

No.J-11013/49/2014-IA.I  
Government of India  
Ministry of Environment and Forests  
(I.A. Division)

Paryavaran Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110 003

Dated: 6<sup>th</sup> June 2014

OFFICE MEMORANDUM

**Subject: Online submission system for TOR/EC proposals – regarding**

As you are aware, National Informatics Centre (NIC) has developed and rolled out online system for submission of TOR/EC proposals with effect from 5<sup>th</sup> June 2014 onwards. There is a transition period from 5<sup>th</sup> June to 30<sup>th</sup> June 2014, wherein the proposals may be accepted in either of two modes, i.e., in hard copy or through web-portal. However, with effect from 1<sup>st</sup> July 2014, the TOR/EC proposals will be accepted only online by the Ministry of Environment and Forests (MoEF).

2. Needless to mention, I.A. division need to be in full preparedness to timely handle the online proposals. On successful submission of such a proposal, email containing acknowledgement slip will be sent automatically to the Project Proponent (PP) with a copy to the Member Secretary (Expert Appraisal Committee) concerned. The ToR and EC applications have to be examined within five and fifteen working days respectively by the Member Secretary concerned and additional information, if any, needs to be sought from the PP within this time frame itself. Thereafter, an acceptance letter will be sent to the PP informing that their proposal would be taken to the Expert Appraisal Committee (EAC) for appraisal. The system would ask PP to submit a hard copy of documents to MoEF within a week along with the acknowledgement slip. The PP would also be advised to visit MoEF's site about schedule of EAC meetings and in case their proposal is listed in the agenda of any EAC meeting, they should circulate hard copies of the concerned documents to Chairman & Members of the concerned EAC within a week of hosting of meeting notice on Ministry's website.

3. It is requested that all Member Secretaries may ensure taking timely action to ensure smooth functioning of this system. Also processing of ToR/EC proposals in accordance with the time frame stipulated under the provisions of the Environmental Impact Assessment (EIA) Notification 2006, may be ensured.

4. This issues with the approval of the Competent Authority.



(Dr. Satish C. Garkoti)  
Director

To

1. All Officers of IA Division
2. Member Secretaries of all the EACs

**Copy to:**

1. PPS to Secretary (E&F)
2. PPS to AS(SS)
3. PS to JS(AT)
4. Sr. Technical Director (Shri R. K. Pathak), NIC
5. Website of the MoEF
6. Guard file