

GOVERNMENT OF TRIPURA  
FOREST DEPARTMENT

**NOTIFICATION**

The Governor of Tripura is hereby pleased to notify that the task time period for issuing e-TRC and extraction of tress from non-forest areas in order to ensure Business Reforms in the State of Tripura is made as under:

**(A) Task time period of e-TRC**

Sl. No	Task name (e-TRC)	Task Description	Task time period (e-TRC issue 45 days)
1	Application submission	Submission of online application	NA
2	Application verification	Verification of all the uploaded documents in the SDFO Office	3 days
3	Forward to field verification	Application will be forwarded to the concerned SDM and RO for physical verification	2 days
4	Forward to applicant for payment	Applicant will pay the service charge in favour of SDM/DCM/Tehshildar	NA
5	Joint verification – by DCM, RO and Forward to SDM	Physical joint verification will be conducted by Taheshildar and RO and submit the report to SDM	15 days
6	Joint verification report forward to SDFO	The report will be forwarded to SDFO by SDM or RO	3 days
7	Joint verification report forward to DEO	SDFO will forward the report to the DEO for digitization	2 days
8	Digitization of Joint verification report	Digitization will be conducted by the DEO	8 days
9	SDM timer	This is a system task which forwards the application after the expiry of defined time period. It is configured at Joint Verification Reports task which is to be executed by the SDM. If the SDM does not take any action on the application within 5 days then the application gets auto forwarded.	1 day
10	SDFO timer	This is a system task which forwards the application after the expiry of defined time period. It is configured at Application Verification task which is to be executed by the Dealing Assistant. If the Dealing Assistant does not take any action on the application within 5 days then the application gets auto forwarded.	1 day
11	Issuing of e-TRC	Issuing digital TRC certificate by the SDFO	10 days

*Contd.....*

**(B) Tree Extraction Permit**

Sl. No.	Task name (Extraction Permit)	Task Description	Task time period (Extraction time 90 days)
1	Application submission	Submission of online application	NA
2	Tree extraction application verification by SDFO	Forwarding of tree extraction verification request to RO	5 days
3	Tree extraction field verification by RO	Physical verification of tree extraction and stand marking done by RO	25 days
4	Forward to applicant for payment	Extraction fee payment by applicant- online payment	NA
5	Report forwarded to SDFO	Stand marking report will be forwarded to SDFO by RO	5 days
6	Issues extraction permit by SDFO	Issuing of permit	10 days
7	Extraction of Tree	Extraction will be carried by the applicant	NA
8	Generate Log measurement sheet, Log marking by Beat Officer	Log marking by Beat Officer	15 days
9	Log details entry	Details of log entry will be done in RO Office	15 days
10	Log marking verification by SDFO, Issuing of TP	Issuing of TP as per verification by SDFO	15 days

Signed by

Sanjib Das

Date: 28-01-2025 12:18:42

By order of the Governor

(Sanjib Das, IFS)

Additional Secretary to the Government of Tripura

No. F. 18-20/IT&Stat/E-TRC/For-2019-20/Vol-2/ 25523-617

Dated 29 / 01 / 2025

Copy to:-

- 1) The Principal Chief Conservator of Forests & HoFF, Tripura.
- 2) The Chief Wildlife Warden, Tripura.
- 3) The Member- Secretary, Tripura Biodiversity Board (TBB).
- 4) The PCCF (APR), FHQ.
- 5) The PCCF & CEO, CAMPA.
- 6) The PCCF (P&D)/Protection/WPS.
- 7) The CEO & PD, SCATFORM, Tripura JICA Project, Gandhigram/ IGDC.
- 8) The Director, NCE, Gandhigram.
- 9) The Nodal Officer, FCA, FHQ.
- 10) The Chief Conservator of Forests, Territorial/IT & Stat./Vigilance/Legal.
- 11) The Deputy Conservator of Forests, Protection/HQ/PBD/IT & Stat./WPS/WL.
- 12) The Deputy Conservator of Forests, Research/ Training/ Working Plan Division No. I & II.
- 13) The District Magistrate & Collector, North / Unakoti / Dhalai / Khowai / West / Sepahijala / Gomati / South Tripura.
- 14) The District Forest Officer, North /Unakoti /Dhalai/Khowai/ West/Sepahijala/ Gomati /South Tripura.
- 15) The Sub-Divisional Magistrate, Panisagar / Dharmanagar / Kanchanpur / Kailashahar / Kumarghat / Ganda Twisa / Longtharai Valley / Kamalpur / Ambassa / Khowai / Teliamura / Sadar / Jirania / Mohanpur / Bishalgarh / Sonamura / Jampuijala / Udaipur / Amarpur / Karbook / Santirbazar / Sabroom / Belonia Sub-Division



- 16) The Sub-Divisional Forest Officer, Dharmanagar /Kanchanpur/Kumarghat /Kailashahar /Ambassa / Manu /Teliamura/Khowai/Sadar /Mandai /Bishalgarh /Sonamura / Udaipur /Amarpur/Karbook /Bagafa /Sabroom.
- 17) The Wildlife Warden, Gumti/ Sepahijala/ Trishna/ Rowa WLS.
- 18) The Managing Director, TFDPC Ltd./TRPC Ltd.
- 19) The Manager, Tripura Govt. Press, Agartala with a request to publish the above Notification in the next issue of Tripura Gazette for general information.
- 20) The In-charge, GIS Lab of FHQ for uploading in the Department website.

***Copy also to:-***

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

Additional Secretary to the  
Government of Tripura