

## Standard Operating Procedure and Checklist

Name Department/Office	of Forests & Environment Department
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### Application Type: Certificate

#### Standard Operating Procedure for Applicant

Application for	Certificate of non-forest land
Application Type	Certificate of non-forest land for area upto 2 Ha and more than 2 Ha
Mandatory supporting documents required(enclosures)	<ol style="list-style-type: none"> <li>1. Photograph of applicant</li> <li>2. EPIC or Aadhar</li> <li>3. Proof of ownership of land (Lease deed or Agreement of Sale or any related document)</li> <li>4. GPS Coordinates (in .kmlfile)</li> <li>5. Rough map of the concerned land</li> <li>6. NoC from the concerned Autonomous District Council for land use</li> <li>7. Distance from Forest Certificate from DFO (Wild-life)</li> </ol>
Process description	<ul style="list-style-type: none"> <li>➤ Step 1: Applicant fills the online form addressing to concerned Divisional Forest Officer (DFO) along with the Enclosures; and receives an acknowledgement</li> <li>➤ Step 2: Dealing Assistant reviews the application and enclosures; and forwards to DFO</li> <li>➤ Step 3: DFO scrutinizes the application; and then either informs the applicant to provide clarifications or informs applicant about the inspection visit</li> <li>➤ Step 4: (in case applicable): Applicant provides clarifications to the queries raised by DFO</li> <li>➤ Step 5: Inspection Visit take place and DFO uploads the inspection report</li> <li>➤ Step 6: Based on the findings from inspection report; either of the following would take place: <ul style="list-style-type: none"> <li>• In case of area being upto 2 Ha: DFO either informs applicant to provide clarifications to the queries or rejects the application along with reasons or issues certificate and uploads (and then come directly to step 12)</li> <li>• In case of area being more than 2 Ha: DFO forwards the application along with reasons to Conservator of Forests (Territorial) or CF(T)</li> </ul> </li> <li>In case if Land area is more than 2 Ha:</li> <li>➤ Step 7: CF(T) reviews the application and forwards with remarks to CCF(T)</li> <li>➤ Step 8: CCF(T) reviews the application and forwards with remarks to APCCF(T)</li> <li>➤ Step 9: APCCF(T) reviews the application and forwards with remarks to PCCF(T)</li> <li>➤ Step 10: PCCF(T) reviews the application and forwards with remarks to PCCF &amp; Head of Forest Force; who either rejects the application along with reasons or approves the application and directs the DFO to issue certificate</li> <li>➤ Step 11: DFO issues the certificate and uploads</li> <li>➤ Step 12: Applicant downloads the Certificate</li> </ul>

<b>Procedure for Fees payment</b>	No fee is levied.
<b>List of Reference Documents</b>	The Meghalaya Forest Regulation (Application & Amendment) Act, 1973 The Meghalaya Minor Mineral Concession Rules, 2016
<b>Timeline for completing the process</b>	40 days
<b>Checking of Application Status</b>	Application status can be tracked through Single window portal
<b>Departmental Workflow</b>	Applicant >DFO>Applicant>Inspection Visit>DFO > CF(T) > CCF(T) > APCCF(T) > PCCF and HoFF> Applicant

#### A. Inspection Procedure:

##### A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Dealing Assistant.
2. Verification of compliance of submitted document done by Dealing Assistant.

##### B. Inspection

1. GPS coordinates.
2. Tree enumeration data as per the Meghalaya Forest Regulation (Application & Amendment) Act, 1973.

In case if the purpose of application is mining:

3. Distance from village, bridge, NH, or water source - less than 50 meters.
4. Whether the area is within bio-diversity sites or not.
5. Whether the area is within Meghalaya catchment areas Act 1990.

##### C. Post Inspection

1. Inspection report would be uploaded post completion of the inspection and a copy of the same provided to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance may be included as part of the report.
3. Non-compliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

##### D. Checklist of Documents for Inspection

1. Land document proving bona fide possession of land.
2. NoC from the concerned Autonomous District Council for land use.

