National Transit Pass System (NTPS)

Inter-State/Intra State Movement of Timber, Bamboo and other Forest Produce

State Administrator Manual

Index-

About MoEFCC

The Ministry of Environment, Forest and Climate Change (MoEFCC) is the nodal agency in the administrative structure of the Central Government for the planning, promotion, co-ordination and overseeing the implementation of India's environmental and forestry policies and programmes.

The primary concerns of the Ministry are implementation of policies and programmes relating to conservation of the country's natural resources including its lakes and rivers, its biodiversity, forests and wildlife, ensuring the welfare of animals, and the prevention and abatement of pollution. While implementing these policies and programmes, the Ministry is guided by the principle of sustainable development and enhancement of human well-being.

The Ministry also serves as the nodal agency in the country for the United Nations Environment Programme (UNEP), South Asia Co-operative Environment Programme (SACEP), and International Centre for Integrated Mountain Development (ICIMOD) and for the follow-up of the United Nations Conference on Environment and Development (UNCED). The Ministry is also entrusted with issues relating to multilateral bodies such as the Commission on Sustainable Development (CSD), Global Environment Facility (GEF) and of regional bodies like Economic and Social Council for Asia and Pacific (ESCAP) and South Asian Association for Regional Co-operation (SAARC) on matters pertaining to the environment.

The broad objectives of the Ministry are:

- Conservation and survey of flora, fauna, forests and wildlife
- Prevention and control of pollution
- Afforestation and regeneration of degraded areas
- Protection of the environment and
- Ensuring the welfare of animals

2.0 About Inter-State/Intra State Movement of Timber Bamboo and Other Forest Produce

2.1 Introduction

Inter-State/Intra State Movement of Timber, Bamboo and other Forest Produce is a web based role based and workflow application. It is designed to issue transit permit or NOC for Pan India movement of bamboo and agro-forestry produce. The need is felt to replace manual paper based transit system by online transit system for ease of doing business. Since every state have state specific acts and rules regarding transit passes, there is need to standardize them so a single TP can be utilized for intra state movement.

2.2 Objectives

The following are the main objectives of the system:

- Enhance efficiency, transparency and accountability in the management process of issuing Transit Pass/NOC for Inter-State/Intra State Movement of Timber, Bamboo and other Forest Produce.

- Reduction in turnaround time for activity.

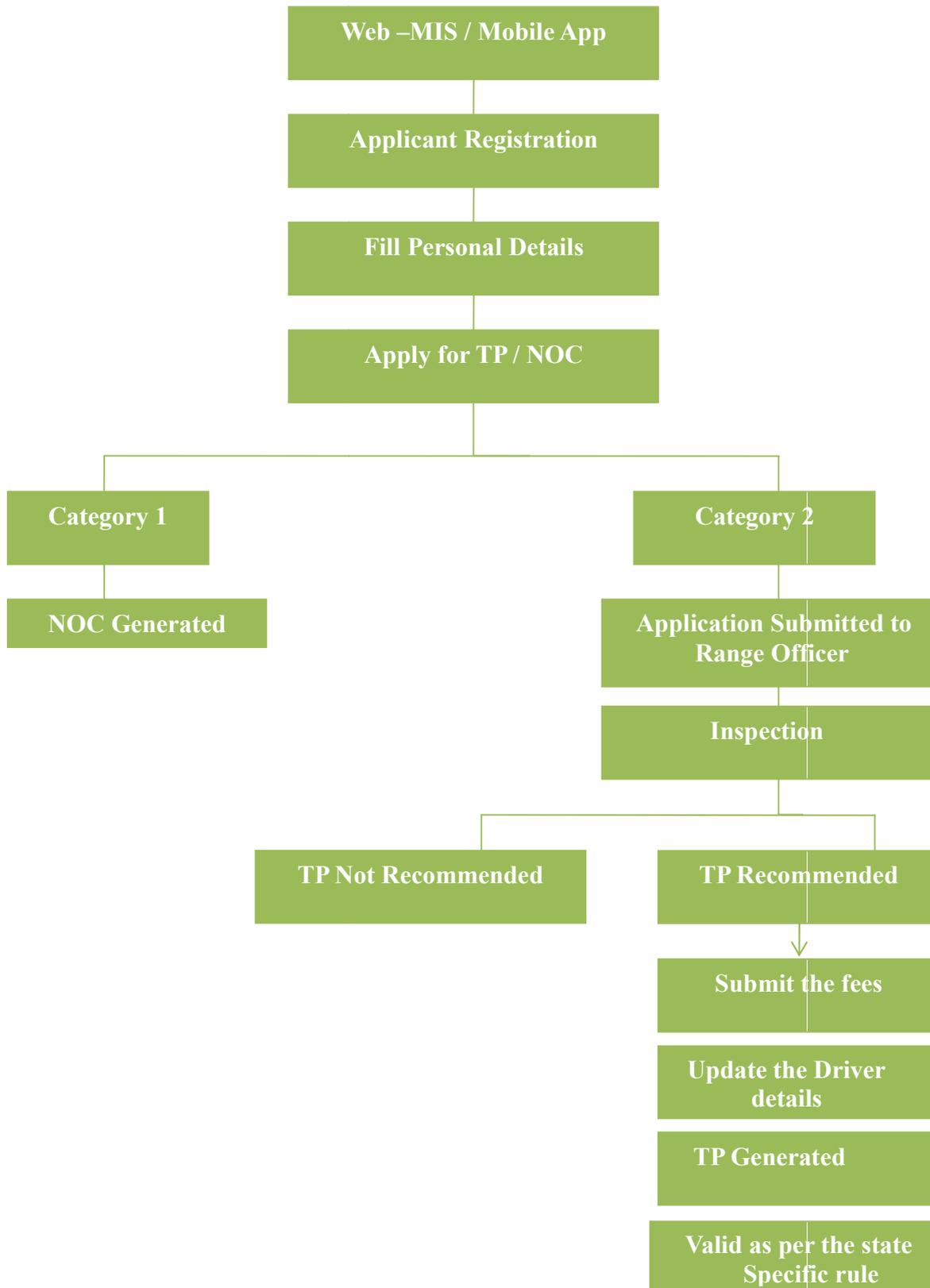- Enhance ease and convenience of all the stakeholders.

Key features of National Transit Pass System

- It is a role based and work flow based application available as desktop based web portal as well as mobile application.

- Online registration and submission of the applications for Transit Permit (TP) or No Objection Certificate (NOC) through web-portal and mobile app.

- Online application for species grown on private land which are exempted from transit pass regime and online application submission for species grown on private land which are not exempted from transit pass regime.

- Online generation of Transit Permit or NOC on the basis of category of species.

- E-payment system- Payment can be made online through mobile app/web portal before downloading T.P.

- Expedite issuance of transit permits for timber, bamboo and other minor forest produce without physically going to forest offices.

- Replace manual paper based transit system by online transit system.

- One permit for whole India for transit of timber, bamboo and other minor forest produce for ease of doing business.

- Seamless movement across state borders from origin to destination through help of Mobile App.

- Prevent hardships of timber and bamboo producers, farmers and transporters in obtaining permits and at forest check posts.

- Promotion of agro-forestry activities.

- Saving of transportation cost and time which will benefit farmers and traders and will in turn help in increasing farmer's income.

Work Flow for obtaining Transit Permit

```
                    ┌─────────────────────────┐
                    │    Web –MIS / Mobile App │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │   Applicant Registration │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │    Fill Personal Details │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │      Apply for TP / NOC  │
                    └─────────────────────────┘
                                │
              ┌─────────────────┴───────────────────┐
        ┌───────────┐                         ┌───────────┐
        │ Category 1│                         │ Category 2│
        └───────────┘                         └───────────┘
              │                                     │
        ┌───────────┐              ┌────────────────────────────┐
        │NOC Generated│            │ Application Submitted to    │
        └───────────┘              │      Range Officer          │
                                   └────────────────────────────┘
                                                │
                                   ┌────────────────────────────┐
                                   │         Inspection          │
                                   └────────────────────────────┘
                                                │
                          ┌─────────────────────┴──────────────┐
               ┌────────────────────┐          ┌────────────────────┐
               │ TP Not Recommended │          │  TP Recommended     │
               └────────────────────┘          └────────────────────┘
                                                        │
                                              ┌────────────────────┐
                                              │   Submit the fees   │
                                              └────────────────────┘
                                              ┌────────────────────┐
                                              │ Update the Driver   │
                                              │     details         │
                                              └────────────────────┘
                                              ┌────────────────────┐
                                              │    TP Generated     │
                                              └────────────────────┘
                                              ┌────────────────────┐
                                              │ Valid as per the    │
                                              │ state Specific rule │
                                              └────────────────────┘
```

Support Assistance provided for the operation of the Portal

Support/Assistance

Applicant		Staff / officer

1. Call to Landline 2. Contact to Local Trainer 3. Send the mail to Web- admin		4. Send the mail to Web- admin 5. Contact to Local trainer 6. Assistance through raise query Link 7. Response for Web admin through Response Link

Homepage

भारत सरकार | GOVERNMENT OF INDIA

Ministry of Environment, Forest and Climate Change
Government of India
National Transit Pass System
(National Portal for Inter-State / Intra-State Movement of Timber,
Bamboo and other Forest Produce)

HOME   APPLICANT REGISTRATION   LOGIN

Currently under pilot testing in Madhya Pradesh and Telangana

About MoEFCC   About NTPS   Advisory ▼   State Transit Rules   FAQ

National Portal For Inter-State / Intra-State Movement Of Timber, Bamboo And Other Forest Produce

Online application for Species grown on private land which are exempted from transit pass regime.

CONTACT US

State

Administrator

Welcome Page for State Administrator: This page is designed for state admin, any changes, related to various master databases, made here will be reflected in various data entry forms being used at different level. The state admin will have access to add/update list of Circle, Division, and Range etc which will reflect in all relevant data entry forms being used at different level. User will also have access to add list of exempted and non-exempted species. He will have access to map the Designation which is used for the flow of the movement of the application for approval at different levels. Dashboard and Report can be selected to view the details at different levels. User can also add a Local Language, only once through this option. The TP will have the local language added in here along with English.

The State Admin Panel provides following Tabs to perform different task.

1. **Home:** The home page of the NTPS portal after logging in

2. **Dashboard:** Provides a pictographic summary of all the applications received for Transit pass and No Objection Certificate

3. **Reports:** Provides list of applications as per their status with option to download them in excel format

4. **Designation Mapping:** Provides option to map the level of designation.

5. **Master Creation:** Provides option to create master record of Circle, Division, Range, and check post of the state.

6. **Language:** Provides option to set the dual language along with English for the TP.

7. **Species Exempted:** Provides option to categorize the species under exempted/non exempted categories.

8. **Transit Rule:** Provides option to add Transit Rule number.

9. **Assistance:** Provides option to raise query

10. **Update Profile:** Provides option to update profile details

11. **Update Mobile:** Provides option to update mobile number

12. **User Manual:** Provides detailed instructions to operate the NTPS

13. **Change Password:** Provides option to change the current password

1.   Home Page

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CHANGE PASSWORD   LOGOUT

Home Dashboard Reports ▾ Designation Mapping Master Creation ▾ Language Species Exempted Transit Rule Assistance ▾ Update Profile Update Mobile User Manual

Welcome to

NATIONAL TRANSIT PASS SYSTEM
(NATIONAL PORTAL FOR INTER-STATE / INTRA-STATE MOVEMENT OF TIMBER, BAMBOO AND OTHER FOREST PRODUCE)

2.   Dashboard: The dashboard provide an overall view of the status of applications received and TP/NOCs issued so far in the state.

Following information are displayed on the Dashboard tile

TPs Processing -

- Total TPs received will appear in the first tile for the entire state

- TPs issued will appear in second tile for the entire state.

- TPs pending will appear in third tile for the entire state.

- TPs rejected will appear in 4th tile showing the total no. of TPs rejected in different state.

- Total NOC issued will appear in the last tile.

TPs Tracking -

- Total TPs generated by the state will appear in the first tile.

- TPs completed will appear in the second tile represent total TPs which have crossed all the barriers and reached at destination in the valid period.

- TPs incomplete will appear in the third tile represent total TPs which have not crossed all the barriers specified in the TP.

- TPs expired represent the total no. of TPs where the validity period has expired.

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CHANGE PASSWORD   LOGOUT

| Home | Dashboard | Reports ▾ | Designation Mapping | Master Creation ▾ | Language | Species Exempted | Transit Rule | Assistance ▾ | Update Profile | Update Mobile | User Manual |

From : [Enter Date From Start]   **To :** [Enter Date To End]   Search

Analysis of Transit Permit (TPs) for Madhya Pradesh State

TPs Processing

Total TPs Recieved	TPs Issued	TPs Pending	TPs Rejected	Total NOC Issued
10	1	9	0	16

TPs Tracking

Total TPs Generated	TPs Completed	TPs Incomplete	TPs Expired
1	0	1	0

Analysis of TPs Processing for Madhya Pradesh State

Analysis of TPs Tracking for Madhya Pradesh State

Analysis of TPs Processing for Madhya Pradesh State
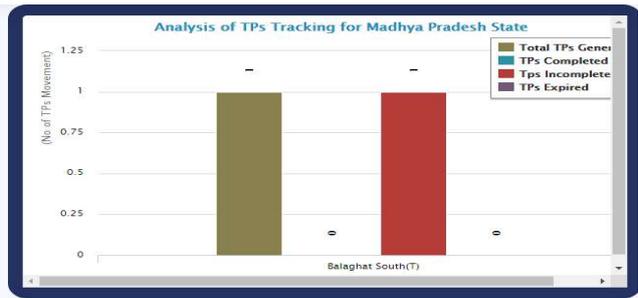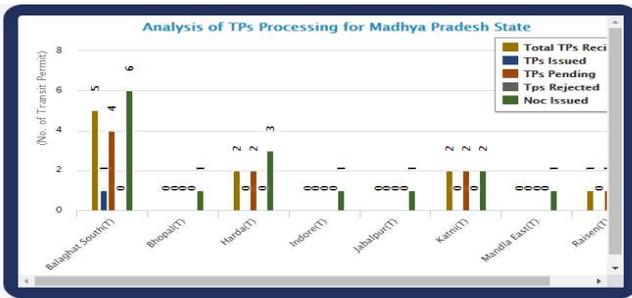
S.No.	Division Name	All TPs Recieved	TPs Issued	TPs Rejected	TPs Pending	NOC Issued
1	Balaghat South(T)	5	1	0	4	6
2	Bhopal(T)	0	0	0	0	1
3	Harda(T)	2	0	0	2	3
4	Indore(T)	0	0	0	0	1
5	Jabalpur(T)	0	0	0	0	1
6	Katni(T)	2	0	0	2	2
7	Mandla East(T)	0	0	0	0	1
8	Raisen(T)	1	0	0	1	1

Analysis of TPs Tracking for Madhya Pradesh State

S.No.	Division Name	Total Tps Generated	TPs Completed	TPs Incomplete	TPs Expired
1	Balaghat South(T)	1	0	1	0

3. **Reports:** This tab provides detailed report of all the TP/NoC application received. The reports are generated in nine different ways.

3.1. **Total Applications Received:** It displays division wise, and range wise total numbers of TPs received. Search option is provided for searching applications based on applicant name, date of submission, Applicant ID, Division or range wise details.

To check the application received based on the Application ID/Applicant Name/ Division/ Range, enter the value in the search box and click on search.

The details will be displayed as below:

3.2. **Total TPs Issued:** It displays division wise, and range wise total numbers of TPs issued in the state. Search is provided for searching the TPs based on applicant name, date of issue, range.

To check the TP issued based on the Application ID/Applicant Name/ Division/ Range, enter the value in the search box and click on search.

The details will be displayed as below:

3.3. Total TPs Pending status: It displays division wise and range wise total numbers of TPs which are pending. Search is provided to search the TPs based on applicant ID, applicant name, Division, range or date of last decision.

To check the TP pending based on the Application ID/Applicant Name/ Division/ Range, enter the value in the search box and click on search.

The details will be displayed as below:

3.4. Total TPs not recommended: It displays division wise and range wise total numbers of application which are not recommended for TPs. Search is provided for searching the

application based on the Application ID/Applicant Name/ Division/ Range or date of last decision.

To check the TP pending based on the Application ID/Applicant Name/ Division/Range, enter the value in the search box and click on search.

The details will be displayed as below:

3.5. **NOC Issued:** It displays division wise and range wise total numbers of NOCs issued. Search is provided for searching the application based on the Application ID/Applicant Name/ Division/ Range or date of last decision.

To check the NOC issued based on the Application ID/Applicant Name/ Division/Range/date of last decision, enter the value in the search box and click on search.

The details will be displayed as below:

3.6. **Destination wise:** It provides destination circle wise summary of all the application received. It provides summary of No. of TP issued, Nos. of TP Pending, No. of TP Not Recommended, and No. of NOC issued. It also provides option to search for summary of any particular circle. The summary is displayed as below:

To see the list of application under each category click on the summary number mentioned below each categories, a new window containing the list of application will pop-up as below.

3.7. **Source wise:** It provides source circle wise and depot & private land wise summary of all the application received. It provides summary of No. of TP issued, Nos. of TP Pending, No. of TP Not Recommended, and No. of NOC issued. It also provides option to search for application between two dates or for a particular circle.

To search for the summary based on any particular circle or between two dates, enter the values and click on search button.

The summary is displayed as below:

3.8. Species wise: It provides a summary of all the application received and the total quantity, categorised by Circle, type of forest produce, and species.

To see the list of application click on the summary number mentioned below **No. of Application Received**, a new window containing the list of application will pop-up as below

4. **Designation Mapping:** The, movement of the application depends on the hierarchy of the designations. These hierarchies are mapped using **Designation Mapping** tab. The application submitted by the applicant will reach to range officer, who can nominate officers under him for the inspection, and based on the observation he/she may wish to forward this application for approval from higher authority. The application will move on to the immediate officer in the hierarchy.

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CHANGE PASSWORD   LOGOUT

Home   Dashboard   Reports ▾   Designation Mapping   Master Creation ▾   Language   Species Exempted   Transit Rule   Assistance ▾   Update Profile   Update Mobile   User Manual

Designation Mapping

Order*   Select

Designation*   Select

Save & Continue   **Save & End**

S.No.	Order	Designation	Modify/Delete
1	1	Range Forest Officers	Modify ❌
2	2	Divisional Forest Officers	Modify ❌

Steps for Designation Mapping

Select an Order for the movement of the Transit Permit for issuing.

Select 1, 2… as the TP move from first officer to another. Higher number denotes the higher designation.

Select the designation accordingly.

The selected order will appear in the table. It can be altered by selecting Modify or Delete.

"Click on Save & Continue to SAVE data"

5. Master Creation: The tab provides options to create master database of Circle, Division, Range, and check post.
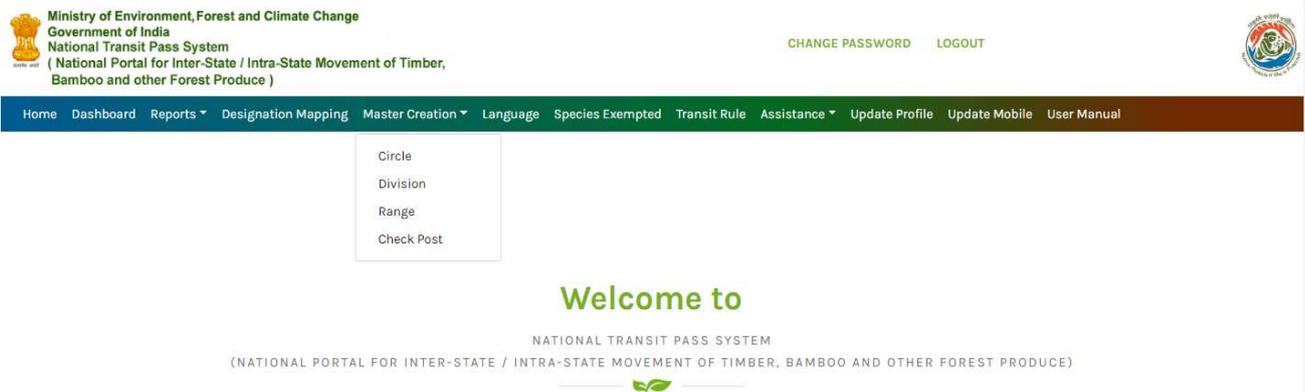
5.1. Creating Master database for Circle.

- Select Circle option from Master Creation Tab, following screen will appear.

- Enter the Circle Name

- Enter Mobile Number of the officer of the circle, the mobile number will be used to activate the login id of the officer

- Click on Submit button

- Mobile Number can be edited from the table by clicking on Edit button
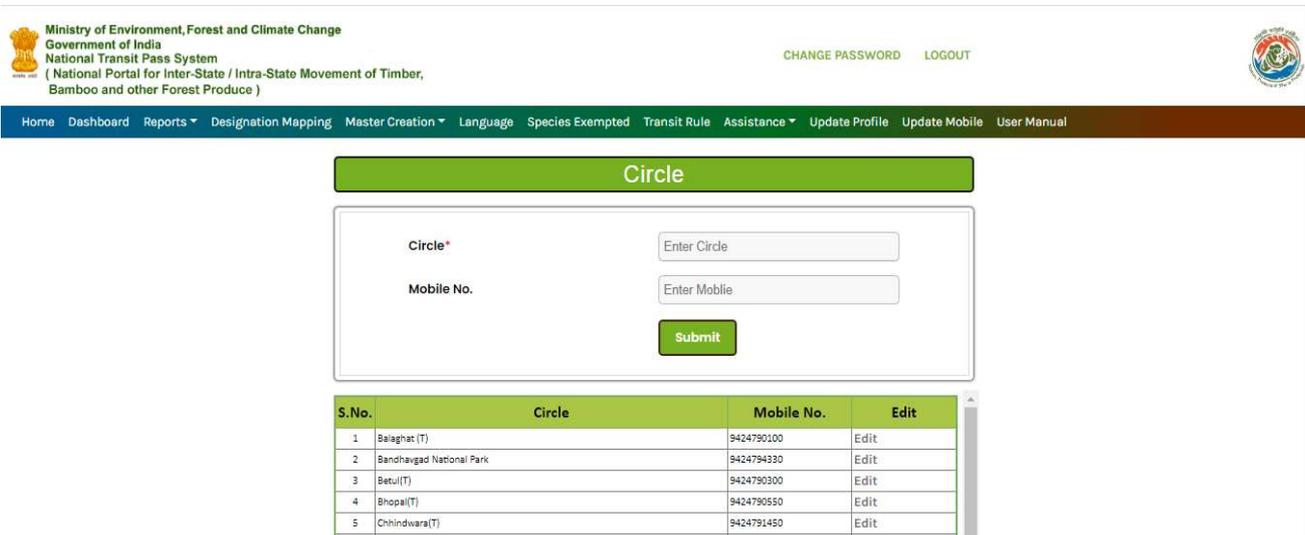
5.2. Creating Master database for **Division:**

- Select Division option from Master Creation Tab, following screen will appear

- Select Circle Name.

- Enter Division Name.

- Enter Officer Mobile Number, the mobile number will be used to activate the login id of the officer

- Click on Submit button.

5.3. Creating Master database for **Range:**

- Select Range option from Master Creation Tab, following screen will appear

- Select Circle name

- Select Division name

- Enter Range name

- Enter Officer Mobile Number, the mobile number will be used to activate the login id of the officer

- Click on Submit button

- Mobile Number can be edited from the table by clicking on Edit button.

5.4. Creating Master database for **Check Post Details:** This form captures the details of all the check posts which fall under the state. The data filled in this form will be available during route finalization for issuing the TP.

- Select Check Post option from Master Creation Tab, following screen will appear
- State name
- Circle name
- Division name
- Range name
- Fill the Related check Post Name here.
- Click on Submit to save data.

6. **Language:** This form is used for saving the labels for Transit Permit in local language. It has to be filled as complete module. These labels are used to print the TP /NOC in bilingual mode i.e. English and the local language.

Steps to follow:

- Enter the name of the language which has to be printed on Transit Permit along with English labels. Click Add button to add the language. .

- Select the English label from the combo and add the label in local language and click save button. The combo will show only remaining labels.

- The labels for this language will appear in the following table along with English language. The user can edit or complete the list by inserting the remaining labels.

- We can edit the labels from the table.

7. **Species Exempted**: This form is used for entering the details of exempted and not exempted species in the state.

Click on the Species Exempted Tab, the following screen will appear.

Steps to follow:

- Select forest produce from the list, the species will be populated as per the selection of forest produce.
- Select the Species from the list
- Select exempted or not exempted.
- Click on **Add** to save the data.

8. **Transit Rule**: This form is used for entering the Transit Rule No. of the state.

- Click on the Transit Rule tab, following screen will appear
- Add the Transit Rule no. and click on Submit button.

9. **Assistance:** This tab is used for providing assistance.

9.1. **For Query:** In case of any issue faced while using the system a query can be raised using this Tab

Click on the Query option under Assistance tab, the following screen will appear

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CHANGE PASSWORD   LOGOUT

Home Dashboard Reports ▾ Designation Mapping Master Creation ▾ Language Species Exempted Transit Rule Assistance ▾ Update Profile Update Mobile User Manual

Send Query

Query*	
Attachment	Choose File No file chosen
	Send

- Enter Query

- Attach PDF for Query (It's not mandatory)

- Click on Send button, your query will be submitted to the central Admin team

9.2.   **For Response**: This option provides response of your query .

- To check the response select Response option in Assistance Tab

- Following table will be appeared with response to your query.

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Response Details

Query			Response		
S.No.	Date	Query	Attachment	Date	Response	Attachment
NA						

10. Update Profile: Officer's personal details can be updated in this form.

Click on Update Profile Tab, the following screen will appear.

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Officer Personal Detail

Role*	State Administrator
Designation*	Additional Principal Chief Conserva ▾
Email*	abhishekm108@gmail.com
Address*(To be reflected in TP)	New Delhi
Contact No* (To be reflected in TP)	8439899916

Submit

- Role will be auto populated

- Select Designation.

- Enter Emailed

- Enter Address (To be reflected in TP).

- Enter Contact No.

- Click on Submit button for updating the record.

11. Update Mobile: This form is used to update the mobile number.

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CHANGE PASSWORD   LOGOUT

Home Dashboard Reports ▾ Designation Mapping Master Creation ▾ Language Species Exempted Transit Rule Assistance ▾ Update Profile Update Mobile User Manual

Update Mobile No

Mobile No.*	8439899916

Submit

- Enter Mobile No.

- Click on Submit button.

12. **User Manual:** A document that provides detailed instructions to operate the NTPS. Click to download the document.

13. **Change Password:** Provides facility to change the existing password.

   To change the password

   - Enter the login Id

   - Enter the old Password

   - Provide new Password

   - Confirm the Password

   - Select the Captcha

   - Click on Submit

   The new Password will be updated in the system

   *********************************END*********************************