

No. J-11013/19/2012-IA.II(I)
Government of India
Ministry of Environment & Forests

**Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi – 110003**

Dated: 29th August, 2013

OFFICE MEMORANDUM

Subject: Storing the records relating to processing of cases for Environment Clearance and Forest Clearance electronically - reg.

With a view to ensuring that the records relating to the processing of cases for Environment Clearance (EC) and Forest Clearance (FC) in the Ministry are stored electronically and could be easily retrieved later, it has been decided to adhere to the following procedure with immediate effect from 1.9.2013:

I. EC process

- (i) Granting of Terms of References (TORs): Application for TORs would be considered only after Form 1 / 1A and Pre-Feasibility Report (PFR) of the project has been submitted in electronic form by the project proponent. Once the TORs are approved, before they are issued to the proponent, the concerned Director / Member Secretary of the sectoral EAC will ensure that Form 1 / 1A, PFR and ToRs are uploaded on the Ministry's website against the project and the information is available in public domain.
- (ii) Granting of EC: Before issuance of EC in any project case, it will be ensured by the concerned Director / Member Secretary of the sectoral EAC that the Environment Impact Assessment (EIA) / Environment Management Plan (EMP) report, public hearing meeting minutes, EAC meeting minutes and the EC are uploaded on the Ministry's website against the project and are available in the public domain. Also, it will be ensured before issuing EC that the complete noting sheet portion of the file is scanned and stored in the computer server, which is accessible to the concerned officers in the IA Division from the level of Deputy Director onwards and also to the Secretary / MEF. In case any other action is later taken on such file, i.e. modification of EC, extending the validity of EC, etc., the supplementary noting sheet be also scanned and stored apart from storing other documents.

II. FC process

- (i) A copy of entire proposal seeking prior approval of Central Government under the Forest (Conservation) Act, 1980, site inspection report (wherever required),

additional information sought from the State Government/ User agency shall be placed on website of the Ministry before the same is considered by the Forest Advisory Committee or the State Advisory Group, as the case may be. Copy of letter containing decision of the Ministry on the proposals shall be put up on Ministry's website before it is issued. Copy of report on compliance to conditions stipulated in the stage-I approval received from the User agency and the State Government shall also be uploaded on website of the MoEF within ten days of its receipt.

- (ii) It will also be ensured that in-principle and final approvals under the FC Act for diversion of forest land shall be issued only after noting sheet containing the approval of competent authority for grant of such approval is scanned and stored in the computer server, which is accessible to the concerned officers in the Forest Conservation Division in the Ministry from the level of Assistant Inspector General of Forests onwards and also to the Director General of Forests onwards and also to the Director General of Forests and Special Secretary / Secretary / MEF.

The NIC will provide the required technical and administrative support to carry out the above instructions.

This issues with the approval of the competent authority.

(Dr. P. B. Rastogi)
Director
Telefax: 24362434

To,

1. All the Officers of IA Division
2. All Officers in the FC Division.
3. All Regional Offices of the MoEF
4. Director (Technical), NIC
5. Chairpersons/Member Secretaries of all the SEIAAs/SEACs
6. Chairman, CPCB
7. Chairpersons / Member Secretaries of all SPCBs / UTPCCs

Copy to:

1. PS to MEF
2. PPS to Secretary (E&F)
3. PPS to DGF&SS
4. PPS to ADG (FC)
5. PPS to JS(AT)
6. PPS to IGF(FC)
7. Website of the MoEF
8. Guard File