



GOVERNMENT OF GOA

**CITIZEN'S CHARTER**

FOR

**FOREST**

**DEPARTMENT**

## Citizen's Charter of Goa Forest Department

### P R E F A C E

The State of Goa has a forest area of 1424.46 sq. kms. out of which 1224.46 sq. kms. is Government forest and approximately 200 sq. kms. is private forest.

Legal classification of Total Forests area in Goa (includes Forest area falling within Sanctuaries and National Park):-

Sr No	Forest Classification	Area (Sq / km)	Remarks
1	Reserved forest Notified under Section 20 of IFA, 1927	251.44	Reserved Forest area falling within as well as outside the wildlife sanctuaries and National Parks
2	PRF Notified under Section 4 of IFA, 1927	711.44	Reserved Forest area falling within as well as outside the wildlife sanctuaries and National Parks
3	Unclassed Forests	261.58	Reserved Forest area falling within as well as outside the wildlife sanctuaries and National Parks
Total		1224.46	

Legal classification of Forest area falling outside Wildlife Sanctuaries and National Park:-

Sr No	Classification of Forest	Area (Sq / Km)
1	Reserved forest under section 20 of IFA, 1927	116.64
2	PRF notified under section 4 of IFA, 1927	226.86
3	Unclassed Forest	126.05
Total		469.55

The main objective before the Department is conservation of the Government forest as well as regulating felling of trees in private area in view of enactment of Goa, Daman and Diu P.T.A., 1984. Besides, the Department takes up plantation/regeneration works in available blank areas and degraded forest so as to make these forests well stocked with economically important indigenous species.

The Department also facilitates the public to plant in areas available with them. Large stock of seedlings are raised every year by the Department for supply to the individuals, Companies, Schools, Panchayats, etc.

Protection of wildlife is another important aspect through the provisions of Wildlife (Protection) Act 1972. There is one National Park and six Sanctuaries in the State of Goa bringing 62% of the forest area under protected area network. As a result the Western Ghats which are abundantly rich in flora and fauna get maximum protection. The Western Ghats from catchments areas of important rivers of the State. Of late department has taken initiative to promote wildlife/eco tourism to enable people in forest to see and appreciate rich biodiversity and scenic beauty of the forests in the State.

The Department endeavors to serve the public in many fields as brought out in the Citizen's Charter which will be of immense help to them in general.

**(Dr. Shashi Kumar)**  
**Chief Conservator of Forest,**  
**Panaji.**

Dated: March 9, 2009.

# **CITIZEN'S CHARTER**

## **FOR**

### **FOREST DEPARTMENT, GOVERNMENT OF GOA**

Many of the services performed by the forest department, though invaluable are nevertheless intangible in nature. Conservation of biodiversity, prevention of soil erosion & Water Conservation, warding off natural disasters like flash floods, stabilization of climate etc are some of the critical and important services rendered by forests. The Forest Department does have an active inter-phase with the people - through this charter the Department seeks to inform the public about important areas of public-dealing like

- a) Felling and removal of trees in a private property by an individual/Company.
- b) Reservation of cottages at Wildlife Sanctuaries/National Parks/ Forest Rest Houses.
- c) Entry for the public/school children and tour operators to the Sanctuaries/parks.
- d) Distribution of seedlings during Vanamahotsava.
- e) Enforcement of Indian Forest Act, 1927 and remedies available.
- f) Enforcement of Wildlife (Protection) Act, 1972.
- g) Issue of licences to wood-based industries,
- h) Issue of transit passes for transport of forest produce anywhere in the State/outside the State.
- i) Applicability of Forest (Conservation) Act, 1980.
- j) Duties of public in general.

**a) Felling and removal of trees in private property by individual / company.**

Permission to fell trees is regulated under provisions of Goa, Daman and Diu Preservation of Trees Act, 1984, a copy of the same may be obtained from the Government Printing Press / website of Forest Department i.e. [www.goaforest.com](http://www.goaforest.com).

If a private individual / Company wants to fell tree / trees from private property owned by them, an application, in Form 'B' has to be made to the Tree Officer, i.e. the Dy. Conservator of Forests (North), Ponda Goa, covering Tiswadi, Bardez, Pernem, Bicholim and Satari Talukas and part of Sanguem taluka and to the Dy. Conservator of Forests (South), Margao covering Salcete, Mormugao, Quepem, Canacona and part of Sanguem talukas. The forms are available with the nearest Range Forest Office. Licences to fell trees can be given to an area not exceeding 1 ha. in extent of area in a particular Survey No. Maximum of 2 licences can be issued in a year in respect of any one survey number. The permission for felling is deemed to have been granted if no reply is received from the Tree Officer within 60 days. Tree Officer will entertain only those applications complete in all respects.

**Amendment of Goa Preservation Trees Act, 1984, Authorization of Collectors / Dy. Collectors**

During the year 2007-08 an amendment in Goa Preservation of Trees Act, 1984 was carried out and passed by State Legislative Assembly. The Amendment seek to provide for empowering the Tree Officers and Dy. Collectors to order the removal and disposal of any tree that is posing imminent danger to life and property, to provide for appeal against the order to Tree Officer / Dy. Collector and to provide for the Tree Protection Fund.

**Form 'B' is enclosed as Appendix I.**

If the number of trees sought to be felled is upto 2 trees only, the application can be submitted to the Sub-Divisional Forest Officers (Assistant Conservators of forests) stationed at Mapusa, Ponda (North Division) or at Canacona and Quepem (South Division) who also have been designated as Tree Officers with restricted powers up to 2 trees.

After obtaining permission, the individual / Company should fell the trees within the time limit prescribed in the licences and make logs of their choice and inform the Tree Officer in Form 'C'. The Tree Officer after taking measurement of the cut logs will issue transport permission and only thereafter the cut material could be transported under cover of transit pass to be issued by Range staff Officer concerned.

**Form 'C' is enclosed as Appendix - II.**

If any tree is causing danger to life and property, the owner of the land may fell the tree and report the fact to the nearest Range Forest Office within 24 hours and such intimation should be made in Form 'A'.

**Form 'A' is enclosed as Appendix III.**

It is for each individual and company to effectively protect all the trees growing in their areas.

**Remedies:-**

If an individual/Company is not satisfied with the order passed by the Tree Officer regarding felling permission, he/company may file an appeal with the Conservator of Forests (Appellate Authority), Office of the Chief Conservator of Forests, Gomantak Maratha Samaj Building, Panaji within 30 days from the date of order of Tree Officer after paying a fee of Rs. 10.00/.

**b) Reservation of cottages at Wildlife Sanctuaries/ National Parks/ Forest Rest Houses**

Goa has one National Park and six Wildlife Sanctuaries. Following are the names of the Wildlife Sanctuaries / Parks: -

<b>Name of the Sanctuary</b>	<b>Area in sq. km.</b>	<b>Location (Taluka)</b>	<b>Distance from Panaji in Kms</b>
<b>Mollem National Park</b>	107	Sanguem	70
<b>Bhagwan Mahavir Wildlife Sanctuary</b>	133	Sanguem	65
<b>Cotigao Wildlife Sanctuary</b>	85.65	Canacona	60
<b>Bondla Wildlife Sanctuary</b>	8	Ponda	52
<b>Dr. Salim Ali Bird Sanctuary</b>	1.78	Tiswadi	8
<b>Madei Wildlife Sanctuary</b>	208.48	Sattari	50
<b>Netravali Wildlife Sanctuary</b>	211.05	Sanguem	65
<b>Total</b>	754.96		

The Reservation Charges at Wildlife Sanctuary / National Parks / Forest Rest Houses are enclosed as Appendices which are listed below:-

1. Wildlife Sanctuaries:-
  - a) Bondla Wildlife Sanctuary  
- **Appendix - IV - 1 - (a)**
  - b) Eco -Tourism Complex at Hatipal (Cotigao Wildlife Sanctuary)  
- **Appendix - IV - 1 - (b)**
  - c) Eco -Tourism Complex at Mollem (BMWLS)  
- **Appendix - IV - 1 - (c)**
2. Forest Rest Houses:-  
Forest Rest Houses are located at Poiginium at Canacona, Sanguem, Quepem, Ponda, Mollem, Keri in Sanquelim and Valpoi.

**- Appendix – IV - (2)**

**c) Entry to the public/school children and tour operators to the Sanctuaries**

Entry fees to the Sanctuaries for the public, tour operators and school children are given in the various appendices under **Appendix V** as detailed below.

- a) Dr. Salim Ali Bird Sanctuary, Chorao by a boat, as in **Appendix – V - (a)**
- b) Entry of individuals in vehicles into Bondla Sanctuary / Zoo, as per **Appendix - V - (b)**
- c) Private visits for Bhagwan Mahavir Wildlife Sanctuary & Mollem National Park as per **Appendix -V - (c).**
- d) The Entrance Fee for entry in Arboratum at Satpal on Sancordem Mollem Road as per **Appendix -V - (d).**

The Government has exempted bonafide students from Educational institutions upto Std. XII from paying any fee for entering into various Wildlife Sanctuaries / Parks, Zoos, National Parks and Deer Safari provided, they produce certificate from the Head of the Institution to prove their bonafides and are accompanied by teachers.

**d) Distribution of seedling during Vanamahotsava**

Vanamahotsava is celebrated every year during the first week of July to make afforestation a people's movement with special emphasis on participation by youth. Seedlings of forestry species are distributed free to the Schools, Panchayats and Municipalities. For others, a nominal fee is charged.

In the year 2008-09, a "Mega Tree Plantation Drive 2008" was organized in Goa with a active participation of various stakeholders like Schools, Panchayats, NGO's, other Government Department, Mining Companies etc. Altogether around 16.15 lakhs seedlings were planted during the monsoon season of 2008.

The location of Forest Nurseries are as follows:

North Division:-

Sr No	Location of Nursery	Contact No.
1	Dharbandora (Collem Sanguem)	9403269532
2	Veluz (Valpoi)	9422446819
3	Keri (Sanquelim)	3218606
4	Tisk (Usgao)	9423811375
5	Tuem Pernem	9850697494

South Division:-

Sr No	Location of Nursery	Contact No.
1	Aquem (Margao)	9423055224, 2750246
2	Ozrem (Canacona)	9822894434
3	Condimoll Balli (Quepem)	9422059778
4	Borimol (Quepem)	2662214
5	Valkini (Sanguem)	9860108578, 2604240
6	Mattoni Netravali (Sanguem)	9420767494, 2608210

Social Forestry Division:-

Sr No	Location of Nursery	Contact No.
1	Pali (Usgao)	-
2	Forest Colony (Ponda)	2312009
3	Valkini (Sanguem)	9850238195

Research Division:-

Sr No	Location of Nursery	Contact No.
1	Gotmod (Ponda)	9422065497
2	Bandirwada (Sattari)	9423060654
3	Tisk Usgao (Ponda).	9422065497
4	Derodem (Sattari)	9423060654
5	Charao (Tiswadi)	9423313835
6	Valkini (Sanguem)	9822140153
7	Velwado, Poiginim (Canacona)	9822140153
8	FTS (Valpoi)	9423060654, 2374406
9	Malpon (Sattari)	9423060654

Soil Conservation Division:

Sr No	Location of Nursery	Contact No.
1	Valkini, (Sanguem)	985013773
2	Dhawali (Ponda)	2312793
3	Bhirona (Sattari)	9226737585

Wildlife and Eco-tourism Division:

Sr No	Location of Nursery	Contact No.
1	Bondla Ponda	2935800
2	Campal Panaji	2228772
3	Bolcornem Sanguem	2605249

e) **Enforcement of Indian Forest Act 1927 and remedies available**

- i) Cutting of trees from Government forest area is prohibited. The offence is punishable with imprisonment, which may exceed 1 year, or fine, which may extend to Rs. 10,000/-
- ii) However forest offences (excepting those expressly banned) under the said Act can be compounded at the discretion of the competent forest officer and at the willingness of the offender by paying value of forest produce as assessed by the forest officer and/or compensation which may extend to Rs.10,000/- or both.
- iii) Any forest area can be constituted as Reserved forest by issue of notification under section 4 of the Act and the individuals having any Rights / claims may approach the Forest Settlement Officer, North Goa, Valpoi or Forest Settlement Officer, South Goa, Margao, with their claims for excluding the same from the limits of the Reserved Forests or for continuance of the rights.

f) **Enforcement of Wildlife (Protection) Act 1972**

a) **Registration of fire arms with the Chief Wildlife Warden or the Authorised Officer.**

Any person holding a fire arm licence under the Arms, Act 1959 and staying within 10 km. from the boundary of any wildlife sanctuary is required to register with the Chief Wildlife Warden or Authorised Officer after applying in the prescribed form and fee. For this, the person holding the Fire Arm Licences should approach concerned Wildlife Range Forest Officer and apply in the prescribed form. In case he encounters any problem he should meet the concerned ACF (WL) and Dy. Conservator of Forests (WL&ET) to sort out the matter. This is mandatory requirement under section 34 of Wildlife (Protection) Act, 1972.

b) **Obtaining ownership certificate in respect of possessing any wild animals or its trophy.**

Under section 42, the Chief Wildlife Warden may for the purpose of section 40 issue a certificate of ownership in such form as may be prescribed to any person who in his opinion is under lawful possession of any wild animal or any animal article trophy, uncured trophy and may wear possible make in the prescribed manner such animal article trophy or uncured trophy for purpose of identification. In this regard also, the person should meet the concerned Range Forest Officer, ACF or Dy. Conservator of Forest (Wildlife) to sort out the matter. The vehicles involved in forest offences for poaching (killing wild animals) inside the Sanctuary; will automatically become a Government property and hence forfeited. As such public should note that they do not indulge in hunting of wild animals either inside forests or outside since the punishments under the Wildlife (Protection) Act are quite stringent which include imprisonment and/or fine. Hunting for the purposes of the Act would mean trapping, snaring, poisoning (or even attempts) of wild animals or their young ones including eggs.

g) **Issue of licences to wood based industries.**

As per the earlier decision taken by the Government no new saw mill licences are being issued. The position has become more stringent after the Hon'ble Supreme Court of India vide order dated 15.1.98 putting a ban on opening of new wood based industry.

h) **Issue of transit passes for transportation of Forest produce within the State.**

No forest produce can be transported within the limits of the State of Goa without obtaining valid transit pass from the Forest Office concerned. The fees for the transit passes are prescribed in **Appendix - VI**. There is ban on export of timber.

**Import/Export of forest produce like timber, poles, and firewood is banned by the State of Goa.**

There is a complete ban on export of timber from Goa State. However if any material is brought from outside Goa into Goa the same could be taken out of the State with the written permission from the Chief Conservator of Forests.

**i) Applicability of Forest (Conservation) Act, 1980**

As per the provisions of this Act, no forest area can be diverted for non-forestry purposes without prior approval of Ministry of Environment & Forests, New Delhi. As per recent interim order of Hon'ble Supreme Court of India, an Expert Committee has been set up by the State of Goa to identify private forest i.e. private areas having vegetation, which is forest in nature. For such areas, which are identified as "Private Forests" by the State Level Expert Committee, provisions of Forest (Conservation) Act, 1980 will be applicable. As per the latest ruling of Hon'ble Supreme Court, such areas are to be worked under a scheme based on silvicultural principles and is to be got approved from the Ministry of Environment and Forest through the State Forest Department. The Forest Department can provide necessary technical guidance for preparation of the same for which Dy. Conservator of Forest (North) and Dy. Conservator of Forest (South) may be contacted. The same sort of technical guidance can be availed of by entrepreneurs who have taken to tree planting in their farmlands on a commercial basis. In such cases, fellings as sanctioned by silvi-cultural considerations like thinning will not be subject to the rigorous stipulations set by the PTA, in so far as, such fellings are desirable and indispensable to accelerate tree growth and are under the scheme which has been approved by the Appropriate Authority.

**j) Duties of public in general**

It is the duty of Law abiding individual to inform the nearest Forest Officer regarding fires in Government forest and also any information regarding commission of forest offence such as cutting of trees, killing of wild animals etc. Such informants will be duly awarded if the information given is correct and leads to conviction of the offender in a Court of Law. A control room has been set up at Campal, Panaji. It is open 24 hours each day and any complaint regarding forest offence and animal rescue may be made on telephone No. 2228772.

For the information of public in general, the telephone Nos. of the Forest offices and officials is furnished at **Annexure-VII**.

**Complaints and Grievances**

The forest department is duty bound to deliver courteous, prompt and transparent service to the public at all times. Instructions have been issued at all levels to achieve these. However despite these, there can arise occasions when some services may not meet the requirement/expectations of public. Complaint boxes are kept in the offices of Range Forest Officer's, Sub divisional Forest Officer the Dy. Conservators of Forests and the Chief Conservator of Forests. The Chief Conservator of Forests has been designated as Public Grievance Officer and he will hear the grievances from the public on every Tuesday between 10.00 am to 13.00 pm in his office.

Contact No.

For the Chief Conservator of Forest:

Office: 0832-2224747, 0832-2225926,

Residence: 0832-2223508, Mobile: 9422439953,

Fax: 0832-2224747.

## **Right to Information Act, 2005**

Following officers have been designated as Public Information Officers of their respective jurisdiction.

1. For the office of the Chief Conservator of Forest, Headquarters, Gomantak Maratha Samaj Building, Panaji Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (Planning and Statistics)	Public Information officer	2225926 (o) 2425642 (o)
2	Asstt. Conservator of Forests	Asstt. Public Information Officer	2225926 (o)

2. For the office of the Conservator of Forest (Wildlife and Eco-tourism), Headquarters, Junta House, Panaji Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (Wildlife and Eco-tourism), Panaji Goa.	Public Information officer	2229701 (o)
2	Asstt. Conservator of Forests, (Wildlife and Eco-tourism), Panaji Goa.	Asstt. Public Information Officer	2229701 (o)

3. For the office of the Dy. Conservator of Forest (North Goa Division), Headquarters, Santa Cruz, Ponda Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (North Goa Division), Ponda Goa.	Public Information officer	2312095 (o)
2	Asstt. Conservator of Forests, (North Goa Division), Ponda Goa.	Asstt. Public Information Officer	2312095 (o)

4. For the office of the Dy. Conservator of Forest (South Goa Division), Headquarters, Acquem Margao Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (South Goa Division), Margao Goa.	Public Information officer	2750246 (o)
2	Asstt. Conservator of Forests, (South Goa Division), Margao Goa.	Asstt. Public Information Officer	2750246 (o)

5. For the office of the Dy. Conservator of Forest (Working Plan), Headquarters, Junta House Annexe, Ground Floor, Panaji Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (Working Plan), Panaji Goa.	Public Information officer	2222121 (o)
2	Asstt. Conservator of Forests, (Working Plan), Panaji Goa.	Asstt. Public Information Officer	2222121 (o)

6. For the office of the Dy. Conservator of Forest (Social Forestry, Gardens and Parks), Headquarters, Ponda Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (Social Forestry, Gardens and Parks), Ponda Goa.	Public Information officer	2312009 (o)
2	Head Clerk	Asstt. Public Information Officer	2312009 (o)

7. For the office of the Dy. Conservator of Forest (Research and Utilization), Headquarters, Aquem Margao Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (Research and Utilization), Margao Goa.	Public Information officer	2750099 (o)
2	Asstt. Conservator of Forests	Asstt. Public Information Officer	2750099 (o)

8. For the office of the Dy. Conservator of Forest (Soil Conservation), Headquarters, Davali Ponda Goa.

Sr No	Designation of the Officer	Appointed as	Telephone No.
1	Dy. Conservator of Forests, (Soil Conservation), Davali Ponda Goa.	Public Information officer	2312793 (o)
2	Accountant	Asstt. Public Information Officer	2750099 (o)

In partial modification of this office order No. 9-21(GEN)/05/FD/3762 dated 26.10.2007, the following officer is designated as the Appellate Authority for the Department of Forests, Government of Goa to deal with the appeals received from the Public under the Right to Information Act, 2005 against orders / decisions of the Public Information Officers appointed under section 5 of the Act vide order No. 9-21(G)-05-FD/2623 dated September 9, 2005.

Sr No	Designation and place of the officer	Appointed as	For the office of	
1	Conservator of Forests, (Territorial, Wildlife and Eco-Tourism), O/o the Chief Conservator of Forests, Gomantak Maratha Samaj, Dayanand Smruti Bldg, Panaji Goa.	First Appellate Authority	1	The Chief Conservator of Forests, Maratha Samaj, Dayanand Smruti Bldg, Panaji Goa
			2	Dy. Conservator of Forests, (Wildlife and Eco-tourism), Junta House, 1 <sup>st</sup> lift, 4 <sup>th</sup> floor, Panaji Goa.
			3	Dy. Conservator of Forests (North Goa Division), Ponda Goa.
			4	Dy. Conservator of Forests (South Goa Division), Margao Goa.
			5	Dy. Conservator of Forests (Working Plan Division), Panaji Goa
			6	Dy. Conservator of Forests (Research and Utilization Division), Margao Goa.
			7	Dy. Conservator of Forests (Social Forestry, Gardens and Parks Divisions), Ponda Goa.
			8	Dy. Conservator of Forests (Soil Conservation Division), Ponda Goa.

Any public / individual desiring to obtain any information may apply as per procedure to concern Public Information Officer.

**APPENDIX - I**  
**FORM B**

(See Rule 4.1)

The Tree Officer,  
.....  
Sir,

I apply for grant of permission for felling tree/s located in the property situated in the village. Taluka..... and District..... I furnish below the following details in support of my application: -

- i) Applicant's name and address (In block letters)
- ii) Name and address of the owner of the property (if different from applicant)
- iii) Title of the applicant i.e. whether owner/occupant of the property, etc.
- iv) Name and serial number of property
- v) Total area of the property with description of the boundaries
- vi) Total number of trees (species-wise) whose trunk or body is not less than 5 cm. in diameter at a height of 30 cms. from the ground and whose height is not less than one metre from the ground
- vii) The exact area (in sq. metres) from which felling of trees for which permit is sought (description of the boundaries)
- viii) Total number of trees to be felled
- ix) Trees to be felled are numerically numbered in paint, their girth measured at a height of 1.35 meters from ground level and their details species wise.
- x) Purpose for which the felling of trees are intended
- xi) Intended use of felled trees (e.g. for sale, for domestic use, etc.)
- xii) Intended use of land after felling of trees
- xiii) Number and species of trees intended to be planted after felling (give details of arrangements for raising, planting and protecting trees)
- xiv) Name/s and address/es of the owners/occupants adjoining property/ies

2. I am enclosing an affidavit and below mentioned papers in support of my application.

**Declaration**

I hereby declare that I shall fully satisfy and abide by such terms and conditions of the permit as may be specified therein.

Place:-

Date:-

APPLICANT'S SIGNATURE

Attested copies of:-

1. Property/occupancy documents.
2. Plan of the property showing the survey number.
3. Enumeration list (duly signed by the applicant).
4. Boundary list (duly signed by the applicant).
5. Latest index of land record issued by the Mamlatdar.
6. N.O.C. from Administrator of Comunidade.
7. N.O.C. from adjoining property owners:

### **Affidavit**

(To be signed on a stamped paper in the presence of Magistrate or authority approved for the purpose)

I, ..... aged ..... years, resident of .....(locality)..... village ..... Taluka, Goa District, wife/son/daughter of..... do hereby solemnly affirm and declare as under:

1. That I am the legal owner/occupant of the private property known as “.....” situated at ..... Village ..... Taluka bearing cadastral survey number..... of, boundaries of which are as follows:-  
East:  
West:  
North:  
South:
2. That I have applied to the Tree Officer, ..... for permission to fell .....(number) trees from the aforesaid property. All the trees have been numbered with paint.
3. That there is no other owner/occupant of this property or of the forest produce of this property and I hereby solemnly affirm and declare that I shall be solely responsible and answerable for any claim and litigation, if any, that may arise at any time in future regarding the ownership/occupancy of the said property or the forest produce from the said property.
4. I hereby solemnly declare and affirm that to the best of my knowledge and belief the information is correct and true and nothing material has been concealed and is false.

Place:

Date:

DEPONENT

**APPENDIX - II**

**FORM C**

[See Rule 4 (2)]

To

The Tree Officer and

.....  
.....

Sir,

I apply for grant of permission for removal and disposal of tree/s Located in the property situated in the village..... Taluka..... And District..... I furnish below the details in support of my application:-

- i) Applicant's name and address (in Block letters)
- ii) Name and address of the owner of the property (if different from applicant) from which trees were felled.
- iii) Title of the applicant i.e. whether owner/ occupant of the property etc. from which trees were felled.
- iv) Name and serial number of the property from which trees were felled.
- v) Total area of the property with description of the boundaries.
- vi) Total number of felled trees (species wise) whose trunk or body is not less than 5 cm. In diameter at a height 30 cm. from the ground and whose height was not less than one meter from the ground.
- vii) Describe the circum-stances under which the tree/s was/were felled i.e. whether the tree/(s) was/were felled after obtaining the permit (a copy of the permit is to be enclosed) or under the provision to section 8 of the Ordinance or had fallen due to natural causes, etc.
- viii) Details of material obtained from the felled tree.

First class timber ...	cu.m.
Second class matti ...	cu.m.
Second class (other)...	cu.m.
Third class timber ...	cu.m.
Firewood ...	cu.m.
First class Poles ...	Nos.
Second class Poles ...	Nos.
Third class Poles ...	Nos.

- ix) The manner in which the material would be removed i.e. by road, rail, waterways and the mode of transport.
- x) Transit route.
- xi) Removal of the material completed by (date).
- xii) The material is intended to be disposed in the manner indicated below: -
  - a) For self use

Quantity	
First class timber ...	cum.
Second class matti ...	cu.m.
Second class (other)...	cu.m.
Third class timber ...	cu.m.
Firewood ...	cu.m.
First class Poles ...	Nos.
Second class Poles ...	Nos.
Third class Poles ...	Nos.

- b) By sale

Quantity	
First class timber ...	cu.m.
Second class matti ...	cu.m.
Second class (other)...	cu.m.
Third class timber ...	cu.m.
Firewood ...	cu.m.
First class Poles ...	Nos.
Second class Poles ...	Nos.
Third class Poles ...	Nos.

- c) Name(s) and full Address/es of the persons/parties to whom the material would be disposed by sale.
- d) Licence number of the purchaser (if purchaser is holder of a licence issued by Forest Department).

I am enclosing below mentioned papers in support of my application.

### **Declaration**

I hereby declare that I shall fully satisfy and abide by such terms and conditions of the permit as may be specified therein.

Place: -

Date: -

**APPLICANT'S SIGNATURE**

Attested copies of: -

- a) Property / occupancy documents.
- b) Plan of the property showing the survey number.
- c) Boundary list (duly signed by the applicant)
- d) Latest Index of Land record issued by the Mamlatdar.
- e) Report, if any, made pursuant to provision to section 8 of the Ordinance.
- f) Permit, if any, granted by the Tree Officer.

**APPENDIX -III**

**FORM A**

(See rule 3)

The Tree Officer,

.....

Sir,

I have to report that I have felled on .....(date) at .....(time). .....(number) / tree from the property owned by me/under my occupation in the village .....Taluka.....and District... I declare that if the said tree/s had not been immediately felled, it/they would have posed grave danger to life / property / traffic (delete inapplicable words).

2. The following details are furnished: -
- i) Name and full address of the signatory (In Block letters).
  - ii) Title in respect of land in which tree(s) was/were situated.
  - iii) Location of the site from which tree/s felled (give name and survey number of plot and indicate as clearly as possible the actual situation of the tree)
  - iv)
    - a) Species of the tree felled
    - b) Its approximate age
    - c) Its girth measured at a height of 1.35 meters from ground level.
  - v) Justification for felling the tree/trees (Here describe the way in which the tree posed danger and the reasons why you could not wait to seek permission for cutting it).

Place: -

Date:

SIGNATURE

**APPENDIX - IV**  
**APPENDIX - IV - 1 - (a)**

The rates of Eco-Tourism Complex at Bondla are as follows: -

	Type of accommodation	Revised rate per day (noon to noon basis)
1.	Tourist Cottage (2 bedded suite) (two adults and only a child below 12 years is allowed). For an extra person additional amount will be charged and not extra bed will be provided)	Rs.500/-
		Rs.100/- per person
2.	Tourist cottage single occupancy	Rs.350/-
3.	Dormitory per bed (one person)	Rs.100/-
4.	Dormitory per bed (student on educational tour)	Rs.50/-

**APPENDIX - IV - 1 - (b)**

The rates of Eco-Tourism Complex at Hatipal (Cotigao Wildlife Sanctuary)

<b>Sr No</b>	<b>Description</b>	<b>Revised rate per day (noon to noon basis)</b>
1.	Peacock cottage (2 bedded suite) two adults and only a child below 12 years is allowed) For an extra person additional amount will be charged and no extra bed will be provided)	Rs.750/-
		Rs.100/- per persons
2.	Peacock cottage (Single occupancy)	Rs.400/-
3.	Mini Cottage (two adults and only a child below 12 year is allowed) For an extra person additional amount will be charged and no extra bed will be provided	Rs.400/-
		Rs.75/- per persons
4.	Mini Cottage (Single Occupancy)	Rs.250/-
5.	Temporary Tented / hut type accommodation (two adults and only a child below 12 year is allowed)	Rs.300/-

**APPENDIX - IV - 1 - (c)**

The rates of Eco-Tourism Complex at Mollem (BMWLS)

Sr No	Description	Revised rate per day (noon to noon basis)
1.	Swiss cottage tent at Aranyak (Double occupancy)	Rs.400/-
	For an extra person additional amount will be charged and no extra bed will be provided.	Rs.100/- per persons
2.	Swiss Cottage Tent at Aranyak (Single Occupancy)	Rs.250/-
3.	Single Pole Tent at Aranyak (Double Occupancy)	Rs.300/-
	For an extra person additional amount will be charged and no extra bed will be provided	Rs.50/- per person
4.	Single Pole Tent at Aranyak (Single Occupancy)	Rs.200/-
5.	Dormitory (Indian Bison Dormitory) per bed (one person)	Rs.100/-
6.	Dormitory (Indian Bison Dormitory) Per bed (Student on educational tour)	Rs.50/-

**APPENDIX - IV – (2)**

ALL FOREST REST HOUSE

Sr No	Category of Visitors / Occupants	Revised rates per day (check out time, Noon to noon basis)
1.	State Government officials on duty	Rs. 50.00
2.	State Government officials on private visit	Rs. 100.00
3.	Other Governmental Officials on duty	Rs. 150.00
4.	Other Government officials on private visits	Rs. 250.00
5.	General Public	Rs. 250.00

**APPENDIX – V**  
**APPENDIX - V – (a)**

Following rates/fees are fixed for visiting Dr. Salim Ali Bird Sanctuary, Chora by boat: -

(i)	Visiting sanctuary in Government / Department.	Rs. 75/- per person (no concessions for groups & students)
(ii)	Visiting sanctuary by private boat belonging to tourists, individuals / entrepreneurs	Rs. 50/- per person

The department will not be responsible for any accident, injury etc, during the boat ride involving private boat.

**APPENDIX - V – (b)**

Entry and other fees for private visits in Sanctuary and Bondla Zoo:

1.	Entry fee (Adult)	Rs. 5/-
2.	Entry fee (Children)	Rs. 2/-
3.	Deer Park entry fee (adult)	Rs. 10/-
4.	Deer park entry fee (children)	Free
5.	Scooter/motorcycle 2 wheelers	Rs. 10/-
6.	Car/Jeep/4 wheelers light vehicle	Rs. 50/-
7.	Bus/truck/tempo/tractor/heavy vehicle	Rs100/-
8.	Rickshaw 3 wheelers	Rs. 25/-
9.	Still camera	Rs. 25/-
10.	Video camera (8 mm.)	Rs. 100/-
11.	Elephant ride (Adult)	Rs. 20/-
12.	Elephant ride (children)	Rs. 5/-
13.	Video / camera for filming / documentary / advertisement etc. (16mm.& up)	Rs.5000/- per day per camera

**APPENDIX - V – (c)**

Entry and other fees for private visits in Bhagwan Mahavir Wildlife Sanctuary & Mollem National Park.

Sr No	Type of Accommodation	Occupancy	Revised Rate	Check out time
1	Adult (Indian)		Rs. 20/- (per head)	12.00 noon
2	Adult (Foreigners)		Rs. 20/- (per head)	-do-
3	Child / Student (upto 12 <sup>th</sup> Standard) (Indian & Foreigners)		Rs. 5/- (per head)	-do-
4	Still Camera		Rs. 30/-	-do-
5	Video Camera 8mm handy cam etc.		Rs. 150/-	-do-
6	Motor cycle , Scooter, 3 wheeler, rickshaw etc		Rs. 40/-	-do-
7	Car / Jeep / 4 wheelers / light motor vehicle (other than licenced / registered vehicle)		Rs. 120/-	-do-
8	Bus / truck / tempo / tractor / Heavy vehicle (other than registered / licenced vehicles)		Rs. 250/-	-do-
9	Video Camera for filming documentary / advertisement etc. 16mm & above	Per day Camera	Rs.5000/- per day per camera	-do-
10	Camping inside the sanctuary at the specified spots / sites with their own tent & other equipments. The permission for this will be given by Director (Dy. Conservator of Forests / Asstt. Conservator of Forests). Whether to give permission or not for camping inside wildlife protected area is at the discretion of the Director (Dy. Conservator of Forests / Asstt. Conservator of Forests).	per day per person	Rs. 100/- per persons	-do-

**APPENDIX - V – (d)**

The entry fee for entry in Arboratum at Satpal

Sr No	Type of Accommodation		Rate per day
1	Entrance fee per person		
	i.	Adults	Rs.2/-
	ii.	Children and students	Rs.1/-
2	Entrance fee per Vehicle		
	i.	Motor cycle including scooter	Rs.5/-
	ii.	Car and Jeep (all four wheelers	Rs.10/-
	iii.	Bus	Rs.50/-
1	Entrance fee per Camera		
	i.	Camera	Rs.10/-
	ii.	Movie Camera	Rs.100/-

The Government has exempted bonafide students from Educational institutions upto Std. XII from paying any fee for entering into various Wildlife Parks/Sanctuaries, Zoos, National Parks & Deer Safari provided, they produce certificate from the Head of the Institution to prove their bonafides and are accompanied by teachers.

**APPENDIX - VI**

Fees for following different types of transit passes are as follows:

Type of Transit Passes	Rate (Rs.)
Timber, firewood and M.F.P. from Government Forests after purchase by private parties, institutions or Government departments (colour white)	50.00
Pass for timber, firewood or other forest produce including M.F.P. for dastan and storage and transit to saw mill (colour pink)	100.00
Pass for firewood and M.F.P. from private areas (colour green)	100.00
Pass for timber and poles from private areas (colour yellow)	200.00

**APPENDIX - VII**

Name &amp; Designation of the officer Telephone No.

Sr. No.	Name & designation	Telephone No.		
		Office	Res.	Mobile
1	Dr. Shashi Kumar, IFS, Chief Conservator of Forests, Panaji – Goa	2224747, 2225926, 2424352 Fax: 0832 – 2224747	2223508	9422439953
2	Shri. Santosh Kumar, IFS, Conservator of Forests, Territorial, Wildlife and Eco-tourism, Panaji Goa.	2422240	2753899	9422437237
3	Shri. Santosh Kumar, IFS, Dy.Conservator of Forests, Planning and Statistics, Panaji Goa.	2425642, 2225922	2753899	9422437337
4	Shri. D.N.F. Carvalho, IFS, Dy. Conservator of Forests, Monitoring and Evaluation, Panaji Goa	2421414	2409736	-
5	Shri. Debendra Dalai, IFS, Dy. Conservator of Forest, Wildlife and Eco-tourism, Panaji Goa.	2229701, 2422864 Fax: 0832 - 2229701	2423933	9423889890
6	Shri. F.X. Araujo, IFS, Dy.Conservator of Forests, Research and Utilization, Margao.	2750099	2443806	9422638882
7	Dr. G. Trinadh Kumar, IFS, Dy. Conservator of Forests, Working Plan, Panaji Goa.	2222121	2422109	9860081140
8	Shri. M. K. Shambhu, IFS, Dy. Conservator of Forests, North Goa Division, Ponda Goa.	2312095 (Telefax)	-	9422437137
9	Shri. M. K. Bidi, Dy. Conservator of Forests, South Goa Division, Margao Goa.	2756309, 2750246 (Telefax) 2751462	2742145	9422437037
10	Shri. S. K. Waradkar, Dy. Conservator of Forests, Social Forestry Division, Ponda Goa.	2312009	2724116	9422388271
11	Shri. Suresh Khanolkar, Dy. Conservator of Forests, Soil Conservation Division, Ponda Goa.	2312793	-	-
12	Shri. G. L. Kangralkar, Asstt. Conservator of Forests, Central Mobile Squad, Panaji Goa	2225926	2741623	9423055763
13	Shri. S.T.E. Henriques,	2312856	-	9822137445

	Asstt. Conservator of Forests, North Goa Division, Ponda – Goa			
14	Shri. M.K. Karkhanis, Asstt. Conservator of Forests, Legal Cell, Panaji – Goa	2225926	-	-
15	Shri. P.M. Kurdekar, Asstt. Conservator of Forests, Research & Utilization, Margao – Goa	2750099	2316827	9822103452
16	Shri. Suhas Vasta, Asstt. Conservator of Forests, South Goa Division, Margao – Goa	2750246	2741623	-
17	Shri. Ramesh Desai, Asstt. Conservator of Forests, South Goa Division, Margao – Goa	2750246	2743636	9822480760
18	Shri. Kamu Prakash Asstt. Conservator of Forests, Wildlife & Eco-tourism, Panaji - Goa	2229701	-	-
19	Shri. N. D. Naik, Asstt. Conservator of Forests, Working Plan, Panaji - Goa	2222121	-	-
20	Shri. Vikas Desai, Asstt. Conservator of Forests, Forest Training School, Valpoi - Goa	2374406	-	-
21	Shri. Anil Shetgaonkar, Asstt. Conservator of Forests, Sub Divisional Forest Office, Mapusa Goa	-	-	9822587607
22	Smt. Linette Ferrao, Dy. Director of Administration, Panaji – Goa	2225926 2422448	2437295	-
23	Shri Suresh Sawant, Asstt. Accounts Officer, Panaji – Goa	2225926	-	-
24	Smt. Linette Ferrao (Addll. Charge), Forests Settlement Officer, Valpoi Goa	2374406	-	-
25	Laura Britto e Madre de Deus Forests Settlement Officer, Sanguem – Goa	2603076	-	-

26	Shri. V. K. Parmeshwaram, Chief Forest Surveyor, Panaji –Goa	2222121	-	-
27	Range Forest Office, Canacona – Goa	2643348	-	-
28	Range Forest Office, Pissonem – Goa	2673030	-	-
29	Range Forest Office, Collem – Goa	2600271	-	-
30	Range Forest Office, Pernem – Goa	2201367	-	-
31	Range Forest Office, Ponda – Goa	2317822	-	-
32	Range Forest Office, Panaji – Goa	2422244	-	-
33	Range Forest Office, Sanguem – Goa	2604249	-	-
34	Range Forest Office, Valpoi – Goa	2374223	-	-
35	Range Forest Office (Wildlife), Campal – Goa	2228772	-	-
36	Range Forest Office(Wildlife), Bondla – Goa	2610022	-	-
37	Range Forest Office(Wildlife), Mollem – Goa	2612211	-	-
38	Range Forest Office(Wildlife), Cotigao – Goa	2644263	-	-
39	Forest Rest House, Poinginim	2641548	-	-
40	Forest Rest House, Mollem	2612231	-	-
41	Forest Rest House, Sanguem	2604249	-	-
42	Forest Rest House, Valpoi	2374406	-	-
43	Forest Rest House, Ponda	2318884	-	-
44	Forest Rest House, Quepem	2662214	-	-
45	Forest Rest House, Keri	2369444	-	-

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