

CHECK-LIST
OF
DOCUMENTS/INFORMATION REQUIRED FOR PROPOSAL
FOR DIVERSION OF FOREST LAND FOR NON FORESTRY USE
UNDER FOREST (CONSERVATION) ACT, 1980

FOR STAGE-I APPROVALS

I Documents/Information Required for All Proposals

S.No.	Name of the Document (s)	Provided or Not	If not Provided Why?	Page Number
1	Check-list of the project proposal			
2	Demand letter of the project authority/ applicant, if submitted.			
3	Main application form from Part-I to V as prescribed in the Rules under the FCA with all its columns duly filled up and signed by the competent authority with date, place and official seal. All the information in Part-I of Form-A including item-wise breakup of the forest area required, must be given in the form itself by expanding the columns			
4	Detailed note on the project. It must include the information regarding the number of villages and number of persons to be benefited from the project including employment generation.			
5	Map of the project site/forest area required clearly showing forest boundaries and adjoining areas with their land use in distinct colours in 1:50000 or any suitable scale on original Survey of India topo sheet. If the area is very small, in addition to above, an index map may be submitted showing forest boundaries and a location map on a larger scale with land use of the area required duly signed by DFO/CF concerned.			
6	Layout plan of project site approved by competent authority. In case of linear diversion of forest land, linear map or a diagrammatic map of the project site should be enclosed.			

7	Statement showing the details of forest area involved i.e. Survey No. /Coupe No. /Compartment No., etc., and item-wise breakup of the forest area proposed for diversion duly signed by DFO (<i>in the prescribed format</i>).			
8	Statement showing the details of non-forest area involved in the proposal (<i>in the prescribed format</i>).			
9	Certificate from the Collector/Deputy Commissioner that no alternative suitable non-forest land is available for the project in question.			
10	Justification for locating the project in forest area to be submitted by User Agency and countersigned by DFO.			
11	Certificate for minimum use of forest land to be submitted by the User Agency, giving details of area and trees involved in the alternatives examined and reasons for their rejection duly countersigned by DFO (<i>in the prescribed format</i>).			
12	Undertaking by the User Agency to bear the cost of compensatory afforestation duly counter signed by the DFO (<i>in the prescribed format</i>).			
13	Undertaking by the User Agency to pay the Net Present Value (NPV) of the forest land involved duly countersigned by DFO (<i>in the prescribed format</i>).			
	Undertaking by the User Agency to pay the Additional Net Present Value (NPV), if any, of the forest land involved duly countersigned by DFO (<i>in the prescribed format</i>) as decided at a later date as per the decision of the Supreme Court.			
14	<p>A certificate from the competent authority in the State in the prescribed (<i>vide MoEF letter No. 11-9/98-FC (pt.) dated 5th July 2013</i>) format that all forest rights under the Forest Rights Act, 2006 have been settled in respect of the forest area proposed for diversion, wherever applicable.</p> <p>In case, the process for settlement of rights under FRA has not been initiated, grant of stage-I approval under the FCA to the proposal will be considered only if a certificate from the competent authority concerned, clearly stating that the process for settlement of rights under the FRA has not been initiated along with evidences</p>			

	supporting that settlement of rights under the FRA will be initiated and completed before the final approval, is enclosed with the proposal (vide F. No. 11-179/2012-FC Dated: December 20, 2013).			
15	Species-wise and girth class-wise enumeration list and abstract of trees (<i>abstract to be given at the end of the list</i>) standing on the forest area in question neatly typed or computerized and duly signed by DFO.			
16	Site inspection report of the forest area involved in the project proposal by the DFO concerned or higher level forest officer in prescribed format (<i>in the prescribed format</i>).			
17	Details of non-forest land/degraded forest area identified for compensatory afforestation viz. Survey No./ Compartment No./Khasra No./Khatoni No., Village, Tehsil, District, etc., along with map in appropriate scale showing the boundaries of adjoining forest areas with their use in distinct colours (<i>in the prescribed format</i>).			
18	Detailed scheme for compensatory afforestation on identified non-forest area/ degraded forest area, as the case may be, at prevalent wage rates duly signed by DFO and countersigned by the CF concerned. The CA scheme must include all the technical details, details of work schedule, total financial outlay and proposed monitoring mechanism (<i>in the prescribed format</i>).			
19	Certificate from the DFO, that non-forest land selected for compensatory afforestation is in a compact block and contiguous to forest area or in close proximity of forest area and suitable from the management and protection point of view.			
20	Suitability certificate from the Divisional Forest Officer that the land identified for compensatory afforestation is suitable for raising plantation (<i>in the prescribed format</i>).			
21	Certificate from the Chief Secretary regarding non-availability of non-forest land in the state for raising compensatory afforestation, wherever applicable. This certificate will be based on the certificate signed by the DFO and Deputy Commissioner/Collector of the district concerned about non-availability of such non-forest land.			
22	In case of proposal which requires entry/exit through Protected Forest strips along			

	roads/railway lines/canals, the following information/documents must be given :- a) No Objection Certificate (NOC) of the land owning agency i.e. NHAI/PWD, Railways or Canal/ Irrigation Department b) Change of Land Use certificate from Town and Country Planning/ any other competent authority.			
23	For the projects involving forest land for construction of buildings/right of way for buildings, the built-up area, details of DG sets to be installed, and raw materials to be used (<i>in case of industries</i>) should be clearly mentioned.			
24	Status of clearance under Environment (Protection) Act, 1986, wherever required.			
25	NOC of the State Pollution Control Board for establishment of the project, wherever required.			
26	Detailed scheme for rehabilitation of project affected persons, wherever required.			
27	Detailed Catchment Area Treatment Plan, wherever required. The CAT Plan should be prepared on the basis of actual survey of area and its classification in various categories requiring different engineering/ afforestation and other treatments in phased manner.			
28	Detailed Reclamation Plan, wherever required. It should be realistic exhaustive and complete in all respects along with relevant maps in distinct colours. It should also include the details of back fillings, afforestation and execution of such works, wherever required.			
29	Cost benefit analysis as per the guidelines issued under forest (Conservation) Act, 1980 in prescribed format, wherever required.			
30	Any other information/documents necessary for giving clarifications on the project, may be specified and attached.			

II	Documents/Information Required for Proposals for Roads, Railway Lines, Canals and Transmission Lines			
31	The following information/documents must be given :- a) Length and width of Road/Railway line/ Canal/ Transmission line passing through forest and non forest area. b) In case of expansion of already			yes

	<p>existing road/railway line/canal, linear plan clearly showing in distinct colours the already existing road (<i>from beginning to end</i>), the width of the proposed road/railway line/canal to be expanded, and the remaining width of the Protect Forest strip, if any, which would be left after expansion.</p> <p>c) In case of transmission line, the following details may also be given :-</p> <p>i) Number of towers to be erected both in forest and non forest area.</p> <p>ii) Width of the right of way for transmission line.</p>			
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III	Documents/Information Required for Proposals for Hydro Electric Projects			
32	<p>The following information/document must be given :-</p> <p>a) Component-wise total area requirement</p> <p>b) Copy of Memorandum of Understanding</p> <p>c) Copy of Techno-Economic Clearance</p> <p>d) Copy of Implementation Agreement</p> <p>e) NOC from Irrigation and Public Health Department</p> <p>f) NOC from Fisheries Department</p> <p>g) Authorization to the applicant by the Project Authority</p>			

IV	Documents/Information Required for Proposals for Mining			
33	<p>The following information/documents must be given :-</p> <p>I New Proposals</p> <p>a) Certificate from the competent authority like District Mining Officer/Geologist, regarding non-availability of the same mineral/ore in the nearly non-forest area.</p> <p>b) Estimated reserve of each mineral/ore in the forest area and non-forest area.</p> <p>c) Total area demanded and extent of forest area involved in the proposed</p>			

	<p>mining lease shown in distinct colours on relevant maps</p> <p>d) Proposed period of mining lease.</p> <p>e) Minimum distance of the proposed site from Wildlife Sanctuary and National Park.</p> <p>f) A copy of the mining plan duly approved by IBM, Nagpur.</p> <p>g) Phased reclamation plan of the project area.</p> <p>h) Copy of lease deed/agreement entered into with the district authorities.</p> <p>i) The details of Safety Zone Area for the mining as per para 4.7 of the guidelines. The undertaking from the project authority to bear the cost of fencing of safety zone area and afforestation over one and half times of degraded forest area. The details of safety zone to be ascertained by the competent authority viz. Indian Bureau of Mines/ Deptt., of Geology and Mining of the State Government.</p> <p>II) In case of renewal of Mining Lease</p> <p>a) A brief profile of the lessee/ company should be submitted giving details of their existing mining leases in the State with their capacity of production, the present level of average annual production, location of these pits and the status of reclamation of forest land that are exhausted of minerals.</p> <p>b) Complete details of existing or proposed leases in that particular forest area with their present status should be indicated on the Survey of India Topo-sheet in appropriate scale</p> <p>c) The State Government shall forward the complete proposal to the RO/MoEF at least six months prior to the expiry of the existing lease. In case of any delay, a details report elaborating the causes of delay shall be forwarded along with the</p>			
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	proposal.			
	d) A resolution of Gram Panchayat/ Local Body of the area endorsing the proposal that the project is in the interest of the people living in and around the proposed forest land.			

V	Documents/Information Required for Proposals for Retail Outlets of an Oil Companies			
34	<p><i>The following information/ documents must be given :-</i></p> <p>a) Copy of letter of intent issued by the oil Company.</p> <p>b) Site selection certificate as per Govt. of India guidelines. The DFO should certify the distance between two retail outlets on either side of the outlet in question.</p> <p>c) Layout plan showing dimensions of proposed approach road for entry and exit with clear area calculations.</p> <p>d) Map clearly indicating the directions of the road leading from....to.....</p> <p>e) The area calculations for the curves should invariably be given in the layout plan.</p> <p>f) NOC from NHAI/PWD/Urban or local body</p> <p>g) NOC from Town and Country Planning/ local body</p> <p>h) Certificate by User Agency to the effect that no High Tension line passing above the proposed site duly countersigned by DFO</p> <p>i) A Certificate by User Agency to the effect that no LP Gas godown is located near the proposed site duly countersigned by DFO</p>			

Date.....

Place.....

Seal_____

Divisional Forests Officer
.....Forest Division
Office

Countersigned by
Conservator of Forests

Full Title of the Project: _____

File No. : _____

Date of Proposal: _____

CHECK LIST SERIAL NUMBER-07

STATEMENT SHOWING DETAILS OF FOREST AREA PROPOSED FOR DIVERSION

S.No.	District	Division	Range/Tehsil/ Village	Khasra/ Survey or Compartment Number of Km. Stone	Forest Area proposed for Diversion (Ha.)	Legal status of Forest Area	Rem- arks
1	2	3	4	5	6	7	8
							-

Date.....

Place.....

Divisional Forest Officer

.....Forest Division

Office Seal_____

Full Title of the Project: _____

File No. : _____

Date of Proposal: _____

CHECK LIST SERIAL NUMBER-08

**STATEMENT SHOWING DETAILS OF NON FOREST AREA
INVOLVED IN THE PROPOSAL**

S.No.	District	Division	Range/Tehsil /Village	Khasra/ Survey or Compartment Number of Km. Stone	Non Forest Area involved in the proposal (Ha.)	Present land Use	Remarks
1	2	3	4	5	6	7	8

Place :.....

Signature of User Agency
Office Seal

Date :.....

Forwarded by :-
Divisional Forests Officer

.....Forest Division

Office Seal _____

Full Title of the Project: _____

File No. : _____

Date of Proposal: _____

CHECK LIST SERIAL NUMBER-11

CERTIFICATE FOR MINIMUM USE OF FOREST LAND

This is to certify that the forest area involved in the proposal unavoidable and barest minimum forest area i.e. _____ ha area is proposed diversion.

Place :.....

Signature of User Agency
Office Seal

Date :.....

Countersigned -

Divisional Forests Officer
.....Forest Division
Office Seal _____



Full Title of the Project: _____
File No. : _____
Date of Proposal: _____

CHECK LIST SERIAL NUMBER-12

UNDERTAKING FOR PAYMENT OF COST OF COMPENSATORY
AFFORESTATION

I/We _____, hereby, undertake to pay the entire amount for compensatory afforestation in lieu of the forest area diverted for _____ as per prevailing wage rates at the time of plantation.

Place :.....

Signature of User Agency
Office Seal

Date :.....

Counter signed by :-

Divisional Forests Officer
.....Forest Division
Office Seal_____

Full Title of the Project: _____
File No. : _____
Date of Proposal: _____

CHECK LIST SERIAL NUMBER-13

UNDERTAKING FOR PAYMENT OF NET PRESENT VALUE OF
FOREST AREA

It is to certify that I/We _____ have applied for diversion of _____ ha. of forest area for the purpose of _____

_____ I/We, hereby, undertake to pay the net present value

(NPV) of the above forest land. I/we also hereby undertake to pay the additional amount of NPV, if so determined as per the decision of the Hon'ble Supreme Court.

Place :.....

Signature of User Agency
Office Seal

Date :.....

Counter signed by :-

Divisional Forests Officer
.....Forest Division
Office Seal_____

Full Title of the Project: _____

File No. : _____

Date of Proposal: _____

CHECK LIST SERIAL NUMBER: 16

SITE INSPECTION REPORT NOT BELOW THE RANK OF DCF
(For the Forest land to be diverted under FCA)

A proposal has been received by this office from _____
for diversion (under FCA-1980) of _____ ha. of forest land for non forestry purpose. The subject envisages the use of forest land for_____. The site inspection of the land involved in the proposal has been done by me on dated

On inspection of the site, it is found that the land required by the user agency is a forest measuring _____ ha.

The requirement of forest land as proposed by the user agency in Col. 2 of part-I is unavoidable and is barest minimum required for the project.

Whether any rare/ endangered/ unique species of flora and fauna found in the area. If so, the details thereof.

Whether any protected archaeological/ heritage site/ defence establishment or any other important monument is located in the area. If so, the details thereof with NOC from competent authority, if required.

- (a) The user agency has not violated the provisions of Forest (Conservation) Act, 1980 and no work has been started without proper sanction.
- (b) It has been found that the user agency has violated the Forest (Conservation) Act, 1980 provisions. A detailed report as per para 1.9 of Chapter 1, Part C of Hand book of Forest (Conservation) Act, 1980 is attached).

(Note: Whichever of the above is applicable should be shown in bold letters)

Specific recommendation for acceptance or otherwise of the proposal.

Place :..... (Signature)
Date: Name
Designation
Office Seal

Full Title of the Project: _____
File No. : _____
Date of Proposal: _____

CHECK LIST SERIAL NUMBER: 17
LOCATION MAP

Location Map of Non Forest/Degraded Forest Area identified for Compensatory Afforestation in lieu of proposal for diversion of _____Ha. of forest land for _____ in _____ District.

Village:_____ Tehsil_____ District:_____ Fore
st Division_____ Forest Range:-_____ Block
No./Compartment No./Survey No.: - _____ Area:- _____

Map attached
Area to be taken for Compensatory Afforestation

Divisional Forests Officer
.....Forest Division

Full Title of the Project: _____

File No. : _____

Date of Proposal: _____

CHECK LIST SERIAL NUMBER: 18

“SCHEME FOR COMPENSATORY AFFORESTATION”

Detail scheme for Compensatory Afforestation to be carried out in lieu of _____ Ha. of forest area to be diverted for _____
in _____ District.

1. Details of degraded forest land/non-forest land :-

District _____ Village _____

Tehsil : _____

Name of Forest Division _____ Range _____

Block/Compartment/Survey No. _____

Area to be afforested _____

2. Description of Area

- I) Whether the site selected for Compensatory Afforestation is a land bank or not : _____
- II) If the CA site is other than the land bank, reasons be given : _____
- III) In case of non forest area identified for CA, then what is the distance of CA site from the adjoining forest boundary: _____
- IV) Soil type : _____
- V) Topography :
 - (a) Hilly/Undulating/Plain:
 - (b) Slope: Steep/Medium/Gentle:
- VI) Whether the area is bearing any root stock of vegetation:

3. Plantation Model:-

Copy of the approved Compensatory Afforestation Scheme/Model showing component wise physical and financial break up to be enclosed

4. Schedule of Plantation Programme :-

Detail of year wise break up of requirements of funds is as under:-:

Year	Area in Ha.	Rate/ Ha.
0 th Year		
1 st Year		
2 nd Year		
3 rd Year		
4 th Year		
5 th Year		
6 th Year		

7 th Year		
8 th Year		
9 th Year		
10 th Year		
Supervision Charge		
Total		

3.

Technical details:-

Technical details of Compensatory Afforestation Scheme are as follows:-

- a)** General Details :
- b)** Spacing :
- c)** Species
- d)** Plantation Method
- e)** Soil and Moisture Conservation Works :-
- f)** Protection (Fencing, Watch man, People's Participation etc.):-
- g)** Proposed Monitoring Mechanism :-
- h)** Any other information:-

Divisional Forests Officer
.....Forest Division

Full Title of the Project: _____

File No. : _____

Date of Proposal: _____

CHECK LIST SERIAL NUMBER: 20

“LAND SUITABILITY CERTIFICATE BY DFO (T)”

This is to certify that.....ha. land bearing Survey No./
Compartment No.....of
village.....Tehsil.....
District..... identified for Compensatory Afforestation is suitable
for plantation from management point of view and is free and all sorts of
encumbrances and encroachments

Place :.....

Divisional Forests Officer

.....Forest Division.

Dated

Office Seal.....