

CITIZEN CHARTER - 2011
FOREST DEPARTMENT

Forests comprise of different ecosystems, and have a very important role to play in environmental protection. Forests provide significant income and livelihood options for millions of forest-dependent people. Forests provide a wide range of products and services. Degradation of forests will have adverse impact on various life support systems such as water resources, agriculture, bio-diversity and environment. Vast sections of the rural society, including a majority of the tribal, are dependent on forests for their livelihood. Forests have to be managed sustainably for the livelihood security of the humanity.

The Forest Department offers a variety of services to the citizens. Some of which are listed below :

Sl. No.	Services Offered	Benefits	Eligible persons	Required document	Authority to be contacted	Sanctioning authority
1.	Tree cultivation in private lands (Raising of casuarina and timber trees)	Brings back productivity in fallow land in the form of profitable trees; Farmers grant at the rate of Rs.1000/- per acre for the block planting component for the first year	Small and marginal farmers	Ownership deed, patta, chitta, adangal	Range Officer Concerned	District Forest Officer concerned
2.	Tank foreshore plantations (Raising of plantations)	Meets the fuel, fodder and small timber requirements of the State;	Members of local panchayats	-	Range Officer Concerned	District Forest Officer concerned

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		75% of the net revenue realised through sale of these plantations paid to the panchayats towards their share for taking village developmental works				
3.	Free supply of seedlings to insitutions	Mitigates air, noise pollution etc	Schools, Colleges, Institutions etc.	Application in plain paper	Range Officer Concerned	District Forest Officer concerned
4.	Grazing (G.O.Ms.No.47, E&F (FR13) Deprt. dted 03.03.2000)	Cattle Grazing	Public	Fee Goat - Not allowed Sheep - Free Bullock - Rs.4/- Buffallo- Rs.6/- Donkey- Rs.10/- Elephant Rs.100/-	Range Officer Concerned	Range Officer Concerned
5.	Possession of scheduled timber	Can posses <0.5 cum quantity of scheduled timber	Public	-	-	-
		>0.5 cum quantity of scheduled timber	Public	Apply for licensing the possession with the certificate of orgin	Range Officer Concerned	District Forest Officer concerned
6.	Timber transit	Moving of Timber from or to by public	Public	Application in a plain paper with payment of the prescribed fee one cart load Rs.10/-, per lorry Rs.50/- for karuvel timber and for other timber Rs.100/-	Range Officer Concerned	District Forest Officer concerned

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7.	Sandalwood possession	Possess or store sandalwood in excess of 5 kilograms	Public	Apply for form 1 permit in plain paper with prescribed fee with origin certificate	District Forest officer	District Forest officer
8.	Sandal wood Sale	Purchase of sandalwood by individuals	Public	Upto 5 Kg to private individuals	District Forest officer	District Forest officer
.				Upto 10 Kgs to private individuals	Conservator of Forests	Conservator of Forests
				Upto 100 Kgs to private individuals	Principal Chief Conservator of Forests	Principal Chief Conservator of Forests
				Up to 500 Kgs to temples	Principal Chief Conservator of Forests	Principal Chief Conservator of Forests
9.	Sandalwood Transit	import sandalwood into or export sandalwood from or move sandalwood from one place to another place in the State	Public	Apply for form I / II or III permit in plain paper with prescribed fee with origin certificate	Range Officer Concerned	District Forest officer
10.	Minor Forest Produce (MFP) in Forest Management Watersheds	Collection of MFP from Forest areas in TAP villages.	Village Forest Councils 25% of sale proceeds to be credited to VFC Fund and balance distributed among the VFC council members. Village Women's Council MFP allotment will be given as per fair price fixed by the VFCs (G.O.Rt. No.286, E&F Dept, dated 25.09.1998)	-	Range Officer Concerned	District Forest Officer concerned

Sl. No.	Services Offered	Benefits	Eligible persons	Required document	Authority to be contacted	Sanctioning authority
11.	Firewood in forest management watersheds	Collection of firewood free of cost from Government forest areas attached to TAP villages	VFCS land less and poor households	-	Range Officers	District Forest Officers concerned
12.	Fodder and green leaf manure	collection of fodder and green leaf manure free of cost from forest attached to TAP villages	VFCs members	-	Range forest Officers	District Forest Officers concerned
13.	Minor Forest Produce (MFP) to tribals (G.O.Rt.No.79, E&F Dept, Dt 29.04.2003)	Free of cost to tribals	Tribals	Application in plain paper	Range Officer Concerned	District Forest Officers concerned
14.	Film shooting	Film Shooting in non-sensitive areas of RF	Students, Documentation, Art and culture through Tourism Dept. Film production units	Application in plain paper	Principal Chief Conservator of Forests (issue of NOC) Principal Chief Conservator of Forest & Chief Wild Life Warden. - within the protected areas	Director of Information Department
15.	Wildlife Possession	No member of the public can own a wild animal	-	-	-	-
16.	Wildlife transport (G.O.Ms.No.447, E&F (FRV) Dept. dt.19.07.1991)	No person shall transport any wild animal within the State or outside the State without the permission of CWLW, PCCF/CWW	Public	Application in the prescribed form	Principal Chief Conservator of Forest & Chief Wild Life Warden.	Principal Chief Conservator of Forest & Chief Wild Life Warden.

Sl. No.	Services Offered	Benefits	Eligible persons	Required document	Authority to be contacted	Sanctioning authority
17.	Wildlife Hunting	Hunting of animals is completely banned	-	-	-	-
18.	Compensation to Wildlife damages (G.O.Ms.NO.98 E&F dept. dated 17.08.2011)	<p><u>1. Human death / Permanent incapacitation</u> Rs.3,00,000/-</p> <p><u>2. Major injuries</u> Rs.30,000/-</p> <p><u>3. Damage to crop</u> Rs.25,000/-per acre or as per actual whichever is less. Coconut tree Rs.500/- per tree.</p> <p><u>4. Damage to Tiled /RCC House / Thatched House</u></p> <p><u>Fully damaged house</u> Pucca house Rs.35,000/-per house</p> <p>Kucha house Rs.10,000/-per house</p> <p><u>Severely damaged house</u></p> <p>Pucca house Rs.5,000/-per house</p> <p>Kucha house Rs.2,500/-per house</p>	Public	FIR, certificate of legal heir and other relevant records	Range Officer Concerned	Conservator of Forests Concerned

Sl. No.	Services Offered	Benefits	Eligible persons	Required document	Authority to be contacted	Sanctioning authority
		<p><u>Partially damaged house</u> Rs. 1500/-per house</p> <p>5. <u>Damage to Vehicle, loss of cattle of live stock</u> Milch cattle Rs.10,000/-</p> <p>Bullock Rs.10,000/-</p> <p>Goat Rs.2,000/-</p> <p>Sheep Rs.1,500/-</p> <p>Poultry Rs.100/-per bird</p> <p>Pig Rs.1,000/- or actual value whichever is less.</p> <p>6. <u>Damage to Cloth / House hold articles other house hold</u> Actual loss or Rs.2000/- whichever is less</p> <p>7. <u>Damage to shop</u> Rs.4000/-</p> <p>8. <u>Damage to irrigation or drinking water wells, electric motor</u> Rs.2000/-</p> <p>9. <u>Vehicle compensation</u> Rs.2000/-</p>				

Sl. No.	Services Offered	Benefits	Eligible persons	Required document	Authority to be contacted	Sanctioning authority
19.	Visit to sanctuaries	Wildlife awareness creation	Tourists, Students, Indian citizens	-	Concerned Wildlife Warden/ District Forest Officer	-
20.	Research Study	Carrying research study by students	Students, Researchers etc	Application in plain paper	-	P.C.C.F. in Forest areas P.C.C.F & C.W.L.W. - within the protected areas

While extending services to the public, the citizens are expected to adhere to the following rules and regulations:-

2. Timber Transport

2.1. The following Acts and Rules regulate the tree felling and transport of timber in Tamil Nadu.

Tamil Nadu Forest Act 1882.

Tamil Nadu Preservation of Private Forest Act, 1949.

Tamilnadu Hill Areas (Preservation of Trees) Act, 1955.

Tamilnadu Rosewood (Conservation) Act, 1994.

Tamilnadu Timber Transit Rules, 1968.

Tamilnadu Sandalwood Transit Rules, 1967.

Tamilnadu Sandalwood Possession Rules, 1970.

The Tamil Nadu Sandalwood trees on Patta land rules-2008.

Tamil Nadu maintenance of Accounts in respect of scheduled Timber for industrial or commercial purposes Rules 1988.

2.2. To cut any trees in the areas notified under Tamil Nadu Preservation of Private Forest Act, 1949 and Tamil Nadu Hill Areas (Preservation of Trees) Act, 1955, prior permission should be obtained from the Committee constituted under the said Act, under the Chairmanship of District Collector concerned. Petitions for cutting trees are decided by the Committee, which may meet as often as necessary and there shall not be more than two months interval between two meetings.

2.3. There is a ban on felling of trees of spontaneous growth in forest areas as per the interim directions of Hon'ble Supreme Court of India in W.P. 202/95 dated 12.12.96.

2.4. According to Tamil Nadu Forest Act, 1882, the following tree species are notified as Scheduled Timber.

1. Blackwood
2. Red Sanders
3. Rosewood
4. Sandalwood
5. Teakwood

2.5. To remove the dead or wind fallen Rosewood tree from any forest, which includes waste land or community land containing trees, shrubs and roads, pasture land and any other class of land declared by notification by the Government to be a forest, prior permission should be obtained from the Collector under Tamil Nadu Rosewood (Conservation) Act, 1994.

2.6. A permit in Form II issued by the Tamil Nadu Forest Department shall be obtained to move timber into or from or within the State. The permit shall be valid only for the specified time mentioned in the permit by the permit issuing authority. No permit is necessary for the transport of timber within the limit of Municipality or Corporation. The following classes of timber which are exempted from the purview of Tamil Nadu Timber Transit Rules and therefore, permit under Timber Transit Rules is not required to transport them.

(1) Small wood for fuel and bamboo in head load.

(2) Firewood purchased from depot/market for domestic consumption

List of exempted species which do not require permit under the Tamil Nadu Timber Transit Rules is exhibited in the forest department website. www.forests.tn.nic.in

2.7. No royalty is payable for teakwood and rose wood trees in Kanyakumari District and Shenkottah Taluk of Tirunelveli District and also in the rest of the State.

Collection of road permit fee at check posts was abolished to enable the unhindered usage of forest roads by general public.

2.8. Sandalwood sale, possession and transport

Sandalwood occurs extensively mostly in the Eastern Ghats ranging from Vellore district in the North East of Tamil Nadu to the Nilgiris in the west in the dry deciduous forests of the region. In Tamil Nadu only dead and drying sandal trees are uprooted and brought to depots for rough and final cleaning. The final cleaned sandalwood is sold in public auction in three sandalwood depots at Tiruppattur, Salem and Sathyamangalam at regular intervals. To participate in the sale, firm or individual, must register their names with the respective District Forest Officers.

The retail sale of sandalwood shall be ordered by the following officers to meet the bonafide local demands.

- a) District Forest Officer - Upto 5 kilograms to private individuals.
- b) Conservator of Forests -
 - i) Upto 10 kilograms to private individuals.
 - ii) Upto 100 kilograms to temples.
- c) Chief Conservator of Forests -
 - i) Upto 50 kilograms to private individuals.
 - ii) Upto 500 kilograms to temples.

The sale rates for retail sale are fixed by the Principal Chief Conservator of Forests and communicated to all officers once in a year. Based on the rate, sandalwood is sold in retail.

The possession and movement of sandalwood in Tamil Nadu is regulated under (Tamil Nadu Sandalwood Transit Rules, 1967), Tamil Nadu Sandalwood possession Rules, 1970. As per Tamil Nadu Sandalwood possession Rules, 1970 Rule 3(1), if any person intends to possess or store sandalwood in excess of 5 kilograms he shall apply to the District Forest Officer in Form I and obtain a licence after paying the fees prescribed in sub rule (7) of rule 4.

According to Tamil Nadu Sandalwood Transit Rules, 1967, no person shall import sandalwood into or export sandalwood from or move sandalwood from one place to another place in the State unless such sandalwood is accompanied by either Form I / II permit referred to in Rule 4 or by a Form III way permit referred to in rule 6. The sandalwood must bear the mark of the Government Origin as provided in rule 7 of the property mark in respect of such sandalwood.

The Forest Department issues the permits mentioned above after collection of necessary fees.

2.9. Sandalwood trees in patta lands

Every person who grows trees on any patta land held by him as owner, tenant, lessee and mortgage with possession or otherwise shall be the owner of such sandalwood trees. The sandalwood tree grown on any patta land shall be sold only to the Government. In order to encourage the private owners to grow more sandal wood trees in their land, the Government notified separate rules called the Tamil Nadu Sandal Wood Tree on Patta Land Rules, 2008.

2.10. Sale of Timber

In TamilNadu, the trees from natural forests are not felled to cater to the needs of timber. However, the dead, wind fallen trees are sent to Forest Depot, and sold in public auction. The teak trees from plantation raised along canal banks in Thanjavur, Tiruvarur, Nagapattnam and Villupuram district, which have attained 30 years of age and above, are extracted and sold in auction. The pulpwood plantations raised in forest areas of Kodaikanal division and Nilgiris district are allotted to pulpwood industries for harvest subject to the prescriptions in the approved working plan of the concerned division.

2.11. Lifting the ban on movement of Timber outside the State of Tamil Nadu

Government have lifted the ban on movement of Timber outside the State of TamilNadu. Hence any person can transport timber outside the State duly obtaining the permit under Timber Transit Rules. There is a ban on movement of pulpwood from Tamil Nadu State to other States.

3. Forest Conservation Act-1980

User agencies should submit applications to the District Forest Officers having jurisdiction of that area. Detailed guidelines including the proforma for application and forest clearance can be obtained from all District Forest Officers or from the Technical Section under the control of Additional Principal Chief Conservator of Forests (Forest Conservation Act) in head office, Chennai, who is designated as Nodal Officer under the Forest Conservation Act 1980. These applications are forwarded to State Government through Principal Chief Conservator of Forests.

For diversion of forestland upto 40 hectares, State Government will forward the application to the Regional Office located at Bangalore and the proposals above 40 hectare will be forwarded by the State Government to the Ministry of Environment & Forests , Government of India, New Delhi. The Regional Offices have been empowered to clear the proposals upto 5 hectares, except in respect of proposals for regularization of encroachment and mining. Detailed guidelines including proforma for application and for the forest clearance have been laid down.

All proposals which are complete in all respects and which relate to diversion of forestland are disposed of within the stipulated time limit of 180 days from the date of receipt of proposal under Forest Conservation Act guidelines.

4. Transparency

Right to Information Act

The Right to Information Act was passed by Parliament to enable citizens to exercise their fundamental right to information held by public authorities all over the country (except Jammu and Kashmir.) The Right to Information Act aims to bring about transparency in the functioning of public authorities to contain corruption and hold Government and their instrumentalities accountable to people. It creates a process for providing information to people. The Right to Information Act places a duty on offices to provide information to people both proactively and upon request. It provides for a two – tier appeal mechanism to deal with complaints of unreasonable denial of information by public authorities. This law will have an overriding effect vis-a-vis the official Secrets Act, 1923 and all other laws and orders passed by Government that restrict information flow to people.

Right to Information Act, 2005

Designation	Office of the Principal Chief Conservator of Forests	Office of the Conservator of Forests	Office of the District Forest Officer / Wildlife Warden, etc.,
Public Information Officers	Chef Conservator of Forests (Publicity)	Superintendent	Superintendent
Appellate Authorities	Additional Principal Chief Conservator of Forests (Forest conservation Act)	Conservator of Forests	District Forest Officer

Time limits: Section - 7

- 30 days from the date of application.
- 48 hours for information concerning the life and liberty of a person.
- Time taken for calculation of fees and intimation of the same to the applicant will be excluded from the 30 days period.

Fees

For providing the information under sub –section (1) of section 7 of the Act, a fee shall be charged by way of proper receipts or by demand draft or banker's cheque payable in the head of account, as specified by the Public Authority for followings rates

rupees two for each page (in A-4 or A-3 size paper) created or copied;

- actual charge or cost price of a copy in large size paper;
- actual cost or price for samples or models ; and
- for inspection of records, no fee for the first hour, and a fee for rupees five for each fifteen minutes (or fraction thereof) thereafter.

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipts or by demand draft or cheque payable in the head of account, as specified by the Public Authority for following rates:-

- for information provided in diskette or floppy rupees five per diskette or floppy;
- for information provided in printed form at the price fixed for publication.

Publicity on project execution

In all the scheme execution areas hoardings are erected providing information of the respective schemes, cost of the scheme, progress made etc.

Open auction

Sales of timber, minor forest produce, fuel wood, sandalwood etc., are conducted in open auction and total transparency is maintained in all aspects.

5. Grievances Redressal Mechanism

Grievances Day

In order to redress the grievances of the public, "*Grievance day*" is being conducted in the Forest Department, as indicated below:

- | | |
|---|-------------------------|
| 1) O/o Forest Range Officer | - Once in 15 days. |
| 2) O/o District Forest Officer | - Once in a month. |
| 3) O/o Conservator of Forests | - Once in two months. |
| 4) O/o Principal Chief Conservator of Forests | - Once in three months. |

Grievance Cell

Grievance cell has been opened at district / circle / head office level to redress the grievances.

Chief Minister's Cell Petitions

All petitions / grievances received from Chief Minister's Cell are being followed up and reviewed by Chief Conservator of Forests, Human Resources Development in the head office. Chief Conservator of Forests, Human Resources Development has been nominated as Nodal Officer in respect of Chief Minister's Cell petitions.

6. Website of Forest Department

Information about Forest Department can be accessed from department's website at <http://www.forests.tn.nic.in/>

**K.T.PACHAMAL
MINISTER FOR FORESTS**

