

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF FORESTS & WILDLIFE
A-BLOCK, 2ND FLOOR, VIKAS BHAWAN, I.P.ESTATE,
NEW DELHI-110002.**

Minutes of the meeting on "Ownership Document from occupier / owner of land for tree felling permission under Delhi Preservation of Trees Act, 1994" held on 06.02.2023 under the chairmanship of PCCF/ HOD.

A meeting was held in the chairmanship of PCCF to identify documents which can be taken from applicant which can be owner/occupier of the land for issuing permission for felling/pruning of trees under Delhi Preservation of Trees Act, 1994. The meeting was attended by:-

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|-----------------------------|-------------------------------|
| 1. Dr. Suneesh Buxy | Chief Wildlife Warden |
| 2. Shri T.C Nautiyal | Chief Conservator of Forests |
| 3. Dr. Surabhi Rai | Conservator of
Forests |
| 4. Shri Amit Anand
(P&M) | Deputy Conservator of Forests |

During the meeting, all documents which are being admitted till date by different Tree Officers were discussed. After detailed discussion, it was decided that following information shall be taken from applicant by all Tree Officers to decide upon the ownership/occupancy of the applicant:-

1. **Type of occupier / owner:** Government Agencies / Private / Not an owner /occupier
2. **In case of private land:-**
 - a. If applicant is an occupier, following documents shall be accepted:
 - i. Lease deed
 - ii. Power attorney registered with revenue department
 - iii. Registration certificate of resident (RWAS) registered under Societies Registration Act, 1860
 - iv. NOC/authorization from land owning Government department / agencies.
 - v. Apart from above, if any other document is submitted, it shall be subject to verification by Tree Officer.
 - b. If applicant is an owner, following documents shall be accepted:
 - i. Registry
 - ii. Sale deed

- iii. Relinquishment deed(gift/will/inheritance)
- iv. Khatauni / khasra / mutation
- v. Apart from above, if any other document is submitted, it shall be subject to verification by tree officer.

3. In case of Government department:-

- a. If applicant is an occupier, following documents shall be accepted:
 - i. NOC / authorization from land owning government department / agencies.
 - ii. Apart from above, any other document shall be subject to verification by tree officer.
- b. If applicant is an owner, following documents shall be accepted:
 - i. Land allotment document from competent authority
 - ii. Undertaking from land owning department/agency
 - iii. Khatauni / khasra / mutation
 - iv. Apart from above, any other document shall be subject to verification by tree officer.

This issues with approval of competent authority.

(Amit Anand)
Deputy Conservator of Forests (P&M)

Copy to:-

1. PCCF / HOD, Department of Forests and Wildlife, Govt. of NCT of Delhi.
2. CWLW, Department of Forests and Wildlife, Govt. of NCT of Delhi.
3. CCF (A), Department of Forests and Wildlife, Govt. of NCT of Delhi.
4. CF, Department of Forests and Wildlife, Govt. of NCT of Delhi.
5. DCF (HQ/ P&M), Department of Forests and Wildlife, Govt. of NCT of Delhi.
6. DCF (North / South / West/ Central), Department of Forests and Wildlife, Govt. of NCT of Delhi.
7. Tree Cell (HQ).
8. IT cell for making necessary modifications in the e-Forest Portal.

Signed by Amit Anand
Date: 12-02-2023 10:49:49
Reason: Approved

(Amit Anand)
Deputy Conservator of Forests (P&M)