

DIRECTORATE OF FORESTS, GOVERNMENT OF WEST BENGAL

Application for LETTER FOR DISTANCE FROM FOREST

Manual of Procedure

This Manual provides the procedural advice for the applicants to access/fill-in/check the online application for LETTER FOR DISTANCE FROM FOREST.

1. Once the applicant clicks the link to the module, the screen gives three options-

PROCEDURE

APPLY NOW

CHECK STATUS

2. One can view the **User Manual Option** in PDF format by selecting the **PROCEDURE** option.
3. For new application, please click on the '**APPLY NOW**'. One has to input Email Id and mobile number for the first time registration. After input of Email Id and Mobile Number you will receive two separate OTPs, one in e-Mail and the other in mobile. You need both OTPs to validate your application process.
4. Applicants have to fill New Application Form in the following fields provided.

Details of Applicants details to be filled up

Applicant Details

- I. **Name of the Applicant (In Capitals) :**
- II. **Village/City**
- III. **Post Office**
- IV. **Police Station**
- V. **Pin code**
- VI. **District**
- VII. **Purpose**

PLOT DETAILS FOR WHICH THE LETTER IS REQUIRED

- I. **Plot No.**
- II. **Part No.**
- III. **Block/Panchayat/Municipality/Corporation :**
- IV. **Mouza/ JL No. OR Ward no (IF COMES UNDER A MUNICIPALITY) :**
- V. **District :**
- VI. **Input Geo-coordinates(Latitude & Longitude) in DDD° MM' SS.S" OR DECIMAL format (Minimum 4) and in CLOCK-WISE sequence: (In UTM Projection only).**

5. **Submit the Form.**
6. On successful submission of the Application, **One Unique Application No** will be generated, which will be specific to each case for future reference.
7. Take a print out of Application for future reference along with the acknowledgement letter.
8. To view status of the application, please click on the '**CHECK STATUS**' and then input the **Unique Application Number** ,Registered mobile number and Request for OTP. You will receive OTP. You need the OTP to login and view your application status.
9. After verification of application, in each step user will get SMS and e-Mail alerts along with the related attachments like application form, Letter of Distance from Forests or rejection letter etc.

