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**No. FFE-B-F(6)-1/2018-L.**  
Government of Himachal Pradesh  
Department of Forests.

From

The Secretary (Forests) to the  
Government of Himachal Pradesh.

To

The Principal Chief Conservator of Forests (HoFF)  
Himachal Pradesh Shimla-171001.

**Dated: Shimla-2, the**

**01/09/2023**

**Subject:-**

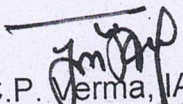
**Regarding Standard Operating Procedure (SOP) for  
enumeration marking, extraction and disposal of  
unattended salvage trees from the forest area by Forest  
Department.**

Sir,

I am directed to refer to your office letter dated 17<sup>th</sup> August, 2023 on the subject cited above and to convey the approval of the Government regarding "Standard Operating Procedure (SOP) for enumeration marking, extraction and disposal of unattended salvage trees from the forest area by Forest Department. A copy of approved SOP is enclosed.

You are, therefore, requested to take further appropriate action in the matter accordingly and also supply the above SOP to the all concerned at your level.

Yours faithfully,

  
(C.P. Verma, IAS)  
Special Secretary (Forests) to the  
Government of Himachal Pradesh

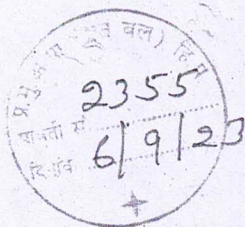
**Endst. No. As above**

**Dated: Shimla-2, the**

**2023.**

Copy forwarded to the Joint Secretary (GAD) to the Govt. of Himachal Pradesh with reference to the decision under Item No. 24 of the Cabinet Meeting 22-08-2023 for information.

(C.P. Verma, IAS)  
Special Secretary (Forests) to the  
Government of Himachal Pradesh  
(Phone No.-0177 2620887)





**DRAFT STANDARD OPERATING PROCEDURE (SOP) FOR  
ENUMERATION MARKING, EXTRACTION AND DISPOSAL  
OF UNATTENDED SALVAGE TREES FROM THE FOREST  
AREA BY FOREST DEPARTMENT.**



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Outline



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## 1. Introduction

- Genesis
- Relevance
- Scope
- Advantage and possible outcomes.

## 2. Mandate of Committee.

## 3. Past Practice of timber extraction.

## 4. Proposed SOP for disposal of Salvage tree less than 25 in number.

- Applicability
- Frequency of Marking
- Period of Operation
- Timeline for different activities
- Details of activities

## 5. SOP for disposal of Salvage tree more than 25 in number.

## 6. Operationalization

INTRODUCTION

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Government of Himachal Pradesh has taken a serious note on unattended salvage trees in forest area, its further deterioration and the resultant revenue loss. In order to fix this issue the state government wish to bring in necessary changes in established framework of working so that revenue loss on count of deterioration of timber, theft etc be minimized. The scope of this intervention would be tree coming under diversion cases, unattended salvage trees by Forest Corporation and salvage trees along road side.

Hon'ble Chief Minister, Himachal Pradesh called meeting with representatives of Forest Department and HPSFDC on the issue of extraction of salvage trees from forest. Chief Parliamentary Secretary (Forests) took meeting of all the CF/CCFs territorial DFOs, Range Officers through video conference and officers present in Forest Headquarter on 19 May 2023.

In view of this worthy PCCF (HoFF), Himachal Pradesh constituted a committee of following officers Sh. Nagesh Guleria, CPD JICA Project as Chairman and Sh. Abhilash Damodaran, CF(IT), Sh. Ashok Negi, DFO(WL) Sarahan, Sh. Anil Sony, DM Shimla as members and Sh. Mritunjay Madhav, DCF(P&L) as Member Secretary to formulate a SOP for marking, extraction, disposal of unattended salvage lot vide office order no.1/2023-24(S) Dated 20/05/2023. The Committee had its series of meeting in Forest Headquarters and held wide consultations with Director North (Forest Corporation), CCF Dharamshala and DFOs. The issue was also discussed at length in Conservator's Conference held at Forest Headquarters on dated 7-8 June, 2023. The views of senior officers are also incorporated in this Draft SOP.

#### **ADVANTAGE AND POSSIBLE OUTCOME**

The proposed intervention would have following out comes.

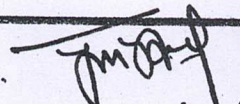
- Availability of timber at local level.
- Reduction in transportation cost.
- Boost in revenue.
- Better & enhanced efficiency of field staff.
- Conversion in raw forms.

#### **MANDATE OF THE COMMITTEE:**

To formulate standard operating procedure (SOP) for enumeration, Marking, Extraction and disposal of unattended salvage trees, from forest area by forest department by delegation of power to field staff.

1. The aforesaid committee will examine the existing Act, rules, Court Order, Policies etc related to matter.
2. The committee will submit the draft SOPs.

#### **PAST PRACTICE OF TIMBER EXTRACTION**

4. 



Government of Himachal Pradesh mandated formation of Himachal Pradesh State Forest Development Corporation Ltd on 25<sup>th</sup> March 1974 as its sole agency primarily for the extraction and marketing of timber and resin/rosin from Government forest and private forests for scheduled species on scientific lines by adopting suitable modern technique on business pattern. The mandate for extracting timber and resin from Government forest was preferred to HPSFDC Ltd after its formation.

Extraction of any kind of timber-green or salvage-is not permitted from Protected Areas of the State managed by the Wildlife Wing of the forest Department (National Parks and Sanctuaries). Currently, only the salvage trees (dead, dying, diseased, uprooted) are marked and extracted by the Himachal Pradesh Forest Development Corporation Limited Ltd. from forest areas. Therefore, the volume of timber extracted depends on actual availability of salvage trees in the forests which varies from time to time. For the purpose of felling Standard Procedure is adopted for extraction of salvage trees from the forest areas.

### **Recent orders from Hon'ble High Court :-**

Hon'ble High Court Shimla also took the cognizance of such unextracted trees lying in the forest and pleased to make following orders in Ex. Petition No. 19 of 2021 on dated 16<sup>th</sup> November 2022 as under:-

In view of the aforesaid, we deem it appropriate to pass the following directions:-

- i.) *The respondent after carrying out the regular survey shall in addition thereto carryout a supplementary survey after monsoon season by marking newly found salvage trees post monsoon and included in the main marking list by 15<sup>th</sup> December for the year.*
- ii.) *The respondent shall prepare a supplementary marking list of salvage trees post snow-fall or on account on any other calamity leading to loss of trees and handed over to the HPSFDC Ltd., as a part of the main marking list of that year itself by 15<sup>th</sup> June, the succeeding year. Further in case there is salvage occurring at any point of time due to natural or any other reason then these trees needs to be marked and handed over to the HPSFDC Ltd., irrespective of the time of the year limit and must be done within one month of such occurrence. The concerned Range Forest Officer will chalk out the programme for joint enumeration of salvage trees and intimate the same to concerned Assistant Manager. For low lying lots, the enumeration of sporadic salvage trees would be carried out and list prepared and handed over to HPSFDC latest by 15<sup>th</sup> December and for high lying lots, the enumeration of trees and marking lists shall prepared and handed over to HPSFDC latest by 15<sup>th</sup> June of the succeeding year. The royalty will be paid as per the decision of Pricing Committee alongwith the royalty of the lots being worked during that particular period. As regards the extraction of salvage trees on roadsides, the Range Forest Officer. (RFO) of HP Forest Department and Assistant Manager (AM) of HPSFDC Ltd., will jointly mark and thereafter submit lists of salvage trees that are within a distance of 2.00 Kilometers from the road*



side, except in protected areas. This exercise shall be completed within one month.

- iii.) The HPSFDC Ltd., will extract the salvage as per the assigned working period of handing over the marking lists in order to prevent theft and further decay of salvage trees lying close to the roads. The HPSFDC will extract the salvage trees as per the assigned working period of handing over the marking lists.
- iv.) The time schedule of handing over of resin by 31<sup>st</sup> December would be mandatory and no blazes thereafter shall be received. All chil trees (diameter at breast height 35cms and above) will be jointly enumerated by the Forest Department and HPSFDC and handed over to the concerned Divisional Manager of Forest Corporation by 31<sup>st</sup> December every year for making timely arrangements of tapping of those chill trees.

The time schedule so fixed by this court is inflexible and not extendable by any of the stakeholders and would only be extended by the order of this court.

Nonetheless, it shall the duty of both the departments i.e. Forest Department and HPSFDC to bring to the notice of this court all cases where there has been non-compliance or non-adherence to the time schedule, so that action against the erring officers/officials can be taken in accordance with law.



## **SOP for Disposal of Salvage Trees (less than 25 in number).**

### **Applicability:**

Trees along road side (road side lots), salvage trees in forest area will be taken up for disposal.

### **Frequency of Marking :**

Monthly marking of Salvage Trees is envisaged.

### **Period of operation:**

One month from marking to disposal of harvested produce, a time frame of 30 days in proposed.

### **Timeline for different Activities**

#### **Enumeration:**

1<sup>st</sup> - 7<sup>th</sup> day of Month

#### **Marking:**

8<sup>th</sup> - 10<sup>th</sup> day of Month.

#### **Preparation of lot:**

11<sup>th</sup> - 13<sup>th</sup> day of Month

#### **Felling /Conversion and Transportation:**

14<sup>th</sup> - 20<sup>th</sup> day of Month

#### **Disposal:**

21<sup>st</sup> - 28<sup>th</sup> day of Month

#### **Account closing and compilation of records:**

29<sup>th</sup> - 30<sup>th</sup> day of Month

### **Details of Activities**

#### **1. Enumeration:**

- To be done by Forest guard during First seven days of month. Forest Corporation Staff will also be associated in this activity.

#### **2. Marking :**

- Deputy Ranger will do the marking within 3 days from 8<sup>th</sup> to 10<sup>th</sup> day of month. The list of lots will be submitted by Deputy Ranger to Range Officer during next 3 days from 11<sup>th</sup> to 13<sup>th</sup> day of month.

#### **3. Felling/Conversion and Transportation:**

- Range Officer will complete all codal formalities to get the work of Felling/ Conversion and transportation of the produce to notified depots on schedule of rates, with prior intimation of DFO concerned.
- The work will be completed within 7 days from 14<sup>th</sup> to 21<sup>st</sup> day of month.
- DFO will notify and circulate all permanent road side depots.
- Range Officer can also notify temporary timber depot as per requirement in consultation with DFO, at the nearest convenient place for the lot.

#### **4. Disposal of converted Forest Produce:**

- Range Officer will intimate DFO and Forest Corporation counterpart about the harvest (with details of logs, poles and fuelwood) and its extraction cost including transportation cost to the notified depot within 22<sup>nd</sup> to 23<sup>rd</sup> day of month.
- DFO will raise bill on the basis of extraction cost, transportation cost plus royalty to concerned Divisional Manager of Forest Corporation.

7. *[Signature]*



- Now this harvested material can be handed over to Forest Corporation on payment of raised bill, the timeline for this activity would be 24<sup>th</sup> to 26<sup>th</sup> day of the month.
  - In case corporation is not ready to take the lot, the lot will be auctioned by Range Officer in departmental auction between 27<sup>th</sup> -28<sup>th</sup> day of the month.
  - The Upset price/Reserve price is to be supplied by forest management wing of Himachal Pradesh Forest Department on the basis of recommendation of committee constituted for this purpose.
- 5. Account closing/Compilation of Record:**
- This activity will be done from 29<sup>th</sup> to 30<sup>th</sup> day of month

### **SOP for Disposal of Salvage Tree (More than 25 in number)**

- The lot will be handed over to Forest Corporation keeping in view honorable High Court order dated 16-11-2022 passed in the decision of execution petition No: 19/2021 titled as Sita Ram & Ors Vs. HPSFDC Ltd. List of salvage tree more than 25 in number in a particular beat will be submitted to Forest Corporation on monthly basis.

### **Operationalization**

**a) Determination of Rate of timber for retail sale or auction.**

Pr. CCF (HoFF) will constitute a committee for determination of rates of timber to be offered for retail sale/auction by Forest department on monthly basis.

**b) Budgetary provision:**

For the purpose of marking, extraction, conversion, carriage of timber, budgetary provision is required. GoHP/HPFD will allot budget under the relevant head to the concerned Forest division as per their requirement.

**c) Salvage operations: From Pilot locations to whole state:**

**Phase-I:** SOP will be enforced in following selected pilot locations to study its efficiency and results. It will be implemented from 1<sup>st</sup> September, 2023.

8. *[Signature]*



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The list of selected pilot locations are as follows:

Name of Circle	Name of Division	Selected Ranges
Hamirpur	Hamirpur	Nadaun
	Dehra	Dehra, Jawalamukhi
Dharamshala	Dharamshala	Kangra, Mallan
Solan	Solan	Dharampur
Shimla	Shimla urban	ChauraMaidan
4 Circles	5 Divisions	7 Ranges

**Phase-II:** After gaining experiences and key learning it will be made applicable in all ranges of low lying divisions as per list given below:

Name of Circle	Name of Division	Name of Ranges
Hamirpur	Hamirpur	Hamirpur, Aghar, Bijhari, Barsar, Nadaun.
	Una	Una, Amb, Bangana, Bharwain, Ramgarh.
	Dehra	Dehra, Dadasiba, NagrotaSuriyan,,Khundian, Jawalamukhi.
<b>Total Ranges 16</b>		
Bilaspur	Bilaspur	Bharari, Ghumarwin, Jhandutta, Kalol, Sadar, Swarghat, Shri Naina Devi.
	Kunihar	Kuthar, Arki, Kunihar, Darlaghat.
<b>Total Ranges 11</b>		
Dharamshala	Dharamshala	Kangra, Dharamshala, Mallan, Lapiana, Shahpur.
	Palampur	Palampur, Baijnath, Bir, Daroh, Jaisinghpur.
	Nurpur	Nurpur, Jawali, Kotla, Rey, Indora.
<b>Total Ranges 15</b>		
Solan	Solan	Parwanoo, Dharampur, Subathu, Solan, Kandaghat, Chail.
	Nalagarh	Nalagarh, Baddi, Ram Sahar, Kohu.
<b>Total Ranges 10</b>		
Nahan	Nahan	Nahan, Kolar, Tirlokpur, Jamta.
	Paonta Sahib	Paonta, Majra, Bhagani, Giri Nagar.
	Renuka ji	Renuka ji, Shillai, Sangrah, Nohra, Kaffota.
	Rajgarh	Habban, Rajgarh, Sarahan, Narag.
<b>Total Ranges 17</b>		
Shimla	Shimla (Urban)	Chauramaidan
<b>Total Ranges 1</b>		
<b>6 Circles, 15 Divisions and 70 Ranges</b>		

It will be implemented from 1<sup>st</sup> December, 2023.

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**Phase-III:** After complete analysis of cost-benefit ratio, efficacy of Web portals, efficacy and efficiency of disposal of extracted timber, the SOP will be implemented in whole state from 1<sup>st</sup> July, 2024,

**d) Cost benefit analysis:**

Cost benefit analysis will be integral part of whole operation. It will be done on monthly basis in divisions and quarterly at headquarter level.

**e) IT Support:**

The whole operation will be having IT support. A webportal is being developed for feeding of data pertaining to marking, extractions and disposal. It will be having features like uploading of geo tagged images of Salvage trees, staked timber (lot wise) at range depot/road side depots. The IT support will also help in preparing the cost benefit aspect of salvage operation.