

**GOVERNMENT OF MEGHALAYA**

**INFORMATION HANDBOOK**

**2011-2012**

**IN RESPECT OF**

**TERRITORIAL WING**

**OF**

**FORESTS & ENVIRONMENT DEPARTMENT**

**UNDER RIGHT TO INFORMATION ACT, 2005**

**ISSUED BY**

**THE CHIEF CONSERVATOR OF FORESTS (TERRITORIAL)**

**SYLVAN HOUSE, LOWER LACHUMIERE, SHILLONG -03, MEGHALAYA**

## **Chapter -1**

### **Introduction**

#### **1.1 Brief Background**

This Handbook is being prepared to comply with the provisions of the Right to Information Act 2005 (Act No. 22 of 2005) which has been passed by the Parliament and assent by the President of India on 15<sup>th</sup> June, 2005 and published in the gazette of India Extra ordinary Part-II Section-I on the 21<sup>st</sup> June 2005. This is an Act to provide for setting out the practical regime of right of information for citizens to ensure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and matters connected therewith or incidental thereto.

#### **1.2 Objective/ Purpose of Hand Book**

India being the world's largest democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Government and their instrumentalities accountable to the governed.

With a view to achieve the above objectives, this handbook containing detailed information about the Forests & Environment Department, Government of Meghalaya is being prepared to make the general public of India in general and the people of Meghalaya in particular aware of the various activities being performed by it.

#### **1.3 Intended Users of the Hand Book**

Any person or organization wishing to know about any aspect directly or indirectly related with the Territorial wing of the Forests & Environment Department, Government of Meghalaya. The handbook may also be utilized by various officers and employees of the forests and environment directorate of the Government of Meghalaya to enable them to properly discharge various duties as assigned to them.

#### **1.4 Organization of the Information in This Hand Book.**

#### **1.5 Definitions**

#### **1.6 Contact Person in Case Somebody Wants to Get More Information on Topics Covered in The Hand Book As Well As Other Information also.**

Shri. R. Shullai, IFS

The Chief conservator of Forests (Territorial)

Office of the Principal chief Conservator of Forests & HoFF,

Sylvan House, Lower Lachumiere,

Shillong -1 Meghalaya

Tele- No- 0364- 2505580 (O), 2500073 (R)

#### **1.7 Procedure and Fee Structure For Getting Information Not Available in The Hand Book.**

As per the relevant rules and procedures framed by the Government of Meghalaya in this regard.

## Chapter – 2 (Manual – 1)

### Particulars of Organization, Functions and Duties of the Forests & environment

#### Department, Government of Meghalaya

##### 2.1 Objective/Purpose

The Territorial wing of the Forests and Environment Department has been established to undertake various activities for the protection, management, improvement of forests including scientific and sustainable harvesting and utilization of the forestry resources available in the state of Meghalaya and all other matters connected with or incidental thereto.

##### 2.2 Mission/ Vision Statement

Mission of the Territorial Wing of the Forests & Environment Department, Government of Meghalaya is to endeavour to achieve the goals set by the National Forest Policy, 1988 as given below.

No. 3-1/86-FP

Ministry of Environment and Forests

(Department of Environment, Forests & Wildlife)

Paryavaran Bhavan, CGO Complex,

Lodi Road, New Delhi - 110003.

Dated the 7th December, 1988.

### RESOLUTION

#### National Forest Policy, 1988

##### 1. PREAMBLE

1.1. In Resolution No.13/52/F, dated the 12th May, 1952, the Government of India in the erstwhile Ministry of Food and Agriculture enunciated a Forest Policy to be followed in the management of State Forests in the country. However, over the years,\* forests in the country have suffered serious depletion. This is attributable to relentless pressures arising from ever-increasing demand for fuel-wood, fodder and timber; inadequacy of protection measures; diversion of forest lands to non-forest uses without ensuring compensatory afforestation and essential environmental safeguards; and the tendency to look upon forests as revenue earning resource. The need to review the situation and to evolve, for the future, a new strategy of forest conservation has become imperative. Conservation includes preservation, maintenance, sustainable utilization, restoration, and enhancement of the natural environment. It has thus become necessary to review and revise the National Forest Policy.

##### 2. BASIC OBJECTIVES

2.1 The basic objectives that should govern the National Forest Policy - are the following:

- Maintenance of environmental stability through preservation and, where necessary, restoration of the ecological balance that has been adversely disturbed by serious depletion of the forests of the country.
- Conserving the natural heritage of the country by preserving the remaining natural forests with the vast variety of flora and fauna, which represent the remarkable biological diversity and genetic resources of the country.
- Checking soil erosion and denudation in the catchment areas of rivers, lakes, reservoirs in the "interest of soil and water conservation, for mitigating floods and droughts and for the retardation of siltation of reservoirs.

- Checking the extension of sand-dunes in the desert areas of Rajasthan and along the coastal tracts.
- Increasing substantially the forest/tree cover in the country through massive afforestation and social forestry programmes, especially on all denuded, degraded and unproductive lands.
- Meeting the requirements of fuel-wood, fodder, minor forest produce and small timber of the rural and tribal populations.
- Increasing the productivity of forests to meet essential national needs.
- Encouraging efficient utilisation of forest produce and maximising substitution of wood.
- Creating a massive people's movement with the involvement of women, for achieving these objectives and to minimise pressure on existing forests.

2.2 The principal aim of Forest Policy must be to ensure environmental stability and maintenance of ecological balance including atmospheric equilibrium which are vital for sustenance of all life forms, human, animal and plant. The derivation of direct economic benefit must be subordinated to this principal aim.

### **3. ESSENTIALS OF FOREST MANAGEMENT**

- 3.1 Existing forests and forest lands should be fully protected and -their productivity improved. Forest and vegetal cover should be increased rapidly on hill slopes, in catchment areas of rivers, lakes and reservoirs and ocean shores and, on semi-arid, and desert tracts.
- 3.2 Diversion of good and productive agricultural lands to forestry should be discouraged in view of the need for increased food production.
- 3.3 For the conservation of total biological diversity, the network of national parks, sanctuaries, biosphere reserves and other protected areas should be strengthened and extended adequately.
- 3.4 Provision of sufficient fodder, fuel and pasture, specially in areas adjoining forest, is necessary in order to prevent depletion of forests beyond the sustainable limit. Since fuelwood continues to be the predominant source of energy in rural areas, the programme of afforestation should be intensified with special emphasis on augmenting fuelwood production to meet the requirement of the rural people.
- 3.5 Minor forest produce provides sustenance to tribal population and to other communities residing in and around the forests. Such produce should be protected, improved and their production enhanced with due regard to generation of employment and income.

### **4. STRATEGY**

#### **4.1 Area under Forests**

The national goal should be to have a minimum of one-third of the total land area of the country under forest or tree cover. In the hills and in mountainous regions, the aim should be to maintain two-third of the area under such cover in order to prevent erosion and land degradation and to ensure the stability of the fragile eco-system.

#### **4.2 Afforestation, Social Forestry & Farm Forestry**

- 4.2.1 A massive need-based and time bound programme of afforestation and tree planting, with particular emphasis on fuelwood and fodder development, on all degraded and denuded lands in the country, whether forest or non-forest land, is a national imperative.
- 4.2.2 It is necessary to encourage the planting of trees alongside of roads, railway lines, rivers and streams and canals, and on other un-utilised lands under State/corporate, institutional\_ or private ownership. Green belts should be raised in urban/industrial areas as well as in arid tracts. Such a programme will help to check erosion and desertification as well as improve the microclimate.

- 4.2.3 Village and community lands, including those on foreshores and environs of tanks, not required for other productive uses, should be taken up for the development of tree crops and fodder resources. Technical assistance and other inputs necessary for initiating such programmes should be provided by the Government. The revenues generated through such programmes should belong to the panchayats where the lands are vested in them; in all other cases, such revenues should be shared with the local communities in order to provide an incentive to them. The vesting, in individuals, particularly from the weaker sections (such as landless labour, small and marginal farmers, scheduled castes, tribals, women) of certain ownership rights over trees, could be considered, subject to appropriate regulations; beneficiaries would be entitled to usufruct and would in turn be responsible for their security and maintenance.
- 4.2.4 Land laws should be so modified wherever necessary so as to facilitate and motivate individuals and institutions to undertake tree-farming and grow fodder plants, grasses and legumes on their own land. Wherever degraded lands should be made available for this purpose either on lease or on the basis of a tree-patta scheme. Such leasing of the land should be subject to the land grant rules and land ceiling laws. Steps necessary to encourage them to do so must be taken. Appropriate regulations should govern the felling of trees on private holding.

### **4.3 Management of State Forests**

- 4.3.1 Schemes and projects which interfere with forests that clothe steep slopes, catchments of rivers, lakes, and reservoirs, geologically unstable terrain and such other ecologically sensitive areas should be severely restricted. Tropical rain/moist forests, particularly in areas like Arunachal Pradesh, Kerala, Andaman & Nicobar Islands, should be totally safeguarded.
- 4.3.2 No forest should be permitted to be worked without - the Government having approved the management plan, which should be in a prescribed format and in keeping with the National Forest Policy. The Central Government should issue necessary guidelines to the State Governments in this regard and monitor compliance.
- 4.3.3 In order to meet the growing needs for essential goods and services which the forests provide, it is necessary to enhance forest cover and productivity of the forests through the application of scientific and technical inputs. Production forestry programmes, while aiming at enhancing the forest cover in the country, and meeting national needs, should also be oriented to narrowing, by the turn of the century, the increasing gap between demand and supply of fuelwood. No such programme, however, should entail clear-felling of adequately stocked natural forests. Nor should exotic species be introduced, through public or private sources, unless long-term scientific trials undertaken by specialists in ecology, forestry and agriculture have established that they are suitable and have no adverse impact on native vegetation and environment.

#### **4.3.4 Rights and Concessions**

- 4.3.4.1 The rights and concessions, including grazing, should always remain related to the carrying capacity of forests. The capacity itself should be optimised by increased investment, silvicultural research and development of the area. Stall-feeding of cattle should be encouraged'. The requirements of the community, which cannot be met by the rights and concessions so determined, should be met by development of social forestry outside the reserved forests.
- 4.3.4.2 The holders of customary rights and concessions in forest areas should be motivated to identify themselves with the protection and development of forests from which they derive benefits. The rights and concessions from forests should primarily be for the bonafide use of the communities living within and around forest areas, specially the tribals.

- 4.3.4.3 The life of tribals and other poor living within and near forests revolves around forests. The rights and concessions enjoyed by them should be fully protected. Their domestic requirements of fuelwood, fodder, minor forest produce and construction timber should be the first charge on forest produce. These and substitute materials should be made available through conveniently located depots at reasonable prices.
- 4.3.4.4 Similar consideration should be given to scheduled castes and other poor living near forests. However, the area, which such consideration should cover, would be determined by the carrying capacity of the forests.
- 4.3.5 Wood is in short supply. The long-term solution for meeting the existing gap lies in increasing the productivity of forests, but to relieve the existing pressure on forests for the demands of railway sleepers, construction industry (particularly in the public- sector), furniture and panelling, mine-pit props, paper and paper board etc. substitution of wood needs to be taken recourse to. Similarly, on the front of domestic energy, fuel wood needs to be substituted as far as practicable with alternate sources like bio-gas, LPG and solar energy. Fuel-efficient "Chulhas" as a measure of conservation of fuel wood need to be popularised in rural areas.

#### **4.4 Diversion of Forest Lands for Non-forest purposes**

- 4.4.1 Forest land or land with tree cover should not be -treated merely as a resource readily available to be utilised for various projects and programmes, but as a national asset which requires to be properly safeguarded for providing sustained benefits to the entire community. Diversion of forest land for any non-forest purpose should be subject to the most careful examinations by specialists from the standpoint of social and environmental costs and benefits. Construction of dams and reservoirs, mining and industrial development and expansion of agriculture should be consistent with the needs for conservation of trees and forests. Projects which involve such diversion should at least provide in their investment budget, funds for regeneration/compensatory afforestation.
- 4.4.2 Beneficiaries who are allowed mining and quarrying in forest land and in land covered by trees should' be required to repair and re-vegetate the area in accordance with established forestry practices. No mining lease should be granted to any party, private or public, without a proper mine management plan appraised from the environmental angle and enforced by adequate machinery.

#### **4.5 Wildlife Conservation**

Forest Management should take special care of the needs of wildlife conservation, and forest management plans should include prescriptions for this purpose. It is specially essential to provide for "corridors" linking the protected areas in order to maintain genetic continuity between artificially separated sub-sections of migrant wildlife.

#### **4.6 Tribal People and Forests**

Having regard to the symbiotic relationship between the tribal people and forests, a primary task of all agencies responsible for forest management, including the forest development corporations should be to associate the tribal people closely in the protection, regeneration and development of forests as well as to provide gainful employment to people living in and around the forest. While safeguarding the customary rights and interests of such people, forestry programmes should pay special attention to the following:

- One of the major causes for degradation of forest is illegal cutting and removal by contractors and their labour. In order to put, an end to this practice, contractors should be replaced by institutions such as tribal cooperatives, labour cooperatives, government corporations, etc. as early as possible;
- Protection, regeneration and optimum collection of minor forest produce along with institutional arrangements for the marketing of such produce;
- Development of forest villages on par with revenue villages;
- Family oriented schemes for improving the status of the tribal beneficiaries; and
- Undertaking integrated are a development programmes to meet the needs of the tribal, economy in and around the forest areas, including the provision of alternative sources of domestic energy on a subsidised basis, to reduce pressure on the existing forest areas.

#### **4.7 Shifting Cultivation**

Shifting cultivation is affecting the environment .and productivity of land adversely. Alternative avenues of income, suitably harmonised with the right land use practices, should be devised to discourage shifting cultivation. Efforts should be made to contain such cultivation within the area already affected, by propagating improved agricultural practices. Area already damaged by such cultivation should be rehabilitated through social forestry and energy plantations.

#### **4.8 Damage to Forests from Encroachments, Fires and Grazing**

4.8.1 Encroachment on forest lands has been on the increase. This trend has to be arrested and effective action taken to prevent its continuance. There, should be no regularisation of existing encroachments.

4.8.2 The incidence of forest fires in the country is high. Standing trees and fodder are destroyed on a large scale and natural regeneration annihilated by such fires. Special precautions should be taken during the fire season. Improved and modern management practices should be adopted to deal with forest fires.

4.8.3 Grazing in forest areas should be regulated with the involvement of the community Special conservation areas, young plantations and regeneration areas should be fully protected. Grazing and browsing in forest areas need to be controlled. Adequate grazing fees should be levied to discourage people in forest areas from maintaining large herds of non-essential livestock.

#### **4.9 Forest-based Industries**

The main considerations governing the establishment of forest-based industries and supply of raw material to them should be as follows:

- As far as possible, a forest-based industry should raise the raw material needed for meeting its own requirements, preferably by establishment of a direct relationship between the factory and the individuals who can grow the raw material by supporting the individuals with inputs including credit, constant technical advice and finally harvesting and transport services.
- No forest-based enterprise, except that at the village or cottage level, should be permitted in the future unless it has been first cleared after a careful scrutiny with regard to assured availability of raw material. In any case, the fuel, fodder and timber requirements of the local population should not be sacrificed for this purpose.
- Forest-based industries must not only provide employment to local people on priority but also involve them fully in raising trees and raw-material.

- Natural forests serve as a gene pool resource and help to maintain ecological balance. Such forests will not, therefore, be made available to industries for ' undertaking plantation and for any other activities.
- Farmers, particularly small and marginal farmers, would be encouraged to grow, on marginal/degraded lands available with them, wood species required for industries. These may also be grown along with fuel and fodder species on community lands not required for pasture purposes, and by Forest department/corporations on degraded forests, not earmarked for natural regeneration.
- The practice of supply of forest produce to industry at concessional. prices should cease. Industry should be encouraged to use alternative raw materials. Import of wood and wood products should be liberalised.
- The above considerations will, however, be subject to the current policy relating to land ceiling and land-laws.

#### **4.10 Forest Extension**

Forest conservation programme cannot succeed without the willing support and cooperation of the people. It is essential, therefore, to inculcate in the people, a direct interest in forests, their development and conservation, and to make them conscious of the value of trees, wildlife and nature in general. This can be achieved through the involvement of educational institutions, right from the primary stage. Farmers and interested people should be provided opportunities through institutions like Krishi Vigyan Kendras, Trainers' Training Centres to learn agri-silvicultural and silvicultural techniques to ensure optimum use of their land and water resources. Short term extension courses and lectures should be organised in order to educate farmers. For this purpose, it is essential that suitable programmes are propagated through mass media, audio-visual aids and the extension machinery.

#### **4.11 Forestry Education**

Forestry should be recognised both as a scientific discipline as well as a profession. Agriculture universities and institutions, dedicated to the development of forestry education should formulate curricula and courses for imparting academic education and promoting postgraduate research and professional excellence, keeping in view the manpower needs of the country. Academic and professional qualifications - in forestry should be kept in view for recruitment to the Indian Forest Service and the State Forest Service. Specialised and orientation courses for developing better management skills by in-service training need to be encouraged, taking into account the latest development in forestry and related disciplines.

#### **4.12 Forestry Research**

With the increasing recognition of the importance of forests for environmental health, energy and employment, emphasis must be laid on scientific forestry research, necessitating adequate strengthening of the research base as well as new priorities for action. Some broad priority areas of research and development needing special attention are:

- Increasing the productivity of wood and other forest produce per unit of area per unit time by the application of modern scientific and technological methods.
- Revegetation of barren/marginal/waste/mined lands and watershed areas.
- Effective conservation and management of existing forest resources (mainly natural forest eco-systems).
- Research related to social forestry for rural/ tribal development.
- Development of substitutes to replace wood and wood products.



- Research related to wildlife and management of national parks and sanctuaries.

#### **4.13 Personnel Management**

Government policies in personnel management for professional foresters and forest scientists should aim at enhancing their professional competence and status and attracting and retaining qualified - and motivated personnel, keeping in view particularly -the Arduous nature of duties they have to perform, often in remote and inhospitable places.

#### **4.14 Forest Survey and Data Base**

Inadequacy of data regarding forest resources is a matter of concern because this creates a false sense of complacency. Priority needs to be accorded to completing the survey of forest resources in the country on scientific lines and to updating information. For this purpose, periodical collection, collation and publication of reliable data on relevant aspects of forest management needs to be improved with recourse to modern technology and equipment.

#### **4.15 Legal Support and Infrastructure Development**

Appropriate legislation should be undertaken, supported by adequate infrastructure, at the Centre and State levels in order to implement the Policy effectively.

#### **4.16 Financial Support for Forestry**

The objectives of this revised Policy cannot be achieved without the investment of financial and other resources on a substantial scale. Such investment is indeed fully justified considering the contribution of forests in maintaining essential ecological processes and life support systems and in preserving genetic diversity. Forests should not be looked upon as a source of revenue. Forests are a renewable natural resource. They are a national asset to be protected and enhanced for the well-being of the people and the Nation.

**(K.P.Geethakrishnan)** *Secretary to  
the Government of India*

### **2.3 Brief History and Context of Its formation.**

The Forests and Environment Department, Government of Meghalaya has a chequered history. It was the constituent part of the Forest Department of the erstwhile undivided State of Assam, which was one of the pioneer States of the country who initiated scientific management of the forests and wildlife way back in the Nineteenth century. The Assam Forest Regulation, 1891 is one of the earliest enactments on the subject of Forestry and formed the basis for various similar enactments by various States as well as the Central Government. The State of Meghalaya comprising of Khasi, Jaintia and Garo Hills located in the southern part of the erstwhile undivided State of Assam in 1971 the day when Forests & Environment Department headed by Conservator of Forests came into existence. Later on, the post of the Head of Department was upgraded to the rank of Chief Conservator of Forests which was further upgraded to the rank of Principal Chief Conservator of forests in the year. The Headquarters of the Forests & Environment Department is located at "Sylvan House" Lower Lachumiere of the capital town, Shillong.

Till the year 1975, territorial wing comprised of only two Divisions namely the Khasi Hills Division and Garo Hills Divisions having Jurisdiction over the entire forests areas falling within the Khasi & Jaintia Hills Districts and the Garo Hills Districts respectively. In the year 1975 a new

Jaintia Hills Territorial Division having its jurisdiction over the Jaintia Hills District was created by bifurcation of the erstwhile un-divided Khasi Hills Territorial Division. Headquarters of the Khasi Hills Territorial Division, Jaintia Hills Territorial Division and the Garo Hills Territorial Divisions are located at Shillong, Jowai and Tura respectively.

#### 2.4 Main Duties

Main duties of the Territorial Wing of the Forests and Environment Department is to ensure protection, management, improvement of forests including scientific and sustainable harvesting and utilization of the forestry resources available in the State of Meghalaya through implementation of various statutes on the subject including various orders of the Courts of law.

#### 2.5 Main Activities/Functions

A. Main activities of the Territorial Wing of the Forests & Environment Department, Government of Meghalaya are as below:

- Protection, management and improvement of Reserved Forests, Proposed Reserved Forests, Protected Forests, and Green Blocks directly under its management & control as per the details given below:

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##### A. Reserved Forests Available in the State of Meghalaya

Sl. No.	Name of Reserved Forest	Area (Sq. km.)
1	Saipung Reserved Forest	150.35
2	Narpuh Reserved Forest Block-I	62.42
3	Narpuh Reserved Forest Block-II	98.68
4	Riat Khwan Reserved Forest	3.91
5	Shyrwat Reserved Forest	0.44
6	Riat Laban Reserved Forest	3.05
7	Nongkhyllem Reserved Forest (exclude area of 29 sq. km under NWLS)	96.91
8	Nongumiang Proposed Reserved Forest	0.31
9	Umsaw Reserved Forest	0.44
10	Chimabongshi Reserved Forest	23.28
11	Dhima Reserved Forest	20.72
12	Rajasimla Reserved Forest	18.13
13	Dilma Reserved Forest	2.59
15	Darugiri Reserved Forest	10.36
16	Rongrengiri Reserved Forest	36.26
17	Dambu Reserved Forest	18.13
18	Songsak Reserved Forest	23.31
19	Dibru Hills Reserved Forest	15.02
20	Tura Peak Reserved Forest	4.19
21	Baghmara Reserved Forest (excluding an area of 0.02 sq. km notified as Baghmara Pitcher Plant Sanctuary)	43.89
22	Angratoli Reserved Forest	30.11
23	Rewak Reserved Forest	6.47
24	Emangiri Reserved Forest	8.29
25	Gittingiri Proposed Reserved Forest	2.40
<b>Total Area of Reserved Forests</b>		<b>680.66</b>

**B. Protected Forests & Green Blocks Available in the State of Meghalaya**

Sl. No.	Name of Protected Forests and Green Blocks	Area (Sq. km.)
1	Upper Shillong Protected Forests	7.66
2	Short Round Protected Forests	1.13
3	Laitkor Protected Forests	3.25
4	Umkhuti Protected Forests	0.14
5	Green Block No. 2	0.21
<b>Total Area of Protected Forests &amp; Green Blocks</b>		<b>12.39</b>

**C.Parks & Gardens Under The Control of Forest Department**

Sl. No.	Name of District	Area (Sq. km.)
1	East Garo Hills District	0.19
2	West Garo Hills District	0.13
3	East Khasi Hills District	0.18
<b>Total Area</b>		<b>0.50</b>

- To increase the forest cover of the State by undertaking afforestation measures in the blank patches available both within and outside the government controlled forest areas through active co-operation and involvement of the local public.
- Regulation and control of both intra-State as well as inter-State transit and movement of forest produce Through a network of the following Forest check points:

**Khasi Hills Division (Territorial), Shillong.**

1. Mawsynram.	6. Morok.	11. Khanapara.	16. Barapathar.	21. Kyrdemkulai
2. Cherrapunjee.	7. Twenty ninth (29 <sup>th</sup> ). Nongpoh	12. Sukulbaria.	17. Maikhuli.	
3. Seventh (7 <sup>th</sup> ) Mile.	8. Thirty Third (33 <sup>rd</sup> ). Nongpoh	13. Athiabari.	18. Belahiri.	
4. Bholaganj.	9. Umling.	14. Umtyrnga.	19. Riat Khwan	
5. Umsaw.	10. Byrnihat	15. Umsiang.	20. Umtasor Check Gate, Umtasor.	

**Jaintia Hills Division (Territorial), Jowai**

1. Umkiang . 2. Saphai 3. Saitsama.

**Garo Hills Division (Territorial), Tura**

1. Mandalgitok . 2. Williamnagar, 3. Khera, 4. Samanda. 5. Gasuapara.  
6. Mahendraganj 7. Chikama 8. Songkhama. 9. Rongjeng.

- Regulation and control of extraction as well as intra-State and inter-State transit and movement of minor minerals including limestone and collection of Royalty thereon.
- Control and regulation of various Wood based industries viz. Saw Mill, Saw Pit, Veneer Mills, Plywood mills etc.
- Regulation and control of diversion of forests lands for non-forestry purposes as per the provisions of the Forest (Conservation) Act, 1980.
- Enforcement of existing acts and Rules and other directives.

- E. Implement the schemes in line with the approved working plans in the government controlled forests for sustainable harvesting and utilization of the Forest resources available in the State.
- F. Establishment and maintenance of Botanical Garden, Arboretum and Public Gardens etc.
- G. To increase awareness among the public for need to protect, conserve and scientifically manage the precious forestry resources available in the State.
- H. To render advise the Government of Meghalaya and concerned Autonomous District Councils constituted in the State as per the provisions of the Sixth Schedule of the constitution of India on any matter related to Forestry as well as any other matter related with and incidental thereto.

**2.6 List of services being provided by the public authority with a brief write-up on them.**

- Issuance of permits for extraction of various forest produce and minor minerals.
- Issuance of transit passes for intra-State and inter-State transport of various forest produce and minor minerals.
- Processing the applications submitted by various eligible firms and persons for issuance and renewal of license for establishment of wood based units like Saw Mills, Saw Pits, Veneer Mills & Plywood mills etc.
- Rendering advice to the Government of Meghalaya and various Autonomous District Councils constituted in the State as per the provisions of the Sixth Schedule of the constitutions of India on any matter related to Forestry as well as any other matter related with and incidental thereto.
- Processing the applications submitted by various user agencies for seeking prior permission of the central government for diversion of Forest land for non-forestry purposes as per the provisions of the Forest (Conservation) Act, 1980.

**2.7 Organizational Structure**

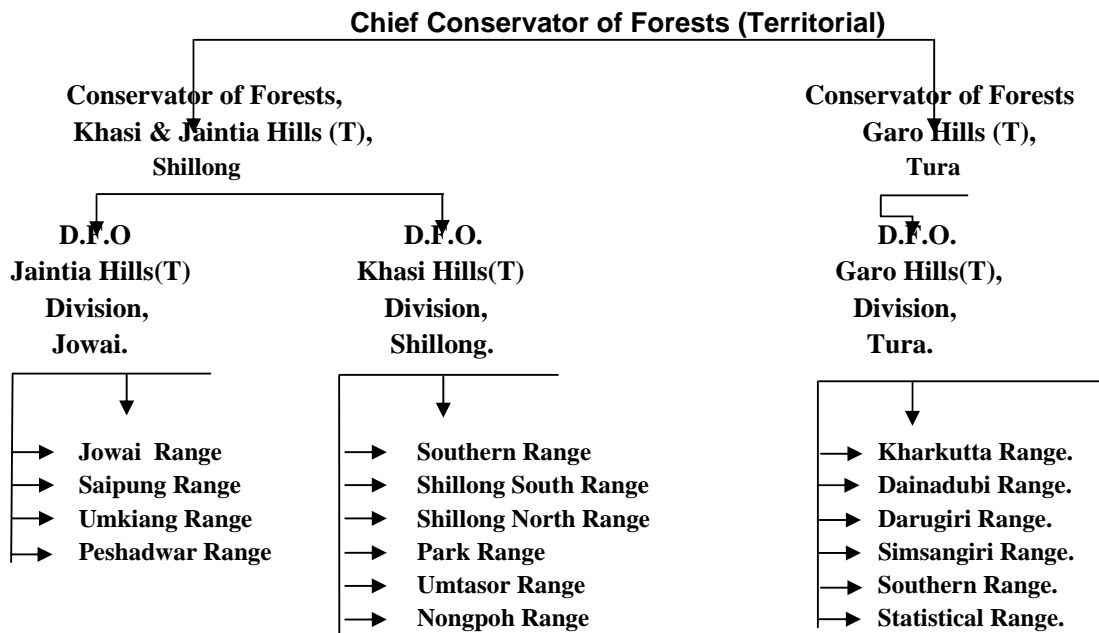
At the State level the Territorial Wing is headed by an officer in the rank of Chief Conservator of Forests designated as the Chief Conservator of Forests (Territorial).

Chief Conservator of Forests (Territorial) is assisted by 2(two) supervisory Circle level officers in the rank of Conservator of Forests who supervise, control and direct the field officers manning the divisions in the rank of Divisional Forest Officer falling under their respective Circles.

The Divisional Forest Officers are assisted by Assistant Conservator of Forests for execution of various activities through various Range Forest Officers in-charge of various Ranges.

Each Range is divided into various Beats headed by Officers in the rank of Deputy Ranger, Forester-I or Forester-II. Each Beat is further sub-divided into various Compartments, each of which is the smallest administrative unit of the forestry management.

ORGANIZATIONAL STRUCTURE DIAGRAM AT VARIOUS LEVELS OF TERRITORIAL WING.



**2.8 Expectation from the public for enhancing its effectiveness and efficiency.**

Due to very heavy pressure on the existing forestry resources it is not possible for the territorial wing of the Forests & Environment Department alone to ensure protection, conservation and sustainable utilization of the limited forestry resources available in the State without active co-operation and involvement of the local people. The Territorial Wing of the Forests & Environment Department therefore wishes to obtain active co-operation and whole hearted participation of all the general public in all the activities being undertaken by it.

**2.9 Arrangements and Methods made For Seeking Public Participation/ Contribution.**

Presently there is no formal and institutionalized mechanism to seek and ensure participation and contribution of general public to achieve various objectives set for the Wing. Till such time, Joint Forest Management mechanism is set in place.

**2.10 Mechanism Available For Monitoring the Service Delivery and Public Grievance Resolution.**

Various activities being undertaken by Territorial Wing of the Forests & Environment Directorate are monitored by the field level officials as well as the senior level supervisory officers both during as well as after execution of works. With the coming into existence of the Right to Information Act 2005, monthly reports of grievance redressal would need to be furnished by various designated authorities as per the provisions of the Right to Information Act, 2005.

**2.11 Addresses of the Main Office and Other Offices at Different Levels.**

**Jaintia Hills District**

**1 The Divisional Forest Officer (Territorial)**

Jaintia Hills District,  
Forest Colony, Momoon,  
Jowai 793150 Meghalaya.  
Tele- Fax- 03652- 223709 (O), 223809 (R)  
E-mail:

- 2 **The Range Forest Officer.**  
Jowai Range (T),  
Forest Colony, Momoon,  
Jowai 793150 Meghalaya
- 3 **The Range Forest Officer.**  
Umkiang Range (T),  
Village: Apha, B.P.O.: Umkiang,  
Jaintia Hills District, Meghalaya
- 4 **The Range Forest Officer,**  
Peshadwar Range (T),  
Village: Peshadwar, P.O.: Dawki,  
Jaintia Hills District, Meghalaya
- 5 **The Range Forest Officer,**  
Saipung Range (T),  
Village: Saipung, P.O.: Saipung,  
Jaintia Hills District, Meghalaya

#### **Khasi Hills**

- 1 **The Chief Conservator of Forests (T)**  
O/o Principal Chief Conservator of Forests & HOFF,  
Sylvan House, Lower Lachumiere, Shillong -1 Meghalaya  
Tele- Fax- 0364- 2505580 (O) , 2500073 ( R)
- 2 **Conservator of Forests ( Territorial & Wildlife)**  
Khasi & Jaintia Hills Districts,  
O/o Principal Chief Conservator of Forests & HOFF,  
Sylvan House, Lower Lachumiere, Shillong -1 Meghalaya  
Tele- Fax- 0364-2502217(O), 2501346 (R)  
E mail: [conservator.ter@gmail.com](mailto:conservator.ter@gmail.com)
3. **The Divisional Forest Officer (Territorial)**  
Khasi Hills Districts,  
Lower Lachumiere,  
Shillong Meghalaya.  
Tele- Fax- 0364- 2226375 (O), 2548595 (R)
- 4 **Range Forests Officer,**  
Southern Range,  
I/c.Sri.Karias Lyngdoh,  
Dy.Ranger – (Mobile No.-9436118167)
- 5 **Range Forests Officer,**  
Shillong South Range,  
I/c. Sri. D. Langstieh, Fr,  
(M)-9436102102)
- 6 **Park Range,**  
I/c.Sri.T.T.K.Marbaniang,Fr,  
(M)-9862670856)
- 7 **North Range,**  
I/c.Sri.Suklang Khongjee,Fr,  
(M)-9863032128)

- 8 **Umtasor Range,**  
I/c.Sri.F.Nongpoh,Fr,  
(M)-8014900186)
- 9 **Nongpoh Range,**  
I/c.Sri.P.B.Niangmih,A.C.F.,  
(M)-9863067816)
- 10 **Protection Range,**  
I/c.Sri.L.Shympliang,Fr,  
(M)-9615671173)

**Garro Hills**

- 1 **The Conservator of Forests ( Territorial & Wildlife)**  
Garro Hills Districts,  
Tura, Meghalaya.  
Tele- Fax- 03651- 232926 (O), 232312 (O), 232515 (R)  
E-mail:
- 2 **The Divisional Forest Officer (Territorial)**  
Garro Hills Districts,  
Forest Tila,  
Tura, Meghalaya.  
Tele- Fax- 03651- 223850 (O), 222423 (R)  
E-mail:
- 3 **Range Forests Officer,**  
Kharkutta Range,  
East Garo Hills,Meghalaya.
- 4 **Range Forests Officer,**  
Dainadubi Range,  
East Garo Hills,Meghalaya,  
794110
- 5 **Range Forests Officer,**  
Darugre Range,  
East Garo Hills,Meghalaya,  
794110
- 6 **Range Forests Officer,**  
Simsanggiri Range,  
East Garo Hills,Meghalaya,794111.
- 7 **Range Forests Officer,**  
Southern Range,Baghmara,  
South Garo Hills,Meghalaya,  
794102.

**2.12 Morning Hours of the Office: 10.00 AM**

**Closing Hours of the Office: 05.00 PM (During Summer Months)**

04.30 PM (During Winter Months)

## Chapter 3 (Manual 2)

### Powers and Duties of Officers and Employees

#### 3.1 Powers of the Officers In The Territorial Wing of the Forests & Environment Department.

##### 3.1.1 Administrative Powers

##### 3.1.1.1 Power of Appointment

Sl No.	Designation of the Officer Empowered	Description of Powers
1	<b>Conservator of Forests</b> (As per the provisions of the Serial No. 1 of the Appendix 5 of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984)	Non-gazetted appointments to any posts in the Forest Service or ministerial establishments of the Department, ministerial and Class IV establishment of his Office.
2.	<b>Divisional Forest Officer</b> acting in his capacity of District Officer (As per the provisions of the Serial No. 1 of the Appendix 5 of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984)	Appointment of Ministerial and Grade-IV establishments in their own Office
3.	Divisional Forest Officer acting in his capacity of Officer-in-charge of Forest (Serial No. 6 of the above Appendix)	<ol style="list-style-type: none"> <li>1. Appointment of Forester-II, Forest Guard and other subordinates whose maximum pay in their respective scale does not exceed Rs. 475. Promotion of Forest Guard to Assistant Foresters will be made only to the extent of 25 percent of posts of Assistant Foresters and will be controlled by Conservator of Forests. Passing of orders and proceedings will confined to the above categories of Subordinates whose maximum pay in their respective scale does not exceed Rs. 425.</li> <li>2. Officiating appointment to vacancies in the lowest grade of Assistants within the limit of budget allotment and if the vacancies are leave vacancies.</li> <li>3. Officiating appointment or promotion to the class of Foresters in vacancies not exceeding 6 months</li> </ol>

##### 3.1.2 Legal Powers

##### 3.1.2.1 Powers under the Meghalaya Forest Regulation, 1973.

As per the provisions of the Rules Framed under the Sub-Section 1 of the Section 68 and Section 72 of the Assam Forest Regulation, 1891 duly adopted by the Meghalaya vide Meghalaya Forest Regulation (Application and Amendment) Act, 1973 powers of the different classes of the Forest Officers is as below :

Sl No.	Class of Officers Empowered	Section	Brief Description of Powers
1	Deputy Rangers, Foresters,	52	Power to take charge of forest produce which is the



	Forest Guards, Forest Game Keepers, Forest Timber Watchers, Forest Supervisors, Forest Fire Watchers		property of the Government or has been confiscated by order of the court
		53	Power to accept charge of confiscated property when the offender is not known.
2	Rangers, Deputy Rangers, Foresters in charge of a Range or Revenue Station		The above powers, and
		26 (d)	(a) Power to permit in writing the acts mentioned in Ss. 24 & 25 subject to such restrictions and conditions and to the payment of such royalty, fee or other charge as the Conservator may fix (b) Power to permit vehicles to use roads in reserved forests subject to such restrictions and conditions and to the payment of such tolls or permit fees as the Conservator may fix
		36	(a) Power to permit in writing the acts mentioned in Ss. 33 & 34 subject to such restrictions and conditions and to the payment of such royalty, fee or other charges as the Conservator may fix or as may have been prescribed by the State Government. (b) Power to permit vehicles to use roads belonging to the Forest Department in unclassified State Forests subject to such restrictions and conditions and to the payment of such tolls or permit fees as
		47	Power to receive payment on account of drift or other timber
		57	Power to direct release of property seized under Section 47
3.	Rangers on a salary of not less than Rs. 125 a month		The above powers, and
		62	Power to accept compensation for offences and to release property seized as liable to confiscation.
		76	Power to take possession of forest produce and to sell such by auction for recovery of money due on this account.
4.	Deputy Commissioners and Sub-Divisional Officers (in hill districts), Extra Assistant Conservator		The above powers, and
		43 (2)	Power to notify depots for reception of drift and other timber
		44 (1)	Power to give notice of timber collected under section 43
		68 (1)	Power to enter upon and survey any land, to compel attendance of witnesses and production of documents, to issue search warrants and to record evidence.

5.	Deputy Conservators of Forests, Assistant Conservators of Forests, Extra Assistant Conservators in-charge of Forest Divisions within the limits of their respective Divisions, Deputy Commissioner of Khasi & Jaintia Hills within their districts		The above powers, and
		23	Power to stop ways and water courses in reserved forest with the concurrence of the Deputy Commissioner of the District.
		25 (c)	Power to regulate the kindling or carrying of fire in reserved forests.
		72	Power to eject any person who has entered into unauthorised occupation of land in a reserved forest or order him to vacate such unauthorised occupant including power to sell, confiscate or destroy any crops raised, building or construction erected on the land without authority
6.	Conservators		All the above powers, and
			Construction of transmission line through reserved forest (withdrawn by the enactment of the Forest (Conservation) Act, 1980.
7.	Deputy Commissioners and Sub-Divisional Officers within their jurisdiction	63 (1)	Power to enter upon and survey any land, to compel attendance of witnesses and production of documents to issue search warrants and to record evidence.
8.	Honourary Forest Officers	49-A	Power to release under bond property seized under S. 49

### 3.1.3 Financial Powers

Financial Powers of the Forest officers of the different ranks working in the Territorial Wing of the Forests & Environment Department is as per the relevant entry in the Schedule-II of the Meghalaya Delegation of Financial Power Rules as amended in 2006.

### 3.1.4 Other Powers:

Nil

## 3.2 Duties of the Officers and Employees In The Territorial Wing.

### 3.2.1. General Duties

Main duties of the officers and staff posted in the Territorial Divisions is to protect the Reserved Forests located in the District (s) and also to ensure compliance and implementation of various provisions of following Acts and Rules:

- (i) The Meghalaya Forest Regulations and Rules framed thereunder.
- (ii) Meghalaya Forest (Removal of Timber) (Regulation) Act, 1981.
- (iii) Meghalaya Tree Preservation Act, 1976
- (iv) Forest (Conservation) Act, 1980 and Rules framed thereunder.

### 3.2.2. Specific Duties As Enunciated In the Assam Forest Manual- Vol.-II as Adopted by The Government of Meghalaya

#### 3.2.2.1 Duties of Divisional Forest Officer

1. The Officer will be responsible for the carrying out of the provisions of Working Plan within his charge.

2. He will be compiling and maintain such records as are prescribed in connection with (i) above including Felling Series Registers and Control Forms.
3. He will be responsible for the protection of the forests in his charge including the fire protection and will have power to compound offences as empowered under the Meghalaya Forest Regulation.
4. All Research and experiments within the Division will be in his charge and the records of the same will be maintained by him.
5. The Officer will have no cash transactions and no cash accounts. The Range and Beat, Check Station Accounts will be submitted to him for scrutiny and will be forwarded by him to the concerned Conservator of Forests for compilation. He will scrutinize the cash book of the Range or Check Station headquarters. He will be responsible for collection of revenue, disposal of timbers, etc., after the coupes have been sold, fixing up of safe rates, etc., for removal of timbers and other forest produce.
6. The Officer will advise and instruct the Ranger and other Officers under him. He should not be merely an inspecting Officer but should himself carry out such works calling for technical skill as he is able to.
7. The posting and transfer of Range Officers and below will be done by the Divisional Officer within the Range. He will endeavour by the judicious handling of the staff at his disposal to secure the maximum of efficiency from them. The Divisional Officer will grant casual leave to ministerial Officers under him.
8. The diaries of all Officers subordinate to him will be submitted to the Divisional Officer and those of Assistant Conservator of Forests will be forwarded by him to the concerned Conservator of Forests. The travelling allowance bills for all Officers subordinate to him will be scrutinized and signed by him as the head of the office and forwarded to the concerned Conservator of Forests for passing and countersignature as the Controlling Officer. The Divisional Officer will scrutinize and sign the salary bills of his subordinates.
9. The Divisional Officer will submit confidential report on Officers subordinate to him above the rank of Forest Guard to the concerned Conservator of Forests and will maintain a record of confidential reports on all other Officers subordinate to him.
10. The Divisional Officer will inspect his Range and Check Station Office at once a year and copies of his inspection reports will be sent to the Divisional Forest Officer.
11. The Divisional Officer will be responsible for the expenditure of the sums allotted for the various projects in his Division and for the collection of all revenue at the due time.

#### **3.2.2.2 Duties of Assistant Conservators of Forests and Range Officers In-Charge of Ranges.**

1. To live at their appointed headquarters except when absent on duty, and not to leave their range without first obtaining the consent of their superior Officer.
2. To know the Forest law and all rules in force, to carry them out, and whenever necessary, to explain them to the people and to their subordinates.
3. To know the whole of their range thoroughly, including reserved and unclassed forests, the principal villages in the neighbourhood of forests, the roads and other lines of communication, to know exactly the rights and privileges, if any, and to see that they are properly exercised.
4. To know the exact duties of all their subordinates and to see that they carry those out satisfactorily, to see that the Forest Guards and fire-watchers patrol their beats regularly, to see that the diaries of their subordinate are punctually submitted, and to bring cases of neglect of orders to the notice of the Divisional Officer.

5. To wear the prescribed uniform when on duty and to see that their subordinates do so.
6. To inspect thoroughly at least twice a year each beat in the range, to inspect such of the demarcated reserve boundaries as may be noted for inspection or repair during the year and to submit reports of such inspections.
7. To issue permits and removal passes when authorized, personally to supervise and inspect as often as possible, all works in progress and all plantations and boundaries of reserves and to see that their subordinates are diligent in similar inspections.
8. To set an example to their subordinates by generally showing zeal in the carrying out of various minor operations for the improvement of the forests and to teach them the best mode of performing such operations.
9. To take advantage of opportunities for work under Divisional Officers, so as to endeavour to understand and qualify themselves to undertake important silvicultural operations and when accompanying such Officers on tour, to ask advice and instruction regarding any points of difficulty, so that the superior Officer may explain practically on the ground how his orders should be carried out.
10. To report to the Divisional Officer any breach of the Forest rules detected by him or reported by his subordinates, to forward a copy of any statement or explanation made by the accused and to give names of witnesses and nature of evidence obtained. Such report must be made at the latest within seven days of the discovery of the offence, or receipt of information. If enquiry has not been completed at the time of submitting such report, a full report should be sent in later. In cases where the accused is willing to compound the offence, the amount of compensation fixed by the Divisional Officer should be realized within fourteen days, if it has not been realized, the matter should be reported immediately after the completion of the fourteen days to the Divisional Officer.
11. In the case of seizure of property in connection with an offence committed to report it without delay to the Magistrate having jurisdiction and to his superior Officer for the further action prescribed under the Forest law. If the property is the property of Government and the offender is unknown, a report need not be made to the Magistrate. It is sufficient to report to his superior Officer.
12. To take charge of all confiscated property or of property made over to the Forest Department by the order of the Courts.
13. To take special care of all Government hammers, keeping them constantly under supervision when in use, and under lock and key when not in use to send to Divisional Officer as quickly as possible, any hammer that may be damaged or worn out for destruction and to report at once the loss of any hammer and to measure and mark all timber as soon as possible after the revenue has been paid.
14. To submit to the Divisional Officer a complete list of Government property in their range on the prescribed date.
15. To submit weekly diaries and monthly travelling allowance bills punctually and send in their monthly accounts so as to reach the Divisional Officer by the prescribed date. To send in also with the last diary of each month a statement showing :
  - (a) works carried out in his range :
  - (b) how much of such work has been done up to date :
  - (c) how much still to be done :
  - (d) reasons for any delay that may have occurred.

16. To keep up all the registers and books prescribed and any others that the Divisional Officer may direct neatly and in the proper method and to keep them up to date.
17. Whenever practicable to disburse money direct to the person to whom it is due and not through a third person, to take receipts in due form, and to disburse the pay of subordinates as regularly and as early in the month as possible.
18. In the case of contractors to disburse money only for work properly done and which has been thoroughly inspected personally. In the case of work done by day labour under the supervision of Foresters and Forest Guards, to inspect the work as thoroughly as possible before paying for it.
19. Payments under the preceding rules (17) and (18) shall as far as possible, be made by officers of not lower rank than Deputy Rangers.
20. To inspect and check their subordinates registers and books.
21. To check as often as possible permits issued, initialling and dating them whenever checked and to keep the register of permits issued and returned also to inform the Foresters and Guards of all permits issued as ascertained from the lists received from the Divisional Officer. To impress on each permit issued by themselves the registered property mark on the permit-holder, and to instruct the Foresters and Forest Guards to see that all timber obtained from trees felled under licenses is marked with the licensee's property mark immediately after felling.
22. To know what traders or contractors are working in their charges and to report monthly the number of trees felled and logs obtained by contractors, to keep themselves constantly informed of extraction going on, and to ensure that contractors and licensees are working out their timber in strict accordance with the terms of the contracts or licenses.
23. To carry out as promptly as possible orders received from the Divisional Officer, and in cases of inability to execute such order with due dispatch, to report the circumstances at once.
24. To reply to written orders of the Divisional Officer with the least possible delay, and to keep him as well as subordinated informed of their movements so as to obviate delay in communication with them.
25. To note and report all interesting occurrences such as the non-sprouting of bamboos, the flowering of bamboos, damage by insects, etc.
26. The Divisional Officer will issue written marking instructions for all the coupes to be worked in his jurisdiction with the approval of the Divisional Forest Officer. He will arrange for the disposal of deadwood and other similar matters, which are not Working Plan prescriptions, in consultation with the Divisional Forest Officer.

### **3.2.2.3 Duties of Deputy Rangers and Foresters In-Charge of Beats.**

1. To live at their appointed headquarters except when absent on duty and not to leave their beats without first obtaining the consent of their superior Officers.
2. To know the Forest law and all rules in force, to carry them out, and whenever necessary, to explain them to the people and to their subordinates.
3. To know the whole of their beat thoroughly, including reserved and unclassed forests, the principal villages in the neighbourhood of forests, the roads and other lines of communication, to know exactly the rights and privileges, if any, and to see that they are properly exercised.
4. To prevent and detect the commission of forest offences and to promptly report offences to the Range Officer within seven days of their discovery or on information being received, briefly giving an account of their action in the matter and distinctly mentioning the statement or explanations of the accused, the names of witnesses and the nature of the evidence obtained.
5. To wear the prescribed uniform and to carry serviceable *kukries* when on duty.

6. To take down the reports of the Forest Guards under them and to forward them to their immediate superiors, stating what action they have taken.
7. To frequently patrol their forests for the purpose of general protection, observation and report of unusual occurrences, etc. and, if possible, to take the guard of the beat with them. Where there are reserves within the beat, a complete inspection of the demarcated boundaries should be made at least twice during each dry season and inspection reports sent in.
8. To know what traders or contractors are working in their charges, to know the present state of contractors' or licensees' work, the number of stranded drift logs, fresh-felled logs and stocks of dead trees in the forests, to inspect their working and to keep the Ranger informed as to how traders and contractors are working.
9. To supervise and assist the Forest Guard in all operations in progress in charge such as creeper cutting, plantation work, clearing of fire-lines, repair and renewal of boundary marks, etc., and to teach the Foresters and Forest Guards the best way of carrying out such operations.
10. To submit diaries punctually according to orders, embodying the reports of the subordinates and their own observation, actions and movements.
11. To check the work done under all permits and passes issued in their charges, initialing and dating them to collect expired permits and to forward them to the Range Officer.
12. To inform the Guard concerned (from information supplied by the Ranger) of the names of the people who have taken out permits to cut and collect timber, minor produce, etc.
13. To keep such registers as the Divisional Officer may direct.
14. To take note and report all interesting occurrences, such as the non-sprouting of bamboo shoots, the flowering of bamboo, damage by insects, etc.

## Chapter – 4 (Manual – 3)

### Rules, Regulations, Instructions, Manual and Records for Discharging Functions

#### 4.1 List of Rules, Regulations, Instructions, Manual and Records Held by The Territorial Wing of the Forests & Environment Department Government of Meghalaya Used by Its Employees for Discharging Functions

##### Name of the documents

- 1.Meghalaya Fundamental Rules & Subsidiary Rules, 1984
- 2.Meghalaya Financial Rules, 1981/2006
- 3.Meghalaya Delegation of Financial Power Rules, 1981
- 4.Meghalaya (Civil) Services GPF Rules
- 5.Meghalaya Treasury Rules
- 6.Meghalaya Services Conduct Rules, 1990
- 7.Assam Services Discipline and Appeal Rules, 1967
- 8.Meghalaya Secretariat Manual of Office Procedures
9. Meghalaya Travelling Allowance Rules, 1984
- 10.Meghalaya Forest Service Rules, 1985
11. MFS Rules for Conduct of Departmental Exam 1995
- 12.Meghalaya Forest Subordinate Service Rules (Draft)
- 13.Meghalaya Forest Ministerial Service Rules (Draft)
- 14.Meghalaya Forest Guards Training Rules,
- 15.Forest Account Code,
- 16.Assam Forest Manual Vol II
17. Working Plan Code.

**Brief write-up on the documents:** Document listed from SI No.1 to 9 are common to all the Government Departments. Documents from SI No. 10 to 17 are specifically meant for Forest Department Meghalaya dealing with accounts, working plan for plantation, training and service condition of State Forest Service Officers and Forest Subordinate Staff.

## **Chapter – 5 (Manual – 4)**

### **Particulars of Any Arrangement That Exists For Consultation With or Representation by the Members of The Public In Relation To The Formulation of It's Policy or Implementation Thereof**

#### **Formulation of Policy**

**5.1.1 Whether there is Any Provision to Seek Consultation/ Participation of Public or Its Representatives for Formulation of Policies? If there is, please Provide Details of Such Policy in Following Format.**

Presently no such provision is in existence

#### **Implementation of Policy.**

**5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.**

Presently no such provision is in existence



## Chapter – 6 (Manual – 5)

### A Statement of the Categories of Documents That Are Held by It or under It's Control

6.1 Used the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others).

Sl. No.	Category of The Document	Name of The Document And Its Introduction In One Line	Procedure To Obtain The Document	Held By/ Under Control of
1	Registers (General)	<p>Attendance Register containing records of the daily attendance of various government employees</p> <p>Inward- Receipt Register containing details of correspondence received by each office</p> <p>Outward-issue register containing details of every correspondence issued by each office</p> <p>Building Register containing details of the construction and major renovation of the departmental buildings</p> <p>Register of Arms and Ammunitions containing details of Arms and ammunition held by each office</p> <p>Register of Pass, Permit, Money Receipt Books, Hammers and steel figures etc. containing details of receipt and issue of Permit Book, Log Measurement Book, Money Receipt Books, Tree marking Book, Measurement Books, various types of marking hammers and steel figures etc.</p> <p>Offence Register containing details of the forest offences detected and prosecution instituted in respect of them</p> <p>Register of Books and maps containing details of the Books and</p>	<p>As per the rules framed by the Government of Meghalaya in this regard in compliance with the Right to Information Act, 2005</p>	<p>By the head of each office concerned</p> <p>By the head of each office concerned</p> <p>By the head of each office concerned</p> <p>By the head of each office concerned</p> <p>By the head of each office concerned</p> <p>By the head of each office concerned</p> <p>Each Division and Range Headquarters</p> <p>By the head of each office</p>

	maps available with each office	concerned
	Reserve Register containing details of the Reserved Forests, Protected Forests, Green Blocks etc. under the control of the Department	Each Division and Range Headquarters
	Consumable Stock Register containing details of the consumable stores purchased and utilised	By the head of each office concerned
	Permanent Stock Register containing details of the purchase and disposal of the permanent stores	By the head of each office concerned
	File index register containing details of each file available in the concerned office	By the head of each office concerned
	Patrolling duty registers containing daily records of the patrolling duties performed by the executive field staff	
Registers (Accounts)	Acquaintance rolls containing details and acknowledgement of salary disbursed to the staff born on the roll of each staff	Each Division and Range office
	Cheque register containing monthly details of the cheque drawn by each Drawing & Disbursing officer	Each Drawing & Disbursing officer
	T.A. Advance Register containing monthly details of the payment and recovery of the Travelling Advance in respect of various employees	Each Drawing & Disbursing officer
	House Building Advance (HBA) register containing details of payment and recovery of the HBA to various employees	Each Drawing & Disbursing officer
	Computer Advance Register containing details of payment and recovery of Computer Advance to various employees	Each Drawing & Disbursing officer
	CGEIS Register containing details of monthly recovery of the CGEIS from the passed pay bills of the eligible employees	Each Drawing & Disbursing officer
	Remittance of Forest revenue register containing monthly as well progressive details of revenue received by each Drawing & Disbursing officer	Each Drawing & Disbursing officer
	Forest Advance to Forest Disburser	Each Drawing &

		(F.D. Form No. 13) containing monthly details of the payment and recovery of Forest Advance to various disbursers	Disbursing officer
		Transit Register containing details of movement of cheque from each Drawing & Disbursing officer to the Treasury Officer	Each Drawing & Disbursing officer
		T.A. Bill Register containing details of the passed Travelling allowance Bills of various employees	Each Division
2	Books (prescribed by Assam Forest Manual)	Permit Book in respect of the issue of permit for extraction of forest produce and minor mineral etc.	Each Division, Range and Forest Check gate (revenue station)
		Transit pass book containing passes permitting transit of forest produce and minor minerals within or outside the state	Each Division, Range and Forest Check gate (revenue station)
		Tree Marking Book containing details of trees marked for felling / removal	Each Division, Range and Beat
		Log Measurement Book containing details of logs seized/ removed	Each Division, Range and Beat
		Measurement Book containing detailed measurement of the works executed and the materials purchased	Each Division & Range
	Books of Accounts	Cash Books containing details of daily financial transaction by each Drawing as well as disbursing officer	Each Division & Range
		Money Receipt Book containing details of any kind of money received on behalf of the Government	Each Division & Range
	Books (Est.)	Service Books of each employee containing detailed information regarding the service rendered by him	Each appointing authority
	Books (General)	Office Order Book containing copy of each order passed by each head of office	Each Division & Range
		General Books on the subject of Forestry, Wildlife and ancillary matters as per the details given in the Register of Books and Maps	Each Division & Range
	Charts	Plantation charts containing year wise details of plantations raised in	Each Range

	the range to be displayed in each Range	
	Duty chart containing details of the daily patrolling duty undertaken by the staff of each range & Beat to be displayed in each Range and Beat	Each Range and Beat Office
Journals	Plantations Journals containing details of the works carried out at each of the plantation centre	In-charge of the each plantation centre
	Nursery Journal containing details of the works carried out at nursery	In-charge of each nursery
Files (Est.)	Personal files of each staff containing correspondence related to service matters of the concerned staff	Each Division & Range
	Diary Files containing correspondence on the diaries submitted by various executive staff	Each Division & Range
	District Selection Committee (DSC) file containing correspondence relating to correspondence with the DSC regarding appointment of the eligible staff	Each Division
	Miscellaneous (Establishment) file containing correspondence on the establishment matters	Each Division & Range
Files _ Developmental Schemes	Separate file containing detailed annual proposal submitted, sanctioned received and all other correspondence thereon in respect of each of the development scheme – both plan and non-plan	Each Division
Files (Budget)	Files containing details of the annual budget allotment	Each Division
Forest Advance (F.A.) file	Separate files containing details of the monthly forest advance drawn by each forest disburser	Each Division
Files (General)	Offence Report file containing copy of offence reports filed and correspondence connected therewith	Each Division & Range
	Unclaimed Seizure File containing details of the seizure and disposal of forest products where offender is unknown	Each Division & Range
	Unclaimed Seizure File containing details of the seizure and disposal of forest products where offender is	Each Division & Range

known	
Minor Mineral Revenue file containing details of revenue received from various user agencies in	Each Division
Inspection file containing details of annual inspection of Ranges and Beats	Each Division & Range
Meeting Files containing details of various minutes attended by the officials	Each Division & Range
Tender/ Auction Files containing details of the forest and other produce through Public Auction / Tender	
Various subject specific files opened to deal with the correspondence as and when the need arises	Each Division and Range Office

## Chapter – 7 (Manual – 6)

### A Statement of Boards, Council, Committees and Other Bodies Constituted As Its Part

State Level Committee for eviction of encroachments from the reserved forests under the chairmanship of the Conservator of Forests (T & WL) Khasi & Jaintia Hills Districts consisting of Deputy Commissioner, Jaintia Hills District and Superintendent of Police, Jaintia Hills District as members and Divisional Forest Officer (T) as member –secretary has been constituted to ensure regular monitoring of the progress of eviction of unauthorised encroachers from the reserved forests located in the State.

#### 7.1 Please Provide Information on Boards, Councils, Committees and other Bodies Related to The Public Authority in The Following Format:

- **Name and Address of the Affiliated Body:** Nil
- **Type of Affiliated Body (Board, Council, Committees, Other Bodies):** Not -Applicable
- **Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities):**  
Not -Applicable
- **Role of the Affiliated body (Advisory/ Managing/ Executive/ Others):** Not -Applicable
- **Structure and Member Composition:** Not -Applicable
- **Head of the Body:** Not -Applicable
- **Address of Main Office and Its Branches:** Not -Applicable
- **Frequency of Meetings:** Not -Applicable
- **Can Public Participate in the Meetings? :** Not -Applicable
- **Are Minutes of the Meetings Prepared? :** Not -Applicable
- **Are Minutes of the Meetings Available to the Public? If Yes, Please Provide Information About the Procedure to Obtain Them :** Not -Applicable

## Chapter – 8 (Manual – 7)

### The Names, Designations and Other Particulars of the Public Information Officers

- 8.1 Contact Information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority in The Following Format.

**Name of the Public Authority**

**Shri R. Shullai, IFS**

The Chief Conservator of Forests (Territorial)

Office of the Principal chief Conservator of Forests,

Sylvan House,

Lower Lachumiere,

Shillong -1 Meghalaya

Tele- Fax- 0364- 2225880 (O), 2500073 (R)

**Department Appellate Authority:**

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Address
				Office	Home		
1.	Shri.R.Shullai, IFS	Chief Conservator of Forests (Territorial)		2225880	2500073		

**PUBLIC INFORMATION OFFICERS & ASSTT. PUBLIC INFORMATION OFFICER:****Jaintia Hills – Public Information Officer (PIO)**

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Address
				Office	Home		
1.	J.M.Pohsngap, MFS	Divisional Forest Officer, Jaintia Hills Territorial Division	03652	223709	223809	223709	The Divisional Forest Officer (Territorial) Jaintia Hills District, Forest Colony, Momoon, Jowai, 793150 Meghalaya

**Assistant Public Information Officers (Jaintia Hills (T) Div.)**

1	S. Ch. Sutnga, FR	Range Officer In-charge Umkiang Range	03655	277277	Nil	Nil	The Range Forest Officer (Territorial), Umkiang Range (T), Village: Apha, B.P.O.: Umkiang, Jaintia Hills District, Meghalaya
2.	M.J.Kharbudon, FR	Range Officer In-charge Passadwar Range (T)	Nil	Nil	Nil	Nil	O/o The Range Forest Officer, Peshadwar Range (T), Village: Peshadwar, P.O.: Dawki, Jaintia Hills District, Meghalaya
3.	Sri C. Bareh, FR	Range Forest Officer, Saipung Range (T)	Nil	Nil	Nil	Nil	O/o The Range Forest Officer, Saipung Range (T), Village: Saipung, P.O.: Saipung, Jaintia Hills District, Meghalaya

**Khasi Hills – Public Information Officer (PIO)**

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Address
				Office	Home		
1.	P.H.S.Bonney, IFS	Conservator of Forests (T) Khasi & Jaintia Hills	0364	2502217			Lower Lachumiere, Shillong-793001.
2	G.W. Kharmujai, IFS	Divisional Forest Officer, Khasi Hills (T) Division	0364	2226375			Lower Lachumiere, Shillong-793001.

**Assistant Public Information Officers (Khasi Hills (T) Division)**

1.	F. Nongpoh	Range Forest Officer, Umtasar Range.		8014900186			
2.	T.T.K.Marbaniang	Range Forest Officer,		9862670856			



		Park – Territorial Range, Shillong.					
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**1. Garo Hills– Public Information Officer (PIO)**

Sl.No.	Name	Designation	S.T.D. Code	Phone No.			Address
				Office	Home	Fax	
1.	Y.S.Shullai,IFS	Conservator of Forests(T)Khasi & Jaintia Hills,					Forest tilla,West Garo Hills,Tura.
2	P.R. Marak MFS	Divisional Forest Officer, Garo Hills (T) Division	03651	223850			Forest tilla,West Garo Hills,Tura.

**2. Assistant Public Information Officers (Garo Hills (T) Division)**

3.	L. Shangpliang	Range Forest Officer, Protection Territorial Range, Shillong.		9615671173			
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1.	R.G. Momin	Range Forest Officer, Kharkutta Range.		9874058288			
2.	Manuel Marak	Dy. Range Forest Officer, Dainadubi Range.		9436166358			
3.	I.R. Sangma	Range Forest Officer, Daruggre Range.		7223 (CUG)			
4.	S.G. Momin	Range Forest Officer, Simsangiri Range.		9615316066			
5.	S. B. Marak	Range Forest Officer, Southern Range.		7318 (CUG)			

## Chapter – 9 (Manual-8)

### Procedure Followed in Decision Making Process

**9.1 Procedure Followed to Take a Decision for Various Matters?**

**Various Routine Office Matters**

As per the Meghalaya Administrative Manual

**9.2 What are the Documented Procedures/ Laid Down Procedures/ Defined Criteria/ Rules To Arrive At A Particular Decision for Important Matters? What are Different Levels through Which a Decision Process Moves?**

Decisions pertaining to public are taken at the Divisional level on receiving inputs from the Rangers or reports from the Assistant Conservator of Forests nominated for the purpose after due application of mind.

**9.3 Arrangements to Communicate the Decision to the Public?**

Decisions would be communicated to the public on their request through procedure to be prescribed on that behalf by the Government as and when they approach the Public Information Officers and the Assistant Public Information Officers as the case may be.

**9.4 The Officers at various levels whose opinions are sought for The Process of Decision Making?**

When decision is to be made by the Chief Conservator of Forests usually the Conservator or the concerned Divisional Forest Officer are consulted. Finally, the decision is taken by the Chief Conservator of Forests after due application of his mind. Similarly, every decision taken by the Conservator proceeds on consultation with the Divisional Forest Officer and in certain cases on personal application of mind. Similarly the DFO on receiving inputs from the Rangers or reports from the Assistant Conservator of Forests nominated for the purpose after due application of mind takes decision on pertaining to his level. In certain cases where decision is to be taken by higher authorities a report on the same is furnished to the relevant authority.

**9.5 Who is The Final Authority That vets the Decision?**

No straightjacket formula for the purpose could be laid down. Depending on the statutory requirement vetting is done.

**9.6 Please Provide Information Separately in The Following Format for the Important Matters on Which the Decision is Taken by the Public Authority.**

Sl. No	
Subject on which the decision is to be taken	Budget preparation and allocation of funds, Annual Confidential Report, Confidential matter, Tour and training of Officers and Staff.
Guideline/Direction if any)	Financial Rules, O.M. issued by Finance or Personnel Dept of Central or State Govt as the case may be.
Process of Execution	The Dealing Assistant concerned upon receipt of dak/letter puts up the matter along with papers under consideration and a note to the Superintendent. The Superintendent after scrutiny for facts and enclosures endorsed it to the CCF Territorial/CF Territorial as the case.
Designation of officers involved in decision making	Chief Conservator of Territorial, Meghalaya
Contact information of above mentioned officers.	Sylvan House, Lower Lachumiere, Shillong-793001
If not satisfied to the decision, where and how to appeal	May appeal to the PCCF& Hoff, Meghalaya whose office is located at Sylvan House, Lower Lachumiere, Shillong-793001 or the Government in the Forests and Env Dept Meghalaya.

**Chapter – 10 (Manual – 9)**  
**Directory of Officers and Employee**

**10.1 Please Provide Information in Following Format for the year 2011-12.**

Sl. No	Name	Designation	STD code	Phone No.		e-mail	Address
				Office	Home		
	<b>East Khasi Hills District.</b>						
	Shri. R.Shullai, IFS	CCF(T)	0364	2505580	2500073		Sylvan House Lower Lachumere Shillong-1.
	Shri. P.H.S.Bonney, IFS	CF(T) K& J Hills, Shg.	0364	2502217	2501346		-do-
	Shri. G.W.Kharmujai, IFS	DFO, Khasi Hills(T)	0364	2226375	-		Lower Lachumere, Shillong.
	Shri. F.S..Wahlang	ACF, Khasi Hills(T) Div.	0364	2226375	-		Lower Lachumere, Shillong.
	Shri. B.Niangmih	ACF, Khasi Hills(T) Div.	0364	2226375			
	Shri. Karias Lyngdoh	RFO, Southern Range		9436118167			
	Shri. D. Lyngdoh	RFO, Shillong South Range		9436102102			
	Shri. T.T.K. Marbaniang	RFO, Park Range		9862670856			
	Shri. Suklang Khongjee	RFO, North Range		9863032128			
	Shri. F.Nongpoh	RFO, Umtasor Range		8014900186			
	Shri. L. Shangpliang	RFO, Protection Range		9615671173			
	<b>Jaintia Hills District.</b>						
	Shri. J.Pohsngap, MFS	DFO, Jaintia Hills(T),	03652	223709	223809		Moomoon, Jowai
	Shri. L.T.Ao.	ACF, Jaintia Hills(T) Div	03652	223709	223809		Moomoon, Jowai
	Smti. N.Laloo	ACF, Jaintia Hills(T) Div	03652	223709	223809		Moomoon, Jowai
	<b>Garo Hills.</b>						
	Shri. Y.S.Shullai, IFS	CF(T) Garo Hills, Tura	03651	232926	232515		Forest tilla, Tura
	Shri. P.R.Marak, IFS	DFO, Garo Hills(T)	03651	223850	222423		Forest tilla, Tura

## Chapter – 11 (Manual – 10)

### The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

**11.1 Please Provide Information in Following Format for the year 2011-12.  
(Information provided below)**

#### The Monthly Remuneration Received By Some of its Officers and Employees During the Year 2011-12.

Sl. No	Name	Designation	Monthly remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	Shri.R.Shullai, IFS	CCF/Territorial.	1,43,413	600	Central Govt.Sixth Pay Commission
2	Shri. Y.S.Shullai, IFS	CF/ Territorial, Garo Hills	1,16,297	600	-do-
3	Shri. P.H.S.Bonney, IFS	CF/Khasi & Jaintia Hills, Wildlife.	1,18,630	600	-do-
<b><u>JAINTIA HILLS DIVISION.</u></b>					
4	Shri.Raja Ram Singh, IFS	D.F.O.	46,256	600	-do-
5	Smt. N. Laloo, MFS	A.C.F.	32,353	300	Fourth Pay Commission Govt.of Meghalaya
6	Shri. L. T. Ao, MFS	A.C.F.	39,075	300	-do-
7	Shri. C. H. Sutnga	FR	27,598	300	-do-
8	Shri.M.J. kharbudon	FR	22,887	300	-do-
9	Shri.C. Bareh	FR	31,739	300	-do-
10	Shri.J. Chyrmang	Fr-I	17,204	300	-do-
11	Shri. M. Sutnga	Fr-I	22,523	300	-do-
12	Shri. F. Syrti	Fr-I	21,502	300	-do-
13	Shri. D. Swer	Head Assistant	29,054	300	-do-
14	Smt.G.M. Pohshna	Accountant	28,200	300	-do-
15	Smt. A. Lamat	U.D.A.	20,828	300	-do-
16	Smt. E. Kynjing	L.D.A.	15,409	300	-do-
17	Smt. A. Thma	L.D.A.	17,661	300	-do-
18	Smt. L. Langstang	L.D.A.	15,409	300	-do-
19	Smt. D. Lyngdoh	L.D.A.	15,409	300	-do-
20	Smt. H. Dkhar	Range Assistant	21,946	300	-do-
21	Smt. B. Lamare	Range Assistant	18,504	300	-do-
22	Smt. D. Laloo	Range Assistant	15,409	300	-do-
23	Shri. S. Kyndiah	Draftsman	23,394	300	-do-
24	Shri. L. Pakyntein	Office Peon	16,197	300	-do-
25	Shri. D. Hinge	Office Peon	14,974	300	-do-
26	Smt. W. Sana	Office Peon	13,957	300	-do-
27	Shri. W. Suting	Driver	17,583	300	-do-
<b><u>KHASI HILLS DIVISION.</u></b>					
28	Sri. G.W. Kharmujai,	DFO	99,709	300	Central Govt.Sixth Pay
29	Sri. P.B.Niangmih	ACF	38,724	300	-do-
30	Sri. F.S. Wahlang,	ACF	41,681	300	-do-
31	Sri. L.Shangpliang	FR	32,101	300	-do-
32	Sri. S.Khongji	FR	26,192	300	-do-
33	Sri T.K.Marbianiang	FR	36,556	300	-do-

34	Sri. F.Nongpoh	FR	22,849	300	-do-
35	Sri.I.K.Singh	Dy.R	24,835	300	-do-
36	Sri.T.Marwein	Dy.R	25,093	300	-do-
37	Sri.S.Nongkhlaw	Dy.R	25,093	300	-do-
38	Sri.K.Lyngdoh	Dy.R	25,632	300	-do-
39	Smt.R.Kynjing	Acct	25,886	300	-do-
40	Smt.B.Nongpiur	UDA	24,770	300	-do-
41	Sri. B.Syiemieh	UDA	25,735	300	-do-
42	Sri.M.Dkhar	Surveyor	16,568	300	-do-
43	Smt.H.Shullai	LDA	20,502	300	-do-
44	Smt.B.Nongkhlaw	LDA	19,661	300	-do-
45	Smt.E.Lyngdoh	LDA	19,165	300	-do-
46	Smt.T.Nongrum	LDA	14,289	300	-do-
47	Sri.R.Kharshiing	LDA	20,073	300	-do-
48	Sri.C.Syiem	LDA	17,070	300	-do-
49	Sri.T.P.Paul	LDA	14,572	300	-do-
50	Smt. M. Pakma	LDA	14,828	300	-do-
51	Smt.H.Nongsiej	R.A	18,671	300	-do-
52	Sri. A.S.Lyngdoh	R.A	21,624	300	-do-
53	Smt.D.Basaiawmoit	R.A	16,172	300	-do-
54	Smt. E.Syiemiong	R.A	19,011	300	-do-
55	Sri. H.Nongphud	Fr.I	19,170	300	-do-
56	Sri.L.Sohtun	Fr.I	17,807	300	-do-
57	Sri.S.Pyngrope`	Fr I	17,005	300	-do-
<b><u>GARO HILL DIVISION.</u></b>					
58	Shri P.R.Marak, MFS	D.F.O.	54,631	300	-do-
59	Smti Rimse K.Sangma,	A.C.F.	32,645	300	-do-
60	Shri Rupankar K. Marak,	A.C.F.	26,164	300	-do-
61	Shri Ashish R. Marak,	Accountant	28,641	300	-do-
62	Shri Killendra D. Sangma	U.D.Asst.	26,106	300	-do-
63	Smti Mebi Bertha	L.D.Asst.	23,250	300	-do-
64	Shri Quiller K. Sangma	-do-	20,919	300	-do-
65	Smti Paula Prentis	-do-	21,050	300	-do-
66	Smti Suchitra Ch.Marak,	-do-	21,050	300	-do-
67	Smti Clarina A.Sangma,	Range Asst.	21,641	300	-do-
68	Shri Titalson N.Sangma,	-do-	21,052	300	-do-
69	Smti Bellerie P.Marak,	L.D. Asst.	16,292	300	-do-
70	Shri Linberth Ch.Marak,	-do-	18,731	300	-do-
71	Shri Jackie Sangma,	Range Asst.	17,745	300	-do-
72	Smti Krishna Mohanta,	-do-	14,156	300	-do-
73	Shri Preetam Kr.Rai	C/Operator	24,266	300	-do-
74	Shri Ranjit Sharma,	Driver	13,686	300	-do-

## Chapter – 12 (Manual – 11)

### The Budget Allocated To Each Agency (Particulars of the Plans, Proposed expenditure and reports on disbursement made.

Sl. No.	Name of the Scheme/ Head Under Territorial Division	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned - need	Actual expenditure for the last year 09-10	Responsible Officer for the quality and the complete execution of the work
1	2	3	4	5	6	7	8	9
1	Amenities to Forest Staff & Labourers, etc. <b>2406 – 001 (03)</b>	Wages, T.A. and O.E.	1-4-11	31-3-12	₹ 10,89,100	₹ 10,89,100	11,12,660	All the(3) three,D.F.O's of Territorial Division
2	Intensification & Management <b>2406 – 001 (04)</b>	Salaries, Wages, T.A., Medical Treatment and O.E.	1-4-11	31-3-12	₹ 12,62,000	₹ 12,62,000	11,39,441	All the(3) three,D.F.O's of Territorial Division
3	Integrated Forest Village Development	Minor Works	1-4-11	31-3-12	₹ 2,00,000	₹ 2,00,000	2,00,000	D.F.O.,Garo Hills(T)Division,Tura.
4	Payment due to MeECL	O.E. and Rent, Rates & Taxes	1-4-11	31-3-12	₹ 10,61,168	₹ 10,61,168	6,10,000	All the(3) three,D.F.O's of Territorial Division
5	Consolidation of Forests <b>2406 - 005 (02)</b>		1-4-11	31-3-12	₹ 11,30,050	₹ 11,30,050	7,35,00	All the(3) three,D.F.O's of Territorial Division
6	Statistical Planning & Evaluation Unit <b>013 (01)</b>	O.E.	1-4-11	31-3-12	₹ 2,50,000	₹ 2,50,000	2,97,030	All the(3) three,D.F.O's of Territorial Division
7	Communication of Roads & Bridges <b>2406 – 070 (01)</b>	Minor Works	1-4-11	31-3-12	₹ 12,50,000	₹ 12,50,000	NIL	All the(3) three,D.F.O's of Territorial Division
8	Construction & Maintenance of Departmental Buildings	Minor Works	1-4-11	31-3-12	₹ 19,64,640	₹ 19,64,640	NIL	All the(3) three,D.F.O's of Territorial Division
9	Establishment of Parks & Botanical Gardens <b>2406 - 101 (01)</b>	Wages & Minor Works	1-4-11	31-3-12	₹ 7,16,000	₹ 7,16,000	5,80,000	All the(3) three,D.F.O's of Territorial Division
10	Forest Protection Scheme & Works <b>2406 - 101 (05)</b>	Salaries, Wages, T.A., Medical Treatment, Minor Works, O.C. and O.E.	1-4-11	31-3-12	₹ 64,67,440	₹ 64,67,440	35,84,156	All the(3) three,D.F.O's of Territorial Division
11	Social & Farm Forestry <b>2406 - 102 (01)</b> Forest Nursery	Wages.	1-4-11	31-3-12	₹ 7,32,000	₹ 7,32,000	4,32,000	D.F.O's,Khasi Hills(T)Division
12	Environmental Forestry <b>2406 - 102 (02)</b>	Minor Works	1-4-11	31-3-12	₹ 3,00,000	₹ 3,00,000	2,00,000	D.F.O's,Khasi Hills(T)Division
13	Teakwood Plantation <b>2406 - 102 (08)</b>	Minor Works	1-4-11	31-3-12	₹ 7,84,940	₹ 7,84,940	7,36,540	All the(3) three,D.F.O's of Territorial Division

14	Plywood Plantation <b>2406 - 102 (09)</b>	Minor Works	1-4-11	31-3-12	` 13,78,082	` 13,78,082	11,99,800	All the(3) three,D.F.O's of Territorial Division
15	Salwood Plantation <b>2406 - 102 (11)</b>	Minor Works	1-4-11	31-3-12	` 8,25,426	` 8,25,426	10,55,366	All the(3) three,D.F.O's of Territorial Division
16	Quick Growing Species <b>2406 - 102 (12)</b>	Minor Works	1-4-11	31-3-12	` 16,99,197	16,96,190	6,96,190	All the(3) three,D.F.O's of Territorial Division
17	Miscellaneous Afforestation <b>2406 - 102 (14)</b>	Minor Works	1-4-11	31-3-12	` 16,13,430	` 16,13,430	9,99,871	All the(3) three,D.F.O's of Territorial Division
18	Afforestation of Critical Catchment Areas	Minor Works	1-4-11	31-3-12	` 14,46,326	` 14,46,326	7,23,214	All the(3) three,D.F.O's of Territorial Division
19	State Central Library <b>2406 - 112 (03)</b>	Wages & Minor Works	1-4-11	31-3-12	` 5,40,000	` 5,40,000	3,35,980	D.F.O's,Khasi Hills(T)Division
20	Improvement of Polo Park 2406-112(06)	Wages & Minor Works	1-4-11	31-3-12	` 3,94,000	` 3,94,000	3,94,000	D.F.O's,Khasi Hills(T)Division

**12.1 Please Provide Information About the Details of the Budget for Different Activities Under Different Schemes in the Given Format.**

Not Applicable



## **Chapter – 13**

### **The Manner of Execution of Subsidy Programmes**

**13.1** Please provide the information as per the following format:

- The Territorial Wing of the Forests Department has no such subsidy programmes.

## Chapter – 14 (Manual – 14)

### Particulars of Recipients of Concessions, Permits or Authorization Granted by It

#### 14.1 Please Provide the Information as Per the Following Format:

- **Name of Programme: Permit for extraction of Minor Minerals like**
- **Type of (Concession/Permits/Authorization) :** Permits for extraction and transportation of minor minerals and forest produce
- **Objective:**
  - To regulate the extraction and transportation of minor minerals and forest produce for ensuring their sustainable utilization without causing ecological damage
  - To generate revenue for the State.
- **Target Set (For the last year)**

No fix targets have been set for the year
- **Eligibility**

Any firms and persons having valid No-Objection Certificate (N.O.C.) from the concerned district council may extract the minor minerals from the Non-forest areas.  
Timber and other forest products obtained from the legal sources can only be transported both within and outside the State.
- **Criteria for the Eligibility**

No-objection Certificate (NOC) from the concerned District Council
- **Pre-requisites**

No-objection Certificate (NOC) from the concerned District Council  
Extraction from the Non-Forest areas
- **Procedure to Avail the Benefits**

Submission of written application through concerned Range Forest officers
- **Time Limit for the Concession/ Permits/ Authorizations**

Normally 30 days. May be higher in case of the permit for the larger quantity
- **Application Fee (Where Applicable)**

Nil
- **Application Format (Where Applicable)**

Simple application on plain paper
- **List of Attachments (Certificates/ Documents)**

N.O.C. from the concerned Autonomous District Council
- **Format of Attachments**

As provided by the Concerned Autonomous District Council
- **List of beneficiaries in the format given below.**

As per the details given in the enclosed annexure-VIII

#### Also Provide the Following Information for Concession

- **Detail of Benefit Given:** Nil
- **Distribution of Benefits:** Nil

## Chapter 15 (Manual -14)

### Norms Set By It for Discharge of Functions

#### 15.1 Please Provide the Details of the Norms/ Standards Set by the Department for Execution of Various Activities/ Programmes

For Plantations and afforestation Works the approved Cost Norms for raising Plantations and Nurseries etc. as approved vide Government of Meghalaya, Forests & Environment Department letter No. FOR. 85/86/194 dated.25.7.2005 is shown below.

For civil works like construction and maintenance of buildings, roads & bridges etc. the Meghalaya Public Works Department (M.P.W.D.) Schedule of Rates for Building Works published by the Chief Engineer P.W.D. (Buildings), Shillong, Meghalaya was followed.

#### NORMS.

Rate of Wages fixed by Labour Department Rs. 100/-

#### 1. **NORMS FOR THE CREATION OF NURSERY (COST-NORM FOR ONE NURSERY BED).**

##### 1.1 PERMANENT NURSERY

##### 1.1 (a) POLYPOT NURSERY

##### (i) NORM IN THE FIRST YEAR

Sl. No.	Items of works	Unified norms		Remarks
		Man-days	Amount	
(1).	(2)	(3)	(4)	(5)
1.	Preparation of standard-sized beds (13m x 1.3x 0.30m) for placing the polythene bags.	1.5	Rs. 150.00	
2.	Cost of polythene bags (22.5cm x 15mm) in the one bed 4 kgs are required.	7.2	Rs. 720.00	
3.	Cost of filling up of manure-mixed earth in polybags including pounding after filling.	9	Rs. 900.00	
4.	Cost of cowdung including transportation	0.6	Rs. 60.00	
5.	Cost of seeds	1.5.	Rs. 150.00	
6.	Cost of Goat proof fencing net including cost of wooden fencing posts, erecting fixing fitting etc. complete & including cost of staples.	1	Rs. 100.00	
7.	Cost of sowing including hoeing, mulching etc.	1	Rs. 100.00	
8.	Cost of pricking and transplanting of seedlings from germination beds to polybags.	2	Rs. 200.00	
9.	Cost of construction of shades for protection of seedlings from frost during winter and direct sunlight in warm areas.	1 2	Rs. 100.00 Rs. 200.00	Sl.Nos. 7,8,9,10,11 & 12 and maintenance in the first year
	(a) Cost of materials			
	(b) Labour cost			
10.	Cost of weeding 4 weeding @ 32.50/	2.6	Rs. 260.00	

	p.w.			
11.	Cost of watering	1		Rs. 100.00
12.	Miscellaneous cost e.g. Fungicides tools & plants, making of inspection path, fertilizers, chemicals, lime pesticides/insecticides, growth hormones, etc.	0.2.		Rs. 20.00
	<b>TOTAL IN THE FIRST YEAR</b>	<b>30.6</b>		<b>Rs. 3,060.00</b>
<b>(ii) Maintenance during The Second Year.</b>				
1.	Weeding – 3 times @32.50/p.w	1.9		Rs. 190.00
2.	Watering	0.5.		Rs. 50.00
	<b>TOTAL IN THE SECOND YEAR</b>	<b>2.4</b>		<b>Rs. 240.00</b>
<b>1.1 (b) <u>NAKED ROOT NURSERY</u></b>				
<b>(i) NORMS DURING THE FIRST YEAR</b>				
Sl.No.	Items of works	Unified norms		Remarks
		Mandays	Amount	
1.	2	3	4	5
1.	Preparation of standard sized beds (13m x 1.3m x 0.03m)	1.5	Rs. 150.00	
2.	Collection of seeds	2	Rs. 200.00	
3.	Fencing all around the nursery site with goat proof fencing net & wooden posts including erecting, fixing, fitting etc. complete.	1	Rs. 100.00	
4.	Cost of cowdung including transportation up to site	0.6	Rs. 60.00	<u>NOTE</u>
5.	Seed treatment	0.3.	Rs. 30.00	
6.	Sowing of seeds including hoeing	0.1.	Rs. 10.00	Same as
7.	Weeding of nursery beds, 4 weeding @ 32.50/p.w.	2.6.	Rs. 260.00	1.1 (a)
8.	Construction of shades with bamboo structure and thatch for protection from frost in winter and effect of sub in warm areas.			
	(a) Cost of materials	1	Rs. 100.00	
	(b) Labour cost.	2	Rs. 200.00	
9.	Watering of nursery beds	1	Rs. 70.00	
10.	Miscellaneous cost e.g. cost of tools/ and plants fertilizers, insecticides/ pesticides, growth hormones, making of inspection path etc.	0.2.	Rs. 20.00	
	<b>TOTAL IN THE FIRST YEAR</b>	<b>12.3.</b>		<b>Rs. 1,230.00</b>
<b>(ii) <u>Maintenance during the second year.</u></b>				
1.	Weeding (3 weeding only) @32.50/p.w	1.9		Rs. 190.00
2.	Watering of nursery beds	0.5.		Rs. 50.00
	<b>TOTAL IN THE SECOND YEAR</b>	<b>2.4</b>		<b>Rs. 240.00</b>

NOTE :-

Arrangement for permanent water supply, sprinkles, purchase and installation of equipments, construction of quarters for the staff, wages for watch – and - ward staff, root trainers, mist chambers, green houses, cost of diesel/electric bill for running the pump sets etc. would be based on detailed estimates.

1.2 TEMPORARY NURSERY

1.2 (a) POLYPOT NURSERY

(i) NORM IN THE FIRST YEAR

Sl. No.	Items of works	Unified norms		Remarks
		Mandays	Amount	
(1).	(2)	(3)	(4)	(5)
1.	Preparation of standard-sized bed	1.5	Rs. 150.00	
2.	Cost of H.D. polythene bags (22.5cm x 15mm – 150 gauge)	7.2	Rs. 720.00	
3.	Cost of manure-mixed earth in polybags including pounding after filling.	9	Rs. 900.00	
4.	Cost of cowdung including transportation	0.6	Rs. 60.00	
5.	Cost of seeds	1.4	Rs. 140.00	
6.	Cost of goat proof fencing wire net including cost of collection of wooden fencing posts, erecting fixing fitting etc. complete and including coat of staples.	1	Rs. 100.00	<u>NOTE</u> Same as
7.	Cost of sewing including hoeing, mulching etc.	1	Rs. 100.00	1.1 (a)
8.	Cost of pricking and transplanting of seedlings from germination beds to polybags.	2	Rs. 200.00	
9.	Cost of construction of shades for protection of seedlings from frost during winter and direct sunlight in warm areas.			
	(c) Cost of materials	1	Rs. 100.00	
	(d) Labour cost	2	Rs. 200.00	
10.	Cost of weeding 4 weeding @ 32.50/p.w.	2.6	Rs. 260.00	
11.	Cost of watering	1	Rs. 100.00	
12.	Misc. cost e.g. fungicides tools & plants inspection paths, fertilizers, chemicals, lime pesticides growth hormones, etc.	0.2.	Rs. 20.00	
	<b>TOTAL IN THE FIRST YEAR</b>	<b>30.5</b>	<b>Rs. 3,050.00</b>	

(ii) MAINTENANCE IN THE SECOND YEAR.

1.	Weeding – 2 weeding only are necessary @32.50/p.b./P.W.	1.5.	Rs. 150.00
2.	Watering	0.3.	Rs. 30.00
<b>TOTAL IN THE SECOND YEAR</b>		<b>1.8</b>	<b>Rs. 180.00</b>

1.2 NAKED ROOT NURSERY

(1) NORMS IN THE FIRST YEAR

Sl.No.	Items of works	Unified norms		Remarks
		Mandays	Amount	
(1).	(2)	(3)	(4)	(5)
1.	Preparation of standard sized beds	1.5	Rs. 150.00	
2.	Collection of seeds	2	Rs. 200.00	
3.	Fencing all around the nursery site with goat proof fencing net & wooden posts including erecting, fixing, fitting etc. complete.	1	Rs. 100.00	
4.	Cost of cow dung including transportation up to site	0.6	Rs. 60.00	NOTE Same as 1.1 (a)
5.	Seed treatment	0.3.	Rs. 30.00	
6.	Sowing of seeds including hoeing		Rs. 7.00	
7.	Weeding of nursery beds, 4 weeding @ 32.50/p.w.	2.6.	Rs. 260.00	
8.	Construction of shades with bamboo structure and thatch			
	(a) Cost of materials	1	Rs. 100.00	
	(b) Labour cost.	2	Rs. 200.00	
9.	Watering of nursery beds	1	Rs. 100.00	
10.	Miscellaneous cost e.g. cost of tools/ and plants fertilizers, insecticides/ pesticides, growth hormones, making of inspection path etc.	0.2	Rs. 20.00	
<b>TOTAL IN THE SECOND YEAR</b>		<b>12.2</b>	<b>Rs. 1,220.00</b>	

(ii) MAINTENANCE IN THE SECOND YEAR.

1.	Weeding – (2 weeding only) @45..50/P.W.	1.3	Rs. 130.00
2.	Watering	0.3	Rs. 30.00
<b>TOTAL IN THE SECOND YEAR</b>		<b>1.6</b>	<b>Rs. 160.00</b>

ABSTRACT

Permanent Nursery

	Polypot Nursery	Naked Root
<u>First Year</u>	Rs. 3,060.00	Rs. 1,230.00
<u>Second Year</u>	Rs. 240.00	Rs. 240.00
<u>Total</u>	Rs. 3,300.00	Rs.1,470.00

	<b>Temporary Nursery</b>	
	<b>Polypot Nursery</b>	<b>Naked Root</b>
<b><u>First Year</u></b>	<b>Rs. 3,050.00</b>	<b>Rs. 1,220.00</b>
<b><u>Second Year</u></b>	<b>Rs. 160.00</b>	<b>Rs. 160.00</b>
<b><u>Total</u></b>	<b>Rs. 3,210.00</b>	<b>Rs. 1,380.00</b>

**1. NORMS FOR CREATION OF PLANTATIONS IN RESERVED FOREST, PROTECTED FOREST AND OTHER AFFORESTED AREAS (COST-NORM FOR ONE Ha. OF PLANTATION) ( Wages @ Rs. 100/-).**

**1.1 PRELIMINARY WORKS**

Sl.No.	Items of works	Unified norms		Remarks
		Mandays	Amount	
1.	2	3	4	5
1.	Survey and demarcation including fixing of boundary marks at strategic points.	2	Rs. 200.00	
2.	Jungle clearance, burning, land preparation including staking, pit digging, hoeing etc.	24	Rs. 2,400.00	
3.	(i) Construction of camp huts	8	Rs.800.00	
	(ii) Construction of inspection path	3	Rs.300.00	
	(iii) Procurement of tools and plants	3	Rs.300.00	
4.	Cost of collection of seeds ( in case of plantation created through seed origin. If the plantation is to be created by nursery seedlings this item shall be excluded)	5	Rs.500.00	
	<b>Total in the preliminary year</b>	<b>45</b>	<b>Rs.4,500.00</b>	

**1.1 (a) CREATION – (FIRST YEAR OF PLANTATION)**

1.	(i) Sowing of seeds including hoeing of soil and covering of seeds	6	Rs.600.00	
	(ii) Planting of nursery seedlings including carriage from nursery centres to plantation sites and proper ramming after planting etc. complete (for plantation raised by nursery seedlings only)	16	Rs.1,600.00	
2.	Weeding 3 weedings are essentials in the first year @1500/- p.w.	15 (15x3x100)	Rs.4500.00	
3.	Fire protection during dry and windy season.			
	(i) Wages of fire watchers from November of the creation year to April of the following year.	7	Rs.700.00	
	(ii) Fire line clearance including controlled burning from November in the	7	Rs.700.00	

	creation year to April of the following year.		
4.	Cost of seeds including carriage charge	0	Nil
	<b>Total in the first year</b>	<b>65</b>	<b>Rs.6,500.00</b> <b>(by sowing)</b>
		<b>75</b>	<b>Rs.7,500.00</b> <b>(by planting)</b>
<b>1.1 (b) <u>SECOND YEAR OF PLANTATION</u></b>			
1.	2 (two) weeding @1500/- p.w.	15 (15x2x100)	Rs.3,000.00
2.	Fire protection.		
	(i) Wages of fire watchers.	7	Rs.700.00
	(ii) Fire line clearance including controlled burning.	7	Rs.700.00
3.	Vacancy filling in mortality areas	4	Rs.400.00
	<b>Total in second year</b>	<b>48</b>	<b>Rs.4,800.00</b>
<b>1.1 (c) <u>THIRD YEAR OF PLANTATION</u></b>			
1.	2 (two) weeding @1500/- p.w.	15 (15x2x100)	Rs.3,000.00
2.	Fire protection		
	(i) Wages of fire watchers.	7	Rs.700.00
	(ii) Fire line clearance including controlled burning.	7	Rs.700.00
3.	<u>Vacancy filling</u>	4	Rs.400.00
	<b>Total in third year</b>	<b>48</b>	<b>Rs.4,800.00</b>
<b>1.1 (d) <u>FOURTH YEAR OF PLANTATION</u></b>			
1.	(i) Wages of fire watchers.	7	Rs.700.00
	(ii) Fire line clearance including controlled burning.	7	Rs.700.00
	<b>Total in fourth year</b>	<b>14</b>	<b>Rs.1,400.00</b>
<b>1.1 (e) <u>FIFTH YEAR OF PLANTATION</u></b>			
1.	(ii) Wages of fire watchers.	7	Rs.700.00
	(iii) Fire line clearance etc.	7	Rs.700.00
2.	Cost of singling out operation to provide proper spacing from one plant to another.	6	Rs.600.00
	<b>Total in fifth year</b>	<b>20</b>	<b>Rs.2,000.00</b>



**ABSTRACT COST NORM**

<b>Year</b>	<b><u>Unified Norms in RFs &amp; PFs..</u></b>
Preliminary year	Rs. 4,500.00
First year	Rs. 6,500.00( by direct sowing) Rs. 7,500.00 ( by planting)
Second Year	Rs. 4,800.00
Third Year	Rs. 4,800.00
Fourth Year	Rs. 1,400.00
Fifth Year	Rs. 2,000.00
<b>TOTAL</b>	<b>(i) Rs.24,000.00 - By sowing</b> <b>(ii) Rs.25,000.00 - By planting</b>

**UNIFIED NORMS FOR THE CREATION OF PLANTATION**  
**OUTSIDE RESERVED FORESTS AND PROTECTED FORESTS**  
 (Rate of wages fixed by Labour Department = Rs. 100.00)

<b><u>Sl.No.</u></b>	<b><u>Items of works</u></b>	<b><u>Unified norms</u></b>		<b><u>Remarks</u></b>
		<b><u>Mandays</u></b>	<b><u>Amount</u></b>	
<b><u>1.</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
1.	Survey and demarcation including fixing of boundary marks at strategic points.	2	Rs. 200.00	
2.	Jungle clearance, burning, land preparation including hoeing, staking, pit digging, hoeing etc.	24	Rs. 2,400.00	
3.	<b><u>Fencing :</u></b>			
	(a) With 3 strand barbed wire and wooden fencing posts including cost of staples, fixing, fitting etc. complete	64	Rs. 6,400.00	
	(b) With peripheral earthen bunds along with live hedges and local fencing e.g. bamboos, timber, etc.	50	Rs. 5,000.00	
4.	Collection of seeds (pine and other species)	5	Rs. 500.00	
5.	Construction of camp but and inspection paths	4	Rs. 400.00	
6.	Purchase of tools and plants		Rs. 150.00	
7.	Supervisory staff to be engaged on casual basis from amongst the local people	12	Rs. 1,200.00	
	<b>Total cost in the Preliminary year</b>	<b>111</b>	<b>Rs. 11,250.00</b> <b>(Barbed wire fencing)</b>	
		<b>97</b>	<b>Rs. 9,850.00</b> <b>(Peripheral bunding)</b>	

Note:-

1. Cost norms for barbed wire fencing shall be allowed to increase in case of hike in the Government approved rates for barbed wire as notified by the Industries Department, Government of Meghalaya from time to time.
2. Base-cost norm for fencing @Rs. 3,200/- per hectare is based on the Government approved rates of barbed wire effective on 1.1.2000 i.e Rs. 3,550/- approximately.

**FIRST YEAR OF PLANTATION**

<b><u>Sl.No.</u></b>	<b><u>Items of works</u></b>	<b><u>Unified norms</u></b>		<b><u>Remarks</u></b>
		<b><u>Mandays</u></b>	<b><u>Amount</u></b>	
<b><u>(1).</u></b>	<b><u>(2)</u></b>	<b><u>(3)</u></b>	<b><u>(4)</u></b>	<b><u>(5)</u></b>
1.	Creation of plantation.			
	(i) Sowing of seeds including having of soil and covering of seeds.	6	Rs. 600.00	
	(ii) Planting of nursery seedlings including carriage from nursery centres to plantation sites and proper ramming after planting	16	Rs.1,600.00	
2.	Weedings 3 weedings @1500 /- p.w p.h.	15 (15x3x100)	Rs.4,500.00	
3.	Fire protection during dry and windy season			
	(i) Wages of fire watchers from November of the creation year to April of the following year.	10	Rs. 1,000.00	
	(ii) Fire line clearance internal and external fireline including controlled burning	10	Rs. 1,000.00	
4.	Miscellaneous cost	-	-	
	<b>Total Cost in the first year</b>	<b>57</b>	<b>Rs. 7,100.00</b> <b>(sowing)</b> <b>Rs. 8,100.00</b> <b>(planting)</b>	

**SECOND YEAR OF PLANTATION**

<b><u>Sl.No.</u></b>	<b><u>Items of works</u></b>	<b><u>Unified norms</u></b>		<b><u>Remarks</u></b>
		<b><u>Mandays</u></b>	<b><u>Amount</u></b>	
<b><u>(1).</u></b>	<b><u>(2)</u></b>	<b><u>(3)</u></b>	<b><u>(4)</u></b>	<b><u>(5)</u></b>
1.	Vacancy filling in mortality areas	4	Rs. 400.00	
2.	Three weedings @1050/-p.w.	15 (15x3x100)	Rs. 4,500.00	
3.	<u>Fire protection</u>			
	(i) Wages of fire watchers	10	Rs. 1,000.00	

	(ii) Fireline clearance including controlled burning	10	Rs. 1,000.00
4.	Miscellaneous cost e.g. repair of fencing etc.	-	-
	<b>Total Cost in the second year</b>	<b>39</b>	<b>Rs.6,900.00</b>

### **THIRD YEAR OF PLANTATION**

<b><u>Sl.No.</u></b>	<b><u>Items of works</u></b>	<b><u>Unified norms</u></b>		<b><u>Remarks</u></b>
		<b><u>Mandays</u></b>	<b><u>Amount</u></b>	
<b><u>(1).</u></b>	<b><u>(2)</u></b>	<b><u>(3)</u></b>	<b><u>(4)</u></b>	<b><u>(5)</u></b>
1.	Vacancy filling whenever necessary	4	Rs. 400.00	
2.	Two weedings @1050/-p.w./p.h	15 (15x2x100)	Rs. 3,000.00	
3.	<b><u>Fire protection</u></b>			
	(i)Wages of fire watchers	10	Rs. 1,000.00	
	(ii)Fireline clearance controlled burning	10	Rs. 1,000.00	
4.	Miscellaneous cost e.g. repair of fencing and maintenance of inspection path etc.	4	Rs. 400.00	
	<b>Total Cost in the third year</b>	<b>4</b>	<b>Rs.5,800.00</b>	

### **FOURTH YEAR OF PLANTATION**

<b><u>Sl.No.</u></b>	<b><u>Items of works</u></b>	<b><u>Unified norms</u></b>		<b><u>Remarks</u></b>
		<b><u>Mandays</u></b>	<b><u>Amount</u></b>	
<b><u>(1).</u></b>	<b><u>(2)</u></b>	<b><u>(3)</u></b>	<b><u>(4)</u></b>	<b><u>(5)</u></b>
1.	One weeding (only in non-pine plantation where there is heave growth of weeds/jungles.	15	Rs. 1,500.00	
2.	<b><u>Fire protection</u></b>			
	(i) Wages of fire watchers	10	Rs. 1,000.00	
	(ii) Fireline clearance	10	Rs. 1,000.00	
3.	Miscellaneous cost	-	-	
	<b>Total Cost in the fourth year</b>	<b>35</b>	<b>Rs.3,500.00</b>	

### **FIFTH YEAR OF PLANTATION**

<b><u>Sl.No.</u></b>	<b><u>Items of works</u></b>	<b><u>Unified norms</u></b>		<b><u>Remarks</u></b>
		<b><u>Mandays</u></b>	<b><u>Amount</u></b>	
<b><u>1.</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
1.	One weeding (last weeding before the plants get established ) <u>only in non-pine plantation</u>	15	Rs. 1,500.00	
2.	<b><u>Fire protection (last fire protection)</u></b>			
	(i) Wages of fire watchers	10	Rs. 1,000.00	
	(ii) Fireline clearance and controlled burning	10	Rs. 1,000.00	
3.	Cost of singling out operation (silviculture cleaning or decongesting of plantation for	6	Rs. 600.00	

	providing appropriate spacing from plant to plant		
4.	Miscellaneous expenditure e.g. salvaging of fencing materials from the plantation centre wherever fencing is no longer necessary	3	Rs. 300.00
	<b>Total Cost in the fifth year</b>	<b>44</b>	<b>Rs.4,400.00</b>

**ABSTRACT COST NORM OUTSIDE RESERVED & PROTECTED FORESTS. .**

<u>Year</u>	<u>Unified Norms outside RFs &amp; PFs.</u>
Preliminary year	Rs.11,250.00 (by barbed wire)
	Rs. 9850.00 (by earthen bund).
First year	Rs. 7,100.00( by direct sowing)
	Rs. 8,100.00 ( by planting)
Second Year	Rs. 6,900.00
Third Year	Rs.5,800.00
Fourth Year	Rs. 3,500.00
Fifth Year	Rs. 4,400.00
<b>TOTAL</b>	<b>(i) Rs.38,950.00 by sowing &amp; b/wire</b>
	<b>(ii) Rs.38,550.00. by planting &amp; e/bund</b>

## **Chapter -16 (Manual -15)**

### **Information available in an electronic form**

#### **16.1 Please Provide the Details of Information Related to the Various Schemes Which Are Available In the Electronic Format**

The various plan schemes being implemented by the Wing are available in the electronic form copy of which may be supplied to the interested persons in CD or floppy o payment of the prescribed fee.

## Chapter- 17 (Manual -16)

### Particulars of the Facilities Available To Citizens for Obtaining Information

#### 17.1 Means, Methods or Facilitation Available to The Public Which are Adopted by the Department for Dissemination of Information. Like

- **Office Library:** Libraries containing limited number of the books and periodicals on forestry subjects are available in each of the Divisions under the Territorial Wing.
- **Through News Paper:** Nil
- **Exhibition:** Nil
- **Notice Board:** Information related to Auction & Tenders are available at the Notice Boards maintained by each of the Division and Range Offices working under the Wing
- **Inspection of Records in the Office:** May be allowed as per procedure laid down in this regard.
- **System of Issuing Copies of Documents:** May be allowed as per procedure laid down in this regard.
- **Printed Manual Available:** Copy of the instant handbook is available for purchase on payment of the prescribed fee.
- **Website of Public Authority:** Planned to be developed and hosted in near future.
- **Other Means of Advertising:** Nil

## Chapter – 18 (Manual-17)

### Other Useful Information

- 18.1 Frequently Asked Questions and Their Answers by Public:** Nil
- 18.2 Related to Seeking Information**
- **Application Form (A Copy of Filed Application Form For Reference):** As prescribed by the Government of Meghalaya in this regard.
  - **Fee:** Rs.10/- alongwith application for document Rs.2/--per page, Rs.50/- per floppy disc.
  - **How To Write A Precise Information Request** – Few tips.
  - **Right of The Citizen In Case of Denial of Information and Procedure to Appeal** – As proceeded under R.T.I. Act.
- 18.3 With relation to training imparted to public by Public Authority**
- No training is conducted by the Territorial Wing to the Public.
- 18.4 With Relation To Training Imparted To Public By Public Authority**
- Does not arise in view of the reply to 18:3.
- 18.5 With relation to registration process**
- Does not arise in view of reply at 18:3.
- 18.6 With Relation to Collection of Tax by Public Authority (Municipal, Corporation, Trade Tax, Entertainment Tax etc.)**
- Does not collect tax except by way of deduction and professional tax, VAT and income tax from suppliers on certain employee.
  - **Name and Description of Tax:** No tax collection except Royalty on the minor minerals including lime stone and other forest produces.
  - **Purpose of Royalty collection**
    - To regulate the extraction and transportation of minor minerals and forest produce for ensuring their sustainable utilization without causing ecological damage
    - To generate revenue for the State
  - **Procedure and Criteria For Determination of Tax/Royalty Rates:**

Royalty on the forest produce and the minor minerals rates of the royalty is as per the provisions of the Government of Meghalaya, Forests & Environment Department Notification No. NO.FOR.58/90/PART/50 dated 12.11.98 (Scheduled Rate of Royalty appended below) and for the limestone being the Major minerals the rates of the royalty charges as per the Notifications issued by the Union Ministry of Coal and Mines, Department of Mines. Present rates are charged as per the latest **Notification No. G.S.R. 574 (E) dated 13. 08.2009** issued by it.

#### SCHEDULED OF RATE OF ROYALTY.

#### FORESTS & ENVIRONMENT DEPARTMENT GOVERNMENT OF MEGHALAYA

#### NOTIFICATION

THE 12<sup>TH</sup> NOVEMBER, 1998

NO.FOR.58/90/PART/50 – The Governor of Meghalaya is pleased to declare the following Schedule of rates of royalty leviable on all types of Forests produce removed from any Reserve Forests within the State of Meghalaya with effect from 12<sup>th</sup> November, 1998. This order is in super session of all existing rates of royalty for all items mentioned in this Notification.

## SCHEDULE

Based on the end use trees are classified into the following classes:

Scientific Name	Trade Name	Standard Abv.	Local vernacular Names
			E-English ,A-Assamese, K – Khasi
			J – Jaintia, GH – Garo.

### SPECIAL CLASS

#### (Special Industrial Use Timber)

<i>Carpinus viminea</i>	Indian Horn Beam		K- Dieng- Soh- Risang
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#### (Decorative Veneer and Quality Cabinet Wood)

<i>Tectona grandis</i>	Teak	TEA	E- Teak A- Segun K- Tik G- Segum J- Tik
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### CLASS – A-I

#### (Class-I Furniture Timber and Decorative Veneer Wood)

<i>Dalbergia sissoo</i>	Sissoo	SIS	A- Sissoo
<i>Gmelina arborea</i>	Gamari	GAM	A- Gamari K- Dieng Laphiang J- Dein Laphiang G- Bol Gigpok, Bok, Gambal
<i>Michelia champaca</i>	Champ	CHM	A- Champ, Titasopa K- Dieng Rai J- Dein Ryi G- Tita Chap, Champe
<i>Morus laevigata</i>	Bola	BOL	A- Bola J- Dein Bliat K- Dieng Bylliet G- Bokseng
<i>Phoebe goalparensis</i>	Bonsom	BON	A- Bonsom, Diengan Blei

### CLASS A– II

#### (Durable Sleeper and Constructional Wood)

<i>Mesua ferrea</i>	Mesua	MES	A- Nahor K- Dieng Ngai J- Dein Tyrngai
<i>Shorea robusta</i>	Sal	SAL	A- Sal K- Dieng Blei J- Dein Blai G- Bol Sal



CLASS – B

**(Non-Durable Sleepers, Furniture and Plywood Species)**

Acrocarpus fraxinifolous	Mundani	MUN	A- Manchani
Adina cordifolia	Haldu	HAL	A- Haldu, Taraksopa/ Dieng Thingpholo
Albizzia lebbeck	Kokko	KOK	A- Koko, Kala Siris K- Kreit long J- Krait long
Lagerstroemia parviflora	Lendi	Len	A- Sida K- Dieng Lyngshing J- Dein Langsyng G- Sidai Belsidai
Mangifera indica	Mango	MAN	A- Aam K- Dieng Sohpieng, Dieng Thlainar J- Dein Sapein G- Tegatchu
Masonia dipikai			A- Badam
Padalium polyanthum			A- Kurta
Pinus kesiya	Khasi Pine	KPI	A- Pine K- Dieng Kseh J- Dein Keseh
Schima khasiana/ wallachai	Cri-launui	CHII	A- Makri Sal K- Dieng Ngan J- Chyrganan
Stereospermum chelonoides	Padri	PAR	A- Paroli, Diengsier
Talauna phelocarpa	Talauma	TAL	A- karika Sopa K- Diengrai tyrneng J- Dein rai mei
Terminalia belerica	Bahera	BAH	A-Bohera, Bhoira B- Dieng Rimnam, Diengsoh, Khoru G- Chirove, Boldabok, Churl Bolchuri
Terminalia Chebula			K-Soh kyrkhah G-Arsak
Terminalia myriocarpa	Hollock	HOL	A-Hollock, Halak K- Dieng Masditor, Diengtal G- Rakseng
Toona cilliate			A-Jatipoma, poma K-Diengbti J-Deinbti

<i>Albizzia odoratissima</i>	Kala Siris	KSI	A- Moroi Saris/Kreit ja
<i>Albizzia procera</i>	Safed Siris	SSI	A- Koroj K- Dieng Kreit Lieh J- Dein Krait
<i>Alceodaphne owdenii</i>			A- Morieha Sundi
<i>Amoora wallichii</i>	Amari	AMA	A- Amari, Lali
<i>Artocarpus chaplasi</i>	Chaplash	CHP	A- Cham, Chama K- Dieng Sam J- Dein Sam
<i>Calophyllum polyanthum</i>			A- Kurta
<i>Canarium resiniferum</i>	Dhup	DHU	A- Dhuna/Diengumsiing
<i>Cassia fistula</i>	Rajbrikh	RAJ	A- Sonaru K- Dieng Sonaru J- Dein Syntu Siar G- Somor, Sinau
<i>Cedrus deodara</i>	Deodar	DEO	A- Deodar
<i>Chickrasia tabularis</i>	Chikrassiya	CHI	A- Bogipoma K- Dieng Turneng J- Jaid Dein Bti G- Bal Derck, Chuma Chidompa
<i>Cinnamomum cecisodaphne</i>	Cinnamom	CIN	A- Gonsoroi, Gondsoroi K- Dieng Japa, Dieng Pingwait J- Dein Ram Wabih G- Gam Salu
<i>Dipterocarpus turbinatus</i>	Gurjan	GUR	A- Gurjan
<i>Duabanga grandiflora</i>	Lampati	LAP	A- Khokan K- Dieng Bai
<i>Dysoxylum binectaferum</i>	Devdam	DEV	A- Bandardima, Dieng-Ori
<i>Kayea floribunda</i>			A- Karal
<i>Lagerstroemia flosreginae</i>	Jarul	JAR	A- Ajhar, Jharul K- Dieng Ther G- Ajakari Bolasari

#### CLASS – C

##### (Veneer Wood, Match Wood and Packing Wood)

<i>Alnus nepalensis</i>	Alder	ALD	E- Alder
<i>Amoora species</i>	Pitraj	PIT	A- Lali Rata
<i>Anthocephalus cadamba</i>	Kadam	KAD	A- Raghu, Kadam/ Sohklongrtang
<i>Bombax ceiba</i>	Semul	SEM	A- Simul K- Dieng Kya J- Dein Kya

Bridelia retusa	Kasi	KAS	G- Bolsimul A- Kuhir
Castanopsis species	Indian Chestnut	ICH	A- Hingori, Dieng sohot
Cynometra polyandra	Ping	PIG	A- Ping
Dellenia indica	Dellenia	DIL	A- Outenga K- Sohbel Dkhar, Sohkyrbam J- Sohbam Hati
Kydia calycina	Pula	PUL	A- Pichola
Magnolia species			A- Sopa

**CLASS – D**

**(Non-Durable Sleeper, Secondary Constructional Wood, Match and Packing Wood)**

Ailanthus species	Gokul	GOK	A- Borpat
Albizzia lucida			A- Moj
Albizzia stipulata	Siris	SIR	A- Harish, Saw, Kothia- Koroi
Alstonia scholaris	Chaitan	CHT	A- Satiana, Dieng kyrteng
Artocarpus lakoocha	Lakooch	LAK	A- Dewachali, Dewasam K- Dieng Sohsyrtet J- Dein Satat
Artocarpus integrifolia	Kathal	KAT	A- Kathal K- Dieng Sohphan J- Dien Sachram G- Thebrang
Bischofia javanica	Urium	URI	A- Urium
Bombax insigne/ceiba	Semul	SEM	A- Dumboil

Cinnamomum species Dysoxylum hamiltonii	Cinnamon	CIN	A- Gonsoroi A- Gandi Oli Poma K- Dieng Kyrboi G- Balasia
Endospermum chinense Eugenia jambolana	Bakota Jaman	BAK JAM	A- Phuklgonmari Tarua A- Jamuk, Jam K- Dieng Sohum J- Dien Sohum
Eugenia species	Jaman	JAM	A- Bogi Jamuk G- Chambu Jam
Garuga pinnata	Garuga	GAU	A- Thutmola, Rohimol K- Dieng Khiang, Dieng Soh Khmut G- Dome, Agri
Kayea assamica Lannea grandis	Jhingan	JHI	A- Sia nahar A- Jia J- Dein Salait J- Dein Lathyrnia
Litsea species Mangijetia species Melia azadirach Nyssa sessiliflora Phoebe species Podocarpus nerifolia			A- Ghora Neem A- Gahorisopa A- Mekahi A- Jmari K- Dieng Sia Blei J- Dein Ksehum K- Dieng Sohiong J- Dein Saiong
Prunus species			
Pterospermum acerifolium Pterospermum lancefolium Pyrus species	Hatipaila	HAT	A- Hatipaila, Kanak Sopa A- Bonbogori J- Dein Salingiang

Sapium baccatum	Seleng	SEL	A- Saleng K- Dieng-jalongchi G- Sang-sium, Pahera, Sarehamia
Sterculia alata	Narikel	NAR	A- Nagaodol K- Dieng tluh J- Dein tluh
Sterculia vilosa	Udal	UDA	A- Odal K- Dieng tluh riwar G- Olmak
Terminalia citrina			A- Rilika, Horitoki
Tetrameles nudiflora	Main	MAI	A- Bhelu, Dubong K- Dieng Sharet, Dieng Sarapi G- Bolbok, Dum bong awak
Trewia nudiflora	Gutel	GUT	A- Bhelkor
Vitex penduncularis			A- Ahoi K- U Shyrtoh

**CLASS – E**  
All other species

1. **RATES OF ROYALTY OF LOGS PER CUBIC METER MID GIRTH**

<u>Classes</u>	<u>Girth from 45 cm – 90 cm</u>	<u>Girth from 90 cm – 160 cm</u>	<u>Girth above 160 cm</u>	<u>Remarks</u>
Special				
(a) Carpinus viminea	4500	4,500	4,500	Same rate for all girth classes
(b) Teak, Khoir	4,837	7,443	8,107	
A-I	1,917	3,534	3,800	
A-II	1,917	4,437	4,750	
B	1,667	2,465	2,806	
C	1,000	1,452	1,684	
D & E	670	979	1,128	

- The cubic content of log will be calculated by multiplying the square of the one quarter of the quarter girth taken at the middle of log by the length of the log. For logs above 3.55 meters in length, the girth will be measured at 1.83 meters from both ends of logs.
- The rates specified above are for the logs of which girth are measured under bark. For logs measured over bark, the rates chargeable will be 10 percent less than 5the rates shown above. For dressed logs, rates chargeable will be 20 % over the rates shown above.

4. The rates for the sawn timber shall be 133 percent of the rates mentioned under girth 160 cm and above irrespective of the girth of the logs from which the sawn timber has been converted.

**NOTE:-** For fixing the rate of sawn timber, the decision of the High Power Committee, Govt. of India fixing the maximum sawn out-turn at 75 percent on conversion from logs form has been taken into consideration. The sale of firewood/ off cuts would meet the demand for conversion and handling charges etc.

5. **Rates for the Dressed Sal or Nahor Poles**

Length	Mid- Dia 20 cm to 30 cm	Mid Dia above 30 cm	Mid Dia above 30m cm
Below 910 cm	Rs. 6,667 / m <sup>3</sup>	Rs.7,000 / m <sup>3</sup>	-
From 911 cm- 1060 cm	Rs. 6,778 / m <sup>3</sup>	Rs.7,111/ m <sup>3</sup>	-
Above 1060 cm	Rs. 6,889 / m <sup>3</sup>	Rs.7,222 / m <sup>3</sup>	-
1220 cm and above	-	-	Rs.7,778 / m <sup>3</sup>

6. **Rates for the Non -Sal/ Nohar Poles**

Class	Mid- Girth (over bark) below 30 cm	Mid- Girth (over bark) 31 cm to 45 cm
Teak	Rs. 32.00 @ 9 / Rmt	Rs. 72.00 @ 18 / Rmt
A-I & A-II	Rs. 16.00 @ 9 / Rmt	Rs. 28.00 @ 7 / Rmt
B, C, D, & E	Rs. 12.00 @ 9 / Rmt	Rs. 16.00 @ 4 / Rmt

The above rates are for mid-girth measurement taken over bark. For de-barked and dressed pole, the rates will be 10 percent and 33 percent respectively higher than the rates mentioned above. Length will be measured to nearest 5 cm for assessment of royalty. For longer poles upto lower girth class, the length exceeding 4 m will be calculated as additional piece as the case may be.

**Rates For Fire Wood**

The timber even under 1 meter in length and upto 60 cm in girth, belonging to following species shall not be included in the definition of fire-wood and shall stand excluded from this category:

- (i) Teak (*Tectona grandis*)
- (ii) Tita Champ (*Michelia champaca*)
- (iii) Gamari (*Gmelina arborea*)
- (iv) Dieng-Soh-Risang (*Carpinus viminea*)
- (v) Kharika Sopa (*Telium phelocarpa*)

	<b><u>Non-Sal</u></b>	<b><u>Sal</u></b>
(a) For removal by head load on monthly permit	12.00 Rates per month actual consumer	19.00
(b) For removal by head load on yearly permit	127.00	19.00
(c) For removal by buffalo cart	75.00	120.00
(d) For removal by pony cart	50.00	80.00
(e) For removal by truck on basis of truck capacity per cubic meter stack	50.00	80.00

**NOTE:** Firewood is defined as wood under 1 meter in length and less than 0.60 m in girth. Unsuitable wood of higher dimensions if found, owing to hollowness, crookedness or other defects, unfit for sawing into scantling and planks, may be removed as firewood after splitting.

#### 7. Rate of Charcoal

Rs. 60/- per quintal.

#### 8. Rates for special agricultural implements

(a)	Plough piece of unreserved specie converted from branch wood	Rs. 4.00 each
(b)	Plough piece of reserved specie converted from branch wood	Rs. 3.00 each
(c)	Khoir Stump	Rs. 60.00 each
(d)	Old Gansoroi stump of felled tree	Rs. 5.00 each
(e)	Husking pole of all species	Rs. 5.00 each
(f)	Paddle or ear of all species upto 1.50 cm	Rs. 3.50 each
(g)	Paddle or ear of all species above 1.50 cm	Rs. 4.50 each
(h)	Ish (part of plough) of all species upto 2.75 m in length	Rs. 5.00 each
(i)	Gail (a round wooden vessel for husking paddy) upto 1m in girth and 0.60 m in length	Rs. 3.00 each
(j)	Kund (small dug out for watering paddy field) upto 3 m in length	Rs. 6.00 each
(k)	Kund of all species above 3 m in length	Rs. 9.00 each

#### RATE OF MINOR FOREST PRODUCE

(a)	Bambusa vulgaris, Bariala	Rs. 250.00 per hundred
(b)	Bambusa tulda, Jati mairtenga	Rs. 250.00 per hundred
(c)	Bambusa pallida, makal	Rs. 100.00 per hundred
(d)	Bambusa balcoa (Bhaluga Barua)	Rs. 250.00 per hundred
(e)	Dendrocalamus hamiltinii, Kako, Pecha	Rs. 125.00 per hundred
(f)	Dendrocalamus strictus	Rs. 125.00 per hundred
(g)	Pseudostachium polymorphum, Bajal	Rs. 100.00 per hundred
(h)	Teinostachym dullo, Dalu	Rs. 100.00 per hundred
(i)	Melocana bambuoides, Muli	Rs. 100.00 per hundred
(j)	Other bamboos, 5cms and above in dia	Rs. 68.00 per hundred
(k)	Other bamboos, 2.50 cm to 5 cm in dia	Rs. 40.00 per hundred
(l)	Other bamboos less than 2.50 cm in dia.	Rs. 15.00 per hundred

The above rates are per hundred of whole bamboo. In each case where diameter is mentioned it should be taken at the thickest end.

#### Sun Grasses or Thatching Grass

(i)	0.30 m in girth (bdls)	Rs. 18.00 per 100 bundles
(ii)	0.45 m in girth (bdls)	Rs. 35.00 per 100 bundles
(iii)	0.60 m in girth (bdls)	Rs. 75.00 per 100 bundles

#### Canes

(a)	Calamus guruba (Sundi)	Per 40.00 per 100 meters
(b)	Calamus tenuis, Jati, Jali	Per 40.00 per 100 meters
(c)	Calamus flaglellam	Per 40.00 per 100 meters
(d)	Calamus latifolius, Houka, Horna	Per 40.00 per 100 meters
(e)	Daemonoropus jenkinsiamus (Raidang)	Per 40.00 per 100 meters

(f)	Calamus leptospodix (Tita)	Per 40.00 per 100 meters
(g)	Calamus florilundus (breggari)	Per 20.00 per 100 meters

Above rates are for the whole cane. Length will be measured to the nearest meter of each piece.

#### **Ekra and other Reeds**

Upto 0.15 m in girth	Rs. 14.00 per 100 bundles
Over 0.15m and upto 0.30 m in girth	Rs. 34.00 per 100 bundles
Over 0.30 m in girth	Rs. 74.00 per 100 bundles

#### **Minor Minerals**

Sand	Rs. 30.00 per cubic meter
Gravel, broken stone, shingle, boulder	Rs. 80.00 per cubic meter
Squared stone	Rs. 95.00 per cubic meter
Clay, earth and shale	Rs. 32.00 per cubic meter

**Note:** No monopoly fee shall be leviable

#### **Roofing Leaves**

a).Toko	Rs. 10.00 per hundred leaves
b).Jong and other leaves	Rs. 10.00 per hundred leaves
b).Broom stick (green weight)	Rs. 10.00 per hundred leaves (Green)
	Rs. 10.00 per hundred leaves (air dry weight)

**Dhoop Wood** – Rs. 2,500/- per ton (heart wood/ Root portion of *Pinus kesiya*)

- (a) All other minor forest produce not listed above such as bee wax, honey, ivory, agar lac, chalmugra etc. will be charged at 12 percent 'ad-valorem' on the sale price as fixed by the Principal chief conservator of forests, Meghalaya for all forests including the land at the disposal of the government.
- (b) 'Ad-valorem' rates will be issued on 1<sup>st</sup> April each year from the office of the Forest Utilization officer, Meghalaya, with prior approval of the Principal Chief Conservator of Forests, Meghalaya.

Meghalaya Sales Tax or Meghalaya Purchase tax at the rates prevalent will be leviable on payment of royalty for any kind of produce operated under permit only. C.S.T. wherever applicable, should be charged extra.

The forest produce from reserved forests are sold as Coupes and Mahals by open competitive tender or auction and the best offer obtained in such sales will be deemed to be reasonable value of such produce, offered for sale.

The royalty rates fixed by the notification, which are based on the prevailing market price vis-à-vis the rates obtained in the recent sales of coupes etc. are for the purpose of assessing valuation of Coupes etc. offered for sale. Under special circumstances when forest produce is disposed of under permit system under orders of Competent Authority, royalty will be charged at rates mentioned above.

Sd/- ( Shri P.J. Bazeley)

Principal Secretary to the Government of Meghalaya  
Forests & Environment Department



**Copy To:**

1. The Director General of Forests & Special Secretary to the Government of India, Ministry of Environment Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi 110 003.
2. Secretary, High Power Committee for North Eastern Region, Paryavaran Bhawan, CGO Complex, New Delhi – 110 003.
3. The Principal Chief Conservator of Forests, Meghalaya, Shillong for information.
4. All Chief Conservator of Forests/ Conservator of Forests/ Divisional Forest Officers in Meghalaya.
5. The Accountant General (A & E) Meghalaya, Shillong.
6. The Private Secretary to Chief Minister for kind information of hon'ble Chief Minister.
7. The Private Secretary to all Ministers/ Minister of State/ Parliamentary Secretaries for kind information of all Ministers/ Minister of State/ Parliamentary Secretaries.
8. The Private Secretary of Chief Secretary for kind information of Chief Secretary.
9. The Chief Executive Member Khasi Hills Autonomous District Council/ Jaintia Hills Autonomous District Council/ Garo Hills Autonomous District Council.
10. Cabinet Affairs Department.
11. The Director, Printing & Stationery, Meghalaya, Shillong for immediate publication in the Meghalaya Gazette and to furnish this department with 500 printed copies in Booklet form as per the sample enclosed.
12. Guard file.

By orders etc.,

**Sd/-**Under Secretary to the Government of Meghalaya,  
Forests & Environment Department.

**18.7 With Relation To Issuing New Connection of Electricity / Water Supply, Temporary and Permanent Disconnection etc. (This Will Be Applicable To Local Bodies Like Municipal Corporation/ Municipalities / UPCL)**

- Not applicable in the case of the Territorial Wing of the Forest Department.

**18.8 Details of Other Public Services Provided By the Public Authority**

Nil