

Guidelines regarding submission of proposal for notifying the Non- Forest CA Land as Protected Forest

I. Documents and survey records which are to be provided by the User Agency for notifying the non-forest CA lands as Protected Forests -

- (A) If the CA lands are Private lands:
Documents in FORMAT-1 & FORMAT-3
- (B) When CA lands are Govt lands:
Documents in FORMAT-2 & FORMAT-3

II. Preparation of draft notification and maps pertaining to the proposal of notifying the CA land as Protected Forest.

1. Based on the documents and survey records submitted by user agency, ground verification of demarcation done by the UA needs to be carried out. While carrying the ground verification, details of additional reference points may also be collected, which would be used for boundary description in the draft notification and connected maps.
2. Based on survey records submitted by the user agency and details collected during the ground verification (including the additional reference points), a **reference map** depicting the boundary of the proposed Protected Forest, geo-coordinates of boundary points and 'distances of important boundary points from the reference point (tie lines)' should be prepared on the village map.
3. Based on survey records submitted by the user agency and reference map so prepared, a **draft notification** containing Schedule (Name of the Forest Block, District, Taluk, Hobli, Village, Survey No., Extent in Hectare), Boundary Description, Rights and privileges (if any), boundary description of Enclosure (if any), needs to be prepared.

4. Since the revenue authorities need to update the Survey number wise information of revenue records and village maps as per the forest notifications (Rule 17 of Karnataka Forest Rules-1969), it is important that the boundary description should be in a manner which can be easily understood by the revenue authorities. Moreover, the boundary description should as far as possibly refer to the revenue survey boundary and revenue survey points. Geo-coordinates of important corner boundary points should also be mentioned in the boundary description at appropriate places. These geo-coordinates would only be used for reference and would not be part of boundary description; however, they would be useful in locating the notified forest area easily. A caveat regarding the same can be depicted as “remarks” in draft notification.
5. Based on the Reference Map and draft notification, **a map of the proposed Protected Forest** should be prepared on the village map. This map should also contain details of survey number-wise extent, boundaries of nearby Notified Forest falling in the same village (if any).
6. ‘Reference map, Draft Notification and map of Protected Forest’ shall be signed by the jurisdictional officers of the Range, Sub Division and Division. The DCF should submit the same to the Circle Head who after verification will send the Reference map, Draft Notification and map of Protected Forest to the jurisdictional Working Plan Unit Head. The same should be verified and signed by the Working Plan Unit Head and submitted to the Working Plan Head Office.
7. Jurisdictional officers who have been entrusted with the work of preparation of draft notification should complete this work without inordinate delay.
8. A proposal for notifying non forest CA land as Protected Forest is enclosed for reference.

Details of documents enclosed

- i) Copy of the Stage I approval of GoI
- ii) Following document regarding instrument of transfer

Approval Order by the Deputy
Commissioner, *** regarding

If CA land was Govt. land

allocation of CA land in Sy. No *** of **** village	
OR	
Registration Deed	If CA land was a private land

- iii) Copy of the Mutation
- iv) Copy of the RTC
- v) Survey sketch by the competent Revenue authority
- vi) Reference Map - **** Protected Forest
- vii) Draft notification - **** Protected Forest
- viii) Map of the proposed *** Protected Forest

Principal Chief Conservator of Forests,
Head of Forest Force, Bengaluru

FORMAT-1

Check-list of documents/records to be submitted by User-Agency for PF Notification

Case-I: When CA land is a Private Land

(a) Documents:

Sl No	Name of Document	Received
1	Stage-I Approval	Yes/No
2	Stage-II Approval	Yes/No
3	GoK Order	Yes/No
4	Registered Sale-Deed	Yes/No
5	Mutation Order	Yes/No
6	RTC	Yes/No
7	KML File	Yes/No
8	Name of Survey-document	Yes/No

(Strike out whichever is not applicable)

Certificate

Certified that the above documents have been handed-over/taken-over.

Signature

Seal & Signature

Dated:

User-Agency

**Deputy Conservator of Forests
***** Division**

Explanatory Note (FORMAT-1):

1. All documents shall be submitted in copies only.

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2. Copy of the Stage-II approval and Govt Order shall be submitted only if Stage-II approval has been granted.
3. In the RTC:
 - a. Column-9 should reflect ownership of forest department; and
 - b. Column-11 should contain details regarding transfer of the land.
4. KML file shall be handed over in media (pen-drive/CD etc).
5. KML file should be prepared in accordance of Standard Procedure specified in *PARIVESH* (https://parivesh.nic.in/kya/assets/sop_file/sop_kml_creation.pdf)
6. Any of the following survey-document may be submitted:

Sl No	Name of the Document	Remarks
1	Field Measurement Book (FNB)	Downloaded copy of the document from the authorized Bhoomi web-site https://www.landrecords.karnataka.gov.in/ is acceptable
2	Tippan	
3	Atlas	
4	Re-Survey Map	
5	Hissa Map	
6	Podi Map	
<p>Note: if none of the above-mentioned survey records are available then a fresh map by SSLR/Revenue Authority needs to be submitted.</p>		

FORMAT-2**Case-II: When CA lands is a Govt Land****(a) Documents:**

Sl No	Name of Document	Received
1	Stage-I Approval	Yes/No
2	Stage-II Approval	Yes/No
3	GoK Order	Yes/No
4	Order of Deputy Commissioner	Yes/No
5	Mutation Order	Yes/No
6	RTC	Yes/No
7	KML File	Yes/No
8	Survey-document	Yes/No

(Strike out whichever is not applicable)

Certificate: Certified that the above documents have been handed-over/taken-over.

Signature

Seal & Signature

Dated:

User-Agency

Deputy Conservator of Forests
***** Division

Explanatory Note (FORMAT-2):

1. All documents shall be submitted in copies only.
2. Copy of the Stage-II approval and Govt Order shall be submitted only if Stage-II approval has been granted.
3. In the RTC:
 - a. **Column-9** should reflect ownership of forest department; and
 - b. **Column-11** should contain details regarding transfer of the land.
4. KML file shall be handed over in media (pen-drive/CD etc).
5. KML file should be prepared in accordance of Standard Procedure specified in *PARIVESH* (https://parivesh.nic.in/kya/assets/sop_file/sop_kml_creation.pdf)
6. Survey document should be signed by SSLR or Revenue Authority

FORMAT-3

Check-list for demarcation and physical handing-over/taking over of CA lands

(for all CA lands)

Details of CA lands that have been demarcated on the ground:

Sl No	District/ Taluka	Village	Sy No	Extent (Ha)	Govt land or Private land	Name of landowner (if private land)
1						
2						
3						
4						
			TOTAL			

Note: Demarcation of CA lands by Concrete pillars of 15x15x75 cm. Further the pillars should be affixed 45 cm inside the ground.

Certificate:

1. Certified that the CA land has been demarcated by concrete pillars as above.
2. Certified that the CA land is free from encroachments.
3. Physical possession has been handed-over/taken-over respectively (*applicable if CA land is a Private-land*).
(Strike out whichever is not applicable)

Dated:

Signature
User-Agency

Seal & Signature
Range Forest Officer
******* Range**
******* Division**

Countersigned

Dated:

Seal & Signature
Deputy Conservator of Forests
******* Division**