

Certificate of Non-Forest Land

Procedure of Filing Application

Website available at <https://nfc.wbforest.org/>

✧ For getting Certificate of Non-Forest Land, Applicant should follow the below steps.

- ❖ Without Self registration or registration by the duly Authorized person of any Agency, Applicant can't apply the application through the portal.
- ❖ For duly Authorized person of any Agency, Authorization letter (PDF Format) is to be uploaded during registration.
- ❖ At first step Applicant need to click "Registration" button at landing / home page.



West Bengal Forest Department

Home Procedure Govt. Notification Screen Reader Access A+ A A-

Certificate of Non-Forest Land

- 1 Registration →
- 2 Applicant Page →
(Profile, New Application and Application Status)
- Official Login

Department of Forests, Government of West Bengal

- ❖ Portal wants to know Applicant's valid mobile number (AADHAR Linked) and email ID for OTP validation.



Mobile Number and Email Verification

Give your 10 digit Mobile number

+91

Give your email **(please check your spam mail also for OTP)**

Email

[Submit](#)

[Close](#)

- ❖ Applicants are to put both OTP in proper place for self-validation.
- ❖ Applicants should check their Spam mail box also if OTP is not found in INBOX of their e Mail.



For Email Verification

Enter OTP

An OTP have been sent to your given mobile number and Email(Check Spam mail also). Please insert your OTP.

Enter your Email Verification OTP
(Please check your Spam mail for OTP.)



For Mobile Verification

Enter OTP

An OTP have been sent to your given mobile number and Email(Check Spam mail also). Please insert your OTP.

Email Successfully Verified. Now insert your mobile OTP.

Enter your Mobile Verification OTP

- ❖ After successful validation Registration page will open.



Registration

*** Mandatory Field**

First Name* <input type="text" value="Enter Your First Name"/>	Last Name* <input type="text" value="Enter Your Last Name"/>
Address* <input type="text" value="Your Address"/>	
State * <input type="text" value="--Select State--"/>	District * <input type="text"/>
Pin * <input type="text" value="Your Pin"/>	

If user represent any organization, Authorization letter from competent authority required. (Only PDF file upload 100 kb)

Department of Forests, Government of West Bengal



Registration Form

<input type="text" value="--Select State--"/>	<input type="text"/>
Pin * <input type="text" value="Your Pin"/>	
If user represent any organization, Authorization letter from competent authority required. (Only PDF file upload 100 kb)	
<input type="button" value="Choose File"/> No file chosen	
Mobile Number* <input type="text" value="8972637944"/>	Email / Login ID* <input type="text" value="sayangiri95official@gmail.com"/>
New Password* <input type="password" value="Password"/>	Confirm New Password* <input type="password" value="Confirm Password"/>
<input type="button" value="Submit"/>	

- ❖ After Successful Registration Applicant will be forwarded to login page or they may click on **“Applicant Page”** for login.



Enter Login Id or Email and Password for Login

Certificate of Non-Forest Land
Applicant's login

Show Password

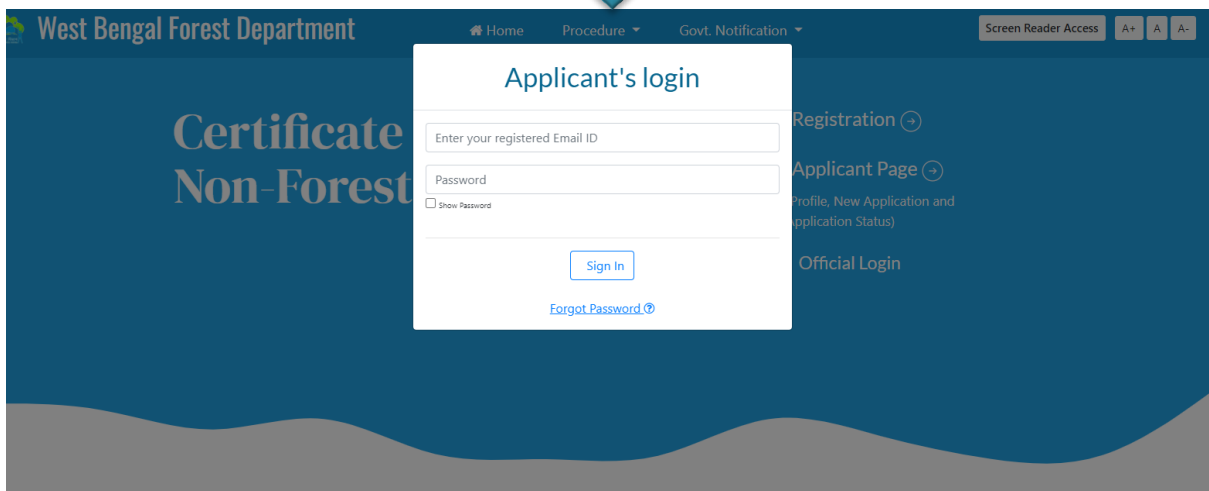
[Sign In](#)

[Forgot Password ?](#)

Or

You may click on “Applicant Page” for login.





❖ Application page will open after successful login.



Some Input fields are auto filled

- ❖ After filling up all the fields applicant needs to Continue the application process for Uploading the supporting PDF files and KML file.



Uploading the supporting PDF files and KML file.

Application for Certificate of Non-Forest Land

Please upload the signed documents (scanned):

Identity proof (Any government Approved photo id) (Upload only PDF of maximum size 100 KB)*

Anyone of the Identity Pro ▾ Identity Number

No file chosen

LR map of the Land (Upload only PDF of maximum size 1 MB)*

No file chosen

Geo referenced map of the land (Upload only PDF of maximum size 1 MB)*

No file chosen

KML file of the Land (Upload only KML File of maximum size 1 MB)*

No file chosen

Copy of RoR (Record of Rights) of the land (Upload only PDF of maximum size 1 MB)*

No file chosen

Application Fee: Rs.1000/- (Rupees One Thousand Only)

❖ Pdf files of documents like Identity proof (AADHAR/ PAN/ EPIC/ Passport/ Driving License), LR map of the Land, Geo referenced map of the land, Copy of RoR (Record of Rights) of the land with specified size are required for uploading. Applicant is also required to upload KML file of the Land. Applicant should check the file mentioned file size and format before uploading.

❖ SEPARATE APPLICATION TO BE MADE FOR EACH MOUZA.

❖ Applicants are then forwarded to view page. Applicants are requested to please finally check the incorporated inputs and take a print of the application.



Check the application before submission

Application for Certificate of Non-Forest Land

Applicant Details

Name of the Person : Kunal Das		
Address Details : Subhasgram ,DAKSHIN 24 PARGANA, Westbengal, 700147		
Purpose for which land is required : For Official Purpose		

Land Details

District: দক্ষিণ ২৪ পরগণা	Block: সোনারপুর	Mouza: কোদালিয়া
J.L.No.: 35	Division: 24-পরগনা (দক্ষিণ)	Range: বারুইপুর
1. Plot No.: 23	Khatian No.: 37	Area of land (ha): 19

- * LR map of the Land ✓
- * Geo referenced map of the land ✓
- * KML file of the Land ✓
- * Copy of RoR (Record of Rights) of the land ✓

- ❖ After printing the application form applicant is required to sign and put seal in the agency if applicable. The signed application form is required to be uploaded in the portal only in PDF format.



- * LR map of the Land ✓
- * Geo referenced map of the land ✓
- * KML file of the Land ✓
- * Copy of RoR (Record of Rights) of the land ✓

Signature of the applicant and seal

.....

Please take a Print out of Completely filled up Application Form and upload a scanned copy with signature and appropriate seal.

[Print](#)

Choose File No file chosen

Upload Your Signed Application PDF file (Only PDF file maximum 300kb)

Submit and Pay →

← Previous

❖ Applicant will be guided to make payment through **GRIPS Portal** integrated in this system.



✔ File Upload Successful.

[← Previous](#) Payment

Application Fee: Rs.1000/- (Rupees One Thousand Only)

Application ID :	339111042022
Applicant Name :	Kunal Das
Email :	sayangiri95official@gmail.com
Mobile Number :	8972637944
Address :	Subhasgram ,DAKSHIN 24 PARGANA, Westbengal, 700147
Amount :	1000.00

[Pay Now](#)

- ❖ Applicant is required to complete the process of application after payment of the requisite fee through **GRIPS Portal**.



Payment Process in GRIPS.



Integrated Financial Management System





Finance Department
Government of West Bengal



DEPOSITOR'S DETAILS

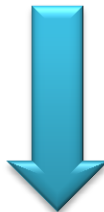
Details of Payment			
Department:	Forest Department	No. Of Head:	1
Depositor Name:	Kunal Das	Address:	Subhasgram ,DAKSHIN 24 PARGANA, Westbengal, 700147
Mobile No:	8972637944	E-Mail:	sayangiri95official@gmail.com
Identification No:	339111042022	Payment Ref. No.:	339111042022
In favour of:	RTO OFFICE NAME	Payment Mode:	NA
Period From:	01/09/2012	Period To:	19/09/2012
Total Amount[₹]:	1000	Remarks:	Form fillup for West Bengal Non Forest Land


CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
Other Receipts	339111042022	0406-01-800-021-27	Other Receipts-Other Receipts-Other Receipts	1000
Total Amount:				1000
IN WORDS:				ONE THOUSAND ONLY.


Select Payment Mode


Payment Mode: SBI Epay






Integrated Financial Management System





Finance Department
Government of West Bengal

Please Don't Close The Browser and Confirm The Below Details

Govt. Reference No (GRN):	192022235552142608
Depositor Name:	Kunal Das
Total Amount:	1000
Bank:	SBI EPay
Payment Mode:	SBI Epay
Department Name:	Forest Department
	<input style="width: 100%;" type="text"/> <small>Captcha is case sensitive.</small>

RESET CAPTCHA
CONFIRM
CANCEL

[Home](#) | [Payment of Taxes & Non-taxes Revenue](#) | [Reprint of Challan](#) | [GRN Status](#) | [Search your Challan](#) | [Departmental Activities](#)

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 **integrated Financial Management System**   Finance Department
Government of West Bengal



 SUCCESS.

Please wait! Redirecting to Department Portal.
Don't refresh or close the browser.
Your transaction with GRN: 192022235552142608 is successful
[Click Here to Download Challan](#)
[Click Here to view the details.](#)


Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
Site Maintained by TATA Consultancy Services Ltd.

- ❖ Please take a print out of the final page for Application ID and/or other reference. Applicant will get SMS and email notification also at every stage of processing of his/ her application.



 **Department of Forests**
West Bengal 

Application for Certificate of Non-Forest Land


Your Application has been Submitted Successfully

Application Number : **339111042022**

Applicant Details

Name of the Person : Kunal Das
Address Details : Subhasgram ,DAKSHIN 24 PARGANA, Westbengal, 700147
Purpose for which land is required : For Official Purpose

Land Details

District : দক্ষিণ ২৪ পরগণা Block : সোনানারপুর Mouza : কোদালিয়া

Next Content of the Application

Purpose for which land is required : For Official Purpose

Land Details

District: দক্ষিণ ২৪ পরগণা

Block: সোনারপুর

Mouza: কোদালিয়া

J.L. No.: 35

Division: 24-পরগনা (দক্ষিণ)

Range: বারুইপুর

1. Plot No.: 23

Khatian No.: 37

Area of land (ha). : 19

Attached Documents

- * Identity proof (AADHAR) ✓
- * LR map of the Land ✓
- * Geo referenced map of the land ✓
- * KML file of the Land ✓
- * Copy of RoR (Record of Rights) of the land ✓
- * Application Print File with Seal and Signature ✓

Print 

Close 

- ❖ Every Applicant will have a dashboard for viewing the history of the applications including tab for processing of incomplete applications, further supporting file upload, if required, editing the profile and status of application including option of downloading the Certificate.



Applicant Dashboard

West Bengal Forest Department

Screen Reader Access A+ A A-

Home Manage Application Profile Certificate Logout

Application Status

1 . Application ID : [339111042022](#)

Application Submitted	Not Sent for Range Officer Verification	Inquiry Report Not Received	Certificate of Clearance Not Uploaded

Applicant Profile

West Bengal Forest Department

Screen Reader Access A+ A A-

Home Manage Application Profile Certificate Logout

Applicant Profile

Name : Kunal Das

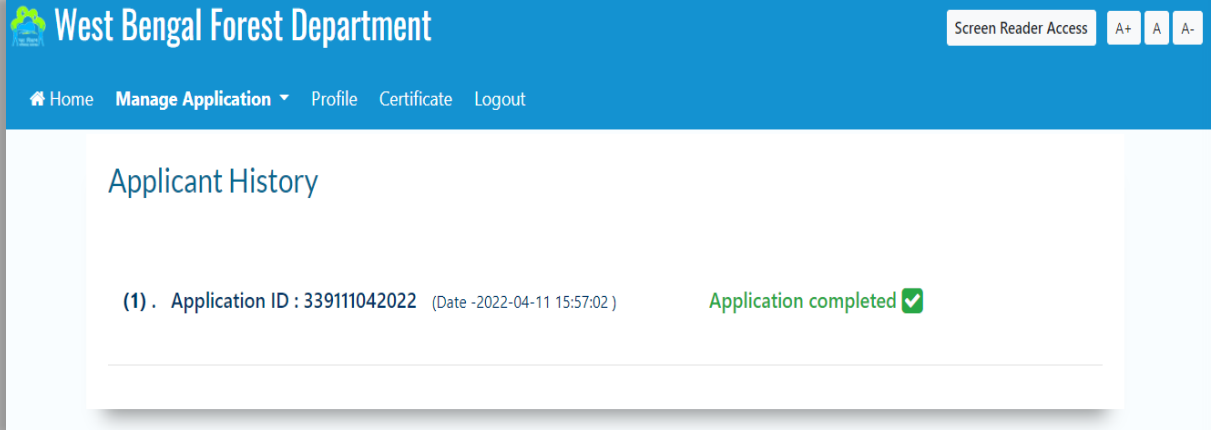
Address :Subhasgram ,DAKSHIN 24 PARGANA

Email :sayangiri95official@gmail.com

Phone Number :8972637944 / 8972637944

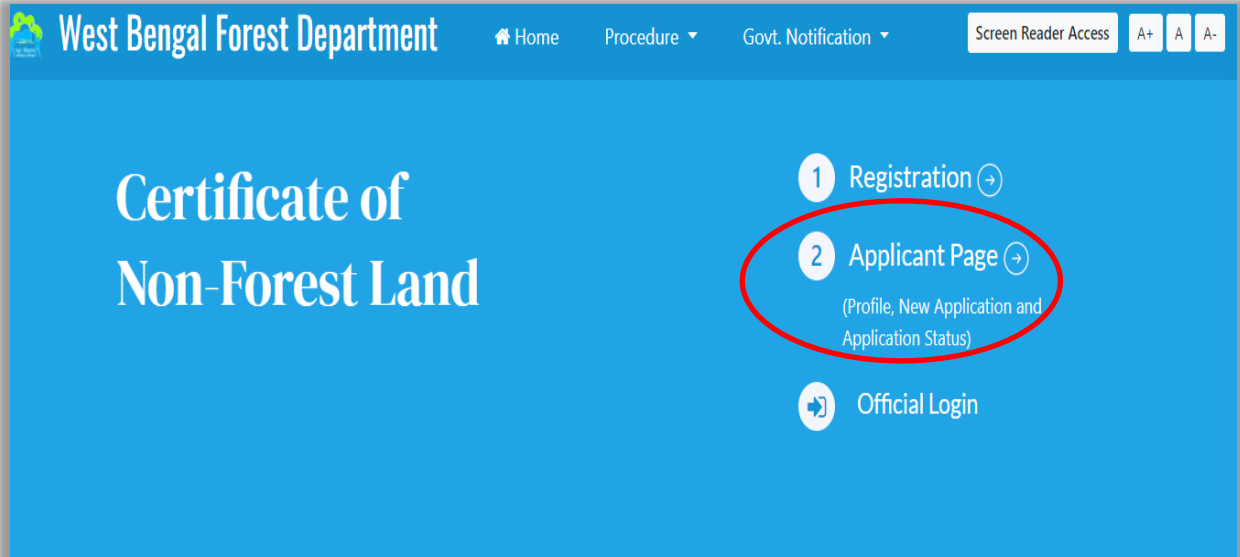
[Change Password](#)

Applicant History



The screenshot shows the 'Applicant History' page of the West Bengal Forest Department. The header includes the department name, a home icon, and navigation links for 'Manage Application', 'Profile', 'Certificate', and 'Logout'. A 'Screen Reader Access' button with 'A+', 'A', and 'A-' options is also present. The main content area displays a single application entry: '(1) . Application ID : 339111042022 (Date -2022-04-11 15:57:02) Application completed ✓'.

- ❖ For partially processed application or to know status of application, applicants are requested to login through **“Applicant Page”**.



The screenshot shows the 'Applicant Page' of the West Bengal Forest Department. The header includes the department name, a home icon, and navigation links for 'Procedure' and 'Govt. Notification'. A 'Screen Reader Access' button with 'A+', 'A', and 'A-' options is also present. The main content area features the text 'Certificate of Non-Forest Land' and a list of navigation options: '1 Registration →', '2 Applicant Page → (Profile, New Application and Application Status)', and 'Official Login'. The 'Applicant Page' option is circled in red.

- ❖ If DFO sends any message for any clarification or requests for any additional file uploading, applicant will get notification from application status section. Applicant also will get an email and SMS for any update.

Applicant will get a message from DFO



- ❖ By clicking the **Message & More file Upload** link, a page will appear for sending a message to DFO or for uploading a file to send DFO.



- ❖ From “**Manage Application**” at menu, Applicant can view two sub-menus, first one is for “**New Application**” and second one is “**Application History**”. From here Applicant can continue with incomplete application.



West Bengal Forest Department

Home Manage Application Profile Certificate Logout

New Application →
Application History

Application Status

1 . Application ID : [339111042022](#)

Application Submitted Not Sent for Range Officer Verification Inquiry Re

- ❖ After completion of all steps by all the users the applicant will either get a certificate in “**Certificate**” section or will get a Rejection intimation as the case may be. Applicant will get SMS and email notification also.



Click on Certificate section to know whether any certificate has been issued or not

West Bengal Forest Department

Screen Reader Access A+ A A-

Home Manage Application Profile Certificate Logout

Download Certificate

Sl.No.	Application ID	Download Certificate of Non-Forest Land
1	339111042022	