

Himachal Pradesh Forest Department
Online Tree Transit Permission (OTTP) Software

<http://www.fottp.hp.gov.in>

Inspection Procedure and Checklist for obtaining Transit Permission:

1. Person/Firm/Company intending to seek **Tree Transit Permission**, for the timber obtained from the trees felled using the FOTFP (**Forest Online Tree Felling Permission**) in the state of Himachal Pradesh, shall furnish details of trees felled along with the required documents (Annexure-I) on Website: <http://hpforest.nic.in/>
2. After successfully filing the **OTTP (Online Tree Transit Permission)** Application Form, and pressing the **SUBMIT** button, the details of Timber to be transported/exported will be forwarded online to the concerned CIRCLE/ DIVISION/ RANGE OFFICE along with relevant enclosures/certificates, where as DFO would be able to see the application if any pending in the desk of RO.
3. The applicant will be able to monitor the status of his application online by using unique application No. generated at the time of registering on the Software. The applicant can apply time and again to seek Transit Permit in future.
4. Concerned Officer will examine the application at Range level and will process the application as depicted in paras 6 onwards if the application is submitted directly to the Range officer.
5. Range Officer will inspect the site from where the trees are felled and converted by the applicant and assess the genuineness of timber so extracted and the quantity sought for to be exported/transported
6. After inspection of the **Trees felled/Timber** obtained, the concerned Range Officer, will submit his inspection report along with recommendation or rejection to the concerned Divisional Forest Officer online within 48 hours of the inspection as mandated vide PCCF (HoFF) Office order No. 47 dated 10.06.2016. Range officer shall process and submit the transit permission application to DFO within 24 hours of submission into his **DASHBOARD** of the software application.
7. Concerned DFO will check the inspection report and if found correct, will permit the applicant to generate the e-challan for making payment into Govt. Treasury online and submit the ID so generated or scanned copy of Challan is uploaded, the approval for the Tree Transit Permission is granted by the DFO, and the applicant is enabled to down load the “Tree Transit Permission”

and the applicant take a print out and produce the same for affixing hammer at the time of lifting the timber by the concerned Forest Guard. The RO is also enabled to generate the approval certificate on line for his record or as the case may be.

8. Applicant will get the latest status of the application by log in into the system by entering user ID and Password or his Application number. He can also see where the application is at a particular point of time and can also peruse what have been the observations of the officer processing the application form.
9. The entire process shall be web enabled and at no stage Applicant will be required to physically touch any of the Forest Dept. offices or Officers and shall have to be completed as per the timelines mandated vide Govt. of HP notification or as per the case may be.
10. The officer at Circle/ Admn. Level would also be able to monitor the progress of issuing Tree Transit Permission.

Important Instructions:-

List of species of trees exempted from seeking Tree Transit Permission under HP Transit Rules 1972 and rules made there under and subsequent amendments as on date is:

- There will be no restriction on the export/transport of the timber obtained from the Exempted spp as specified in the Govt. Notification dated. Hence, OTTP for these species should not be applied for.
 - ◆ Albizzia Spp., Bauhinia spp., Eucalyptus spp, Morus Spp., Populus deltoids, Salix Spp., Dendro calamus spp., Paper Mulberry., Alnus spp., Celtis spp., Drek, Ficus spp., Toona Spp, Syzizium spp., Tectona grandis, Terminalia spp, Bombax ceiba, Grewia spp, Prunus spp, Mallotus spp, Mango (Aam), Ritha (Sapindus).

Documents to be uploaded while applying for Online Tree Transit Permission:

1. Copy of approval received from GoI under FCA 1980 (In case of Forest Land diverted under the provisions of FCA only) or Felling permission generated on line from Online Tree Felling Software/any other approval of the competent authority in the HP Forest department.
2. Proof of ownership (Land Revenue Papers) in case of Private lands/Non Forest Govt. Lands
3. Felling permission accorded along with the abstract of the trees felled and timber obtained there from along with the description.
4. Purpose for which the trees are felled and purpose for which transit permission is sought for duly authenticated by the owner himself.
5. Where Non-Forest Govt. Land is involved, the timber shall be either sold to HPSFDC Ltd., or will be used only for Departmental Purposes. So, the Transit Permission will be issued only keeping in view the above purposes. No sale of such timber/Forest Produce is permitted at any cost.
6. Scanned Copy of the duly signed application of the applicant uploaded on the site.
7. Photo Identity (Aadhaar Card, PAN Card, Ration Card, Driving License, Employee ID Card, Voter ID Card, and any other authentic document as admissible in all Govt. Transactions and issuing by a competent authority etc.)

NOTE: PLEASE NOTE THAT, APPROPRIATE FEE WILL BE LEVIED BY THE DFO, FOR THE ISSUE OF TREE TRANSIT PERMISSION ONLINE. AND FEE ONCE DEPOSITED WILL NOT BE REFUNDED BACK.

FLOW CHART FOR OBTAINING TREE TRANSIT PERMISSION

