

User Manual for Application for Non-Forest Land Certificate

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. The instructions are designed so that even first-time users can complete the process smoothly and without confusion.

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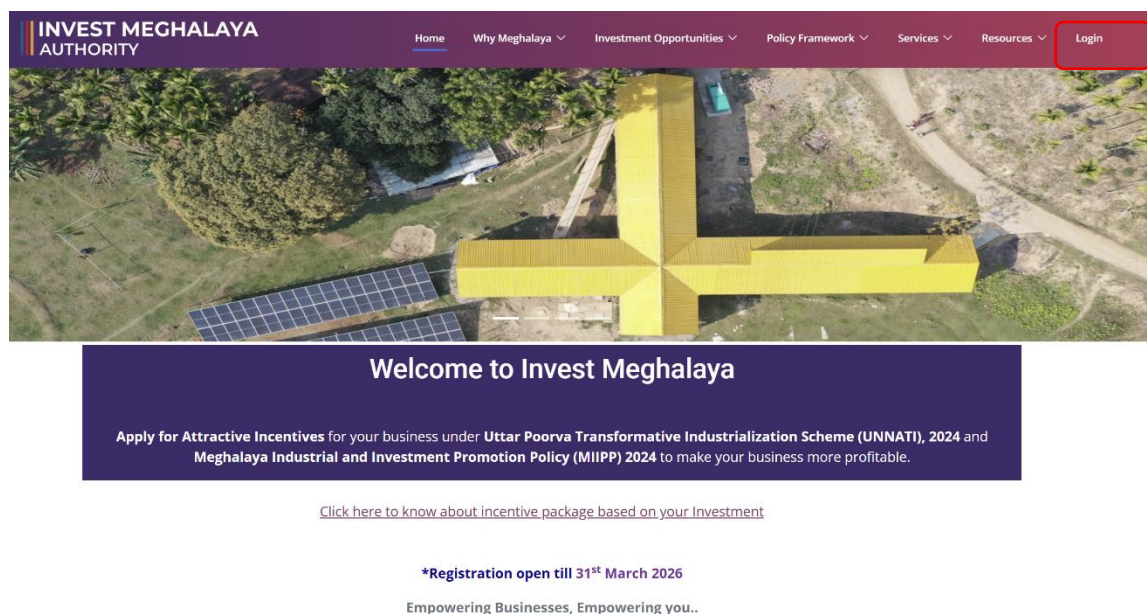
Part 1: How to Log In

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

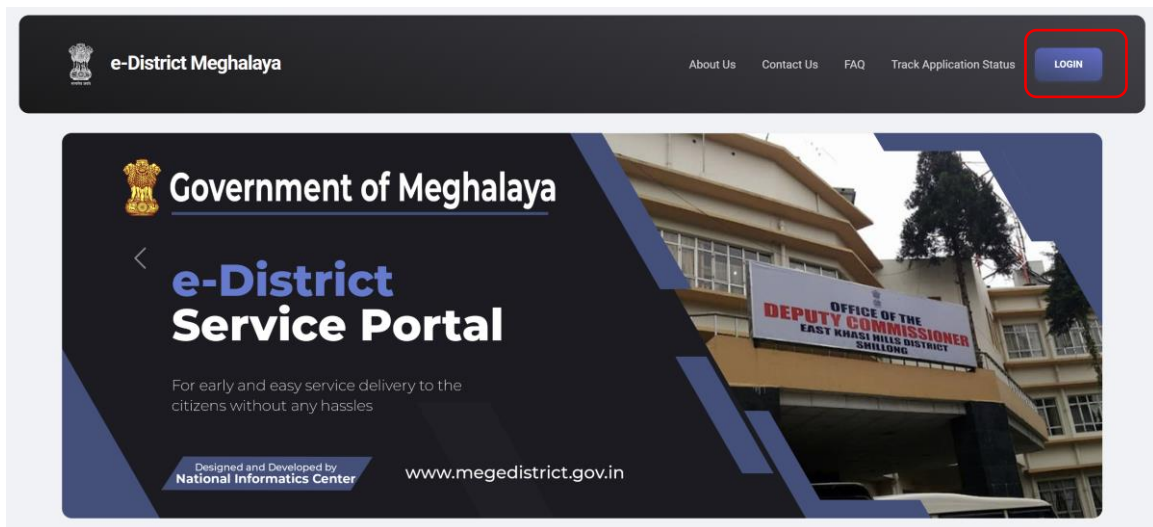
STEP -1 Open the Website

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.



OR



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

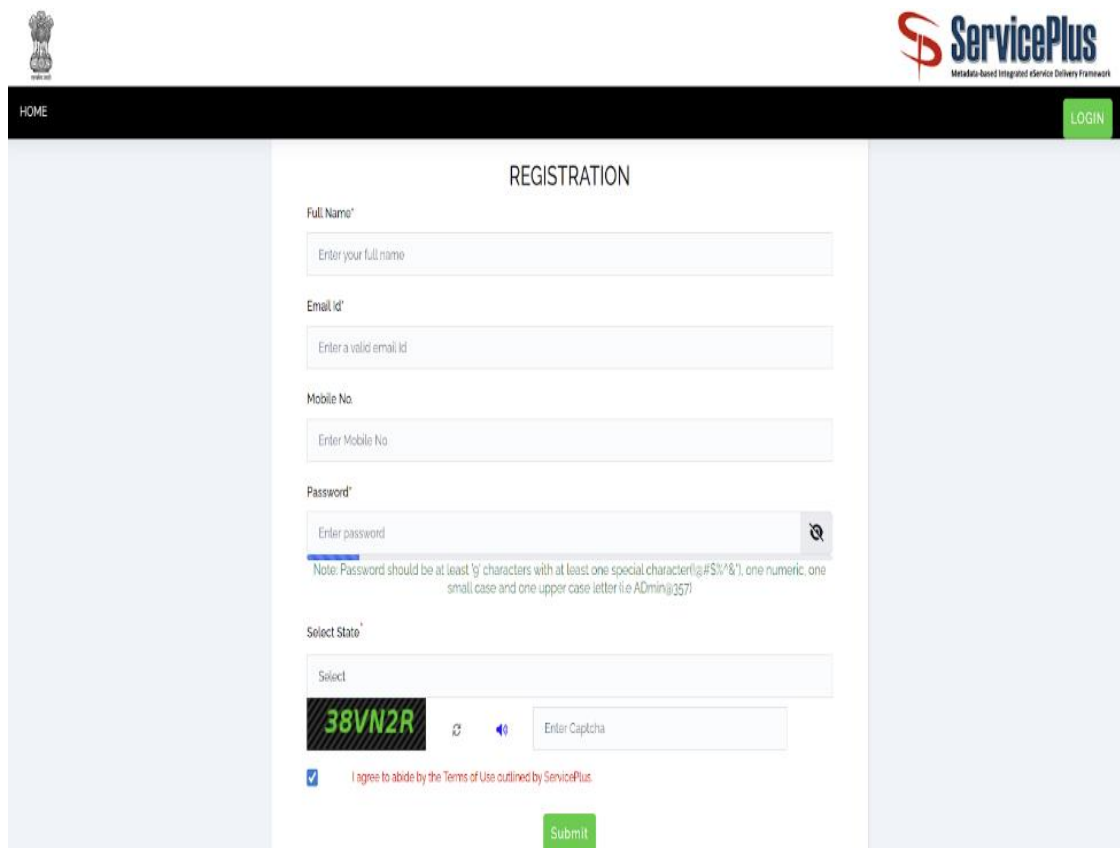
Enter your Login ID and Password in the respective fields provided, then click the Login button to proceed.

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.



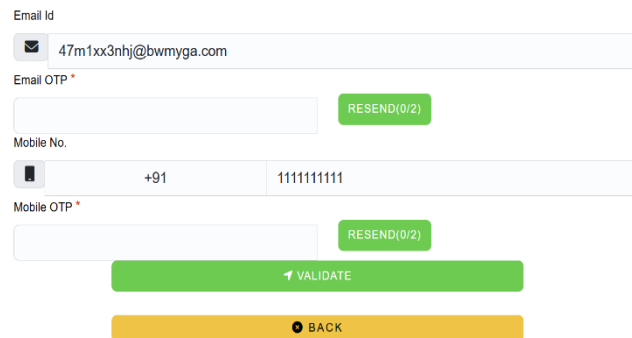
The screenshot shows the ServicePlus registration page. At the top left is the Government of India emblem, and at the top right is the ServicePlus logo with the tagline "Metadata-based Integrated eService Delivery Framework". A black navigation bar contains a "HOME" link and a green "LOGIN" button. The main content area is titled "REGISTRATION" and contains the following fields:

- Full Name***: A text input field with the placeholder "Enter your full name".
- Email Id***: A text input field with the placeholder "Enter a valid email id".
- Mobile No.**: A text input field with the placeholder "Enter Mobile No".
- Password***: A text input field with the placeholder "Enter password" and a toggle icon. Below it, a note states: "Note: Password should be at least '8' characters with at least one special character(!@#\$%^&*), one numeric, one small case and one upper case letter (i.e. Admin@1234)".
- Select State***: A dropdown menu with "Select" as the current selection.
- Captcha**: A visual captcha showing "38VN2R" and an audio icon, followed by a text input field with the placeholder "Enter Captcha".

At the bottom, there is a checked checkbox and the text "I agree to abide by the Terms of Use outlined by ServicePlus.", followed by 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.



The form is titled 'Email Id' and contains the following fields and buttons:

- Email Id:** A text input field containing '47m1xx3nhj@bwmyga.com'.
- Email OTP *:** A text input field for the email OTP, with a green 'RESEND(0/2)' button to its right.
- Mobile No.:** A text input field containing '+91' and '1111111111'.
- Mobile OTP *:** A text input field for the mobile OTP, with a green 'RESEND(0/2)' button to its right.
- VALIDATE:** A large green button with a right-pointing arrow.
- BACK:** A yellow button with a left-pointing arrow.

Note:

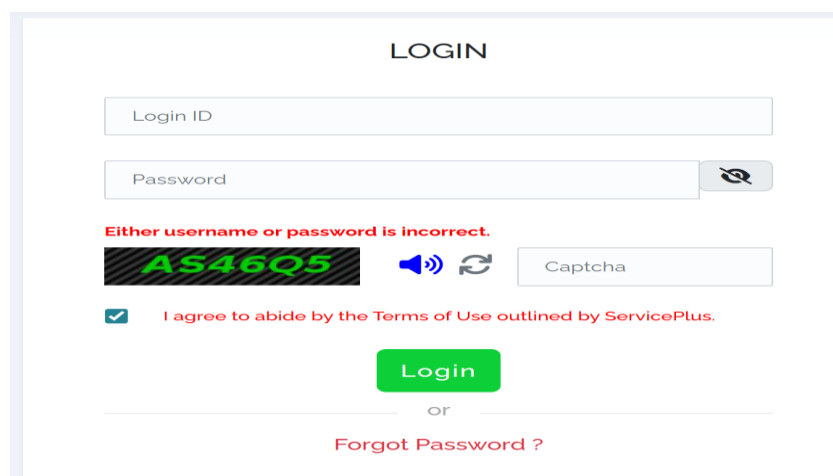
- **Register:** Enter the OTP received on your email and mobile number in the respective fields, then click '**Validate**'.

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](#).

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



The form is titled 'LOGIN' and contains the following fields and buttons:

- Login ID:** A text input field.
- Password:** A text input field with a toggle icon (eye) to its right.
- Error Message:** A red text message: 'Either username or password is incorrect.'
- Captcha:** A captcha image showing 'AS46Q5' and a 'Captcha' text input field.
- Agreement:** A checked checkbox followed by the text: 'I agree to abide by the Terms of Use outlined by ServicePlus.'
- Login:** A green button.
- or:** A text separator.
- Forgot Password ?** A red text link.

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

Forgot Password

Enter your Login ID:

[Submit](#)

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



HOME

LOGIN

ServicePlus has dispatched a confirmation link to the email/mobile associated with your account, assuming the provided details are accurate. Kindly reset the password by clicking on the link. Please note that the verification link holds a one-time usability and remains valid for a duration of 24 hours, commencing from the time of your request. ✓

[← Back to Home](#)

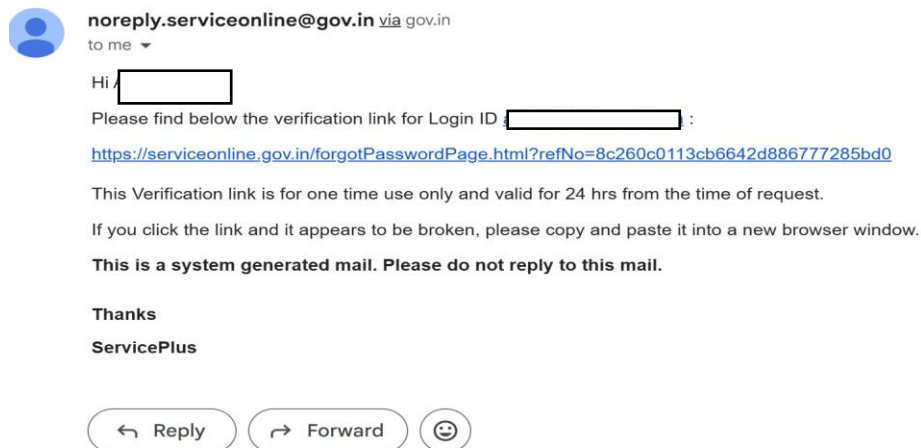
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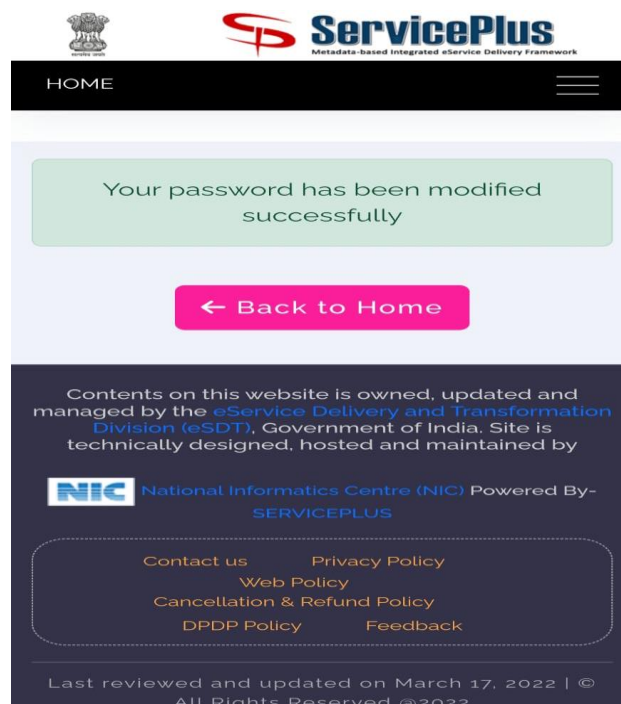
(iv) Upon completion, the applicant will receive a **confirmation email** containing a link to reset their password. To proceed, please click the link provided in the message to update your **Login Details**.



(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**.

A screenshot of a web application interface for "ServicePlus". The header includes the Government of India emblem, the "ServicePlus" logo, and the tagline "Metadata-based Integrated Service Delivery Framework". Below the header is a navigation bar with "HOME" and a menu icon. The main content area is titled "Set New Password". It contains several input fields: "Login ID" with a person icon and "Enter Id" placeholder; "New Password" with a lock icon and "New Password" placeholder; "Confirm Password" with a lock icon and "Confirm Password" placeholder. A red text block specifies password requirements: "Password should contains atleast one special character (!@#\$\$%^&*), one numeric digit, one lower-case letter, and one upper-case letter (for example, sPLus@357)." Below these fields is a captcha image showing "G8856A" and a text input field labeled "Captcha". At the bottom are two buttons: a green "Submit" button and a red "Cancel" button.

(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.



ServicePlus account password reset ✉ Inbox x



noreply.serviceonline@gov.in via gov.in
to me ▾

11:01AM (1 hour ago)

Dear A[REDACTED]

This is to inform you that your password has been reset by you on 11/03/2026 at 11:01 from IP 223.239.110.233.

If you did not initiate this change or are unaware of it, please click on the link given below to revert the changes and secure your account.

<http://serviceonline.gov.in/revertPwd?ref=b8ec6740312be5dc53e5a148e89a9444>

If you are responsible for this change you can disregard this message.
This is a system generated mail. Please do not reply to this mail.

From:
ServicePlus

← Reply

→ Forward



(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*

Anindita Dey

Email Id*

pyrkhatlangwardk

Mobile No.

7630039151

Password*

Enter password

Note: Password should be at least 'g' 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

Enter Captcha

☒

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

Part 2: How to View and Apply Applications

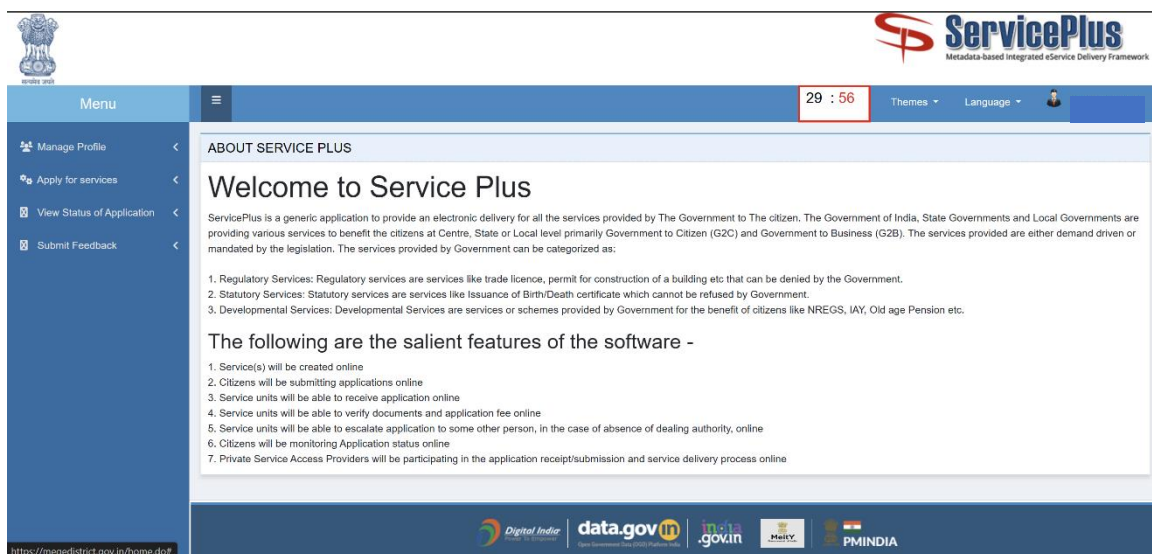


After successful login, the dashboard enables users to:

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

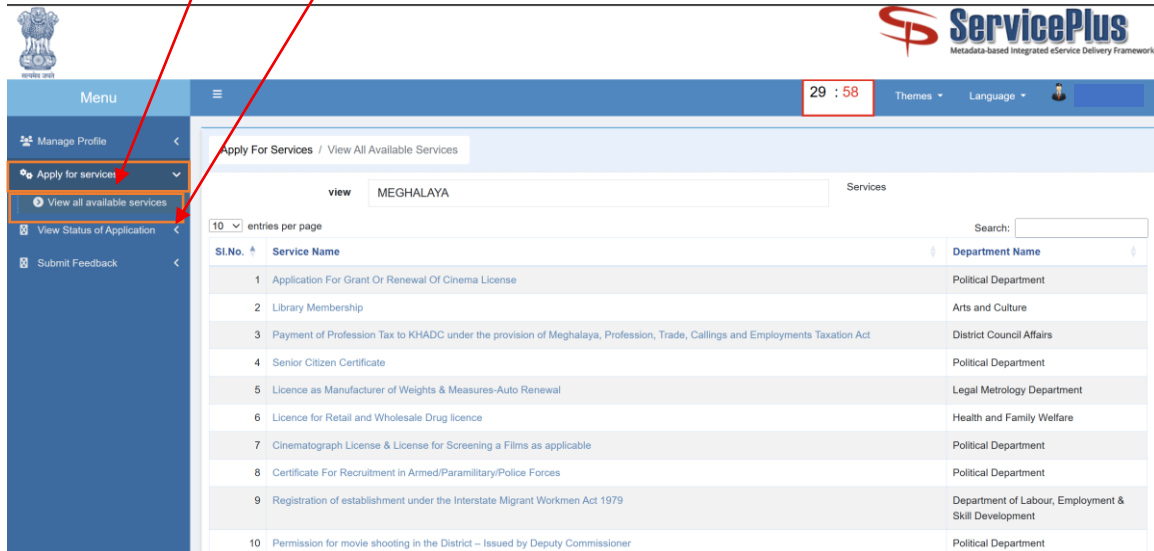
STEP -1 Applicant Dashboard

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



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.

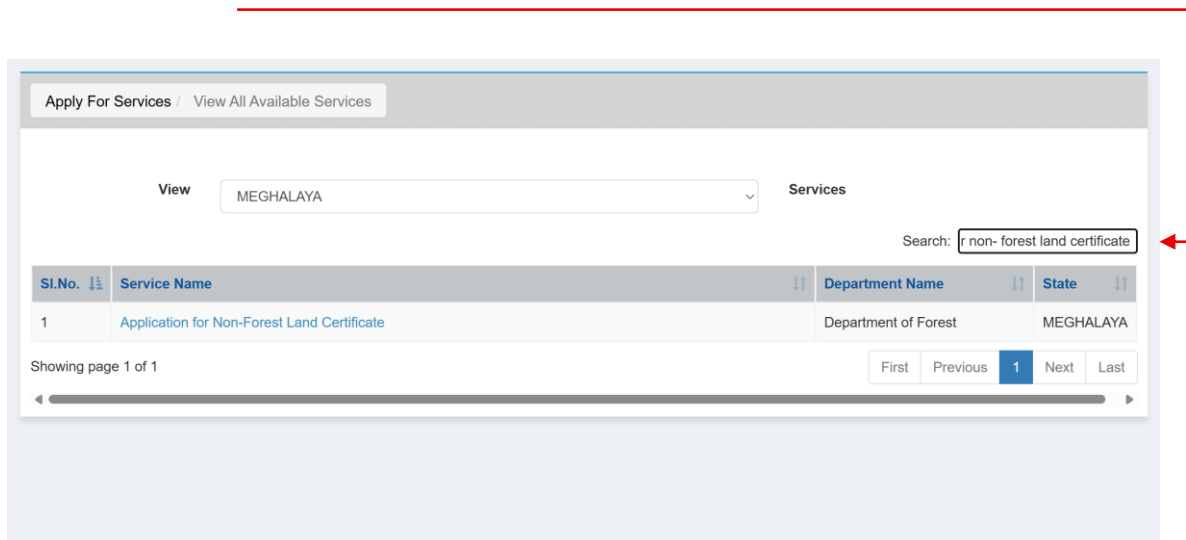


The screenshot shows the ServicePlus application interface. On the left, a menu is open with the 'Apply for services' option highlighted. A dropdown menu is visible, showing 'View all available services' as the selected option. The main content area displays a list of services for Meghalaya. The table 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 Non-Forest Land Certificate) by typing its name in the search box.



The screenshot shows the search results for 'non-forest land certificate'. The search box contains the text 'non-forest land certificate'. The results table below shows the search results:

Sl.No.	Service Name	Department Name	State
1	Application for Non-Forest Land Certificate	Department of Forest	MEGHALAYA

Showing page 1 of 1

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 Non- Forest Land Certificate**), click it to open the form and fill in all the required details carefully.

GOVERNMENT OF MEGHALAYA
DEPARTMENT OF FOREST AND ENVIRONMENT
Application For Non-Forest Land Certificate

Application Processing Office

Select office to which application is to be submitted *

Please Select

Applicant Details

Title *

Please Select

Mobile Number *

Full Address of Applicant *

District *

Please Select

Pincode *

Applicant's Full Name *

E-Mail ID *

State *

Please Select

Village/Town *

Photo of Applicant [Max size : 250 kb] *

Choose File No file chosen

Land Details

Type Of Land *

☐ Government Land
☐ Private Land

Area of Land in Ha *

Location and address of land in respect of which certificate from forest department is sought

☐ Same as the above address

Location and Full Address of Land *

District *

Please Select

Village/Town *

Upload KML file *

Additional
Choose File No file chosen

Purpose Non-Forest land Certificate sought *

State *

MEGHALAYA

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:

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

STEP – 5 After filling the form, Review the details and attach the required annexures before final submission

GOVERNMENT OF MEGHALAYA
DEPARTMENT OF FOREST AND ENVIRONMENT
Application For Non-Forest Land Certificate

Application Processing Office

Application Reference Number :
Select office to which application is to be submitted :

Draft_ML-NFL/2026/00003
Baghmara

Applicant Details

Title :
Applicant's Full Name :
Mobile Number :
E-Mail ID :
Full Address of Applicant :
State :
District :
Village/Town :
Pincode :
Photo of Applicant [Max size : 250 kb] :

SMTI
vjhkj
1234566778
vfqcgkjipj@gmail.com
fghkjl
ANDHRA PRADESH
EAST GODAVARI
Shillong
793004


Land Details

Type Of Land :
Area of Land in Ha :

Government Land
25446787

Purpose Non-Forest land Certificate sought :
Location and Full Address of Land :
State :
District :
Pincode :
Village/Town :
Upload KML file :

fghgkjuh
Rilbong
MEGHALAYA
EAST JAINTIA HILLS
346587
asfdgfhjgkhl
[view](#)

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- Baghmara)

15/2/2026 05:14:15 IST

http://investmeghalaya.gov.in/configure

Edit

Attach Annexure

Cancel

Print

Export to PDF

Initiate a new application

