

GENERAL PROCEDURE FOR ISSUANCE OF T.P. / IN-LIEU T.P. AGAINST FOREST PRODUCE SOLD BY FOREST DIRECTORATE/ Wbfdcl:

1. Every registered timber merchant who buys forest produce during timber auction will be given a '**Confirmation Slip**' (see checklist) duly signed by the concerned Divisional Forest Officer at the auction hall only.
2. On production of this '**Confirmation Slip**' along with submission of 100% revenue of the forest produce to the concerned Division Office, the merchant will be given a '**Sale slip**'; mentioning the details of the produce and the '**Money Receipt**' (see checklist).
3. On production of that '**Sale slip**' and the 'money receipt' to the concerned Depot Officer, he/she will verify the documents and then will issue T.P. following the general principles of T.P. as mentioned before.
4. No fee for T.P. and the first time In-Lieu T.P. against forest produce sold by the above will be charged.

GENERAL PROCEDURE FOR ISSUANCE OF T.P. / IN-LIEU T.P. AGAINST PRIVATE/ NON-FOREST PRODUCE:

1. After getting final felling permission from the concerned Range Officer as per the West Bengal (Protection and Conservation in Non-Forest Areas) Act, 2006 and Rules, 2007, the applicant will fell the trees.
2. After felling the Range Officer or any other Officer duly authorized on this behalf will conduct a field inquiry and prepare a measurement list of the complete felled produce.
3. On demand, in accordance with the measurement list, T.P. will be issued for whole or part of the produce following the general principles of T.P. as mentioned before and the same will be noted in the main measurement list. The T.P. fees will be realized as per schedule rate.
4. Similarly in-lieu T.P. of the Private Land produce will be issued following the general principles of In-Lieu T.P.

GENERAL PROCEDURE FOR ISSUANCE OF T.P. / IN-LIEU T.P. AGAINST NTFP:

1. T.P. for NTFP (including that collected free from forest areas of the F.P.C. / E.D.C.) should be issued only in the name of the actual purchaser.
2. Application shall be made to the concerned Range Officer for issuance of T.P. / In-Lieu T.P. of NTFP mentioning proper quantity of the produce.
3. The Range Officer will then conduct a field inquiry for verification of the stock, origin and nature of the NTFP and after that if he is satisfied, he will issue the T.P. / In-Lieu T.P. of NTFP after realization of T.P. fees.