

DIRECTORATE OF FORESTS, GOVERNMENT OF WEST BENGAL

Inspection Procedure and Checklist

1. For on line application or view status of already applied application, please click on the '**ONLINE APPLICATION**'. One has to register for the first time and once completed, the password needs to be kept to have future access to the link. If already registered, please proceed with login.
2. For New Application, the Developer has to fill the application form "Form (B)" directly in the fields provided. The following signed documents (scanned) have to be uploaded in the fields provided-
 - a. **Details of trees to be felled/disposed of.**
 - b. **Purpose of Felling** (To be authenticated with detailed project report including financial outlay).
 - c. **Plantation Plan** (On 1:100 scale showing location, species, timeframe, financial outlay, maintenance etc to be submitted in quadruplicate).
 - d. **Particulars of Previous Felling of Trees** (On the same plot of land, if any) ** not mandatory.
 - e. A copy of the **Conversion Certificate** obtained from the collector under section 4C of the West Bengal Land Reforms Act, 1955.
 - f. **PCB Clearance Certificate** if applicable [** mandatory for all cases covered provisions of Notification No. 1533 dt. 14.09.2006 including constructions of

townships, buildings, factories, hotels and resorts etc where the buildup area is more than 20,000 m² or in case of township projects, total covered area is more than 50 ha and or buildup area is greater or equal to 1,50,000 m² shall require the approval of State Level Environmental Impact Assessment Authority (SEIAA)].

- g. **NOC** from Panchayat/ Municipality/Corporation Form I C
 - h. A declaration in the specific format provided with application form should be given applicant** Only for Tea Gardens.
3. For the purpose of obtaining permission to felling tree, the applicant shall pay the **requisite fee** to the Competent Authority (Except Armed Force). For making payment, applicant have to use online payment gateway system provided in the system.
 4. Application should contain the **Scanned Signature** of the Applicant (mandatory).
 5. On successful Application, **Application No** will be generated, which will be specific to each case for future reference.
 6. After verification of application, **Inspector / Enquiry Officer will** be done by respective Divisional Forest Officer online. This will contain the name of **Enquiry Officer with Designation, Date & Time of Inspection, Mobile Phone No, E-Mail id and Contact Details of E.O. The applicant will receive the information by email.**
 7. **Process of Field Inquiry**
 - a. **Inquiry will be completed** within stipulated period as communicated. The Inquiry Officer may also invite some local prominent person to be present during the inquiry.
 - b. Inquiry Officer may also consult and consider the report of Gram Panchayat, or Municipality or Municipal Corporation or notified area authority or the industrial township as the case may be.
 8. The **Inquiry Officer** will submit his report to the competent authority in Form II within stipulated period.

9. After scrutiny, the competent authority will approve the **plantation plan** in “quadruplicate” under his signature with proper stamp and seal and issue the **certificate of clearance** in Form IV within stipulated period. These report along with enquiry Report will be made accessible through the system & e-mail.

Form II

Inquiry Report/ Inquiry For Certificate of Clearance For Felling of Trees in Non-Forest Areas
[See Rules 4(3) (f) and 7 (4)]

- (1) Date of Receipt of the Application in Form I (A) / Form 1(B) :
- (2) Enquiry conducted on :
- (3) Enquiry conducted at :
- (4) Enquiry conducted in presence of :

Name	Identity	Signature with date
	Applicant	
	Local prominent person	

(5) Findings : **[General]**

- (a) Land Verification :
- (b) Tree Verification (Annexure Enclosed) :
- (c) Verification of ownership :
- (d) Verification of purpose of Felling :
- (e) Comments on ecological / Historical Significance of the trees (if any) :
- (f) Whether nature of land may change due to propose felling :

[Developmental Agency]

- (a) Comments on Plantation plan :
- (b) Whether the said project can be carried out by felling lesser no of trees :

(6) Comments of Inquiry Officer on the contents of Form I (C) :

(7) Recommendation :

- i) Recommended / not recommended with specific reasons :-
- ii) A list of trees recommended for felling is enclosed.

PLACE :

DATE :

SUBMITTED BY

Signature :

Name :

Designation :

Official Seal :