

PERFORMA FOR REGULATION AND MANAGEMENT OF WOOD-BASED INDUSTRIES

Name of the applicant	
Name of father/ husband	
Village, Post office and Tehsil	
District ,state and Pin Code	

TYPE OF WOOD-BASED INDUSTRY

(Please tick the appropriate box)

Sawmill

☐

Furniture/ Joinery Shop

☐

Katha Bhatti With IBR Boiler

☐

Traditional Katha Bhatti

☐

Others

Case Fact Sheet for placing the matter before state Level Committee (please fill in all the relevant columns and please don't leave any column blank)

Sr. No.	Particulars of the case	Remarks	Details of supporting documents as “Annexures ” (attach the annexures to the case)
1	Whether wood –based industry is covered under wood-based industries (Establishment & Regulation) guidelines, 2016 and amended guidelines,2017(yes /no and mention relevant rule)		
2	Existing location of the unit: (give full details with longitude and latitude)		
3	Type of Wood –based case submitted (a) Succession/ inheritance (b) Sale and purchase at the same location (c) Sale and purchase (change of ownership) and shifting of location		

	(d) Change of location by original owner (e) Any other (provide details)		
4	Copy of original registration certificate of the wood- based industry (Note:- There will be only one registration for one wood based industry)		
5	Unit registration /renewal valid up to (give year till the unit registration is valid)		
6	Name of Forest Division where the unit was initially registered		
7	Forest Division where the applicant wants to shift/ establish the unit.		
8	Existing site where unit is presently established (give full detail of land,/ /khasra no./ patwar Circle /Village /Panchayat /p.O Tehsil & distt.) Khasra No,Mohal		
9	New site/ Location of proposed by applicant for installation of instant unit.(give full detail of land , / khasra No./ Patwar circle/ Village/ Panchayat /P.o/ Tehsil & Distt.)		
10	Whether the wood –based industry unit is new, already existing/ inherited unit or purchased unit.		
11	Certificate/registration and approval documents from industry and pollution Control Board (if application)		
12	Number of benefication to be benefitted from the wood based pollution Control Board (if applicable)		
13	Distance from village, Bazar, locality from the wood based industry		
14	Resolution from panchayat concerned regarding the necessity of the unit		
15	Distance of the proposed site from nearest reserved Forests (RF) Demarcated protect Forest (DPF), Un-demarcated protected forest (UPF) etc (by aerial distance=500 Meter or not less than 2 K.M)		
16	Name of the nearby notified forest , its latitude and longitude of the nearest forest location (form the wood-based industry)		
17	Distance of the proposed site from road(Name of National Highways (NH), State Highway (SH) and other road)		
18	Distance of the proposed site from Khad /river/ Nala (Name of Khad / river & Nala) (Distance from River, Khad, Nala should not more than 100mtr.)		

19	Number of Wood –based industry units(saw mills , furniture shop and joinery, Katha bhatties using IBR boiler, traditional Katha bhatties , Plywood industry, pine needle unit , cedar wood oil extraction unit,resin & turpentine unit ect) established within the radius of 5KM(not more than 4 in the radius of 5 km in case of saw mills, provide latitude and longitude of already existed saw mills).		
20	Certificate from DFC/DFOs regarding availability of saw materials in the non-forest in case of transfer of location or registration / renewal of wood-based unit		
21	Source / procurement of wood/ timber by wood-based industry		
22	Certificate from DCF/ DFO to the effect that the applicant has not encroached forestland/involved in illicit felling or any other forest offense or any trial is pending against the applicant in the court of law		
23	Details/ descriptions of the existing wood –based unit and its tools/ machinery (with their type and size),used by the owner/ applicant 1 Sawmill: Circular band size, number, power per day sawing capacity 2 Furniture/ Joinery: p;anar 3 Katha Bhatties with IBR: capacity/ quantity processed per year, number of autoclaves 4 Traditional Katha Bhatties : number of handies, capacity/ quantity processed per year 5 plywood: 6 Chil pine neesle unit 7 Resin & Turpentine unit 8 others:		
24	Affidavit of the applicant that he will abide by all rules/ instruction of Govt. Of India / Govt. Of HP and Forest Department, keep all the relevant records /register, and will not demand any raw material from Forest Department to run his unit and in case of non-adherence of any Rule & regulations / involvement in any forest offence, his/ her unit will be liable to be closed, capacity / quantity		

25	Proof of sale/ purchase in case of sale / purchase cases (Registered sale deed from the Magistrate)		
26	Ownership title details of seller and purchase cases of sale / purchase / transfer		
27	NOC affidavits from other legal heirs in case the property where the unit established / transferred is a co-sharer/ joint property		

Mandatory Document in all case (Sawmills, furniture shops/ joinery, Katha Bhatties with IBR duty and traditional Katha bhatties and plywood etc.

- (1) **The copy of the original registration certificate of the wood- based unit duly authenticated/ verified by the DCF/DFO concerned.**
- (2) **Renewal certificate of wood- based unit duly authenticated / verified by the DFO concerned.**
- (3) **Copy of Jamabandi , Aks tatima of land where the wood –based unit has already been established (Jamabandi /Tatima) or required to be transferred.**
- (4) **Map /Naksa of land where the wood based unit is located (with or without change in location)**
- (5) **Resolution of local Gram Panchayat/ adjoining panchayat**
- (6) **Application in the shape of an affidavit to the effect that**
 - (a) **Application will not demand timber from the Forest Department.**
 - (b) **He/she will abide by all rules/ regulation from the various HP state Acts as well Govt. of India notifications on wood- based industries(2016 and2017)**

Additional documents in the case of specific wood –based units

- a) **Sale/ purchase of a wood-based unit at the same location**
 - (i) **Clear ownership title of the land in the name of the applicant (lease deed/ rent deed is not acceptable)**
 - (ii) **In the case of joint Khata of the land, NOC is in the shape of an affidavit by other co- shares.**
 - (iii) **GPS location (latitude / longitude) of the wood –based unit**
- b) **Sale/Purchase or transfer of wood- based unit with installation at new location**
 - (i) **Revenue paper of proposed location (Jamabandi / Tatima).**
 - (ii) **Revenue paper of existing location (Jamabandi / Tatima).**
 - (iii) **Clear ownership title of the land in the name of the applicant.**
 - (iv) **In the case of Joint Khata of the land, NOC in the shape of an affidavit by other co-sharers.**
 - (v) **Justification for change in location duly verified by DCF/DFO.**
 - (vi) **Certificate of DCF/DFO concerned to the effect that “there would not be any kind of detrimental effect on forests and there should not be additional pressure on forest due to change in location / succession or sale / Purchase of the unit and adequate raw material from private areas is available.**

- (vii) **GPS location (Latitude/longitude) of the location where the said unit is shifted.**
- (viii) **If applicant intends to shift the purchased unit to an industrial plot/ shed, then plot/ shed allotment letter from the Industry Department be attached.**
- c) **Change in ownership by way of succession / inheritance**
 - a. **Original Registration Certificate**
 - b. **Renewal certificate**
 - c. **Death certificate**
 - d. **Legal heir certificate (NOC affidavit from legal heirs)**
 - e. **Parivar Nakal**
 - f. **If the location of the inherited unit is to be changed by the applicant from its existing place, then the following documents be attached (land ownership title with all Khasra and other details, revenue papers of the proposed site (latitude and longitude),allotment letter Industry Department id the location to be shifted falls in industrial area),**
 - g. **Cleat cut ownership title of the land in the name of the applicant (lease deed /rent deed is not acceptable)**
 - h. **In the case of joint Khata of the land holdings, NOC is in the shape of an affidavit by other co- shares be attached.**

Note-1: In case of Katha bhatties using IBR boilers and Traditional Katha Bhatties, please make ensure to follow govt. Of H.P. guidelines contained vide Govt. Notification No. FFE-B-F(7) 1/2000 dated 29.4.2008 and Hon'ble H.P. Hight Court orders/ Hon'ble Apex Court orders passed in respect of Katha Units

Note-2: In case of saw mills, others dated 12.12.1996 and 29/30.10.2002 passed by Hon'ble supreme Court of India in W P(c) 202/1995-T.N. Godavarman Thirumulkpad Versus Union of India may be kept in view.

Note-3: In case of transfer of Timber Sale Depots, NoC from H.P. SFDC Ltd regarding non coverage of beneficiaries its distance from the Timber Sale depot managed by Corporation is less than 15 K.M from the proposed location of timber sale Depot.