(for office use only)

e-FOREST

User manual

Rev 1.0

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1 Compartment Management

1.1 Compartment History

The **Compartment Information Module** is an essential tool for collecting, storing, and managing comprehensive data about individual forest compartments. It allows forestry officials and officers to maintain detailed records on various attributes.

The module is designed to integrate with the **HPFD forms**. These forms have been established as part of the **Himachal Pradesh Forest Department** (HPFD) guidelines, and the module will help digitize and centralize this information.

1.1.1 Workflow for Compartment Description – CH Form 1

The CH Form 1 is used to record basic information of a forest compartment. This form can be filled by both **Beat Officers** and **Division Officers**, depending on their authority. The final approval of the form is always done by the **Division Officer**.

1.1.2 Who Can Do What?

Beat Officer

- ✓ Can **create a new CH Form 1** (only if they have permission).
- ✓ Can **edit existing forms** of their beat area.
- ✓ Can **submit forms**, but they **cannot finalize** them.
- ❌ Cannot directly approve or finalize forms.

Division Officer

- ✓ Can **create a new CH Form 1**. (only if they have permission).
- ✓ Can **edit any form** under their division.
- ✓ Can **approve** or **reject** forms submitted by Beat Officers.
- ✓ Can **submit a new form directly as final** (no approval needed).
- Is the **highest authority** for this form.

1.1.3 Form Filling Process

When a Beat Officer Fills a New Form

1. Beat Officer opens the **Compartment Information Module** → selects **CH Form.**
2. Beat Officer enters all required details.
3. After filling all fields, the Beat Officer clicks **Submit**.
4. The form now moves to the **Division Officer** for approval.

When a Division Officer Fills a New Form

1. Division Officer opens CH Form 1.
2. They fill all required details.
3. When they click **Submit**, the form becomes **Final** immediately.

No approval is needed because the Division Officer is the authority.

1.1.4 Approval Workflow (For Forms Submitted by Beat Officers)

Division Officer Reviews the Form

1. When a Beat Officer submits the form:
    a. The form enters the **Notifications of Ch1**.
    b. Division Officer opens the form and reviews all information.
2. The Division Officer has two options:

Option 1: Approve

1. If all details are correct, the Division Officer clicks **Approve**.
2. The form becomes **Final** and is stored permanently in the system.
3. Beat Officer not gets a notification

    Final Status: "form shown in completed list"

Option 2: Reject

1. If details are missing, incorrect, or unclear, the Division Officer clicks **Reject**.
2. The Division Officer must give a **Rejection Reason** (e.g., "Compartment number missing", "Incorrect details", etc.)
3. Beat Officer receives the rejection message.

    Final Status: "its moves from completed list to draft list"

What Happens After Rejection?

Beat Officer Actions:

1. Beat Officer opens the rejected form.
2. They can see the **Rejection Reason** clearly from notification of Ch1.
3. They correct the form based on the instructions.
4. They submit the form again for approval.

The form again goes to: **Division Officer → Pending Approval**

1.1.5 Workflow for Division Officer and Beat Officer

1. After login

after clicking compartment history form 1 we can start form to fill as shown below

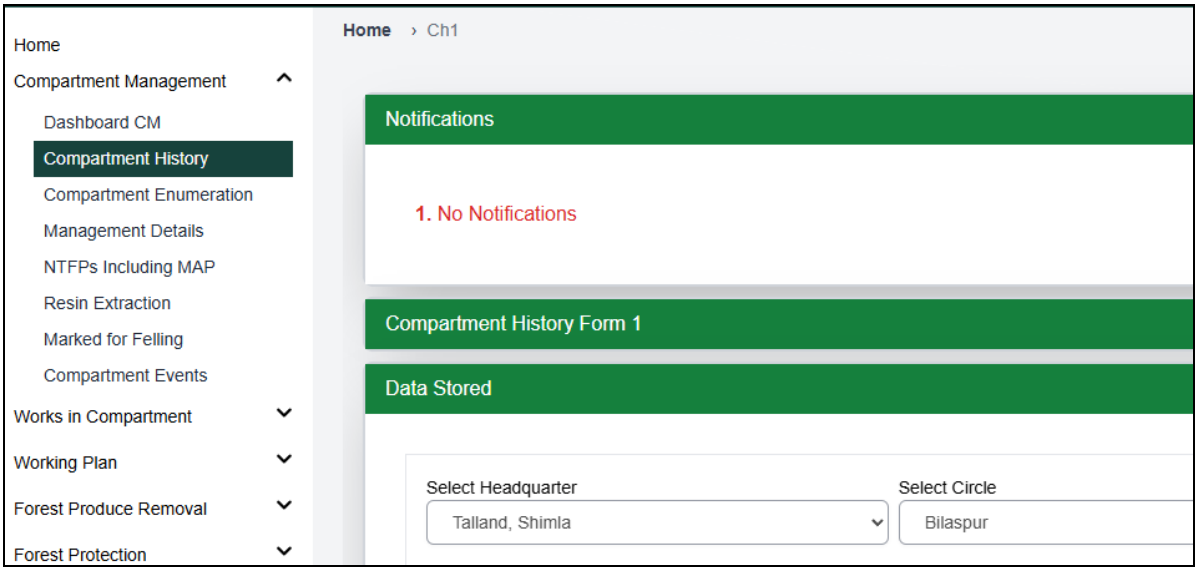


Figure 1.1.1 View after DFO and beat login

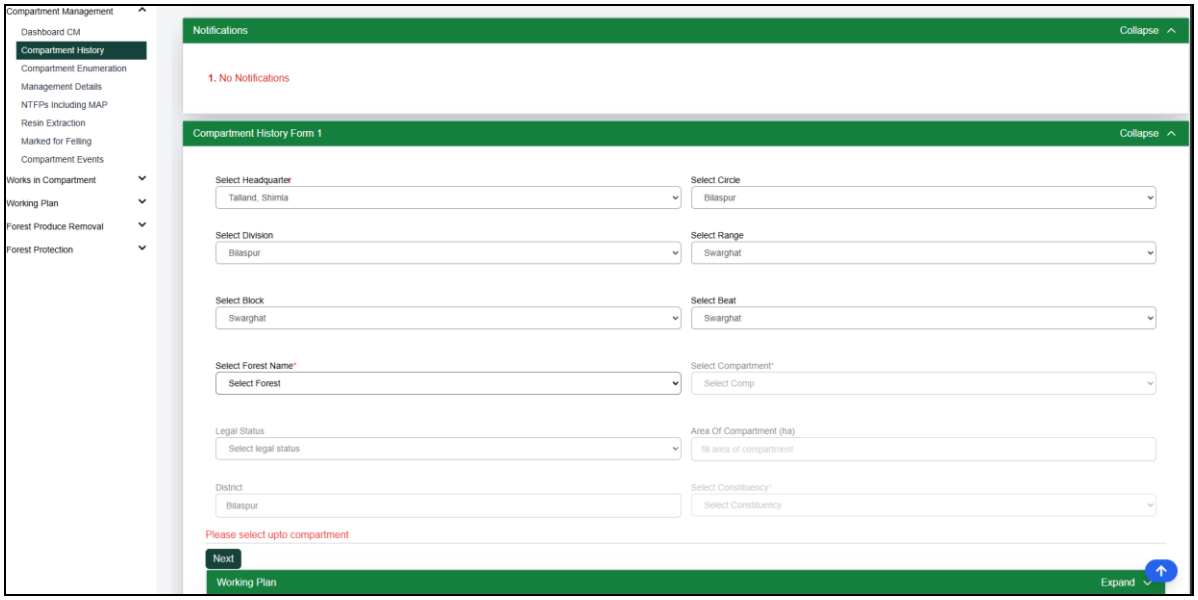


Figure 1.1.2 Beat View

Figure 1.1.3 DFO View

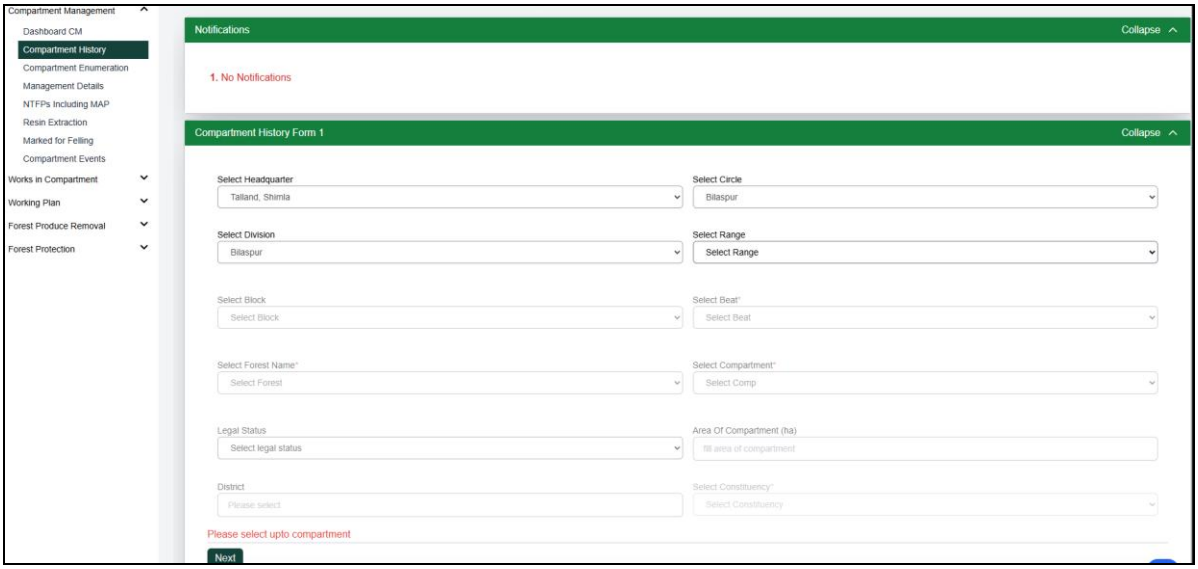


Figure 1.1.4 filled common data by DFO and Beat

Step:

a. Select the data from the dropdown.

b. After selecting the compartment:

1. If *Legal Status* and *Consistency* are not selected, then select them accordingly.
2. If the *Area of the Compartment* field is empty, fill it manually. The area will not be finalized until the form is approved by the DFO.

c. Click the **"Next"** button.

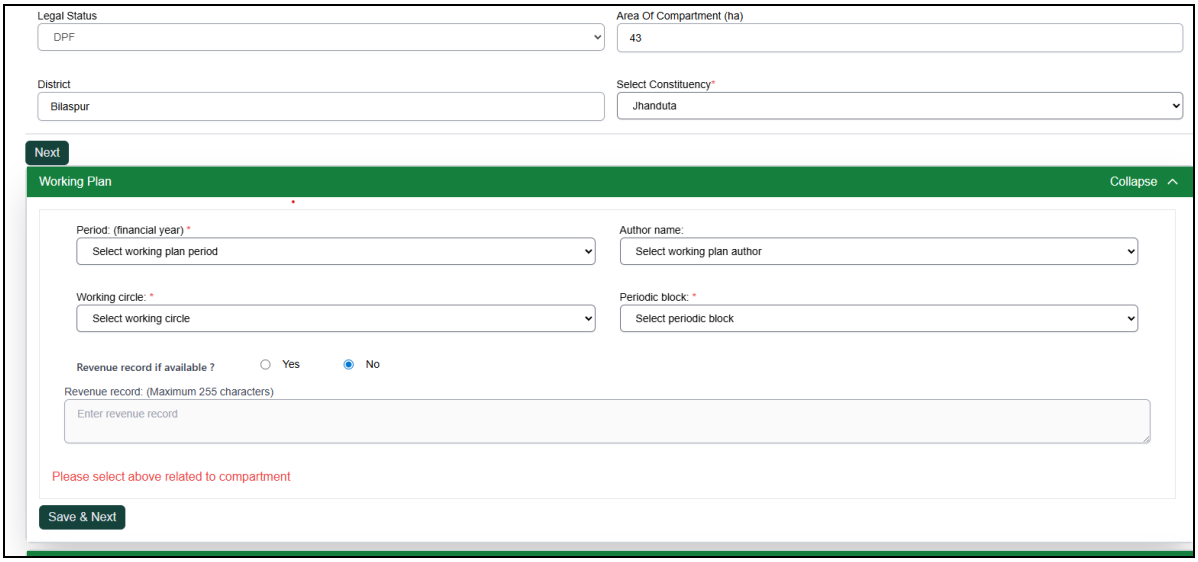


Figure 1.1.5 Working plan section

After filling in the required information, click the **Next** button. Upon clicking **Next**, the **Working Plan** section will open, as shown in Figure 1.1.5.

Step:

a. Select the dropdown from **Working Plan**. After selecting the period:

1. If **CH4** is filled and locked, then you will be able to select the **Working Circle** details as shown Figure 1.1.7.
2. If not, you will receive a warning message saying **"Fill CH4"** as shown Figure 1.1.6.

b. After completing all selections, click **"Save & Next"**. The form will be saved **draft**.

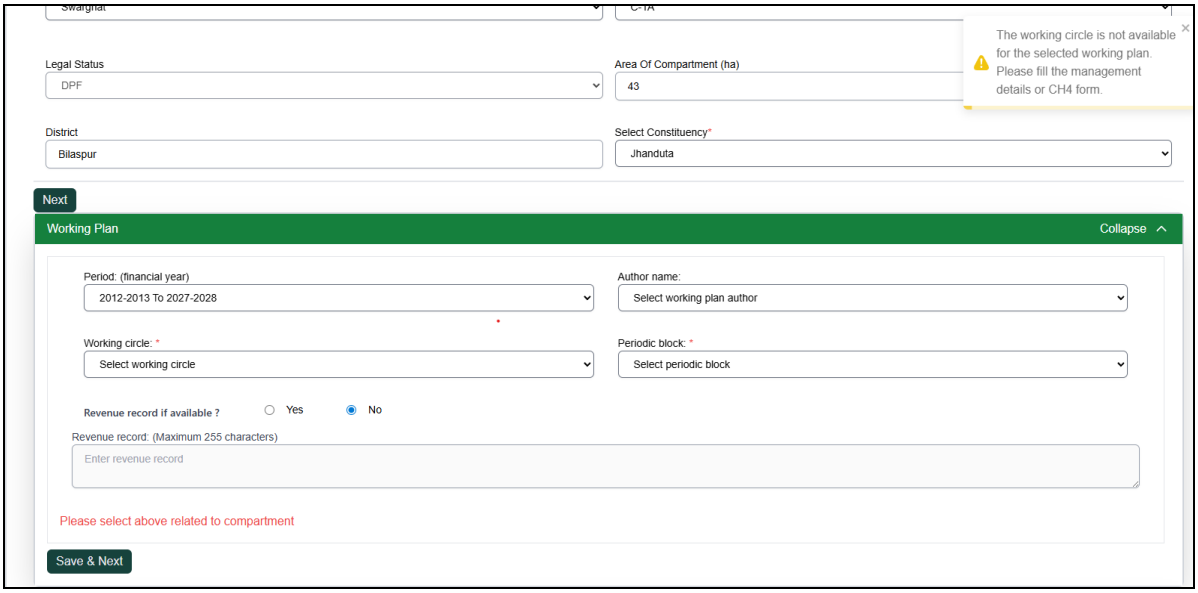


Figure 1.1.6 Warning for working plan section

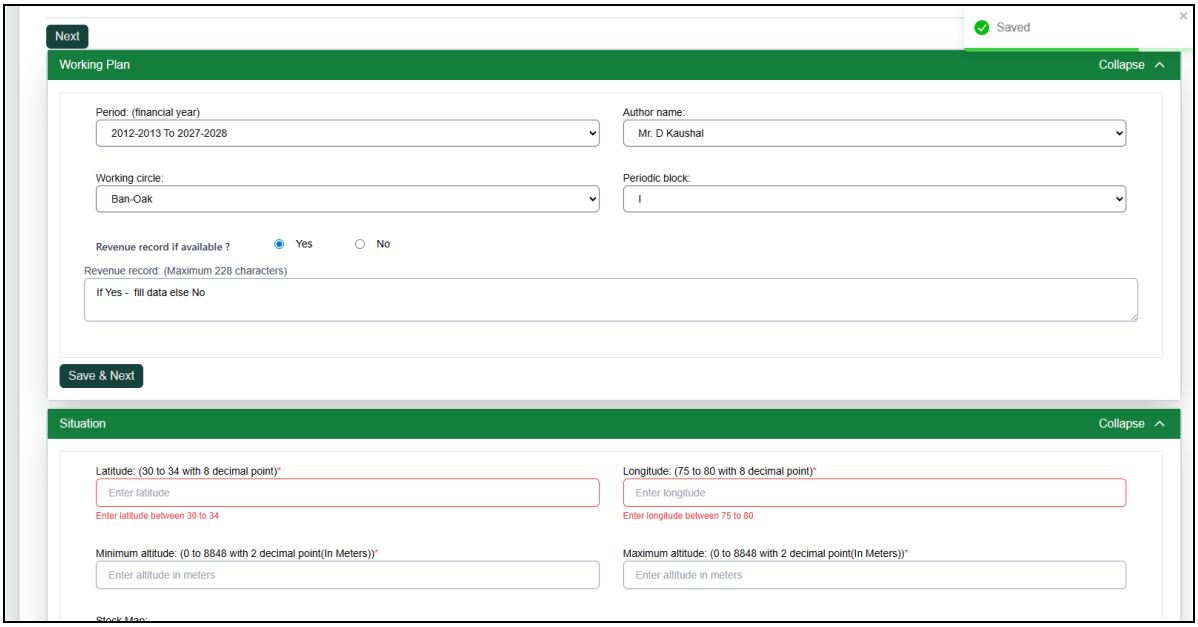


Figure 1.1.7 Filled working plan section

Step:

1. After saving the **Working Plan**, the **Situation** accordion will open.
2. In this section, fill in the compartment data such as **Latitude**, **Longitude**, **Minimum and Maximum Altitude**, and upload the **Stock Map** file in **.PDF** or **.KML/KMZ** format (up to 2 MB).
3. After entering the details, click **"Save & Next"** to save the data.
   If you want to skip this part and fill it later, click **"Skip"**.

Note: Without filling the mandatory ("*") fields, you cannot submit the form for final submission or approval.

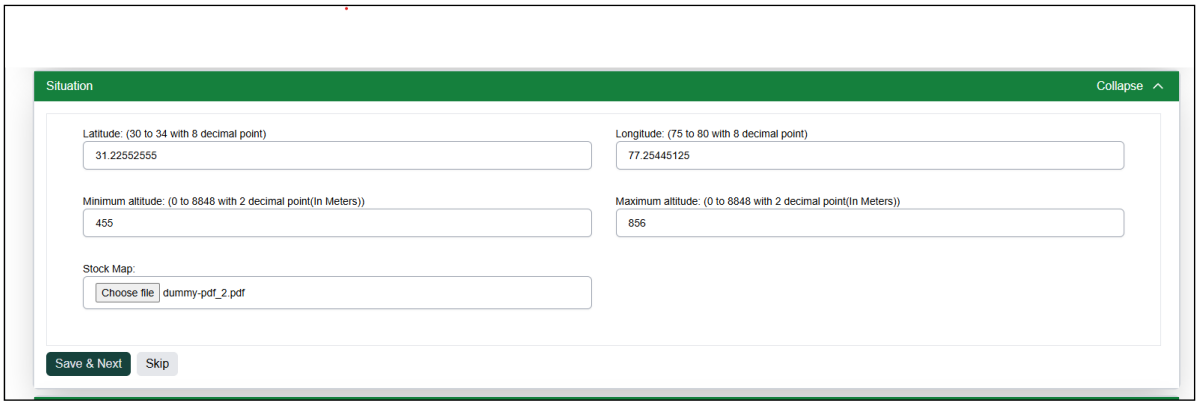


Figure 1.1.8 Situation section

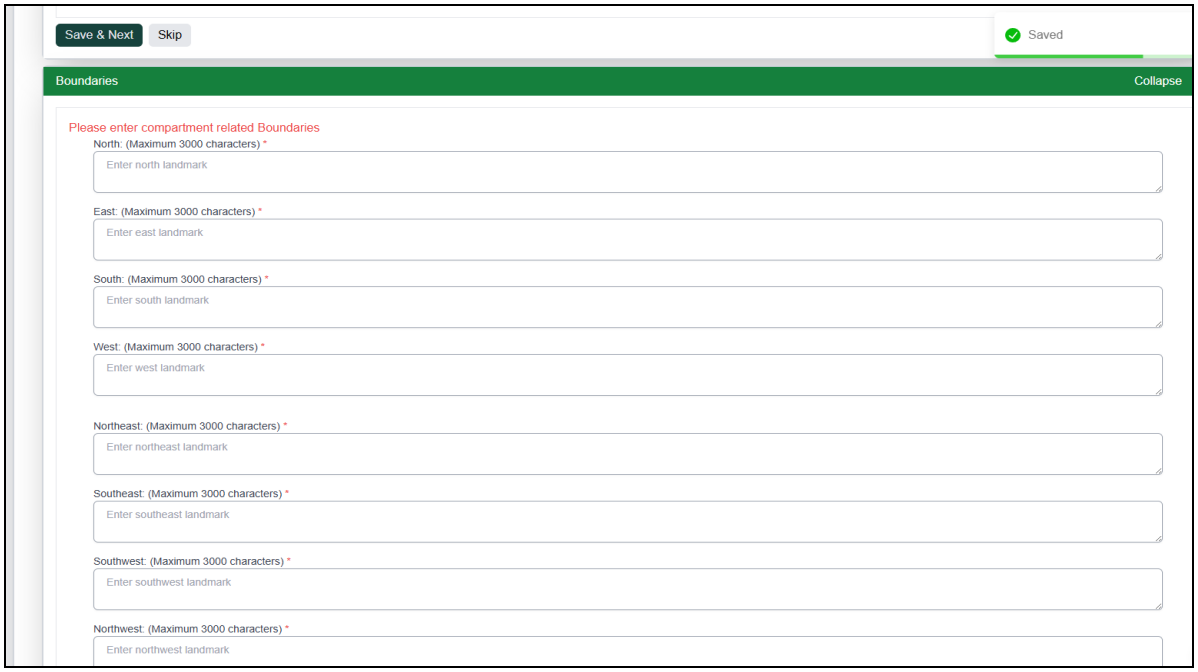


Figure 1.1.9 Boundaries section

Step -

1. After clicking **"Save & Next"** or **"Skip"** in the **Situation** accordion, the **Boundaries** accordion will open.
2. In this section, enter the **Compartment Boundary** details. After filling in the data, click **"Save & Next"** to save the information.
3. If you want to fill this section later, click **"Skip"** to move to the next accordion, which is the **Compartment Related** accordion.

Note: Without filling the mandatory ("*") fields, you cannot submit the form for final submission or approval.

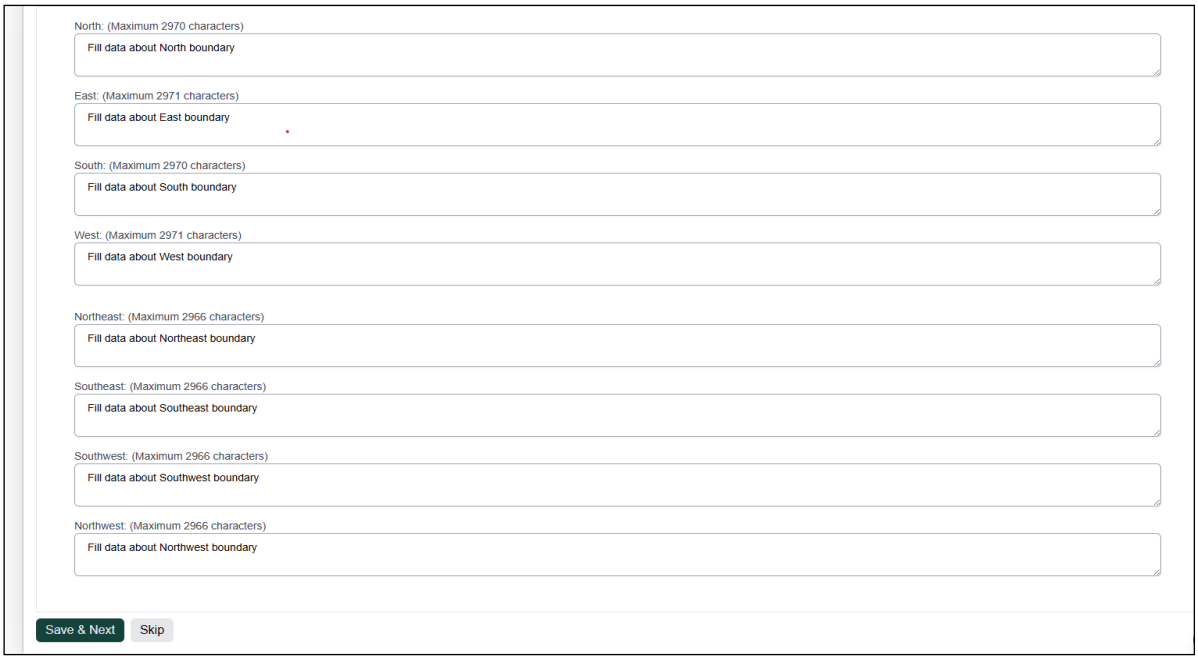


Figure 1.1.10 Filled boundaries section

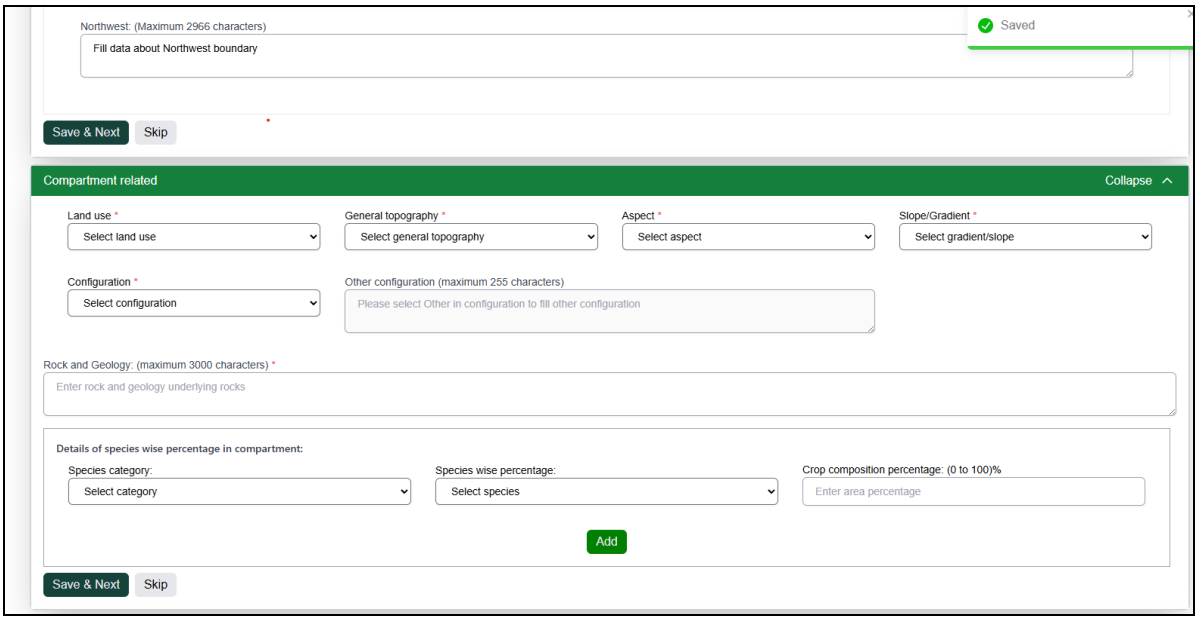


Figure 1.1.11 Compartment related section

Step:

1. Fill the **Compartment Related** data such as **Land Use**, **Topography**, **Aspect**, **Slope**, **Configuration**, etc., as shown in the Figure 1.1.11.

2. If **Configuration** is selected as **"Other"**, an additional input field will appear where you can enter the **Other Configuration** details.
3. This section also includes **Species-wise Percentage** for the compartment. You can enter multiple species details by filling the fields and clicking **"Add"**.
4. After entering all the details, click **"Save & Next"**. The data will be saved, and the list of species-wise percentages will be cleared after saving.

Note: Without filling the mandatory ("*") fields, you cannot submit the form for final submission or approval.

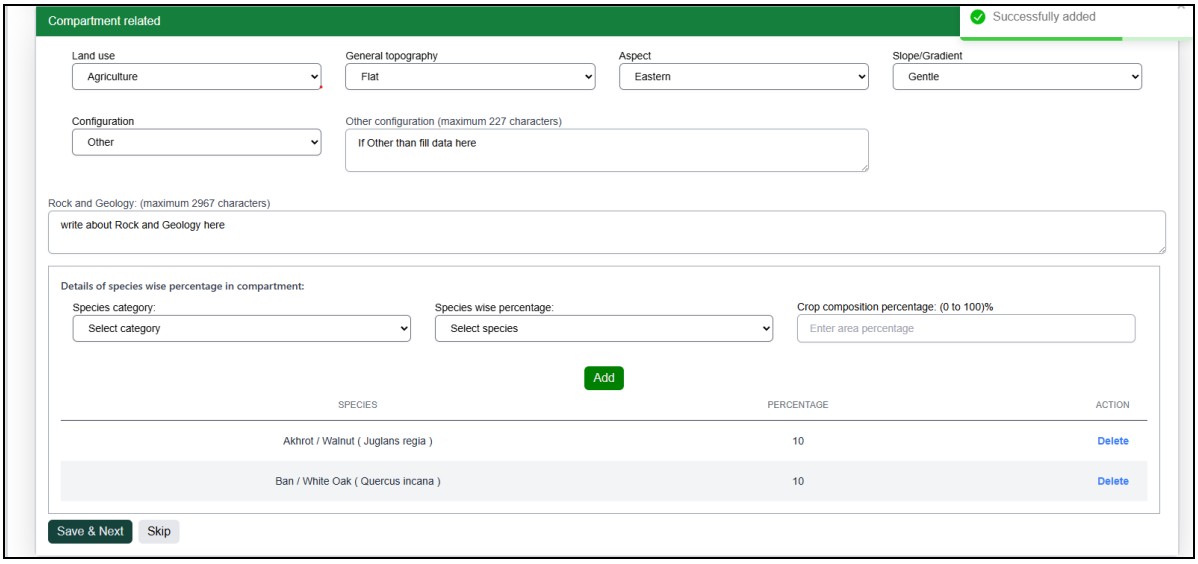


Figure 1.1.12 Filled compartment related section

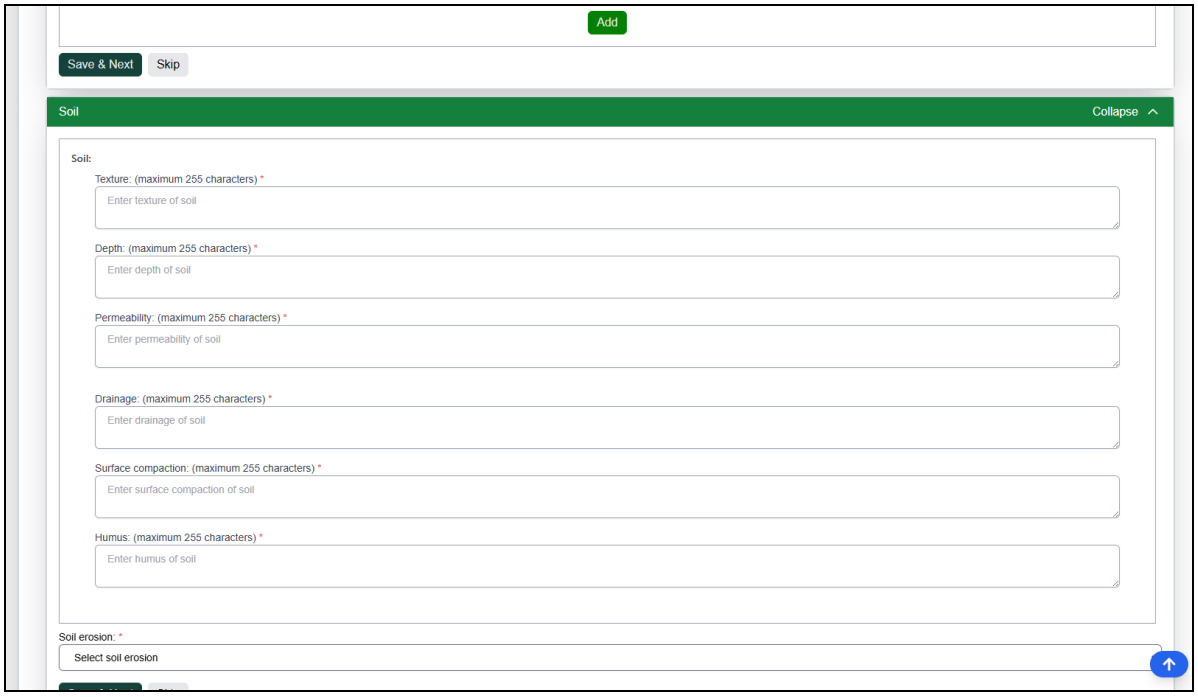


Figure 1.1.13 Soil section

Step -

1. In the **Soil** accordion, fill in the soil-related data for the compartment. All fields in this section are free-text fields.
2. After entering the information, click **"Save & Next"** to save the data.
3. If you want to fill this section later, you can click the **"Skip"** button.

Note: Without filling the mandatory ("*") fields, you cannot submit the form for final submission or approval.

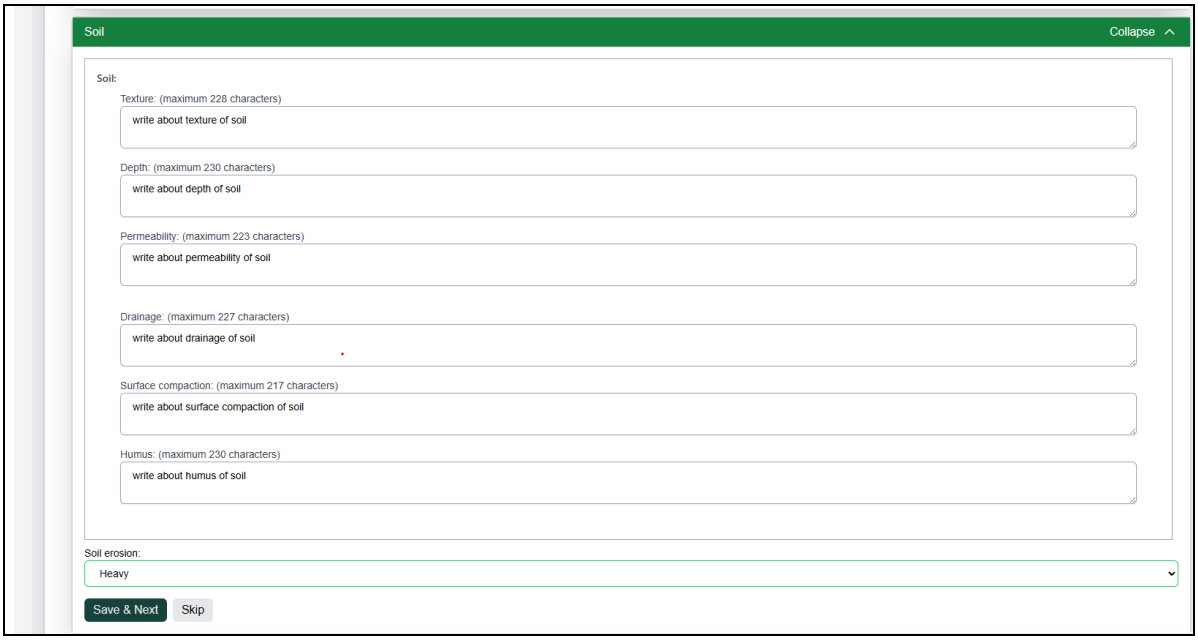


Figure 1.1.14 Filled soil section

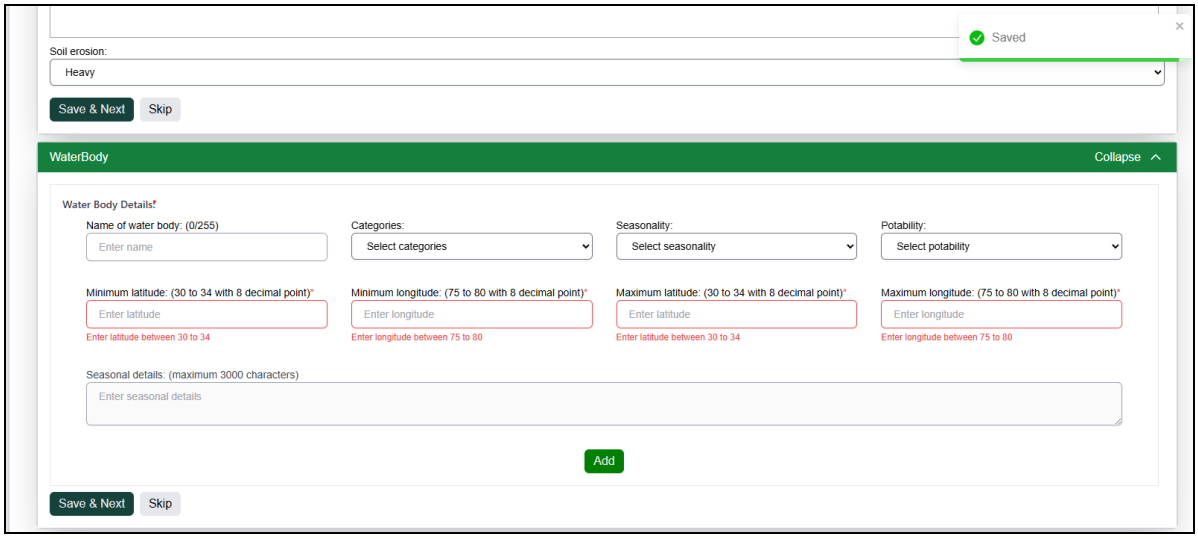


Figure 1.1.15 Waterbody section

Step:

1. In the **Waterbody** accordion, fill in the details of the waterbodies present in the compartment.
2. While filling the **Seasonality** field, there are two options: **Seasonal** and **Perennial**.
3. If you select **Seasonal**, an additional **Seasonal Details** input field will open for you to enter the information.
4. If you select **Perennial**, the Seasonal Details field will not open and you cannot fill that data.

5. After entering all the required inputs, you can add multiple entries.
6. Click **"Save & Next"** to save the data; this will also clear the list of multiple entries after saving.
   If you want to fill this section later, click the **"Skip"** button.

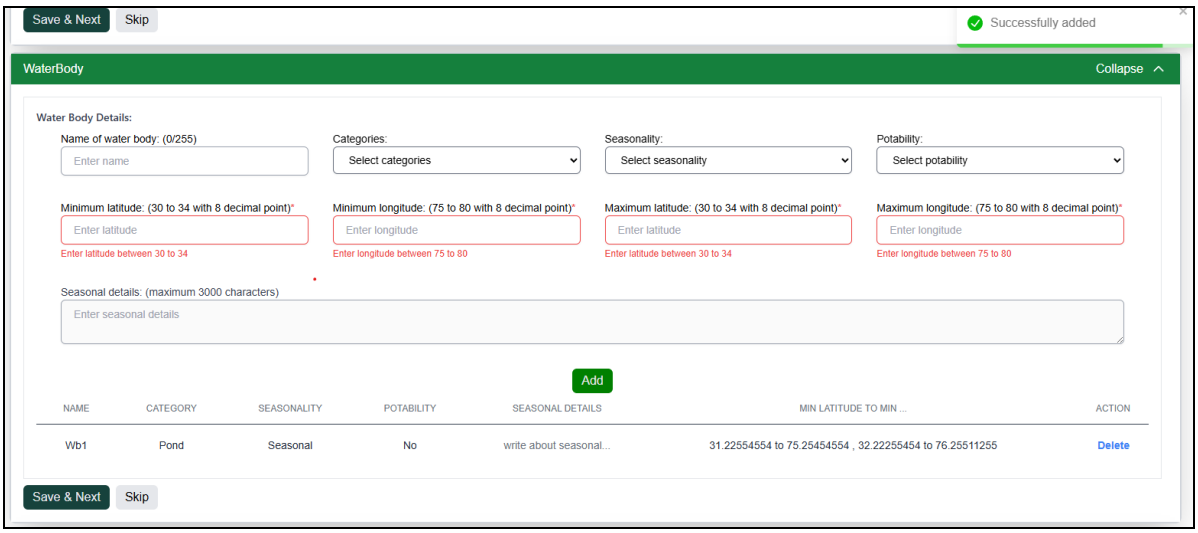


Figure 1.1.16 Waterbody section

Step:

1. After the **Waterbody** accordion, when you click **Save & Next** or **Skip**, the **Periodic Update** accordion will open.
2. This section contains non-mandatory fields, so you can fill them now or later.
3. In **Periodic Updates**, you can add multiple entries as needed.
4. At the end of this section, the available options depend on the user's login role:
5. **For Beat User (As shown Figure 1.1.18):**
   a. **Submit for Approval Button**
   b. **Save as Draft Button**
6. **For Division User (As shown Figure 1.1.17):**
   a. **Completed Button**
   b. **Save as Draft Button**

Figure 1.1.17 1.17 DFO final view

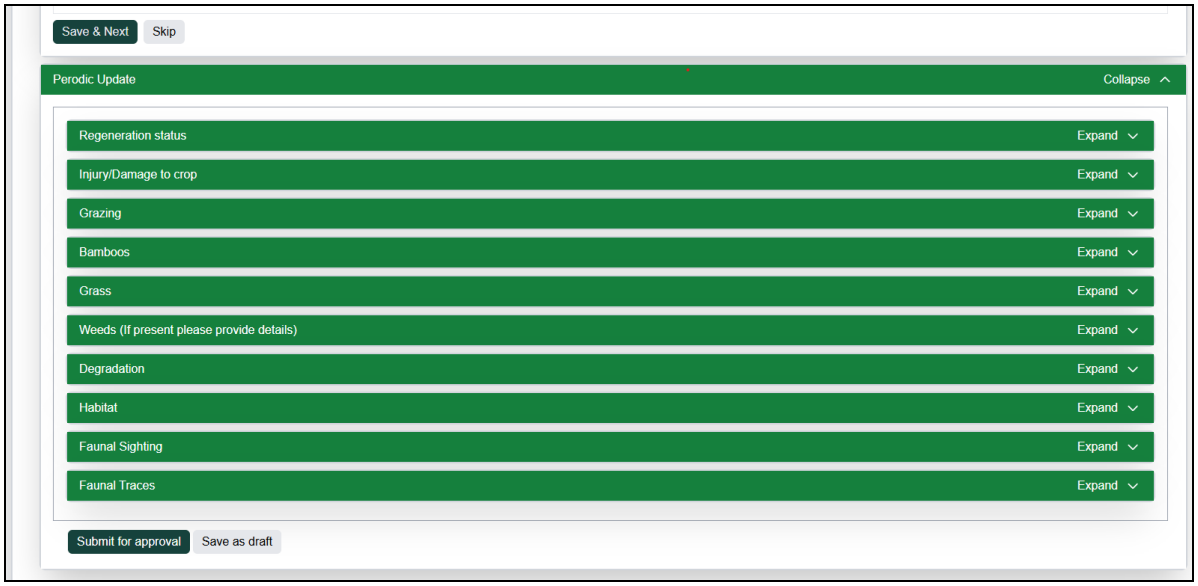


Figure 1.1.18 Beat final view

Periodic Update

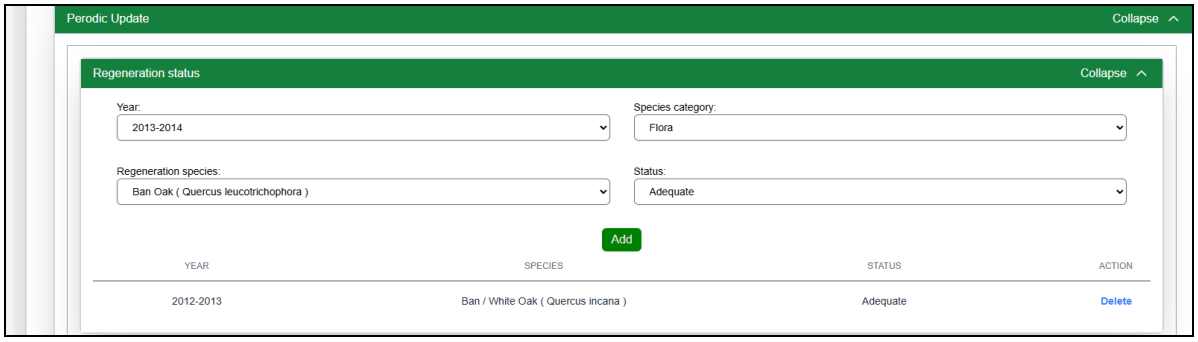


Figure 1.1.19 Regeneration status section

Step: For the regeneration status, select the year displayed in the year dropdown. It shows only the specific year associated with the working plan that the user selected in the Working Plan dropdown within the Working Plan accordion. Then select the species category; based on this, the species will be fetched from the master table. After that, select the status and add it.
You can add multiple regeneration status entries.

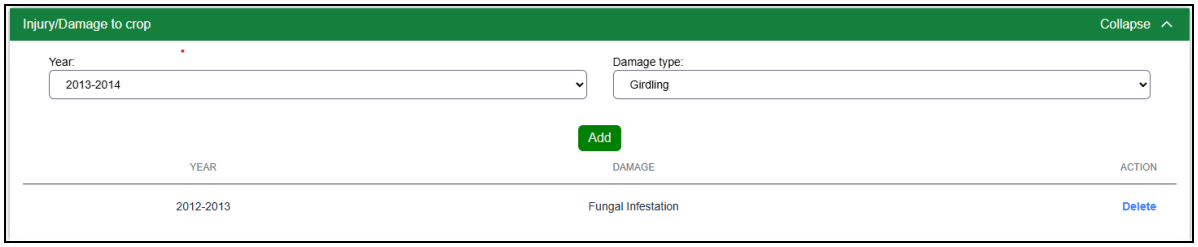


Figure 1.1.20 Damage to crop section

Step for Damage to Crop: You can add multiple data entries.
Select the year and type from the dropdown, then add it.

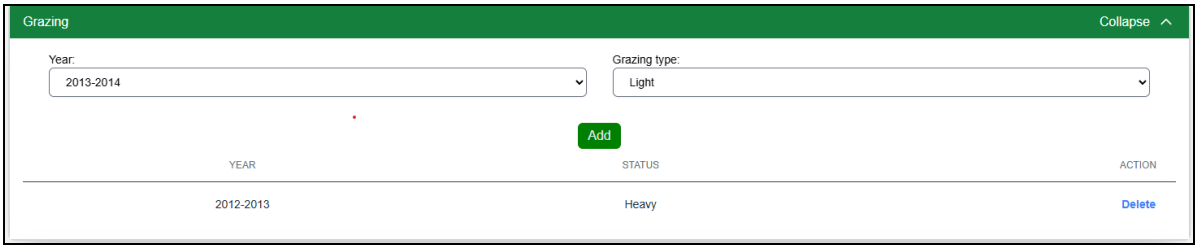


Figure 1.1.21 Grazing section

Step – Grazing: You can add multiple data entries.
Select the year and type from the dropdown, then add it.

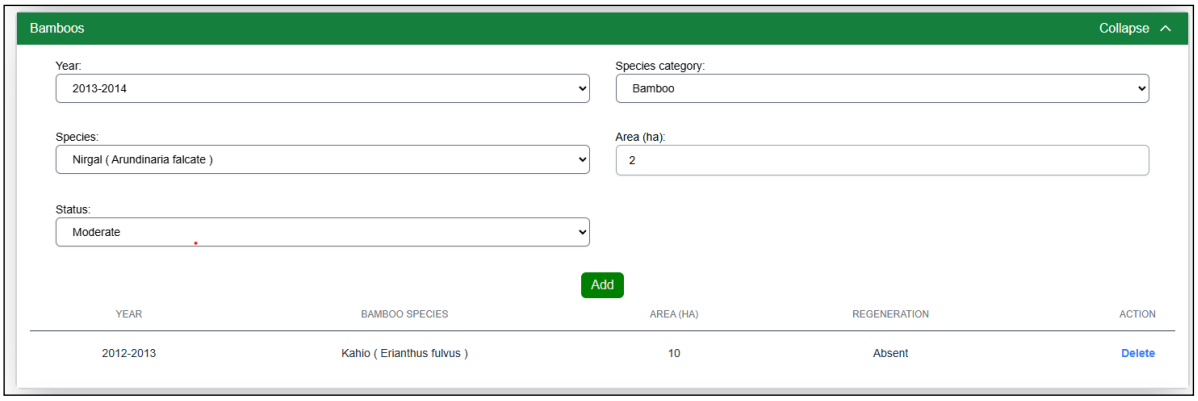


Figure 1.1.22 Bamboo section

Step for Bamboos: You can add multiple data entries.
Select the year and species from the dropdown, then enter the area and status, and add it.
Note: The area should be greater than the compartment area.

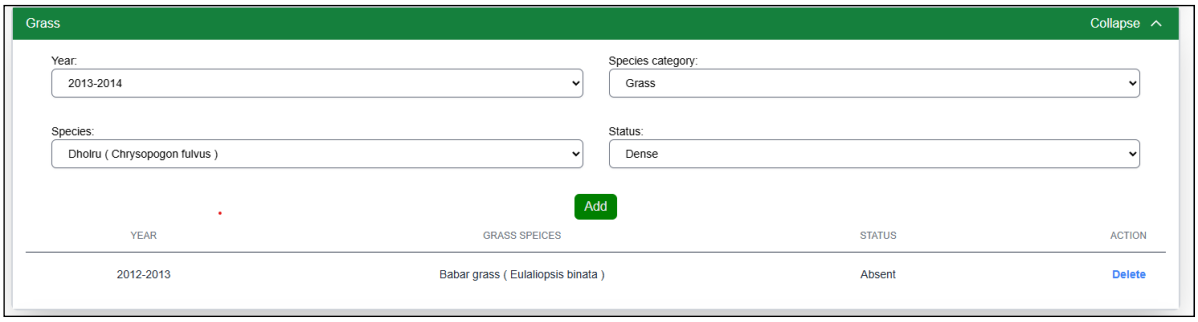


Figure 1.1.23 Grass section

Step – For the grass, select the year displayed in the year dropdown. It shows only the specific year associated with the working plan that the user selected in the Working Plan dropdown within the Working Plan accordion. Then select the species category; based on this, the species will be fetched from the master table. After that, select the status and add it.
You can add multiple grass entries.

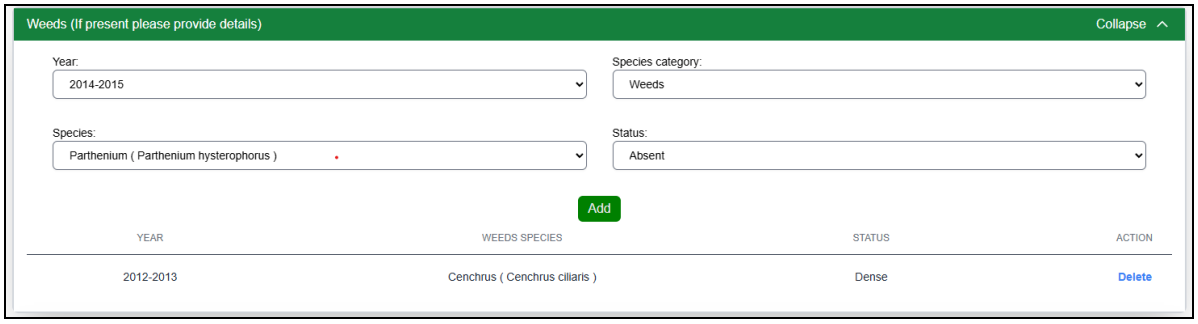


Figure 1.1.24 Weeds section

Step – For the weeds, select the year displayed in the year dropdown. It shows only the specific year associated with the working plan that the user selected in the Working Plan

dropdown within the Working Plan accordion. Then select the species category; based on this, the species will be fetched from the master table. After that, select the status and add it.
You can add multiple weeds entries.

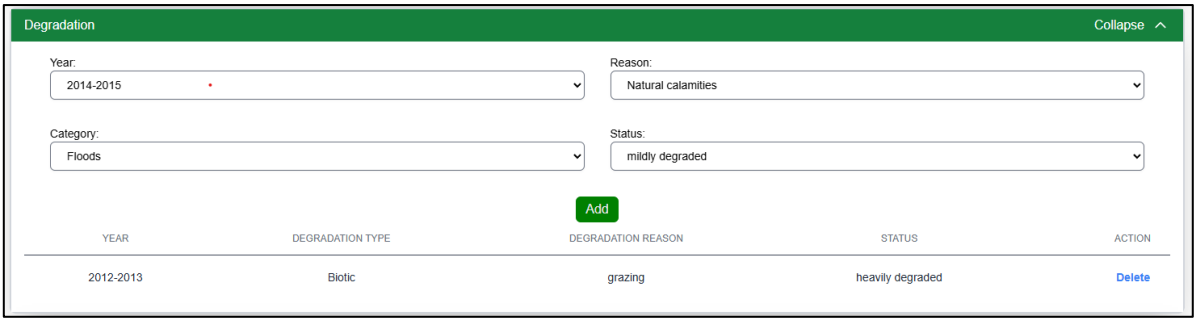


Figure 1.1.25 Degradation section

Step – For Degradation: Select the year displayed in the year dropdown. It shows only the specific year associated with the working plan that the user selected in the Working Plan dropdown within the Working Plan accordion.
After that, select the reason from the dropdown; based on the selected category, the relevant options will be shown. Once all fields are selected, add the entry.
You can add multiple entries.

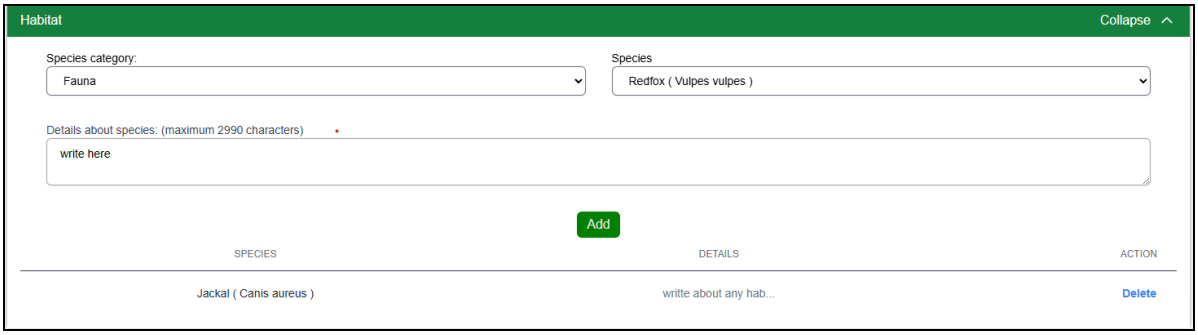


Figure 1.1.26 Habitat section

Step For Habitat: Select the category and species, then enter the species habitat details in the input field and add it.
You can add multiple entries.

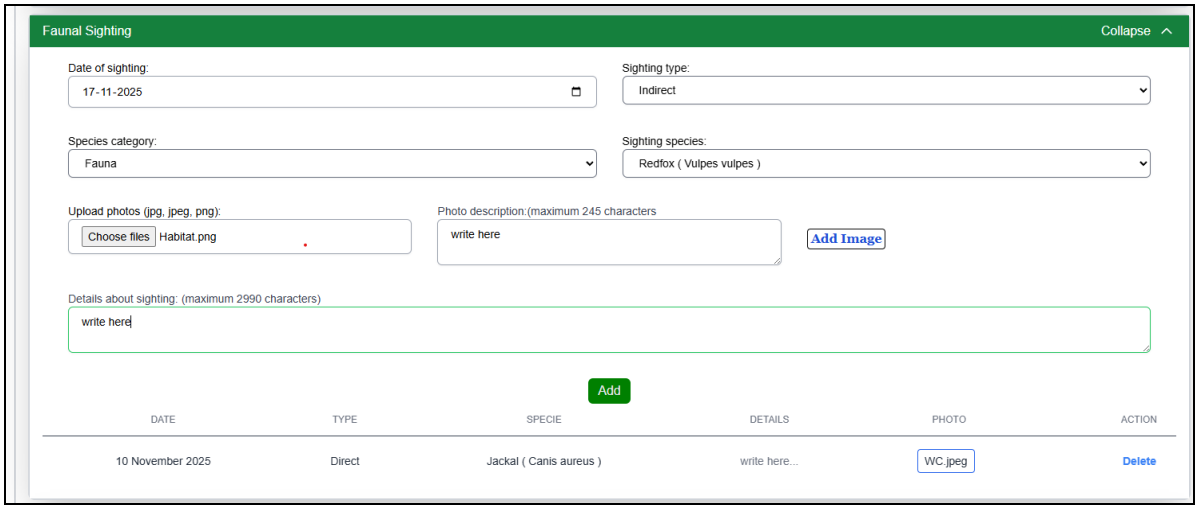


Figure 1.1.27 Faunal sighting section

Step For Sighting: First, select the date of sighting and choose the type along with the species.

If you have a photo, upload it with a description and click **Add Image**.

You can add up to 4 photos. Then write the sighting details in the free-text field and add it.

One entry will be added to the table, as shown in the Figure 1.1.27.
You can add multiple entries.

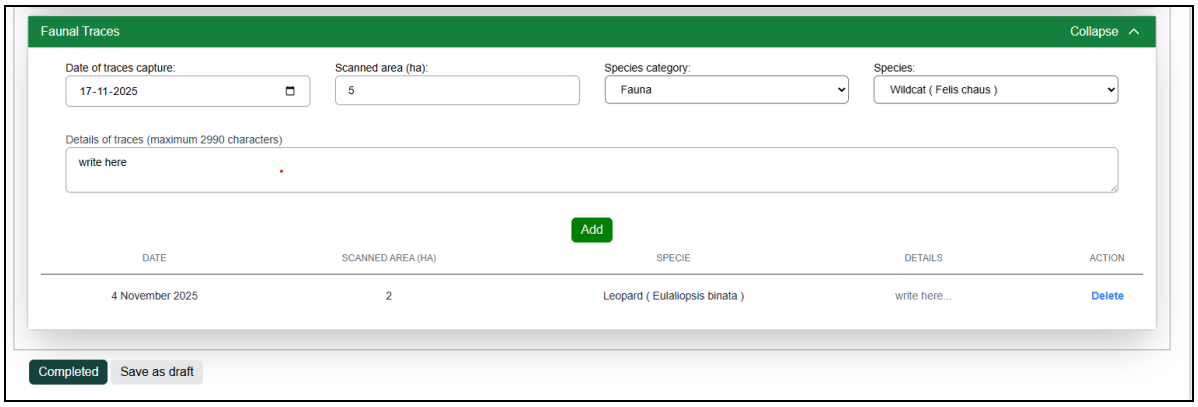


Figure 1.1.28 Faunal traces section

Step for Faunal Traces: Select the date and species, along with the area. The area should be greater than the compartment area. After that, write the details of the traces and add it.
You can add multiple entries.

After filling all the forms, there are two options available based on the logged-in user, as shown in the figure for DFO view and Beat view:

1. **Completed** (for DFO users)
2. **Submit for Approval** (for Beat users)
3. **Save as Draft** (available for both users)

4. If a Beat user is logged in, they can submit the form for approval to a particular division.
   If a DFO user is logged in, they can directly submit the form as final by clicking the **Completed** button.
   Clicking **Save as Draft** will save the form as a draft, which is visible to both types of logged-in users.

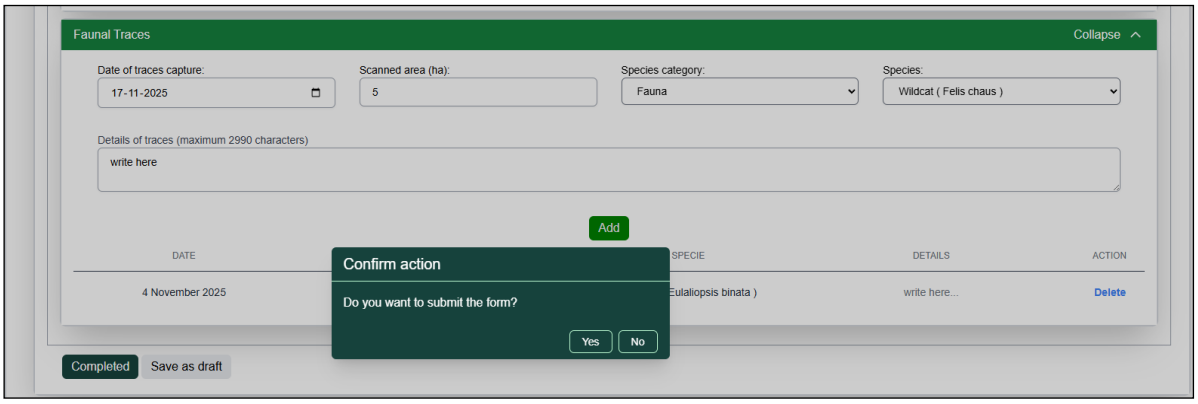


Figure 1.1.29 Confirmation box for DFO

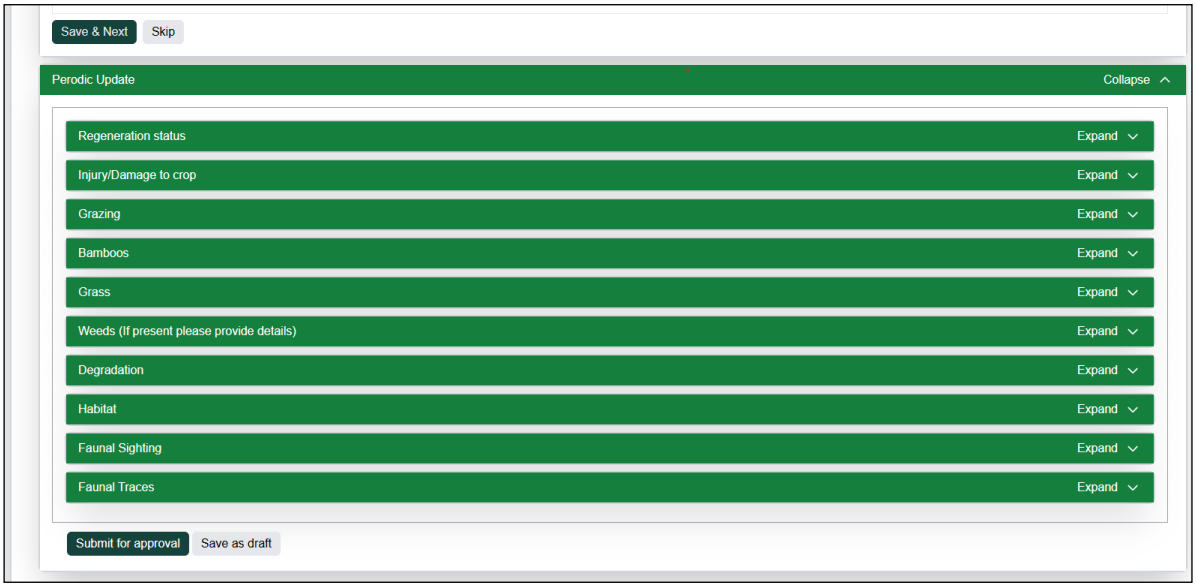


Figure 1.1.30 Final submission for BEAT

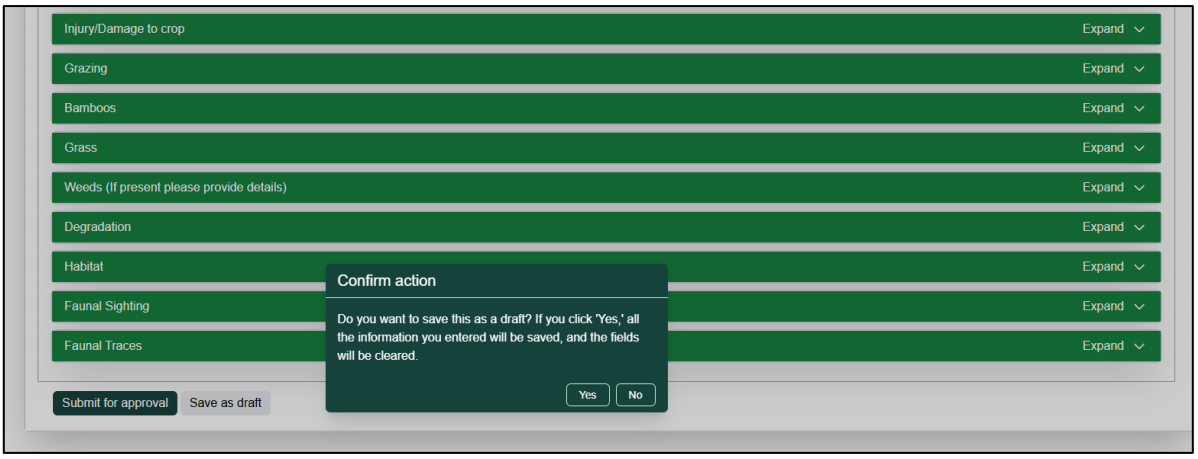


Figure 1.1.31 Save as draft same for beat and DFO user

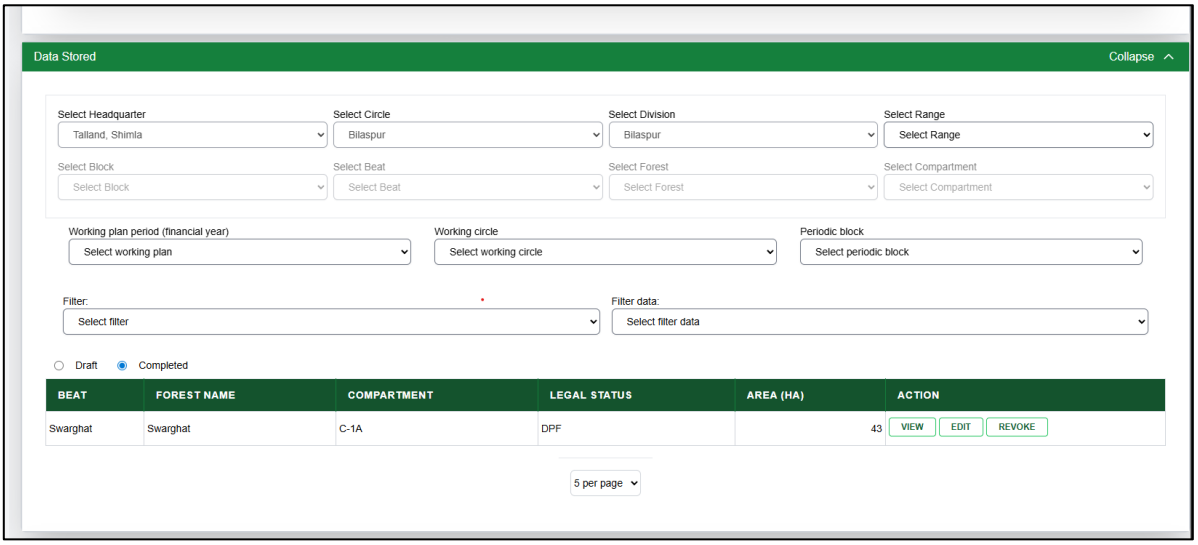


Figure 1.1.32 Data stored

Step – In the Figure 1.1.32, we can see some filters and input fields. Based on the selections, we can filter the data.

There are two options: **Draft** and **Completed**:

1. **Draft** – Shows data that is stored as incomplete.
2. **Completed** – Shows data that is saved as final and approved by DFOs.

Buttons and Their Functions:

There are three buttons available for DFO users: **VIEW**, **EDIT**, and **REVOKE**.
Beat users have only **VIEW** and **DRAFT** or **EDIT** options.

1. **VIEW** – Allows you to see all the details of the form filled by the user.
2. **EDIT** – Allows you to edit certain details of the form filled by the user.

3. **REVOKE** – Visible only to DFO users, but only admins have the privilege to revoke a particular form by clicking this button. After a form is revoked, it is moved from **Completed** back to **Draft** in the data store.
4. **DRAFT** – Allows you to update form which is not final and present in "Draft" data store.

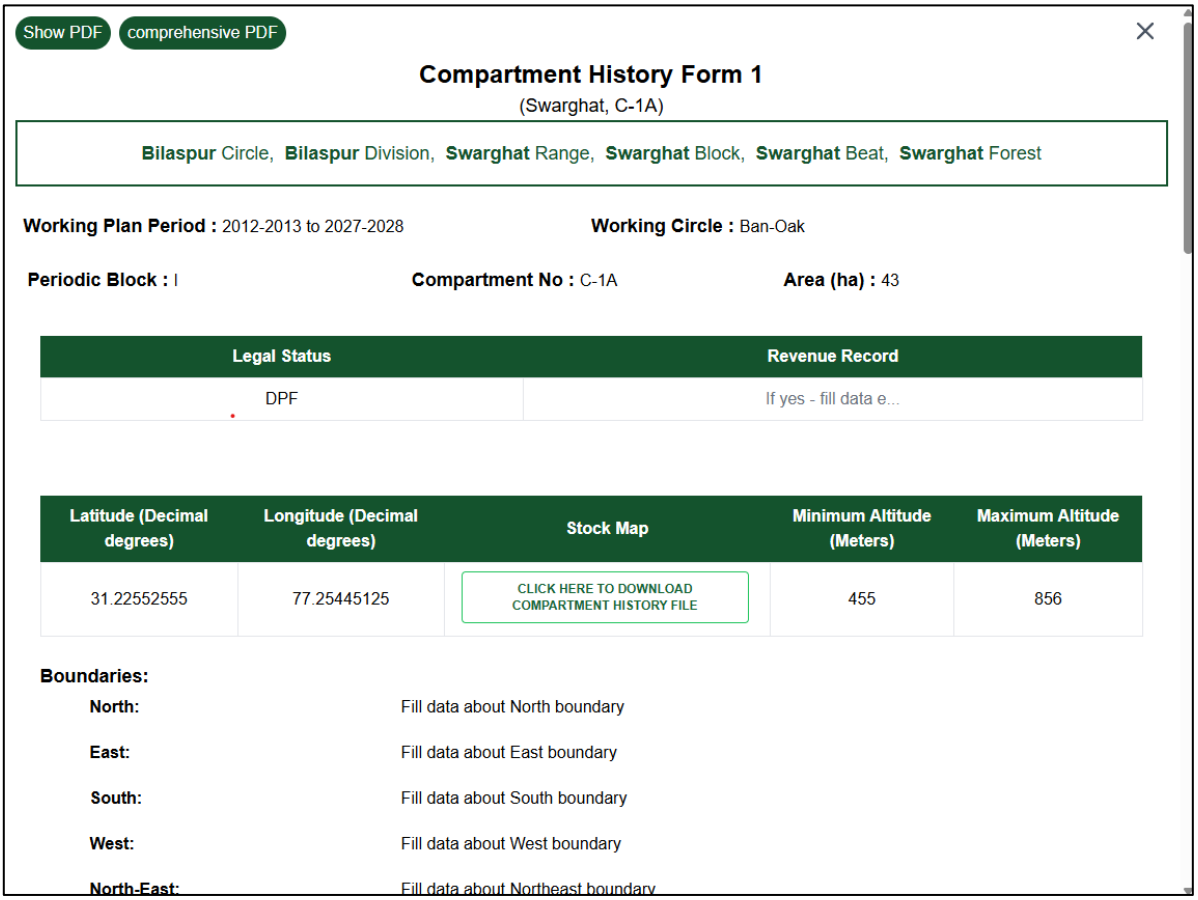


Figure 1.1.33 View modal

After clicking the **View** button, you can see all the details filled by the user.

In **View**, there are two options to download the form as a PDF:

1. **Show PDF** – Contains basic information of the form.
2. **Comprehensive PDF** – Contains all periodic data filled by the user.

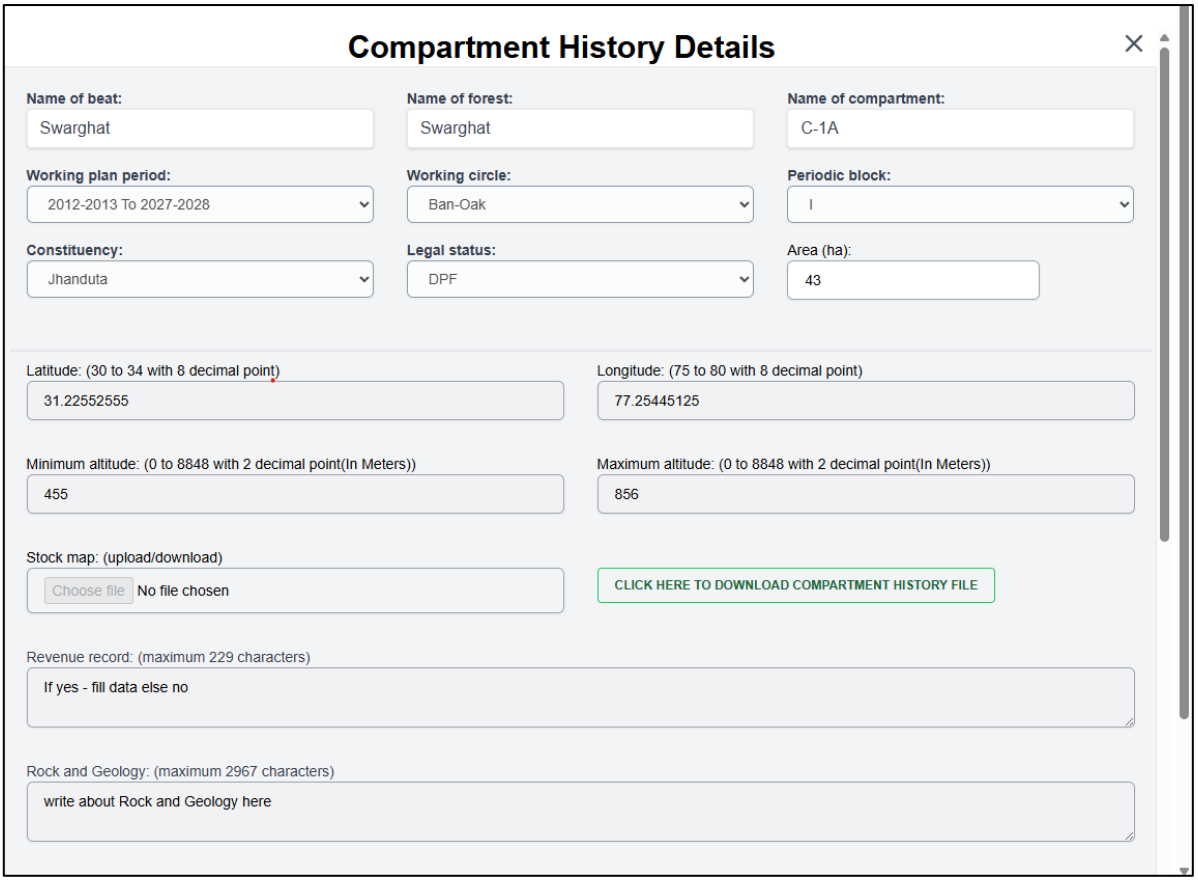


Figure 1.1.34 Edit modal

Step – In **Edit**, you can update an existing form that is present in the **Completed** data store. Editing also allows you to update or add periodic data.

1. **If a DFO user is logged in:**
    - After updating the periodic data and saving, the form becomes **final** again.
2. **If a Beat user is logged in:**
    - After updating the periodic data and saving, the form is saved and then sent for **approval** to the respective DFO.

Figure 1.1.35 Edit model

1.1.6 Notification Workflow for Beat and DFO

Two main roles are involved in the notification workflow: **Beat Officer** and **DFO**.

1. **When a form is pending with the DFO:**
    - The Beat Officer will only see the **VIEW** action in the **Completed** section.
2. **When a form is already approved by the DFO:**
    - Periodic data can be added or updated in the same form.
3. **If a Beat Officer updates periodic data in an already approved form:**
    - The newly added or updated data will be sent to the DFO for approval again.
4. **If a DFO updates periodic data in an already approved form:**
    - The newly added or updated data will be saved as **final** immediately.

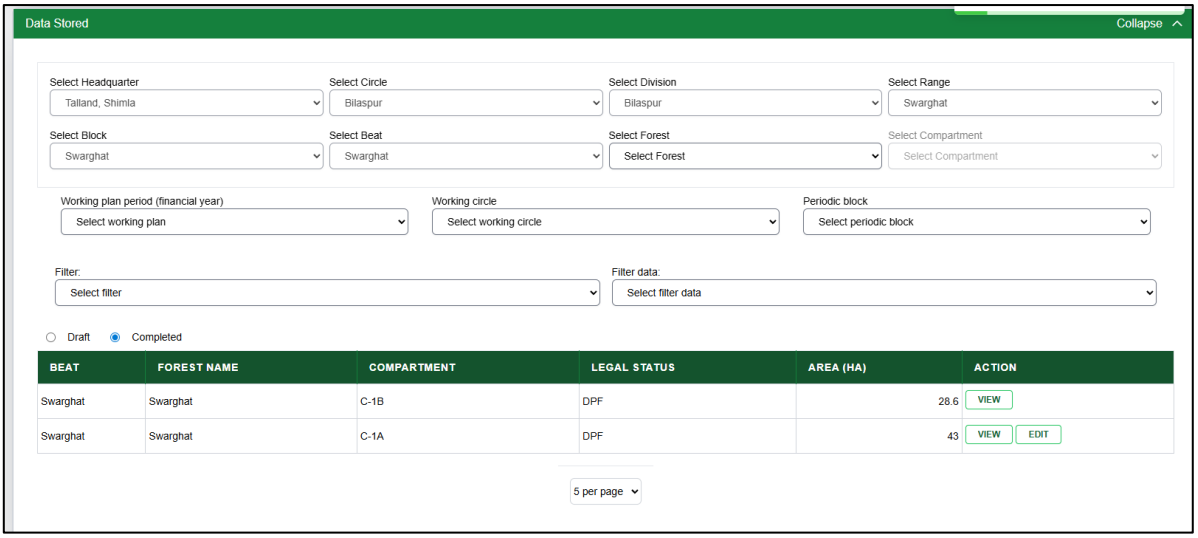


Figure 1.1.36 Pending forms in data stored

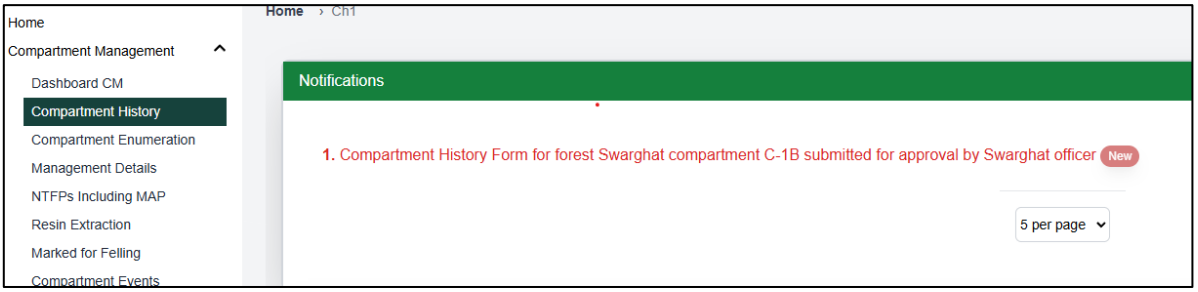


Figure 1.1.37 DFO notification section

If a Beat officer saves new or updated periodic data, it moves to the **DFO level** for final approval. As shown in the figure, the DFO will see a **notification highlighted in red**.

By clicking this notification, the form will open with options to **Approve** or Revised, as shown in the Figure 1.1.37.

Figure 1.1.38 Form approves and revised section

1.1.7 Step – Approve or Revise a Form

When the DFO clicks **Approve**, a confirmation box appears (as shown in the figure) asking:
"Do you want to approve this form?"
Click **Yes** or **No** to proceed.

If something is incorrect or needs changes, the DFO can click the **Revised** option to send the form back to the Beat officer. The Beat officer will receive a notification show in figure.

After clicking **Revised**, a dialog box will open asking for the **reason for revision**. Enter the reason and submit it. The Beat officer will then be able to see the reason for the revision and make the necessary updates.

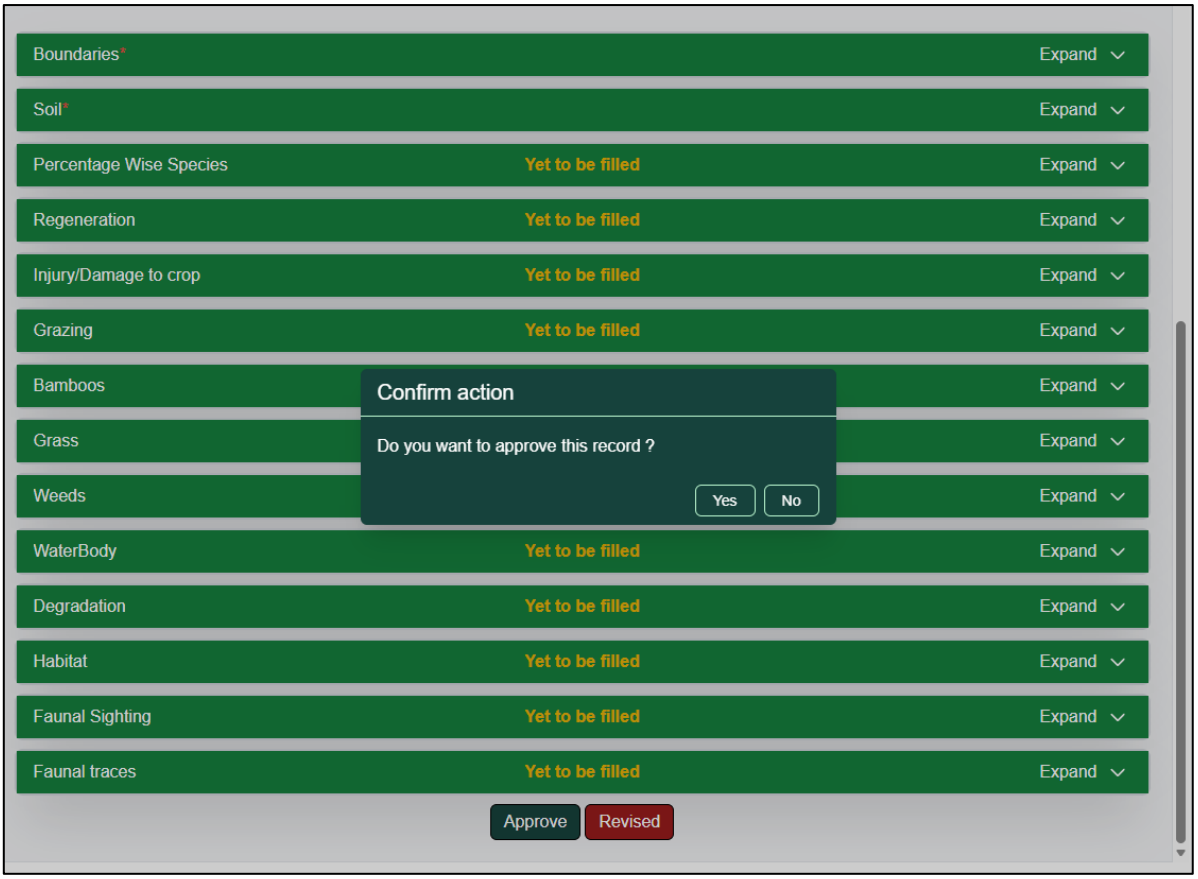


Figure 1.1.39 Confirmation box for approve

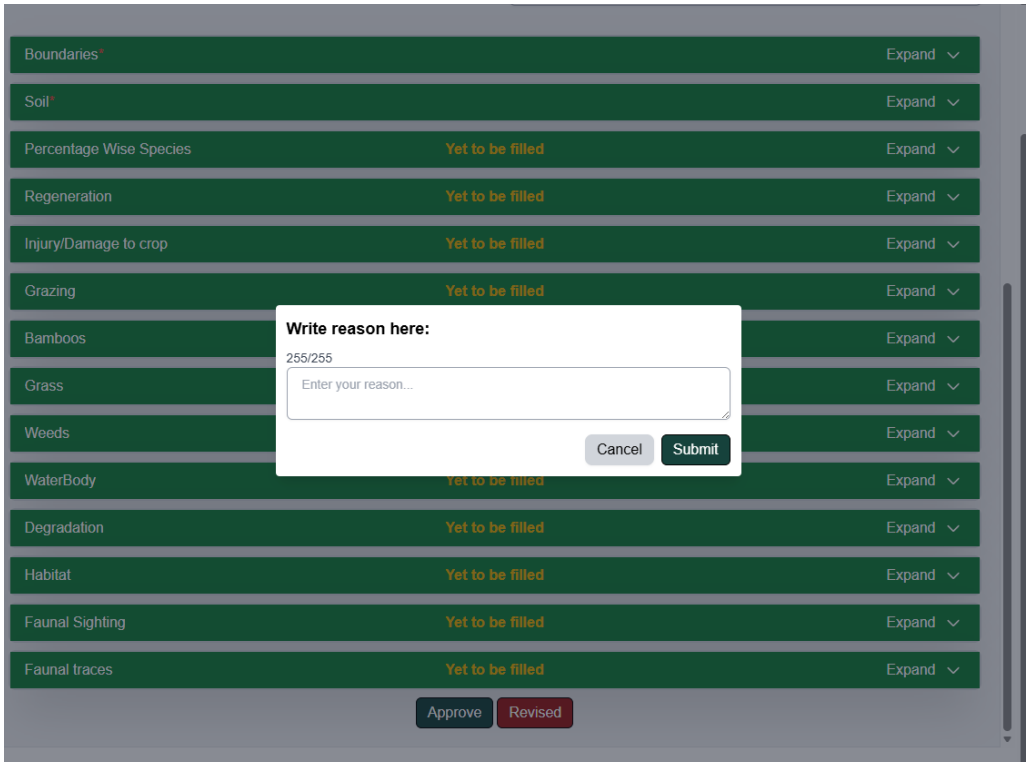


Figure 1.1.40 Reason box section

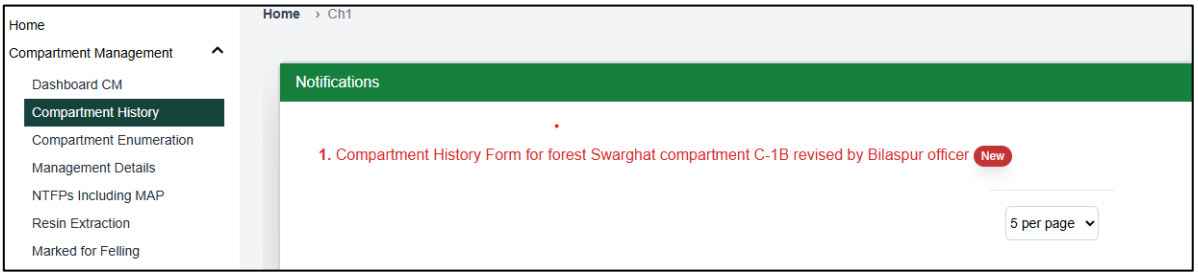


Figure 1.1.41 Beat revised notification

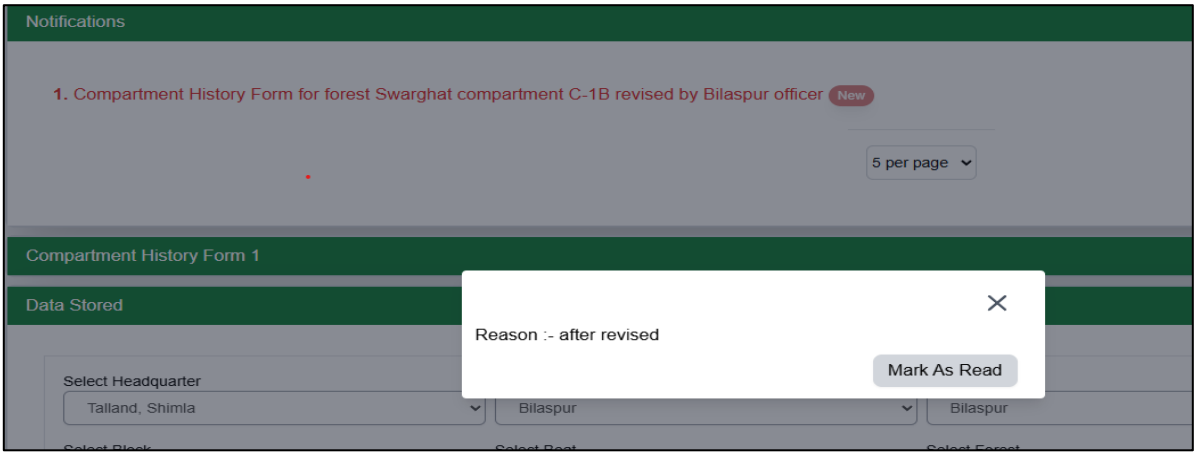


Figure 1.1.42 Show pop up of revised

After approval we can see data stored of beat and DFO:

1. for DFO see Figure 1.1.43
2. for Beat see Figure 1.1.44

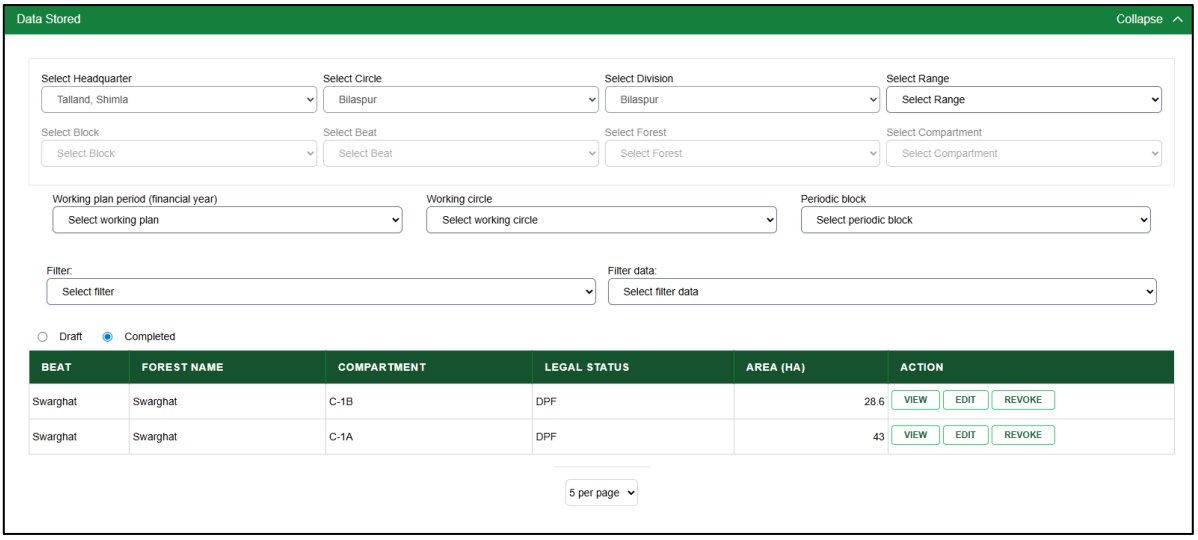


Figure 1.1.43 DFO data stored

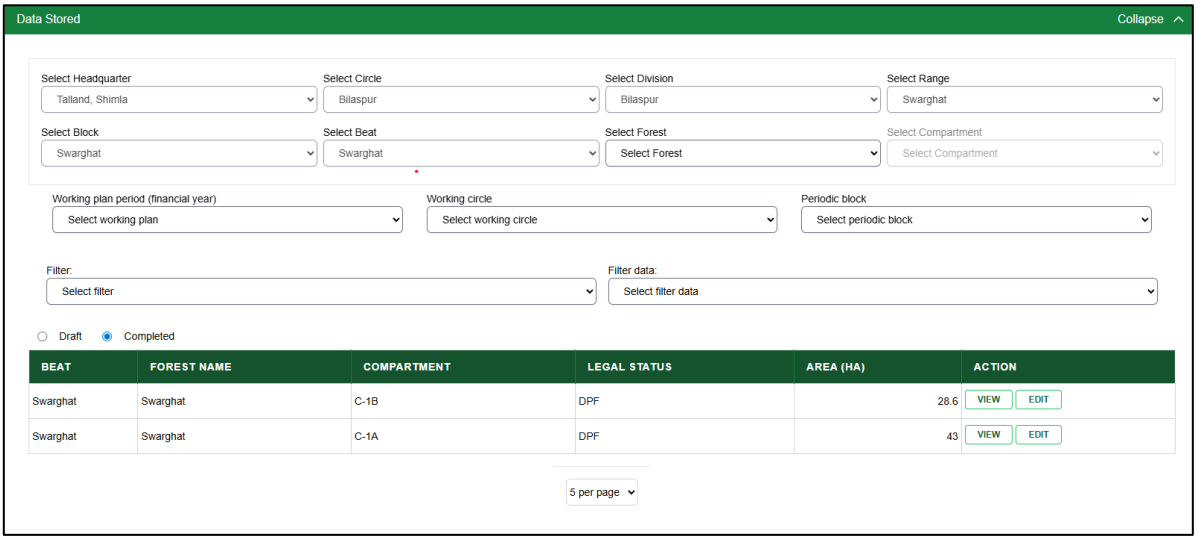


Figure 1.1.44 Beat data stored

Step for Updating Periodic Data After Approval

After the form is approved by the DFO, **both Beat and DFO users** can update the periodic data.

- **If a Beat officer updates the periodic data:**
  The updated or newly added data will be sent to the **DFO for approval** again.
- **If the DFO updates or adds new periodic data:**
  The changes will be **saved as final** immediately.

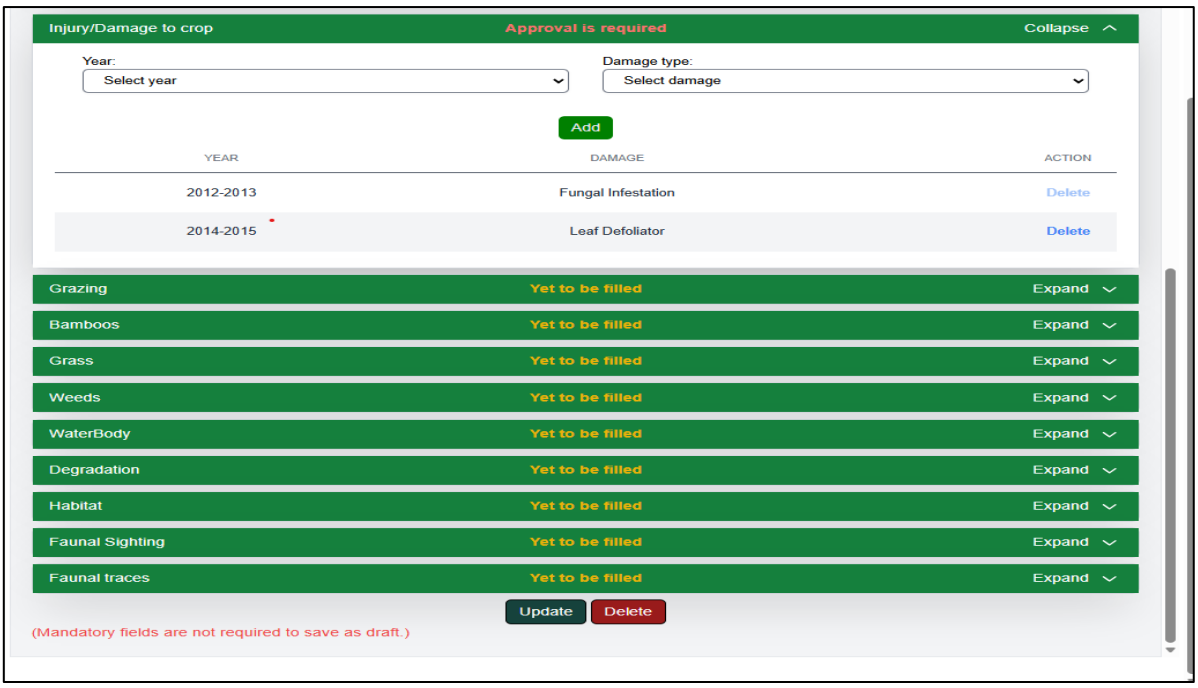


Figure 1.1.45 Updating approved form

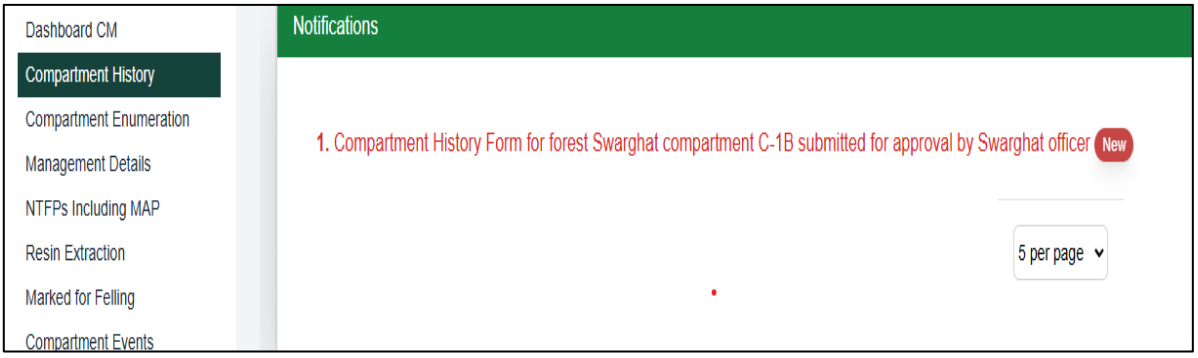


Figure 1.1.46 DFO notification section

Figure 1.1.47 DFO see newly added data

DFO Action on Updated Periodic Data

In this section, the DFO can either **Approve** or **Revise** the newly added or updated periodic data.
Any new entry—for example, in **Damage to Crop**—will be marked with a **red notification**, indicating that it needs DFO action.

- **If the DFO approves the data:**
  The entry is **saved as final**.
- **If the DFO revises the data:**
  A dialog box will appear asking for the **reason for revision**.
  The DFO must enter the reason and submit it. The Beat officer will then see the reason and update the form accordingly.

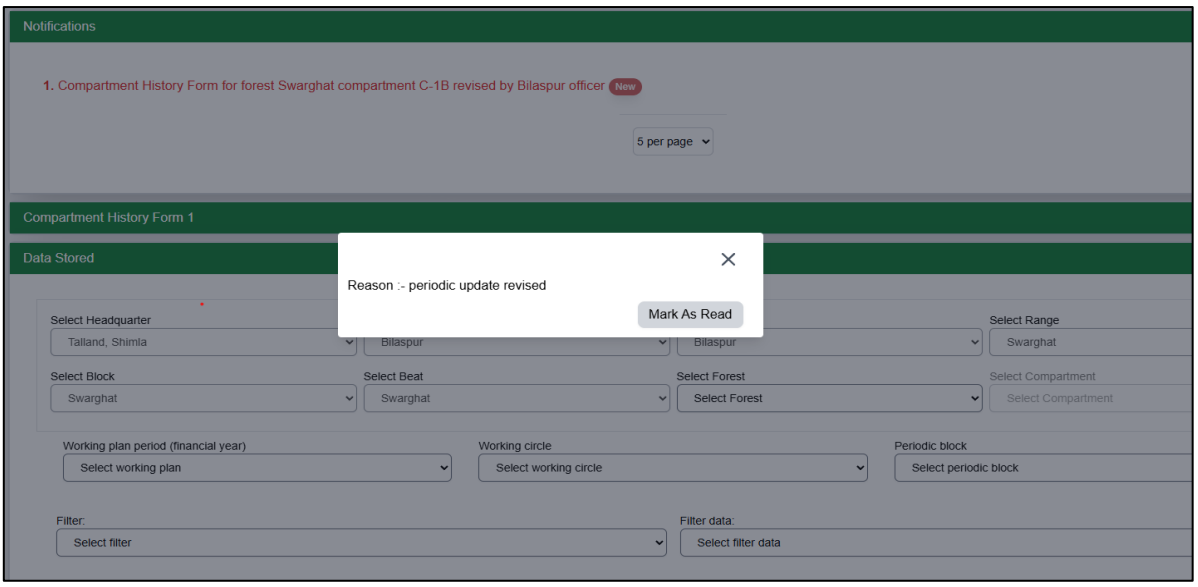


Figure 1.1.48 Revised section

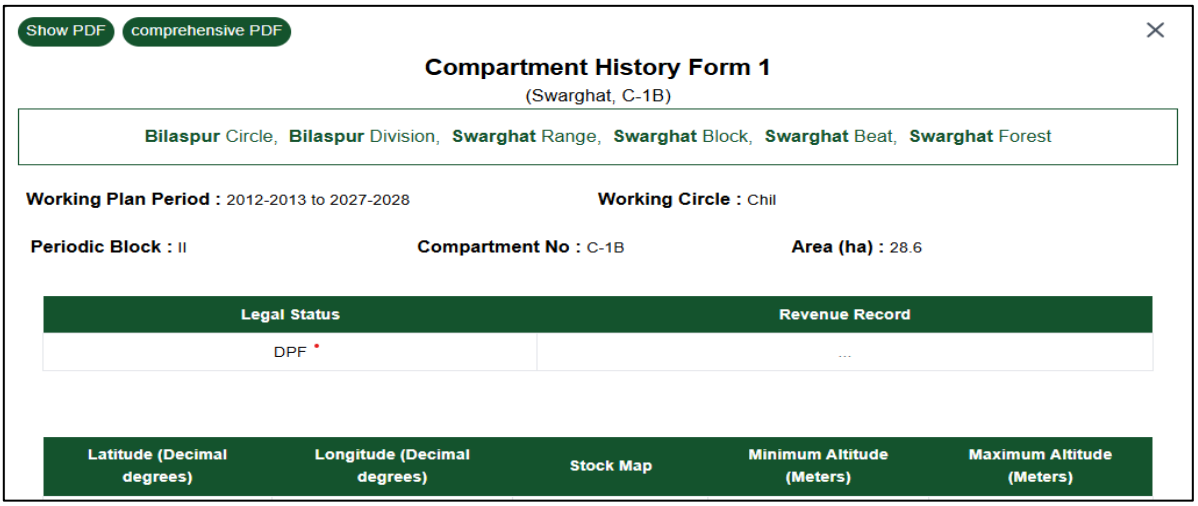
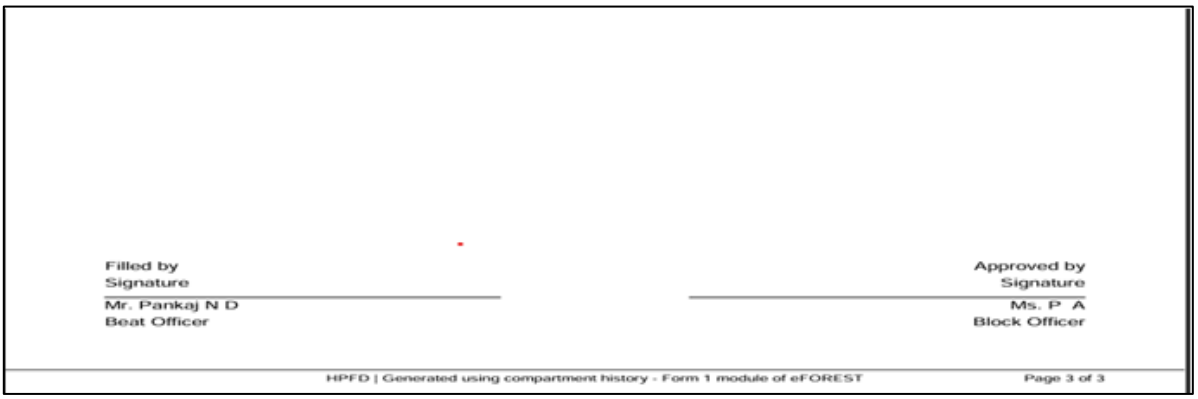


Figure 1.1.49 View

Step for Viewing Finalized Data (PDF Options)

After the form is marked as **Final**, clicking the **View** button provides two options to view or download the data:

1. **Show PDF**
    - Displays the **basic details** of the form.
    - Includes the signatures of the **user who filled the form** and the **officer who approved it**, as shown in Figure 1.1.50.
2. **Comprehensive PDF**
    - Displays **all periodic data**, including details of **who filled each entry** and **who approved it**, as shown in Figure 1.1.51.



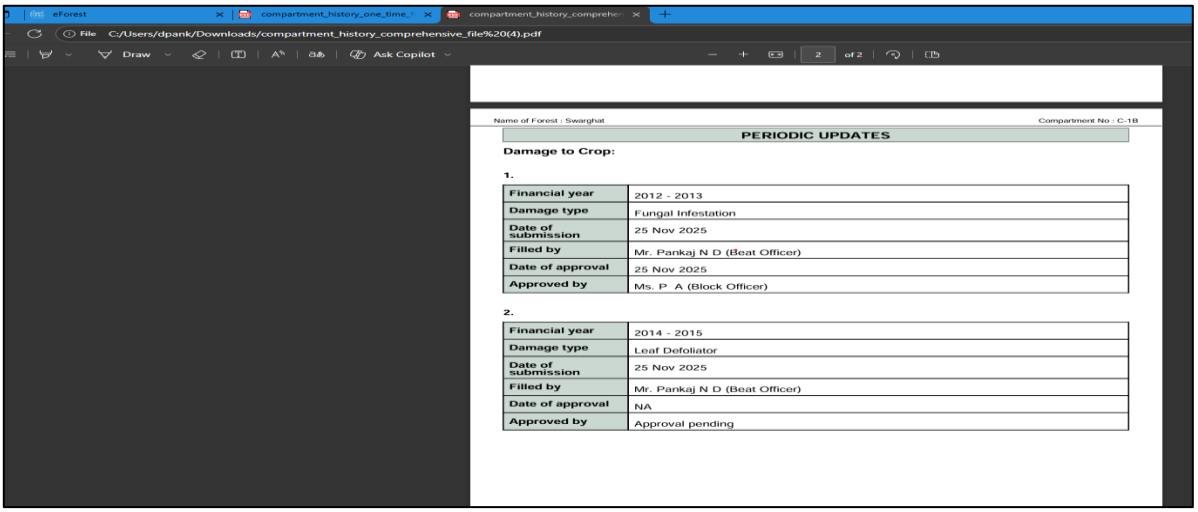
Filled by
Signature
Mr. Pankaj N D
Beat Officer

Approved by
Signature
Ms. P A
Block Officer

HPFD | Generated using compartment history - Form 1 module of eFOREST

Page 3 of 3

Figure 1.1.50 Pdf view signatures



Name of Forest : Swarghat

Compartment No : C-1B

PERIODIC UPDATES

Damage to Crop:

1.

Financial year	2012 - 2013
Damage type	Fungal Infestation
Date of submission	25 Nov 2025
Filled by	Mr. Pankaj N D (Beat Officer)
Date of approval	25 Nov 2025
Approved by	Ms. P A (Block Officer)

2.

Financial year	2014 - 2015
Damage type	Leaf Defoliator
Date of submission	25 Nov 2025
Filled by	Mr. Pankaj N D (Beat Officer)
Date of approval	NA
Approved by	Approval pending

Figure 1.1.51 Pdf of periodic updates

1.1.8 Status Accordion of ch1 forms

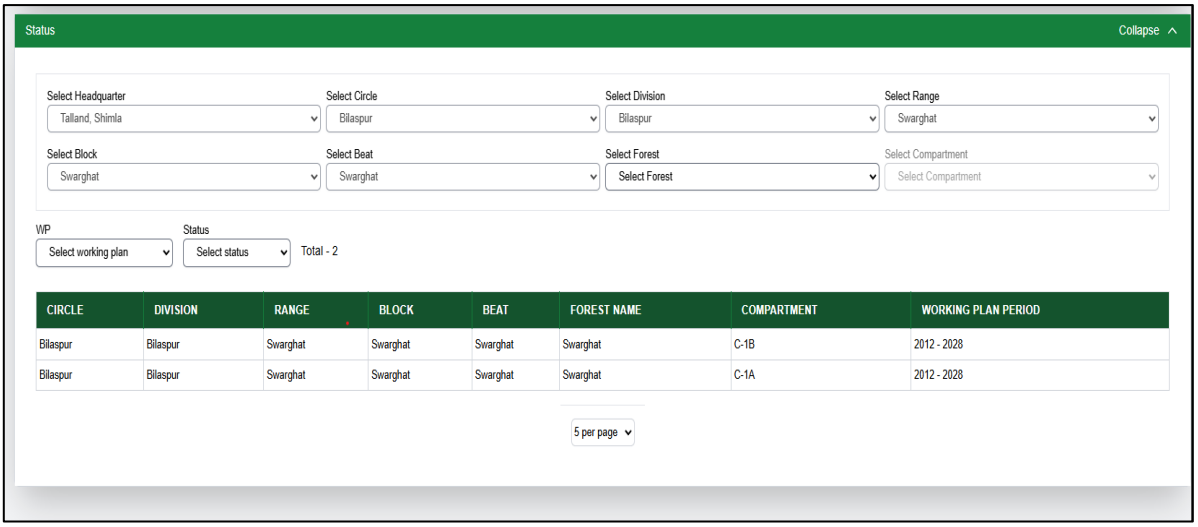


Figure 1.1.52 Status section of CH1 form

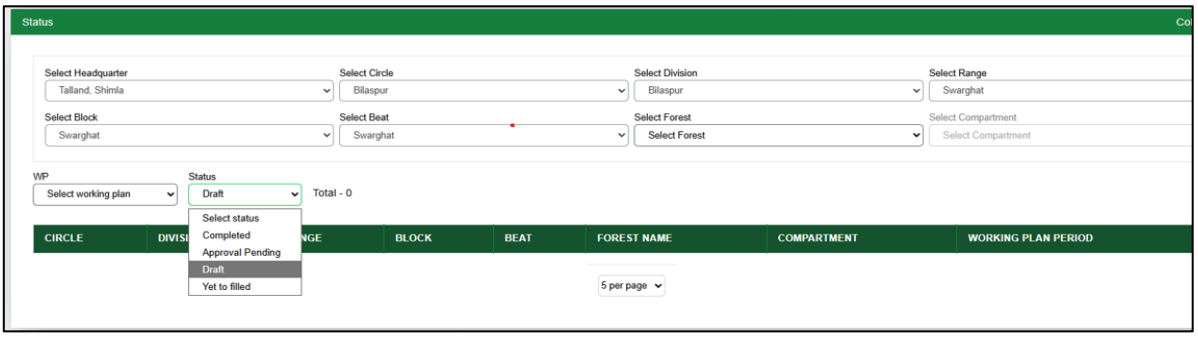


Figure 1.1.53 Status filter

Step for Viewing Form Status

To view data that is **already filled**, **saved as draft**, **yet to be filled**, or **pending approval**, you can use the **Status Section** as shown Figure 1.1.53.

Dashboard of Compartment history module

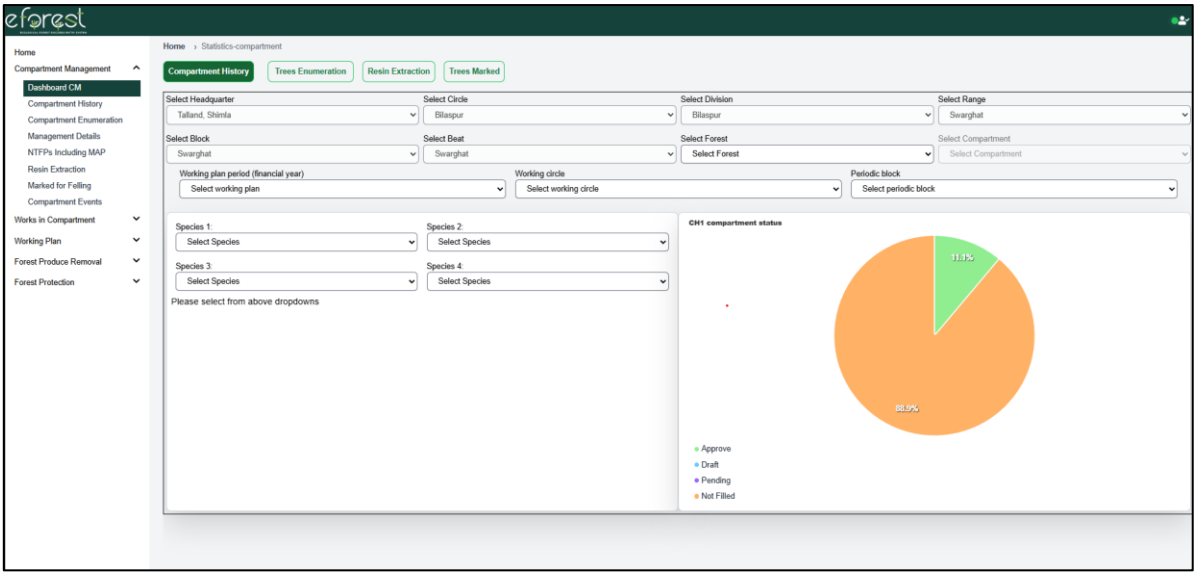


Figure 1.1.54 Beat dashboard

After logging in, the **Beat user** will see this dashboard.
This dashboard is also accessible to the **public**, where anyone can view the data by using the **Filter** dropdown.

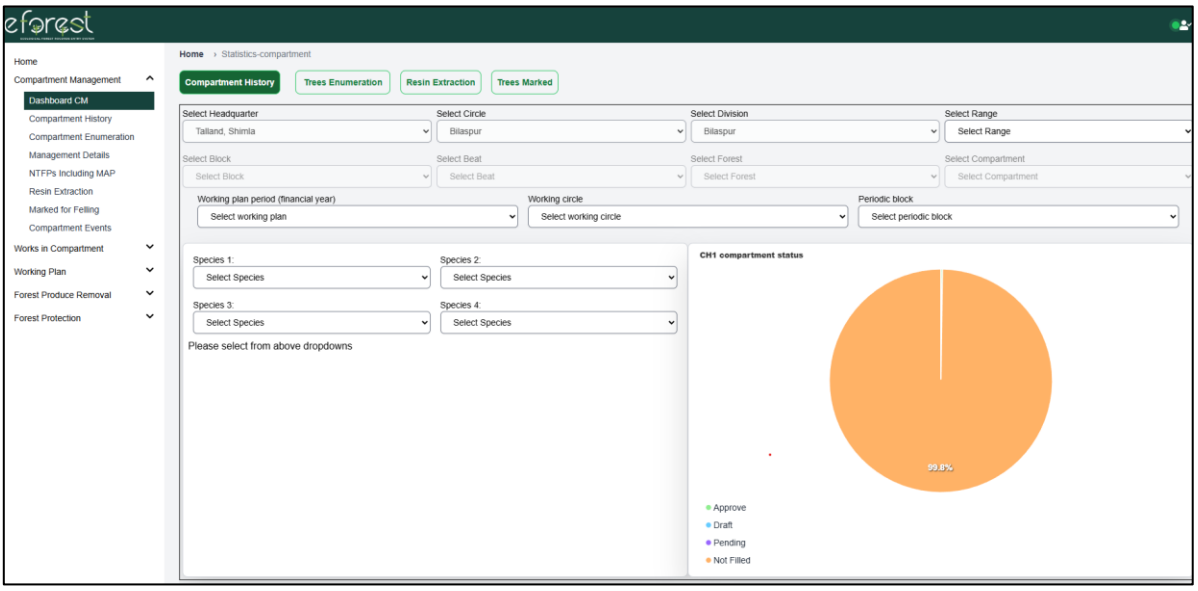


Figure 1.1.55 DFO dashboard

After logging in, the **DFO user** will see this dashboard.
This dashboard is also accessible to the **public**, where anyone can view the data by using the **Filter** dropdown.

1.2 Compartment Enumeration

1.2.1 Overview

The CH-2 Form is used for recording tree measurements, sampling details, species-wise enumeration, and volume calculations in forest compartments. It enables Beat, Range, and Divisional Forest Officers (DFO) to collect, verify, and approve enumeration data digitally. The form ensures uniform methodology, transparency, and compliance with the National Working Plan Code.

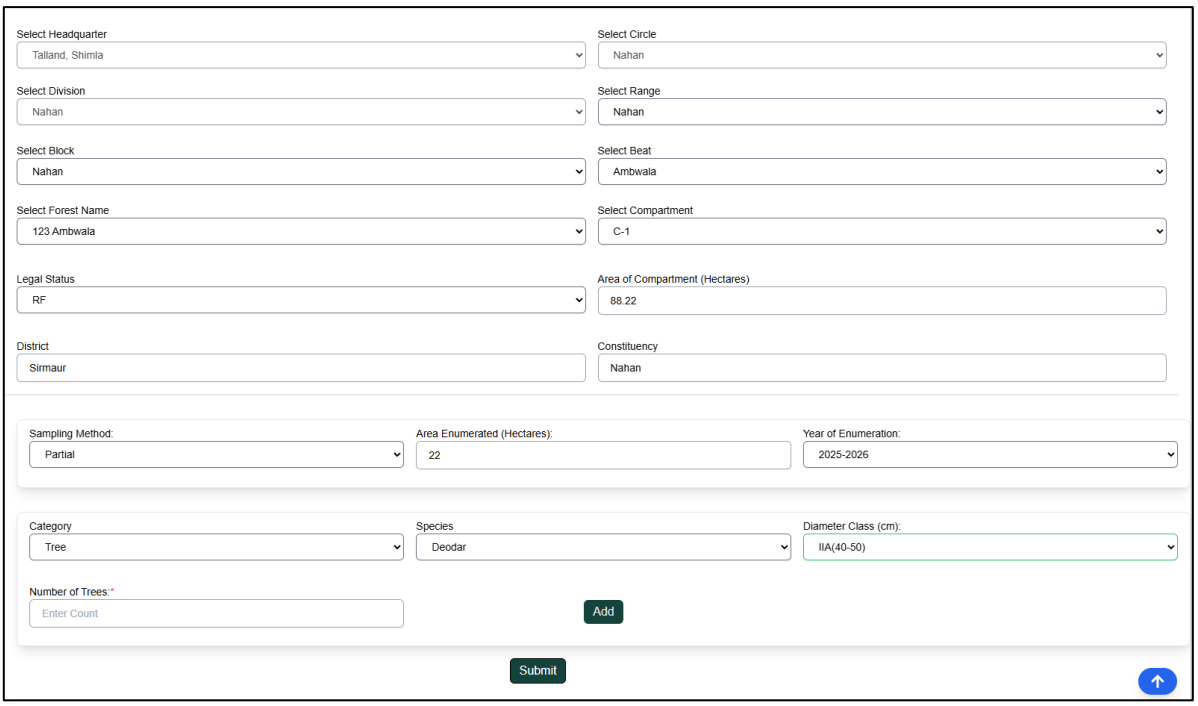


Figure 1.2.1 CH Form 2

1.2.2 Purpose of the CH-2 Form

- Record accurate tree measurement data (species, diameter class, volume).
- Support scientific planning and monitoring.
- Help compute growing stock and assist in prescriptions for silvicultural operations.
- Provide official data for audits and future working plan revisions.
- Enable a standardized workflow for verification and approval.

1.2.3 Public view in chart

The Dashboard can be accessed in two ways:

1. **From the Home Page:** Click on the **NTFP Distribution card** section directly.

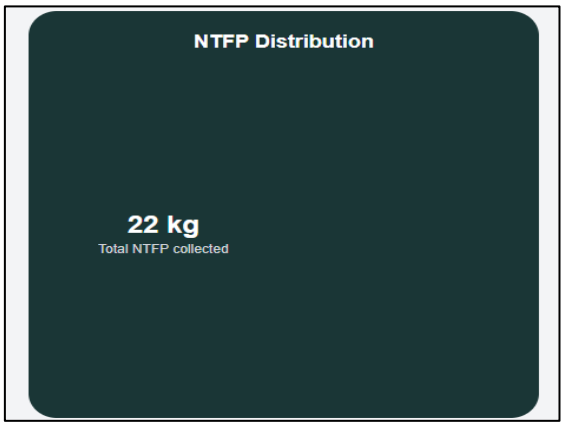


Figure 1.2.2 CH2 charts from home page

2. **From the Side Menu:** Open the menu and select Dashboard CM. Once opened, the Dashboard provides a visual summary of key field data.

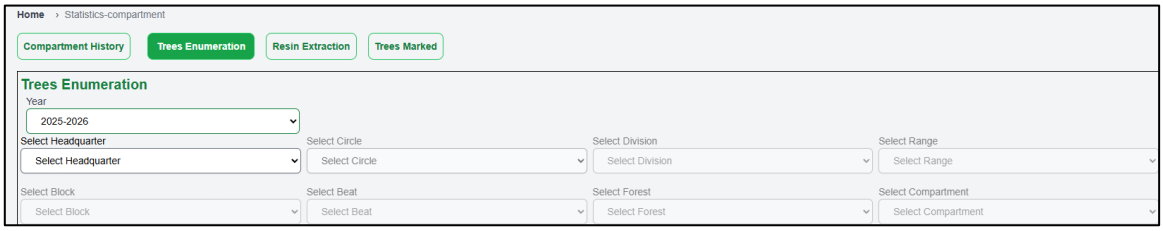


Figure 1.2.3 CH2 dashboard

The main display on the Dashboard shows an interactive **CH-2 Enumeration Chart**. This chart presents important information collected during enumeration activities, giving users a quick overview of trends, quantities, and comparisons.

To explore the data in more detail, users can utilize the interactive drop-down filters available above the chart.

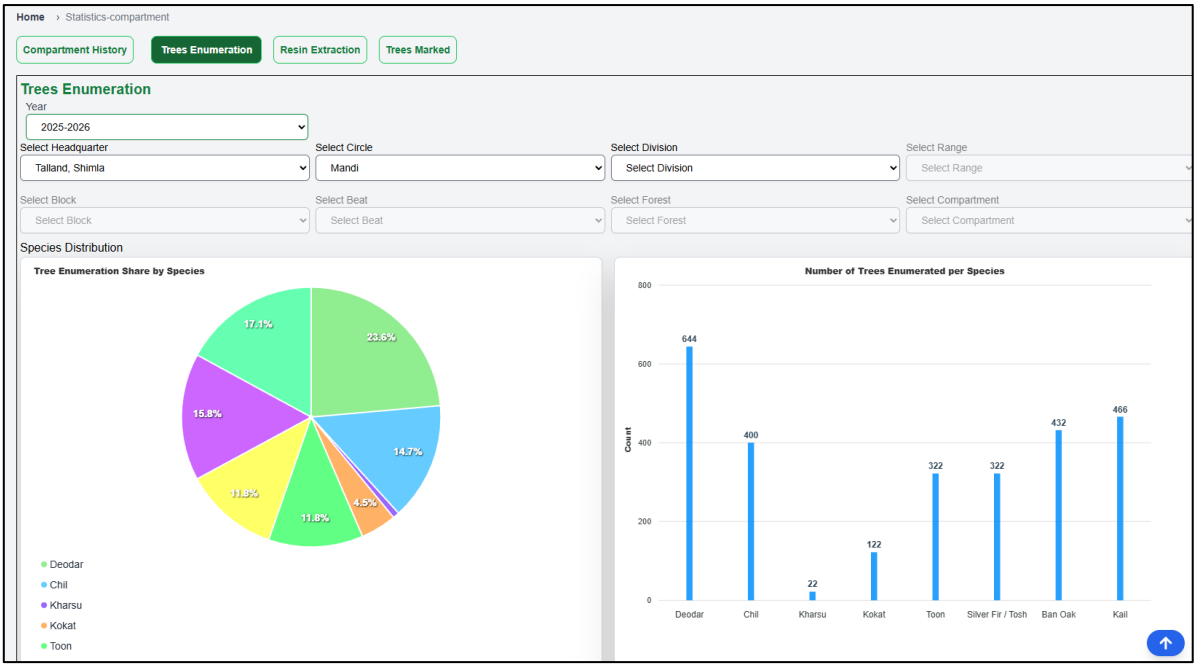


Figure 1.2.4 CH2 dashboard view

These filters allow users to **drill down** into specific parameters, such as:

- Division
- Range
- Beat
- Block
- Financial Year

When a user selects a filter, the chart automatically refreshes and displays only the data relevant to the selected criteria.

1.2.4 Officers Who Can Fill the CH-2 Form

- Beat Officer → Needs approval from Range Officer and DFO.
- Range Officer → Needs approval only from DFO.
- DFO → Auto-approved (final authority).

1.2.5 Approval Workflow

- Step 1: Beat submits → Range verifies → DFO gives final approval.
- Step 2: Range submits → DFO approves.
- Step 3: DFO submits → Auto-approved.

Forms can be returned ("Revised") by higher officers for corrections.

1.2.6 Editing Permissions

- The officer who created the form can edit it until it is approved.
- Once approved, the form becomes locked and read-only.

- Only the DFO can unlock a final approved form for corrections.

1.2.7 Viewing Permissions

• Any officer can view the CH-2 forms that fall under their jurisdiction.

• Officers can drill down using filters: HQ → Circle → Division → Range → Beat → Block.

• Approved forms can be downloaded as PDF.

Himachal Pradesh Forest Department
Nahan Division | Nahan Range
Nahan Block | Ambwala Beat | 123 Ambwala Forest | C-1 Compartment
Compartment History Form 2
Compartment Enumeration

Partial sampling in 22.0 (ha) was carried out in the financial year 2025-2026
Following are the extrapolated values for the total 88.22 (ha) of the compartment.

Number of Trees Marked in each diameter class (in cm) with volume (in cu.m)																						
Species	V (10 - 20)		IV (20 - 30)		III (30 - 40)		IIA (40 - 50)		IIB (50 - 60)		IA (60 - 70)		IB (70 - 80)		IC (80 - 90)		ID (90 - 100)		IE & > (100 - above)		Total Trees	Total Volume (cu. m)
	No.	Vol	No.	Vol	No.	Vol	No.	Vol	No.	Vol	No.	Vol	No.	Vol	No.	Vol	No.	Vol	No.	Vol		
Deodar (*Cedrus deodara*)	0	0.00	121	3111.00	0	0.00	88	1222.00	0	0.00	45	122.00	0	0.00	0	0.00	0	0.00	0	0.00	254	4455.00
Chil (*Pinus roxburghii*)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	233	1112.48	0	0.00	0	0.00	0	0.00	233	1112.48
Sal (*Shorea robusta*)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	122	559.61	0	0.00	0	0.00	0	0.00	0	0.00	122	559.61
Toon (*Cedrela toona*)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	333	1122.00	0	0.00	0	0.00	0	0.00	0	0.00	333	1122.00

Signature

Mr. g t
Range

Figure 1.2.5 CH2 pdf

1.2.8 Steps to Fill the CH-2 Form

- Step 1: Login → System auto-fills HQ, Circle, Division, Range, Beat based on user role.

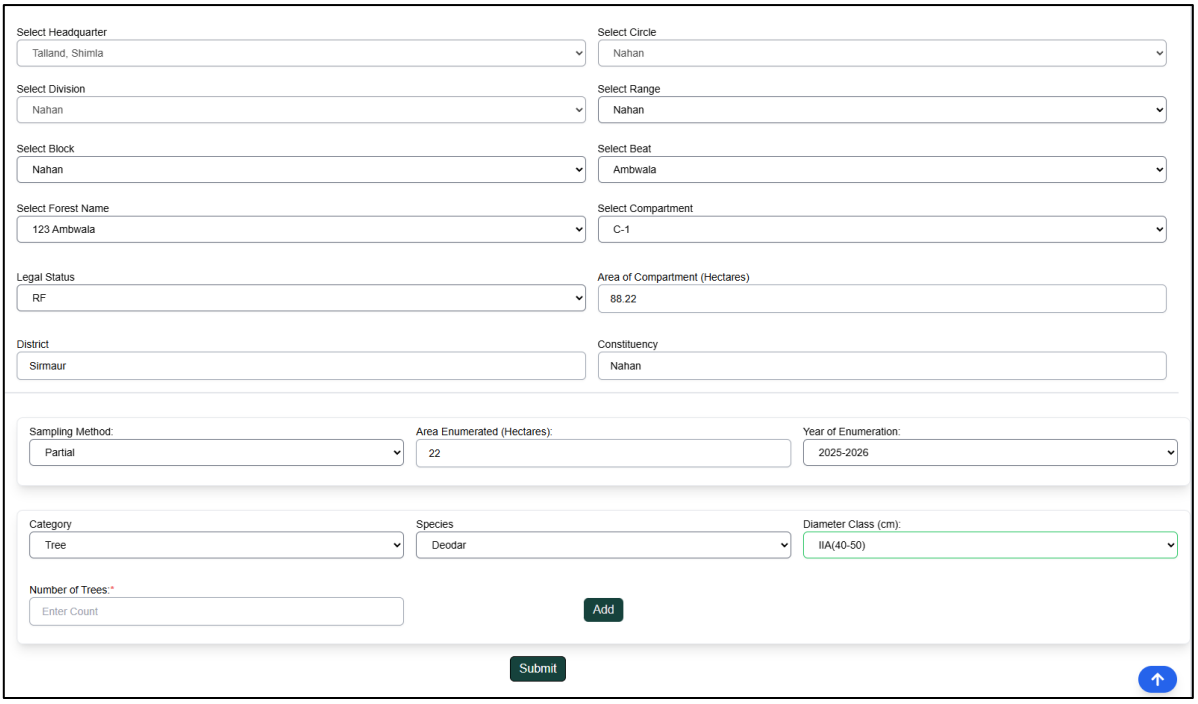


Figure 1.2.6 Filling CH2

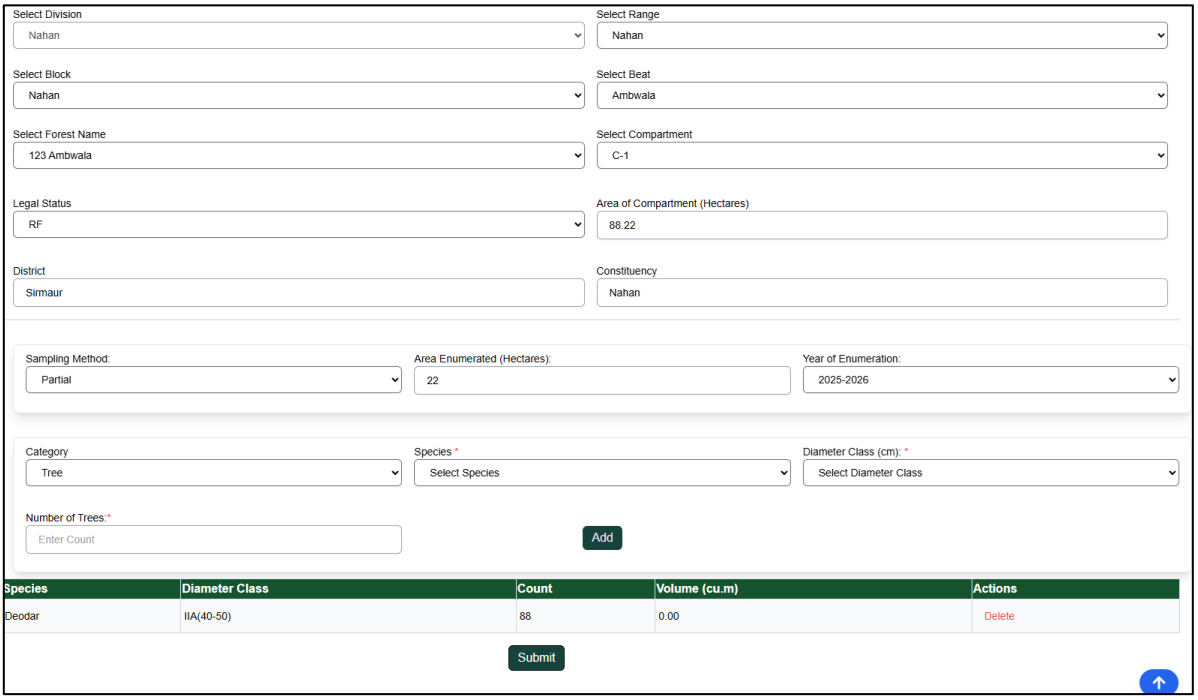


Figure 1.2.7 CH2 Filling

- Step 2: Enter area details: area in hectares, sampling type, financial year.
- Step 3: Select category then species and enter diameter measurements.
- Step 4: Enter number of trees.
- Step 5: Volume auto-calculates based on formulas.
- Step 6: If volume fails to auto-calculate, submit the form and manually edit volume later.

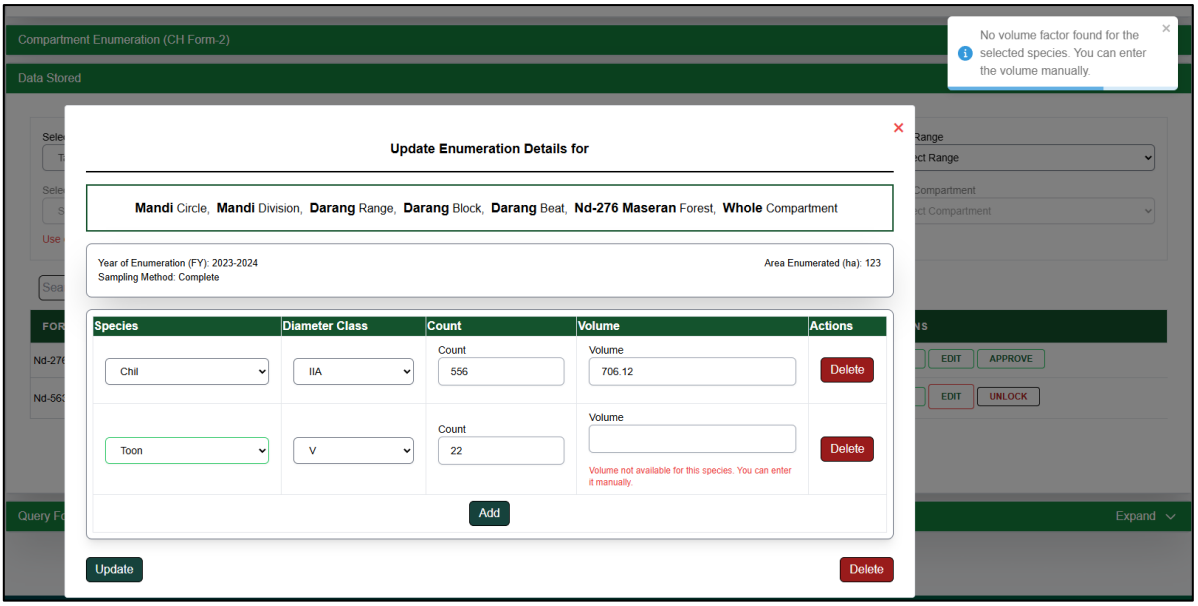


Figure 1.2.8 Entering volume manually part 1

- Step 7: System displays summary: tree count, diameter class-wise distribution, and volume.

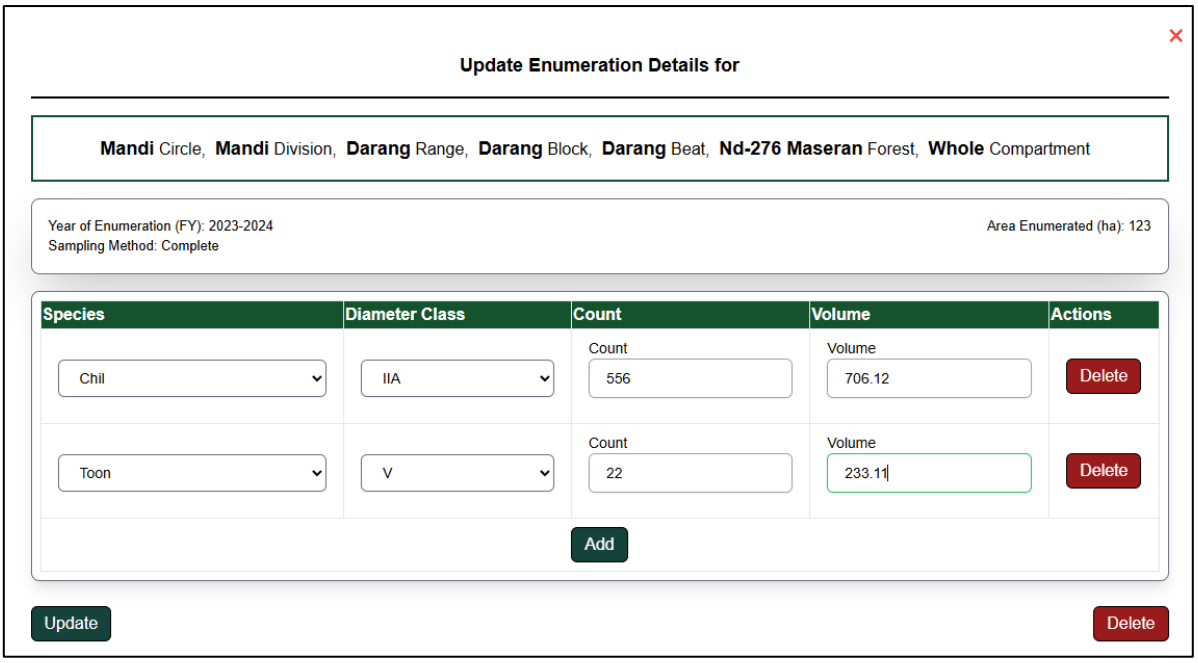
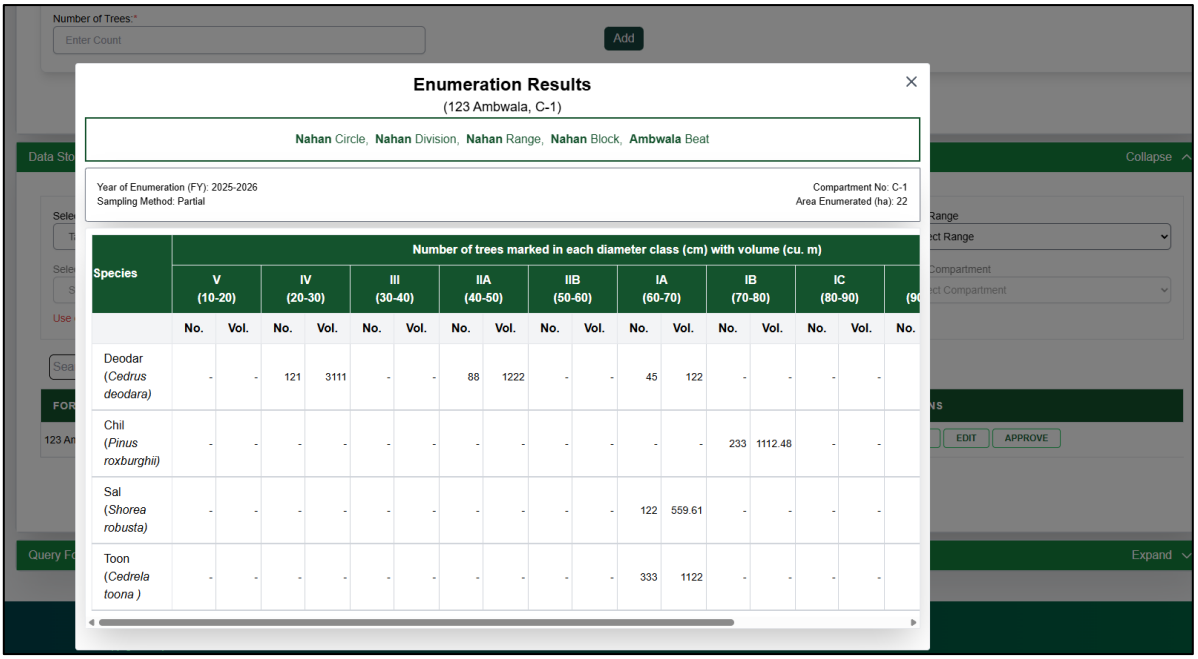


Figure 1.2.9 Entering volume manually part 2

- Step 8: Submit for approval.



Species	Number of trees marked in each diameter class (cm) with volume (cu. m)																
	V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		(90
	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.
Deodar (*Cedrus deodara*)	-	-	121	3111	-	-	88	1222	-	-	45	122	-	-	-	-	
Chil (*Pinus roxburghii*)	-	-	-	-	-	-	-	-	-	-	-	-	233	1112.48	-	-	
Sal (*Shorea robusta*)	-	-	-	-	-	-	-	-	-	-	122	559.61	-	-	-	-	
Toon (*Cedrela toona*)	-	-	-	-	-	-	-	-	-	-	333	1122	-	-	-	-	

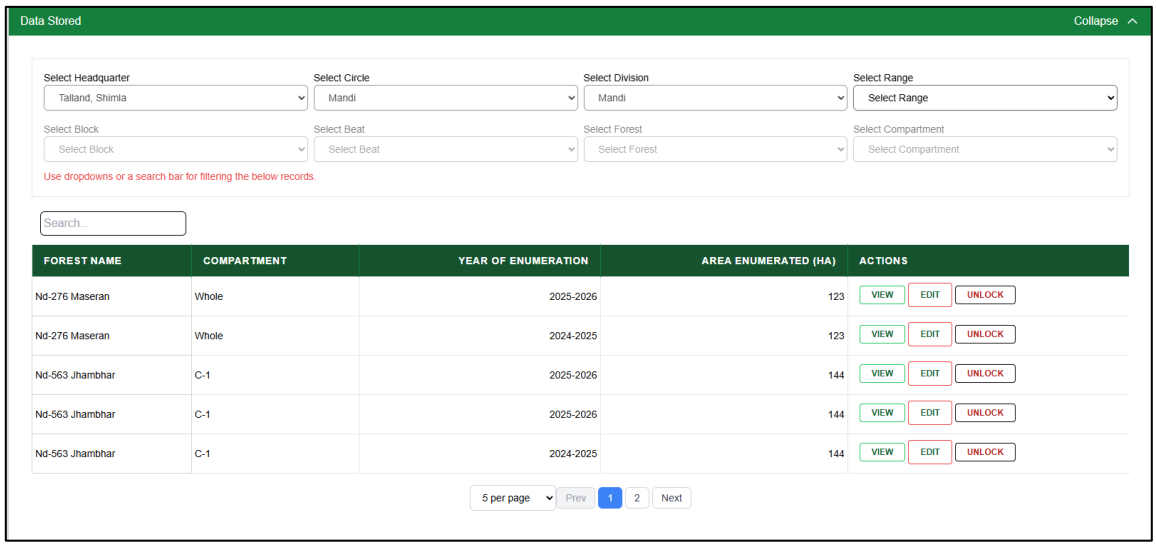
Figure 1.2.10 CH2 form web view

1.2.9 Approval Process in Detail

- Range Officer reviews Beat submissions.
- Data can be accepted or sent back for correction.
- DFO performs the final review and locks the form.
- Once DFO approves, the form becomes final.

1.2.10 Final Approved Form

- Read-only.
- Viewable by all officers in the hierarchy.
- Available for PDF download.
- Can be unlocked only by the DFO.



FOREST NAME	COMPARTMENT	YEAR OF ENUMERATION	AREA ENUMERATED (HA)	ACTIONS
Nd-276 Maseran	Whole	2025-2026	123	VIEW EDIT UNLOCK
Nd-276 Maseran	Whole	2024-2025	123	VIEW EDIT UNLOCK
Nd-563 Jhambhar	C-1	2025-2026	144	VIEW EDIT UNLOCK
Nd-563 Jhambhar	C-1	2025-2026	144	VIEW EDIT UNLOCK
Nd-563 Jhambhar	C-1	2024-2025	144	VIEW EDIT UNLOCK

Figure 1.2.11 CH2 data stored

1.2.11 Summary of Automated Features

- Auto-filled jurisdiction fields (HQ to Beat).
- Auto-calculated tree volume.
- Automated workflow for approval.
- Digital record storage and retrieval.
- PDF generation.

1.3 Management Details

1.3.1 Overview

The **CH-4 Module (Working Plan Initialization/ Management Details)** serves as the **starting point** for creating and managing the **Compartment History (Working Plan) cycle**. All subsequent forms such as **CH-1, CH-6, TD Form, TD Free Grant, and other modules** depend on the data initialized in CH-4. Only after CH-4 is completed and locked then the system allows other forms to reference the Working Plan.

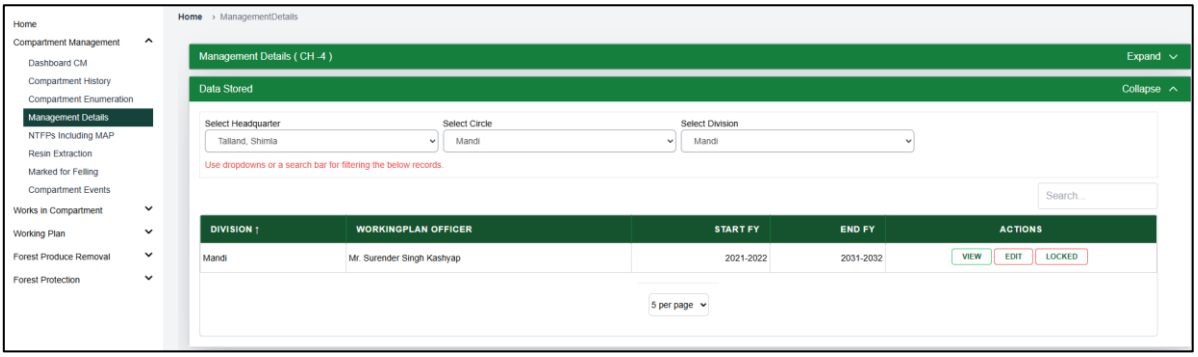


Figure 1.3.1 Default view

1.3.2 Accessing the CH-4 Module

Users can access the CH-4 form from:

- The **Side Menu** under *Compartment History → Management Details*, or
- Direct links provided in the common Dashboard navigation card(Compartment History).

Only users with **DFO-level permissions** are authorized to create or edit CH-4 entries.

1.3.3 Purpose of CH-4

The CH-4 module captures the **foundational information** required for:

- Creating a **new Working Plan period**
- Defining **forest classification parameters**
- Setting **felling series**, **forest types**, **cover changes**, **sample plot details**, and
- Configuring the **Working Circles** under the plan

This is the first mandatory step before enabling any compartment-level form entry.

1.3.4 Steps to Create a New Working Plan (CH-4)

Step 1: Select Division: The user (DFO) begins by selecting the **Division** for which the Working Plan is being created. Only the divisions assigned to the user will be shown.

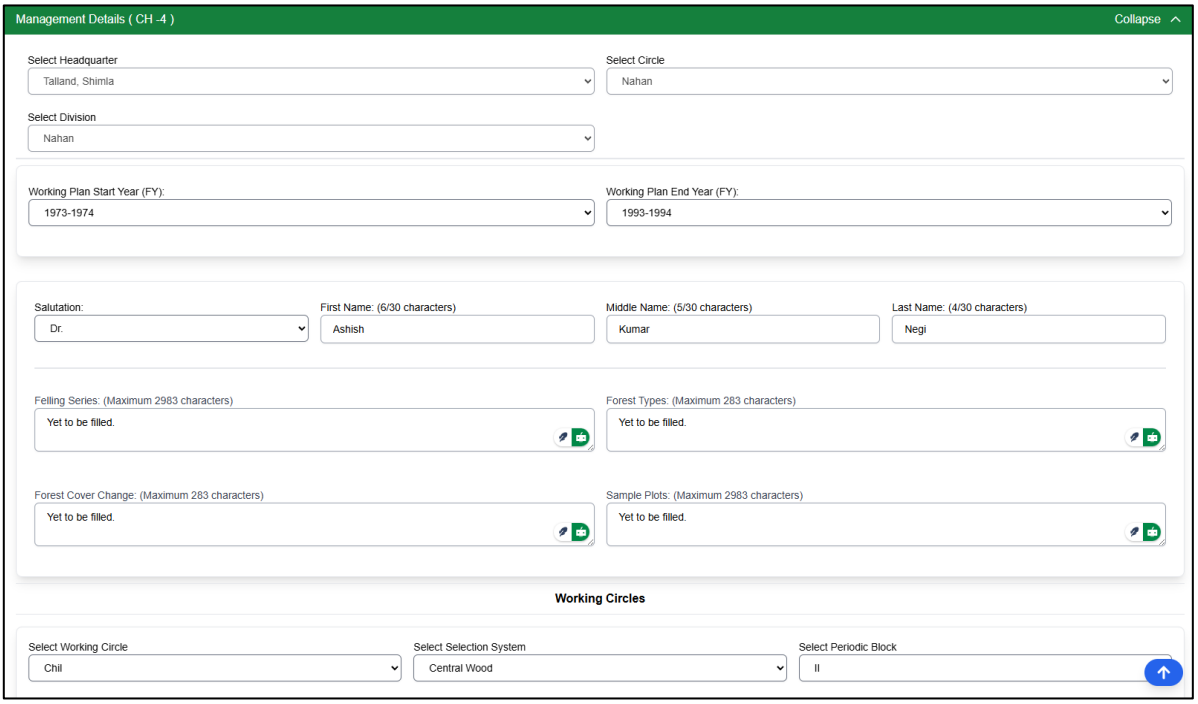


Figure 1.3.2 CH4 form filling part 1

Step 2: Choose Start Year and End Year: The user must define the **Working Plan period** by entering:

- **Start Year**
- **End Year**

Year Restrictions:

To maintain chronological consistency and avoid overlaps:

- The system checks if another Working Plan exists for that division.
- **Working Plan years cannot overlap with previous plans.**
- If an overlap is detected, the system will prevent submission and display an alert.

Step 3: Enter Administrative Details

The user must fill:

- **DFO Name** (manually entered)

- **Felling Series**
- **Forest Type**
- **Forest Cover Change Information**
- **Sample Plot Details**

All fields are validated to ensure correctness and compliance with forest inventory standards.

Step 4: Add Working Circles

The user can now define the **Working Circles (WCs)** that operate under the selected Working Plan.

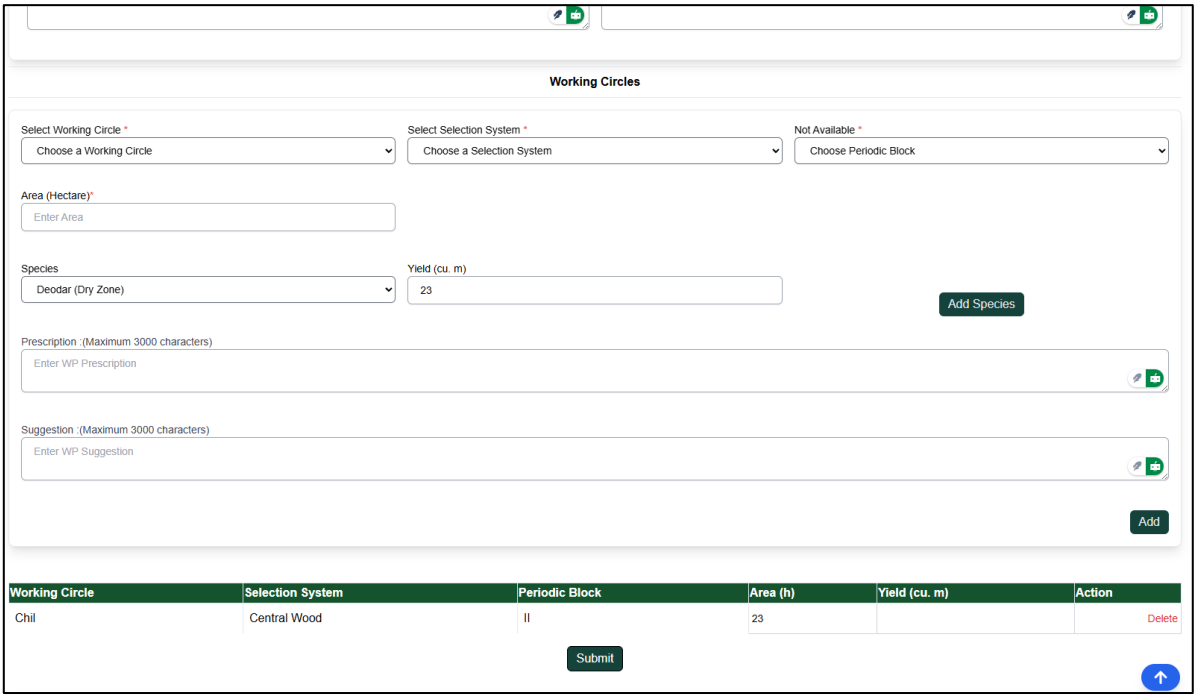


Figure 1.3.3 CH4 form filling part 2

Important Rules for Working Circles

- Working Circles may be:
  - **Prescribed (fixed)** under that Working Plan
  - Or **added later**, if they were not finalized initially
- If Working Circles are not ready at the time of CH-4 creation, the user may **submit the form first**, then **use the Edit option** later to add the Working Circles.

1.3.5 Locking the CH-4 Working Plan

Once all required details and Working Circles have been added, The user must click **Lock** to finalize the Working Plan.

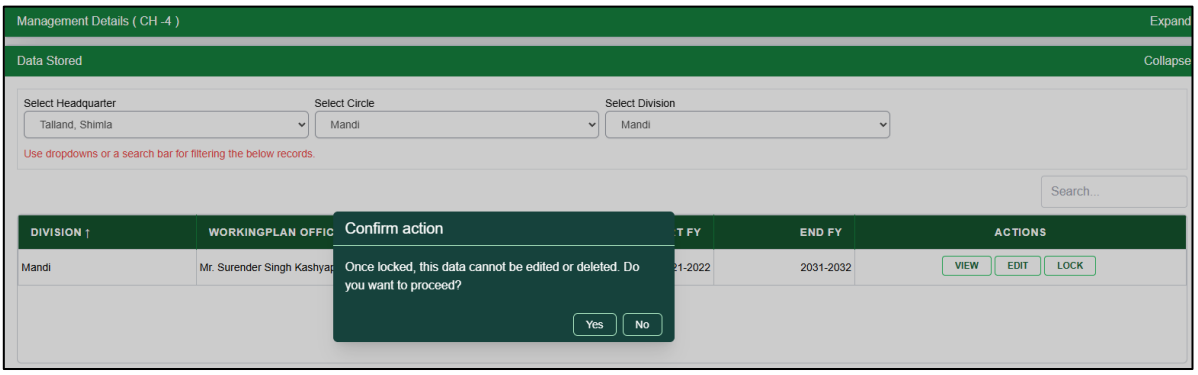


Figure 1.3.4 CH4 locking

After Locking:

The Working Plan becomes **read-only;** it is accessible to all other forms:

- **CH-1**
- **CH-6**
- **TD Form**
- **Free Grant**
- **Any Working Plan–related module**

Only **locked** Working Plans will appear in dropdowns across the system. This ensures consistency, accuracy, and prevents accidental modifications.

1.3.6 Visibility and Access Rights

1. **DFO**
    a. Can create, edit before lock, and lock the CH-4 entry.
    b. Can add Working Circles.
    c. cannot delete a Working Circle if any dependent forms exist(CH1, Td form, Td free grant form and CH6).

2. **All Other Users**
    a. Can **view** the locked CH-4 Working Plan for their allotted geography.
    b. Can **download the PDF** of the Working Plan document.
    c. Cannot edit or modify CH-4 in any way.

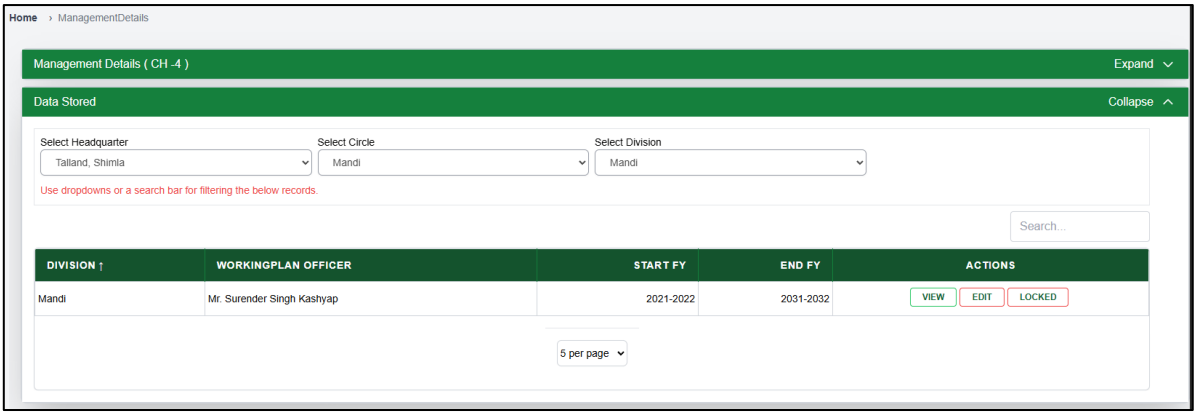


Figure 1.3.5 Saved CH4

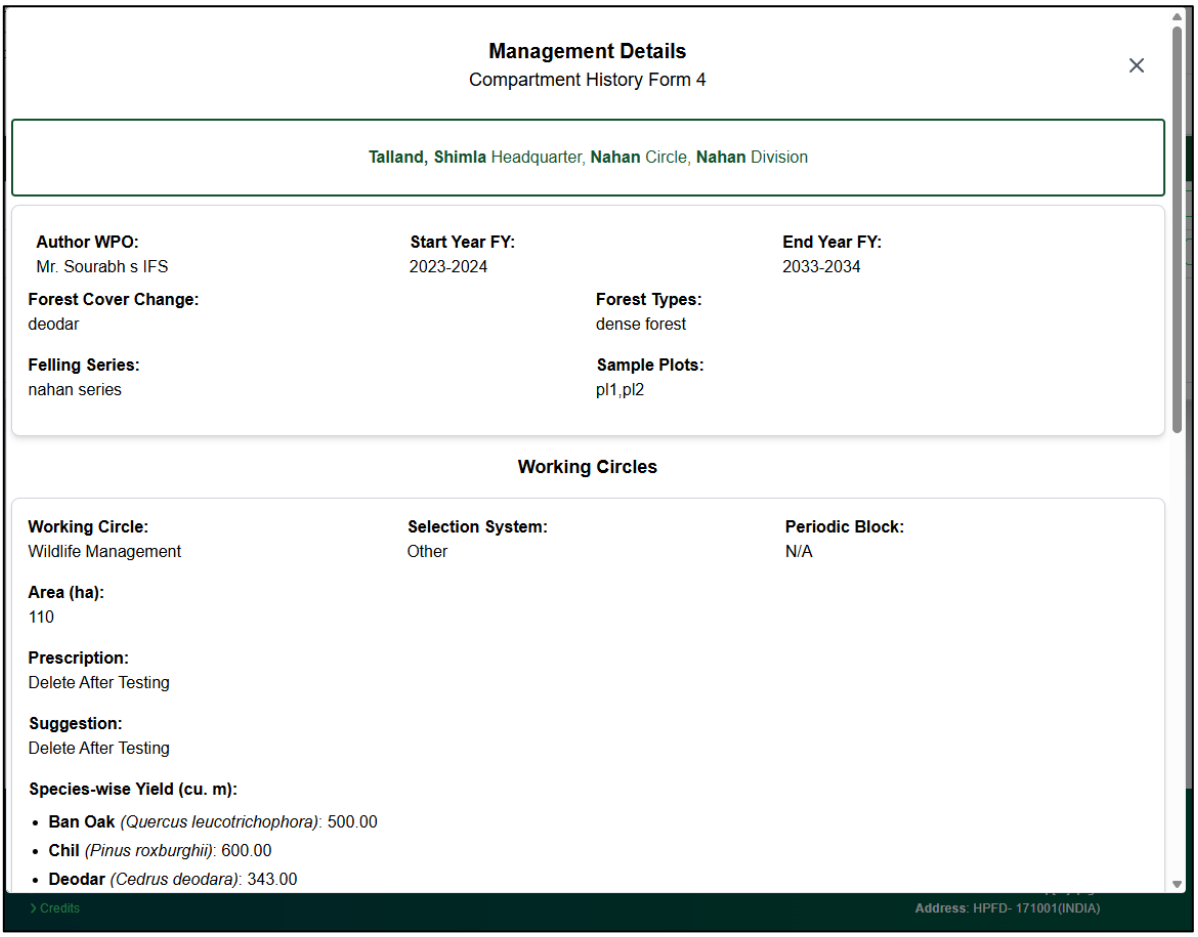


Figure 1.3.6 CH4 web view

1.3.7 Working Circle Deletion Rules (Critical for Data Integrity)

Once a Working Circle is added under a Working Plan, it **cannot** be **deleted** if ANY dependent form is filled**:**

- CH-1
- CH-6

- TD Form
- Free Grant Form
- Any other module linked to that Working Circle

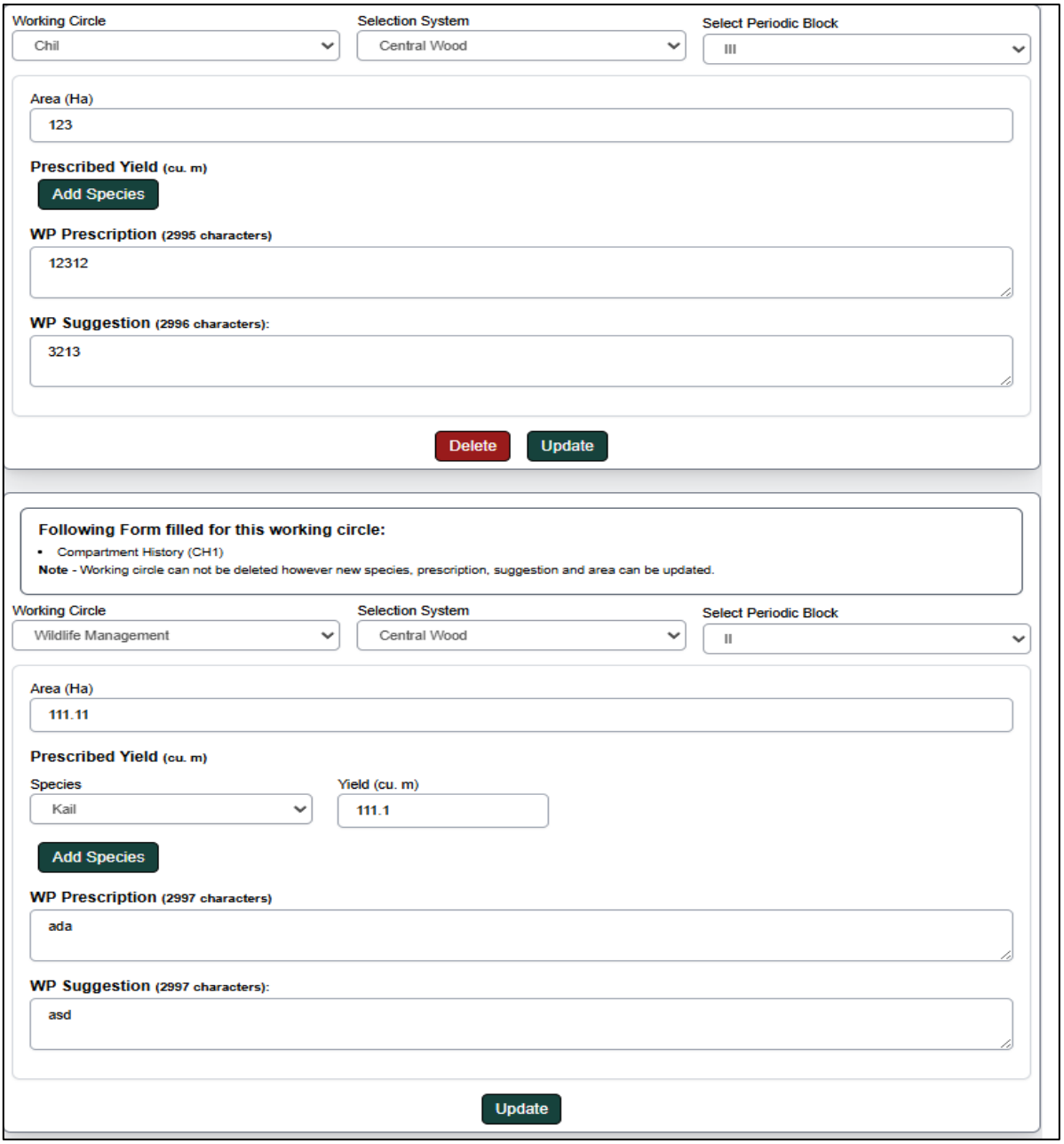


Figure 1.3.7 CH4 edits

To delete a Working Circle:

You must first:

- Delete the dependent CH-1/CH-6/TD/Free Grant records
- Then delete the Working Circle
- Then update CH-4 if required

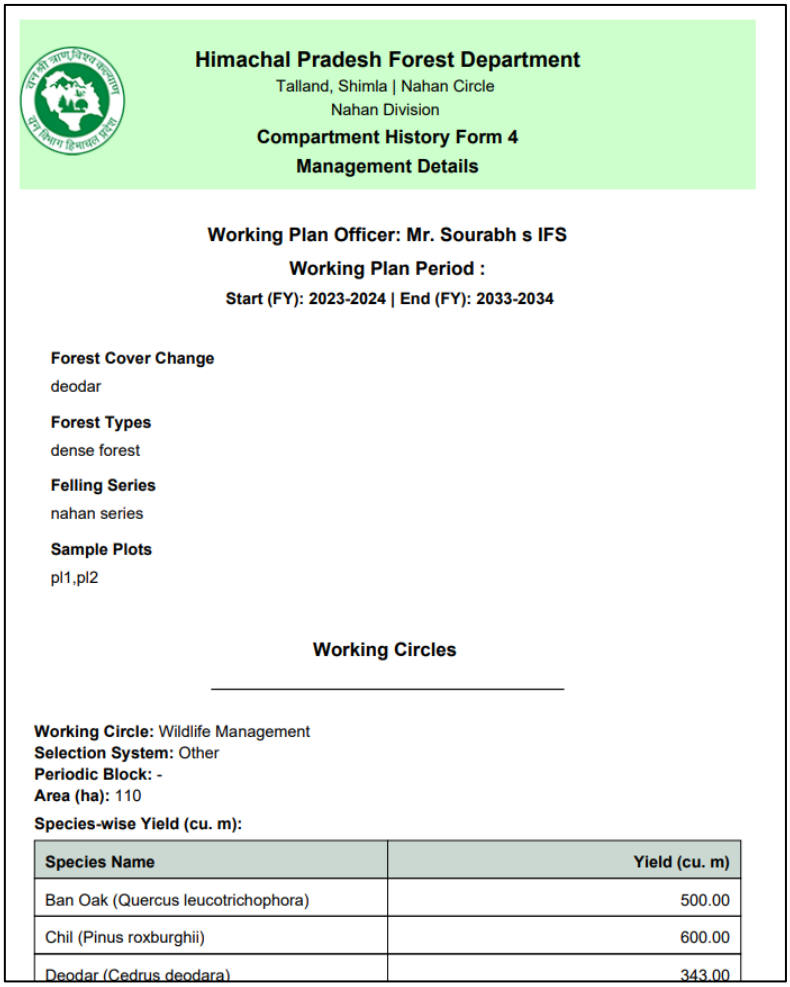
This rule prevents:

- Orphan data
- Misaligned Working Plan structures
- Loss of historical forest data

1.3.8 Downloading the CH-4 Working Plan

All eligible users can:

- View the details of the locked Working Plan
- Download the **PDF document** for offline reference, reporting, and audit purposes



Himachal Pradesh Forest Department
Talland, Shimla | Nahan Circle
Nahan Division
Compartment History Form 4
Management Details

Working Plan Officer: Mr. Sourabh s IFS
Working Plan Period :
Start (FY): 2023-2024 | End (FY): 2033-2034

Forest Cover Change
deodar

Forest Types
dense forest

Felling Series
nahan series

Sample Plots
pl1,pl2

Working Circles

Working Circle: Wildlife Management
Selection System: Other
Periodic Block: -
Area (ha): 110
Species-wise Yield (cu. m):

Species Name	Yield (cu. m)
Ban Oak (Quercus leucotrichophora)	500.00
Chil (Pinus roxburghii)	600.00
Deodar (Cedrus deodara)	343.00

Figure 1.3.8 CH4 pdf

1.3.9 Summary of Key CH-4 Module Features

- Starting point of the Compartment History workflow Ensures Working Plan periods do not overlap
- Allows adding and editing Working Circles
- Provides locking mechanism to prevent data tampering Exposes only locked plans to other forms Enforces strict data integrity rules

- Supports PDF export and view access for all user levels

1.4 NTFP's Including MAP

1.4.1 Introduction and Purpose

The NTFP & MAP Form is a core operational form used by frontline staff (Beat, Block, Range) to record collection, harvesting, and production details of Non-Timber Forest Produce (NTFP) and Medicinal/Aromatic Plants (MAP). These resources include plants, fruits, roots, leaves, gums, resins, herbs, spices, dyes, and other forest produce that do not involve timber extraction.

This form helps the department:

- Monitor species-wise harvesting trends
- Ensure sustainable extraction based on available potential
- Track harvested quantities division-wise
- Maintain transparency through a Public Dashboard
- Improve long-term planning and ecological balance

The data captured here directly contributes to annual reporting, policy decisions, and conservation planning.

1.4.2 Who Can Fill the Form? (Role-wise Explanation)

Beat officer, Block officer and Range officer can only fill the form. They capture field observations and harvesting activities. The system automatically fills their hierarchy (Beat/Block/Range/Division/Circle/HQ) based on login.

Higher officials at **Division, Circle, HQ** only **monitor**, review trends, and verify.

1.4.3 Detailed Approval Workflow (With Practical Scenarios)

The approval process changes depending on who fills the form. This ensures accountability and correct supervision.

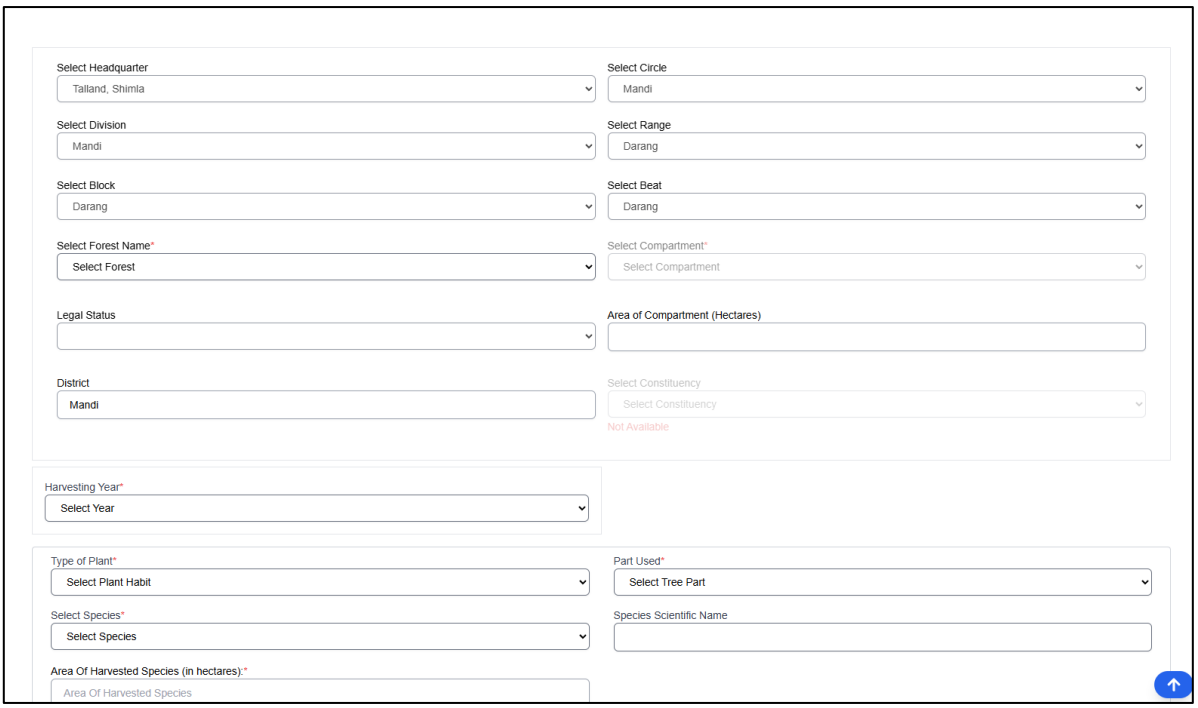


Figure 1.4.1 CH5 form

Case 1: Form Filled by Beat Officer

1. **Beat Officer** fills and submits the form.
2. Form goes to **Block Officer** for checking harvesting area, quantities, plant parts, species etc.
3. Once Block approves → form goes to **Range Officer** for final approval.
4. After Range approval → form becomes read-only.
5. Divisional and higher levels can ONLY view it.

Case 2: Form Filled by Block Officer

1. **Block Officer** fills and submits.
2. Form goes **directly to Range Officer** for approval.
3. Once approved → form becomes read-only.

Case 3: Form Filled by Range Officer

1. **Range Officer** fills the form.
2. Range Officer performs **self-approval** (final authority at this level).
3. Form becomes read-only and visible upward.

Form Locking Rules:

1. **After final approval** → editing disabled permanently**.**
2. Draft or pending forms remain editable only by the officer who created them.

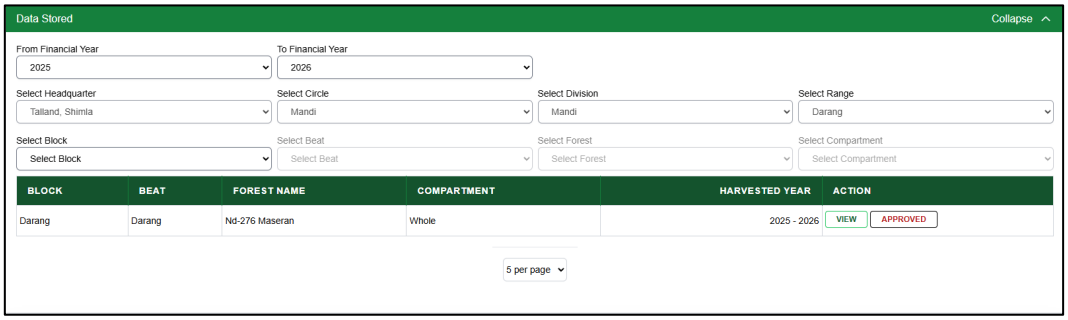


Figure 1.4.2 Approved form

1.4.4 Form Fields & User Guidance

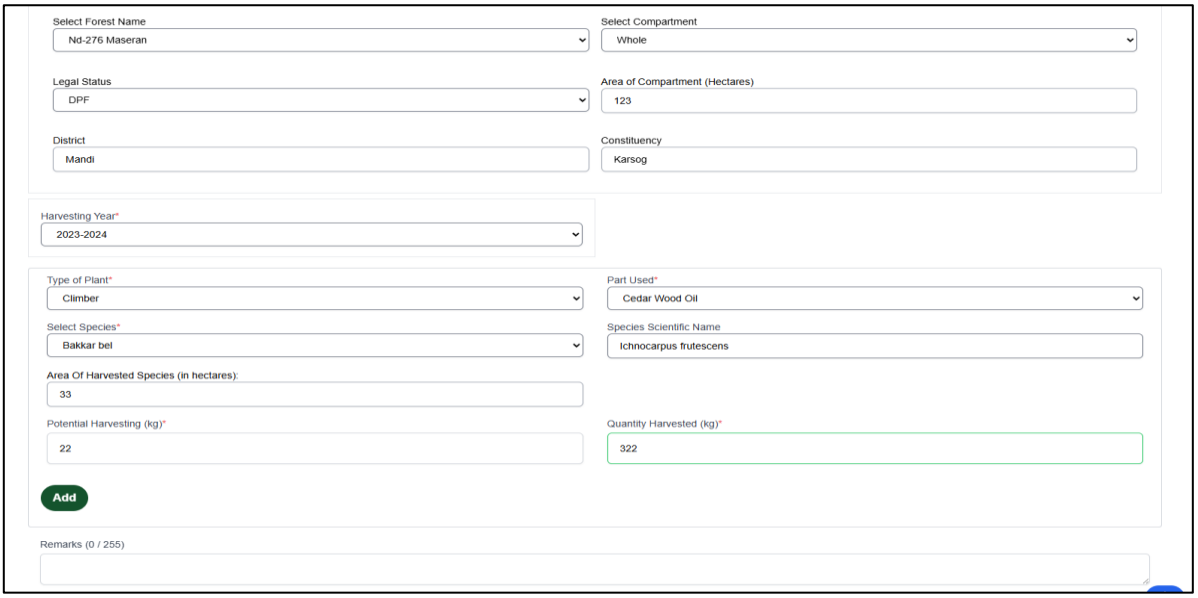


Figure 1.4.3 Form Fields

- **Harvesting Year (*):** Choose the financial year in which harvesting occurred.
- **Type of Plant (*):** NTFP or MAP category (e.g., Medicinal Herb, Edible Fruit, Resin Category).
- **Part Used (*):** Based on species, e.g., Leaf, Bark, Root, Fruit, Seed, Flower, Gum, Resin.
- **Species Name (Auto-filled):** Automatically fetched after selecting plant type.

Manual Entry Fields

- **Area Harvested (Ha) (*):** Actual area from which produce was collected.
- **Potential Harvesting (*):** Estimated total availability for sustainable extraction.
- **Quantity Harvested (*):** Quantity actually removed by collectors.
- **Remarks (*):** Officer must detail observations such as:
    - Condition of the area
    - Whether harvesting was sustainable
    - Any illegal/over-harvesting noticed
    - Weather or ecological constraints

System Prefilled Fields

- State
- Circle
- Division
- Range
- Block
- Beat

These fields ensure accuracy and prevent manipulation.

1.4.5 Saving, Submitting, and Viewing Records

Submitting the Form

- Validates all mandatory fields.
- Moves automatically to next officer in hierarchy.

Viewing Saved Forms in Data Stored

- Submitted forms
- Approved forms
- Officer can filter using Harvest Year
- User can drill down from Division → Range → Block → Beat → Individual Form

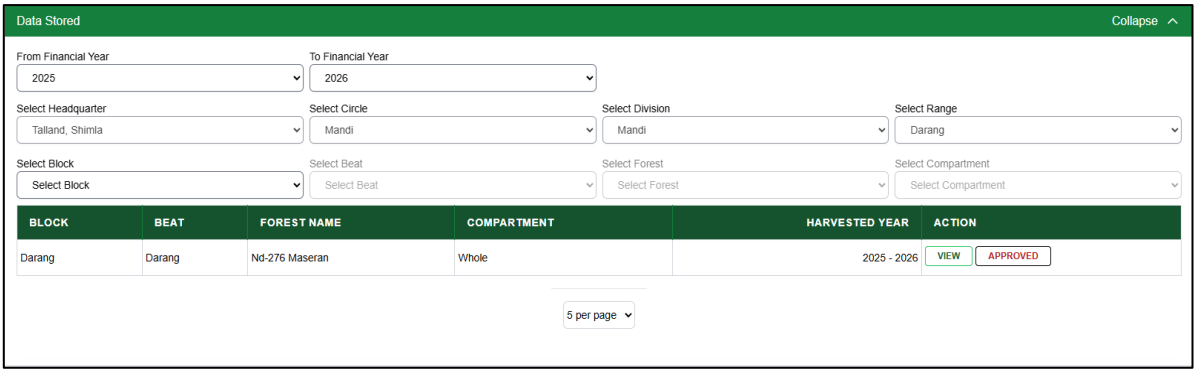


Figure 1.4.4 Saved forms

1.4.6 Role-Based Access & Permissions

Beat Officer

- Fill the form
- Submit to Block
- View all Beat-submitted records

Block Officer

- Fill the form
- Approve Beat submissions
- View all Beat + Block records

Range Officer

- Fill the form
- Approve Beat and Block submissions
- Final approval authority

Division, Circle, HQ

- View all forms
- Monitor pending/approved status
- Cannot modify any data

1.4.7 Status section

Shows how many forms are:

- Pending at Beat level
- Pending at Block level
- Pending at Range level
- Final-approved

This helps Range/Division/HQ quickly identify delays.

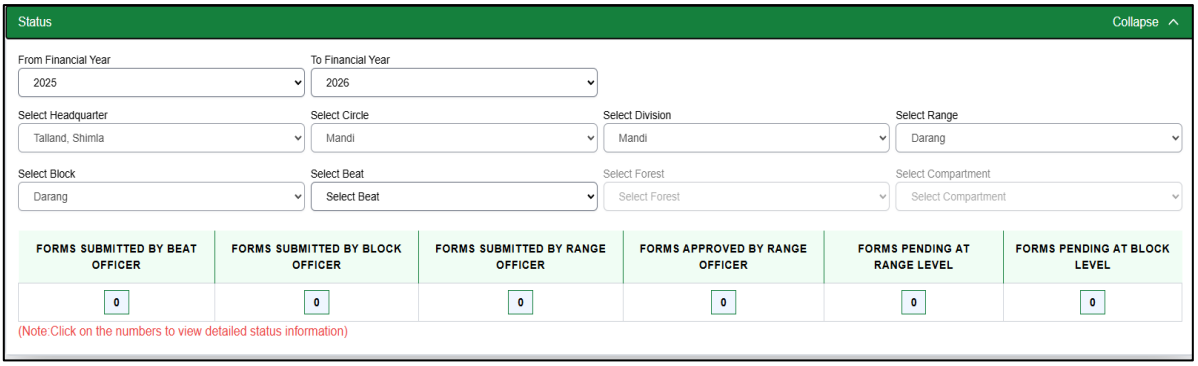


Figure 1.4.5 CH5 status

1.4.8 Summary

- Designed for sustainable and transparent NTFP/MAP monitoring
- Auto-filled fields prevent species-level mistakes
- Approval chain adapts to officer level
- Final approval locks the form
- Drill-down dashboard enables better supervision
- Mandatory fields ensure complete data entry

1.5 Resin Extraction

1.5.1 Overview

The **Resin Extraction Form** is used to record tree enumeration details for resin tapping within a specific forest compartment. Beat, Block, and Range officers can enter and upload the tree-related information, while only the **Range Officer** has the authority to create a resin extraction lot. Higher authorities such as Division, Circle, and Headquarters can only view the created resin lots.

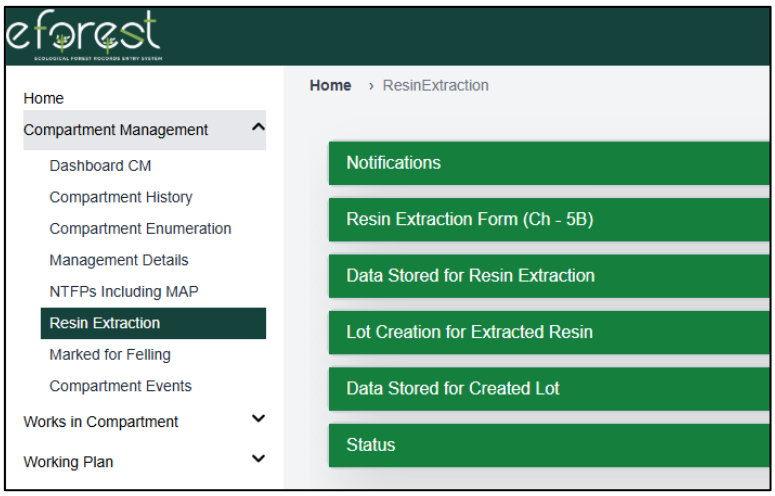


Figure 1.5.1 Various section of resin extraction

When the user clicks on **Resin Extraction** in the submenu, several sections are visible as shown in Figure 1.5.1:

- Notifications
- Resin Extraction Form (Ch-5B)
- Data Stored for Resin Extraction
- Lot Creation for Extracted Resin (RFO only)
- Data Stored for Created Lot (Headquarter, Circle, Division, Range Only)
- Status

Only the Range Officer can access the lot creation section, and only Range, Division, Circle, and Headquarters can view created lots. Beat and Block users can fill forms but cannot see created lots.

1.5.2 Filling the Resin Extraction Form

1. **Open the form:** Click on the Resin Extraction Form section to open the form.

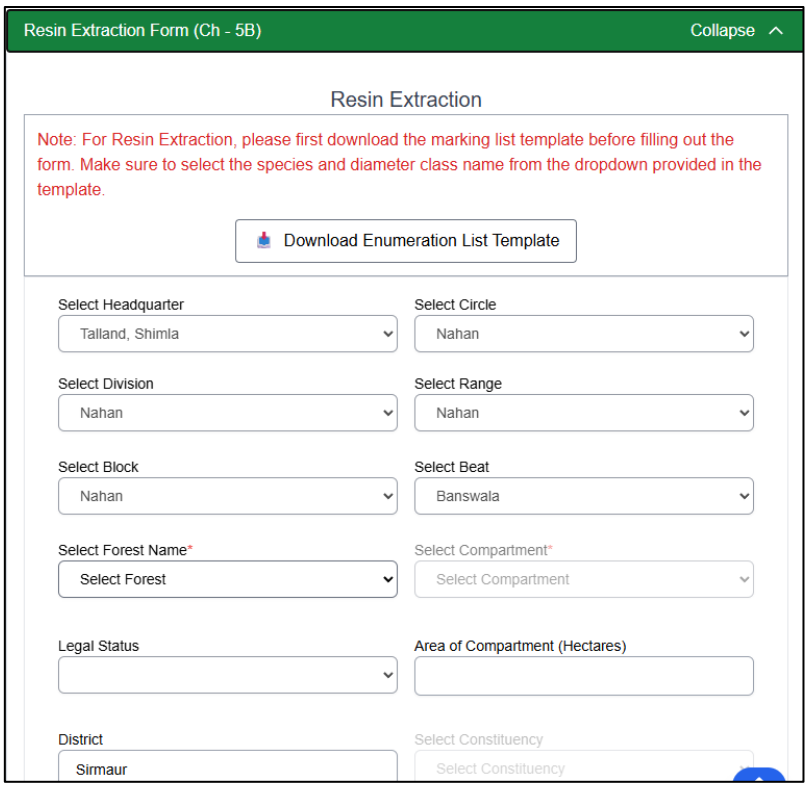


Figure 1.5.2 Resin Extraction form part 1

2. **Download enumeration format:** A note at the top contains a downloadable Excel template for enumeration as shown in Figure 1.5.2. Users should fill this template with tree information, which will later be uploaded.
3. **Select administrative details:** Choose the Block, Beat, Forest, and Compartment for which the Excel file is being uploaded.

District
Sirmaur

Constituency

Year of extraction *
Select Year

Enumeration List of Trees for Resin Tapping *
Choose File No file chosen

Number Of Trees *
0

Number Of Blazes *
0

Yield Obtained (kg/ha)

Royalty Payable (INR) *

Submit

Figure 1.5.3 Resin Extraction form part 2

A	B	C	D	E	F	G	H
Sr_No	TreeNo	Species	Dia1	Dia2	AvgDia	DiaClassName	Remarks
1	T1	Chil	10	20	15	V	Test
2	T1	Chil (LHS of Beas river	10	20	15.5	V	##Text

Figure 1.5.4 Excel entries with mistake in excel template

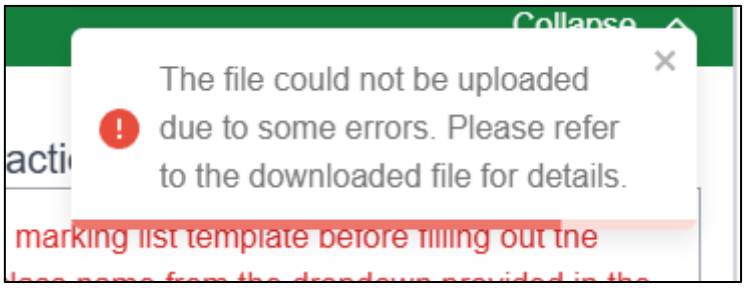


Figure 1.5.5 File upload error notification

File Edit View H1

```
Duplicate Tree No. in file: T1 (first seen at row 2, duplicated at row 2)
Duplicate Tree No. in file: T1 (first seen at row 2, duplicated at row 3)
AvgDia must be a whole number at row 3
Invalid Remarks format at row 3
```

Figure 1.5.6 Downloaded text file with issues information

A	B	C	D	E	F	G	H
Sr_No	TreeNo	Species	Dia1	Dia2	AvgDia	DiaClassName	Remarks
1	T123	Chil	10	20	15	V	Old Tree

Figure 1.5.7 Correct sample data filled in excel template

4. **Select extraction year:** Pick the appropriate year from the dropdown.
5. **Upload the Excel file:** After uploading, the system performs multiple validations. If any error is found such as an invalid species, a marking number already present in the system for same forest and compartment combine, or a duplicate marking number within the same file as shown in Figure 1.5.4, a notification will pop up as shown in Figure 1.5.5 and a text file is generated listing all issues as shown in Figure 1.5.6. Users must correct the Excel file and re-upload.

Note: After a successful file upload

- **Number of Trees** and **Number of Blazes** are automatically computed and populated on form by the system from the uploaded excel data as shown in Figure 1.5.8.
- The parsed data remains temporarily stored for 15 minutes, and the user must submit the form within this time.
- A timer will also appear besides Submit Button as shown in Figure 1.5.8
- Uploading the file again restarts the 15-minute timer.

6. **Auto-calculated fields:** Number of trees and number of blazes are automatically computed by the system from the uploaded data.
7. **Enter Yield Obtained (Kg/ha):** Enter numeric value must follow the format up to 6 digits before decimal and 2 digits after decimal.
8. **Enter Royalty Payable (INR):** Must follow the same numeric validation rules as Yield.
9. **Submit the form:** After reviewing details, confirm submission. The form will then appear in the Data Store for Resin Extraction as shown in Figure 1.5.9.

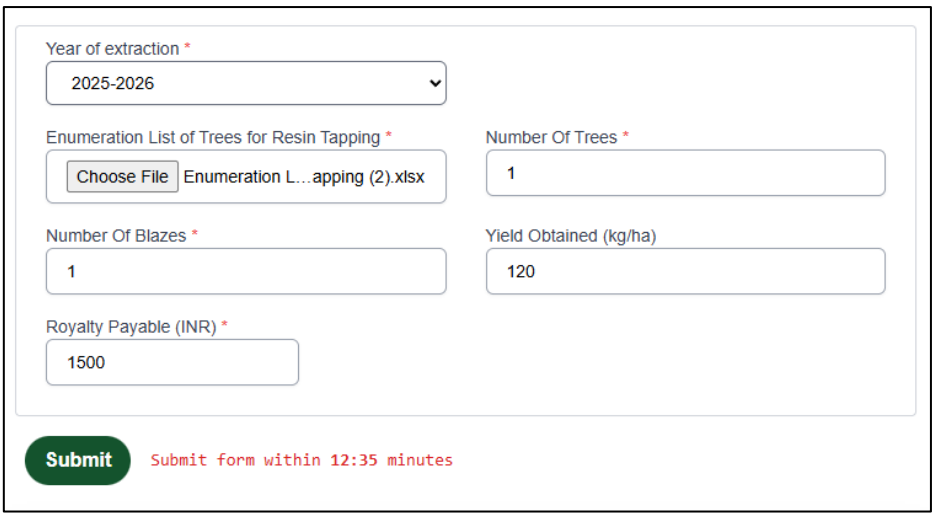


Figure 1.5.8 Resin form filled with file upload

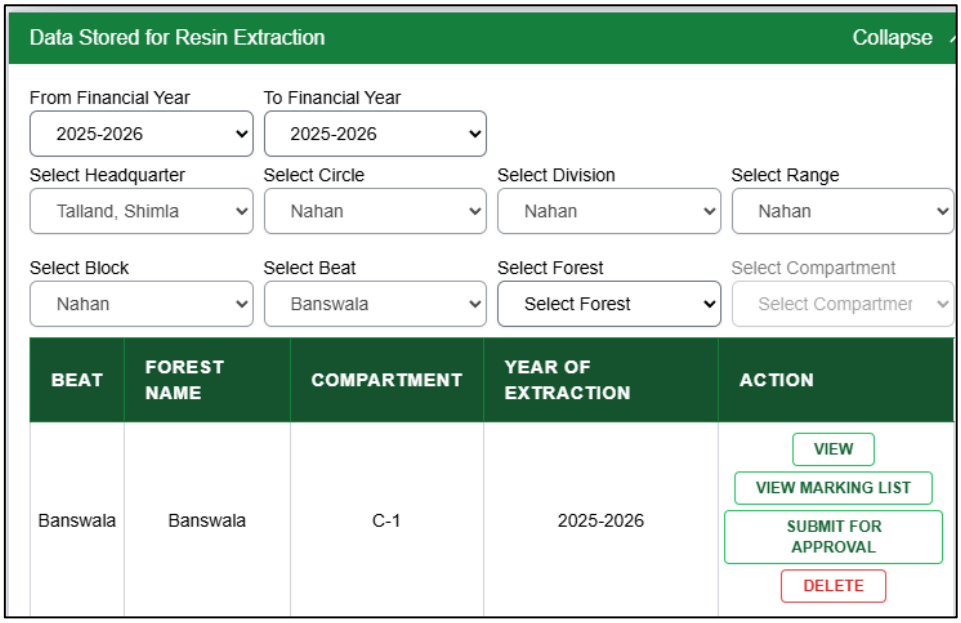
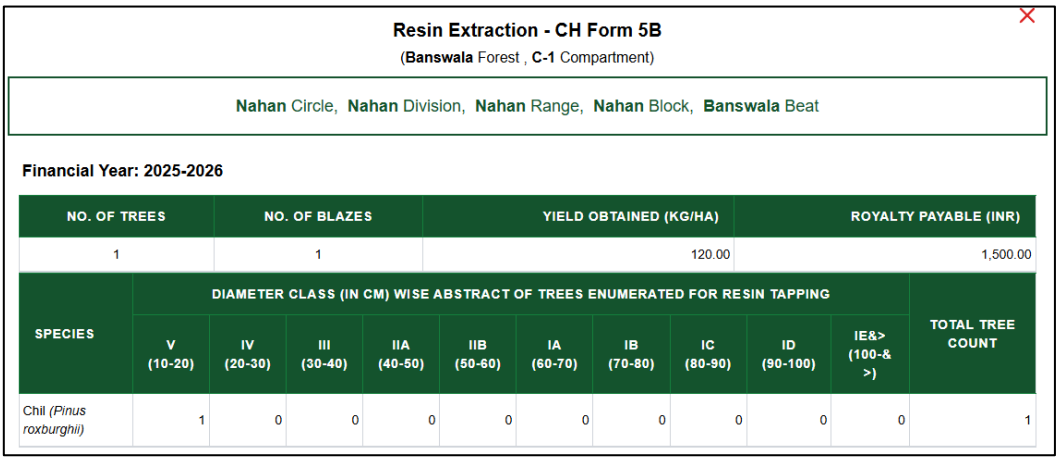


Figure 1.5.9 Data stored for resin extraction



Resin Extraction - CH Form 5B

(**Banswala** Forest , **C-1** Compartment)

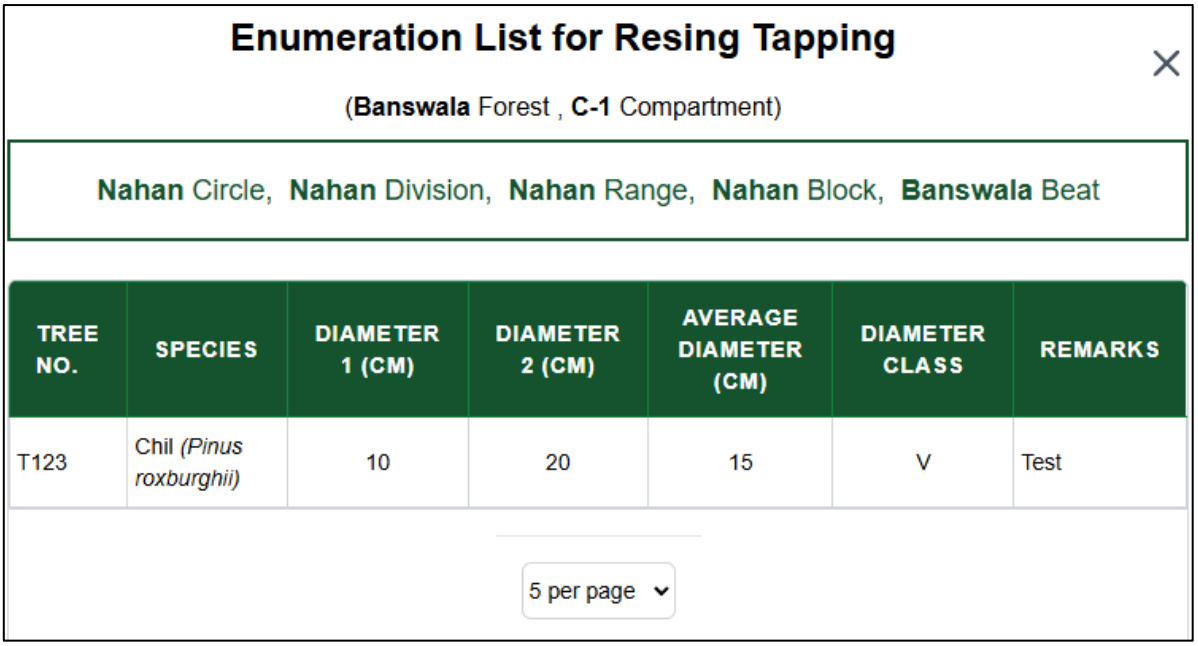
Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Banswala** Beat

Financial Year: 2025-2026

NO. OF TREES	NO. OF BLAZES	YIELD OBTAINED (KG/HA)	ROYALTY PAYABLE (INR)
1	1	120.00	1,500.00

SPECIES	DIAMETER CLASS (IN CM) WISE ABSTRACT OF TREES ENUMERATED FOR RESIN TAPPING										TOTAL TREE COUNT
	V (10-20)	IV (20-30)	III (30-40)	IIA (40-50)	IIB (50-60)	IA (60-70)	IB (70-80)	IC (80-90)	ID (90-100)	IE&> (100-& >)	
Chil *(Pinus roxburghii)*	1	0	0	0	0	0	0	0	0	0	1

Figure 1.5.10 View Modal



Enumeration List for Resing Tapping

(**Banswala** Forest , **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Banswala** Beat

TREE NO.	SPECIES	DIAMETER 1 (CM)	DIAMETER 2 (CM)	AVERAGE DIAMETER (CM)	DIAMETER CLASS	REMARKS
T123	Chil *(Pinus roxburghii)*	10	20	15	V	Test

5 per page

Figure 1.5.11 View Marking List Modal

1.5.3 Submitting the Form for Approval

After the form is created, it must be submitted for approval. The approval chain depends on who filled the form:

- **If a Beat Officer submits**, the form first goes to the Block Officer, who can either reject or forward it to the Range Officer. Only the Range Officer can approve.
- **If a Block Officer submits**, the form goes directly to the Range Officer.
- **If a Range Officer submits**, the Approve button appears directly for them in the Data Store.

To Submit for approval:

- Locate the form in the Data Store as shown in Figure 1.5.9.
- Click **Submit for Approval** in the Action column.
- A pop up for confirmation will appear as show in Figure 1.5.12. Confirm the submission. The system automatically routes it to the appropriate officer based on user role.

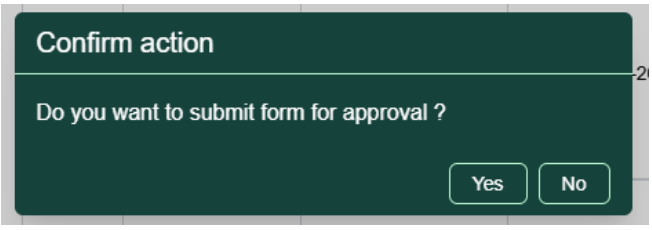


Figure 1.5.12 Submit for approval confirmation dialogue

1.5.4 Approval, Forwarding, and Rejection Process

When a form reaches an officer for action, they receive a notification as shown in Figure 1.5.13. Clicking the notification opens a modal window as shown in Figure 1.5.14 with options such as **Forward**, **Revise**, or **Approve**, depending on their role.

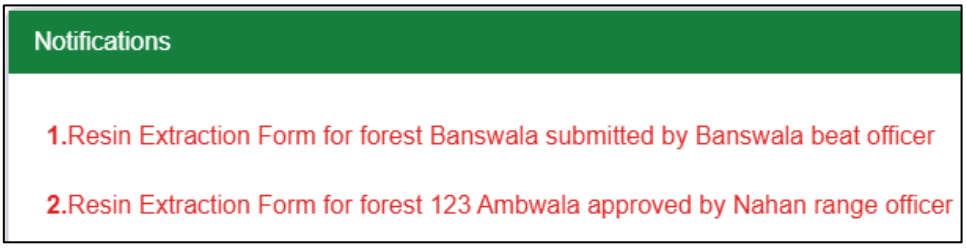


Figure 1.5.13 Form submitted notification

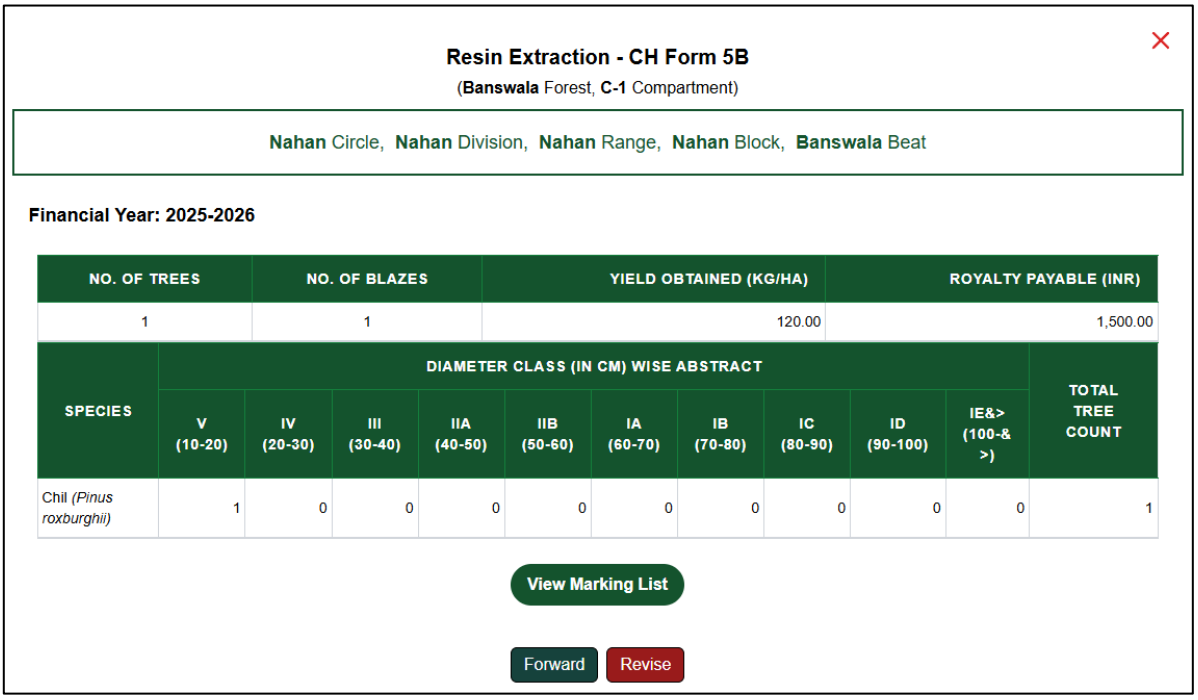


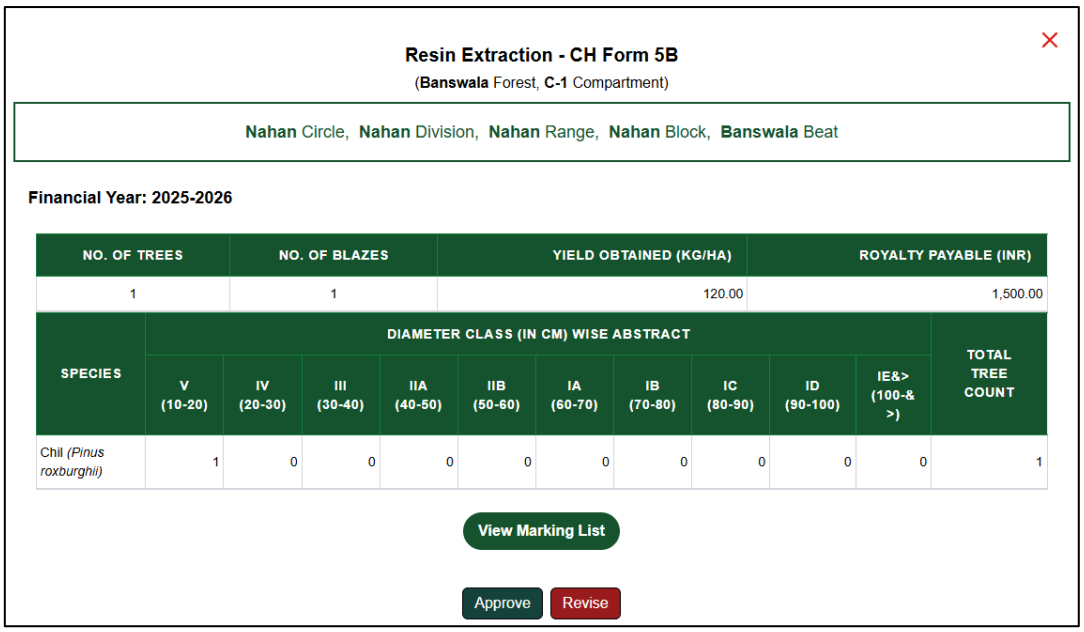
Figure 1.5.14 Forward or Revise modal for forwarding officer

Forwarding (Block Officer)

The Block Officer cannot approve forms. They can only review and forward them to the Range Officer after verifying the details.

Approval (Range Officer)

The Range Officer reviews the submitted details and approves the form. He can approve form by clicking Approve button as shown in Figure 1.5.15



Resin Extraction - CH Form 5B

(**Banswala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Banswala** Beat

Financial Year: 2025-2026

NO. OF TREES	NO. OF BLAZES	YIELD OBTAINED (KG/HA)	ROYALTY PAYABLE (INR)
1	1	120.00	1,500.00

SPECIES	DIAMETER CLASS (IN CM) WISE ABSTRACT										TOTAL TREE COUNT
	V (10-20)	IV (20-30)	III (30-40)	IIA (40-50)	IIB (50-60)	IA (60-70)	IB (70-80)	IC (80-90)	ID (90-100)	IE&> (100-&>)	
Chil *(Pinus roxburghii)*	1	0	0	0	0	0	0	0	0	0	1

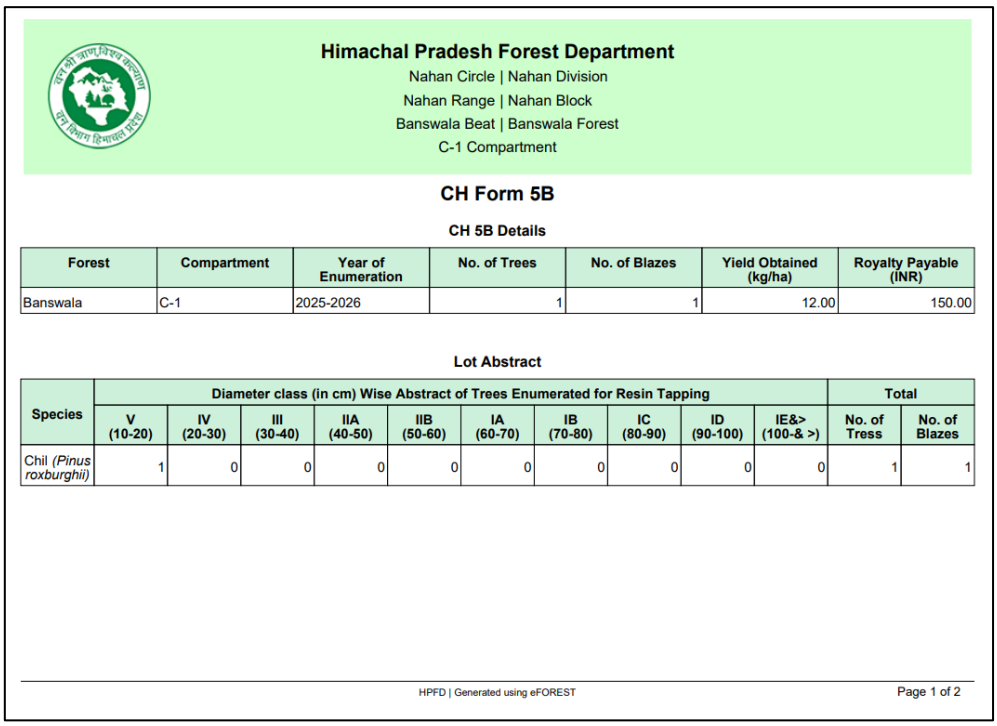
View Marking List

Approve Revise

Figure 1.5.15 Approve or Revise modal for Range Officer

Once approved:

- The form becomes available for **Lot Creation** as shown in Figure 1.5.18.
- Notifications are sent to the Beat and Block officers, informing them that the form is approved and Download PDF button get visible in data stored, the pdf can be downloaded for the form



Himachal Pradesh Forest Department

Nahan Circle | Nahan Division

Nahan Range | Nahan Block

Banswala Beat | Banswala Forest

C-1 Compartment

CH Form 5B

CH 5B Details

Forest	Compartment	Year of Enumeration	No. of Trees	No. of Blazes	Yield Obtained (kg/ha)	Royalty Payable (INR)
Banswala	C-1	2025-2026	1	1	12.00	150.00

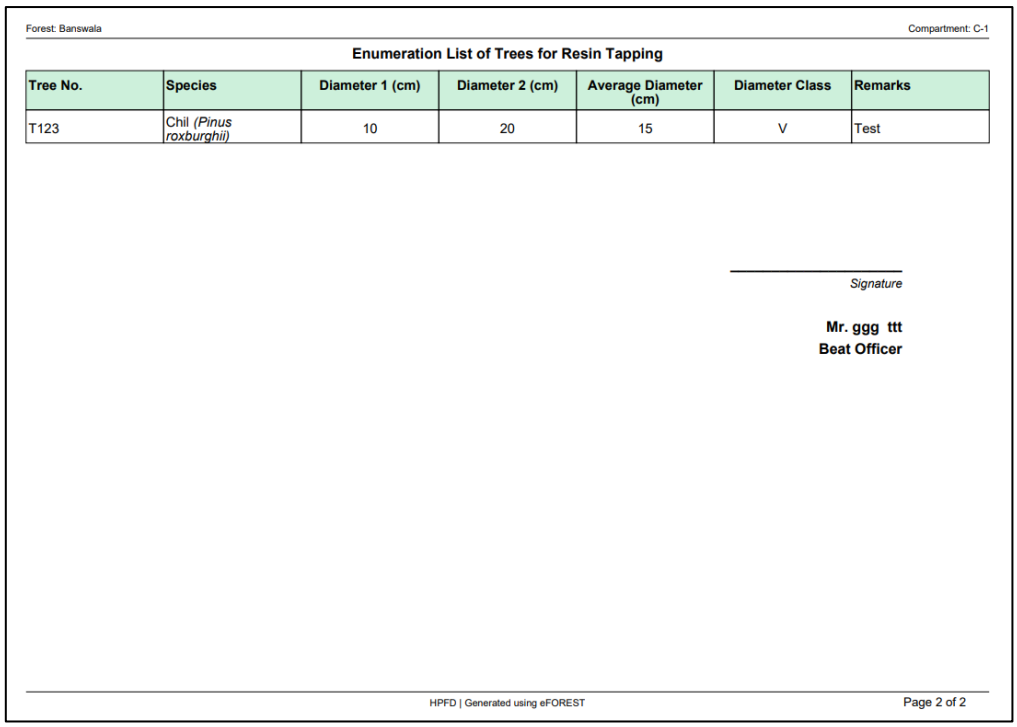
Lot Abstract

Species	Diameter class (in cm) Wise Abstract of Trees Enumerated for Resin Tapping										Total	
	V (10-20)	IV (20-30)	III (30-40)	IIA (40-50)	IIB (50-60)	IA (60-70)	IB (70-80)	IC (80-90)	ID (90-100)	IE&> (100-&>)	No. of Tress	No. of Blazes
Chil *(Pinus roxburghii)*	1	0	0	0	0	0	0	0	0	0	1	1

HPFD | Generated using eFOREST

Page 1 of 2

Figure 1.5.16 Resin form pdf part 1



Forest: Banswala | Compartment: C-1

Enumeration List of Trees for Resin Tapping

Tree No.	Species	Diameter 1 (cm)	Diameter 2 (cm)	Average Diameter (cm)	Diameter Class	Remarks
T123	Chil *(Pinus roxburghii)*	10	20	15	V	Test

Signature

Mr. ggg ttt
Beat Officer

HPFD | Generated using eFOREST | Page 2 of 2

Figure 1.5.17 Resin form pdf part 2

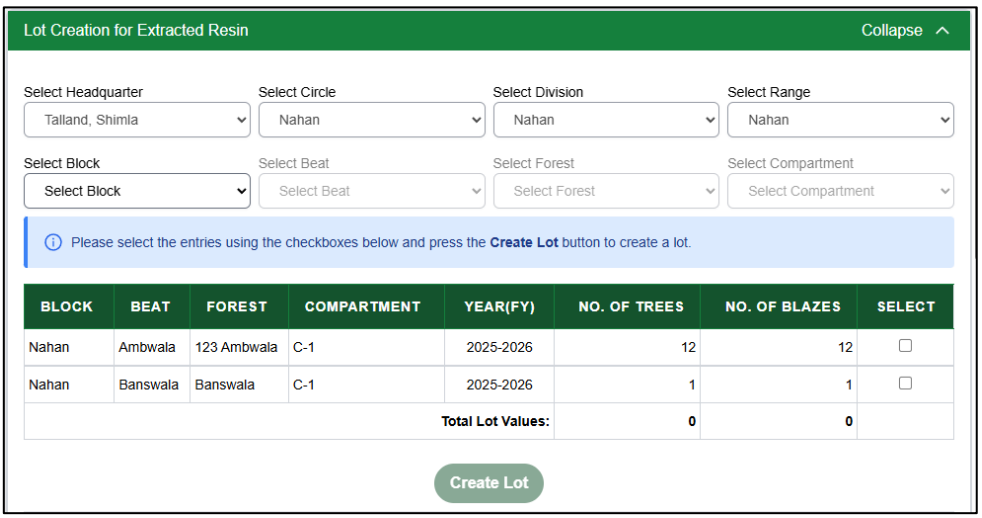


Figure 1.5.18 Forms available for lot creation

Rejection

Both Block and Range Officers can reject a form.
A remark or reason is **mandatory** when rejecting, a modal will pop up once user click on revise button as shown in Figure 1.5.19. The submitting user receives the rejection notification as shown in Figure 1.5.22 the notification has been generated for beat user and he can also view the remark or reason by clicking that notification.

Figure 1.5.19 Revise form reason modal

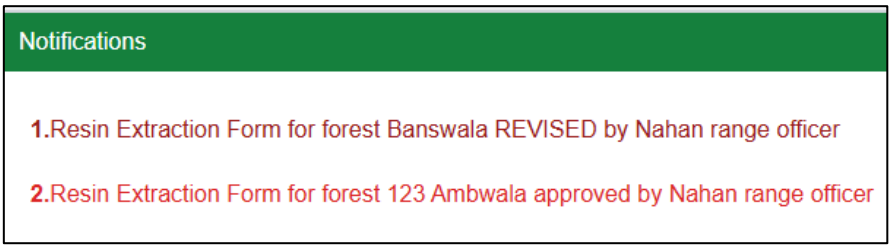


Figure 1.5.20 Revise notification generated for forwarding Officer

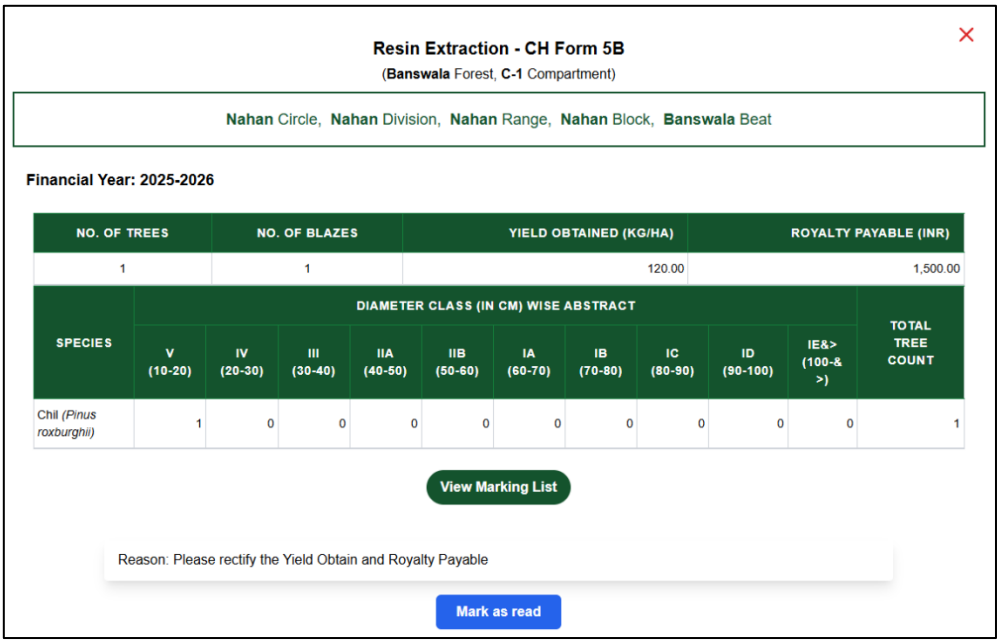


Figure 1.5.21 Modal pop up for forwarding officer after Revise Notification is clicked

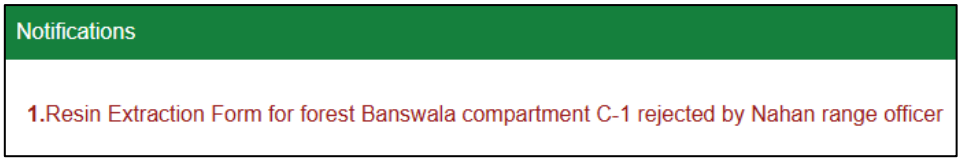
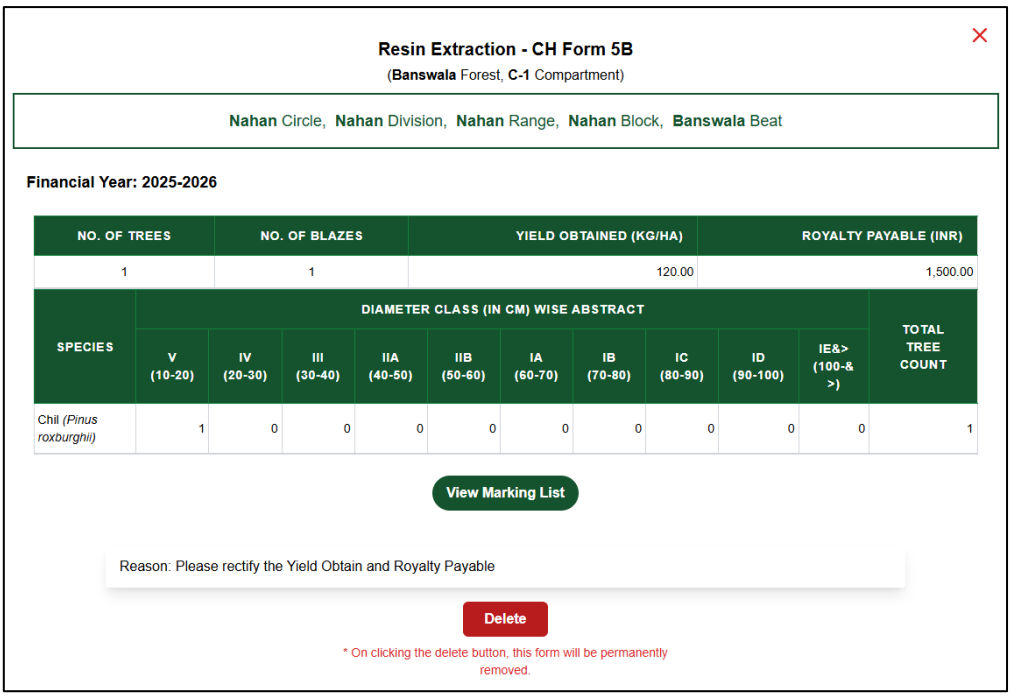


Figure 1.5.22 Revise notification generated for form submitting Officer



Resin Extraction - CH Form 5B

(**Banswala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Banswala** Beat

Financial Year: 2025-2026

NO. OF TREES	NO. OF BLAZES	YIELD OBTAINED (KG/HA)	ROYALTY PAYABLE (INR)
1	1	120.00	1,500.00

SPECIES	DIAMETER CLASS (IN CM) WISE ABSTRACT										TOTAL TREE COUNT
	V (10-20)	IV (20-30)	III (30-40)	IIA (40-50)	IIB (50-60)	IA (60-70)	IB (70-80)	IC (80-90)	ID (90-100)	IE&> (100-& >)	
Chil *(Pinus roxburghii)*	1	0	0	0	0	0	0	0	0	0	1

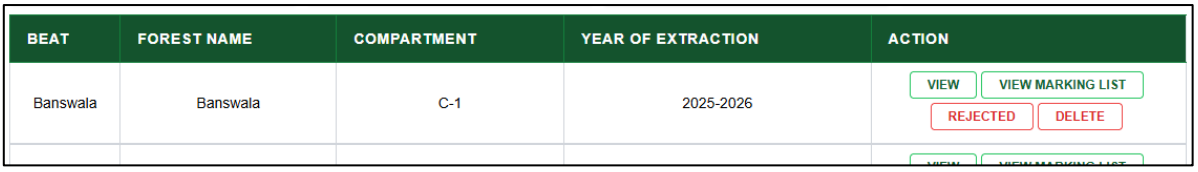
View Marking List

Reason: Please rectify the Yield Obtain and Royalty Payable

Delete

* On clicking the delete button, this form will be permanently removed.

Figure 1.5.23 Modal pop up for form submitting officer after Reject Notification is clicked



BEAT	FOREST NAME	COMPARTMENT	YEAR OF EXTRACTION	ACTION
Banswala	Banswala	C-1	2025-2026	VIEW VIEW MARKING LIST REJECTED DELETE

Figure 1.5.24 Revised form Entry in Data Stored

After a form is rejected:

- It **cannot be edited**.
- The user must delete it from the Data Store by clicking Delete button as shown in Figure 1.5.24 or by clicked rejected notification which will open up modal there will be delete button as shown in Figure 1.5.23.
- A new form must be filled with the necessary corrections and submitted again.

1.5.5 Deleting a Form (Before Submission for Approval)

Before submitting for approval, any user can delete their form by clicking the **Delete** button in the Data Store as shown in Figure 1.5.9. Upon confirmation, the form is permanently removed.

1.5.6 Lot Creation for Extracted Resin

The **Lot Creation for Extracted Resin** section is used by the **Range Officer** to create resin extraction lots from approved Resin Extraction Forms. Only forms that have been approved by the Range Officer appear in this section. Other users cannot access this section.
Using this section, the Range Officer can apply filters, view approved entries, and select one or more entries to generate a resin extraction lot.

Steps for Creating a Resin Extraction Lot

1. **Open Lot Creation Section**: Navigate to Resin Extraction → Lot Creation for Extracted Resin. A section will open up as shown in Figure 1.5.18. This section is available only to Range-level users.
2. **Apply Filters**: Select the appropriate administrative filters to view approved entries such as Block, Beat, Forest, Compartment. The list of approved resin extraction entries updates based on the filters selected.
3. **Select Entries for Lot Creation:** Use the **checkbox** in the *Select* column to choose one or more rows. Only the selected entries will be included in the new resin lot. As entries are selected, **Total Lot Values** automatically update.
4. **Click Create Lot:** After selecting the required entries, click the **Create Lot** button at the bottom. A confirmation prompt will appear; after confirming, the system will generate a new resin extraction lot.

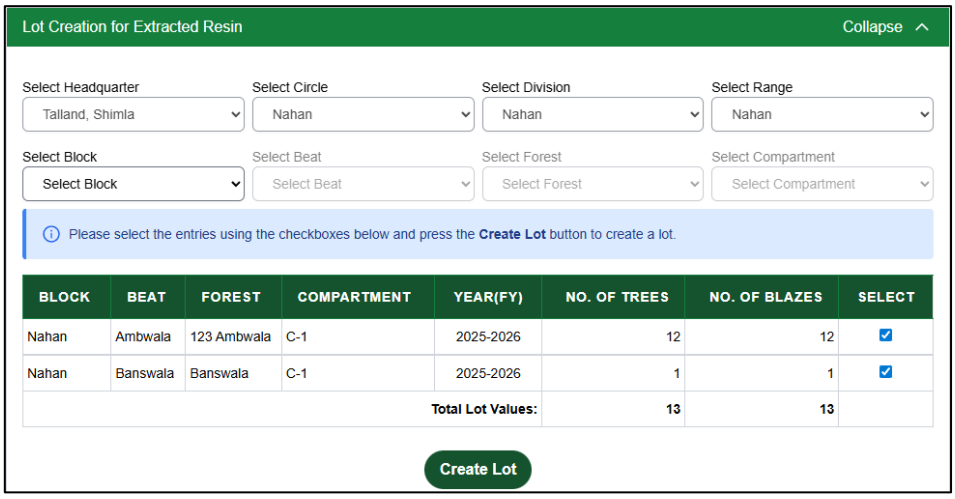


Figure 1.5.25 Selected entries for lot creation

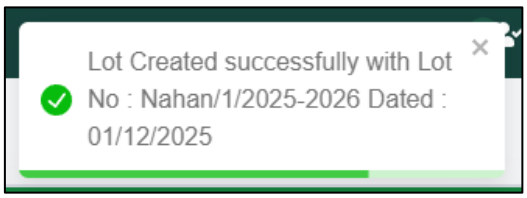


Figure 1.5.26 Resin lot creation notification

LOT NO.	LOT CREATED ON	BLOCK	BEAT	FOREST NAME	COMPARTMENT	TOTAL TREES	TOTAL BLAZES	ACTION
Nahan/1/2025-2026	01/12/2025	Nahan	Ambwala, Banswala	123 Ambwala, Banswala	C-1, C-1	13	13	VIEW VIEW MARKING LIST DOWNLOAD MARKING LIST DOWNLOAD PDF

Figure 1.5.27 Newly created lot

The generated lot will appear in **Data Stored for Created Lots**, where the user can perform multiple actions:

1. View
2. View Marking List
3. Download Marking List (RFO only)
4. Download PDF (RFO only)

The created lot is also visible to higher roles such as Headquarter, Circle and Division.

Resin Tapping Abstract

Nahan Circle, **Nahan** Division, **Nahan** Range

Financial Year: 2025-2026 **Lot No: Nahan/1/2025-2026** **Lot Creation Date: 1/12/2025**

SPECIES	DIAMETER CLASS (IN CM) WISE ABSTRACT OF TREES ENUMERATED FOR RESIN TAPPING										NO. OF TREES	NO. OF BLAZES
	V (10-20)	IV (20-30)	III (30-40)	IIA (40-50)	IIB (50-60)	IA (60-70)	IB (70-80)	IC (80-90)	ID (90-100)	IE&> (100-&>)		
Chil *(Pinus roxburghii)*	2	0	4	0	0	0	1	0	0	0	**7**	**7**
Chil (LHS of Beas river) *(Pinus roxburghii)*	1	0	1	0	0	0	3	0	0	0	**5**	**5**
Chil (RHS of Beas river) *(Pinus roxburghii)*	1	0	0	0	0	0	0	0	0	0	**1**	**1**

Figure 1.5.28 Lot view modal

Enumeration List for Resin Tapping

Nahan Circle, **Nahan** Division, **Nahan** Range

Financial Year: 2025-2026 **Lot No: Nahan/1/2025-2026** **Lot Creation Date: 1/12/2025**

BLOCK	BEAT	FOREST	COMPARTMENT	TREE NO.	SPECIES	DIAMETER 1 (CM)	DIAMETER 2 (CM)	AVERAGE DIAMETER (CM)	DIAMETER CLASS	REMARKS
Nahan	Ambwala	123 Ambwala	C-1	M1/25-2671	Chil *(Pinus roxburghii)*	10	20	15	V	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M6/25-2771	Chil *(Pinus roxburghii)*	30	40	35	III	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M4/25-2671	Chil *(Pinus roxburghii)*	30	40	35	III	Extra Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M5/25-2671	Chil *(Pinus roxburghii)*	30	40	35	III	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M7/25-2871	Chil *(Pinus roxburghii)*	30	40	35	III	Old Tree

5 per page Prev 1 2 3 Next

Figure 1.5.29 Lot view marking list modal

Himachal Pradesh Forest Department

Nahan Circle | Nahan Division

Nahan Range

Resin Lot Details

Lot No.	Block	Beat	Forest	Compartment	Blazes
Nahan/1/2025-2026	Nahan	Ambwala	123 Ambwala	C-1	12
	Nahan	Banswala	Banswala	C-1	1
				Total	**13**

Lot Abstract

Species	Diameter class (in cm) Wise Abstract of Trees Enumerated for Resin Tapping										Total	
	V (10-20)	IV (20-30)	III (30-40)	IIA (40-50)	IIB (50-60)	IA (60-70)	IB (70-80)	IC (80-90)	ID (90-100)	IE&> (100-& >)	No. of Tress	No. of Blazes
Chil *(Pinus roxburghii)*	2	0	4	0	0	0	1	0	0	0	7	7
Chil (LHS of Beas river) *(Pinus roxburghii)*	1	0	1	0	0	0	3	0	0	0	5	5
Chil (RHS of Beas river) *(Pinus roxburghii)*	1	0	0	0	0	0	0	0	0	0	1	1

HPFD | Generated using eFOREST Page 1 of 3

Figure 1.5.30 Lot download pdf part 1

Division: Nahan Range: Nahan

Enumeration List of Trees for Resin Tapping

Block	Beat	Forest	Compartment	Tree No.	Species	Diameter 1 (cm)	Diameter 2 (cm)	Average Diameter (cm)	Diameter Class	Remarks
Nahan	Ambwala	123 Ambwala	C-1	M1/25-2671	Chil *(Pinus roxburghii)*	10	20	15	V	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M4/25-2671	Chil *(Pinus roxburghii)*	30	40	35	III	Extra Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M5/25-2671	Chil *(Pinus roxburghii)*	30	40	35	III	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M6/25-2771	Chil *(Pinus roxburghii)*	30	40	35	III	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M7/25-2871	Chil *(Pinus roxburghii)*	30	40	35	III	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M9/25-3071	Chil *(Pinus roxburghii)*	70	80	75	IB	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M2/25-2671	Chil (LHS of Beas river) *(Pinus roxburghii)*	10	20	15	V	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M8/25-2971	Chil (LHS of Beas river) *(Pinus roxburghii)*	30	40	35	III	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M10/25-3171	Chil (LHS of Beas river) *(Pinus roxburghii)*	70	80	75	IB	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M11/25-3271	Chil (LHS of Beas river) *(Pinus roxburghii)*	70	80	75	IB	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M12/25-3371	Chil (LHS of Beas river) *(Pinus roxburghii)*	70	80	75	IB	Old Tree
Nahan	Ambwala	123 Ambwala	C-1	M3/25-2671	Chil (RHS of Beas river) *(Pinus roxburghii)*	10	20	15	V	Old Tree

HPFD | Generated using eFOREST Page 2 of 3

Figure 1.5.31 Lot download pdf part 2

Division: Nahan Range: Nahan

Block	Beat	Forest	Compartment	Tree No.	Species	Diameter 1 (cm)	Diameter 2 (cm)	Average Diameter (cm)	Diameter Class	Remarks
Nahan	Banswala	Banswala	C-1	T123	Chil *(Pinus roxburghii)*	10	20	15	V	Test

Signature

Mr. range officer
Range

HPFD | Generated using eFOREST Page 3 of 3

Figure 1.5.32 Lot download pdf part 3

1.5.7 Example Scenario: Beat Officer Submission Workflow

1. The Beat Officer fills and submits the form.
2. Block Officer receives a notification, reviews the form, and forwards it to the Range Officer.
3. Range Officer reviews and approves the form.
4. Notifications are sent back to Beat and Block officers.
5. The approved form becomes available for Range Officer to create a resin extraction lot.

1.5.8 Status Section for Resin Extraction Forms

The **Status** section provides a summarized view of all Resin Extraction Forms processed within a selected financial year and forest administrative hierarchy.
This section helps Beat, Block, Range, Division, Circle, and Headquarters users track the movement and approval status of submitted forms.
To view the status Click on Status, a Collapsible panel will open containing filters and status counts. User can refine the status view by selecting various filters available such as From Financial Year, Block, Beat etc.

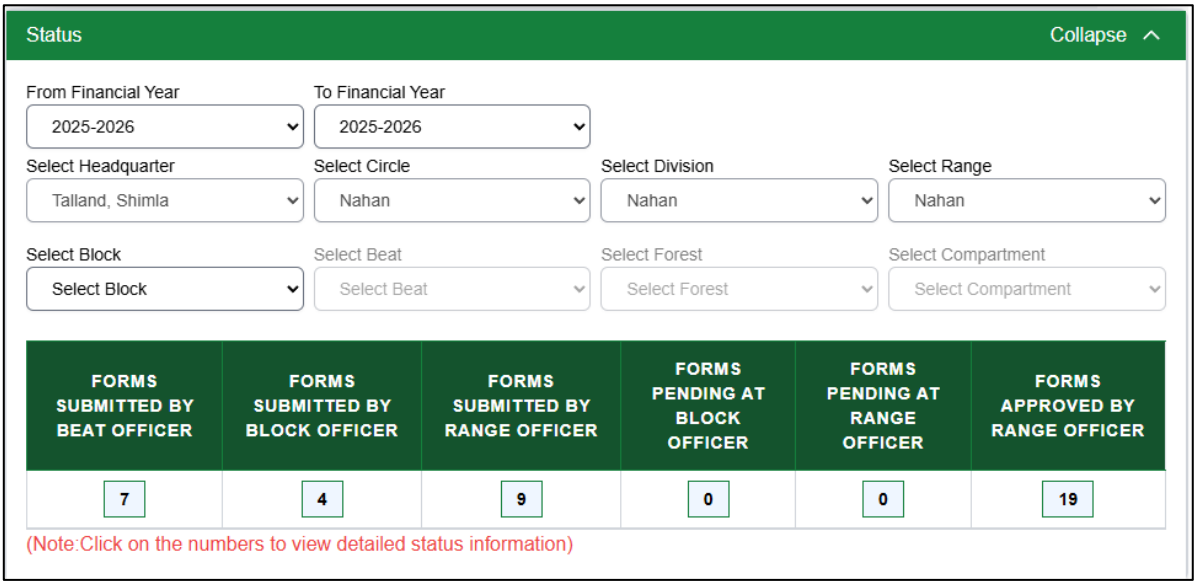


Figure 1.5.33 Status section of resin extraction

The system displays six key status indicators as shown in Figure 1.5.33:

- Forms Submitted by Beat Officer
- Forms Submitted by Block Officer
- Forms Submitted by Range Officer

- Forms Pending at Block Officer
- Forms Pending at Range Officer
- Forms Approved by Range Officer

Each box shows a numerical count representing the number of forms currently in that status. Every count displayed in the Status Panel is **clickable**. Click on any number (for example, "7" under Forms Submitted by Beat Officer). The system opens a detailed listing of the forms as shown in Figure 1.5.34 included in that count. This allows officers to track exactly which forms are pending, who submitted them, and what action is required next.

Forms Submitted by Beat Officer

DIVISION	RANGE	BLOCK	BEAT	SUBMITTED BY	DATE OF SUBMISSION	STATUS
Nahan	Nahan	Nahan	Banswala	Mr. g t	04/12/2025 12:41	REJECTED BY RANGE LEVEL
Nahan	Nahan	Nahan	Banswala	Mr. g t	28/11/2025 16:01	APPROVED
Nahan	Nahan	Nahan	Ambwala	Dr. d a	23/07/2025 10:12	APPROVED
Nahan	Nahan	Nahan	Ambwala	Dr. d a	22/05/2025 15:46	APPROVED
Nahan	Nahan	Nahan	Ambwala	Dr. d a	07/04/2025 22:09	APPROVED

5 per page | Prev | 1 | 2 | Next

Figure 1.5.34 Details modal opens after clicking on number in status section

1.6 Marked For Felling

1.6.1 Overview

The **Marked for Felling Form (CH Form-6A)** is used to upload tree marking information for trees that are proposed for felling in a specific forest compartment. Beat, Block, Range, and Division officers can enter and upload data using a standardized Excel format. However, **only the Division Field Officer (DFO)** has the authority to create lots for trees marked for felling. Higher authorities such as Circle and Headquarters can view created lots but cannot edit or generate new forms.

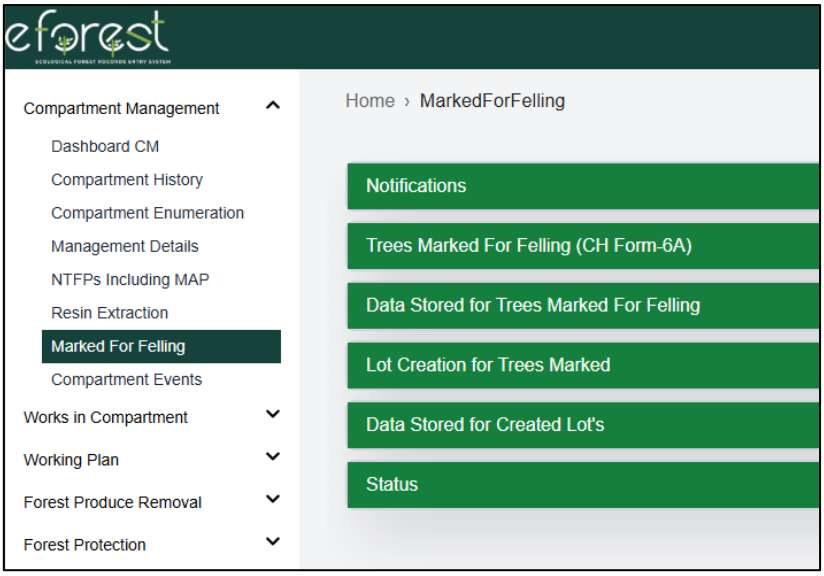


Figure 1.6.1 Various section of marked for felling

When the user selects **Marked for Felling** from the submenu, the following sections become visible as shown in Figure 1.6.1:

- Notifications
- Trees Marked for Felling (CH Form-6A)
- Data Store for Trees Marked for Felling
- Lot Creation for Trees Marked (Division Only)
- Data Stored for Created Lots
- Status

Beat, Block, and Range users can fill the form and view saved entries, but they do not have access to view or create lots.

1.6.2 Filling the Marked for Felling Form

1. **Open the form**: Click on **Trees Marked for Felling (CH Form-6A)** to open the form.

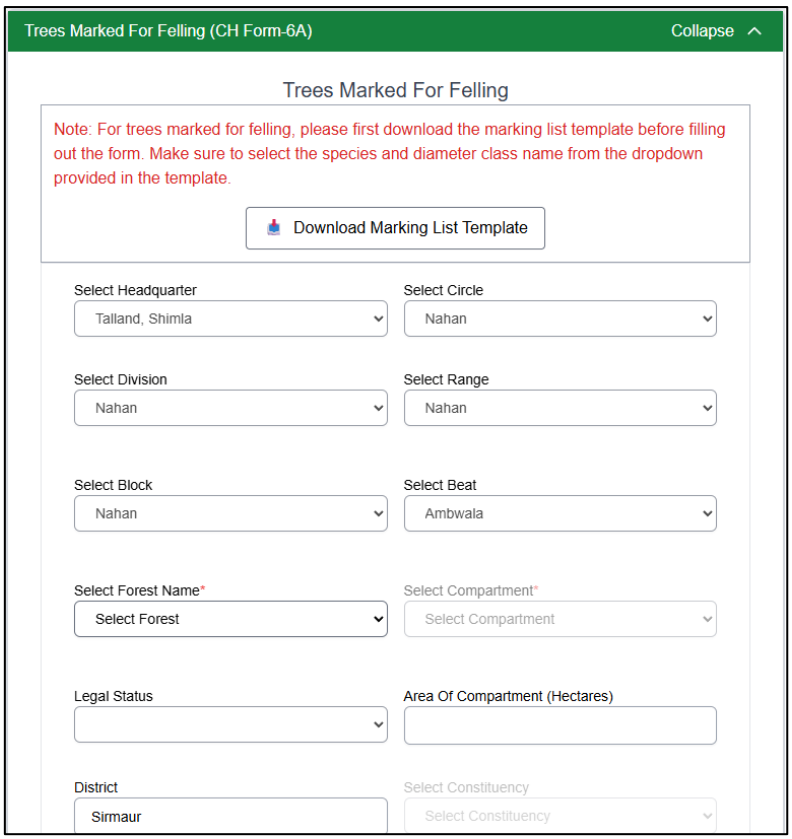


Figure 1.6.2 Marked for felling form part 1

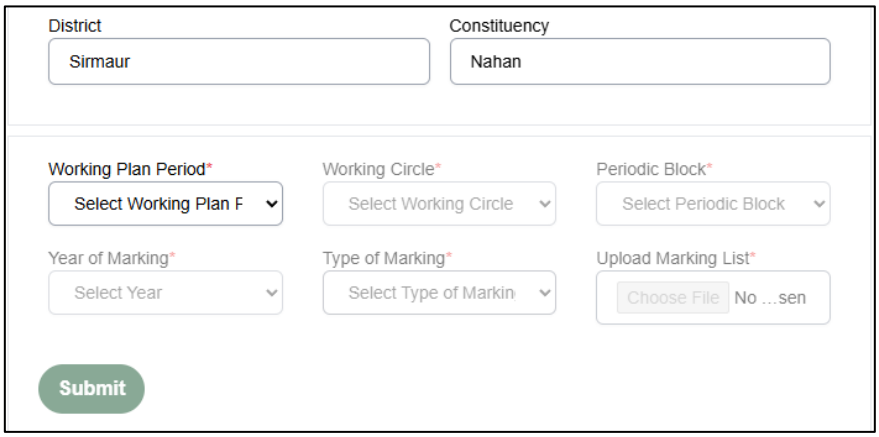


Figure 1.6.3 Marked for felling form part 2

2. **Download Marking List template**: A note at the top as shown in Figure 1.6.2 provides a link to download the **Excel template** required for uploading tree marking details.

A	B	C	D	E	F	G	H	I
Sr_No	TreeNo	Species	Dia1	Dia2	AvgDia	DiaClassName	Volume	Remarks
1	T1/25-26	Ban Oak	10	20.3	15	V	1.22	test
2	T1/25-26	Ban Oak	10.55	20	15	V	1.22	#test

Figure 1.6.4 Excel entries with mistake in excel template

Figure 1.6.5 File upload error notification

```
Dia2 must be a whole number at row 2
Duplicate Tree No. in file: T1/25-26 (first seen at row 2, duplicated at row 3)
Dia1 must be a whole number at row 3
Invalid Remarks format at row 3
```

Figure 1.6.6 Downloaded text file with issues information

	A	B	C	D	E	F	G	H	I
1	Sr_No	TreeNo	Species	Dia1	Dia2	AvgDia	DiaClassName	Volume	Remarks
2	1	T1/25-26	Ban Oak	10	20	15	V	1.22	test
3	2	T2/25-26	Deodar	10	20	15	V	1.22	test

Figure 1.6.7 Correct sample data filled in excel template

3. **Select administrative details**: Choose the **Range, Block, Beat, Forest, and Compartment** for which the marking Excel is being uploaded.
4. **Select Working Plan Period**: This is mandatory. The system will not allow form filling if the selected compartment is not linked to any working plan.
5. **Select Working Circle and Periodic Block**: These values depend on the selected working plan. In some cases, the periodic block may not be available.
6. **Select Year of Marking**: Choose the year during which trees were marked for felling.
7. **Select Type of Marking**: This dropdown includes values like *Green Felling*, *Salvage*, etc.
8. **Upload the Excel file**: Upload the marking list Excel. If any error is found such as an invalid species, a marking number already present in the system for same forest and compartment combine, or a duplicate marking number within the same file as shown in Figure 1.6.4, a notification will pop up as shown in Figure 1.6.5 and a text file is generated listing all issues as shown in Figure 1.6.6. Users must correct the Excel file and re-upload.

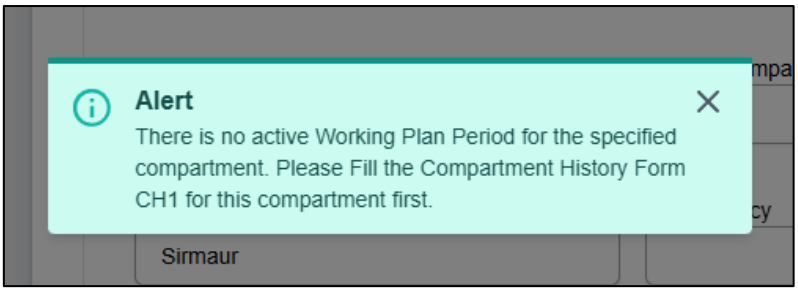


Figure 1.6.8 No WPP for selected compartment warning

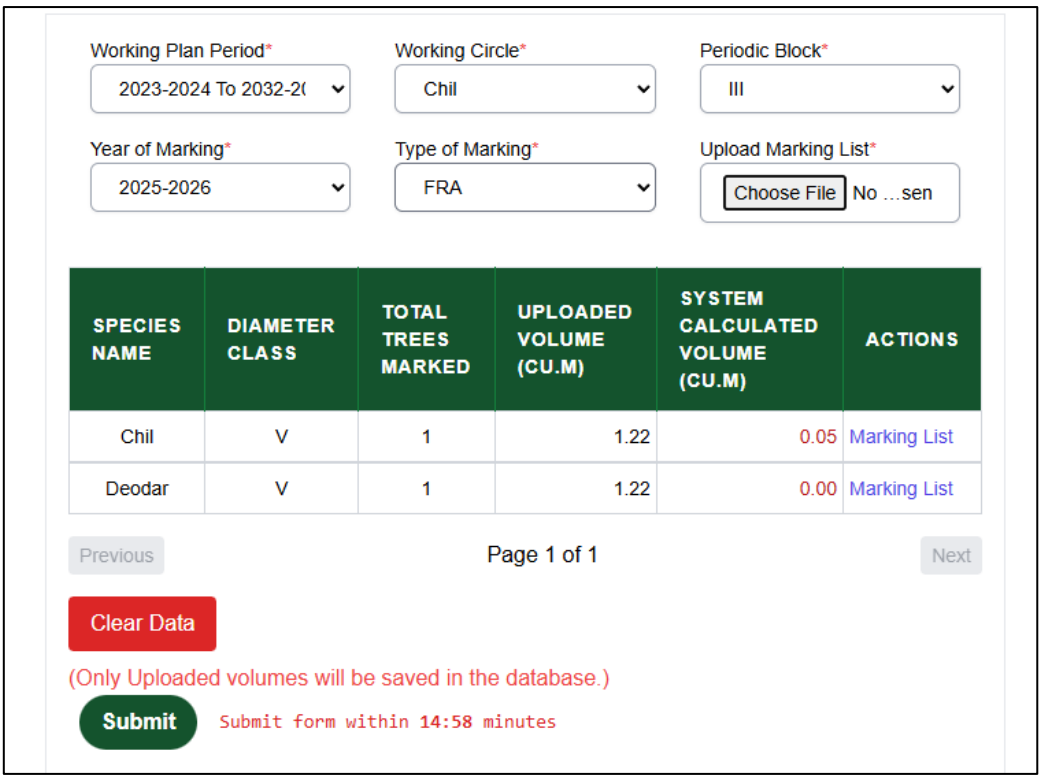


Figure 1.6.9 Marked for felling form filled with file upload

Note: After a successful file upload, a **preview** of the parsed data is displayed.

- System-calculated volume and uploaded volume are shown side-by-side.
- Mismatches are highlighted in red as shown in Figure 1.6.9.
- Only the uploaded volume from the Excel sheet is stored in the system.
- The parsed data remains temporarily stored for 15 minutes, and the user must submit the form within this time.
- Uploading the file again restarts the 15-minute timer.

9. **Submit the form**: After verifying the preview, submit the form. Once confirmed, the form is saved and becomes visible in the Data Store for Trees Marked for Felling as shown in Figure 1.6.10.

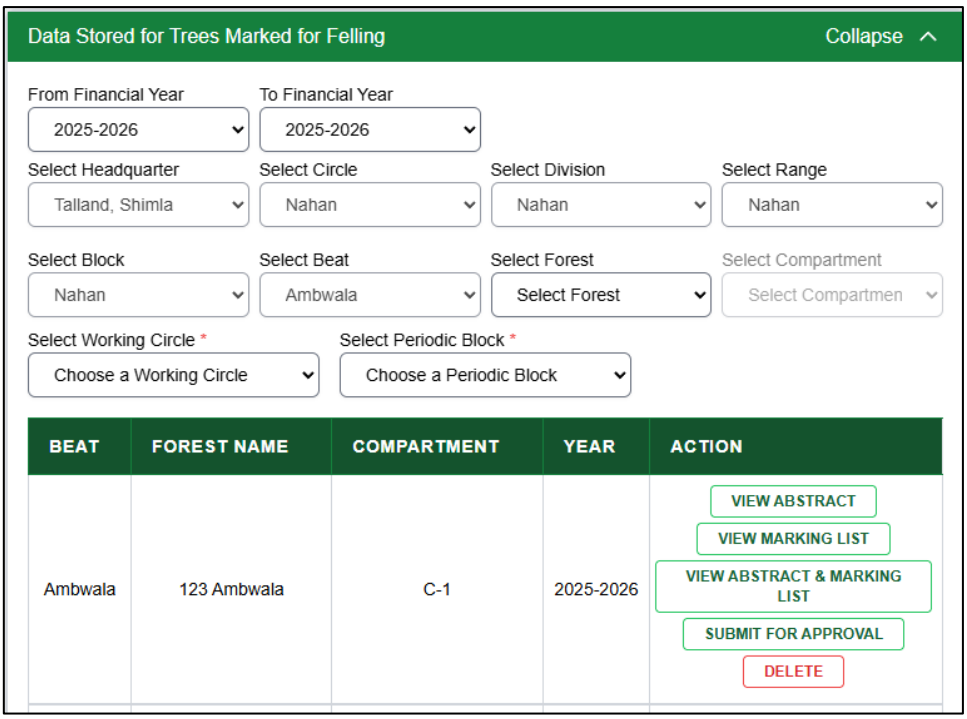
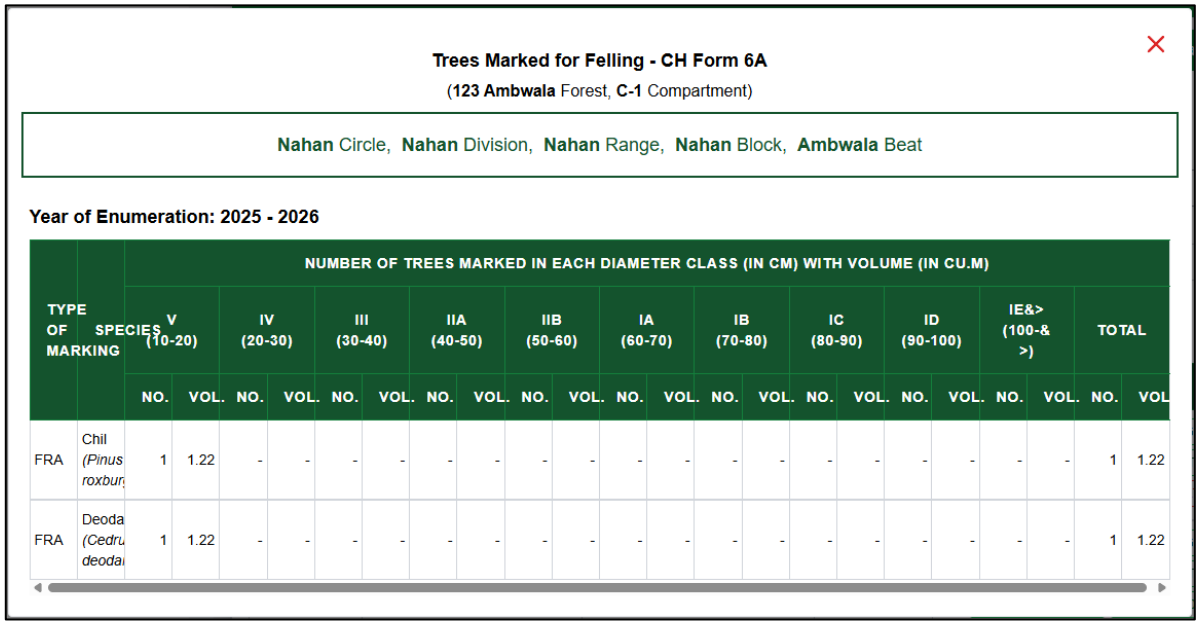


Figure 1.6.10 Data stored for trees marked for felling



TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) WITH VOLUME (IN CU.M)																					
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)		TOTAL	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL
FRA	Chil (*Pinus roxbur*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22
FRA	Deoda (*Cedru deoda*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22

Figure 1.6.11 View abstract modal

Marking List of Trees Marked for Felling

(**123 Ambwala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Ambwala** Beat

MARKING NO.	SPECIES	DIAMETER 1 (CM)	DIAMETER 2 (CM)	AVERAGE DIAMETER (CM)	DIAMETER CLASS	VOLUME (CU.M)	REMARKS
T1/25-26	Chil *(Pinus roxburghii)*	10	20	15	V	1.22	test
T2/25-26	Deodar *(Cedrus deodara)*	10	20	15	V	1.22	test

5 per page

Figure 1.6.12 View marking list modal

Trees Marked for Felling - CH Form 6A

(**123 Ambwala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Ambwala** Beat

Financial Year: 2025 - 2026

SR. NO.	MARKING NO.	FOREST	COMPARTMENT	SPECIES	DIAMETER 1 (CM)	DIAMETER 2 (CM)	AVERAGE DIAMETER (CM)	DIAMETER CLASS	VOLUM (CU.M
1	T1/25-26	123 Ambwala	C-1	Chil *(Pinus roxburghii)*	10	20	15	V	
2	T2/25-26	123 Ambwala	C-1	Deodar *(Cedrus deodara)*	10	20	15	V	

5 per page

ABSTRACT

TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN											
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-
FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-

Figure 1.6.13 View abstract and marking list modal

1.6.3 Submitting the Form for Approval

Once the form is saved, it must be submitted for approval. The approval chain depends on the user level:

- If Beat Officer submits → Block Officer → Range Officer → Division Field Officer
- If Block Officer submits → Range Officer → Division Field Officer
- If Range Officer submits → Division Field Officer
- If Division Officer submits → Approve button is directly available in data stored

Steps to submit for approval:

- Open the Data Store for Trees Marked for Felling
- Locate the saved form as shown in Figure 1.6.10
- Click Submit for Approval
- Confirm the submission as shown in Figure 1.6.14

The system automatically routes the form to the appropriate officer based on the user role.

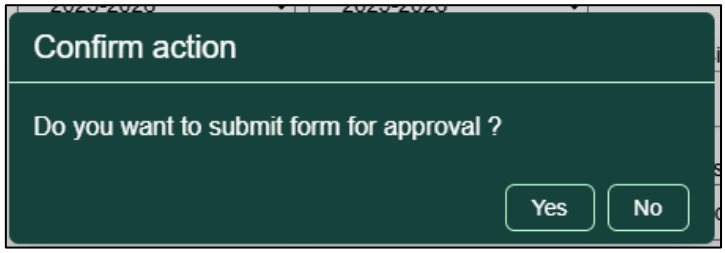


Figure 1.6.14 Submit form for approval confirmation

1.6.4 Approval, Forwarding, and Rejection Process

When a form reaches an officer for action, they receive a notification as shown in Figure 1.6.15 and Figure 1.6.16.
Opening the notification displays the form details along with options such as **Forward**, **Revise**, or **Approve** (only available to Division) as shown in Figure 1.6.17 and Figure 1.6.18.

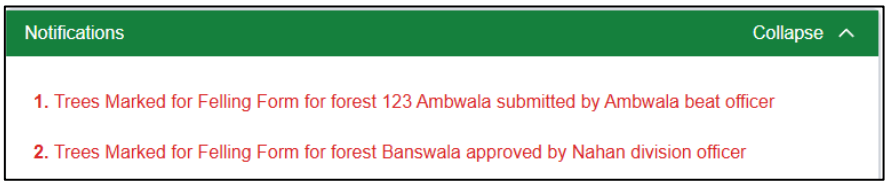


Figure 1.6.15 Form submitted notification for block officer

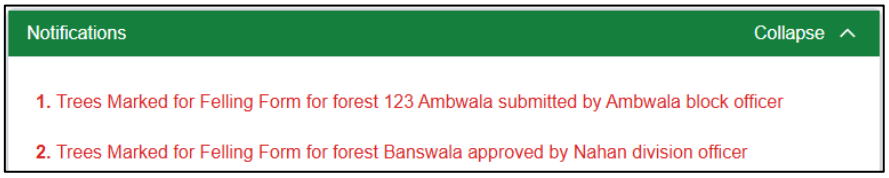


Figure 1.6.16 Form submitted notification for range officer

Trees Marked for Felling - CH form 6A

(**123 Ambwala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Ambwala** Beat

Financial Year: 2025 - 2026

TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) FOR FELLING WITH VOLUME (IN CU.M)																					
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)		TOTAL	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22
FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22

View Marking List

Forward Revise

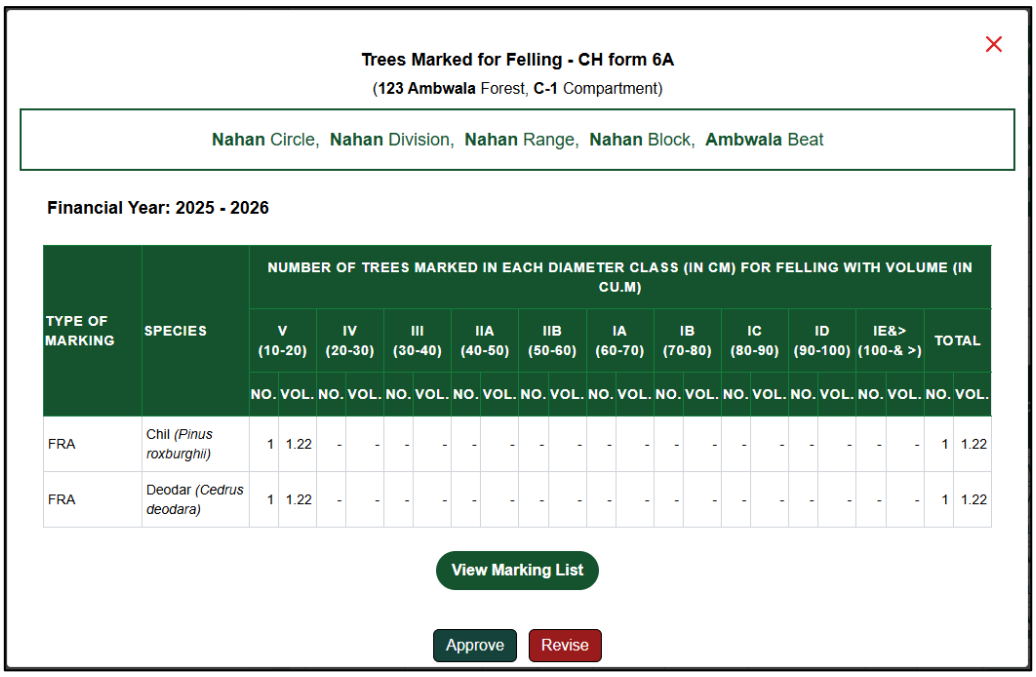
Figure 1.6.17 Forward or Revise modal for block and range officer

Forwarding (Block & Range Officer)

- Block and Range officers cannot approve the form.
- They may review the details and then forward the form to the next higher authority.

Approval (Division Officer)

- Only the Division Field Officer can approve the form. Form can be approved by clicking the Approve button as shown in Figure 1.6.18
- Upon approval the form becomes available for Lot Creation at the Division level
- Notifications are sent to Beat, Block, and Range users



Trees Marked for Felling - CH form 6A

(**123 Ambwala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Ambwala** Beat

Financial Year: 2025 - 2026

TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) FOR FELLING WITH VOLUME (IN CU.M)																					
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)		TOTAL	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22
FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22

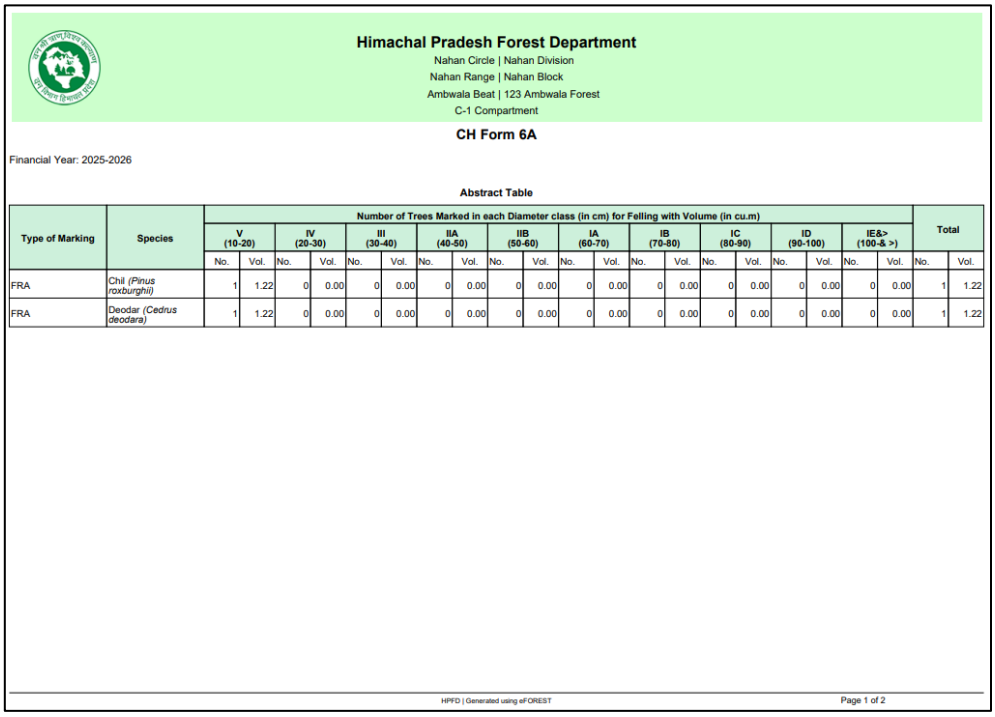
View Marking List

Approve Revise

Figure 1.6.18 Approve or revise modal for division officer

Once approved:

- The form becomes available for Lot Creation as shown in Figure 1.6.27
- Notifications are sent to the Beat and Block officers, informing them that the form is approved and Download PDF button get visible in data stored, the pdf can be downloaded for the form



Himachal Pradesh Forest Department

Nahan Circle | Nahan Division
Nahan Range | Nahan Block
Ambwala Beat | 123 Ambwala Forest
C-1 Compartment

CH Form 6A

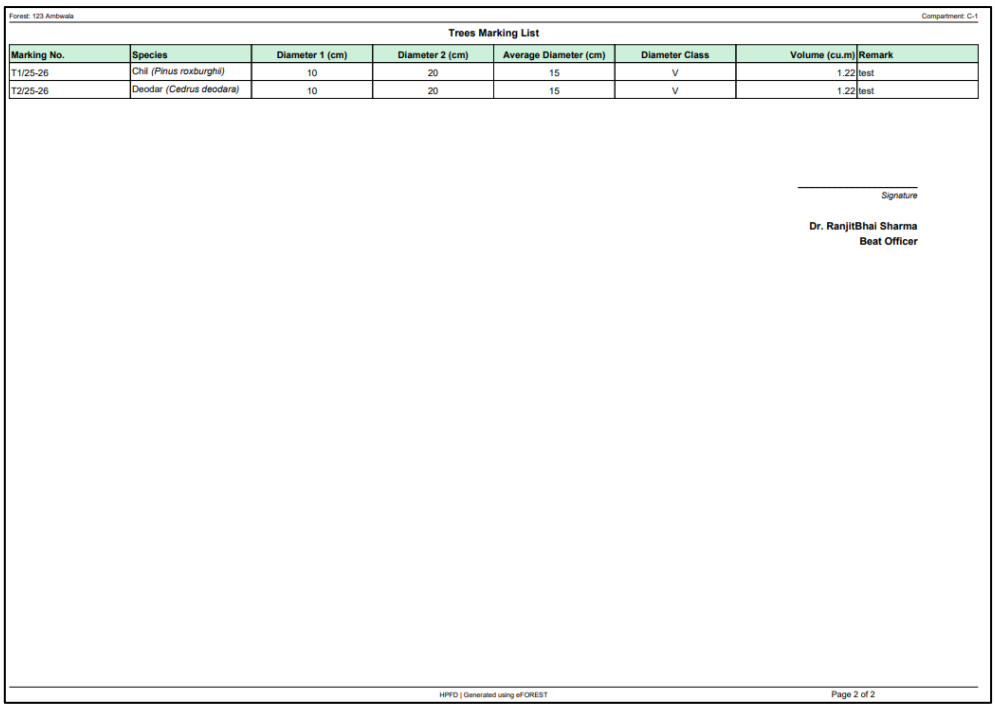
Financial Year: 2025-2026

Abstract Table

Type of Marking	Species	Number of Trees Marked in each Diameter class (in cm) for Felling with Volume (in cu.m)																				Total	
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)			
		No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.
FRA	Chil *(Pinus roxburghii)*	1	1.22	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.22
FRA	Deodar *(Cedrus deodara)*	1	1.22	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.22

HPFD | Generated using eFOREST Page 1 of 2

Figure 1.6.19 Form pdf after form approved part 1



Forest: 123 Ambwala | Compartment: C-1

Trees Marking List

Marking No.	Species	Diameter 1 (cm)	Diameter 2 (cm)	Average Diameter (cm)	Diameter Class	Volume (cu.m)	Remark
T1/25-26	Chil *(Pinus roxburghii)*	10	20	15	V	1.22	test
T2/25-26	Deodar *(Cedrus deodara)*	10	20	15	V	1.22	test

Signature

Dr. RanjitBhai Sharma
Beat Officer

HPFD | Generated using eFOREST | Page 2 of 2

Figure 1.6.20 Form pdf after form approved part 2

Rejection

Block, Range, or Division may reject the form. A remark or reason is mandatory when rejecting, a modal will pop up once user click on revise button as shown in Figure 1.6.21. The submitting user receives the rejection notification as shown in Figure 1.6.22.

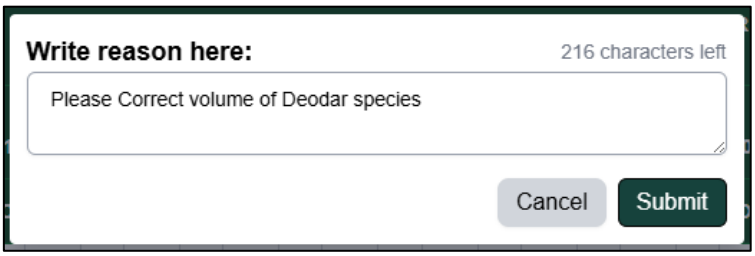


Figure 1.6.21 Revise form reason modal

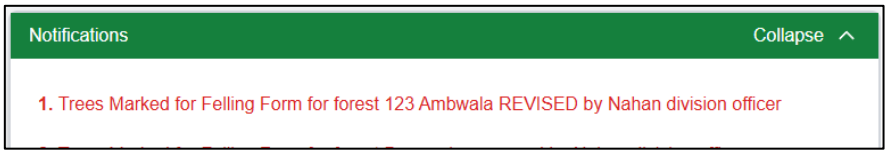
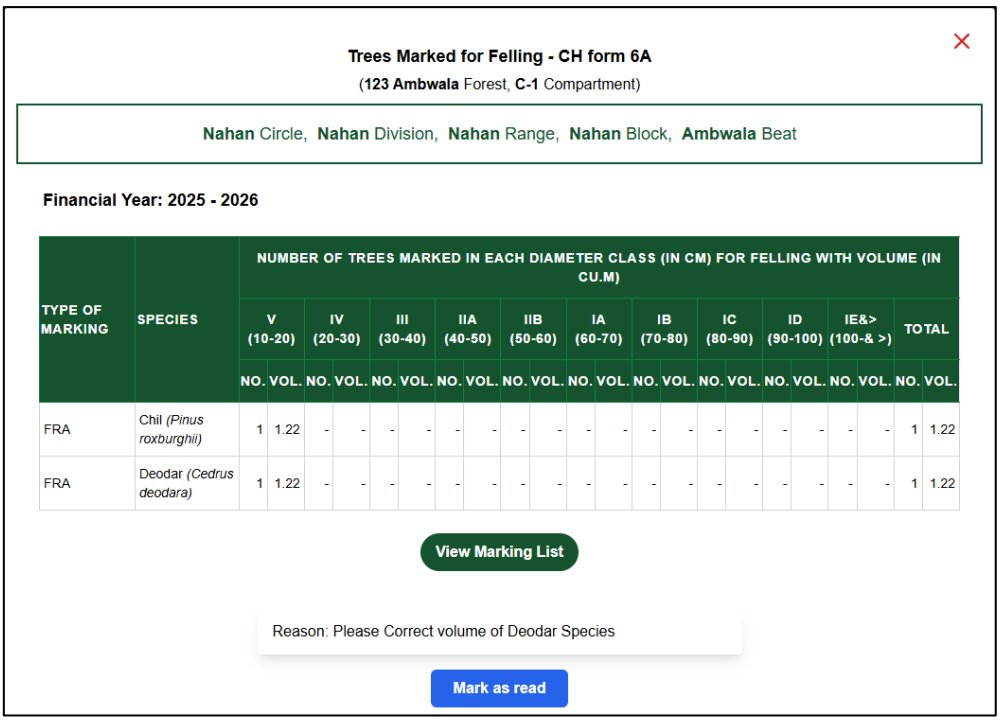


Figure 1.6.22 Revise notification generated for form forwarding and submitting officer



Trees Marked for Felling - CH form 6A

(**123 Ambwala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Ambwala** Beat

Financial Year: 2025 - 2026

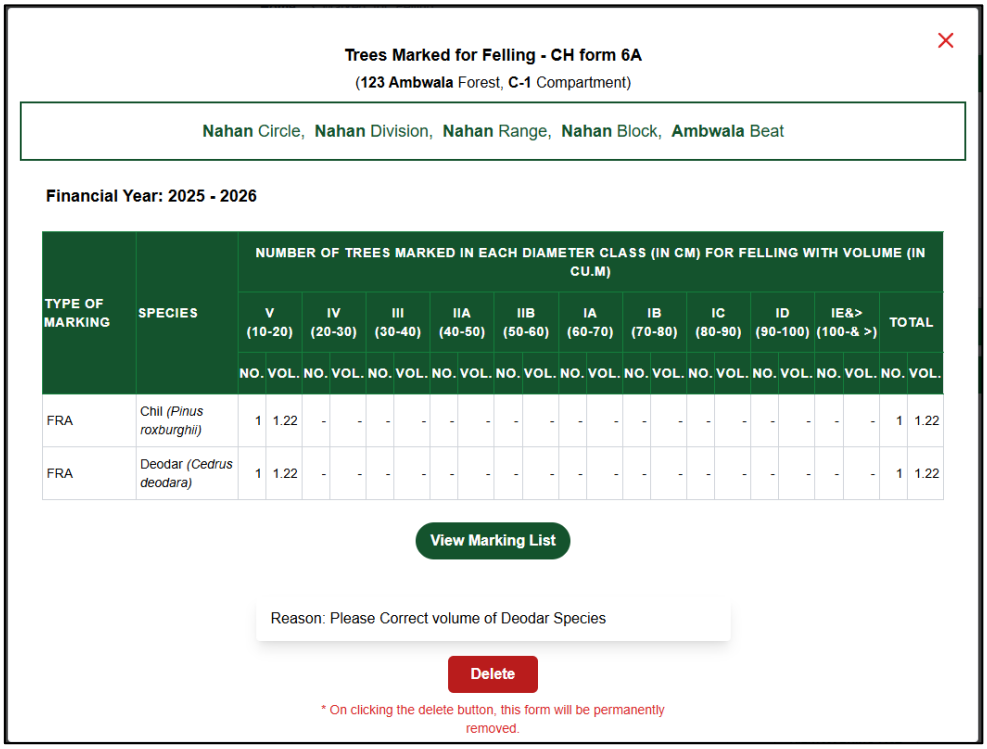
TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) FOR FELLING WITH VOLUME (IN CU.M)																					
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)		TOTAL	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22
FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22

View Marking List

Reason: Please Correct volume of Deodar Species

Mark as read

Figure 1.6.23 Modal pop up for form forwarding officer after revise notification clicked



Trees Marked for Felling - CH form 6A

(**123 Ambwala** Forest, **C-1** Compartment)

Nahan Circle, **Nahan** Division, **Nahan** Range, **Nahan** Block, **Ambwala** Beat

Financial Year: 2025 - 2026

TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) FOR FELLING WITH VOLUME (IN CU.M)																					
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)		TOTAL	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22
FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22

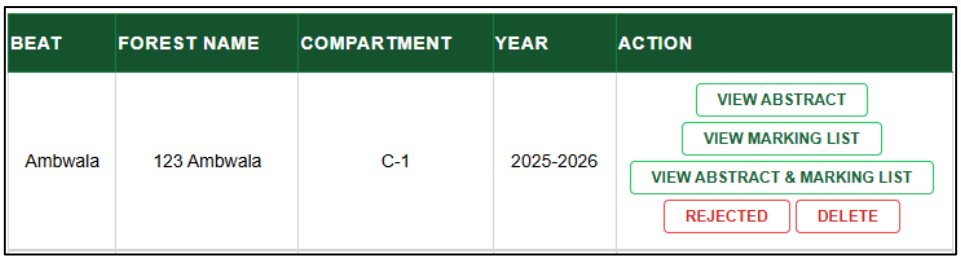
View Marking List

Reason: Please Correct volume of Deodar Species

Delete

* On clicking the delete button, this form will be permanently removed.

Figure 1.6.24 Modal pop up after revise notification is clicked for form submitting user



BEAT	FOREST NAME	COMPARTMENT	YEAR	ACTION
Ambwala	123 Ambwala	C-1	2025-2026	VIEW ABSTRACT VIEW MARKING LIST VIEW ABSTRACT & MARKING LIST REJECTED DELETE

Figure 1.6.25 Revised entry in data stored

After a form is rejected:

- It cannot be edited
- The user must delete it from the Data Store by clicking Delete button as shown in Figure 1.6.25 or by clicked rejected notification which will open up modal there will be delete button as shown in Figure 1.6.24.
- A new form must be filled and submitted again

1.6.5 Deleting a Form (Before Approval)

Saved forms that are not yet submitted for approval can be deleted. To delete, click the **Delete** button in the Data Store as shown in Figure 1.6.10 and confirm the action as shown in Figure 1.6.26. The form will be permanently removed from the system.

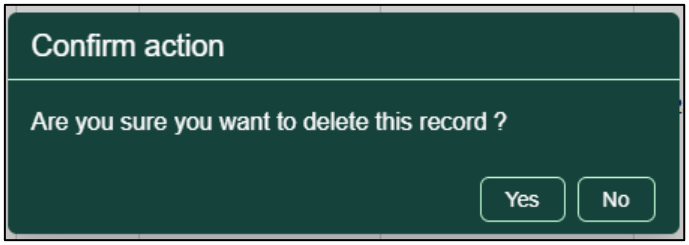


Figure 1.6.26 Delete form confirmation

1.6.6 Lot Creation for Trees Marked

The Lot Creation for Trees Marked section is used by the Division Officer to create lots from approved Marked for Felling forms. Only forms that have been approved by the Division Officer appear in this screen. Other users cannot access this section.

Division Officer can use filter, review approved entries, view detailed marking information, and select one or more entries to generate a lot.

Steps for Creating a Lot

1. **Open Lot Creation Section**: Navigate to Marked for Felling and then Lot Creation for Trees Marked. A section will open up as shown in Figure 1.6.27. This section is available only to Division-level users.
2. **Apply Filters**: Select the appropriate administrative filters to view approved entries such as Range, Block, Beat, Forest, Compartment. The list of approved marking entries updates based on the filters selected.

3. **Select Entries for Lot Creation**: Use the checkbox in the Select column to pick one or more rows. Only selected entries will be included in the new lot. A running total of Trees selected and Volume Selected is displayed at the bottom as **Total Lot Values**.
4. **Click Create Lot**: Once the required entries are selected, Click the **Create Lot** Button at the bottom of the screen. The system will ask for confirmation, after confirming a new lot is generated with a notification as shown in Figure 1.6.28

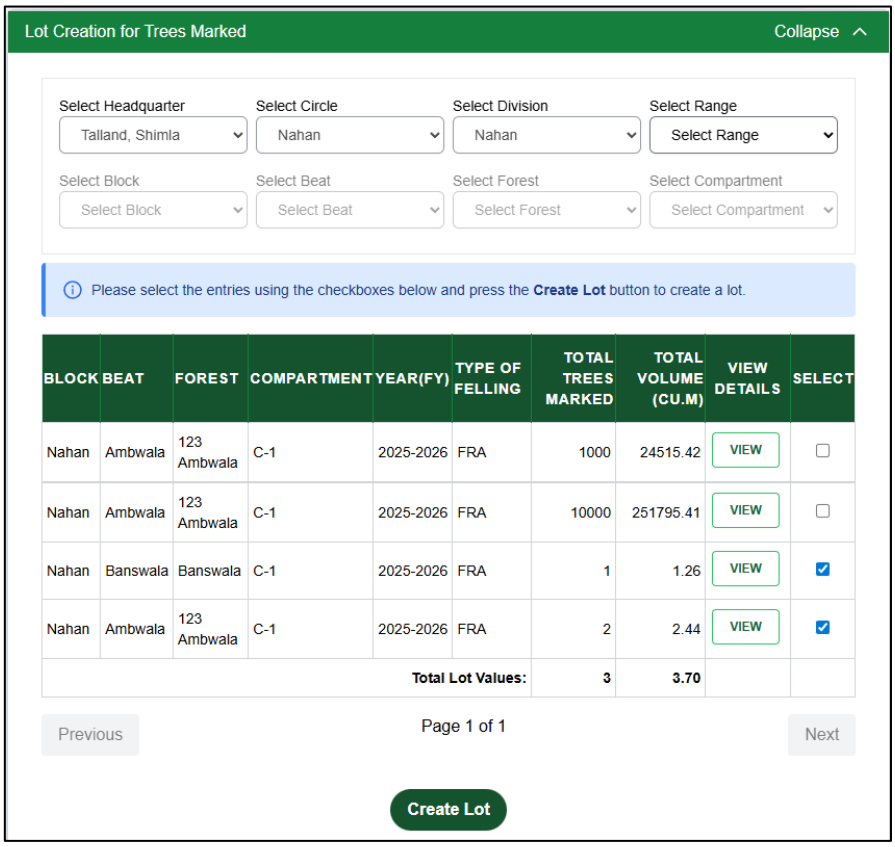


Figure 1.6.27 Selected entries for lot creation

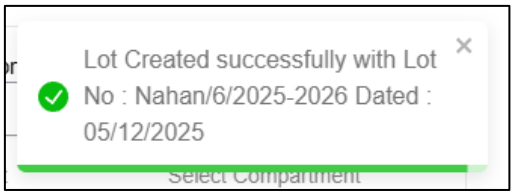


Figure 1.6.28 Marked for felling lot creation notification

The generated lot will appear in **Data Stored for Created Lots**, as shown in Figure 1.6.29 where the user can perform multiple actions:

1. View
2. View Marking List
3. Download Marking List (DFO only)
4. Download PDF (DFO only)

The created lot is also visible to higher roles such as Headquarter and Circle.

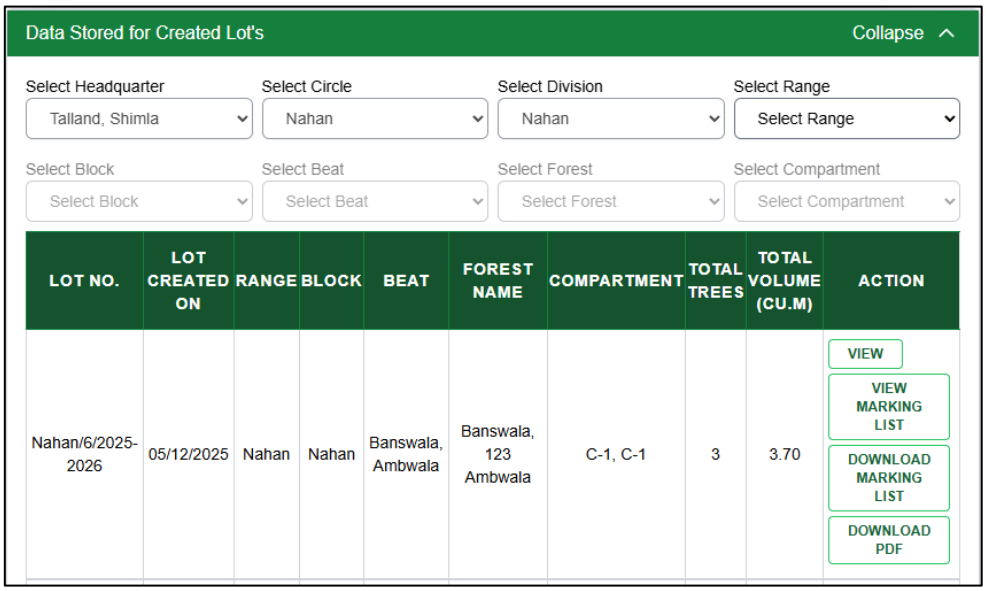
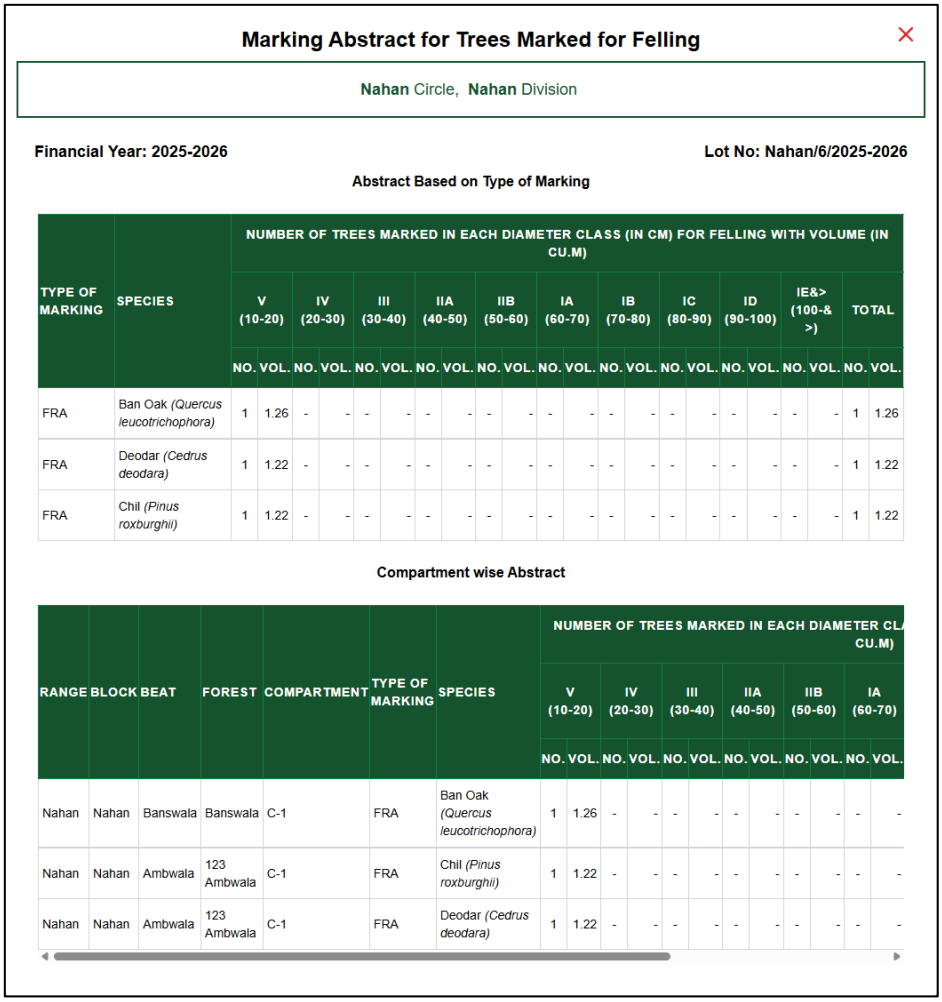


Figure 1.6.29 Newly created lot



Marking Abstract for Trees Marked for Felling

Nahan Circle, **Nahan** Division

Financial Year: 2025-2026 **Lot No: Nahan/6/2025-2026**

Abstract Based on Type of Marking

TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) FOR FELLING WITH VOLUME (IN CU.M)																					
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-&>)		TOTAL	
		NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
FRA	Ban Oak *(Quercus leucotrichophora)*	1	1.26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.26
FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22
FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.22

Compartment wise Abstract

RANGE	BLOCK	BEAT	FOREST	COMPARTMENT	TYPE OF MARKING	SPECIES	NUMBER OF TREES MARKED IN EACH DIAMETER CL CU.M)											
							V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)	
							NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.
Nahan	Nahan	Banswala	Banswala	C-1	FRA	Ban Oak *(Quercus leucotrichophora)*	1	1.26	-	-	-	-	-	-	-	-	-	-
Nahan	Nahan	Ambwala	123 Ambwala	C-1	FRA	Chil *(Pinus roxburghii)*	1	1.22	-	-	-	-	-	-	-	-	-	-
Nahan	Nahan	Ambwala	123 Ambwala	C-1	FRA	Deodar *(Cedrus deodara)*	1	1.22	-	-	-	-	-	-	-	-	-	-

Figure 1.6.30 Lot view modal

Marking List

Nahan Circle, **Nahan** Division

Financial Year: 2025-2026 **Lot No: Nahan/6/2025-2026**

SR. NO.	RANGE	BLOCK	BEAT	FOREST	COMPARTMENT	MARKING NO.	SPECIES	DIAMETER 1 (CM)	DIAMETER 2 (CM)	AVERAGE DIAMETER (CM)	DIAMETER CLASS	VOLUME (CU.M)	REMARKS
1	Nahan	Nahan	Ambwala	123 Ambwala	C-1	T1/25-26	Chil *(Pinus roxburghii)*	10	20	15	V	1.22	test
2	Nahan	Nahan	Ambwala	123 Ambwala	C-1	T2/25-26	Deodar *(Cedrus deodara)*	10	20	15	V	1.22	test
3	Nahan	Nahan	Banswala	Banswala	C-1	T4	Ban Oak *(Quercus leucotrichophora)*	10	20	15	V	1.26	Test

5 per page

Figure 1.6.31 Lot view marking list

Himachal Pradesh Forest Department

Nahan Circle | Nahan Division

Lot Details

Lot No.	Range	Block	Beat	Forest	Compartment	Total No. Trees	Total Volume (cu.m)
Nahan/6/2025-2026	Nahan	Nahan	Banswala, Ambwala	Banswala, 123 Ambwala	C-1, C-1	3	3.70

Abstract Based on Type of Marking

Type of Marking	Species	Number of Trees Marked in each Diameter class (in cm) for Felling with Volume (in cu.m)																				Total	
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)			
		No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.
FRA	Ban Oak *(Quercus leucotrichophora)*	1	1.26	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.26
FRA	Chil *(Pinus roxburghii)*	1	1.22	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.22
FRA	Deodar *(Cedrus deodara)*	1	1.22	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.22

Compartment wise Abstract

Range	Block	Beat	Forest	Compartment	Type of Marking	Species	Number of Trees Marked in each Diameter class (in cm) for Felling with Volume (in cu.m)																				Total	
							V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)			
							No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.
Nahan	Nahan	Ambwala	123 Ambwala	C-1	FRA	Chil *(Pinus roxburghii)*	1	1.22	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.22

HPFD | Generated using eFOREST Page 1 of 3

Figure 1.6.32 Lot download pdf part 1

Circle: Nahan | Division: Nahan

Range	Block	Beat	Forest	Compartment	Type of Marking	Species	Number of Trees Marked in each Diameter class (in cm) for Felling with Volume (in cu.m)																				Total	
							V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-80)		IC (80-90)		ID (90-100)		IE&> (100-& >)			
							No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.	No.	Vol.
					FRA	Deodar (*Cedrus deodara*)	1	1.22	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.22
Nahan	Nahan	Banswala	Banswala	C-1	FRA	Ban Oak (*Quercus leucotrichophora*)	1	1.26	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.26

HPFD | Generated using eFOREST

Page 2 of 3

Figure 1.6.33 Lot download pdf part 2

Circle: Nahan | Division: Nahan

Trees Marking List

Range	Block	Beat	Forest	Compartment	Species	Diameter 1 (cm)	Diameter 2 (cm)	Average Diameter (cm)	Diameter Class	Volume (cu.m)	Marking No.	Remark
Nahan	Nahan	Ambwala	123 Ambwala	C-1	Chil	10	20	15	V	1.22	T1/25-26	test
Nahan	Nahan	Ambwala	123 Ambwala	C-1	Deodar	10	20	15	V	1.22	T2/25-26	test
Nahan	Nahan	Banswala	Banswala	C-1	Ban Oak	10	20	15	V	1.26	T4	Test

Signature

Mr. g t
Range

HPFD | Generated using eFOREST

Page 3 of 3

Figure 1.6.34 Lot download pdf part 3

1.6.7 Example Scenario: Beat Officer Submission Workflow

1. The Beat Officer fills the form and submits it.
2. The Block Officer receives a notification, reviews the entry, and forwards it to the Range Officer.
3. The Range Officer reviews the form and forwards it to the Division Field Officer.
4. The Division Officer reviews and approves the form.
5. Notifications are sent to the Beat, Block, and Range officers.
6. The approved form becomes available for **Lot Creation** at the Division level.

1.6.8 Status Section for Trees Marked for Felling

The Status section provides a summarized view of all Marked for Felling forms processed across different user levels within a selected financial year and administrative hierarchy. This screen allows users to quickly assess how many forms have been submitted, are pending at various levels, or have been approved by the Division Officer. This helps in monitoring the overall workflow and identifying delays in the approval chain.

Users can filter and view the status by selecting parameters such as Financial Year, Headquarter, Circle, Division, Range, Block, Beat, Forest, and Compartment. Based on the selections, the system displays count-based status blocks for each officer level.

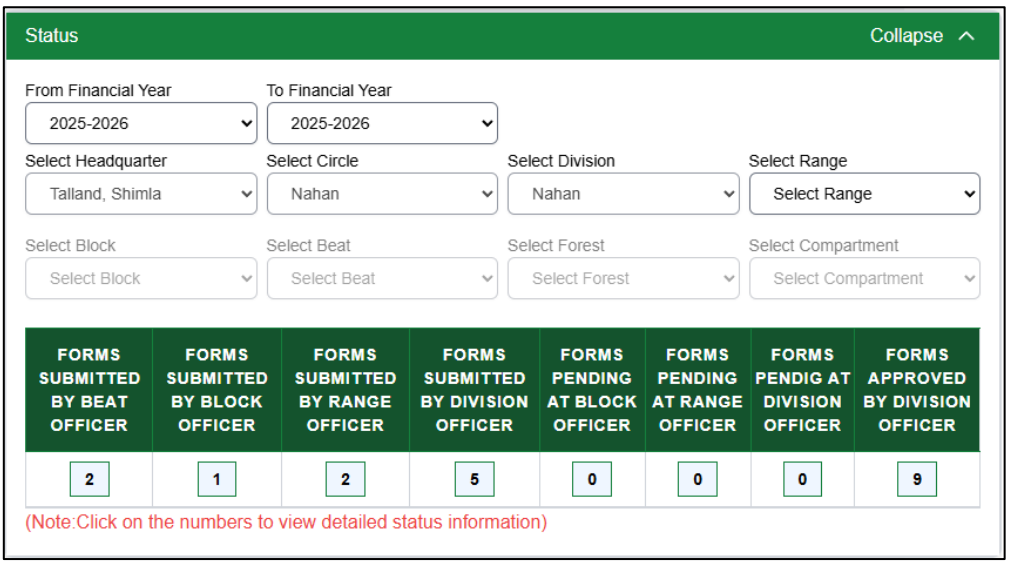


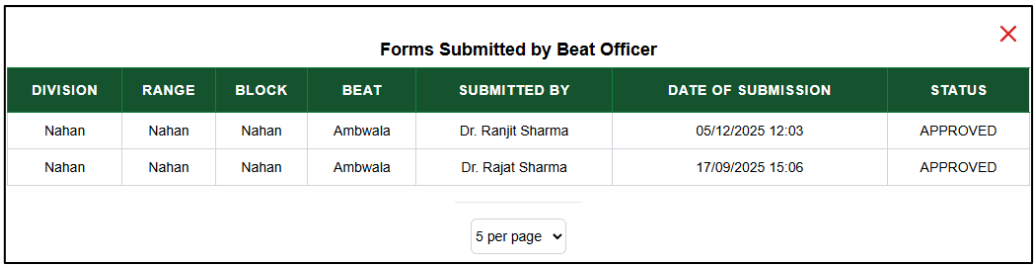
Figure 1.6.35 Status section of marked for felling

The system displays eight key status indicators as shown in Figure 1.6.35:

- Forms Submitted by Beat Officer
- Forms Submitted by Block Officer
- Forms Submitted by Range Officer
- Forms Submitted by Division Officer
- Forms Pending at Block Officer
- Forms Pending at Range Officer

- Forms Pending at Division Officer
- Forms Approved by Division Officer

Each box shows a numerical count representing the number of forms currently in that status. Every count displayed in the Status Panel is **clickable**. Click on any number (for example, "2" under Forms Submitted by Beat Officer). The system opens a detailed listing of the forms as shown in Figure 1.6.36 included in that count. This allows officers to track exactly which forms are pending, who submitted them, and what action is required next.



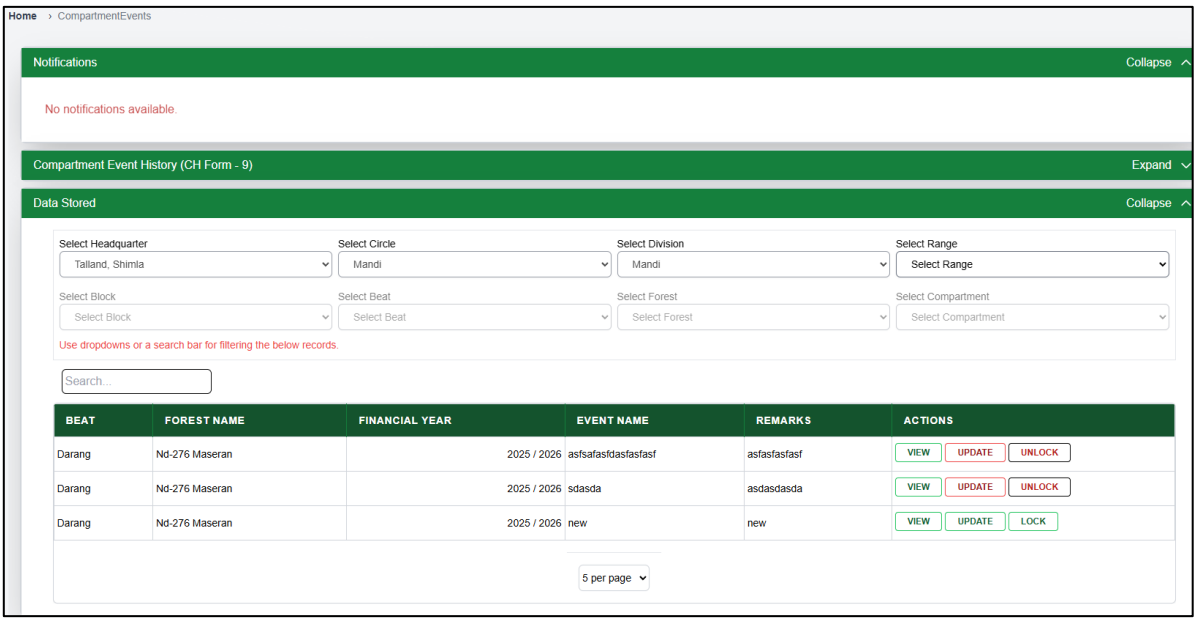
DIVISION	RANGE	BLOCK	BEAT	SUBMITTED BY	DATE OF SUBMISSION	STATUS
Nahan	Nahan	Nahan	Ambwala	Dr. Ranjit Sharma	05/12/2025 12:03	APPROVED
Nahan	Nahan	Nahan	Ambwala	Dr. Rajat Sharma	17/09/2025 15:06	APPROVED

Figure 1.6.36 Details modal opens after clicking on number in status section

1.7 Compartment Events

1.7.1 Overview

The CH 9 module records major events occurring in a forest compartment such as fire incidents, wildlife activity, silvicultural operations, soil erosion, pest attacks, and other disturbances.



BEAT	FOREST NAME	FINANCIAL YEAR	EVENT NAME	REMARKS	ACTIONS
Darang	Nd-276 Maseran	2025 / 2026	asfsafasfdasfasfasf	asfasfasfasf	VIEW UPDATE UNLOCK
Darang	Nd-276 Maseran	2025 / 2026	sdasda	asdasdasda	VIEW UPDATE UNLOCK
Darang	Nd-276 Maseran	2025 / 2026	new	new	VIEW UPDATE LOCK

Figure 1.7.1 Overview

1.7.2 Accessing the CH 9 Module

1. Access from Home Page: Home Dashboard → Compartment History Tile

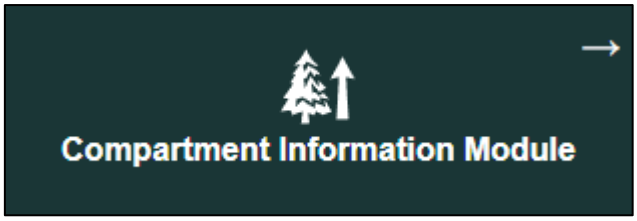


Figure 1.7.2 Home page link

2. Access from Side Menu: Side Menu → Compartment History → CH-9 Events, this opens the CH-9 listing page, displaying all events under the user's jurisdiction.

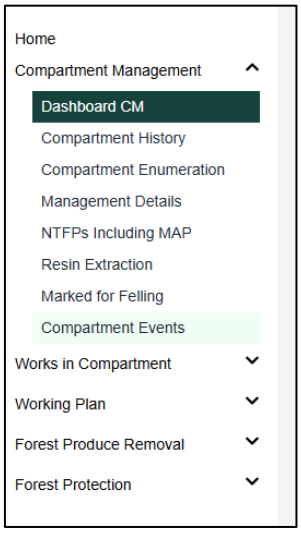


Figure 1.7.3 Link from sidebar

1.7.3 Hierarchy and Permissions

1. Roles Involved:
    a. Beat Guard / Forester – Create and fill CH-9 event forms.
    b. Range Officer – Review, correct if needed, and approve/reject forms.
    c. DFO / Higher Authorities – View approved events for monitoring and reporting.
2. Area-based Access: Users only see events within their allocated Beats, Ranges, or Division.
3. Locking Mechanism:
    a. Events are editable only until the user locks them.
    b. Once locked, the event becomes read-only and is forwarded for review.
    c. Only unlocked records allow editing or deletion.

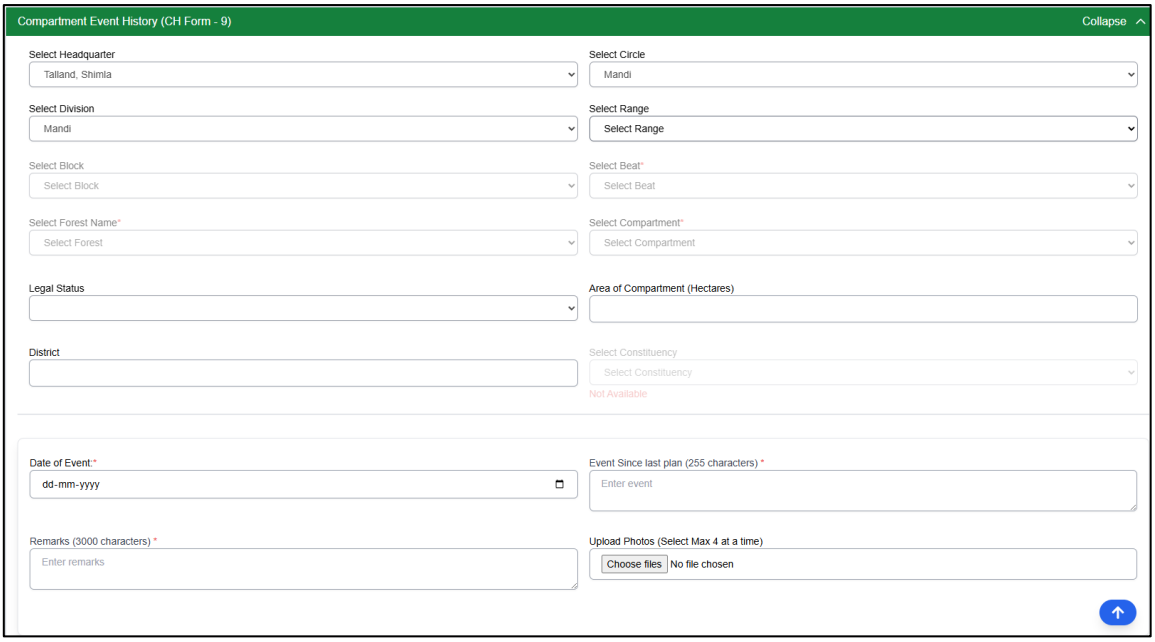


Figure 1.7.4 CH9 form

1.7.4 Creating a New CH-9 Event

1. Select Hierarchy: User selects Division, Range, Beat and Compartment
2. Enter event details in form fields:
    a. Event – Fire, Felling, Wildlife, Disease, Soil Erosion, etc.
    b. Event Date – Must be within the working plan period.
    c. Description – Detailed narrative of the event.
3. Remarks
4. Uploading photos: Maximum 4 JPG/PNG/JPEG images allowed. Users can add/delete photos until the record is locked.

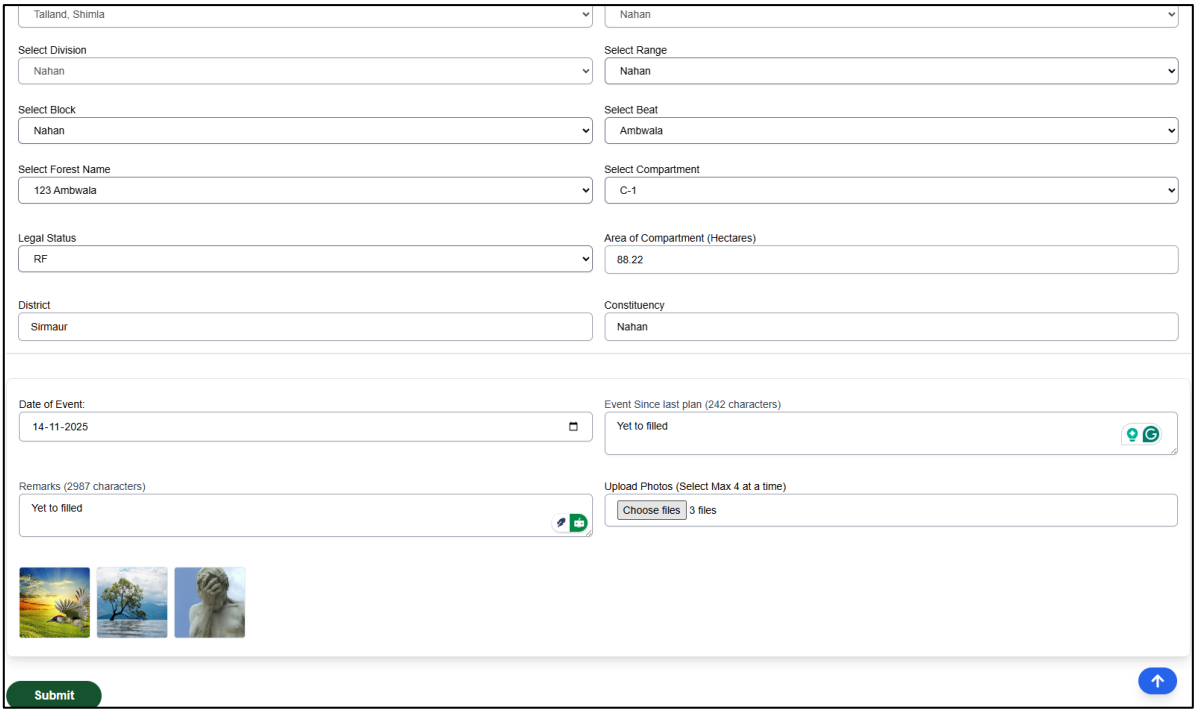


Figure 1.7.5 CH 9 filled

1.7.5 Editing and Managing Event Records

1. Editing Data: Draft/unlocked records allow full editing.
2. Deleting an Event: Deletion is allowed only when the event is unlocked.

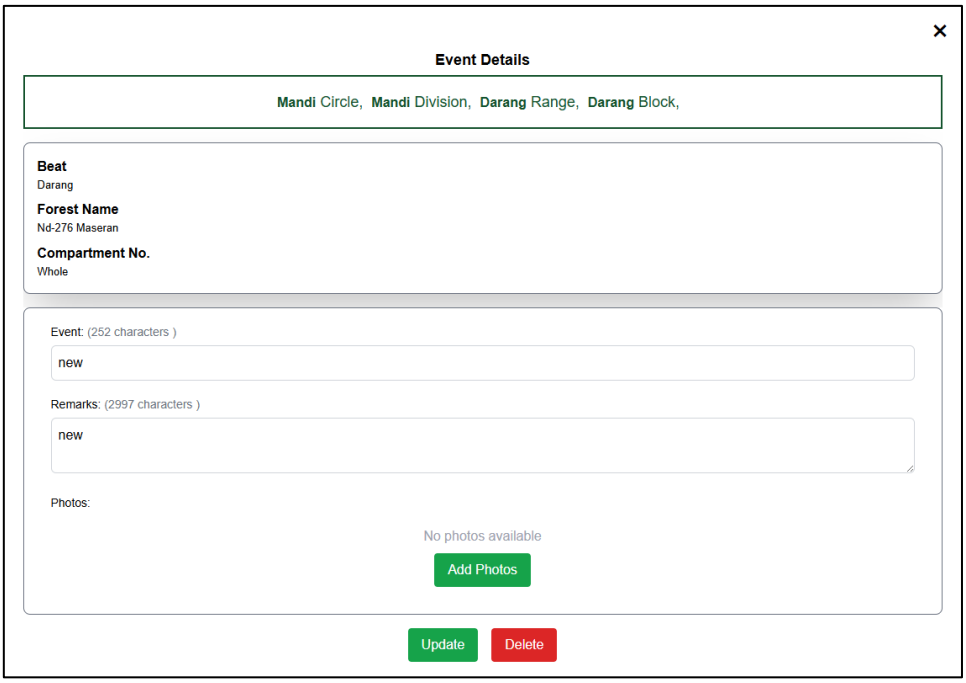


Figure 1.7.6 Edit CH9

1.7.6 Locking and Approval Workflow

1. Locking an Event: Locking makes the form read-only and sends it to higher authority.
2. Officer Review (Range Officer or DFO may):
    a. View full event details
    b. Approve event
    c. Send back for correction
    d. Add remarks

1.7.7 Viewing and Searching Events

1. List View user may filter by
    a. Compartment

2. Event details page shows:
    a. Full event description
    b. Photos

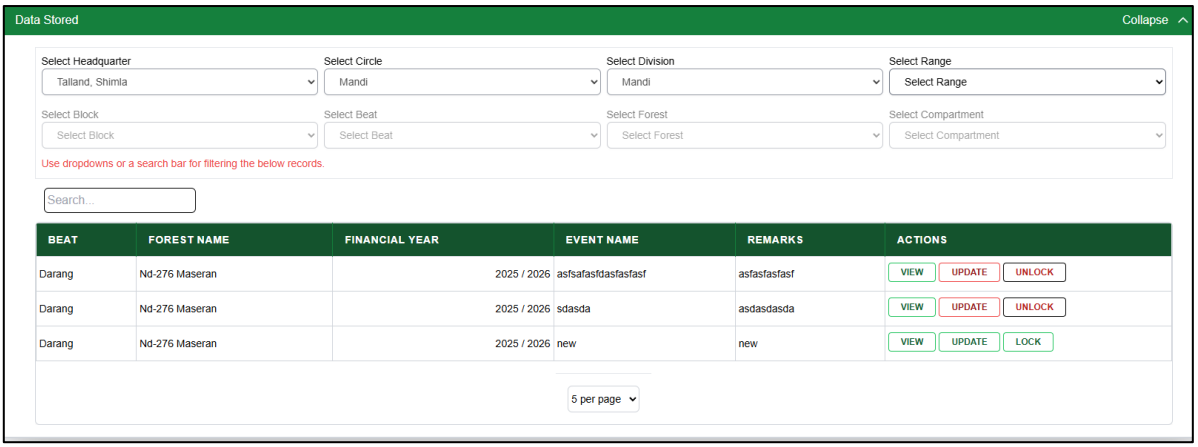


Figure 1.7.7 CH9 View

1.7.8 Summary of Rules and Restrictions

1. Multiple events allowed per year.
2. Images editable till locking.
3. Locked events are read-only.
4. Deletion allowed only before locking.
5. Approval required for finalization.
6. Event date must lie within working plan period.

2 Works in Compartment

3 Working Plan

3.1 Control Form

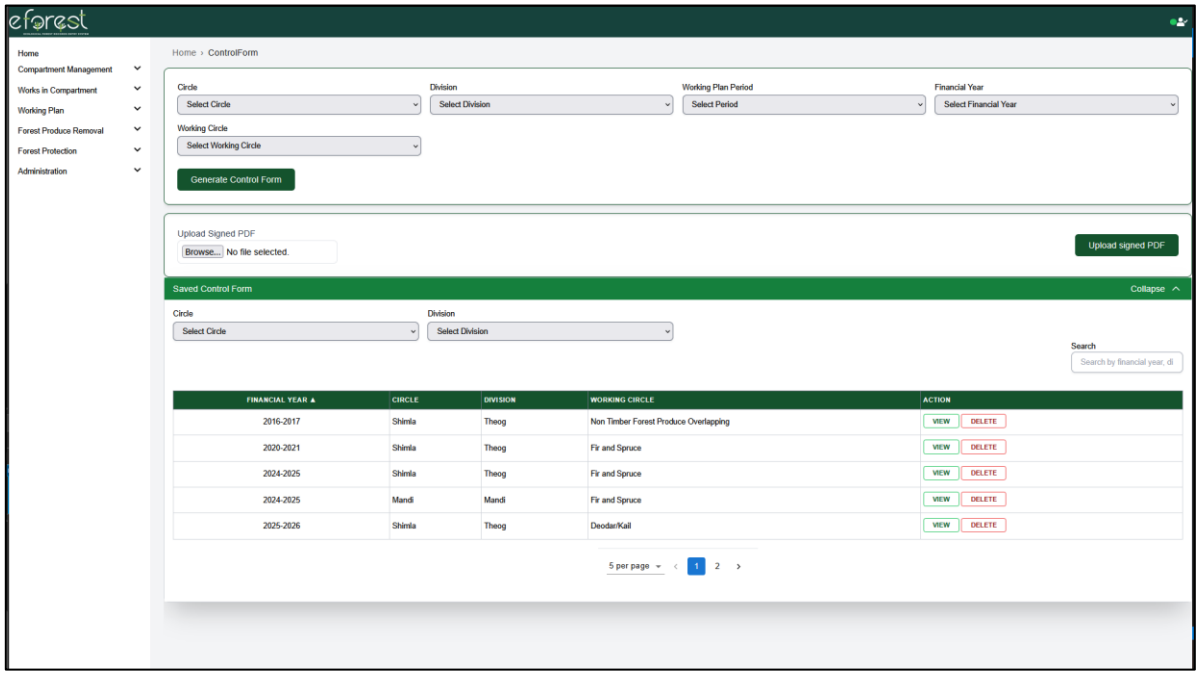


Figure 3.1.1 Overview

3.1.1 Overview

The Control Form is a core tool used for monitoring the implementation of the Working Plan at the Working Circle level within a Forest Division. It allows comparison between actual forestry operations (such as felling, thinning, and regeneration) and the planned prescriptions approved under the Working Plan for that specific year and Working Circle.

Each Working Circle prepares its Control Form on a separate sheet, ensuring that progress and deviations can be accurately tracked. These forms are reviewed and managed by the Divisional Forest Officer (DFO) and are essential for ensuring that the Working Plan objectives are achieved in a balanced and sustainable manner.

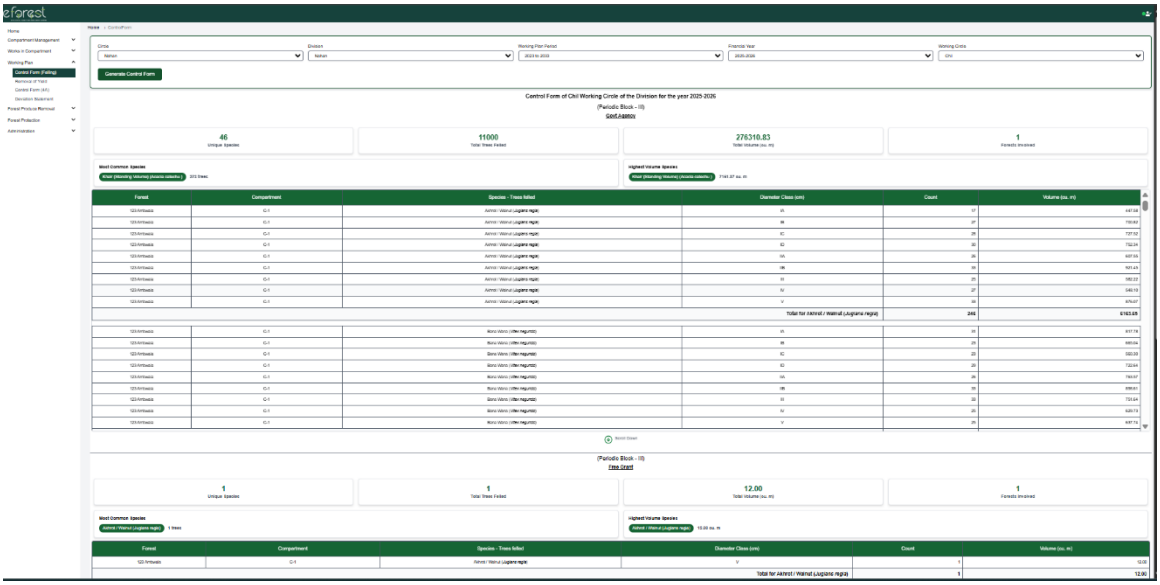


Figure 3.1.2 Web view

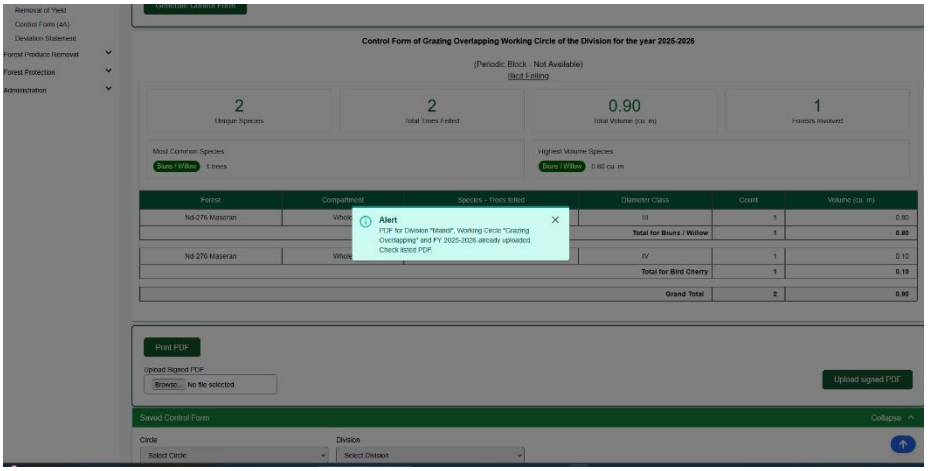


Figure 3.1.3 Generation of control form part 1

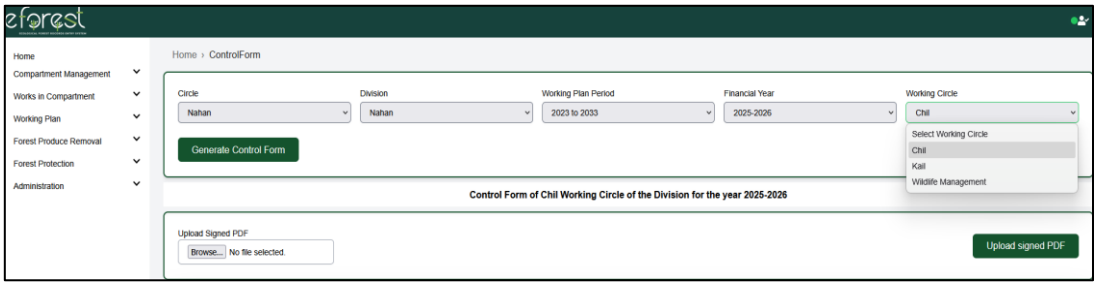


Figure 3.1.4 Generation of control form part 2

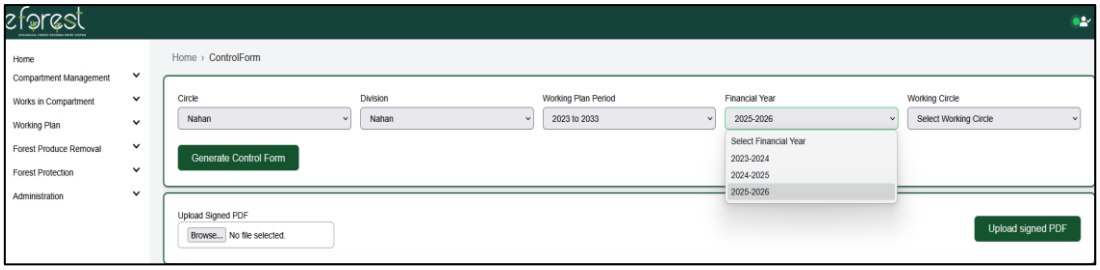


Figure 3.1.5 Generation of control form part 3

3.1.2 Purpose of the Control Form

1. Compare Actual vs. Planned Activities
    a. The form compares the actual operations carried out (such as felling, thinning, regeneration, and planting) against the targets prescribed in the Working Plan.
    b. It highlights deviations, whether operations were in arrears (less than planned) or in advance (more than planned).
2. Manage Felling Schedules
    a. The DFO can identify any shortfalls or excess cuts and make necessary adjustments in the subsequent year's felling schedule.
    b. Helps ensure that the annual allowable cut and rotation age principles are maintained.
3. Provide Record for Future Plans
    a. Historical Control Form data becomes the foundation for future Working Plans, as per the National Working Plan Code.
    b. It allows planners to evaluate the success or shortcomings of past management interventions.

3.1.3 Structure and Content

Each Control Form includes the following key components:

- **Division Name:** The forest division under which the Working Circle falls.

- **Working Circle:** The specific Working Circle for which the form is prepared (e.g., "Chil Working Circle").
- **Year:** The working year to which the form relates.
- **Prescriptions (Plan):** Planned operations as per the approved Working Plan.
- **Actual Operations:** Activities actually carried out in the field.
- **Verification by DFO:** Authorized review and signature confirming verification.

3.1.4 User Roles and Access Permissions

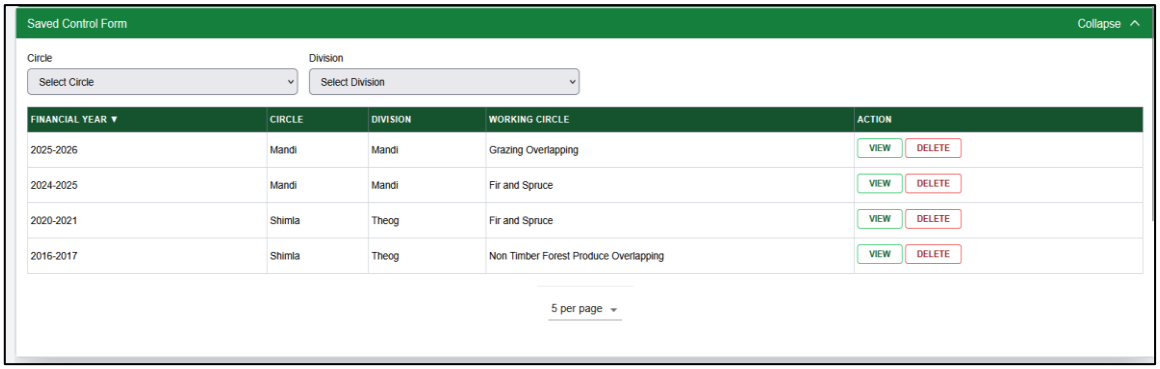


Figure 3.1.6 Saved control form

Who Can Generate and Manage Control Forms

1. **Headquarters (HQ):** Can generate, download, upload (signed PDFs), and re-upload Control Forms after DFO review. Can also delete older versions when re-uploading.
2. **Circle Office:** Same privileges as HQ — can generate, download, upload, and re-upload signed forms.
3. **Division Office (DFO):** Can generate the Control Form for their Division and Working Circles, download for signing, and re-upload after signature verification.
4. **Range, Beat, Block Users:** View-only access. They can only see uploaded signed PDF forms. They cannot generate or upload new Control Forms.

3.1.5 Workflow Process

Himachal Pradesh Forest Department
Shimla Circle | Theog Division
Working Plan
Control Form

Deodar/Kail Working Circle of the Theog Division for the year (FY) 2025-2026

Periodic Block: II
Govt. Agency:

Forest	Compartment	Species	Dia. Class	Count	Vol. (cu.m)
D-55 Kit Jugo	Whole	Bhoj Patra (Betula alnoides)	IIA	1	15.45
Subtotal for Bhoj Patra (Betula alnoides)				**1**	**15.45**
D-55 Kit Jugo	Whole	Darle (Cedrela serrata)	IIB	1	18.23
Subtotal for Darle (Cedrela serrata)				**1**	**18.23**
D-55 Kit Jugo	Whole	Chil (Pinus roxburghii)	V	3	12.36
D-55 Kit Jugo	Whole	Chil (Pinus roxburghii)	III	1	0.68
Subtotal for Chil (Pinus roxburghii)				**4**	**13.04**
D-55 Kit Jugo	Whole	Deodar (Cedrus deodara)	III	1	5.36
Subtotal for Deodar (Cedrus deodara)				**1**	**5.36**
D-55 Kit Jugo	Whole	Ban Oak (Quercus leucotrichophora)	IV	1	4.23
Subtotal for Ban Oak (Quercus leucotrichophora)				**1**	**4.23**
D-55 Kit Jugo	Whole	Deodar (Wet Zone) (Cedrus deodara)	V	1	0.00
Subtotal for Deodar (Wet Zone) (Cedrus deodara)				**1**	**0.00**
Grand Total				**9**	**56.31**

Figure 3.1.7 Control form pdf

1. **Preparation:** The Division / Circle / HQ generates the Control Form for a specific Working Circle and Year from the system.
2. **Download and Signing:**
   a. The generated Control Form is downloaded in PDF format.
   b. The authorized officer (DFO or higher) signs the PDF manually.

3. **Upload:**
   a. The signed PDF is uploaded back into the system for official recordkeeping.
   b. The uploaded file becomes view-only for all other roles.
4. **Re-Upload (Revision):**
   a. Only HQ, Circle, or Division offices can delete a previously uploaded form and re-upload a revised, signed version.
   b. All prior records are maintained in the audit trail for transparency.

3.1.6 Compliance and Reference

Ensures accurate, transparent, and consistent reporting across all Working Circles.

Helps achieve scientific forest management, tracking the fulfilment of felling and regeneration targets.

3.1.7 Summary of Benefits

1. **Transparency:** Centralized record of planned vs. actual activities.
2. **Accountability:** Ensures DFO oversight and traceability of actions.
3. **Sustainability:** Prevents overexploitation through data-based adjustments.
4. **Data Continuity:** Facilitates evidence-based future Working plan.

3.2 Removal of Yield

3.2.1 Overview

The Removal of Yield is a digital tool designed for monitoring and validating the implementation of the Working Plan at the Working Circle level within each Forest Division. It enables authorized users to generate control forms showing planned versus actual yield data, manage signed versions, and ensure transparency across all organizational levels.

Removal of Yield (cu. m) - Agency wise 2025-2026 in respect of Nahan Forest Division

All values in (cu. m)

Range	Working Circle	Periodic Block	Agency	Ban Oak	Akhrot / Walnut	Bana Wana	Ban / White Oak	Bhoj Patra	Bird Cherry	Biuns / Willow	Boxwood / Shamshad	Chil
Nahan	Chil	III	Free Grant	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nahan	Chil	III	Govt. Agency	6246.71	6164.65	6447.05	5363.66	5585.08	5665.12	6626.37	6156.54	6054.05
Nahan	Chil	III	Right Holders	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25
Total of PB (I to III)			**Free Grant**	**0.00**	**15.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total of PB (I to III)			**Govt. Agency**	**6246.71**	**6164.65**	**6447.05**	**5363.66**	**5585.08**	**5665.12**	**6626.37**	**6156.54**	**6054.05**
Total of PB (I to III)			**Right Holders**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.25**
Total of PB (I to III) [All Agencies]				**6246.71**	**6179.65**	**6447.05**	**5363.66**	**5585.08**	**5665.12**	**6626.37**	**6156.54**	**6054.30**
Nahan	Kail	III	Free Grant	12222.00	338.00	0.00	0.00	0.00	0.00	0.00	0.00	121.36
Kolar	Kail	III	Govt. Agency	3.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nahan	Kail	III	Govt. Agency	1.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total of PB (I to III)			**Free Grant**	**12222.00**	**338.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**121.36**
Total of PB (I to III)			**Govt. Agency**	**5.04**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total of PB (I to III) [All Agencies]				**12227.04**	**338.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**121.36**

Figure 3.2.1 Removal of yield overview

3.2.2 Purpose

1. **Remove Yield Data for Review and Validation:** Enables users to remove and update yield data through authorized workflows.
2. **Ensure Accurate Comparison:** Compares planned versus actual activities and highlights deviations.
3. **Maintain Transparent Recordkeeping:** Signed control forms serve as official records,
   maintaining traceability and historical data integrity.

3.2.3 Structure and Key Components

Each Control Form includes Division, Working Circle, Working Plan Period, Financial Year, Planned Prescriptions, Actual Operations, Deviations, and Verification sections, ensuring all yield activities are properly tracked and verified by authorized officers.

3.2.4 User Roles and Access Permissions

HQ, Circle, and Division Offices can generate, download, upload, delete, and re-upload control forms. Range, Beat, and Block users have view-only access to uploaded signed forms.

3.2.5 Workflow Process

1. **Generate:** Authorized users select Division, Working Plan Period, and Financial Year to generate the form.

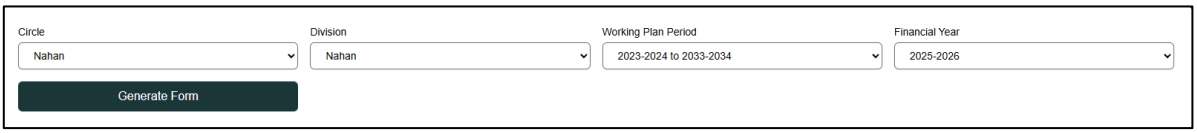


Figure 3.2.2 Generate Removal of yield

2. **Download:** Save the generated PDF for review and signature.

Figure 3.2.3 Download pdf

3. **Upload:** Upload the signed PDF to the system. Other users can view only.
4. **Re-Upload:** Delete old version, then upload revised signed PDF. Audit trail is maintained.
5. **Delete:** Only HQ, Circle, or Division users can delete before re-uploading.

Himachal Pradesh Forest Department
Nahan Circle | Nahan Division
Working Plan
Removal of Yield

Removal of yield (cu. m) - agency wise (FY) 2025-2026 in respect of Nahan Forest Division

All values are in (cu.m)

Note: Due to large number of species (46), the table has been split into stacked parts (10 species per table). See metadata above each table for included species, and full legend below.

Table 1 covers species: Akhrot / Walnut, Ban / White Oak, Ban Oak, Bana Wana, Bhoj Patra, Bird Cherry, Biuns / Willow, Boxwood / Shamshad, Chil, Chil (LHS of Beas river)

Range	Working Circle	Periodic Block	Felling Agency	A/W1	B/WO2	BO3	BW4	BP5	BC6	B/W7	B/S8	C9	C(OBR10
Nahan	Chil	III	Free Grant	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nahan	Chil	III	Govt. Agency	6164.65	5363.66	6246.71	6447.05	5585.08	5665.12	6626.37	6156.54	6054.05	5406.59
Nahan	Chil	III	Right Holders	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00
PB Subtotal				*6179.65*	*5363.66*	*6246.71*	*6447.05*	*5585.08*	*5665.12*	*6626.37*	*6156.54*	*6054.30*	*5406.59*
WC Subtotal				**6179.65**	**5363.66**	**6246.71**	**6447.05**	**5585.08**	**5665.12**	**6626.37**	**6156.54**	**6054.30**	**5406.59**
Nahan	Kail	III	Free Grant	338.00	0.00	12222.00	0.00	0.00	0.00	0.00	0.00	121.36	0.00
Nahan	Kail	III	Govt. Agency	0.00	0.00	1.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kolar	Kail	III	Govt. Agency	0.00	0.00	3.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PB Subtotal				*338.00*	*0.00*	*12227.04*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	*121.36*	*0.00*
WC Subtotal				**338.00**	**0.00**	**12227.04**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**121.36**	**0.00**

Table 2 covers species: Chil (RHS of Beas river), Chilgoza Pine / Neoza Pine, Darle, Dauri, Deodar, Deodar (Dry Zone), Deodar (Wet Zone), Horn Beam / Chari / Khirkee / Khiri, Juniper, Kail

Range	Working Circle	Periodic Block	Felling Agency	C(OBR11	CP/NP12	D13	D14	D15	D(Z16	D(Z17	HB/CK/K18	J19	K20
Nahan	Chil	III	Free Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nahan	Chil	III	Govt. Agency	5825.73	5850.52	6039.38	5779.32	6007.36	5927.59	6111.35	6617.22	5672.71	5999.14
Nahan	Chil	III	Right Holders	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00
PB Subtotal				*5825.73*	*5850.52*	*6039.38*	*5779.32*	*6009.36*	*5927.59*	*6111.35*	*6617.22*	*5672.71*	*5999.14*
WC Subtotal				**5825.73**	**5850.52**	**6039.38**	**5779.32**	**6009.36**	**5927.59**	**6111.35**	**6617.22**	**5672.71**	**5999.14**
Nahan	Kail	III	Free Grant	0.00	0.00	0.00	0.00	2244.00	0.00	0.00	0.00	0.00	0.00
Nahan	Kail	III	Govt. Agency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kolar	Kail	III	Govt. Agency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PB Subtotal				*0.00*	*0.00*	*0.00*	*0.00*	*2244.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*
WC Subtotal				**0.00**	**0.00**	**0.00**	**0.00**	**2244.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Figure 3.2.4 Removal of yield pdf

3.2.6 System Controls and Restrictions

Range, Beat, and Block users cannot download or modify uploaded forms. Every upload and
re-upload is logged with timestamp and user details. Only the latest approved version remains active.

3.2.7 Compliance and Governance

Ensures transparency, accountability, and sustainability by aligning actual field activities with the approved Working Plan. Supports evidence-based forest management decisions.

3.2.8 Summary of Benefits

1. Transparency: Centralized visibility for all roles.
2. Accountability: Role-based permissions and audit trail.
3. Efficiency: Automated form generation and management.
4. Data Continuity: Consistent data for future planning.

Authorized Signatures

Approved By

3.3 Deviation Statement

3.3.1 Overview

The Deviation Statement Module is designed to record and monitor year-wise deviations between prescribed yield and actual yield for all Working Circles within a Division. It enables authorized users to generate, upload, and archive deviation statements, ensuring transparency, accuracy, and traceability across financial years.

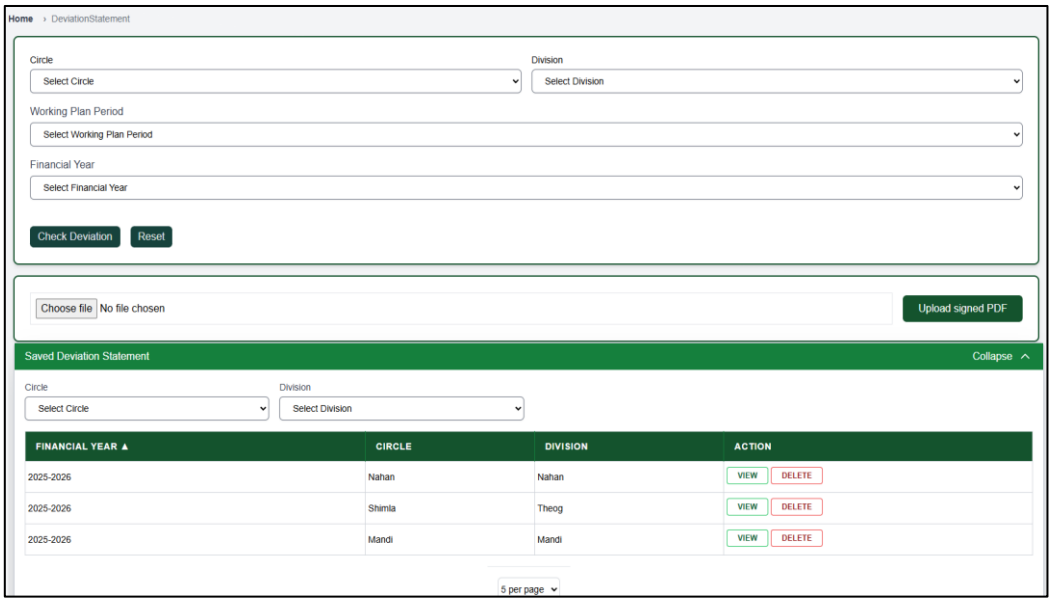


Figure 3.3.1 Deviation statement overview

3.3.2 Purpose

1. Track Yield Deviations Year-Wise: Compare prescribed yield against actual yield extracted, identifying surplus or deficit.
2. Maintain Running Balance: Automatically calculate and carry forward yield balance to the next year.
3. Ensure Compliance: Monitor adherence to Working Plan prescriptions for sustainable management.

3.3.3 Structure and Key Components

Each Deviation Statement includes Division, Working Circle, Working Plan Period, Financial Year, Prescribed Yield, Actual Yield, Carry Forward, Current Year Deviation, Net Balance, and Verification sections.

3.3.4 User Roles and Access Permissions

HQ, Circle, and Division Offices can generate, download, upload, delete, and re-upload deviation statements. Range, Beat, and Block users have view-only access.

3.3.5 Workflow Process

1. Generate: Authorized users select Division, Working Plan Period, and Financial Year, then click Generate. System fetches prescribed, actual, and carry-forward data, auto-calculating deviation.

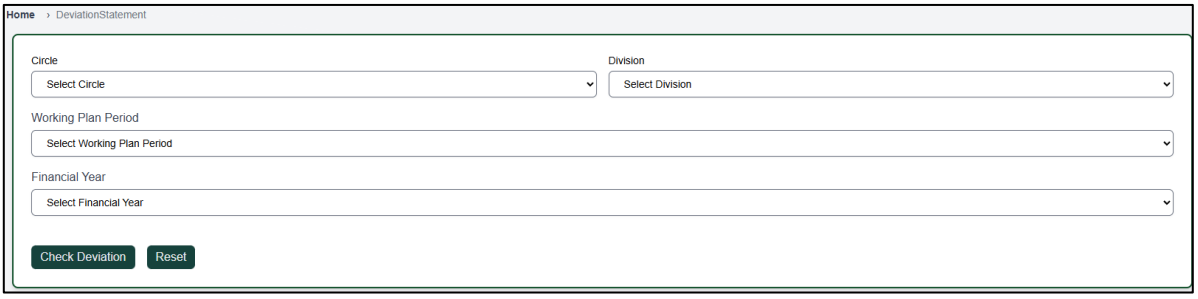
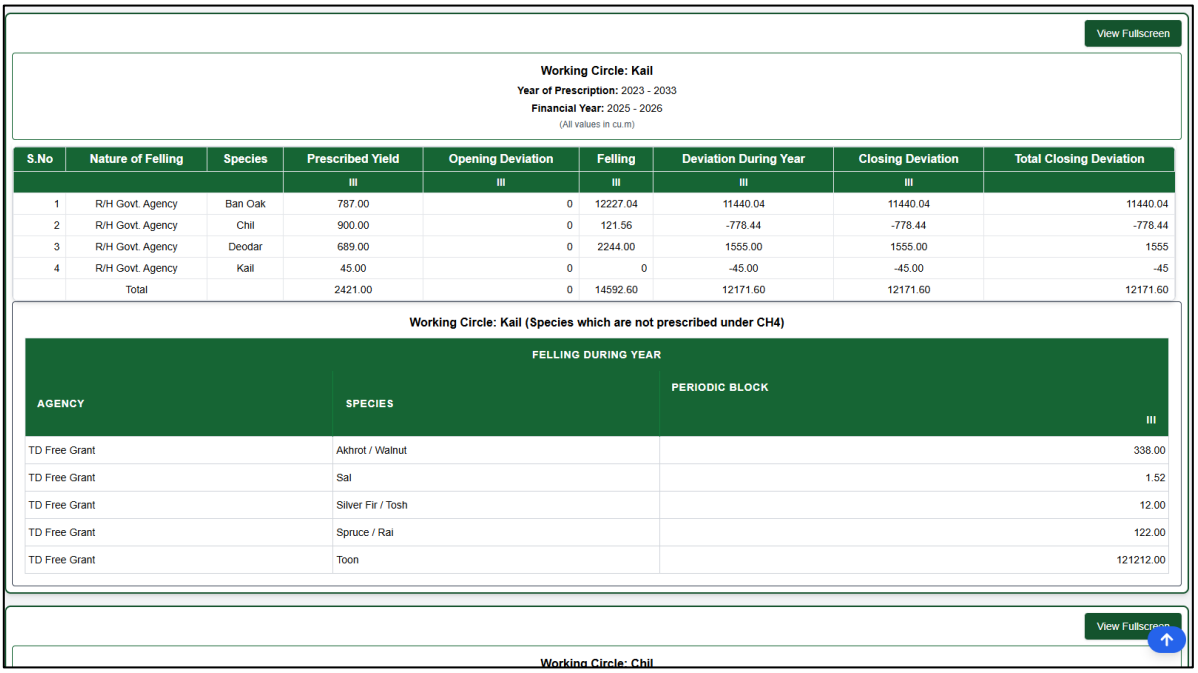


Figure 3.3.2 Generate deviation

2. Download: Download generated PDF for DFO review and signature.



S.No	Nature of Felling	Species	Prescribed Yield	Opening Deviation	Felling	Deviation During Year	Closing Deviation	Total Closing Deviation
			III	III	III	III	III	
1	R/H Govt. Agency	Ban Oak	787.00	0	12227.04	11440.04	11440.04	11440.04
2	R/H Govt. Agency	Chil	900.00	0	121.56	-778.44	-778.44	-778.44
3	R/H Govt. Agency	Deodar	689.00	0	2244.00	1555.00	1555.00	1555
4	R/H Govt. Agency	Kail	45.00	0	0	-45.00	-45.00	-45
	Total		2421.00	0	14592.60	12171.60	12171.60	12171.60

Figure 3.3.3 Web view

3. Upload: Upload signed PDF back into the system. Other roles can only view.

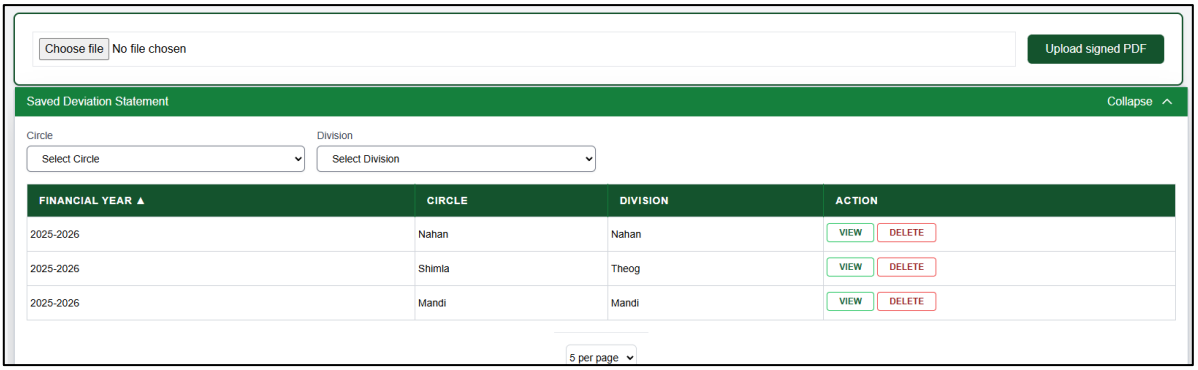


Figure 3.3.4 Upload pdf

4. Auto Save: User have to save it manually otherwise at financial year-end, data auto-saves and the balance carry forward to the next year.
5. Re-Upload: HQ, Circle, or Division may delete and re-upload a revised signed version; audit trail is maintained.

3.3.6 System Controls and Restrictions

Only HQ, Circle, and Division users can modify records. Range, Beat, and Block users have
view-only rights. All uploads, re-uploads, and deletions are time-stamped and logged. Only the latest approved version is active.

3.3.7 Compliance and Governance

Ensures transparency, accountability, and sustainability by linking yield records across years and maintaining a verified audit trail.

Himachal Pradesh Forest Department
Nahan Circle | N/A Division
Working Plan
Deviation Statement

Financial Year: 2025 - 2026
Only species listed under CH4 and felling included in the final report are considered—the rest are not, and vice versa.

Working Circle: Chil (All values are in cu.m)

Species	Prescribed Yield	Opening Deviation	Felling During Year	Deviation During Year	Closing Deviation	Total
	III	III	III	III	III	
Ban / White Oak	23.00	0	5363.66	5340.66	5340.66	5340.66
Chil	677.00	0	6054.35	5377.35	5377.35	5377.35
Deodar	888.00	0	6009.36	5121.36	5121.36	5121.36

Working Circle: Kail (All values are in cu.m)

Species	Prescribed Yield	Opening Deviation	Felling During Year	Deviation During Year	Closing Deviation	Total
	III	III	III	III	III	
Ban Oak	787.00	0	12227.04	11440.04	11440.04	11440.04
Chil	900.00	0	121.56	-778.44	-778.44	-778.44
Deodar	689.00	0	2244.00	1555.00	1555.00	1555.00
Kail	45.00	0	0	-45.00	-45.00	-45.00

Figure 3.3.5 Deviation pdf

3.3.8 Summary of Benefits

1. Accuracy – Automated calculations minimize errors.
2. Transparency – Centralized, role-based access control.
3. Accountability – Verified and traceable actions.
4. Efficiency – Automatic saving and carry-forward.
5. Continuity – Long-term yield balance tracking.
6. Authorized Signatures:

   Approved By

4 Forest Produce Removal Module

4.1 Overview

The Forest Produce Removal module manages the process of sanctioning, permitting Timber. It streamlines the workflow from application submission to permit issuance.

Forest Produce Removal Module Components

- Dashboard: Provides an overview of the status and progress of applications, sanctions, and permits.
- TD Form for Right Holder: Allows Right Holders to submit applications.
- TD Form for Free Grant: Facilitates the submission of applications for free grant permits.

4.2 TD Form for Right Holder

4.2.1 Flow of TD Form for Right Holder

1. **Application Submission**:
    - The applicant submits a written hard copy of application to the Divisional Forest Officer (DFO).
2. **Sanction Letter Generation**:
    - The DFO reviews the hard copy of application and generates a TD Form and sanction letter.
    - The application then forwarded to the Range Forest Officer (RFO).
3. **RFO Action**:
    - The RFO view the TD Form and the Sanction Letter generated by DFO.
    - Then RFO forwards the TD Form to the Block Officer (BO).
4. **Permit Issuance**:
    - The Block Officer views the TD Forms and assigns tree marking number for the granted tree's by DFO, also fill the Permit Details and issues the Permit to the applicant or Right Holder.

4.2.2 Creating TD Form:

1. After logging in, you can simply click on forest "Produce Removal Module" as shown in Figure 4.2.1, It will direct you to the TD Data Entry Form Module as shown in Figure 4.2.3

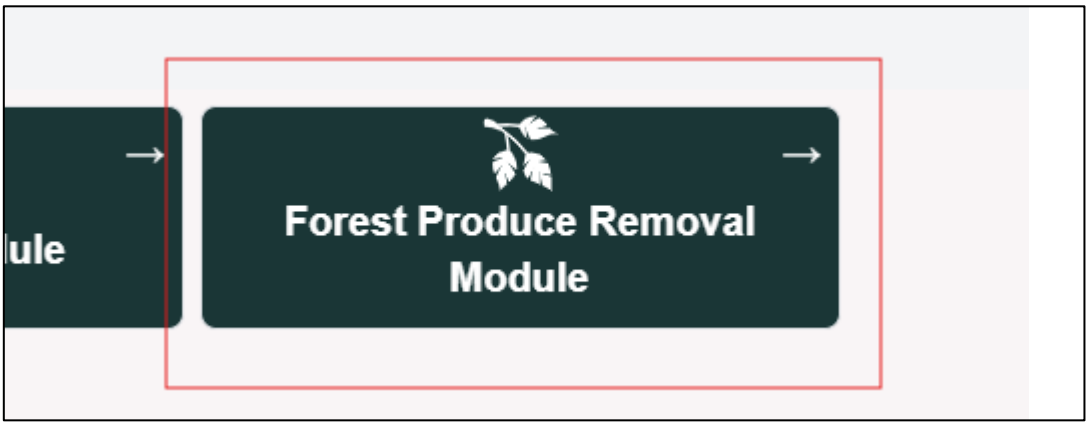


Figure 4.2.1 Forest Produce Removal Module Tile on Home Page

2. If you are on any another module then, On the left side of the page, locate the sidebar which contains various menu items.
3. In the sidebar, find the menu item labelled "Forest Produce Removal".
4. Click on this menu item to expand it. A list of sub-menu items will appear as shown in Figure 4.2.2
5. From the expanded list of sub-menu items, locate and click on "TD Form."
6. This will open TD Form Module as shown in Figure 4.2.3 where you can proceed with your tasks.

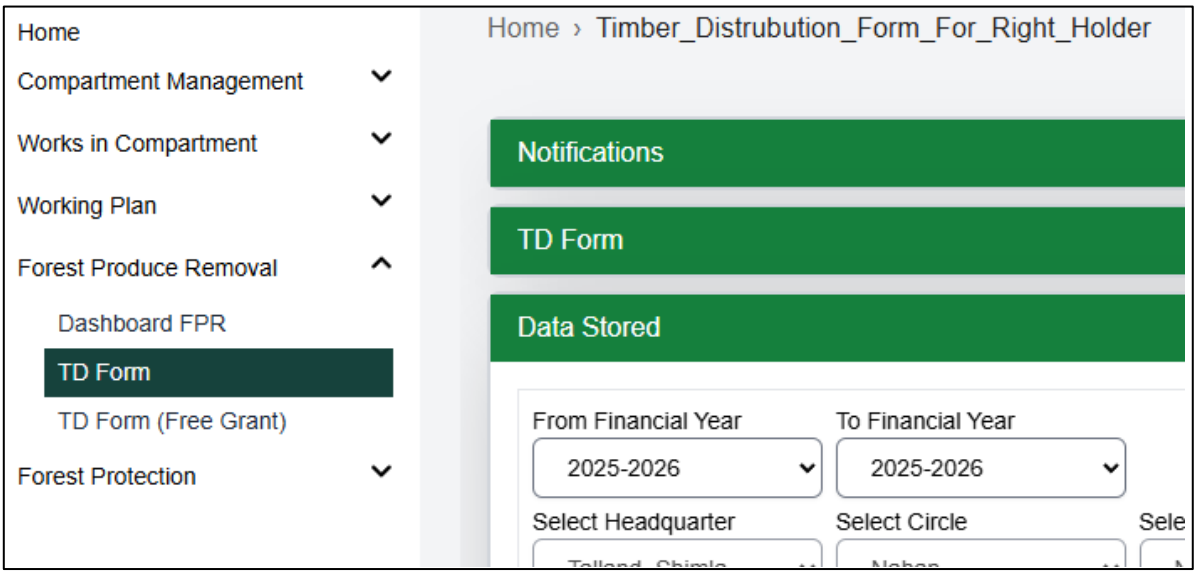


Figure 4.2.2 Side Bar Menu with Various Module Listed

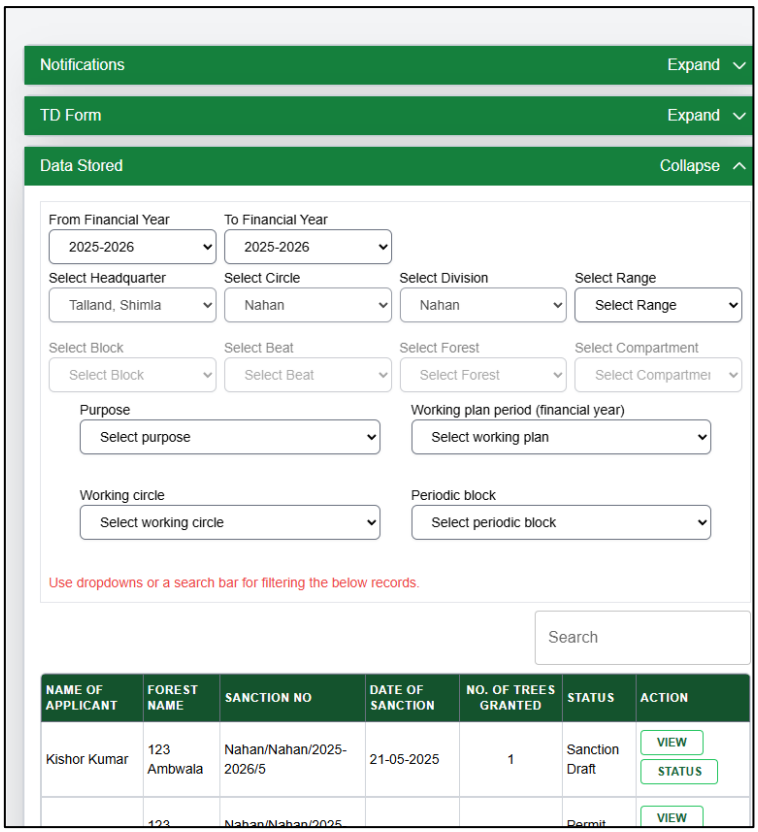


Figure 4.2.3 TD Form Module.

- There are four sections in this form as shown in Figure 4.2.4
  - Notifications
  - TD Form
  - Data Stored
  - TD Form Status

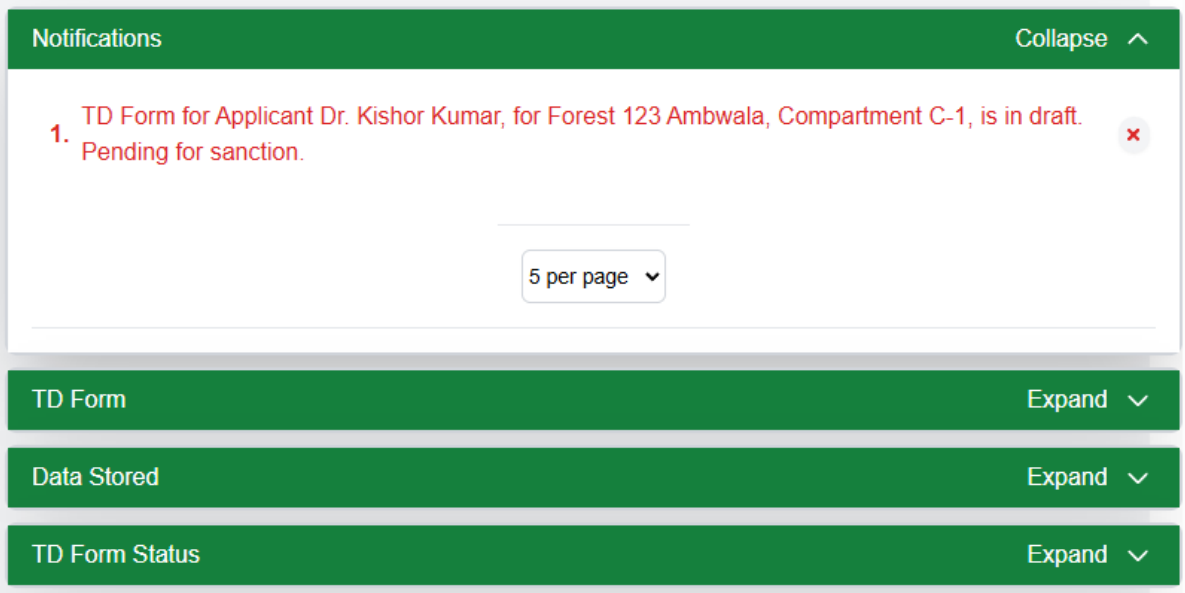


Figure 4.2.4 Various Section in module

7. Now click on TD Data Entry Form it will expand and a form will appear.

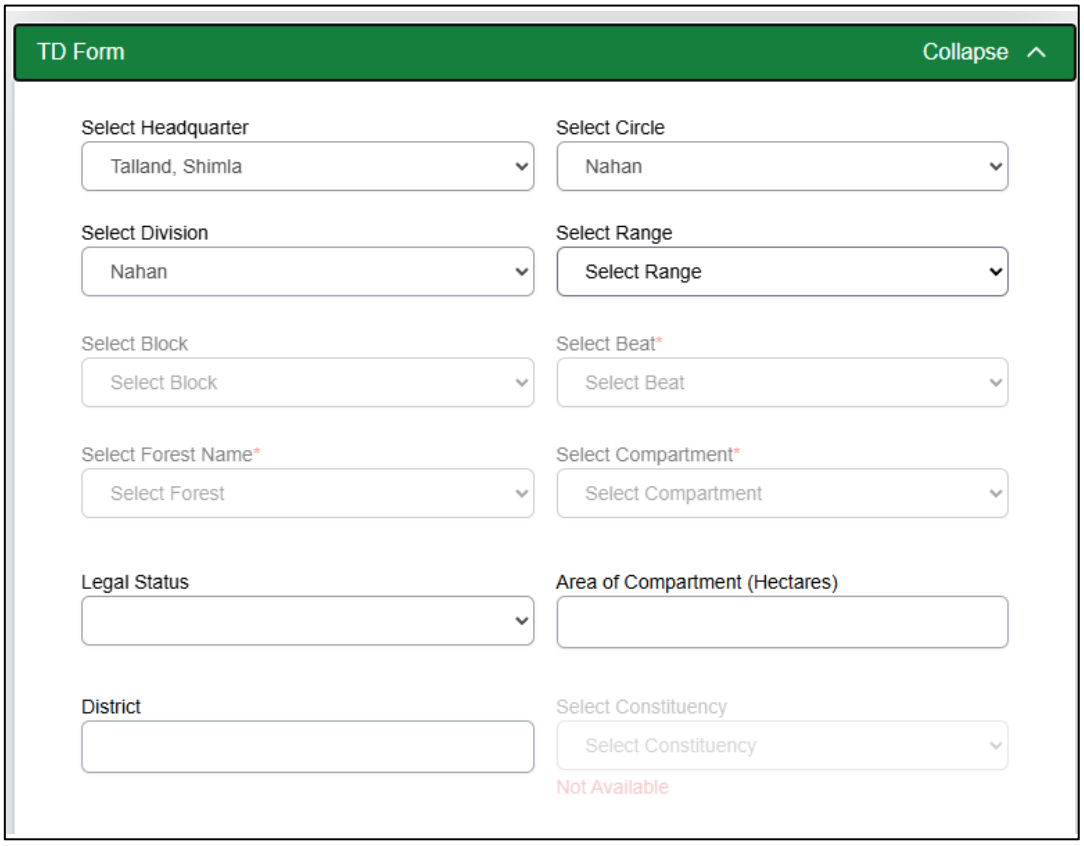


Figure 4.2.5 TD Data Entry Form Fields

8. Here DFO will select Range, Block, Beat, Forest Name, Compartment this are mandatory fields for which sanction is to be generated.
9. While the dropdowns are user-selectable, details up to the division level are pre-filled based on the logged-in DFO's Details.

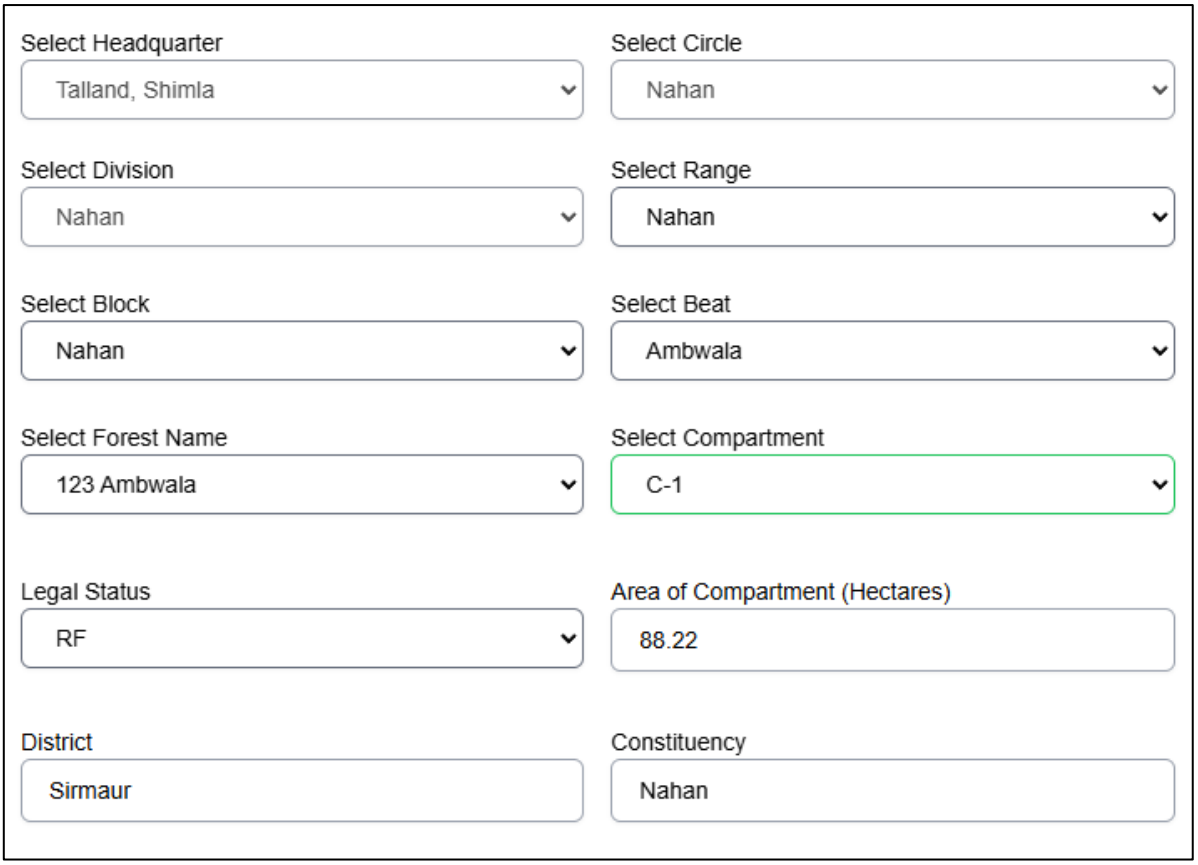


Figure 4.2.6 TD Data Entry Form Fields Filled by DFO

10. As shown in Figure 4.2.6 DFO has to filled value till Compartment
11. Legal Status, Area of Compartment, District and Constituency values will be Automatically fetched and populated by the system.

Figure 4.2.7 TD Data Entry Form Fields

12. Working Plan Period

- Select the working plan period during which the sanction will be issued.

- Input Type: Dropdown menu with predefined periods.
- This is a mandatory field.

13. Working Circle
    - Choose the appropriate working circle from the dropdown options.
    - Input Type: Dropdown menu.
    - This is a mandatory field.
14. Periodic Block
    - Select the periodic block for which the sanction will be issued.
    - Input Type: Dropdown menu.
    - This is a mandatory field.
15. DFO Sanction Number
    - Description: Automatically generated sanction number.
    - This is an auto filled field.
16. Date of Sanction
    - Specify the date on which the sanction is issued. Date range will be from start of financial year to day of filling form.
    - Input Type: Calendar date picker.
    - This is a mandatory field.
17. After filling out above details as shown in Figure 4.2.7, next we will fill the applicant / right holder details

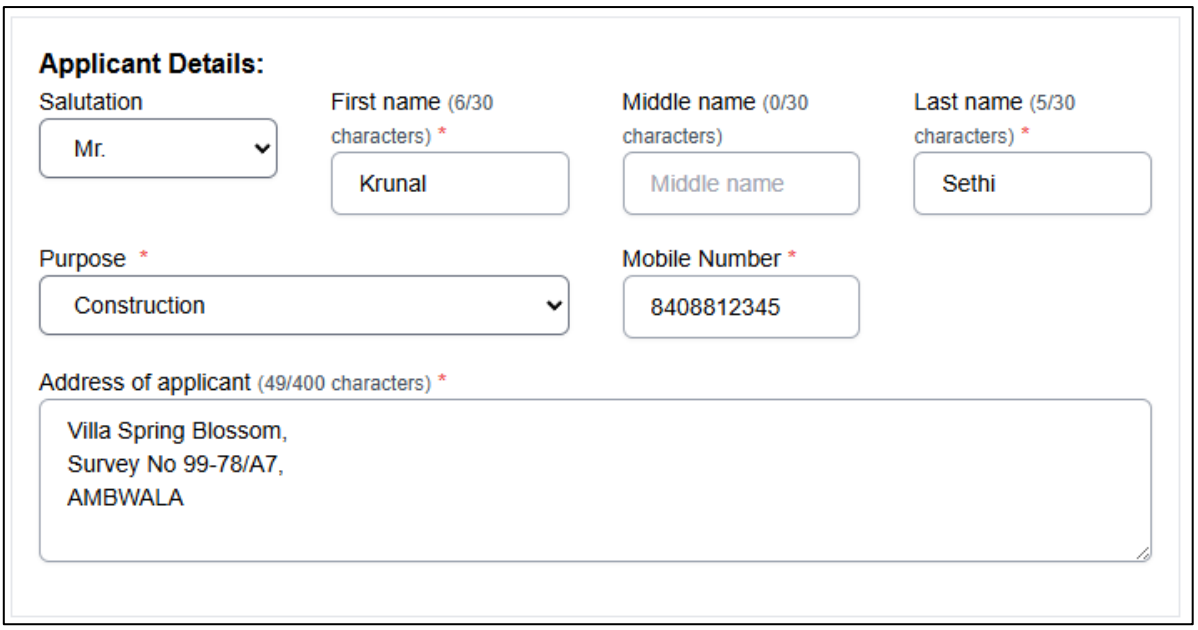


Figure 4.2.8 TD Data Entry Form Fields

18. Salutation
    - Select the appropriate salutation (e.g., Mr., Ms., Dr.) from the dropdown.
19. First Name, Middle Name, Last Name
    - Enter the applicant's name in the respective fields.
    - Each name field allows up to 30 characters.
    - These fields allow alphabetic characters only.
    - *First Name* and *Last Name* are mandatory.
20. Purpose
    - Select the purpose of the application from the dropdown menu.
    - This is a mandatory field.
21. Mobile Number
    - Enter the applicant's 10-digit mobile number.
    - This is a mandatory field.
22. Address of Applicant
    - Enter the applicant's address.
    - The text area allows up to 400 characters.

- Address must start with a letter or number and contain only numbers, spaces, commas (,), periods (.), dashes (-), slashes (/)
- This field is mandatory.

23. Now as we have filled applicant details as shown in Figure 4.2.8, next part is allocation trees to the applicant.

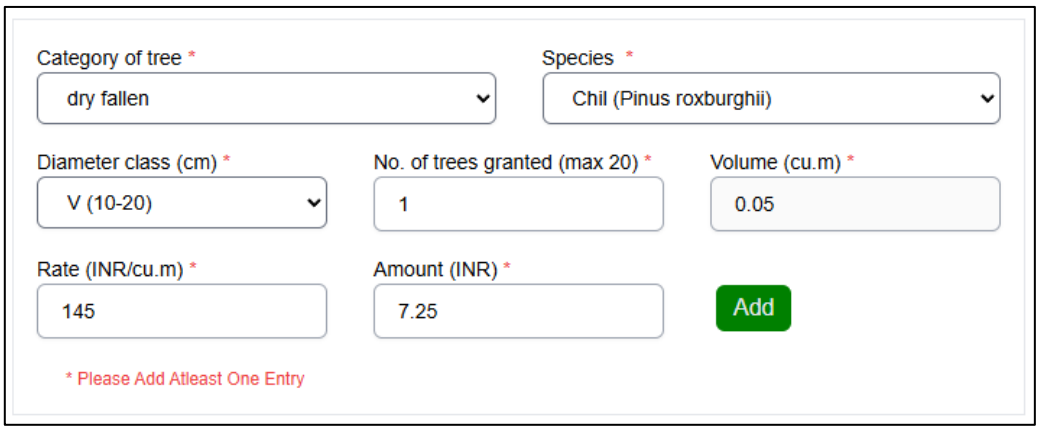


Figure 4.2.9 TD Data Entry Form Fields

24. Category of Tree
    - Select the tree category from the dropdown menu (e.g., *Dry Fallen*).
    - This field is mandatory.
25. Species
    - Choose the tree species from the dropdown (e.g., *Chil (Pinus roxburghii)*).
    - This field is mandatory.
26. Diameter Class (cm)
    - Select the diameter class from the dropdown (e.g., *V (10-20)*).
    - This represents the tree's diameter range in centimetres.
    - This field is mandatory.
27. No. of Trees Granted (Max 20)
    - Enter the number of trees approved for grant (e.g., *1*).
    - The value must be a whole number and not exceed 20.
    - This field is mandatory.
28. Volume (m^3)

- System will automatically calculate volume based upon Tree Species and Diameter Class.
- If the system doesn't have a volume factor for the selected species and diameter class, manually enter the total tree volume in cubic meters (e.g., 0.04)
- This value represents the tree's wood volume.
- This field is mandatory.

29. Rate (Rs.)
    - Enter the rate per cubic meter (e.g., *145*).
    - This field should reflect the applicable rate for the tree species and category.
    - This field is mandatory.
30. Amount (Rs.)
    - This is derived by multiplying the volume by the rate.
    - This is auto calculating field
31. Add Button
    - After filling in all the fields, click the **Add** button to save the details.
    - Ensure at least one entry is added to proceed further.
32. As we have filled the tree details to be allotted to applicant press Add button shown in Figure 4.2.9 after adding tree you can see tree added as shown in Figure 4.2.10

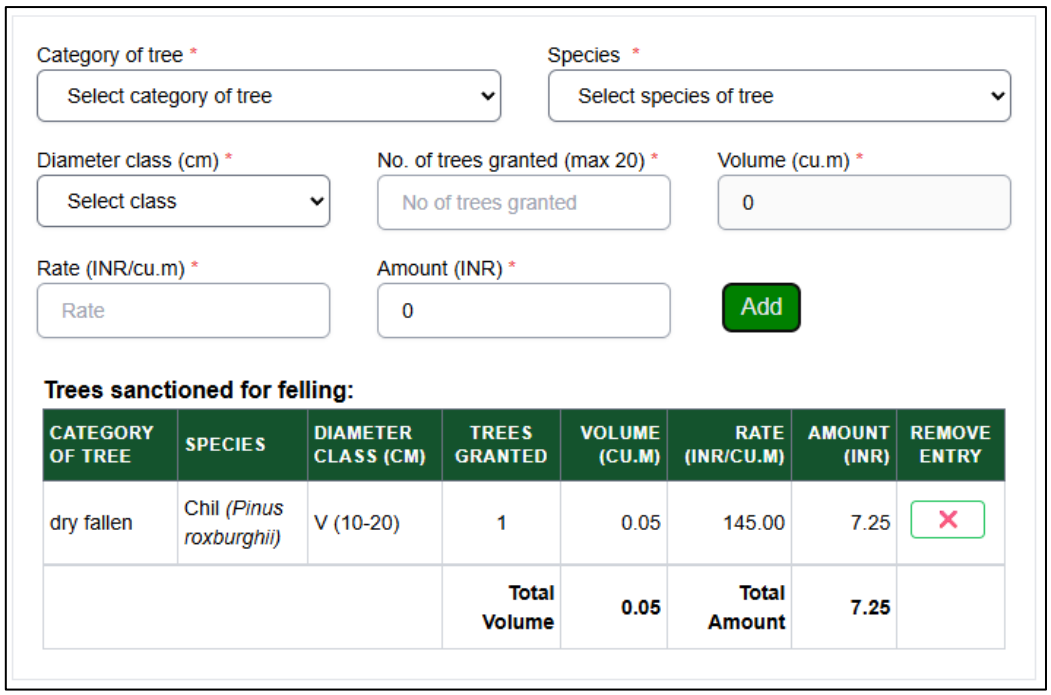


Figure 4.2.10 One Tree Entry added by DFO

33. In Figure 4.2.10 we can see the list of trees which is being granted to applicant, if we want to remove this entry then we have to press Cross Button which is at the last in the row.
34. We can add multiple entries.
35. Now it's time to add Scanned Application of applicant.

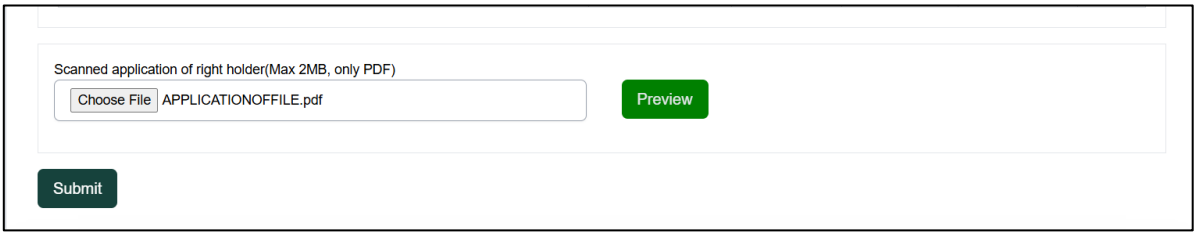


Figure 4.2.11 TD Data Entry Form Fields

36. Scanned Application of Right Holder
    - Upload a scanned PDF of the right holder's application.
    - File size must not exceed 2 MB.
    - Only PDF format is allowed.
    - This is optional field.
37. Submitting the Form
    - Click the "Submit" button to submit the form as shown in Figure 4.2.11.

- A confirmation dialog box will appear with the message "Do you want to submit the form?" as shown in Figure 4.2.12.
- Click "Yes" to confirm and submit the form.
- Click "No" to cancel the submission.
- After pressing “Yes” form will be submitted and you will get a confirmation for the same as shown in Figure 4.2.13

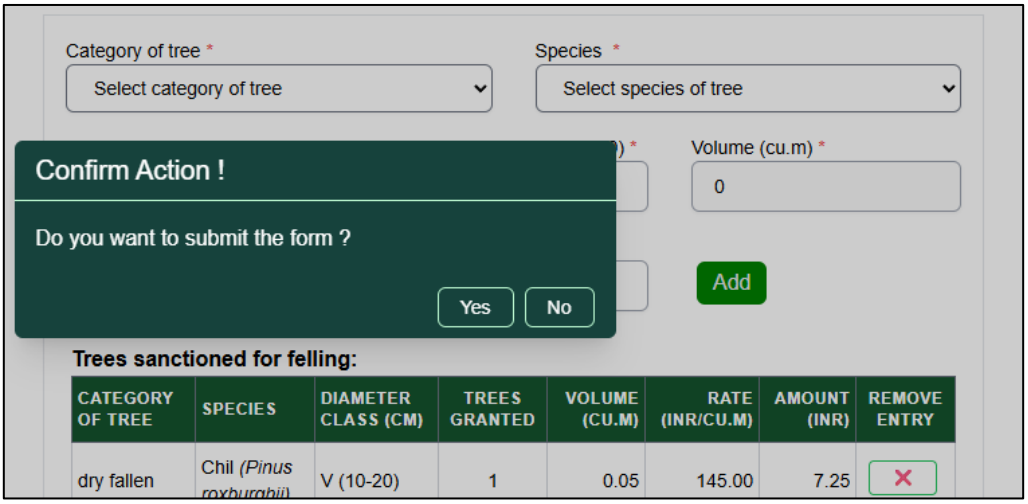


Figure 4.2.12 Confirmation Before Submitting form

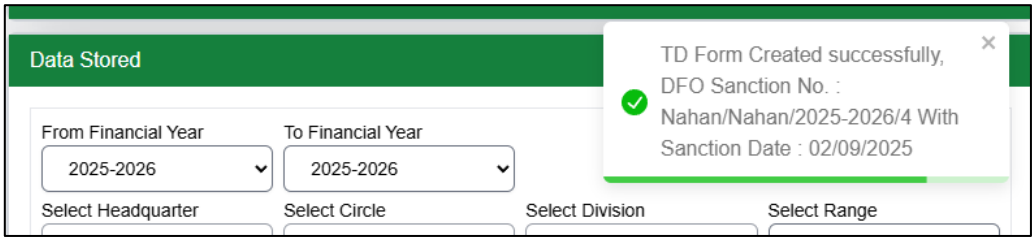


Figure 4.2.13 Form Saved Successfully Confirmation Message.

38. Post-Form Submission

- **Form Status**: Once the form is successfully created, its status will be set to "Sanction Draft" as shown in Figure 4.2.15, At this stage, the form remains available for modifications.
- **Notifications**: In the Notification section, a notification will appear for the DFO, listing all forms currently under the "Sanction Draft" status as shown in Figure 4.2.14.
- **Data Stored**: Once a new form is submitted, it will also appear in the data store as shown in Figure 4.2.15. The data store provides enhanced control over forms with the help of Status modal buttons such as "Edit", "Print

Sanction Letter ", “Upload Sanction letter” and many more we will take a look at it in later part.

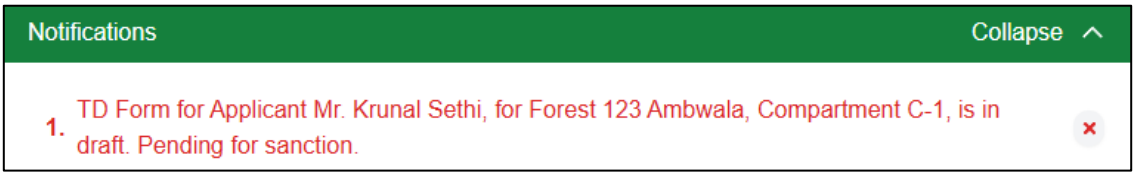


Figure 4.2.14 New Notification in Notification Section

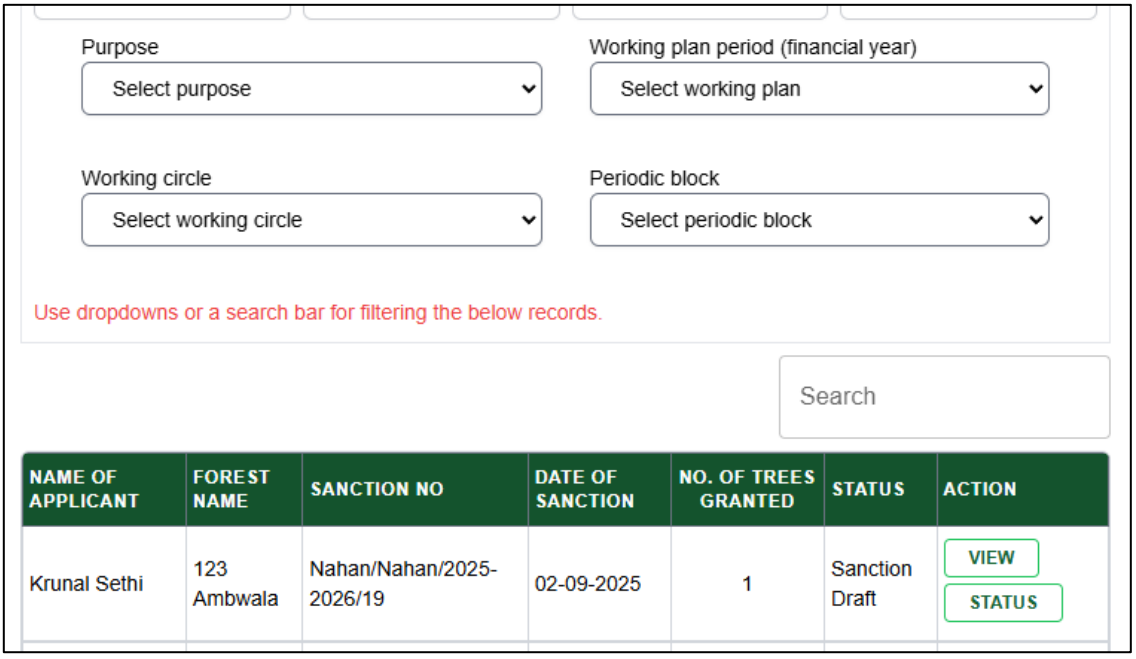


Figure 4.2.15 Recently added entry shows up in Data Store Section

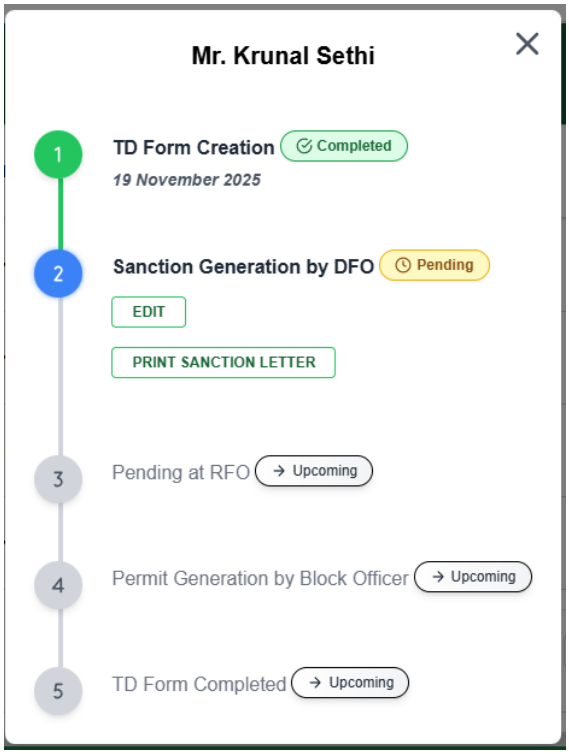


Figure 4.2.16 Status modal

4.2.3 Editing TD Data Entry Form:

Since the form status is set to "Sanction Draft," the form is still available for modification. However, once the Sanction Letter is generated, the form can no longer be edited by the DFO. The following steps explain how to edit the form.

1. Accessing the Edit Form
   - Click on the "STATUS" button shown in Figure 4.2.15.
   - Then click on edit button as shown in Figure 4.2.16
   - The edit form will appear as shown in Figure 4.2.17.
2. Editable Fields
   - Date of Sanction: Edit the date when the sanction was granted.
   - Application File: Update the relevant application file.
   - Applicant Details:
     - Name: Modify the name of the applicant.
     - Address: Update the address details.
     - Purpose: Edit the purpose of the application.
     - Mobile Number: Edit the mobile number of applicant.

3. Managing Trees Sanctioned for Felling
    - Add Trees: Enter details of new trees to be sanctioned.
    - Update Trees: Edit the details of existing trees.
    - Delete Trees: Remove trees from the list as necessary.
4. Saving Changes
    - Click the Update button to save changes as shown in Figure 4.2.18.
    - A confirmation dialog will appear. Confirm your action to proceed as shown in Figure 4.2.19.
5. Deleting the Form
    - We can also delete TD data entry, just click the Delete button to remove the form as shown in Figure 4.2.19.
    - A confirmation dialog will appear. Confirm your action to proceed with the deletion as shown in Figure 4.2.20.

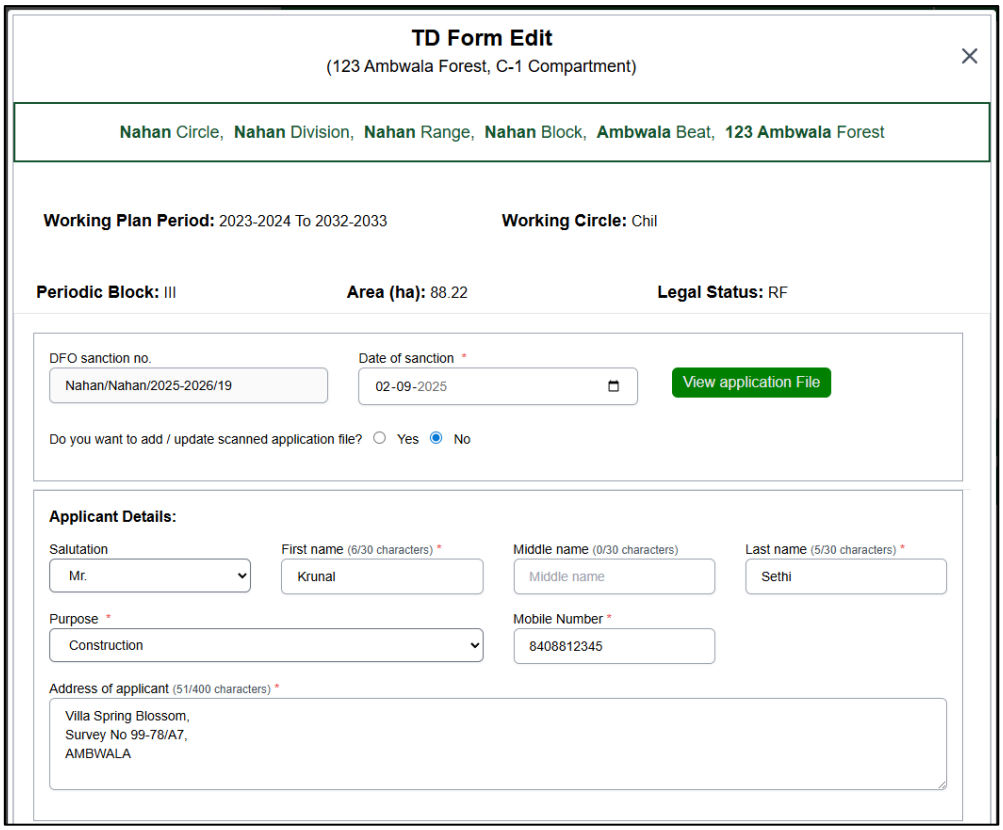


Figure 4.2.17 TD Data Entry Form Edit Window part 1

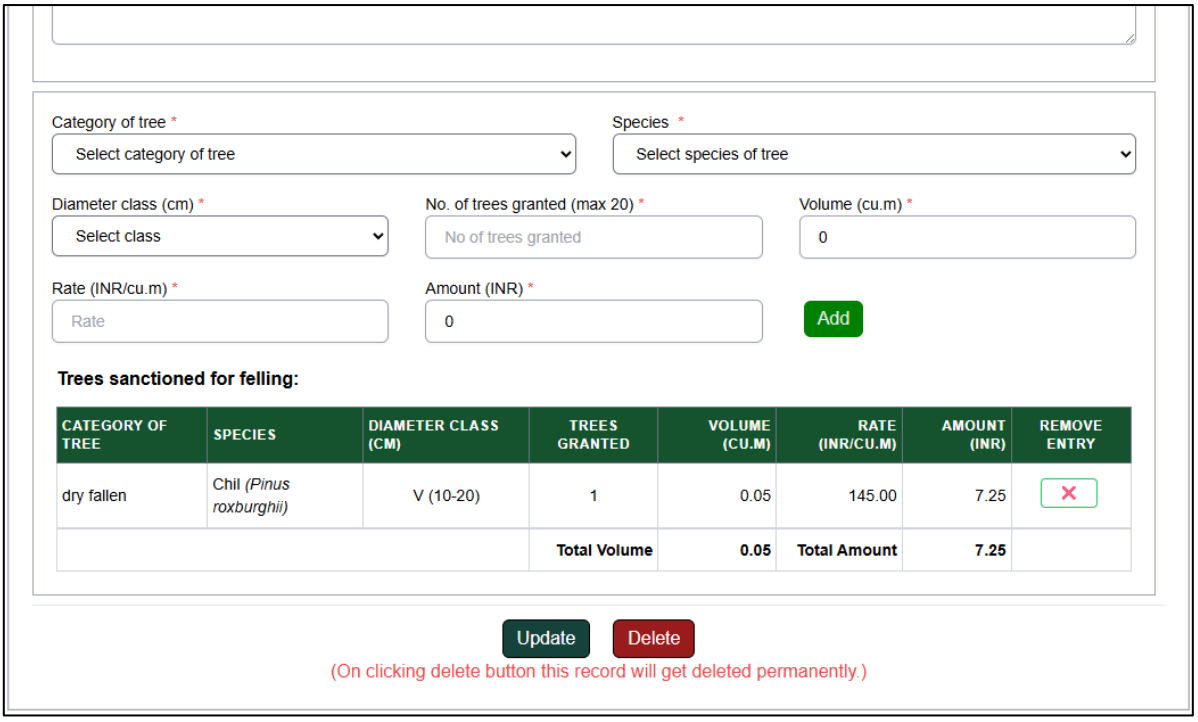


Figure 4.2.18 TD Data Entry Form Edit Window part 2

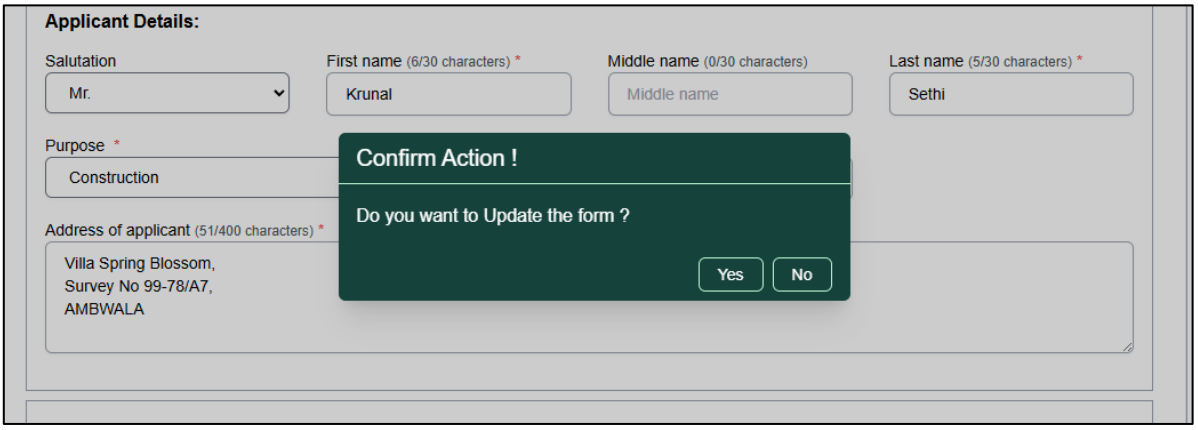


Figure 4.2.19 Confirmation Box for Updating the TD Data Entry Form

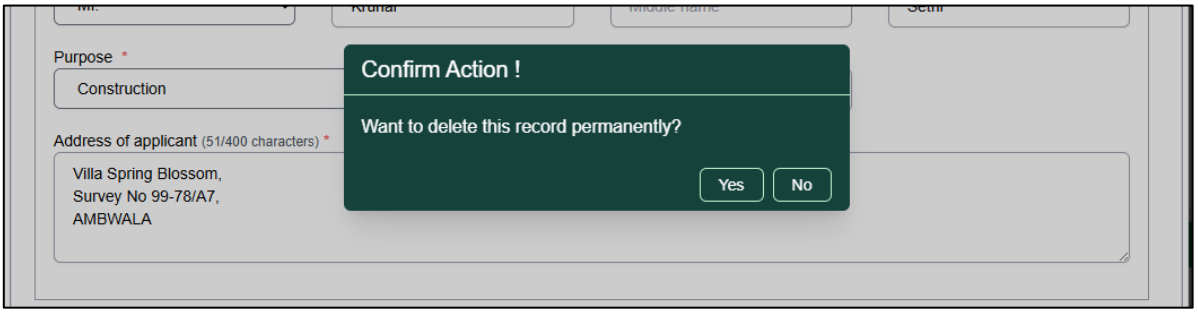


Figure 4.2.20 Confirmation Box for Deleting the TD Data Entry Form

4.2.4 Generating and Uploading Sanction letter

After verifying that all details in the TD Data Entry form are correct, the next step is to generate and upload the sanction letter for the applicant. This can be done in two ways, as described below.

4.2.4.1 Method 1 Through Notifications Section:

In the Data Store section, all records are listed, whereas the Notifications section displays only the pending forms. The sanction letter can be generated and uploaded by following the steps below.

1. Click the notification, as shown in Figure 4.2.21 This will open the respective form.
2. At the bottom of the form, click the **"Print Sanction Letter"** button, as shown in Figure 4.2.22.
3. A confirmation dialog will appear. **Confirm the action** to proceed, as shown in Figure 4.2.23
4. Once confirmed, the sanction letter will be generated and downloaded, as shown in Figure 4.2.27.
5. Print the downloaded sanction letter and sign it.
6. Upload the signed scanned copy to the system:
   - Click "Upload Signed Sanction" button.
   - **A modal for uploading Pdf file will open** as shown in figure 28.
   - **Upload Signed Scanned Sanction Letter in Pdf Format max 2MB**
   - **Note: This file can be viewed by RFO and Block Officers for reference.**
7. After uploading, the system will automatically forward the form to RFO

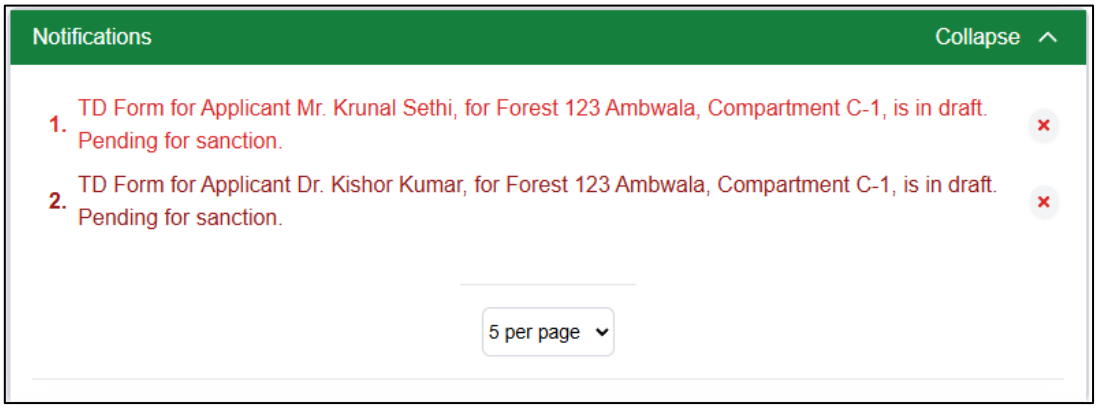
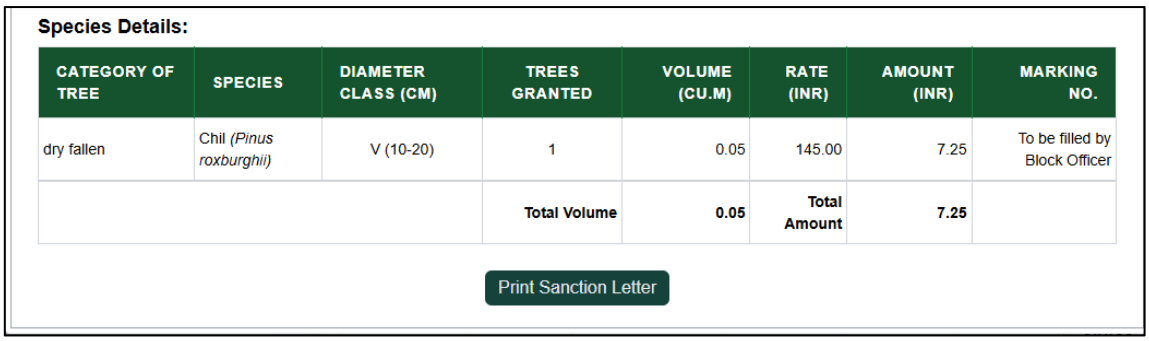


Figure 4.2.21 Notification Section



Species Details:

CATEGORY OF TREE	SPECIES	DIAMETER CLASS (CM)	TREES GRANTED	VOLUME (CU.M)	RATE (INR)	AMOUNT (INR)	MARKING NO.
dry fallen	Chil *(Pinus roxburghii)*	V (10-20)	1	0.05	145.00	7.25	To be filled by Block Officer
			Total Volume	**0.05**	**Total Amount**	**7.25**	

Print Sanction Letter

Figure 4.2.22 Print Sanction Letter button

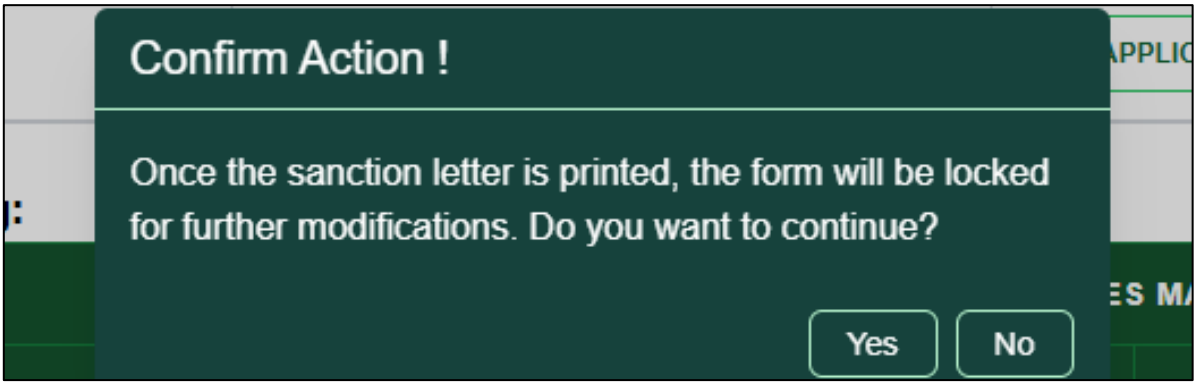


Figure 4.2.23 Confirmation box for printing sanction letter

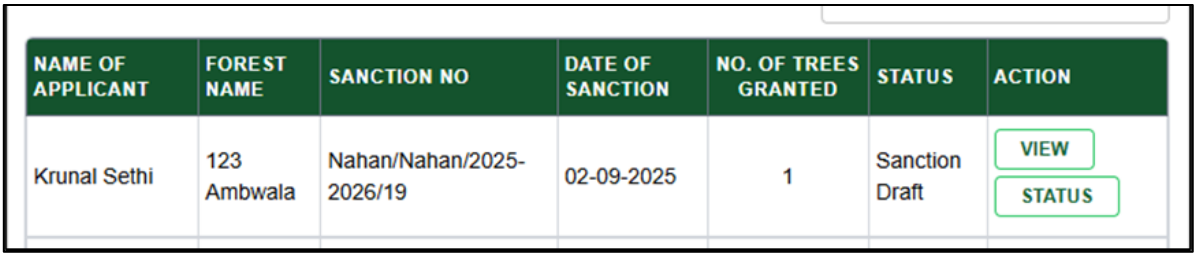
4.2.4.2 Method 2 Through Data Store Section

1. Navigate to the Data Store section.
2. Locate the required TD form entry, as shown in Figure 4.2.24.

3. Printing the **Sanction Letter:**
   - Click the Status button. The Status modal will open, as shown in Figure 4.2.16. Click the **"Print Sanction Letter"** button.
   - A confirmation dialog will appear. Confirm the action to proceed, as shown in Figure 4.2.23
   - Once confirmed, the sanction letter will be generated and downloaded, as shown in Figure 4.2.27.
4. Print the downloaded sanction letter and sign it.

5. Uploading the scanned copy to the system
   - Click "Upload Signed Sanction" button.
   - **A modal for uploading Pdf file will open as shown in Error! Reference s ource not found..**
   - **Upload Signed Scanned Sanction Letter in Pdf Format max 2MB**

6. After uploading, the system will automatically forward the form to RFO



NAME OF APPLICANT	FOREST NAME	SANCTION NO	DATE OF SANCTION	NO. OF TREES GRANTED	STATUS	ACTION
Krunal Sethi	123 Ambwala	Nahan/Nahan/2025-2026/19	02-09-2025	1	Sanction Draft	VIEW STATUS

Figure 4.2.24 Data Store with Various buttons

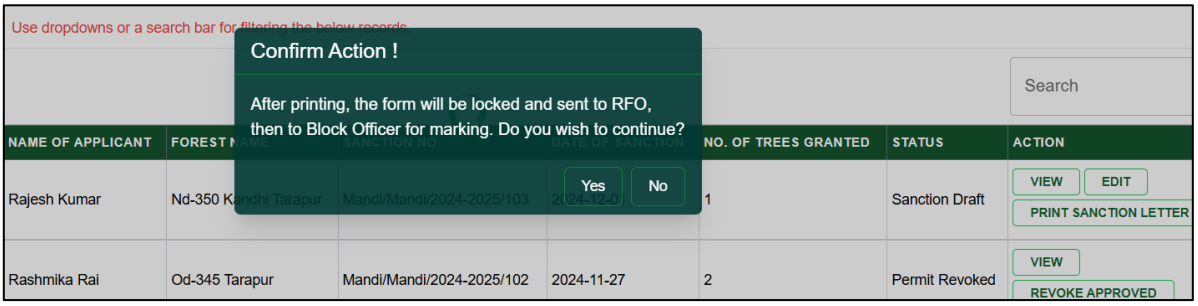


Figure 4.2.25 Lock form confirmation Before Printing the Sanction Letter

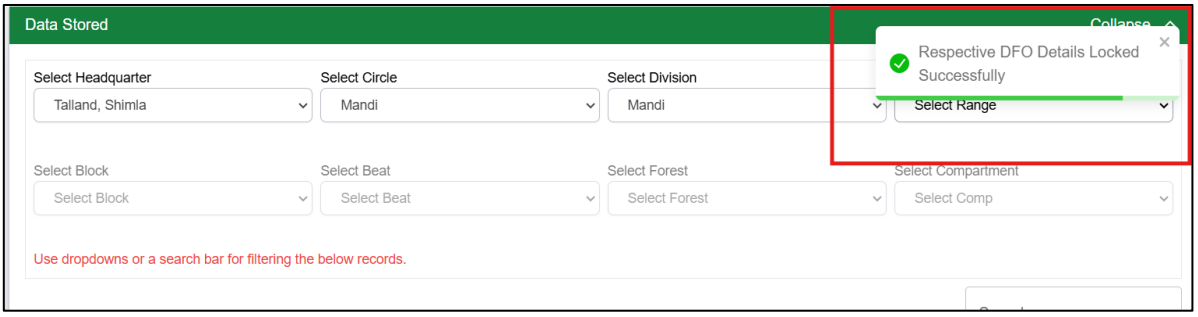
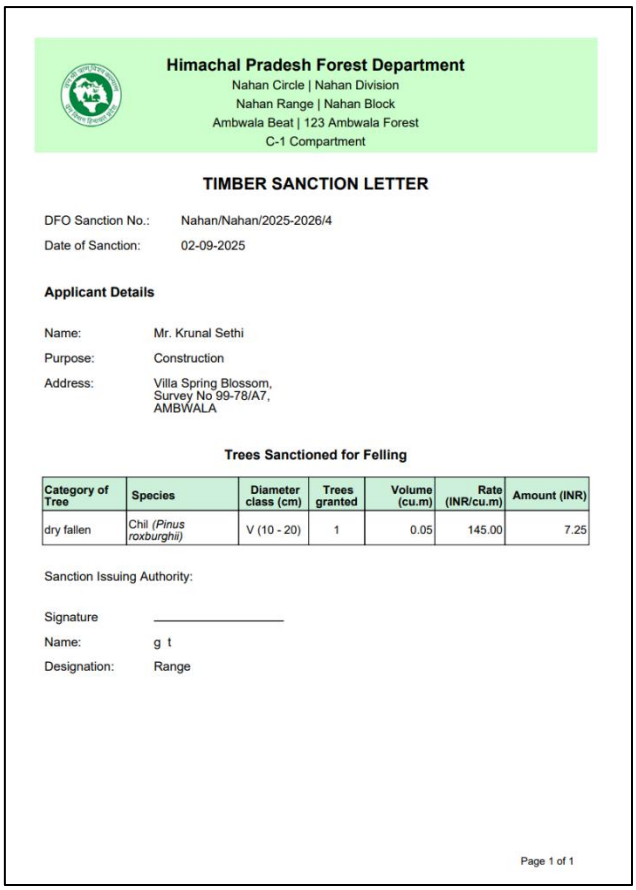


Figure 4.2.26 Notification for successful Locking of form



Himachal Pradesh Forest Department
Nahan Circle | Nahan Division
Nahan Range | Nahan Block
Ambwala Beat | 123 Ambwala Forest
C-1 Compartment

TIMBER SANCTION LETTER

DFO Sanction No.: Nahan/Nahan/2025-2026/4
Date of Sanction: 02-09-2025

Applicant Details

Name: Mr. Krunal Sethi
Purpose: Construction
Address: Villa Spring Blossom, Survey No 99-78/A7, AMBWALA

Trees Sanctioned for Felling

Category of Tree	Species	Diameter class (cm)	Trees granted	Volume (cu.m)	Rate (INR/cu.m)	Amount (INR)
dry fallen	Chil *(Pinus roxburghii)*	V (10 - 20)	1	0.05	145.00	7.25

Sanction Issuing Authority:

Signature _____
Name: g t
Designation: Range

Page 1 of 1

Figure 4.2.27 Sanction Letter

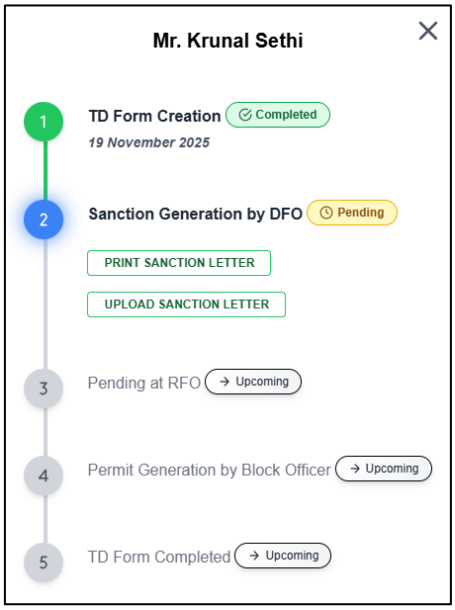


Figure 4.2.28 Upload sanction letter button in status

Figure 4.2.29 Sanction file upload pending notification

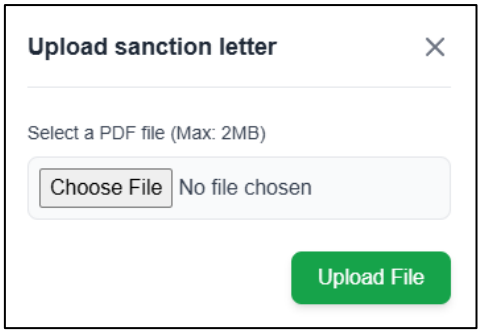


Figure 4.2.30 Upload Signed Sanction file upload box

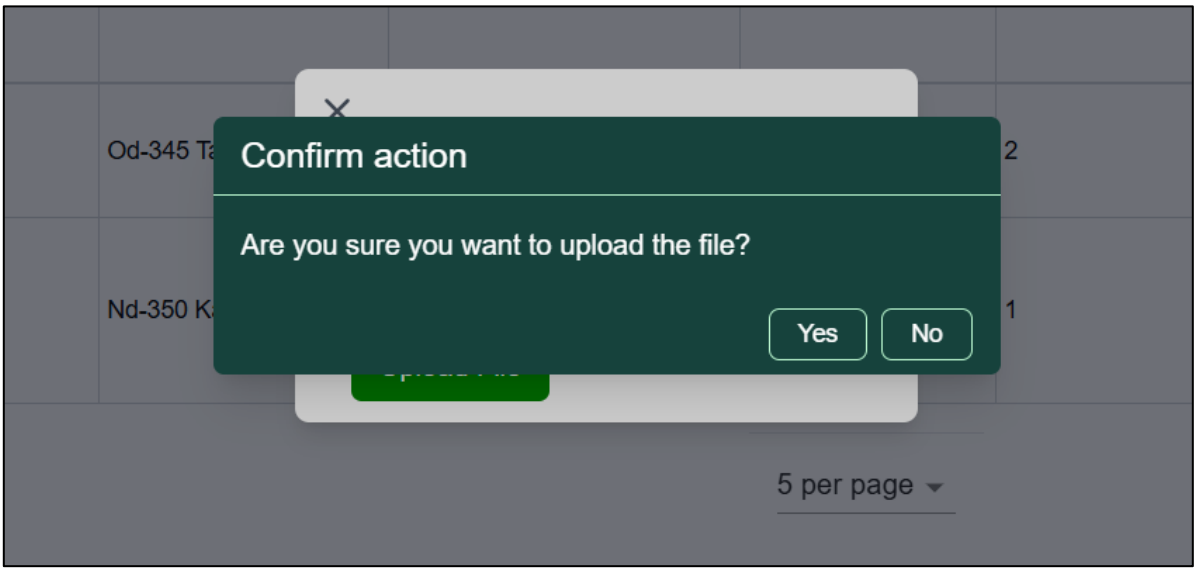


Figure 4.2.31 Confirmation Box for File Upload

Krunal Sethi	123 Ambwala	Nahan/Nahan/2025-2026/4	02-09-2025	1	RFO Action Pending	VIEW STATUS

Figure 4.2.32 File Uploaded successfully and form status changed

Now as you can see the form status has been updated as RFO Action Pending and you can also view uploaded sanction file. Now TD form has successfully sent to RFO.

4.2.5 Forwarding form to the Block Officer

After RFO logs into the system, RFO can see the new form entry received in both the notification section and the Data Store section. Now RFO will view the TD Form Details also he can see Signed Sanction Letter and Scanned Application of applicant, after that RFO will forward the form to DFO Here are the steps for forwarding the form to the Block Officer

4.2.5.1 Method 1: Through Notification Panel

1. Access the Notification Section you will see the notification about new TD form will appear as shown in Figure 4.2.33.
2. As soon as you click on notification, a view modal will open, displaying all the details of the form as shown in Figure 4.2.34.
3. At the bottom of the modal, click the "Forward To Block Officer" button as shown in Figure 4.2.34.
4. Confirmation
   - A confirmation box will prompt for confirmation as shown in Figure 4.2.35.
   - After confirming, the form will be sent to the Block Officer.

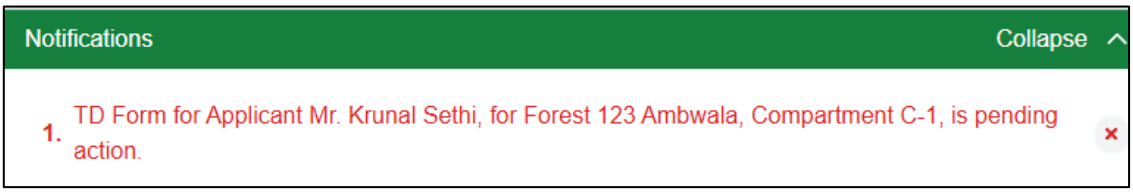


Figure 4.2.33 Notification Section

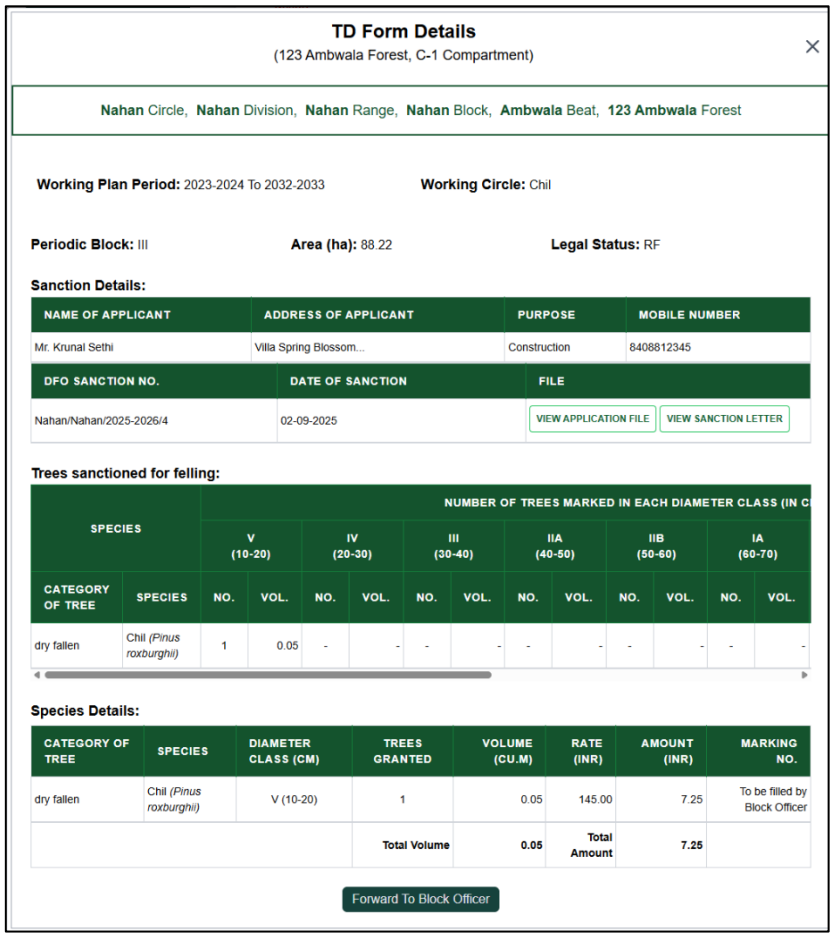


Figure 4.2.34 View Modal with Forward Button

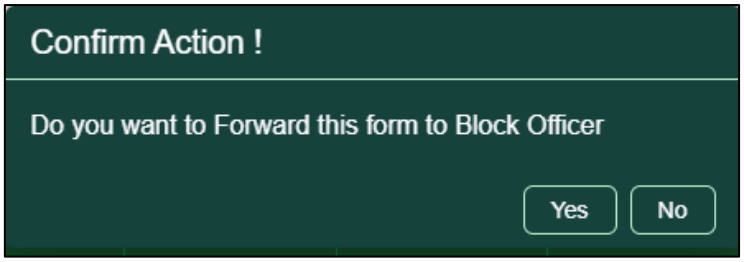


Figure 4.2.35 Confirmation Box for Forwarding TD Form to Block Officer

4.2.5.2 Method 2: Through Data Store

1. Navigate to the Data Store section.
2. Locate the TD Form and click status after that click on “Forward To Block Officer” button as shown in Figure 4.2.36.
3. A confirmation box will prompt for confirmation as shown in Figure 4.2.37, After confirming, the form will be sent to the Block Officer.
4. Post-Forwarding The form status will change to "Forwarded to Block Officer".

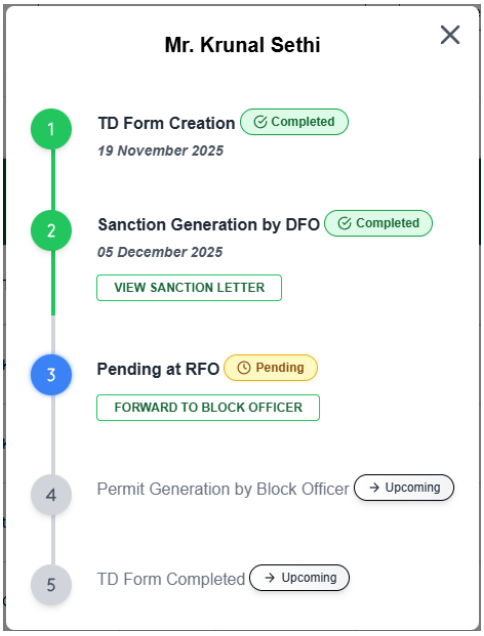


Figure 4.2.36 Forward TO BO button available in Data Store

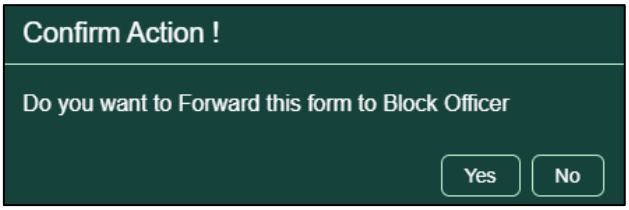


Figure 4.2.37 Confirmation Box for Forwarding TD Form to Block Officer

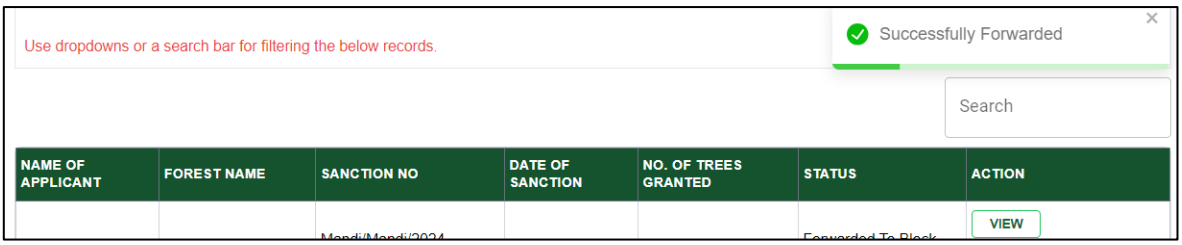


Figure 4.2.38 Confirmation message for successful forward of TD Form

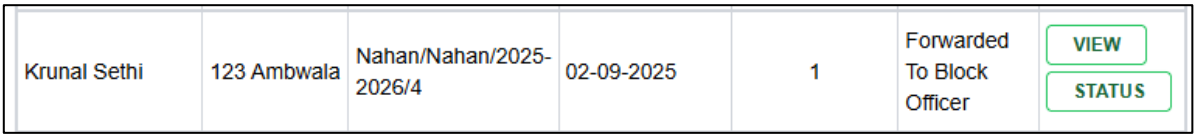


Figure 4.2.39 Form Status

4.2.6 Permit Issuing Process for Block Officer

Once the Range Forest Officer (RFO) forwards the TD Form, it becomes accessible to the Block Officer (BO) for permit generation. The TD Form is now finalized with tree details. Now block officer will fill in the required permit details and input the tree marking numbers associated with the approved trees Once all necessary information is added, lock the form to finalize the details. This action prevents further modifications and signals that the form is ready for permit issuance.

4.2.6.1 Method 1: Through Notification Panel

1. Upon logging in as Block Officer Open TD Data Entry Module, check the Notification Section.
2. A notification in Notification Section will be shown as "New TD Form Received from RFO For …" as shown in Figure 4.2.40.
   this means the form is completely new and block officer hasn't added any details to it.
3. Click on the notification it will open TD Form in the Edit Modal as shown in Figure 4.2.41.

Figure 4.2.40 Notification Section

4. As we can see in the Figure 4.2.41 the form is open in edit modal and first half of form is pre-filled by the DFO, the information which is pre-filled is useful and cannot be modified by block officer, however block officer must fill the permit related information and assign trees marking number for granted trees by DFO.

5. Additional fields Block Officer need to fill in TD Form:

- Marking No. for Each Tree Sanction Entry: Enter the marking numbers for each sanctioned tree.
- Date of Marking: Select the date the trees were marked. The date range will be from starting of current financial year to day of form filling.
- Date of Issue: Select the issue date of the permit. The date range will be from Date of Sanction to day of form filling
- Date of Expiry: Enter the expiry date of the permit. The date range will be from Date of Issue to up to 6 months onwards.
- Amount Realized: Input the total amount realized.
- Description: Provide additional details or description regarding the permit. Field must start with alphabets or number and can contain only alphabets, numbers, spaces, commas (,), periods (.), dashes (-), slashes (/)
- Remarks: Add any remarks necessary for this permit. Field must start with alphabets or number and can contain only alphabets, numbers, spaces, commas (,), periods (.), dashes (-), slashes (/)
- Permit Issuing Authorities:
- Designation, Salutation, and Name of the issuing authority will be auto-filled with the details of the logged-in Block Officer.

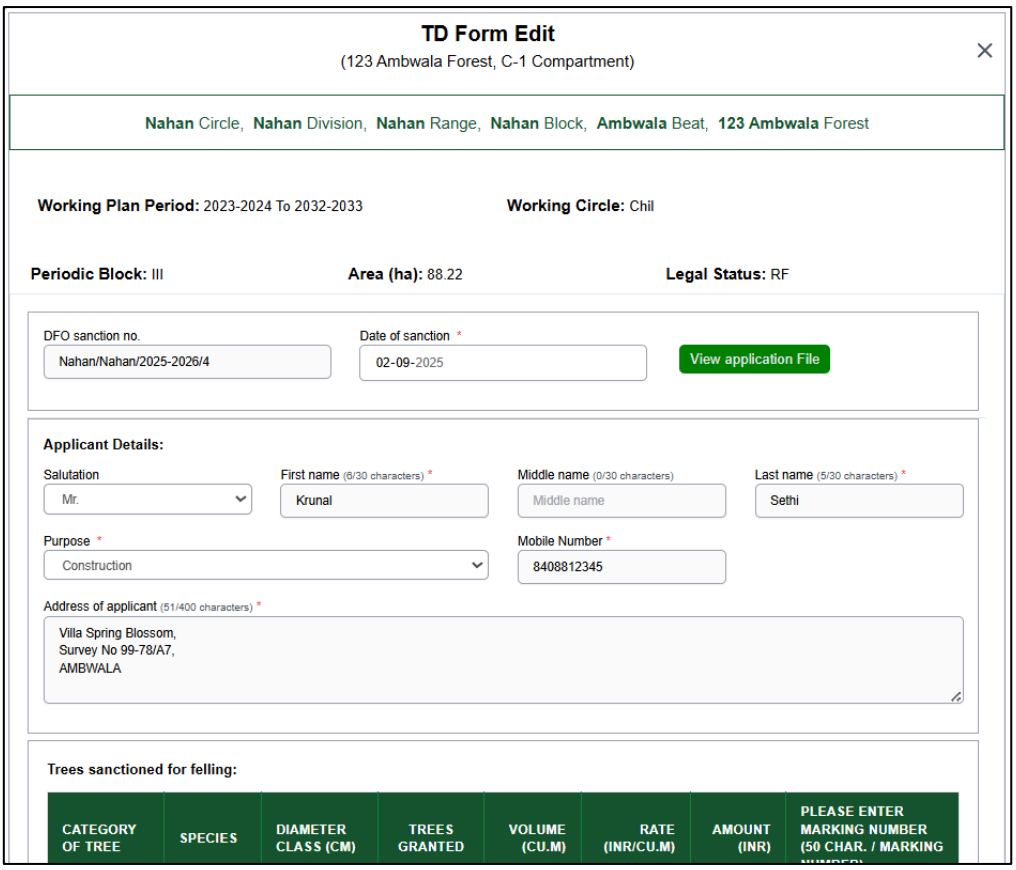


Figure 4.2.41 Edit Modal with pre-filled details

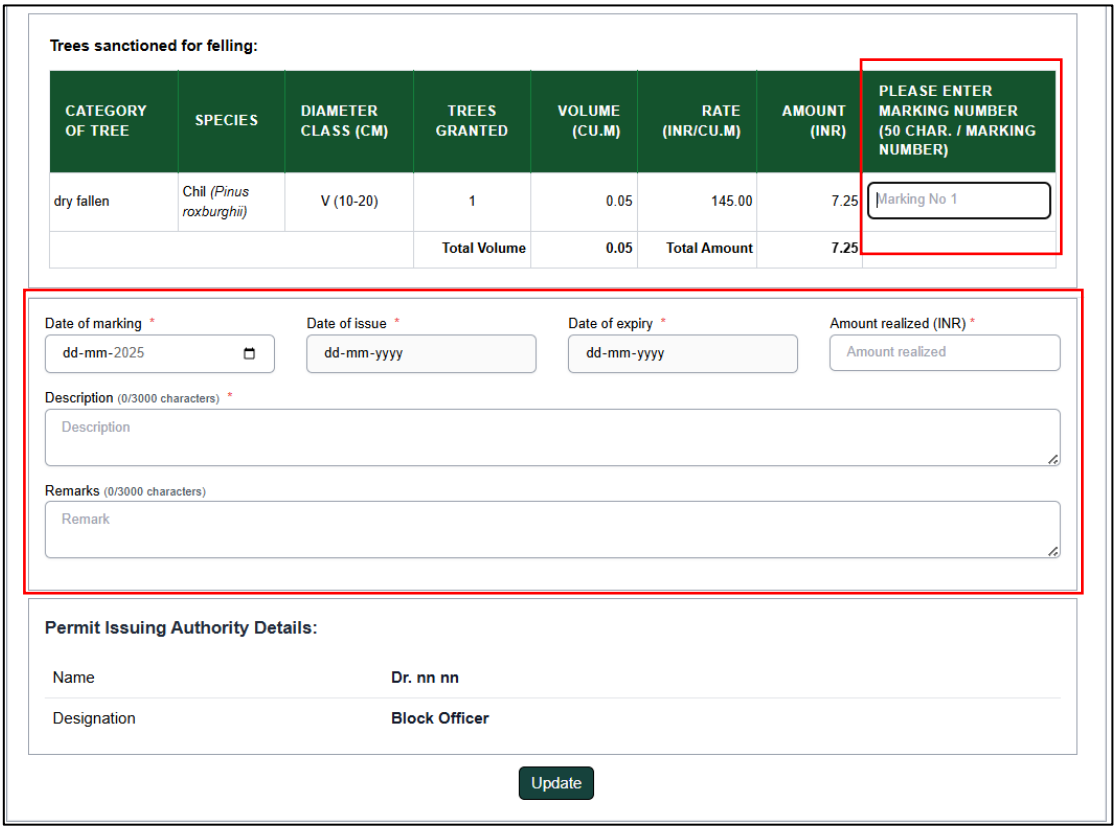


Figure 4.2.42 Edit Modal Details to be Filled by Block Officer

6. Now we will start Editing the TD form
7. Trees Sanctioned for Felling Section details
   - Category of Tree: This field is pre-filled field by DFO.
   - Species: This field is pre-filled field by DFO.
   - Diameter Class (CM): This field is pre-filled field by DFO.
   - Trees Granted: This field is pre-filled field by DFO.
   - Volume (M^3): This field is pre-filled field by DFO.
   - Rate (Rs.): This field is pre-filled field by DFO.
   - Amount (Rs.): This field is pre-filled field by DFO
   - Please Enter Marking Number: Type the marking number in the provided text box. All the above field for each entry will be prefilled by DFO you just have to Provide Marking number Separated by Comma if there are more than one tree sanctioned, and alphabets, numbers, commas, dashes, and slashes are allowed

8. Date of Marking:
   - Enter the date of marking in the format.
   - You can enter date from Starting from Current Financial year till the day of form filling (today)
   - This is mandatory field.
9. Amount Realized (Rs.):
   - Enter the amount realized in the input field.
   - This is mandatory field.

10. Date of Issue:
    - Enter the date of issue it will be date starting from Date of Sanction till the day of form filling (today).
    - This is mandatory field.
11. Date of Expiry:
    - Enter the date of expiry it will be date starting from Date of Issue till the next six months.
    - This is mandatory field.

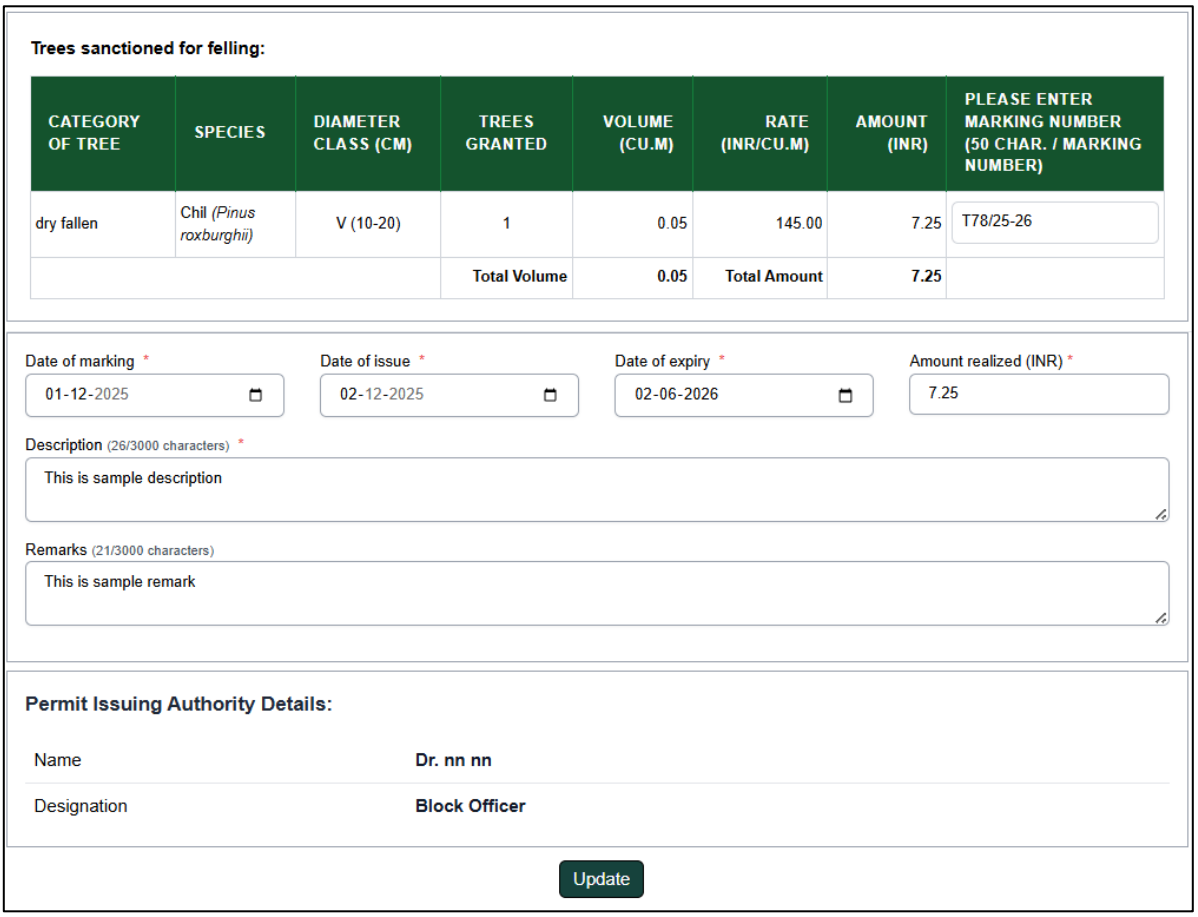
12. **Description:**

- Provide a description in the text box, up to 3000 characters.
- Field must start with alphabets or number and can contain only alphabets, numbers, spaces, commas (,), periods (.), dashes (-), slashes (/)
- This is mandatory field.

13. **Remark:**

- Provide any remarks in the text box, up to 3000 characters.
- This is the Optional Field
- Field must start with alphabets or number and can contain only alphabets, numbers, spaces, commas (,), periods (.), dashes (-), slashes (/)

14. Permit Issuing Authorities Section: This section will be auto-filled with your **designation**, **salutation**, and **name** as the Block Officer, based on your login credentials.



Trees sanctioned for felling:

CATEGORY OF TREE	SPECIES	DIAMETER CLASS (CM)	TREES GRANTED	VOLUME (CU.M)	RATE (INR/CU.M)	AMOUNT (INR)	PLEASE ENTER MARKING NUMBER (50 CHAR. / MARKING NUMBER)
dry fallen	Chil *(Pinus roxburghii)*	V (10-20)	1	0.05	145.00	7.25	T78/25-26
			Total Volume	**0.05**	**Total Amount**	**7.25**	

Date of marking * 01-12-2025

Date of issue * 02-12-2025

Date of expiry * 02-06-2026

Amount realized (INR) * 7.25

Description (26/3000 characters) *

This is sample description

Remarks (21/3000 characters)

This is sample remark

Permit Issuing Authority Details:

Name	**Dr. nn nn**
Designation	**Block Officer**

Update

Figure 4.2.43 Edit Modal Marking and Permit details filled by Block Officer

15. Updating the Form

- After filling in the required fields, click the **Update** button to save the details as shown in Figure 4.2.43.
- A **Confirmation Prompt** will appear asking you to confirm your changes as shown in Figure 4.2.44.
- Once you confirm, the form will be updated with the permit details, and the form status will change to **Permit Draft**.

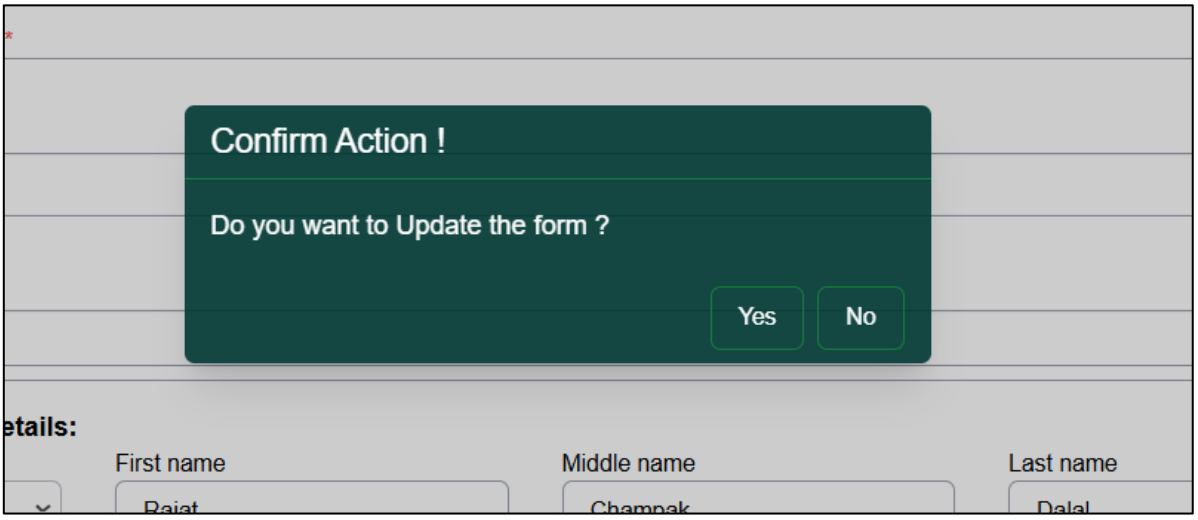


Figure 4.2.44 Confirmation box for updating form

Figure 4.2.45 Confirmation message after Updating form

16. The notification will change from "New TD Form Received" to "Pending for Permit" as shown in Figure 4.2.46.

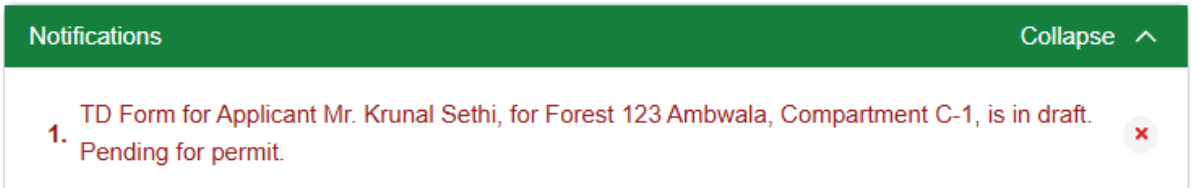
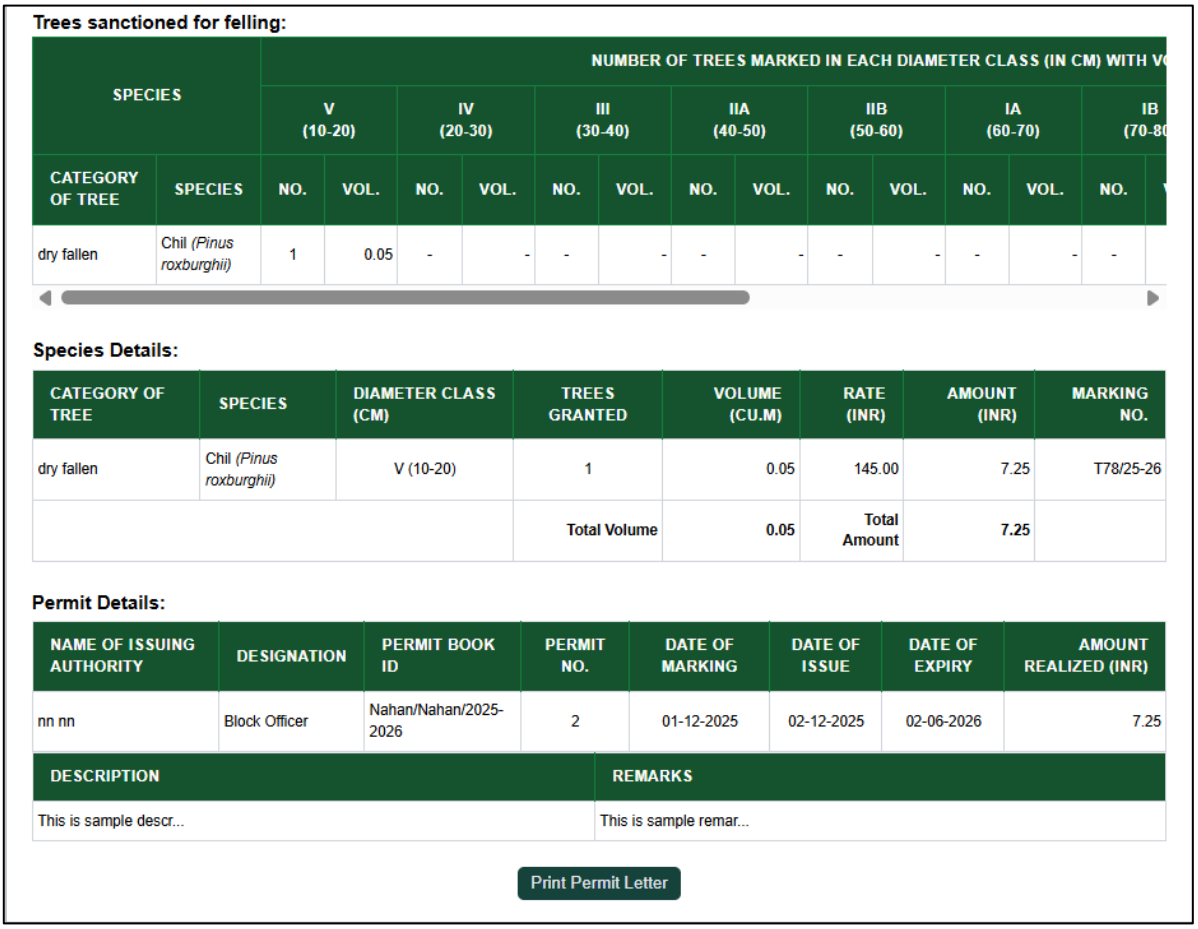


Figure 4.2.46 Notification for pending permit

17. Printing the Permit

- Click on the updated notification a modal will open.
- Here all the information filled by DFO and Block Officer is visible as shown in Figure 4.2.47.

- At the end, you will see a **Print Permit Button** at the bottom. After printing the permit no further modifications allowed.
- Click on the **Print Permit Button**.
- A **Confirmation Box** will prompt you to confirm that you want to lock the form as shown in Figure 4.2.48.
- Once confirmed, the form will be **locked** and **Permit Letter** will be automatically downloaded.



Trees sanctioned for felling:

SPECIES		NUMBER OF TREES MARKED IN EACH DIAMETER CLASS (IN CM) WITH V												
		V (10-20)		IV (20-30)		III (30-40)		IIA (40-50)		IIB (50-60)		IA (60-70)		IB (70-8
CATEGORY OF TREE	SPECIES	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.	VOL.	NO.
dry fallen	Chil *(Pinus roxburghii)*	1	0.05	-	-	-	-	-	-	-	-	-	-	-

Species Details:

CATEGORY OF TREE	SPECIES	DIAMETER CLASS (CM)	TREES GRANTED	VOLUME (CU.M)	RATE (INR)	AMOUNT (INR)	MARKING NO.
dry fallen	Chil *(Pinus roxburghii)*	V (10-20)	1	0.05	145.00	7.25	T78/25-26
			Total Volume	0.05	Total Amount	7.25	

Permit Details:

NAME OF ISSUING AUTHORITY	DESIGNATION	PERMIT BOOK ID	PERMIT NO.	DATE OF MARKING	DATE OF ISSUE	DATE OF EXPIRY	AMOUNT REALIZED (INR)
nn nn	Block Officer	Nahan/Nahan/2025-2026	2	01-12-2025	02-12-2025	02-06-2026	7.25

DESCRIPTION	REMARKS
This is sample descr...	This is sample remar...

Print Permit Letter

Figure 4.2.47 Print permit button

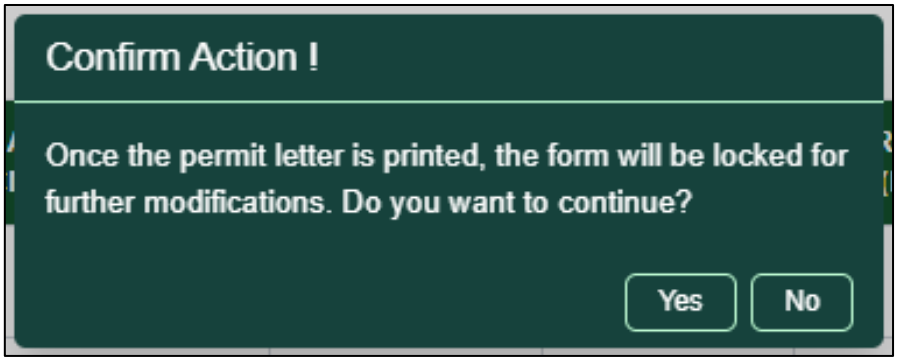


Figure 4.2.48 Confirmation box for locking of form

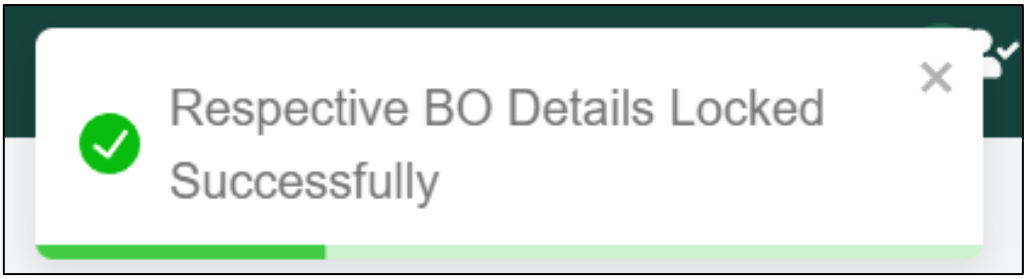


Figure 4.2.49 Confirmation message for successful lock

18. Downloading Permit Letter from Data Stored

- Navigate to the **Data Store** section. Locate the entry and click on Status button a modal will open up.
- Click on the **Print Permit Letter** button to generate a **PDF** of the permit as shown in Figure 4.2.50.

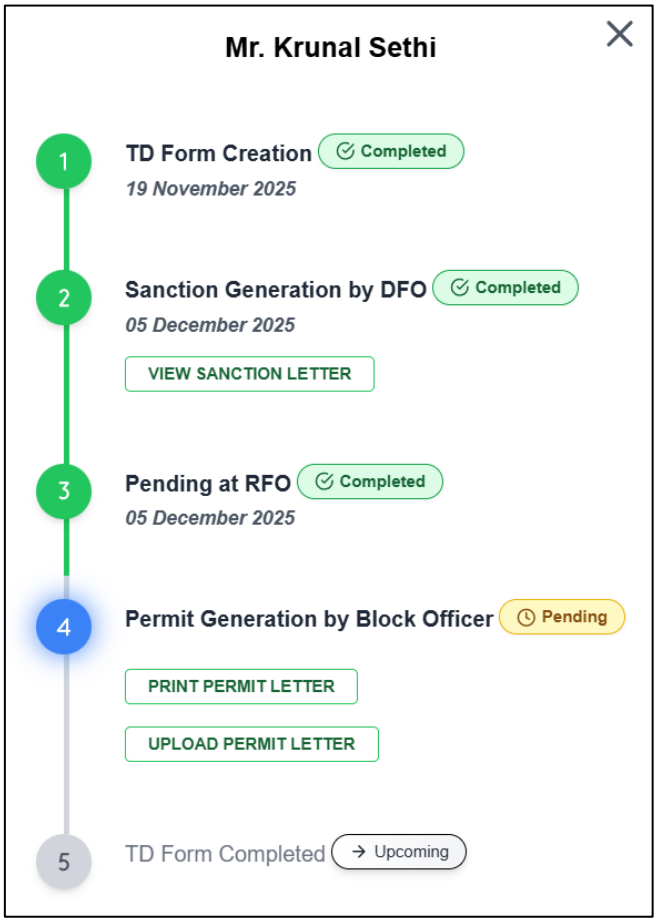


Figure 4.2.50 Print Permit Button

Himachal Pradesh Forest Department

Nahan Circle | Nahan Division
Nahan Range | Nahan Block
Ambwala Beat | 123 Ambwala Forest
C-1 Compartment

TIMBER PERMIT LETTER

Permit Book Id: Nahan/Nahan/2025-2026

Permit No: 2

Permit Holder Details

Name: Mr. Krunal Sethi

Purpose: Construction

Address: Villa Spring Blossom, Survey No 99-78/A7, AMBWALA

Forest Name: 123 Ambwala

Date of Issue: 02-12-2025

Date of Expiry: 02-06-2026

Remark: This is sample remark

Permitted Timber Details

Sr. No.	Category of Tree	Species	Diameter class (cm)	Quantity	Amount (INR)
1	dry fallen	Chil *(Pinus roxburghii)*	V (10 - 20)	1	7.25
	Marking No.: T78/25-26				

Permit Issuing Authority:

Signature _____

Name: Dr. nn nn

Designation: Block Officer

Page 1 of 1

Figure 4.2.51 Permit Letter

19. Uploading Permit Letter

- **Download** the permit PDF.
- Open the notification stating permit file upload is pending, a file upload modal will open up as shown in Figure 4.2.53

- Permit letter can also be uploaded through Status modal, click on the Upload Permit Letter button as shown in Figure 4.2.50 a modal for uploading file will open up as shown in Figure 4.2.53
- The **Permit Issue Process** is now complete.

Figure 4.2.52 Notification after printing permit letter

20. Here the permit is issued to the applicant the form status will changed to "Permit Issued" as show in Figure 4.2.55.

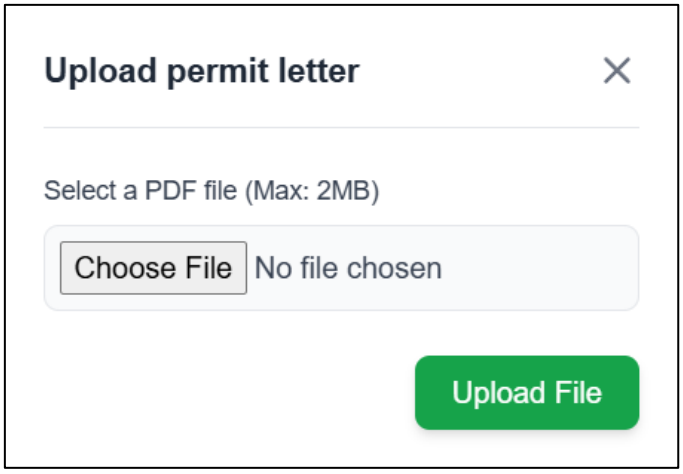


Figure 4.2.53 Signed permit upload window

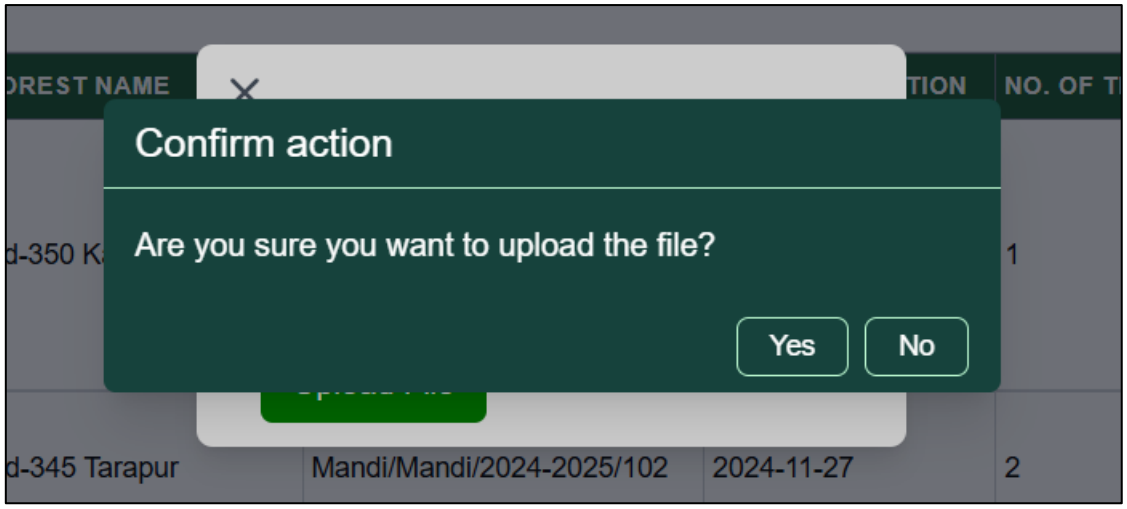


Figure 4.2.54 Confirmation for uploading signed permit file

NAME OF APPLICANT	FOREST NAME	SANCTION NO	DATE OF SANCTION	NO. OF TREES GRANTED	STATUS	ACTION
Krunal Sethi	123 Ambwala	Nahan/Nahan/2025-2026/4	02-09-2025	1	Permit Issued	VIEW STATUS

Figure 4.2.55 Form Status

4.2.6.2 Method 2: Through Data Store:

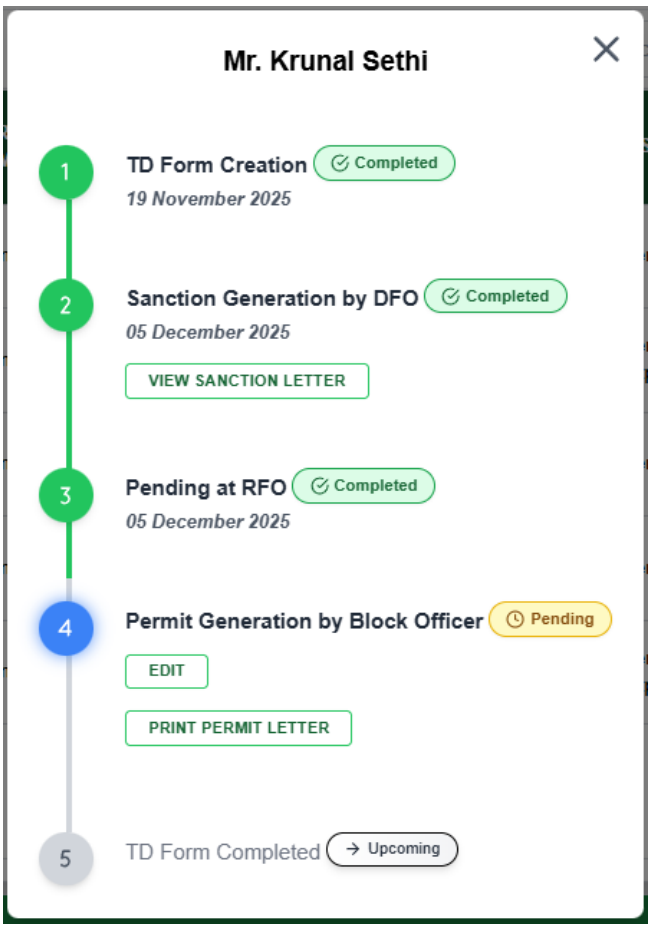
As we have seen in previous method to generate permit letter the Block Officer first has to add permit related information in TD form, then locks the form and then the TD form will be available to Print Permit.

The previous method and this method are very similar the major difference is that in previous method notifications display all **TD Forms pending permit generation**, allowing the Block Officer to quickly identify and prioritize tasks. By simply clicking on a notification, the corresponding TD Form opens directly in an editable modal, eliminating the need for manual searches.

The processes for **Editing the TD Form**, **Printing the Permit Letter**, and **Uploading the Signed Permit** have been thoroughly explained in the previous method and remain consistent here.

Let's take a look on how to generate Permit through Data Store

1. Access the Data Store Section and locate the TD form, open Status modal and click on “Edit” button it will open the form with prefilled values as seen in previous method



2. Now Block Officer will enter permit related information and update the form.
3. As TD form is updated with tree’s marking number and permit details Block Officer will click the "Print Permit Letter" button
    - **Note:** If the form is locked, the PDF of the Permit letter will download automatically.
    - If the form is not already locked, you will be prompted to lock it as shown in Figure 4.2.48.
    - After user confirmation, the form will be locked, and pdf will be downloaded.
4. **Download Permit Letter and** Sign the downloaded PDF.
5. Uploading the scanned copy to the system
    - Click “Upload Signed Permit” button as shown in Figure 4.2.50.
    - **A modal for uploading Pdf file will open as shown in** Figure 4.2.53.
    - **Upload Signed Scanned Permit Letter in Pdf Format max 2MB**
6. Here the permit is issued to the applicant the form status will changed to “Permit Issued” as show in Figure 4.2.55.
7. The Permit Issue Process is now complete.

4.2.7 TD Form Status

The **TD Form Status** section provides an overview of the current status of TD Forms. It displays key metrics such as the number of pending sanctions, pending permits, active permits, and revoked permits. Users can filter the data using dropdown menus for Headquarters, Circle, Division, Range, Block, Beat, Forest, and Compartment. This allows for drilling down to view the status of TD Forms specific up to a compartment. The data is presented in a tabular format for easy reference, as shown in Figure 4.2.56

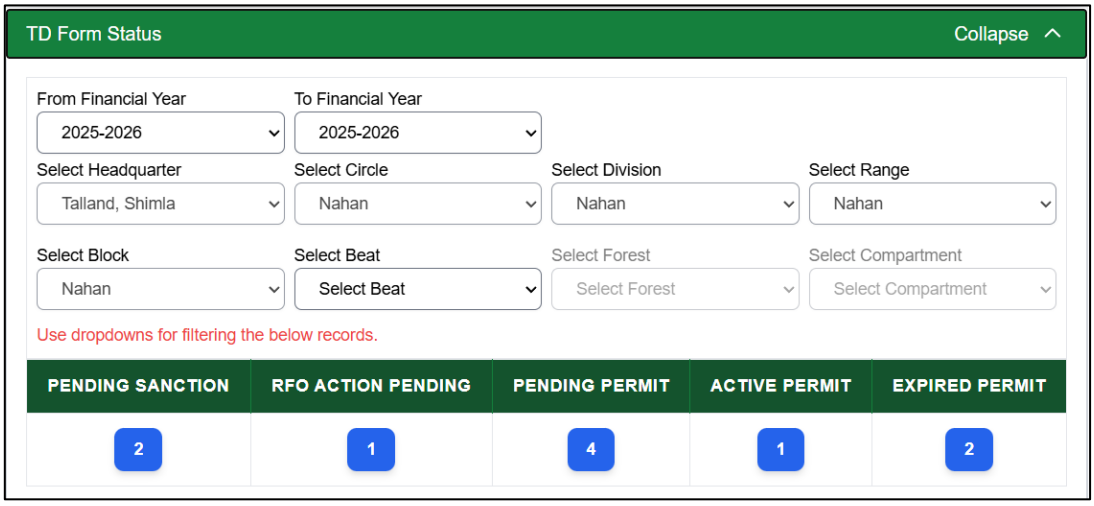


Figure 4.2.56 TD Form Status Section.

4.3 TD Form for Free Grant

In the previous section, we learned how to fill out the TD Form for Right Holders. In this section, we will explore the differences that make the TD Form for Free Grant unique. While both forms are largely identical, the key differences lie in the workflow and the absence of monetary involvement in the Free Grant form. This form is used for purposes such as religious activities or cremation, where no money is involved.

In the Free Grant process, the sanction for the applicant is generated directly by the RFO, while the Block Officer's role remains consistent. All fields in the forms are the same, except for a few that are omitted in the TD Free Grant form. These omitted fields include **"Rate"**, **"Amount"** and **"Amount Realized"**, while all other fields remain unchanged.

4.3.1 Flow of TD Form for Free Grant:

1. **Application Submission**:

- The applicant submits a written hard copy of application to the Range Forest Officer (RFO).

2. **Sanction Letter Generation**:
   - The RFO reviews the hard copy of application and generates a TD Form and sanction letter.
3. **Permit Issuance**:
   - The Block Officer views the TD Forms and assigns tree marking number for the granted tree's by DFO, also fill the Permit Details and issues the Permit to the applicant

4.3.2 Differences between TD Form and TD Form for Free Grant

As we know that due to absence of monetary involvement fields like "Rate", "Amount Realized" are omitted in TD Form for Free Grant. Let's take a look at it.

1. Comparison of Sanction Generation Form
   - As show in Figure 4.3.1 and Figure 4.3.2 we can clearly see the difference as Rate and Amount fields missing in TD Form for Free Grant.
   - The remaining process and step to fill the TD for Free Grant are exactly same as of TD Form for right holder
   - RFO will generate the permit for applicant in TD for Free Grant
   - The form after uploading the Signed Sanction file the form status will change to "Forwarded to Block Officer"
   - Then Block Officer will be able to access the form.

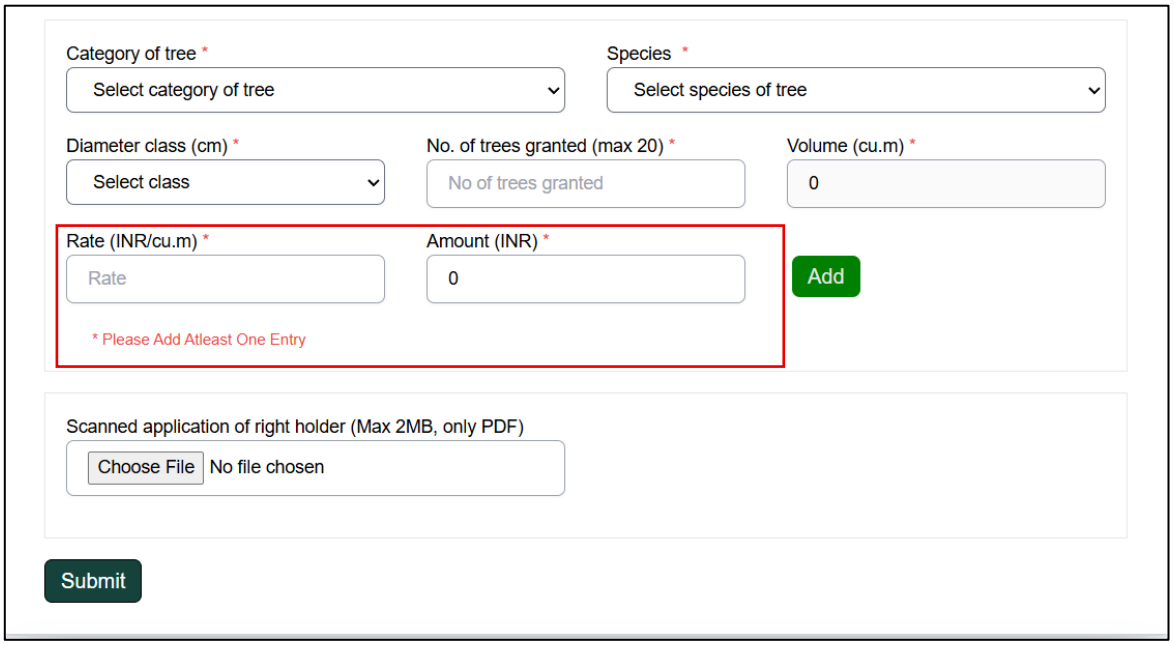


Figure 4.3.1 TD Form for Right Holder

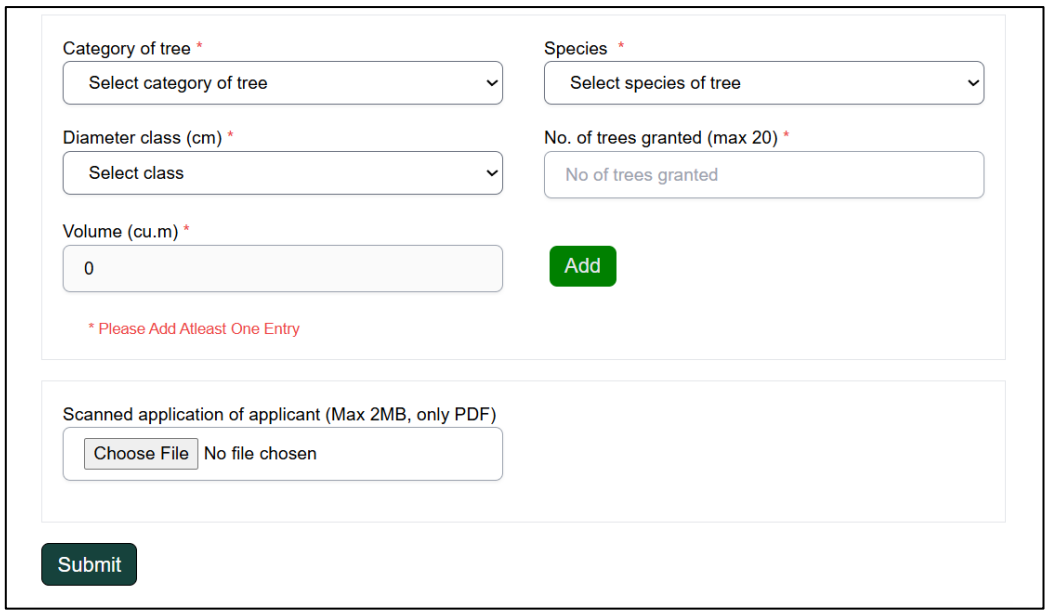


Figure 4.3.2 TD Form for Free Grant

2. Comparison of Permit Generation Form
    - We can see the fields "Rate", "Amount" and "Amount Realized" are present in TD Right Holder's form as shown in Figure 4.3.3 for Block but are omitted in TD Form for Free Grant as shown in Figure 4.3.4
    - The remaining process and step to fill the TD for Free Grant are exactly same as of TD Form for right holder
    - Block Officer will assign tree marking number and permit details and will generate Permit for the applicant
    - After uploading Signed permit, the form status will change to "Permit Issued"

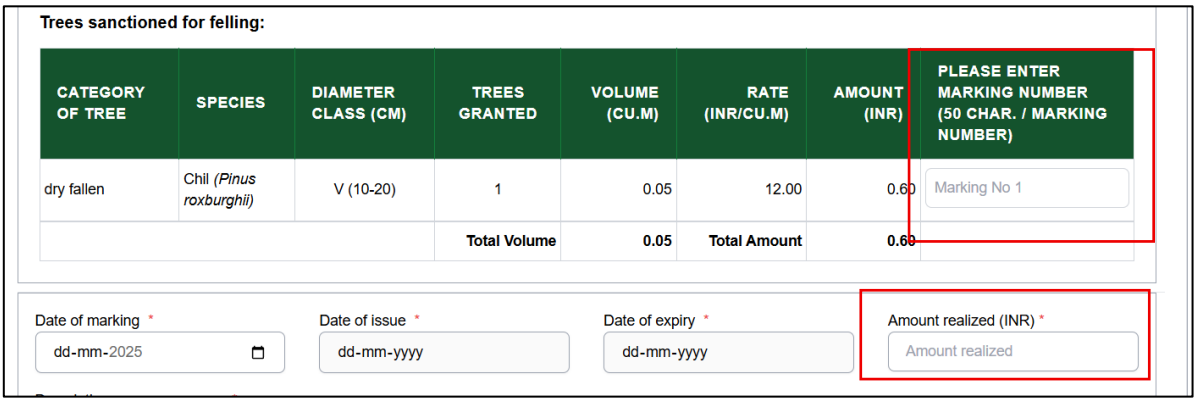


Figure 4.3.3 TD Right Holder's Form for Block

Trees sanctioned for felling:

CATEGORY OF TREE	SPECIES	DIAMETER CLASS (CM)	TREES GRANTED	VOLUME (CU.M)	PLEASE ENTER MARKING NUMBER (50 CHAR. / MARKING NUMBER)
dry fallen	Akhrot / Walnut *(Juglans regia)*	V (10-20)	1	12.00	Marking No 1
			Total Volume	**12.00**	

Date of marking * dd-mm-2025

Date of issue * dd-mm-yyyy

Date of expiry * dd-mm-yyyy

Description (0/3000 characters) *

Description

Remarks (0/3000 characters)

Remark

Figure 4.3.4 TD Free Grant Form for Block

4.3.3 TD Form Status

The **TD Form Status** section provides an overview of the current status of TD Forms. It displays key metrics such as the number of pending sanctions, pending permits and active permits. Users can filter the data using dropdown menus for Headquarters, Circle, Division, Range, Block, Beat, Forest, and Compartment. This allows for drilling down to view the status of TD Forms specific to a compartment. The data is presented in a tabular format for easy reference, as shown in Figure 4.3.5.

TD Form Status Collapse

From Financial Year: 2025-2026 | To Financial Year: 2025-2026

Select Headquarter: Talland, Shimla | Select Circle: Nahan | Select Division: Nahan | Select Range: Nahan

Select Block: Nahan | Select Beat: Select Beat | Select Forest: Select Forest | Select Compartment: Select Compartment

Use dropdowns for filtering the below records.

PENDING SANCTION	PENDING PERMIT	ACTIVE PERMIT	EXPIRED PERMIT
0	3	0	3

Figure 4.3.5 TD Status For free Grant

4.4 Dashboard for Forest Produce Removal

This is a dashboard for Forest Produce Removal module. To access the dashboard, you have to click on “Dashboard FRP” submenu under Forest Produce Removal menu as shown in Figure 4.4.1

Note*:* This page is accessible to the general public, allowing for transparency and informed engagement with the process.

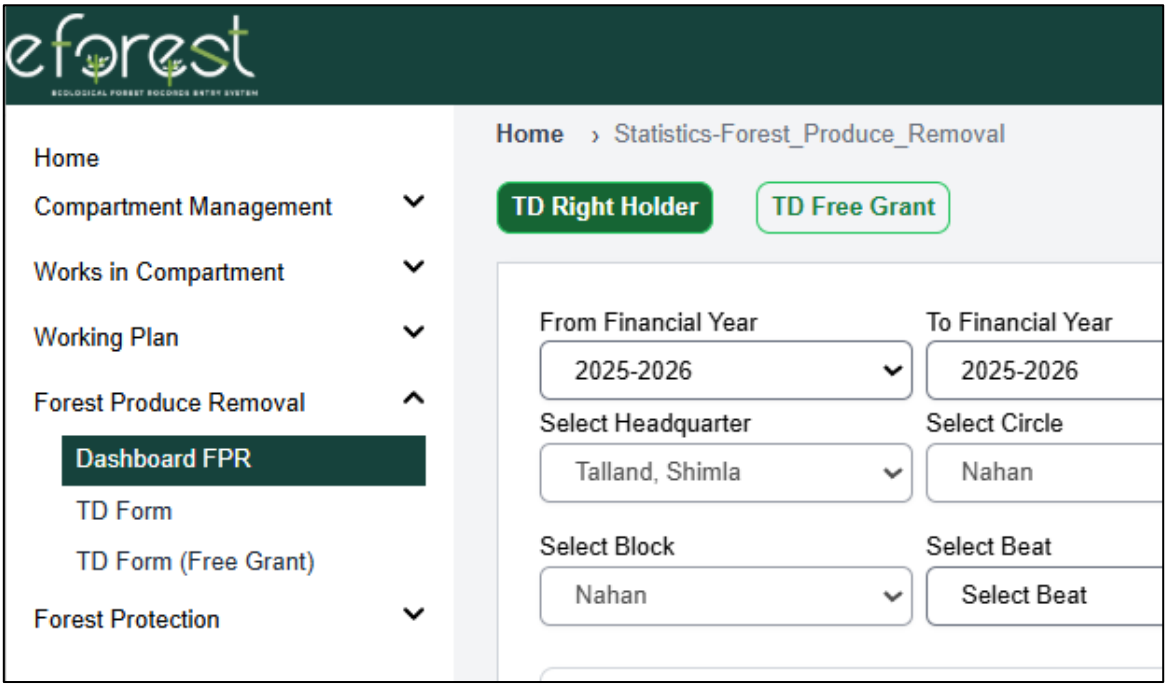


Figure 4.4.1 Dashboard FRP

The Module Charts Dashboard provides insights into TD Form statistics and comparisons for both TD Right Holder and TD Free Grant modules. Users can switch between these modules using the toggle buttons at the top of the dashboard.

Filter Section

This section allows users to view data for the selected year and location parameters. Filters include:

- Year: Users can choose the financial year (e.g., 2024-2025).
- Headquarters, Circle, Division, Range, Block, Beat, Forest, and Compartment: Dropdown filters for narrowing down the data geographically.

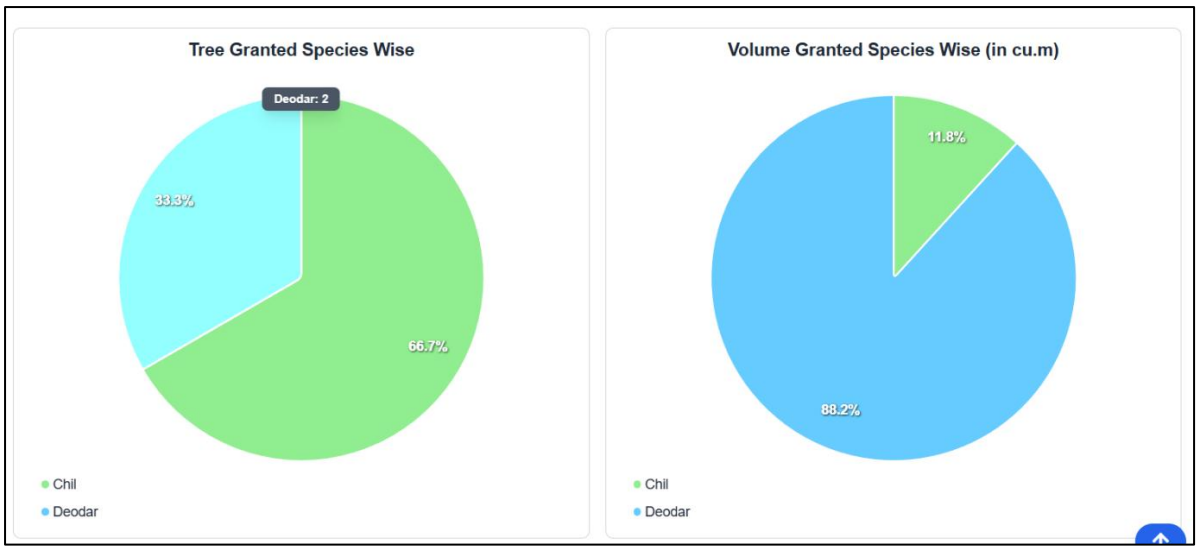


Figure 4.4.2 Dashboard for Forest Produce Removal part 1

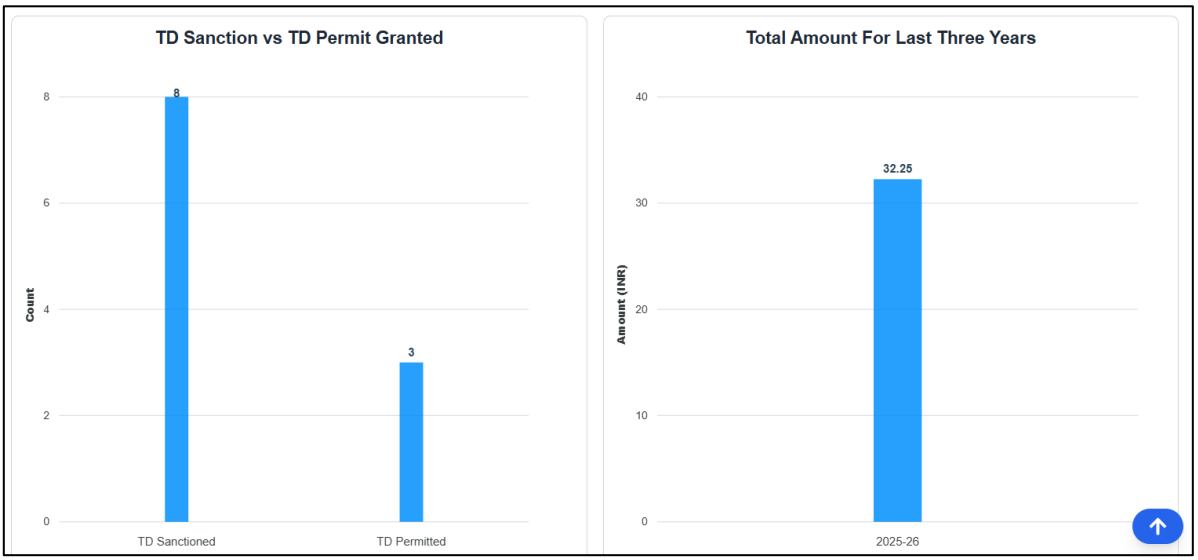


Figure 4.4.3 Dashboard for Forest Produce Removal part 2

5 Forest Protection

5.1 Overview

The Forest Protection Module tracks and manages incidents such as encroachment, fire, illegal logging, poaching, mining, and smuggling of forest resources. Its primary purpose is to provide details about reported incidents and the measures taken for forest protection. This ensures the forest department receives accurate information to take timely action.

Forest Protection Module Components

- Dashboard: Provides an overview of the status and progress of applications, including compounded amounts per incident, FIR or DDN details, and the number of records filed or compounded or challans.
- Damage Report: Allows the forest guard to submit the form.

5.2 Damage Report

The Damage Report provides a structured way to report forest offences. It captures key facts that support decision-making and follow-up actions.

5.2.1 Flow of Damage Report

1. **Application Submission**:
    - The Beat Officer generates the Damage Report, collects signatures from themselves and the offender, uploads the documents, and submits them to the Range Forest Officer (RFO) for approval.

5. **RFO Action**:
    - The Range Officer reviews the Damage Report form and takes further action, such as filed, compounded or a challan.

5.2.2 Creating Detailed DR Form

1. After logging in, you can simply click on forest “Protection Module” as shown in Figure 5.1, It will direct you to the Detailed Damage Report Form Module as shown in Figure 5.3.

Figure 5.1 Forest Protection Module on Home Page

2. If you are on any another module then, On the left side of the page, locate the sidebar which contains various menu items.
3. In the sidebar, find the menu item labelled "Forest Protection".
4. Click on this menu item to expand it. A list of sub-menu items will appear as shown in Figure 5.2. From the expanded list of sub-menu items, locate and click on "Damage Report Form".
5. This will open Detailed DR Form Module as shown in Figure 5.3 where you can proceed with your tasks.

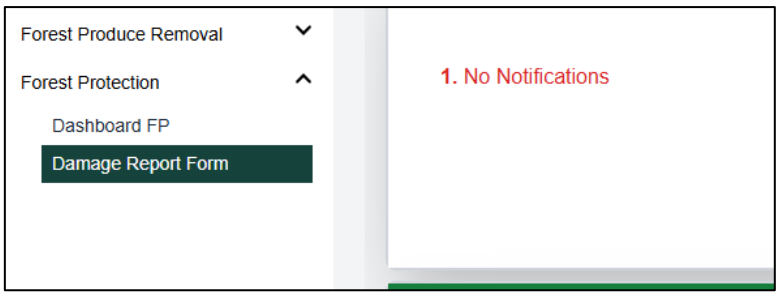


Figure 5.2 Damage Report Form

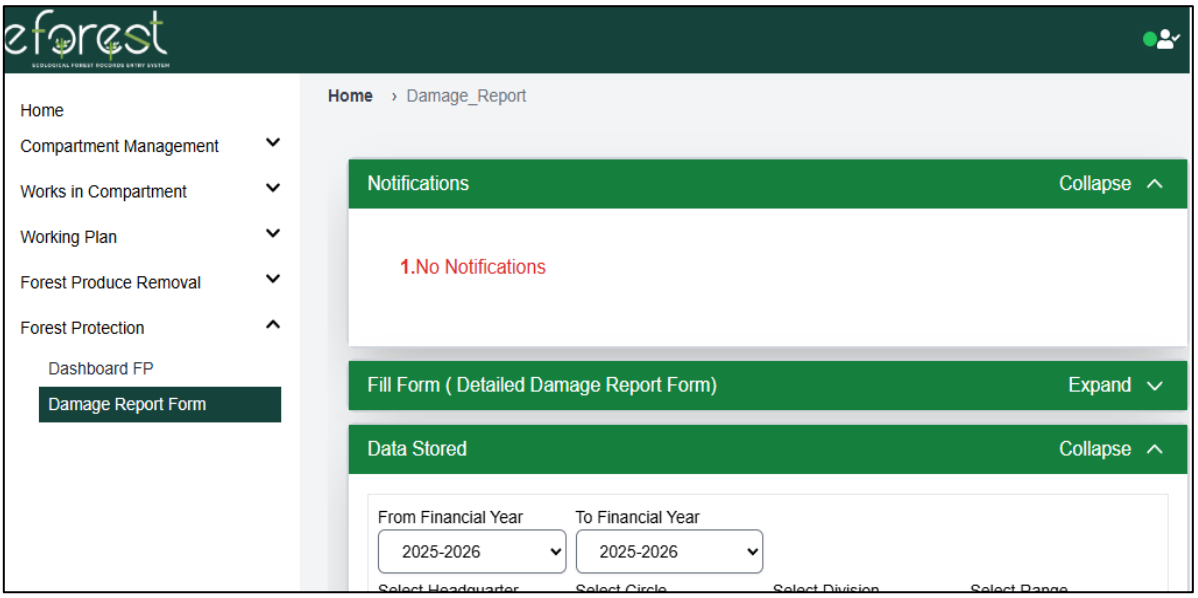


Figure 5.3 DR Data Entry Form Module

6. There are four sections in this form as shown in Figure 5.4.
   - Notification section
   - Fill Form (Detailed Damage Report Form)
   - Data Stored Section
   - DR Status

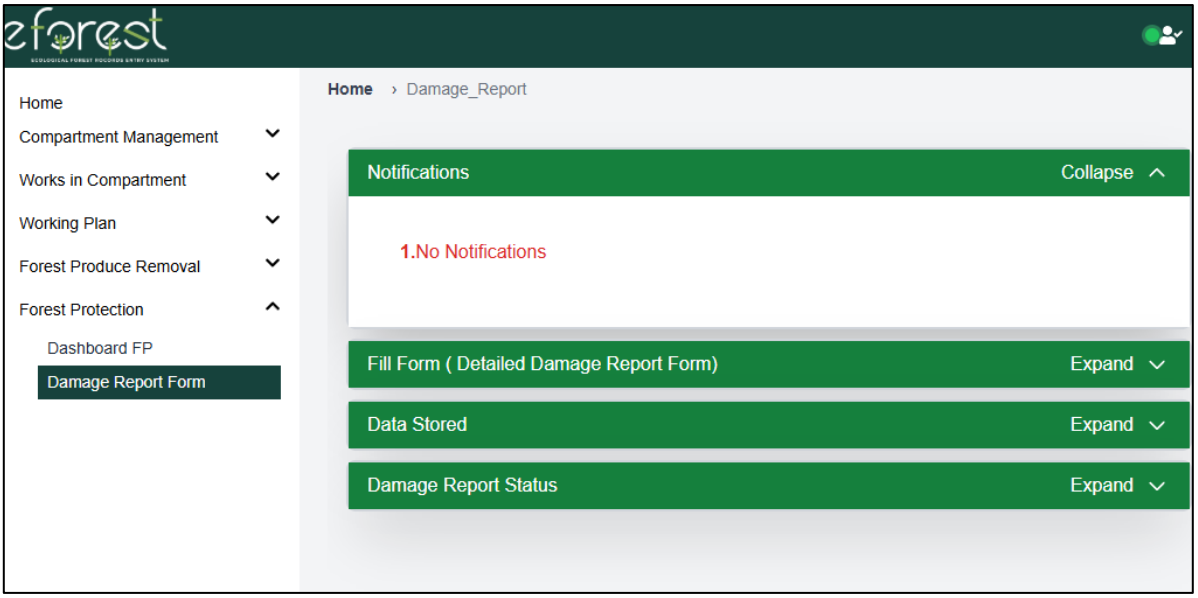


Figure 5.4 Various Section in module

7. Now click on Fill Form (Detailed Damage Report Form) it will expand and a form will appear.
8. Here Beat Officer (Forest Guard) will select Forest Name, Compartment this are mandatory fields for which DR is to be generated.
9. While the dropdowns are user-selectable, details up to the beat level are pre-filled based on the logged-in beat officer's Details.

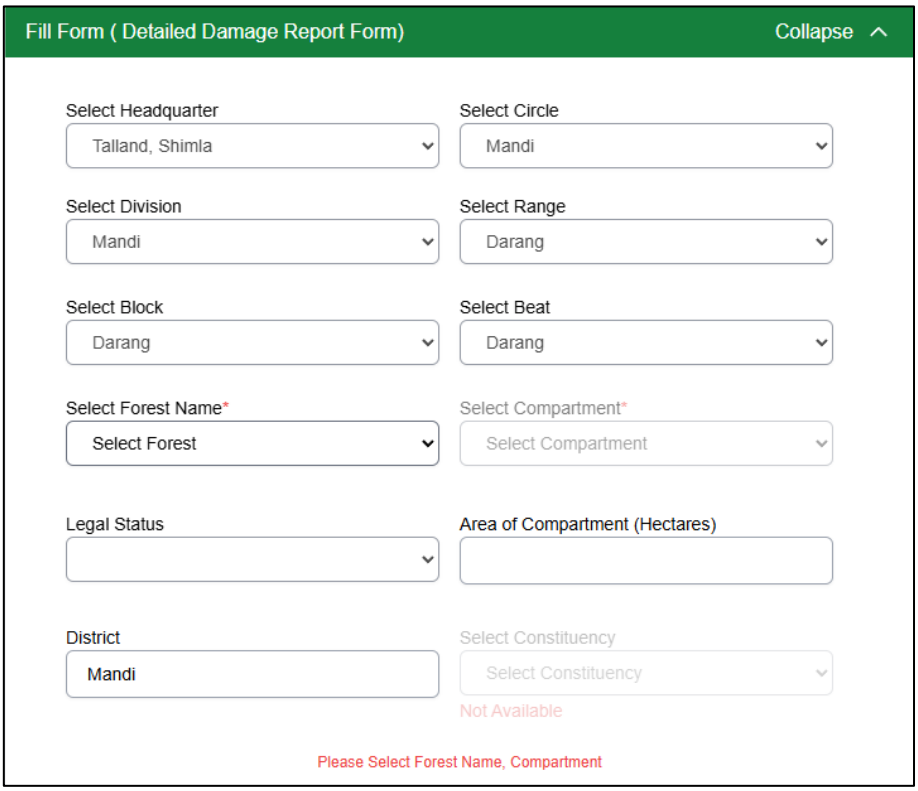


Figure 5.5 DR Data Entry Form Fields Filled by Beat Officer (Forest Guard)

10. As shown in Figure 5.5, Beat Officer (Forest Guard) has to filled value till Compartment.
11. Legal Status, Area of Compartment, District and Constituency values will be Automatically fetched and populated by the system.

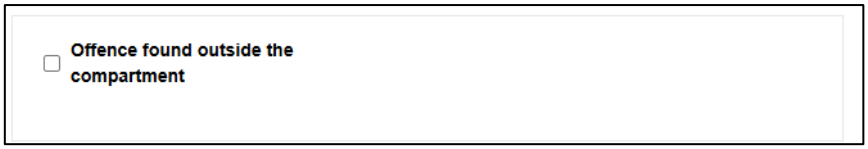


Figure 5.6 Checkbox for offence found outside the compartment

12. This checkbox is used when the offence is found outside the compartment. If checked, the forest and compartment details are removed and the additional required fields appear. If not checked, no changes are made.

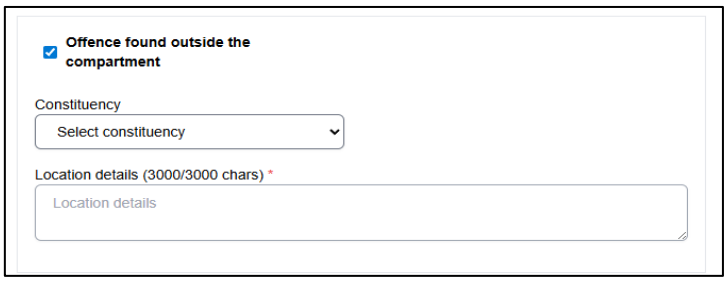


Figure 5.7 Additional details for outside the compartment

13. Constituency (Mandatory only if checked)
    - Select constituency from the dropdown.
14. Location details (Mandatory only if checked, Max 3000)
    - Enter the location details.

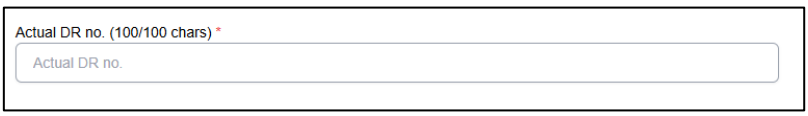


Figure 5.8 Actual DR No.

15. Actual DR no. (Mandatory, Max 100)
    - Enter the actual DR no.

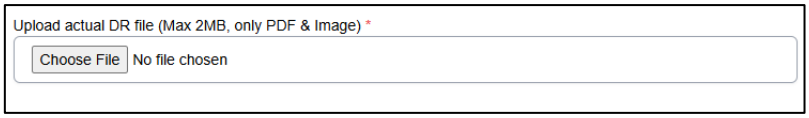


Figure 5.9 Upload actual DR file

16. Upload actual DR file (Mandatory, Max 2MB, only PDF & Image)
    - Upload actual DR file.
    - You can preview file

Next, we will fill the Offender details

Figure 5.10 Offender Details Fields

17. Salutation (Mandatory)
    - Select the appropriate salutation (e.g., Mr., Ms., Dr.) from the dropdown.
18. First name, Middle name, Last name (Max 30)
    - Enter the offender's name in the respective fields.
    - First name and Last name are mandatory.
19. Address of offender (Mandatory, Max 3000)
    - Enter the offender's address.

Next part is Forest acts violated

Figure 5.11 Forest Acts Violated Fields

20. Forest acts violated (Mandatory)
    - Select the forest act violated from the dropdown menu (e.g., IFA-1927 wildlife protection act).
21. Sections of law violated (Mandatory)
    - Select the sections of the law from the dropdown according to the selected Forest act. (e.g., Section 2).
22. Description (Mandatory, Max 3000)
    - Automatically fetched from the selected section of law.
23. Add Button

- After filling in all the fields, click the **Add** button to save the details.
- Ensure at least one entry is added to proceed further.

24. As we have filled the Forest acts violated. Press Add button shown in Figure 5.11 after adding you can see Forest acts violated details

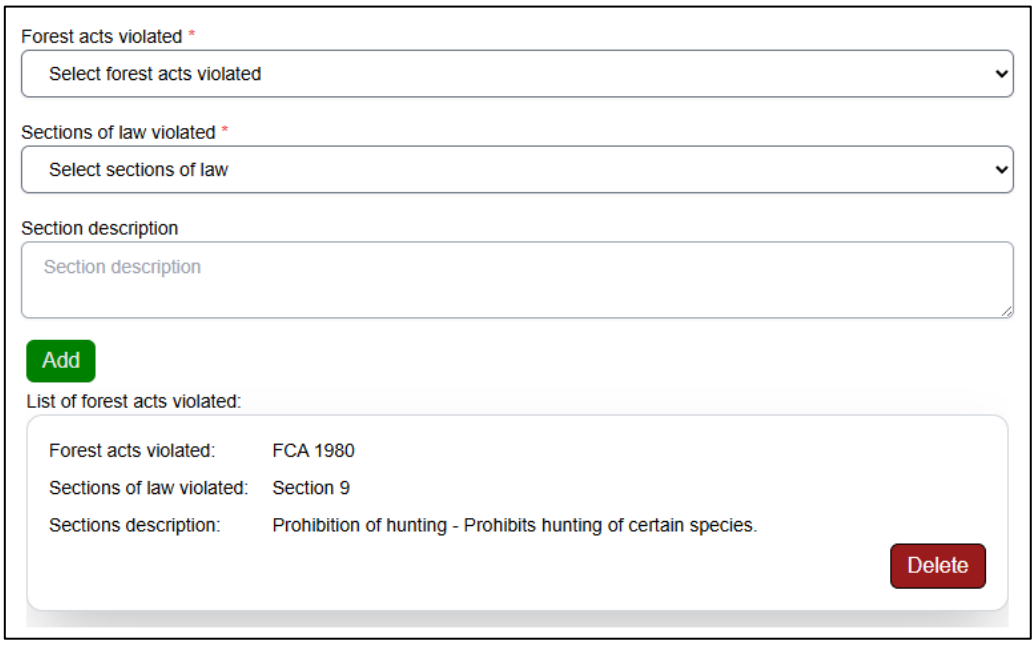


Figure 5.12 List of Forest Acts Violated entries

25. we can see the list of Forest acts violated entries if we want to remove this entry then we have to press Delete button as shown in Figure 5.12
26. We can add multiple entries.
27. Next part is Date and Time of detection of Incidents.

Figure 5.13 Date and Time Detection Fields

28. Date of detection (Mandatory)
    - Select the Date from date picker (e.g., 11/14/2024).
29. Time of detection (Mandatory)
    - Select the Time from the dropdown.
30. Now it's time to add Offences.

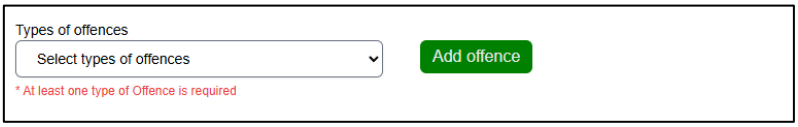


Figure 5.14 Dropdown of Type of Offence

31. Type of offences (Mandatory)

- Select the offence from the dropdown menu (e.g., Fire).

32. Add Offence button
    - After selecting offence, click the Add Offence button to open modal.
    - Ensure at least one entry is added to proceed further.
    - We can add multiple entries.
33. After selecting the offence, press the 'Add Offence' button (shown in Figure 5.14). Upon clicking this button, a modal will open, displaying the relevant fields based on the selected offence.

➢ **List of Offences**

1. **Boundary pillars damage**

➢ Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

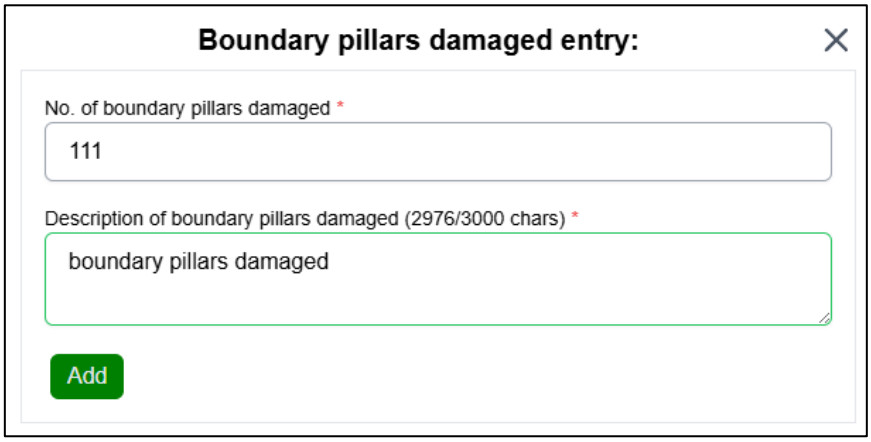


Figure 5.15 Boundary pillars damaged Fields

➢ No. of boundary pillars damaged (Mandatory)
    - Enter value as number only (e.g., 11).

➢ Description of boundary pillars damaged (Mandatory, Max 3000)
    - Enter description which contain only alphanumeric characters, spaces, and. /, -

➢ Add button
    - After filling in all the fields, click the **Add** button to save the details.
    - you can add only one entry of this offence.

➢ After adding you can see no. of boundary pillars damaged details.

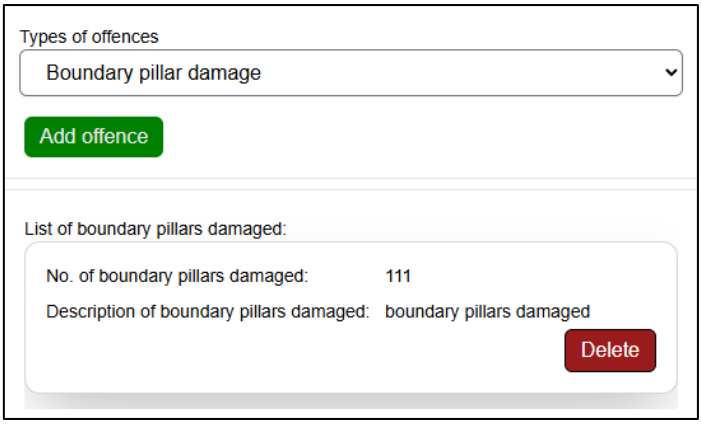


Figure 5.16 list of Boundary pillars damaged

- if you want to remove this entry then we have to press Delete Button as shown in Figure 5.16.
- If you try to add the same offence again, an alert message will appear

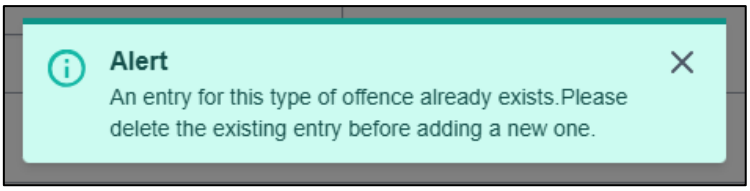


Figure 5.17 Alert for Boundary pillars damaged

2. Breaking up forest

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

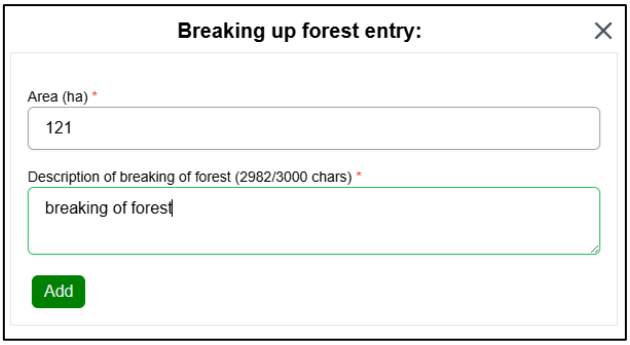


Figure 5.18 Breaking up forest fields

- Area (ha) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Description of breaking up forest (Mandatory, Max 3000)
  - Enter description which contain only alphanumeric characters, spaces, and. /, -.

- Add button
  - After filling in all the fields, click the **Add** button to save the details
  - you can add only one entry of this offence.
- After adding you can see breaking up forest details

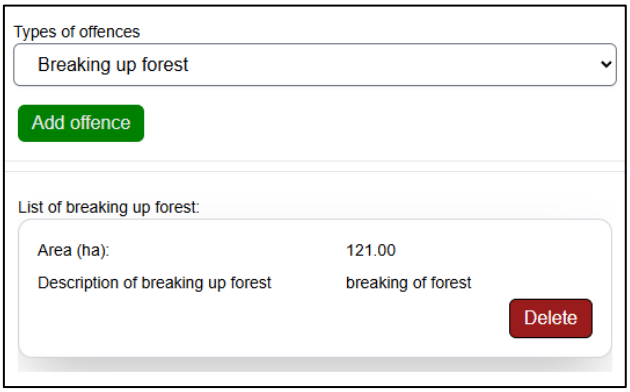


Figure 5.19 list for breaking up forest

- if you want to remove this entry then we have to press Delete Button as shown in Figure 5.19**.**
- If you try to add the same offence again, an alert message will appear

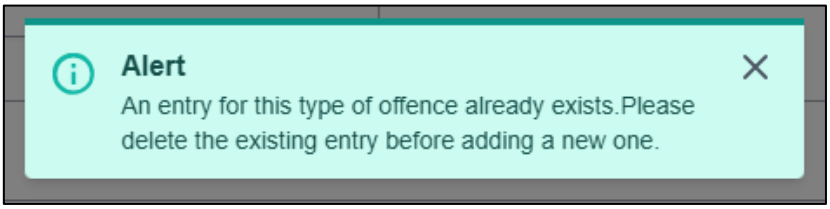


Figure 5.20 Alert for breaking up forest

3. Encroachment

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

Figure 5.21 Encroachment fields

- Area (ha) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Add button

- After filling in all the fields, click the Add button to save the details.
- you can add only one entry of this offence.

➢ After adding you can see encroachment details

Figure 5.22 List for Encroachment

➢ if you want to remove this entry then we have to press Delete Button, as shown in Figure 5.22.

➢ If you try to add the same offence again, an alert message will appear

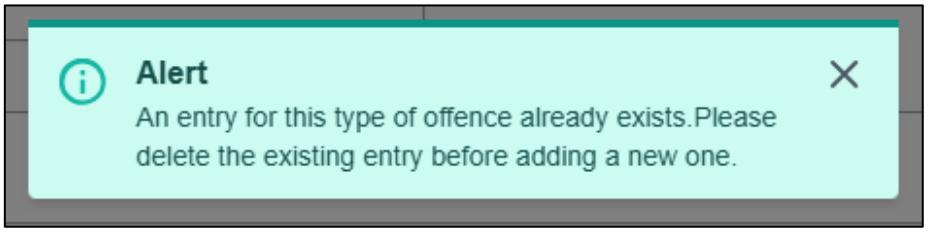


Figure 5.23 Alert for Encroachment

4. FCA violation

➢ Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

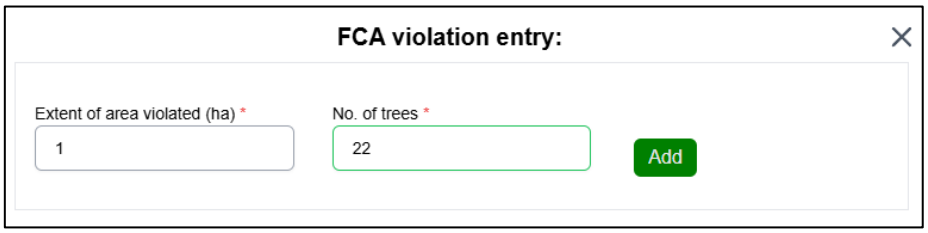


Figure 5.24 FCA Violation Fields

➢ Extent area affected (ha) (Mandatory)
- Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).

➢ No. of trees (Mandatory)
- Enter value as number only (e.g., 11).

- Add button
  - After filling in all the fields, click the Add button to save the details.
  - you can add only one entry of this offence.
- After adding you can see FCA violation details

Figure 5.25 List for FCA Violation

- if you want to remove this entry then we have to press Delete Button, as shown in Figure 5.25
- If you try to add the same offence again, an alert message will appear

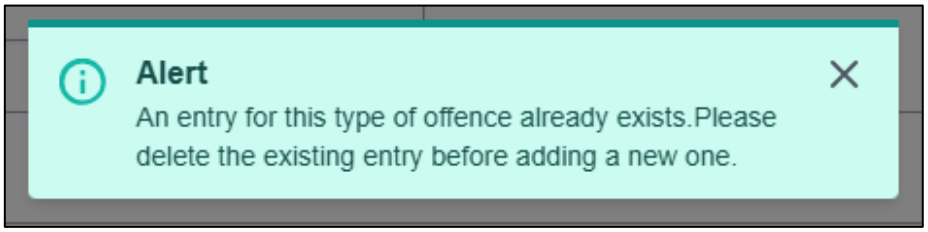


Figure 5.26 Alert for FCA Violation

5. Fire

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

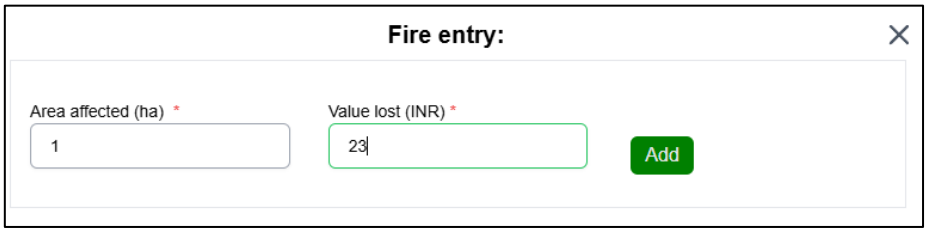


Figure 5.27 Fire Fields

- Area affected (ha) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Value lost (INR) (Mandatory)
  - Enter value as number only (e.g., 11).

- Add button
  - After filling in all the fields, click the Add button to save the details.
  - you can add only one entry of this offence.
- After adding you can see fire details

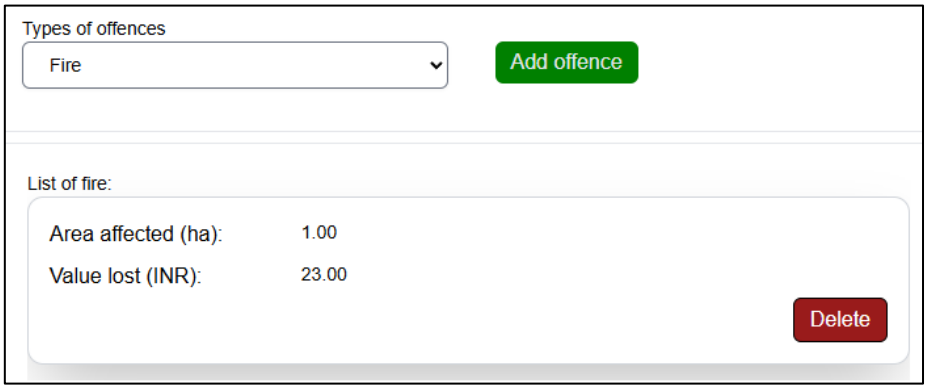


Figure 5.28 List for Fire

- if you want to remove this entry then we have to press Delete button, as shown in Figure 5.28.
- If you try to add the same offence again, an alert message will appear

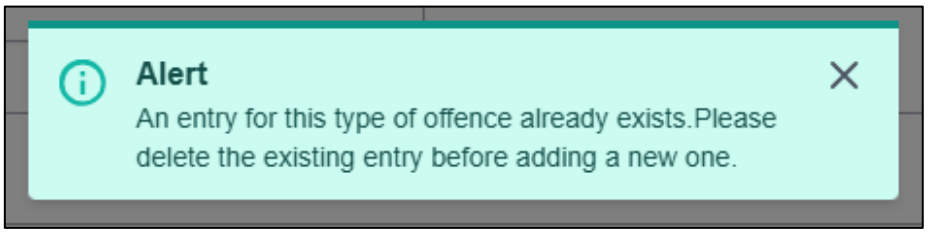


Figure 5.29 Alert for Fire

6. Illicit Felling

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as
- Selecting the date and time of detection is mandatory.
- If a **Working Plan period** is active on the date and time of detection, the following fields are displayed:
  - **Working Circle**
  - **Selection System**
  - **Periodic Block**
- If there is **no active Working Plan period**, these three fields will not be displayed.
- If these fields **do not appear**, it indicates that the offence was:
  - Detected **outside the compartment**,
  - Occurred **outside the Working Circle**

- Such offences are listed separately, and a **separate PDF** is available for download in the Data Entry section under "**Illicit Felling Report: Outside compartments and not included in the working circle**," as shown in the Figure 5.30.

Figure 5.30 Download button for Illicit Felling Report PDF

Figure 5.31 Illicit Felling Fields

- Working circle (Mandatory if available)
  - Select working circle from dropdown.
- Selection system (Mandatory if available)
  - Automatically selected after working circle is selected.
- Periodic block (Mandatory if available)
  - Select periodic block from dropdown.
- Species category (Mandatory)

- Already selected.

➢ Species (Mandatory)
  - Select species from dropdown.

➢ Diameter Class (cu.m) (Mandatory)
  - Select Diameter class from dropdown.

➢ Tree marking numbers (Mandatory, Max 255)
  - Enter field contain only alphanumeric characters, spaces, and. / , -

➢ No. of Trees (Mandatory)
  - Automatically Fetched from ID No. separated by,

➢ Rate (INR) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).

➢ Volume (cu.m) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).

➢ Total amount (INR) (Mandatory)
  - Calculated automatically from Rate * Volume.

➢ Add Button
  - After filling in all the fields, click the Add button to save the details.
  - you can multiple entries for this offence.

After adding you can see Illicit Felling

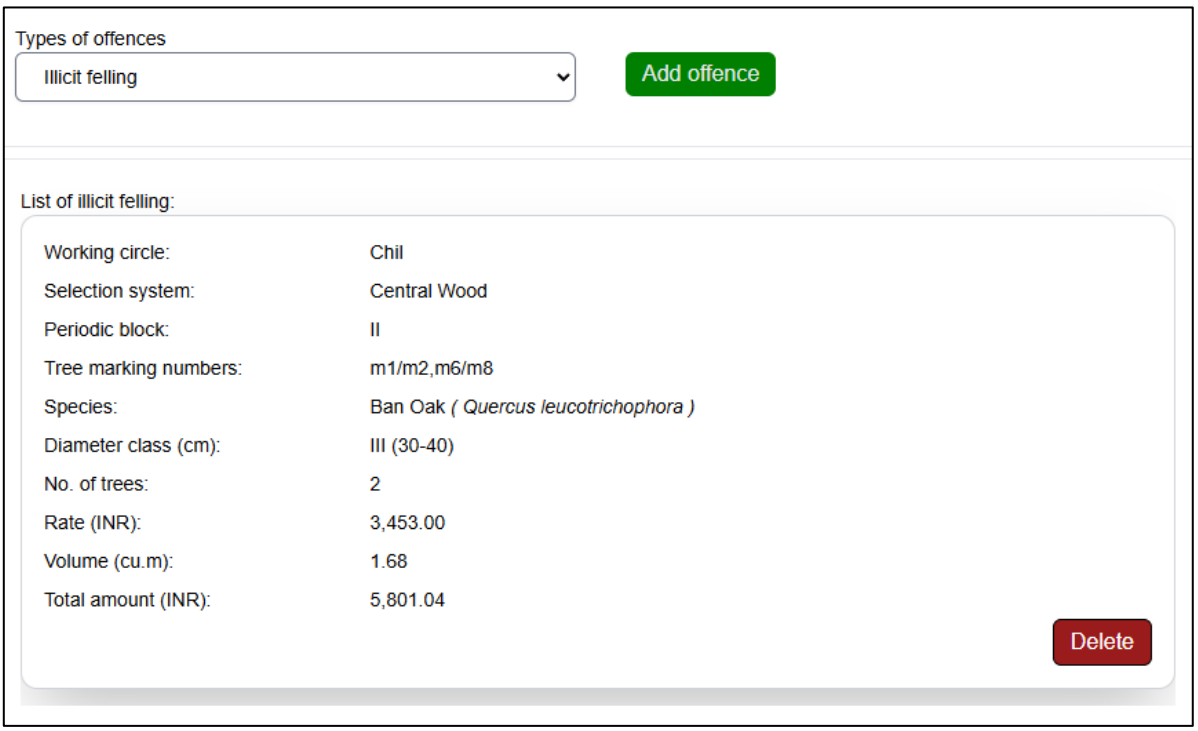


Figure 5.32 List for Illicit felling

- if you want to remove this entry then we have to press Delete Button, as shown in Figure 5.32. If there are no volume factor for selected species and diameter class then warning alert will show as shown in Figure 5.33

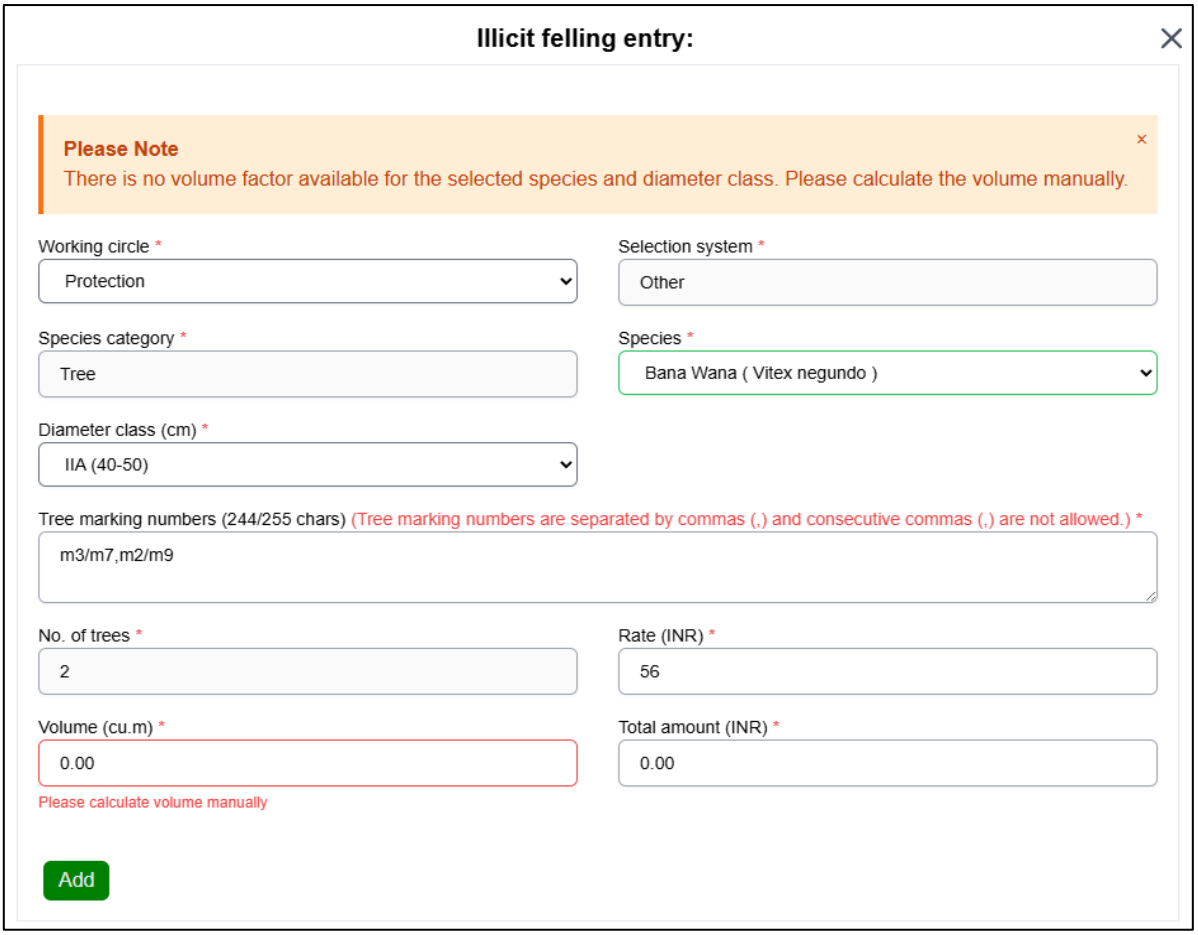


Figure 5.33 Warning alert for volume factor

- If you try to add the same species again, an alert message will appear

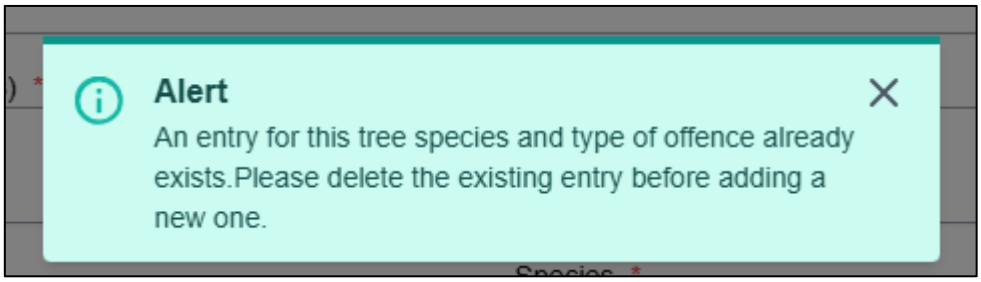


Figure 5.34 Alert for Illicit Felling

7. Mining

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

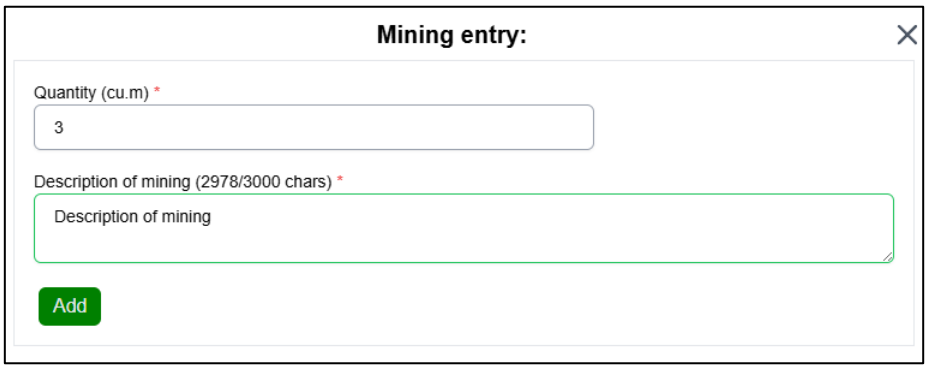


Figure 5.35 Mining Feilds

- Quantity (cu.m) (Mandatory)
  - Enter value as number only (e.g., 11).
- Description of mining (Mandatory, Max 3000)
  - Enter description which contain only alphanumeric characters, spaces, and. /, -
- Add button
  - After filling in all the fields, click the Add button to save the details.
  - you can add only one entry of this offence.
- After adding you can see mining details

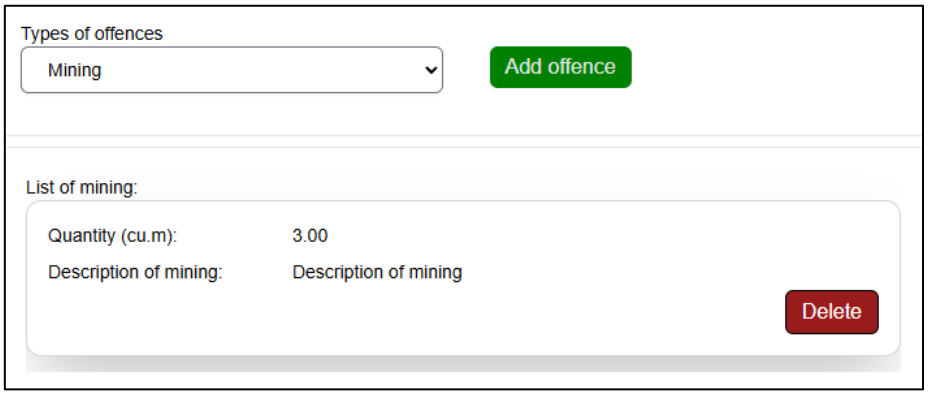


Figure 5.36 List for Mining

- if you want to remove this entry then we have to press Delete button as shown in Figure 5.36.
- If you try to add the same offence again, an alert message will appear

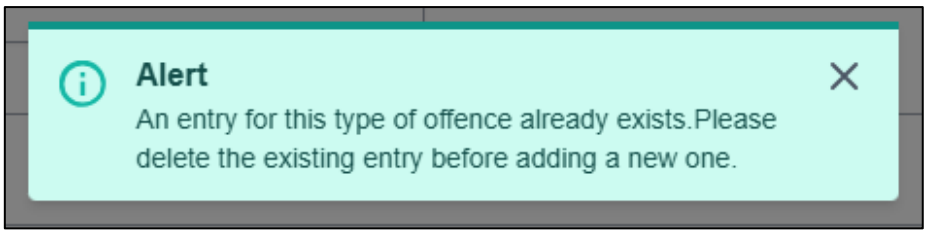


Figure 5.37 Alert for Mining

8. Muck dumping

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

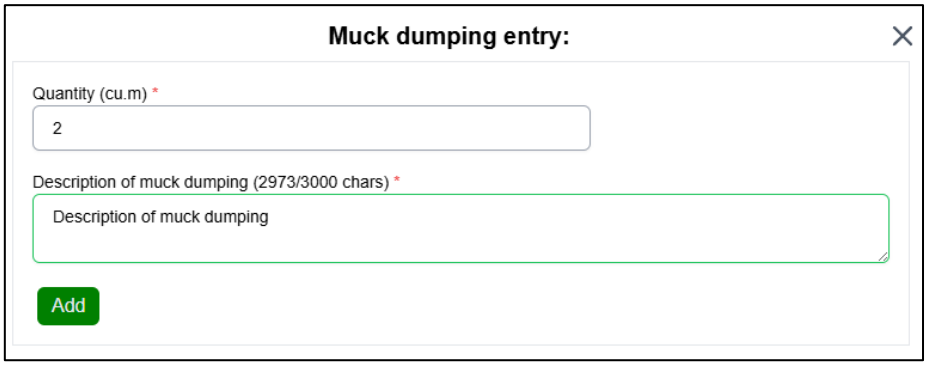


Figure 5.38 Muck dumping Fields

- Quantity (cu.m) (Mandatory)
  - Enter value as number only (e.g., 11).
- Description of muck dumping (Mandatory, Max 3000)
  - Enter description which contain only alphanumeric characters, spaces, and. / , -
- Add button
  - After filling in all the fields, click the Add button to save the details.
  - you can add only one entry of this offence.
- After adding you can see muck dumping details

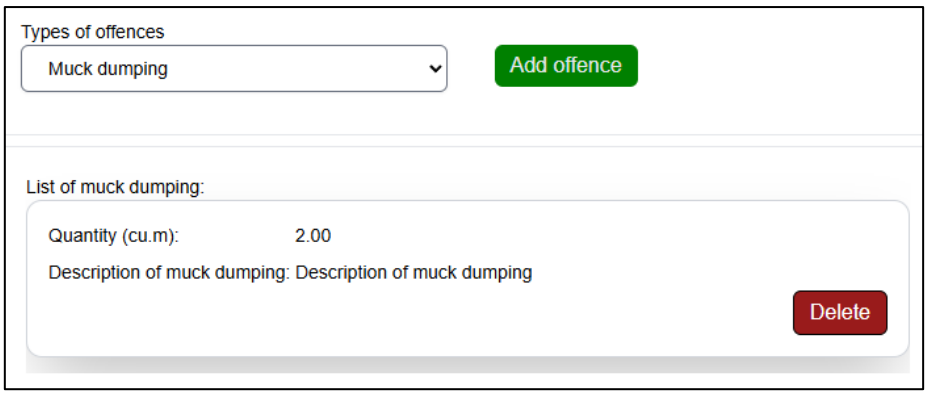


Figure 5.39 List for Muck dumping

- if you want to remove this entry then we have to press Delete Button, as shown in Figure 5.39.
- If you try to add the same offence again, an alert message will appear

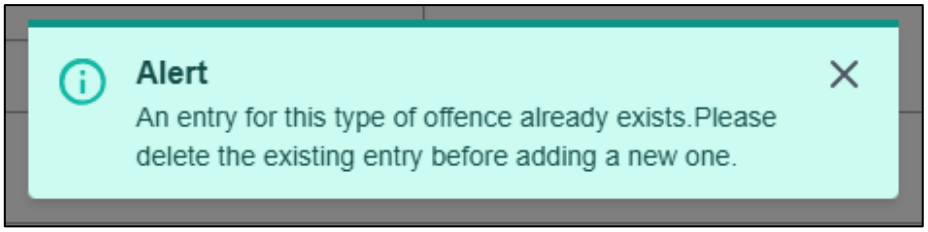


Figure 5.40 Alert for Delete button for Muck dumping

9. Others

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

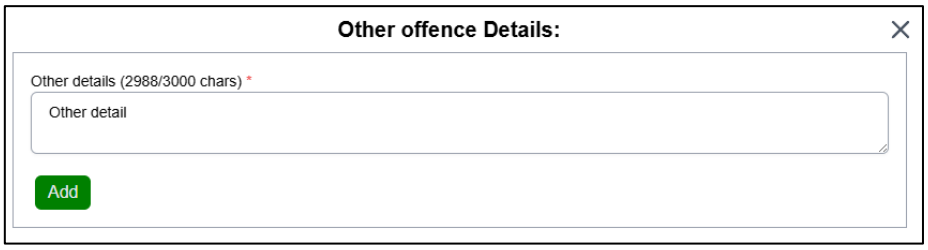


Figure 5.41 Other offence Fields

- Other details (Mandatory, Max 3000)
  - Enter description which contain only alphanumeric characters, spaces, and. / , -
- Add button
  - After filling in all the fields, click the Add button to save the details.
  - you can add only one entry of this offence.
- After adding you can see other details

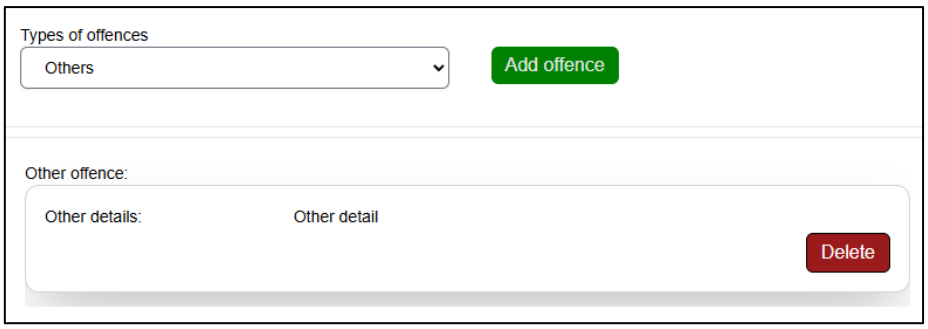


Figure 5.42 List for Other offence

- if you want to remove this entry then we have to press Delete Button, as shown in Figure 5.42.
- If you try to add the same offence again, an alert message will appear

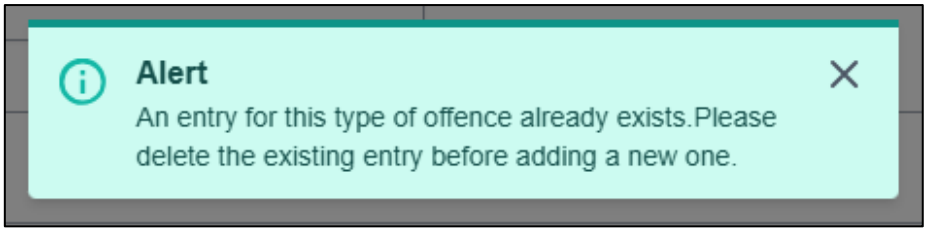


Figure 5.43 Alert for Delete button for other offence

10. Poaching

- Upon clicking 'Add Offence' button, a modal will open, displaying the relevant fields such as

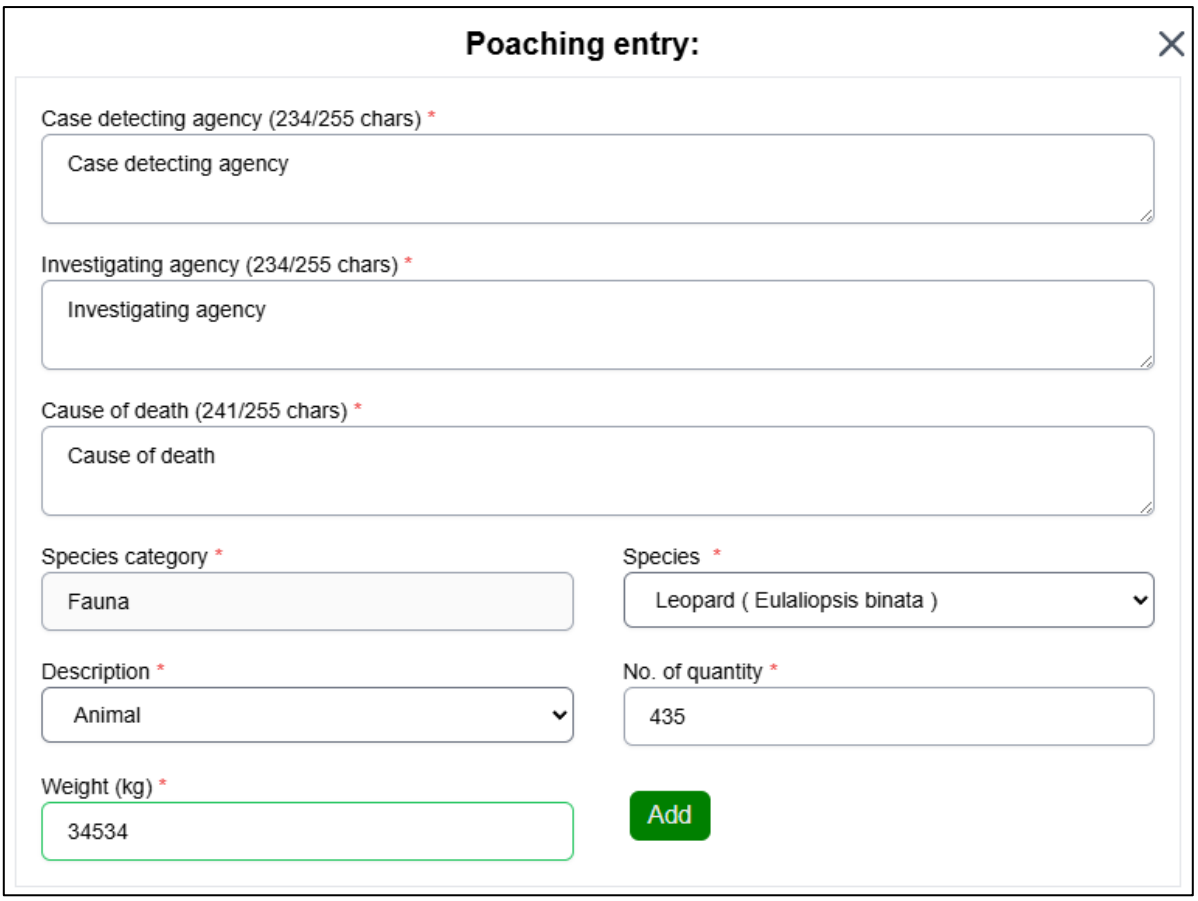


Figure 5.44 Poaching Fields

- Case detecting agency (Mandatory, Max 255)
  - Enter field contain only alphanumeric characters, spaces, and. /, -
- Investigating agency (Mandatory, Max 255)
  - Enter field contain only alphanumeric characters, spaces, and. /, -
- Cause of death (Mandatory, Max 255)
  - Enter field contain only alphanumeric characters, spaces, and. /, -
- Species category (Mandatory)
  - Already selected.
- Species (Mandatory)
  - Select species from dropdown.
- Description (Mandatory)
  - Select description from dropdown.
- No. of Quantity (Mandatory)
  - Enter value as number only (e.g., 11).
- Weight (kg) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Add button

- After filling in all the fields, click the Add button to save the details.
- you can multiple entries for this offence.

➢ After adding you can see poaching details

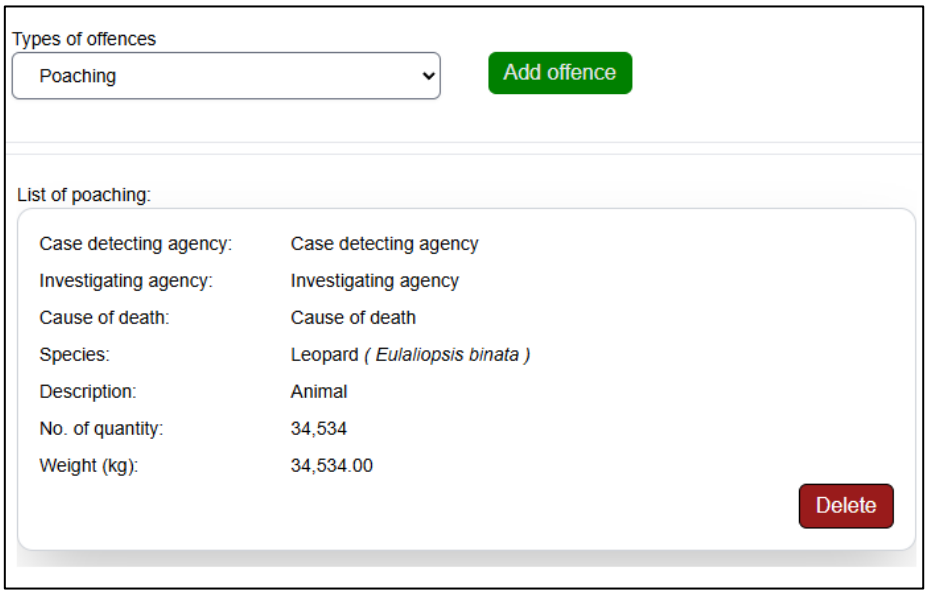


Figure 5.45 List for Poaching

➢ if you want to remove this entry then we have to press Delete Button as shown Figure 5.45. If you try to add the same species again, an alert message will appear

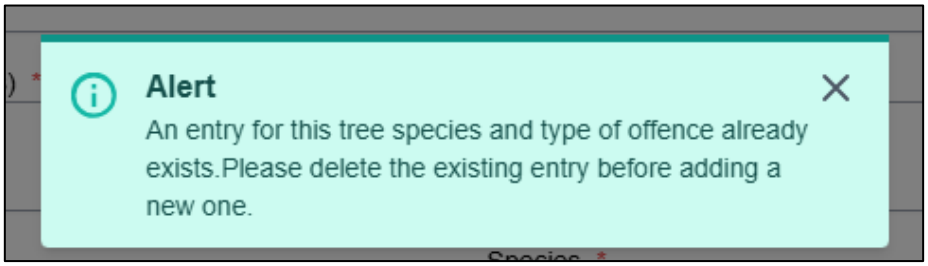


Figure 5.46 Alert for Poaching

11. Smuggling of Timber and NTFPs

➢ Upon clicking the 'Add Offense' button, display two radio buttons labeled as **Timber** and **NTFP**.

Figure 5.47 Smuggling of Timber and NTFPs

❖ **Timber**

- Upon clicking 'Timber' radio button, a modal will open, displaying the relevant fields such as

Figure 5.48 Timber Fields

- Species category (Mandatory)
  - Select Species category from dropdown.
- Species (Mandatory)
  - Select species from dropdown.
- Timber Kind (Mandatory)
  - Select timber kind from dropdown.
- Weight (kg) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Rate (INR) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Volume (cu.m) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Total amount (INR) (Mandatory)
  - Calculated automatically from Rate * Volume.
- Remarks (Optional, Max 3000)
  - Enter field contain only alphanumeric characters, spaces, and. /, -
- Add Button
  - After filling in all the fields, click the Add button to save the details.

- you can multiple entries for this offence.

➢ After adding you can see Smuggling of Timber details

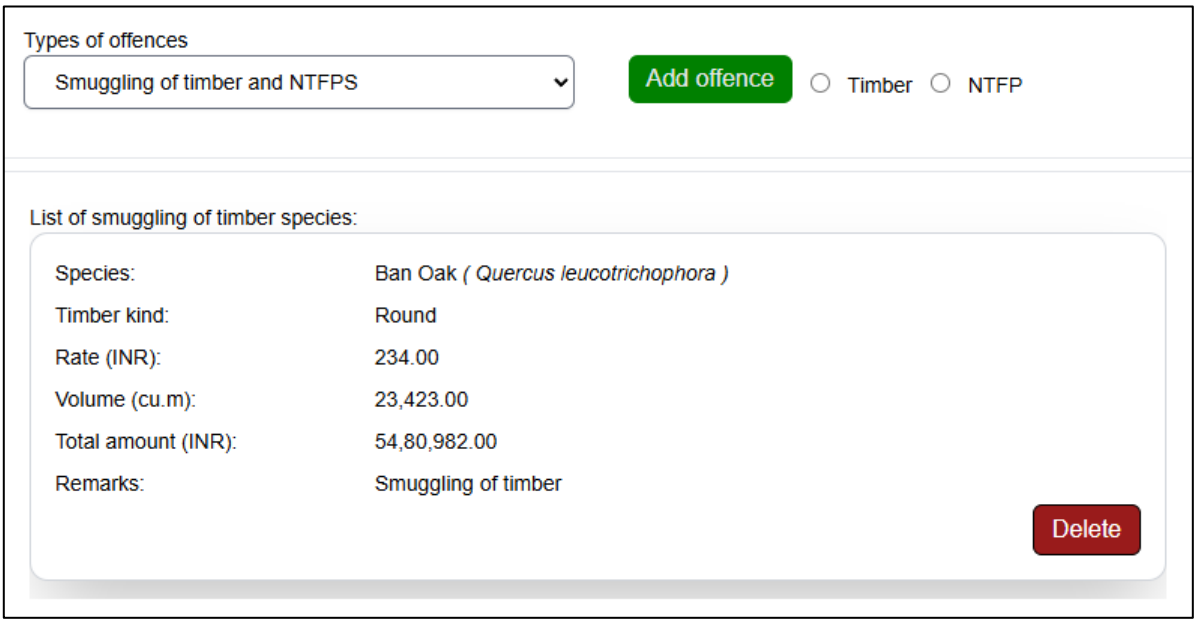


Figure 5.49 List for Timber

➢ if you want to remove this entry then we have to press Delete Button as shown Figure 5.49

➢ If you try to add the same species again, an alert message will appear

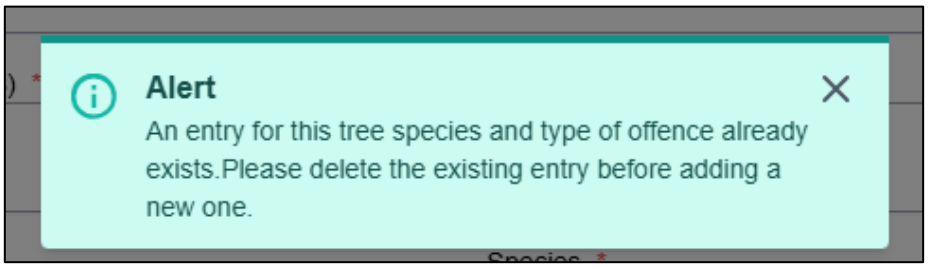


Figure 5.50 Alert for Timber

❖ **NTFP**

➢ Upon clicking 'NTFP' radio button, a modal will open, displaying the relevant fields such as

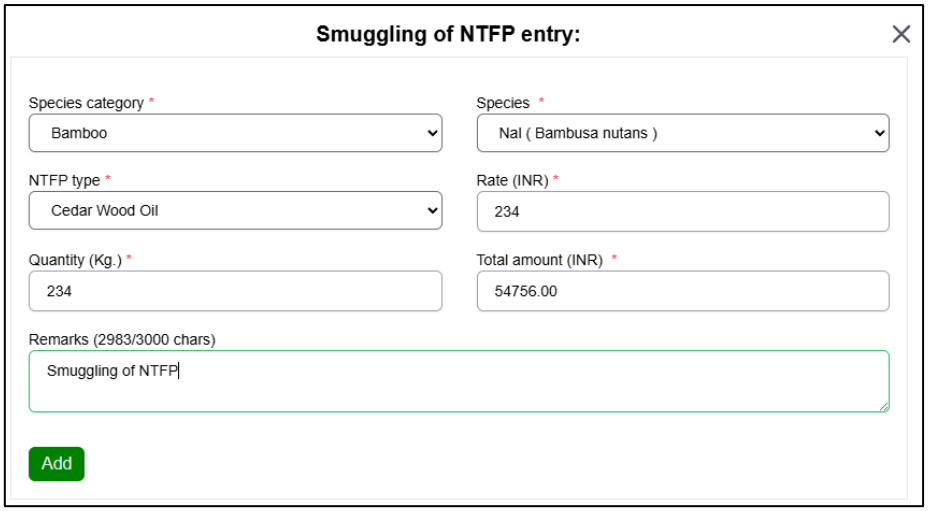


Figure 5.51 NTFPs Fields

- Species category (Mandatory)
  - Select Species category from dropdown.
- Species (Mandatory)
  - Select species from dropdown.
- NTFP Type (Mandatory)
  - Select NTFP Type from dropdown.
- Rate (INR) (Mandatory)
  - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).
- Quantity (kg) (Mandatory)
  - Enter value as number only (e.g., 11).
- Total amount (INR) (Mandatory)
  - Calculated automatically from Rate * Quantity.
- Remarks (Optional, Max 3000)
  - Enter field contain only alphanumeric characters, spaces, and. / , -
- Add Button
  - After filling in all the fields, click the Add button to save the details.
  - you can multiple entries for this offence.
- After adding you can see Smuggling of Timber details

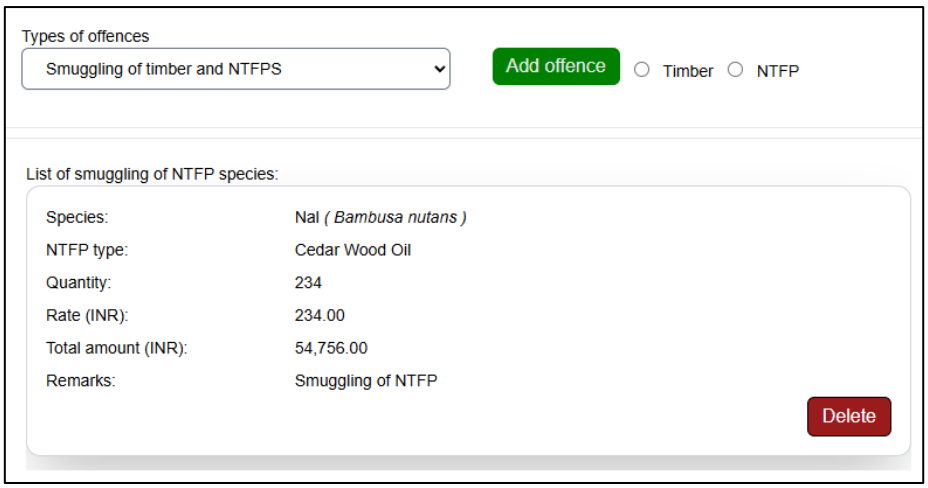


Figure 5.52 List for NTFP

- if you want to remove this entry then we have to press Delete Button, as shown Figure 5.52. If you try to add the same species again, an alert message will appear.

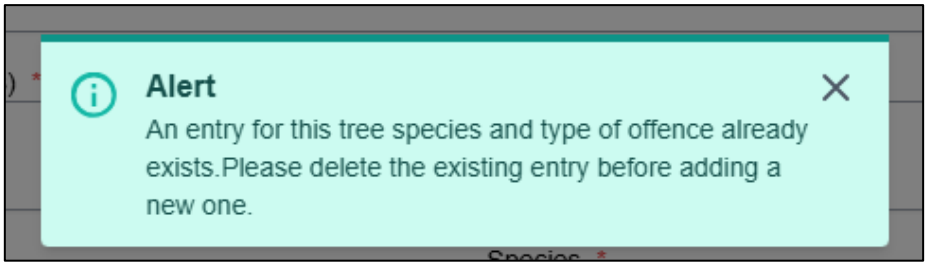


Figure 5.53 Alert for NTFP

34. If you select an offense other than 'Encroachment' or 'Fire', This is a mandatory field. Select the appropriate option to confirm whether the material is seized. If 'Yes' is selected, additional material details must be provided.

Figure 5.54 Is material seized

Figure 5.55 Material Seized fields

35. Material Seized (Mandatory, Max 3000)
    - Enter description which contain only alphanumeric characters, spaces, and . / , -
36. Material Seized value (Rs.) (Mandatory)
    - Enter value as number only (e.g., 11). Decimal values are allowed with up to two decimal points (e.g., 11.25).

3. Do you have the supurdar's details? If yes, this is a mandatory field, as shown in Figure 5.55.

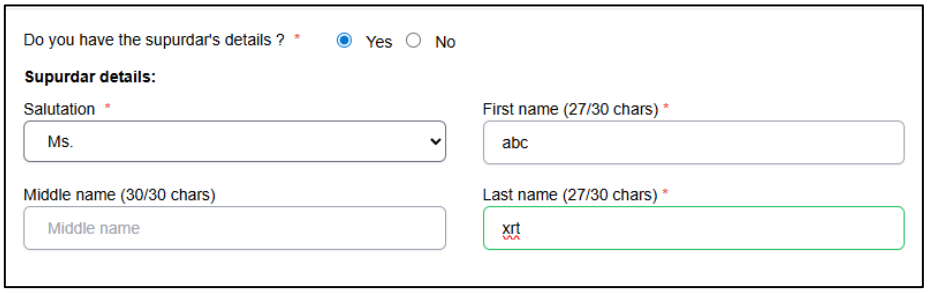


Figure 5.56 Supurdar details

37. Supurdar Salutation (Mandatory)
    - Select salutation from the dropdown.
38. Supurdar First Name, Middle Name, Last Name (Max 30)
    - Enter the supurdar's name in the respective fields.
    - First Name and Last Name are mandatory.
39. Is a vehicle involved? If yes, this is a mandatory field, as shown in Figure 5.55.

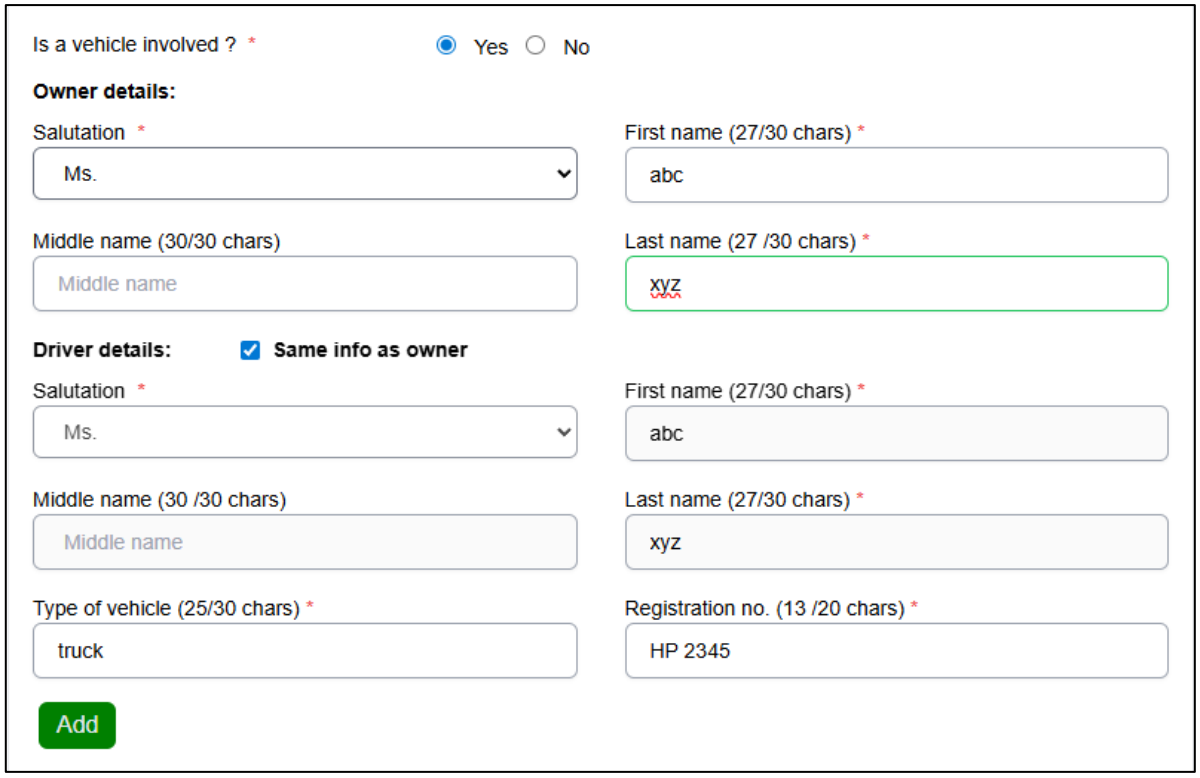


Figure 5.57 If Vehicle Involved

40. Owner Salutation (Mandatory)
    - Select salutation from the dropdown.
41. Owner First Name, Middle Name, Last Name (Max 30)
    - Enter the owner's name in the respective fields.
    - First Name and Last Name are mandatory.
42. For Driver Details, you can copy the details from the owner by selecting the checkbox as shown in Figure 5.57. Alternatively, you can enter the details manually.
43. Type Of Vehicle (Mandatory, Max 30)
    - Enter description which contain only alphanumeric characters, spaces, and. /, -
44. Registration No (Mandatory, Max 20)
    - Enter description which contain only alphanumeric characters, spaces, and. /, -
45. Add Button
    - After filling in all the fields, click the Add button to save the details.
    - you can multiple entries for Vehicles details.
46. After adding you can see Vehicles details

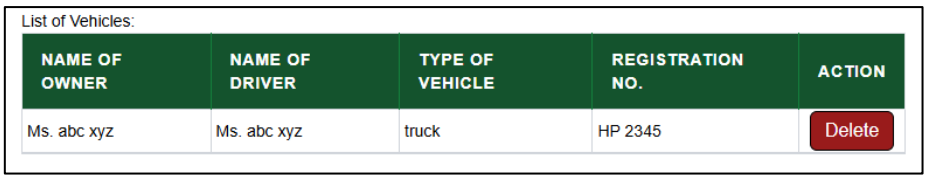


Figure 5.58 List for vehicles

47. if you want to remove this entry then we have to press Delete Button as shown in Figure 5.58. Now it's time to upload Photographs of incident.

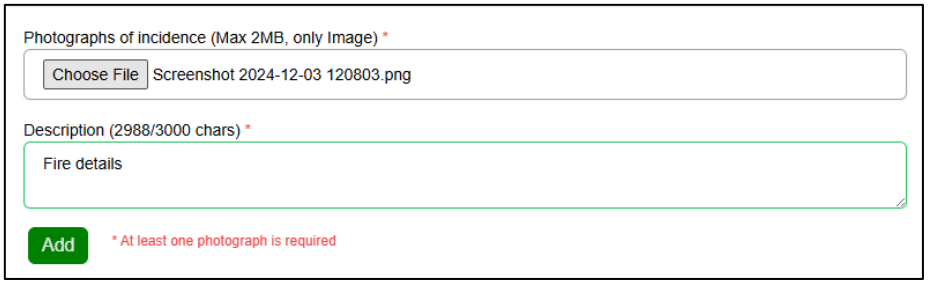


Figure 5.59 DR Data Entry Form Fields

48. Photographs of incident (Mandatory)
    - Upload an incident image.
    - Only JPG, PNG, JPEG format are allowed.
49. Description of Photograph (Mandatory, Max 3000)
    - Enter the description.
50. Add Button
    - After filling in all the fields, click the **Add** button to save the details.
    - Ensure at least one entry is added to proceed further.
51. After adding tree, you can see Photographs of incident details added.

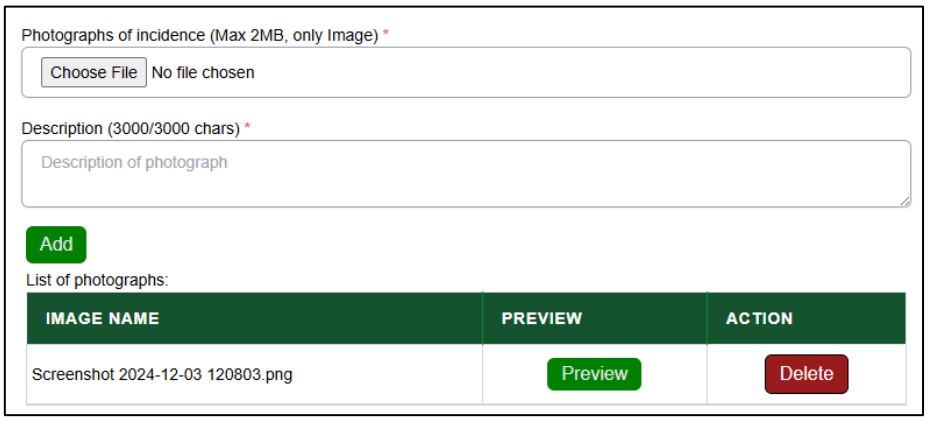


Figure 5.60 List of Photographs

52. If we want to preview image and description of image then we have to press Preview Button which is at the second last in the row, to open the modal, as shown in Figure 5.60

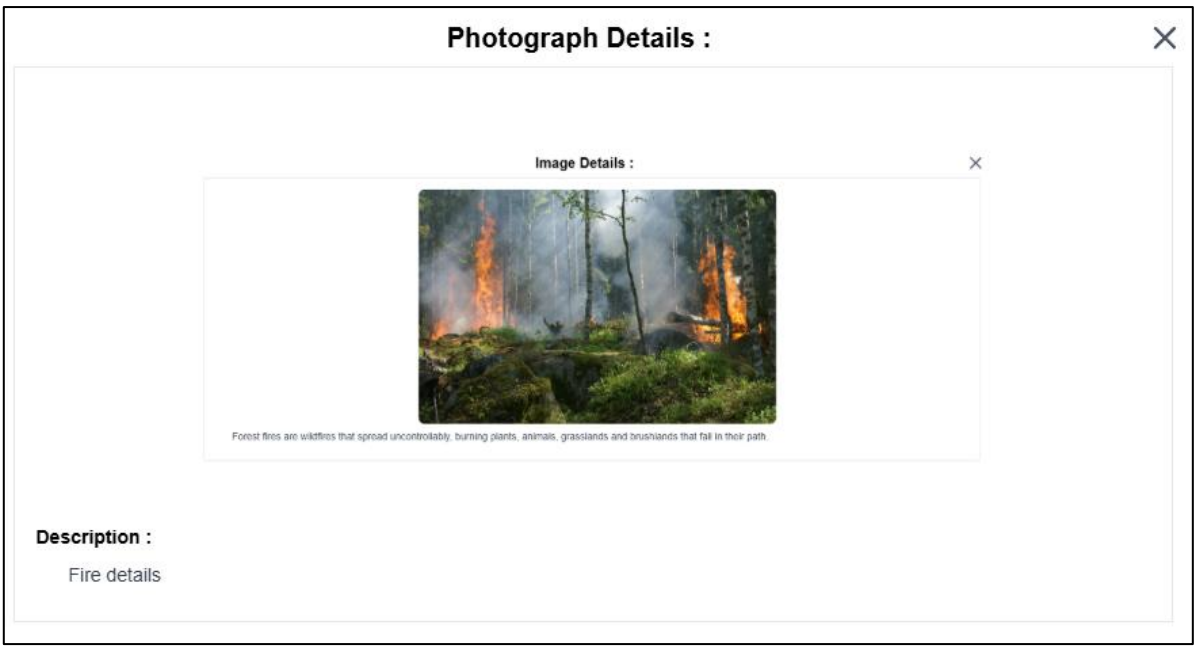


Figure 5.61 Photograph and image

53. we want to remove this entry then we have to press Delete Button which is at the last in the row, as shown in Figure 5.60
54. We can add maximum four entries.
55. Next, we will fill the Forest Guard details

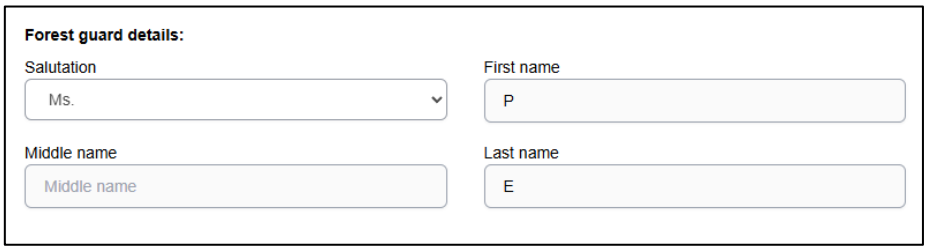


Figure 5.62 Forest guard details

56. Salutation (Mandatory)
    - This is automatically fetched from the login details of the Beat Officer. Alternatively, you can change the salutation by selecting the appropriate option (e.g., Mr., Ms., Dr.) from the dropdown.
57. First Name, Middle Name, Last Name (Max 30)
    - This is automatically fetched from the login details of the Beat Officer. Alternatively, you can change the first name, middle name, last name by entering the forest guard's name in the respective fields.
    - First Name and Last Name are mandatory.
58. Next part is Witness Details. This is a mandatory field. Select the appropriate option to confirm whether the witness details are available. If 'Yes' is selected, additional witness details must be provided.

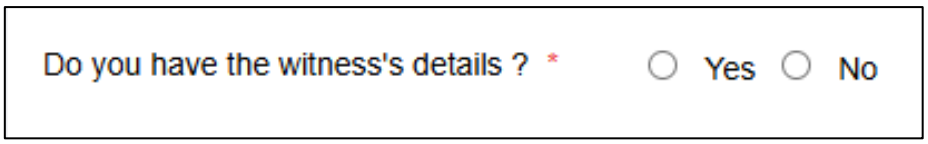


Figure 5.63 Confirm witness details

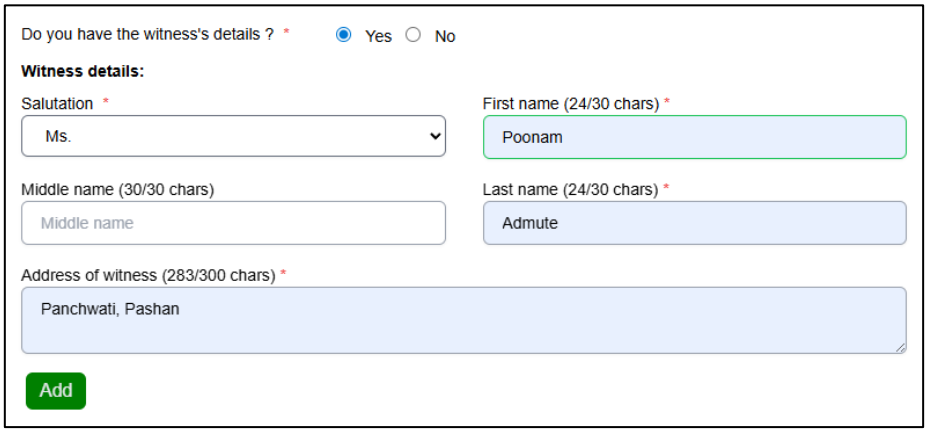


Figure 5.64 Witness details

59. Salutation (Mandatory)
    - Select the appropriate salutation (e.g., Mr., Ms., Dr.) from the dropdown.
60. First Name, Middle Name, Last Name (Max 30)
    - Enter the witness's name in the respective fields.
    - First Name and Last Name are mandatory.
61. Address of Witness (Mandatory, Max 3000)
    - Enter the witness's address.
62. Add Button
    - After filling in all the fields, click the **Add** button to save the details.
    - This is optional. Witness details can be added if applicable.
63. After adding you can see Witness details

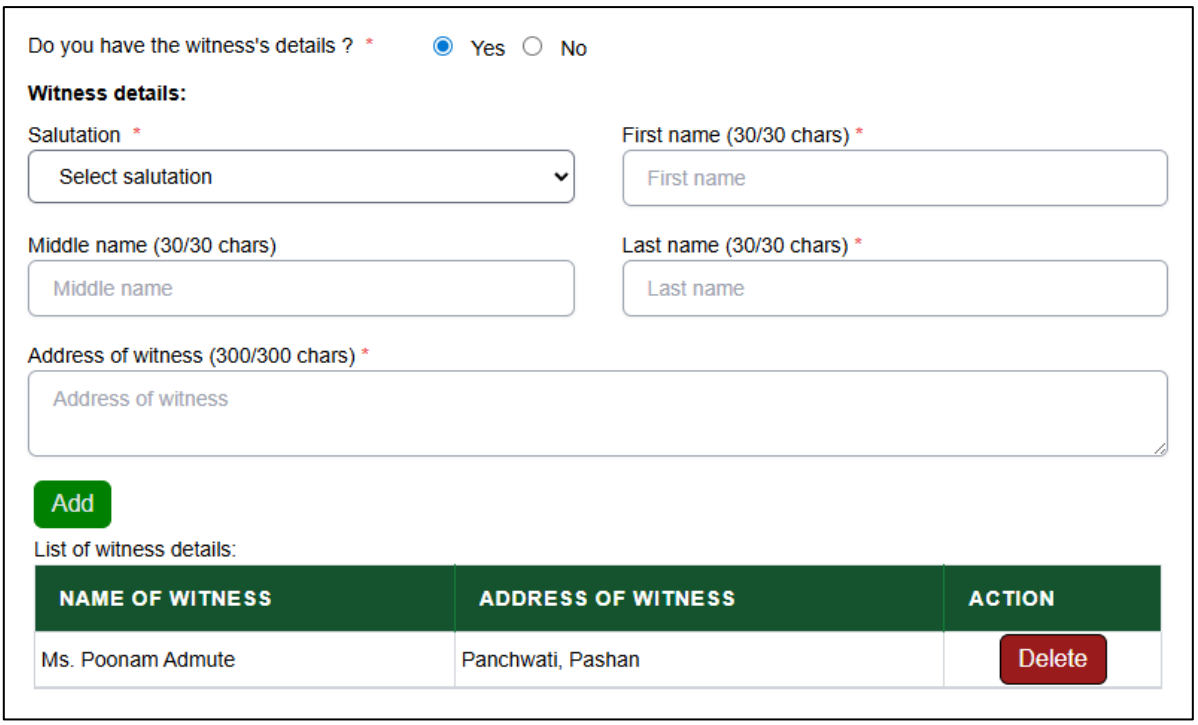


Figure 5.65 List of witness details entries

64. If we want to remove this entry then we have to press Delete Button which is at the last in the row, as shown in Figure 5.65.
65. We can add multiple entries.
66. Next part is Offence Acceptance. This is a mandatory field. Select the appropriate option to confirm whether the offence is accepted. If 'Yes' is selected, additional offence acceptance details must be provided.

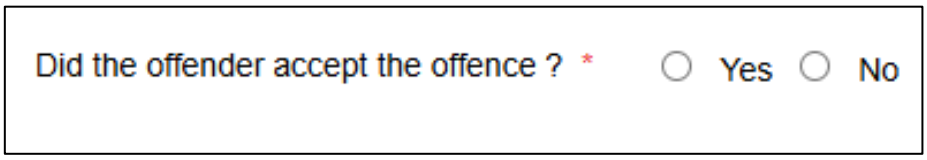


Figure 5.66 Offence acceptance Button

67. Date of Acceptance (Mandatory)
68. Offender signed file (Mandatory, Max 2MB, only PDF & Image)
    - Upload offender signed file.
    - You can preview file

Figure 5.67 Offence acceptance details

69. If no then don't do anything.
70. Submitting the Form
    - Click the "Submit" button to submit the form as shown in Figure 5.68.
    - A confirmation dialog box will appear with the message "Do you want to submit the form?" as shown in Figure 5.69.
    - Click "Yes" to confirm and submit the form.
    - Click "No" to cancel the submission.
71. After the form is successfully submitted, the **Offence Serial Number** is generated in the format: **Division/Range/Financial Year/Series Number** (e.g., Mandi/Darang/2025–2026/31) as shown in Figure 5.70.

Figure 5.68 Submit button for Form

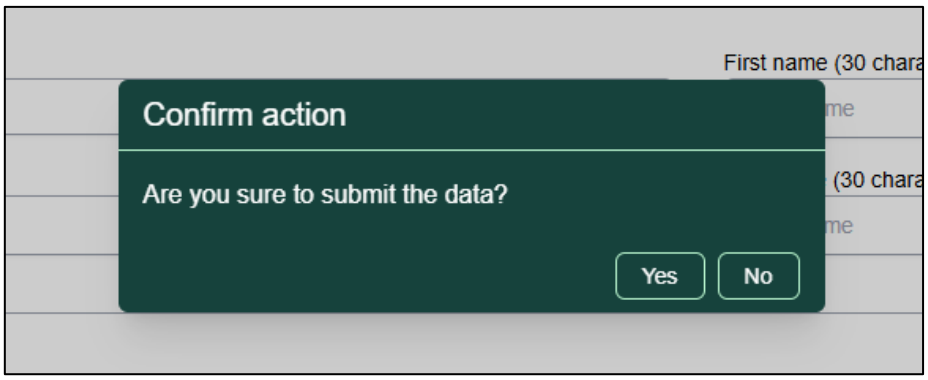


Figure 5.69 Confirmation Before Submitting form

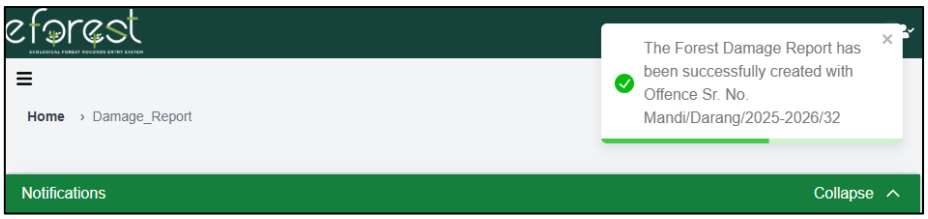


Figure 5.70 Form Saved Successfully Confirmation Message.

72. Post-Form Submission

- **Data Stored**: Once a new form is submitted, it will also appear in the data store as shown in Figure 5.71. The data store provides enhanced control over forms with the help of action buttons such as "View", "Edit", "Submit for approval", and many more we will take a look at it in later part

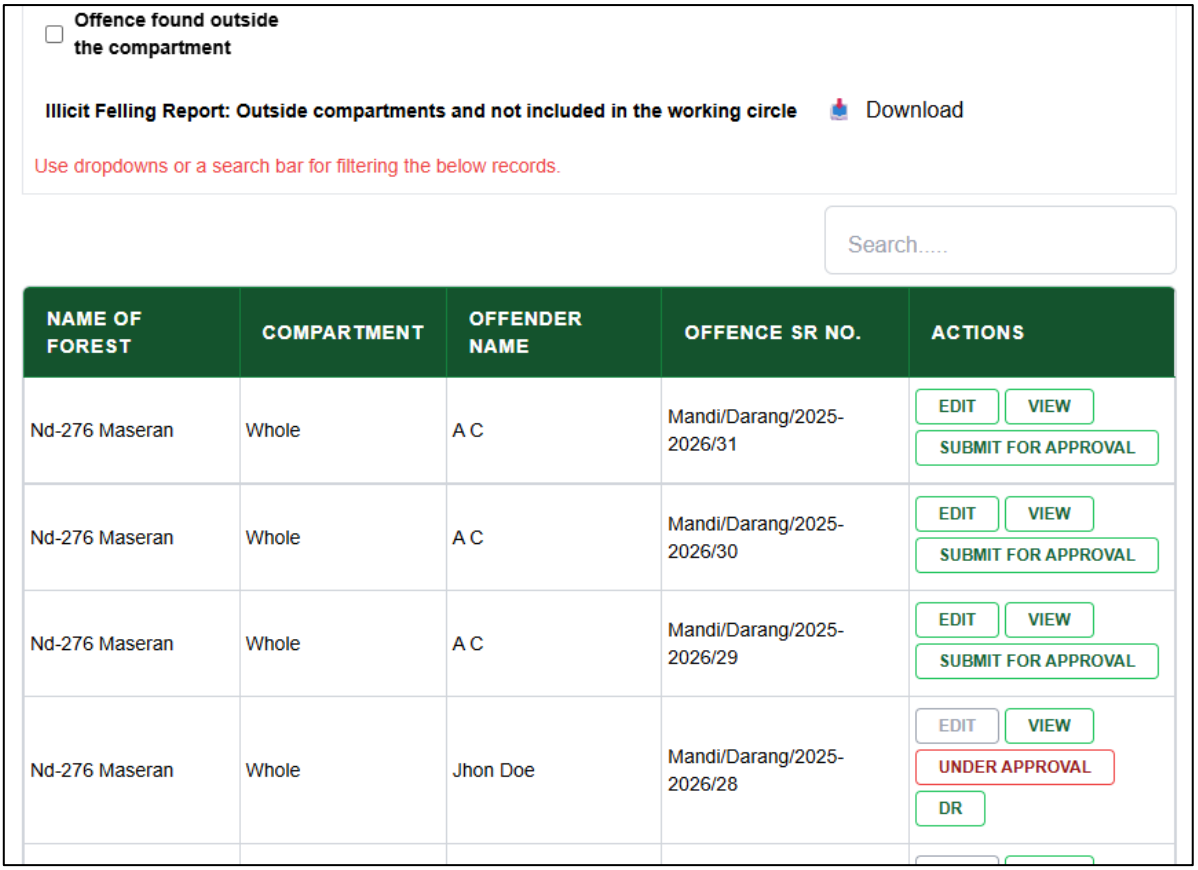


Figure 5.71 Data stored

5.2.3 View DR Data Form

You can view all the information filled out by the Beat Officer.

- Click on the View button shown in Figure 5.71.
- Open the view modal and see all information

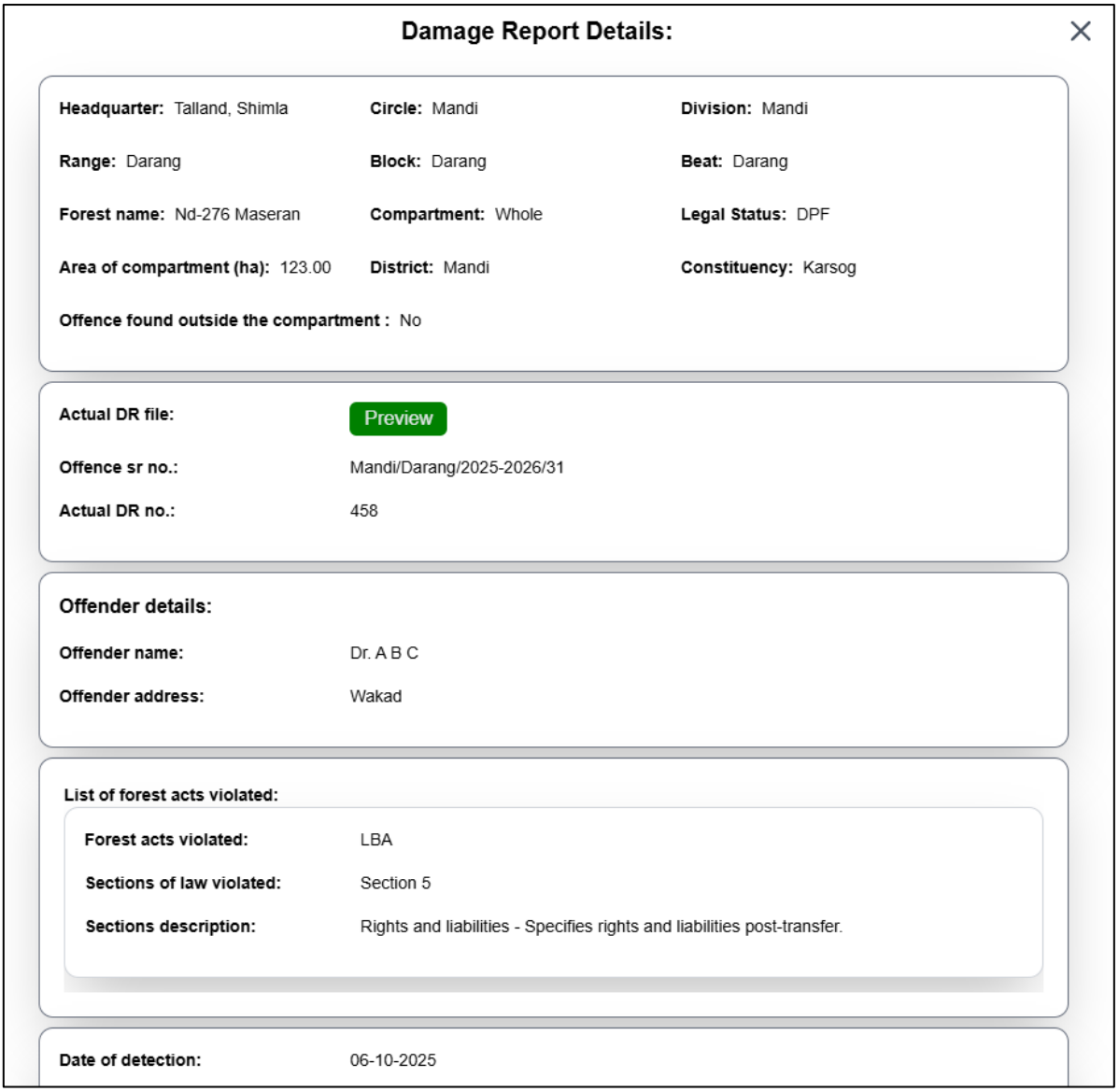


Figure 5.72 View of Damage Report

5.2.4 Editing DR Data Form

we can still modify our form is still available for modification but once form is submitted for approval. It cannot be modified. Let's see the step to edit the form

6. Accessing the Edit Form
    - Click on the Edit button shown in Figure 5.71.
    - The edit form will appear as shown in Figure 5.73.
7. You can change any field, add offenses, update forest acts violated, and include witnesses and other details as needed.
8. Saving Changes
    - Click the Update button to save changes as shown in Figure 5.74.

- A confirmation dialog will appear. Confirm your action to proceed as shown in Figure 5.75.
- Successfully alert message will appear as shown in Figure 5.76.

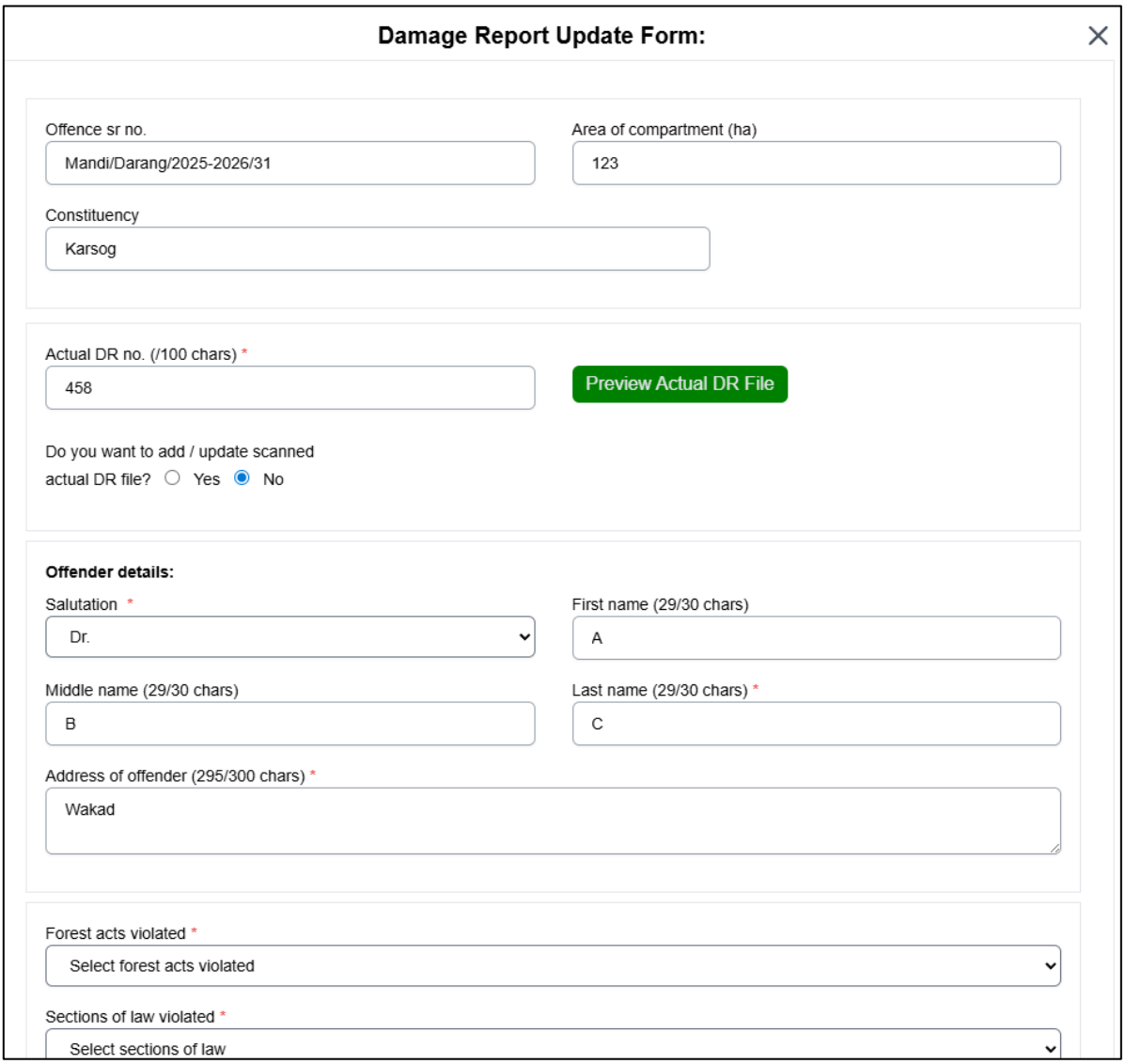


Figure 5.73 DR Data Entry Form Edit part 1

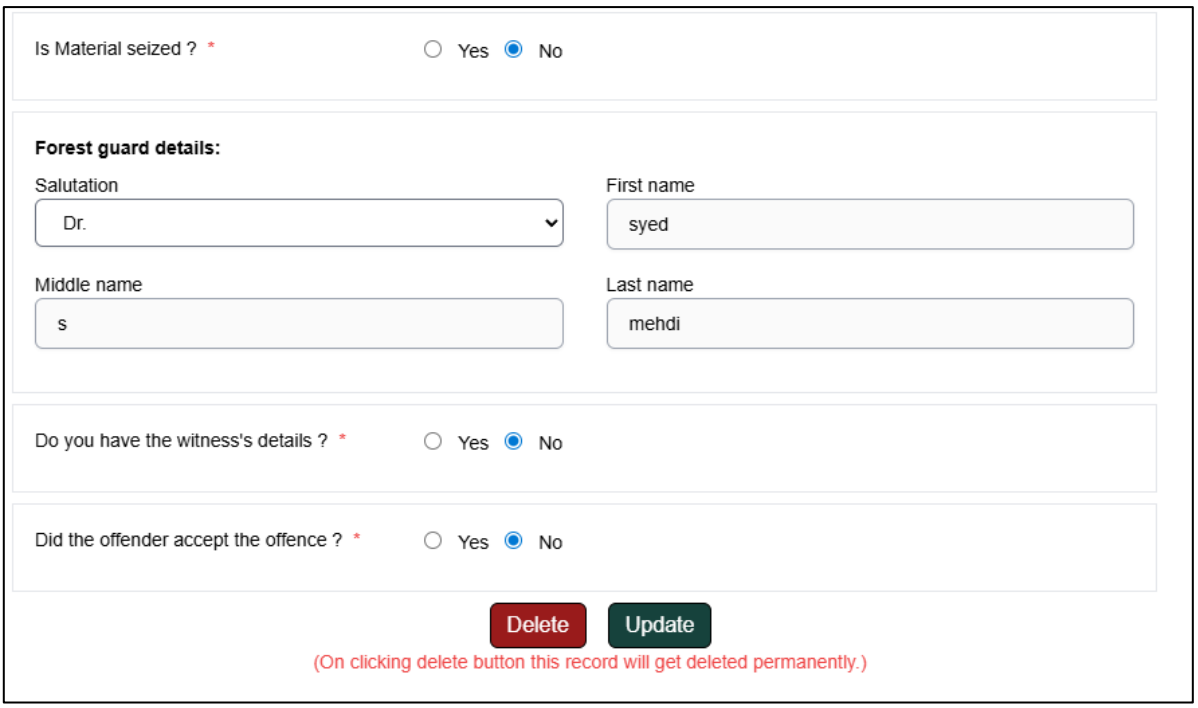


Figure 5.74 DR Data Entry Form Edit part 2

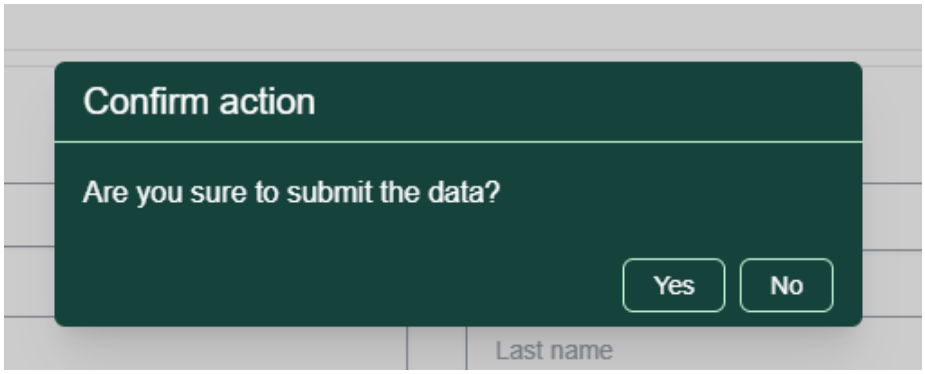


Figure 5.75 Confirmation Box for Updating the DR Data Entry Form

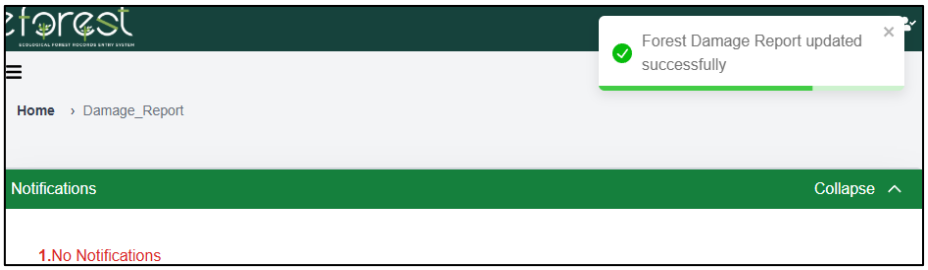


Figure 5.76 Successfully Updated form

5.2.5 Submit for Approval

After modifying the form, click the **Submit for Approval button** to submit the updated data. Once submitted, the form will be sent to the **RFO**, and the button label will change

to **UNDER APPROVAL**. The **RFO** will receive a notification in the notifications section, review the submitted form, and take the necessary actions.

NAME OF FOREST	COMPARTMENT	OFFENDER NAME	OFFENCE SR NO.	ACTIONS
Nd-276 Maseran	Whole	Poonam Admute	Mandi/Darang/2025-2026/32	EDIT VIEW SUBMIT FOR APPROVAL

Figure 5.77 Submit for Approval button

Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/31	EDIT VIEW UNDER APPROVAL DR

Figure 5.78 Under approval button

5.2.6 Generating Damage Report and Illicit Felling Report

After ensuring that all details in DR Data form are correct, now we can proceed further to generate Damage Report and Illicit Felling Report.

5.2.6.1 Damage Report

8. Click on DR Button as shown in Figure 5.79. Pdf will be downloaded as shown in Figure 5.80 and Figure 5.81.
9. Take a print of downloaded DR and signed it.

NAME OF FOREST	COMPARTMENT	OFFENDER NAME	OFFENCE SR NO.	ACTIONS
Nd-276 Maseran	Whole	Poonam Admute	Mandi/Darang/2025-2026/32	EDIT VIEW SUBMIT FOR APPROVAL
Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/31	EDIT VIEW UNDER APPROVAL DR
Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/30	EDIT VIEW SUBMIT FOR APPROVAL
Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/29	EDIT VIEW SUBMIT FOR APPROVAL
Nd-276 Maseran	Whole	Jhon Doe	Mandi/Darang/2025-2026/28	EDIT VIEW UNDER APPROVAL DR

5 per page Prev 1 2 3 ... 6 Next

Figure 5.79 DR Button

Himachal Pradesh Forest Department

Mandi Circle | Mandi Division
Darang Range |Darang Block
Darang Beat |Nd-276 Maseran Forest | Whole Compartment

Damage Report

Offence sr no. : Mandi/Darang/2025-2026/30
Actual DR no. : 457

Legal status : DPF
Area (Ha.) : 123.0
Date of detection : 06-10-2025
Time of detection : 01:00 am

Offender details :

Name of offender : Dr. A B C
Address : Wakad

Forest acts violated details :

Sn.	Forest acts violated	Sections violated	Description
1	LBA	Section 5	Rights and liabilities - Specifies rights and liabilities post-transfer.

Offences details :

Poaching :

Case detecting agency	Case detecting agency
Investigating agency	Investigating agency
Cause of death	Cause of death
Species	Jackal *(Canis aureus)*
Description	Animal
No. of quantity	34534
Weight (kg)	534545.00

Figure 5.80 Downloaded Damage Report part 1

Photographs details :

Page 1 of 4

Name of Forest : Nd-276 Maseran

Compartment : Whole

Photograph name	7158poaching.jpg
Description	Poaching
Photograph	

Filled by-
Signature : _____
Forest guard : Dr. syed s mehdi
Designation: PE
Date:

Approved by-
Signature : N/A
Range officer : N/A
Designation: N/A
Date: N/A

Figure 5.81 Downloaded Damage Report part 2

5.2.6.2 Illicit Felling Report

1. Only the illicit felling offence records that are found outside the compartments and are not included in any Working Circle will appear in this list.
2. Click on **Download Icon** as shown in Figure 5.82. Pdf will be downloaded as shown in Figure 5.83.
3. Take a print of the downloaded file.

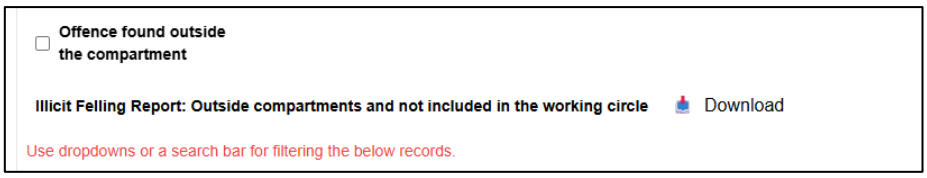
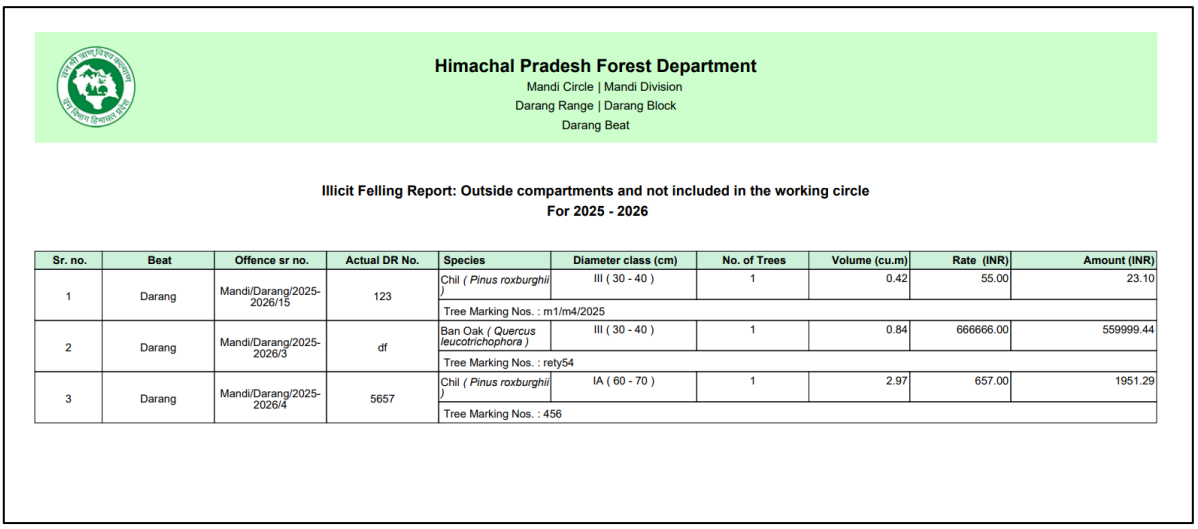


Figure 5.82 Download button for Illicit Felling Report PDF



Himachal Pradesh Forest Department
Mandi Circle | Mandi Division
Darang Range | Darang Block
Darang Beat

Illicit Felling Report: Outside compartments and not included in the working circle
For 2025 - 2026

Sr. no.	Beat	Offence sr no.	Actual DR No.	Species	Diameter class (cm)	No. of Trees	Volume (cu.m)	Rate (INR)	Amount (INR)
1	Darang	Mandi/Darang/2025-2026/15	123	Chil (*Pinus roxburghii*)	III (30 - 40)	1	0.42	55.00	23.10
				Tree Marking Nos. : m1/m4/2025					
2	Darang	Mandi/Darang/2025-2026/3	df	Ban Oak (*Quercus leucotrichophora*)	III (30 - 40)	1	0.84	666666.00	559999.44
				Tree Marking Nos. : rety54					
3	Darang	Mandi/Darang/2025-2026/4	5657	Chil (*Pinus roxburghii*)	IA (60 - 70)	1	2.97	657.00	1951.29
				Tree Marking Nos. : 456					

Figure 5.83 Illicit Felling Report PDF

5.2.7 Damage Report Submitted for approval to Range Officer

After the RFO logs in, they can view the new form entry in both the Notifications and Data Store sections. The RFO then reviews the DR and proceeds with the necessary actions.

5.2.7.1 Notification Section

The Notifications section displays only the pending DR forms received from the Beat Officer. When you click the cross **(✕)** button as shown in the Figure 5.84, a confirmation box appears as shown in the Figure 5.85. If you select **Yes**, the notification is removed from the Notifications section, marked as read successfully, and a success message is displayed as shown in the Figure 5.86.

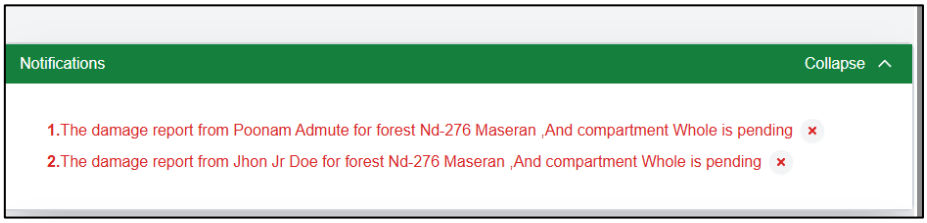


Figure 5.84 Notification Section

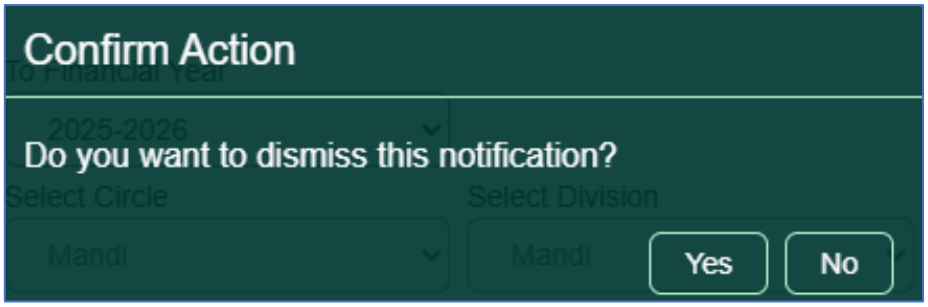


Figure 5.85 Notification for dismiss

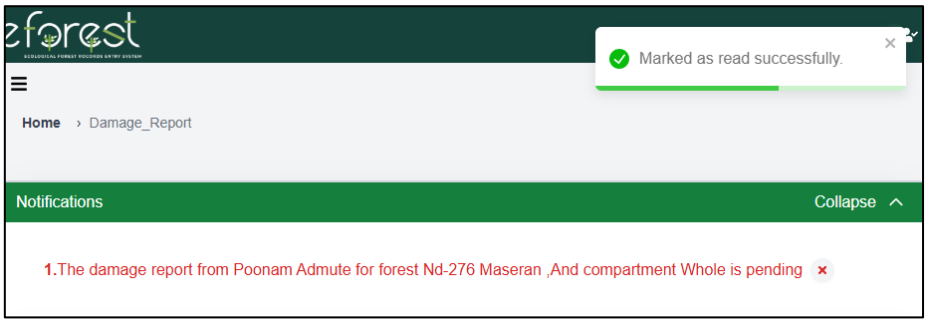
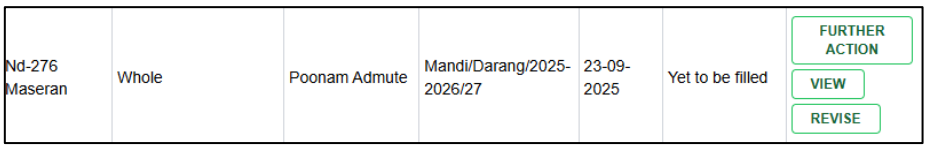


Figure 5.86 Notification marked

5.2.7.2 Revise DR Form

❖ **Process of Revising a Form**

- After the **RFO logs in**, the **Revise** button is available in the Data Entry section as shown in Figure 5.87.
- If the RFO finds any mistakes during verification (incorrect data, accidental entries, etc.), they can click Revise to send the form back to the Beat Officer for correction.
- If the RFO identifies any errors during verification (incorrect data, accidental entries, etc.), they can click the **Revise** button as shown in Figure 5.87.
- A **Revise modal** opens, prompting the RFO to enter the reason for revision as shown in Figure 5.88.
- After submitting the reason, a **confirmation dialog** appears.
- If the RFO selects **Yes**, the revision request is processed, and a **success message** is displayed as shown in Figure 5.89.
- When the form is revised:
    - The notification is removed from the **RFO's Notification** section.
    - The entry is removed from the **RFO's Data Entry** list.



Nd-276 Maseran	Whole	Poonam Admute	Mandi/Darang/2025-2026/27	23-09-2025	Yet to be filled	FURTHER ACTION VIEW REVISE

Figure 5.87 Revise Button

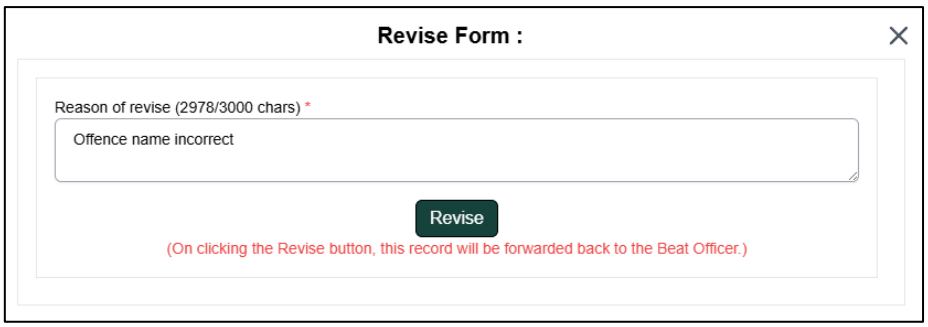


Figure 5.88 Revise form

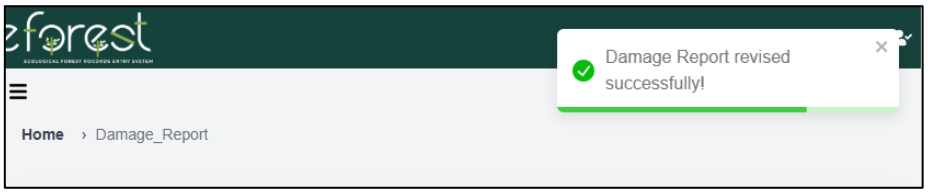


Figure 5.89 Revised successfully

❖ Beat Officer Actions

- When the **Beat Officer logs in**, the notification appears in the **Notification** section as shown in Figure 5.90, and the revised form appears in the **Data Entry** section as shown in Figure 5.91.
- After clicking the notification, the reason is displayed. When you click *Mark as Read* as shown in Figure 5.92, a success message appears, and the notification is removed from the list, as shown in Figure 5.93.
- The Beat Officer reviews the form, makes the necessary corrections, and **forwards it again to the RFO** for approval.

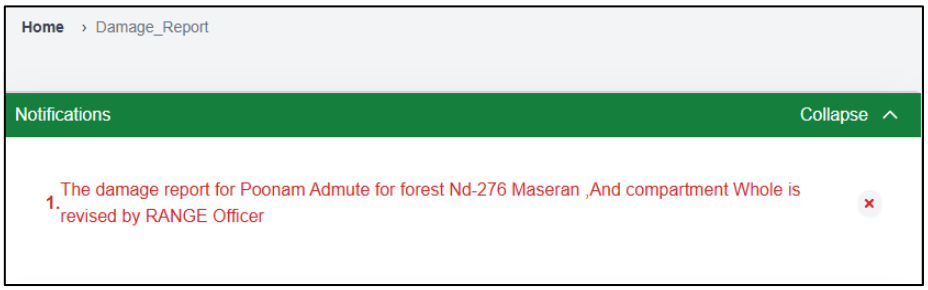


Figure 5.90 Beat Officer notification section

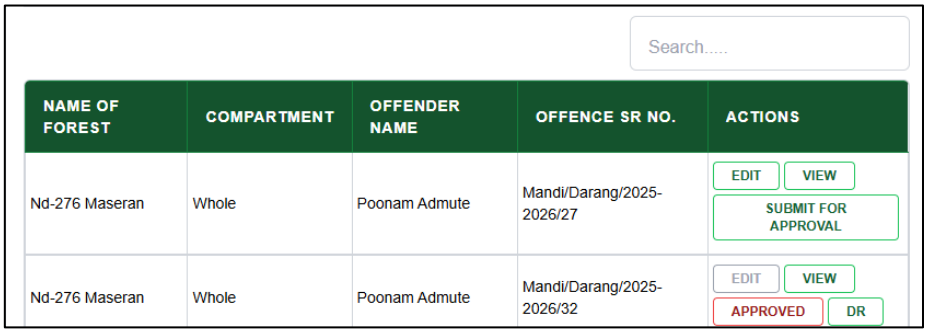


Figure 5.91 Revised form in data entry

Figure 5.92 Revised reason modal

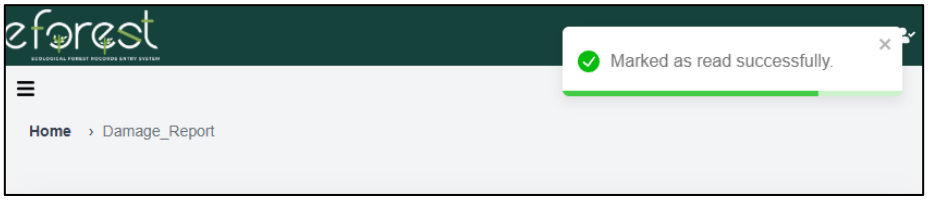


Figure 5.93 Read success message

5.2.7.3 *Approval through Data Store*

5. **Open Data Store:** Navigate to the Data Store section.
6. **Locate the Form:** Find the new form entry in the list.
7. **FURTHER ACTION Button:** Select the "FURTHER ACTION" button to open the modal.

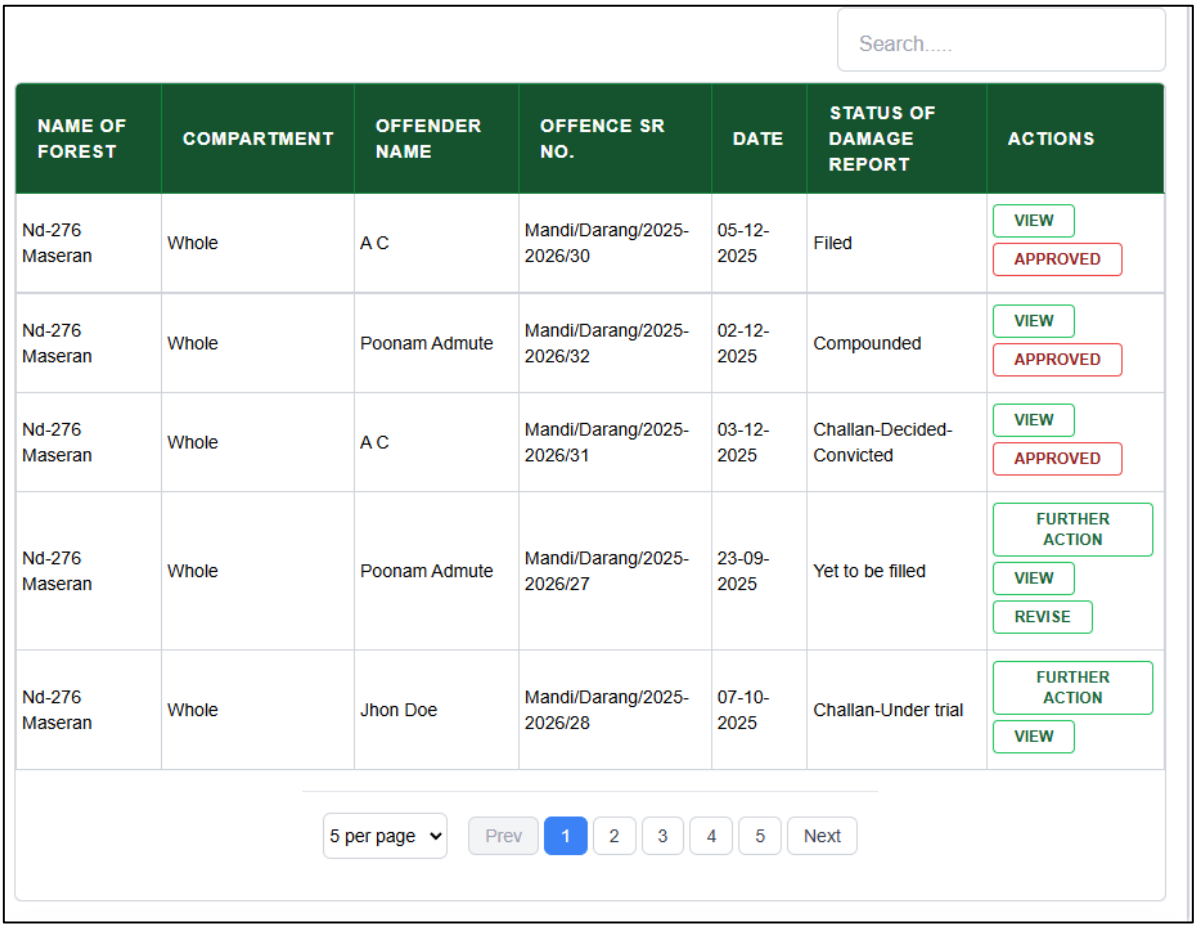


Figure 5.94 Further Action Button

8. When you open the modal, the following status will be displayed.

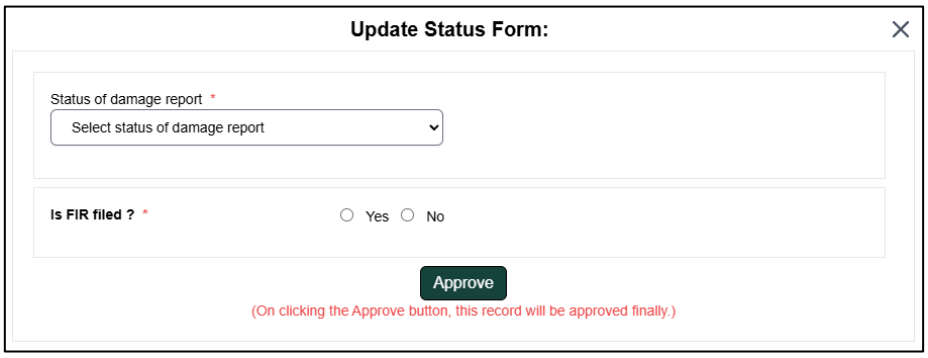


Figure 5.95 Update Status Modal

There are three status of Damage report. Choose from dropdown menu

9. Filed

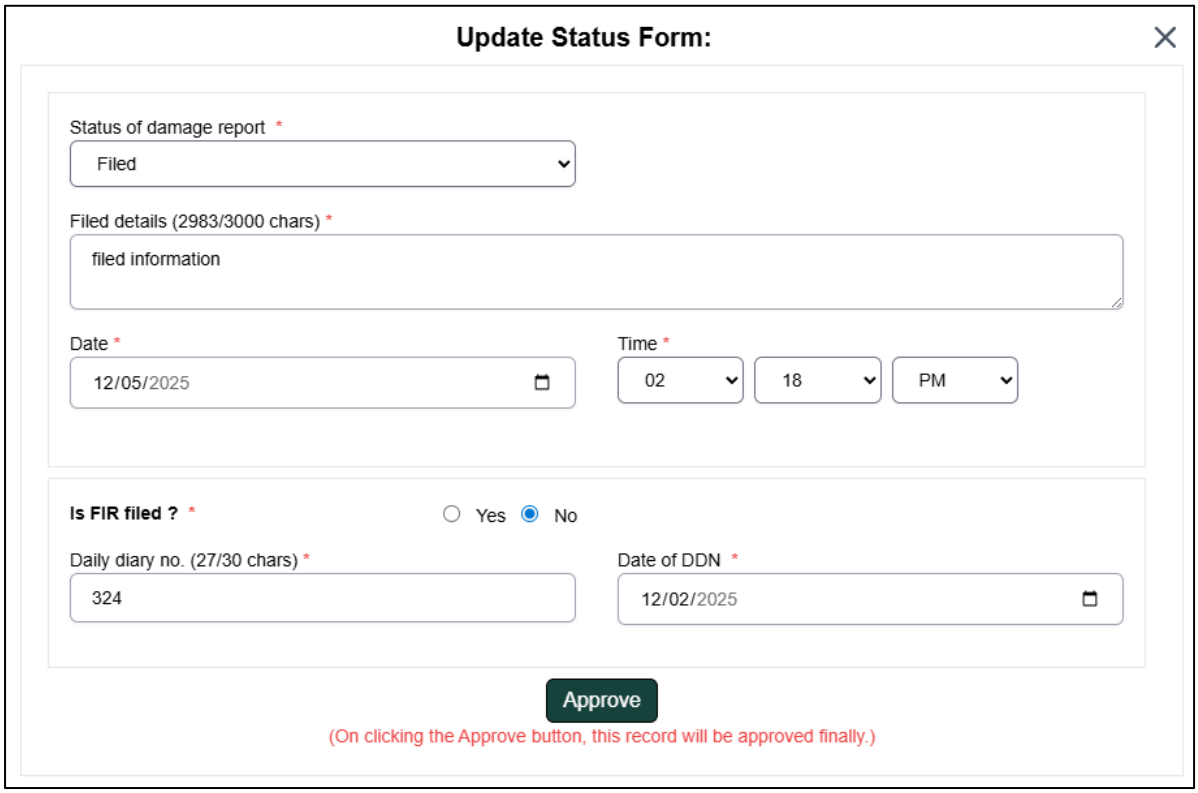


Figure 5.96 filed Update status modal

10. Filed Details (Mandatory, Max 3000)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
11. Date and Time (Mandatory)
    - Select date and Time
12. Is Fir Filed? (Mandatory)
    - Choose One of Radion Button
13. If Yes (Mandatory)
    - Enter Fir no. and Date and Time
14. If No (Mandatory)
    - Enter Daily diary no. and Date
15. Approve Button
    - After clicking on **Approve** button. Form successfully approved as shown in **Error! Reference source not found.** and changed status of damage r eport as '**Filed'** and approved as shown in Figure 5.98.

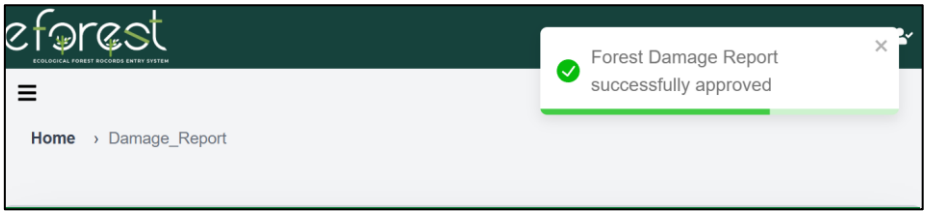
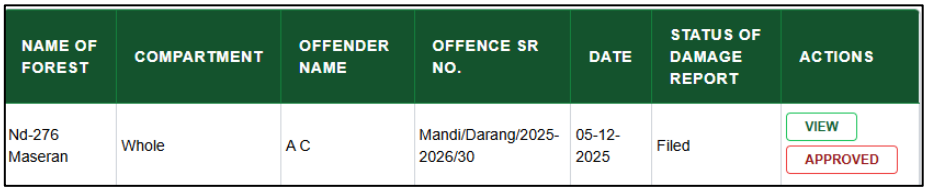


Figure 5.97 filed status approved successfully



NAME OF FOREST	COMPARTMENT	OFFENDER NAME	OFFENCE SR NO.	DATE	STATUS OF DAMAGE REPORT	ACTIONS
Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/30	05-12-2025	Filed	VIEW APPROVED

Figure 5.98 Changed Status of DR and Approved

16. Compounded

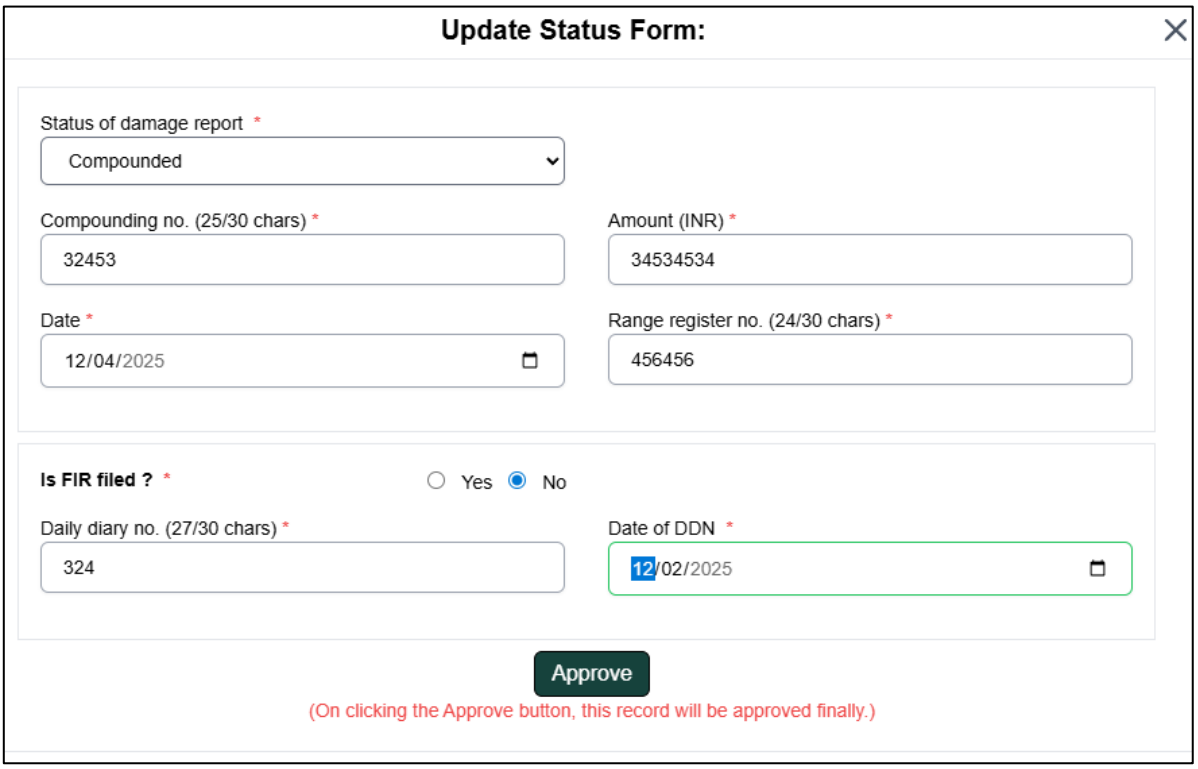


Figure 5.99 Compounded Update status modal

17. Compounded no (Mandatory, Max 30)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
18. Amount (Rs.) (Mandatory)
    - Enter amount in rupees.
19. Date (Mandatory)
    - Select date
20. Range Register no (Mandatory, Max 20)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
21. Is Fir Filed? (Mandatory)
    - Choose One of Radion Button
22. If Yes (Mandatory)
    - Enter Fir no. and Date and Time
23. If No (Mandatory)
    - Enter Daily diary no. and Date
24. Approve Button
    - After clicking on **Approve** button. Form successfully approved and changed status of damage report as '**Compounded'** and approved as shown in Figure 5.101.

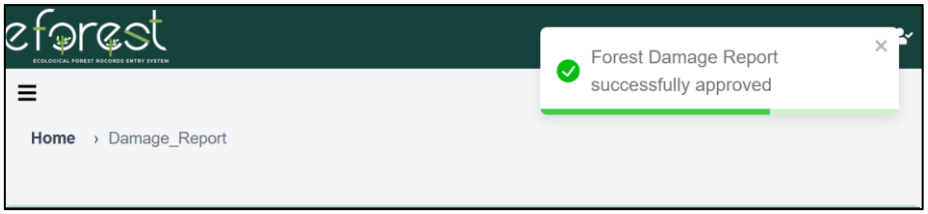


Figure 5.100 Compounded status approved successfully

Nd-276 Maseran	Whole	Poonam Admute	Mandi/Darang/2025-2026/32	02-12-2025	Compounded	VIEW APPROVED

Figure 5.101 Compounded Status of DR and Approved

25. Challan

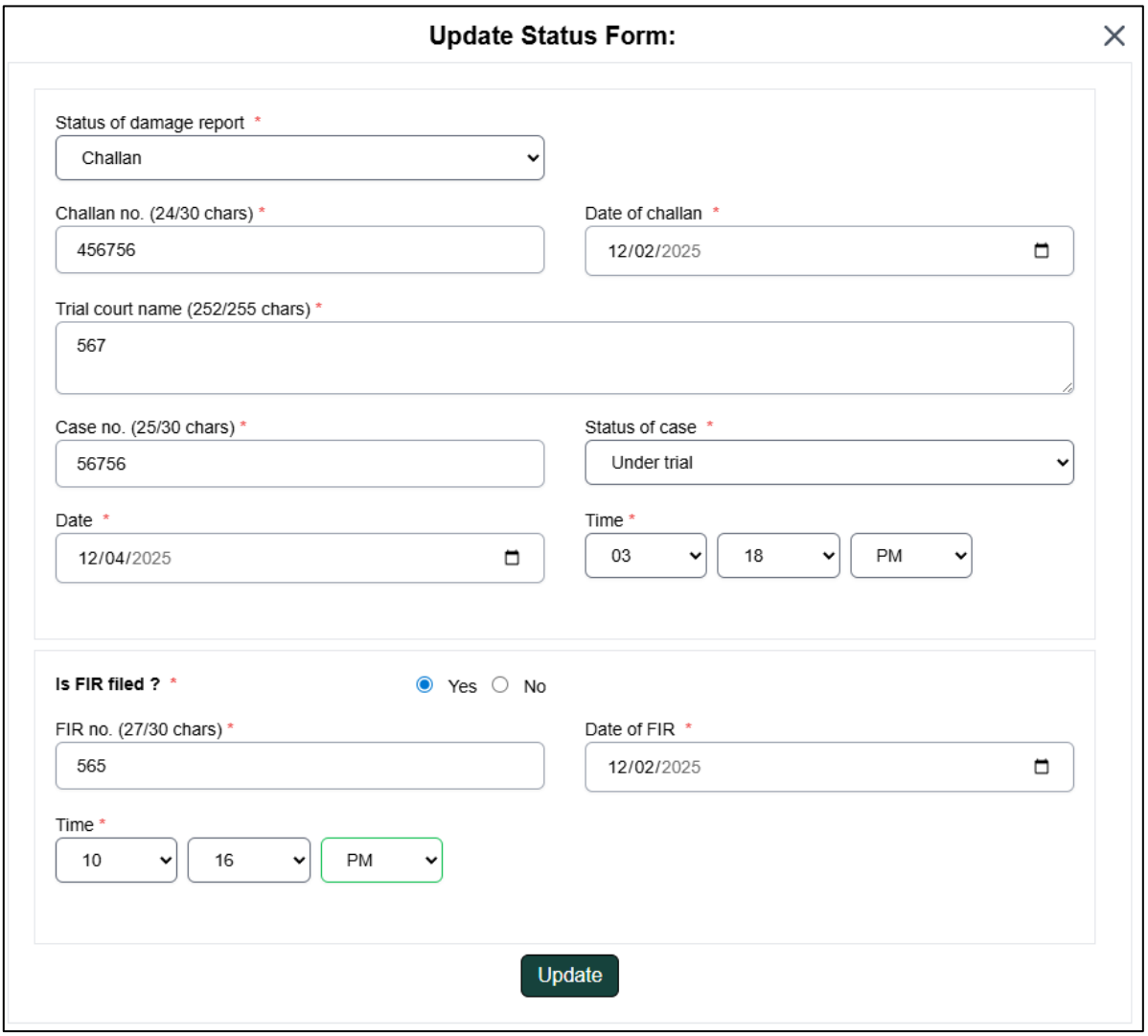


Figure 5.102 Challan Update status modal

26. Challan no (Mandatory, Max 30)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
27. Date of challan (Mandatory)
    - Select date of challan
28. Trial court name (Mandatory, Max 255)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
29. Case no (Mandatory, Max 30)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
30. Status of Case
    - Select status of case from dropdown menu
31. If **Under Trial** selected
32. Date (Mandatory)
    - Select date
33. Update Button
    - After clicking on **Update** button. Form successfully updated and changed status of damage report as **'Challan-Under Trial'** but not yet approved as shown in Figure 5.103 .

Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/31	03-12-2025	Challan-Under trial	FURTHER ACTION VIEW

Figure 5.103 Challan Under Trial Status

34. If **Decided** selected

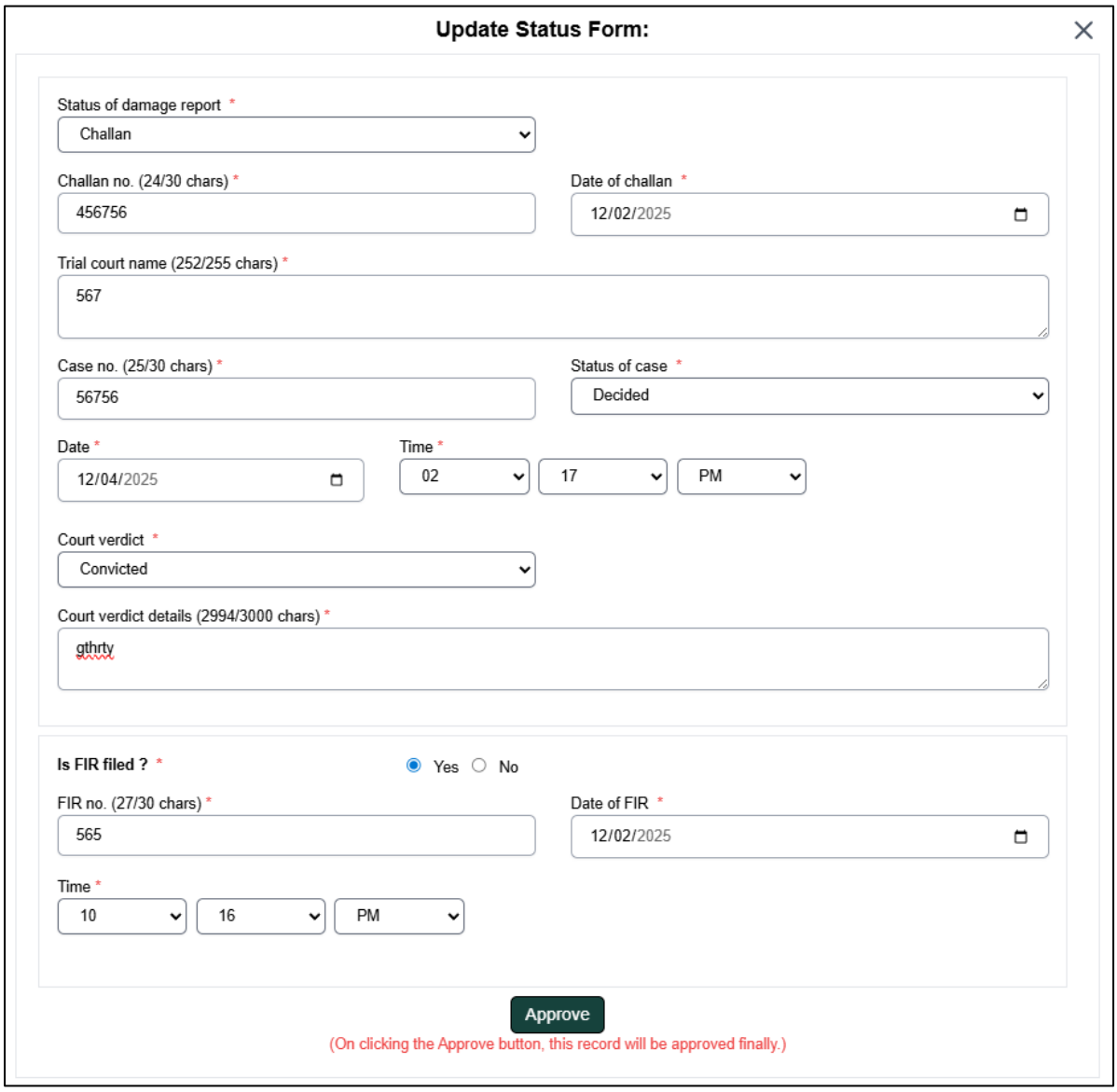
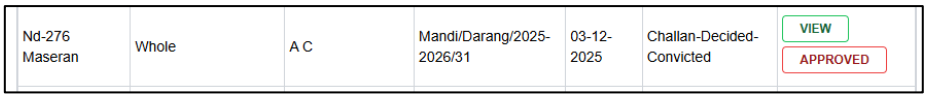


Figure 5.104 Decided Status

35. Date and Time (Mandatory)
    - Select date and time
36. Court verdict (Mandatory)
    - Select court verdict from dropdown menu
37. If **convicted** selected
38. Convicted Details (Mandatory, Max 3000)
    - Enter field contain only alphanumeric characters, spaces, and. / , -
39. If **acquitted** selected. don't do anything.
40. Is Fir Filed? (Mandatory)
    - Choose One of Radion Button

41. If Yes (Mandatory)
    - Enter Fir no. and Date and Time
42. If No (Mandatory)
    - Enter Daily diary no. and Date
43. Update Button
    - After clicking on **Approve** button. Form successfully updated and changed status of damage report as **'Challan-Decided-Convicted'** and approved as shown in Figure 5.106.

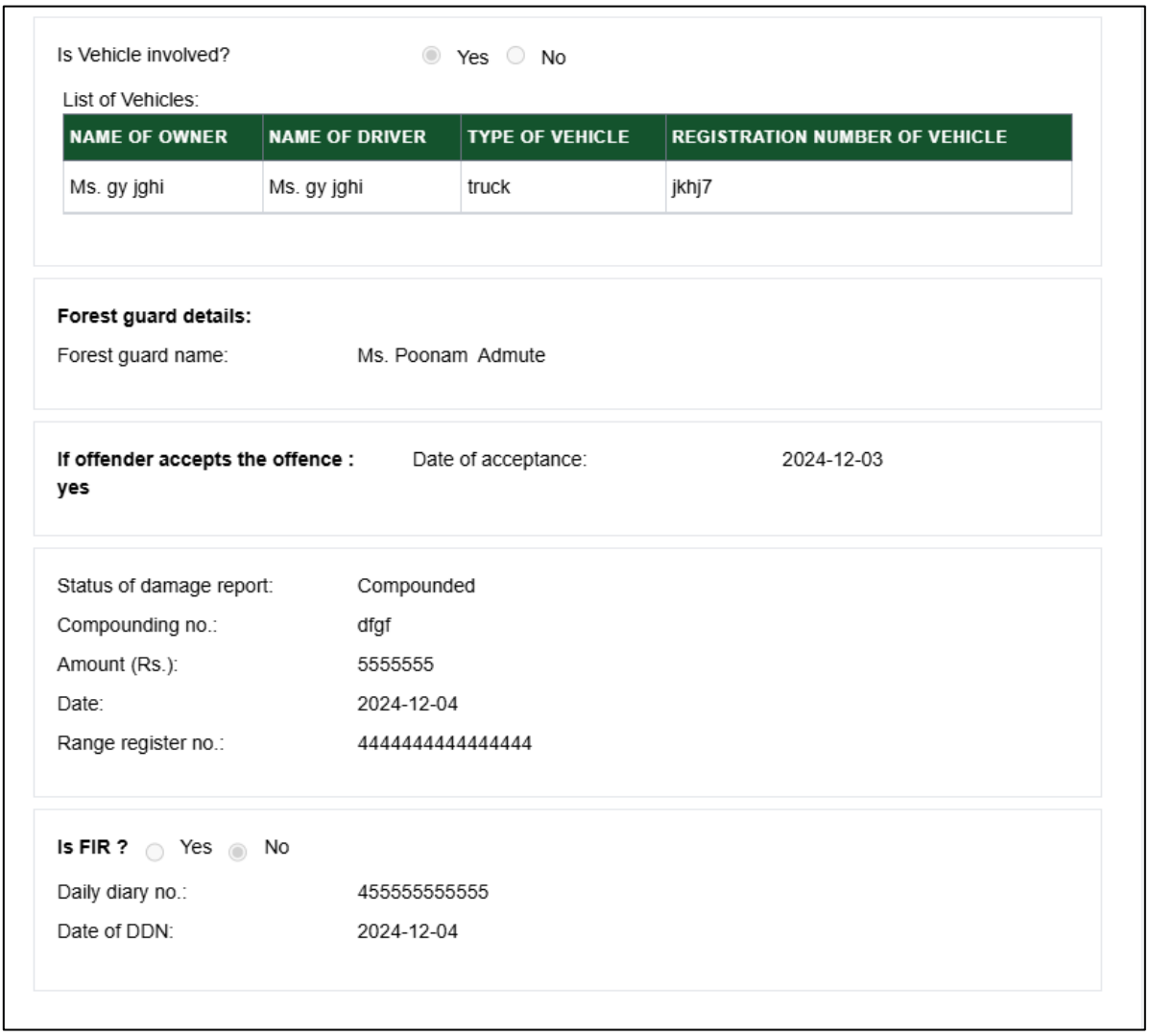
Figure 5.105 challan- Decided successfully updated



Nd-276 Maseran	Whole	A C	Mandi/Darang/2025-2026/31	03-12-2025	Challan-Decided-Convicted	VIEW APPROVED

Figure 5.106 Challan Status Approved

44. After you can see all the information in view modal and the process is completed



Is Vehicle involved? Yes No

List of Vehicles:

NAME OF OWNER	NAME OF DRIVER	TYPE OF VEHICLE	REGISTRATION NUMBER OF VEHICLE
Ms. gy jghi	Ms. gy jghi	truck	jkhj7

Forest guard details:

Forest guard name: Ms. Poonam Admute

If offender accepts the offence : yes Date of acceptance: 2024-12-03

Status of damage report: Compounded

Compounding no.: dfgf

Amount (Rs.): 5555555

Date: 2024-12-04

Range register no.: 4444444444444444

Is FIR ? Yes No

Daily diary no.: 455555555555

Date of DDN: 2024-12-04

Figure 5.107 View Section

5.2.8 Damage Report Form Status

The **DR Form Status** section provides an overview of the current status of DR Forms. It displays key metrics such as the number of Total DR, DR not yet submitted to approval, under approval, approved DR. Users can filter the data using dropdown menus for Headquarters, Circle, Division, Range, Block, Beat, Forest, and Compartment. This allows

for drilling down to view the status of DR Forms specific to a compartment. The data is presented in a tabular format for easy reference, as shown in Figure 5.108.

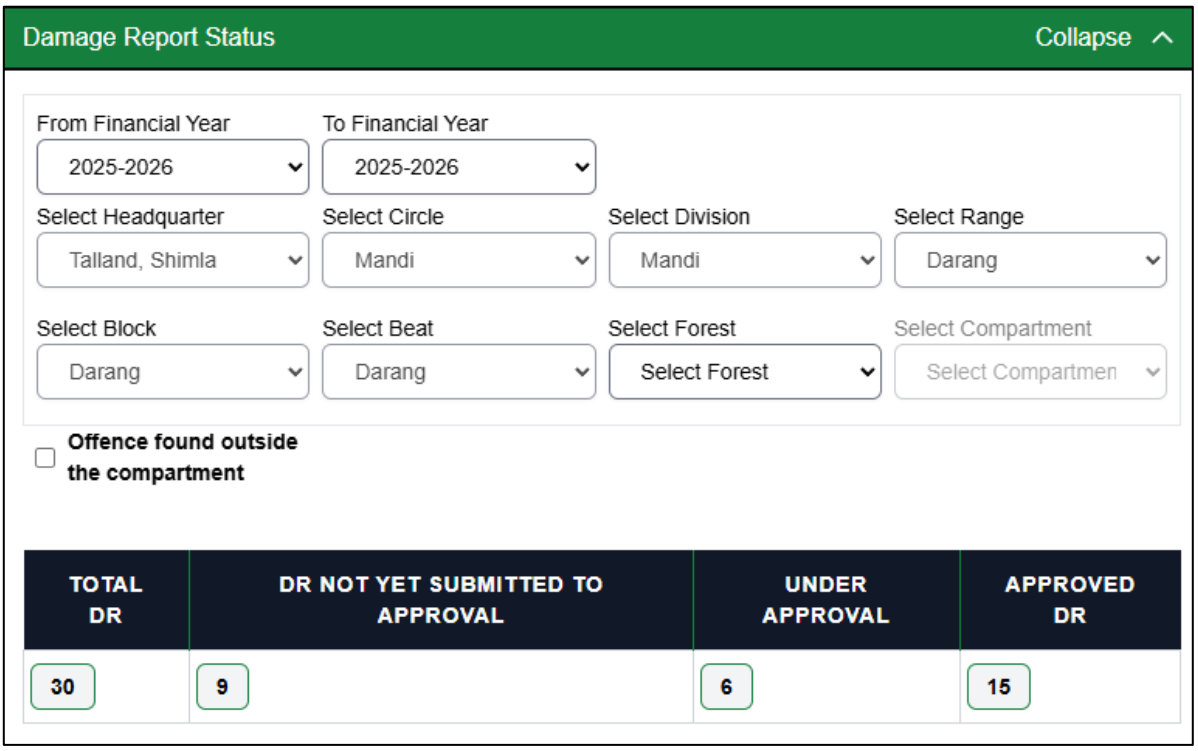


Figure 5.108 DR Status

5.3 Dashboard For Forest Protection

This is a dashboard for Forest Protection module. To access the dashboard, you have to click on "Dashboard FP" submenu under Forest Protection menu as shown in Figure 5.109

Note*:* This page is accessible to the general public, allowing for transparency and informed engagement with the process.

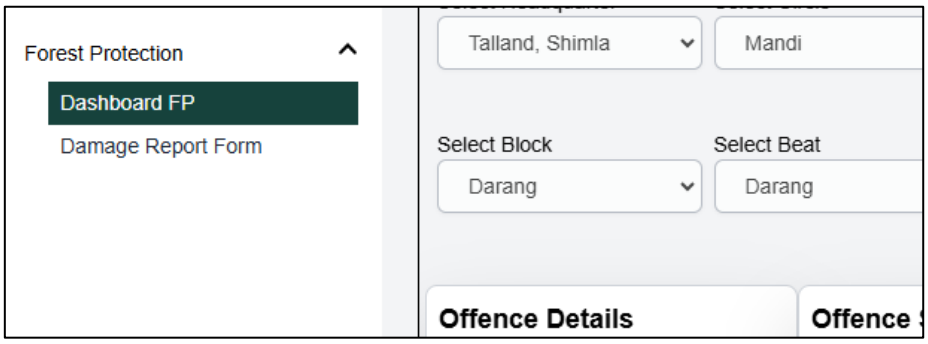


Figure 5.109 Dashboard FP

The Module Charts Dashboard provides insights into DR Form statistics and data Visualization for forest protection modules. Users can switch between these modules using the toggle buttons at the top of the dashboard.

Filter Section

This section allows users to view data for the selected year and location parameters. Filters include:

- Year: Users can choose the financial year (e.g., 2024-2025).
- Headquarters, Circle, Division, Range, Block, Beat, Forest, and Compartment: Dropdown filters for narrowing down the data geographically.

5.3.1 Charts

1. Offence details by compounded amount (Pie Chart):
    - The pie chart categorizes offenses into multiple types such as "Breaking up Forest," "FCA Violation," "Fire," and others, showing the percentage of the compounded amount for each offence.
2. Offence Status (Bar Chart):
    - This bar chart illustrates the status of offenses, showing how many were "Filed," "Compounded," or remain in other categories.
3. Fir Status (Bar Chart):
    - The chart highlights the count of FIRs (First Information Reports) versus DDRs (Daily Dairy Reports).

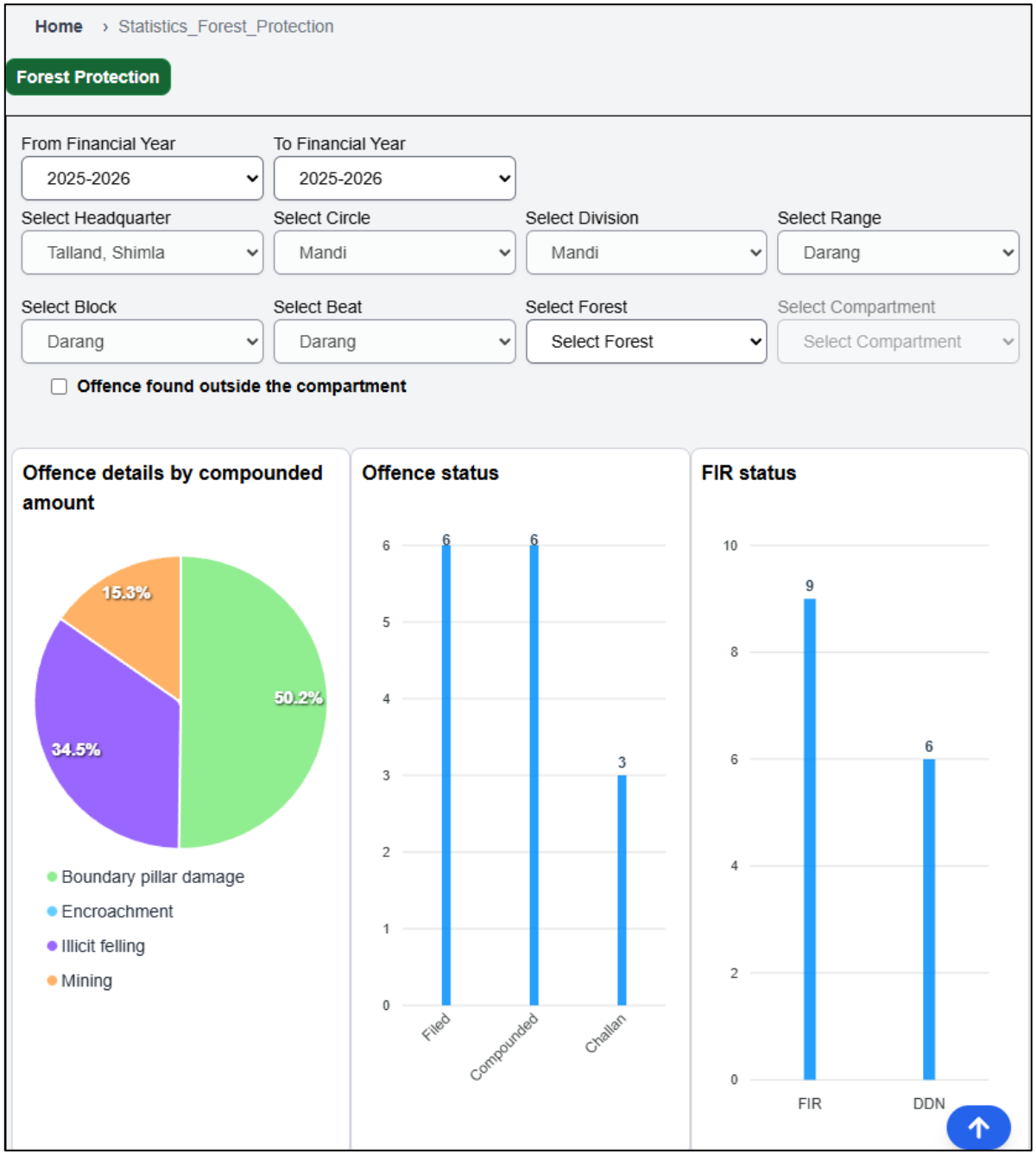


Figure 5.110 Dashboard for Forest Protection