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**Jammu & Kashmir Forest Department
 Office of the Pr. Chief Conservator of Forests & HoFF,
 Government of Jammu & Kashmir**

Sub: Check list for User Agencies/field functionaries of the Forest Department for linear projects.

It has been observed that user agencies/field functionaries of the Forest Department, at times, are not familiar with the process and the documents required for processing of the forest land diversion proposals under the provisions of the Forest (Conservation) Act, 1980. In this regard, the user agencies are advised to refer to the Handbook of Forest (Conservation) Act, 1980 issued vide communication dated: 28th March, 2019 by Ministry of Environment, Forest and Climate Change, available on PARIVESH portal (PARIVESH Act, → Rules & Guidelines → Forest Clearance → Comprehensive guidelines

Further, In order to facilitate smooth processing of the proposals relating to Infrastructure development projects, a brief check list/action points is hereby issued for quick reference by the user agencies/field functionaries of the Forest Department:

- ✓ A. Preliminary survey of the project site jointly with the staff of Forest Department
- B. Documents to be uploaded by the user agency at the time of submission of on-line indent

✓ 1	Register online through the portal "parivesh.nic.in"
✓ 2	Fill the Form-A- Part-I (extent of proposed area for diversion to be preferably in two digits after decimal)
✓ 3	Upload authorization letter to the person submitting application on PARIVESH portal by the competent authority of the user agency. ID Card, PAN Card etc not to be uploaded.
✓ 4	Upload coloured Survey of India Toposheet Map of the project site / forest land to be diverted, or any suitable map with legend authenticated by the representative of DFO (Territorial) and Project Authority
✓ 5	Upload KML file of the forest land to be diverted under the project. KML of Non-Forest Land (NFL) in different shade to be uploaded, if necessary.
✓ 6	Upload Geo-reference map showing GPS Coordinates of the forest land proposed for diversion
✓ 7	Upload Justification for locating the project on forest land
✓ 8	Upload original copy of the communication addressed to the concerned Deputy Commissioner for recognition and vesting of forest rights in accordance with the provisions of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (2 of 2007) for the entire forest land indicated in the proposal
9	Additional documents: i. Brief Project Note (covering the main features of the proposal, particularly, its implication on environment/forest and mitigation measures like construction of retaining/breast walls and number of people to be benefited from the project)

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 Divisional Forest Officer
 Social Forestry Division
 Ramban

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 Executive Engineer
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II. Approval of the project by the competent authority

C. Message from the Nodal Officer (FCA) to user agency to submit the hard copy of documents listed at "B" to the DFO and Dy. Commissioner concerned:- User Agency has to upload the acknowledgment receipt of DFO and D.C. office in a single PDF file. (It may be noted that the proposal will remain in draft stage till acknowledgement slip from DC/DFO is uploaded on PARIVESH.)

D. Documents/actions required while processing the case at DFO level:

- 1 Fill the Form-A (Part-II)
- 2 Joint Inspection by the representative of DFO and Project Authority and authentication of:
 - (i) Inspection report
 - (ii) enumeration list of trees/poles on the forest site
 - (iii) calculation of area (length and width) of forest land involved
 - (iv) Layout plan with dimensions
- 3 Certificate that all alternatives have been explored and the proposed forest land is the minimum land required for the project, as per format (attached).
- 4 C.A. Proposal approved by the competent authority
- 5 Geo-reference map of CA site
- 6 Suitability certificate from the DFO regarding area proposed for CA (degraded forest land/non-forest land) suitable from management point of view, as per the format (attached)
- 7 Calculation sheet of NPV
- 8 Calculation sheet of Extraction charges
- 9 Undertaking by User Agency to pay C.A. the Net Present Value (NPV) and Additional Net Present Value (NPV) if any, of the forest land involved duly countersigned by DFO as per the format (attached).
- 10 All proposals involving forest land more than 5 Ha (except for defence and building construction related cases) shall include a cost-benefit analysis, as per the format.
- 11 Site Inspection report of DFO as per the format (attached)
- 12 Muck disposal plan
- 13 Specific recommendation of DFO
- 14 Recommendation of concerned Conservator of Forests
- 15 Violation report, if any

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