



GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY
DIRECTION OFFICE (C&E)



Sub: - Revised Standard Operating Procedure for felling of plantations as per Management Plan in Social Forestry Department.

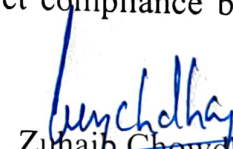
CIRCULAR

It is being observed that the felling of harvestable plantation cases in the Department are not dealt as per the circulated SoPs & also in light of recently notified plantation rules under SO 327, the process is to be further regulated besides adhering to following instructions while processing such cases: -

1. *There should be a Management Plan for every harvestable site.*
2. *Provisions of SO-327 of 2022 dated: - 07.07.2022 including active involvement of VPPCs in felling/auction process is to be ensured.*
3. *The process is to be simplified as far as possible.*
4. *Bidders are to be bound to complete the process in time and as per the regulations & also felling operations are to be monitored by the Department in a coherent manner.*
5. *Proper record of each felling case is to be maintained in an organized manner and to be shared with Direction Office.*
6. *The Designated Auction Committee needs to switch over to e-auction mode as early as possible.*

Accordingly, I am directed to circulate **revised Standard Operating Procedure** for felling of plantations in Social Forestry Department for strict compliance by all concerned officers of the Department.

This is issued with the approval of PCCF/Director.


Zuhair Chowdhary,
Dy. Conservator of Forests (C&E)
Department of Social Forestry
J&K, Jammu

No: DIR/DSF/C&E / 1828-43

Dated: 27-12-2022.

Copy for information & necessary action to the:-

1. Regional Director, Department of Social Forestry, Jammu.
2. Regional Director, Department of Social Forestry, Kashmir.
3. Dy. Conservator of Forests (M&E), Department of Social Forestry, J&K.
4. All Divisional Forest Officer (s), Department of Social Forestry, J&K
5. I/C Website, Direction Office for placing this circular on official website of the Department.

Standard Operating Procedure for felling of plantations as per Management Plan in Social Forestry Department

1	The harvestable plantations will be identified by the concerned Divisional Forest Officer who will submit a comprehensive technical report/proposal /enumeration list of trees requiring removal as per Management Plan or for any other specific reason/developmental projects (other than FCA) with full details/photographs, certificates and specific conditions of each plant alongwith resolution of concerned VPPC to the Regional Director concerned quoting therein relevant sections of Govt. Orders and will also enclose copy of a Management Plan thereof.
2	The Regional Director concerned after thorough securitization & ensuring that SOPs have been followed strictly, would accord technical sanction/ approval for conducting markings of trees for removal.
3	After receiving technical sanction/approval, the marking should be done by branding “Marking Hammer by the Marking Officer (not below the rank of RO) & detailed marking list shall be submitted by the concerned DFO to the concerned Regional Director after cross check on ground.
4	The Regional Director concerned will submit the marking list, so received alongwith reserve rates of each species to be put to auction to the Director for approval. The proposal should also carry specific recommendations & mention of provisions of the rules whereunder the felling permission of particular species/ trees is sought
5	The proposal will be scrutinized at Direction Office & approval for felling /auction/reserve rates will be accorded by the Director in terms of relevant rules/Government Orders.
6	The Designated Auction Committee will issue Auction Notice immediately after receipt of approval & shall co-opt at-least two members of concerned VPPCs in the auction process to be nominated by the Chairman (VPPC) both in case of offline as well as online auctions. The Auction Committee is advised to switch over to on line auction mode.
7	Once the Designated Auction Committee of the Department conducts auction as per the procedure/rules, it shall maintain the list of bidders and details of bid amounts with address and mobile number of highest bidder

	and conclude the process by preparing the bid list duly signed by the members of auction committee on same day. In case of non-materialization of auction proceedings, committee may take next decision & record the same in the Minutes of the Meeting. In case of re-auction, process should be started without delay.
8	The DFO concerned shall inform the highest bidder immediately to deposit 50% bid amount within two days and rest 50% of the amount within next one week from the date of issuance of letter to contractor. The communication of DFO should make it absolutely clear that in case of the non-deposition of the due amount by the highest bidder within the stipulated time, the department shall be at liberty to cancel the auction & security deposits of the successful bidder shall be forfeited to safeguard the interests of the Government.
9	Once the full payment is received from the highest bidder, the DFO concerned shall issue work order in favour of the highest bidder in a speaking mode as per format annexed with this document at Annexure-A with a copy thereof to concerned Regional Director wherein a felling Supervisory Officer will also be designated who shall maintain felling diary & would be duty bound to submit progress of the felling on daily basis and final report after successful completion of the felling to his next officer.
10	The concerned DFO will also check the felling randomly to ensure that no violation of rules/ guidelines takes place. He will obtain completion report from the felling supervisory officer duly countersigned by concerned RO and will submit the same to concerned RD alongwith his specific remarks for releasing the security amount of the highest bidder.
11	The concerned DFO shall ensure to deposit amount received on account of auctions in relevant heads viz. GST/ TAX, Govt. Revenue/VPF as the case may be.
12	The concerned DFO shall maintain and submit entire details of each felling case (as per the format annexed at Annexure-B to this document) to Direction Office through respective RDs for updation of records.
13	DFO concerned in consultation with RD concerned will formulate plan for re-afforestation of the area.

Annexure-A
(Work Order Format)

Shri _____

Whereas, this Department had issued Auction Notice under No. _____ for conduct of auction of _____ (species/trees) having volume _____ located at _____ on “as it is where it is basis” through designated auction committee;

Whereas, the auction was conducted by the Auction Committee at _____ as per the procedure & you turned up as successful bidder with bid amount of Rs. _____ for the above stuff;

Whereas, you were accordingly informed by the undersigned to deposit the money vide this office letter No. _____ as per the timelines set therein;

Whereas, you have deposited bid amount with this office as per following break up: -

<i>Date</i>	<i>Amount Deposited</i>	<i>Mode of payment</i>

Now, in view of above, this work order is hereby issued in your favour for carrying out the felling, its conversion & transportation of converted stuff on the following terms and conditions: -

1. The felling/conversion and its transportation of auctioned produce shall be completed within _____ days from now.

2. The entire felling operations will be conducted under the supervision of Shri (Felling Supervisory Officer).
3. You will take all precautions while carrying out the work of felling/conversion/transportation that no felling of any unmarked tree takes place or any damage is caused to plantations/unmarked trees & all rules and regulations are strictly followed. In case of any doubt, liaison with felling officer/Range Office may be made.
4. In case, felling of any un-marked tree is undertaken under the garb of this work order or any other damage is caused, you shall be liable to pay cost of tree/trees plus ten times compensation thereof alongwith other actions as are warranted under rules.
5. In case, you fail to complete felling operations within the stipulated time of _____ days, the case shall be processed in terms of Clause No. _____ of Auction Notice for taking further appropriate action which may include cancellation of the auction/felling order, forfeiture of your security deposits and you would be having no claim whatsoever in this regard.
6. Your security amount will be released only after successful completion report is received by the Regional Director concerned after joint inspection of the site by you & the Range Officer concerned.

DFO

S.F. Division _____

Copy submitted to the Regional Director, Department of Social Forestry, Jammu/Kashmir for favour of information.

Copy to Shri _____ (Felling Supervisory Officer), he shall maintain felling Diary & keep the Range Officer apprised about the progress on daily basis and furnish final report after completion of felling/removal duly countersigned by concerned RO.

Annexure-B

1	Social Forestry Division	
2	Location	
3	Stuff (Details)	
4	Scheme	
5	Enumeration conducted on (dates)	
6	Enumeration conducted by (Names of the officers / officials)	
7	Name of Gram Panchayat	
8	Copy of Resolution of VPPC	
9	Ref. of Marking List approval	
10	Marking conducted by (Name of the officer/official)	
11	Ref. of Felling Order	
12	Ref. of Auction Notice	
13	Date of Auction	
14	Auction Result Sheet	
15	Highest Bidder	
16	Amount Received	
17	<i>Amount deposited as GST/TAX</i>	
18	<i>Amount deposited as 25% Govt. Revenue</i>	
19	<i>Amount deposited as 75% in VPF</i>	
20	Name of felling Supervisory Officer	
21	Dates of felling/removal	
22	Date of completion of felling/removal	
23	Any other specific remarks	

DFO
S.F. Division