

F. No.3/89/2017- WL (IT)
Government of Manipur
Office of the Principal Chief Conservator of Forests
& Head of Forest Force
Forest Department: Manipur

OFFICE MEMORANDUM

Imphal, the 15th July, 2020

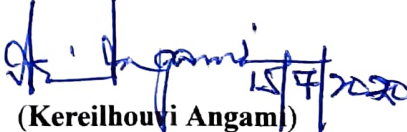
Sub: Principles of Good Governance – Prescribing Time limits for disposing the applications received from the Public under Online Monitoring Portal and Forest Website – reg.

It has been observed by this office that there have been unnecessary delays in certain Forest Divisions in disposing of the applications received for Permit, Transit Passes, Seedlings etc., which is against the principles of Good Governance and the policy of the Government. Therefore, following time limits are being prescribed for disposing of the applications received under various modules on Online Monitoring Portal and Forest Website by the concerned DFOs:

Sl. No.	Particular of application	Maximum Time Limit		
		if no inspection is required	if inspection is required	
			Number of days for inspection	Disposal after inspection
1	Permit	5 days	7 days	2 days
2	Transit Pass	2 days	7 days	2 days
WBIs / Saw mills New Licence within approved MIE:				
3	DFO's office	5 days for forwarding to CF	10 days	2 days for forwarding to CF
	CF's office	3 days	--	3 days
WBIs / Saw mills Renewal of Licence within approved MIE:				
4	DFO's office	3 days for forwarding to CF	7 days	2 days for forwarding to CF
	CF's office	3 days	--	3 days
5	Nursery Management System-Seedling Distribution	2 days	5 days	2 days

2. All the Territorial DFOs are directed to comply with the time limit prescribed and inform the field staff working under them to follow the same. It will be the DFOs' duty to ensure the compliance in their Divisions.

3. All the Territorial CFs are also informed to monitor the observance of the time limits in the Divisions under their control.


(Kereilhouvi Angami)

Principal Chief Conservator of Forests & HoFF
Government of Manipur

To

1. All Territorial CFs.....
2. All Territorial Divisional Forest Officers

Copy for information to:

1. Addl. Chief Secretary (Forests, Environment & Climate Change), Govt. of Manipur.
2. All Addl. PCCF.....
3. All CCFs.....
4. Standing Order file no. 1/2/2010/Forests.