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**DEPARTMENT OF FORESTS & WILDLIFE
CHANDIGARH ADMINISTRATION**

Office Order No. 3

Dated: 18 April, 2017

Order

In supersession of earlier Office Order endst. No.3170-3176 dated 11.11.2011, now onwards, the competent authority in respect of pruning of trees upto 90 cm of girth class in U.T. Chandigarh, shall be Executive Engineer (Horticulture), Municipal Corporation and Executive Engineer (Horticulture), Engineering Department, UT Chandigarh as per their area of jurisdictions.

The concerned Executive Engineer should make a pruning plan for all types of pruning i.e. under competence of aforementioned authority before monsoon and during winter season so that such dangerous/ over grown branches can be removed well in time safeguarding life, property and tree themselves. A record of pruning of all pruning done / maintained by Executive Engineer concerned before and after photographs.

The pruning of trees should be carried out in a scientific and symmetrical way instead of just carrying out pruning on one side.

This issues with the approval of Worthy Advisor to the Administrator, UT Chandigarh.

Chandigarh, dated the
7th April, 2017

**ANURAG AGARWAL, IAS
H.S.-cum-SECRETARY FORESTS
CHANDIGARH ADMINISTRATION**

Endst.No. FOR/17/116-115

Dated: 18/4/2017

1. A copy is forwarded to the Commissioner, Municipal Corporation, Chandigarh, for information.
2. A copy is forwarded to the Chief Engineer, Engineering Department, UT, Chandigarh, for information.
3. A copy is forwarded to Executive Engineer (Hort.), Engineering Deptt., Sec.23, UT Chandigarh.
4. A copy is forwarded to Executive Engineer (Hort.), Municipal Corpn., Sec.17, UT Chandigarh.

Chief Conservator of Forests
Chandigarh Administration

Endst.No. FOR/17/116-118

Dated: 18/4/2017

1. A copy is forwarded to PS to A.A. for kind information of A.A. please.
2. A copy is forwarded to PS to H.S. for kind information of H.S.-cum-Secretary (Forests) please.
3. A copy is forwarded to PS to F.S. for kind information of F.S.-cum-Secretary (Engineering) please.

Chief Conservator of Forests
Chandigarh Administration

DEPARTMENT OF FORESTS & WILDLIFE CHANDIGARH ADMINISTRATION

Off: Paryavaran Bhawan (2nd floor), Sector 19-B, Madhya Marg, Chandigarh – 160019
E-mail address: forestchandigarh@gmail.com Tel: 0172- 2700284, 270065 2700217 Fax: 2700284

Office Order

Office Order No.58.....

Dated: 23rd Aug., 2017
24

With the approval of Competent Authority, following simplified process for cutting of trees of various natures shall be followed with immediate effect :-

a) **For felling of green trees:** ..

The present system of getting approval from the Advisor to the Administrator, UT Chandigarh for felling of green trees shall be continued without change.

b) **For dead & dry trees:-**

Two officials of following rank/ designation from 2 different departments shall certify that the tree in question is dead & dry and is required to be removed immediately:-

- i) SDO (Horticulture) of Municipal Corporation/ SDO (Hort.) of Engineering Deptt, UT Chandigarh as the case may be as per their area of jurisdiction;
and
- ii) Range Forest Officer (RFO), Chandigarh Range.

In case of dead & dry tree felling proposal from Forest department, besides Range Forest Officer (concerned), SDO (Hort.) of Engineering Deptt shall certify jointly alongwith RFO.

Once it is certified by two officials that the tree is dead & dry, the concerned Head of Department i.e. Chief Engineer, UT Chandigarh or Chief Conservator of Forests or Commissioner Municipal Corpn as per their area of jurisdiction shall be the authority to accord approval for removal of dead & dry trees.

c) **Trees posing immediate threat to life and property :-**

In such cases also, the above two officials of different departments as in the case of dead & dry trees shall certify in writing after inspection that the **“tree in question is dangerous for human life and property and required to be removed immediately to save life & property”**.

Following **guidelines** while felling of trees are to be followed in future by all Departments :-

- i) The concerned department i.e. Municipal Corporation, Chandigarh or Engineering Department or Forest Department shall also ensure that minimum 5 no. of trees are planted in compensation to the removal of one dead & dry tree with the condition that atleast one tree should immediately be planted at the place where this dead & dry tree has been removed.

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- ii) It has also been observed that even after approval of Competent Authority for removal of trees, replacement of tree is taking place at some other place. It is, therefore, desirable that atleast one sapling should be planted immediately at the same place after removal of the trees if there is a possibility in terms of space etc.
- iii) Municipal Corporation/Engineering Department/ Forest deptt to ensure that trees which are being planted in replantation should be of same species that are planted as part of City Urban Planning/ Heritage and not other species.
- iv) Once the permission for dead/dry tree has been given by the competent authority, the concerned Department should take immediate steps to remove it so as to save life & property. It is advisable that a Rate Contract for cutting of trees should always be in place so that once permission to cut dead/dry tree is given, it should be removed immediately without loss of time.

Chandigarh, dated the
17th August, 2017

H.S.-cum-SECRETARY (FORESTS)
CHANDIGARH ADMINISTRATION

Endst. No.For/2017/ 2015-2021

Dated: 23.8.2017

1. A copy is forwarded to the Commissioner, Municipal Corporation, Sec.17, Chandigarh, for information.
2. A copy is forwarded to the Chief Engineer, Engineering Deptt, Sec.9, Chandigarh, for information.
3. A copy is forwarded to the Conservator of Forests, UT, for information.
4. A copy is forwarded to the Chief Engineer, Municipal Corpn, Chd, for information.
5. A copy is forwarded to the Executive Engineer (Hort.), Engg. Deptt., Sec.23, Chd, for information & n/a.
6. A copy is forwarded to the Executive Engineer (Hort.), Municipal Corporation, Sec.17, Chd, for information & n/a.
7. A copy is forwarded to the Range Forest Officer, Chandigarh Range, Forest Deptt, UT Chd., for information & n/a.

Chief Conservator of Forests &
Special Secretary (Forests)
Chandigarh Administration

Endst. No. For/2017/ 2022-2024

Dated: 23.8.2017

A copy is forwarded to the following for information :-

1. P.S. to A.A. for kind information of worthy A.A.
2. P.S. to Secretary Engineering, UT Chd.
3. P.A. to Secretary (Forests), for kind information of Secy.

Chief Conservator of Forests &
Special Secretary (Forests)
Chandigarh Administration

DEPARTMENT OF FORESTS & WILDLIFE CHANDIGARH ADMINISTRATION

Off: Paryavaran Bhawan (2nd Floor) , Sector 19-B, Madhya Marg, Chandigarh - 160019
E-mail address: forestchandigarh@gmail.com Tel: 0172- 2700284, 2700217 Fax: 2700284

No.
To

FOR/N/ 2084-85

Dated: 1st Sept, 2017

1. The Commissioner, Municipal Corpn, Chandigarh
2. The Chief Engineer, UT Chandigarh

Sub: Revised Guidelines delegating the powers in case of tree felling cases in UT Chandigarh.

Ref: This Office Order No. 58 dated 24th August, 2017.

With reference to the Office Order under reference, on the subject cited above. This is to further inform you that the Competent Authority has desired that copy of all tree felling orders issued by concerned Departments i.e. Municipal Corporation and Engineering Department, UT Chandigarh should invariably be endorsed to Forest Department so as to have proper monitoring. Further it is also desired that a Register be maintained showing the No. of trees felled and compensatory plantations carried out for verification in future.

Since the power has been delegated for speedy decision making, it is therefore, requested that a list of such dead, dry & dangerous trees should be prepared by carrying out survey in the field and appropriate action be taken immediately.

This is for your information please.

[Santosh Kumar]
Chief Conservator of Forests
Chandigarh Administration

Endst.No.

FOR/N/ 2086-87

Dated:

1/9/2017

1. A copy is forwarded to the Home Secretary-cum-Secretary Forests, UT Chandigarh, for kind information pl.
2. A copy is forwarded to Conservator of Forests, UT Chandigarh, for information & necessary action.

[Santosh Kumar]
Chief Conservator of Forests
Chandigarh Administration

DEPARTMENT OF FORESTS & WILDLIFE CHANDIGARH ADMINISTRATION

Off: Paryavaran Bhawan (2nd Floor) , Sector 19-B, Madhya Marg, Chandigarh - 160019
E-mail address: forestchandigarh@gmail.com Tel: 0172- 2700284, 2700217 Fax: 2700284

No. FOR/N/ 2103-2104
To

Dated: 5th Sept, 2017

1. The Commissioner, Municipal Corpn, Chandigarh
2. The Chief Engineer, UT Chandigarh

Sub: Revised Guidelines delegating the powers in case of tree felling cases in UT Chandigarh.

- Ref: i) This Office Order No. 58 dated 24th August, 2017.
ii) This office letter No. FOR/17/2084-85 dated 1.9.2017.

In continuation of this office order and letter under reference, on the subject cited above, this is to inform you that while processing the case of dead & dry trees or trees required to be felled due to threat to life & property, the earlier system of making the tree felling proposal i.e. in a check list form alongwith photographs of trees, should be continued and the same should be filled up properly before getting approval of competent authority i.e. the Commissioner (Municipal Corporation) or Chief Engineer (Engineering Deptt, UT) or Chief Conservator of Forests, UT, as the case be, for felling of above category of trees.

The same is required to be done so as to have the record including photographs of trees going to be felled. In view of modified procedure, a **revised check list/ format** for tree felling is enclosed herewith to be followed in future.

This is for your information please.

[Santosh Kumar]
Chief Conservator of Forests
Chandigarh Administration

Encls: As above

Endst.No. FOR/N/ 2105-2106

Dated: 5/9/2017

1. A copy is forwarded to the Home Secretary-cum-Secretary Forests, UT Chandigarh, for kind information pl.
2. A copy is forwarded to Conservator of Forests, UT Chandigarh, for information & necessary action.

[Santosh Kumar]
Chief Conservator of Forests
Chandigarh Administration

Check List/ Format for Tree Felling Proposals

Sr. No	Description	Yes/No	Placed at Flag	Remarks
1.	Submission of proposal through proper channel			
2.	Whether the proposal pertains to Developmental Project			
3.	In case of developmental project: - Whether the copy of approval of carrying out work by the Competent Authority is enclosed - Whether copy of approval of Department of Urban Planning is enclosed (If Required) - Whether approved site plan is enclosed - Whether the trees standing on the project site has been serially marked - Whether Location of all the serially marked trees, standing in the proposed development site, has been depicted on the approved site plan map and marking details furnished on the map - Whether the Enumeration list attached with details regarding Girth and Species of Trees - Whether photographs of all the serially marked trees enclosed - Whether of Inspection by Executive Engineer - Whether Site Inspection note of Concerned Executive Engineer is attached			
	Whether green tree is involved in felling or Dead & Dry tree is involved or both			
4.	Whether the proposal pertains to felling of trees posing danger to Life & Property/ or of Dead & Dry Tree			
5.	In such case - Whether the trees standing on the project site has been serially marked - Whether the Enumeration list attached with details regarding Girth and Species of Trees - Whether photographs of all the serially marked trees enclosed - Date of Inspection by Executive Engineer - Whether Site Inspection note of Concerned Executive Engineer is attached			
6.	Is compensatory plantation programme in lieu of felling has been planned.			

CERTIFICATE TO THIS EFFECT

This is to certify that the proposal (Name of proposal) involves of (No. of trees). All the trees proposed to be removed are falling in the alignment/ construction zone of said activity/ Dead & Dry/ Posing Danger to life & property. The Proposal is site specific and involves removal of bare minimum number of trees.

Signature & Seal
of the concerned
Executive Engineer)

NOTE

- The measurement of Tree girth should be taken at 1.37 m above the ground level.
- The photographs to be pasted on Legal size (2 photos on each paper) with details mentioned under each photograph. Each page should be signed by Executive Engineer concerned.

DEPARTMENT OF FORESTS & WILDLIFE CHANDIGARH ADMINISTRATION

Off.: Paryavaran Bhawan, 2nd Floor, Sector 19-B, Madhya Marg, Chandigarh-160019
E-mail Address: forestchandigarh@gmail.com Tel:0172-2700217 Tele Fax: 2700284

No.
To

FOR/N/ 2829

Dated:

16/11/2017

The Superintending Engineer,
Construction Circle-II,
UT, Chandigarh.

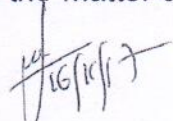
Subject: Clarification on the Office Order No. 58 dated 23/24.08.2017 regarding removal of trees.

Reference your memo No. A1/2017/15027 dated 24.10.2017, on the subject cited above. In this connection, it is intimated that as per office order no. 58 dated 23/24.08.2017, the committee constituted under para (b) for inspecting and certifying dead and drying trees and recommending their removal has also been empowered to certify and recommend under category (c) also i.e. "Trees posing immediate threat to life & property" even if such tree is not dead or dry. This is irrespective of the tree being green or otherwise in case of the threat to life and property.

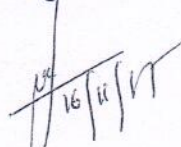
Therefore, you are requested to take further action in the matter as per above orders.

Endst No.
Copy to

FOR/N/ 2830-32


Chief Conservator of Forests & Chief Wildlife Warden
Chandigarh Administration
Dated: 16/11/2017

1. Chief Engineer cum Special Secretary (Engg) UT of Chandigarh.
2. Chief Engineer Municipal Corporation Chandigarh.
3. Conservator of Forest, UT, Chandigarh.


Chief Conservator of Forests & Chief Wildlife Warden
Chandigarh Administration