

ODISHA FOREST DEPARTMENT

Online Timber Transit Portal

User Manual

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	All the Mandatory fields are to be filled by the Applicant i.e	
	a) Full Name*	
	b) Age*	
	c) Police Station *	
	d) Mobile Number *	
	e) Re-Enter Mobile Number	5
	f) Son/Daughter of*	5
	g) Village/Town/City*	
	h) District *	
	The Applicant also provide "Addditional fields" if it wants i.e	
	a) House/Apt. No	6
	b) Area/Locality/Sector	
	c) Pin Code	
	d) Email Id	6
	e) Re-enter Email Id	
	f) Tahasil	6

1. Introduction

The Online Timber Transit Portal is a completely user friendly application through which The person who wants to cut the trees ,needs to transit that woods ,for this he/she has to take the Requisite Permission from the competent authority .this Project has been developed in such a way that the applicant can easily apply for the Timber cutting and Timber Transit .for this process he/she has to give its details and submit it through an application .the user can view/track its own application status in the system . this is a completely user friendly application which generate the "permit certificate/pass" for the User in an automotive way .

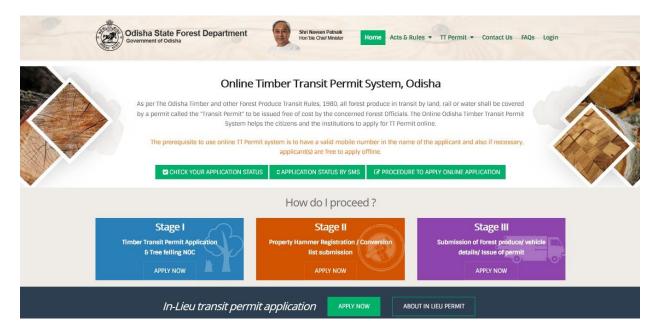
2. Purpose of user manual

This User Manual provides complete information about the usage of the system. The user can refer the user manual to understand the process and utilize the system effectively. This manual includes a description of the system functions and features, contingencies and alternate modes of

operation, and step-by-step procedures for easy system access and use.

3. Landing Page (Home page):

The Online Timber Transit Portal landing page contains all the necessary links required for online application of transit permit for forest produces. It also contains assistance materials like Timber Act & Rules, Tree measurement technique, Log measurement technique etc.



Applicant(s) applying for a fresh transit permit must have to go through three stages as follows:

- Stage-I (Timber Transit Permit Application & Tree felling NOC)
- Stage-II (Property Hammer Registration/ Conversion list Submission)
- Stage-III (Submission of Forest produce/ vehicle details/ Issue of permit) Applicant(s)

applying for in lieu transit permit have to go through a single stage as follows:

In-lieu transit permit application

Note: Before submitting online application for transit permit read "About TT Permit" carefully.

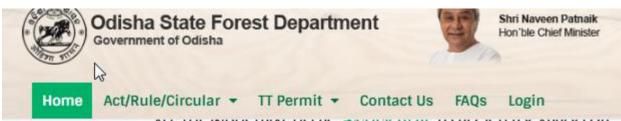
Stage-I (Timber Transit Permit Application & Tree felling order)

To apply for tree felling order click on "Apply Now" button of Stage-I under "How do I proceed?" section as shown in the following figure mark by red arrow.



Figure 1

On click to "Apply Now", it will redirect to applicant Login or one time Registration page as shown in the figure below.



ALL THE INDUSTRIAL USERS → CLICK HERE TO REGISTER & APPLY FOR TRANSIT PERMIT. WHERE AS INDIVIDUAL CITIZEN CAN → CLICK HERE TO REGISTER & APPLY FOR TRANSIT PERMIT.

Regis	stered Applicant Login
Are you in	ndustrial user? O Yes 💿 I

	SEND OTP
Denartme	ental User? Click here to logi

4. APPLICANT LOGIN

Application Flow

1. Registration

New Applicant Registration Page ->

All the Mandatory fields are to be filled by the Applicant i.e

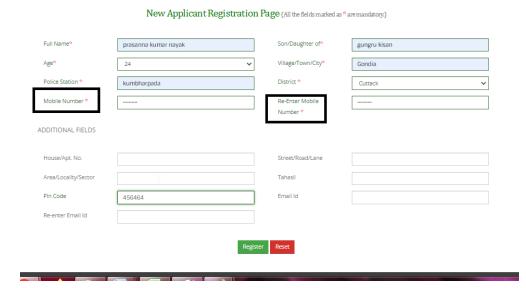
- a) Full Name*
- b) Age*
- c) Police Station *
- d) Mobile Number *
- e) Re-Enter Mobile Number
- f) Son/Daughter of*
- g) Village/Town/City*



h) District *

The Applicant also provide "Addditional fields" if it wants i.e

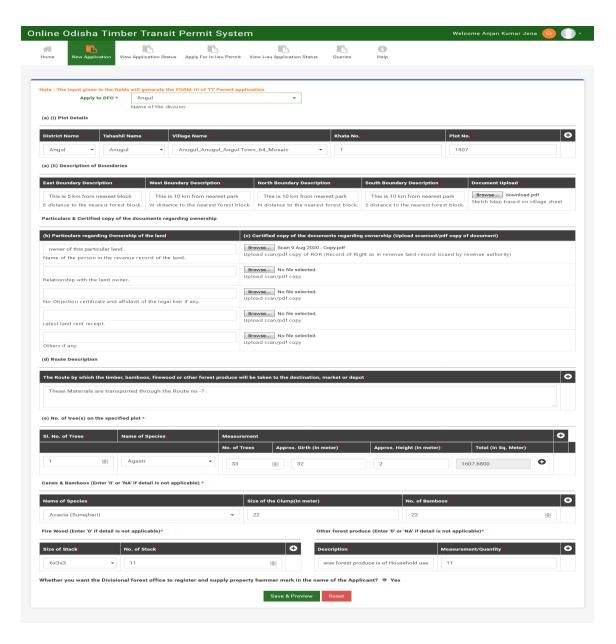
- a) House/Apt. No.
- b) Area/Locality/Sector
- c) Pin Code
- d) Email Id
- e) Re-enter Email Id
- f) Tahasil
- g) Street/Road/Lane



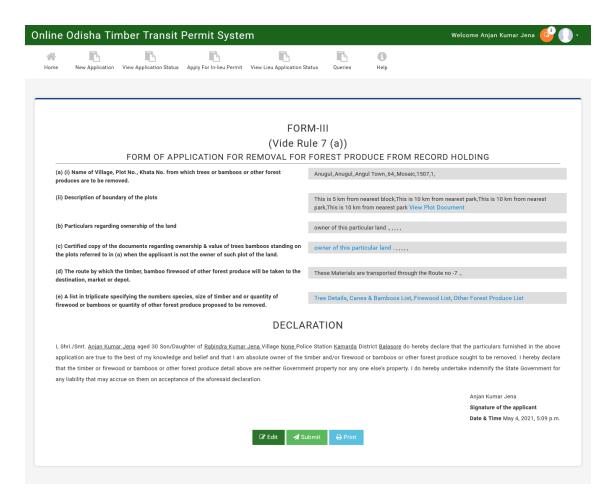
Then the "Register" button to be clicked by the Applicant for the Successful registration Of Application.

2. Registered Applicant Login

- a) Are you industrial user is to be selected as "NO" by the Applicant.
- b) Then the Registered mobile no. along with the OTP is to be provide by the Applicant to login to Application i.e -8908340397.
- c) Then "New Application" icon is to be clicked
- d) Then the Following fields is to be filled by the Applicant ...
 For Valid data Please follow the Attached Screenshot ...



e. Click "Save & Preview" . now you will land to the Preview page (Screenshot Attached below) .



f. Now click on "Submit" button. The Application will be submitted to "DFO" and "Application No." will be generated .please keep the Application no. for future reference .

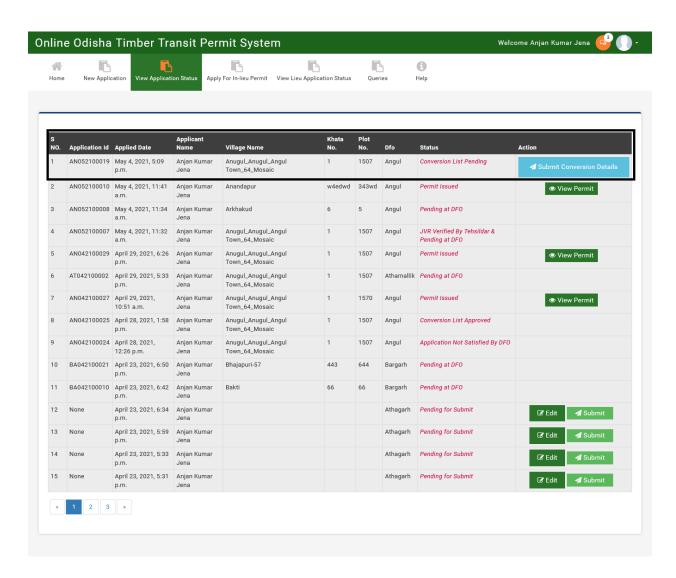
g. In the Application list you can view the Application with status "*Pending at DFO*" (Screenshot Attached below).



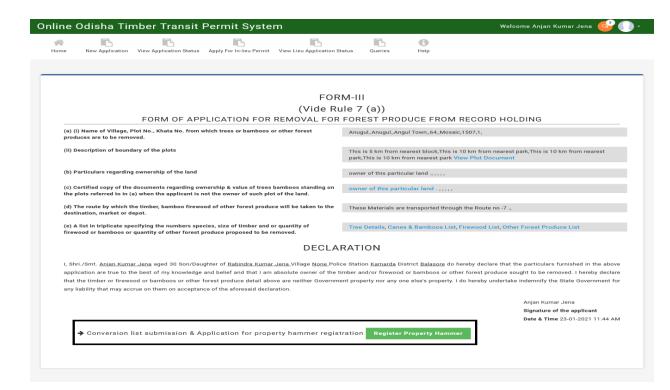
After the file comes from the DFO

Registered Applicant Login

- a) Are you industrial user is to be selected as "NO" by the Applicant.
- b) Then the Registered mobile no. alongwith the OTP is to be provide by the Applicant to login to Application.
- c) Go to "View Applications Status" menu you will find the application registered there with status "Conversion List Pending" (follow screenshot attached.).



d) Submit Conversion Details -> Here the Applicant has to click on the Submit conversion details button to proceed with the Application .on the click of this button the Register for property hammer option will be visible .



e) Register Property Hammer ->



Under the Register for property hammer the applicant needs to upload the Hammer specimen with the hammer description .

f) Citizen Conversion list -> Here the Application preview page will be visible with all the comments from the department users along with this the applicant uploaded date will also be visible here.

Online Odisha Timber Transit Permit System















? Queries

FORM-III

(Vide Rule 7 (a))

FORM OF APPLICATION FOR REMOVAL FOR FOREST PRODUCE FROM RECORD HOLDING

(a) (i) Name of Village, Plot No., Khata No. from which trees or bamboos or other forest produces are to be removed.

(ii) Description of boundary of the plots

(b) Particulars regarding ownership of the land

(c) Certified copy of the documents regarding ownership & value of trees bamboos standing on the plots referred to in (a) when the applicant is not the owner of such plot of the land

(d) The route by which the timber, bamboo firewood of other forest produce will be taken

(e) A list in triplicate specifying the numbers species, size of timber and or quantity of firewood or bamboos or quantity of other forest produce proposed to be removed.

24242(East),42424(West),242424(North),2424242 (South) prasanna kumar nayak

Anugul_Anugul_Angul Town_64_Mosaic,11,w4edwd,

Id Proof , ROR Copy , Latest land rent receipt.

adaada

Tree Details, Canes & Bamboos List, Firewood List, Other Forest Produce List

DECLARATION

I, Shri./Smt. prasanna kumar nayak aged 6 Son/Daughter of haibru ranjan Village 555 Police Station bhubaneswar District Cuttack do hereby declare that the particulars furnished in the above application are true to the best of my knowledge and belief and that I am absolute owner of the timber and/or firewood or bamboos or other forest produce sought to be removed. I hereby declare that the timber or firewood or bamboos or other forest produce detail above are neither Government property nor any one else's property. I do hereby undertake indemnify the State Government for any liability that may accrue on them on acceptance of the aforesaid declaration.

> prasanna kumar nayak Signature of the applicant Date & Time March 28, 2022, 6:42 p.m.

Property Hammer

Desc.

Apply to DFO Angul

Hammer symbol is approved from the requisite authority .

AN032200035 Application

Hammer Specimen



→ Conversion list submission

(Citizen) Conversion List (Click to view Log Measurement help)

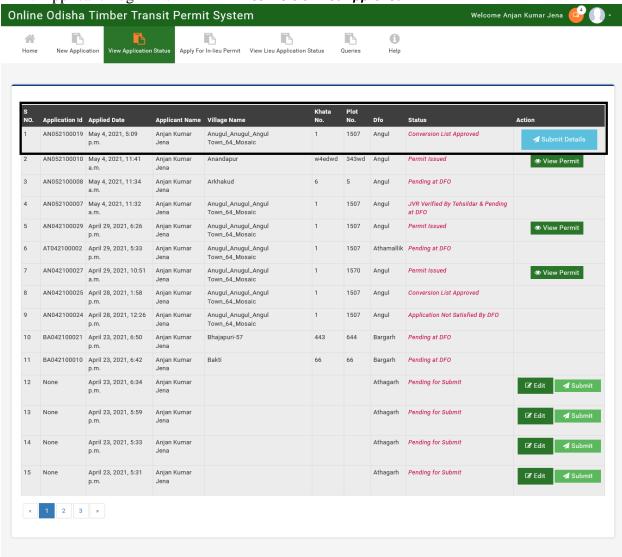
sl.		Tree		Measurement of the Log		Approx Volume (Cubic		
No.	Species	No.	Log No.	Mid Girth(In Mtr)	Length (In Mtr.)	Meter)	Remark	
1	Acacia (Sunajhari)	2	1	2	3	0.75	perfect	0

Fire Wood in Stack in Size*

x3x3 (In ft)		12x3x3(In ft)		
10	\$	10	\$	

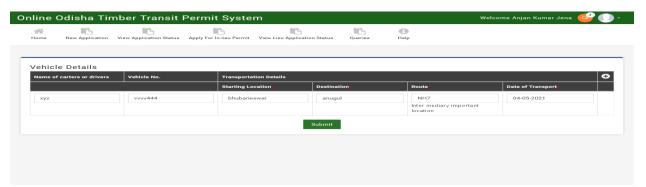
Applicant Login

1. Applicant Login with Status as "Conversion List Approved"



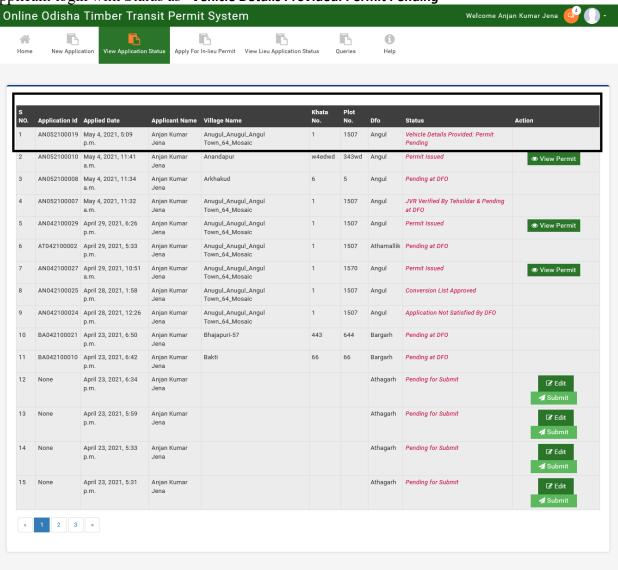
On the click of this submit details button the vehicle details page will be opened.

2. Vehicle Details provided by the Applicant->



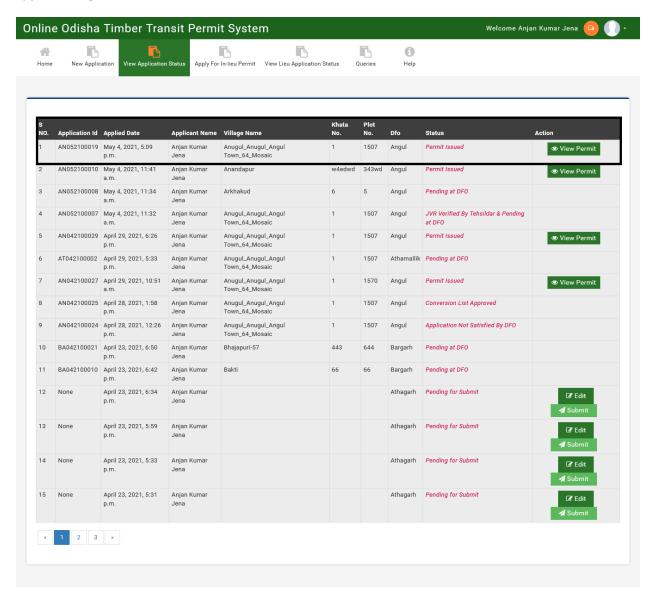
After giving all the vehicle details when the submit button will be clicked then the application will be forwarded to the DFO/ACF .

3. Applicant login with Status as "Vehicle Details Provided: Permit Pending"



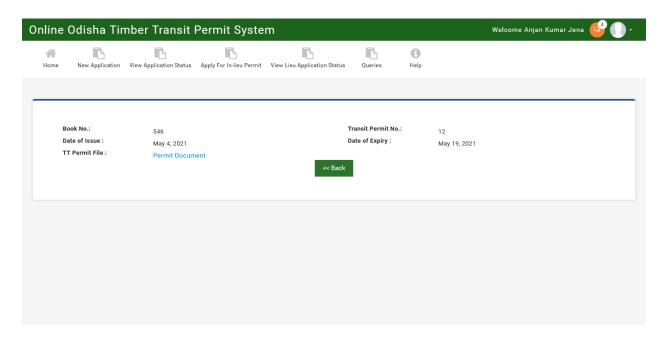
Here the applicant can easily see that the status is showing as "Vehicle details Provided: permit pending".

Applicant Login with status as "Permit Issued"->



Here we can easily found that the status is showing as permit issued .on click of the View Permit button the View permit page will be opened where the applicant can found his/her TT permit Certificate .

Applicant Login->View Permit



After the successful generation of the TT Permit certificate it can be easily seen in the Permit document link of the Applicant login .it can be easily seen in the above figure .