Click on this link: [http://treeremoval.delhigovt.nic.in](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 following screen will open for New Registration.

New Registration Form

- **Category**
  - Individual
  - Govt. Agency

**Applicant's Details**

- **Name**
  - Gaurav Singh
- **Contact No.**
  - Mobile No: 9718481312
- **e-Mail**
  - gsingh12@gmail.com
- **Address**
  - Vikas Bhawan, A-Block
- **Land Mark**
  - testing
- **Gender**
  - Male
- **Pincode**
  - 110092
- **District**
  - South

**User Credentials**

- **User ID**
  - singh12
- **Password**
  - (must contain the following: 1. At least one uppercase letter 2. At least one lowercase letter 3. At least one number 4. At least one special character)
- **Confirm Password**
- **Security Question**
  - Name of Favourite Teacher
- **Security Answer**
  - idps
- **Visual Code**
  - ![Visual Code Image]
  - (Type the code shown: 776497)

**SUBMIT**

- **Note:**
  - 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.

- 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.

- 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.

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.
For Applications on Tree Felling

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

You have to fill the mandatory information (*) regarding application to proceed further.
• 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.
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 at least 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.

- 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.

• 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.
• 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.
After uploading all the necessary photos then click on next button.
The applicant will get a preview of his application as follows.

- 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.
• This window shows all the Property, Tree and Plantation entered by you.
- 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.
After clicking on “ok” icon then another message will appear on the screen.

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.
• 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.
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.
• 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.
THANK YOU