

User Manual for for Permission for felling of Isolated trees at Homesteads, Farms etc

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.

Contents

- [How to Log In](#)
- [How to View and Apply for a Business License](#)
- [How to View Application Status](#)

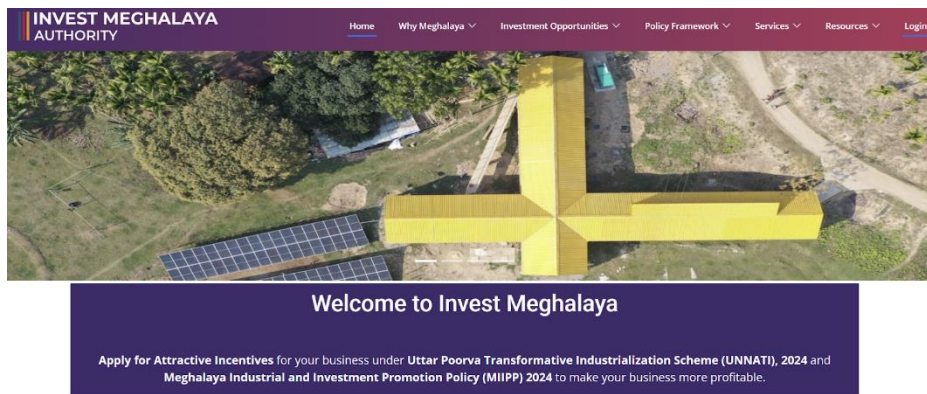
Part 1: How to Log In

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.

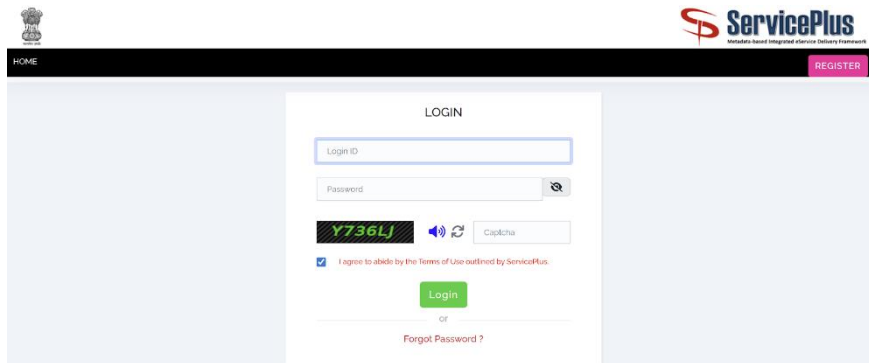


STEP -2 Click the Login Button

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.



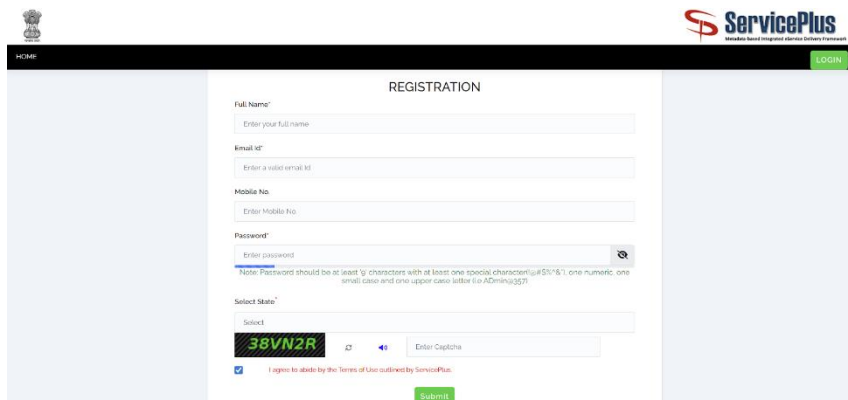
The screenshot shows the ServicePlus login interface. At the top, there is a header with the Government of India emblem on the left, the ServicePlus logo in the center, and a 'REGISTER' button on the right. Below the header, the main content area is titled 'LOGIN'. It contains a form with the following elements: a 'Login ID' text box, a 'Password' text box with an eye icon for toggling visibility, a CAPTCHA image showing 'Y736LJ', 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: 'Full Name*' text box, 'Email id*' text box, 'Mobile No.' text box, 'Password*' text box with an eye icon for toggling visibility, a 'Select State*' dropdown menu, a CAPTCHA image showing '38VN2R', a checkbox for 'I agree to abide by the Terms of Use outlined by ServicePlus', and a green 'Submit' button. A note below the password field states: '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@)!'.

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.

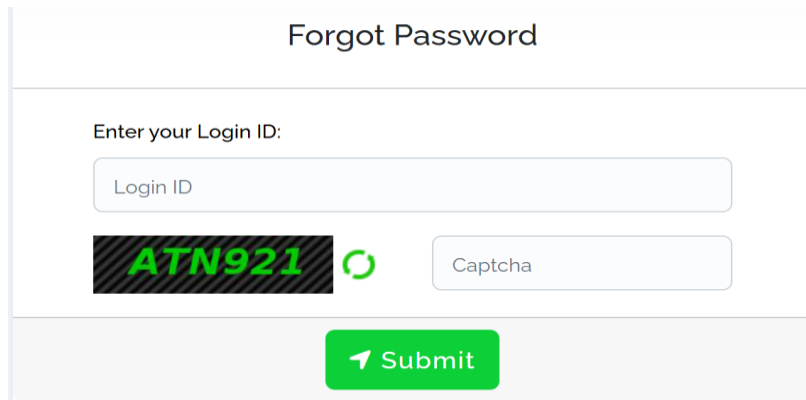
STEP – 3.3 OTP Verification Process

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



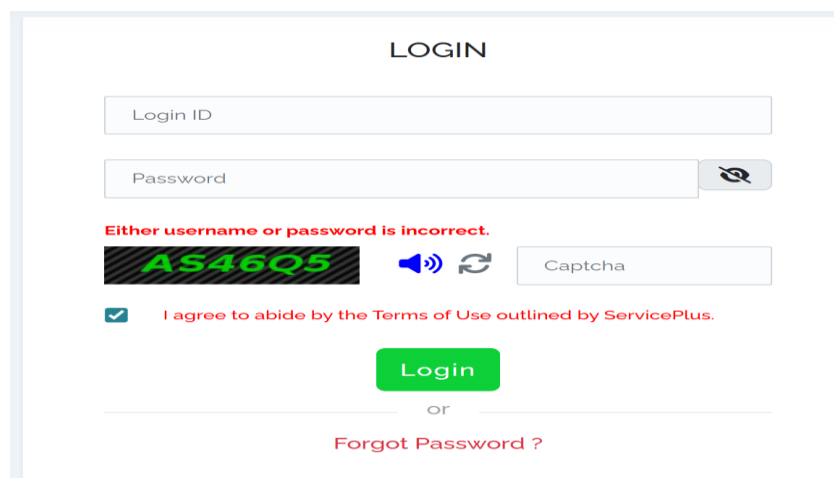
You have successfully registered on <https://investmeghalaya.gov.in/>. Your email has been verified successfully. Please verify your mobile using your verification link. Please login to the application using your email ID and password.

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



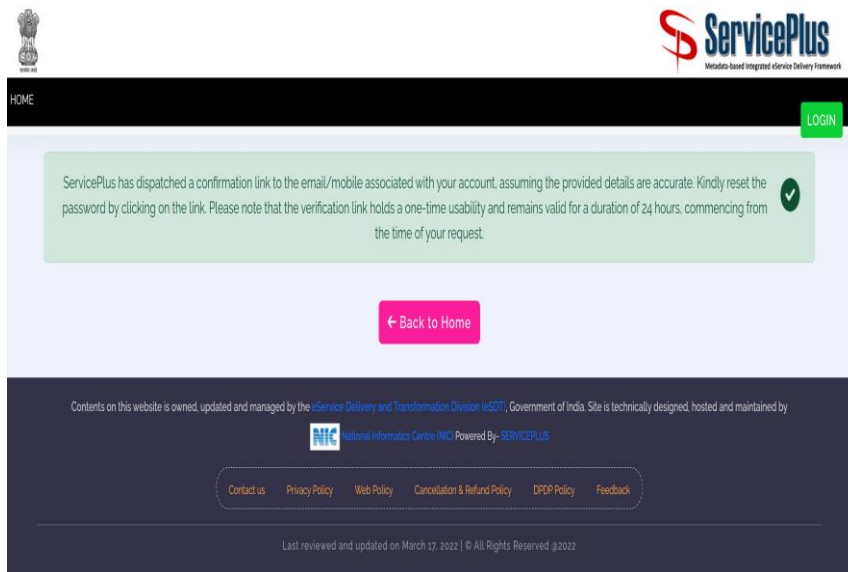
The 'Forgot Password' form is a light gray rectangular box. At the top, it has the title 'Forgot Password' in a dark gray font. Below the title, the text 'Enter your Login ID:' is displayed. Underneath this text is a white input field with the placeholder text 'Login ID'. To the left of the input field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

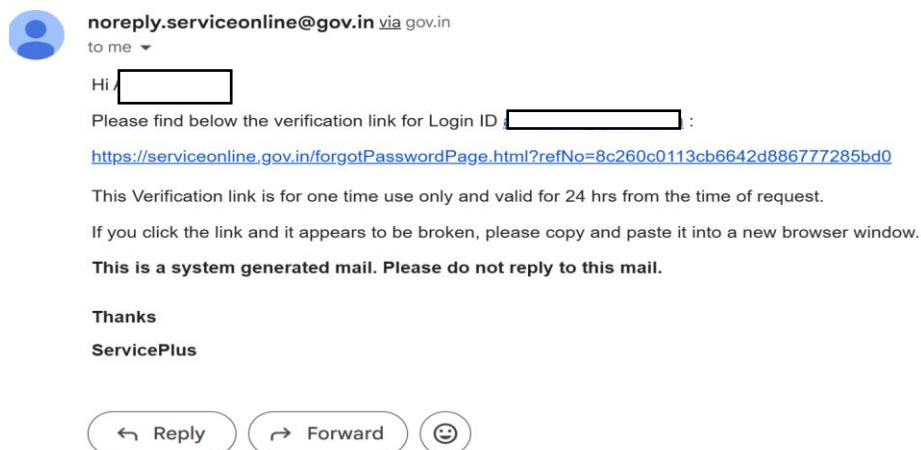


The 'LOGIN' form is a light gray rectangular box. At the top, it has the title 'LOGIN' in a dark gray font. Below the title, there are two white input fields: 'Login ID' and 'Password'. The 'Password' field has a small gray button with an eye icon to its right. Below the input fields, the text 'Either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

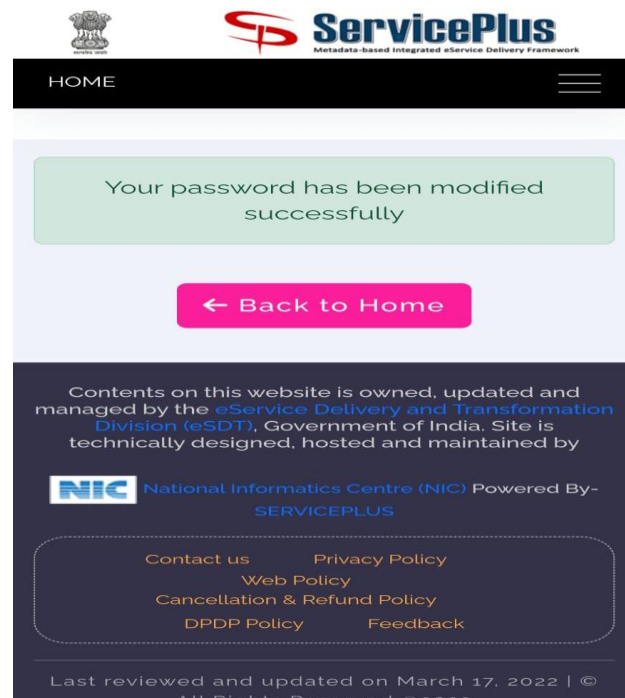
(iii) This **one-time link** remains valid for **24 hours**. After completing the process, click **Back to Home** to return to the main dashboard.



(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**.

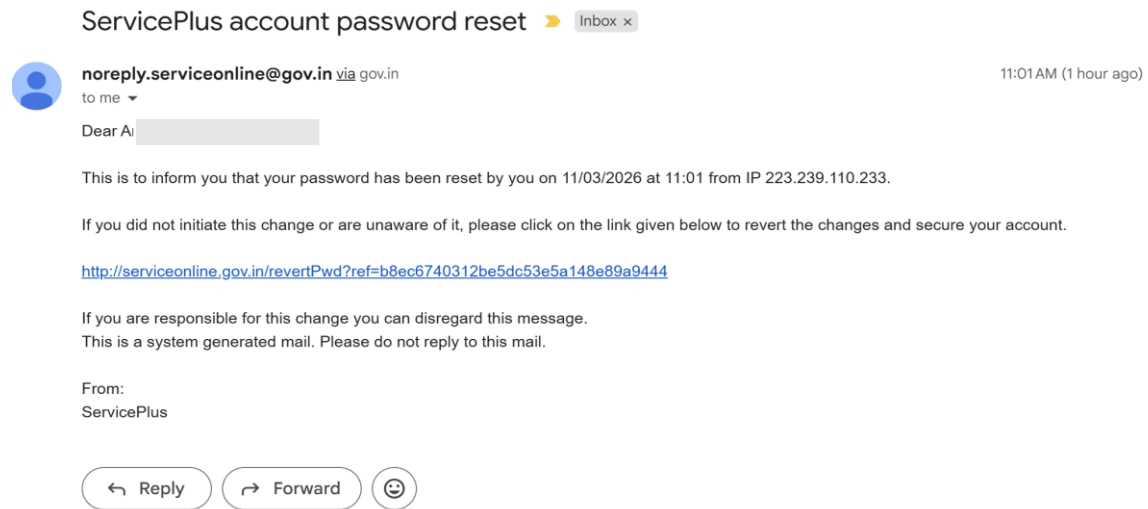


(v) To complete your request, simply **enter your new password** according to the specifications, **re-enter it** in the confirmation field, and **fill in the captcha** before clicking **Submit**.



(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 is located below the header. It contains the following fields and elements: a 'Login ID' field with a user icon and the placeholder 'Enter Id'; a 'New Password' field with a lock icon and the placeholder 'New Password'; a red text block stating: 'Password should contains atleast one special character (!@#\$%^&*), one numeric digit, one lower-case letter, and one upper-case letter (for example, sPLus@357)'; a 'Confirm Password' field with a lock icon and the placeholder 'Confirm Password'; a captcha field with a green and black image showing 'G8856A' and a speaker icon; and two buttons at the bottom: a green 'Submit' button and a red 'Cancel' button.



(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. The left sidebar menu has the following items: Manage Profile, Apply for services, View Status of Application, and Submit Feedback. The 'Apply for services' item is highlighted. The main content area displays 'Welcome to Service Plus' and provides information about the application, including a list of services and their features. The top right corner shows the user's name 'Dats Digital' and the time '29 : 56'.

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.

The screenshot shows the ServicePlus dashboard with the 'Apply for services' dropdown menu open. The 'View all available services' option is highlighted. The main content area displays a list of services for Meghalaya. The table below shows the list of services:

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., **Application for permission for isolated trees at Homesteads, Farms, etc** by typing its name in the search box.

The screenshot shows a web interface for applying for services. At the top, there's a breadcrumb trail: "Apply For Services / View All Available Services". Below this, there's a "View" dropdown menu set to "MEGHALAYA" and a "Services" section. A search bar contains the text "Application for Permission for felling of Isolated trees at Homesteads, Farms etc". Below the search bar is a table with the following columns: "Sl.No.", "Service Name", "Department Name", and "State". The table contains one row with the following data: "1", "Application for Permission for felling of Isolated trees at Homesteads, Farms etc", "Department of Forest", and "MEGHALAYA". Below the table, it says "Showing page 1 of 1". At the bottom right, there are navigation buttons: "First", "Previous", "1" (highlighted), "Next", and "Last".

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 **Application for permission for isolated trees at Homesteads, Farms**), click it to open the form and fill in all the required details carefully.

The screenshot shows a form titled "GOVERNMENT OF MEGHALAYA DEPARTMENT OF FOREST AND ENVIRONMENT Application For Permission to Fell Isolated Trees/Lopping of Branches From Homesteads, Farms, etc". The form is divided into two main sections: "Application Processing Office" and "Applicant's Detail". In the "Application Processing Office" section, there's a dropdown menu labeled "Select office in which application is to be submitted" with the text "Please Select". In the "Applicant's Detail" section, there are two radio buttons for "Type of Land": "Government Land" (selected) and "Private Land". There are also two checkboxes for "Type of Permission": "Lopping of branches" (checked) and "Cutting of trees" (checked). Below these, there are four input fields: "Title" (dropdown menu with "Please Select"), "Applicant Name" (text box), "Email Id" (text box), and "Contact No" (text box).

Applicant's Address

State *

Please Select

District *

Please Select

Village/ Town *

Locality *

Nearest Landmark

Police station/ Outpost *

Pincode *

Land Detail

☐ Same as the above address

District *

Please Select

Village/ Town *

Locality *

Police Station/Outpost *

Nearest Landmarks

Pincode *

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 *

Additional Details

Apply to the Office *

Word verification



Please enter the characters shown above

[Draft](#)

[Submit](#)

[Close](#)

[Reset](#)

Note:

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

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 FOREST AND ENVIRONMENT
Application For Permission to Fell Isolated Trees/Lopping of Branches
From Homesteads, Farms, etc

Application Processing Office

Application Reference Number : Draft_ML-PFT/2026/00009
Select office in which application is to be submitted : Shillong

Applicant's Detail

Type of Land : Government Land
Type of Permission : Lopping of branches, Cutting of trees
Title : SHRI
Applicant Name : ww
Email Id : anin@gmail.com
Contact No : 1234567888

Applicant's Address

State : MEGHALAYA
District : EAST KHASI HILLS
Village/ Town : Shillong
Locality : gg
Nearest Landmark : gg
Police station/ Outpost : gg
Pincode : 793004

Trees

Local Name	Scientific Name	Number of trees
gg	gg	23

Total No. of trees : 23

Details of trees whose branches are to be Lopped

Purpose for Lopping/Cutting of Branches : wer

Details of trees whose branches are to be Lopped

Local Name	Scientific Name	Number Of trees
rr	rr	77

Total Number Trees : 77

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)

07/3/2026 06:33:27 ISThttp://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 *
Sketch site Diagram	Select	Choose File No file chosen
Land Documents *	Select	Choose File No file chosen
Identity Proof *	Select	Choose File No file chosen
NOC is to be obtained from the Deputy Commissioner or relevant authority *	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.

Details of trees whose branches are to be Lopped

Local Name	Scientific Name	Number Of trees
rr	rr	77

Total Number Trees : 77

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

Annexure List

1) Sketch site Diagram

Sketch site Diagram

2) Land Documents

Land Documents

3) Identity Proof

Identity Proof (EPIC/etc)

4) NOC is to be obtained from the Deputy Commissioner or relevant authority

NOC is to be obtained from the Deputy Commissioner or relevant authority

Additional Details

Apply to the Office Office of the Divisional Forest Officer Territorial(Forest Division- Shillong)

Submit

Cancel

Print

Download PDF

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 AND ENVIRONMENT
OFFICE OF THE DIVISIONAL FOREST OFFICER: EAST KHASI HILLS &
RIBHOI TERRITORIAL DIVISION: SHILLONG

Temporary Acknowledgement For Permission to Fell Isolated Trees
From Homesteads, Farms Etc/ Lopping of Branches

Applicant's name : ww
Application Reference Number : ML-PFT/2026/00007
Application Submitted On : 07/03/2026

List Of Enclosures Submitted

Type of document(s)	Document(s) Attached
Identity Proof	Identity Proof (EPIC/etc)
Land Documents	Land Documents
Sketch site Diagram	Sketch site Diagram
NOC is to be obtained from the Deputy Commissioner or relevant authority	NOC is to be obtained from the Deputy Commissioner or relevant authority

This is a temporary electronic 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 displays the ServicePlus web application interface. The top header includes the Government of Meghalaya logo, the ServicePlus logo with the tagline 'Metadata-based Integrated eService Delivery Framework', and a user profile section showing '29 : 53' and 'Dalya Digital'. The left sidebar menu contains options: 'Manage Profile', 'Apply for services', 'View Status of Application' (selected), and 'Submit Feedback'. The 'View Status of Application' dropdown is open, showing 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 features a 'From Date' field set to '27/12/2025' and a 'To Date' field set to '27/02/2026'. Below these is an 'App Ref No.' input field. A green 'Get Data' button is located at the bottom right of the main content area.

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.

View Status Of Application / Track Application Status

From Date : 26/12/2025

To Date : 26/03/2026

App Ref No. ML-PFT/2026/00007

Get Data

Show 10 entries

Search:

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/2026/00007	07/03/2026	06/05/2026	Initiated
