जनजाति क्षेत्रीय विकास विभाग, उदयपुर

FRA Portal User Manual (Range Officer)

http://fra.rajasthan.gov.in/

FRA Portal User Manual

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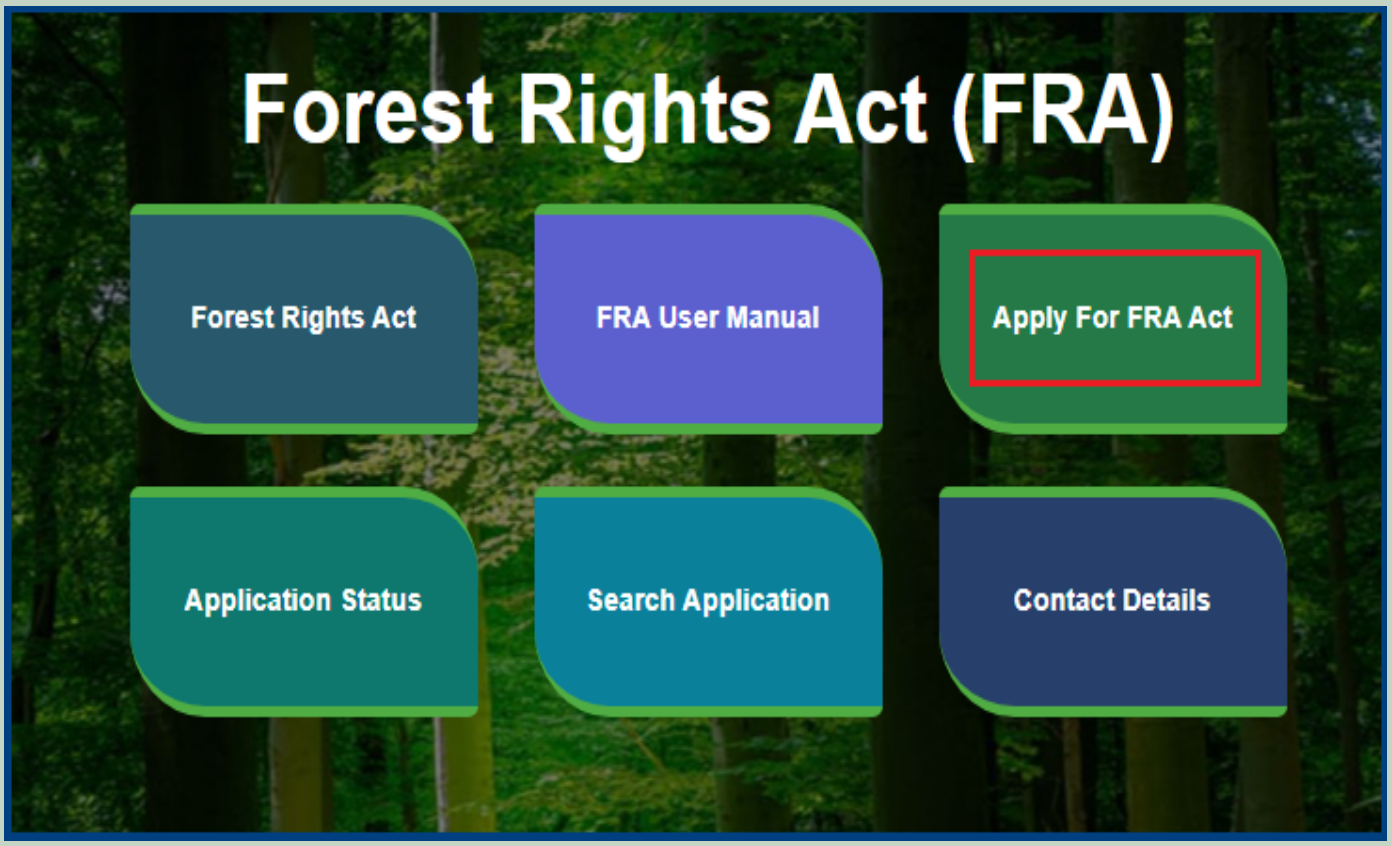
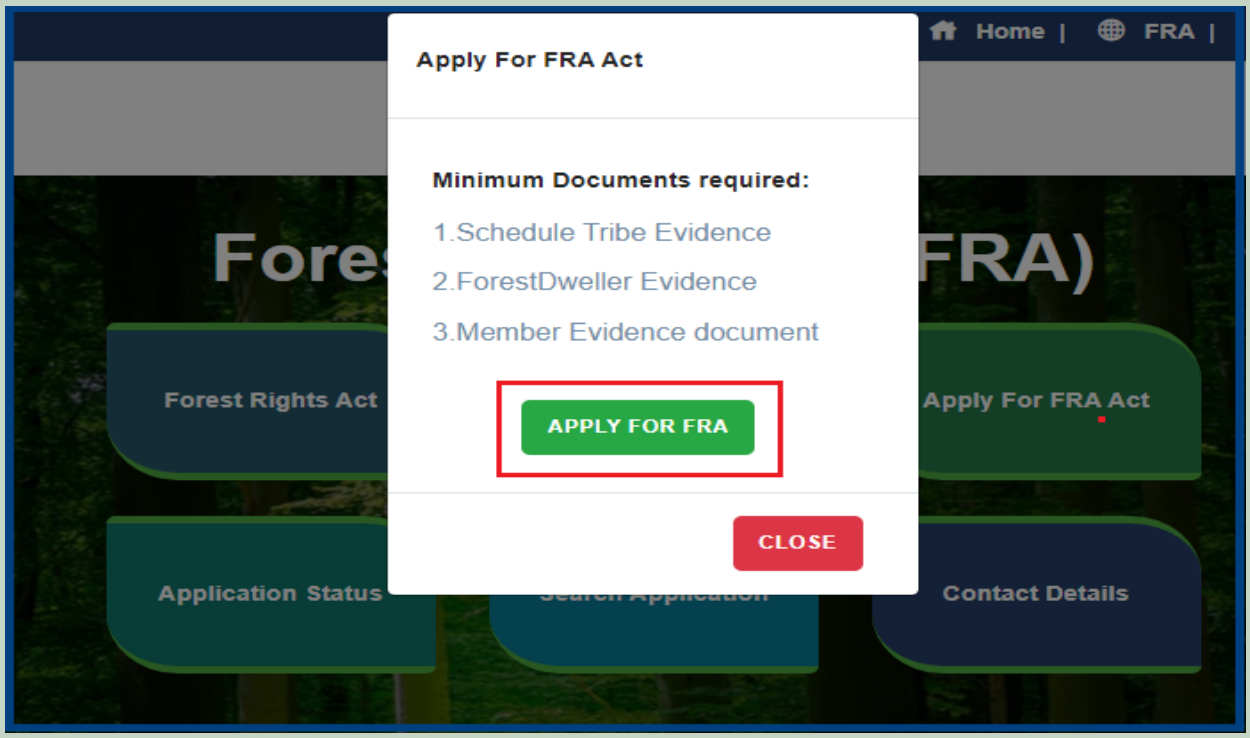
1. Range Officer Action on Claim form.

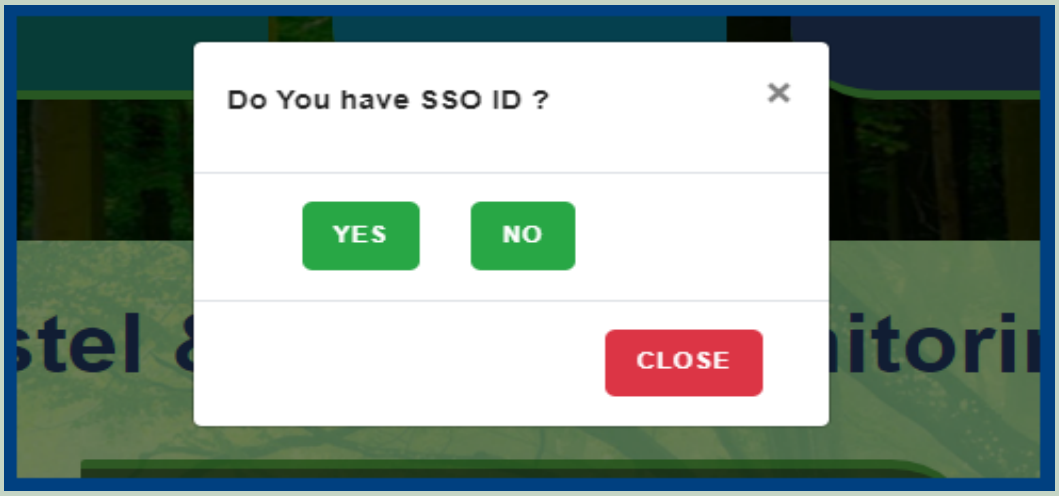
1. Open this link on web browser - http://fra.rajasthan.gov.in/
2. Click on Apply For FRA Act .



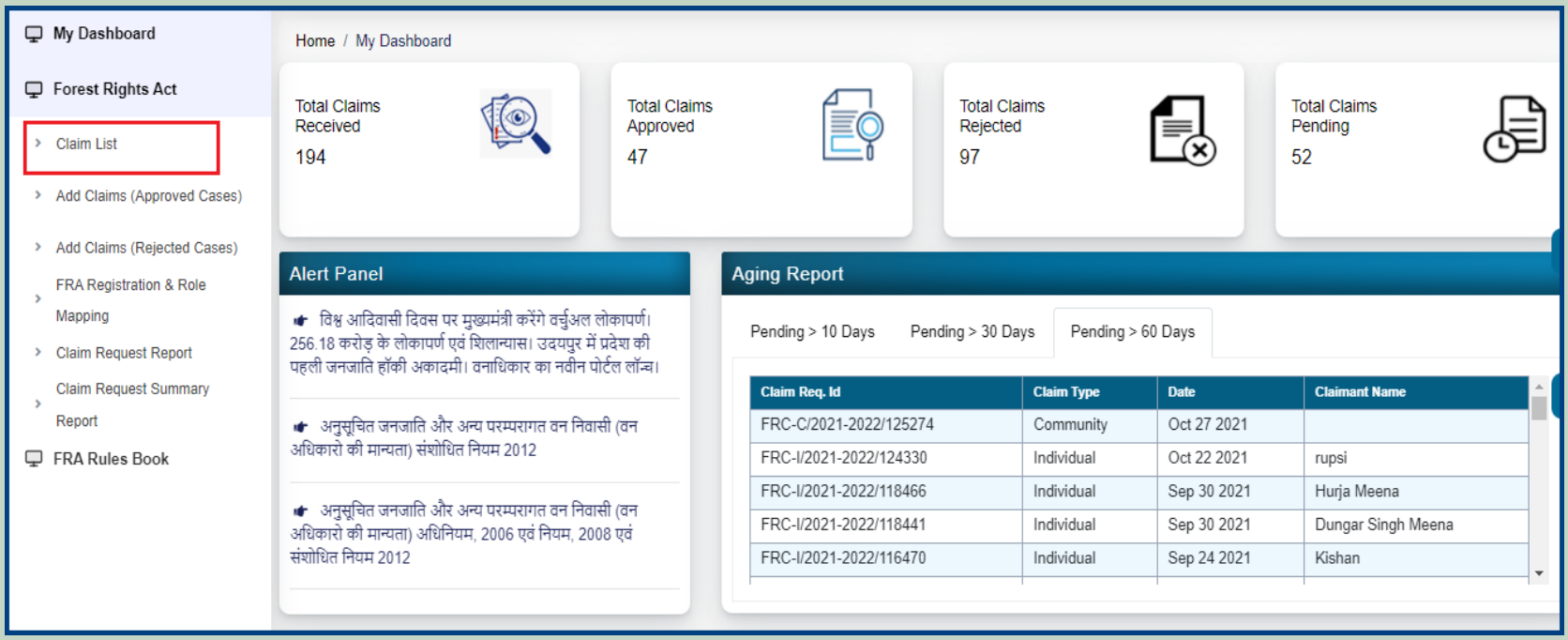
3. Click on Apply For FRA Act .



4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.

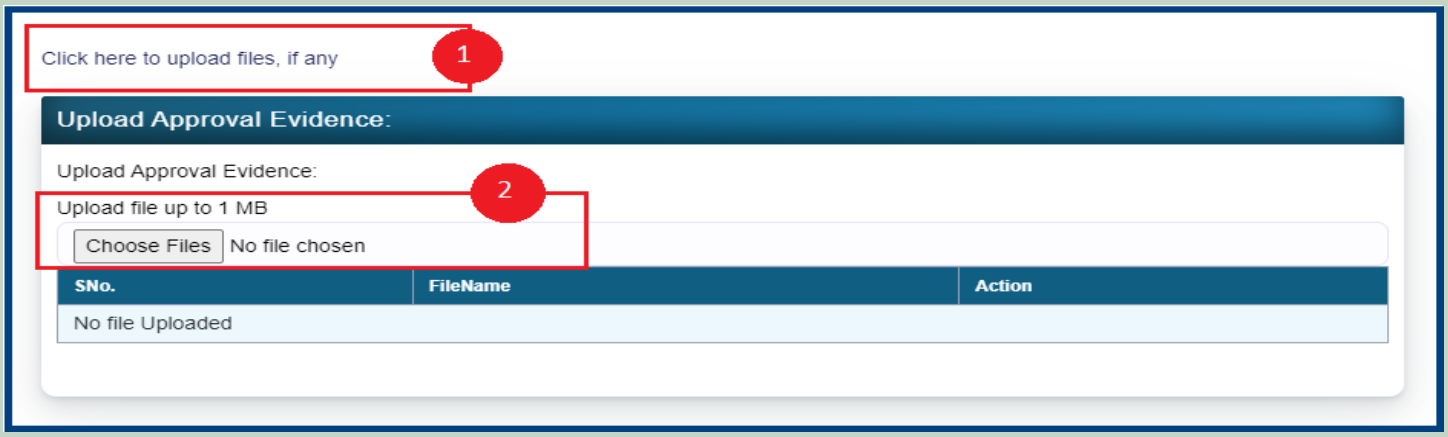


5. Click **Claim List** on dashboard menu links.

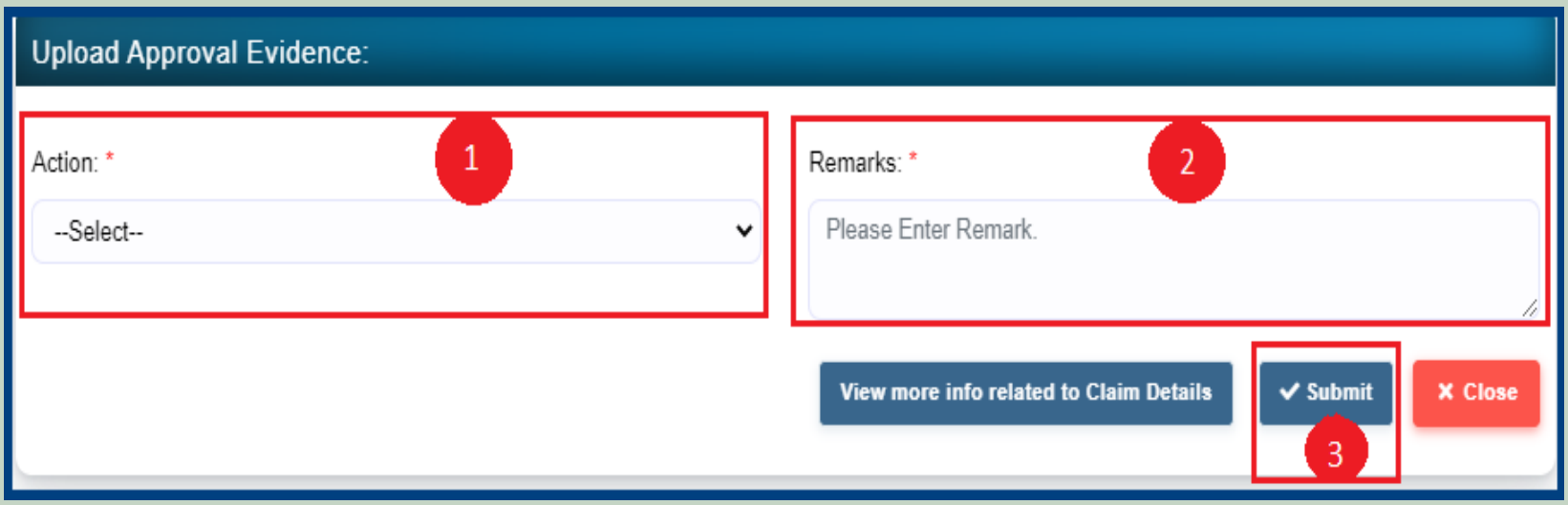


6. Click on **'Action'** to perform action on application.

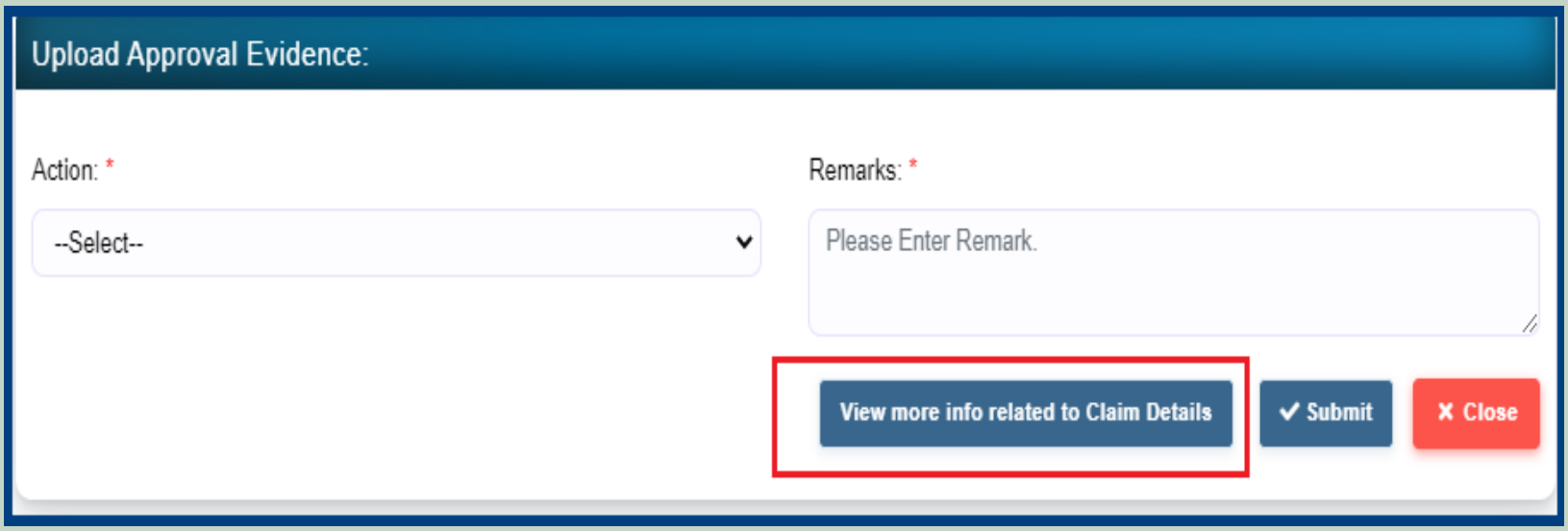
7. Click on 'Click here to upload files, if any' if have another Approval Evidence file and upload file otherwise not upload.



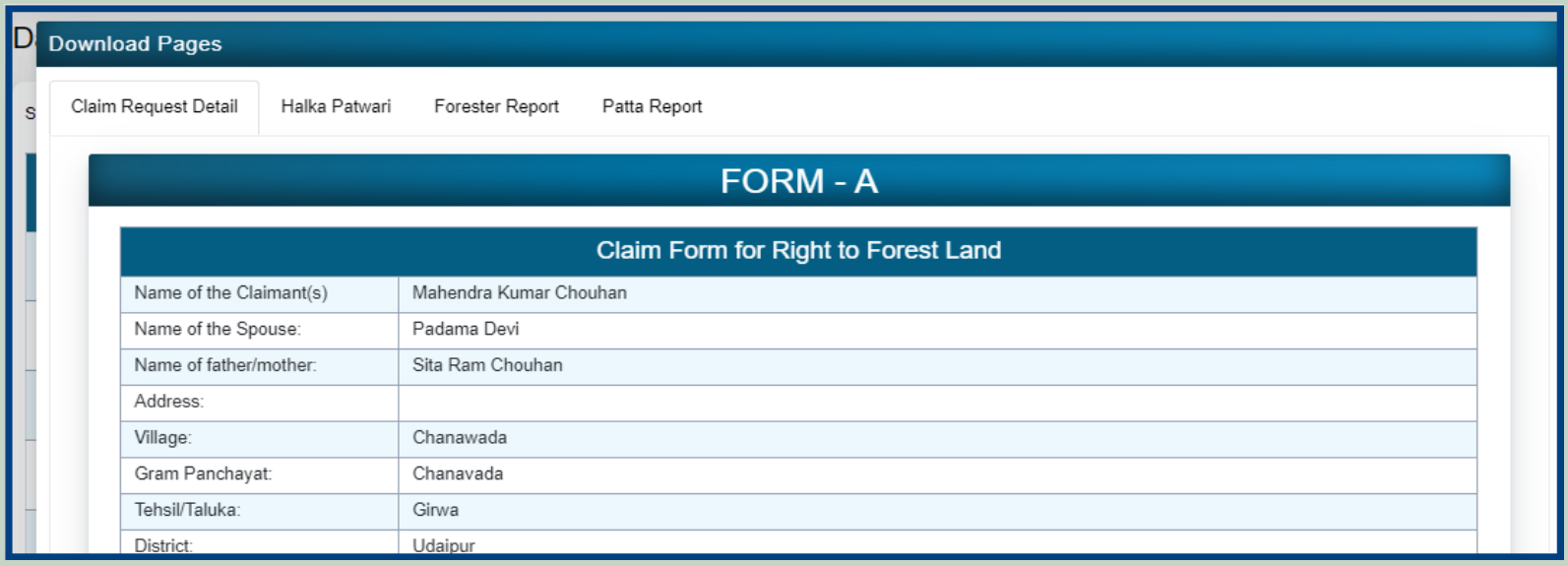
8. Select an **Action** from the two options (Recommended and Forward) and enter **Remark** and click on **'Submit'** button.



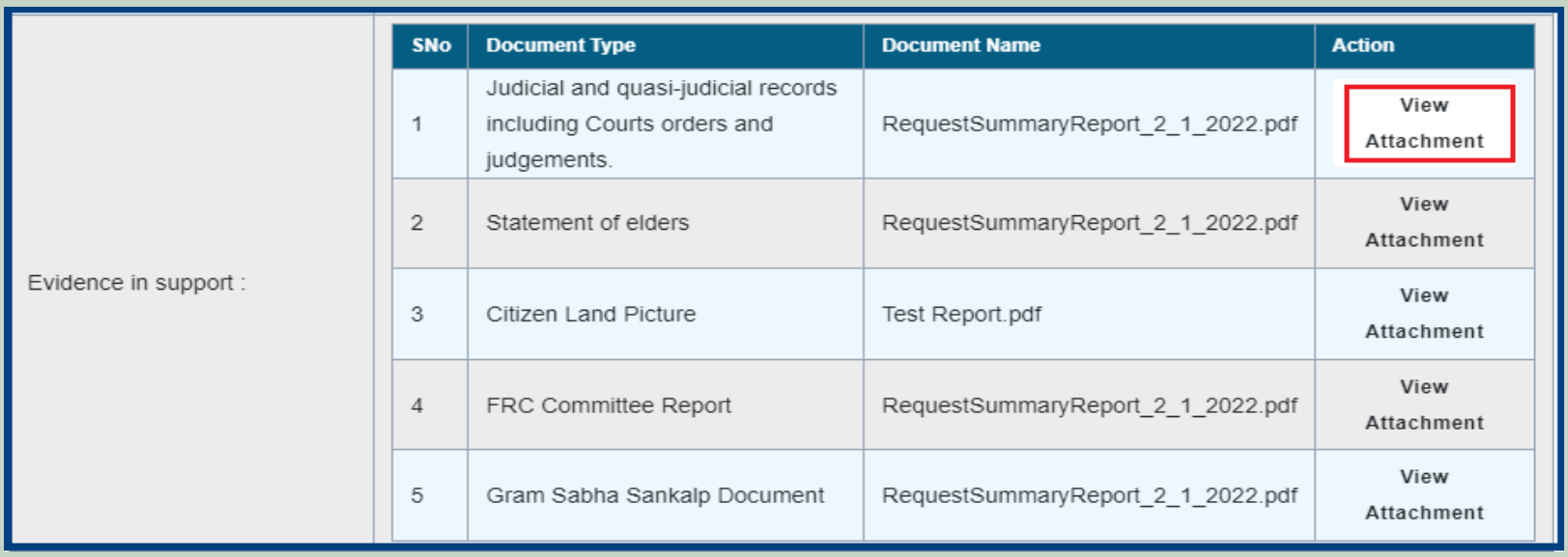
9. View more information related to Claim form.



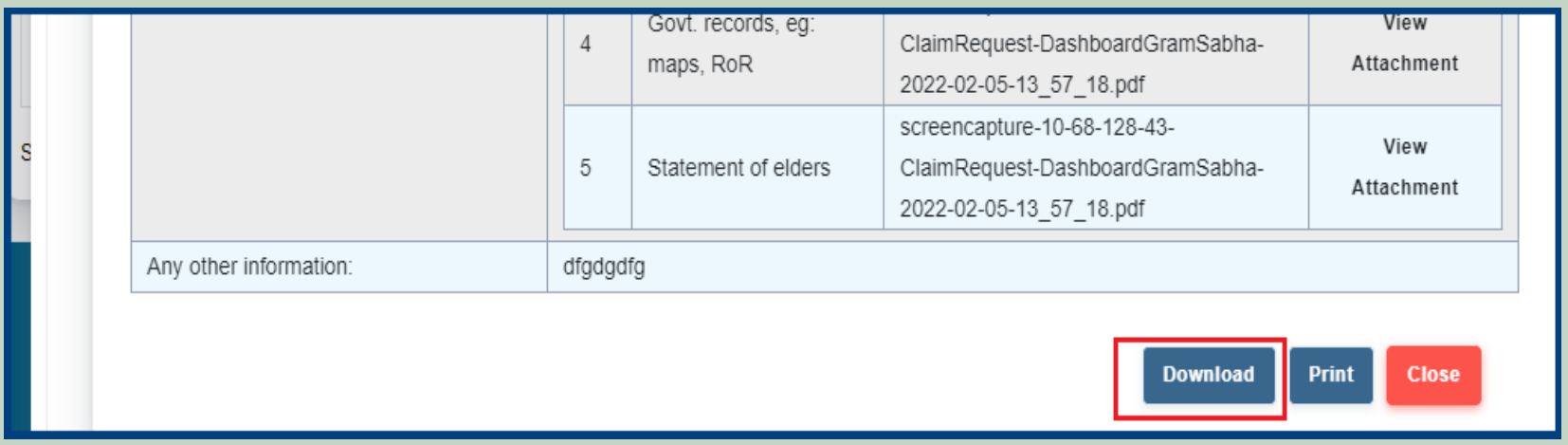
10. View applied Claim Request Details, Hlaka Patwari, Forest Report and Patta Report.



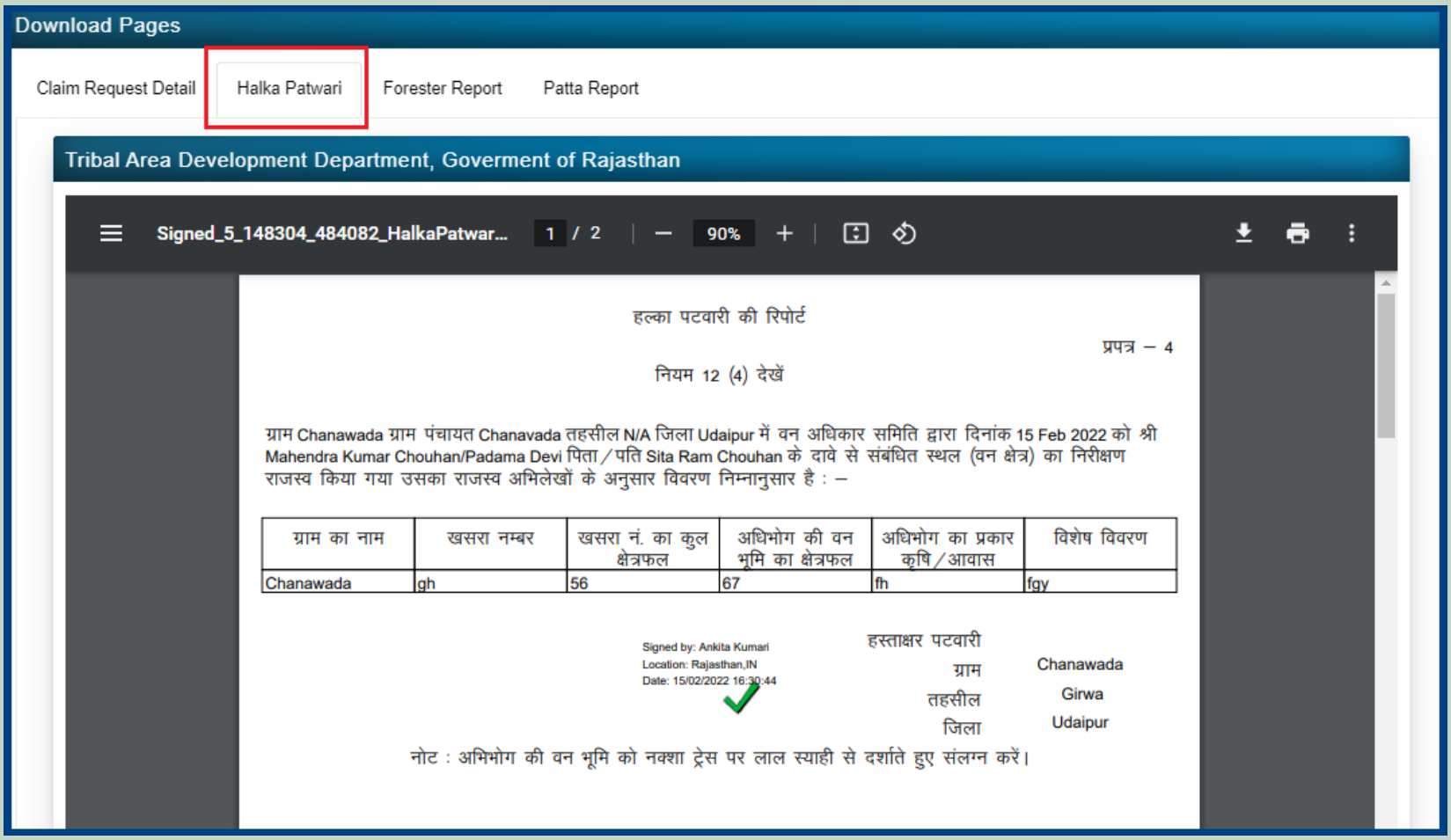
11. View attached Evidence document files.



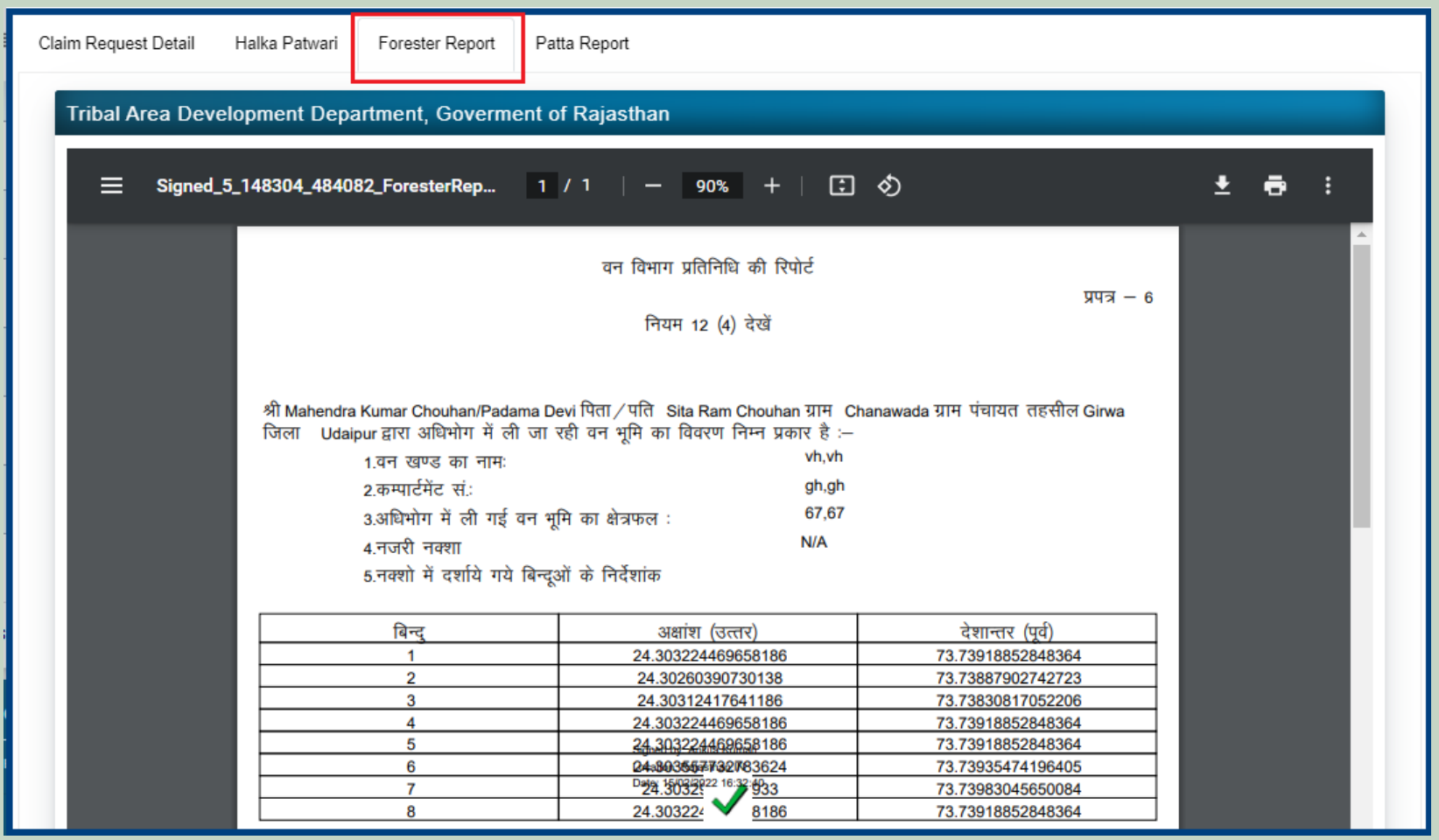
12. Download applied Claim Request Details form.



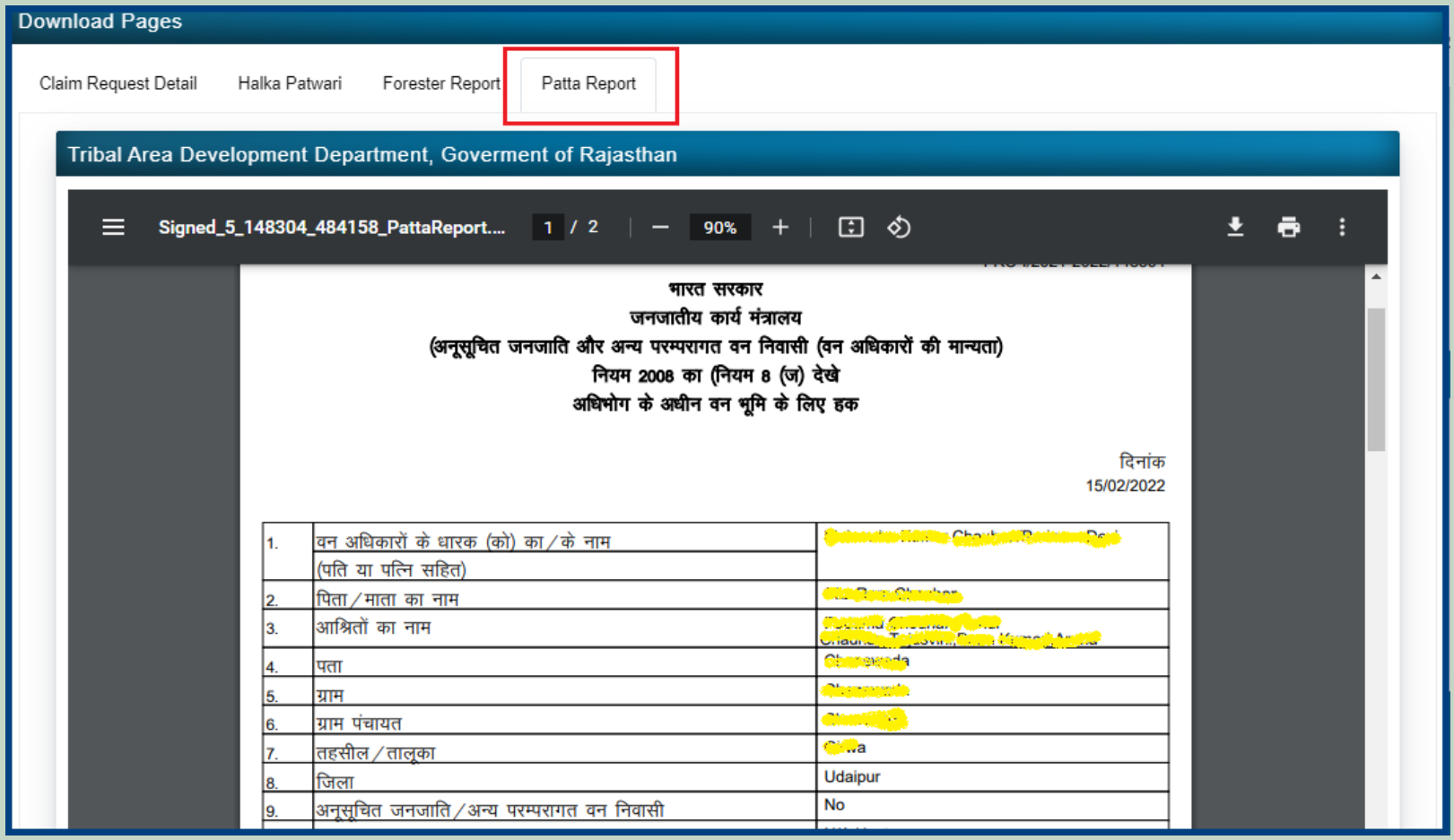
13. View generate Halka Patwari Report.



14. View genterat Forest Report.



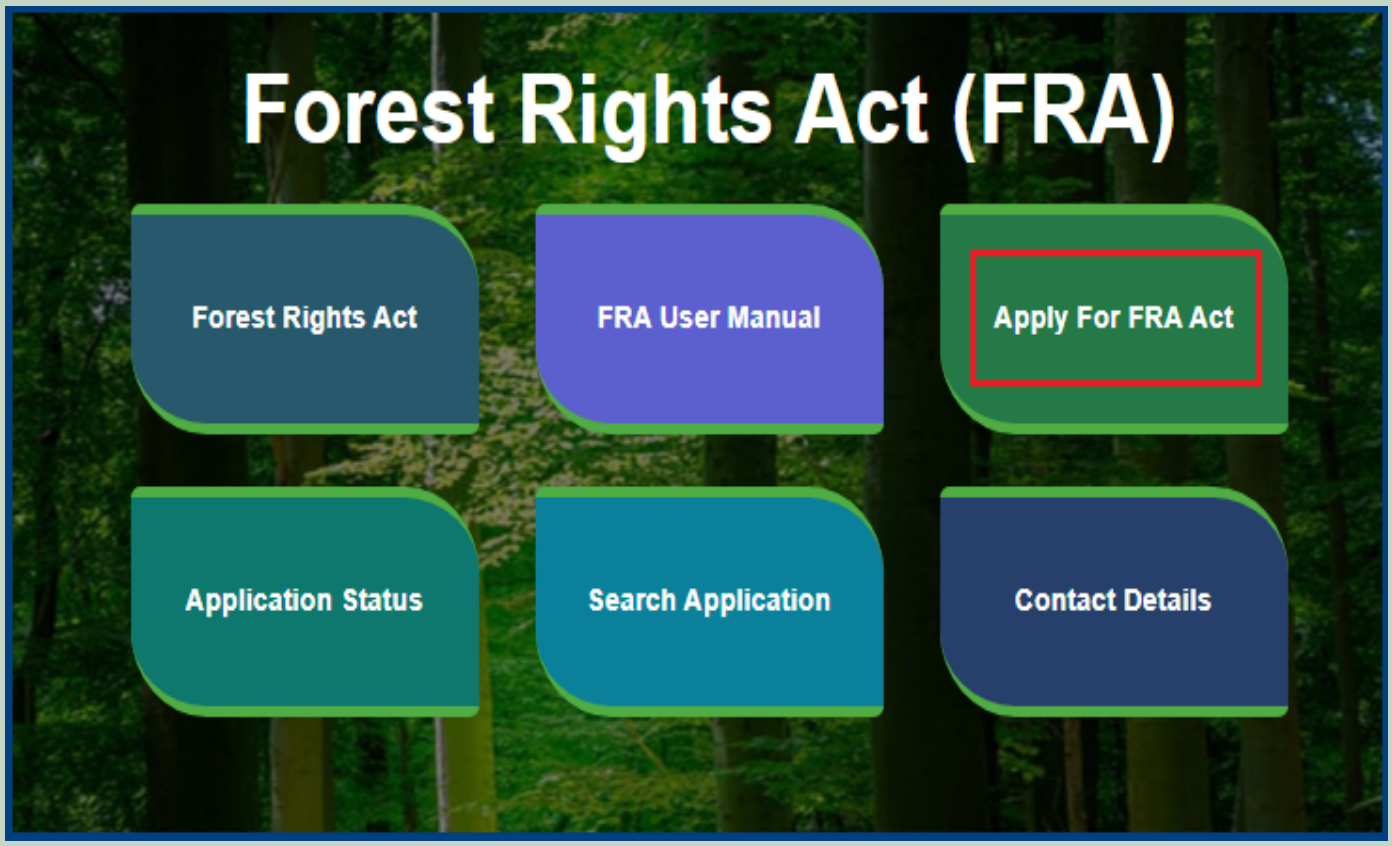
15. View generate Patta Report



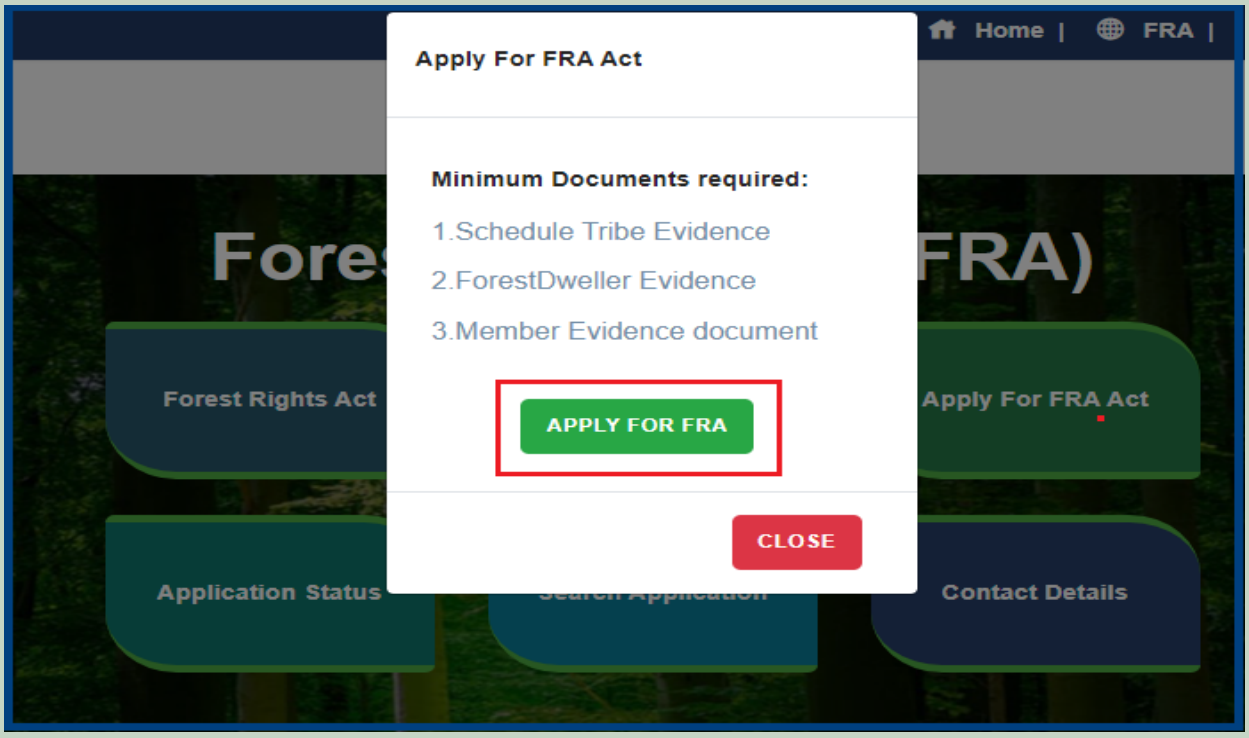
2. How to Add Claim Form (Approved Cases) for Individual Forest Rights.

1. Open this link on web browser - http://fra.rajasthan.gov.in/

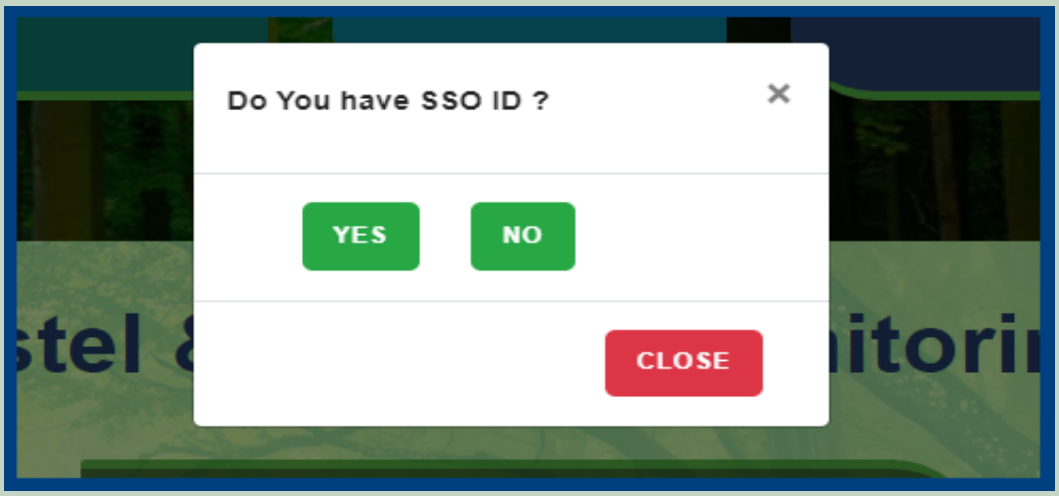
2. Click on Apply For FRA Act .



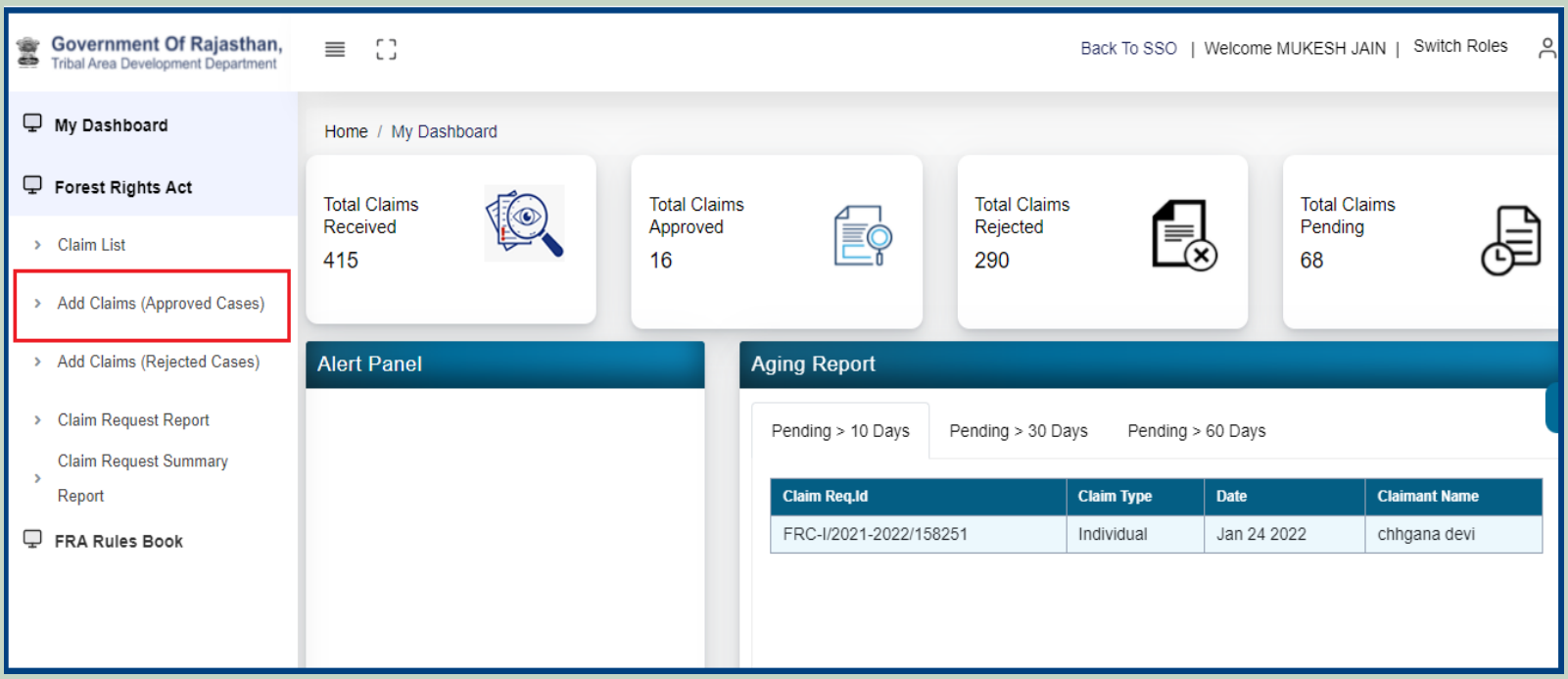
3. Click on the **APPLY FOR FRA.**



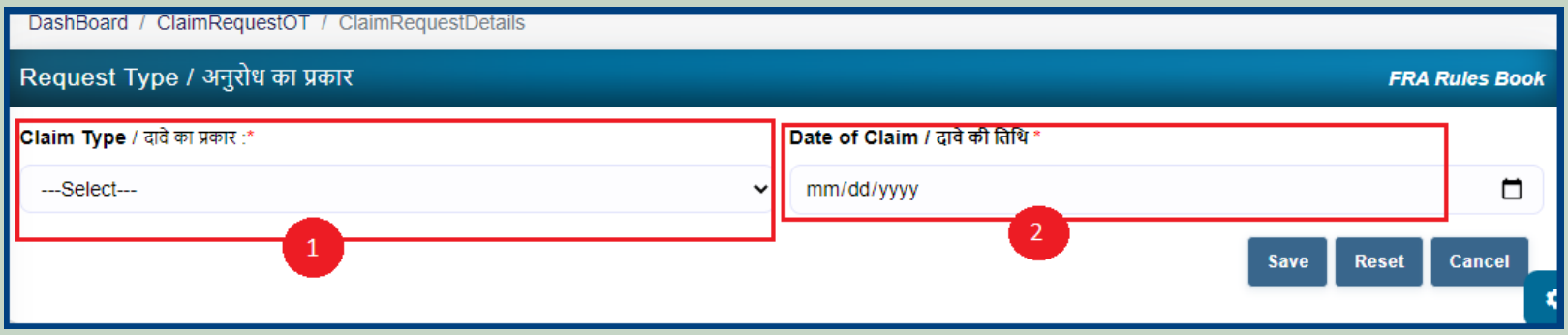
4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.



5. Click **Add Claim (Approved Cases)** on dashboard menu links.



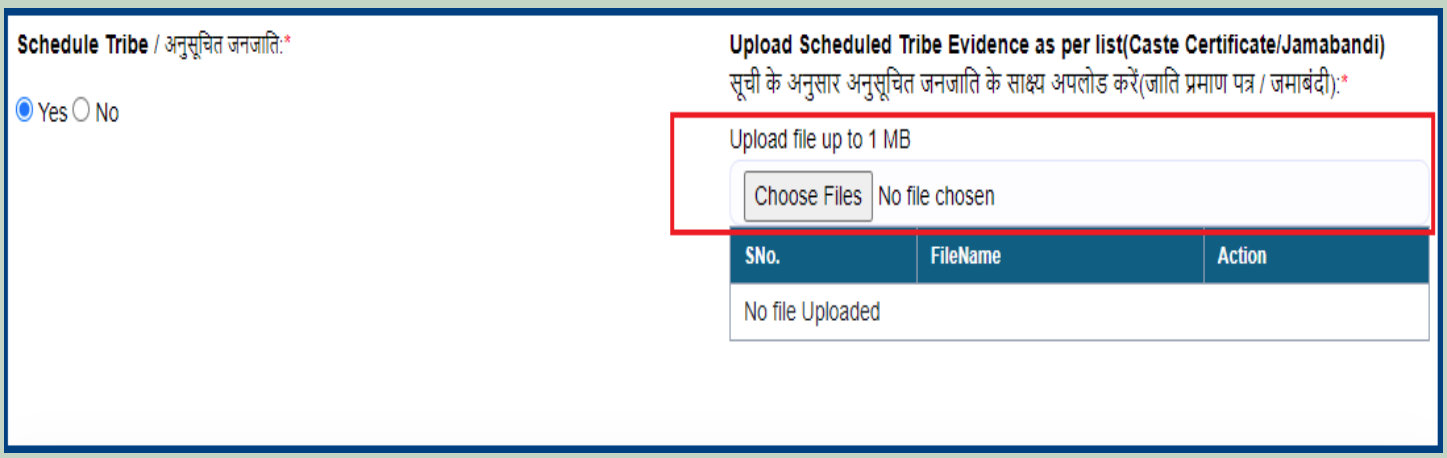
6. Select **Individual** Claim Type and enter **Date of Claim**.



7. If the applicant have **JANAADHAR ID** then enter **JANAADHAR ID** and click on **'Get Details'** button otherwise for application enter Name, Father Name, Gender, Spouse Name (If any), E-mail, Mobile Number and click on **'Add Claimant Details'**.

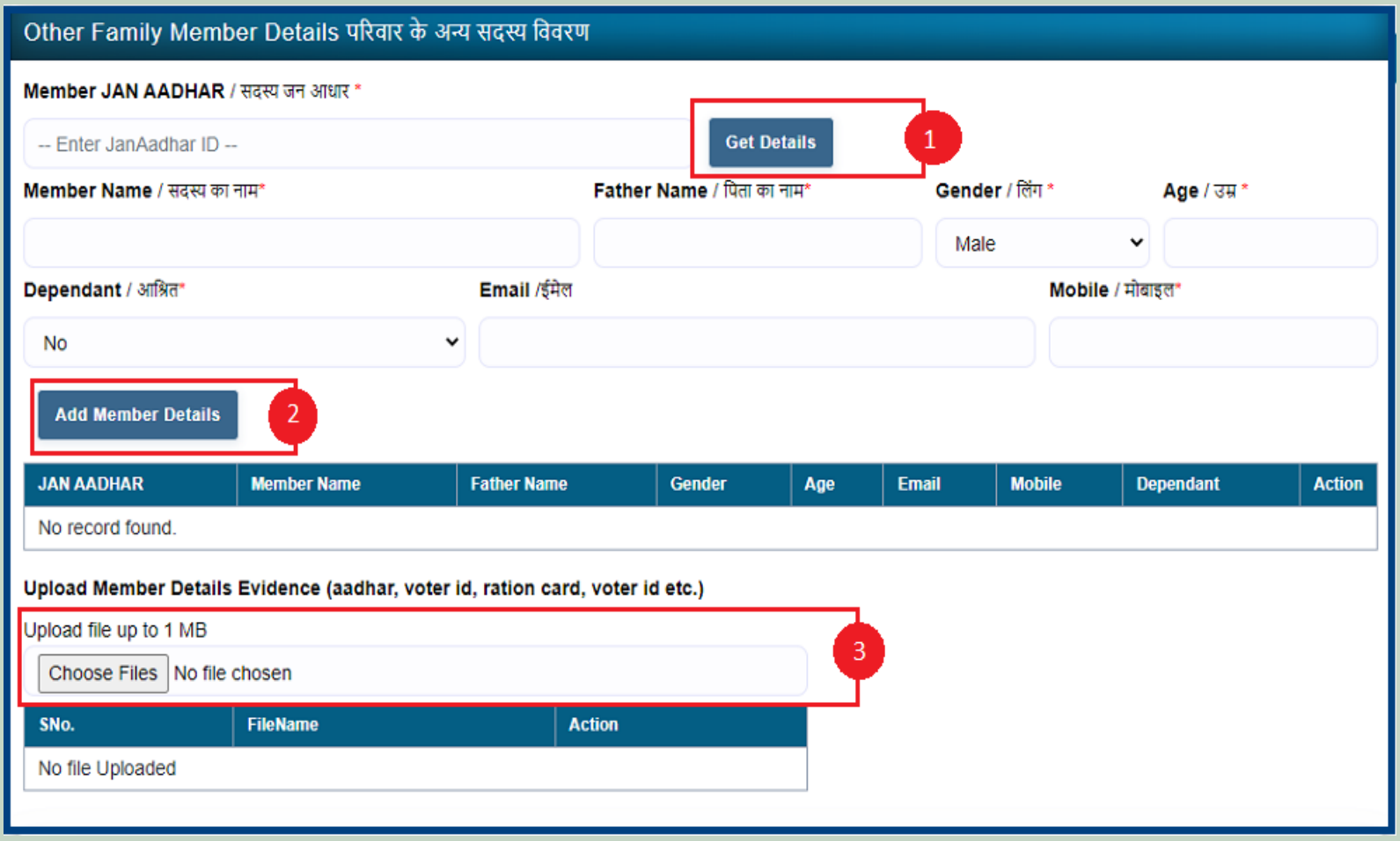
8. Applicants select District, Tehsil, Block, Gram Panchayat and Village.

9. If the applicant belongs to the Scheduled Tribe then select **'Yes'** and upload the caste certificate or Jamabandi (as evidence) otherwise select **'No'**.



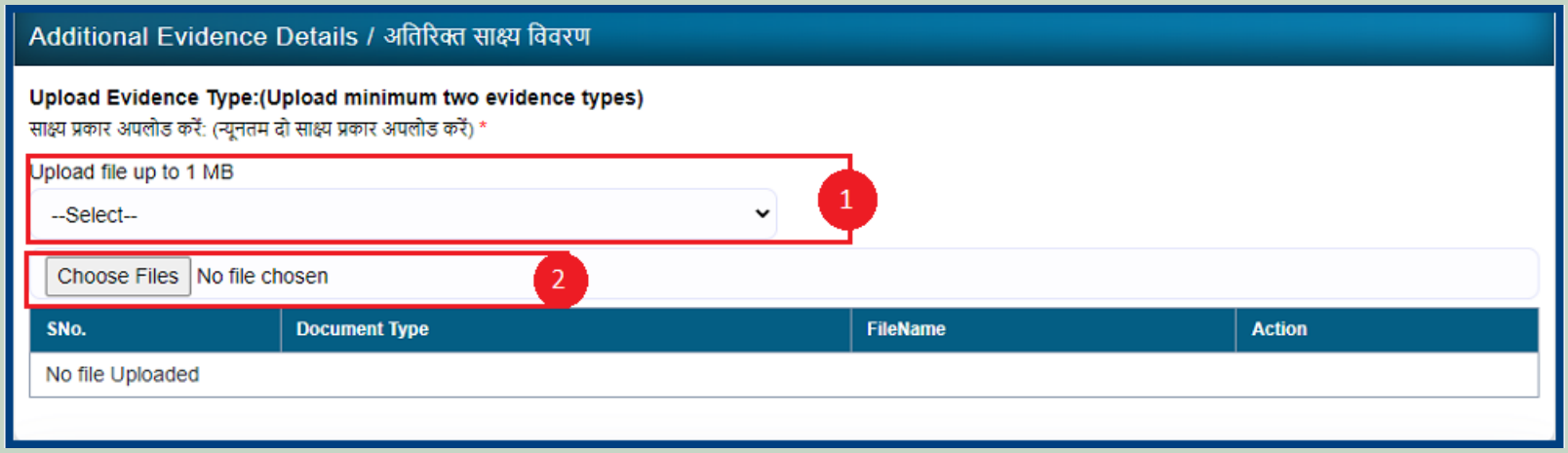
10. If an applicant is a Traditional Forest Dweller then select **'Yes'** and upload evidence otherwise select **'No'.**

11. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on **'Add Member Details'** and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).



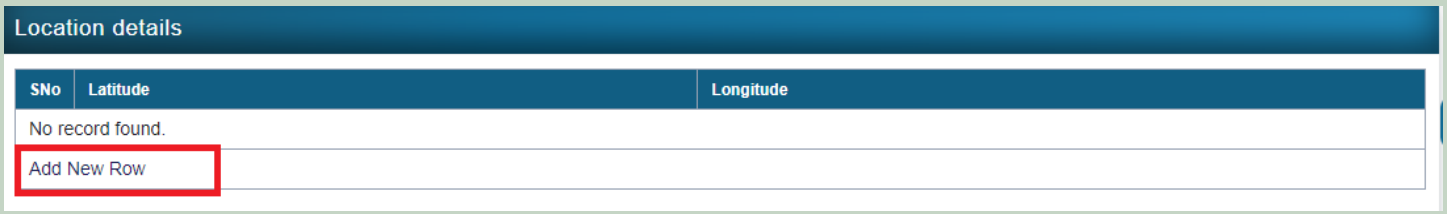
12. Select whether the claim for forest rights is before 2005 or not. Enter the details of the land occupied i.e. whether the land is for Habitation or for Self Cultivation, if the land is disputed, subsidized, optional, enter the details whether there is any other traditional right on the land etc. And after clicking the 'Next' button.

13. Select minimum two types of evidence and upload document files.

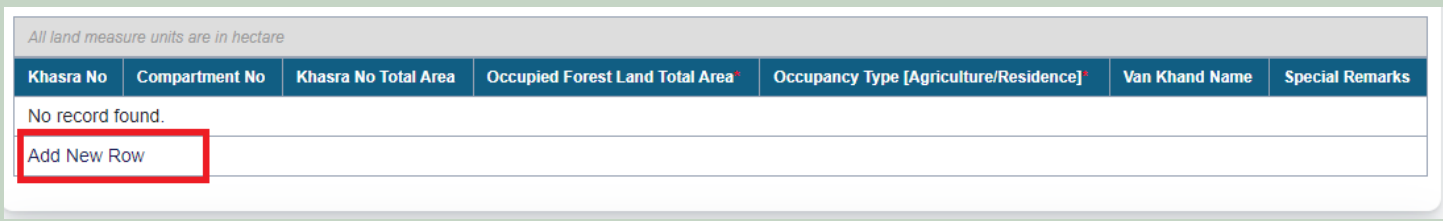


14. If there are any other comments by the applicants then enter.

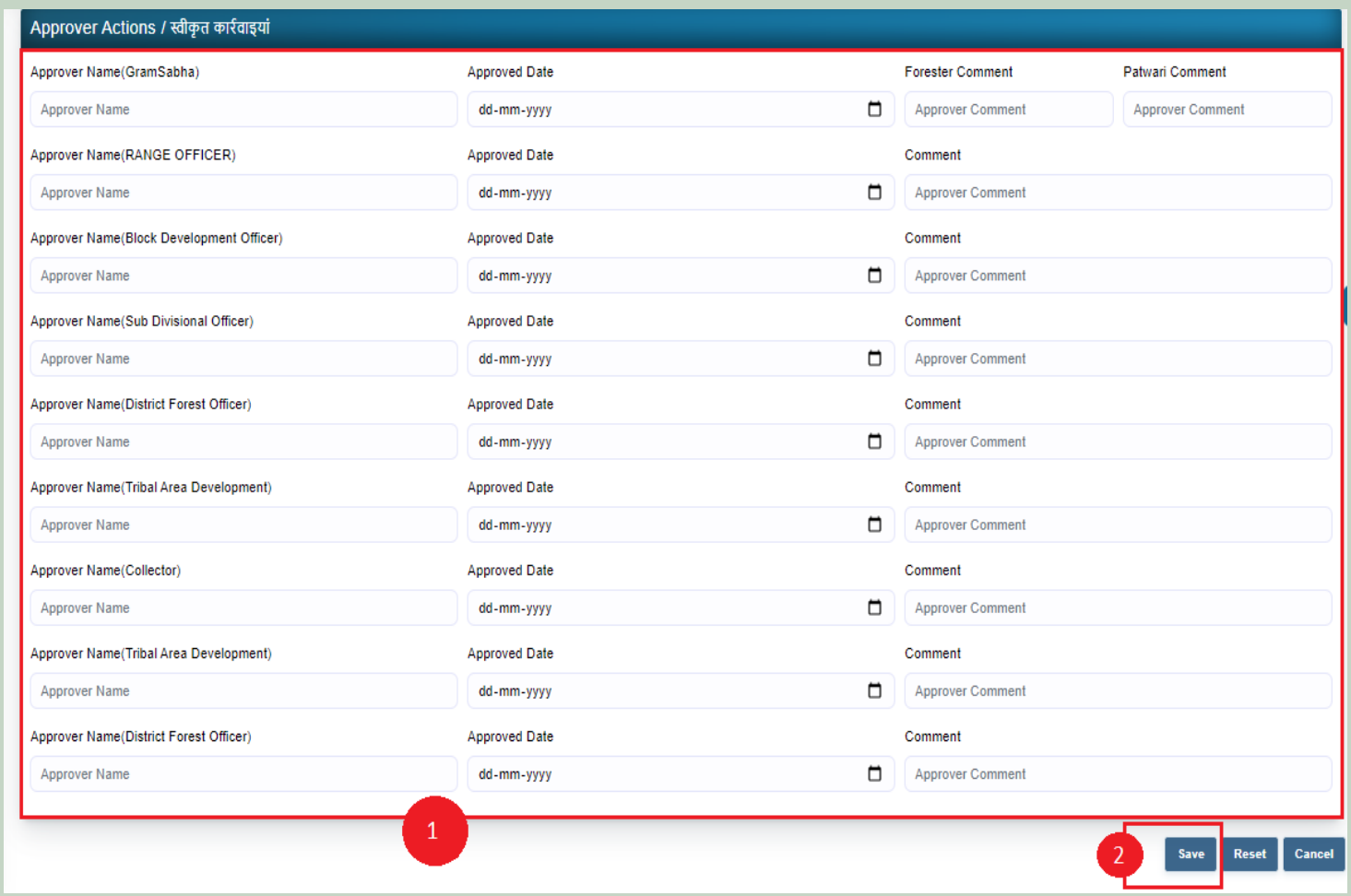
15. Click **'Add New Line'** to Enter Latitude and Longitude.



16. Click **'Add New Line'** to Enter Khasra No, Compartment No, Khasra No Total Area, Occupied Forest Land Total Area, Occupancy Type [Agriculture/Residence], Van Khand Name and Special Remarks.



17. Enter Approver Name, Approved Date and Approver Comments and click on 'Save' button



3. How to Add Claim Form (Approved Cases) for Community Forest Rights.

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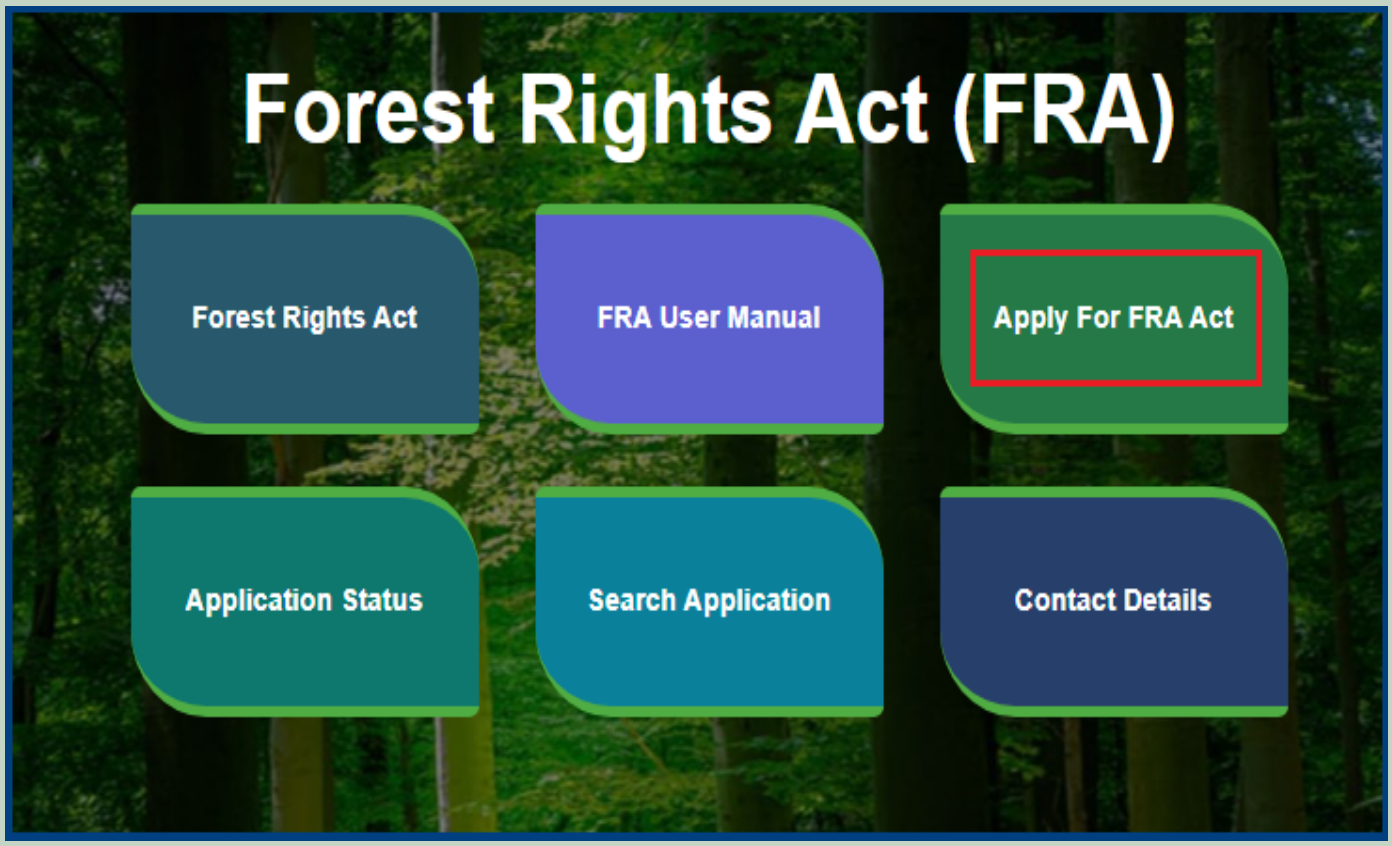

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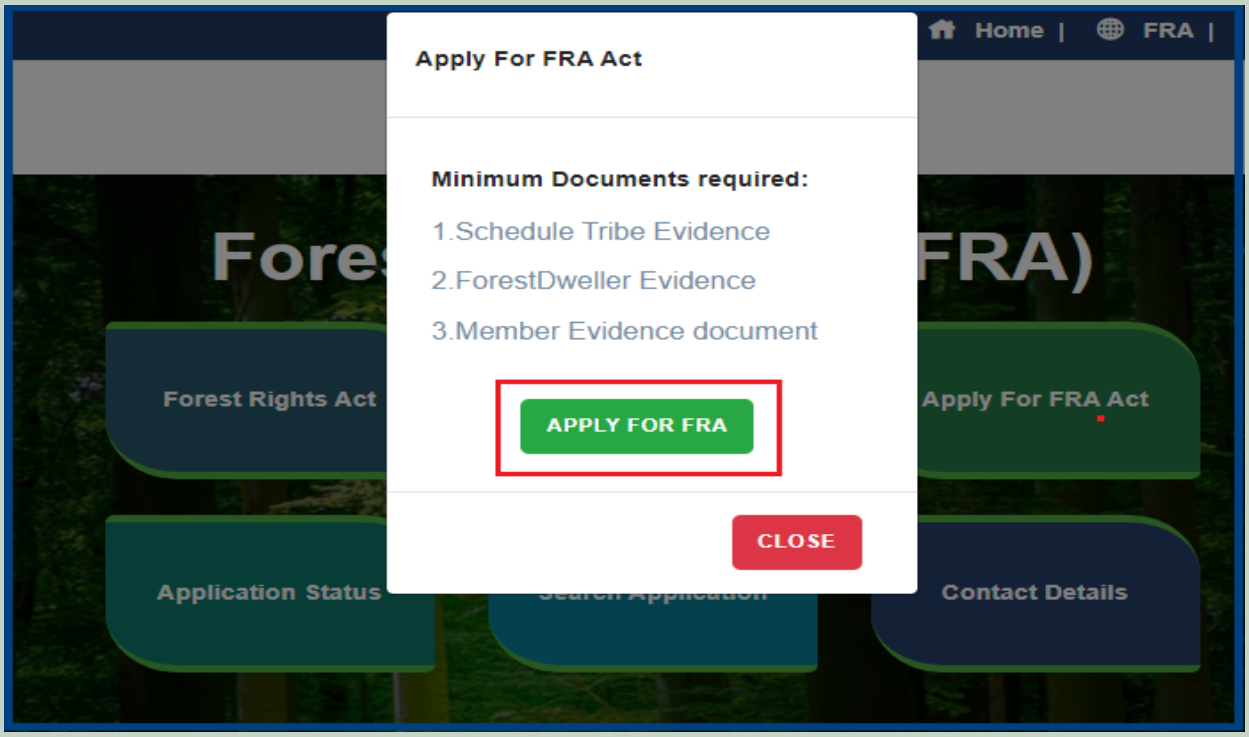
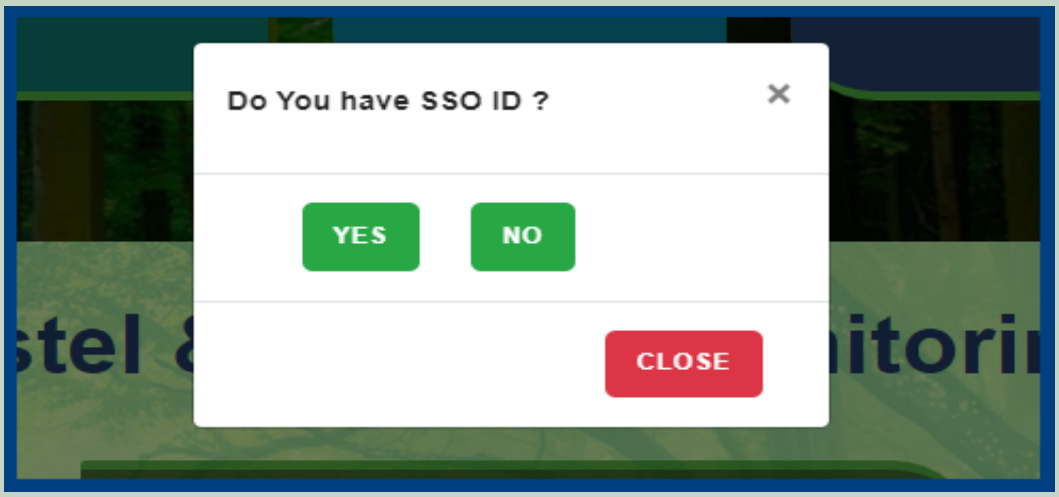
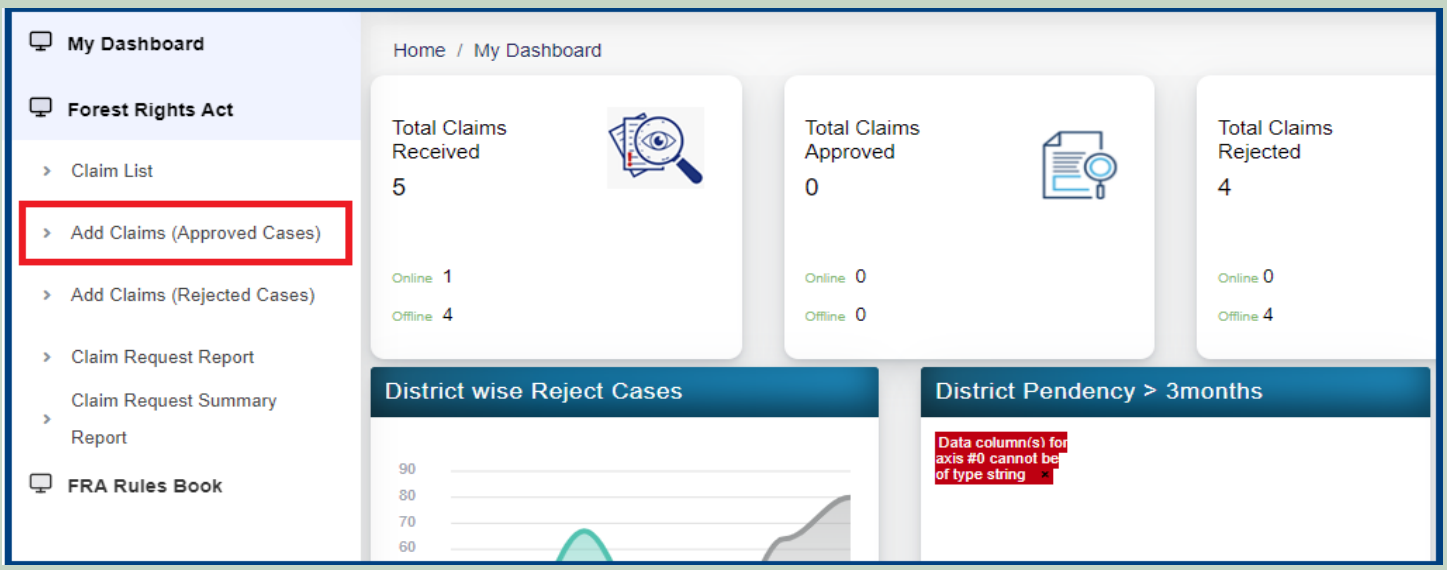


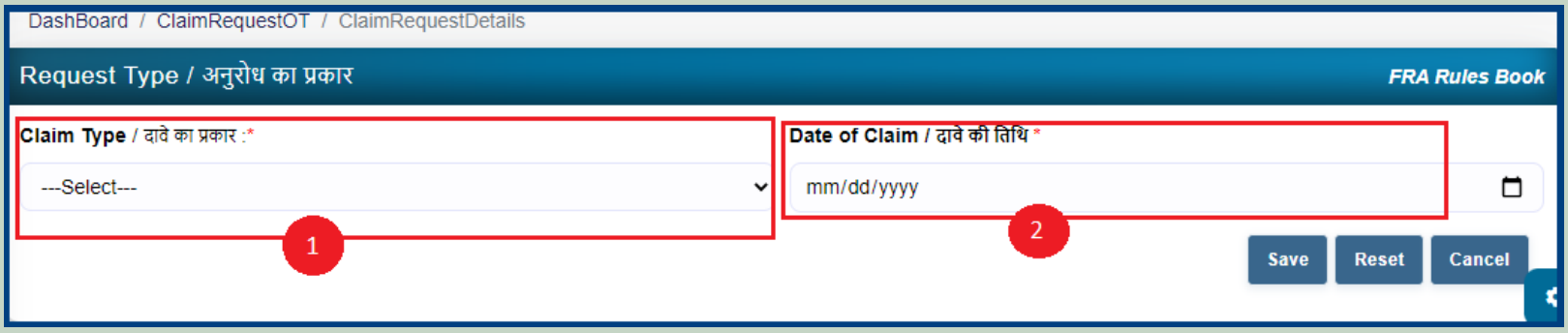
4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.



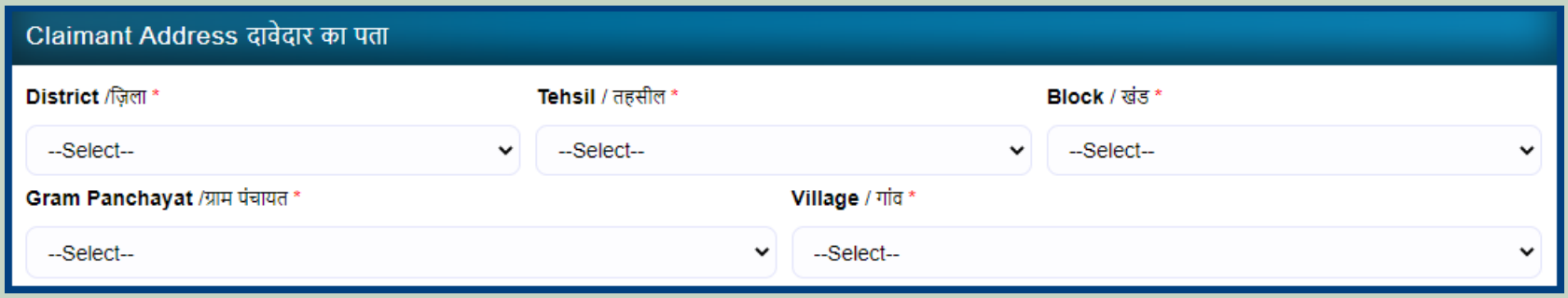
5. Click **Add Claim (Approved Cases)** on dashboard menu links.



6. Select **Community** Claim Type and enter **Date of Claim**.

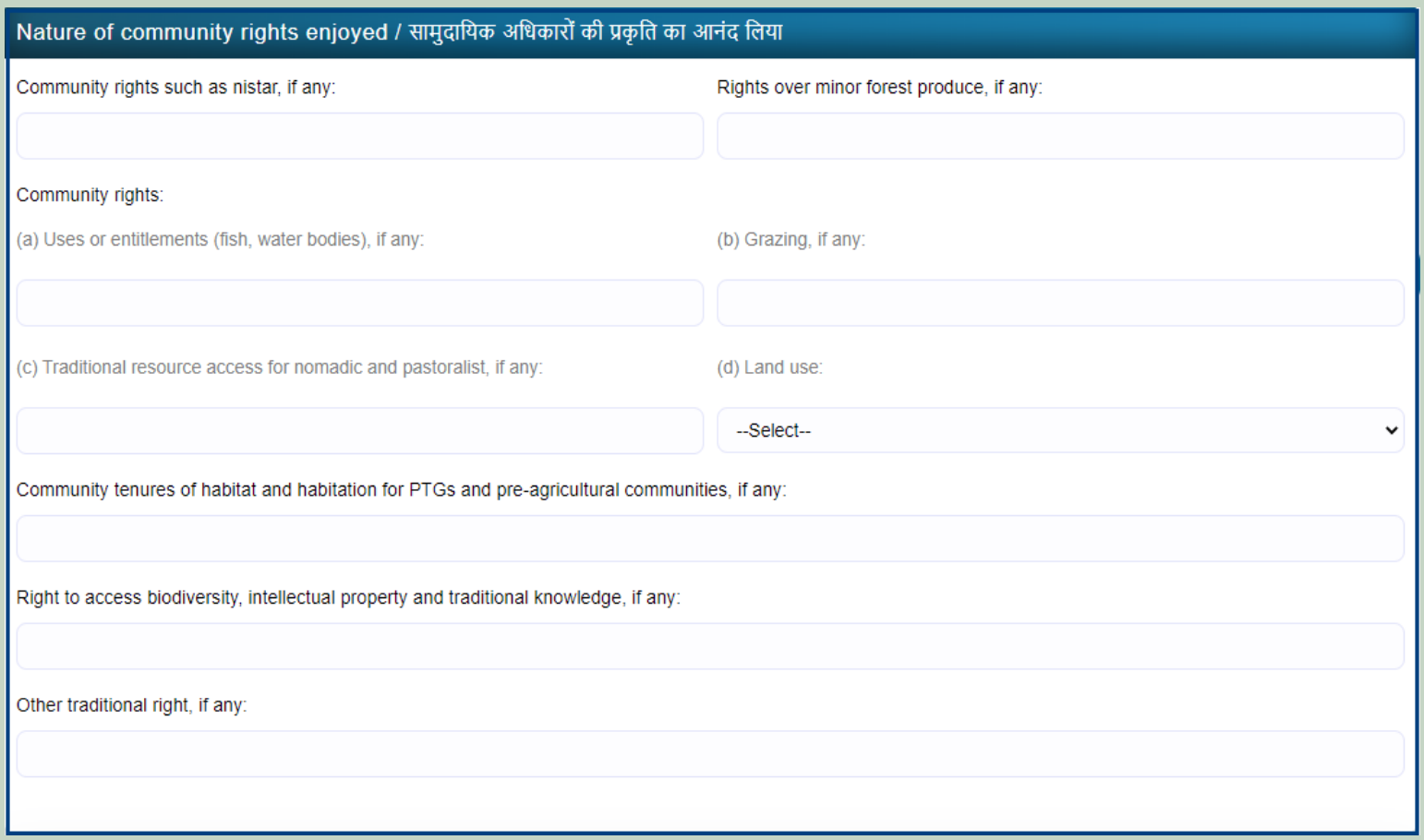


7. Applicants select District, Tehsil, Block, Gram Panchayat and Village.



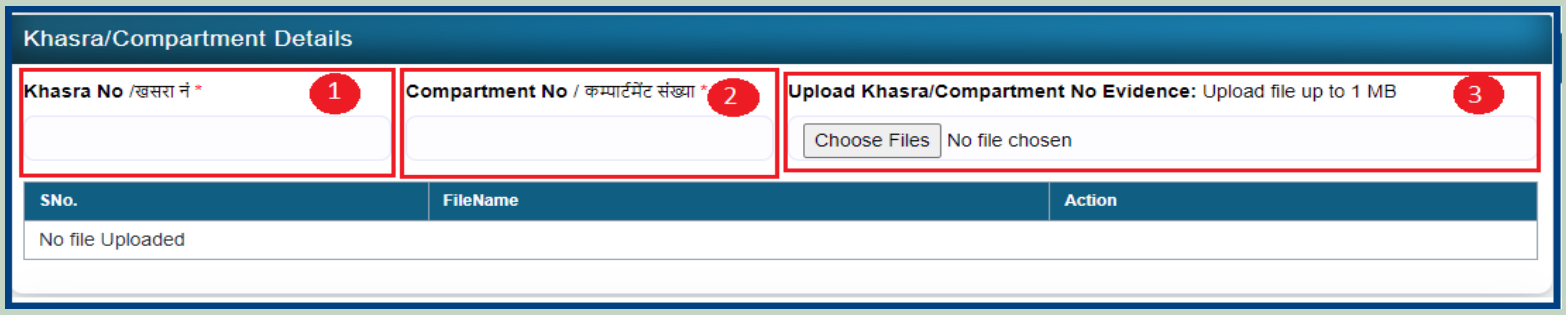
8. Select 'Yes' if the applicant is a Forest Dweller Scheduled Tribe or Other Traditional Forest Dweller otherwise select 'No'.

9. Enter the details of the occupied land i.e. Community Rights Nistar, Right on minor forest produce, to graze, for traditional resources, Enter details of land use etc.

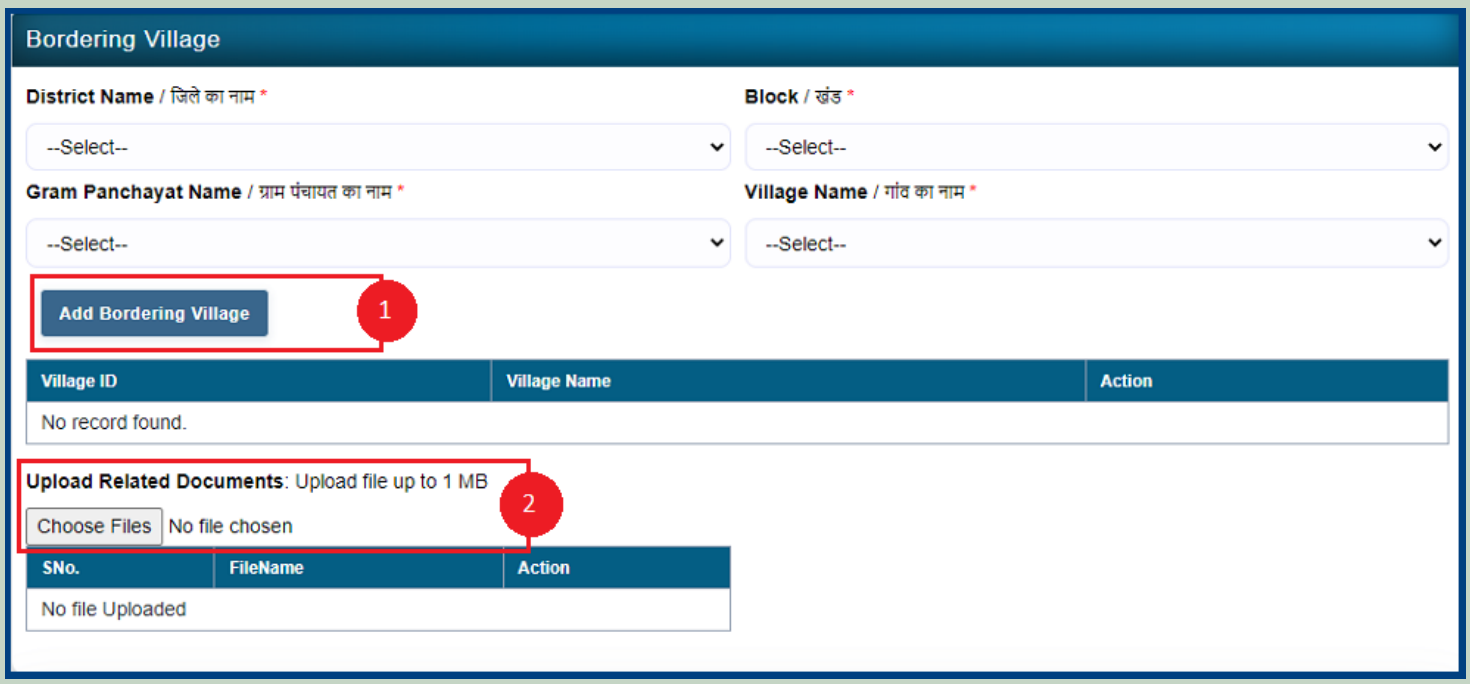


10. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on **'Add Member Details'** and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).

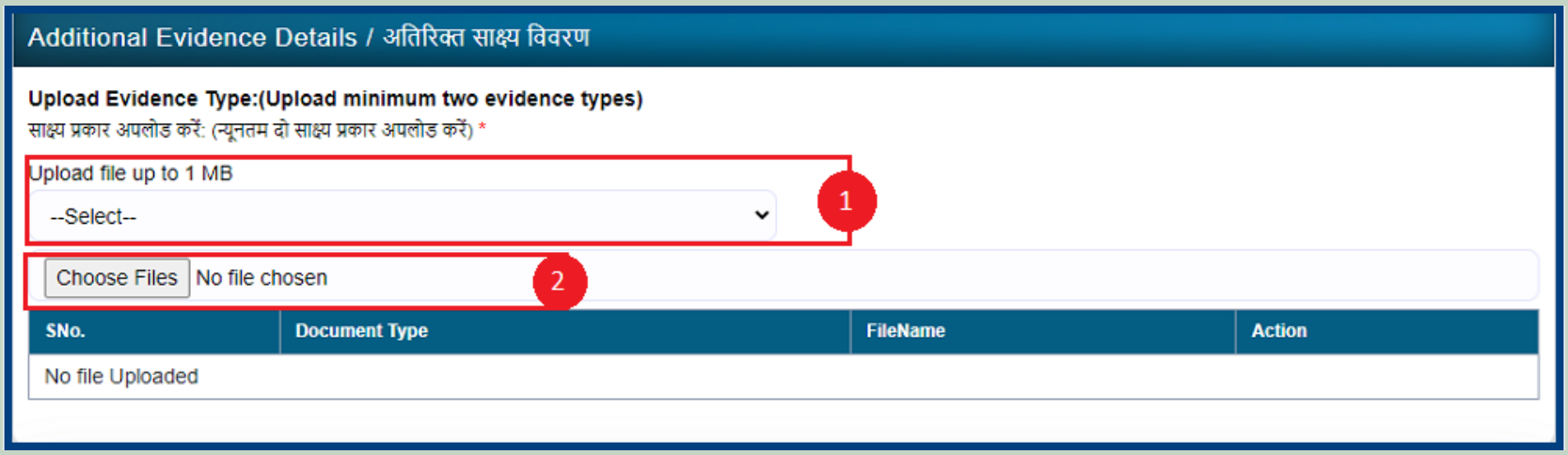
11. Upload **Khasra/Compartment No Evidence by** Entering the **Khasra No and Compartment No.**



12. Select the bordering village and click on **'Add Border Village'** and **Upload Related Documents.**



13. Select minimum two types of evidence and upload document files.



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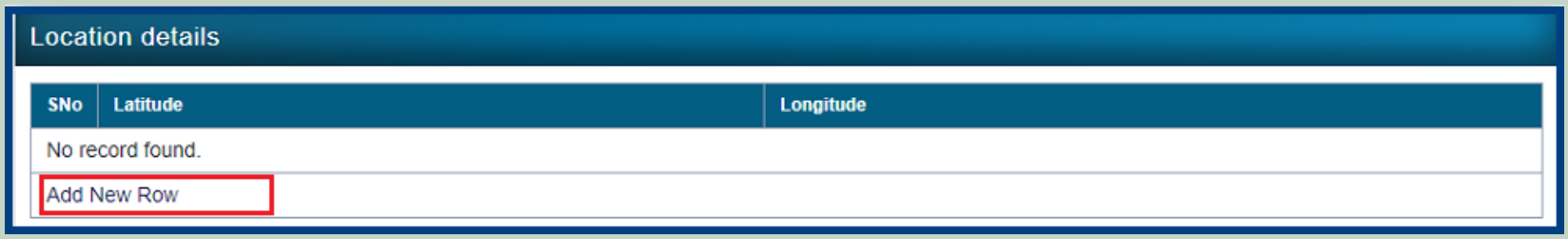

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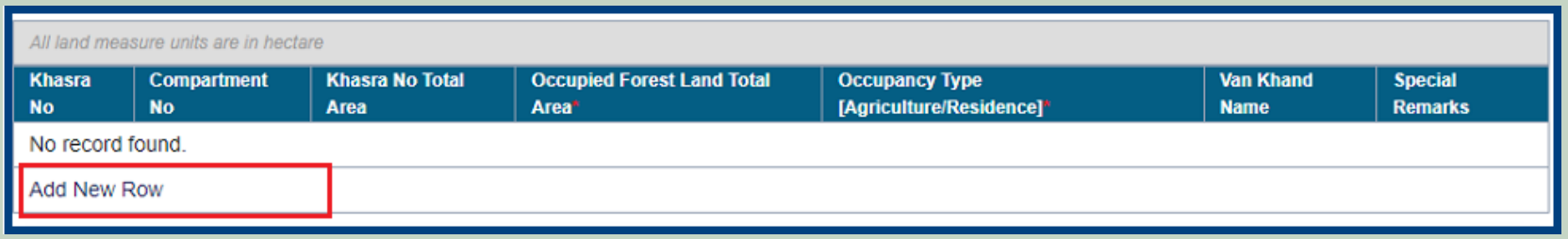
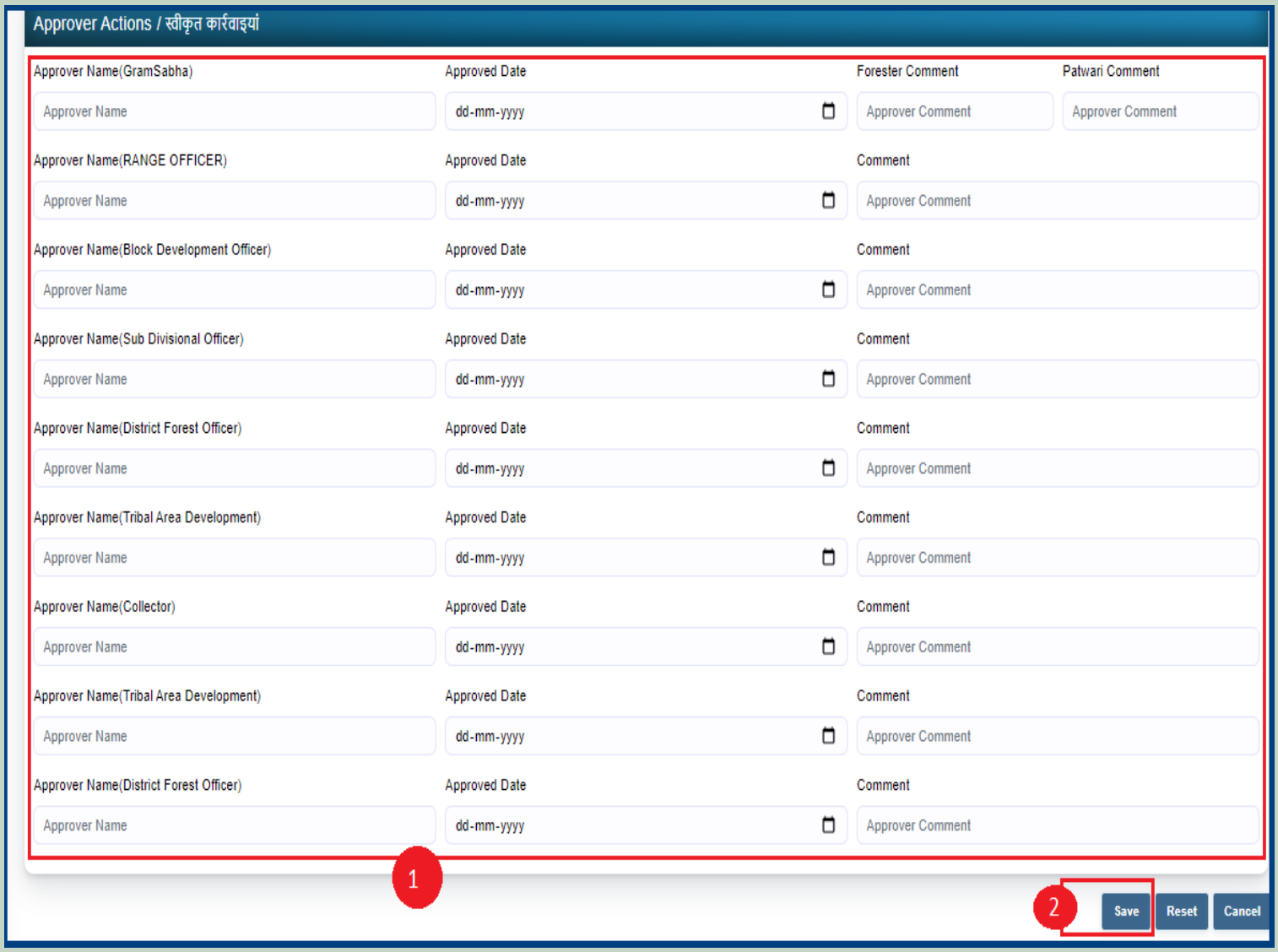


17. Enter Approver Name, Approved Date and Approver Comments and click on **'Save'** button



1. How to Add Claim Form (Rejected Cases) for Individual Forest Rights.

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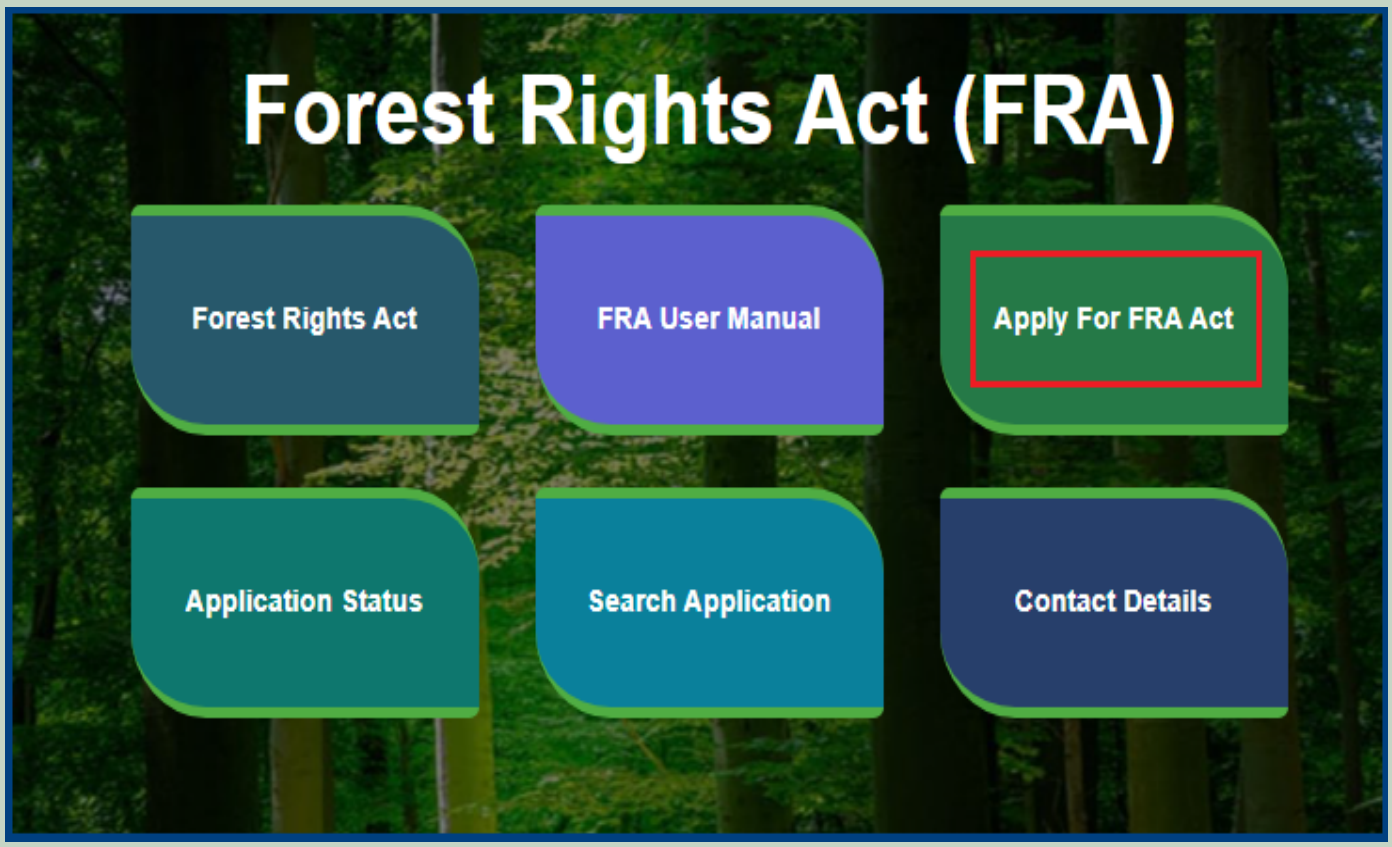

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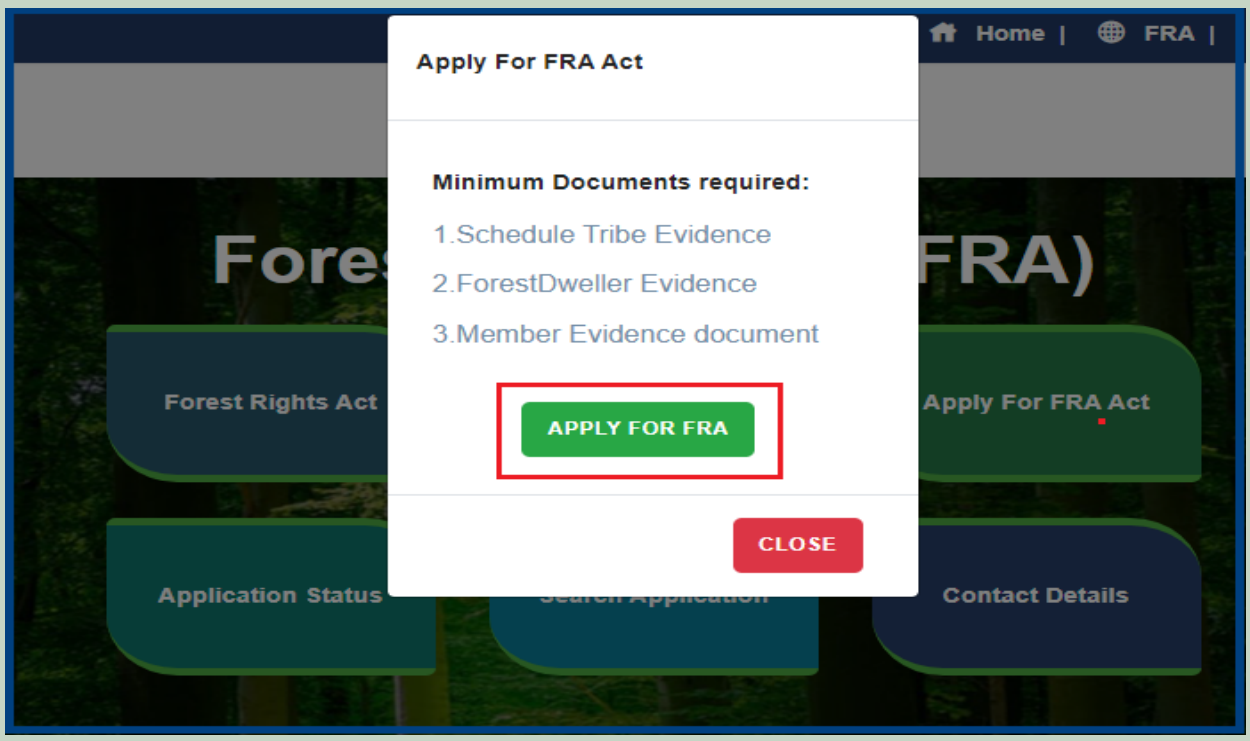

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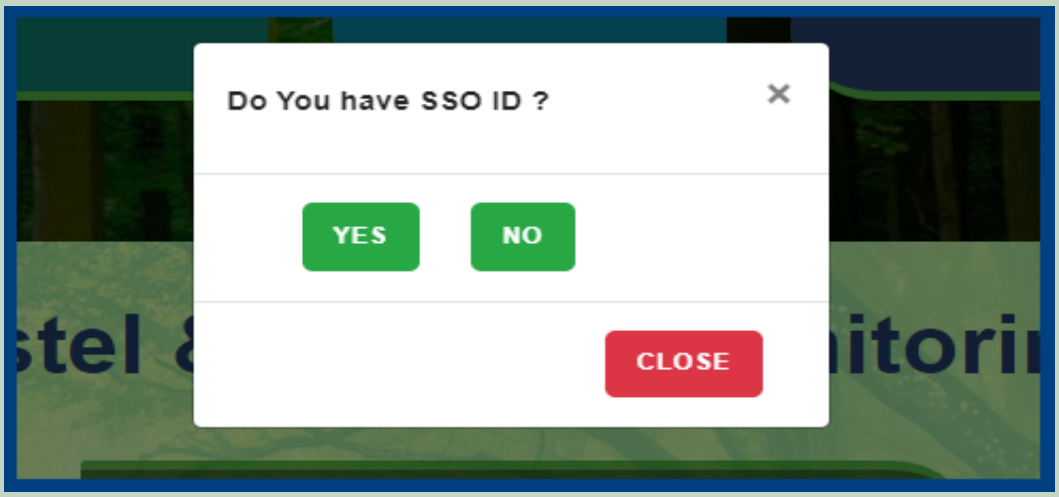
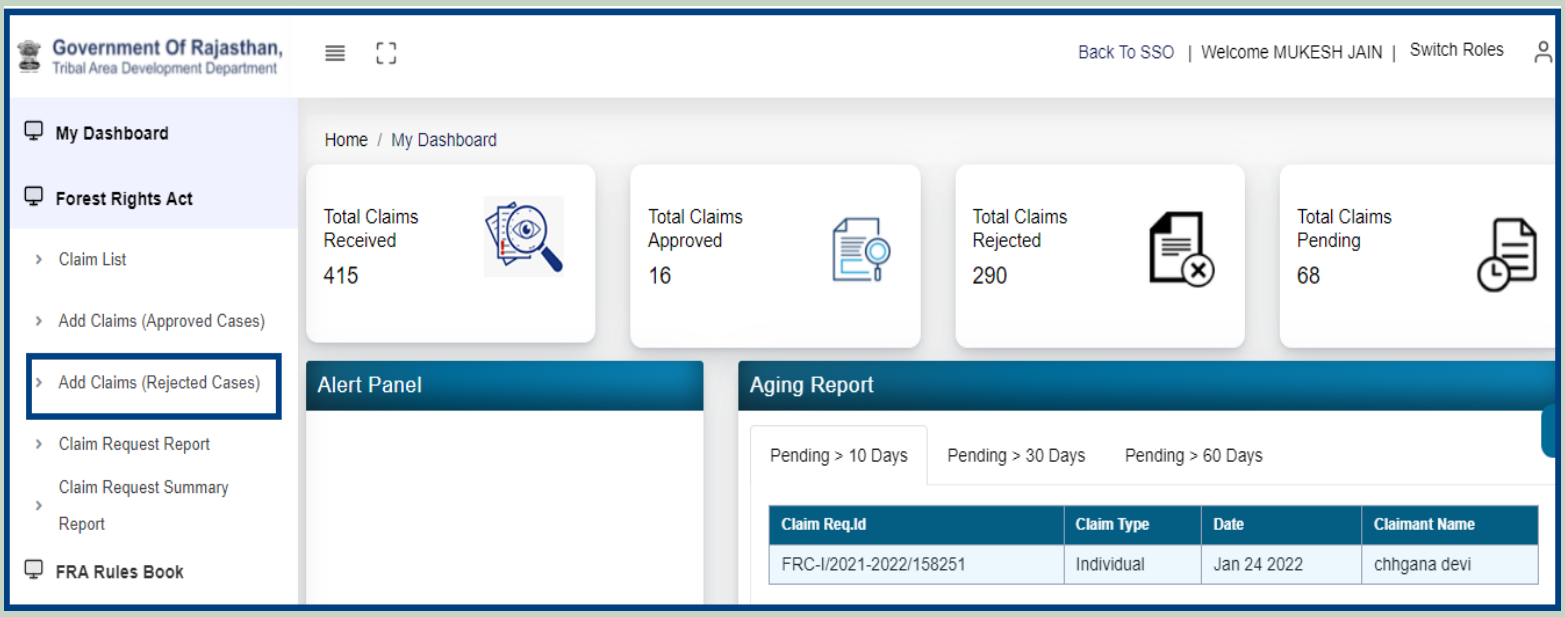
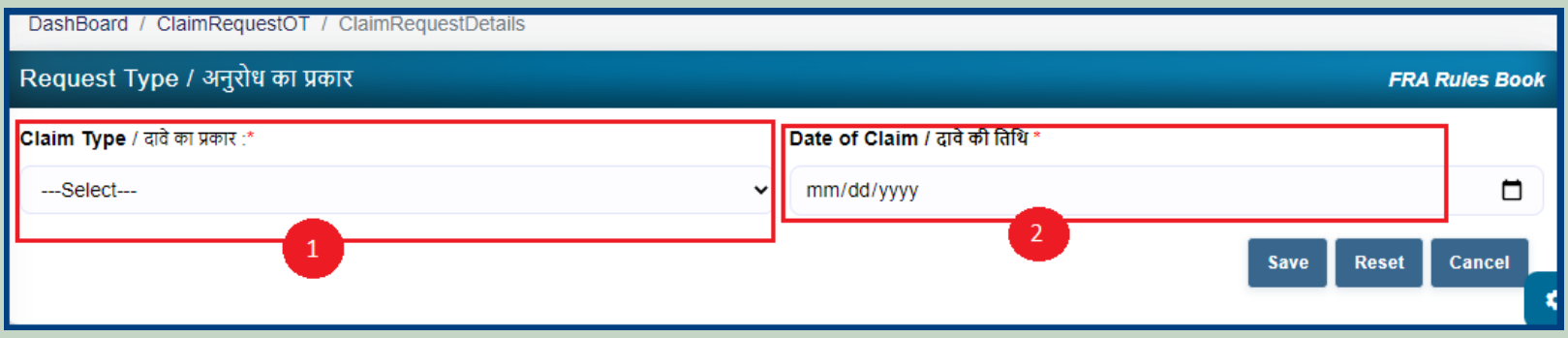


5. Click **Add Claim (Rejected Cases)** on dashboard menu links.



6. Select **Individual** Claim Type and enter **Date of Claim**.



7. If applicant have **JANAADHAR ID** then enter the JANAADHAR **ID** and click on **'Get Details'** button otherwise for application enter Name, Father Name, Gender, Spouse Name (If any), E-mail, Mobile Number and click on **'Add Claimant Details'**.

8. Applicant select District, Tehsil, Block, Gram Panchayat and Village.

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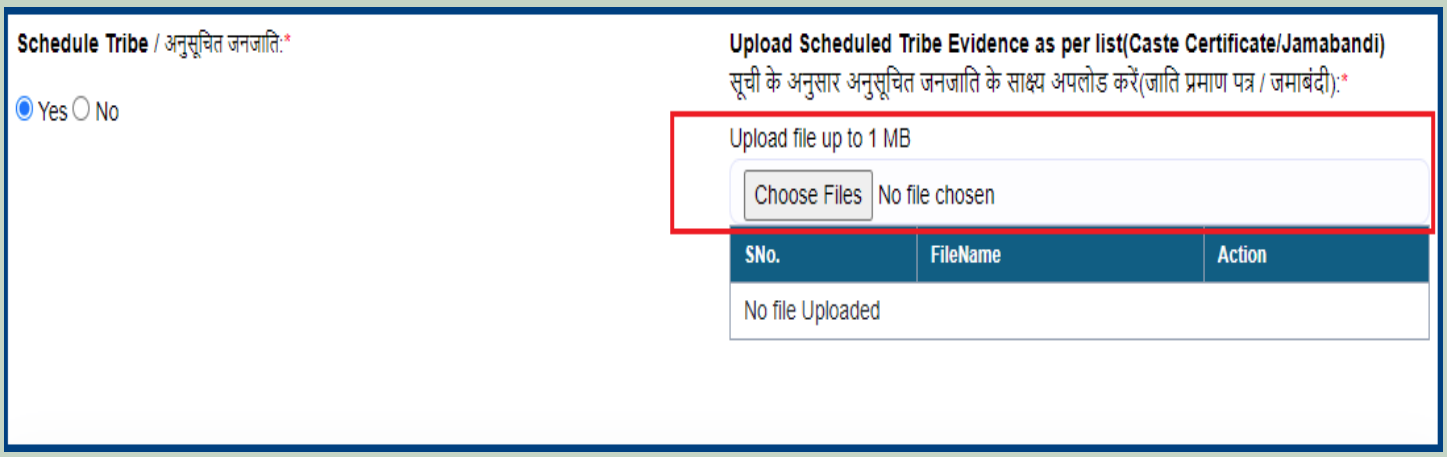

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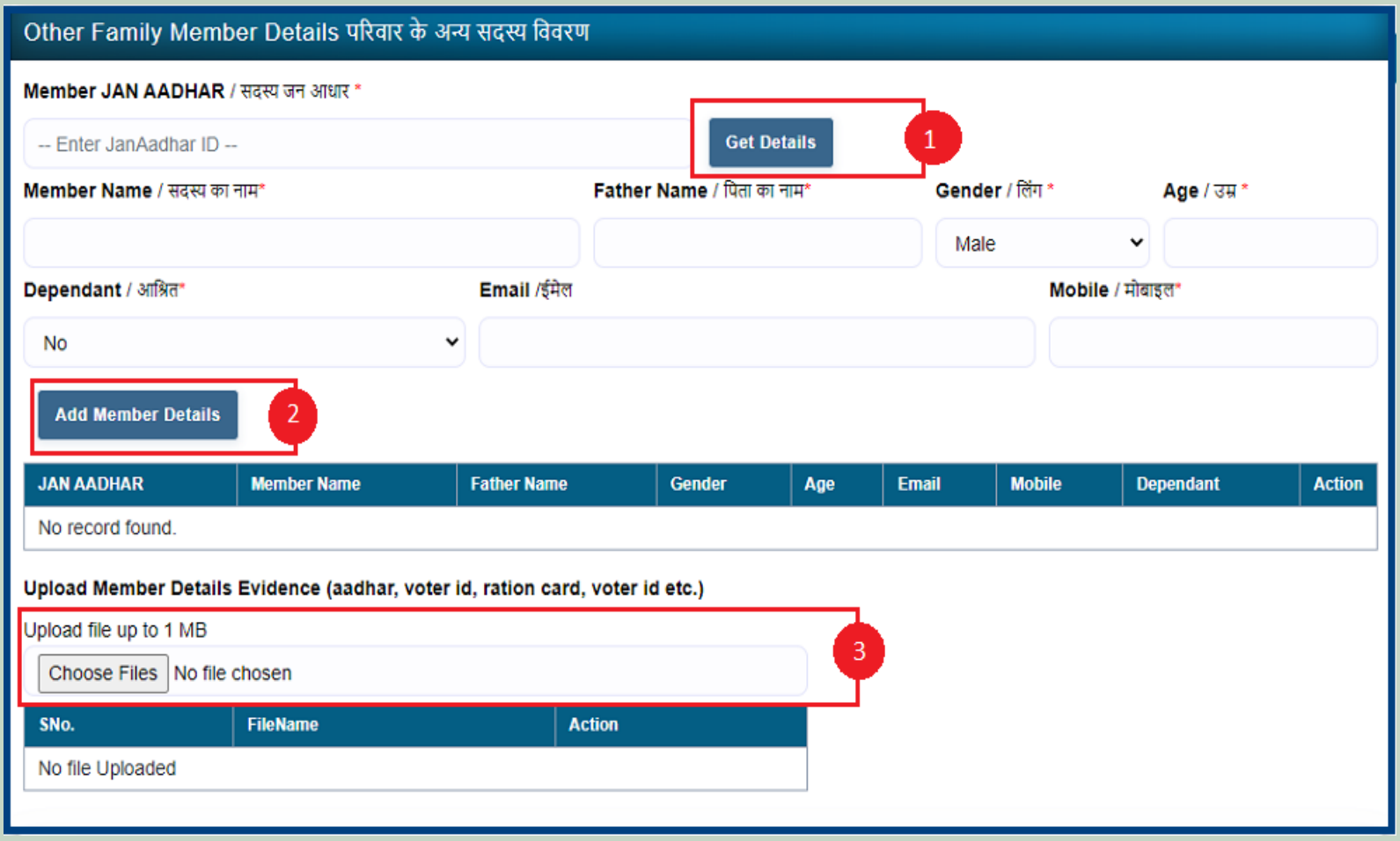
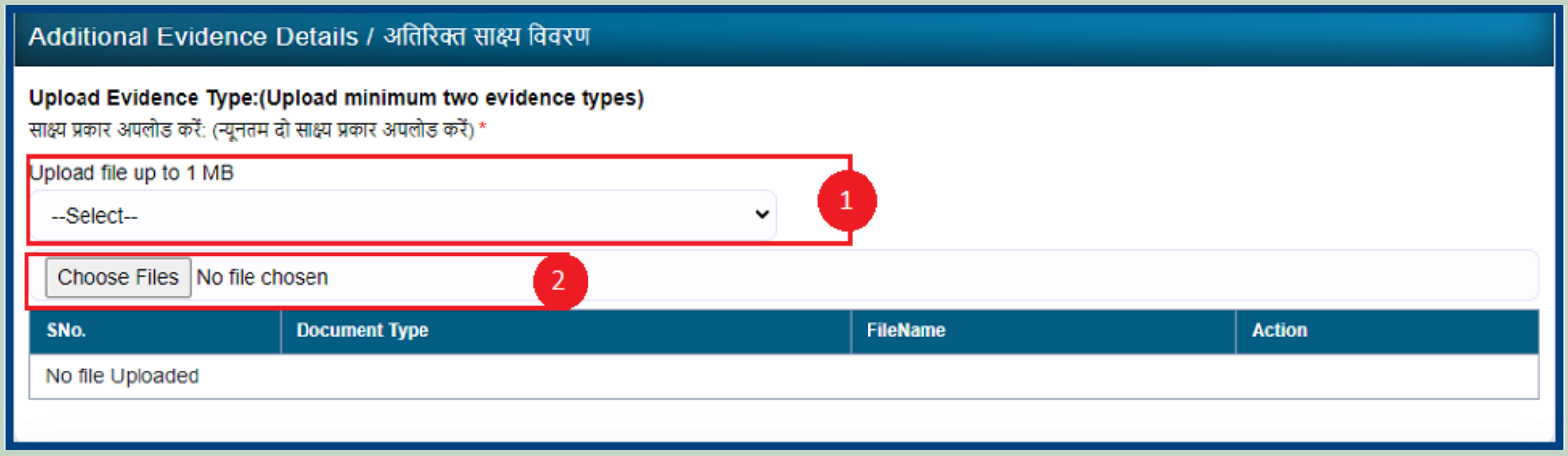
11. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on **'Add Member Details'** and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).



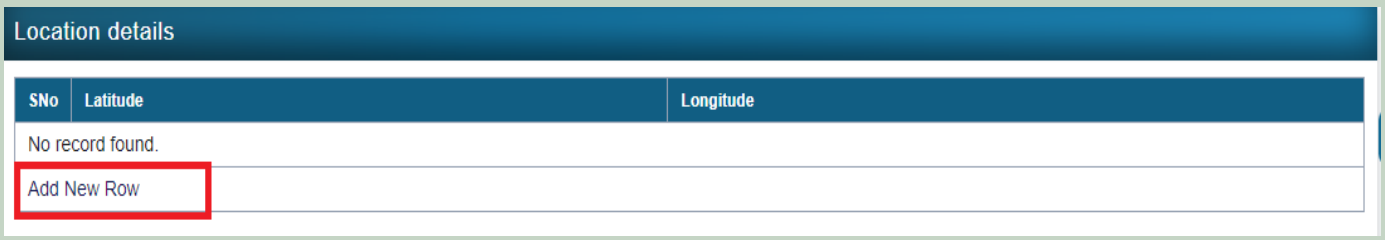
12. Select whether the claim for forest rights is before 2005 or not. Enter the details of the land occupied i.e. whether the land is for Habitation or for Self Cultivation, if the land is disputed, subsidized, optional, enter the details whether there is any other traditional right on the land etc. And after clicking the 'Next' button.

13. Select minimum two types of evidence and upload document files.



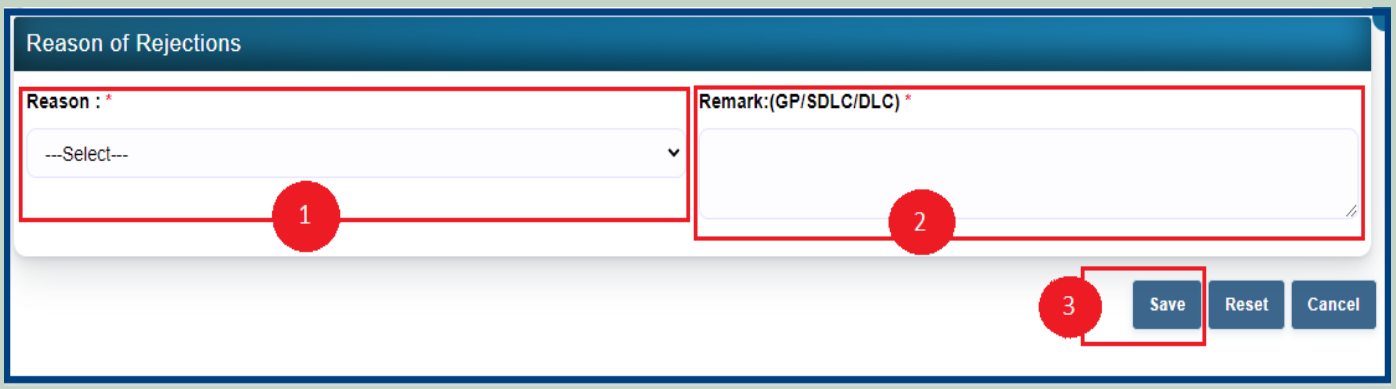
14. If there are any other comments by the applicants then enter.

15. Click **'Add New Line'** to Enter Latitude and Longitude.



16. Click **'Add New Line'** to Enter Khasra No, Compartment No, Khasra No Total Area, Occupied Forest Land Total Area, Occupancy Type [Agriculture/Residence], Van Khand Name and Special Remarks.

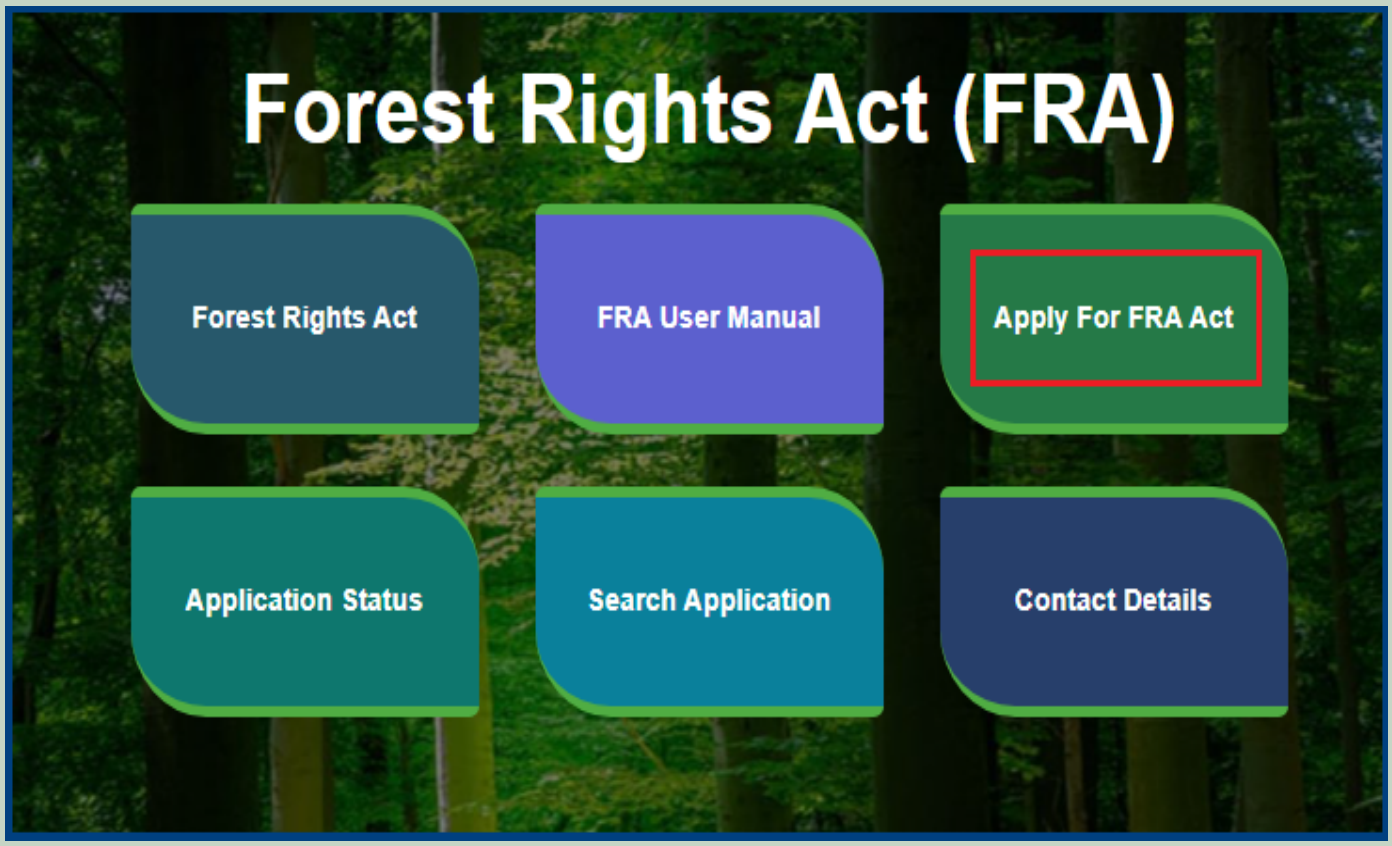
17. Select **Reason of Rejection** and enter **Remark** and click the **'save'** button.



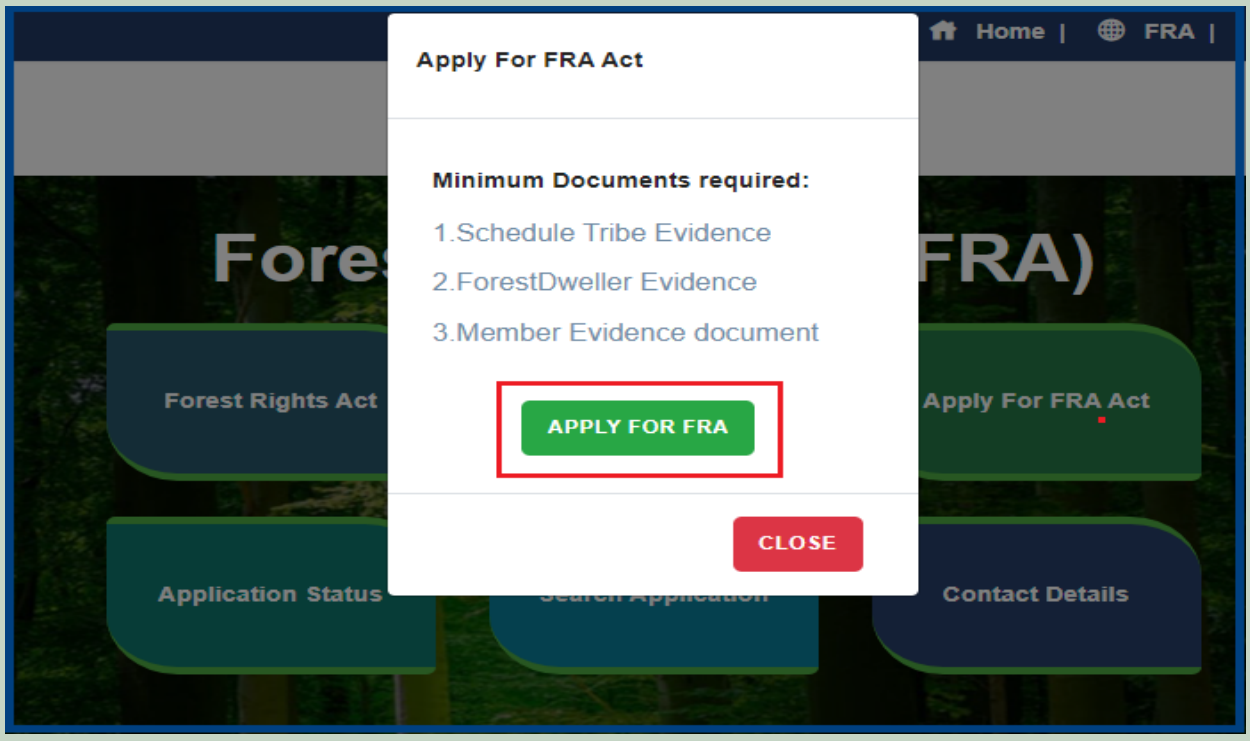
4. How to Add Claim Form (Rejected Cases) for Community Forest Rights.

1. Open this link on web browser - http://fra.rajasthan.gov.in/

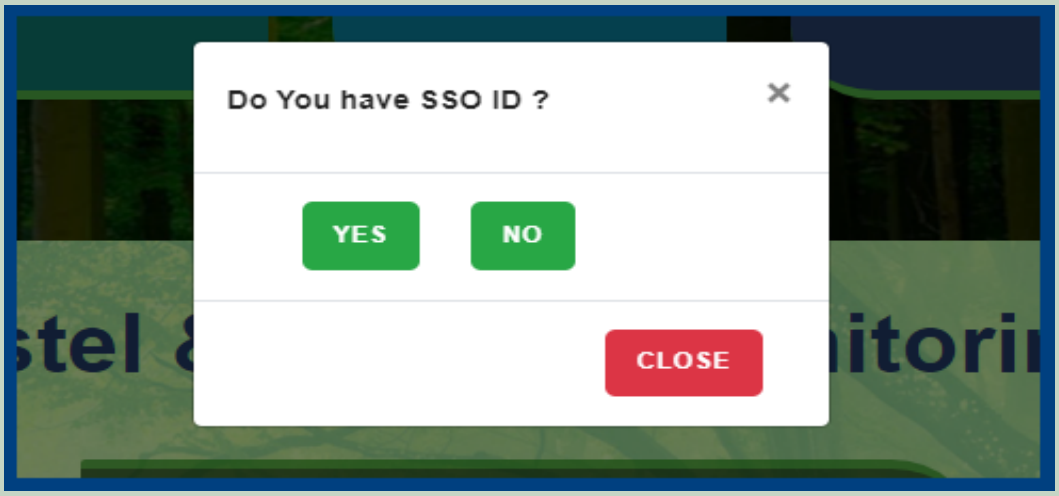
2. Click on Apply For FRA Act .



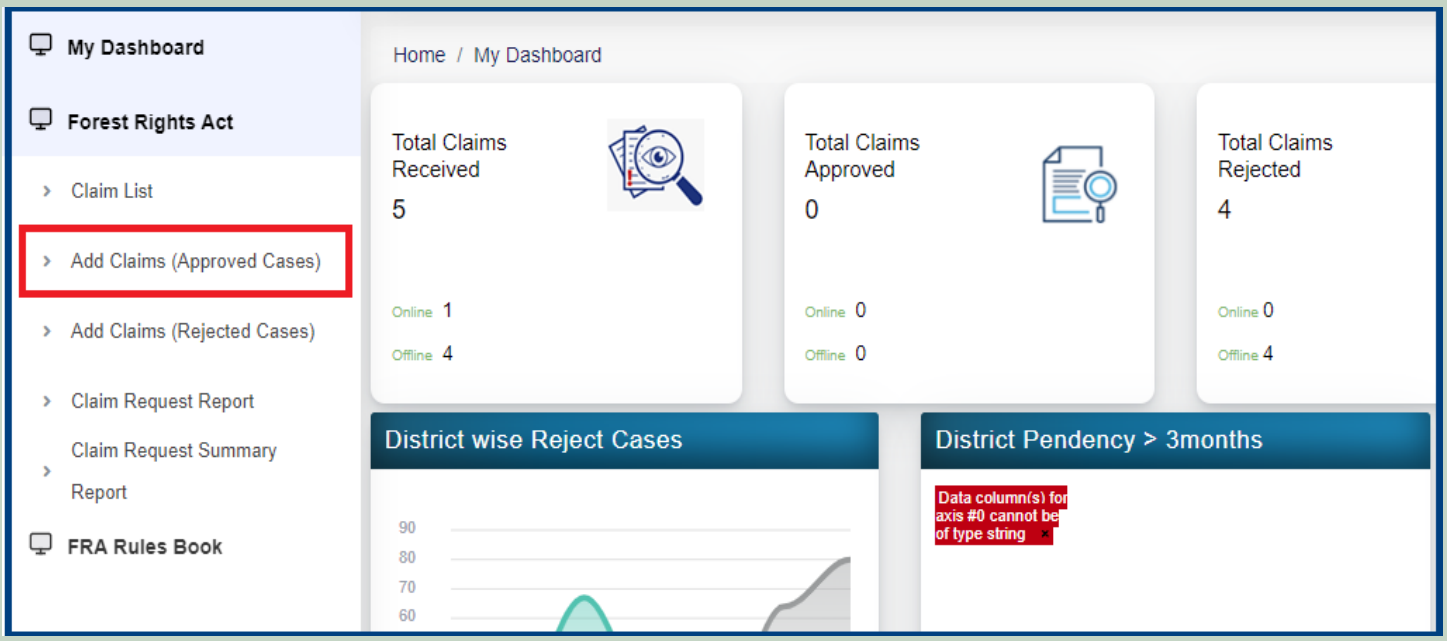
3. Click on Apply For FRA Act .



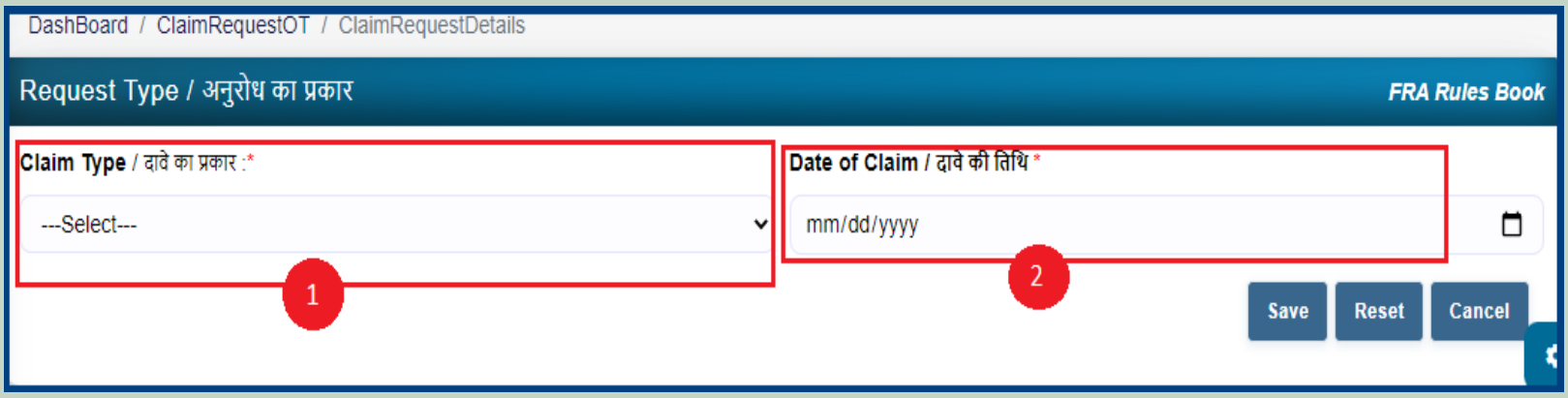
4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.



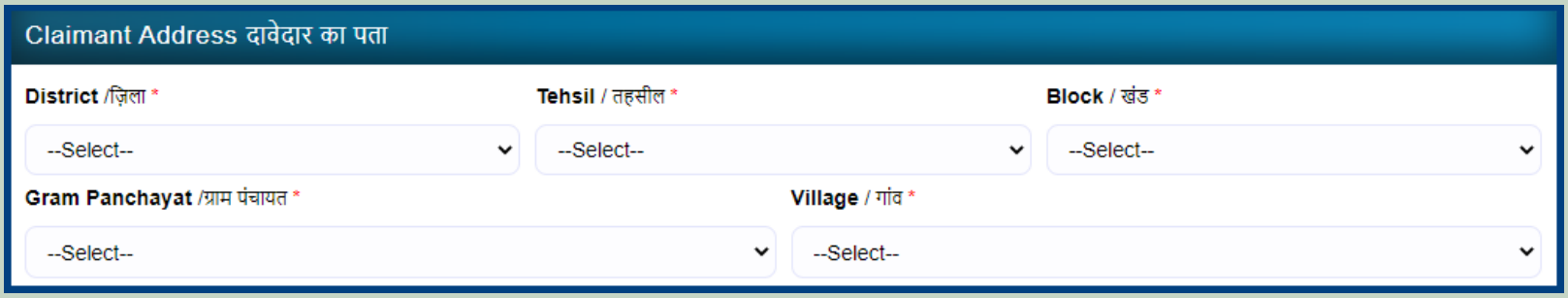
5. Click **Add Claim (Rejected Cases)** on dashboard menu links.



6. Select **Community** Claim Type and enter **Date of Claim**.

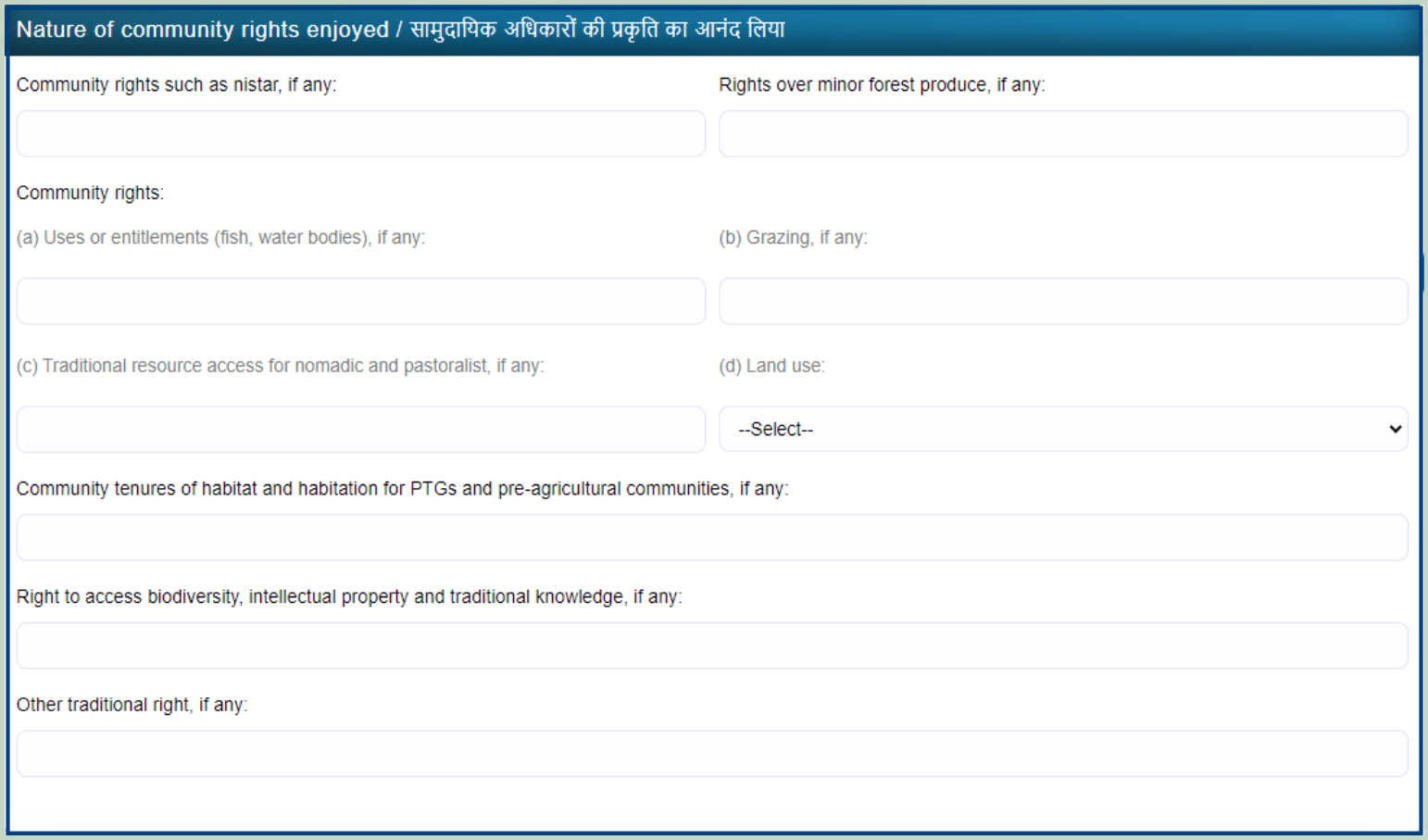


7. Applicants select District, Tehsil, Block, Gram Panchayat and Village.



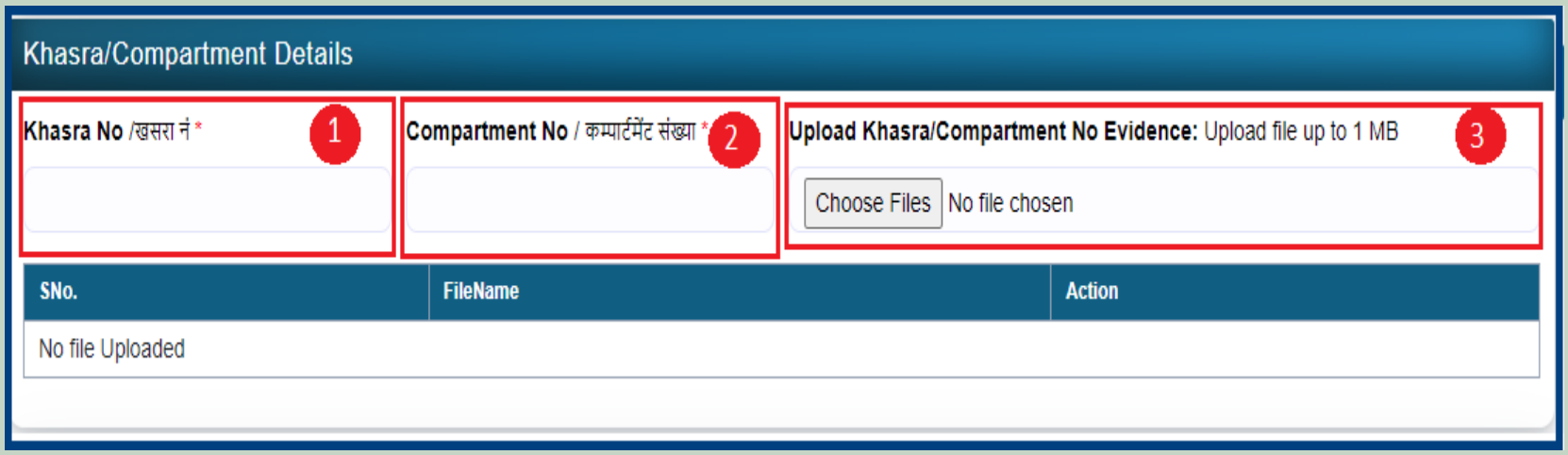
8. Select 'Yes' if the applicant is a Forest Dweller Scheduled Tribe or Other Traditional Forest Dweller otherwise select 'No'.

9. Enter the details of the occupied land i.e. Community Rights Nistar, Right on minor forest produce, to graze, for traditional resources, Enter details of land use etc.

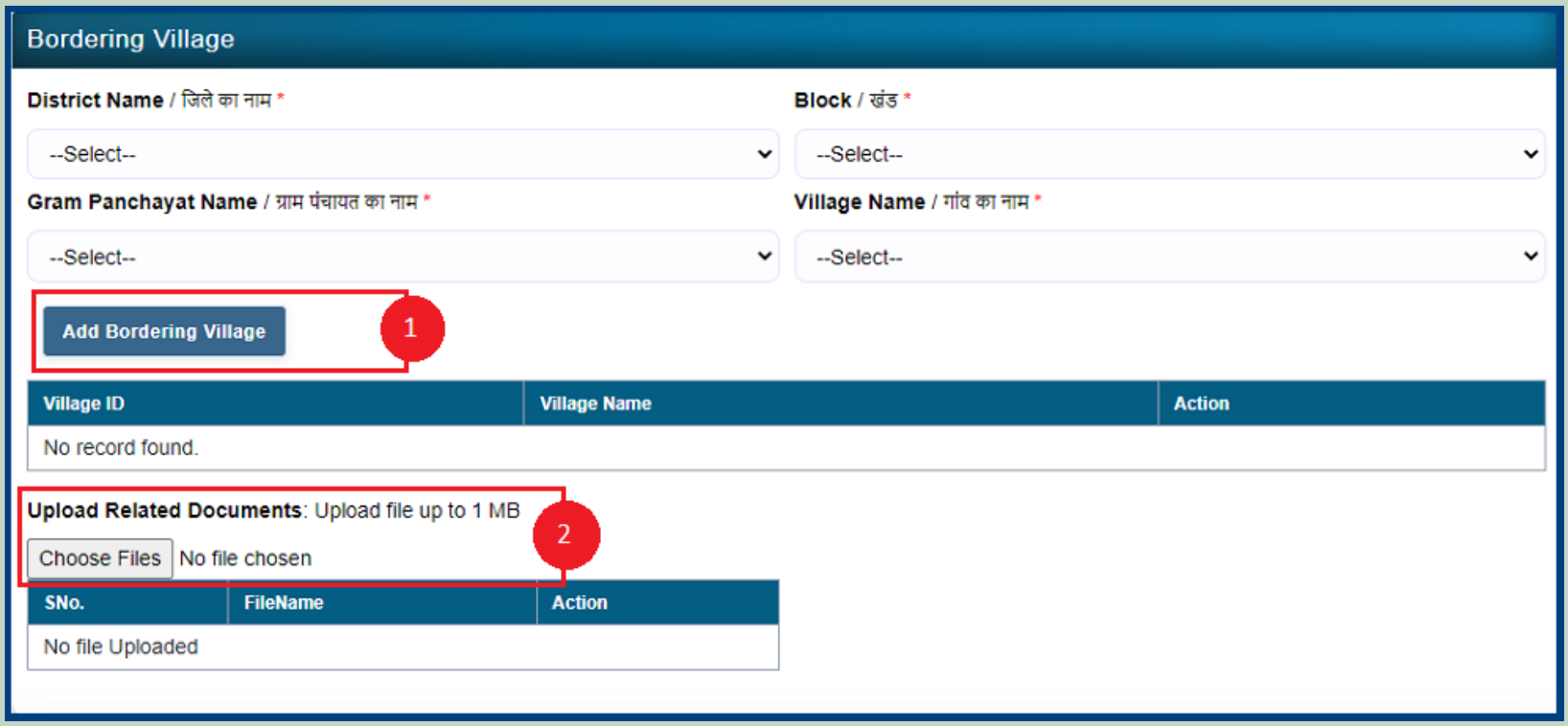


10. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on **'Add Member Details'** and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).

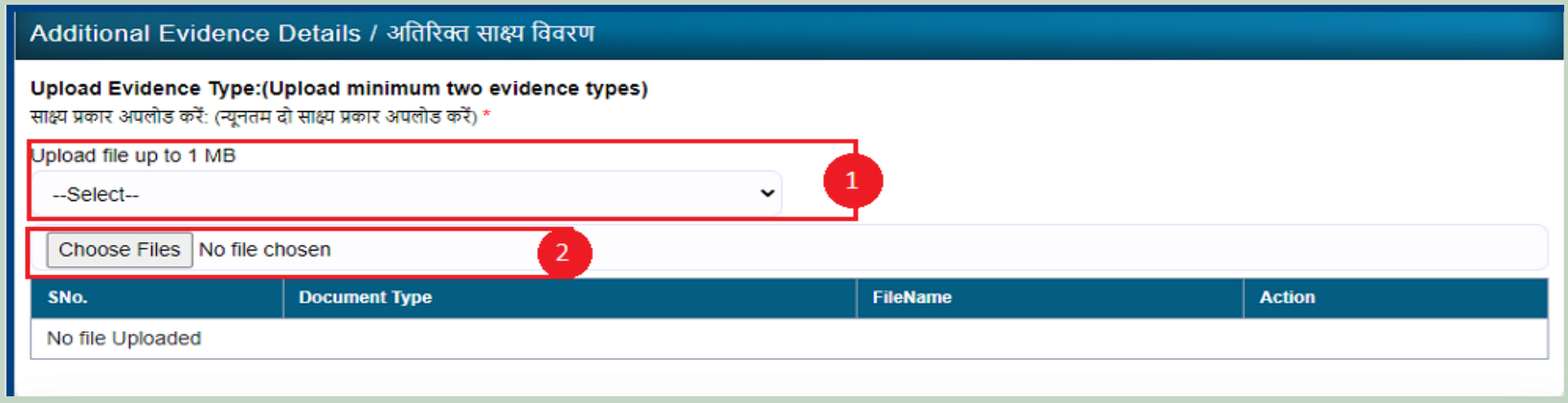
11. Upload **Khasra/Compartment No Evidence by** Entering the **Khasra No and Compartment No.**



12. Select the bordering village and click on **'Add Border Village'** and **Upload Related Documents.**

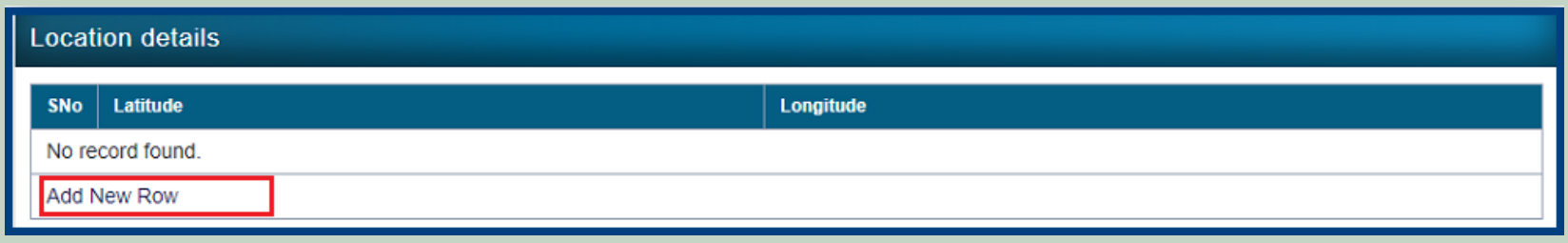


13. Select minimum two types of evidence and upload document files.



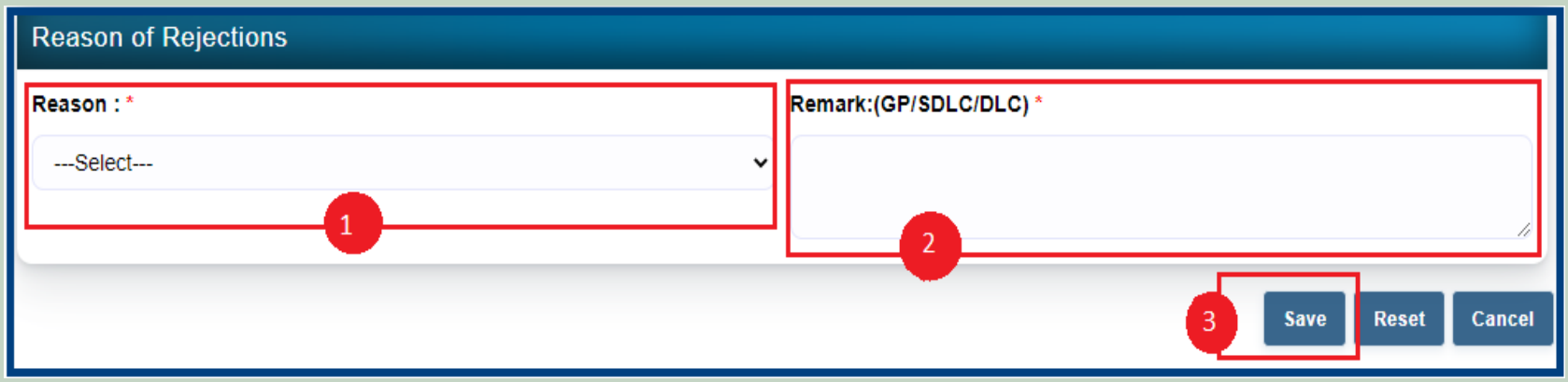
14. If there are any other comments by the applicants then enter.

15. Click **'Add New Line'** to Enter Latitude and Longitude.



16. Click **'Add New Line'** to Enter Khasra No, Compartment No, Khasra No Total Area, Occupied Forest Land Total Area, Occupancy Type [Agriculture/Residence], Van Khand Name and Special Remarks

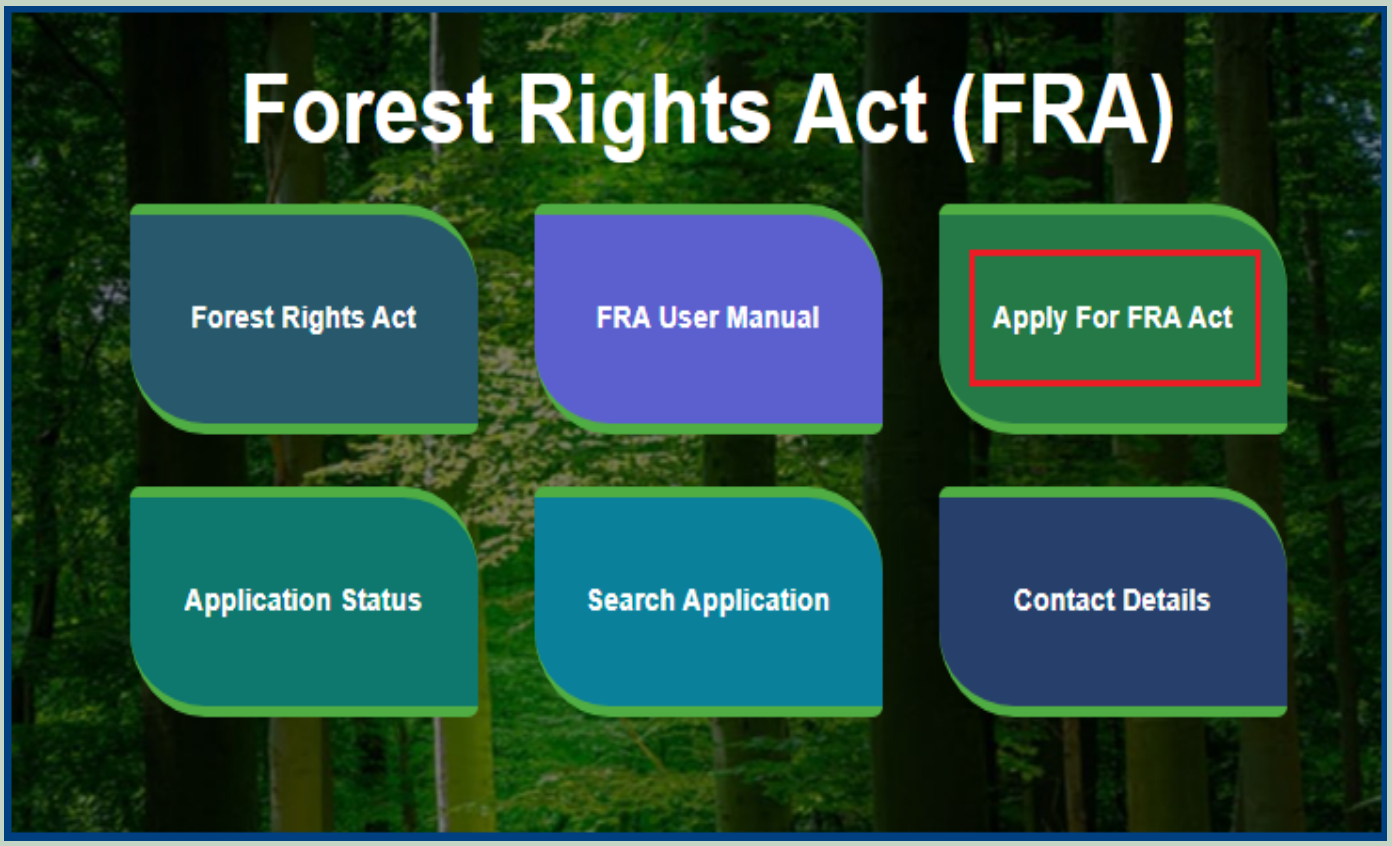
17. Select **Reason of Rejection** and enter **Remark** and click the **'save'** button.



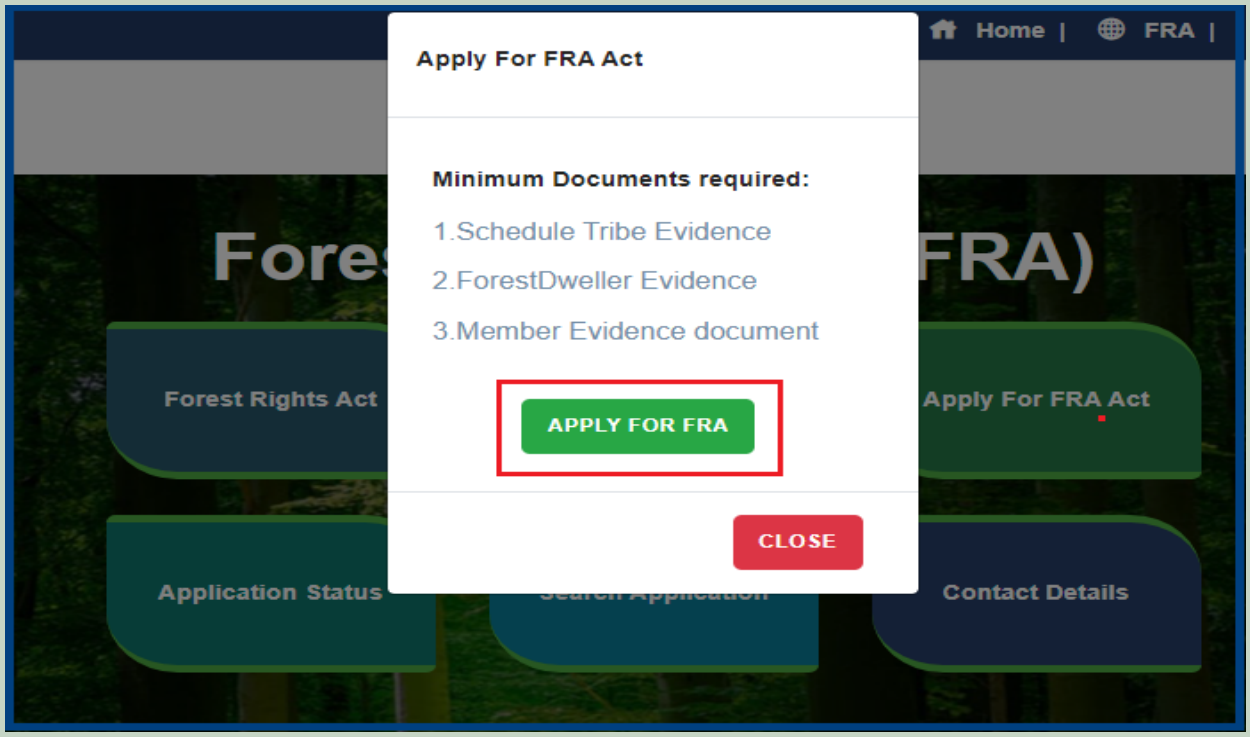
5. FRA Registration And Role Mapping.

1. Open this link on web browser - http://fra.rajasthan.gov.in/

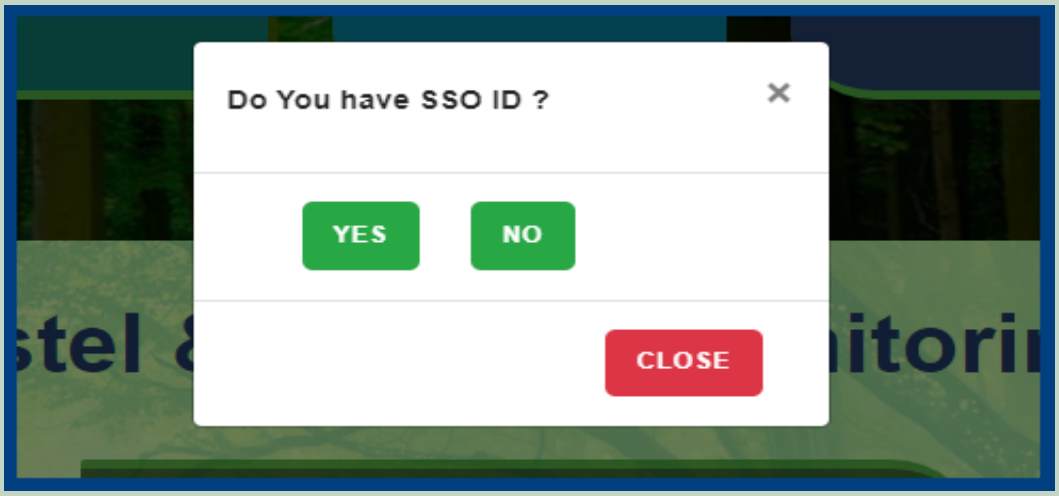
2. Click on Apply For FRA Act .



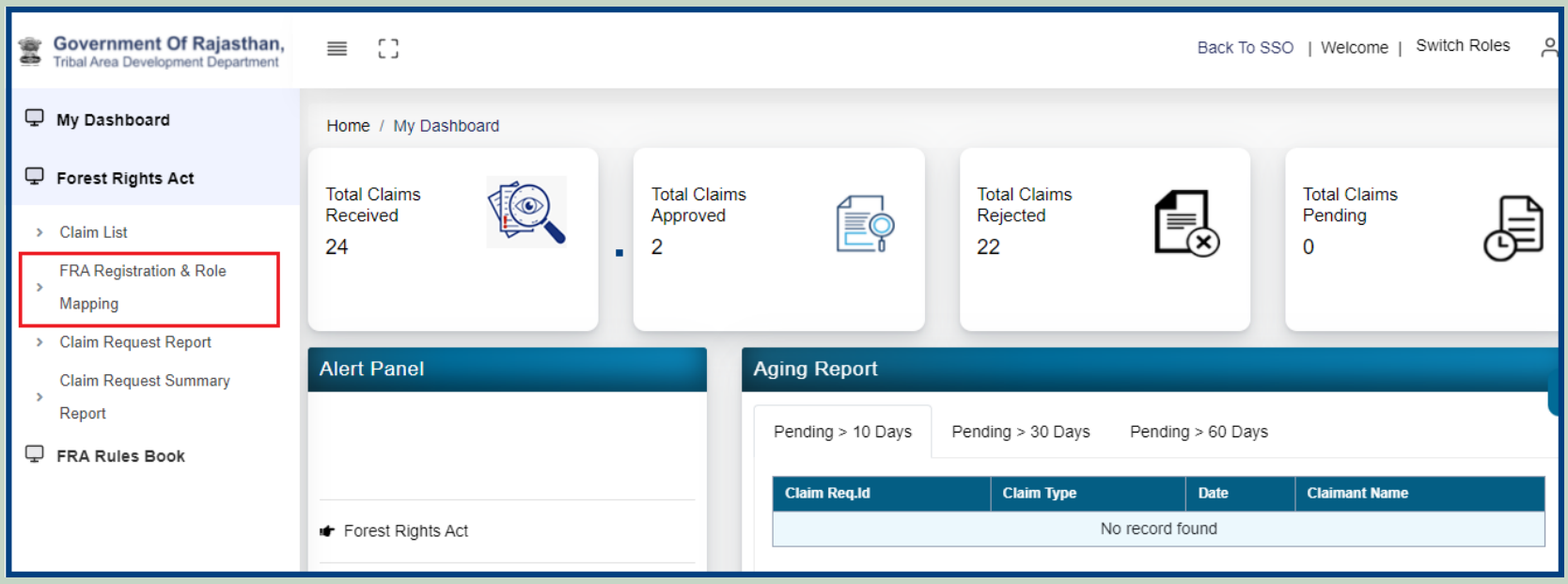
3. Click on Apply For FRA Act .



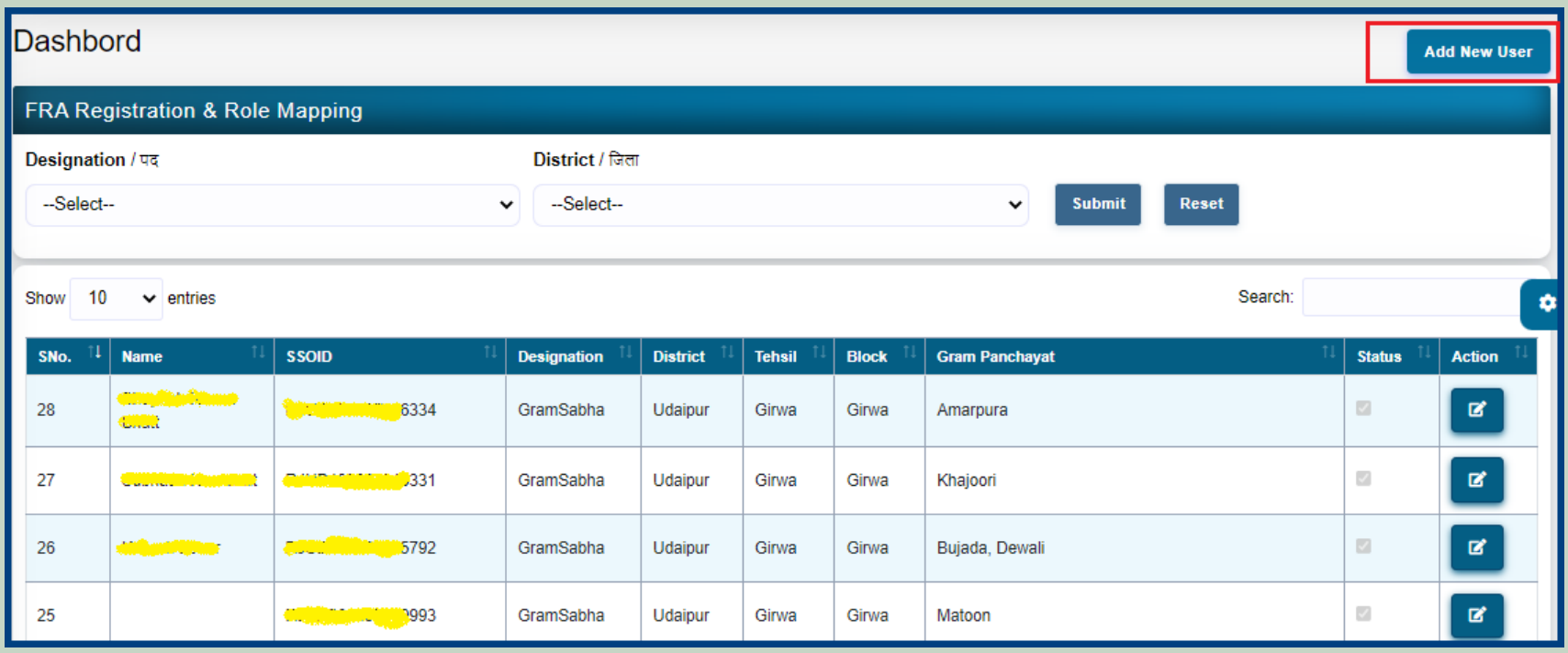
4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.



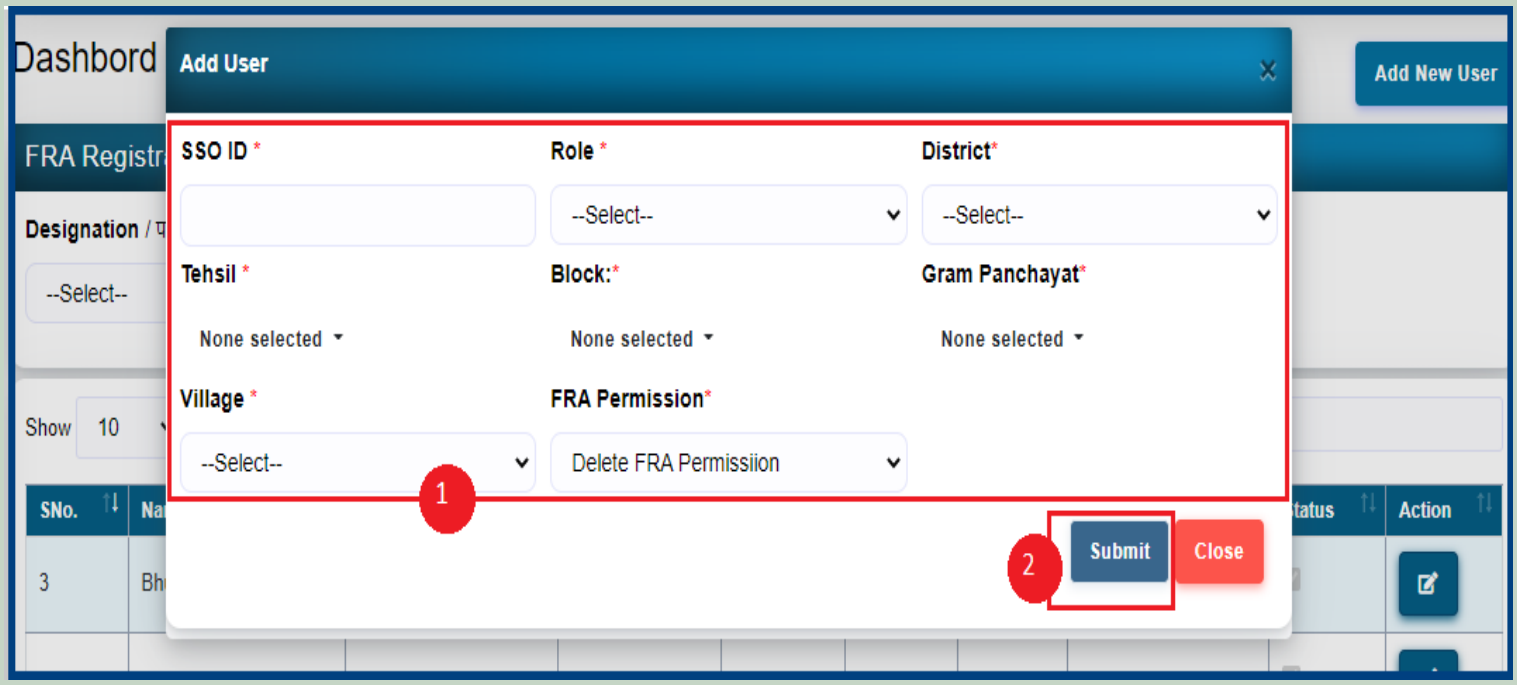
5. Click on the **FRA Registration and Role Mapping**.



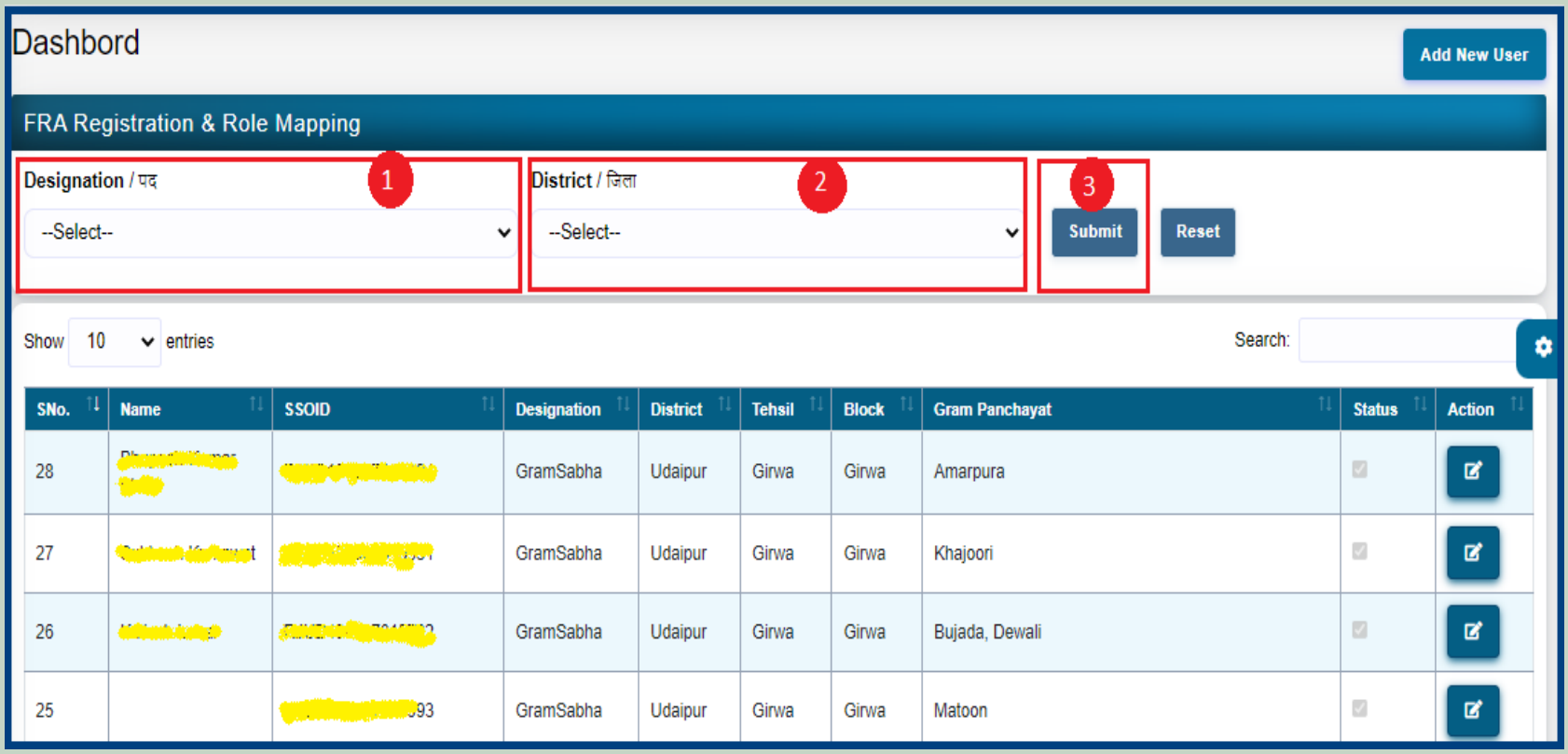
6. Add New user.



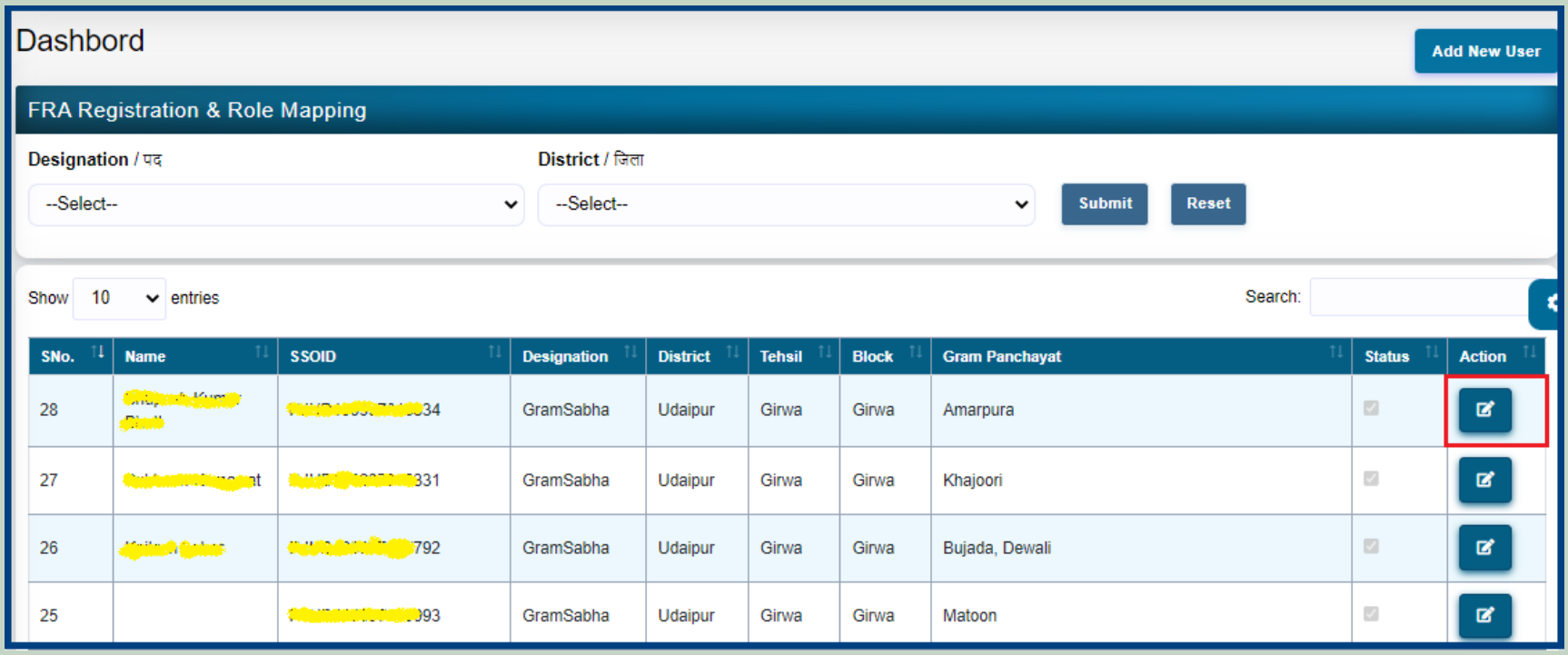
7. Enter SSO ID and Select Role, District, Tehsil, Block, Gram Panchayat, Village and FRA Permission and click on the **Submit** button.



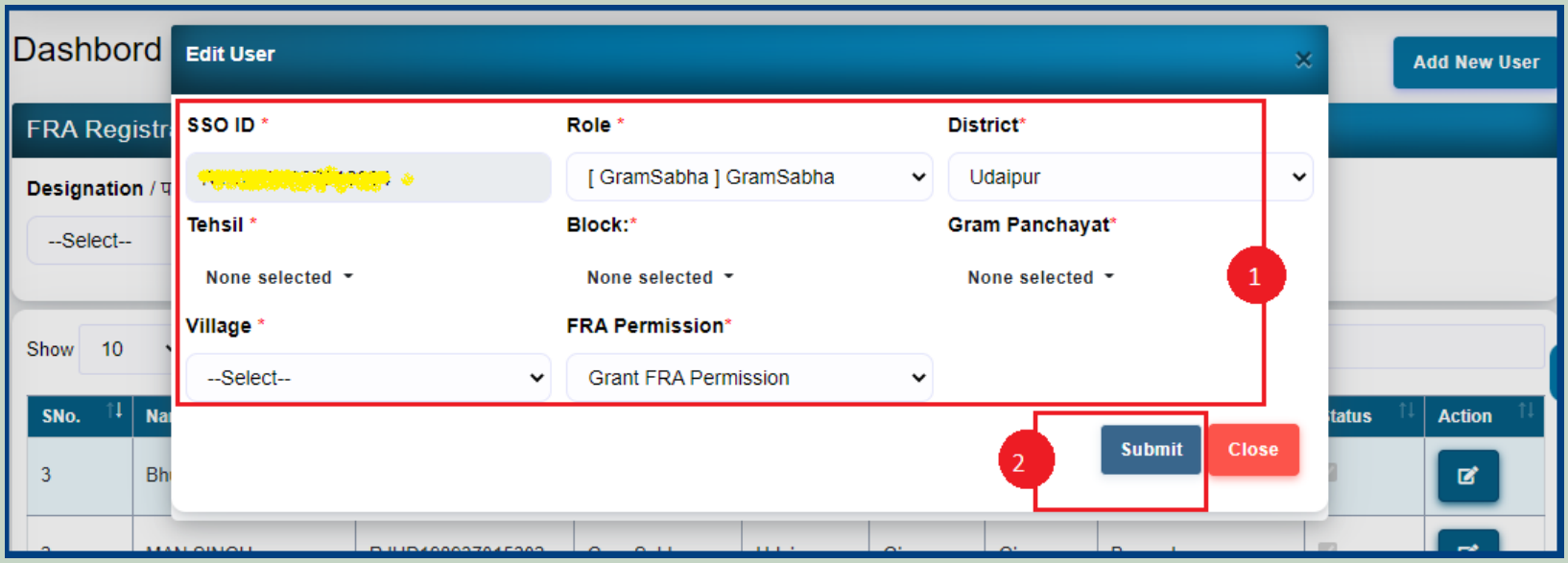
8. Filter Designation list by District. Select Designation and District and click on **Submit** button



9. Edit user Designation Details and Permission .



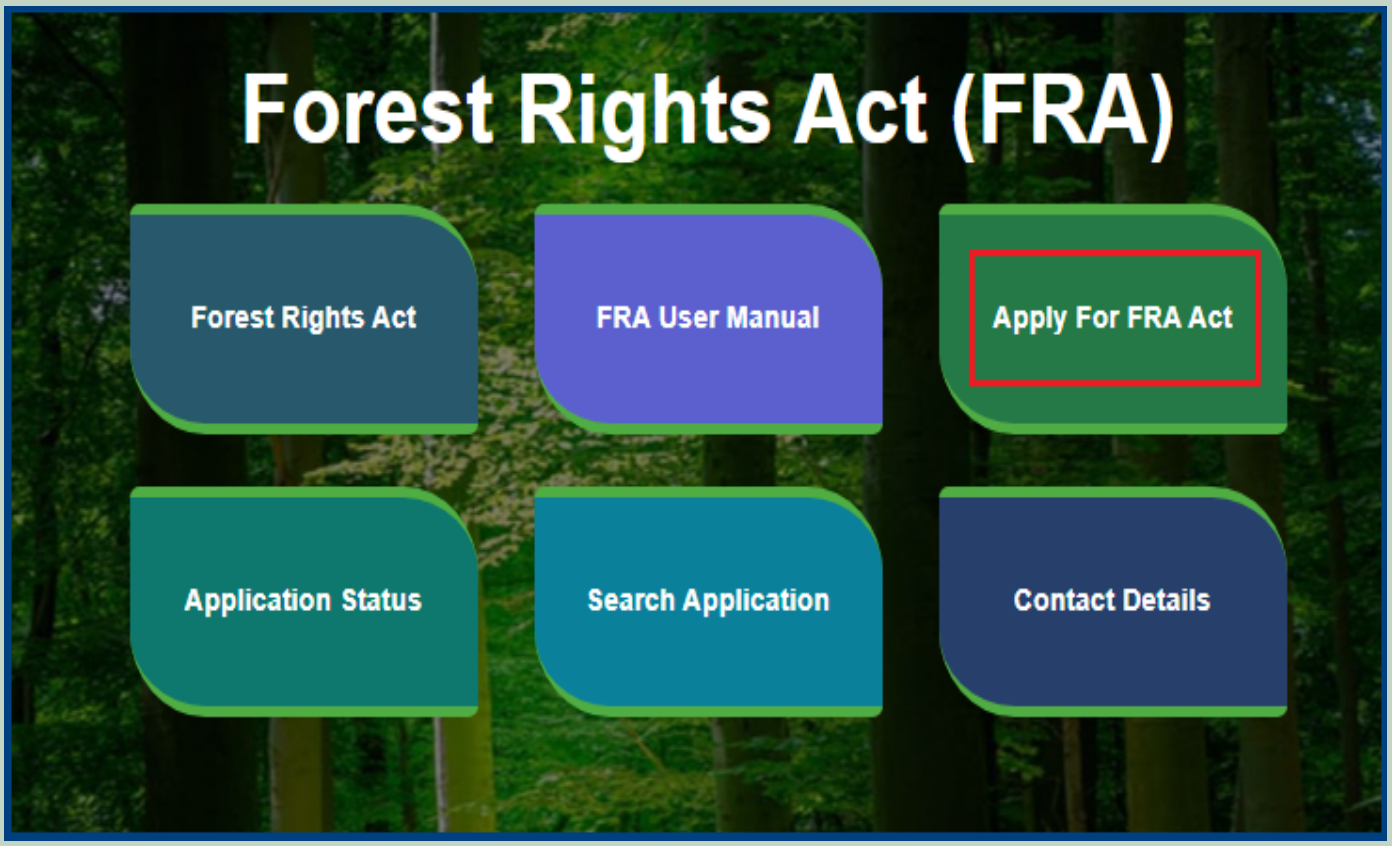
10. Select Role, District, Tehsil, Block, Gram Panchayat, Village and FRA Permission and click on the **Submit** button.



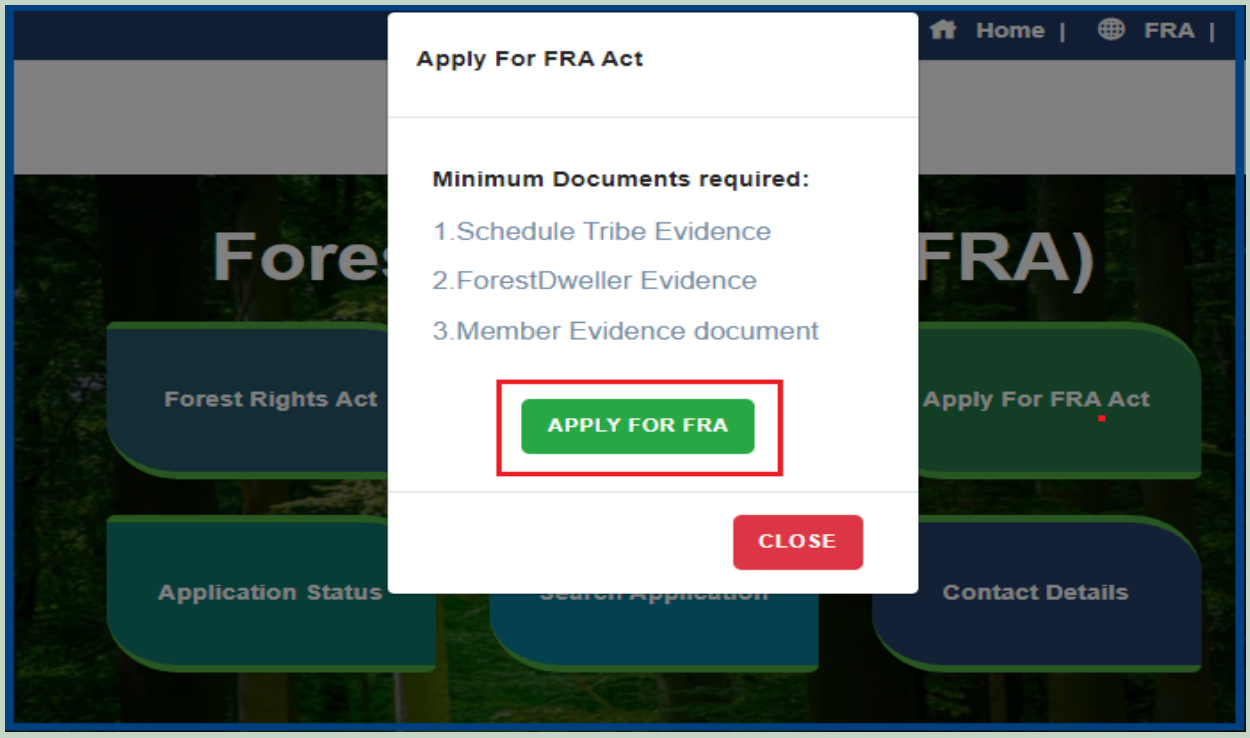
6. Claim Request Report.

1. Open this link on web browser - http://fra.rajasthan.gov.in/

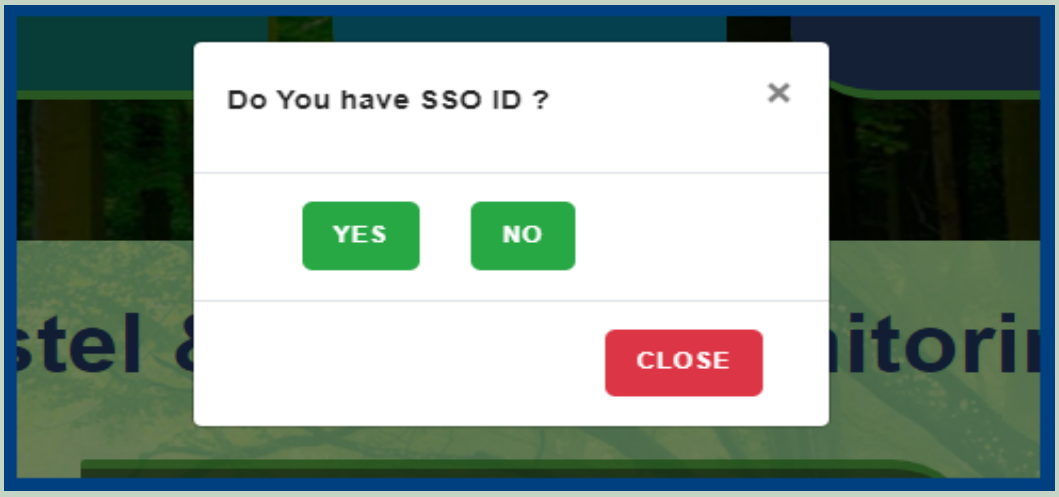
2. Click on Apply For FRA Act .



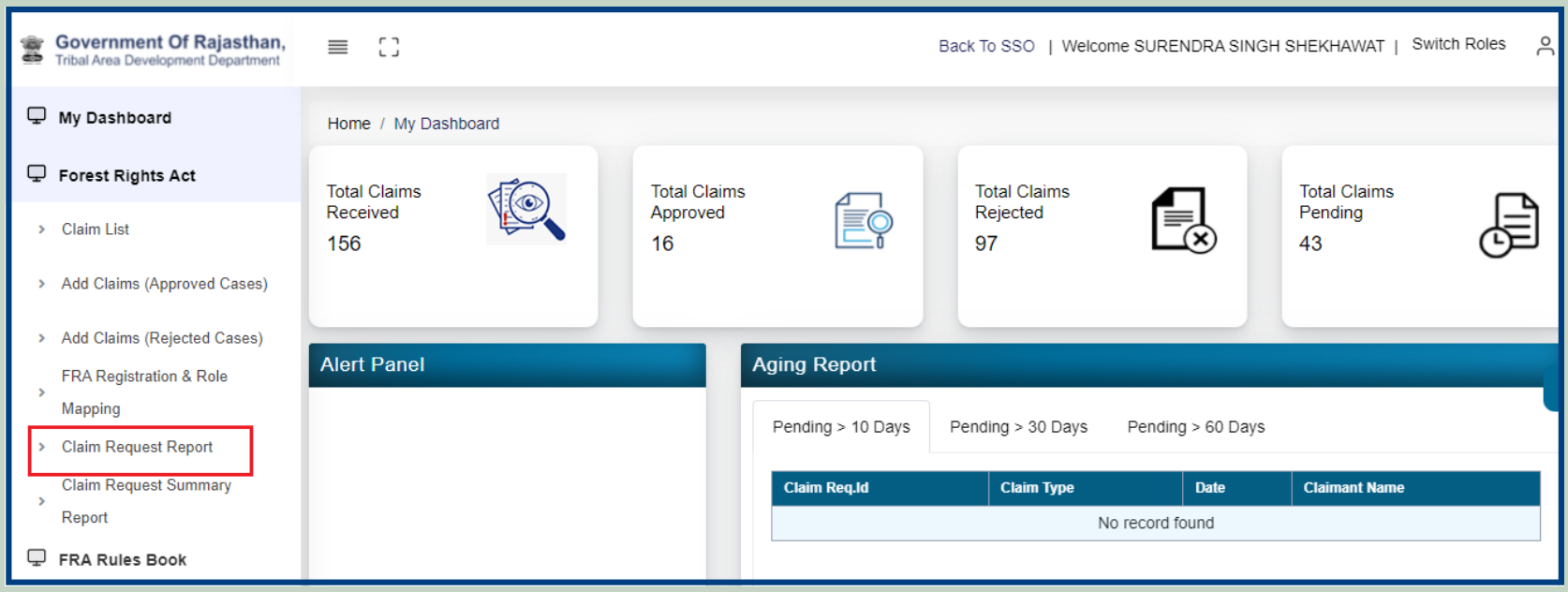
3. Click on Apply For FRA Act .



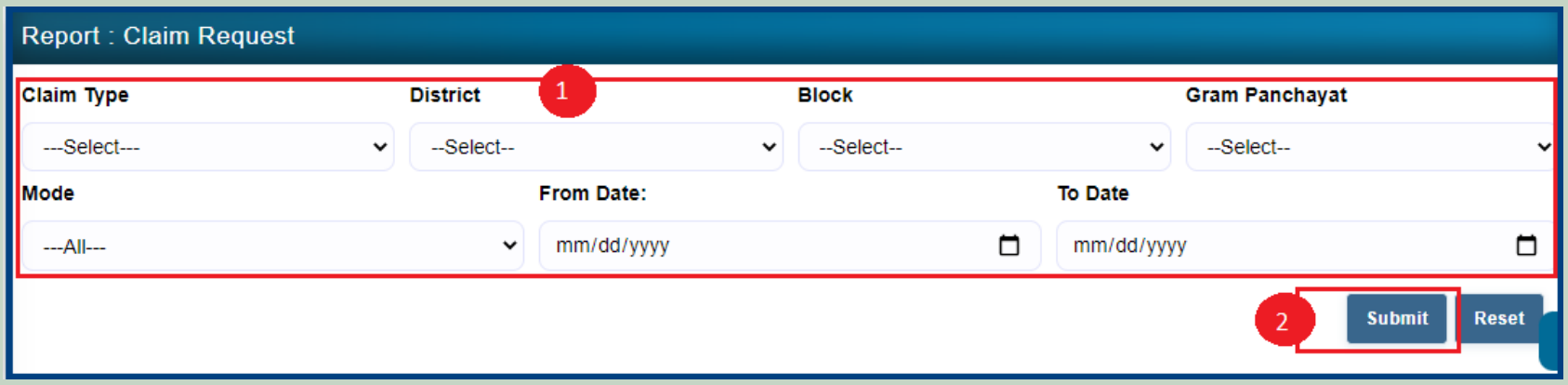
4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.



5. Click on the Claim Request Report.



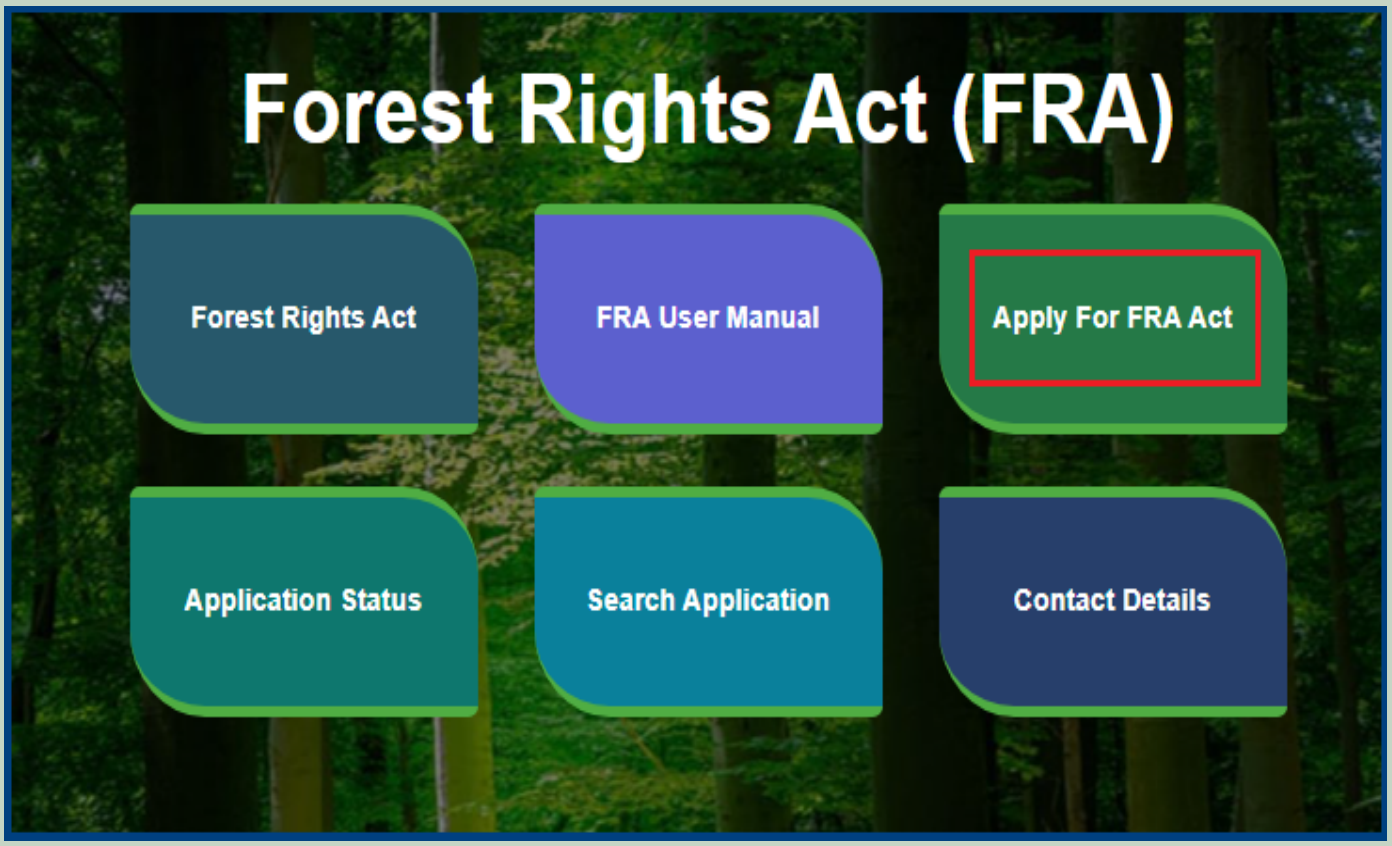
6. Select Claim Type, District, Block, Gram Panchayat, Village, Mode, From Date and To Date and Click on the **Submit** button.



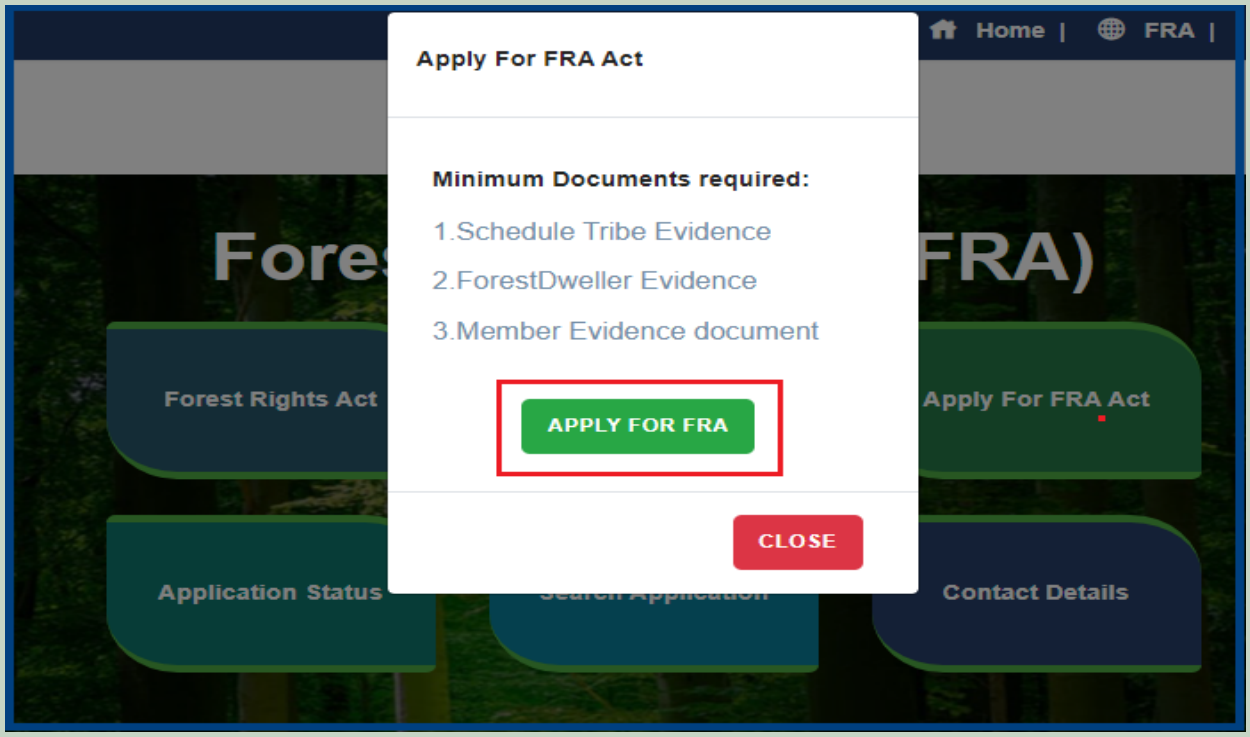
7. Claim Request Report Summary.

1. Open this link on web browser - http://fra.rajasthan.gov.in/

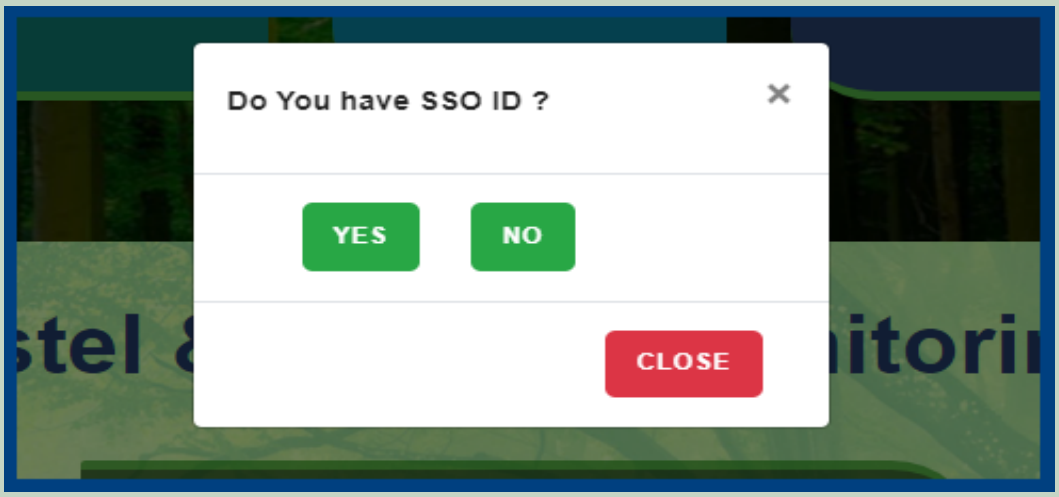
2. Click on Apply For FRA Act .



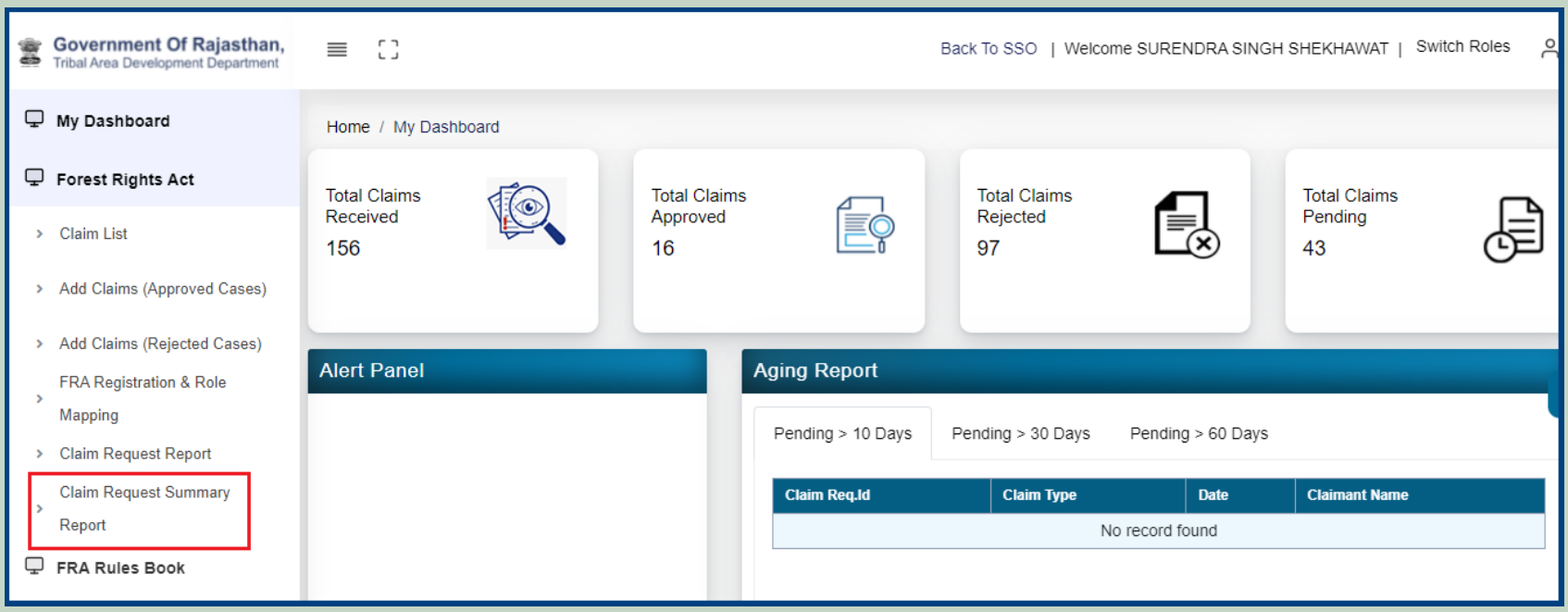
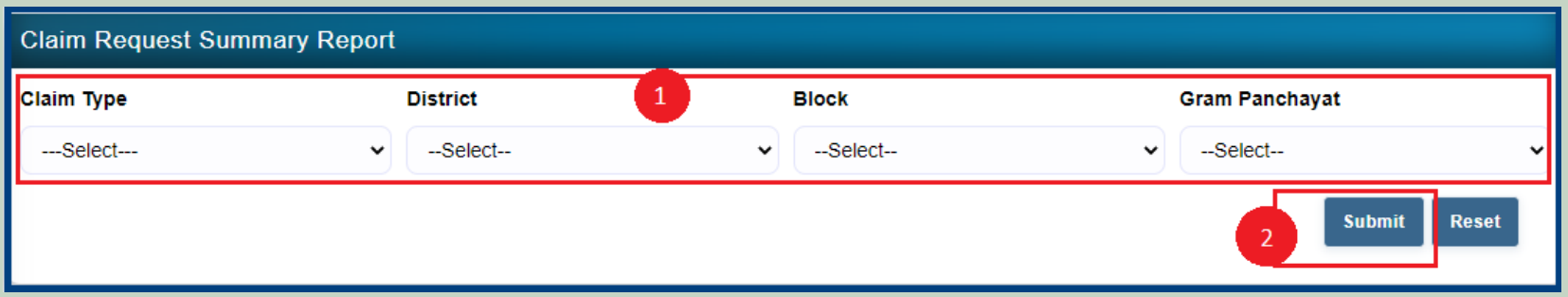
3. Click on Apply For FRA Act .



4. If applicants have SSO ID then click on **Yes** otherwise click on **No** and login SSO ID.



5. Click on the Claim Request Summary Report.



6. Select Claim Type, District, Block, Gram Panchayat, Village and Click on the **Submit** button.