



Department of Environment & Climate Change

Ministry of Energy and Natural Resources

Royal Government of Bhutan

Environmental Clearance Services System (ECSS)

USER MANUAL

End User Guide — Version 1.0

Document Title	Environmental Clearance Services System (ECSS) — User Manual (End User)
Version	1.0
Date of Release	May 2026
Department	Department of Environment and Climate Change
Ministry	Ministry of Energy and Natural Resources
Process Owner	Environment Assessment and Compliance Division, DECC
Author(s)	Sparkle Technologies
Classification	Official — For Internal and Authorized External Use

Document Revision History

Version	Date	Author	Description of Changes
1.0	May 2026	Santosh Gurung	Initial release of the ECSS End User Manual

Table of Contents

Document Revision History	2
Table of Contents	3
1. Introduction.....	5
2. Acronyms and Definitions.....	5
3. System Overview	6
3.1 Purpose and Scope	6
3.2 Core Capabilities	6
4. Technical Architecture & Environment	7
4.1 Technology Stack	7
4.2 System Access	7
4.3 Browser Recommendations.....	7
5. User Roles and Access Control	8
5.1 System Roles.....	8
5.2 Role Assignment and Switching	8
6. Application Lifecycle	9
6.1 EC Application Status Model	9
6.2 Standard New EC Application Workflow.....	9
7. Authentication.....	11
7.1 User Login	11
7.2 Change Password	13
7.3 Forgot Password.....	14
7.4 Account Settings.....	14
7.5 Logout.....	15
8. System Administration Module.....	16
8.1 User Management	16
8.1.1 Create a New User.....	16
8.1.2 View / List Users	17
8.1.3 Edit / Modify User	17
8.1.4 Assign or Change User Roles.....	18
8.2 Proponent Registration Management	19
8.2.1 Review and Approve / Reject Proponent Registration	19
8.3 Master Data Management	19
8.3.1 Add New Master Data (Example: Activity Master)	20
8.3.2 Edit / Modify Master Data (Example: Activity Code Master)	21
9. Proponent / Applicant Features	23
9.1 Proponent Registration	23
9.1.1 Submit Proponent Registration	23
9.2 Submit a New EC Application.....	24
9.3 Draft Applications.....	25
9.4 Update / Submit Old Paper-Based EC	26
9.5 Resubmit Application (Responding to Clarification Requests)	29
9.6 TOR Application (Red Category Projects)	31
9.7 Download & Sign Legal Undertaking	32

9.8 EC Renewal	33
9.9 Other Modifications	34
9.9.1 Steps for Other Modification Applications	35
9.10 Submit Compliance / Periodic Reports	36
9.11 Print / Download Environment Clearance	37
9.12 View Application Status	38
10. Verifier Features	39
10.1 Application Verification & Assignment	39
10.2 Final EC Approval	40
10.3 Approve Legacy (Paper-Based) EC	40
10.4 Acknowledge Proponent Reports	42
10.5 EC Renewal Notifications	43
10.6 Manage Inspections & Monitoring	44
10.7 Fines and Penalties	45
10.8 Print Environment Clearance	46
11. Reviewer Features	49
11.1 Fee Assessment and Payment Update	49
11.2 Technical Review	50
11.3 Request Additional Information / Clarification	53
11.4 Impose Penalty / Additional Payment	54
11.5 Committee Decision	55
11.6 Prepare Draft Legal Undertaking (LU)	55
11.7 Draft the Environmental Clearance	56
11.8 Manage Inspections & Monitoring	58
11.9 Fines and Penalties	58
11.10 Reports	58
12. System Notifications	60
13. Appendix	60
13.1 Required Documents by Application Type	60
13.2 Application Workflow Summary	61

1. Introduction

The Environmental Clearance Services System (ECSS) is a centralized, web-based digital platform developed for the Department of Environment & Climate Change (DECC), Ministry of Energy and Natural Resources, Government of Bhutan. It manages the complete lifecycle of Environmental Clearance (EC) applications — from submission through review, approval, monitoring, compliance, and reporting.

This User Manual provides step-by-step guidance for all user roles interacting with ECSS. It is intended for:

- Proponents / Applicants submitting and tracking EC applications
- Verifiers reviewing and approving applications
- Reviewers conducting technical assessments
- System Administrators managing users, master data, and system configuration
- DECC Head users accessing dashboards and management reports

Note: Screenshots referenced in this manual represent the live system at the time of writing. The actual screens may vary slightly due to system updates. Refer to the ECSS URL <https://ecss.systems.gov.bt> for the latest interface.

2. Acronyms and Definitions

Term / Acronym	Definition
ECSS	Environmental Clearance Services System
DECC	Department of Environment & Climate Change
EC	Environmental Clearance
CA	Competent Authority (sectoral agency responsible for specific activity types)
ToR	Terms of Reference (prerequisite for Red Category EC applications)
ESIA	Environmental and Social Impact Assessment
IEE	Initial Environmental Examination
LU	Legal Undertaking (signed by the applicant as a compliance commitment)
BIRMS	Bhutan Integrated Revenue Management System (national payment platform)
MAS	Mines Administration System (Department of Geology and Mines)
FMFSR	Final Mines Feasibility Study Report (required for mine/quarry EC applications)
BSIC	Bhutan Standard Industrial Classification (replaced in ECSS by the Activity Master)
Activity Master	Configurable registry of activities mapped to EC category (Blue/Red), CA, and workflow
Blue Category	Lower-impact activities processed with IEE form; may involve DECC or CAs

Term / Acronym	Definition
Red Category	Higher-impact activities requiring ToR and ESIA study; processed by DECC only
TAT	Turnaround Time — the validity and processing period defined for an EC
NDI	National Digital Identity (Bhutan's digital identity platform for authentication)
DIP	Development Improvement Plan (corrective action plan for compliance issues)
GDC	Government Data Centre (hosting environment for ECSS)

3. System Overview

3.1 Purpose and Scope

ECSS is the single authoritative platform for Environmental Clearance services in Bhutan. It covers all categories of EC applications, and is designed to:

- Digitize and streamline end-to-end EC application processing
- Enforce multi-level workflow with automated notifications at each stage
- Integrate with BIRMS for secure online payment processing
- Integrate with MAS for FMFSR validation and EC synchronization for mines/quarries
- Enable proponent compliance through periodic report submission and monitoring
- Generate role-based dashboards, operational reports, and audit trails

3.2 Core Capabilities

Capability	Description
Online Application Submission	Applicants submit new EC, renewal, modification, and other applications online
Workflow-Based Approvals	Applications flow through defined stages: Fee Assessment → Verification → Technical Review → Legal Undertaking → EC Issuance
Document Upload & Validation	Supports upload of IEE forms, ESIA reports, site plans, KMZ/KML files, signed LUs, and compliance reports
Payment Integration (BIRMS)	Fee advice pushed to BIRMS; applicant pays online and status auto-updates in ECSS
MAS Integration	FMFSR number validated against MAS; issued EC details pushed back to MAS
Automated Notifications	Email and SMS alerts sent at every key workflow transition to relevant stakeholders
Role-Based Dashboards	Each user role sees a personalized dashboard with pending tasks and counters
Inspection & Monitoring	Verifiers and Reviewers log field inspection reports with supporting documents

Capability	Description
Compliance Reporting	Proponents submit periodic compliance reports; Verifiers acknowledge them
Fines & Penalties	Authorized officials levy fines for non-compliance; BIRMS processes the payment
EC Renewal Notifications	System alerts Verifiers and proponents of upcoming EC expiry dates
Legacy EC Digitization	Paper-based ECs can be uploaded and digitized for renewal and modification workflows
Audit Trail	All actions logged with user identity, role, and timestamp

4. Technical Architecture & Environment

4.1 Technology Stack

Component	Technology / Platform
Application Framework	Python (web framework-based)
Database	PostgreSQL (relational)
Hosting	Government Data Centre (GDC), Bhutan
Access Method	Web browser (no installation required)
Supported Browsers	Google Chrome (recommended), Mozilla Firefox, Microsoft Edge
Authentication	Username/Password or Bhutan NDI (QR code-based digital identity)
Payment Gateway	BIRMS (Bhutan Integrated Revenue Management System)
Mines Integration	MAS API (FMFSR validation and EC push)

4.2 System Access

ECSS URL: <https://ecss.systems.gov.bt>

The system is accessible from any device with a modern web browser and an internet connection. No desktop application installation is required.

Important: ECSS is hosted at the Government Data Centre. Ensure you access the official URL only. Do not share your login credentials with anyone. Log out after each session.

4.3 Browser Recommendations

- Google Chrome (version 100 or later) — recommended
- Mozilla Firefox (version 100 or later)
- Microsoft Edge (Chromium-based)
- Enable JavaScript and allow pop-ups for the ECSS domain to ensure full functionality

5. User Roles and Access Control

5.1 System Roles

ECSS implements strict role-based access control. Each user is assigned one or more roles, and their accessible menus and functions are determined entirely by the assigned roles. Users with two roles (Verifier and Reviewer) roles can switch roles from within the system without logging out.

Role	Key Responsibilities	Who Holds This Role
Proponent / Applicant	Register, submit, track, and manage EC applications; submit compliance reports; download approved ECs	Industries, businesses, mine/quarry operators, and any entity requiring an EC
Reviewer	Conduct technical review; determine application fees; request clarifications; prepare draft Legal Undertaking (LU) and EC draft; impose fines/penalties; upload inspection reports	Technical officers at DECC or Competent Authorities (CAs)
Verifier / Approver	Verify application completeness; assign to Reviewer; provide final approval of EC; manage legacy EC approvals; send EC renewal notifications	Senior officers / approving officials at DECC or CAs
DECC Head	Read-only access to dashboards, analytics, and management reports	Head of Department, DECC
System Administrator	Manage users, roles, master data (activities, fees, locations); configure system settings; manage proponent registrations	IT/Admin staff at DECC

5.2 Role Assignment and Switching

A single user account may be granted multiple roles (e.g., both Reviewer and Verifier). The System Administrator assigns roles during user creation or modification.

When a multi-role user logs in, a role-switch control is visible in the interface. Switching roles immediately refreshes the dashboard, menus, and task lists to reflect the selected role. All actions are logged alongside the active role at the time of action.

Note: Role switching does not require re-login. All actions performed under each role are independently audited and traceable.

6. Application Lifecycle

6.1 EC Application Status Model

Every EC application progresses through a defined set of statuses. The table below describes each status and the actor responsible for the transition:

Status	Meaning	Triggered By
Draft	Application started but not yet submitted	Applicant (Save without Submit)
Submitted	Application submitted and awaiting fee assessment	Applicant
Payment Confirmed	Application fee paid via BIRMS; unlocked for verification	BIRMS / System
Under Review	Assigned to Reviewer for technical assessment	Verifier
Awaiting Additional Information	Reviewer has requested clarification or additional documents	Reviewer
Additional Information Pending	Awaiting response from applicant (applicant view)	System
Legal Undertaking	Draft LU sent to applicant; waiting for signed copy	Reviewer
Legal Undertaking Pending	Applicant must upload the signed LU (applicant view)	System
Pending Additional Payment	Additional fee or penalty imposed; awaiting payment	Reviewer / System
EC Issued	Environmental Clearance officially approved and issued	Verifier (Final Approval)
Rejected	Application rejected at any stage	Reviewer or Verifier
Cancelled / Superseded	Previous EC cancelled due to a modification resulting in a new EC	System
Archived / Closed	Application completed and marked read-only	System

6.2 Standard New EC Application Workflow

The following describes the end-to-end process for a standard (Blue Category) New EC application:

1. Applicant registers on ECSS and submits a new EC application with required documents.
2. System validates the submission and generates a unique Application Reference Number.
3. Reviewer / System Administrator assesses the application fee and updates it in the system.
4. System pushes payment advice to BIRMS; applicant receives an email/SMS with a payment link.
5. Applicant completes online payment through BIRMS; status updates to “Payment Confirmed”.
6. Verifier reviews the application for completeness and assigns it to a Reviewer.

7. Reviewer conducts technical review; may request additional information or impose penalties.
8. Once satisfied, Reviewer prepares the Draft Legal Undertaking (LU) and forwards it to the Applicant.
9. Applicant downloads, signs, and uploads the Signed LU.
10. Reviewer drafts the EC document, sets the expiry date and TAT, and forwards to the Verifier for approval.
11. Verifier reviews the draft EC and approves it; system generates the final EC.
12. Applicant is notified and can download the approved, watermarked EC.

Note: Red Category projects require an additional Terms of Reference (ToR) step before EC submission. See Section 8.6 for TOR workflow details.

7. Authentication

7.1 User Login

To access ECSS, navigate to the official URL and enter your credentials on the login page.

URL: <https://ecss.systems.gov.bt>

Standard Login

1. Open a supported web browser and navigate to the ECSS URL.

མཐའ་འཁོར་གནས་སྤངས་དང་ས་གཤིས་འགྱུར་བཟོད་ལས་ཁུངས།
Department of Environment and Climate Change
Ministry of Energy and Natural Resources
Environmental Clearance Service System

Home News Publications TUTORIAL CONTACT US USER MANUAL Download Forms

Environmental Clearance Services System

Environmental Clearance Services System test content for the Home Page

LOGIN

If you are registered user, please **Login** here

APPLICANT REGISTRATION

If you are not a registered user, please **Register** here before applying for environment clearance.

© 2026 Department of Environment and Climate Change

2. Enter your assigned Username (User ID) in the Username field.

མཐའ་འཁོར་གནས་སྤངས་དང་ས་གཤིས་འགྱུར་བཟོད་ལས་ཁུངས།
Department of Environment and Climate Change
Ministry of Energy and Natural Resources

Home News Publications TUTORIAL CONTACT US USER MANUAL Download Forms

Environmental Clearance Services System

Environmental Clearance Services System test content for

Proponent Login **Agency Login**

Email

Password

Log In [Forgot Password?](#)

OR

Login with Bhutan NDI

LOGIN

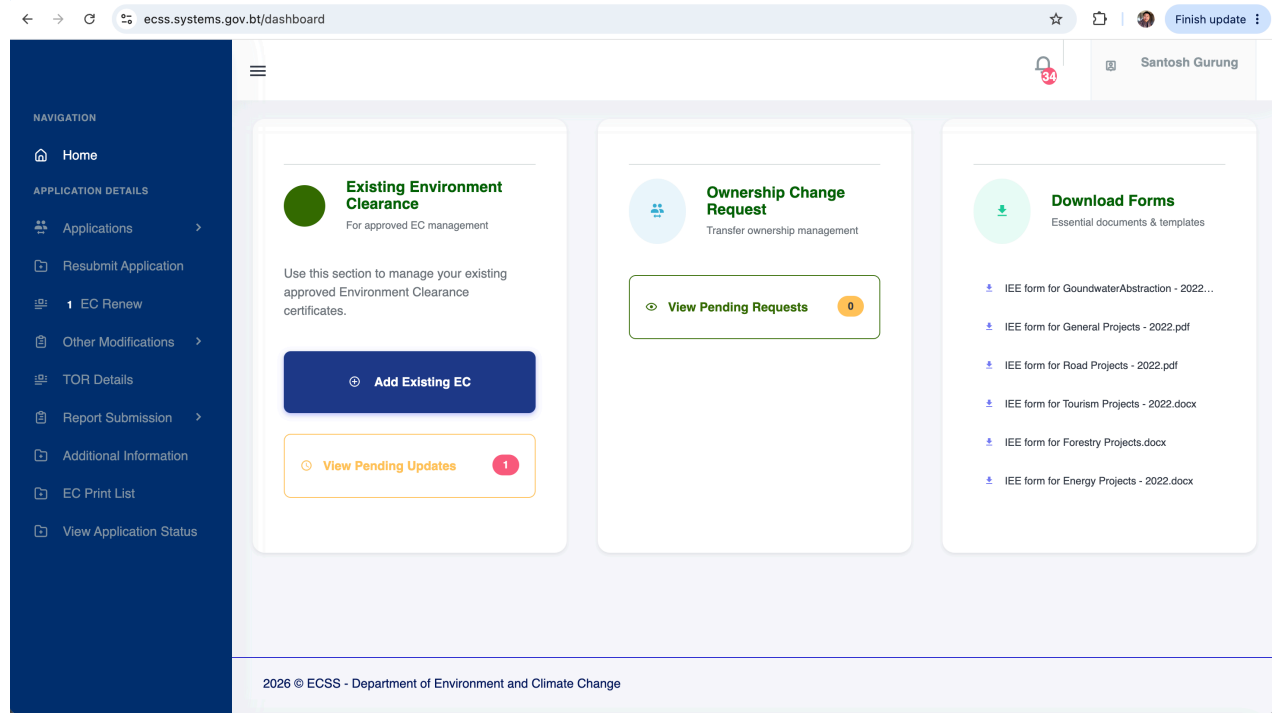
If you are registered user, please **Login** here

APPLICANT REGISTRATION

If you are not a registered user, please **Register** here before applying for environment clearance.

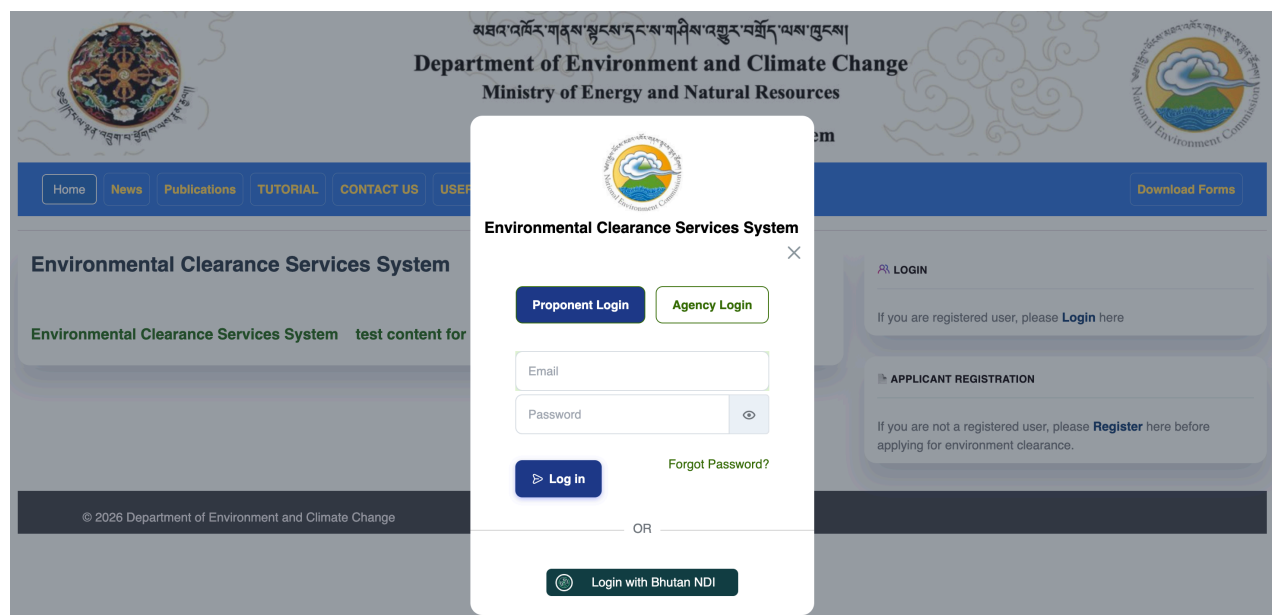
© 2026 Department of Environment and Climate Change

3. Enter your Password in the Password field.
4. Click the Login button.
5. On successful login, you will be redirected to your role-based dashboard.

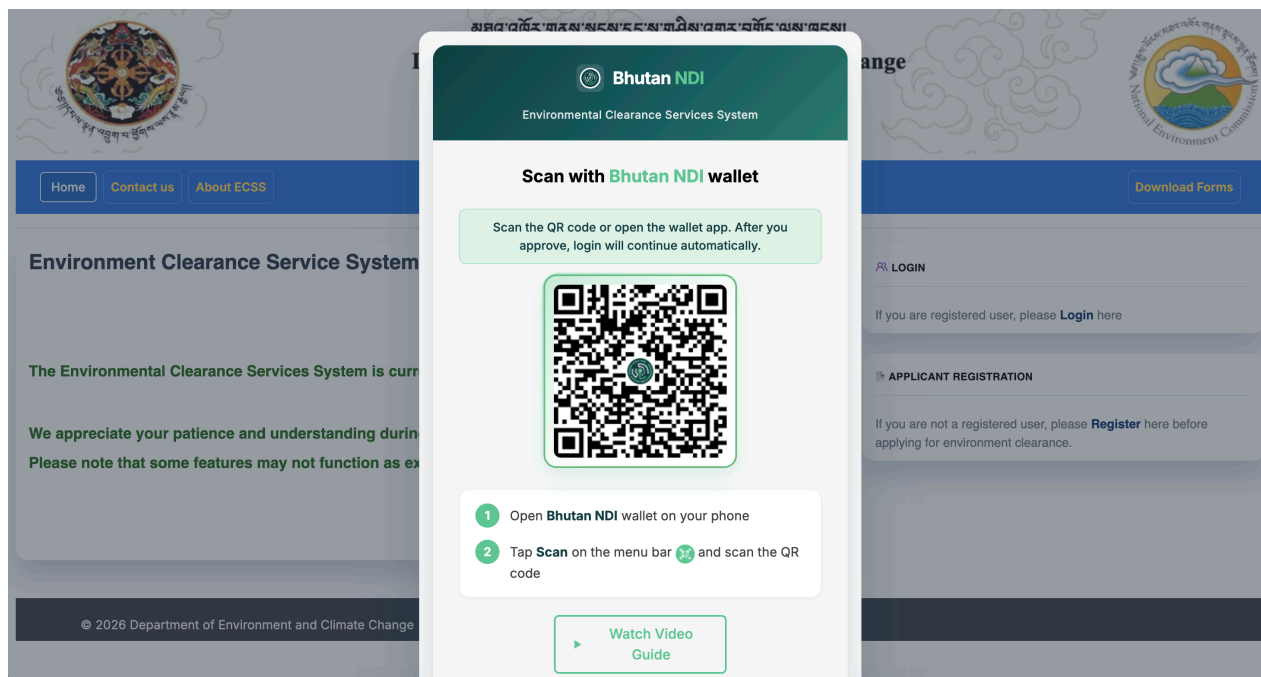


Login with Bhutan NDI (Alternative)

1. On the login page, click “Login with Bhutan NDI”.



2. A QR code will appear on screen.



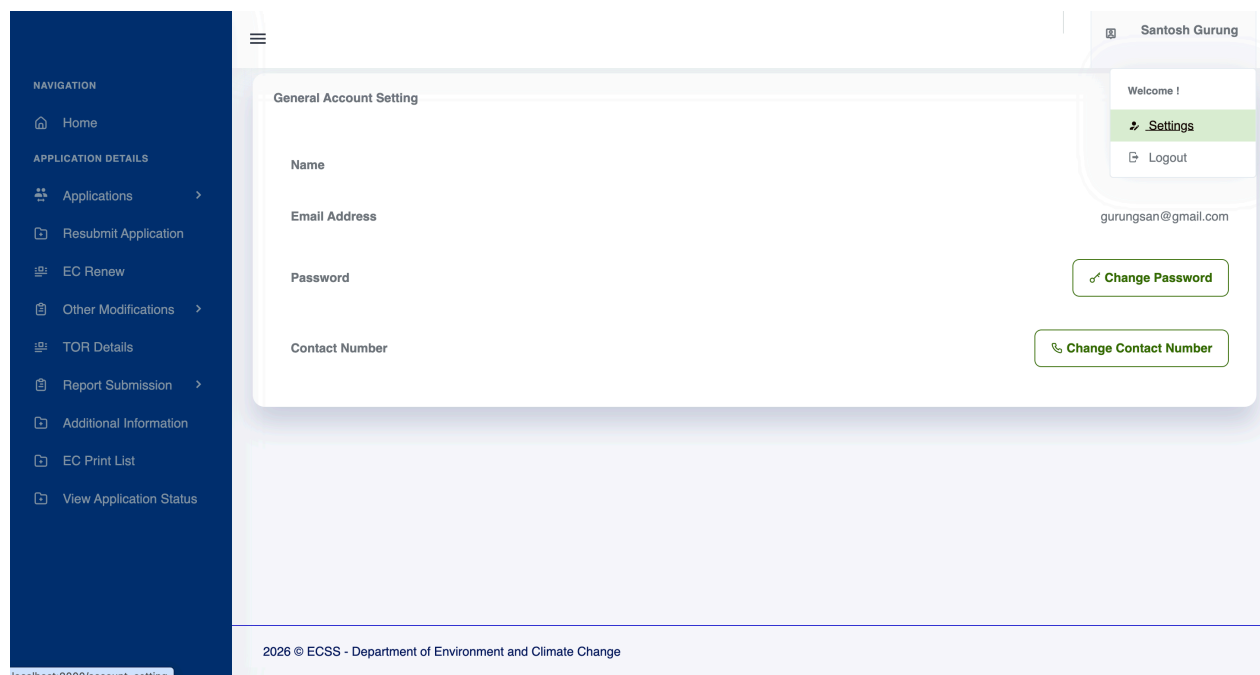
3. Open the Bhutan NDI mobile application on your smartphone.
4. Scan the QR code and confirm credential sharing when prompted.
5. On successful authentication, you will be redirected to your dashboard.

Important: First-time login: You will be prompted to change your temporary password immediately. You cannot access ECSS functionality until the password has been changed.

7.2 Change Password

For security, passwords should be changed periodically. Users are also forced to change their password on first login and after an administrator-initiated reset.

1. After logging in, click your profile/account name in the top-right header.
2. Select Account Settings from the dropdown menu.



3. Click the Change Password button.
4. Enter your current password in the “Current Password” field.
5. Enter your new password in the “New Password” field.
6. Re-enter the new password in the “Confirm New Password” field.
7. Click Change Password to save the new password.

Note: Password requirements: Minimum 8 characters; must include at least one uppercase letter, one lowercase letter, one digit, and one special character.

7.3 Forgot Password

1. On the login page, click the “Lost your password?” link.
2. Enter your registered email address when prompted.
3. Check your email inbox for a password reset link.
4. Click the link in the email and follow the instructions to set a new password.
5. If you do not receive the email within 5 minutes, check your spam/junk folder or contact your System Administrator.

7.4 Account Settings

Users can update their email address and contact number from Account Settings.

1. Click your profile/account name in the top-right header.
2. Select Account Settings.

The screenshot shows the 'General Account Setting' page. On the left is a dark blue sidebar with a 'NAVIGATION' menu containing 'Home', 'APPLICATION DETAILS' (with sub-items: Applications, Resubmit Application, EC Renew, Other Modifications, TOR Details, Report Submission, Additional Information, EC Print List, View Application Status), and a footer with 'localhost:8000/account setting'. The main content area has a header 'General Account Setting' and a form with fields for Name, Email Address, Password, and Contact Number. On the right, there's a user profile for 'Santosh Gurung' with a 'Welcome !' message, a 'Settings' button (highlighted in green), a 'Logout' button, the email 'gurungsan@gmail.com', and two buttons: 'Change Password' and 'Change Contact Number'. The footer of the page reads '2026 © ECSS - Department of Environment and Climate Change'.

3. Update your Email and/or Contact Number as required.
4. Click Update to save the changes.

7.5 Logout

Always log out after completing your session to prevent unauthorized access.

1. Click your profile/account name in the top-right header.
2. Click Logout.
3. You will be redirected to the login page and your session will be terminated.

Important: ECSS sessions may time out automatically after a period of inactivity. Any unsaved form data will be lost. Save drafts frequently when filling lengthy application forms.

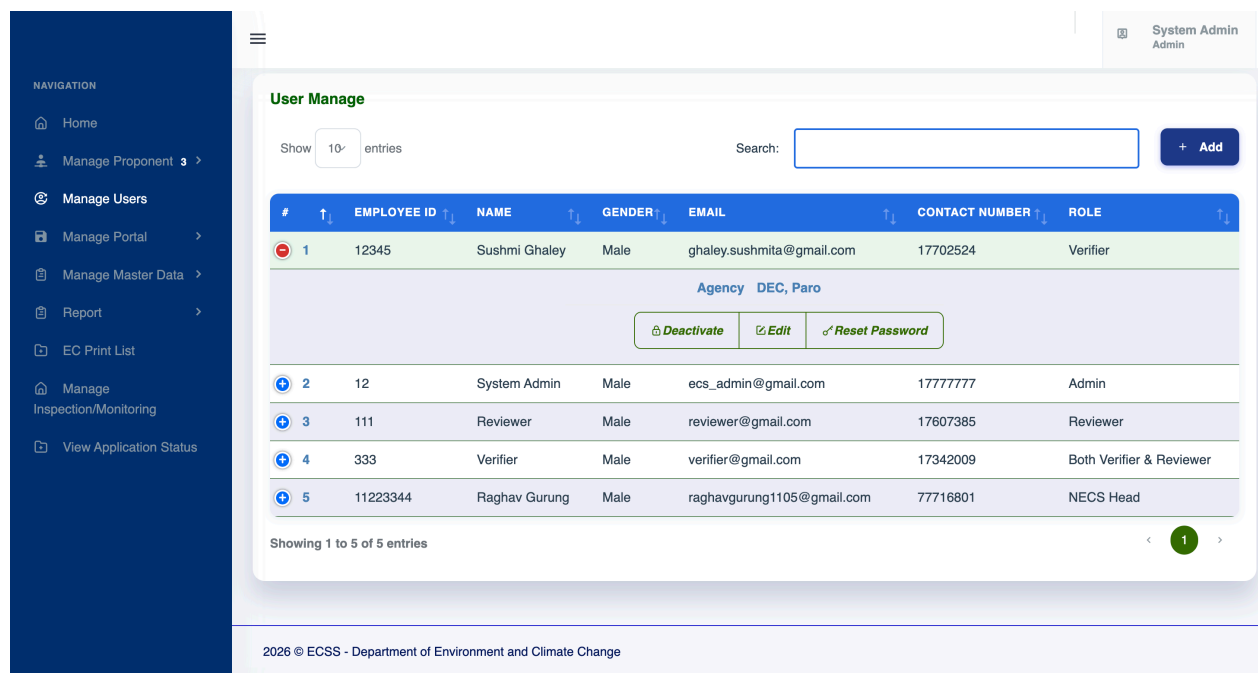
8. System Administration Module

The System Administration module is accessible exclusively to users with the System Administrator role. It covers user management, proponent management, master data configuration, and system settings.

8.1 User Management

8.1.1 Create a New User

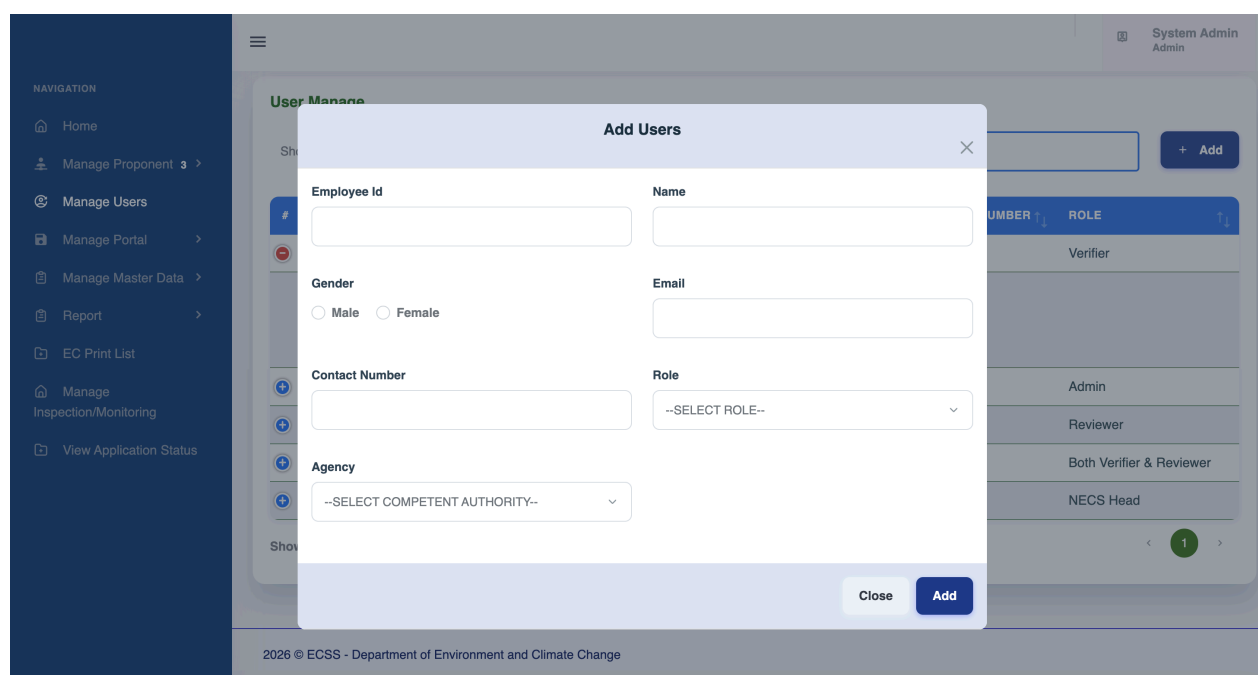
1. From the navigation menu, click Manage User.
2. The user list page will be displayed.



The screenshot displays the 'User Manage' interface. On the left is a dark blue navigation menu with options: Home, Manage Proponent, Manage Users (selected), Manage Portal, Manage Master Data, Report, EC Print List, Manage Inspection/Monitoring, and View Application Status. The main content area shows a table of users with columns: #, EMPLOYEE ID, NAME, GENDER, EMAIL, CONTACT NUMBER, and ROLE. The first user is Sushmi Ghaley, a Verifier. Below the table are buttons for Deactivate, Edit, and Reset Password. A search bar and an 'Add' button are at the top right. The footer indicates '2026 © ECSS - Department of Environment and Climate Change'.

#	EMPLOYEE ID	NAME	GENDER	EMAIL	CONTACT NUMBER	ROLE
1	12345	Sushmi Ghaley	Male	ghaley.sushmita@gmail.com	17702524	Verifier
2	12	System Admin	Male	ecs_admin@gmail.com	17777777	Admin
3	111	Reviewer	Male	reviewer@gmail.com	17607385	Reviewer
4	333	Verifier	Male	verifier@gmail.com	17342009	Both Verifier & Reviewer
5	11223344	Raghav Gurung	Male	raghavgurung1105@gmail.com	77716801	NECS Head

3. Click the Add button (top-right corner) to open the Add User form.

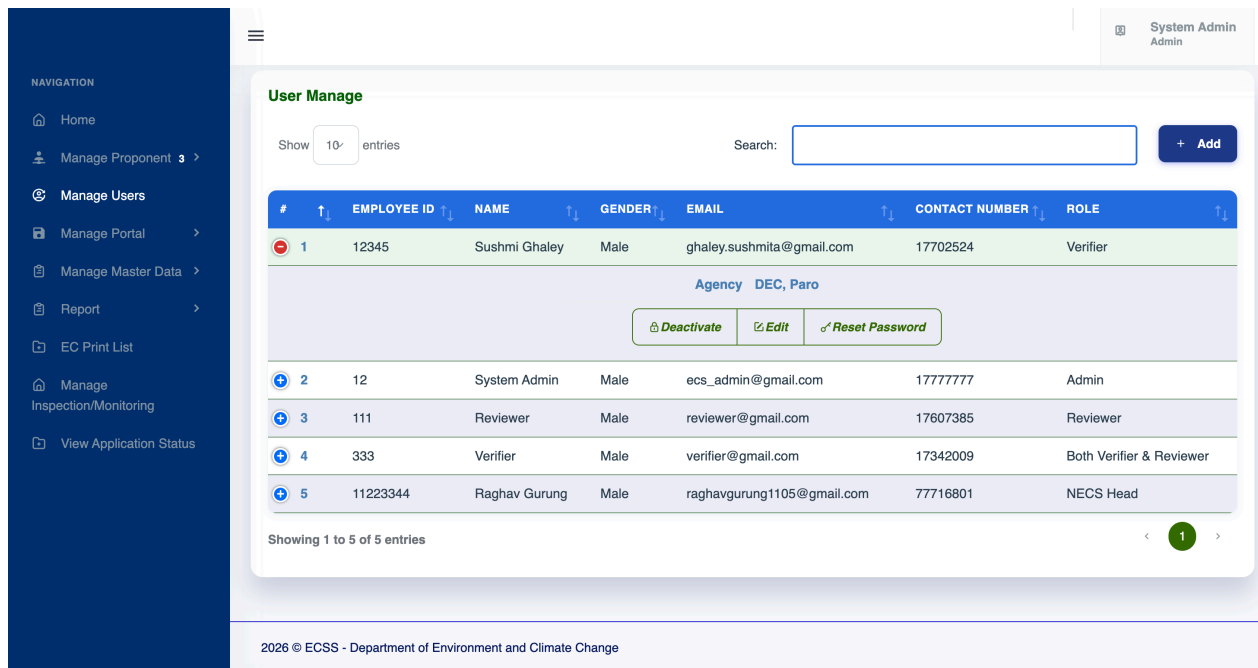


The screenshot shows the 'Add Users' form overlaying the User Management interface. The form has fields for Employee Id, Name, Gender (Male/Female), Email, Contact Number, Role (dropdown), and Agency (dropdown). There are 'Close' and 'Add' buttons at the bottom right of the form. The background shows the same user list as the previous screenshot.

4. Enter the required details: Name, Gender, Mobile No., Email, Role(s), and Agency.
5. Click Add to create the user.
6. The system will generate a temporary password and send it to the user's registered email address.

8.1.2 View / List Users

1. From the navigation menu, click Manage User.
2. The list of all registered users is displayed with their name, role(s), agency, and status.



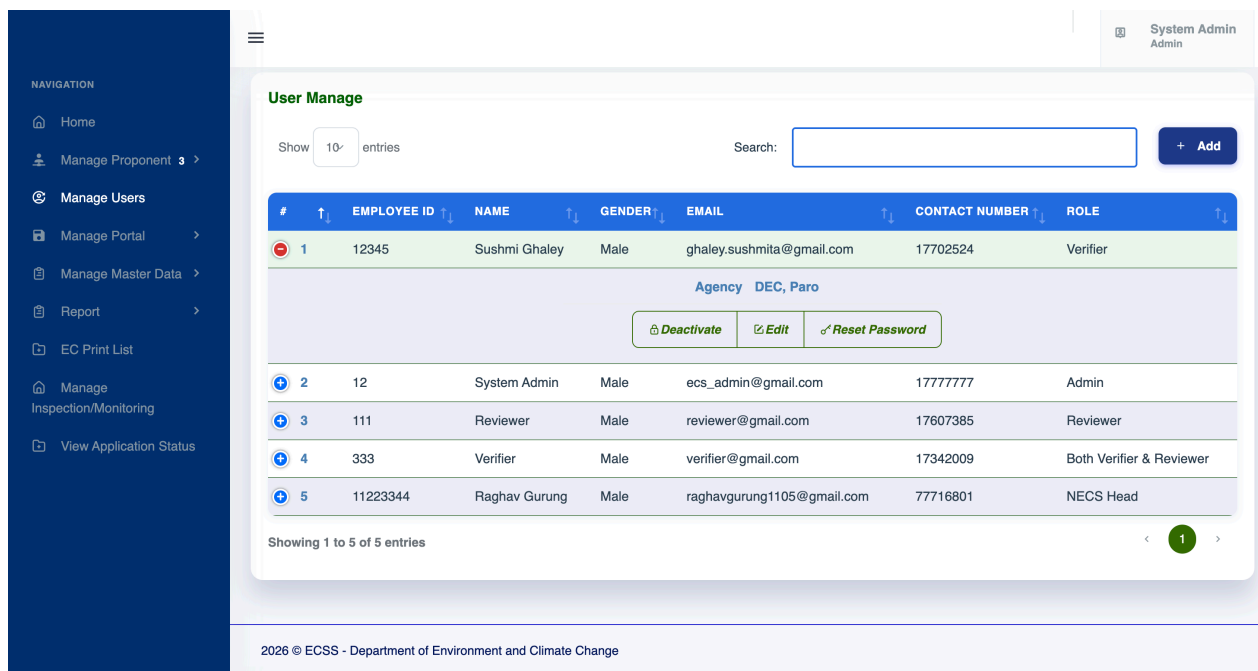
The screenshot shows the 'User Manage' interface. On the left is a dark blue navigation menu with options: Home, Manage Proponent, Manage Users (selected), Manage Portal, Manage Master Data, Report, EC Print List, Manage Inspection/Monitoring, and View Application Status. The main content area has a header 'User Manage' and a search bar. Below the search bar is a table of users. The first user, Sushmi Ghaley, is highlighted in green and has a dropdown menu with options: Deactivate, Edit, and Reset Password. The table has columns: #, EMPLOYEE ID, NAME, GENDER, EMAIL, CONTACT NUMBER, and ROLE. The footer shows '2026 © ECSS - Department of Environment and Climate Change'.

#	EMPLOYEE ID	NAME	GENDER	EMAIL	CONTACT NUMBER	ROLE
1	12345	Sushmi Ghaley	Male	ghaley.sushmita@gmail.com	17702524	Verifier
Agency DEC, Paro						
2	12	System Admin	Male	ecs_admin@gmail.com	17777777	Admin
3	111	Reviewer	Male	reviewer@gmail.com	17607385	Reviewer
4	333	Verifier	Male	verifier@gmail.com	17342009	Both Verifier & Reviewer
5	11223344	Raghav Gurung	Male	raghavgurung1105@gmail.com	77716801	NECS Head

3. Use the search/filter options to find specific users.

8.1.3 Edit / Modify User

1. From the navigation menu, click Manage User.



This screenshot is identical to the one in section 8.1.2, showing the 'User Manage' interface with the same navigation menu and user list. The first user, Sushmi Ghaley, is highlighted in green and has a dropdown menu with options: Deactivate, Edit, and Reset Password. The table has columns: #, EMPLOYEE ID, NAME, GENDER, EMAIL, CONTACT NUMBER, and ROLE. The footer shows '2026 © ECSS - Department of Environment and Climate Change'.

#	EMPLOYEE ID	NAME	GENDER	EMAIL	CONTACT NUMBER	ROLE
1	12345	Sushmi Ghaley	Male	ghaley.sushmita@gmail.com	17702524	Verifier
Agency DEC, Paro						
2	12	System Admin	Male	ecs_admin@gmail.com	17777777	Admin
3	111	Reviewer	Male	reviewer@gmail.com	17607385	Reviewer
4	333	Verifier	Male	verifier@gmail.com	17342009	Both Verifier & Reviewer
5	11223344	Raghav Gurung	Male	raghavgurung1105@gmail.com	77716801	NECS Head

2. Locate the user in the list and click the Edit link against their record.
3. The Edit User form will appear with the current details pre-populated.

Edit Users

Employee Id: 111

Name: Reviewer

Gender: ☒ Male ☐ Female

Email: reviewer@gmail.com

Contact Number: 17607385

Role: Reviewer

Agency: Department of Environment and Climate Change

Buttons: Close, Update

4. Make the required changes (name, email, mobile, role(s), status).
5. Click Update to save the changes, or Close to cancel.

8.1.4 Assign or Change User Roles

1. Locate the user in User Management and click Edit.
2. In the Roles section, select or deselect the appropriate role(s).
3. A single user may hold multiple roles (e.g., Reviewer + Verifier).
4. Click Update to save.

Note: When assigning the System Administrator role, the system will display a confirmation prompt, as this role grants full system access.

8.2 Proponent Registration Management

8.2.1 Review and Approve / Reject Proponent Registration

When a proponent submits a registration request via the public portal, it appears in the System Administrator's queue for approval.

1. From the navigation menu, click Manage Proponent.
2. The list of pending proponent registration applications will be displayed.

NAVIGATION

- Home
- Manage Proponent
 - New Registration
 - Registered List
- Manage Users
- Manage Portal
- Manage Master Data
- Report
- EC Print List
- Manage Inspection/Monitoring
- View Application Status

New Proponent Registrations

Show 10 entries Search:

PROPOSANT TYPE	PROPOSANT NAME	ADDRESS	CONTACT PERSON	OFFICIAL EMAIL	CONTACT NUMBER
Business	sdsds Proponent Name	sdsdsd	sdsds	ayenewald@gmail.com	17342007
Corporate	Santosh Gurung	Namseling	Raghav Gurung	gurungsan12@gmail.com	17607385
Individual	Deepak Acharya	Motithang	17342007	None	17342007

Showing 1 to 3 of 3 entries

2026 © ECSS - Department of Environment and Climate Change

3. Click the record to review the proponent's details (Contact Person, CID No., Name, Address, Dzongkhag, Gewog, Mobile, Email).
4. Click Approve to approve the registration or Reject to reject it.
5. In both cases, the system will automatically send an email notification to the proponent.
6. On approval, the email will include the system-generated User ID and temporary password.
7. Approved proponents are listed under Manage Proponent → Registered Proponents.

8.3 Master Data Management

Master data tables define the reference data used throughout ECSS (activities, locations, fees, roles, etc.). Only System Administrators can manage master data.

Master Table	Purpose
Activity Master	Defines all activities applicants can apply for; maps to EC category (Blue/Red), CA, and workflow flags
Fee Schedule	Defines applicable fees per activity category and type
BSIC Code Master	Legacy Bhutan Standard Industrial Classification codes (retained for reference)
Dzongkhag Master	List of Dzongkhags (districts)

Master Table	Purpose
Gewog Master	List of Gewogs under each Dzongkhag
Village Master	List of villages under each Gewog
Thromde Master	List of urban administrative areas
Country Master	List of countries (for international applicants)
Competent Authority	Defines each CA and its jurisdictional scope
Proponent Type	Categories of proponents (individual, company, government agency, etc.)
Service Master	List of EC-related services available in the system
Role	Defines user roles and permissions
User Type Master	Defines user type classifications
Payment Details Master	Reference data for payment types and configurations
Menu Master	Controls role-based menu visibility

8.3.1 Add New Master Data (Example: Activity Master)

- From the menu, click Manage Master Data → Activity Service Master.
- The list of existing activities is displayed.

The screenshot displays the 'Activity-Service Master' interface. On the left is a dark blue sidebar with a 'NAVIGATION' menu. The main content area has a title 'Activity-Service Master' and a '+ Add' button in the top right. Below the title is a search bar and a 'Show 10 entries' dropdown. The main table lists activities with the following columns: #, ACTIVITY, COLOUR CODE, COMPETENT AUTHORITY, SERVICE, HAS TOR, and HAS MAS INTEGRATION. The table contains five rows of data, each with an edit and delete icon in the final column.

#	ACTIVITY	COLOUR CODE	COMPETENT AUTHORITY	SERVICE	HAS TOR	HAS MAS INTEGRATION	
11	Construction of RNR centers including staff quarters as package	Blue	DEC	Environmental Clearance for General	No	No	
12	Construction of drinking water supply (Equal to or more than 10,000 L/Day)	Blue	DEC	Environmental Clearance for General	No	No	
13	Construction of urban roads and urban drainage outside approved LAP	Blue	Ministry of Infrastructure and Transport	Environmental Clearance for General	No	No	
14	Development of Housing Estate/Colonies	Blue	Ministry of Infrastructure and Transport	Environmental Clearance for General	No	No	
15	Distillery	Blue	Department of Industry	Environmental Clearance for Industries Project	No	No	

- Click Add (top-right corner) to open the add form.

Add Activity-Service Details

Activity:

Colour Code:

Competent Authority:

Service:

Has TOR: ☐ Yes ☐ No

Has MAS Integration: ☐ Yes ☐ No

#	ACTIVITY	COLOUR CODE	COMPETENT AUTHORITY	SERVICE	HAS TOR	HAS MAS INTEGRATION
15	Distillery	Blue	Department of Industry	Environmental Clearance for Industries Project	No	No

4. Enter the Activity Name, EC Category (Blue/Red), and associated Competent Authority.
5. Click Add to save the new activity.

8.3.2 Edit / Modify Master Data (Example: Activity Code Master)

1. From the menu, click Manage Master Data → Activity Service Master.
2. The list of Activity Service is displayed.

Activity-Service Master

Show: entries

Search:

#	ACTIVITY	COLOUR CODE	COMPETENT AUTHORITY	SERVICE	HAS TOR	HAS MAS INTEGRATION
1	Assembling glass-based products and footwear not involving tanning and usage of fabrics involving dyeing (all scale proposed outside the approved Local Area Plan/Industrial Estate/Special Economic Zone with Environmental Clearance and medium and large scale provided that the activity is as per the approved Local Area Plan/Industrial Estate/Special Economic Zone with Environmental Clearance)	Blue	Department of Industry	Environmental Clearance for Industries Project	No	No
2	Carpet and textile production using dyes within Thromde	Blue	THROMDE	Environmental Clearance for Industries Project	No	No
3	Cement Plants	Red	DECC	Environmental Clearance for Industries Project	No	No

3. Click Edit against the record you wish to modify.

NAVIGATION

Home

Manage Proponent >

Manage Users

Manage Portal >

Manage Master Data >

Report >

EC Print List

Manage Inspection/Monitoring

View Application Status

System Admin Admin

Edit Activity-Service Code

Activity

Construction of RNR centers including staff quarters as package

Colour Code

Blue

Competent Authority

DEC

Service

Environmental Clearance for General

Has TOR

☐ Yes ☒ No

Has MAS Integration

☐ Yes ☒ No

Update Activity

Cancel

2026 © ECSS - Department of Environment and Climate Change

4. Make the required changes and click Update BSIC Code to save.

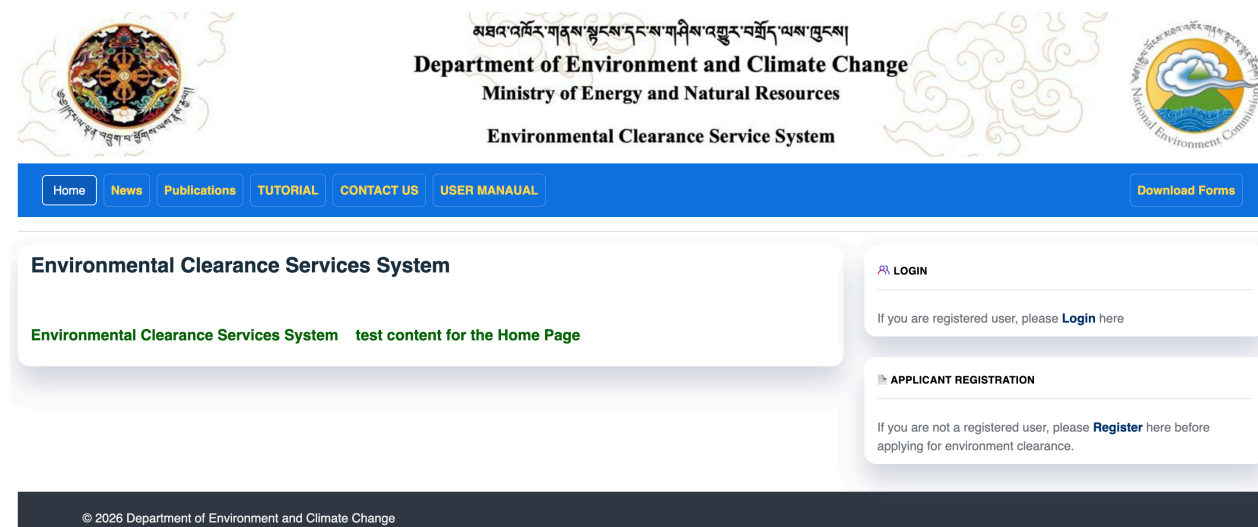
9. Proponent / Applicant Features

9.1 Proponent Registration

Before using ECSS services, a new proponent must complete an online registration. Registration is a one-time process; once approved by the System Administrator, the proponent receives their login credentials by email.

9.1.1 Submit Proponent Registration

1. Navigate to the ECSS URL: <https://ecss.systems.gov.bt>.
2. On the Index page, click the Proponent Register link.



3. The Proponent Registration form will appear.

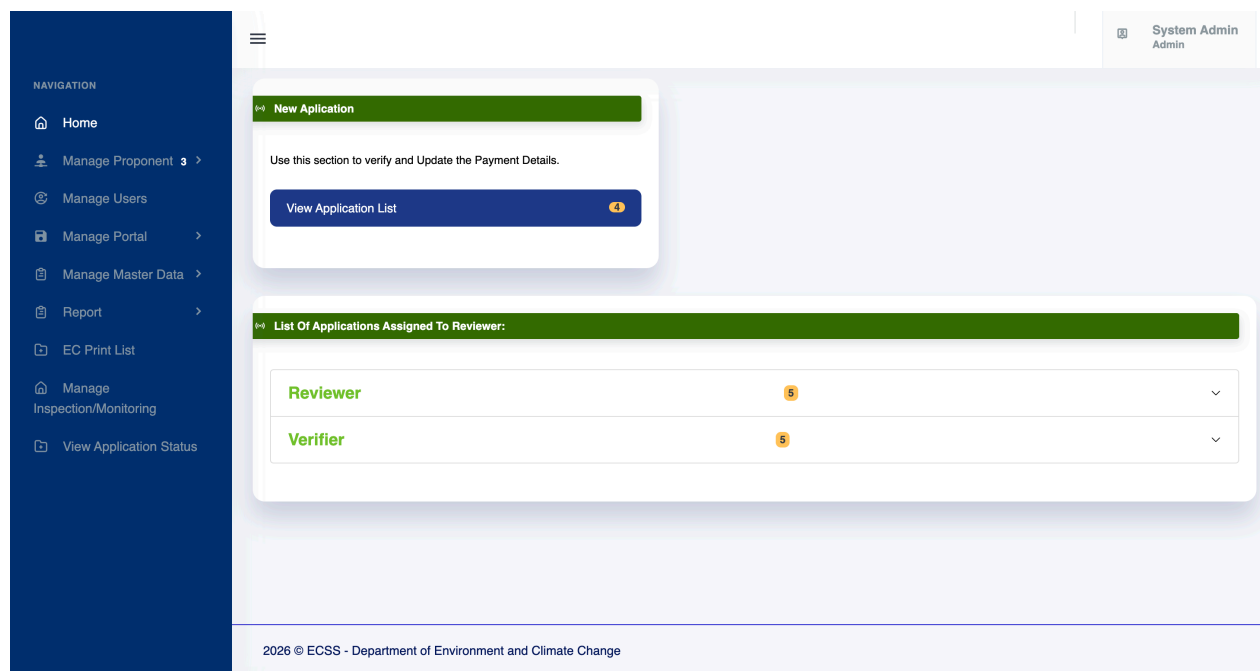
4. Enter the required details: Contact Person, CID No., Proponent Name, Address, Dzongkhag, Gewog, Mobile No., and Email.
5. Click Submit to submit the registration form.
6. A confirmation message will be displayed. The System Administrator will review and approve/reject your registration.
7. Upon approval, you will receive an email with your User ID and temporary password.

Note: After receiving your temporary credentials, log in and change your password immediately. You will be prompted to do so on first login.

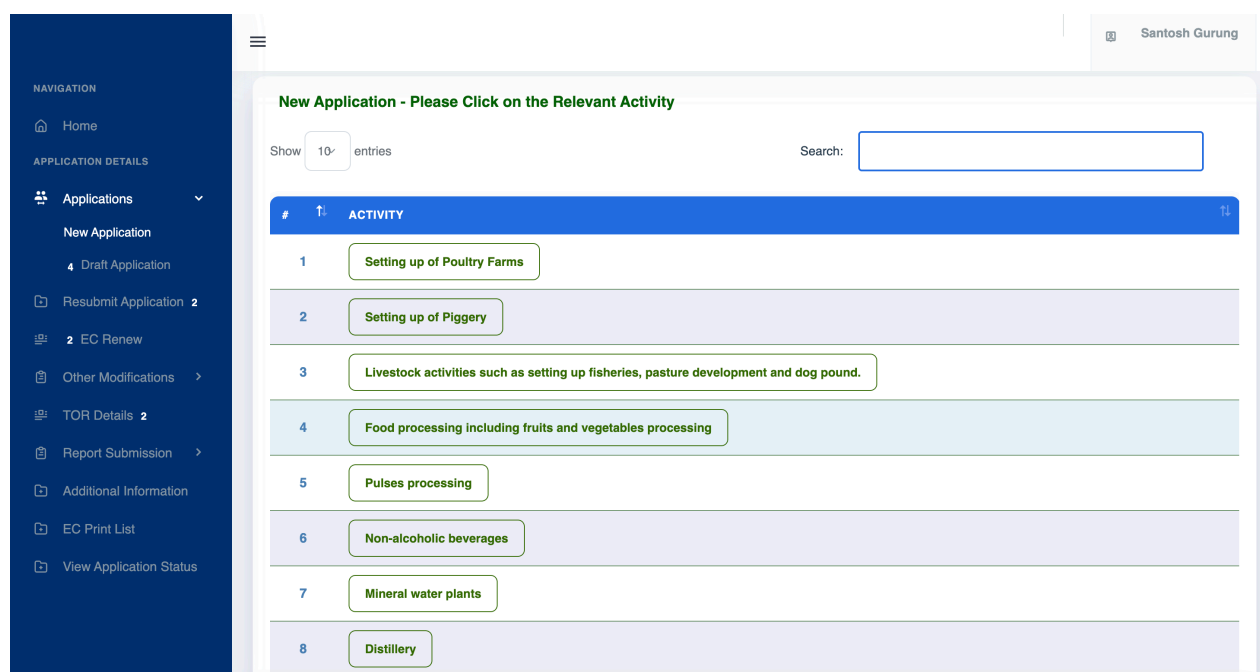
9.2 Submit a New EC Application

Once registered and logged in, proponents can submit a new Environmental Clearance application.

1. Log in to ECSS with your credentials. On successful login following dashboard will appear.



2. From the dashboard, navigate to Application → New Application.
3. A form for Activity Selection will appear.



4. Select the appropriate Activity from the list. The system will automatically identify the EC category (Blue or Red) and the applicable Competent Authority.
5. The corresponding application form will load based on the selected activity.

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information | File Attachment | Disclaimer

Activity
Setting up of Poultry Farms

Name of the Applicant: Santosh Gurung
Address: Namseling
Contact No: 17607385
Email: gurungsan@gmail.com
Name of the Project:
Name and Contact Details of Environmental Focal Person (if other than applicant):
Brief Description of the project:
Remarks (Any Other Details):

6. Fill in all mandatory fields (marked with an asterisk *). Fields include project details, location (Dzongkhag, Gewog, Village/Thromde), GPS coordinates, capacity, area, and other activity-specific information.
7. Upload all required supporting documents under the File Attachment section (e.g., IEE form, project proposal, sectoral clearances, KMZ/KML file).
8. Review the application and check the Disclaimer checkbox to confirm the accuracy of information provided.
9. Click Submit to submit the application.
10. Upon successful submission, the system will generate a unique Application Reference Number and send an acknowledgement email.

Note: You can use the Save & Next button to save your progress and move to the next tab without submitting. This saves the application as a Draft which you can return to later.

9.3 Draft Applications

EC application forms are extensive. The Draft functionality allows you to save your progress and resume later without losing data.

1. To access saved draft applications, navigate to Application → Draft Application.
2. The list of your draft applications will be displayed.

The screenshot shows the 'Draft Application List' page. On the left is a dark blue navigation sidebar with options: Home, Applications (expanded), New Application, Draft Application (selected), Resubmit Application, EC Renew, Other Modifications, TOR Details, Report Submission, Additional Information, EC Print List, and View Application Status. The main content area has a title 'Draft Application List', a 'Show 10 entries' dropdown, and a search bar. Below is a table with 5 columns: #, APPLICATION NO, PROJECT NAME, ACTIVITY, and ACTION. It contains two rows of draft applications. At the bottom, it says 'Showing 1 to 2 of 2 entries' with pagination controls.

#	APPLICATION NO	PROJECT NAME	ACTIVITY	ACTION
1	TC-2026-00004	Ganesh Chhetri	Ferroalloys Industry	Delete
2	IEE-2026-00004	COMPANY A	Ferroalloys Industry	Delete

Showing 1 to 2 of 2 entries

2026 © ECSS - Department of Environment and Climate Change

3. Click on the Application Number hyperlink to open and continue filling the draft.

The screenshot shows the 'INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR INDUSTRY PROJECTS'. The left sidebar is the same as the previous screenshot. The main form has tabs: 'General Information' (selected), 'File Attachment', and 'Disclaimer'. Under 'General Information', there is an 'Activity' field with 'Ferroalloys Industry'. Below this, it says 'Application integrated with MAS' and 'FMFSR No: FMFS-2026-00001'. Further down, there are fields for 'Name of the Applicant' (Santosh Gurung), 'Address' (Namseling), 'Contact No' (17607385), 'Email' (gurungsan@gmail.com), 'Name of the Project' (COMPANY A), and 'Name and Contact Details of Environmental Focal Person (if other than applicant)' (name test TOR).

4. Complete the remaining sections and click Submit when ready.

9.4 Update / Submit Old Paper-Based EC

Proponents with existing paper-based ECs can digitize them by uploading the physical EC into ECSS for record-keeping and future renewals.

1. Log in and navigate to the **Existing Environment Clearance** section on the dashboard.

The dashboard features a dark blue sidebar with navigation links: Home, Applications (with sub-links for New Application, Draft Application, Resubmit Application, EC Renew, Other Modifications, TOR Details, Report Submission, Additional Information, EC Print List, and View Application Status), and APPLICATION DETAILS. The main content area has a light blue header with the user name 'Santosh Gurung'. Below the header are three white cards: 'Existing Environment Clearance' (with an 'Add Existing EC' button and a 'View Pending Updates' button), 'Ownership Change Request' (with a 'View Pending Requests' button), and 'Download Forms' (with links to IEE forms for Energy and General Projects). The footer shows '2026 © ECSS - Department of Environment and Climate Change'.

2. Click Add Existing EC.

The form titled 'New Application - Please Click on the Relevant Activity' includes a search bar and a table of activities. The table has columns for a number and the activity name. The activities listed are: 1. Setting up of Poultry Farms, 2. Setting up of Piggery, 3. Livestock activities such as setting up fisheries, pasture development and dog pound., 4. Food processing including fruits and vegetables processing, 5. Pulses processing, 6. Non-alcoholic beverages, 7. Mineral water plants, and 8. Distillery.

#	ACTIVITY
1	Setting up of Poultry Farms
2	Setting up of Piggery
3	Livestock activities such as setting up fisheries, pasture development and dog pound.
4	Food processing including fruits and vegetables processing
5	Pulses processing
6	Non-alcoholic beverages
7	Mineral water plants
8	Distillery

3. Select the Activity and fill in the mandatory details matching the existing paper EC.

NAVIGATION

[Home](#)

APPLICATION DETAILS

[Applications](#)

[Resubmit Application 2](#)

[2 EC Renew](#)

[Other Modifications](#)

[TOR Details 2](#)

[Report Submission](#)

[Additional Information](#)

[EC Print List](#)

[View Application Status](#)

Existing EC Information

Activity

Setting up of Piggery

Name of the Applicant

Santosh Gurung

Address

Namseling

Contact No

17607385

Email

gurungsan@gmail.com

Name of the Project

Name and Contact Details of Environmental Focal Person (if other than applicant)

Brief Description of the project

Project Location

Dzongkhag

Dzongkhag

Gewog

Gewog

Village/Chiwog

Village/Chiwog

--SELECT DZONGKHAG--

--SELECT GEWOG--

--SELECT VILLAGE--

Name of the Particular Project Site

EC Details

EC Reference No:

EC Issue Date

EC Validity

mm/dd/yyyy

mm/dd/yyyy

→ Save-Next

EC Copy

Disclaimer

2026 © ECSS - Department of Environment and Climate Change

- Under the File Attachment section, upload a scanned copy of the existing paper EC.
- Check the Disclaimer and click Submit.

NAVIGATION

- Home

APPLICATION DETAILS

- Applications
- Resubmit Application 2
- 2 EC Renew
- Other Modifications
- TOR Details 2
- Report Submission
- Additional Information
- EC Print List
- View Application Status

Existing EC Information

EC Copy

Disclaimer

By using this form, you agree that:

1. The information and documents you provide are true and complete.
2. Your details will be used only to review and update your clearance record.
3. Submission does not guarantee acceptance. The authority may request more details or reject the update.

☒ I hereby Agree To all the above terms and conditions

[→ Submit](#)

2026 © ECSS - Department of Environment and Climate Change

6. The system generates a reference number. The Verifier will review and approve/reject the submission.
7. Upon approval, the EC will appear in your EC list and will be eligible for renewal.

9.5 Resubmit Application (Responding to Clarification Requests)

If a Reviewer requests additional information or documents, your application status will change to “Additional Information Pending”. You must respond through the Resubmit Application page.

1. Navigate to Application → Resubmit Application.

NAVIGATION

- Home

APPLICATION DETAILS

- Applications
- Resubmit Application 2
- 2 EC Renew
- Other Modifications
- TOR Details 2
- Report Submission
- Additional Information
- EC Print List
- View Application Status

Application List

Show 10 entries

Search:

#	APPLICATION NO	PROJECT NAME	ACTIVITY	APPLICATION DATE	APPLICATION STATUS
1	REN-2026-00002	test ropeways	Setting up of Rope Ways	19-05-2026	Additional Information
2	GEN-2026-00019	wef	Setting up of Poultry Farms	19-05-2026	Additional Information

Showing 1 to 2 of 2 entries

2026 © ECSS - Department of Environment and Climate Change

2. The list of applications awaiting your response is displayed.
3. Click on the Application Number to open the application.

Santosh Gurung

New EC : Application Number:- GEN-2026-00019

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information

File Attachment

Activity

Setting up of Poultry Farms

Name of the Applicant

Santosh Gurung

Address

Namseling

Contact No

17607385

Email

gurungsan@gmail.com

Name of the Project

wef

Environmental Focal Person

dfv

Brief Description of the Project

sdf

Remarks(Any Other Details)

dfvqweer test

Project Location

Site

Dzongkhag

Dzongkhag

Thimphu

Gewog

Geney

Village/Chiwog

Geneykha

Name of the Particular Project Site

wefsfsg

Client Details

Additional Information Exchange

Remarks from Competent Authority

Response not OK. submit supporting document

Response Request Date

May 19, 2026

Due Date

July 31, 2026

Additional Info Attachment

+ Add

#	FILE (ADDITIONAL INFORMATION ATTACHMENT)	ACTION
1	DAMC.docx	

Submit

2026 © ECSS - Department of Environment and Climate Change

DECC — Ministry of Energy and Natural Resources, Bhutan

Page 30 of 61

4. Review the Reviewer's remarks carefully.
5. Update the required text fields and attach any requested additional documents.
6. Click Submit to resubmit the application.
7. The application will automatically be forwarded back to the Reviewer.

9.6 TOR Application (Red Category Projects)

Red Category projects (high environmental impact) require an approved Terms of Reference (ToR) before an EC application can be submitted. The ToR process confirms the scope of the required Environmental and Social Impact Assessment (ESIA) study.

1. Navigate to Application → New Application and select a Red Category activity.
2. The system will automatically prompt you with the ToR application form.
3. Complete the ToR form and attach all required documents.
4. Click Submit. The system generates a TOR Reference Number.
5. The ToR follows the standard fee assessment → verification → review → approval workflow.
6. Once the ToR is approved, you will receive a notification. The endorsed TOR can be viewed from the Menu TOR Details or from the View Application Status -> Approved Section

List of Approved TOR

Show 10 entries Search:

#	APPLICATION NO	SERVICE NAME	
1	TOR-2026-00008	Environmental Clearance for Road Project	Click Application Number to submit for EC Clearance
2	TOR-2026-00009	Environmental Clearance for Industries Project	Click Application Number to submit for EC Clearance

Showing 1 to 2 of 2 entries

2026 © ECSS - Department of Environment and Climate Change

7. Return to ECSS, navigate to TOR Application list, select the approved ToR, and click Submit EC Application to initiate the EC application.

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR ROAD PROJECTS

General Information | File Attachment | Disclaimer

Activity
National Highways

FMFSR Number (If Processing from MAS)
[Field] [Retrieve]

Name of the Applicant: Santosh Gurung
Address: Namseling
Contact No: 17607385
Email: gurungsan@gmail.com
Name of the Project: sdf
Name and Contact Details of Environmental Focal Person (if other than applicant): sdf

Brief Description of the project: sdfg
Remarks (Any Other Details): [Field]

Project Location
 Thromde: Gelephu Thromde
Name of the Particular Project Site: sdf

Save-Next →

2026 © ECSS - Department of Environment and Climate Change

8. Upload the completed report and other required documents.
9. For mine/quarry activities: enter the FMFSR number issued by MAS and click Validate before submitting.

Note: The FMFSR number for mine/quarry applications is generated by the Mines Administration System (MAS). Contact the Department of Geology and Mines if you need assistance obtaining this number.

9.7 Download & Sign Legal Undertaking

After the technical review is complete and the Reviewer prepares the Draft Legal Undertaking (LU), you will receive a notification to review, sign, and upload the signed copy.

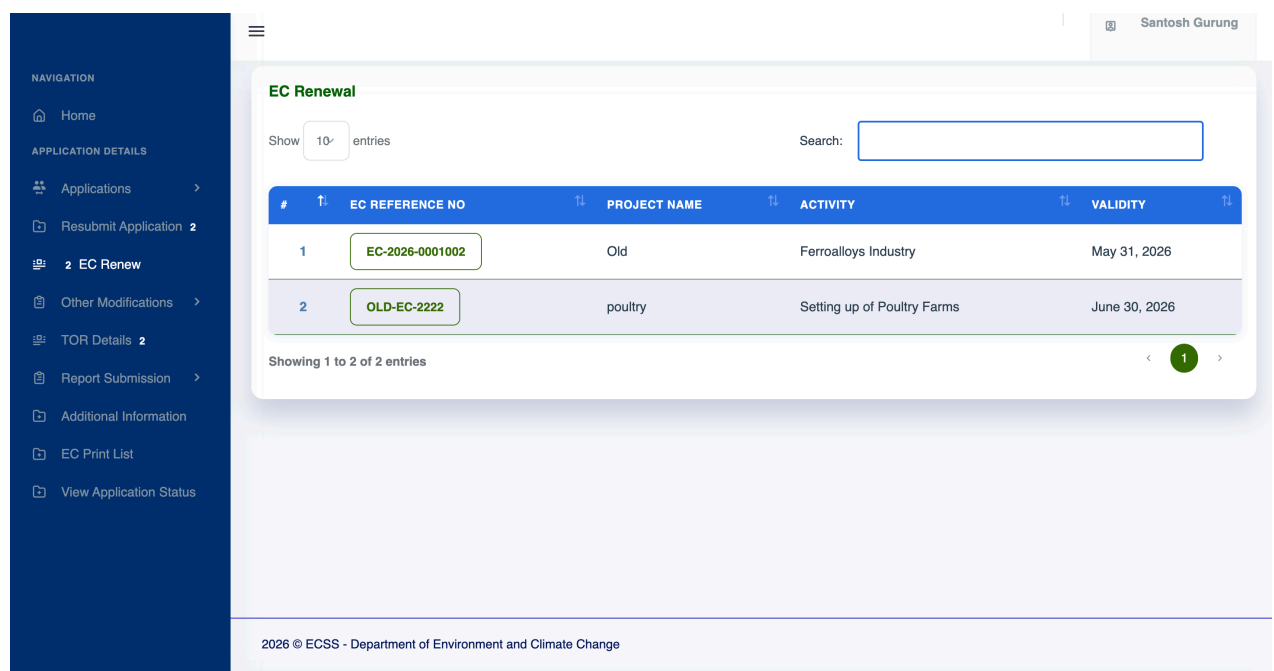
1. You will receive an email notification that a Draft LU is ready.
2. Log in and navigate to Application → Resubmit Application (or follow the link in your notification email).
3. Open the application and download the Draft LU document.
4. Print the document, sign it (and have it witnessed/notarized if required).

5. Scan the signed LU as a PDF.
6. Upload the signed LU under the Clarification Attachments section.
7. Click Submit.
8. The Reviewer will be notified and will proceed to draft the final EC.

9.8 EC Renewal

Environmental Clearances have an expiry date. You must renew your EC before it expires. The system will notify you when your EC is approaching expiry.

1. Navigate to EC Renew from the main menu.
2. The list of your ECs that are due for renewal will be displayed.

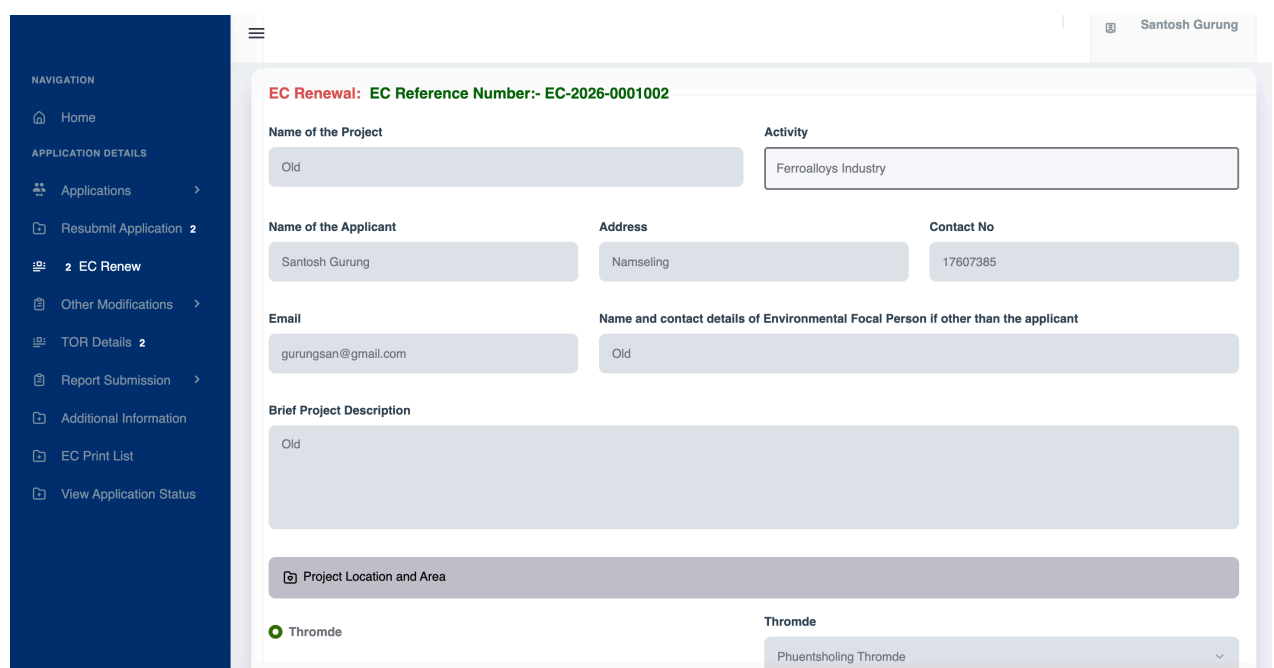


The screenshot shows the 'EC Renewal' page in the ECSS system. On the left is a dark blue navigation sidebar with the following menu items: Home, Applications, Resubmit Application, **2 EC Renew**, Other Modifications, TOR Details, Report Submission, Additional Information, EC Print List, and View Application Status. The main content area is titled 'EC Renewal' and includes a 'Show 10 entries' dropdown and a search bar. Below this is a table with the following data:

#	EC REFERENCE NO	PROJECT NAME	ACTIVITY	VALIDITY
1	EC-2026-0001002	Old	Ferroalloys Industry	May 31, 2026
2	OLD-EC-2222	poultry	Setting up of Poultry Farms	June 30, 2026

Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom of the page, there is a footer: '2026 © ECSS - Department of Environment and Climate Change'.

3. Click on the EC Reference Number to open the renewal form.



The screenshot shows the 'EC Renewal' form for the specific EC Reference Number 'EC-2026-0001002'. The form is titled 'EC Renewal: EC Reference Number:- EC-2026-0001002'. It contains the following fields:

- Name of the Project:** Old
- Activity:** Ferroalloys Industry
- Name of the Applicant:** Santosh Gurung
- Address:** Namseling
- Contact No:** 17607385
- Email:** gurungsan@gmail.com
- Name and contact details of Environmental Focal Person if other than the applicant:** Old
- Brief Project Description:** Old
- Project Location and Area:** Thromde (selected from a dropdown menu with 'Phuentsholing Thromde' as an option)

NAVIGATION

- Home
- APPLICATION DETAILS
- Applications
- Resubmit Application 2
- 2 EC Renew
- Other Modifications
- TOR Details 2
- Report Submission
- Additional Information
- EC Print List
- View Application Status

Name of the Particular Project Site

Old

EC Details

EC Reference No: EC-2026-0001002

EC Issue Date: Feb. 4, 2026

EC Expiry Date: May 31, 2026

Any other initiatives undertaken other than stipulated in the EC

Remarks

Attachments (Supporting Documents If Any)

+ Add

#	FILE	ACTION
No Data		

Submit

- Fill in the required fields and upload supporting documents (e.g., monitoring reports, compliance evidence).
- Check the Disclaimer and click Submit.
- The renewal application will follow the standard workflow: Fee Assessment → Verification → Technical Review → Approval.
- Upon renewal approval, download the renewed EC from the EC Print List.

Important: Failure to renew your EC before the expiry date may result in your operations being considered non-compliant. Penalties may be imposed. Renew well in advance of the expiry date.

9.9 Other Modifications

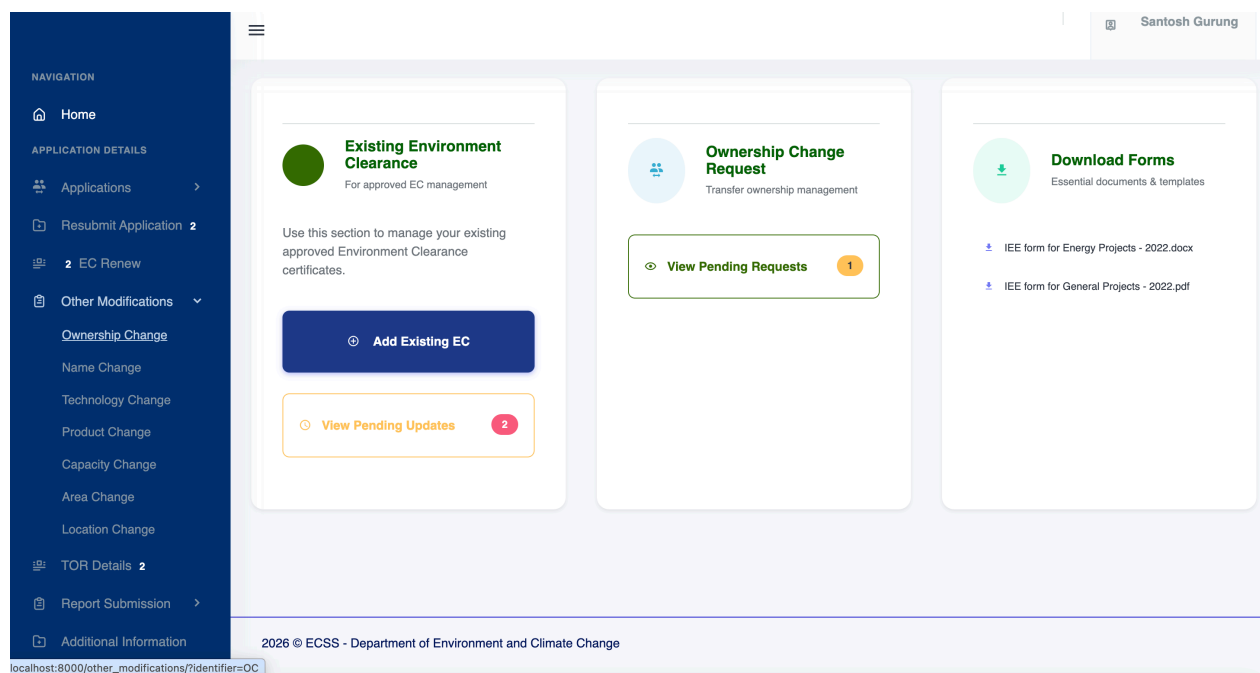
In addition to new applications and renewals, you can apply for the following modifications to an existing/approved EC:

Modification Type	Description	EC Outcome
Name Change	Change in the name of the EC holder (business/individual)	Same EC number; updated with new name
Ownership Change	Transfer of EC ownership to a new holder (buyer/transferee)	Same EC number; updated with new owner details
Technology Change	Change in production technology	New EC number issued; previous EC cancelled
Product Change	Change in the type of product manufactured/processed	New EC number issued; previous EC cancelled
Capacity Change	Increase or decrease in production/operational capacity	New EC number issued; previous EC cancelled

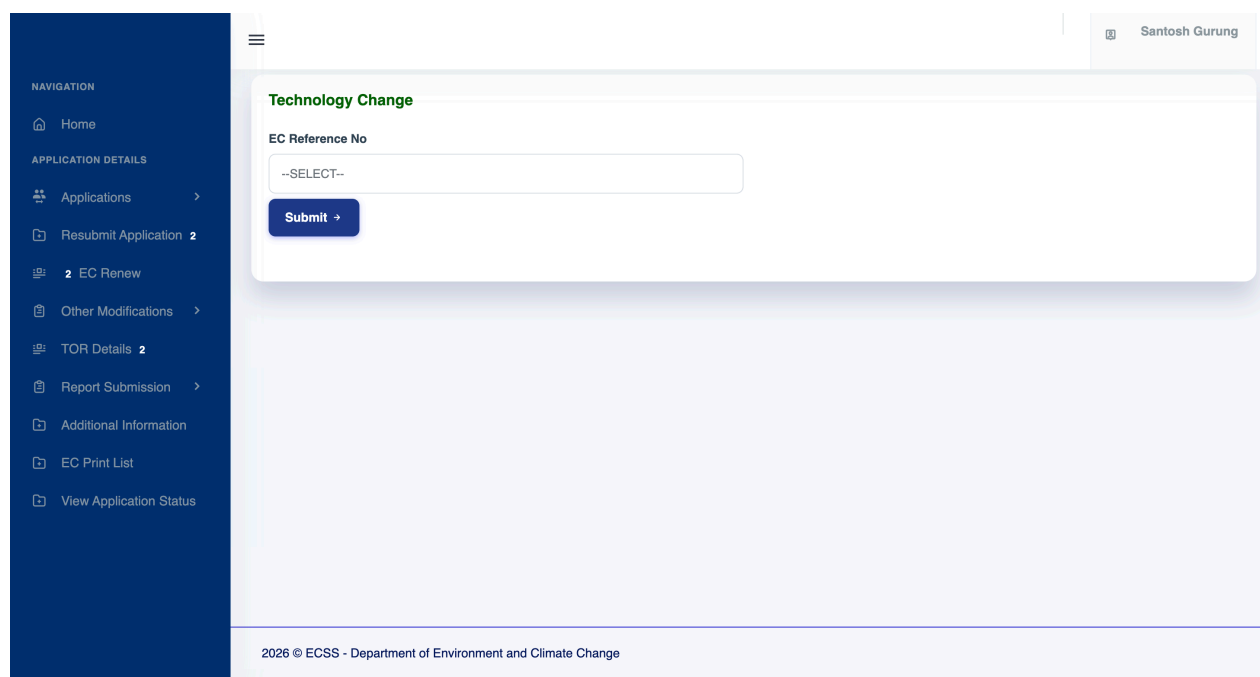
Modification Type	Description	EC Outcome
Area Change	Expansion or reduction of the operational area	New EC number issued; previous EC cancelled
Location Change	Relocation of the project to a different site	New EC number issued; previous EC cancelled

9.9.1 Steps for Other Modification Applications

1. Navigate to Other Modification from the main menu and select the appropriate modification type.



2. Select the existing EC to be modified from the list.



3. Click Submit to fetch the current EC details.
4. The modification form will appear pre-populated with the existing EC details.

5. Enter the required new details and upload supporting documents.
6. Click Submit to submit the modification application.
7. The application follows the standard workflow: Fee Assessment → Verification → Technical Review → Legal Undertaking (where applicable) → Approval.

Note: For Ownership Change: The existing EC holder (seller) must log in and accept the transfer request before the application can proceed to fee assessment.

9.10 Submit Compliance / Periodic Reports

As a condition of your Environmental Clearance, you are required to submit periodic compliance reports (quarterly, half-yearly, or annually) to the competent authority.

1. Navigate to Report Submission → Add Reports.
2. Click the Add button (top-right corner).

REPORT SUBMISSION

Report Submission Form | Report Details | File Attachment

Report Type * Submission Year * Submission Date *

EC Number Proponent * Address *

Remarks *

Save & Next

3. Select the Report Type (Quarterly / Half-Yearly / Annually).
4. Enter the Submission Year, Submission Date, and the EC Number the report relates to.
5. Upload the report document and any supporting evidence.
6. Enter any relevant Remarks.
7. Click Save & Next, then Submit to finalize the submission.
8. The report will be forwarded to the Verifier for acknowledgement.

Note: Once the Verifier acknowledges your report, you will no longer be able to edit it. Ensure accuracy before submitting.

9.11 Print / Download Environment Clearance

1. From the main menu, click EC Print List.

EC Print List

Show entries Search:

#	EC_REFERENCE_NO	PROJECT_NAME	ACTIVITY	EXPIRY_DATE		
1	EC-2026-0002	df	Setting up of Poultry Farms	30-06-2026		
2	EC-2026-0003	COMPANY C	Ferroalloys Industry	31-08-2026		
3	EC-2026-0001	Ganesh Chhetri	Ferroalloys Industry	29-08-2026		
4	EC-2026-0005	test ropeways	Setting up of Rope Ways	12-05-2026		

Showing 1 to 4 of 4 entries

2026 © ECSS - Department of Environment and Climate Change

- The list of your approved and issued ECs will be displayed.
- Click the View button/link against the EC you wish to print or download.



- The EC document will open in the viewer.
- To print: click the Print button at the top of the EC viewer.
- To download: click the Download link to save the PDF version to your device.

Note: All issued ECs are watermarked with a QR code for authenticity verification. The downloaded PDF is tamper-evident. Do not modify the document after download.

9.12 View Application Status

- Navigate to View Application Status from the main menu.



- The list of all your submitted applications will be displayed, with current status.
- Click on an Application Number to view the full status history and remarks.

10. Verifier Features

Verifiers are responsible for reviewing submitted applications for completeness, assigning them to **Reviewers**, providing final approval of the drafted EC, managing legacy EC submissions, and sending EC renewal reminders.

10.1 Application Verification & Assignment

1. Log in to ECSS with your Verifier credentials. The following Verifier's dashboard is displayed.

2026 © ECSS - Department of Environment and Climate Change

2. From the dashboard, click Application List (the inbox counter will show the number of pending applications).

2026 © ECSS - Department of Environment and Climate Change

#	APPLICATION NO	PROJECT NAME	ACTIVITY	APPLICATION DATE	APPLICATION STATUS
1	GEN-2026-00020	name test project	Setting up of Poultry Farms	25-05-2026	Draft EC Forwarded to Verifier
2	GEN-2026-00011	sd	Setting up of Poultry Farms	25-05-2026	Draft EC Forwarded to Verifier
3	GEN-2026-00021	Poultry Farm	Setting up of Poultry Farms	25-05-2026	Pending

3. The list of pending applications assigned to your Competent Authority will be displayed.
4. Click on the Application Number to open and review the application details, submitted documents, and payment status.

NAVIGATION

- Home
- Application List 3
- Payment List
- Manage Inspection/Monitoring
- Report Submission >
- Report >
- View Application Status
- EC Renewal Notification 4
- EC Print List
- Fines And Penalties
- EC Expired List

Switch Role:

Verifier
Reviewer

New EC : Application Number:- GEN-2026-00021

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information

File Attachment

Activity

Setting up of Poultry Farms

Name of the Applicant
Address
Contact No

Santosh Gurung
Namseling
17607385

Email
Name of the Project
Environmental Focal Person

gurungsan@gmail.com
Poultry Farm
sonam tashi

Brief Description of the Project
Remarks(Any Other Details)

poultry farm brief description

Project Location

Site

Dzongkhag
Gewog
Village/Chiwog

Thimphu
Mewang
Simu

Name of the Particular Project Site

above Gup's Office

Action Taken

Forward To

--SELECT REVIEWER--

Forward To Reviewer

- Verify that all mandatory information and payments are complete.
- Select a Reviewer from the Assign Reviewer dropdown.
- Click Forward to Reviewer to assign the application.
- The assigned Reviewer will receive an automated notification.

10.2 Final EC Approval

- Once the Reviewer has drafted the EC and forwarded it, you will receive a notification.
- Navigate to Application List and open the application with status "Awaiting Approval".
- Review the drafted EC terms and conditions, expiry date, and TAT.
- Make any required modifications to the EC draft.
- Click Approve to issue the EC.
- The system will officially generate the EC, update the status to "EC Issued", and send an approval notification to the applicant.

10.3 Approve Legacy (Paper-Based) EC

- From the dashboard, navigate to **Existing Environment Clearance** → **View Existing EC List**.

NAVIGATION

- Home
- Application List
- Payment List
- Manage Inspection/Monitoring
- Report Submission >
- Report >
- View Application Status
- EC Renewal Notification
- 4 EC Print List
- Fines And Penalties
- EC Expired List

Switch Role: **Verifier** Reviewer

Existing Environment Clearance

Use this section to verify and approved OLD EC Update.

View Existing EC List 1

List Of Applications Assigned To Reviewer:

Reviewer	3	
Verifier	4	

2026 © ECSS - Department of Environment and Climate Change

- The list of paper-based EC submissions awaiting approval will be displayed.

NAVIGATION

- Home
- Application List
- Payment List
- Manage Inspection/Monitoring
- Report Submission >
- Report >
- View Application Status
- EC Renewal Notification
- 0 EC Print List
- Fines And Penalties
- EC Expired List

Switch Role: **Verifier** Reviewer

Old/Existing EC List

Show 10 entries Search:

#	APPLICATION NO	OLD EC REFERENCE NO	PROJECT NAME	ACTIVITY	SERVICE NAME
1	GEN-2026-00017	OLD-EC-0001	test	Setting up of Poultry Farms	Environmental Clearance for General

Showing 1 to 1 of 1 entries

2026 © ECSS - Department of Environment and Climate Change

- Click on the Application Number to review the details and uploaded EC copy.

NAVIGATION

- Home
- Application List
- Payment List
- Manage Inspection/Monitoring
- Report Submission >
- Report >
- View Application Status
- EC Renewal Notification
- EC Print List
- Fines And Penalties
- EC Expired List

Switch Role:

Verifier
Reviewer

PENDING OLD EC FOR APPROVAL

General Information

File Attachment

Activity

Setting up of Poultry Farms

Name of the Applicant
Santosh Gurung

Address
Namseling

Contact No
17607385

Email
gurungsan@gmail.com

Name of the Project
test

Name and Contact Details of Environmental Focal Person (if other than applicant)
test

Brief Description of the project
test

Project Location

Dzongkhag

Dzongkhag
Thimphu

Gewog
Kawang

Village/Chiwog
Changdagang

Name of the Particular Project Site
test particular project site

EC Details

EC Reference No:
OLD-EC-0001

EC Issue Date
05/15/2026

EC Validity
05/16/2026

Reject / Resubmit

Accept

2026 © ECSS - Department of Environment and Climate Change

- Click Accept to approve or Reject to reject the submission.
- On acceptance, the EC is added to the EC list and the proponent can proceed with renewals.

10.4 Acknowledge Proponent Reports

Proponents submit periodic compliance reports for the Verifier's record. Acknowledgement locks the report from further editing.

- Navigate to Report Submission → View Reports.

List of Report

Show entries Search:

#	EC NO	REPORT TYPE	SUBMISSION YEAR	PROponent NAME	REPORT STATUS
1	EC-2026-0002	2nd Quarter	2025	None	Acknowledged

Showing 1 to 1 of 1 entries

2026 © ECSS - Department of Environment and Climate Change

- The list of submitted reports from proponents will appear.
- Click Acknowledge against the report to confirm receipt and review.
- The report status changes to “Acknowledged” and the proponent is notified.
- To view a specific report in detail, click the EC No. link.

10.5 EC Renewal Notifications

Verifiers can view a list of ECs due for renewal in the upcoming month and send reminder emails to proponents.

- Navigate to EC Renewal Notification from the menu.

EC Renewals Due Within 60 Days Total: 4 Record(s)

Select All 0 selected Show entries Search:

#	EC NUMBER	APPROVE DATE	EXPIRY DATE	PROJECT NAME	ADDRESS	EMAIL	NOTICES SENT	LAST SENT
1	EC-2026-0002	April 8, 2026	June 30, 2026	df	Namseling	gurungsan@gmail.com	8	May 15, 2026, 11:41 a.m.
2	EC-2026-0004	May 10, 2026	June 30, 2026	fd	Namseling	raghavgurung1105@gmail.com	11	May 15, 2026, 11:45 a.m.
3	OLD-EC-2222	Sept. 1, 2025	June 30, 2026	poultry	Namseling	gurungsan@gmail.com	1	May 22, 2026, 9:02 a.m.
4	EC-2026-0005	May 12, 2026	May 12, 2026	test ropeways	Namseling	gurungsan@gmail.com	1	May 22, 2026, 9:02 a.m.

Showing 1 to 4 of 4 entries

[Send Notification](#)

2026 © ECSS - Department of Environment and Climate Change

- The list of ECs due for renewal within the next month will be displayed.
- Click Send Notification against a proponent to send a renewal reminder to their registered email.

10.6 Manage Inspections & Monitoring

1. Navigate to Manage Inspection/Monitoring from the menu.

The screenshot displays the 'Manage Inspection/Monitoring' interface. On the left is a dark blue navigation sidebar with the following menu items: Home, New Application (2), Application List (2), Payment List, Manage Inspection/Monitoring (selected), Report, Additional Information List, View Application Status, EC Print List, and Fines And Penalties. The main content area has a top bar with a 'Switch Role:' dropdown set to 'Reviewer' (with 'Verifier' also visible), a 'Verifier Reviewer' button, and an '+ Add Inspection' button. Below this is the 'List of Inspection Report' section, which includes a 'Show 10 entries' filter and a search bar. A table lists the inspection reports with columns: #, INSPECTION REFERENCE NO, INSPECTION TYPE, INSPECTION DATE, PROPONENT, PROJECT NAME, and EC NUMBER. One entry is shown: #1, INS-2026-0016, Regular, May 20, 2026, Santosh Gurung, df, EC-2026-0002. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. The footer of the page reads '2026 © ECSS - Department of Environment and Climate Change'.

2. The list of existing inspection reports will be displayed.
3. Click Add (top-right) to add a new inspection record.

The screenshot shows the 'ADD INSPECTION/MONITORING REPORT' form. The left navigation sidebar is identical to the previous screenshot. The main content area has a top bar with 'Switch Role:' set to 'Reviewer', a 'Verifier Reviewer' button, and a 'File Attachment' link. The form is titled 'ADD INSPECTION/MONITORING REPORT' and has a tab 'Inspection Report Details'. The form fields are organized as follows:

- Inspection Type:** A dropdown menu with '--SELECT--'.
- Inspection Date:** A date input field with a calendar icon, placeholder 'mm/dd/yyyy'.
- EC Number:** A dropdown menu with '--EC Number--'.
- Proponent Name:** A text input field.
- Project Name:** A text input field.
- Address:** A text input field.
- Reason for Inspection:** A text input field.
- Observation:** A text input field.
- Team Leader:** A text input field.
- Team Members:** A text input field.
- Status:** A dropdown menu with '--SELECT--'.
- Fines and Penalties:** A dropdown menu with '--SELECT--'.
- Remarks:** A large text input field at the bottom.

 At the bottom of the form is a 'Save & Next' button. The footer of the page reads '2026 © ECSS - Department of Environment and Climate Change'.

4. Enter the Inspection Type, Inspection Date, EC Number, Inspection Team, and Reason/Observations.
5. Click Save & Next to proceed to the document upload tab.
6. Upload any supporting documents (field visit reports, photos, etc.).
7. Click Submit to save the inspection record.

10.7 Fines and Penalties

During inspection and monitoring, the Verifier may levy fines and penalties on a proponent for regulatory non-compliance.

1. Navigate to Fines and Penalties from the menu.

The screenshot shows the 'Fines And Penalties' section of the ECSS application. On the left is a dark blue navigation menu with the following items: Home, New Application 2, Application List 2, Payment List, Manage Inspection/Monitoring, Report >, Additional Information List, View Application Status, EC Print List, and Fines And Penalties (highlighted). The main content area has a header with 'Switch Role:' and two buttons: 'Verifier' (green) and 'Reviewer' (dark green). Below this is a search bar labeled 'Enter EC Number/Application No' with a blue search button. The footer of the page reads '2026 © ECSS - Department of Environment and Climate Change'.

2. Enter the EC Reference Number and click View to retrieve the EC details.
3. The EC details and current compliance status will be displayed.

NAVIGATION

- Home
- New Application 2
- Application List 2
- Payment List
- Manage Inspection/Monitoring
- Report >
- Additional Information List
- View Application Status
- EC Print List
- Fines And Penalties

Switch Role:

Verifier
Reviewer

Verifier
Reviewer

Fines And Penalties Form

Proponent Information

Name of Project
df

Activity
Setting up of Poultry Farms

Applicant Name
Santosh Gurung

Address
Namseling

Contact No
17607385

Email
gurungsan@gmail.com

Name and contact details of Environmental Focal Person if other than the applicant
sdf

Project Location and Area

Dzongkhag/Thromde
Thimphu

Gewog
Geney

Village/Chiwog
Tshocheykha

Name of Particular Project Site
sdf

EC Details

EC Reference No
EC-2026-0002

EC Issue Date
08-04-2026

EC Expiry Date
30-06-2026

Fines And Penalties Details

Fines And Penalties(Nu)

Remarks

Submit

2026 © ECSS - Department of Environment and Climate Change

- Enter the Fines and Penalties Amount and Remarks explaining the non-compliance.
- Click Submit.
- The system automatically generates and sends an email notice to the proponent.
- The proponent must pay the fine via BIRMS within the defined deadline.

10.8 Print Environment Clearance

- From the menu, click EC Print List.

The screenshot shows the ECSS dashboard. On the left is a dark blue navigation sidebar with the following menu items: Home, Application List, Payment List, Manage Inspection/Monitoring, Report Submission, Report, View Application Status, EC Renewal Notification, EC Print List, Fines And Penalties, and EC Expired List. The main content area has a top bar with a 'Switch Role:' button set to 'Verifier' and a 'Reviewer' button. Below this, there's a section titled 'Existing Environment Clearance' with a message: 'Use this section to verify and approved OLD EC Update.' and a button 'View Existing EC List' with a notification badge '1'. Below that is a section titled 'List Of Applications Assigned To Reviewer:' containing a table with two rows: 'Reviewer' with a badge '3' and 'Verifier' with a badge '4'. At the bottom, there's a footer: '2026 © ECSS - Department of Environment and Climate Change'.

2. Locate the EC and click the View button.

The screenshot shows the 'EC Print List' section. It features a search bar and a table with the following columns: #, EC_REFERENCE_NO, PROJECT_NAME, ACTIVITY, EXPIRY_DATE, and action icons. The table contains three entries:

#	EC_REFERENCE_NO	PROJECT_NAME	ACTIVITY	EXPIRY_DATE	Action
1	EC-2026-0002	df	Setting up of Poultry Farms	30-06-2026	[View] [Print]
2	EC-2026-0004	fd	Cement Plants	30-06-2026	[View] [Print]
3	EC-2026-0005	test ropeways	Setting up of Rope Ways	12-05-2026	[View] [Print]

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom, there's a footer: '2026 © ECSS - Department of Environment and Climate Change'.

3. The EC document will open in the viewer.

NAVIGATION

- Home
- Application List 3
- Payment List
- Manage Inspection/Monitoring
- Report Submission >
- Report >
- View Application Status
- EC Renewal Notification 4
- EC Print List**
- Fines And Penalties
- EC Expired List

Switch Role: **Verifier** Reviewer

Print / Save PDF

Ref No: EC-2026-0002 Date: April 8, 2026

ENVIRONMENT CLEARANCE

Issued By: DEC, Thimphu

test

terms1

tesrms 222

sdfasgf sdfsdg sdg sg

EC Expiry: 30-06-2026

- Click the Print button (top-left of the viewer) to print the EC.

11. Reviewer Features

Reviewers conduct the detailed technical assessment of applications. They determine and update application fees, request clarifications, impose penalties, prepare the Draft Legal Undertaking, draft the EC, and manage inspection and monitoring records.

11.1 Fee Assessment and Payment Update

1. Log in and navigate to New Application (inbox counter will show pending items).

The screenshot shows the ECSS Reviewer interface. On the left is a dark blue navigation sidebar with the following menu items: Home, New Application (with a counter of 2), Application List (with a counter of 2), Payment List, Manage Inspection/Monitoring, Report, Additional Information List, View Application Status, EC Print List, and Fines And Penalties. The main content area has a header with a 'Switch Role' button set to 'Reviewer' (with 'Verifier' also visible) and a 'Verifier Reviewer' status indicator. Below the header is a green bar labeled 'List Of Applications Assigned To ME:'. Under this bar, there are two summary cards: 'Pending Application(s)' with a counter of 4 and 'Approved Application(s)' with a counter of 6. At the bottom of the page, a footer reads '2026 © ECSS - Department of Environment and Climate Change'.

2. Click on the Application Number to open the application.

The screenshot shows the 'Payment Update- Application List' view in the ECSS Reviewer interface. The navigation sidebar is identical to the previous screenshot. The main content area has a header with the 'Switch Role' button set to 'Reviewer' and a 'Verifier Reviewer' status indicator. Below the header, there is a section titled 'Payment Update- Application List'. It includes a 'Show' dropdown set to '10' entries and a 'Search:' input field. Below this is a table with the following columns: #, APPLICATION NO, PROJECT NAME, ACTIVITY, and APPLICATION DATE. The table contains two entries:

#	APPLICATION NO	PROJECT NAME	ACTIVITY	APPLICATION DATE
1	GEN-2026-00009	sdf	Setting up of Poultry Farms	06-05-2026
2	GEN-2026-00001	name of the project	Setting up of Piggery	25-04-2026

Below the table, it says 'Showing 1 to 2 of 2 entries' with a pagination control showing '1'. At the bottom of the page, a footer reads '2026 © ECSS - Department of Environment and Climate Change'.

3. Review the application details and calculate the applicable fee based on the project category and type.

NAVIGATION

- Home
- New Application 2
- Application List 2
- Payment List
- Manage Inspection/Monitoring
- Report >
- Additional Information List
- View Application Status
- EC Print List
- Fines And Penalties

Switch Role:

Verifier
Reviewer

New EC : Application Number:- GEN-2026-00001

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information

File Attachment

Activity

Setting up of Piggery

Name of the Applicant

Address

Contact No

Santosh Gurung

Namseling

17607385

Email

Name of the Project

Environmental Focal Person

gurungsan@gmail.com

name of the project

name and contact details

Brief Description of the Project

Remarks(Any Other Details)

brief description

None

Project Location

Site

Dzongkhag

Gewog

Village/Chiwog

Thimphu

Mewang

Simu

Name of the Particular Project Site

project site edited

Action Taken

Application Fees

Remarks

Submit Payment

- Enter the Application Fee and Remarks.
- Click Submit Payment.
- The system sends an “Application Accepted” notification to the applicant and pushes the payment advice to BIRMS.
- BIRMS generates the payment advice and sends an email/SMS with the payment link to the applicant.

11.2 Technical Review

- Once the Verifier assigns the application to you, navigate to **Application List**.

NAVIGATION

- Home
- New Application 2
- Application List 2
- Payment List
- Manage Inspection/Monitoring
- Report >
- Additional Information List
- View Application Status
- EC Print List
- Fines And Penalties

Switch Role: Verifier Reviewer

Verifier Reviewer

Application List

Show 10 entries
Search:

#	APPLICATION NO	PROJECT NAME	ACTIVITY	APPLICATION DATE	APPLICATION STATUS
1	GEN-2026-00011	sd	Setting up of Poultry Farms	24-05-2026	Additional Information Submitted
2	GEN-2026-00020	name test project	Setting up of Poultry Farms	23-05-2026	Legal Undertaking Submitted

Showing 1 to 2 of 2 entries

2026 © ECSS - Department of Environment and Climate Change

2. Click on the Application Number to open the application for review.

NAVIGATION

- Home
- New Application 2
- Application List 2
- Payment List
- Manage Inspection/Monitoring
- Report >
- Additional Information List
- View Application Status
- EC Print List
- Fines And Penalties

New EC : Application Number:- GEN-2026-00011

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information

File Attachment

Activity

Setting up of Poultry Farms

Name of the Applicant

Santosh Gurung

Address

Namseling

Contact No

17607385

Email

gurungsan@gmail.com

Name of the Project

sd

Environmental Focal Person

fsd

Brief Description of the Project

sfdv

Remarks(Any Other Details)

None

Project Location

NAVIGATION

[Home](#)

[New Application 2](#)

[Application List 2](#)

[Payment List](#)

[Manage Inspection/Monitoring](#)

[Report >](#)

[Additional Information List](#)

[View Application Status](#)

[EC Print List](#)

[Fines And Penalties](#)

Project Location

Site

Dzongkhag

Dzongkhag

Dzongkhag

Dzongkhag

Thimphu

Dzongkhag

Gewog

Dagala

Gewog

Village/Chiwog

Chamgang

Village/Chiwog

Name of the Particular Project Site

sdf

Action Taken

Payment Information

#	Type	Amount	Receipt	Date
1	Additional Payment	Nu. 2000.00	PR260511332222	13/05/2026
2	Additional Payment	Nu. 5000.00	PR260511332222	13/05/2026

NAVIGATION

[Home](#)

[New Application 2](#)

[Application List 2](#)

[Payment List](#)

[Manage Inspection/Monitoring](#)

[Report >](#)

[Additional Information List](#)

[View Application Status](#)

[EC Print List](#)

[Fines And Penalties](#)

Project Location

Site

Dzongkhag

Dzongkhag

Dzongkhag

Dzongkhag

Thimphu

Dzongkhag

Gewog

Dagala

Gewog

Village/Chiwog

Chamgang

Village/Chiwog

Name of the Particular Project Site

sdf

Action Taken

Payment Information

#	Type	Amount	Receipt	Date
1	Additional Payment	Nu. 2000.00	PR260511332222	13/05/2026
2	Additional Payment	Nu. 5000.00	PR260511332222	13/05/2026

NAVIGATION

[Home](#)

[New Application 2](#)

[Application List 2](#)

[Payment List](#)

[Manage Inspection/Monitoring](#)

[Report >](#)

[Additional Information List](#)

[View Application Status](#)

[EC Print List](#)

[Fines And Penalties](#)

Is The Information Complete?

☐ Yes

☒ No

Additional Information Letter

Additional Information Due Date

mm/dd/yyyy

Is There Additional Payment?

☐ Yes

☒ No

Submit

3. Conduct a thorough technical assessment of the submitted documents, project details, and compliance requirements.
4. If the application is complete: proceed to prepare the Draft LU (see 11.4).
5. If additional information is required: check the “Additional Information Required” checkbox, enter detailed remarks specifying what is needed, set a Due Date for the applicant’s response, and click Submit.
6. The application status changes to “Awaiting Additional Information” and the applicant is notified automatically.

11.3 Request Additional Information / Clarification

1. Open the application from Application List.

Switch Role: **Verifier** **Reviewer** Verifier Reviewer

Application List

Show 10 entries Search:

#	APPLICATION NO	PROJECT NAME	ACTIVITY	APPLICATION DATE	APPLICATION STATUS
1	GEN-2026-00011	sd	Setting up of Poultry Farms	24-05-2026	Additional Information Submitted
2	GEN-2026-00020	name test project	Setting up of Poultry Farms	23-05-2026	Legal Undertaking Submitted

Showing 1 to 2 of 2 entries

2026 © ECSS - Department of Environment and Climate Change

2. Check the “Additional Information Required” option.

New EC : Application Number:- GEN-2026-00011

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information File Attachment

Activity
Setting up of Poultry Farms

Name of the Applicant: Santosh Gurung Address: Namseling Contact No: 17607385

Email: gurungsan@gmail.com Name of the Project: sd Environmental Focal Person: fsd

Brief Description of the Project: sfdv Remarks (Any Other Details): None

Project Location

NAVIGATION

- Home
- New Application 2
- Application List 2
- Payment List
- Manage Inspection/Monitoring
- Report >
- Additional Information List
- View Application Status
- EC Print List
- Fines And Penalties

Remarks from Competent Authority

additional information

Response Request Date May 14, 2026 **Due Date** July 31, 2026

Proponent Response

test

Response Date May 14, 2026

#	FILE	ACTION
1	doc17.pdf	
2	draft lu2.pdf	

Is The Information Complete?

☐ Yes ☐ No

Is The Information Complete?

☐ Yes ☒ No

Additional Information Letter

Additional Information Due Date mm/dd/yyyy

Is There Additional Payment?

☐ Yes ☒ No

Submit

2026 © ECSS - Department of Environment and Climate Change

3. Enter clear and specific remarks describing the required information or documents.
4. Set a Due Date for the applicant to respond.
5. Click Submit.
6. The applicant will be notified and can respond via the Resubmit Application feature.
7. When the applicant responds, you will be notified. Review the additional information and either proceed with the review or request further information.

11.4 Impose Penalty / Additional Payment

1. Open the application from Application List.
2. Check the “Additional Payment” option and select the Payment Type: Additional Payment (project-related) or Fines and Penalties.
3. Enter the Amount and Remarks.
4. Click Submit.
5. The system notifies the applicant by email; BIRMS sends a payment link via email and SMS.

6. Application status updates to “Pending Additional Payment” until payment is confirmed.
7. Once payment is confirmed, you can proceed with the review.

11.5 Committee Decision

For applications that go to a committee, the committee meeting is conducted offline. The decision is then entered into ECSS:

1. Open the application and navigate to the Committee Decision section.
2. If Approved: enter the approval text in the provided text box and proceed to prepare the Draft LU.
3. If Rejected: attach the rejection letter and enter rejection remarks. The applicant will be notified.
4. If further clarification or penalty is required: follow steps in sections 11.3 and 11.4.

11.6 Prepare Draft Legal Undertaking (LU)

1. Once the technical review is satisfactory and committee decision is obtained, prepare the Draft LU.
2. Open the application and navigate to the LU preparation section.

The screenshot displays the 'New EC : Application Number:- GEN-2026-00011' form. The form is titled 'INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS'. It features a navigation sidebar on the left with options like Home, New Application, Application List, Payment List, Manage Inspection/Monitoring, Report, Additional Information List, View Application Status, EC Print List, and Fines And Penalties. The main form area has a 'General Information' tab selected. Below the tab, there is an 'Activity' section with a text box containing 'Setting up of Poultry Farms'. The form is divided into several sections for data entry: 'Name of the Applicant' (Santosh Gurung), 'Address' (Namseling), 'Contact No' (17607385), 'Email' (gurungsan@gmail.com), 'Name of the Project' (sd), 'Environmental Focal Person' (fsd), 'Brief Description of the Project' (sfdv), and 'Remarks(Any Other Details)' (None). At the bottom, there is a 'Project Location' section.

NAVIGATION

- Home
- New Application 2
- Application List 2
- Payment List
- Manage Inspection/Monitoring
- Report >
- Additional Information List
- View Application Status
- EC Print List
- Fines And Penalties

Project Location

Site

Dzongkhag

Dzongkhag Gewog Village/Chiwog

Thimphu Dagala Chamgang

Name of the Particular Project Site

sdf

Action Taken

Payment Information

#	Type	Amount	Receipt	Date
1	Additional Payment	Nu. 2000.00	PR260511332222	13/05/2026
2	Additional Payment	Nu. 5000.00	PR260511332222	13/05/2026

Is Application Approved?

☒ Yes ☐ No

Attach Committee And Field Verification Paper

#	FILE	ACTION
No Data		

Draft Legal Undertaking Attach

#	FILE	ACTION
No Data		

Submit

- Prepare or upload the Draft Legal Undertaking document following the approved template.
- Click Submit / Forward to send the Draft LU to the applicant.
- The application status updates to “Awaiting Legal Undertaking”.
- The applicant is notified to download, sign, and re-upload the signed LU.

11.7 Draft the Environmental Clearance

Once the applicant submits the signed LU, you can proceed to draft the EC.

- Navigate to Application List and open the application with status “Legal Undertaking Submitted”.
- Review the uploaded signed LU (the field verification report is not visible to the applicant).
- Navigate to the EC drafting section.

NAVIGATION

Home

New Application 2

Application List 2

Payment List

Manage Inspection/Monitoring

Report >

Additional Information List

View Application Status

EC Print List

Fines And Penalties

Switch Role: Verifier Reviewer

Verifier Reviewer

New EC : Application Number:- GEN-2026-00020

INITIAL ENVIRONMENTAL EXAMINATION (IEE) FORM FOR GENERAL PROJECTS

General Information

File Attachment

Activity

Setting up of Poultry Farms

Name of the Applicant

Santosh Gurung

Address

Namseling

Contact No

17607385

Email

gurungsan@gmail.com

Name of the Project

name test project

Environmental Focal Person

name and contact

Brief Description of the Project

brief description

Remarks(Any Other Details)

remarks

NAVIGATION

Home

New Application 2

Application List 2

Payment List

Manage Inspection/Monitoring

Report >

Additional Information List

View Application Status

EC Print List

Fines And Penalties

Project Location

Site

Dzongkhag

Dzongkhag

Thimphu

Gewog

Mewang

Village/Chiwog

Simu

Name of the Particular Project Site

name of the project site

NAVIGATION

Home

New Application 2

Application List 2

Payment List

Manage Inspection/Monitoring

Report >

Additional Information List

View Application Status

EC Print List

Fines And Penalties

Action Taken

Payment Information

#	Type	Amount	Receipt	Date
1	Additional Payment	Nu. 1200.00	PR260511332222	13/05/2026

COMMITTEE & FIELD VERIFICATION PAPER

DRAFT LEGAL UNDERTAKING

LEGAL UNDERTAKING ATTACHED

29_Project_Status_Report_6Apr2026-12Apr2026.docx

draft lu1.pdf

lu2.pdf

Draft EC

+ Add

#	Type	Order/Sequence	Heading	Content	
1	Footer	1		Test Footer for Application 20	☒ ☐
2	Header	1		Test Header for Application 20	☒ ☐
3	Terms	1	EC Terms Heading 1	EC Terms Content 1	☒ ☐

- Draft the EC terms and conditions.
- Set the EC Expiry Date and TAT (Turnaround Time).
- Click Forward to Verifier to submit the draft EC for final approval.

11.8 Manage Inspections & Monitoring

See Section 10.6 for full steps. Reviewers have the same inspection management capability as Verifiers.

11.9 Fines and Penalties

See Section 10.7 for full steps. Reviewers also have the authority to levy fines and penalties during inspection activities.

11.10 Reports

1. Navigate to Reports from the main menu.

The screenshot displays the ECSS web application interface. On the left is a dark blue navigation menu with the following items: Home, New Application (2), Application List (2), Payment List, Manage Inspection/Monitoring, Report (expanded), 1. List of EC Issued, 2. List of Pending Application, 3. Revenue Report, Additional Information List, View Application Status, EC Print List, and Fines And Penalties. The main content area has a header with a 'Switch Role:' button set to 'Reviewer' (with 'Verifier' also visible), and a user profile icon labeled 'Verifier Reviewer'. Below the header is a section titled 'List Of Applications Assigned To ME:' containing two rows: 'Pending Application(s)' with a count of 4, and 'Approved Application(s)' with a count of 6. Each row has a dropdown arrow on the right. At the bottom of the page, there is a footer that reads '2026 © ECSS - Department of Environment and Climate Change'.

2. Select the report type you wish to view from the list.
3. The report parameter selection page will appear.

Environmental Clearance Report
Filter and generate report

Report Filters

From Date *

To Date *

Category *

View Report

2026 © ECSS - Department of Environment and Climate Change

4. Select the required parameters (date range, activity type, CA, status, etc.).

5. Click View to generate the report.

Environment Clearance Services
List of Environmental Clearance issued

Print

#	PROPONENT	PROJECT NAME	ACTIVITY	ADDRESS	EC NUMBER	APPROVE DATE	EXPIRY DATE
1	Santosh Gurung	df	Setting up of Poultry Farms	Namseling	EC-2026-0002	April 8, 2026	April 8, 2026
2	Santosh Gurung	fd	Cement Plants	Namseling	EC-2026-0004	May 10, 2026	May 10, 2026
3	Santosh Gurung	test ropeways	Setting up of Rope Ways	Namseling	EC-2026-0005	May 12, 2026	May 12, 2026

2026 © ECSS - Department of Environment and Climate Change

6. The generated report can be exported as a PDF or Excel file using the export options.

12. System Notifications

ECSS sends automated email and SMS notifications at each key stage of the application workflow. The table below summarizes the notification triggers:

Trigger Event	Recipient(s)	Notification Channel
Application submitted successfully	Applicant	Email
Application fee assessed; payment required	Applicant	Email + SMS (via BIRMS)
Payment confirmed	Applicant	Email
Application assigned to Reviewer	Reviewer	Email
Additional information requested	Applicant	Email
Additional information submitted	Reviewer	Email
Penalty / additional payment imposed	Applicant	Email + SMS (via BIRMS)
Draft LU forwarded to Applicant	Applicant	Email
Signed LU uploaded by Applicant	Reviewer	Email
Draft EC forwarded to Verifier	Verifier	Email
EC approved and issued	Applicant	Email
EC rejected	Applicant	Email
EC approaching expiry (renewal reminder)	Proponent / Verifier	Email
Compliance report acknowledged	Applicant	Email
Proponent registration approved/rejected	Proponent	Email
Fine/penalty imposed	Proponent	Email

Important: Ensure your registered email address is current and accessible. Critical workflow notifications are sent by email. Check your spam/junk folder if you do not receive expected notifications.

13. Appendix

13.1 Required Documents by Application Type

Application Type	Typical Required Documents
New EC — Blue Category	IEE Form, Project Proposal, Sectoral Clearances, Site Plan (KMZ/KML), Land Title/Lease Agreement

Application Type	Typical Required Documents
New EC — Red Category (post-TOR)	ESIA Report, Approved TOR, FMFSR Number (mines/quarry), Sectoral Clearances, Site Plan (KMZ/KML)
EC Renewal	Compliance Monitoring Report, Updated Project Details, Sectoral Clearances (if changed)
Ownership Change	Transfer/Sale Deed, New Owner's CID/Company Documents, Acceptance by Existing Holder
Name Change	Legal Name Change Certificate, Updated Company Registration Documents
Technology / Capacity / Area / Location Change	Revised Project Proposal, Updated IEE or ESIA (if applicable), Sectoral Clearances
Legacy EC Digitization	Scanned copy of original paper-based EC

13.2 Application Workflow Summary

Application Type	Key Steps
New EC (Blue)	Submit → Fee → Payment → Verify & Assign → Technical Review → LU → Draft EC → Approve → Issue
New EC (Red / TOR)	Submit TOR → Fee → Payment → Verify → Review TOR → Approve TOR → Submit EC → [same as Blue from Fee step]
EC Renewal	Submit Renewal → Fee → Payment → Verify & Assign → Technical Review → Update EC → Approve → Issue Renewed EC
Ownership Change	Submit (Buyer) → Accept (Seller) → Fee → Payment → Verify & Assign → Technical Review → LU → Draft EC → Approve → Issue
Name Change	Submit → Fee → Payment → Verify & Assign → Technical Review → Update EC Name → Approve → Issue
Other Modifications	Submit → Fee → Payment → Verify & Assign → Technical Review → LU → Draft New EC → Approve → Issue (Old EC Cancelled)

— End of Document —