

## “Certificate of Clearance & Tree Felling Permission in Non-Forest Area for Developers”

### Procedure:

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for compilation of each step procedure is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), or Business location (Rural/Urban).

#### a. Procedure to be followed by applicant:

1. Visit the website (tfpd.wbforest.org).
2. If you are a new user,
  - (i) Click on **Registration for Applicant**.
  - (ii) Fill up the details required for registration.
3. A new Login ID and Password would generate.
4. Continue to Homepage (tfpd.wbforest.org); click on **Applicant Page** and **Login** with the generated **User ID** and **Password**.
5. If you are an existing user, Enter the **User ID, Password** and Click on **Sign in** Button.
6. a) After **Login**, click on **Start New Application**, if you are new user.  
b) If you are an existing user click on Application History for checking your application status or click on “Next” button to start a new application.
7. Fill the whole application form carefully and print acknowledgement copy and after signing it and seal if required make a pdf file and upload this pdf file at designated space in the application form.
8. Click on **Submit and Pay** button to make a secure payment and print the final acknowledgement copy.

#### b. Step by Step movement of application within the department along with the timeline.

Step No.	Procedure	Timeline
1	On being satisfied with the filled up application & uploaded documents payment of fees. DFO's will allocate Inquiry officer & send the same to the Inquiry officer for inquiry.  For incomplete application a query will be raised by the DFO & the same will be intimated to the applicant.  Inquiry officer submits report after field inquiry & other mandatory documents.	30 days
2	On receipt of the inquiry report DFO issues Certificate of Clearance or if dissatisfied with the inquiry report, informs the applicant.	30 days
3	On receipt of mandatory work completion report from the applicant in the system, DFO issues Tree Felling Permission.	30 days

### **Comprehensive list of documents**

Comprehensive list of documents required for application is same irrespective of risk category. (Low, Medium & High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), or Business location (Rural/Urban).

[Click here to view Comprehensive list of documents.](#)

### **Fees**

Fees are same irrespective of risk category. (Low, Medium & High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), or Business location (Rural/Urban).

<b>SL. No.</b>	<b>Procedure</b>	<b>Fees</b>
1	Certificate of Clearance/Certificate of clearance & permission for Felling of Trees in Non-Forest Area for Developers	Rs. 1000