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ইন্দিবর পাণ্ডেয়, আই.এ.এস.  
অতিরিক্ত মুখ্য সচিব  
বন দপ্তর  
অরন্য ভবন  
সেন্ট্রাল সিটি, কলকাতা-৭০০ ১০৬  
ফোন : ০৩৩-২৩৩৫-৪০৩০  
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23/8  
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**Indevar Pandey, I.A.S.**  
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No.22/ACSF/18

Date-26.7.2018

To The Additional Chief Secretary Principal Secretary/Secretary

Immigration Waterways  
Department.

Sir,

A large number of infrastructure projects now-a-days require diversion of forest land for non-forest purposes. There is a detailed procedure prescribed for diversion of forest land for non-forest purposes. However, in most cases, it is observed that the concerned departments are not aware of the process. The forest diversion proposal has to be uploaded on-line on the website [www.forestclearance.nic.in](http://www.forestclearance.nic.in).

It should be mentioned that forest clearance is not as difficult as perceived by most of the departments. If the proposal is submitted in the proper format the permission for diversion of forest land can be obtained within a period of three months.

To facilitate the work of other departments for obtaining the forest clearance, a detailed guideline has been prepared and the same is enclosed herewith. It has further been decided to nominate one nodal officer from the Forest department to assist other departments in the entire process on uploading the proposal for forest clearance and guide them throughout the process.

The details of nodal officer appointed by the department as follows:

Shri K Balamurugan, IFS  
CF, Land Affairs & FCA.  
Mob:8903456025  
e-mail : wbcampa @ gmail.com

All the departments of State Government seeking forest land diversion for their projects are requested to follow the guidelines.

important  
DS (w)-II  
Land related issue  
28.08.18  
H. Circulate  
23/8/18

Secretary  
May Pl be circulated  
to all concerned  
26/8

Yours sincerely,

26/7/2018  
(Indevar Pandey)

Encl: As above

U.O. No. 752  
Dated: 23-08-18  
ACS, I&W

**Enclosure to letter No.22/ACSF/18 dated 26/07/2018**

**How to Submit Proposals under Forest Conservation Act, 1980 (FCA)  
to divert forest land for non-forestry purposes**

- 1) The proposals to divert forest land under Forest Conservation Act, 1980 (FCA) are to be submitted through the website **www.forestclearance.nic.in**
- 2) The User agency or UA (name of Govt. / Private Organisation) needs to register as new UA on the website mentioned in (1) for each proposal and generate a confidential user ID and password.
- 3) UA to authorise an officer by name who shall move the proposal on behalf of the UA, along with his phone number and attested signature.
- 4) The authorised officer of UA to issue a letter to the district land officials to provide equivalent quantum of non-forest land which should be free from all encumbrances and adjacent to forest area for compensatory afforestation.
- 5) The non-forest land identified for compensatory afforestation shall be verified by the concerned DFO regarding its suitability for compensatory afforestation. If it is found suitable, DFO to issue a certificate of suitability of the said land and upload it in Part II. In case, the land is not found to be suitable, another non-forest area should be provided by the UA.
- 6) The following documents/certificates/maps are to be kept ready by UA before filling Part I Form A and its uploading on the website:-
  - A) Letter issued by UA authorising an officer.
  - B) Certificate from the concerned District Magistrate on the status of settlement of rights under the Forest Rights Act, 2006 pertaining to the forest land proposed to be diverted.
  - C) Map of the forest land proposed to be diverted in the 1:50,000 Survey of India Toposheet, indicating boundaries with proper index, signed and sealed by the concerned DFO.
  - D) Map of the non-forest land identified for compensatory afforestation in the 1:50,000 Survey of India Toposheet indicating boundaries with proper index.
  - E) Geo-referenced survey map of the forest land proposed to be diverted prepared by using GPS or Total Station with sufficient GPS coordinates, with an index showing station to station GPS readings, signed and sealed by the concerned DFO.

F) Geo-referenced survey map of the non-forest land proposed for compensatory afforestation with sufficient GPS coordinates, with an index showing station to station GPS readings.

G) KML file of the forest land proposed to be diverted signed and sealed by the concerned DFO. The KML file is to be prepared with the help of E-Green Watch portal **egreenwatch.nic.in**

H) KML file of the non-forest land proposed for compensatory afforestation. The KML file is to be prepared as mentioned in (G).

I) Ownership proof of the non-forest land proposed for compensatory afforestation.

J) A note containing justification for locating the Project in forest land and details of alternatives examined.

K) If employment is likely to be generated due to the Project, the details thereof.

L) Details of the displacement of people due to the Project, if any.

M) Copy of Cost-Benefit analysis for the Project.

N) 1. For mining proposal, details of the mining plan with relevant maps and environmental clearance is required under the Environment (Protection) Act 1986.

2. For projects involving protected Areas (PAs) i.e. National Parks and Wild Life Sanctuaries, the UA will apply to the Chief Wild Life Warden for getting clearance from State Wild Life Board and National Wild Life Board.

O) UA to provide separate undertakings to bear the:

1. Cost of Net Present Value.
2. Cost of Compensatory Afforestation with its 10 years maintenance and penal Compensatory Afforestation and its incremental cost.
3. Cost of tree felling, transportation etc. ,

P) UA to provide separate undertakings:

1. To provide encumbrance free non forest land for compensatory afforestation.
2. To complete boundary pillars with GPS reading in the forest area proposed for diversion.

7) The UA to log into **www.forestclearance.nic.in** and using User ID and Password should select fresh forest land proposal under section 2 (ii) and open Form A, Part 1.

8) Once it is open, fill the form stepwise and upload authorisation letter, KML files,

Toposheet Map, Geo-referenced Survey Map along with all undertakings, certificates etc in PDF files in draft form.

*Note: Before uploading Form A Part I, the user agency should go through the same with utmost care because it is not easy to get it edited after uploading on the website.*

- 9) If all the documents and papers are up-to-date and uploaded properly, the State Nodal Officer (S.N.O) shall issue direction online to submit 05 complete sets of hard copies of Form A Part I already uploaded by UA bearing the signature and seal of UA's authorised officer on every page along with soft copy of KML files and the maps, letters / certificates, undertakings etc. in original to the concerned DFO. Make sure that there shall be FIVE sets with all enclosures.
- 10) Concerned DFO would fill the Part II, and upload it.
- 11) Concerned CCF/CF would fill the Part III. and upload it.
- 12) S.N.O. would fill the Part IV, upload it and send the proposal to the State Forest Department for uploading Part V and granting approval from the State Govt or send it to Govt. of India, as the case may be.
13. Once the proposal is approved, In-principle / Stage-I clearance is accorded to the proposal by Govt. of India / State Govt. subject to various conditions.
- 14) The U.A. to submit compliance report regarding each and every condition to S.N.O. along with its supporting documents.
  1. One of the conditions is payment of various costs as mentioned above in (6)(O). Demand for items mentioned above at (6) (O) 1 & 2 will be raised by the DFO online to the UA for payment.
  2. After the said demands are accepted by the S.N.O. online, the U.A. shall generate a challan online through the website mentioned in (1) & pay the amount to any Nationalized Bank.
  3. For payments against items mentioned above at (6) (O) 3, the amount shall be paid by the U.A. to the DFO, after receiving a demand from him, by an account payee Cheque / Demand Draft .
- 15) The S.N.O. will send the same to the State Forest Department who will give / send it to Govt. of India for giving Stage-II approval, as the case may be.
- 16) After the Stage -II approval is given by the State Govt. / Govt. of India, the DFO shall hand over the forest area proposed for diversion to the U.A. on getting satisfied regarding the compliance of all conditions mentioned in Stage-II approval.

**Cases where Non - Forest land is not required and Compensatory Afforestation may be raised over degraded forest land twice in extent of the forest area being diverted:**

- For Central Govt. / Central Govt. undertaking projects
- For extraction of minor minerals from the river beds. (However, if forest area to be diverted is above 500 hectares, compensatory afforestation over equivalent area of degraded forest shall be required to be done instead of twice the area being diverted subject to a minimum of 1000 hectare compensatory afforestation).
- For construction of link roads, small water works, minor irrigation works, school building, dispensaries, hospital, tiny rural industrial sheds of the Government or any other similar work excluding mining and encroachment cases, which directly benefit the people of the area – in hill districts provided diversion of forest area does not exceed 20 hectares.
- For laying of transmission lines - excluding sub-stations, switching stations and other components of the of HVDC terminal or invertors etc.
- For mulberry plantation undertaken for silk-worm rearing without any felling of existing trees
- For diversion of linear or strip plantation declared as protected forest along the road/rail/canal sides for widening or expansion of road/rail/canal.
- For laying of telephone/optical fibre lines

**Approval for following activities to be carried out by the Government Department involving not more than 1 ha. of forest land may be given by State Forest department :-**

1. Schools,
2. Dispensaries/Hospitals,
3. Electrical and Telecommunication Lines,
4. Drinking Water,
5. Water/Rain Water Harvesting Structures,
6. Minor Irrigation Canal,
7. Non Conventional Sources of Energy,
8. Skill up Gradation/Vocational Training Centre,
9. Power Sub-stations,
10. Communication Posts,
11. Construction / widening of roads including approach roads to road side establishments,
12. Upgradation / strengthening / widening of of existing bridges by BRO, and
13. Police establishments like Police Stations/ Outposts/ Border Outposts / Watch Towers in sensitive area (identified by Ministry of Home Affairs),

**Approval in LWE affected districts for following activities to be carried out by the Government Department involving not more than 5 ha. of forest land with trees not more than 50 per ha) – may be given by State Forest department :-**

1. Schools,
2. Dispensaries/Hospitals,
3. Electrical and Telecommunication Lines,
4. Drinking Water,
5. Water/Rain Water Harvesting Structures,
6. Minor Irrigation Canal,
7. Non Conventional Sources of Energy,
8. Skill up Gradation/Vocational Training Centre,
9. Power Sub-stations.
10. Rural roads ; all category of public roads and quarrying of materials used in construction of public roads
11. Communication Posts,
12. Police establishments like Police Stations/ Outposts/ Border Outposts / Watch Towers in sensitive area (identified by Ministry of Home Affairs),
13. Underground laying of optical fibre cables, telephone lines & drinking water supply lines.
14. Setting up of Medical colleges by Govt departments in 117 LWE affected districts

**For cases of forest land upto 40 ha. of forest land and having more than 50 trees / ha in LWE affected districts**

All such proposals involving more than 5 ha. and /or having more than 50 trees per hectare shall be placed before a Committee under the Chairmanship of the Additional Chief Secretary, Forest Department.