

**GOVERNMENT OF TRIPURA
FOREST DEPARTMENT**

No. F. 7(44)/For/FP-2024/Part (I)/ **25452 - 522**

Dated, **29** / **01** / 2025

MEMORANDUM

In order to ensure smooth issuance of transit pass (TP) / Re-transit pass (Re-TP) in respect of forest produce to aid Ease of Doing Business (EoDB), the following timeline has been considered appropriate by the authority in Forest Department, Government of Tripura as under:

Sl. No.	Task name (NTPS)	Task Description	Task time period
1	Applicant applies for transit pass (TP) / Re-transit pass (Re-TP) to the Range Officer (R.O.)	R.O. will undertake necessary enquiry and forward to SDFO for obtaining TP/Re-TP order.	10 (ten) days (except in exigencies)
2	SDFO receives the application along with enquiry report of Range Officer.	SDFO gives approval on his satisfaction after taking needful measures or otherwise.	07 (seven) days (except in exigencies)
3	SDFO forwards the application under special circumstances to DFO.	DFO gives approval or otherwise.	05 (five) days (except in exigencies)

N.B.: It should be ensured by the Field Level Forest Officials to process the transit passes through National Transit Pass System (NTPS) only except under only unavoidable circumstances.

By order of the Governor

Signed by

Sanjib Das

Sanjib Das 29-01-2025 12:17:25

Additional Secretary to the
Government of Tripura

Copy to:-

- 1) The Principal Chief Conservator of Forests & HoFF, Tripura.
- 2) The Principal Chief Conservator of Forests (WPS), FHQ.
- 3) The Principal Chief Conservator of Forests (P&D), FHQ
- 4) The PCCF & Chief Wildlife Warden, Tripura.
- 5) The Principal Chief Conservator of Forests, Forest Protection, FHQ.
- 6) The CEO, Tripura CAMPA, FHQ.
- 7) The Member-Secretary, Tripura Biodiversity Board (TBB).
- 8) The CEO & PD, IGDC Project / SCATFORM, Tripura JICA Project, Gandhigram.
- 9) The Nodal Officer, FCA, FHQ.
- 10) The Chief Conservator of Forests, Protection /P&D /Territorial /WP&S/ IT & Stat./ Vigilance/Legal.
- 11) The Conservator of Forests, Headquarters.
- 12) The Deputy Conservator of Forests, Protection / HQ / PBD / WL / TBB / IT & Stat. / WPS.
- 13) The Deputy Conservator of Forests, Research / Training / Working Plan Division No. I & II.
- 14) The Director, NCE, Gandhigram.
- 15) The District Forest Officer, North / Unakoti / Dhalai / Khowai / West / Sepahijala / Gomati / South District.

- 16) The Sub-Divisional Forest Officer, Dharmanagar / Kanchanpur / Kumarghat / Kailashahar / Ambassa / Manu / Teliamura / Khowai / Sadar / Mandwi / Bishalgarh / Sonamura / Udaipur / Amarpur / Karbook / Bagafa / Sabroom.
- 17) The Wildlife Warden, Sepahijala / Trishna / Rowa / Gumti WLS.
- 18) The Director, Sepahijala Zoological Park, Sepahijala.
- 19) The Managing Director, TFDPC Ltd. / TRPC Ltd.
- 20) The Assistant Conservator of Forests, (IT & Stat./Territorial) / TBB.
- 21) In-charge, GIS Lab, O/o the PCCF (T) for uploading the same in the departmental website.
- 22) The Manager, Tripura Govt. Press, Agartala with a request to publish the above Notification in the next issue of Tripura Gazette for general information.

Copy also to:-

- 1) The PS to the Secretary to the Governor, Tripura for kind information of the Governor.
- 2) The PS to the Addl. Chief Secretary to Hon'ble Chief Minister, Government of Tripura for kind information of the Hon'ble Chief Minister.
- 3) The PS to Hon'ble Forest Minister, Tripura for kind information of the Hon'ble Forest Minister.
- 4) The PS to the Principal Secretary (Forests), Government of Tripura for kind information of the Principal Secretary.

Additional Secretary to the
Government of Tripura