

## Service procedure related to Tree Felling permission

Whom to approach for this service (Designated Officer)?	Tree Officer. Assistant Conservator of Forests(ACF) or Range Forest Officer(RFO)
Procedure involved to get this service	Online application duly filled to be submitted through Department's Website to the Tree Officer with required documents. After due enquiry Deputy Conservator of Forests will take action to issue tree felling permission.
Form to be submitted to get this service	Form-1 of Karnataka Preservation of Trees Rules 1977
Who are eligible to get this service	Persons having ownership right over the tree in question
Documents to be enclosed with the request	1. Khata extract certified by Revenue Department. 2. Tree ownership certificate from Revenue Department. 3. Survey Sketch of land from Department of Land Records. 4. NOC letter from other owners who have right on land (If any). 5. Cultivation License Certificate.(If any) 6. Tree Marking List
Maximum number of days to wait to get this service delivered	90 Working Days
Website (if online)	<a href="http://www.aranya.gov.in">www.aranya.gov.in</a> -Felling and Transit Permission System
Reference Document	

### Work Flow

Step	Description	Designation
1	Receiving the online application and sending to Tree Officer.	Case Worker of Tree officer
2	Study of the case papers and taking decision either requiring the applicant to submit any additional records, as deemed necessary or for any other enquiry as deemed fit by departmental staff	Tree Officer
3	Forwarding to the Deputy Range Forest Officer(DRFO) for spot inspection and local enquiry	Tree Officer
4	Spot inspection by DRFO and submission of inspection report along with relevant documents by DRFO to RFO.	Deputy Range Forest Officer
5	Receiving DRFO report, field inspection by RFO, other local enquiry (if needed)	Range Forest Officer
6	Submission of inspection report along with relevant documents by RFO to Assistant Conservator of Forests (ACF).	Range Forest Officer
7	Receiving RFO report, field inspection by ACF, other local enquiry (if needed)	Assistant Conservator of Forest
8	Submission of inspection report along with relevant documents by ACF to Deputy Conservator of Forests(DCF)	Assistant Conservator of Forest
9	Submission of online application, inspection report and relevant documents by Case worker of Division to Division office Manager	Division office Case Worker
10	Submission of online application, inspection report and relevant documents by Manager of Division to Deputy Conservator of Forests(DCF)	Division office Manager
11	Finalization and issue of final order by DCF	Deputy Conservator of Forests