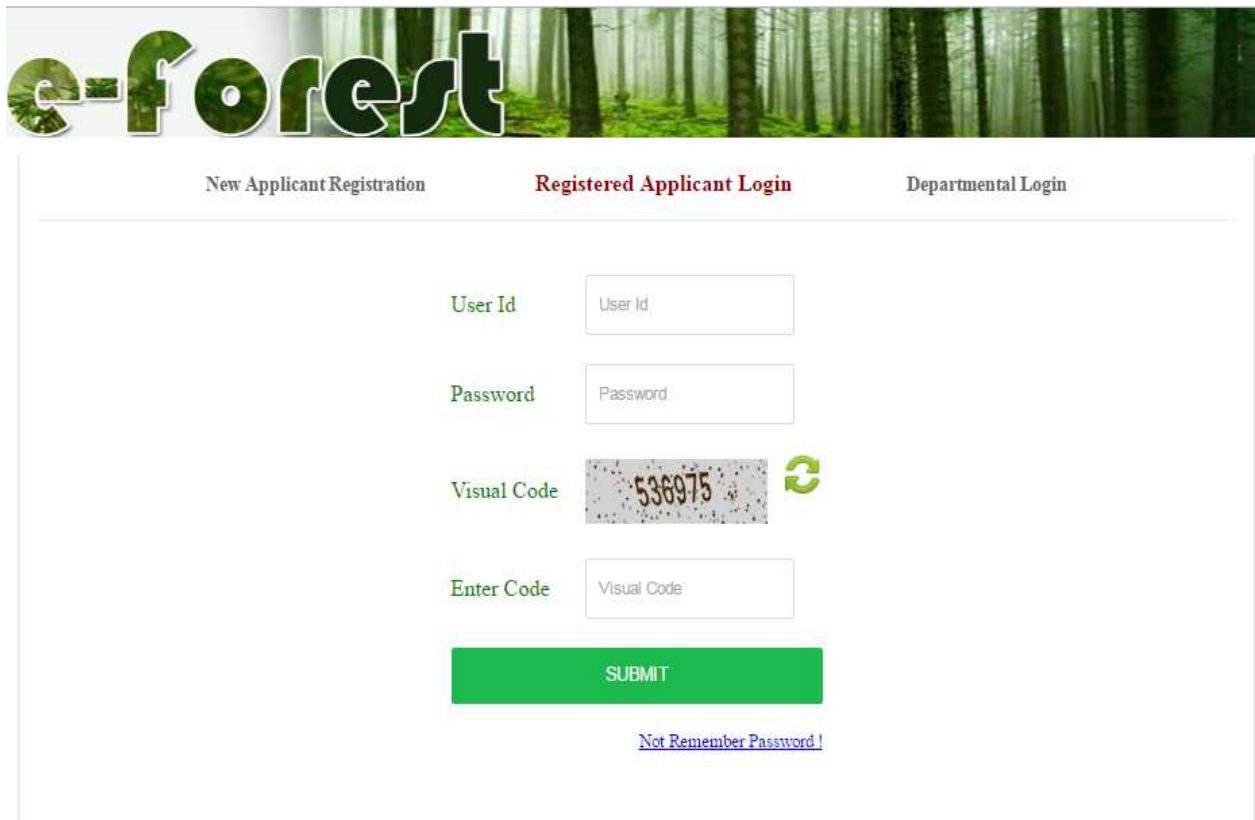


## USER MANUAL FOR E-FOREST PORTAL

### New Applicants (Individual Category)

Click on this link: <http://treeremoval.delhigovt.nic.in> for New Applicants.

1. The following screen will open.
2. This is the first page of "e-forest" application. All the fields are necessary to get authenticate and use the application.
3. In this page three tabs are there,
  - First "New Applicant Registration" through which you can create your new user id.
  - Second "Registered Application Login".
  - Third "Departmental Login".
4. Click on New Applicant Registration icon.



The screenshot shows the login interface of the e-forest portal. At the top, there is a header with the 'e-forest' logo and a background image of a forest. Below the header, there are three tabs: 'New Applicant Registration', 'Registered Applicant Login', and 'Departmental Login'. The 'Registered Applicant Login' tab is active. The login form includes the following fields:

- User Id:** A text input field with the placeholder text 'User Id'.
- Password:** A text input field with the placeholder text 'Password'.
- Visual Code:** A field displaying a random code '536975' next to a refresh icon.
- Enter Code:** A text input field with the placeholder text 'Visual Code'.

At the bottom of the form, there is a green 'SUBMIT' button and a link for 'Not Remember Password!'.

The following screen will open for New Registration.

**New Registration Form**

Applicant's Category

\* Category  Individual  Govt. Agency

Applicant's Details

\* Applicant's Photo  images (1).jpg  
Please select a valid JPEG/JPG file.

1) Photo must be in JPEG/JPG Format.  
2) Maximum 100 Kb & Minimum 20 Kb Photo size is allowed.  
3) Height of Photo must be in between 50px to 150px.  
4) Width of Photo must be in between 50px to 150px.

\* Name  \* Gender  Male  Female

Contact No. \* Mobile No  LandLine No  FAX No

\* e-Mail

\* Address  \* Pincode

Land Mark  \* District

User Credentials


\* User ID  Tip1: Enter Minimum 5 And Maximum 15 Letters Tip2: Use only Alphabets and Numbers in User ID

\* Password  Password must contains the following:-  
1) At least one uppercase letter  
2) At least one lowercase letter  
3) At least one numeric  
4) At least one special character

\* Confirm Password

\* Security Question

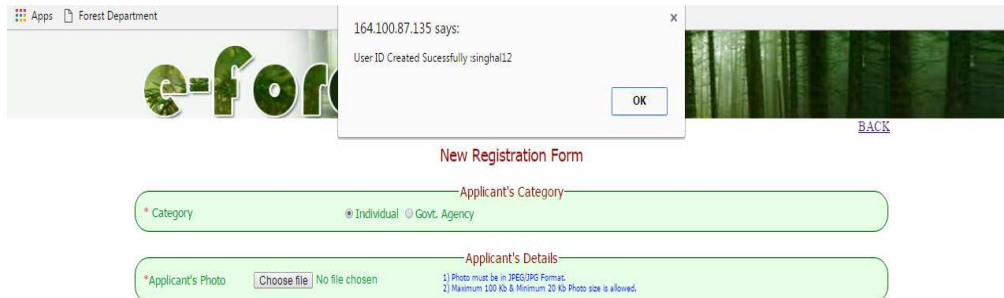
\* Security Answer

Visual Code  

\* Type the code shown

- This is the registration page through which you can create your new user id for e-forest application.
- In this page you have to fill all the mandatory fields (\*) before you submit.
- After filling all the necessary details click on the "SUBMIT" icon.

The following screen will open.



- User Id has been created successfully after filling all the mandatory information in above mentioned form.
- You will also receive a SMS mentioning your new User Id on your registered mobile number.

For the registered applicants

Click on the "Registered Applicant Login" icon for existing users.

New Applicant Registration    **Registered Applicant Login**    Departmental Login

User Id    singhal12

Password    .....

Visual Code    018576   

Enter Code    018576

**SUBMIT**

[Not Remember Password!](#)

- This page is for Registered Applicant Login and you have to fill your User id and Password and click on "**SUBMIT**" icon.
- If the applicant forgot the password then click on "[Not Remember Password!](#)" icon to generate a new password.
- The following screen will open.

**e-forest**    [BACK](#)

**Forgot Password**

**Password Reset**

Enter Your User Id   

**GET SECURITY CODE**

Enter Received Security Code        [Security Code remains valid for the entire day.]

**SUBMIT**

[Password must contain at least eight characters including one uppercase(A-Z), one lowercase(a-z), one digit(0-9), one special character [%^\*#@#&]]

- Applicant fill the his/ her user id then click on Get Security Code after that the applicant will get a Security Code for Reset Password on his/ her registered mobile number and fill in Security Code.
- Click on "**SUBMIT**".

The following screen will open.

e-forest [BACK](#)

Forget Password

Password Reset

Enter Your User Id

Enter Recieved Security Code  [Security Code remains valid for the entire day.]

Enter New Password

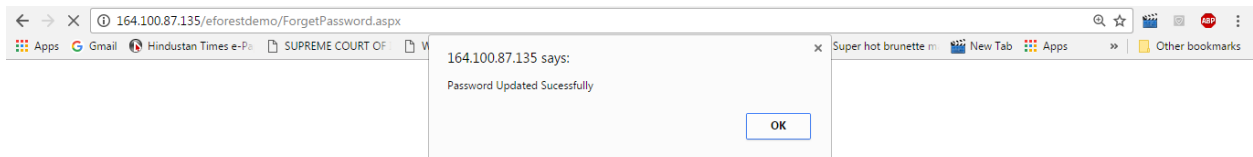
Retype New Password

[Password must contain at least eight characters including one uppercase(A-Z), one lowercase(a-z), one digit(0-9), one special character [!\$%^&#8]

[RESET PASSWORD](#)

Applicant will fill the New Password and click on “Reset Password” Icon.

The following screen will open.



After Login the following screen will open.

- Then, click on the “New Application” icon to apply for **Tree felling** or **Tree Pruning**.



# e-forest

[New Application](#)

[Submitted Applications](#)

[Change Password](#)

[Held Applications](#)

[Logout](#)

[Tree Felling](#)

[Tree Pruning](#)

Logged in As: Individual    Welcome Gaurav Singhal

## For Applications on Tree Felling

After clicking on one sub menu i.e. "Tree Felling" the following page will open.



The screenshot displays the 'e-forest' website interface. At the top, there is a navigation bar with links for 'New Application', 'Submitted Applications', 'Change Password', 'Held Applications', and 'Logout'. Below this, a status bar indicates 'Logged in As: Individual' and 'Welcome Gaurav Singhal'. The main content area features a progress bar with steps: 'Fill Detail', 'Document Upload', 'SitePhoto Upload', 'Application Preview', and 'Final Submit'. The 'Fill Detail' step is currently active, showing the 'Tree Felling Application Form'.

**Applicant's Information**

Applicant's Photo: 

Applicant's Name: Gaurav Singhal

Mobile No: 9718481312

\*Application Category: Others

\*Application Sub-Category: Area greater than 400 Sq.mtrs

\*Select Revenue District where Trees to be Felled: South

\*Property Owner Name:  Same As Applicant's Name  
Gaurav Singhal

Applicant's Address: Vikas Bhawan, A-Block

Email Id: gauravsinghal1321@gmail.com

\*Select Land owner category where Trees to be Felled:  Individual  Govt. Agency

\*Property Owner Address:  Same As Applicant's Address  
Vikas Bhawan, A-Block

- You have to fill the mandatory information (\*) regarding application to proceed further.

Contd....

**Property Information**

\*Name of the Village/ Location of the Property:  Khasra number:

Latitude & Longitude of the Property  
 Latitude:  Longitude:

\*Total area of the Property (in Sq.mtrs):  \*The exact area (in Sq.mtrs) from which felling of Trees permit is sought:

Description of Boundaries  
 Example:- India Gate (North: Northern Railways Hqtrs, South: Children's Park, East: Major Dhayn Chand National Stadium, West: Rajpath)

\*North:  \*South:  \*East:  \*West:

\*Name(s) and addresses of the owners/occupants of adjoining property/ies:  Number of Characters Left: **182** \*Landmark:  Number of Characters Left: **189**

---

**Tree Information**

\*Total number of Trees:  \*Number of Trees to be felled:

\*Details of Trees to be felled (Girth measured at height of 1.35m)

S.No.	Tree Name	Girth (in centi meters)	Tree No.		
1	Papri	23	9	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Champa	29	3	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Papri	24	4	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Amaltas (Cassia fistula)	29	6	<a href="#">Edit</a>	<a href="#">Delete</a>

No. of tree detail entered: **4** No. of tree detail left: **0**

- There exists different section in tree felling page as shown above you need to fill all the required fields in **Property information** to go ahead as well as **Tree information**.
- The details of trees to be felled has to be filled in.
- The applicant has to prepare an enumeration list of all the trees in the property for name of tree and girth at 1.35 meter from the ground before filling the information.
- The name of the tree can be selected from the drop down list.
- The girth of the tree has to be measured in centimeters at a height of 1.35 m from the ground.
- The tree no. is the number which has to be painted on the tree at the time of preparation of enumeration list.



Contd.....

**Plantation Information (Compensatory)**  
(Details of the site provided by you for Compensatory Plantation where trees are intended to be planted after felling.)

\*The exact area (in Sq.mtrs) of the Land for compensatory plantation:  \*Address of the Land for compensatory plantation:

Longitude & Latitude of the Land for compensatory plantation  
\*Latitude:  \*Longitude:

No. of Trees intended to be planted after felling:  Details of Trees intended to be planted after felling:

S.No.	Tree Name	Count		
1	Lasuda	20	<a href="#">Edit</a>	<a href="#">Delete</a>
	--Select--		<a href="#">Add</a>	

**Miscellaneous Information**

\*Purpose for which the felling of the Trees are intended:  Number of Characters Left: **475**

\*Intended use of felled Tress (e.g)for sale or domestic use:  Number of Characters Left: **198**

\*Intended use of Land after felling of Trees:  Number of Characters Left: **175**

**SUBMIT**

- Similarly, you have to fill Plantation information and Miscellaneous information and finally click on Submit button.
- For each tree requested for felling, 10 trees are required to be planted as compensatory plantation under the DPTA, 1994.
- The applicant is required to plant atleast 50% of the trees under compensatory plantation himself and has to furnish the details in the above fields.
- The applicant has to indicate the location in which he will do compensatory plantation and the latitude longitude of that place.

After submitting the application a message will appear on the screen giving the following information.

The screenshot shows a web browser window with the title 'Forest Department' and a logo for 'e-forest'. A modal dialog box is open, displaying a message from IP address 164.100.87.135: 'Your partial application for Tree felling has been submitted. Your Provisional Application ID is 540. Complete the remaining steps to finally submit this application.' Below the message is an 'OK' button. The background shows a navigation bar with tabs: 'Fill Detail', 'Document Upload', 'SitePhoto Upload', 'Application Preview', and 'Final Submit'. The main content area is titled 'Tree Felling Application Form' and contains a section for 'Applicant's Information' with the following fields:

Applicant's Photo			
Applicant's Name	Gaurav Singhal	Applicant's Address	Vikas Bhawan, A-Block
Mobile No:	9718481312	Email Id	gauravsinghal1321@gmail.com
*Applicant Category	Others	*Select Land owner category where Trees to be Felled	<input checked="" type="radio"/> Individual <input type="radio"/> Govt. Agency
*Select Revenue District where Trees to be Felled	South	*Property Owner Name	<input checked="" type="checkbox"/> Same As Applicant's Name Gaurav Singhal
*Property Owner Name	Gaurav Singhal	*Property Owner Address	<input checked="" type="checkbox"/> Same As Applicant's Address Vikas Bhawan, A-Block
*Select Land Owing Agency	Select		

- Applicant get a message on his/ her registered mobile number which shows the Partial Application Id.
- Applicant should note this "application id" as all future references for processing his application will refer to it.

- After click on “ok” icon of the message the following screen will open.

**e-forest**

New Application   Submitted Applications   Change Password   Held Applications   Logout   Logged in As: Individual   Welcome Gaurav Singhal

**Document Upload**   Application ID : 540

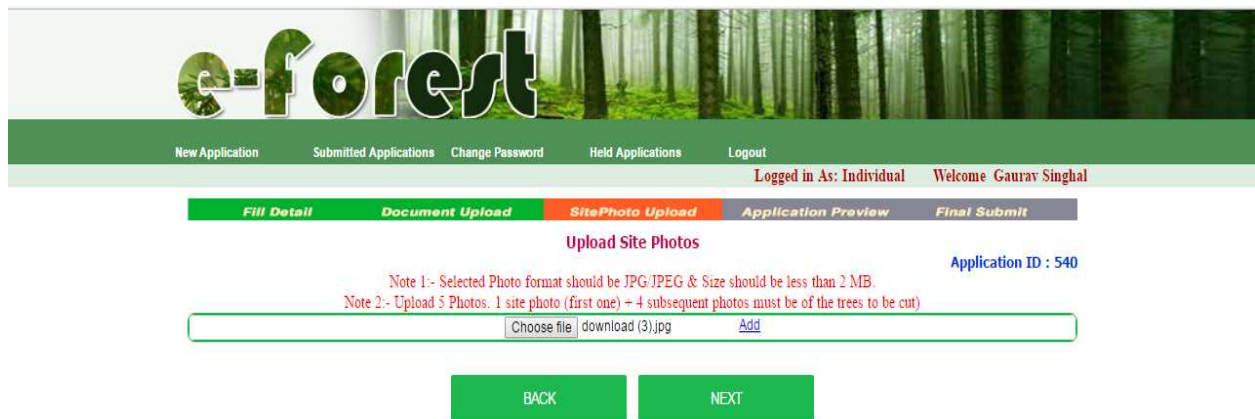
No. of Mandatory Documents: 5   Selected File format should be PDF only & File Size should be less than 2 MB.

S.No.	Documents Name	Select Document	Replace	Delete	Download
1*	Property/Occupancy documents ✓	Choose file   No file chosen	Replace	Delete Document	Download
2*	Plan of the property showing the khasra number & the landmark location ✓	Choose file   No file chosen	Replace	Delete Document	Download
3*	Enumeration list(duly signed by the applicant) ✓	Choose file   No file chosen	Replace	Delete Document	Download
4*	Boundary Description (duly signed by the applicant) ✓	Choose file   No file chosen	Replace	Delete Document	Download
5	Latest Jamabandi/Land Use of land record issued by the Tehsildar ✓	Choose file   No file chosen	Replace	Delete Document	Download
6	No Objection Certificate from the concerned local body(e.g.)MCD/N.D.M.C ✓	Choose file   No file chosen	Replace	Delete Document	Download
7	No Objection Certificate from adjoining property owners ✓	Choose file   No file chosen	Replace	Delete Document	Download
8*	Site plan for Compensatory Plantation with geo-coordinates ✓	Choose file   No file chosen	Replace	Delete Document	Download

BACK   NEXT

- Next step will be “Upload Documents.”
- Upload documents only in PDF format and their size must be less than 2 MB.
- After uploading the required documents click on the next icon.

After clicking on next icon the following screen will open.





The screenshot displays the 'e-forest' web application interface. At the top, there is a navigation bar with links for 'New Application', 'Submitted Applications', 'Change Password', 'Held Applications', and 'Logout'. Below this, a user status bar indicates 'Logged in As: Individual' and 'Welcome Gaurav Singhal'. A progress bar shows five steps: 'Fill Detail', 'Document Upload', 'SitePhoto Upload' (the current step), 'Application Preview', and 'Final Submit'. The main heading is 'Upload Site Photos', with 'Application ID : 540' on the right. Two notes are provided: 'Note 1:- Selected Photo format should be JPG/JPEG & Size should be less than 2 MB.' and 'Note 2:- Upload 5 Photos. 1 site photo (first one) + 4 subsequent photos must be of the trees to be cut)'. A file upload area contains a 'Choose file' button, a file name 'download (3).jpg', and an 'Add' link. At the bottom, there are two green buttons labeled 'BACK' and 'NEXT'.

- Next step is Upload Site Photos.
- Photos must be JPG/JPEG format and their size must be less than 2MB.
- In case of 1 to 10 trees- 1 site photo (first one) + One photo of tree applied for felling against each "tree no".
- In case of > 10 trees - 1 site photo (first one) + Five No. of photographs showing trees applied for.
- The above photographs are required for taking decision by Tree Officer. Applicant should upload clear and genuine photographs to facilitate decision.

Note 1:- Selected Photo format should be JPG/JPEG & Size should be less than 2.MB.  
 Note 2:- Upload 5 Photos. 1 site photo (first one) + 4 subsequent photos must be of the trees to be cut)

S.No.	Image Preview	Select Photo	Tree S.No			
1		<input type="button" value="Choose file"/> No file chosen	Site Photo	<input type="button" value="Replace"/>		<a href="#">Download</a>
2		<input type="button" value="Choose file"/> No file chosen	2	<input type="button" value="Replace"/>	<a href="#">Delete Photo</a>	<a href="#">Download</a>

4		<input type="button" value="Choose file"/> No file chosen	4	<input type="button" value="Replace"/>	<a href="#">Delete Photo</a>	<a href="#">Download</a>
5		<input type="button" value="Choose file"/> No file chosen	5	<input type="button" value="Replace"/>	<a href="#">Delete Photo</a>	<a href="#">Download</a>

- After uploading all the necessary photos then click on next button.

The applicant will get a preview of his application as follows.

The screenshot shows the 'e-forest' web application interface. At the top, there is a navigation bar with links for 'New Application', 'Submitted Applications', 'Change Password', 'Held Applications', and 'Logout'. Below this, a status bar indicates 'Logged in As: Individual' and 'Welcome Gaurav Singhal'. A progress bar shows the current step as 'Application Preview' (highlighted in red), with other steps being 'Fill Detail', 'Document Upload', 'SitePhoto Upload', and 'Final Submit'. The main content area is titled 'Preview of Your Tree Felling Application' and includes 'Application ID : 540'. There are tabs for 'Application', 'Documents', and 'SitePhotos'. The 'Application Summary' section contains an 'Applicant's Photo' placeholder (a red button with an 'X') and a table of application details.

Applicant's Name	Gaurav Singhal	Applicant's Address	Vikas Bhawan, A-Block
Mobile No	9718481312	Email Id	gauravsinghal1321@gmail.com
Application Category	Others	Application Sub-Category	Area greater than 400 Sq.mtrs
Revenue District where trees to be Felled	South	Land owner category where trees to be Felled	Individual
Property Owner Name	Gaurav Singhal	Property Owner Address	Vikas Bhawan, A-Block

- Application Preview is the final step which shows your complete application.
- Check all the details carefully in your application before final submission. As after this step you cannot modify or update your application.

**Property Information**

Name of the Village/ Location of the Property: **Vikas Bhawan**      Khasra number: **12**

Latitude & Longitude of the Property  
 Latitude: **23° 34' 45" N**      Longitude: **34° 56' 43" E**

Total area of the property: **400**      The exact area (in Sq.mtrs) from which felling of trees permit is sought: **200**

Description of Boundaries  
 North: **Nala**      South: **Temple**      East: **Shop**      West: **Road**  
 Name(s) and addresses of the owners/occupants of adjoining property/ies: **Shri Rakesh Bansal**      Landmark: **Near temple**

---

**Tree Information**

Total number of trees: **10**      Number of trees to be felled: **4**

Details of trees to be felled (girth measured at height of 1.35m)

S.No.	Tree S.No	Tree Name	Girth (in centi meters)
1	9	Papri	23
2	3	Champa	29
3	4	Papri	24
4	5	Amaltas (Cassia fistula)	29

S.No.	Tree Name	Tree Count
1	Champa	1
2	Amaltas (Cassia fistula)	1
3	Papri	2

---

**Plantation Information**

The exact area (in Sq.mtrs) of the land for alternative plantation: **200**      Address of the land for alternative plantation: **Vikas Bhawan**

Longitude: **12° 72' 82" N**      Latitude: **27° 28' 17" E**

No. of Trees intended to be planted after felling: **20**      Details of Trees intended to be planted after felling

S.No.	Tree Name	Tree Count
1	Lasuda	20

- This window shows all the Property, Tree and Plantation entered by you.

### Tree Information

Total number of trees 10

Number of trees to be felled 4

Details of trees to be felled (girth measured at height of 1.35m)

S.No.	Tree S.No	Tree Name	Girth (in centi meters)
1	9	Papri	23
2	3	Champa	29
3	4	Papri	24
4	6	Amaltas (Cassia fistula)	29

S.No.	Tree Name	Tree Count
1	Champa	1
2	Amaltas (Cassia fistula)	1
3	Papri	2

### Plantation Information

The exact area (in Sq.mtrs) of the land for alternative plantation 200

Address of the land for alternative plantation Vikas Bhawan

Longitude 12° 72' 82" N

Latitude 27° 28' 17" E

No. of Trees intended to be planted after felling 20

Details of Trees intended to be planted after felling

S.No.	Tree Name	Tree Count
1	Lasuda	20

### Miscellaneous Information

Purpose for which the felling of the trees are intended For building vonstruction

Intended use of felled trees (e.g) for no sale for or domestic use

Intended use of land after felling of trees For building vonstruction

BACK

FINAL SUBMIT

- After ensuring all the details click on "FINAL SUBMIT" for final submission.



After final submission a confirmation message will appear on the screen then click on "ok" icon of the message for complete application.

164.100.87.135 says:  
You will not modify any detail Once you finally submit this application . Do you want to submit ?

OK Cancel

Name(s) and addresses of the owners/occupants of adjoining property/ies: bar temple

**Tree Information**

Total number of trees: 10  
Details of trees to be felled (grith measured at height of 1.35m)

S.No.	Tree S.No	Tree Name	Girth (in centi meters)
1	9	Papri	23
2	3	Champa	29
3	4	Papri	24
4	6	Amaltas (Cassia fistula)	29

number of trees to be retained

S.No.	Tree Name	Tree Count
1	Champa	1
2	Amaltas (Cassia fistula)	1
3	Papri	2

**Plantation Information**

The exact area (in Sq.mtrs) of the land for alternative plantation: 200  
Longitude: 12° 72' 82" N  
Latitude: 27° 28' 17" E  
Address of the land for alternative plantation: Vikas Bhawan

No. of Trees intended to be planted after felling: 20  
Details of Trees intended to be planted after felling

S.No.	Tree Name	Tree Count
1	Lasuda	20

**Miscellaneous Information**


Purpose for which the felling of the trees are intended: For building vonstruction  
Intended use of felled trees (e.g) for sale or for domestic use: no

Intended use of land after felling of trees: For building vonstruction

BACK FINAL SUBMIT

- After clicking on “ok” icon then an another message will appear on the screen.

The screenshot shows a web browser window with the title "Apps | Forest Department". The main content area displays the "e-forest" logo and navigation tabs for "New Application" and "Submitted Application". A modal message box is open, displaying the text: "164.100.87.135 says: Your Complete Application No.540 has been Submitted and Send to DCF South for necessary action." with an "OK" button. Below the message, the user is logged in as "Individual" and welcomed as "Gaurav Singhal". The interface includes a progress bar with steps: "Fill Detail", "Document Upload", "SitePhoto Upload", "Application Preview" (highlighted), and "Final Submit". The main heading is "Preview of Your Tree Felling Application" with "Application ID : 540". The application details are shown in a table format under the "Application" tab.

Applicantion Summary			
Applicant's Photo			
			
Applicant's Name	Gaurav Singhal	Applicant's Address	Vikas Bhawan, A-Block
Mobile No	9718481312	Email Id	gauravsinghal1321@gmail.com
Applicantion Category	Others	Applicantion Sub-Category	Area greater than 400 Sq.mtrs
Revenue District where trees to be Felled	South	Land owner category where trees to be Felled	Individual
Property Owner Name	Gaurav Singhal	Property Owner Address	Vikas Bhawan, A-Block


- This window shows that “Your complete application no. 540 has been submitted and send to concerned officer for necessary action” and applicant will also get the SMS mentioning the application on his/ her registered mobile number.
- Click on “ok” button of the message.

- After this, Registered Applicant can check the status of submitted applications through logging in his/ her existing user id.

New Applicant Registration    **Registered Applicant Login**    Departmental Login

User Id    singhal12

Password    .....

Visual Code    387684 

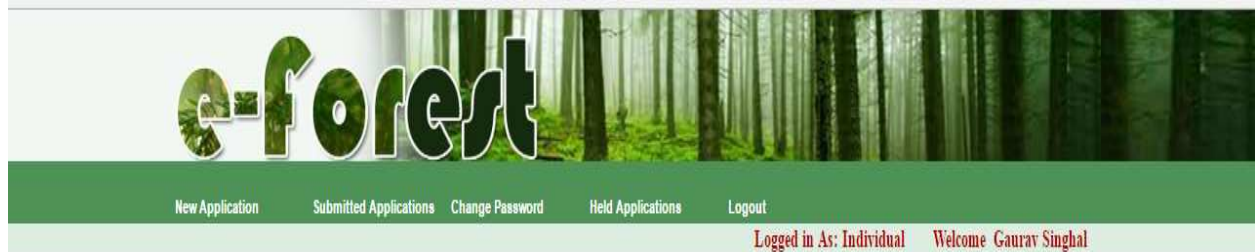
Enter Code    387684

**SUBMIT**

[Not Remember Password!](#)



- On clicking '**Submitted Applications**' menu user can check the status of his/her application by clicking on the application id of the application. Which has been sent to him on SMS.
- In '**Held Applications**' applicant find application which are incomplete (not finally submitted) or send back by the concerned officer.



### Submitted Applications

No. of Submitted Applications: 1

S.No	Application ID	Form Type	No. of Trees	District	Submission Date	Status	Remark	Download In-Principle Approval Letter	Download Permission Letter
1	540	Felling	4	South	28/10/2016	<a href="#">Make Payment</a>		<a href="#">In-Principle Approval Letter</a>	--

- In case of complete application, the tree officer will assign the duty of inspection of the trees to a particular tree inspector and the applicant will get the following message

“ With Ref. of your Application No. 540. Sh. Daya Lal will visit your location on 04/11/2016 for inspection.”

The tree inspector will inspect and verify the details and submit his report online to the tree officer who will issue the “in principle approval letter” for felling of trees which will be uploaded on the website.

- The applicant will get the following SMS.

“Your application no. 540 dated-27/10/2016 has been approved for felling of 04 no. of trees. Please deposit Rs. 69000/- by DD as security in the favour of Dy. Conservator of Forests (South). Please enter DD details in website to get online permission letter.”

- Applicant can download the “in principal approval letter” by clicking the link mentioned.

- After arranging the demand draft as required, the applicant will click on the "Make Payment" link.
- After clicking on "make payment" link as in last page this window comes.
- Now here you have to enter the payment details in the fields and then submit it.




### Enter Payment Details

Application ID : 540

Amount : 103500

Demand Draft No.

Bank Name :

Deposit Date :  

SUBMIT

# e-forest

[New Application](#)

[Submitted Applications](#)

[Change Password](#)

[Held Applications](#)

[Logout](#)

Logged in As: Individual

Welcome Gaurav Singhal

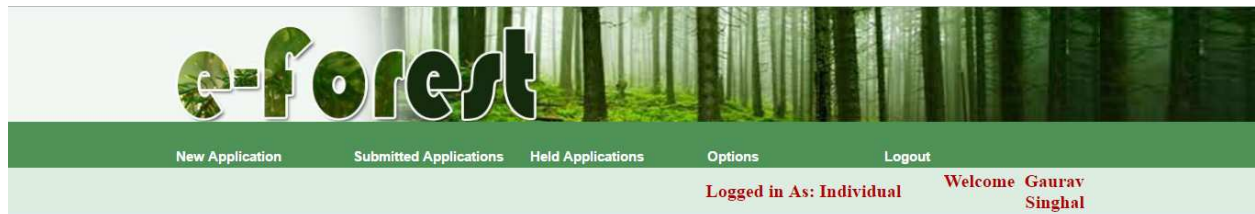
## Submitted Applications

No. of Submitted Applications: 1

S.No	Application ID	Form Type	No. of Trees	District	Submission Date	Status	Remark	Download In-Principle Approval Letter	Download Permission Letter
1	<a href="#">540</a>	Felling	4	South	28/10/2016	Processing Payment		<a href="#">In-Principle Approval Letter</a>	—

- Now this window shows that your application is at Payment Processing Stage.

The department will issue the permission letter which can be downloaded by clicking on the "Permission Letter" link.



The image shows the top section of a web application. It features a header with a forest background and the 'e-forest' logo. Below the logo is a navigation menu with links for 'New Application', 'Submitted Applications', 'Held Applications', 'Options', and 'Logout'. A user status bar indicates 'Logged in As: Individual' and 'Welcome Gaurav Singhal'.

### Submitted Applications

No. of Submitted Applications: 2

S.No	Application Form ID	Type	No. of Trees	District	Submission Date	Status	Remark	Download In-Principle Approval Letter	Download Permission Letter
1	<a href="#">540</a>	Felling	4	South	28/10/2016	Approved		<a href="#">In-Principle Approval Letter</a>	<a href="#">Permission Letter</a>
2	<a href="#">542</a>	Felling	4	South	03/11/2016	Approved		<a href="#">In-Principle Approval Letter</a>	<a href="#">Permission Letter</a>



THANK YOU