

F. No. 11-9/98-FC  
Government of India  
Ministry of Environment and Forests  
(FC Division)

Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi - 110 510.  
Dated: 8<sup>th</sup> July, 2011

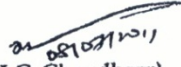
To  
The Principal Secretary (Forests),  
All States / Union Territory Governments except Jammu and Kashmir

Sub: Submission of Geo-referenced digital data for applications under Forest (Conservation) Act, 1980.

Sir,

I am directed to say that to ensure accurate delineation of the forest area proposed to be diverted, in future all applications seeking prior approval of the Central Government under the Forest (Conservation) Act, 1980 for diversion of forest land for non-forest purpose must be accompanied with geo-referenced boundary in shape file. The application should also contain a digital map along with a hard copy duly authenticated by competent authority in the State Government, of the forest land proposed for diversion, prepared by using Total Station or differential GPS. In case the applicant desires, the above digital mapping of the area should be done by the respective State Forest Department by realizing appropriate cost from the user agency.

Yours faithfully,

  
(H.C. Chaudhary)

Assistant Inspector General of Forests

Copy to:-

1. Principal Chief Conservator of Forests, all State/UT Governments except Jammu and Kashmir.
2. Nodal Officer, the Forest (Conservation) Act, 1980, all State/UT Governments except Jammu and Kashmir
3. All Regional Offices, Ministry of Environment & Forests.
4. All Assistant Inspector General of Forests in Forest Conservation Division, MoEF.
5. Dy. Secretary, R.O. (HQ), Ministry of Environment & Forests, New Delhi.
6. Guard File.

  
(H.C. Chaudhary)

Assistant Inspector General of Forests

o/c  
Assured  
14/7/11

**GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT**

Rc. No.28026/2013/F4,  
Dated: 02.08.2013.

O/o the Prl. Chief Conservator of Forests,  
"Aranya Bhavan", Saifabad, Hyderabad.

**Sri B. Somasekhar Reddy, I.F.S.,  
Prl. Chief Conservator of Forests  
& Head of Forest Force**

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**CIRCULAR No. 10/2013**

**Sub:** APFD – FCA – **New online system of forest clearances** of the MoEF, Govt. Of India and **Streamlining of the procedure** for submission and processing of proposals for diversion of forest areas under Forest Conservation Act, 1980 – Circular instructions issued -Reg.

**Ref :** 1. SAIG, MoEF, GOI. New Delhi Lr.F.No.16-13/2011-FC (II), Dt.20.11.2012  
2. I.G.F, MoEF, GOI. New Delhi Lr.F.No.16-13/2011-FC (II), Dt.08.02.2013

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1. It is to inform that the Sr. Inspector General of Forests, MoEF, New Delhi vide reference 1<sup>st</sup> cited (Copy enclosed as **Annexure-I**) has informed that in view of the decision taken by the Central Information Commissioner (CIC) in the complaint filed by Ms. Shibani Ghosh under RTI Act, 2005 seeking display of Form A/ Form B of proposals for diversion of forests land for non forestry purposes, the CIC has directed that Ministry will display above forms within 10 days of placing the project on the Agenda of the FAC and information related to additional documents/reports/studies within 10 days of receipt of information.

2. Sr. Inspector General of Forests has further informed that for the above purpose, suitable arrangement to **upload and display the information** appropriately **on the website of the Environment & Forest Ministry** have been made by the Ministry and requested all the PCCFs of the States to regular upload the information on the website of the Ministry in the **new Web-based Proposal Monitoring System** along with scanned copy of Form A/B before the proposals are considered by the **State Advisory Group (SAG)**.

3. The I.G.F. (FC) vide letter 2<sup>nd</sup> cited (Copy enclosed as **Annexure-II**) has reiterated the same and requested for uploading of the information pertaining to all the FCA proposals on the website of the MoEF. NIC has generated **User IDS and Passwords** for all the Circle and Division level Officers for entering of data in the above mentioned **new Web-based Proposal Monitoring System** of the Ministry of Environment and Forests. The same are appended herewith as **Annexure III & IV** respectively. You are requested to enter the basic information and the information up to Part II & III of the Form A/B at your office level. This has become necessary in view of the decision of the GOI that the proposals will not be put up to the SAG & FAC unless these are uploaded in to the above mentioned **new Web-based Proposal Monitoring System** of the Ministry of Environment and Forests.

4. Further it is to inform that most of the proposals received from the various **User Agencies** are not found to be in a complete shape. The most **common shortcomings** noticed are as follows:

- **Full Justification for locating the project in the forest area**, giving details of the alternatives examined and reasons for their rejection, against item no. 1 (iv) of Part-I of Form "A" in each of the proposal, needs to be furnished in detailed, as the projects in forest lands are to be taken up only in extremely un-avoidable circumstances.
- **Digital maps** with Geo-coordinates recorded using WGS 84 Datum and UTM Projection in Degree, decimal degrees format (dd.ddddddd<sup>0</sup>) using Total Station or DGPS equipment along with **soft and hard copy** needs to be furnished along with each of the proposal (As per GoI letter F. No. 11-9/98-FC, Dt.08.07.2011). The methodology for conduct of DGPS survey is enclosed herewith as **Annexure-V**. It is advisable to conduct the survey in the first place and get the data authenticated from a recognized agency and then only prepare the required maps. In this connection it is to inform that **the Geomatics Centre** of this office has got the necessary hardware, software and technical personnel to authenticate the digital data and maps and the User Agencies can avail of the services of the Centre on payment of **User Charges**. It will be prudent on the part of the User Agencies to get their data verified before hand in the **Geomatics Cell** of this office and then go ahead with the printing of maps. In this connection if any assistance regarding technical details for DGPS

survey is required from this office, the User Agencies may be advised to approach the office and the Addl. PCCF (IT) in particular.

- **Soft copy** of the entire proposal in **Pdf format**. This is required in view of making the entire process of forest clearances online, by the GoI as informed in the ref 1<sup>st</sup> and 2<sup>nd</sup> cited. The first page of this portal is also appended herewith as **Annexure-VI**. You are requested to furnish the relevant information so as to enable this office in uploading the same on the portal, after due scrutiny.
- **Original map on SoI (Survey of India) Topo-sheet on 1:50,000 scale**, of the project, showing the location of the area proposed for diversion passing through Forest Area duly indexed.
- **Index map** of the project with cross sections wherever required.

In case of **Roads proposals** following shortfalls / lacunae were noticed:

- The proposals are not as per the decision taken in the **State Level Committee** meeting held on **18.04.2013** by the Chief Secretary, Govt. of AP on finalization of Master Plan for Road Connectivity in IAP & ITDA areas, where in it was decided to include those works where Forest Clearances etc. are not required and which can be easily implemented in the 1<sup>st</sup> year programme i.e., 2013-14.
- The proposals are not in conformity with the other decisions wherein it was required that all road proposals need to be formulated by the Mandal Level Committee & scrutinized by and approved by the District & State Level Committees. It is not known whether the above procedure has been followed.
- The **width of roads** proposed for formation / improvement of roads are found to be varying for different lengths for different roads, which is contrary to the decision taken in the meeting cited above.
- Clearly mention whether the existing road proposed for up-gradation **existed prior to 1980 or formed subsequently**. If subsequent to 1980, furnish details of the sanction obtained under the FC Act.
- If improvement to BT roads includes construction of **Culverts/ Bridges**, the details like number and location of culverts/ bridges also needs to be furnished.

In case of **Mining proposals** following shortfalls / lacunae were noticed:

- Certificate from the District Mining Officers or the Director of Mines & Geology stating that the mineral for which Mining Leases have been applied for is not available outside the forests, is not furnished.
- Details of all the Mining Leases for the mineral applied for, both outside and inside the forest areas, estimated reserves, production, demand and supply etc. have also not been furnished in each case.

5. Further it is noticed that the Divisional Forest Officers and the Conservators of Forests are not carrying out **field inspection** of the proposed area for diversion in consonance with the GOI instructions at point No. 4.10 at Item no. 7 & 10 of the Part-II of the proposal respectively. Their reports are not covering all the details with photographs; which is leading to delay in further processing of the proposals.

6. It is also noticed in most of the proposals that the User Agencies are not arriving at the **Valuation of loss of forests** as detailed in Annexure-VI (b) and **Evaluation of benefits** as detailed in Annexure-VI (c) correctly. However neither the DFOs nor the CFs are checking the values arrived at and commenting about the same in their reports. It will be advisable that if DFOs find that the values adopted are not correct, the UAs may be called to their offices, discrepancies pointed out and rectified before onward submission to CFs.

7. It is further observed that the field officers are not sticking to the time frame prescribed under the Forest (Conservation) Amendment Rules, 2004 for processing the proposals. This is leading to adverse comments from the UAs as well as the State and Central Governments. Therefore they are requested to strictly adhere to the time frame, without giving any scope for adverse comments from any corner. The following time frame is suggested to expedite the processing the proposals, especially in view of the online systems of monitoring of forests clearances by the MoEF, GOI:

Cause of Action	Officer responsible for taking action	Action to be taken	Time frame
Receipt of proposal in a complete shape from the PCCF/Nodal Officer	Divisional Forest Officer concerned	Submission of proposal in complete shape, including field inspection and Part-II duly filled in to the CF concerned	30 days
Receipt of proposal in a complete shape from the Divisional Forest Officer, Part-II duly filled in.	Conservator of Forests concerned	Submission of proposal in complete shape, including field inspection (wherever required) and Part-III duly filled in to the PCCF/Nodal Officer	15 days

8. It is further observed that due diligence is not being observed by the DFOs while submitting the “**No-Violation Certificate**” along with FCA Proposals at point No. 9 of the Part II of Form A (6 of Form B). When the provisions of FCA 1980 are violated, mere registration of POR / UDOR is not sufficient. In such cases, action against the guilty officers has to be initiated and pursued along with the submission of “**Violation Report**”. A detailed report clearly mentioning the nature of offences, the persons responsible; both in the Forest Department as well as of the User Agency & others, if any, for allowing the offence with all relevant details, need to be submitted along with violation report so that appropriate action can be taken against the officials responsible for violation of the Act.

9. Further, it is to inform that all projects proposed to be located **inside Protected Areas** require clearance from State- and/or National Board of Wildlife (SBWL / NBWL) & **Hon’ble Supreme Court of India**. For this User Agency needs to submit proposal under **WL Formats**.

10. Further, all the projects which are falling within **Eco-sensitive zones/** proposed **Eco-sensitive zones** (tentatively within 10 km radius from the outer boundary of each Protected Area) UA needs to submit Environmental Management Plan (EMP) along with FC Act proposals, wherever required.

11. It is also noticed that the instructions issued by PCCF vide **Rc.No.32100/2007-F3; Dt.17.04.2013** regarding transfer of funds through RTGS/ NEFT mode are not being followed scrupulously. They are requested to do so scrupulously and obtain & submit proof of deposition of funds by the User Agency (UA) through RTGS/ NEFT to this office **within 15 days** of the receipt of the same, along with component-wise breakup of funds deposited to this office for reconciliation purpose, in the following proforma:

1	Name of the Bank & Branch through which RTGS transfer made	
2	Name of the Bank, Branch & Account Number in which amount is transferred	
3	Amount transferred (in Rupees.)	
4	UTR No. and Date of transfer	
5	Acknowledgment copy of the Bank at S. No. 1	
6	Component wise break-up of the funds transferred:	
	a. NPV	
	b. Addl. NPV	
	c. CA	
	d. Penal CA	
	e. CAT	
	f. Safety Zone	
	g. Wildlife component	
	h. Survey & Investigation	
	i. Others (Please specify)	
	TOTAL	

12. In view of the above shortcomings and with a view to ensure submission of information and documents in a complete shape by the User Agencies and also for proper processing of the Proposals sent to the Field Officers, **General & specific Check Lists** (5 in No.) are sent here with. All the field Officers are requested to process the proposals of the User Agencies keeping in view the items mentioned in the Check lists and submit the proposals duly processed in a complete shape to this office for taking further necessary action.

survey is required from this office the User Agencies ...

It is requested to acknowledge the receipt of this Circular by return e-mail at [dcf\\_fcal\\_apfd@ap.gov.in](mailto:dcf_fcal_apfd@ap.gov.in).

**Encl: 11 as above**

**Sd/- B.S. S. Reddy,  
Prl. Chief Conservator of Forests  
& Head of Forest Force.**

**To,**

**All the APCCFs/CCFs/CFs in charge of Territorial & WL Circles.**

**All the Divisional Forest Officers (T&WL).**

**Copy to APCCF (Admn) for information.**

**Copy to all the APCCFs in-charges of the T & WL Circles for information & necessary action.**

**Copy submitted to the Prl. CCF (WL) & Chief-Wildlife Warden for information & necessary action.**

**E-copy to all the Officers in the APFD for information and necessary action.**

**Copy to F1, F2, F3 & F4 Section Assistants for information & necessary action.**

**Copy to stock File.**

**Copy to Z Section for filing in stock file.**

**//T.C.B.O.//**

**Superintendent.**

## **Annexure I - Methodology for DGPS/GNSS survey of Boundaries:**

### **I. Procedure for Survey:**

#### **01. DGPS Survey in post-processing mode (20 cm):**

- a. **Establishment of Base stations (Control Points):**
  - **Base Stations to be fixed by Multi/Dual frequency DGPS receivers with SOI Control Point as reference** (reference point will be supplied by APFD) in such way that it shall meet the criteria given in 01(c & d).
  - The minimum **observation time** for base station **shall be 6 hours** from nearest SOI control point.
- b. **Recording with Rovers:**
  - **DGPS readings** at each **station** along the periphery shall be taken by a **Rover** with a **minimum observation period of 15 minutes**. Subsequently, the DGPS Rover data need to be **differentially corrected** with reference to the **Base station / Control Point** data.
- c. **Dual/Multiple frequency DGPS receivers (Rovers)** can be used within a **radius of 50 km** from the **Base**.
- d. **Single frequency DGPS receivers (Rovers)** can be used **within a radius of 10 km** from the **Base**.

#### **02. DGPS Survey in real-time mode:**

The Dual Frequency DGPS with **OMNISTAR XP/HP connection or equivalent** shall be used and reading shall be taken when **accuracy is within 20 cm** (Photograph of Controller must be taken as proof).

#### **03. Total Station Survey:**

- i. Each BP must be fixed from at least 2 known locations.
- ii. **Geo-reference the data** using GCPs. (GCPs shall be collected as per procedure detailed in (01))
- iii. The accuracy desired is 5 mm/km, and angles to  $1^{\circ}/3600^{\circ}$ . The **distance** between the Total Station and the target **shall not be more than 500 m**.

#### **04. Conditions to be observed for Survey:**

- i. The survey shall be conducted with similar instruments as far as possible.
- ii. DGPS/GNSS instruments used for survey must be set to **Geographic Coordinate System – WGS84 Datum**.

### **II. Submission of data and maps:**

#### **For DGPS/GNSS Survey:**

- a. **RAW** (for Rover and Base) **as well as Post-Processed/ real-time differentially corrected** (for Rover) **DGPS/GNSS readings** at each BP along the periphery, in RINEX and native formats.
- b. **Each BP wise readings in MS Excel** (8 decimal places in degrees for Latitude and Longitude including height in cm)
- c. All BPs as single file in **e00 format** as well as in **Shape file in Geographic Coordinate System - WGS84 datum**.
- d. If real-time DGPS is used, the OMNISTAR license or equivalent must be produced.

#### **For Total Stations (TS) Survey:**

- a. **Unregistered data** in .dwg format & **geo-referenced data** in .dwg & .e00 format along with GCPs collected using DGPS/GNSS (RAW & differentially corrected DGPS/ GNSS readings in RINEX and native formats).
- b. The TS data in its native format.
- c. **Each BP wise readings in MS Excel** (3 decimal places for X and Y)

**For Both Surveys:**

- a. Map of land with area and perimeter in pdf or jpg format.
- b. Name of the Agency, who carried out the DGPS Survey along with the names and designations of the persons.
- c. Period of conduct of Survey.
- d. Make & Model of the instruments used for Survey.
- e. Names of the departmental officers accompanied Survey of the forest lands to be diverted, along with designations.

**N.B.: The need for submission of RAW & Differentially corrected DGPS/GNSS data:**

- To verify the time of observation at each station.
- To ascertain whether the readings are recorded with handheld GPS or DGPS/GNSS.
- To ascertain the accuracy of the readings.

Sd/ B.S.S. Reddy  
Prl. Chief Conservator of Forests

//tcbo//

For Prl. Chief Conservator of Forests