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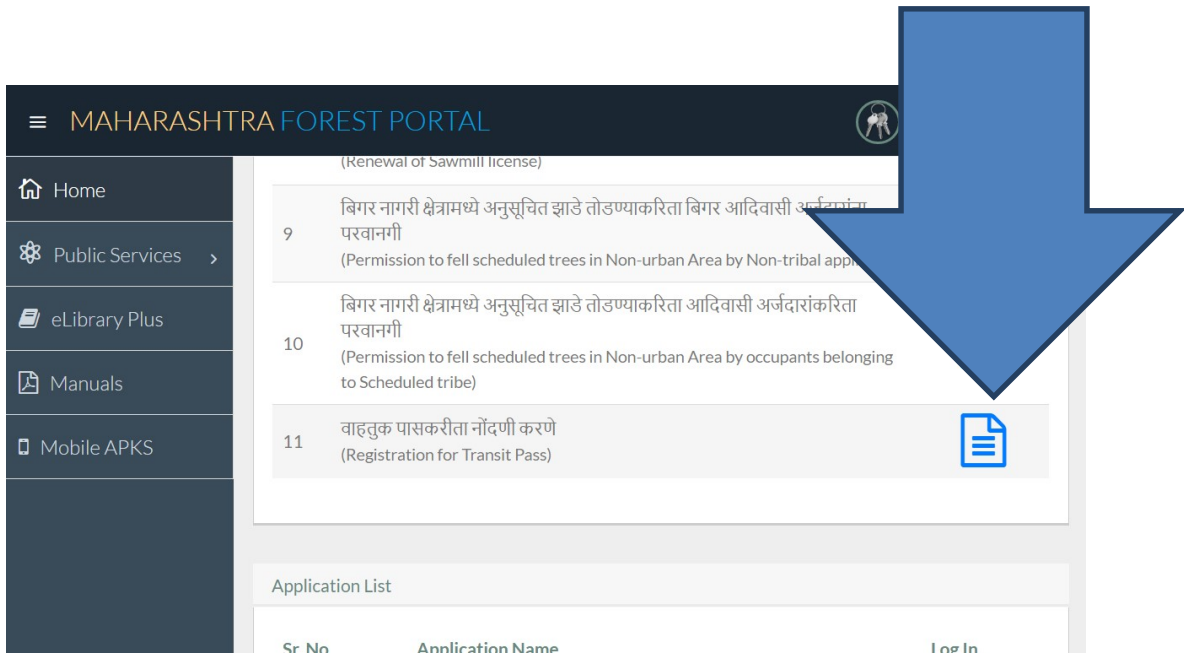
4. On clicking the blue Document icon as shown, the Application Page opens up. The screen shot of the same is as below:

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.

After clicking on Login button, user should select login as a **Transit Pass User as shown below**
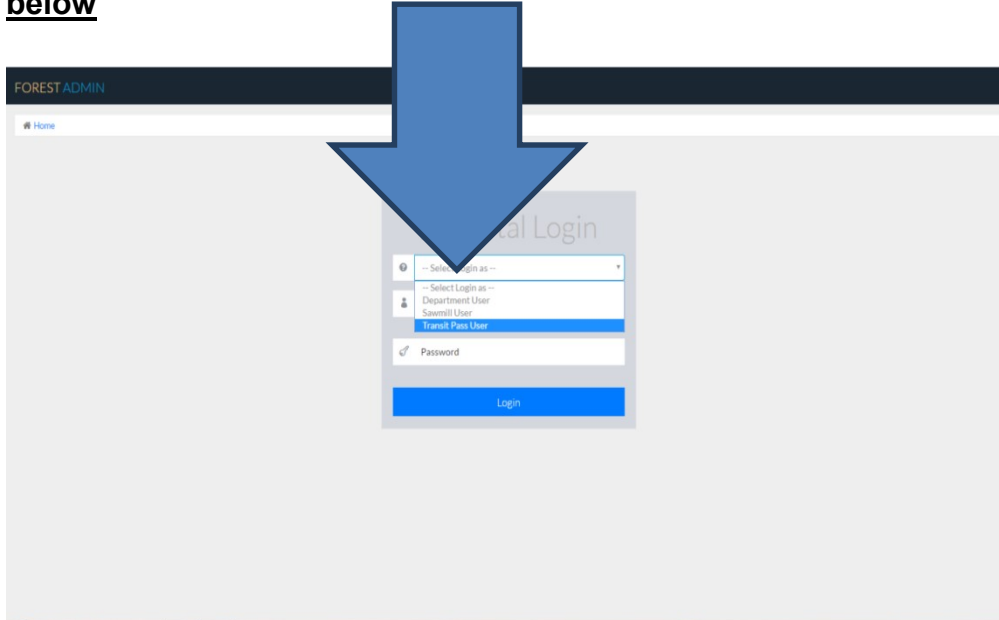
After login, user shall see the below User Panel Screen.
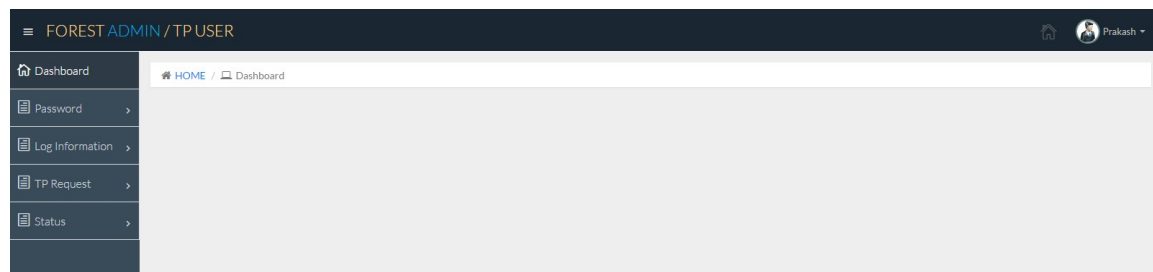
In the left menu of user panel Transit Pass Application can view the following menus.

- **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.

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

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:

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
   a. District
   b. Taluka
   c. Mauza/Nagar/Village
   d. Survey No.
   e. Gut No.
   f. Jurisdiction Office (under the Forest Range Office)

B. Transportation Information
   a. Origin of Produce (Source Address)
   b. Destination Full Address
   c. 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.

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

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

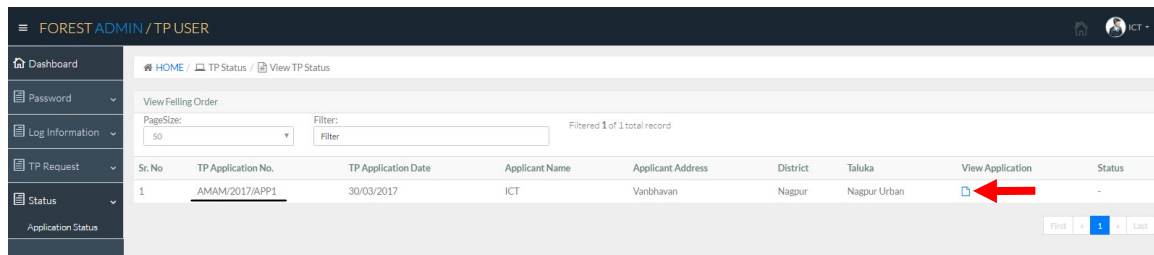If user has entered wrong data against the given application, user can delete the same with delete button by clicking on **Delete** button.

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 <u>**Status→ Application Status**</u>**as shown in below screen.**
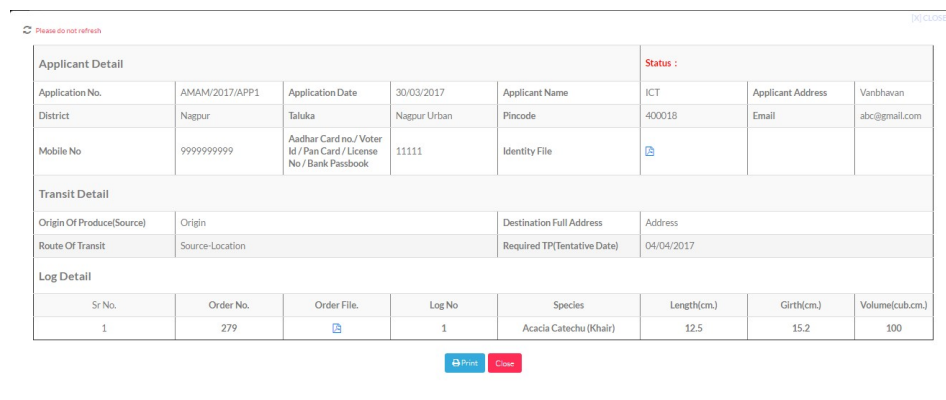

If user wants to see the Transit Pass Application detail, he/she should click on **View Application** link as shown in above screen. After clicking on the link below screen will appear, so user can easily monitor his/her application status.