

Himachal Pradesh Forest Department

General Procedure and Checklist for obtaining NOC for Tree Felling:

1. Person/Firm/Company intending to fell tree growth existing on the patta land or Government assigned/ leased land in the state of Himachal Pradesh shall furnish details of trees proposed to be felled in the FOTFP (Forest Online Tree Felling Permission) Application Form along with required documents (Annexure-I) on website <http://fotfp.hp.gov.in/> or HP Forest Official Website: <http://hpforest.nic.in/>
2. After successful filing of FOTFP Application Form, the details of trees to be felled will be forwarded online to the concerned incharge Circle Officer (CF/CCF)/ Divisional Forest Officer(DFO)/ Designated Officer along with enclosures/certificates.
3. The applicant shall be able to monitor the status of application online by using user ID and password generated for FOTFP Application Form while registering on the FOTFP Software.
4. Concerned Officer will examine the application at Circle / Divisional Level.
5. After careful examination, if all the details along with documents are found satisfactory, the Circle / Divisional Officer will forward the application to the concerned Range officer (RO) for inspection of the site.
6. Range Officer along with Block/ Beat Officer/ In-Charge will inspect the site where tree felling is required to be done by the applicant. Range Officer will make sure that the particular site will be inspected by himself/ herself/ Block/ Beat/ In-Charge as deemed fit.
7. After inspecting the site by the concerned Range Officer, will submit the inspection report to the concerned Divisional Forest Officer on line within 48 hours of the inspection as Mandated Vide PCCF (HoFF) Office order No. 47 dated 10.06.2016.
8. Concerned DFO will check the inspection report and if found satisfactory, will forward it to the Concerned Circle Officer on line for approval if not within his purview or else will approve and upload the approval on line.
9. Circle Officer will check all the details of inspection report submitted by DFO & RO and will approve the application accordingly and will return back to DFO/RO.
10. Applicant will get the latest status of the application by logging in into the system providing user ID and Password generated at the time of making application. He can also see where the

application is at a particular point of time and can also peruse what have been the observations of the officer recommending the application form.

11. In Charge Circle (CF/CCF) will give approval/ rejection to that particular application.
12. An approval will be generated automatically by the system and the applicant can download the final approval copy (NOC) of the tree felling permission without a physical touch point of the above offices.
13. All the tree felling permissions accorded shall automatically get posted on the website of the Department in public domain for viewing by the 3rd parties.
14. Entire process shall be web enabled and at no stage Applicant will be required to physically touch any of the Forest Dept. offices or Officers and shall have to be completed as per the timelines mandated vide Govt. of HP notification No. FFE-A(B)9-1/2016 dated 15.06.2016 as per the case may be.
15. Above procedure is also required to be followed for other cases of request of individual, public or private organizations for tree felling.

Important Instructions:-

- There will be no restrictions on the number of trees to be felled for purposes of bonafide domestic and agricultural uses of fuel and fodder from his privately owned lands.
- Land owners may for their bonafide domestic and agricultural use fell three trees of coniferous (except Chil trees) and in case of Chil and other five trees each year without permission and upto 10 trees with the written permission of the Range Officer concerned and more than 10 trees with written permission of the Divisional Forest Officer concerned, online.
- In case of Bamboos there shall be no restriction on number to be felled for bonafide domestic purposes or for use in their own cottage industries/ sale.

List of species of trees exempted from seeking felling permission under LPA 1978 and Rules made there under as on date is:

Poplar, Eucalyptus, Albizzia, Bauhinia, Willow, Mulberry.

This list is being enlarged and the suitable amendments are proposed to the Govt. of HP, and the approval is still awaited.

Annexure-I

Documents to be uploaded while applying for online Tree Felling Permission:

1. Copy of approval received from GoI under FCA 1980 (In case of Forest Land diverted under the provisions of FCA only)
2. Proof of ownership (Land Revenue Papers) in case of Private lands/Non Forest Govt. Lands
3. Demarcation report of the land concerned, where the trees are standing, issued by the competent Revenue Official.
4. Abstract of enumeration list of the tree species wise, class wise
5. Approval of the Government for setting up of the industry/ infrastructure facility on the proposed site.
6. Where Non-Forest Govt. Land is involved, only when the trees are standing sporadically on the land i.e. trees not in a cluster of more than 20-40 at a place.
7. Proof that the industry is set up for public purpose (if the land where it is being set up is as per para 7 (iii) of order dated 10 September 2002 under LPA 1978)
8. Scanned Copy of the Duly signed application of the applicant uploaded on the site.
9. Photo Identity (Aadhaar Card, PAN Card, Ration Card, Driving License, Employee ID Card, Voter ID Card, and any other authentic document as admissible in all Govt. Transactions and issuing by a competent authority etc.)

NOTE: PLEASE NOTE THAT, NO FEE WILL BE LEVIED FOR ACCORDING THE TREE FELLING PERMISSION (NOC) ONLINE.

FLOW CHART FOR OBTAINING NOC FOR TREE FELLING

