



THE KOLKATA MUNICIPAL CORPORATION  
5, S.N. BANERJEE ROAD, KOLKATA – 700013.

**(PARKS & SQUARES DEPT.)**

**OFFICE ORDER**

Ref. No. 76/P&S/300/2021-2022

Date: 31.03.2022

**RE:- GUIDELINE FOR ISSUANCE OF “NO-OBJECTION CERTIFICATE”  
RELATED TO CUTTING / FELLING OF TREES UNDER PARKS &  
SQUARES DEPARTMENT**

It has been observed that there are Two (02) types of applications received from various applicants for “FELLING OF TREES” in the department of Parks & Squares, KMC.

- A. Application for cutting / felling of trees in general, for Trees falling under the ownership of Private Land, lying in dangerous / insecure condition which may cause danger of the inhabitant of Premises or Public in general.
- B. Application for “FELLING OF TREES” where existing trees need to be cut / felled for sanctioning of Building Plan for New Project and creation of Compensatory Plantation as per the norms.

It appears that in the second case, where the Building Plan is sanctioned and subsequently a Plan is submitted to the Parks & Squares Department for felling of trees, only N.O.C is issued by Parks & Squares Department without handing over any copy of the plan (submitted by the applicant) for onward transmission to Forest Department, where final permissions are issued on the basis of N.O.C. from KMC.


In absence of such record, the Trees designated to be felled and the Compensatory Plantation is proposed, in such plan the N.O.C. becomes irrelevant when the actual permission is examined in future.

In order to remove such difficulties, it is proposed to fix up a “**STANDARD OPERATING PROCEDURE (SOP)**” for such applications henceforth specially, for the new proposals as per the following points, described hereunder :-

- 1) All the cases related to the permission of felling of trees for new construction, the applicant has to submit Three (03) copies of plan (**GROUND FLOOR PLAN & LOCATION PLAN**) in suitable scale showing the exact location of the trees in the plan (**GROUND FLOOR PLAN**) showing the exact location of the Trees proposed to be removed falling under the proposal. This may be followed in case of pre / post approval of any Building Sanction.

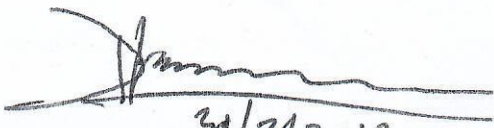
- 2) The plan for Compensatory Plantation (New) at the ratio of 1:5 should be clearly shown in the proposal (**GROUND FLOOR PLAN**) and should also be Clearly mentioned with proper numbering.
- 3) Such copies of Plan submitted by the applicant should be signed by the owner / constituent Attorney, as the case may be, along with the signature of Architect / LBS.
- 4) The submitted plan (in case of Post-Facto sanction of Building Plan) must incorporate the details of the Sanctioned Plan issued by the Building Department such as B.P. No. .... dt..... and specified condition, if any.
- 5) In case of plans not sealed / signed by the Building Department under any procedure followed, the details are to be written on such plan and shall be duly endorsed by the Owner / Architect by putting their original signature on the proposal.
- 6) After scrutiny of the Plans submitted before Parks & Squares Department, the N.O.C. should be issued along with a copy of Plan with signature duly signed by a designated Officer of Parks & Squares Department marked as "**PARTY'S COPY**" of the plan.
- 7) One copy of the Plan should be retained as "**OFFICE COPY**" for further records and the "**THIRD COPY**" should be sent to the Building Department for their reference and checking for compliance of the Plantation Plan approved by Parks & Squares Department.

The above **SOP** should be followed strictly and shall come into force with immediate effect.

  
31/3/2022  
D.G. (PARKS & SQUARES)  
D. G (Parks & Squares)  
The Kol. Mpl. Corpn

*Copy forwarded for kind information to :-*

1. O.S.D. to Hon'ble Mayor
2. O.S.D. to Hon'ble MMIC(P&G)
3. P.A. to Mpl. Commissioner
4. P.A. to Spl. Mpl. Commissioner (G&D)
5. D.G. (Building)
6. O/c

  
31/3/2022  
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