

User Manual for Permission to fell/burn/uproot/loop/cut tree within the Municipal area/Cantonment area under the Meghalaya Tree (Preservation) Act, 1976

Steps to Login, Apply, and Check Application Status

This user manual provides a simple, easy-to-follow guide for citizens and applicants to use the online portal. It explains how to log in, apply for services, fill and submit application forms, upload required documents, and check the status of your application for a Business **License**. The instructions are designed so that even first-time users can complete the process smoothly and without confusion.

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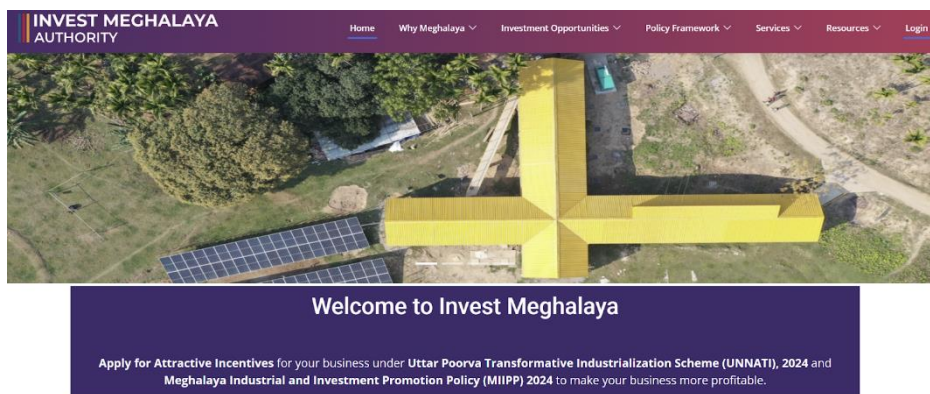
Part 1: How to Log In

Follow these simple steps to access your account on the online portal.

STEP-1 Open the Website

Launch your internet browser (such as Chrome, Edge, or Firefox) and enter one of the following portal addresses in the address bar:

www.investmeghalaya.gov.in or www.megedistrict.gov.in.

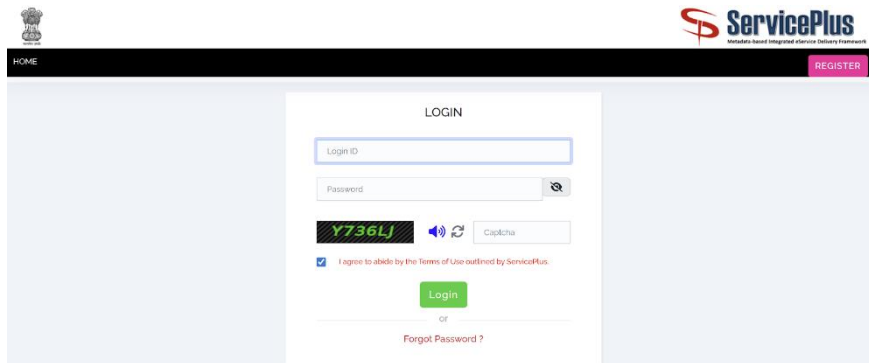


STEP -2 Click the Login Button

Look at the top-right corner of the page. You will see a button labelled "**Login**". Click on it to open the login page.

STEP -3 Enter Your Login Details

Enter your Login ID and Password in the respective fields provided, then click the Login button to proceed.



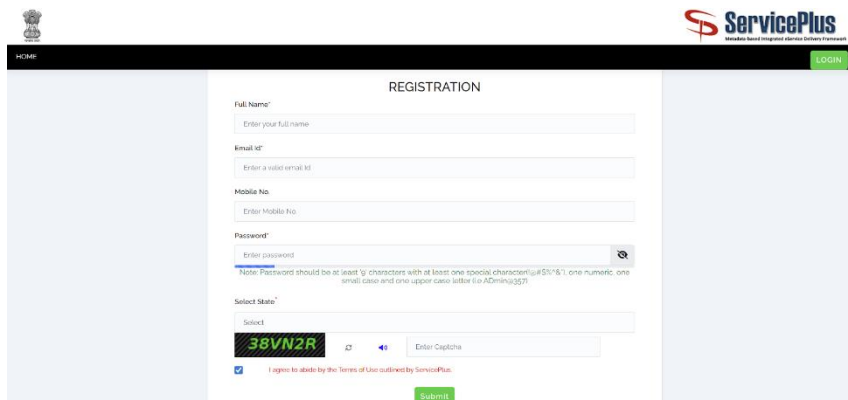
The screenshot shows the ServicePlus login interface. At the top, there is a header with the Government of India emblem on the left, the ServicePlus logo in the center, and a 'REGISTER' button on the right. Below the header, the main content area is titled 'LOGIN'. It contains a form with the following elements: a 'Login ID' text input field, a 'Password' text input field with a toggle icon, a CAPTCHA image showing 'Y736LJ', a 'Capcha' text input field, a checkbox for 'I agree to abide by the Terms of Use outlined by ServicePlus', and a green 'Login' button. Below the login button, there is a link for 'Forgot Password?'.

Note:

- Login: If you are a first-time user, you must complete the registration process before logging in.

STEP – 3.1 How to Register?

Look at the top-right corner of the page. You will see a button labelled "Register". Click on it to open the registration page.



The screenshot shows the ServicePlus registration interface. At the top, there is a header with the Government of India emblem on the left, the ServicePlus logo in the center, and a 'LOGIN' button on the right. Below the header, the main content area is titled 'REGISTRATION'. It contains a form with the following elements: a 'Full Name*' text input field, an 'Email id*' text input field, a 'Mobile No.' text input field, a 'Password*' text input field with a toggle icon and a note: 'Note: Password should be at least 10 characters with at least one special character (a-zA-Z@), one numeric, one small case and one upper case letter (a-zA-Z0-9)!', a 'Select State*' dropdown menu, a CAPTCHA image showing '38VN2R', a 'Enter Capcha' text input field, a checkbox for 'I agree to abide by the Terms of Use outlined by ServicePlus', and a green 'Submit' button.

STEP – 3.2 OTP Verification Process

After registration, a One-Time Password (OTP) will be sent to your registered mobile number and email ID for verification.

Email Id

Email OTP *
 RESEND(0/2)

Mobile No.

Mobile OTP *
 RESEND(0/2)

VALIDATE

BACK

Note:

- **Register:** Enter the OTP received on your email and mobile number in the respective fields, then click '**Validate**'.
- The OTP is valid for only **15 minutes**. If it expires, use the '**Resend OTP**' option to request a new OTP.

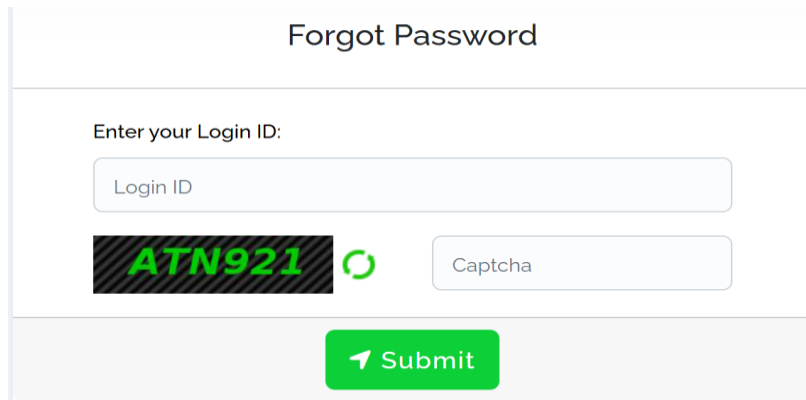
STEP – 3.3 OTP Verification Process

After successful validation, you will see a confirmation message. You can then proceed to [Login](#).



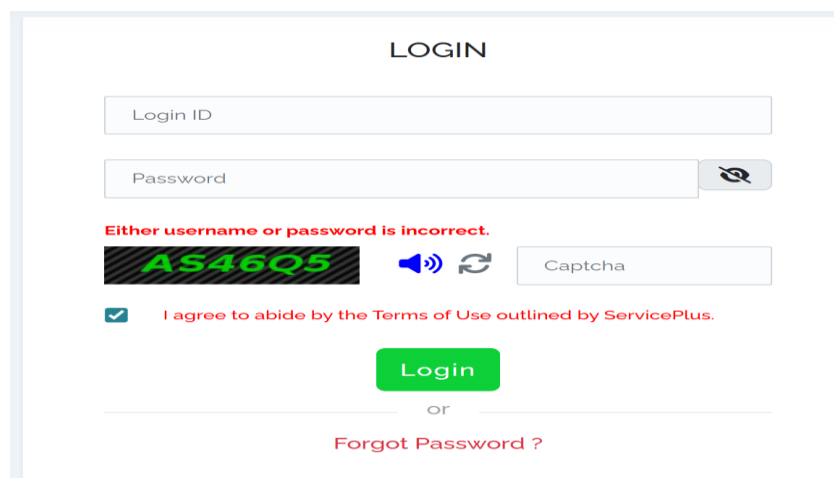
You have successfully registered on <https://investmeghalaya.gov.in/>. Your email has been verified successfully. Please verify your mobile using your verification link. Please login to the application using your email ID and password.

(i) In case the user forgot their password, click **Forgot Password**.



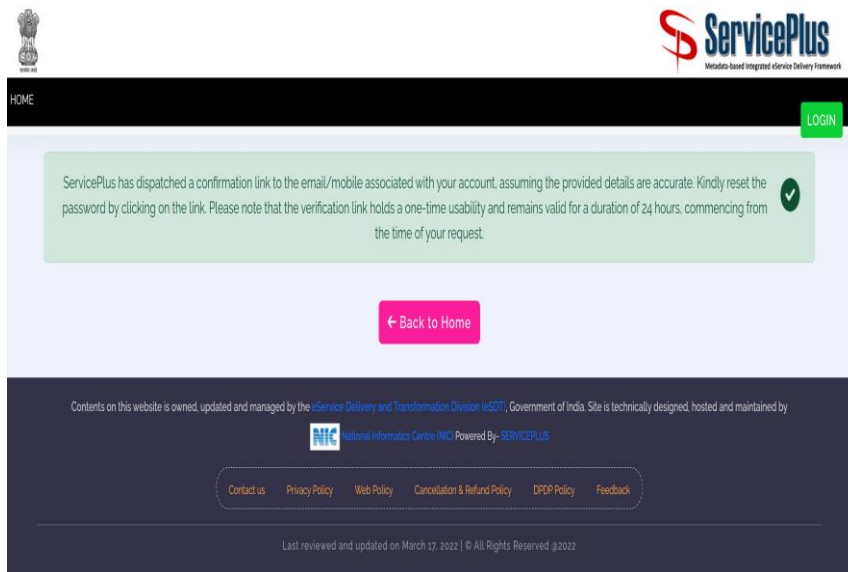
The 'Forgot Password' form is a light gray rectangular box. At the top, it has the title 'Forgot Password' in a dark gray font. Below the title, the text 'Enter your Login ID:' is displayed. Underneath this text is a white input field with the placeholder text 'Login ID'. To the left of the input field is a black rectangular box containing the green text 'ATN921' and a green circular refresh icon. To the right of this box is another white input field with the placeholder text 'Captcha'. At the bottom center of the form is a green button with a white arrow icon and the text 'Submit'.

(ii) Enter your **Login ID** and the Captcha to receive a reset link via email or mobile and **Click Submit**.

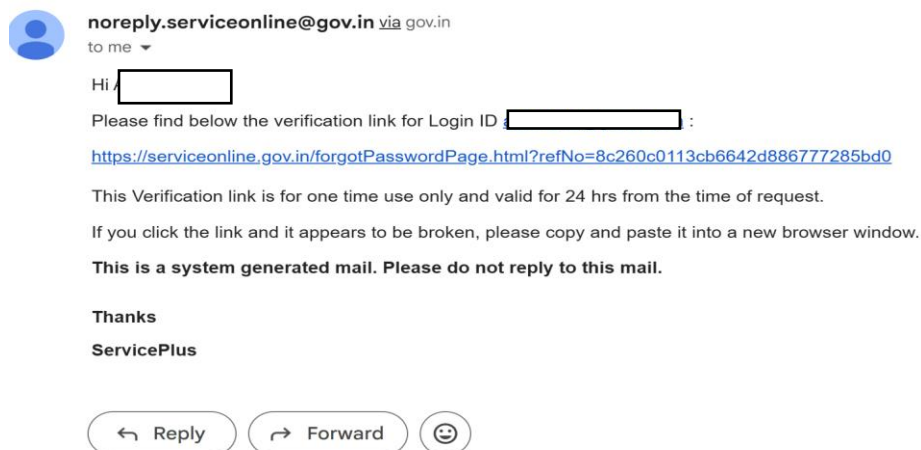


The 'LOGIN' form is a light gray rectangular box. At the top, it has the title 'LOGIN' in a dark gray font. Below the title, there are two white input fields: 'Login ID' and 'Password'. To the right of the 'Password' field is a gray button with a white eye icon. Below the input fields, there is a red error message: 'Either username or password is incorrect.' Underneath the error message is a black rectangular box containing the green text 'AS46Q5' and a blue speaker icon. To the right of this box is a white input field with the placeholder text 'Captcha'. Below the input fields, there is a green checkmark icon and the text 'I agree to abide by the Terms of Use outlined by ServicePlus.' At the bottom center of the form is a green button with the text 'Login'. Below the button, the text 'or' is displayed, followed by a red link that says 'Forgot Password ?'.

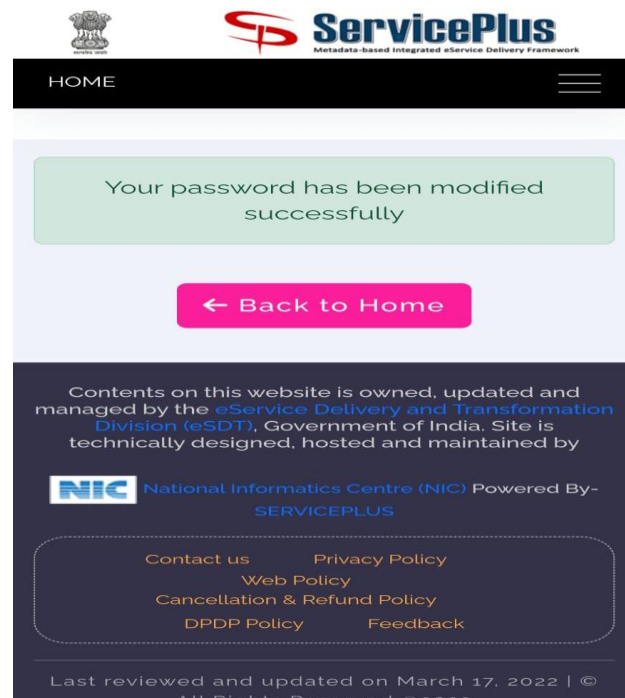
(iii) This **one-time link** remains valid for **24 hours**. After completing the process, click **Back to Home** to return to the main dashboard.



(iv) Upon completion, the applicant will receive a **confirmation email** containing a link to reset their password. To proceed, please click the link provided in the message to update your **Login Details**.

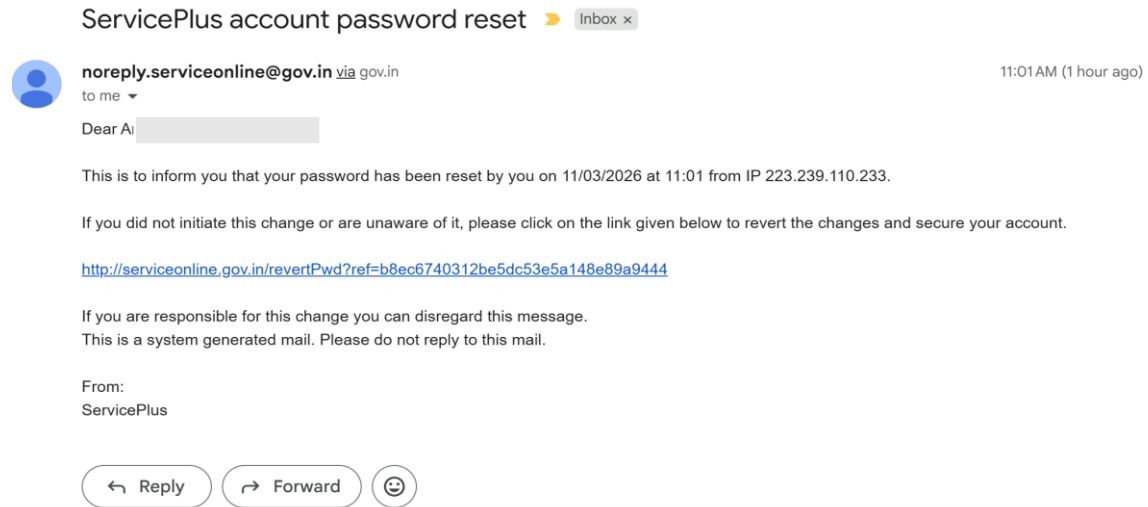


(v) To complete your request, simply **enter your new password** according to the specifications, **re-enter it** in the confirmation field, and **fill in the captcha** before clicking **Submit**.



(vi) Upon successful **submission**, a confirmation screen will appear indicating that your password has been modified. Simultaneously, a formal **notification** will be sent to your registered **email address** to confirm the change. You may then proceed to log in using your updated **Login** Details.

The screenshot shows the 'Set New Password' form on the ServicePlus website. The form is titled 'Set New Password' and includes the following fields and elements: 'Login ID' with a user icon and 'Enter Id' text; 'New Password' with a lock icon and 'New Password' text; a password requirement note: 'Password should contains atleast one special character (!@#\$%^&*), one numeric digit, one lower-case letter, and one upper-case letter (for example, sPLus@357).'; 'Confirm Password' with a lock icon and 'Confirm Password' text; a captcha image showing 'G8856A' with a speaker icon; and a 'Captcha' text input field. At the bottom are 'Submit' and 'Cancel' buttons.



(vii) If the alert "**User Id is not active or blocked**" appears, it indicates that the Email ID provided is already registered. To resolve this, please **register** using a unique **email address** that has not been previously utilized on the **service plus** platform.

REGISTRATION

Full Name*

Email Id*

Mobile No.

Password*

🔒

Note: Password should be at least '9' characters with at least one special character(!@#\$\$%^&'), one numeric, one small case and one upper case letter (i.e Admin@357)

Select State*

Select

1Y96SG

🔄

🔊

☒

I agree to abide by the Terms of Use outlined by ServicePlus.

Part 2: How to View and Apply Applications

After successful login, the dashboard enables users to:

- Manage Profile
- Apply for a Service
- View Application Status
- Submit Feedback
- Logout

STEP -1 Applicant Dashboard

After logging in, look at the menu on the screen. You will find an option labelled "**Apply for Service**". Click on it to proceed.

The screenshot shows the ServicePlus dashboard. On the left is a blue sidebar menu with options: Manage Profile, Apply for services, View Status of Application, and Submit Feedback. The main content area is titled 'ABOUT SERVICE PLUS' and 'Welcome to Service Plus'. It contains a paragraph about the platform's purpose and a list of seven salient features. At the bottom, there are logos for Digital India, data.gov.in, .gov.in, MHTY, and PMINDIA. The top right corner shows a clock displaying 29:56 and links for Themes and Language.

STEP -2 How to View All Available Services

After clicking "**Apply for Service**", a dropdown menu will appear displaying the option to view all available services. Click on "**View all available services**" to open the list.

This screenshot shows the 'View All Available Services' page. A red box highlights the 'Apply for services' menu item in the sidebar, which has a dropdown arrow. Another red box highlights the 'View all available services' option in the dropdown menu. The main content area shows a table of services for Meghalaya. The table has columns for Sl.No., Service Name, and Department Name. There are 10 entries listed.

Sl.No.	Service Name	Department Name
1	Application For Grant Or Renewal Of Cinema License	Political Department
2	Library Membership	Arts and Culture
3	Payment of Profession Tax to KHADC under the provision of Meghalaya, Profession, Trade, Callings and Employments Taxation Act	District Council Affairs
4	Senior Citizen Certificate	Political Department
5	Licence as Manufacturer of Weights & Measures-Auto Renewal	Legal Metrology Department
6	Licence for Retail and Wholesale Drug licence	Health and Family Welfare
7	Cinematograph License & License for Screening a Films as applicable	Political Department
8	Certificate For Recruitment in Armed/Paramilitary/Police Forces	Political Department
9	Registration of establishment under the Interstate Migrant Workmen Act 1979	Department of Labour, Employment & Skill Development
10	Permission for movie shooting in the District - Issued by Deputy Commissioner	Political Department

STEP – 3 How to Search for the Application You Want to Apply For
After clicking “View All Applications,” search for the required service (e.g., **Permission to fell/burn/uproot/loop/cut tree within the Municipal area/Cantonment area under the Meghalaya Tree (Preservation) Act, 1976**) by typing its name in the search box.

Note:

You can type keywords or the department name in the search box to find the required application easily.

STEP – 4 Applying for the Service

Once you find the required service (e.g **Permission to fell/burn/uproot/loop/cut tree within the Municipal area/Cantonment area under the Meghalaya Tree (Preservation) Act, 1976**), click it to open the form and fill in all the required details carefully.

Applicant's Details

Whether applicant is a: *

- ☐ Government Office ☐ Individual/Organization/Institution

Applicant Name/Department Name/Organization Name *

E-Mail *

Mobile Number *

District *

Full Postal Address *

Information about the trees felling/Burning/Uprooting/Lopping/Cutting of which is applied for

Type of Permission:- *

☐ Permission for Felling/Cutting

☐ Permission for Lopping/Pruning

Location of Land where tree felling/looping is required

Village within 10km of District Council Court , Shillong *

Please Select ▾

Address *

Land Holding No/Patta No/ House No *

Detailed information about the trees felling of which is applied

Ownership of the land/trees *

☐ Self

☐ Lease/Others

☐ Government

Reasons for felling (Mark appropriate reason) : *

☐ Dead

☐ Dying

☐ Diseased

☐ Wind fallen

☐ Has become dangerous to life and property

☐ Any other reasons (Give details)

Declaration

I hereby declare that all information furnished above is true to the best of my knowledge and belief and if anything is found untrue I shall be liable for prosecution under law.

☐ I Agree *



Note:

Fields marked with a red asterisk (*) are mandatory and must be filled before submission.

STEP -5 Submitting the Application

After filling in and submitting the form, a new page will open where you can review your details and upload the required documents by clicking on "Attach Annexure".



Government Of Meghalaya
Department Of Forests and Environment
FORM NO. I
Rule 3 (1)
(Meghalaya Tree (Preservation) Rules, 1976).
Application for Permission to fell burn uproot/lopping/cut tree within the Municipal area/Cantonment area under the Meghalaya Tree (Preservation) Act, 1976

Enclosures Required:

1. Land Document / Patta / Sale deed/Lease Document
2. NOC from Headman/Nokma and NOC for lesee obtained from Land Owners
3. Rs 15/- Court fee stamp (crossed with date)
4. ID proof (EPIC/Aadhar) [General applicant] or Office ID [Department]

Applicant's Details

Application Reference Number :	Draft_PFTMUN/2026/00003
Whether applicant is a :	Government Office
Applicant Name/Department Name/Organization Name :	gg
E-Mail :	anin@gmail.com
Mobile Number :	1234455668
District :	EAST KHASI HILLS
Full Postal Address :	Binowa Nagar, Fatasil Ambari

Information about the trees felling/Burning/Uprooting/Lopping/Cutting of which is applied for

Total number of Trees :	88
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Location of Land where tree felling/lopping is required

Village within 10km of District Council Court , Shillong :	Shillong Municipality
Ward Name :	Jail Road - Ward No.10
Address :	Rilbong
Land Holding No/Patta No/ House No :	India

Detailed information about the trees felling of which is applied

Ownership of the land/trees :	Self
Reasons for felling (Mark appropriate reason) ::	Dead, Dying

Declaration

I hereby declare that all information furnished above is true to the best of my knowledge and belief and if anything is found untrue I shall be liable for prosecution under law.

I Agree : Yes

Additional Details

Apply to the Office	Office of the Divisional Forest Officer Territorial(Forest Division- Shillong)
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07/3/2026 07:07:06 IST

http://investmeghalaya.gov.in/configure

Edit

Attach Annexure

Cancel

Print

Export to PDF

Initiate a new application



STEP -6 Upload Documents (Annexure/Enclosure)

Select the required document from the **Enclosure Document** dropdown, choose the file to upload, and ensure it meets the specified format and size limits. After selecting all the necessary files, click **Save Annexure** to proceed.

ATTACH ENCLOSURE(S)

Each enclosure requires a unique file. Please avoid uploading the same file in multiple fields.

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
Land Document / Patta / Sale deed/Lease Document *	Select	Choose File No file chosen
Rs 15/- Court fee stamp (crossed with date) *	Select	Choose File No file chosen
NOC from Headman/Nokma and NOC for lessee obtained from Land Owners *	Select	Choose File No file chosen
Office ID *	Select	Choose File No file chosen
Other	Select	Choose File No file chosen

Save Annexure

Cancel

Back

Note

- Fields marked with a red asterisk (*) are mandatory and must be filled.
- Only GIF, JPG, JPEG, PNG, and PDF files are allowed, with a size limit of 1–5 MB (depending on the application/service).

STEP -7 Final Review and Submit

After uploading the required documents, you will see a page displaying the completed form along with the attached files. Review all details carefully, and if everything is correct, click **Submit** to complete the application.

STEP – 8 Application Submitted

After submitting, you will receive an Acknowledgement Slip containing details such as the applicant's name, reference number, and other relevant information.

ACKNOWLEDGEMENT

GOVERNMENT OF MEGHALAYA
DEPARTMENT OF FORESTS & ENVIRONMENT
OFFICE OF THE DIVISIONAL FOREST OFFICER: EAST KHASI HILLS & RI-BHOI (T)
DIVISION: SHILLONG

Permission to fell/burn/uproot/loop/cut tree within the Municipal area/Cantonment area under the Meghalaya Tree (Preservation) Act, 1976
Temporary Acknowledgement

Application Ref No: PFTMUN/2026/00003 Dated:07/03/2026

Name of the applicant: gg
Email:anin@gmail.com
Mobile No: 1234455668
Address: Binowa Nagar, Fatasil Ambari

Note: This is a temporary acknowledgement receipt. A final receipt will be issued once the application is fully verified.

Print

Export to PDF

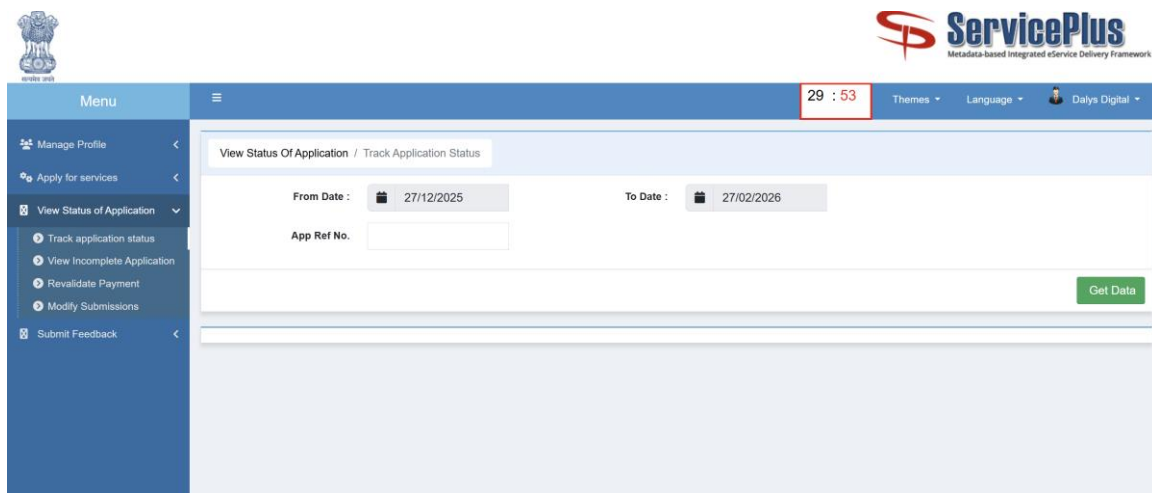
Close

Part 3: How to View Application Status

On the dashboard, you will see menu options such as **Manage Profile**, **Apply for Service**, **View Application Status**, and **Submit Feedback**. Click on **View Application Status** to check the status of your application.

STEP – 1 View Application Status

After clicking **View Application Status**, a dropdown menu will appear with options such as **Track Application Status**, **View Incomplete Application**, **Revalidate Payment**, and **Modify Submission**. Click on **Track Application Status** to proceed.



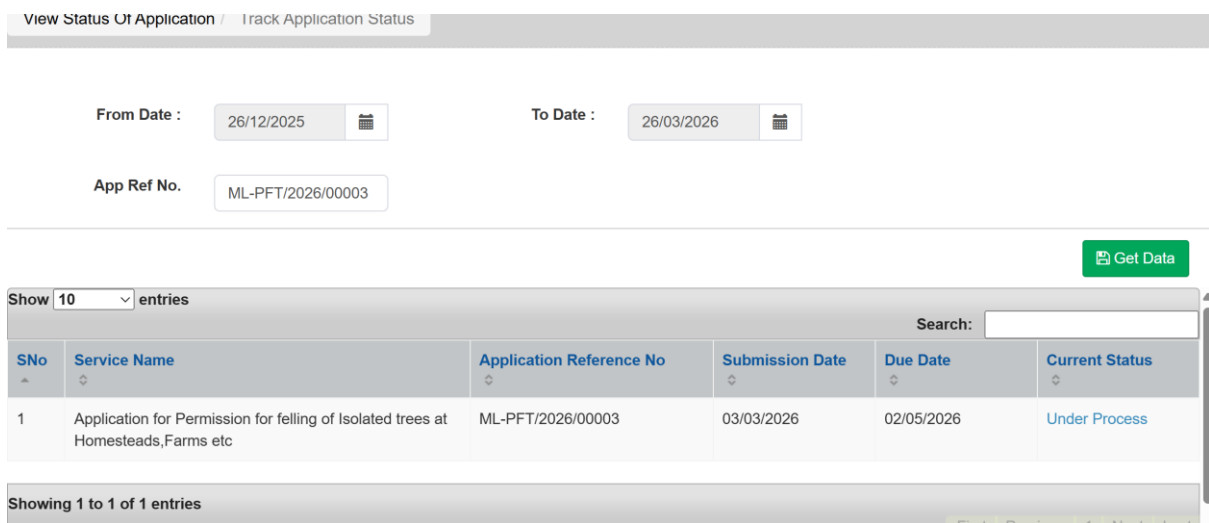
The screenshot shows the ServicePlus dashboard. The top header includes the ServicePlus logo and a user profile 'Daly's Digital'. The left sidebar menu is expanded, showing 'View Status of Application' with sub-options: 'Track application status', 'View Incomplete Application', 'Revalidate Payment', and 'Modify Submissions'. The main content area is titled 'View Status Of Application / Track Application Status'. It contains two date pickers: 'From Date' set to 27/12/2025 and 'To Date' set to 27/02/2026. Below these is a text input field for 'App Ref No.' and a green 'Get Data' button.

Note:

The search is valid only for **3 months** from the date of application submission.

STEP – 2 Track Application

After clicking **Track Application Status** you will find your application status.



The screenshot shows the 'Track Application' page. At the top, there's a breadcrumb 'View Status Of Application / Track Application Status'. Below it are search filters: 'From Date' (26/12/2025), 'To Date' (26/03/2026), and 'App Ref No.' (ML-PFT/2026/00003). A green 'Get Data' button is on the right. Below the filters is a table with columns: SNo, Service Name, Application Reference No, Submission Date, Due Date, and Current Status. The table contains one entry with SNo 1, Service Name 'Application for Permission for felling of Isolated trees at Homesteads, Farms etc', Application Reference No ML-PFT/2026/00003, Submission Date 03/03/2026, Due Date 02/05/2026, and Current Status 'Under Process'. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Application for Permission for felling of Isolated trees at Homesteads, Farms etc	ML-PFT/2026/00003	03/03/2026	02/05/2026	Under Process
