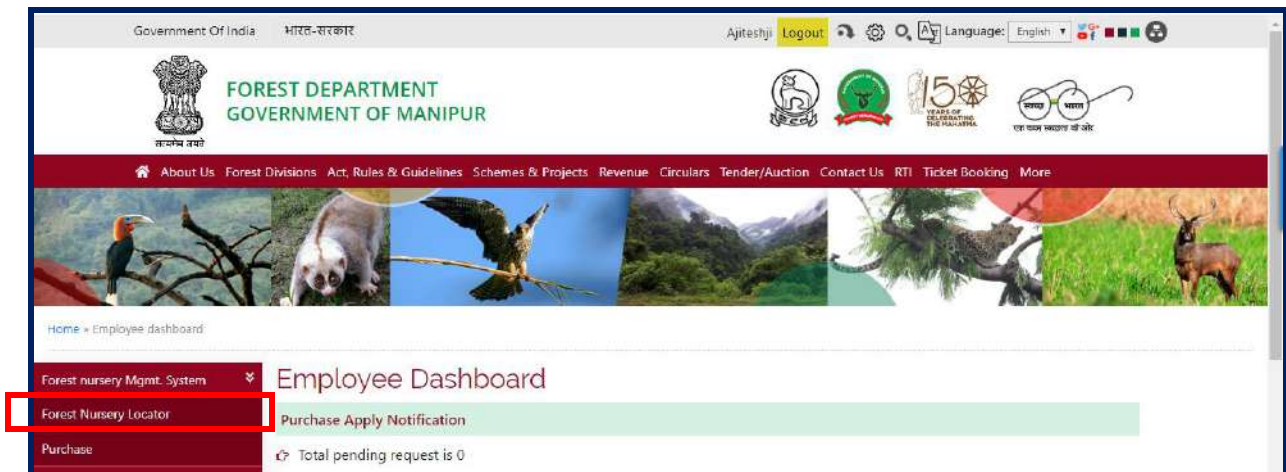


MANIPUR FOREST DEPARTMENT WEBSITE

- User can register as company/ organization or as individual users.
- Under individual category of registration user can select as Personal or commercial for registration.
- User will fill all the mandatory fields and verify their mobile number as shown on above screen.
- User can add multiple forest produce type at the time of registration and click on submit button to complete the registration.

3 PROCESS OF APPLY FOREST SPECIES

Registered company/ customer user can apply for the forest species after login for website with their valid login credentials. Below screen will appear after login on website-



User will click on forest nursery locator to check the available species details and below screen will appear-



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System

Forest Nursery Locator

Purchase

Registered Forest Based Industry

Tender/Auction

Receipt Register

Dispatch Register

Performa II Conversion Register

Stock Register

Profile Update

Change Password

Logout

Forest Nursery Locator

Division: - Any - Name of Plant Species: - Any - Year: 2020 Search

S. No.	Division	Nursery	Address	Nearest Landmark	Pin Code	Name of Plant Species	Name of Scheme
1	Jiribam Forest Division	Jiribum Forest Division II	jiribum forest division	forest	343442	Plant Species1	State Plan
2	Jiribam Forest Division	Jiribum Forest Division II	jiribum forest division	forest	343442	Tectona Grandis	State Plan
3	Jiribam Forest Division	jiribum Nursery	jiribum	park	23232323	Plant Species1	GIM
4	Jiribam Forest Division	jiribum Nursery	jiribum	park	23232323	Plant Species2	GIM
5	Central Forest Division	Ajitesh Forest Nursery	Imphal east bus stand		122001	Tectona Grandis	
6	Central Forest Division	Ajitesh Forest Nursery	Imphal east bus stand		122001	Plant Species2	
7	Central Forest Division	Ajitesh Forest Nursery	Imphal east bus stand		122001	Plant Species1	

User will click on related nursery name link to purchase a forest species and below screen will appear-

List of Available Seedling Species

Plant Species: - Any - Search

Nursery Name: Ajitesh Forest Nursery

S. No.	Name of Plant Species	Total Quantity	Quantity of Seedling Raised	Distributed as on Date	Balance Quantity	Pending Request	Action
1	Plant Species1	250	0	0			Purchase
2	Tectona Grandis	500	0	0			Purchase
3	Plant Species2	2000	0	0			Purchase

User can filter the species by the name on plant species filter. To purchase a species user will click on purchase link and below screen will appear-



Create Request form for Customers/Villagers for Seedlings

Location of Plantation Site Enter Location of Plantation Site	Area of Plantation (in Hectare) Enter Area of Plantation (in Hectare)	Please Specify - None -
	Advance Work - None -	Upload Photo Choose File No file chosen One file only, 2 MB limit, Allowed types: png, jpg, jpeg
Purpose of Plantation * Enter Purpose of Plantation	Nursery Ajitesh Forest Nursery	
Species-Wise Required Number of Seedlings		
Species Name * - Select a value -	Number Required *	Price Per Unit
Remove		
Add another item		
Total Price 0	Means of Transportation Enter Means of Transportation	Intended Date of Collection 02/28/2020
Resources available with applicant for maintenance & protection of Plantation Enter Resources available with applicant for maintenance & protection of Plantation		
Declaration * ☐ I declare that the seedlings collected from the forest Nursery will be used only for the purpose mentioned above & it will not be used for any commercial purpose.		
Save Cancel		

User will fill all the mandatory details, add species as he/ she wants to purchase by clicking on add another item button. After filling all the species details user click on declaration check box and click on save button to generate the species purchase request. On click of save button species purchase request will be forwarded to related DFO for approval.

4 PROCESS OF APPROVE SPECIES PURCHASE REQUEST

Once request has been submitted by the company/ customer user for forest species purchase, it will be visible at related DFO login.

4.1 PROCESS OF APPROVE SPECIES PURCHASE REQUEST BY DFO



MANIPUR FOREST DEPARTMENT WEBSITE

DFO will click on apply purchase list from customer as shown below-

Home » Employee dashboard

Forest nursery Mgmt. System

Plant Species

Forest Nurseries

Apply Purchase List From Customer

Approved Purchase List from customer(from DFO)

Distribution Customer Wise

Distribution Species Wise

Pending For Payment Approval

Registered Forest Based Industry

Employee Dashboard

Confiscation

Total Pending request 1

Purchase List Apply by Customer

Total Pending request 3

Activate Windows

On click, below screen will appear-

Home » Employee dashboard » Apply Purchase List From Customer

Forest nursery Mgmt. System

Plant Species

Forest Nurseries

Apply Purchase List From Customer

Approved Purchase List from customer(from DFO)

Apply Purchase List From Customer

Sr. No.	District	Nursery	Intended Date of Collection	Status	Action
1	Central Forest Division	Ajitesh Forest Nursery	02/28/2020	Pending	View
2	Central Forest Division	Ajitesh Forest Nursery	02/28/2020	Pending	View
3	Central Forest Division	Ajitesh Forest Nursery	02/05/2020	Pending	View

DFO will click on view link under action column and details will appear as below screen shot-



Edit Request form for Customers/Villagers for Seedlings Garden Preparation

Location of Plantation Site	Area of Plantation (in Hectare)	Please Specify
Garden of inter-college	5	Others
	Others	Advance Work
	Inter-college	Land Preparation

Upload Photo	Purpose of Plantation *	Nursery
Choose File No file chosen	Garden Preparation	Ajresh Forest Nursery

One file only, 2 MB limit. Allowed types: .png, .jpg, .jpeg.

Species-Wise Required Number of Seedlings		
Species Name *	Number Required *	Price Per Unit
Plant Species1	200	12
Remove		
Species Name *	Number Required *	Price Per Unit
Tectona Grandis	50	10
Remove		
Add another item		

Total Price	Means of Transportation	Intended Date of Collection
2900		02/26/2020

Resources available with applicant for maintenance & protection of Plantation

Declaration *

If I declare that the seedlings collected from the forest Nursery will be used only for the purpose mentioned above & it will not be used for any commercial purpose.

Status	Assign	Range Office
Pending	DFO	- None -

Best Office

- None -

Location

Latitude	Longitude

Enter either in decimal 23.47979 or sexagesimal format "1° 28' 43.644" Enter either in decimal -93.10077 or sexagesimal format "1° 39' 21.9638"

DFO Remarks	RFO Remarks	BO Remarks

Save Cancel

DFO will check all the details filled by the customer and take and action against request-

- Pending- DFO will select the status pending and assign request to related BO/ RFO. Request will forward to assign user (BO/ RFO).
- Reject- If DFO reject the request than request status will update on customer login and process will close.

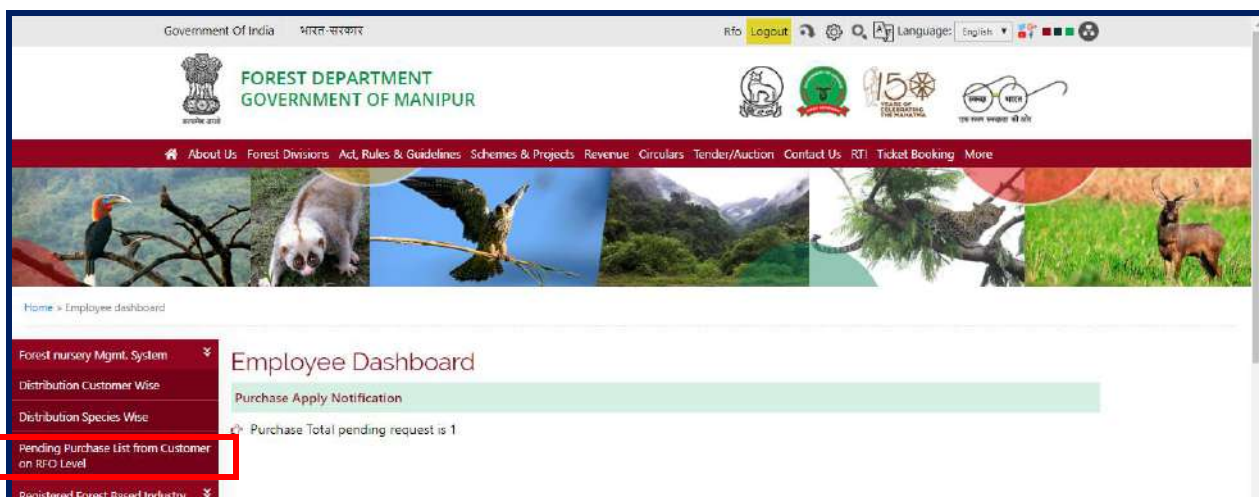


MANIPUR FOREST DEPARTMENT WEBSITE

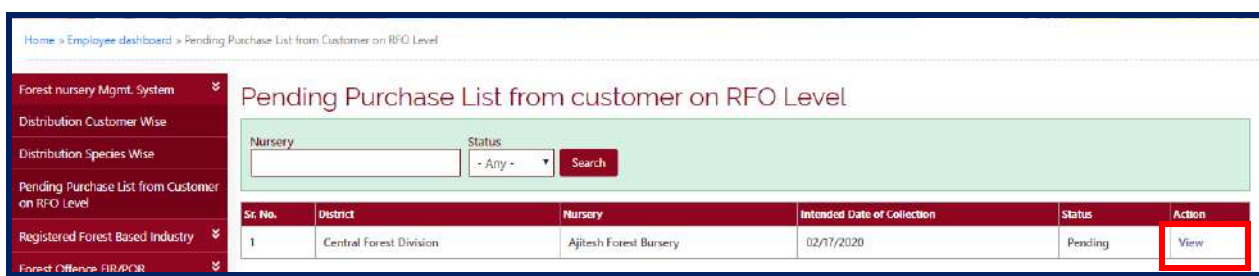
- Approve- If DFO approve the request than status will update on customer login. If species has any amount that pay link will activate on customer login for particular request.

4.2 PROCESS OF APPROVE SPECIES PURCHASE REQUEST BY RFO

Once request has forwarded by the DFO to RFO, request is visible on RFO login. RFO click on 'Pending purchase list from customer on RFO Level' to check the details.



On click of this menu, below screen will appear-



RFO Will click on view button to check the request details, below screen will appear-



Edit Request form for Customers/Villagers for Seedlings dasda

Location of Plantation Site Area of Plantation (in Hectare) Please Specify

Advance Work Upload Photo No file chosen
One file only, 100 MB limit, Allowed types: png, jpg, jpeg

Purpose of Plantation * Nursery

Species-Wise Required Number of Seedlings		
Species Name *	Number Required *	Price Per Unit
Tectona Grandis	12	
Remove		
Add another item		

Total Price Means of Transportation

Intended Date of Collection Resources available with applicant for maintenance & protection of Plantation

I declare that the seedlings collected from the forest Nursery will be used only for the purpose mentioned above & it will not be used for any commercial purpose.

Assign Range Office Beat Office

Location

Latitude Longitude
Enter either in decimal 10 or sexagesimal format 10° Enter either in decimal 20 or sexagesimal format 20°

DFO Remarks RFO Remarks BO Remarks

RFO will check all the details filled by the customer and take and action against request-

Assign- RFO can assign request to related BO for inspection or assign to DFO for approval with their remarks.

4.3 PROCESS OF APPROVE SPECIES PURCHASE REQUEST BY BO

Once species purchase request has forwarded by DFO/ RFO to BO, BO will see the request details on 'Pending purchase list from customer on BO level'.



[Home](#) [About Us](#) [Forest Divisions](#) [Act, Rules & Guidelines](#) [Schemes & Projects](#) [Revenue](#) [Circulars](#) [Tender/Auction](#) [Contact Us](#) [RTI](#) [Ticket Booking](#) [More](#)

Home » Employee dashboard

Forest nursery Mgmt. System
Distribution Customer Wise
Distribution Species Wise
Pending Purchase List from customer on BO Level
Forest Office FIR/POR
Seizures Memo

Employee Dashboard

Purchase Apply Notification

Purchase Total pending request is 1

On click of this below screen will appear-

Forest nursery Mgmt. System
Distribution Customer Wise
Distribution Species Wise
Pending Purchase List from customer on BO Level
Forest Office FIR/POR
Seizures Memo

Pending Purchase List from customer on BO Level

Nursery: Status:

Sl. No.	District	Nursery	Intended Date of Collection	Status	Action
1	Central Forest Division	Ajitesh Forest Bursera	02/17/2020	Pending	View

User will click on view link to check the request details.



Edit Request form for Customers/Villagers for Seedlings dasda

Location of Plantation Site 	Area of Plantation (in Hectare) 	Please Specify - None -
	Advance Work - None -	Upload Photo Choose File No file chosen One file only,100 MB limit,Allowed types: png,jpg,jpeg
Purpose of Plantation * dasda	Nursery Ajitesh Forest Bursery	

Species-Wise Required Number of Seedlings		
Species Name *	Number Required *	Price Per Unit
Tectona Grandis	12	
Remove		
Add another item		

Total Price 	Means of Transportation
Intended Date of Collection 02/17/2020	Resources available with applicant for maintenance & protection of Plantation
Declaration * ☒	

I declare that the seedlings collected from the forest Nursery will be used only for the purpose mentioned above & it will not be used for any commercial purpose.

Assign BO	Range Office Sadar East Range	Beat Office Mayang Imphal Beat Office
--------------	----------------------------------	--

Location

Latitude

Enter either in decimal 10 or sexagesimal format 10°

Longitude

Enter either in decimal 20 or sexagesimal format 20°

DFO Remarks 	RFO Remarks 	BO Remarks
-------------------------------------	-------------------------------------	------------------------------------

[Save](#) [Cancel](#)

BO will enter their remarks on request and assign the request to RFO. RFO will assign the request with their remarks to DFO for approval.

5 PROCESS OF MAKING PAYMENT FOR FOREST SPECIES PURCHASE



Once request has approved for Forest Species than company user can make payment for species. To make payment company user will click on purchase under 'Forest Nursery Mgmt. System' menu.

Forest nursery Mgmt. System
Forest Nursery Locator
Purchase
Registered Forest Based Industry
Tender/Auction
Receipt Register
Dispatch Register
Performa II Conversion Register
Stock Register

Apply Purchase List from customer

Division: Nursery: Status:

Sl. No.	Division	Nursery	Intended Date of Collection	Status	View	Payment Status	Payment
1	Central Forest Division	Ajitesh Forest Bursery	02/25/2020	Pending	View	-	
2	Central Forest Division	Ajitesh Forest Bursery	02/25/2020	Pending	View	-	
3	Central Forest Division	Ajitesh Forest Bursery	02/22/2020	Pending	View	-	
4	Central Forest Division	Ajitesh Forest Bursery	02/17/2020	Approved	View	-	Pay

Click on pay button and below screen will appear-

Edit Request form for Customers/Villagers for Seedlings dasda

Location of Plantation Site:
Area of Plantation (in Hectare):
Please Specify:
Advance Work:
Upload Photo: No file chosen
One file only, 100 MB limit. Allowed types: png, jpg, jpeg.

Purpose of Plantation *:
Nursery:

Species-Wise Required Number of Seedlings		
Species Name *	Number Required *	Price Per Unit
Tectona Grandis	12	
Remove		
Add another item		

Total Price:
Means of Transportation:
Intended Date of Collection:
Resources available with applicant for maintenance & protection of Plantation:
Declaration *:

I declare that the seedlings collected from the forest Nursery will be used only for the purpose mentioned above & it will not be used for any commercial purpose.

Payment Mode:
DD No:
Date:
Upload: No file chosen
One file only, 100 MB limit. Allowed types: png, gif, jpg, jpeg.

User will select the payment mode-



- Online- on selection of online payment mode, system will redirect to payment gateway and user will complete the payment. If payment has not completed that 'Pay' link will still visible else payment status will update with approved.
- Offline- On selection of offline mode, user will enter the offline payment details like DD no., date and upload the challen, receipt image. On click of save button payment request will forward to related DFO.

6 PROCESS OF APPROVE PAYMENT REQUEST FOR SPECIES PURCHASE

Once payment request has submitted by the company user for species purchase, this will appear on DFO login in 'Pending for payment approval' under forest nursery mgmt. system.

Forest nursery Mgmt. System

Plant Species

Forest Nurseries

Apply Purchase List From Customer

Approved Purchase List from customer(from DFO)

Distribution Customer Wise

Distribution Species Wise

Pending For Payment Approval

Pending For Payment Approval at DFO Level

Nursery

Sl. No.	District	Nursery	Intended Date of Collection	Status	Action
1	Central Forest Division	Ajitesh Forest Nursery	02/17/2020	Pending	View
2	Central Forest Division	Ajitesh Forest Nursery	02/01/2020	Pending	View
3	Central Forest Division	Ajitesh Forest Nursery	01/27/2020	Pending	View
4	Central Forest Division	Ajitesh Forest Nursery	01/22/2020	Pending	View

User will click on view link to check the details of offline payment submitted by the company user.



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System
Registered Forest Based Industry
Forest Offence: RQ/POR
Seizures Memo
Confiscation
Tender/Auction
Receipt Register
Dispatch Register
Performance Conversion Register
Stock Register
Schemes & Projects
Payment Approval
Change Password
Logout

Edit Request form for Customers/Villagers for Seedlings dasda

Location of Plantation Site:
Area of Plantation (in Hectare):
Please Specify:
Advance Work:
Upload Photo: No file chosen
One file only/100 MB limit/Allowed types: png, jpg, jpeg

Purpose of Plantation *:
Nursery:

Species-Wise Required Number of Seedlings		
Species Name *	Number Required *	Price Per Unit
Tectona Grandis	12	
Remove		
Add another item		

Total Price:
Means of Transportation:
Intended Date of Collection:
Resources available with applicant for maintenance & protection of Plantation:
Declaration *: ☒

I declare that the seedlings collected from the forest Nursery will be used only for the purpose mentioned above & it will not be used for any commercial purpose.

Status:
Assign:
Range Office:
Beat Office:
Location:
Latitude:
Longitude:
Enter latitude in decimal 10 or sexagesimal format 10°
Enter longitude in decimal 20 or sexagesimal format 20°

DFO Remarks:
RFO Remarks:
BO Remarks:
Payment Mode:
DD No:
Date:
Upload: forisk_service2_0.jpg (65.69 KB)

Payment Status Purchase:

User will update the payment status as per filled details-

Pending- Request is still pending at DFO level.

Reject- Payment status will update and pay link will active on company user login for particular purchase request.

Approved- Payment status will update with approved and visible at company user login.



7 PROCESS OF APPLY FOR LICENSE OF SETTING UP OF WOOD BASED INDUSTRY

Register customer/ company user will login their valid login credentials.

Click on apply for LICENCE FOR SETTING UP OF WOOD BASED INDUSTRY under the register forest based industry, below screen will appear-



Forest nursery Mgmt. System

Registered Forest Based Industry

Apply for Licence of Setting up of Wood Based Industry

Apply for Licence For Operating Wood Based Industry

Apply for Renewal of Licence

List of Registered Wood Based Industries

List Of Operating Wood Based Industry

List of Application for Renewal of Licence

Tender/Auction

Receipt Register

Dispatch Register

Performa II Conversion Register

Stock Register

Profile Update

Change Password

Logout

Print

Apply for License of Setting up of Wood - Based Industry

Registration Forest Based Industry

Form I

FORM FOR APPLICATION FOR GRANT OF LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY
[See Rule 7 (1) of Manipur Wood - Based Industries (Establishment and regulation) Rules, 2018]

To:
The Conservator of Forests,
Enter Circle Circle:
(Through the Divisional Forest Officer Division: Central Forest Division)

Register For *
- Select a value -

Sir,
I/We Sir
Enter Name (In Block Letters) Inhabitant (s) of Enter Inhabitant (s) address to be given on details under address:
Police Station, District: - None - profession Enter Profession
do hereby apply for grant of licence for setting up of a wood - based industry as mentioned below using Enter Materials:
materials. The particulars of the wood - based industry are given here in below:

1. Name of the Wood - Based Industry *
Enter name of wood based industry.

2. Location & Name of the Industrial Estate where the wood - based industry is proposed to be established.
Enter Name and Location of Industry

3. Whether a limited company, Partnership or a proprietorship Business & the relationship of the applicant(s) with such company of partnership or proprietorship business (documents needs to be attached, Adhaar Number in case of Individual)

Select Document Type
- None -
Upload Document
Choose File No file chosen
One file only, 2 MB limit, Allowed types: png, gif, jpg, jpeg.

4. Capture Value
Enter Capture's Value

5. Installed Capacity (Volume of Timber etc) per cum
Enter Installed Capacity per cum

6. Expected Source/sources of raw Material
Enter Expected Source

7. Employment :
a) Strength of regular employees
Enter Strength of Regular Employees
b) Strength of Daily Workers
Enter Strength of Daily Workers
8. Source of Capital Investment
Enter Source of Capital Investment
9. Source of Power
Enter Source of Power
10. Whether convicted or penalized in any criminal / Forest Offence Case *
- Select a value -
11. Whether processing any other wood - based industry in the state , if yes, details there of
- None -

GST No.
Upload Latest GST Return
Choose File No file chosen
One file only, 2 MB limit, Allowed types: png, gif, jpg, jpeg.
GST Registration Date
mm/dd/yyyy

Valid till
02/29/2020

Declaration *
☐ Certified that the information furnished herewith are correct and true to the best of my knowledge. I also undertake to pay a prescribed License fee as and when directed by the Licensing Authority.

Save Cancel

User will fill the all mandatory fields as given in above screen and click on save button. On click of save button details will forward to related DFO for approval.



8 PROCESS OF APPROVE REQUEST FOR LICENSE OF SETTING UP OF WOOD BASED INDUSTRY

Once request has submitted by the company/ customer user for license for setting up of wood base industry, approval authorities can check the details and take an action against request.

8.1 PROCESS OF APPROVE REQUEST FOR LICENSE OF SETTING UP OF WOOD BASED INDUSTRY BY DFO

DFO can check the submitted details by clicking on 'list of application for license of setting wood based industry'.

Forest nursery Mgmt. System

Registered Forest Based Industry

List of Application for Licence of Setting Wood Based Industry

Operating Wood Based Industry List

List of Renewal of Application

Forest Offence FIR/POR

Seizures Memo

Confiscation

List of Application for Licence of Setting Wood Based Industry

Name Of Organization

Status

- Any -

Search

S. No.	Registration ID	Name of Applicant	Name of Organization	Status	Date of Creation	Action	Payment Status
1		Saw Mills	Saw Mill Industry	Pending	26-02-2020	View	Pending
2	MN/SM/1059/MIE-707/2020	hjhj	fdf	Approved	28-01-2020	View	Pending
3		jigyasa	jigyasa	Pending	27-01-2020	View	Pending
4	MN/PVI/1060/MIE-646/2020	Ajitesh	Wood	Approved	17-01-2020	View	Pending

DFO will click on view button to check the details of request.



Forest nursery Mgmt. System
Registered Forest Based Industry
Forest Offence FR/POR
Settlement Memo
Certification
Tender/Auction
Receipt Register
Dispatch Register
Performance Conversion Register
Stock Register
Schemes & Projects
Payment Approval
Change Password
Logout

Print

LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY Saw Mill Industry

Registration Forest Based Industry

Form I

FORM FOR APPLICATION FOR GRANT OF LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY
(See Rule 7 (f) of Manipur Wood - Based Industries (Establishment and regulation) Rules, 2018)

To,
The Conservator of Forests,
Imphal East
(Through the Divisional Forest Officer, Division: Central Forest Division, Register for: San-Mita)

Sir,
I/We Shri San-Mita (In Block Letters) inhabitant (s) of None (Address to be given on details) under Imphal Police Station, District: Imphal East District
profession: Mills do hereby apply for grant of licence for setting up of a wood - based industry as mentioned below using: Sectors materials. The particulars of the wood - based industry are given here in below:

1. Name of the Wood - Based Industry *
Saw Mill Industry

2. Location & Name of the Industrial Estate where the wood - based industry is proposed to be established:
Imphal East

3. Whether a limited company, Partnership or a proprietorship Business & the relationship of the applicant(s) with such company of partnership or proprietorship business (documents needs to be attached, Adhaar Number in case of Individual)

Select Document Type
Aadhar Card

Upload Document
One file only, 2 MB limit, Allowed types: jpg, gif, png, jpeg
Choose File No file chosen

4. Capture Value
21

5. Installed Capacity (Volume of Timber etc) per cum
12

6. Expected Source/sources of raw Material
East

7. Employment:

a) Strength of regular employees
21

b) Strength of Daily Workers
21

8. Source of Capital Investment
21

9. Source of Power
21

10. Whether convicted or penalized in any criminal / Forest Offence Case *
Yes

11. Whether processing any other wood - based industry in the state, if yes, details thereof
No

GST No. Upload Latest GST Return
Choose File No file chosen
One file only, 2 MB limit, Allowed types: jpg, gif, png, jpeg

GST Registration Date
mm/dd/yyyy

Valid till
02/26/2020

Declaration *
I/We certify that the information furnished herewith are correct and true to the best of my knowledge. I also undertake to pay a prescribed license fee as and when directed by the Licensing Authority.

DFO Remarks
Status *
Pending
Forwarded to CF for approval
Forwarded To CF
- None -

Save Cancel

DFO will add their comment and forward the request to CF or reject the request.

8.2 PROCESS OF APPROVE REQUEST FOR LICENSE OF SETTING UP OF WOOD BASED INDUSTRY BY CF



Once request has forwarded by the CF for license of setting up of wood based industry, request is visible at CF login. CF will check the request by clicking on 'list of application for LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY under 'registered forest base industry' menu.

Registered Forest Based Industry

List of Application for Licence of Setting Wood Based Industry

List Of Operating Wood Based Industry

List of Application for Renewal of Licence

Forest Offence FIR/PDR

Seizures Memo

List of Application for Licence of Setting Wood Based Industry

Status

- Any -

Search

S. No.	Registration ID	Name of Applicant	Name of Organization	Status	Date of Creation	Action
1		Saw Mills	Saw Mill Industry	Pending	26-02-2020	View
2	MIN/PVI/1060/MIE-646/2020	Ajitesh	Wood	Approved	17-01-2020	View
3		NAME	NAME OF INDUSTRY	Pending	20-12-2019	View

CF will click on view button to check the details submitted by the user.



Print

LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY Saw Mill Industry

Registration Forest Based Industry

Form I

FORM FOR APPLICATION FOR GRANT OF LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY
[See Rule 7 (1) of Manipur Wood - Based Industries (Establishment and regulation) Rules, 2010]

To,
The Conservator of Forests,
Imphal East Circle,
(Through the Divisional Forest Officer Division: Central Forest Division Register For: Saw-Mills)

Sit,
I/Via Site: Saw Mills (In Block Letters) Inhabitant (s) of: None (Address to be given on details) under
Imphal Police Station, District: Imphal East District

profession: Mills do hereby apply for grant of licence for setting up of a wood - based industry as mentioned below
using: Tectona materials. The particulars of the wood - based industry are given here in below:

1. Name of the Wood - Based Industry * Saw Mill Industry

2. Location & Name of the Industrial Estate where the wood - based industry is proposed to be established. Imphal East

3. Whether a limited company, Partnership or a proprietorship Business & the relationship of the applicant(s) with such company of partnership or proprietorship business (documents needs to be attached. Adhaar Number in case of Individual)

Select Document Type: Achar Card

Upload Document: Choose File No file chosen
One file only 2 MB limit. Allowed types: jpg, pdf, jpeg, png.

4. Capture Value: 21

5. Installed Capacity (Volume of Timber etc) per cum: 12

6. Expected Source/sources of raw Material: East

7. Employment:

a) Strength of regular employees: 21

b) Strength of Daily Workers: 21

8. Source of Capital Investment: 21

9. Source of Power: 21

10. Whether convicted or penalized in any criminal / Forest Offence Case * Yes

11. Whether processing any other wood - based industry in the state, if yes, details there of: No

GST No.: Upload Latest GST Return: Choose File No file chosen
One file only 2 MB limit. Allowed types: jpg, pdf, jpeg, png. GST Registration Date: mm/dd/yyyy

Valid till: 02/26/2020

Declaration *
☒ Certified that the information furnished herein are correct and true to the best of my knowledge. I also undertake to pay a prescribed Licence fee as and when directed by the Licensing Authority.

Status * Approved

CF Remarks: Forwarded to CF for approval

CF Remarks: Approved

Save **Cancel**

CF will check the details, enter their remarks and update the status as below-

- Approve- Status will update approved for request and visible at customer/ company login.
- Reject- Status will update reject for request and visible at customer/ company login.



9 PROCESS OF APPLY FOR LICENSE FOR OPERATION WOOD BASED INDUSTRY

Register customer/ company user will login their valid login credentials.

Click on apply for LICENCE FOR OPERATING WOOD BASED INDUSTRY under the register forest based industry, below screen will appear-



Forest nursery Mgmt. System
Registered Forest Based Industry
Apply for Licence of Setting up of Wood Based Industry
Apply for Licence for Operating Wood Based Industry
Apply for Renewal of Licence
List of Registered Wood Based Industries
List Of Operating Wood Based Industry
List of Application for Renewal of Licence
Tender/Auction
Receipt Register
Dispatch Register
Performance & Conversion Register
Stock Register
Profile Update
Change Password
Logout

Print

Apply for License of Operating Wood - Based Industry

Registration Forest Based Industry
Form II
LICENCE FOR OPERATING WOOD - BASED INDUSTRY
(See Rule 7 (1) of Manipur Wood - Based Industries (Establishment and Regulation) Rules, 2018)

License Number Dated

Register For

Division (Name, Names) Inhabitant (s) of

(address to be given in details), in the Police Station District

my profession is / are here by permitted to setup/run the wood - based industry as indicated under the terms and condition as laid down in these rules as well as other terms and conditions specified hereunder, using as the raw material up to 31st March

1. Name of Wood - Based Industry

2. Location & Name of Industrial Estate / Minor industrial Estate.

3. Ownership whether Industrial/Partner/private Limited company

a) Name of Owner/Chief Executive officer

4. Installed Capacity with description of the machinery

5. Capture Value of the Wood - Based Industry

6. Employment:

a) Strength of regular Employees

b) Strength of Daily Workers

7. License fee paid (Treasury Challan No./DD No./ RTS No.)

Date

GST No. GST Registration Date Upload Latest GST Return No file chosen
One file only 2 MB limit. Allowed types: jpg, gif, png, jpeg

Valid till

TERMS & CONDITIONS FOR OPERATING WOOD - BASED INDUSTRIES

1. Only the registered number allowed to the holder of this license must be used.
2. A property mark as approved by the concerned territorial Divisional officer must be used on all the timbers recovered and issued from the wood - based industry.
3. Only Timber bearing property mark should be used. In case home grown, Certificate of Origin issued by the concerned Divisional forest officer must be maintained.
4. All Timbers received in the wood - based industry must be covered by Transit pass/Certificate of Origin/Trade Permit (Imported Timber).
5. No illegal timber (Log/sawn, finished products) shall be stocked in the premises of the wood - based industries.
6. Breach of any of the above conditions or infraction of any law for the time being in force in the state shall render to cancellation of the license.
7. In the event of any dispute arising between the holder of the license & the forest department as regards interpretation of rule the decision of Principal Chief Conservator of Forest and Head of Forest Force shall be final and binding.
8. The wood - based industrial unit other than veneer mill, plywood mill, handboard/particle board factory shall not work from dusk to dawn.
9. The Wood - based industries unit will maintain the records as prescribed in Rule 16.
10. The Wood - Based industries is subject to the inspection by the inspection under Rule 11.

Save Cancel

User will fill the all mandatory fields as given in above screen and click on save button. On click of save button details will forward to related DFO for approval.

10 PROCESS OF APPROVE REQUEST FOR OPERATING WOOD BASED INDUSTRY



Once request has submitted by the company/ customer user for operating wood base industry, approval authorities can check the details and take an action against request.

10.1 PROCESS OF APPROVE REQUEST FOR OPERATING WOOD BASED INDUSTRY BY DFO

DFO can check the submitted details by clicking on 'operating wood based industry list' under registered forest based industry menu.

Forest nursery Mgmt. System

Registered Forest Based Industry

List of Application for Licence of Setting Wood Based Industry

Operating Wood Based Industry List

List of Renewal of Application

Forest Offence FIR/POR

Operating Wood Based Industry List

Status

- Any -

Search

S. No.	Registration ID	Name of Applicant	Name of Organization	Status	Date of Creation	Action	Payment Status
1		Ajletsh	Veneer	Pending	26-02-2020	View	
2		Imphal East	Wood	Pending	17-01-2020	View	

DFO will click on view button to check the details of request.



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System

Registered Forest Based Industry

Forest Office (FO)/FOR

Services Menu

Corruption

Tender/uction

Receipt Register

Dispatch Register

Performance Conversion Register

Stock Register

Schemes & Projects

Payment Approval

Change Password

Logout

Print

LICENCE FOR OPERATING WOOD BASED INDUSTRY Veneer

Registration Forest Based Industry

Form B

LICENCE FOR OPERATING WOOD - BASED INDUSTRY

(See Rule 7 (1) of Manipur Wood - Based Industries (Establishment and Regulation) Rules, 2018)

Licence Number

21

Date

02/28/2020

Register For *

Saw Mills

Division

Central Forest Division

(Name, Names)

Ajesh

Inhabitant (s) of

Saw Mill

(address to be given in details in the Police Station)

Imphal east

District

Imphal East District

my profession

Saw Mill

is / are here by permitted to setup/run the wood - based industry as indicated under

the terms and condition as laid down in these rules as well as other terms and conditions specified hereunder, using

Saw mill

as the raw material up to 31st March

2020

1. Name of Wood - Based Industry *

Veneer

2. Location & Name of Industrial Estate / Minor Industrial Estate

UTTAR PRADESH

3. Ownership whether industrial/farmer/private Limited company

Industrial

a) Name of Owner/Chief Executive officer

test

4. Installed Capacity with description of the machinery

Gautam Badi Nagar

5. Capture Value of the Wood - Based Industry

21

6. Employment

a) Strength of regular Employees

21

b) Strength of Daily Workers

21

7. License fee paid (Treasury Chalan No./DD No./ RTS No.)

123123

Date

02/28/2020

GST No.

GST Registration Date

mm/dd/yyyy

Upload Latest GST Return

Choose File

No file chosen

Valid till

02/28/2020

TERMS & CONDITIONS FOR OPERATING WOOD - BASED INDUSTRIES

1. Only the registered number allowed to the holder of this license must be used.

2. A property mark as approved by the concerned territorial Divisional officer must be used on all the timbers recovered and issued from the wood - based industry.

3. Only Timber bearing property mark should be used. In case home grown, Certificate of Origin issued by the concerned Divisional forest officer must be maintained.

4. All Timbers received in the wood - based industry must be covered by Transit pass/Certificate of Origin/Trade Permit (Imported Timber).

5. No illegal timber (Log/skins, finished products) shall be stocked in the premises of the wood - based industries.

6. Breach of any of the above conditions or infringement of any law for the time being in force in the state shall render to cancellation of the license.

7. In the event of any dispute arising between the holder of the license & the forest department as regards interpretation of rule the decision of Principal Chief Conservator of Forest and Head of Forest Force shall be final and binding.

8. The wood - based industrial unit other than veneer mill, plywood mill, hardboard/particle board factory shall not work from dusk to dawn.

9. The Wood - based industries unit will maintain the records as prescribed in Rule 16.

10. The Wood - based industries is subject to the inspection by the Inspector under Rule 11.

Status

Pending

Forward To CF

Forward to CF

DFO Remarks

forward for approval

Save

Cancel

DFO will add their comment and forward the request to CF or reject the request.

10.2 PROCESS OF APPROVE REQUEST FOR OPERATING WOOD BASED INDUSTRY BY CF



MANIPUR FOREST DEPARTMENT WEBSITE

Once request has forwarded by the CF for operating wood based industry, request is visible at CF login. CF will check the request by clicking on 'operating WOOD - BASED INDUSTRY list' under 'registered forest base industry' menu.

Registered Forest Based Industry

List of Application for Licence of Setting Wood Based Industry

List Of Operating Wood Based Industry

List of Application for Renewal of Licence

Forest Offence FIR/PDR

Seizures Memo

Confiscation

List Of Operating Wood Based Industry

Status

- Any -

Search

S. No.	Registration ID	Name of Applicant	Name of Organization	Status	Date of Creation	Action
1		Ajieth	Veneer	Pending	26-02-2020	View
2		Imphal East	Wood	Pending	17-01-2020	View
3	MN/SM/1059/MIE-647/2020	Imphal East	Wood	Approved	17-01-2020	View
4		NAME	NAME OF WOOD BASED INDUSTRY	Pending	20-12-2019	View

CF will click on view button to check the details submitted by the user.



MANIPUR FOREST DEPARTMENT WEBSITE

[Print](#)

LICENCE FOR OPERATING WOOD BASED INDUSTRY Veneer

Registration Forest Based Industry
Form II
LICENCE FOR OPERATING WOOD - BASED INDUSTRY
(See Rule 7 (f) of Manipur Wood - Based Industries (Establishment and Regulation) Rules, 2018)

License Number: 21 Dated: 02/26/2020

Register For *
Saw Mills

Division: Central Forest Division (Name: Name) Ajado Inhabitant (D) of: Saw Mill
(address to be given in details), in the Police Station Imphal east District Imphal East District

my profession: Saw Mill is / are hereby permitted to setup/run the wood - based industry as indicated under the terms and condition as laid down in these rules as well as other terms and conditions specified hereunder, using: Saw mill as the raw material up to 31st March 2020

1. Name of Wood - Based Industry * Veneer
2. Location & Name of Industrial Estate / Minor Industrial Estate: UTTAR PRADESH
3. Ownership whether Industrial/Partner/private Limited company Industrial
a) Name of Owner/Chief Executive officer: test
4. Installed Capacity with description of the machinery: Guler-Buth Nager
5. Capture Value of the Wood - Based Industry: 21
6. Employment:
a) Strength of regular Employees: 21
b) Strength of Daily Workers: 21
7. License fee paid (Treasury Challan No./DD No./ RTS No.): 125125
Date: 02/26/2020

GST No.: GST Registration Date: mm/dd/yyyy Upload Latest GST Return: Choose File No file chosen
(One file only 2 MB in following types: jpg, pdf, png, zip)

Valid till: 02/26/2020

TERMS & CONDITIONS FOR OPERATING WOOD - BASED INDUSTRIES
1. Only the registered number allowed to the holder of this license must be used.
2. A property mark as approved by the concerned territorial Divisional officer must be used on all the timbers recovered and issued from the wood - based industry.
3. Only Timber bearing property mark should be used. In case home grown Certificate of Origin issued by the concerned Divisional forest officer must be maintained.
4. All Timbers recovered in the wood - based industry must be covered by Transit pass/Certificate of Origin/Trade Permit (Imported Timber).
5. No illegal timber (Lagumam, finished products) shall be stocked in the premises of the wood - based industries.
6. Breach of any of the above conditions or intergement of any law for the time being in force in the state shall render to cancellation of the license.
7. In the event of any dispute arising between the holder of the license & the forest department as regards interpretation of rule the decision of Principal Chief Conservator of Forest and Head of Forest Force shall be final and binding.
8. The wood - based industrial unit other than veneer mill, plywood mill, hardboard/particle board factory shall not work from dusk to dawn.
9. The Wood - based industries unit will maintain the records as prescribed in Rule 10.
10. The Wood - Based Industries is subject to the inspection by the inspection under Rule 11.

Status: Approved
DFO Remarks: forward for approval CF Remarks: Approved
[Save](#) [Cancel](#)

CF will check the details, enter their remarks and update the status as below-

- Approve- Status will update approved for request and visible at customer/ company login.
- Reject- Status will update reject for request and visible at customer/ company login.



11 PROCESS OF APPLY FOR RENEWAL OF LICENSE

Register customer/ company user will login their valid login credentials.

Click on apply for LICENCE FOR OPERATING WOOD BASED INDUSTRY under the register forest based industry, below screen will appear-

Print

Registration Forest Based Industry
Form III
FORM OF APPLICATION FOR RENEWAL OF LICENCE
[See Rule 8(1) of Manipur Wood - Based Industries (Establishment and regulation) Rules, 2018]

The Conservator of Forests,

Enter Circle Name Circle,
(Through the Divisional Forest Officer)

Division Register For *

I/We Shri In Block Letters) inhabitant (s) of

(address to be given on details) under Police Station, District

profession do hereby apply for renewal of my/our License No * Dated

the validity of which is expiring on

an amount of Rs Rupees

only being the Renewal fee has been deposited in the Treasury

(Treasury Challan No./DD No./RTGS No.) Dated

Copy of which is enclosed herewith No file chosen
One file only/2 MB limit/Allowed types: png gif jpg jpeg

GST No. GST Registration Date Upload Latest GST Return No file chosen
One file only/2 MB limit/Allowed types: png gif jpg jpeg

Valid till



MANIPUR FOREST DEPARTMENT WEBSITE

User will fill the all mandatory fields as given in above screen and click on save button. On click of save button details will forward to related DFO for approval.

12 PROCESS OF APPROVE REQUEST FOR RENEWAL OF LICENSE

Once request has submitted by the company/ customer user for renew of application, approval authorities can check the details and take an action against request.

12.1 PROCESS OF APPROVE REQUEST FOR RENEW OF APPLICATION BY DFO

DFO can check the submitted details by clicking on 'List of renewal of application' under registered forest based industry menu.

Forest nursery Mgmt. System

Registered Forest Based Industry

List of Application for Licence of Setting Wood Based Industry

Operating Wood Based Industry List

List of Renewal of Application

Forest Offence FIR/POR

Seizures Memo

List of Renewal of Application

Status

- Any -

Search

S. No.	Registration ID	Name of Applicant	Name of Organization	Status	Date of Creation	Action	Payment Status
1	-	ajitesh	1234r5ty	Pending	26-02-2020	View	
2	MN/SM/1059/MIE-649/2020	ajitesh	Wood	Approved	17-01-2020	View	
3	MN/WBI/1061/299/2019	name	license no	Approved	22-11-2019	View	

DFO will click on view button to check the details of request.



[Print](#)

Edit APPLICATION FOR RENEWAL OF LICENCE 1234r5ty

Registration Forest Based Industry

Form III

FORM OF APPLICATION FOR RENEWAL OF LICENCE
[See Rule 8(1) of Manipur Wood - Based Industries (Establishment and regulation) Rules, 2018]

The Conservator of Forests,
(Through the Divisional Forest Officer)

Division	Register For *
Central Forest Division	Saw-Mills

I/We Shri	In Block Letters Inhabitant (s) of	(address to be given on details) under
ajitesh	Imphal East	Imphal

do hereby apply for renewal of my/our

Police Station, District	profession	License No *
Imphal East District	Saw mill	1234r5ty

Dated	the validity of which is expiring on	an amount of Rs
02/28/2020	02/28/2022	200000

Rupees	only being the Renewal fee has been deposited in the Treasury	(Treasury Challan No./DD No/RTGS No.)
two lakhs	Forest Department	Enter Treasury Challan /DD/RTGS No

Dated	Copy of which is enclosed herewith	GST No.
02/28/2020	Choose File No file chosen	

One file only:2 MB limit Allowed types: png gif jpg jpeg.

Upload Latest GST Return	Valid till	GST Registration Date
Choose File No file chosen	02/28/2022	mm/dd/yyyy

One file only:2 MB limit Allowed types: png gif jpg jpeg.

Forward To CF	DFO Remarks
Forward to CF	Forward to CF

[Save](#) [Cancel](#)

DFO will add their comment and forward the request to CF or reject the request.

12.2 PROCESS OF APPROVE REQUEST FOR OPERATING WOOD BASED INDUSTRY BY CF

Once request has forwarded by the CF for renewal of application, request is visible at CF login. CF will check the request by clicking on 'List of application for renewal of license' under 'registered forest base industry' menu.



MANIPUR FOREST DEPARTMENT WEBSITE

Registered Forest Based Industry

List of Application for Licence of Setting Wood Based Industry

List Of Operating Wood Based Industry

List of Application for Renewal of Licence

Forest Offence FIR/POR

Seizures Memo

List of Application for Renewal of License

Status
- Any - Search

S. No.	Registration ID	Name of Applicant	Name of Organization	Date of Creation	Status	Action
1		ajitesh	1234r5ty	26-02-2020	Pending	View
2	MN/SM/1059/MIE-649/2020	ajitesh	Wood	17-01-2020	Approved	View
3	MN/WBI/1061/299/2019	name	license no	22-11-2019	Approved	View

CF will click on view button to check the details submitted by the user.

Print

Edit APPLICATION FOR RENEWAL OF LICENCE 1234r5ty

Registration Forest Based Industry

Form III

FORM OF APPLICATION FOR RENEWAL OF LICENCE
[See Rule 8(1) of Manipur Wood - Based Industries (Establishment and regulation) Rules, 2018]

The Conservator of Forests,
(Through the Divisional Forest Officer)

Division
Central Forest Division

Register For *
Saw-Mills

I/We Shri
ajitesh

In Block Letters) Inhabitant (s) of
Imphal East

(address to be given on details) under
Imphal

Police Station, District
Imphal East District

profession
Saw mil

do hereby apply for renewal of my/our
License No *
1234r5ty

Dated
02/28/2020

the validity of which is expiring on
02/28/2022

an amount of Rs
200000

Rupees
two lakhs

only being the Renewal fee has been deposited in the Treasury
Forest Department

(Treasury Challan No./DD No./RTGS No.)
Enter Treasury Challan /DD/RTGS No

Dated
02/28/2020

Copy of which is enclosed herewith
Choose File No file chosen

GST No.

Upload Latest GST Return
Choose File No file chosen

Valid till
02/28/2022

GST Registration Date
mm/dd/yyyy

Status
Approved

DFO Remarks
Forward to CF

CF Remarks
Approved

Save

Cancel



CF will check the details, enter their remarks and update the status as below-

- Approve- Status will update approved for request and visible at customer/ company login.
- Reject- Status will update reject for request and visible at customer/ company login.

13 PROCESS OF APPLY FOR TENDER/ AUCTION

Company/ customer user can apply for tender/ auction from their login ID. He/ She will click on 'add tender/ action' under 'tender/ auction' menu.

User will fill all the mandatory fields and click on submit button. On click of submit button tender details will save and forward to related DFO.

14 PROCESS OF ADD RECEIPT REGISTER

Company/ customer user can add the receipt register details from his/her website login. User click on 'add receipt register' under receipt register menu.



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System

Registered Forest Based Industry

Tender/Auction

Receipt Register

Add Receipt Register

List of Receipt Register Timber Logs

List of Receipt Register Sawn Timber

List of Receipt Register Veneer Timber

List of Receipt Register Plywood

Dispatch Register

Performa II Conversion Register

Stock Register

Profile Update

Change Password

Logout

Create Receipt Register

Division *

-Imphal East District

Name of Wood

Enter Name of Wood

Register Opened on

mm/dd/yyyy

Receipt Register category *

Timber Logs

Date

mm/dd/yyyy

Name & Address of the seller from whom bought

Enter Name & Address of the seller from whom bought

Transit Pass

Issuing Authority

Enter Issuing Authority

No.

Enter No.

Transit Date

mm/dd/yyyy

Serial No. of the log in the consignment(if given)

Enter Serial No. of the log in the consignment(if given)

Species *

Measurement (of each piece(s))

Length

Enter length

Girth

Enter Girth

Volume (in cum)

Enter Volume (in cum)

Remarks

Enter remarks

Save

Cancel

User will fill all the mandatory fields and click on save button. On save button click details will visible to all higher authorities.

15 PROCESS OF ADD DISPATCH REGISTER

Company/ customer user will add the dispatch register details by clicking on add dispatch register under dispatch register menu. Below screen will appear on click of add dispatch register-



Forest nursery Mgmt. System <>
Registered Forest Based Industry <>
Tender/Auction <>
Receipt Register <>
Dispatch Register <>
Add Dispatch Register
List of Dispatch Register Round Timber
List of Dispatch Register Sawm Timber
List of Dispatch Register Veneer
List of Dispatch Register Plywood
Performa II Conversion Register <>
Stock Register <>
Profile Update
Change Password
Logout

Create Dispatch register

Division) * -Imphal East District	Register Opened on mm/dd/yyyy
Name of Wood Enter name of Wood	Dispatch register Category Round Timber
Date mm/dd/yyyy	Name & Address of Purchaser Enter name & Address of Purchaser
Species * Enter name of Species	No. of Pieces Enter No. of Pieces
Length Enter length	Girth Enter Girth
Volume (in cumf) Enter Volume	

Carting Challan

No. Enter No.	Challan date mm/dd/yyyy
-------------------------	-----------------------------------

Transit Pass

Issuing Authority Enter Issuing Authority	No. Enter No.
Transit Date mm/dd/yyyy	Remarks Enter remarks

Save **Cancel**

User will fill all the mandatory fields and click on save button, details will visible to all higher authorities.

16 PROCESS OF ADD PERFORMA II REGISTER

Company/ customer user can add the Performa II register details by clicking on add perform II under Performa II conversion register. On click of this menu following screen will appear-



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System
Registered Forest Based Industry
Tender/Auction
Receipt Register
Dispatch Register
Performa II Conversion Register
Add Performa II Conversion Register
List of Conversion Register Sawn Timber
List of Conversion Register Veneer
List of Conversion Register Plywood
Stock Register
Profile Update
Change Password
Logout

Create Performa 2 Conversion Register

Division) *
Imphal East District

Name of Wood
Enter Name of wood

Register Opened on
mm/dd/yyyy

Conversion register category *
Sawn timber

Species *
Enter Species

Date
mm/dd/yyyy

Round Timber Used

No. Volume (In cum3)
Enter no. Enter Volume

Sawn timber produced

No. of Pcs. Volume SAWN
Enter no. of pieces Enter Volume

Remarks
Enter remarks

Save Cancel

User will fill all the mandatory fields and click on save button. On save button click, details will appear on all higher authorities login.

17 PROCESS OF ADD STOCK REGISTER

Company/ customer user can add the stock register by clicking on add stock register under stock register menu. On click of this menu, below screen will appear-



Forest nursery Mgmt. System
Registered Forest Based Industry
Tender/Auction
Receipt Register
Dispatch Register
Performa II Conversion Register
Stock Register
Add Stock Register
Stock Register Timber 1
Stock Register Timber 2
List of Stock Register Veneer
List of Stock Register Plywood
Profile Update
Change Password
Logout

Create Stock Register

Division)	Name of Wood
-Imphal East District	Enter name of Wood
Register Opened on	Performa IV Conversion Category
mm/dd/yyyy	Round Timber(A)
Date	Species *
mm/dd/yyyy	Enter Species

Opening Stock

No. of logs	Volume (in cum1)
Enter No. of logs	Enter Volume

Received during the day

No. of Pcs1	Volume (in cum2)
Enter No. of Pcs.	Enter Volume

Used for Sawing

No. of Pcs2	Volume (in cum3)
Enter No. of pcs.	Enter Volume

Used for veneer/Plywood making

No. of Pcs3	Volume (in cum4)
Enter No. of Pcs.	Enter Volume

Sold/Returned in round from(dispatched outside the unit)

No. of Pcs4	Volume (in cum5)
Enter No. of Pcs4	Enter Volume

Closing Stock

No. of Pcs5	Volume (in cum6)
Enter No. of pcs.	Enter Volume

Remarks
Enter remarks

Save **Cancel**

User will fill all the mandatory fields and click on save button. On save button click, details will appear to all higher authorities.

18 PROCESS OF ADD FOREST OFFENCE FIR/ POR

User can add the forest offence details on website by clicking on 'Add FIR/ POR'.



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System

Registered Forest Based Industry

Forest Offence FIR/POR

Add FIR/POR

View FIR/POR

Seizures Memo

Confiscation

Tender/Auction

Receipt Register

Dispatch Register

Performa II Conversion Register

Stock Register

Schemes & Projects

Payment Approval

Change Password

Logout

Register FIR/POR (preliminary offence Report)

Offence Type *

Division *

District *

- Select a value -

Central Forest Division

- Select a value -

Under Section & Act Rules

Case Number *

Range Office *

Under Section & Act Rules

Enter Case Number

- Select a value -

Information Received On

Information Received Date

Place of Occurrence

Beat Office *

03/02/2020

11:46:28

Enter Place of Occurrence

- Select a value -

Details of Accused / Offender

Name *

Age *

Gender *

Enter Accused/Offender Name

Enter Age

- Select a value -

Father's Name

Address

Occupation

Enter Accused/Offender Father's Name

Enter Address

Enter Occupation

Mobile Number (If Applicable) *

Enter Mobile Number

Remove

Add another item

Details of Complainant / Informant :

Name

Occupation

Address

Enter Complainant / Informant name

Enter Occupation

Enter Address

Mobile Number (If Applicable)

Particulars of Offence

POR Contents

Enter mobile number

Action Taken

Declaration *

☐ POR read over to the complainant/informant, admitted to be correctly recorded and a copy given to the complainant / informant free of cost.

Signature of Forest Officer

Name

Designation

Place Of Posting

Enter Forest Officer Name

Enter Designation

Enter Place of Posting

Dispatched to the court of the Deputy Conservator of Forest / Divisional Forest Officer

Date

03/02/2020

11:46:28

Dispatched date & time

Save

Cancel

As given on above screen, user will fill all the mandatory fields.

User can add multiple accused on report by clicking on add another button.

After filling all the details user will click on save button and details will saved on database.

Page 40 | 53

Version 1.0



19 PROCESS OF ADD SEIZURES MENO

User can add the seizures memo details on website by login on website with their valid login credentials.

User click on add seizures memo under Seizures Memo menu and below screen will appear-



Add Seizures Memo

Forest Nursery Mgmt. System
Registered Forest Based Industry
Forest Office FR/POK
Seizures Memo
Add Seizures Memo
Seizures List
Confiscation
Tender/Auction
Receipt Register
Dispatch Register
Performance Conversion Register
Stock Register
Schemes & Projects
MIS
Profile Update
Change Password
Logout

POR No *
Offence Type *
Division *

District *
Range Office *
Beat Office *

Under Section *
Date Of Seizure
Place Of Seizure

Details of Accused Offender

Name *
Age
Gender *

Father's Name *
Occupation *
Mobile Number *

Address
Enter Address

Add another item

Description Of Material Seized

Description of Item
Quantity *
Unit

Remarks
Enter Remarks

Add another item

Seized By

Name *
Designation *
Place Of Posting *

Name Of Organization *

Handed Over to (If Applicable)

Name
Designation
Place Of Posting

Name Of Organization

Name & address of at least two witnesses

Witness Name *
Address *

Add another item

Remarks
Enter Remarks

Declaration by Accused *
The above mentioned items have been seized from my custody on account of it being illegal.

Save **Cancel**

User can add multiple accused and seized items details by clicking on 'add another' button. User will also add atleast 2 witness details on seizures memo and click on save button to submit the details on website.



20 PROCESS OF ADD CONFISCATION

User can add the confiscation details on website by login with their valid login credentials. User click on add confiscation under confiscation menu and below screen will appear-

Add Confiscation

Order Issued By * Date of Issue

Enter Case Number 05/06/2020

PDR No *

- Select a value -

Offence Type * Division * District *

- Select a value - Central Forest Division - Select a value -

Range Office * Beat Office * Under Section & Act Rules

- Select a value - - Select a value - Enter Section & Rules

Details of Confiscated Material

Quantity *	Description of Items *	Unit *
Remarks *		
Remove		

Case Status * Name Of Court * Case Number *

Pending Enter Name of Court Enter case number

Matter * Direction Issued by Court * Date

Enter Matter Enter Direction Issued By Court 05/06/2020

Reward Proposal *

Value of Confiscated Material * Percentage of Value proposed as Reward * Forward To

Enter value of Confiscated Material - Select a value - CF

DFO Remarks

NOTE: Forward to is applicable only if case status is pending. Final approval will be done by CWLW/PCCF

User can add multiple confiscated materials details by clicking on 'add another' button and click on save button to submit the details on website for further approval.



21 PROCESS OF ADD NEW ACHIEVEMENT

Department user will have rights to add new achievement in website. To add a new achievement user will click on add new achievement under scheme and project menu as given in below screen-



Add New Achievement

Forest Nursery Agent, System
Registered Forest Based Industry
Forest Officer / R/POR
Schemes Menu
Certification
Tenders/Auction
Receipt Register
Dispatch Register
Performance II Conversion Register
Stock Register
Add New Achievement
Achievement List
Add New Schemes
Schemes List
Add Externally Aided Projects
Externally Aided Projects List
Add Scheme Wise Plantations
Scheme Wise Plantation List
Payment Approval
Change Password
Logout

Name of Forest Division *
Imphal East District

Name of the Scheme *

Funding Ministry/Department

Financial Year of Start of Scheme *
- Select a value -

Type of Schemes *
- Please select -

Funding Pattern *
- Select a value -

Fund Released and Utilized

Serial Number
1

Central Information
Central
Sanction Order & Date *
mm/dd/yyyy

Amount Released (in Lakh Rs.)

Amount Utilized (in Lakh Rs.)

State Information
State
Sanction Order & Date
mm/dd/yyyy

Amount Released (in Lakh Rs.)

Amount Utilized (in Lakh Rs.)

Remove

Add another item

Area in which Scheme implemented

Geo-coordinates important sites

Co-ordinate Category *
- Select a value -

Geolocation
Latitude
Longitude

Enter either in decimal 31.67879 or in sexagesimal format 31° 29' 45.644"

Enter either in decimal 4.209677 or in sexagesimal format 4° 12' 35.031"

Remove

Add another item

Sector in which implemented *
- Select a value -

Implementing Agency *
- Select a value -

Mode of Scheme Implementation *
- Select a value -

Major components of the Scheme

Major components of the Scheme

Remove

Add another item

Target Beneficiaries *
- Select a value -

Component wise Achievements

Achievement wise

Whether the scheme involved transfer of money/wages to beneficiaries *
- Select a value -

Money/wages not transferred through PRMS or RTGS in the accounts of beneficiaries *
- Select a value -

Upload Important Photos
Choose File | No file chosen
One file only, 100 MB limit, Allowed types: .jpg, .png, .jpeg

Attachment File
Choose File | No file chosen
One file only, 100 MB limit, Allowed types: pdf, doc, docx

Monitored by

Any Third Party Monitoring/Evaluation *
- Select a value -

Remarks

Save **Cancel**

On click of add new achievement user will see the form to add a new achievement. User will add multiple fund release and utilized details, geo-coordinates of important sites, major component of the scheme by just clicking on add another item. User will click on save button to submit the details on website.



22 PROCESS OF ADD SCHEME

Department user can add new scheme details on website. User will click on add new scheme under schemes and projects menu as given in below screen-

As shown in above screen user will fill all the mandatory details along with multiple major components of schemes by just clicking on add another item. User will click on save button to submit the details on website.

23 PROCESS OF ADD NEW EXTERNALLY AIDED PROJECTS

Department user can add new externally aided projects in the website by selecting add new externally aided projects under scheme and projects menu as shown in below screen-



MANIPUR FOREST DEPARTMENT WEBSITE

Forest nursery Mgmt. System

Registered Forest Based Industry

Forest Offence FIR/POR

Seizures Memo

Confiscation

Tender/Auction

Receipt Register

Dispatch Register

Performa II Conversion Register

Stock Register

Schemes & Projects

Add New Achievement

Achievement List

Add New Schemes

Schemes List

Add Externally Aided Projects

Externally Aided Projects List

Add Scheme Wise Plantations

Scheme Wise Plantation List

Payment Approval

Change Password

Logout

Add New Externally Aided Projects

Name of Project *

Funding Country

Funding Agency

Whether Project Agreement routed through Department of Economic Affairs(DEA), Government of India. *

Yes

No

Project Period

Funding Pattern

If Loan:

Date of Start of Repayment

Rate of Annual Interest(% PA.)

Number of Years in which funds to be repaid

Funding Pattern

Name of Forest Division

Financial Year of Start of Scheme

Sector in which Implemented

Implementing Agency

Mode of Scheme Implementation

Major components of the Scheme

Major components of the Scheme

Remove

Add another item

Target Beneficiaries

- None -

Save

Cancel

User can fill all the mandatory fields and add multiple major components of schemes by clicking on add another items button. User will click on save button to submit details on website.

24 PROCESS OF ADD NEW SCHEME WISE PLANTATION

Department user has access to add new scheme wise plantation from his/ her login. User will click on add new scheme wise plantation under scheme and project menu. User will see the below screen-



Forest nursery Mgmt. System

Registered Forest Based Industry

Forest Office FIR/POR

Seizures Memo

Confiscation

Tender/Auction

Receipt Register

Dispatch Register

Performance Conversion Register

Stock Register

Schemes & Projects

Add New Achievement

Achievement List

Add New Schemes

Schemes List

Add Externally Aided Projects

Externally Aided Projects List

Add Scheme Wise Plantations

Scheme Wise Plantation List

Payment Approval

Change Password

Logout

Add New Scheme Wise Plantation

Financial Year

Name of Forest Division

Name of the Scheme *

- None -

- Imphal East District

Funding Ministry/Department

Type of Schemes

Area of Plantation(In Hectaire)

- None -

Type of Plantation

- None -

Area wise Geo-Coordinates

Co-ordinate Category *

- Select a value -

Geolocation

Latitude

Enter either in decimal 25.47079 or sexagesimal format 25° 28' 47.644"

Longitude

Enter either in decimal -81.010677 or sexagesimal format -81° 59' 21.5078"

Remove

Add another item

Choice of species

Major components of the Scheme

Remove

Add another item

Upload Photo

Map of Plantation Site

Choose File

No file chosen

One file only,100 MB limit,Allowed types: png,gif,jpg,jpeg

Nursery

Choose File

No file chosen

One file only,100 MB limit,Allowed types: png,gif,jpg,jpeg

Advance Work taken up

Choose File

No file chosen

One file only,100 MB limit,Allowed types: png,gif,jpg,jpeg

Final Plantations

Choose File

No file chosen

One file only,100 MB limit,Allowed types: png,gif,jpg,jpeg

Implementing Agency

- None -

Monitored by

Any Third Party Monitoring/Evaluation

- None -

Save

Cancel

User will fill all the mandatory fields on the form and add multiple area wise geo-coordinate, 'choice of species' and click on save button to submit the details





25.2 MIS- SEIZURES

In this MIS report, department user can check the details of all seized items. User can export the MIS report in excel format and also filter the result with below filters-

- Division Name
- Offence Type
- Seizure date

MIS Seizures									
Division		Offence Type		Date Of Seizure From		And To			
Chandel Forest Division		Forest Offence		04/20/2020		04/25/2020		Search	
Sr. No.	Division	Offence Type	FIR/POR No	Under Section Act/Rules	Place Of Seizure	Date Of Seizure	Time Of Seizure	Description Of Material Seized	Uploaded Document
1	Chandel Forest Division	Forest Offence	POR/CHD/2020/1108	Section 45, 52 & 55 of IFA, 1927 and Rule 33(a)(i) of Manipur Forest Rules, 1971	Chandel	25-04-2020	20:40:07	6 round logs of ucham (C-class) containing 3.434 cum Shaktimen Truck with registration number Nil and Chassis No. 7M7333 51.01101-0287	

25.3 MIS- CONFISCATION

In this MIS report, department user can check the details of all confiscated items. User can export the MIS report in excel format and also filter the result with below filters-

- Division Name
- Offence Type
- Case Status
- Confiscation Date



MANIPUR FOREST DEPARTMENT WEBSITE

MIS Confiscations

Division	Offence Type	Case Status	Confiscation Date From	To	
Chandel Forest Division	Forest Offence	Pending	05/01/2020	05/05/2020	Search

S. No.	Confiscation Date	Division	District	Range Office	Offence Type	Under Section of Act / Rules	POR No	Case Number	Case Status	Confiscated item name
1	01-05-2020	Chandel Forest Division	Chandel Forest Division	Chandel Range	Forest Offence	Section 45, 52, 55 of IFA, 1927 and Rule 33(a)(i) of Manipur Forest Rules, 1971	POR/CHD/2020/1108	1/2020	Pending	Round logs of uham (C-class) containing 3.434 cum Shaktiman Truck with registration number Nil and Chassis No. 7M7333 51.01101-0287

25.4 MIS- APPLICATION FOR WOOD BASED INDUSTRY

In this MIS report, department user can check the details of all application submitted for the wood based industry (registration, operation & renewal) with status. User can export the MIS report in excel format and also filter the result with below filters-

- Division Name
- Application Type
- Application Status
- Payment Status
- Valid till



MIS - Application for Wood Based Industry

Division:
 Application Type:
 Application Status:
 Payment Status:
 Valid till:
 And:

S. No.	Division Name	Application Type	Registration ID	Applicant Name	Organization Name	Organization address	Date of Application	Payment Status	Application Status	Valid till
1	Noney Forest Division	APPLICATION FOR RENEWAL OF LICENCE	-	akriti	0988763245	is a goodhisgikah	01-04-2020	-	Pending	01-04-2020
2	Noney Forest Division	LICENCE FOR OPERATING WOOD BASED INDUSTRY	MN/SM/1059/MIE-1036/2020	eadjowuoiv	test	eeerrgv	01-04-2020	-	Approved	01-04-2020
3	Noney Forest Division	LICENCE FOR SETTING UP OF WOOD - BASED INDUSTRY	-	12	test	testing	01-04-2020	-	Pending	01-04-2020

25.5 MIS- SPECIES DISTRIBUTION (CUSTOMER WISE)

In this MIS report, department user can check the details of distributed species (customer wise). User can export the MIS report in excel format and also filter the result with below filters-

- Year of nursery
- Division Name
- Nursery Name
- Customer Name

MIS Species Distribution(Customer Wise)

Year of Nursery:
 Division Name:
 Nursery Name:
 Customer Name:

Enter a comma separated list of user names.

Sr. No.	Year of Nursery	Division Name	Nursery Name	Customer Name	Species Name	Distribution quantity	Location of plantation
1	2020	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	18AR	Parkia spp (Yongchak)	125	chandel
2	2020	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	18AR	Leihao (Michelia champaca)	125	chandel
3	2020	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	18AR	Gulmohar (Delonix regia)	125	chandel
4	2020	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	18AR	Guava	125	chandel



25.6 MIS- SPECIES DISTRIBUTION (SPECIES WISE)

In this MIS report, department user can check the details of distributed species (species wise). User can export the MIS report in excel format and also filter the result with below filters-

- Year of nursery
- Division Name
- Nursery Name
- Species Name

MIS Species Distribution (Species Wise)							
Year of Nursery 2020 Division Name Chandel Forest Division Species Name Parkia spp (Yongchak) Nursery Name Search							
Sr. No.	Division	Nursery	Species Name	Total quantity	Pending Request quantity	Distributed quantity	Balanced quantity
1	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	Parkia spp (Yongchak)	3000	0	125	2875
2	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	Parkia spp (Yongchak)	3000	0	125	2875
3	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	Parkia spp (Yongchak)	3000	0	125	2875
4	Chandel Forest Division	Vanmahotsav Nursery, Chakpikarong	Parkia spp (Yongchak)	3000	0	125	2875
Showing 1 to 4 of 4 entries					Previous	1	Next