

USER MANUAL FOR EXTERNAL STAKEHOLDER

Introduction and Purpose

This User Manual has been designed with the following intention:

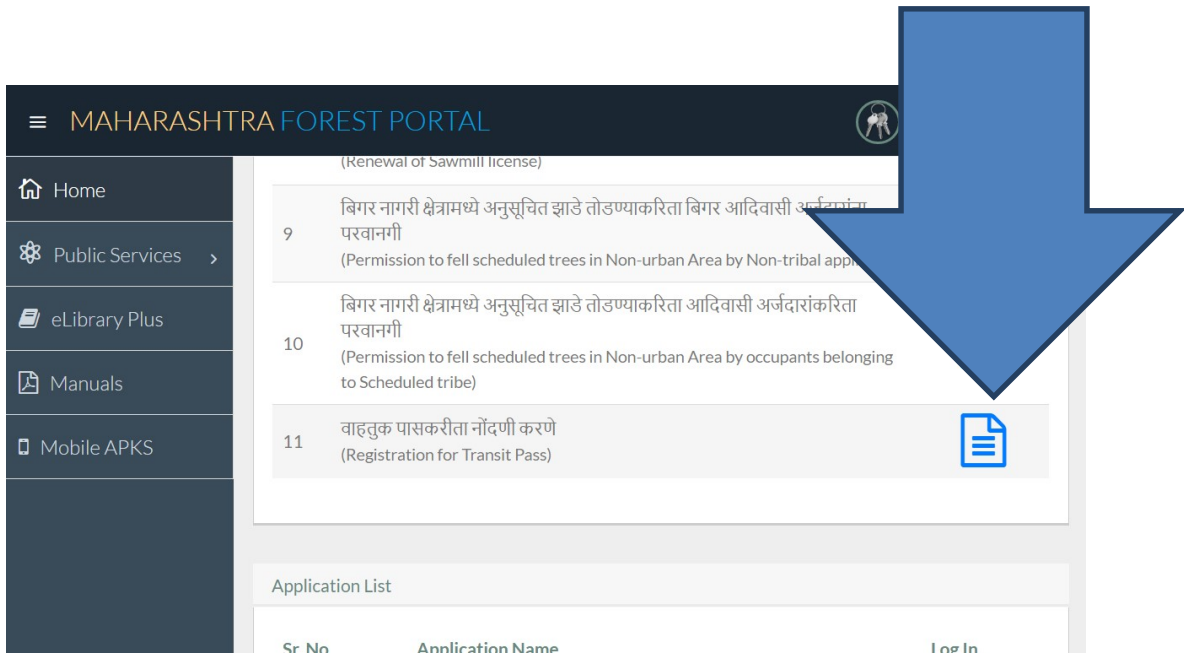
1. To assist citizens applying for Transit pass through online system to ensure their application is complete and successfully submitted along with all relevant documents.
2. To act User guide for Maharashtra Forest Department field officials to guide applicants to submit on-line Transit pass application, in the interest of submitting complete application with all relevant documents.

How do I apply for Transit Pass online?

1. Applicants wishing to apply for Online transit Pass Transit Pass User should go to homepage of the Department at www.mahaforest.gov.in. Find Important Links in right side of home page.
2. Applicant has click on **RTS and Public Services** icon as shown in below image.



3. After click on the **RTS and Public Services**, the screen as shown below opens up. On that screen user can see the link of Registration for Transit Pass Link as shown below:



4. On clicking the blue Document icon as shown, the Application Page opens up. The screen shot of the same is as below:

The screenshot shows the application form page. The form contains the following fields:

- Enter Firm Name
- Enter Firm Address
- Enter Applicant Address
- Select District (जिल्हा) --
- Enter Pincode.
- Enter Email id
- Enter Aadhar Card no/ Voter Id / Pan Card / License No / Bank
- Choose File (No file chosen)
- Enter Password
- Enter Re-Password

At the bottom of the form are 'Submit' and 'Login' buttons. The system tray at the bottom right shows the time as 1:01 PM on 3/24/2017.

5. Following information is needed to submit the form. All the fields are mandatory

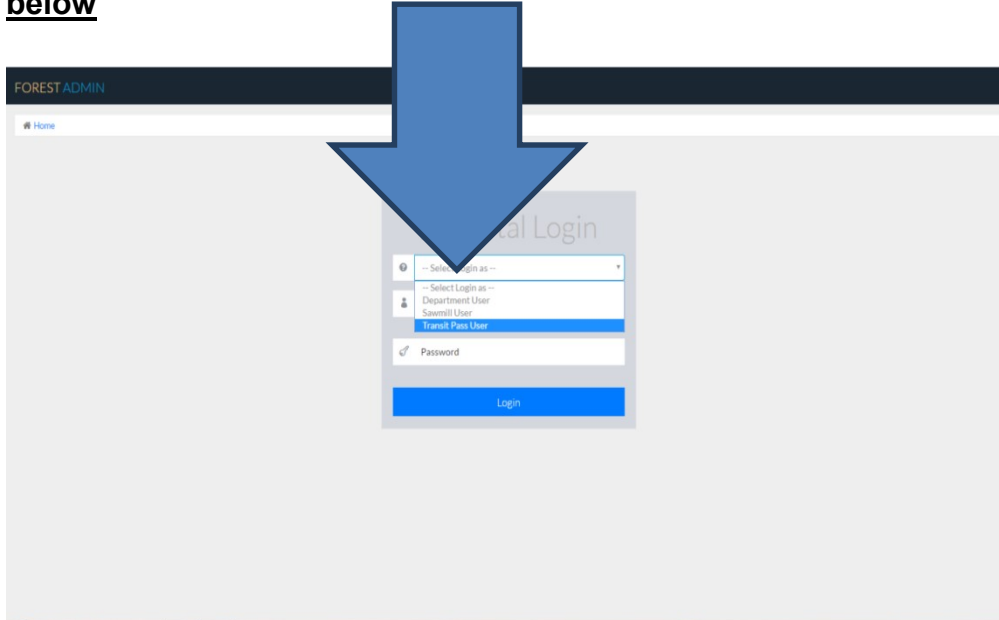
- Whether the Applicant is an Individual or Organization
 - Firm Name(if Applicant is applying on behalf of a company, or organization) selected)
 - Firm Address(if Applicant is applying on behalf of a company, or organization)
 - Applicant Name (This name will appear on the Transit Pass as well as challan). Please enter name carefully.
 - Applicant Address
 - District
 - Taluka
 - Pincode
 - Email id (Enter valid E-mail address for user activation)
 - Mobile Number- 10 digit mobile number is to be entered for verification.
 - Aadhar Card/Voter ID/Pan Card/License No/Bank Passbook/Document any other legally valid registration no
 - File Upload
 - Username (To login into Transit Pass Application)
 - Password
6. When all the information is submitted and upon clicking the Submit button, the user will receive the Activation Link on his/her given E-mail address. User should login to his/her E-mail to see the Activation Link.After clicking on the Activation Link below screen will appear.

The screenshot shows the 'Registration of Transit Pass' form on the Maharashtra Forest Portal. The form is titled 'Registration of Transit Pass' and has a breadcrumb trail: 'HOME / Public Services / TP Registration'. The form includes the following fields and options:

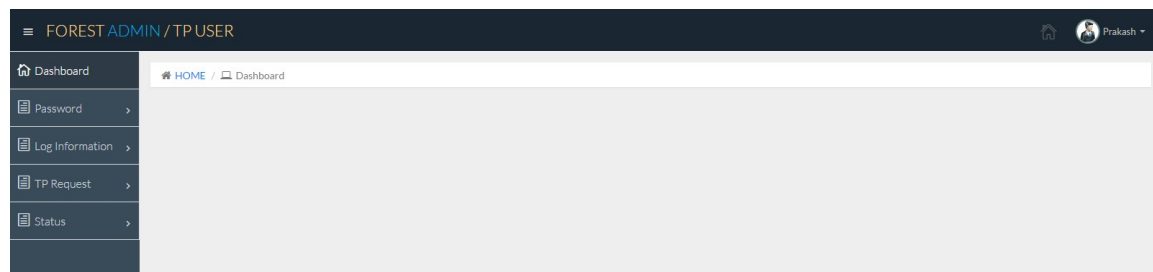
- Radio buttons for 'Individual' and 'Organization'.
- Text input for 'Enter Firm Name'.
- Text area for 'Enter Firm Address'.
- Text input for 'Enter Applicant Name'.
- Text area for 'Enter Applicant Address'.
- Dropdown menu for '-- Select District (जिल्हा) --'.
- Dropdown menu for '-- Select Taluka (तालुका) --'.
- Text input for 'Enter Pincode.' (highlighted with a red arrow).
- Text input for 'Enter Email id'.
- Text input for 'Enter Mobile No.'.
- Text input for 'Enter Aadhar Card no./Voter Id / Pan Card / License No / Bank'.
- File upload button labeled 'Choose File' with the text 'No file chosen'.
- Text input for 'Enter Username'.
- Text input for 'Enter Password'.
- Text input for 'Enter Re-Password'.

At the bottom of the form, there are two green buttons: 'Submit' and 'Login'. A 'Disclaimer' section is located below the form fields.

After clicking on Login button, user should select login as a **Transit Pass User as shown below**



After login, user shall see the below User Panel Screen.



In the left menu of user panel Transit Pass Application can view the following menus.

- **Password→Change Password**
- **Log Information → Permission Order**
- **TP Request→ TP Application**
- **Status→Application Status**

7. In Password menu

User can change his/her password as shown in below image.

In Log Information Menu

User should select “Tree Felling Permission From” user can select by Forest/Tree Officer, Revenue Authority/District Collector, Municipal/Tree Authority or Any Other Valid Authority Issuing Transit Pass as shown in below image.

Following information is needed to submit the above form

- Select tree felling permission from
- Upload order no
- Select Order/Legal Authentic Document
- Detail of logs being transported

After submitting the form, the list as shown below is generated.

Sr. No	Tree Felling Permission From	Order No	Order Date	Application No	Order File	Log Detail File	Edit	Add Log Detail
1	Forest/Tree Officer	279	30/03/2017	2015/TREENTRIBAL33/MFD3663				

After clicking on, **Add Log Detail** below screen will appear.

Order Detail

Tree Felling Permission From: Forest/Tree Officer Order No: 237 Order Date: 30/03/2017
 Application No: 2015/TREENTRIBAL6/MFD672 Order File: Log Sheet File:

Add Log Details

Enter Tree No: Enter Log No: -- Select Species--
 Enter Length in (cm): Enter Girth in (cm): Enter Volume:
 Enter Remark:

List Of Log Detail

Filtered 1 of 1 total record

Sr.No	Tree No.	Log No	Species	Length(cm.)	Girth(cm.)	Volume	Remark	Edit
1	1	2	Acacia Catechu (Khair)	10.2	12.1	50	Remark	

User needs to enter the following fields:

- Tree No (Optional)
- Log No
- Select the tree species being transported
- Length in (cm)
- Girth in (cm)
- Volume
- Remarks, if any.

Note: User needs to verify header information prior to enter the log details as per the log sheet document uploaded.

Once details of all logs being transported are added in the list, Applicant can Freeze the log sheet by clicking on **Freeze Log Sheet** button.

Once data is freeze user can not edit the data and new logs cannot be added against that order number ever. So user should check all the information before clicking on **Freeze Log Sheet** button.

8. In Transit Pass Request Menu:

HOME / TP Request / Draft TP Application

Applicant Detail

Applicant Name:	Test	Applicant Address:	Test	District:	Amravati
Taluka:	Amravati	Pincode:	441111	Email:	asas@gmail.com
Mobile:	1111111111	Aadhar Card no./Voter Id/ Pan Card/ License No / Bank Passbook :	1111111111111111	Identity File:	

Draft Transitpass Application

Produce Location Info

District: --Select District-- Taluka: --Select Taluka--

Mouza/Nagar/Village: Enter Mouza/Nagar/Village Survey No.: Enter Survey No.

Gut No.: Enter Gut No. Jurisdiction(Under): --Select Range Office--

Transit Info

Origin Of Produce(Source): Enter Origin Of Produce(Source)

Destination Full Address: Enter Destination Full Address

Approximate Route Of Transit: Enter Approximate Route Of Transit

Pass Valid Till: Enter No. of Days

Remark: Enter Remark

Submit

Applicant has to add the following information this form wants two types of information. A. Produce Location Detail and B. Transportation Information

A. Produce Location Detail

- District
- Taluka
- Mauza/Nagar/Village
- Survey No.
- Gut No.
- Jurisdiction Office (under the Forest Range Office)

B. Transportation Information

- Origin of Produce (Source Address)
- Destination Full Address
- Approximate route of Transit (Like Source-Location1-Location2-Destination)


d. Remark

Once data has added, below information will be shown. User should click on **Add Log** button.

List Of Log Detail									
Filtered 1 of 1 total record									
Sr.No	Produce Location Info				Transit Info			Edit	Add Log
	District	Taluka	Mouza / Survey No./ Gut No.	Jurisdiction(Under)	Source	Destination	Route		
1	Amravati	Amravati	Nagar / 24/2 / 12	RFO Paratwada	Origin	Address	Source-Location	<input checked="" type="checkbox"/>	

Once user clicks on **Add log** button below screen will appear user needs to select Order number then click on search button.


Select Log

279 

List Of Log Detail

Filtered 1 of 1 total record

Tree No.	Log No	Species	Length(cm.)	Girth(cm.)	Volume	Select
1	1	Acacia Catechu (Khair)	12.5	15.2	100	<input checked="" type="checkbox"/>




After searching for order number, logs details will be shown against that order. Applicant can then add the same.

Transitpass Application (Draft)


Produce Location Info				Transit Info			
District:	Amravati	Taluka:	Amravati	Origin Of Produce:	Origin	Destination Address:	Address
Mouza/Nagar:	Nagar	Survey No.:	24/2	Route Of Transit:	Source-Location	Required TP:	04/04/2017
Gut No.:	12	Jurisdiction(Office Under):	RFO Paratwada	Remark:	This is remark		

Select Log


-- Select Order -- 

List Of Log Detail

Filtered of total record

Sr.No	Order No.	Log No	Species	Length(cm.)	Girth(cm.)	Volume	Delete
1	279	1	Acacia Catechu (Khair)	12.5	15.2	100	

This TP Application Tag to Division : Office of the Chief Conservator of Forest (Territorial) Amravati



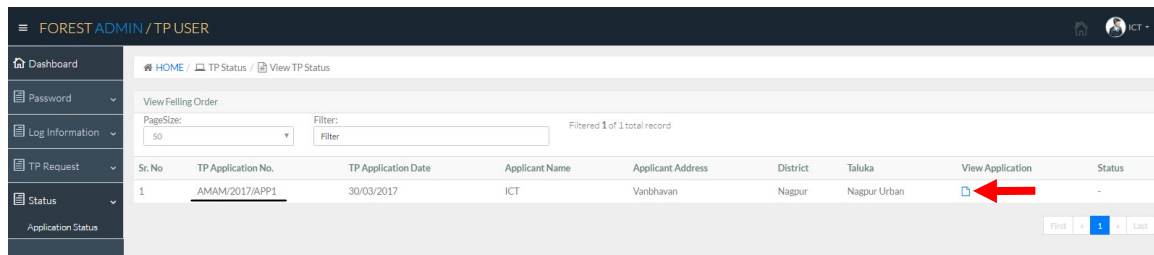
If user has entered wrong data against the given application, user can delete the same with delete button by clicking on **Delete** button.

Once Transit Pass Log details are added user can then click on **Apply Application for TP** button to apply for Transit Pass.

User can see the underlined line as **This TP Application Marked to Division Office for issuing Transit Pass order to concerned Range Office**, it means that application has sent to the respective Division office.

9. In Status Menu

Applicants can view the status of the application by clicking on **Status→ Application Statuses** shown in below screen.

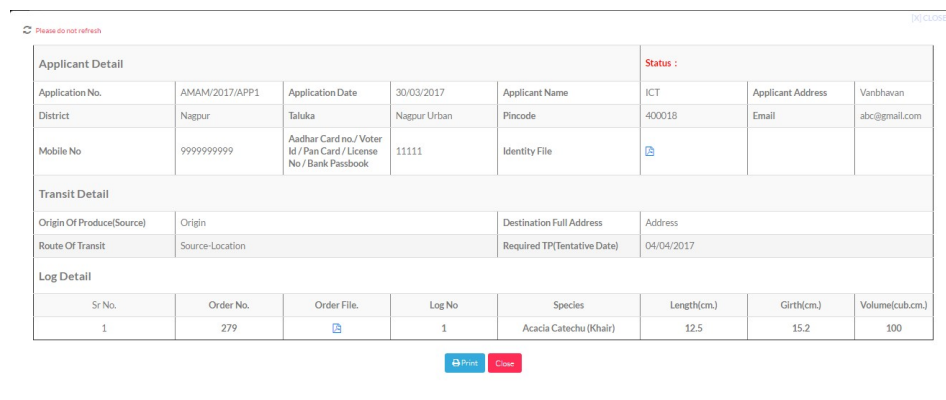


The screenshot shows the 'FOREST ADMIN / TP USER' interface. On the left is a sidebar menu with options: Dashboard, Password, Log Information, TP Request, Status, and Application Status. The main content area shows a breadcrumb trail: HOME / TP Status / View TP Status. Below this are controls for 'View Felling Order', 'Page Size' (set to 50), and a 'Filter' box. A table displays one record with the following data:

Sr. No	TP Application No.	TP Application Date	Applicant Name	Applicant Address	District	Taluka	View Application	Status
1	<u>AMAM/2017/APP1</u>	30/03/2017	ICT	Vanbhavan	Nagpur	Nagpur Urban	View Application	-

A red arrow points to the 'View Application' link in the first row. At the bottom right of the table are pagination controls: First, 1, Last.

If user wants to see the Transit Pass Application detail, he/she should click on **View Application** link as shown in above screen. After clicking on the link below screen will appear, so user can easily monitor his/her application status.



The screenshot shows the application detail page. At the top left, it says 'Please do not refresh'. The page is divided into three main sections: Applicant Detail, Transit Detail, and Log Detail.

Applicant Detail

Application No.	AMAM/2017/APP1	Application Date	30/03/2017	Applicant Name	ICT	Applicant Address	Vanbhavan
District	Nagpur	Taluka	Nagpur Urban	Pincode	400018	Email	abc@gmail.com
Mobile No	9999999999	Aadhar Card no / Voter Id / Pan Card / License No / Bank Passbook	11111	Identity File	View		

Transit Detail

Origin Of Produce(Source)	Origin	Destination Full Address	Address
Route Of Transit	Source-Location	Required TP(Tentative Date)	04/04/2017

Log Detail

Sr No.	Order No.	Order File.	Log No	Species	Length(cm.)	Girth(cm.)	Volume(cub.cm.)
1	279	View	1	Acacia Catechu (Khair)	12.5	15.2	100

At the bottom of the page are 'Print' and 'Close' buttons.