

BRIEF NOTE ON TIMELINE

1. Issue of Licences for the WBI Units (like sawmill, veneer unit, plywood unit, etc.):

SN	Action Points	Authority Involved	Timeline
1	Filing of application by the applicant	DFO	30 days
2	Enquiry	DFO	
3	Forwarding to the PCCF	DFO	
4	Placing the proposal before the SLC	PCCF	
5	Consideration and recommendation	SLC	
6	Granting of licence	DFO	

2. Issue of Tree Registration Certificates [TRCs]:

SN	Action Points	Authority Involved	Timeline
1	Filing of application by the applicant	RO	
2	Forwarding to the AO*	RO	
3	Forwarding to the SDM	AO*	
4	Joint Verification	SDM	45 days
5	Forwarding the joint verification report to the AO*	SDM	
6	Issue of TRC	AO*	

*Here Authorised Officer (AO) means the Sub-Divisional Forest Officer (SDFO).

3. Issue of Tree Felling Permits for Extraction of trees from private land^:

SN	Action Points	Authority Involved	Timeline
1	Filing of application by the applicant	AO#	90 days
2	Issue of tree extraction permit	AO#	
3	Stand-marking of trees	RO	
4	Felling by the applicant	-	

^For extraction of trees from non-forest Govt land 45 days time is there from the date of receipt of the application from the UA.

#Here Authorised Officer (AO) means the Sub-Divisional Forest Officer (SDFO).

4. Processing of application for Forest Land Diversion in the State:

SN	Action Points	Authority Involved	Timeline
1	Online registration of the User Agency(UA) and Generation of ID/Password	-	-
2	Online submission of application in Part-I of Form A	NO,FCA	10 days
3	Forwarding the application to the DFO	NO,FCA	
4	Joint field enquiry	DFO	30 days
5	Filling up of Part-II of Form A and online sending the same to the CCF(T)	DFO	
6	Verification	CCF(T)	10 days
7	Filling up of Part-III of Form A and online sending the same to the NO, FCA	CCF(T)	
8	Filling up of Part-IV of Form A and online sending the same to the Secretary, Forest through the PCCF, Tripura	NO,FCA	10 days
9	Filling up of Part-V of Form A and online sending the same to the MoEF & CC	Secretary, Forest	30 days
10	Processing of application by the MoEF& CC for approval: Area above 1 ha and upto 40 ha	MoEF & CC Regional Office, Shillong	
11	Processing of application by the MoEF& CC for approval: Area above 40 ha	MoEF & CC, New Delhi	

Note: Approval for diversion of forestland (1 ha and above) is granted by Central Govt in 2 stages.

Abbreviations: BO - Beat Officer; RO - Range Officer; SDM - Sub-Divisional Magistrate; AO - Authorised Officer; DFO - District Forest Officer; CCF(T) - Chief Conservator of Forest(Territorial); NO,FCA - Nodal Officer, FCA; PCCF - Principal Chief Conservator of Forests; SLC- State Level Committee; UA - User Agency.

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