

No.F.7 (44)/FOR/FP/2001/Part-II/ 19.630 - 729  
**FOREST DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

Dated, Agartala, the 20/10/2010

**DETAILED PROCEDURE FOR EXTRACTION OF TREES FROM NON-FOREST AREAS**

**1. REGISTRATION OF TREES FOR PERMISSION FOR EXTRACTION:**

- 1.1 All applications for registration of trees standing on any plot of non-forest area shall be submitted by the land owner to the concerned Authorized Officer through the concerned Range Officer in the prescribed application Form along with prescribed Registration fee.
- 1.2 The application for registration/felling of trees, submitted by any other person(s) on behalf of the owner of land, shall not be entertained.
- 1.3 The Authorized Officer shall send such applications with his comments, if any, to the Sub Divisional Magistrate (SDM) concerned along with the name of Forest Range Officer to be entrusted with the joint verification.
- 1.4 Upon receipt of such application from the Authorized Officer, the SDM shall pass an order entrusting the work for joint verification and demarcation of the land to Revenue Officer(s), as deemed appropriate endorsing a copy to the Authorized Officer and the concerned Forest Range Officer.
- 1.5 The joint verification report duly signed by the staff of Forest Department and Revenue Department shall be submitted to the SDM, who shall scrutinize the same and upon satisfying himself about the veracity of the report, shall send the joint verification report to the Authorized Officer.
- 1.6 The Tree Registration Certificate (TRC) shall be issued by the Authorized Officer, in the prescribed form, based upon the joint verification reports, within 45 (forty five) days of receipt of joint verification report in the office of Authorized Officer. The certificate issued will remain valid for 7(seven) years from the date of issue or till all the trees are removed from the plot, whichever is earlier.
- 1.7 The Authorized Officer shall prepare and make available a certificate of such registration, which shall inter- alia include a location map/ sketch of the area, to the registered owner.
- 1.8 TRC shall be issued on first come first served basis.

**2. PERMISSION FOR EXTRACTION OF TREES**

- 2.1 Applications for extraction of trees shall be submitted by the land owner to the Authorized Officer along with (i) Copy of the registration certificate (ii) the details of species, number & measurements of trees proposed to be felled and (iii) any other details prescribed by the Principal Chief Conservator of Forests.
- 2.2 The Authorized Officer as soon as possible, shall accord the permission for extraction of trees and communicate it to the applicant and the concerned Range Officer. On receipt of the permit order, the permit holder shall contact the Range officer, who shall, in turn, do the marking of trees at the earliest.
  - 2.2.1. Permits shall be issued on first come first served basis.
- 2.3 Maximum number of trees allowed in a single permit shall not exceed 30 (thirty).



- 2.4 One time permission for extraction of 5 trees for domestic use from plots of non-forest land which are not contiguous to any forest land shall be given within 20 days from date of receipt of the complete application and the Range officer shall mark the trees within 10 days on receipt of the permit order.
- 2.5 Maximum time allowed for operation of one permit shall be 90 (ninety) days.
- 2.6 No fresh permit shall be issued until the trees permitted earlier are felled and removed from the stump site under cover of Transit Pass.
- 2.7 In habitation areas, public places, roads where the trees have fallen due to natural causes like storm, decay of the tree, etc., causing severe inconvenience to people, the owner will be free to displace the same after giving intimation in writing to the Authorized officer. In other places, where trees have fallen due to such natural causes, intimation shall be given by the owner to the Authorized officer. The Authorized officer shall first cause enquiry and if he is satisfied with natural causes of the fall of tree/trees, he may allow extraction after recoding the reasons within 20 days time on receipt of application.
- 2.8 Permission for extraction of trees from non-forest land that pose danger to the human life and property shall be accorded within 10 days from the date of receipt of application from the owner as a special provision.
- 2.9 Action for extraction of trees from non-forest land which is also Govt. land for construction of Govt. buildings, roads including widening of roads, bridges and railway lines, etc. shall be taken within 45 days from the date of receipt of the application from the user agency.
- 2.10 No permission shall be given for extraction of trees already felled without permission of extraction of trees by the Authorized Officer except in cases mentioned under clause 2.7 above.

### **3. PERMISSION FOR EXTRACTION OF RUBBER TREES**

- 3.1 Applications for extraction of rubber trees shall be made to the concerned Range Officer by the landowner along with all the documents in support of his/her claim over the trees.
- 3.2 After ascertaining the status of land etc., the Range Officer shall conduct the verification/demarcation and stand mark 30 (thirty) trees and submit the stand marking list to the Authorized Officer within 15 days time on receipt of complete application.
- 3.3 The Authorized Officer shall issue the permit order for extraction of 30 trees at a time, within 10 days time on receipt of marking list from the concerned Range officer.
- 3.4 The log marking shall be done by the Range Officer/Beat officer as per marking rules in force on realization of service charge and Transit Pass shall be issued by Range Officer/Beat officer within 24 hours after felling and marking.
- 3.5 Once all the trees against a permit are extracted, application for another permit may be submitted by the rubber trees owner.

### **4. TIME EXTENSION AGAINST THE PERMIT ISSUED:**

- 4.1 The application for time extension against the permit order, shall be made to the concerned Forest Range Officer by the owner of the land who inturn shall verify in the field whether the trees still continue to be on the site or not and forward the application along with his observations/recommendation to the Authorized Officer within 15 days on receipt of application.



- 4.2 If satisfied that the trees earlier permitted, are still on the site, the Authorized Officer shall allow time extension for 1<sup>st</sup> time for a period of one month on payment of Rs.50/- per tree.
- 4.3 In respect of time extension for the 2<sup>nd</sup> time, the application for time extension along with report of Range officer certifying that the permitted trees in question are still standing on the site, shall be forwarded to the Conservator of Forests who after satisfying himself, shall accord time extension for 2<sup>nd</sup> time, on payment of time extension fee of Rs.100/- per tree.

## 5. MARKING OF TREES

- 5.1 Application for marking of trees shall be submitted to the concerned Forest Range Officer in the plain paper giving details of permit order.
- 5.2 The marking of trees shall be done by the concerned Forest Range Officer or other staff authorized to do so subject to the provision of Tripura Forest (Timber Marking) Rules, 1985 and amendments made thereto from time to time.
- 5.3 The marking shall be done by the Forest Department as in Para-5.2 above after receipt of the service charges at the rates prescribed for this purpose.

## 6. SERVICE CHARGE:

Service charge shall be realized by the Forest Department from the owners of the trees for rendering the service on account of verification of the land, marking of trees namely stand marking, and log marking, issue of transit pass, etc. at the following rates:

### Rate of Service tax

#### (i) For timber/rubber trees:

- |     |   |       |                   |
|-----|---|-------|-------------------|
| (a) | Up to 45 cm girth (over bark)                                   | ----- | Rs.50/- per tree  |
| (b) | Above 45cm but below 90 cm. girth at breast height (over bark)- | ----- | Rs.75/- per tree  |
| (c) | 90 cm to 150 cm. girth at breast height (over bark)             | ----- | Rs.100/- per tree |
| (d) | Above 150 cm. girth at breast height (over bark)                | ----- | Rs.150/- per tree |

#### (ii) For Fire Wood:

- |     |                       |       |          |
|-----|-----------------------|-------|----------|
| (a) | Per truck             | ----- | Rs.500/- |
| (b) | Per jeep trailer load | ----- | Rs.100/- |
| (c) | Per rickshaw          | ----- | Rs.20/-  |

#### (iii) For Ballies/posts

- |     |   |       |              |
|-----|---|-------|--------------|
| (a) | Below 30 cm. girth at breast height (over bark)                   | ----- | Rs.15/- each |
| (b) | 30 cm. girth and above at breast height up to 45 cm. (over bark)- | ----- | Rs.30/- each |

## 7. REALIZATION OF VALUE ADDED TAX /INCOME TAX :

- 7.1 The Value Added Tax on timber/rubber trees shall be realized after assessment of felled volume calculated at the rate of royalty notified by the government from time to time for government timber/forest produce by the forest officials in charge of

Ranges/Beats. The Value Added Tax on such produce shall be realized at the rate as notified by the State Government from time to time in this regard.

- 7.2 Out of the total Value Added Tax so realized in each case, 15% of the amount shall be counted towards service charge of the Forest Department and shall be deposited in the revenue account of the concerned Division whereas the balance 85%, in the Treasury/Sub-treasury under the appropriate head of account as required for depositing the Value Added Tax respectively.
- 7.3 The process of realization of income tax will continue in accordance with amendments made by appropriate authority from time to time.

**8. PERMISSION FOR EXTRACTION OF TREES FROM ALLOTTED LAND:**

- 8.1 Permission for extraction of trees from protected forest land allotted to private individual prior to 25.10.1980 shall be regulated in accordance with the above guidelines. The market value of the trees or any part thereof payable to the Government by an allottee under Tripura Land Revenue and Land Reforms (Allotment of Land) Rules, 1980, if remained unpaid at the commencement of the said Rule, shall be deemed to have been remitted in accordance with the Notification No.F.38 (85)/REV/75, dated 21.09.81 of Revenue Department.
9. These guidelines, being the detailed procedure for extraction of trees from private land in the State of Tripura, will take immediate effect in cancellation to earlier orders/guidelines issued vide No.7 (44)/For-FP/01/P-III/5707-807 dated 17.06.2004.

By order of the Governor


  
20.10.10  
Joint Secretary to the Govt. of Tripura  
(Forest Deptt.)

**Copy to :**

1. The Secretary to the Governor, Tripura.
2. The Principal Chief Conservator of Forests, Tripura.
3. All Commissioners and Secretaries to Govt. of Tripura.
4. All Chief Conservator of Forests.
5. All Conservator of Forests.
6. All D.F.O.s and Wild Life Wardens.
7. All District Magistrates & Collectors.
8. All Sub-Divisional Magistrates.

**Copy also to :**

1. The Secretary to the Chief Minister, Tripura.
2. The P.S. to the Minister for Forests, Tripura.
3. The J.S. to the Chief Secretary, Tripura.

  
20.10.10  
Joint Secretary to the Govt. of Tripura  
(Forest Department)