USER Manual for Forest Management & Decision Support System (FMDSS)
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1. Introduction

1.1. Purpose

This Help Document guides the intended User (Citizen) how to manage and fill various application forms and complete the respective requirements.

2. Citizen Module

2.1 Clearance and NOCs

4. Non-Forest Land Outside PAs

2.2 Education/Research Permits

a) Research Study Permission:
   1. Research in Wildlife
   2. Research in Forest

b) Education Visit Services
   1. Visit Services in Wildlife
   2. Visit services in Forest

2.3 Rajasthan Wildlife

1. Ticket Booking
2. Zoo Ticket Booking
3. Organizing Camps Permission
4. Film Shooting Permission

2.4 Protection Services

1. Register Parivad

2.5 Grievance Services

2. Apply Grievances
3. File RTI
4. My RTI
Citizen Dashboard

2.1 Clearance and NOCs-> Non-Forest Land outside Pas

1. User Select ‘NOC for’ from the drop down given.
2. Click on Upload button to select Kml/SHP File.
3. After clicking on upload button GIS page will open for selecting the area.
4. Citizen can click on + button shown on screen to Zoom in the Map. Similarly user can click on – button to Zoom out the map.

5. To upload the KML file or SHP file click on Upload AOI button.

6. User can draw on the Map to select the requested area by clicking on Draw AOI button.
7. To re-draw the area user can click on Re-Upload Draw button.

8. Click on Submit button, user will be redirected to same page i.e. NOC detail page.

9. Select Applicant Type from the dropdown given.
10. Enter the area value in Hectares.

11. For filling each field take the cursor over field and a pop will show information and a sample for filling that field.

12. Click submit to complete the procedure. Do note the Request No. Generated.
2.2 Education/Research Permits -> Research Study Permission -> Research in Wildlife

2.1.2 In field named, Applicant Type selects either individual or organization as per requirement. If applicant type is individual then fill the fields -> Father Name, Education Qualification and College / Institute Name.

2.1.3 Fill the fields -> Title of Research, Abstract, Duration of Research: From and Duration of Research: To.

2.1.4 Select the Research Category and in next column select the Area of Category where User want to Research from the drop down given.

2.1.5 Select Place for Research, if User selects Animal in Research Category drop down then select Category of Animal, Name of Animal from the drop down given, if User selects Plant in Research Category drop down then select Category of Plant, Name of Plant from the drop down.
2.1.6  Serial No of Wild Animal (Acc. to Security Act-1972) will be auto populated on the selection of Name of Animal/Plant.

2.1.7  Fill the field “Benefits of Research to Forest & wild Life Management”.

2.1.8  Upload Synopsis, Presentation in the given fields of the same format and size as shown below the upload fields.

2.1.9  Select Coordinator/Supervisor Name, Vehicle Type, Vehicle from the drop down given.

2.1.10 Enter the Assistant Name in the provided Text Box and select ID Type for the Assistant.
2.1.11 Enter the ID Proof number and Upload Assistant Id Proof in the given format and size.

2.1.12 Click on Proceed button to complete the process.

2.1.13 New form will open.

2.1.14 If user has already applied for any Research he can select ‘Yes’ radio option for ‘Research Activities undertaken in Past’ and all the fields shown in the picture will be auto filled. If user is new he can select ‘No’ radio option and click on Save button.
2.1.15 Filling all the fields which are marked with asterisk sign (*) is mandatory.

2.1.16 For filling each field take the cursor over field and a pop will show information and a sample for filling that field.

2.3 **Education/Research Permits** -> **Research Study Permission** -> **Research in Forest**

1. In field named, Applicant Type selects either individual or organization as per requirement. If applicant type is individual then fill the fields -> Father Name, Education Qualification and College / Institute Name.
2. Fill the fields -> Title of Research, Abstract, Duration of Research: From and Duration of Research: To.

3. Select the Research Category and in next column select the Area of Category where User want to Research from the drop down given.

4. Select Place for Research, if User selects Animal in Research Category drop down then select Category of Animal, Name of Animal from the drop down given, if User selects Plant in Research Category drop down then select Category of Plant, Name of Plant from the drop down.
5. Serial No of Wild Animal (Acc. to Security Act-1972) will be auto populated on the selection of Name of Animal/Plant.

6. Fill the field "Benefits of Research to Forest & wild Life Management".

7. Upload Synopsis, Presentation in the given fields of the same format and size as shown below the upload fields.

8. Select Coordinator/Supervisor Name, Vehicle Type, Vehicle from the drop down given.

9. Enter the Assistant Name in the provided Text Box and select ID Type for the Assistant.

10. Enter the ID Proof number and Upload Assistant Id Proof in the given format and size.

11. Click on Proceed button to complete the process.

12. New form will open.
13. If user has already applied for any Research he can select ‘Yes’ radio option for ‘Research Activities undertaken in Past’ and all the fields shown in the picture will be auto filled. If user is new he can select ‘No’ radio option and click on Save button.

14. Filling all the fields which are marked with asterisk sign (*) is mandatory.
2.4 Education/Research Permits -> Education Visit Services -> Visit Services in Wildlife

1. In the field name 'Name', 'Address' and 'Phone Number' enter the name, address and Phone number of Institute respectively.

2. Under the heading 'Head of Institute Detail' enter Name and Phone number of Institute Head.

3. Under the heading 'Place Detail' Select Place Category and Place from the drop down given.

4. Select Duration of Tour, select 'From' date and 'To' date.
5. In the Field name ‘Number of Members’ enter the total number of members.


7. Under the heading Vehicle Details select Vehicle Type and Vehicle from the dropdown.

8. Filling all the fields which are marked with asterisk sign (*) is mandatory.

9. Click submit to complete the procedure. Do note the Request No. Generated.

2.5 Education/Research Permits-> Education Visit Services -> Visit Services in Forest

1. In the field name ‘Name’, ‘Address’ and ‘Phone Number’ enter the name, address and Phone number of Institute respectively.

2. Under the heading ‘Head of Institute Detail’ enter Name and Phone number of Institute Head.

3. Under the heading ‘Place Detail’ Select Place Category and Place from the drop down given.

4. Select Duration of Tour, select ‘From’ date and ‘To’ date.
5. In the Field name ‘Number of Members’ enter the total number of members.


7. Under the heading Vehicle Details select Vehicle Type and Vehicle from the dropdown.

8. Filling all the fields which are marked with asterisk sign (*) is mandatory.
9. Click submit to complete the procedure. Do note the Request No. Generated.

2.6 Rajasthan Wildlife -> Ticket Booking

1. In field named, "Select Place" select Place for booking ticket as per requirement.

2. If zone is available on the selected Place, select Zone from the drop down given.

3. If no Zone is available on the selected Place, select ‘Date of Visit’, ‘Choose Shift’, ‘Select Vehicle’.

4. On the basis of selection of Vehicle, Member Details grid will appear.

5. In the ‘Member Details’ grid enter all the details of Member going to visit the selected Place.

(Note: Enter all the Member Details Row-wise, do not leave any row empty between the Member details.)

6. Enter Name of Member under the column named ‘Name’.

7. Select Gender, Nationality, ID Type of the Member from the give drop down in the ‘Member Details’ Grid.

8. Enter ID Number of the Member under the column named ‘ID No’.

(Note: Entered ID should be valid, do not add space in between the characters)

9. Enter number of Camera each Member wants to take with him/her.

10. Enter the Captcha code generated.
11. Filling all the fields which are marked with asterisk sign (*) is mandatory.

12. Click Submit to Complete the Booking Procedure.

13. Payment page will open which will show all the details and pay now button to complete the payment process.

2.7 Rajasthan Wildlife -> Zoo Ticket Booking

1. Select radio button for Group booking select ‘Group Booking’ option and for individual Ticket select ‘Individual Booking’.

2. If user select ‘Group Booking’ following form will open as shown picture below.
3. In field named, "Name of Institute/Organizational" enter the name of Institute or Organization for booking ticket as per requirement.

4. In field named, "Address of Institute/ Organization" enter the Address of Institute or Organization for booking ticket as per requirement.

5. In field named, "Phone No. Of Institution/Organization" enter the Phone number of Institute or Organization for booking ticket as per requirement.

6. In field named, "Name of the Head/Group Leader" enter the Name of Head/Group Leader for booking ticket as per requirement.

7. In field named, "Phone No. of Head/Group Leader" enter the Phone number of Head/Group Leader for booking ticket as per requirement.

8. In field named, "Document for Tour request" upload the document for tour request, document should be in given format and size as described below the text field.

9. Select ID Type of Head/Group Leader from the given drop down. After selecting ID Type enter the ID Number of Head/Group Leader in the given Text Box.

(Note: Entered ID should be valid, do not add space in between the characters)
10. In field named, "ID Proof of Head/Group Leader" upload the ID proof document of Head/Group Leader, document should be in given format and size as described below the text field.

11. If user select ‘Individual Booking’ following form will open as shown picture below.

12. Select Place, Date of Visit from the give drop down.
13. Once Place is selected currently available seats on that place is shown.

14. Select the Member type i.e. Indian Visitors, Non-Indian Visitors and Student by clicking on the checkbox placed against each option.

15. On the basis of Member Selection Grid will appear to fill all the details of Member.

16. Enter No. of Members, No. of Video Camera in the given text box present in the grid.

17. Select Vehicle option from the radio button.

18. If User select Yes in Private Vehicle a grid will appear for entering Vehicle Details.

19. Enter the Captcha code generated.

20. Filling all the fields which are marked with asterisk sign (*) is mandatory.

21. Click Submit to Complete the Booking Procedure.

22. Payment page will open which will show all the details and pay now button to complete the payment process.

2.8 Rajasthan Wildlife -> Organizing Camps Permission

1. In field named, Applicant Type selects either individual or organization as per requirement.

2. Select Place, Camp type, Camp Site and purpose of organizing camps and Number of Member for camp.

3. On Entering number of member, number of Tent required will be auto filled.
4. Select the Duration for Camp, select ‘From’ date and ‘To’ date.

5. Enter the details of all the crew members and click on Add button for adding the details.

6. Give Photo ID Type and ID proof number.

7. Filling all the fields which are marked with asterisk sign (*) is mandatory.
8. For filling each field take the cursor over field and a pop will show information and a sample for filling that field.

9. On click of Submit you will be redirected to the page showing your Total Payable Amount.

2.9 Rajasthan Wildlife -> Film Shooting Permission

1. In field named, Applicant Type select either individual or organization as per requirement.

2. Select Place, Purpose of Shooting, and Shooting Duration from the drop given as per the requirement.

3. Enter Film Title, Short Description of Film Script and Number of Crew Member in the given text Box.

4. Upload Transcript document in the given format and size.

5. Enter the details of all the crew members and click on add button for adding the details.

6. At a time only 5 members entry can be filled by user.

7. Entry up to 3 member is free but on 4th and 5th member entry fees will be applicable as per selected Place.
8  Click on Red Upload button after selecting the document from the System.

9  Select Photo ID Type, enter ID proof number and Upload ID proof document in the given format and size of the applicant.

10 On entering all the details Total Fees will be shown.
11 On click of Submit you will be redirected to the page showing your Total Payable Amount.

12 Click on Pay Now to pay the amount shown to complete the application process.

13 Note Down the request no. For further process.

2.10 Protection Services-> Register Parivad

In field named, “Offense Category” select Wild-Life, Forest or Both as per requirement.

In field named, “Select District” select district.
In field named, “Panchayat Samiti” select Panchayat Samiti from the drop down.

In field named, “Gram Panchayat Name” selects Name of Gram Panchayat. Gram Panchayat options will be displayed only after the Panchayat Samiti.

Select “Village Name”, “Place of Offense & any Landmark for reaching” from the drop down given.

Enter Latitude and Longitude of the Offense Place.

In the field named, “Date of Offense” selects the date of offense.

In the field named, “Time of Offense” selects the time.

In the field named, “Offense Description” enter the description of Offense.

Enter Offense Description in the text area provided and Upload Photo of Evidence in the given format and size.
Select Offender Type if the Offender is known then select Known Offender option otherwise select Unknown Offender option.

If User selects **Unknown Offender**, the details to be filled are shown on click of Offender details.

Enter the Number of Offenders and Description of the Offenders.
If User selects **Known Offender**, the details to be filled are shown on click of Offender details.

Enter the following details - Name of the Offender, Father Name, Residential Address1, Select State, Select District, Select City/Village Name of the offender.

Click on +Add Offender to add detail of more than one offender.

Filling all the fields which are marked with asterisk sign (*) is mandatory.

For filling each field take the cursor over field and a pop will show information and a sample for filling that field.

Click on Submit button to complete the procedure.
2.11 Grievance Services-> Apply For Grievances

Apply Grievances Link will redirect you to Rajasthan Sampark website.

2.12 Grievance Services-> File RTI

You will be redirected to RTI page.
2.13 Grievance Services-> My RTI
You will be shown record for your filed RTI.