



Andhra Pradesh Forest Department



Tree Felling Permission			Within 21 days of application	
Step No.	Role	Step taken	Result	Details
1	Applicant	Open the URL www.forests.ap.gov.in and click 'Online Registration' under 'Tree Felling Permission' tab	User is directed to portal for application for Tree Felling Permission	Tree Felling Permission is provided as online service by Department of Forest via Tree Felling Permission portal
2	Applicant	Fill the registration form to generate username & password	Username & password is generated by the system	The applicant is provided with a username and password by the system after mobile based authentication
3	Applicant	Applicant logs in to the portal using the username & password generated and fills the application for permission for Tree Felling	The system calculates the applicable fees to be paid by the user	Applicant fills the form with basic details of applicant and location and details of trees proposed to be felled
4	Applicant	Upload documents for Tree Felling Permission	Documents uploaded	The following documents are to be uploaded by the applicant online: 1. Form A: Enumeration list of trees to be felled 2. Surveyed Sketch of land 3. Location Map of the land 4. FORM-B: Certificate of Ownership of Premises "issued by Tahsildar. 5. Authorization letter for the Applicant in case of Industry
5	Applicant	Online fee payment	Payment processed and application forwarded to respective Divisional Forest Officer (DFO)	Payment for Tree Felling permission is made online through the payment gateway on the online portal
6	DFO	Checks the application form along with documents	The application is forwarded to respective Forest Range Officer (FRO) by the system as per the jurisdiction	DFO checks the application along with documents. In case of shortfall of information or documentation a system alert can be send to applicant. DFO has 2 days to check the application after online submission

7	FRO	Inspects the location on receipt of online application from DFO	Prepares the enumeration list in FORM-C. FRO will inspect 25% of high risk trees and 10% of medium risk trees in the enumeration list	FRO checks the estimated height and girth of the trees proposed to be felled along with estimation of fuel/root/faggot wood, no. of poles, vasams & bajus and provides recommendation on trees proposed to be felled within 10 Days.
8	FRO	Submission of inspection report	FRO submits the inspection report (FORM-C) online	The submission of inspection report is done within 48 hours of inspection in form – C.
9	DFO	Inspection	DFO will fill FORM-D online after inspection	DFO will inspect the site in case of total area of more than 2 Hectares or total number of high risk trees proposed to be fell are more than 100. DFO will inspect 10% of both high & medium risk trees in enumeration list
10	DFO	Final recommendation on Felling of Tree and the security amount to be deposited by the applicant	DFO fills FORM-D online along with final recommendation on the trees proposed to be felled	DFO provides his final recommendation in FORM-D based on his inspection, if needed within 3 Days.
11	Applicant	Submits the security deposit through payment gateway after receiving system notification	The system generates the final tree felling permission approval letter basis the recommendation of DFO	Applicant deposits the online security deposit to generate the final Tree Felling Permission Certificate



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Annexure-2

FORM-D Name of the Forest Division :							Name of the Forest Range :						
Inspection details of the trees proposed for felling as furnished by Forest Range Officer							Felling permission by the Divisional Forest Officer						
Sl No.	Tree No. (As marked on tree with white colour paint by the Applicant)	Species	Estimated height of tree (Mts.)	Measured Girth(Mts) at breast height	Volume (Cum)	Estimated Fuel/ Root/ Faggot wood (Cum)	Estimated No of Poles	Estimated No of Vasams	Estimated No of Bajus	Whether recommended for felling by FRO (Yes/No)	If 'No' mention reasons	Permitted (Yes / No)	Permitted on refused (Reasons be stated)



Annexure-3

<p>PROCESS FLOWCHART Applicant : Online submission of application in FORM-13 along with the Attachments of Enumeration List of Trees to be felled in FORM-A and Certificate of Ownership of premises /trees by Tahsildar in FORM-B and online payment towards inspection fee for the trees to be felled and security deposit towards replanting. Online generation of acknowledgement to the applicant.</p>	
<p>Divisional Forest Officer concerned.</p>	
<p>Divisional Forest Officer: On receipt, verify correctness and forwards application to Forest Range Officer online. Sends SMS/e-mail alert to the applicant. (2 days)</p>	
<p>Forest Range Officer : Preparation of Enumeration data by the Forest Section Officer. Inspection of proposed site for felling of trees and test checking by Forest Range Officer. Submission of online inspection report in FORM-C by the Forest Range Officer to the Divisional Forest Officer and copy to the applicant through e-mail and SMS alert. (10 days)</p>	
<p>Divisional Forest Officer: According or refusing felling permission to the applicant by uploading the signed copy of felling permission, on receipt of security deposit and inspection report from F.R.O. in FORM-D. (3 days)</p>	
<p>Applicant : Submission of appeal by the applicant to the concerned Conservator of Forests/ Prl. Chief Conservator of Forests in case of disagreement with the orders of Divisional Forest Officer. (15 days)</p>	
<p>Conservator of Forests: Disposal of appeal by the Conservator of Forests / Prl. Chief Conservator of Forests. (15 days)</p>	