No.F.18-20/Stat/For-2017-18/ 24542- 618
Government of Tripura
Forest Department
Aranya Bhavan, Pt. Nehru Complex
Gurkhabasti, Agartala

Date, Agartala, the 04th September, 2018

ORDER

In persuasion to the Notification F.No.19 (5)/DIT/E-DIST/2013/Vol-III/6519-92 dated 31st March 2015 of Department of Industries and Commerce (Information Technology), Govt. of Tripura it is hereby notified that the service mentioned here under will be offered to the Citizens through the defined process of delivery using the e-District Online Portal which was implemented under the e-District Mission Mode Project. This would facilitate the electronic delivery of the service through the instructions and guidelines as described in this Government Order. The service is:-

• Registration of Trees under Joteland

1. Procedure for Registering Service Request

   a. Application through Internet

      i. The citizen will visit Tripura e-District portal at the URL: edistrict.tripura.gov.in over the internet.

      ii. The citizen will create a login ID by registering himself/herself in the e-District Portal (if not registered, already).

      iii. The registered citizen (hereinafter referred as the “applicant”) shall login into the e-District Portal with his/her credentials.

      iv. Open the online application form for “Registration of Trees under Joteland”.

      v. The applicant fills up the electronic application form and submits the request after uploading the relevant documents.

      vi. If applicable, the applicant has to pay the requisite fees as per the service to avail and the stage defined for fees collection. In case of online payment, the applicant needs to pay Payment Gateway/Bank charges, in addition to the requisite fees.

      vii. e-District software generates a unique application ID for all future communication regarding that particular service request. The same shall be intimated to the applicant on the mobile number (mandatory) as well as through e-mail id, if provided.

   b. Application through Govt. offices

The applicant can visit the concerned Govt. Office for availing the service. The systematic procedure for applying at Govt. offices will be as follows:
i. The applicant will submit his/her request for service to the Govt. clerk by providing predefined filled up service application form along with necessary supporting documents.

ii. The Govt. clerk will log into the e-District Portal using his/her credentials.

iii. The Govt. clerk will fill up the online service application form with the details provided in the hard copy service application form by the applicant and submit.

iv. The Govt. clerk shall scan the supporting documents provided by the applicant and upload the same electronically.

v. The Govt. clerk may attach the scanned copies of the supporting documents either while the applicant is present over the counter or later. However, it is mandatory that the Govt. clerk uploads the supporting documents to the right application ID when he/she chooses to do it later.

vi. A supervisor clerk may periodically supervise the attaching and archiving of records to ensure correctness of the entire process.

vii. If applicable, the applicant shall pay the specified government fees as per process specified by Department. If payment is applicable, the Govt. official should collect the specified fees and capture the challan/receipt details in the e-District software.

viii. The Govt. clerk shall then print the Acknowledgement Receipt, carrying unique application reference ID generated automatically in the e-District software, and hand over a print out to the applicant, for all future communication regarding that particular service request. The application ID will also be intimated through SMS to the applicant.

2. **Procedure for Processing of Service Request**

All Government officers, directly or indirectly accountable for processing of service request for delivery of service under e-District online platform will have e-District log-in ID and Password for discharging their responsibility. The procedure for processing of service request will be as follows:

i. Once the service request has been submitted, the e-District software shall forward the application to concerned officials for necessary action. The process flow for the processing of the application will be governed by the workflow of respective service.

ii. The application will be processed at designated levels for its completeness and correctness.

iii. The Officer in-charge would act as the verification officer in the respective Govt. Department.

iv. The application may be sent for further verification on field, if required.

v. The field officer assigned for physical verification will verify, record all the details required, upload the report onto the e-District software and send back the application to the concerned section/officer.

vi. If the application is found to be completed and correct, the competent authority approves the delivery of the service to the applicant else rejects with reason. The service output (certificate/license/permit etc.) shall be digitally signed by the competent authority.
3. **Procedure for Delivery of Service**

   a. **Through Online Mode**

   i. The applicant will log-in to the e-District Portal with his/her registered user-id and password. The applicant will take print out of the Digitally Signed Certificate or Service Output. If application is rejected, he/she gets the reason of rejection in the form of Digitally Signed Rejection Letter.

   b. **Through Govt. Office Mode**

   i. The applicant will visit Govt. office with the acknowledgement receipt carrying application reference ID.

   ii. The Govt. official in Dispatch section will log-in to e-District application and retrieves the Digitally Signed Certificate/ Rejection Letter (if application rejected) or Service Output; takes print out and hands over it to the applicant.

   iii. The Govt. official will also put a ‘Delivered’ stamp on the acknowledgement receipt.

4. **General conditions**

   i. It is hereby informed that all the services to be delivered under e-District project will be in compliance to “The Tripura Information Technology (Electronic Service Delivery) Rules, 2015”.

   ii. It is hereby accepted that all such service requests shall be electronically forwarded to all concerned.

   iii. For all legal purposes, the validity of a digital signature shall be on par with a manual signature. It shall be the responsibility of the designated officer to safeguard his/her Digital Signature token from misuse.

   iv. The authenticity of a printed copy of a Digitally Signed Certificate can be established at e-District online portal through a unique application ID and 3D QR code. Online verification link is available at the footer section of the Digitally Signed certificate / output.

   v. All departments should accept validity of a secure, digitally signed database as an authentic and trustable source for verification.

   vi. The service level for the service under Forest Department has been provided in Annexure - I. The Department officials will adhere to these service levels while processing each of the application requests. The respective departments /offices would henceforth issue the certificates in this process.

By order of the Governor,

(Budhi Debbarma)  
Additional Secretary  
to the Government of Tripura

Page 3 of 4
To:
1. The Principal Chief Conservator of Forests & HoFF for information
2. The Addl. PCCF (APR/P&D/IT & Stat/RT) for information
3. The DM & Collectors North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati and South Tripura District for information
4. The CCF (P/T/WP & S) for information
5. The DCF (P&D/WL/EAP/HQ/FP) for information
6. The District Forest Officers, North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati and South Tripura District for information
7. The Director, IT, Govt. of Tripura for information
8. The State Informatics Officer (SIO), NIC, Agartala, Tripura, Gol.
10. The SDFO, Dharmanagar/Kanchanpur/ Kumarghat/ Kailashahar/ Manu/ Ambassa/ Khowai/Teliamura/Mandai/Sadar/Bishalgarh/Sonamura/Udaipur/Amarpur/Karbook/ Bagafa and Sabroom for Information and necessary action.
11. The WLW, Trishna/Gumati/Rowa/ Sepahijala for information and necessary action.

Copy to:
PS to the Hon'ble Forest Minister, Govt. of Tripura for kind information.

(Budhi Debbarma)
Additional Secretary
to the Government of Tripura

Annexure - I

Service Level for the Service

<table>
<thead>
<tr>
<th>Name of the service</th>
<th>Task Time Period</th>
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<tbody>
<tr>
<td>Registration of Trees under Joteland</td>
<td>60 days</td>
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