

**DEPARTMENT OF FORESTS & WILDLIFE  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
A-BLOCK, 2<sup>ND</sup> FLOOR, VIKAS BHAWAN, NEW DELHI-110002**

F.No8(444)/HQ/Plng/2016/7809-7816

Dated 26.8.2016

**GUIDELINES  
FOR PRUNING OF TREES  
UNDER DELHI PRESERVATION OF TREES ACT, 1994**

1. The Delhi Preservation of Trees Act, 1994 was enacted to safeguard the forest area in and around NCT of Delhi and to provide for preservation of trees. The Department of Forests & Wildlife, GNCTD has regulatory control for implementation of DPTA 1994 which prohibits felling or pruning/ head backing of trees.
2. The Sec.2 (h) of DPTA, 1994 states that "to fell a tree" with its cognate expression, means severing the trunk from the roots, uprooting the tree and includes bulldozing, cutting, girdling, lopping, pollarding, applying arboricides, burning or damaging a tree in any other manner as factors causing the death of a tree. Thus it would be apparent that its implied meaning does not appear to carry any implicit connotation that pruning of trees which do not cause damage or death of a tree could be termed as a Tree Offence.
3. In the light of above, general guidelines for pruning of trees are prescribed for adherence by all concerned, so that the trees grown with great care and precision over a period of several years are not pruned recklessly leading to their untimely death (which is an offence under Section 8 of DPTA, 1994) or result in reduction of green cover of Delhi which is an essential strategy to combat pollution.
4. Pruning means cutting off or removing dead or living parts or branches of a tree to improve shape or growth. It is a horticultural and silvicultural practice involving selective removal of parts of a plant, such as branches, buds, or roots. Reasons to prune plants include deadwood removal, shaping by controlling or directing growth, improving or maintaining health, reducing risk from falling branches, preparing nursery specimens for transplanting, etc. However, the pruning cut should not be too large so as to damage the tree.
5. For the purpose of clarity and transparency to the meaning of light and heavy pruning, following would constitute as above:

Term	Branches of girth size	Permission required or not	Remarks
Regular Pruning/ General Tending	< 20 cm	No	May be got done by Civic Agencies at regular intervals
Light Pruning	> 20 but < 40 cm	Required	From concerned Tree Officer on submission of prescribed Form B and other documents as prescribed in DPTA, 1994.
Heavy Pruning	> 40 cm	Required	



6. The forest department does not get the trees felled or pruned/ head backed directly but only accords permission for the same to the owner of land on which the concerned tree is standing after due inspection/ investigation.
7. The actual pruning or head backing of the concerned tree/ trees is got done by Deputy Director (Hort.) of the MCDs/ NDMC/DDA/ PWD/CPWD (whoever is the land owning agency) of the concerned area or by the property owner himself/ herself.
8. For obtaining permission for felling or pruning/ head backing of trees, guidelines are in place for information to all and ease of Public/ Govt. agencies towards achieving their desired objective which are available on the department website "www.forestdepartment delhi.nic.in".
9. If **Individuals/ General Public/ Society /RWAs** is desirous that any tree inside his house/premises is posing problems to him or the public and needs to be felled or pruned/ head backed, then he may apply for the same in 'Form B' along with photographs and number of tree/ trees in question to the DCF/ Tree Officer of his area for the permission. After inspection, the permission or otherwise is communicated to him/ her within 60 days as per merit of the case.
10. If the tree/trees for which felling or pruning/ head backing is required is standing on **Govt. land/ roads/ Parks/ govt. property in front of the house/ shop/ private property of an individual** and is posing problem to him, he has to apply for felling or pruning/ head backing of such tree on a simple piece of paper to the Deputy Director (Horti.) of the MCD/ NDMC/ DDA/ PWD/ CPWD (whoever is the land owning agency) with photographs of such tree/ trees.
11. It should neither be applied directly to concerned DCF nor Form B submitted directly which has to be filled and signed by the concerned Dy. Director (Horti) of the land owning agency. After inspection, the permission or otherwise is communicated within 60 days of receipt of such completed application/ Form B to the concerned Dy. Director (Horti), as per merit of the case.
12. If a tree is standing on **govt. land but leaning on private land/ building** and is considered dangerous and likely to cause damage to life and property, it should be informed immediately with photograph by the concerned aggrieved person. Permission is granted for its felling or pruning/ head backing within 48 hours of inspection, as per merit of the case. In case permission/ any intimation to the contrary is not received within this time, the person can go ahead and fell or prune/head back the dangerous/ leaning tree and intimate the concerned Tree Officer (DCF) within 24 hours of such felling or pruning/ head backing.
13. There are three (3) Deputy Conservator of Forests (DCFs) who are designated as Tree Officers to look after the cases of tree felling or pruning/ head backing and accord permissions for the same, after inspections, as per merit of the case. Their respective jurisdictions in Delhi are shown in table below.

Tree Officer	Office	Districts
DCF North	Kamla Nehru Ridge, Delhi-07	North Delhi, North East Delhi, East Delhi
DCF South	Shooting Range, Tughlakabad	Central Delhi, New Delhi, South Delhi.
DCF West	Mandir Lane, Birla Mandir, Delhi-60	North West Delhi, West Delhi, South West Delhi

14 Pruning/ pollarding/ burning/ lopping/ applying arboricides or damaging a tree in any other manner would be considered as tree offence when, as per ocular estimation of such damage, the Tree Officer, in all his wisdom, holds that such act is likely to lead to the death of the tree, in near future.

15 If a tree standing on any govt. land/ road side/ private land/ building is considered dangerous and likely to cause damage to life or property, or hindrance to traffic signals, it should be pruned immediately by the concerned Civic Agency and informed to concerned Tree Officer within 24 hours and for which no permission is required from Tree Officer.

The above guidelines are issued in the interest of public service and transparency and has the approval of Head of the Department.

  
Conservator of Forests

F.No8(444)/HQ/Plng/2016/

Dated 26.8.2016

Copy to:

1. All DCFs for information
2. All DROs/ Forest Guards for information.
3. The Director (Hort) of all Civic Agencies viz. MCDs/ NDMC/ DDA/ PWD/ CPWD etc.
4. Notice Board
5. Programmer, Environment Department, GNCTD with a request to upload on the official web site of the Department.

Distribution:

1. PS to Secretary (E&F), GNCTD for information
2. Secretary to Hon'ble Minister (E&F), GNCTD for information

  
26/8/16  
Conservator of Forests



FORM 'B'

(See sub-rule (1) of rule 4)

The Tree Officer,  
.....  
.....

Sir,

I apply for grant of permission for felling tree/s located in the property situated in the village ..... and District ..... I furnish below the following details in support of my application:-

- i. Applicant's name and address (In block letters).
- ii. Name and address of the owner of the property (if different from applicant).
- iii. Title of the applicant i.e., whether owner/occupant of the property, etc.
- iv. Name of the village and khasra number of property.
- v. Total area of the property with description of the boundaries.
- vi. Total number of trees (specieswise) whose trunk or body is not less than 5cm in diameter at a height of 30cms from the ground and whose height is not less than one metre from the ground.
- vii. The exact area (in sq. metres) from which felling of trees for which permit is sought (description of the boundaries).
- viii. Total number of trees to be felled.
- ix. Trees to be felled are numerically numbered in paint, their girth measured at a height of 1.35 metres from ground level and their details specieswise are.

Species	No.	Girth
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- x. Purpose for which the felling of trees are intended.
- xi. Intended use of felled trees (e.g.) for sale, for domestic use, etc.
- xii. Intended use of land after felling of trees.
- xiii. Number and species of trees intended to be planted after felling (give details of arrangement for raising, planting and protecting trees).
- xiv. Name /s and address/es of the owners/occupants adjoining property/ies.

2. I am enclosing an affidavit and below mentioned papers in support of my application.

### DECLARATION

I hereby declare that I shall fully satisfy and abide by such terms and conditions of the permit as may be specified therein.

Place: .....

Date: .....

Applicant's Signature

Attested copies of:-

- i. Property/occupancy documents.
- ii. Plan of the property showing the khasra number.
- iii. Enumeration list (duly signed by the applicant).
- iv. Boundary list (duly signed by the applicant).
- v. Latest jamabandi of land record issued by the Tehsildar.
- vi. "No Objection Certificate" from the concerned local body (e.g.) MCD/N.D.M.C.
- vii. "No Objection Certificate" from adjoining property owners.

*(To be signed on a stamped paper in the presence of Magistrate or authority approved for the purpose)*

I, ..... aged.....years, resident of .....  
(locality) village ....., wife/son/daughter of ..... do hereby solemnly affirm and declare as under:-

1. That I am the legal owner/occupant of the private property known as ..... situated at ..... village ..... bearing khasra number..... of ..... boundaries of which are as follows:-

East:

West:

North:

South:

2. That I have applied to the Tree Officer ..... for permission to fell ..... trees form the aforesaid property. All the trees have been numbered with paint.

3. That there is no other owner/occupant of this property of the forest produce of this property and I hereby solemnly affirm and declare that I shall be solely responsible and answerable for any claim and litigation, if any, that may arise at any time in future regarding the ownership/ occupancy of the said future regarding the ownership/occupancy of the said property or the forest produce from the said property.

Deponent

### Verification

I hereby solemnly declare and affirm that to the best of my knowledge and belief the contents of my above affidavit are correct and true and that nothing material has been concealed or omitted there from.

Verified at ..... this the ..... day of..... 20 .....

Deponent

*(Source: The Delhi Preservation of Trees Rules, 1996)*