

जनजाति क्षेत्रीय विकास विभाग, उदयपुर

FRA Portal User Manual (SDO)

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



FRA Portal User Manual

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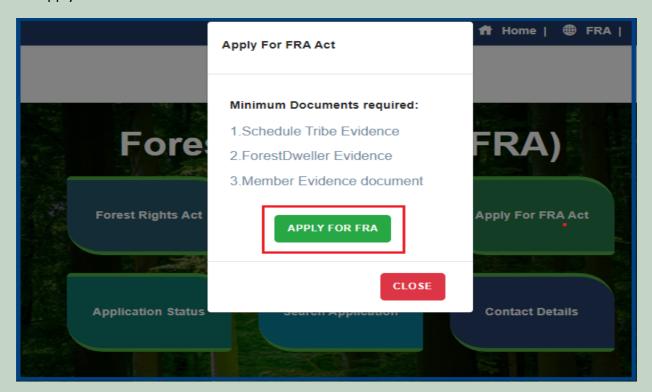


Sub Divisional Officer Action on Claim form.

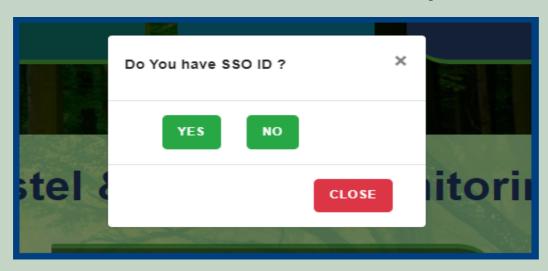
- 1. Open this link on web browser http://fra.rajasthan.gov.in/
- 2. Click on Apply For FRA Act.



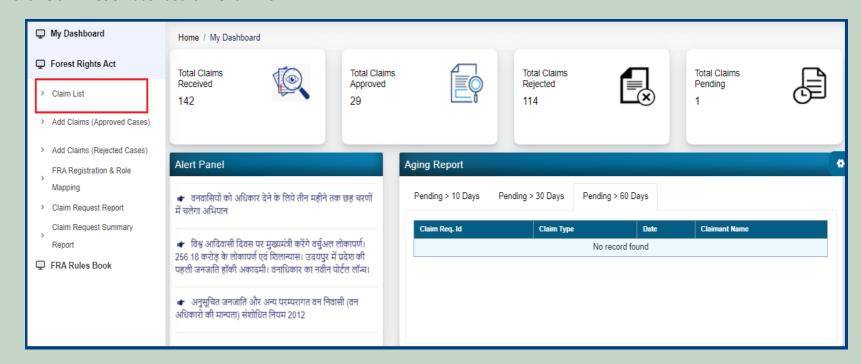
3. Click on Apply For FRA Act.







5. Click Claim List on dashboard menu links.

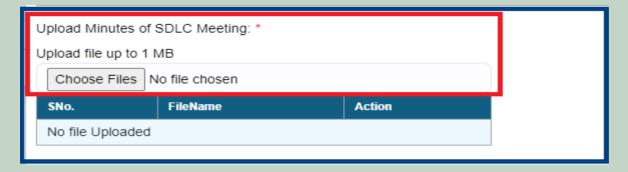


6. Click on 'Action' for perform action on application.

Pending Request For Action Processed Request						
	Claimant Name /	Father's /				
Req ID & Date	Spouse Name / Mother's Community Name Name	District, Tehsil, Block,	SC/ST or	Current Status	Action	
		Name	GramPanchayat, Village	OTFD/FDST		
FRC-I/2021-2022/86507	Lakshman Meena	Cava li	Udaipur,Girwa, Girwa,	Schedule	Pending (Sub Divisional	Action
Date: 28-08-2021	SONI	Sava Ji	Baran, Baran	Tribe	Officer)	Print
FRC-I/2019-2020/6838	DARILLAL MEENIA	BHERA JI	Udaipur, Girwa, Girwa,	Schedule	Pending (Sub Divisional	Action
Date: 07-11-2019	BABU LAL MEENA		Jabala, Jawla	Tribe	Officer)	Print



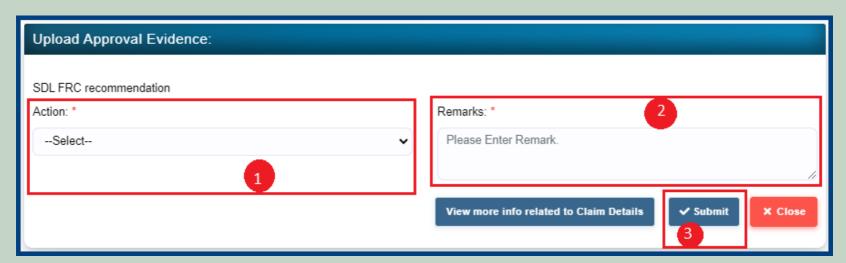
7. Upload Minutes of SDLC Meeting File.



8. If Claimant have another Approval Evidence files, click on 'Click here to upload files, if any' and upload file

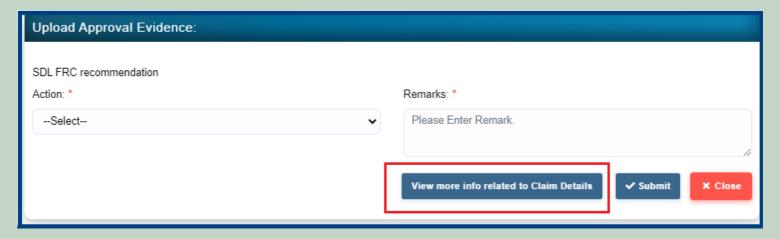


9. Select an **Action** from the three options (Recommended, Reassign, and Reject) and enter **Remark** and click on **'Submit'** button.

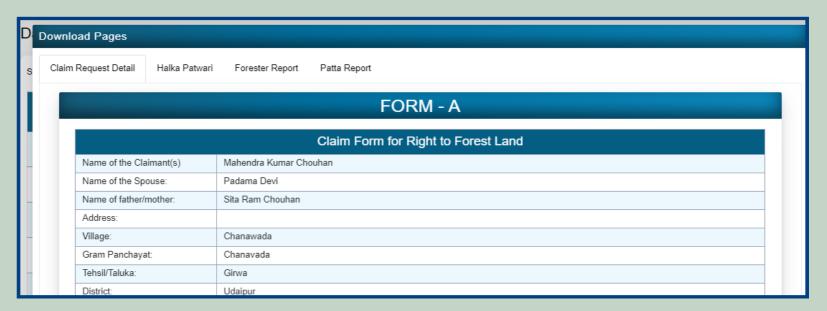




10. View more information related to Claim form.



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



12. View attached Evidence document files.

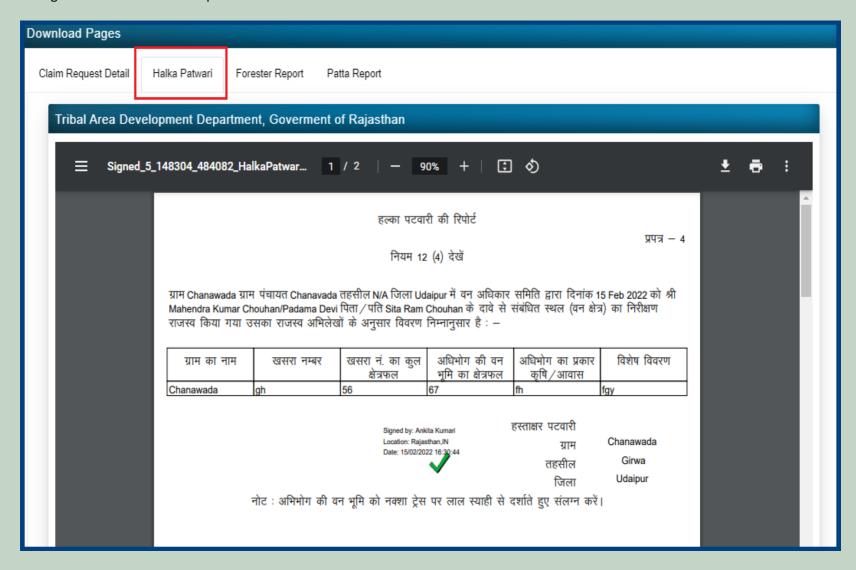
	SNo	Document Type	Document Name	Action
	1	Judicial and quasi-judicial records including Courts orders and judgements.	RequestSummaryReport_2_1_2022.pdf	View Attachment
	2	Statement of elders	RequestSummaryReport_2_1_2022.pdf	View Attachment
Evidence in support :	in support : 3 Citizen Land Picture 4 FRC Committee Report	Citizen Land Picture Test Report.pdf		View Attachment
		FRC Committee Report	RequestSummaryReport_2_1_2022.pdf	View Attachment
	5	Gram Sabha Sankalp Document	RequestSummaryReport_2_1_2022.pdf	View Attachment



13. Download applied Claim Request Details form.

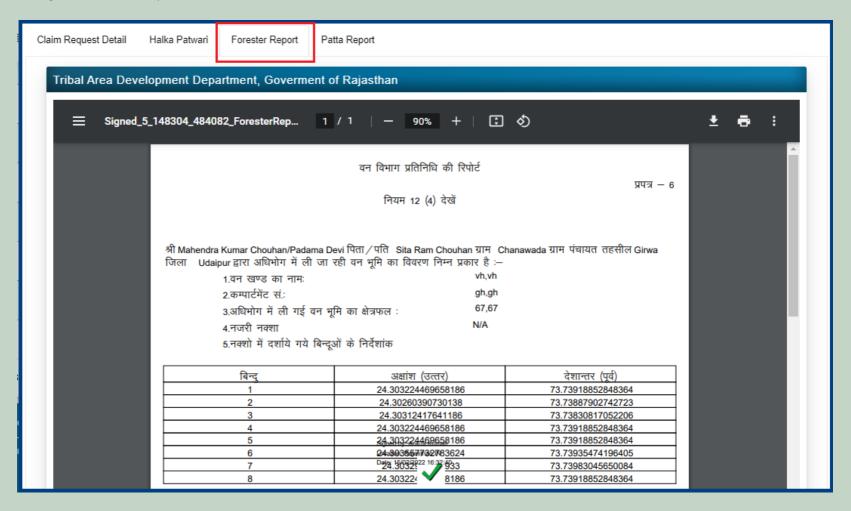
S			Govt. records, eg: maps, RoR	ClaimRequest-DashboardGramSabha- 2022-02-05-13_57_18.pdf	View Attachment		
		5	Statement of elders	screencapture-10-68-128-43- ClaimRequest-DashboardGramSabha- 2022-02-05-13_57_18.pdf	View Attachment		
	Any other information:	dfgdgd	dfgdgdfg				
				Download	Print Close		

14. View generate Halka Patwari Report.

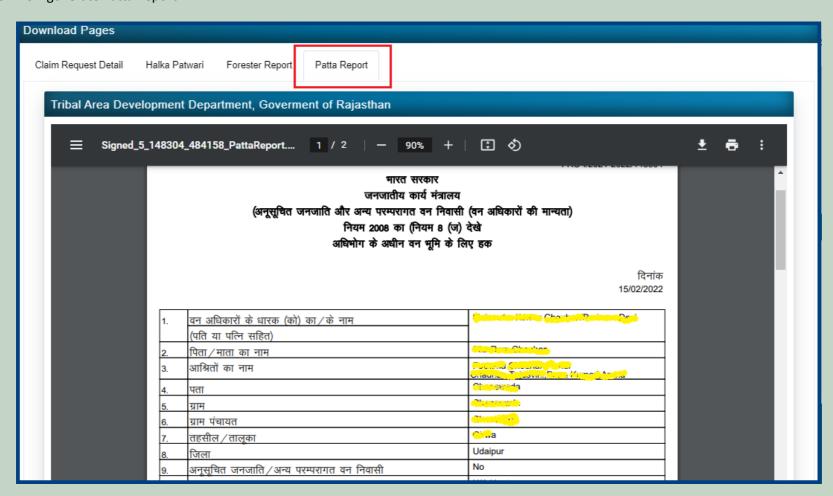




15. View genterat Forest Report.



16. View generate Patta Report



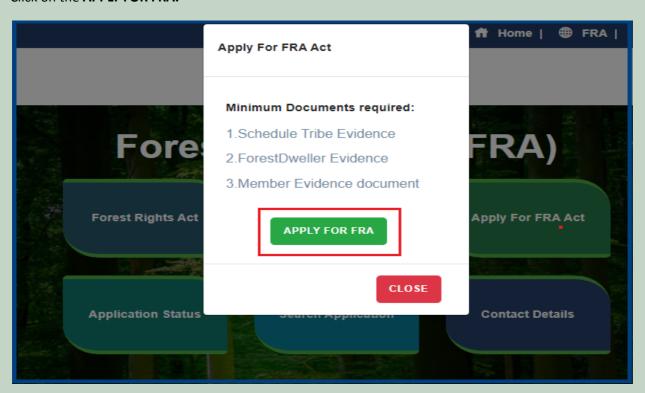


2. How to Add Claim Form (Approved Cases) for Individual Forest Rights.

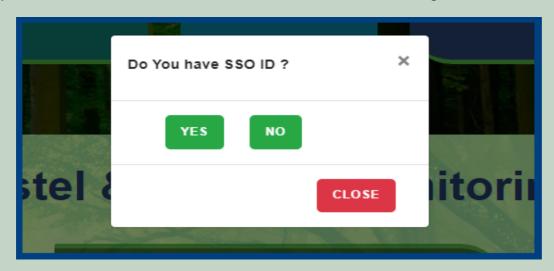
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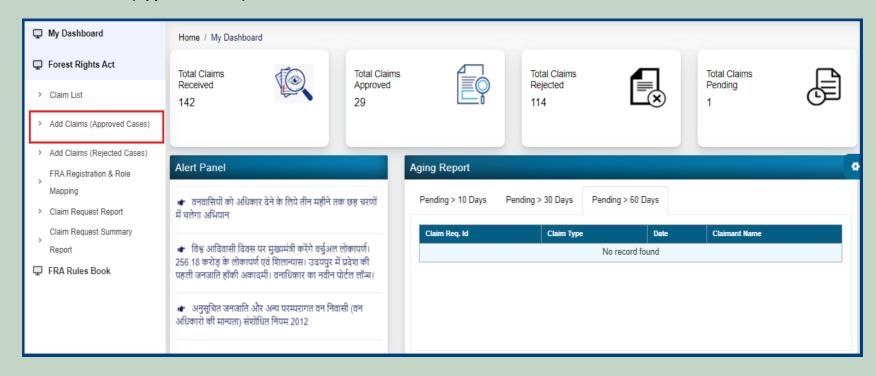
3. Click on the APPLY FOR FRA.



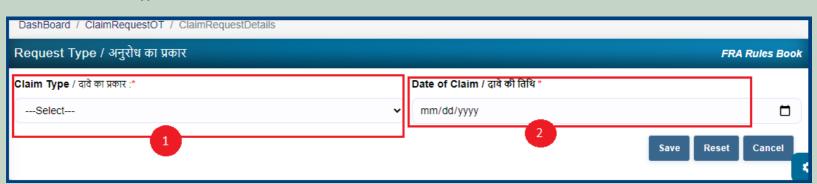




5. Click Add Claim (Approved Cases) on dashboard menu links.

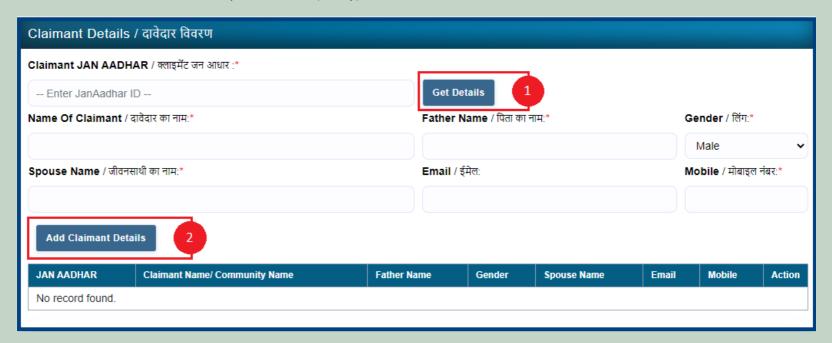


6. Select Individual Claim Type and enter Date of Claim.





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'.

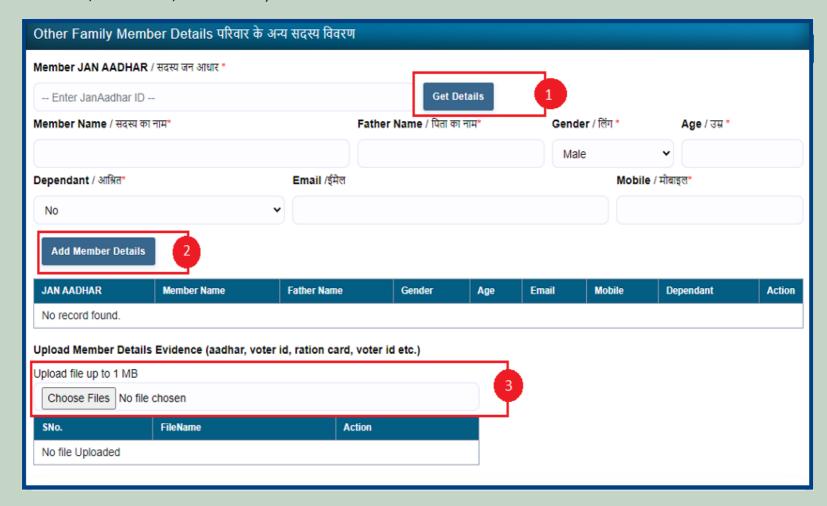




10. If an applicant is a Traditional Forest Dweller then select 'Yes' and upload evidence otherwise select 'No'.

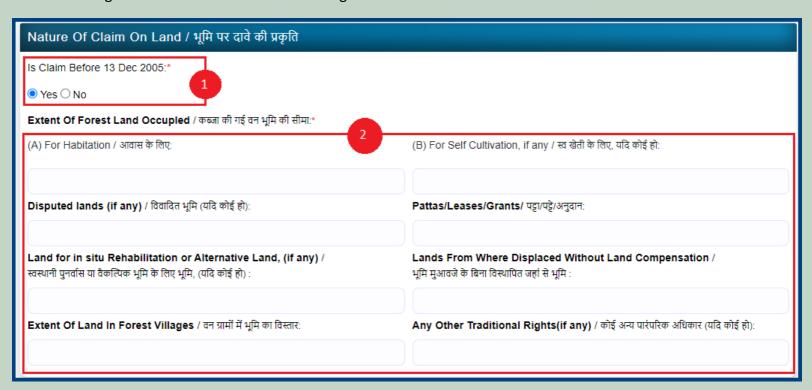


11. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on 'Add Member Details' and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).





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.

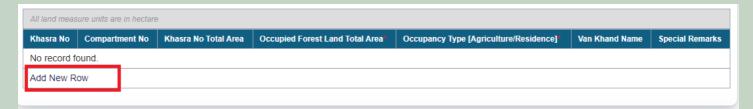


15. Click 'Add New Line' to Enter Latitude and Longitude.

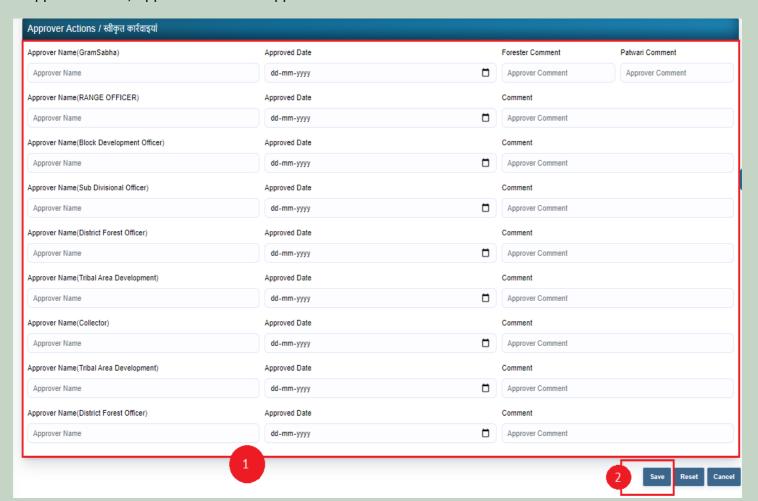




16. Click 'Add New Line' to Enter Khasra No, Compartment No, Khasra No Total Area, Occupied Forest Land Total Area, Occupancy Type [Agriculture/Residence], Van Khand Name and Special Remarks.



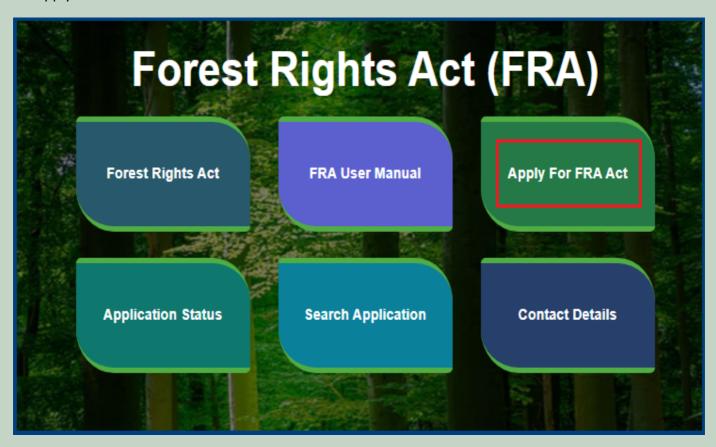
17. Enter Approver Name, Approved Date and Approver Comments and click on 'Save' button



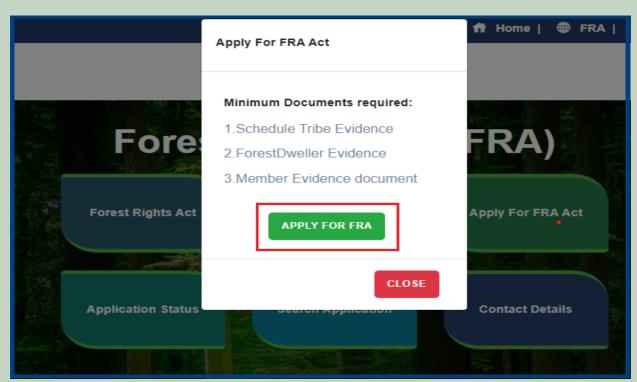


3. How to Add Claim Form (Approved Cases) for Community Forest Rights.

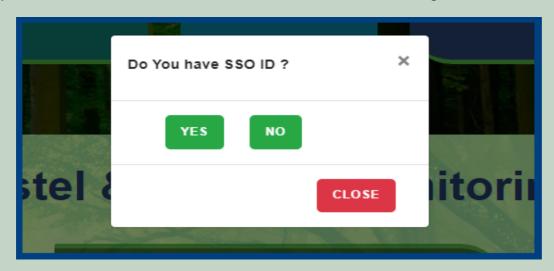
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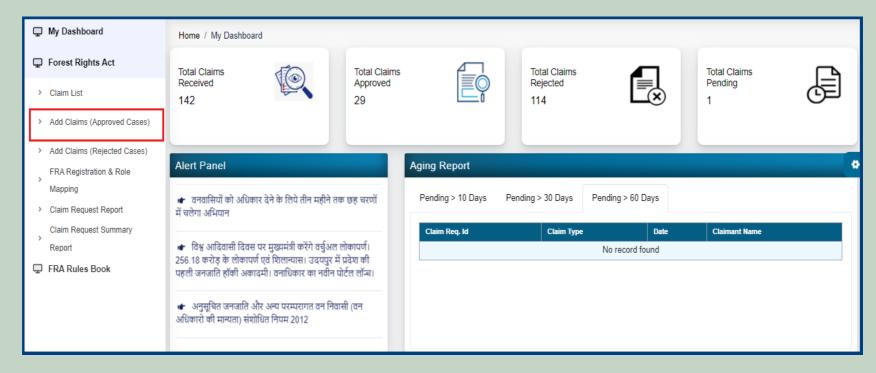
3. Click on Apply For FRA Act.



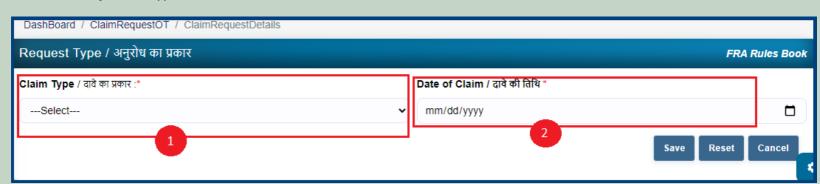




5. Click Add Claim (Approved Cases) on dashboard menu links.

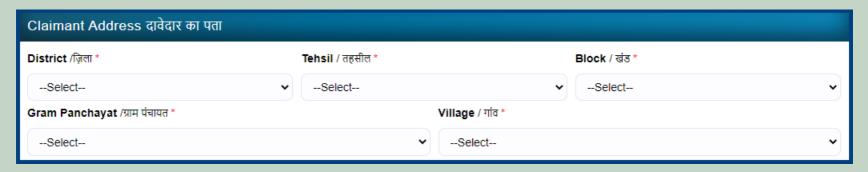


6. Select Community Claim Type and enter Date of Claim.





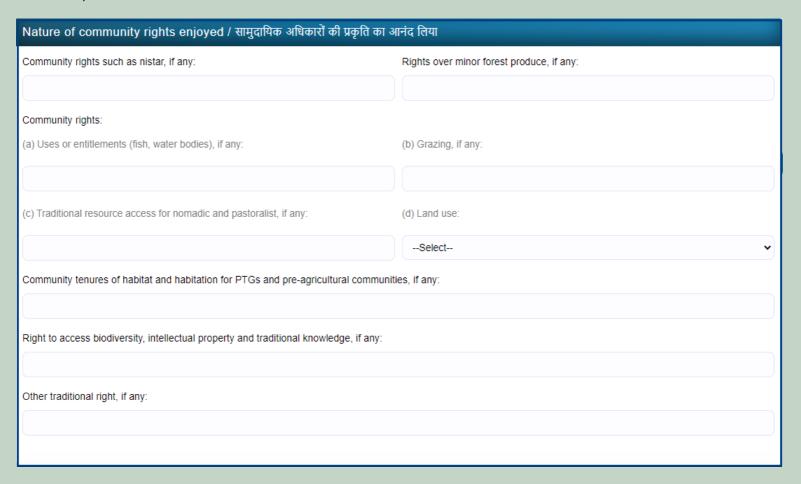
7. Applicants select District, Tehsil, Block, Gram Panchayat and Village.



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

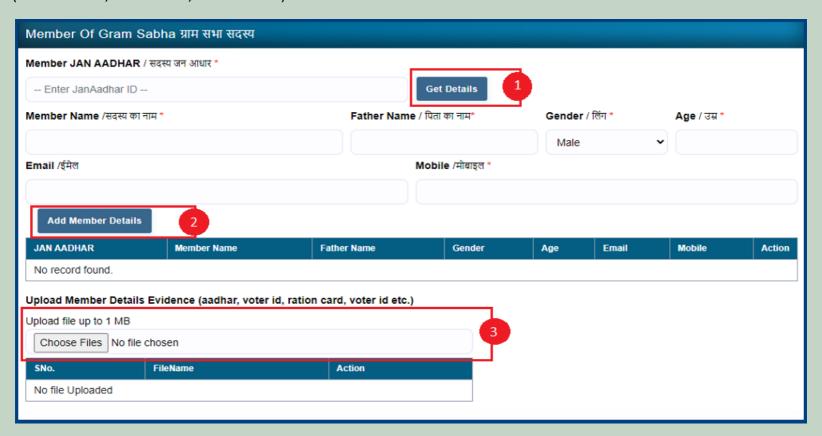


9. Enter the details of the occupied land i.e. Community Rights Nistar, Right on minor forest produce, to graze, for traditional resources, Enter details of land use etc.





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).

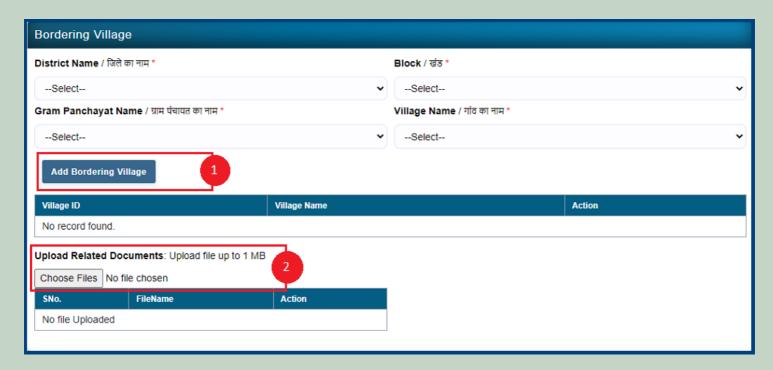


11. Upload Khasra/Compartment No Evidence by Entering the Khasra No and Compartment No.



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.



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

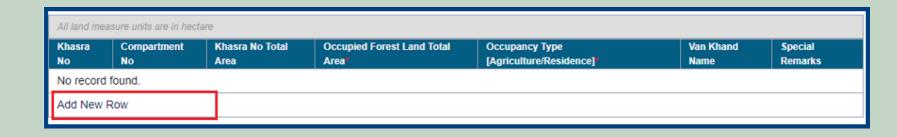


15. Click 'Add New Line' to Enter Latitude and Longitude.

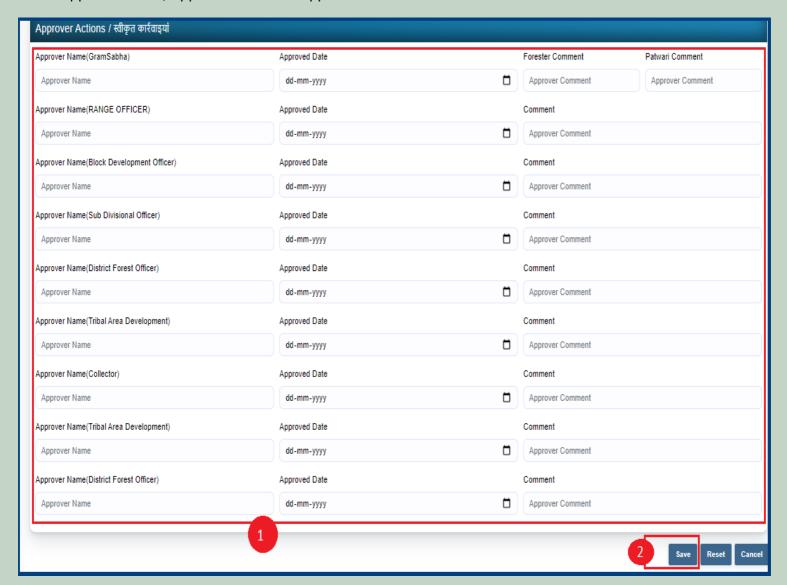


16. Click 'Add New Line' to Enter Khasra No, Compartment No, Khasra No Total Area, Occupied Forest Land Total Area, Occupancy Type [Agriculture/Residence], Van Khand Name and Special Remarks





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



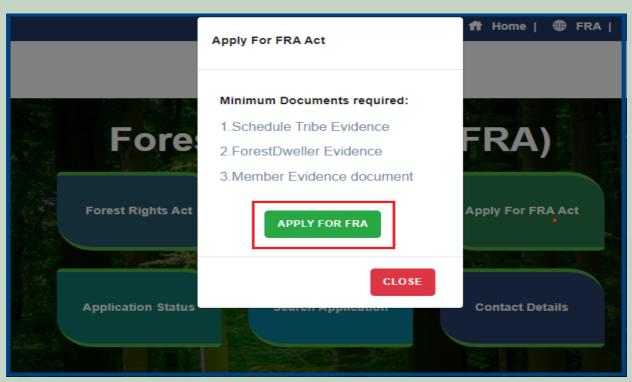


4. How to Add Claim Form (Rejected Cases) for Individual Forest Rights.

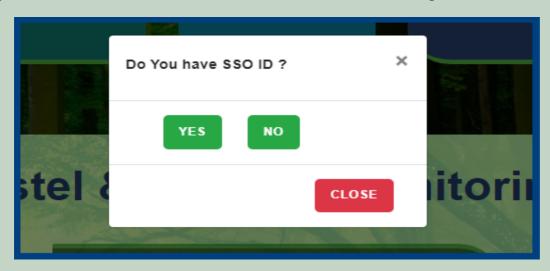
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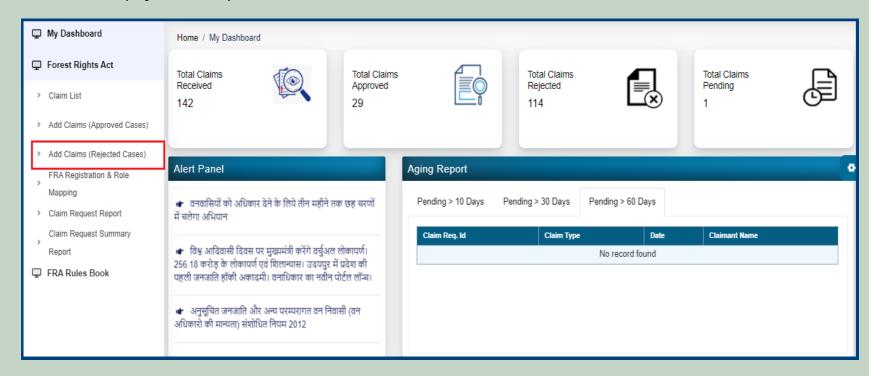
3. Click on Apply For FRA Act .



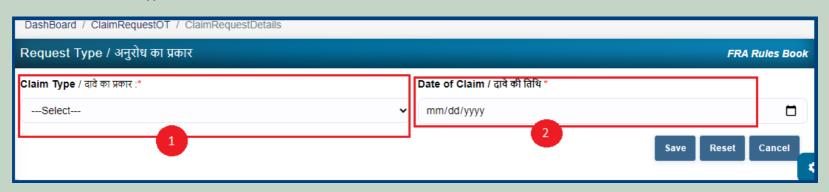




5. Click Add Claim (Rejected Cases) on dashboard menu links.

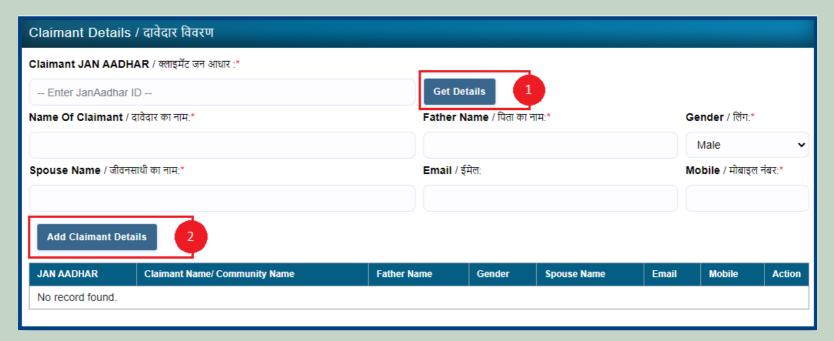


6. Select Individual Claim Type and enter Date of Claim.





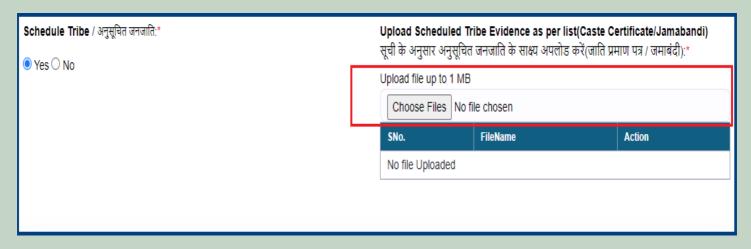
7. If applicant have **JANAADHAR ID** then enter the JANAADHAR **ID** and click on **'Get Details'** button otherwise for application enter Name, Father Name, Gender, Spouse Name (If any), E-mail, Mobile Number and click on **'Add Claimant Details'**.



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



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

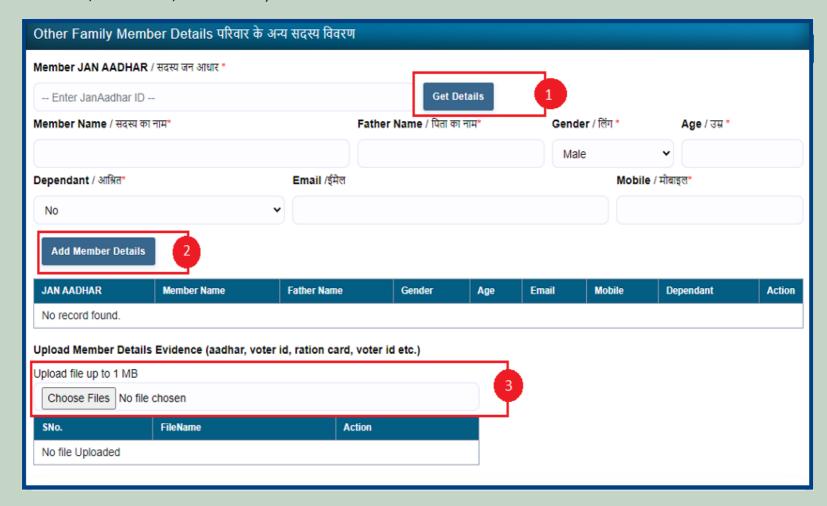




10. If the applicant is a Traditional Forest Dweller then select 'Yes' and upload evidence otherwise select 'No'.

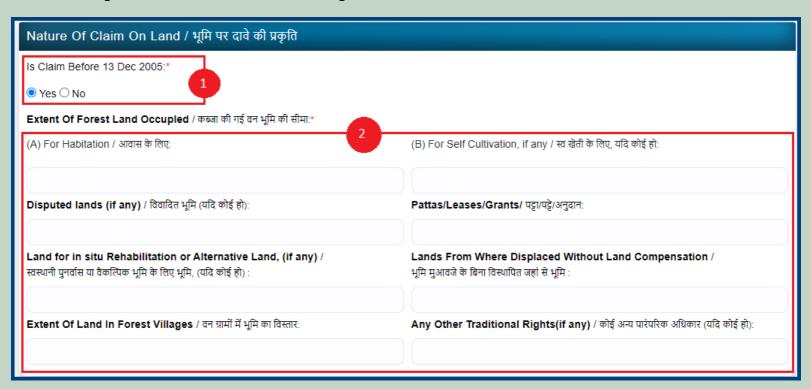


11. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on 'Add Member Details' and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).





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.





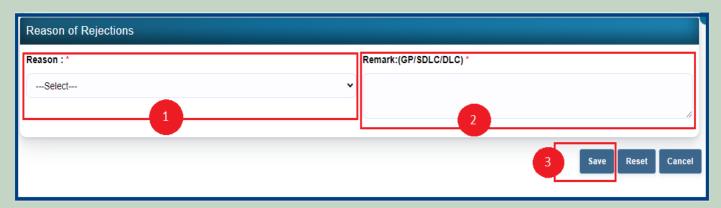
15. Click 'Add New Line' to Enter Latitude and Longitude.



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.



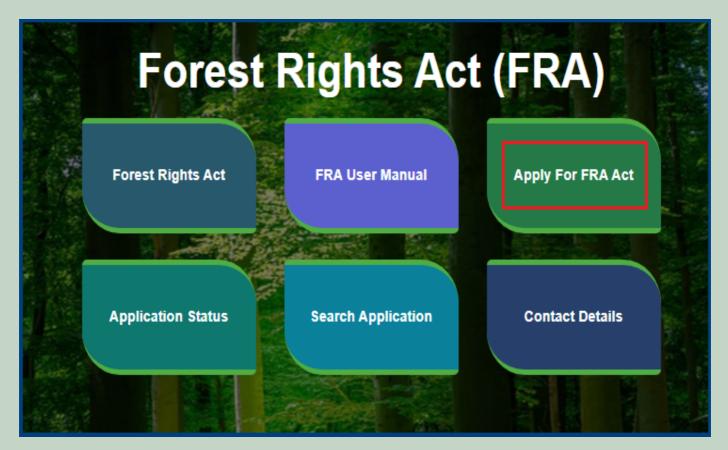
17. Select **Reason of Rejection** and enter **Remark** and click the **'save'** button.



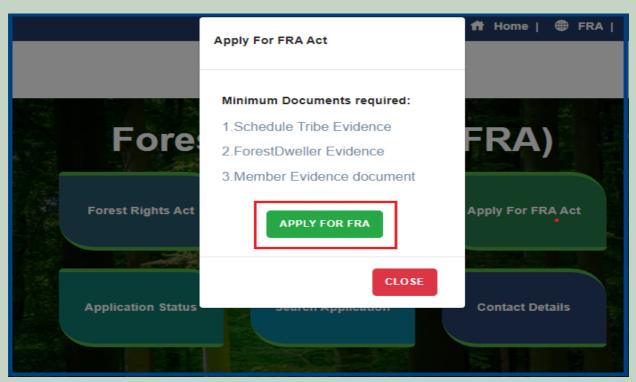


5. How to Add Claim Form (Rejected Cases) for Community Forest Rights.

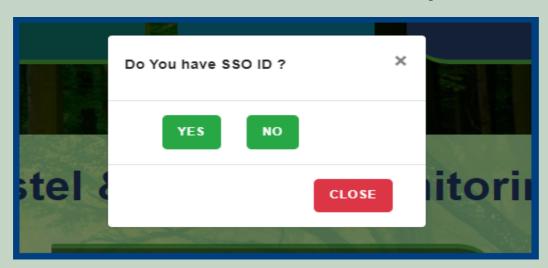
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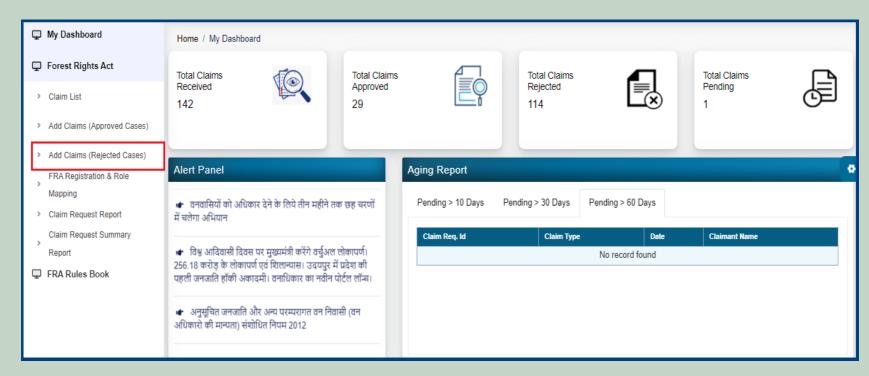
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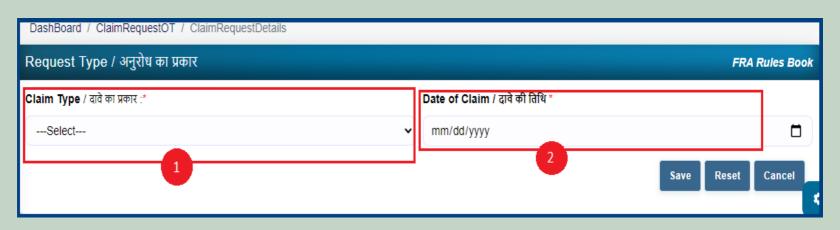




5. Click Add Claim (Rejected Cases) on dashboard menu links.



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





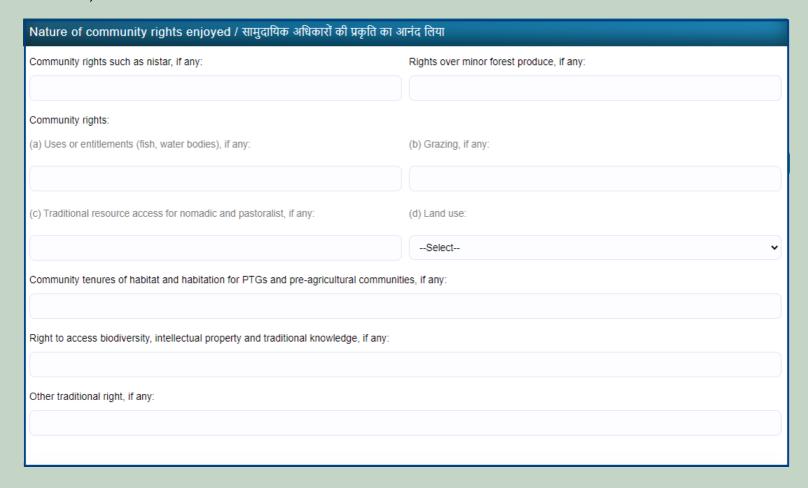
7. Applicants select District, Tehsil, Block, Gram Panchayat and Village.



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

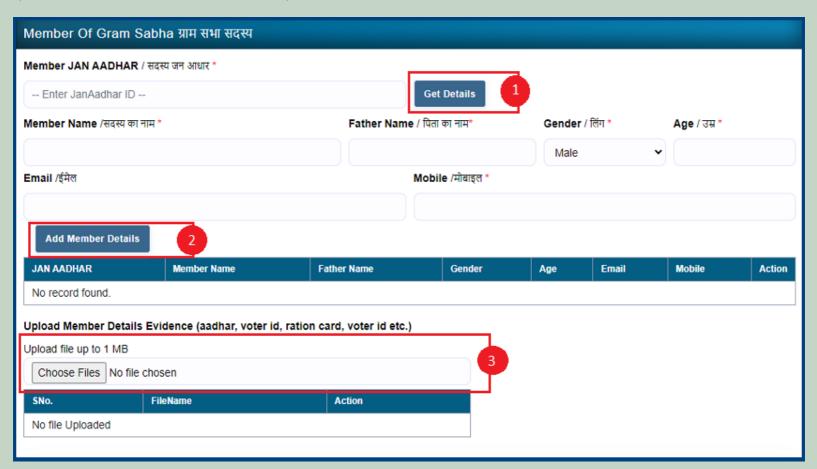


9. Enter the details of the occupied land i.e. Community Rights Nistar, Right on minor forest produce, to graze, for traditional resources, Enter details of land use etc.

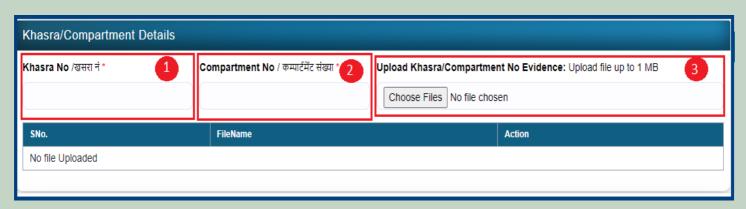




10. If the applicants have Janadhar ID available then enter the details through Janadhar ID otherwise Enter the details of the applicants or members of the Gram Sabha and click on 'Add Member Details' and Upload the Evidence of the members (Aadhaar Card, Ration Card, Voter ID card).

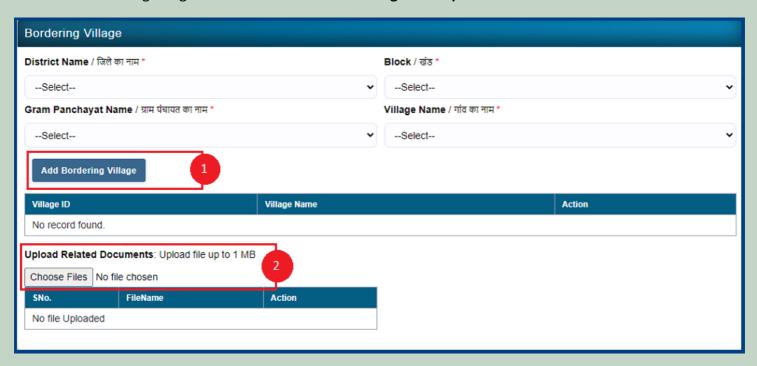


11. Upload Khasra/Compartment No Evidence by Entering the Khasra No and Compartment No.

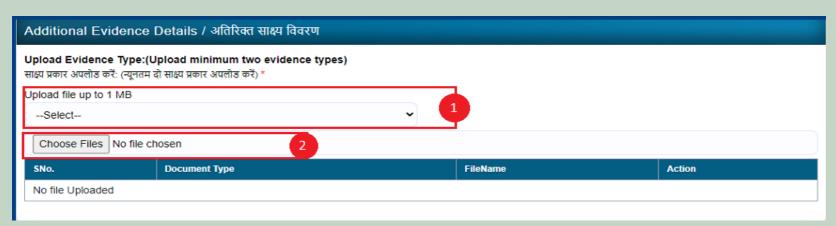




12. Select the bordering village and click on 'Add Border Village' and Upload Related Documents.



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.

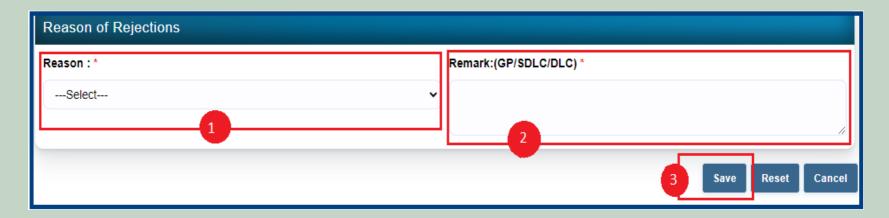




16. Click 'Add New Line' to Enter Khasra No, Compartment No, Khasra No Total Area, Occupied Forest Land Total Area, Occupancy Type [Agriculture/Residence], Van Khand Name and Special Remarks



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



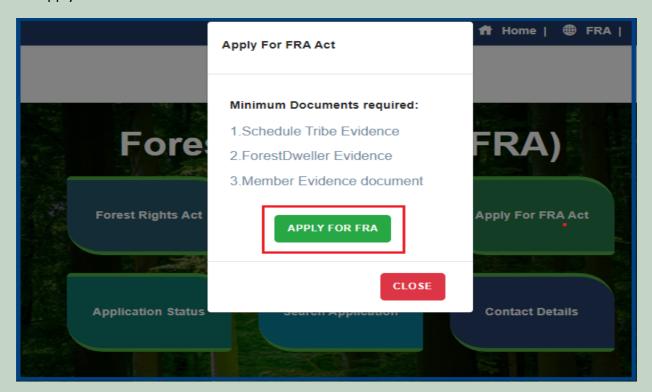


FRA Registration And Role Mapping.

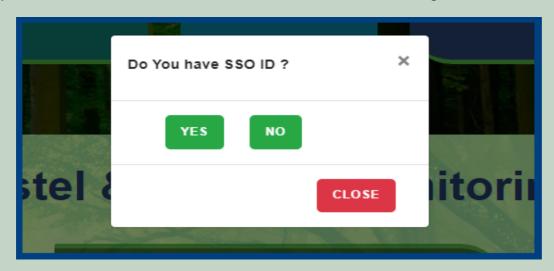
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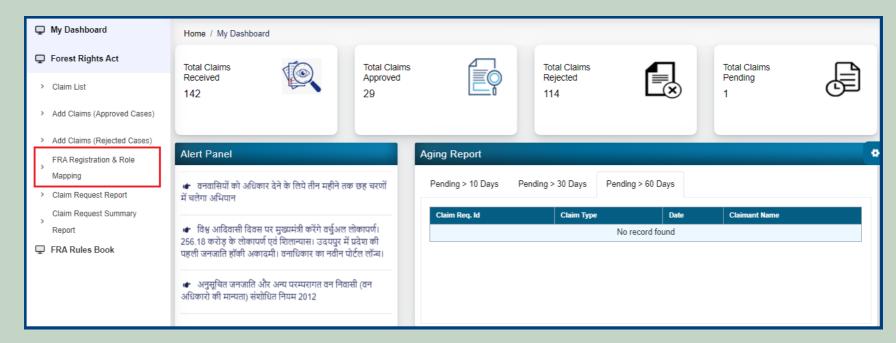
3. Click on Apply For FRA Act.



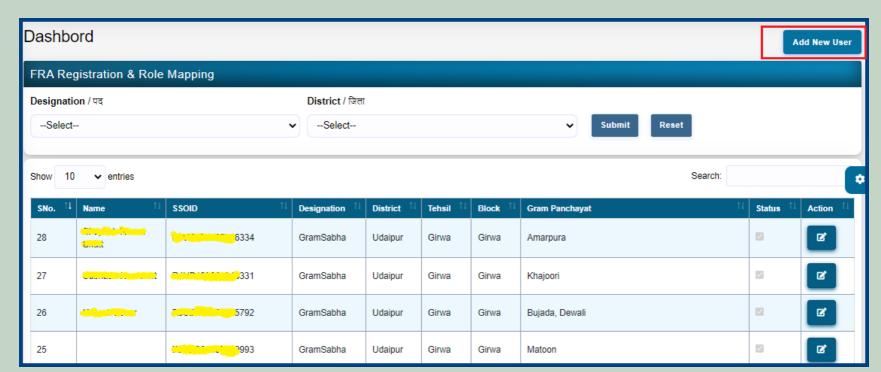




5. Click on the FRA Registration and Role Mapping.

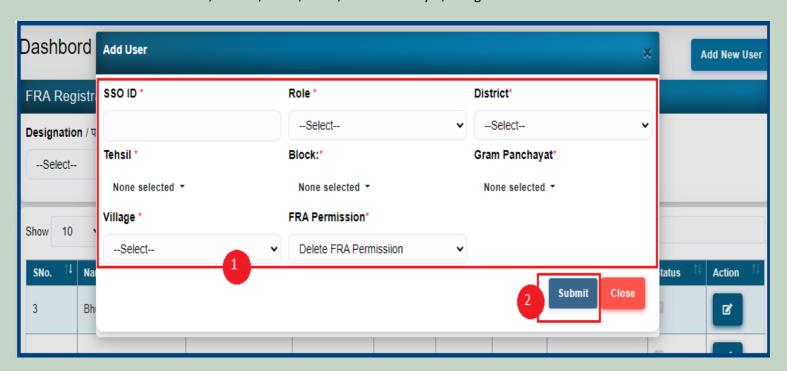


6. Add New user.

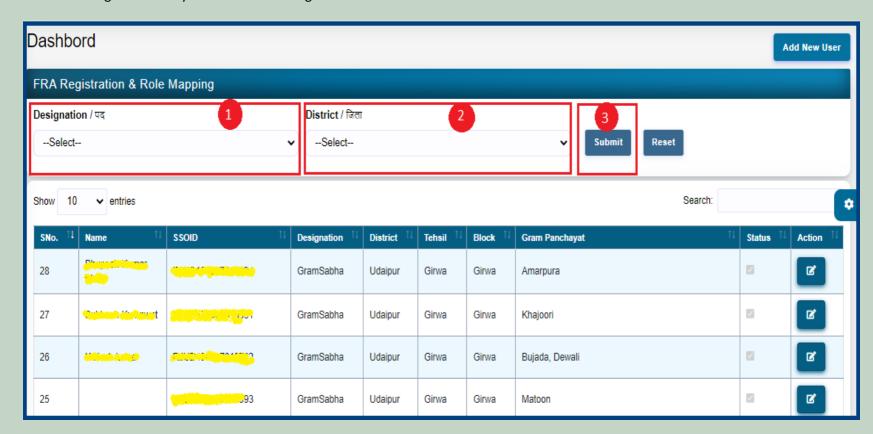




7. Enter SSO ID and Select Role, District, Tehsil, Block, Gram Panchayat, Village and FRA Permission and click on the **Submit** button.

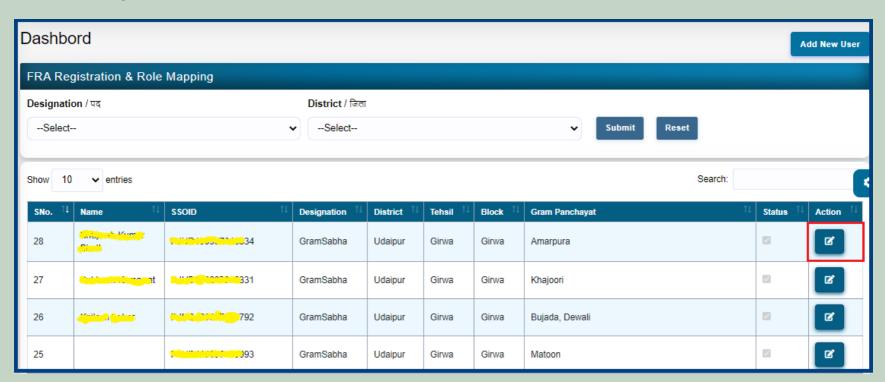


8. Filter Designation list by District. Select Designation and District and click on **Submit** button

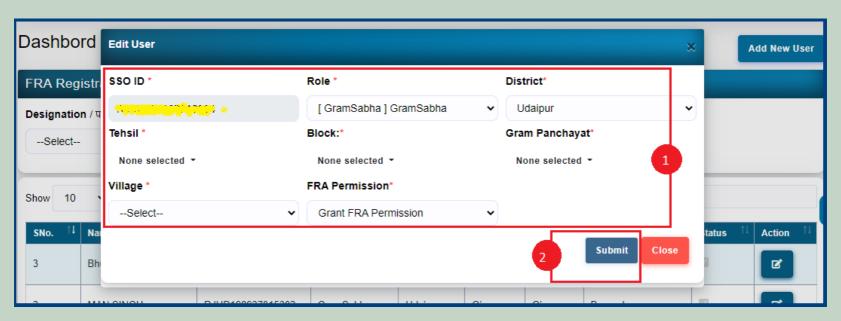




9. Edit user Designation Details and Permission .



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



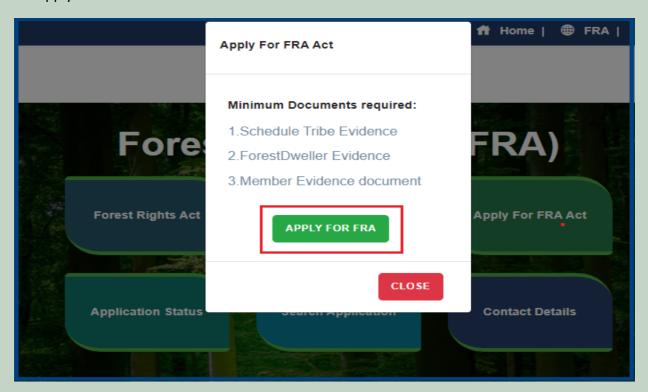


Claim Request Report.

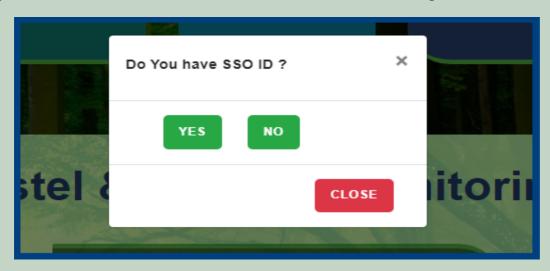
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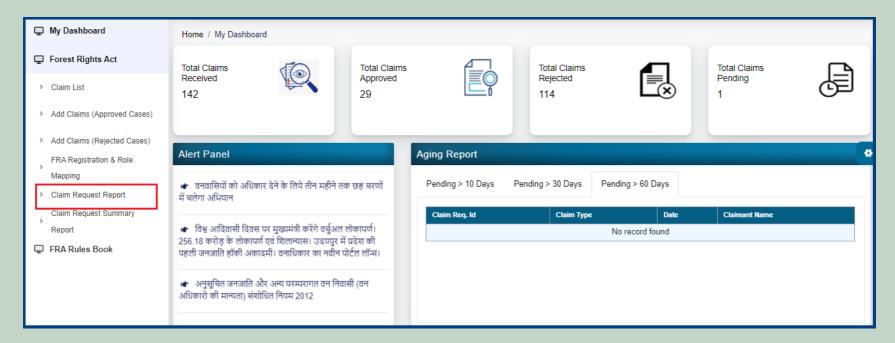
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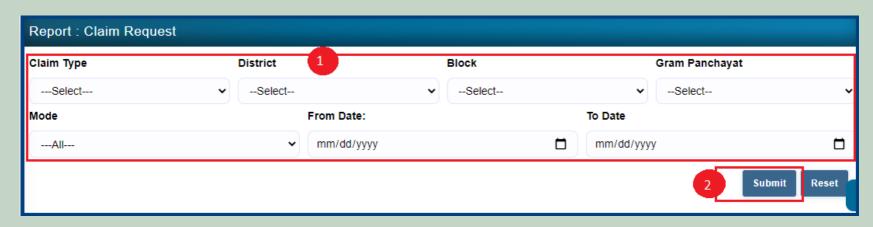




5. Click on the Claim Request Report.



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



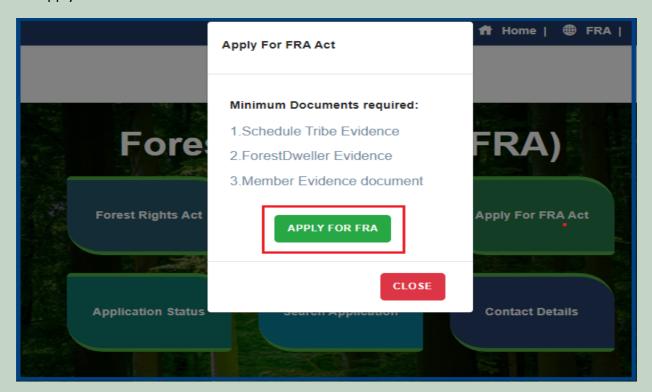


Claim Request Report Summary.

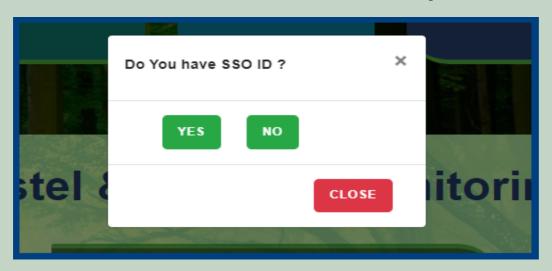
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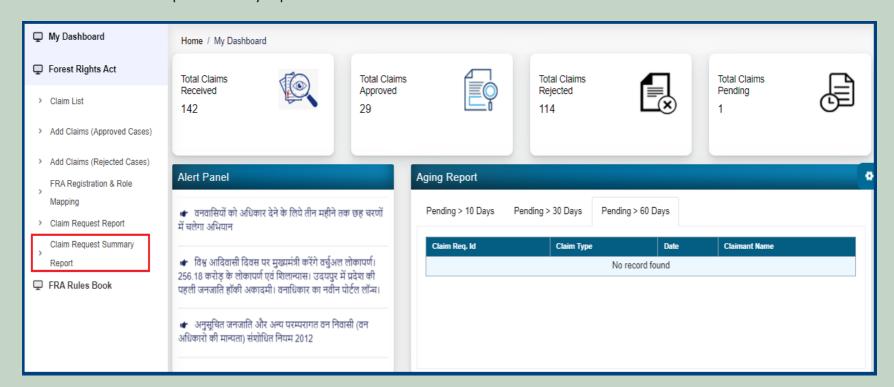
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5. Click on the Claim Request Summary Report.



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

