

PROCEDURE FOR PRUNING/HEAVY PRUNING/POLLARDING OF TREES

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| A. | Procedure for Light Pruning of Trees |
| Step-1 | The application is submitted to the Executive Engineer, Horticulture Division No. 2, Sector-23-C, Chandigarh. |
| Step-2 | Executive Engineer will forward the application to the Concerned ALO/SO/JE(H) for further necessary action. |
| B. | Procedure for Heavy Pruning/Pollarding of Trees upto 90cm Girth |
| Step-1 | The application is submitted to the Executive Engineer, Horticulture Division No. 2, Sector-23-C, Chandigarh. |
| Step-2 | Executive Engineer will forward the application to the Concerned ALO/SO/JE(H) for inspection and verification. |
| Step-3 | Concerned ALO will verify the application and prepare the verification report and submit the same to Executive Engineer for approval being competent authority. |
| Step-4 | Executive Engineer will examine the case and accord the approval to Concerned ALO for further action. |
| C. | Procedure for Heavy Pruning/Pollarding of Trees beyond 90cm Girth |
| Step-1 | The application is submitted to the Executive Engineer, Horticulture Division No. 2, Sector-23-C, Chandigarh. |
| Step-2 | Executive Engineer will forward the application to the Concerned ALO/SO/JE(H) for inspection and verification. |
| Step-3 | Concerned ALO will verify the application and prepare the verification report and submit the same to Executive Engineer for approval from competent authority. |
| Step-4 | Executive Engineer will examine and forward the case to Superintending Engineer for approval of competent authority. |
| Step-5 | Superintending Engineer will examine and forward the case to Chief Engineer-cum-Special Secretary (Engineering) for approval being Competent Authority. |
| Step-6 | After the approval of the Competent Authority, the case will be back referred to Superintending Engineer and from the SE to XEN (Horticulture)/Concerned ALO for taking further action in the matter. |

**PROCEDURE FOR CUTTING/FELLING OF
DEAD & DRY AND DANGEROUS TREES**

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| Step-1 | The application is submitted to the Executive Engineer, Horticulture Division No. 2, Sector-23-C, Chandigarh. |
| Step-2 | Executive Engineer will forward the application to the Concerned ALO for inspection and verification. |
| Step-3 | Concerned ALO will inspect the site jointly with concerned Range Forest Officer, Chandigarh Range, and will certify that tree in question is dead and dry/Dangerous for human life and property and required to be removed immediately. |
| Step-4 | After joint inspection concerned ALO will submit the Detailed Case alongwith Reserve Price (If the tree is standing on Government Land) to Executive Engineer for approval from Competent Authority. |
| Step-5 | Executive Engineer will examine the case and forward the same to the Superintending Engineer for approval of Competent Authority. |
| Step-6 | Superintending Engineer will check and forward the case to the Chief Engineer-cum-Special Secretary (Engineering) for approval being Competent Authority. |
| Step-7 | After the approval of the Competent Authority, the case will be back referred to Superintending Engineer and from the Superintending Engineer to Executive Engineer(Horticulture)/ Concerned ALO for taking further action in the matter. |

PROCEDURE FOR CUTTING/FELLING OF GREEN TREES

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| Step-1 | The application is submitted to the Executive Engineer, Horticulture Division No. 2, Sector-23-C, Chandigarh. | |
| Step-2 | Executive Engineer will forward the application to the Concerned ALO/SO/JE(H) for inspection and verification. | |
| Step-3 | Concerned ALO will inspect the site and prepare the case for cutting of green tree and submit the detailed case to Executive Engineer for approval from Competent Authority. | |
| Step-4 | Executive Engineer will examine the case and forward the same to the Superintending Engineer for approval of Competent Authority. | |
| Step-5 | Thereafter the Superintending Engineer will send the case to the Chief Engineer-cum-Special Secretary (Engineering), who will submit the case to Secretary(Engineering) | |
| Step-6 | Secretary (Engineering) will forward the case to Chief Conservator of Forest. | |
| Step-7 | Chief Conservator of Forest will thereafter send the case to worthy Adviser to the Administrator, U.T. Chandigarh, for approval being the competent authority. | |
| Step-8 | After approval the case will be sent to the following : i) If the tree is standing on private land the approval is conveyed to the applicant by Executive Engineer. ii) If the tree is standing on Government land, the approval is conveyed to the Executive Engineer (Horticulture) /Concerned ALO who prepare the case for fixing of reserve price of tree and obtained approval from the Chief Engineer-cum-Special Secretary(Engg.). | |
| B. | Reserve Price Cases | |
| Step-1 | JE(H)/SO | ALO |
| Step-2 | ALO | Executive Engineer |
| Step-3 | Executive Engineer | Superintending Engineer |
| Step-4 | Superintending Engineer | Chief Engineer-cum-Special Secretary(Engineering) (Competent Authority) |
| Step-5 | After the approval of the Competent Authority, the case will be back referred to Superintending Engineer and from the Superintending Engineer to Executive Engineer (Horticulture) for taking further action in the matter. | |

**ENGINEERING DEPARTMENT,
CHANDIGARH ADMINISTRATION
HORTICULTURE DIVISION**

**APPLICATION FORM FOR PRUNING/POLLARDING/CUTTING OF DEAD & DRY/
FALLEN/DANGEROUS/GREEN TREES.**

**(To be submitted in the office of Executive Engineer, Horticulture Division No. 2,
Sector 23-C, U.T. Chandigarh)**

- 1) Name of the Applicant:
- 2) Address:
- 3) Mobile Number:
- 4) Email:
- 5) Request for Pruning / Heavy Pruning /
Pollarding / Cutting of Dead & Dry /
Fallen / Dangerous /Green Trees/Any
other:
- 6) Number of Trees:
- 7) Reason/Remarks:
- 8) Documents Required Attached
- 9) Photograph of the trees to be
Cut/Pruned/Removed:- Yes/No
- 10) Sketch Plan of the trees to be
Cut/Pruned/Removed:- Yes/No

Date of Submission:

Signature of applicant

For Office Use

Site inspection report of J.E.

1. Name of Junior Engineer

2. Name of Sub Division

3. Date of inspection

Recommendations for action required

Yes/No

Signature of J.E.

Recommendations by A.L.O.

Yes/No

Signature of A.L.O.

Recommendations by E.E.

Yes/No

Signature of E.E.

(To be forwarded to higher Authorities for seeking approval of Competent Authority)