

DIRECTORATE OF FORESTS, GOVERNMENT OF WEST BENGAL

Application for Permission of Felling Trees in Non Forest Areas by Developers Manual of Procedure

This Manual provides the procedural advice for the applicants to access/fill-in/check the Online Application of permission for felling trees in non-forest areas by Developer.

1. Once the applicant clicks the link to the module, the screen gives three options-

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|----------------------------------|-----------------------------------|
| “ACT & RULES” | “PROCEDURE & FORMS” |
| “ONLINE APPLICATION FORM” | “VIEW ISSUED CERTIFICATES” |
2. One can view/download/print the **Acts & Rules & Forms** in PDF format.
The **Manual of Procedure** can also be accessed from here.
3. 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.
4. For New Application, the Developer has to fill the application form “Form I (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. **Certificate of Ownership of Land**
 - h. Self-Certificate in case of **Low & Medium Risk** Categories (Optional). For details, check the Notification in the Rules Section.
 - i. **NOC** from Panchayat/ Municipality/Corporation Form I C
 - j. A declaration in the specific format provided with application form should be given applicant** **Only for Tea Gardens.**
5. 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 may use online payment gateway system provided in the system or pay the same off line and upload the receipt.
6. Application should contain the **Scanned Signature** of the Applicant (mandatory).
7. On successful Application, **Application No** will be generated, which will be specific to each case for future reference.
8. 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.**
9. **Process of Field Inquiry**
- a. **Inquiry will be completed** within stipulated period as communicated. The Inquiry Officer may also invite some local prominent persons 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.

10. The **Inquiry Officer** will submit his report to the competent authority in Form II within stipulated period.

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

12. Final Application for Felling Permission (by Developer):

a. After completion of plantation within the time frame as specified in the approved plantation plan, the applicant shall upload the self-certified (optional) Certificate of completion of Plantation and Approved Building/Construction Plan or Approval letter (in case of Govt. Organization) in the system.

b. Then after satisfying himself, the **Competent Authority** will issue the final **Felling Permission** to the Developer in **Form III** within stipulated days after receiving the all necessary documents from the applicant (excluding the date of receipt of report).

13. Once the felling permission is issued, the Developer can apply for **transit pass** on line after paying the requisite fee on line or off line.

14. After field inspection, the Transit Pass will be issued by the concerned DFO or his representative and the scanned copy will be made accessible to the Developer by email & through the system. However, the original TP has to be collected from the concerned office and should accompany the movement of the produce.

15. Third Party Access for certain Certificates:

Any person can access the Certificate of Clearance & Felling Permission from the system