

Guideline on Process of Claim Verification & Submission of Claims to SDLC



Series - 3

2008



Contents:

What is Verification?

3

Who will do verification?

3

When will verification start?

3

What is process of verification?

3

Steps for verification of Community Rights

4 to 12

Steps for Verification of Individual Rights

13 to 19

What is the process for submission of Forest Rights Claim to SDLCC?

20 to 26

Model Letters

Annexure

PROCESS OF CLAIM VERIFICATION

1. What is Verification?

Section 6 (1) of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 empowers the Gram Sabha/Palli Sabha to initiate the process for determining the nature and extent of individual and community forest rights of the forest dwelling scheduled tribes and other traditional forest dwellers by receiving claims, consolidating and verifying them and preparing map delineating the area of each recommended claim.

The process of verification of claims is dealt with in Section 11 (2)(iv) and 12 of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Rules 2007. According to this provision the Forest Rights Committee is required to initiate the process of verification of claims on individual and community forest rights mentioned in Section 3 of the Scheduled Tribes and Other Traditional forest dwellers (Recognition of Forest Rights) Act, 2006.

2. Who will do the verification?

The Forest Rights Committee, constituted by Gram Sabha/Palli Sabha, is responsible for initiating the process of verification of claims on behalf of Gram Sabha/Palli Sabha after due intimation to the concerned claimants and the Forest Department. If a member of the FRC is also a claimant then during the time of verification he/she shall inform the committee and shall not participate in the verification process.

3. When will the verification start?

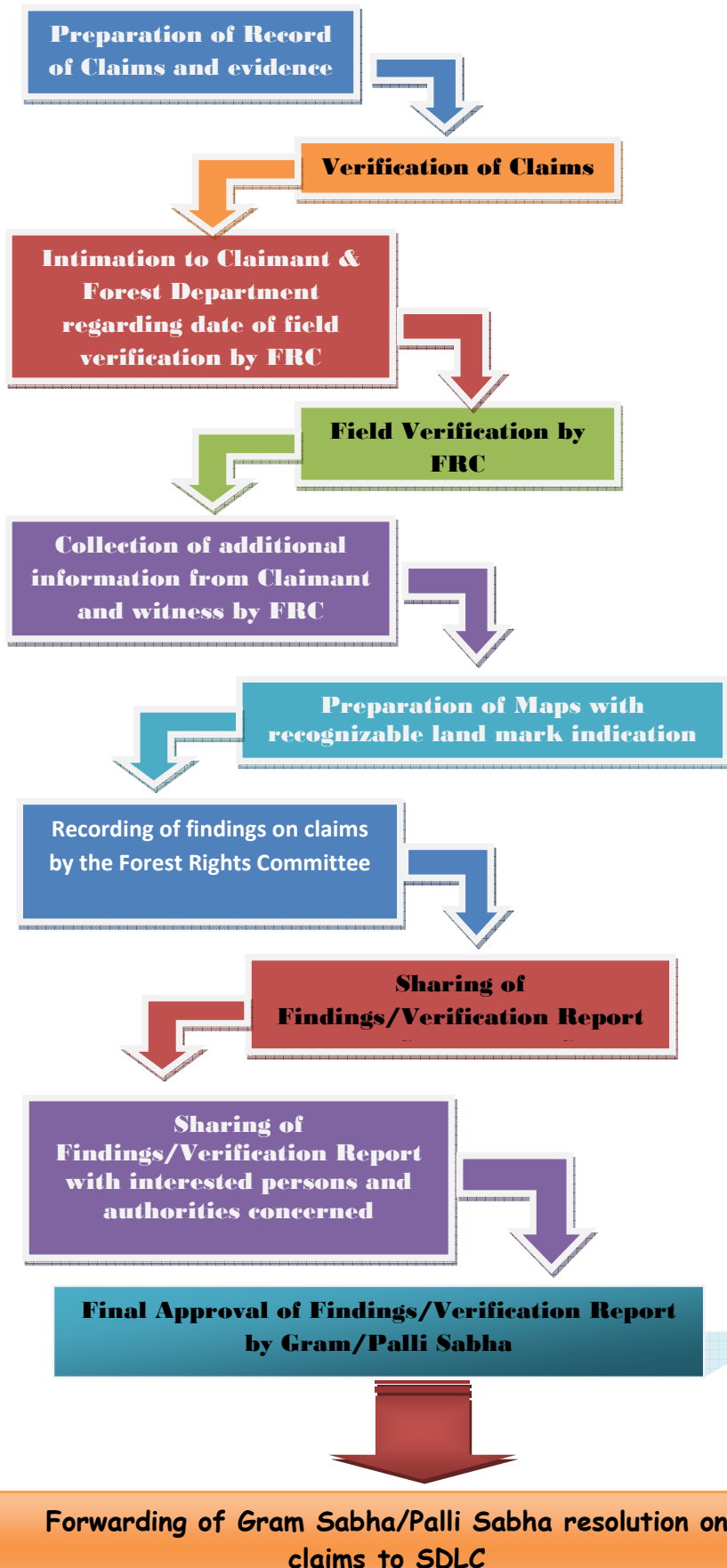
The process of verification by Forest Rights Committee starts after submission of claims on forest rights at Forest Rights Committee and preparation of record of claims and list of claimants by the FRC.

Individual Rights

Some of the Mandatory Processes from Receiving Claims to Submission of Final Report to SDLC

[Steps for Verification and Determination of Individual Claims]

Next Pages Deals with the process required for verification of Individual Claims



Step – 1

INTIMATION TO FRC MEMBERS FOR PREPARATORY MEETING FOR CLAIM VERIFICATION

- Secretary of FRC in consultation with President would fix a date for FRC meeting.
- Due intimation to all FRC members for the meeting (Due intimation includes issuance of notice to each member)
- While intimating the members please specify the purpose of the meeting, date, time and place.
- Take signature from each member after intimation.

REQUIREMENT:

- **Notice Book**

Step – 2

PREPARATION OF RECORD OF CLAIMS AND EVIDENCE BY THE FOREST RIGHTS COMMITTEE:

- ☞ This consolidation of claims can only take place after expiry of last date of submission of claim forms as fixed by the Gram Sabha/Palli Sabha.
- ☞ Before preparation of consolidated report of claim received, ensure all the claimants have submitted their claim forms.
- ☞ Prepare a tabular format for consolidation of information provided by the claimants in the form (or refer to format given in the annexure)
- ☞ During preparation of Consolidated Report, if you find that some of the claimants have not signed/not duly filled up the claim form/ not annexed the documents/evidence as required under the Act/Rule, please intimate the claimant and ask to furnish all the required information/document or you can help him/her in filling up the form or in collecting requisite information/document for the claimant.
- ☞ Collect the Village Map, RoR, Forest map (RF, DPF, PF), which would help in identifying the forestland or status of land applied by Claimants. The Village Map and RoR are available in the Tahasil Office and Forest Map is available in the Divisional Forest Office (DFO).

REQUIREMENT:

- Claim forms
- White Paper
- Format for Record of Claims.

Step – 3

FOREST RIGHTS COMMITTEE MEETING FOR FIXING OF DATE AND TIME FOR CLAIM VERIFICATION

- ☞ Ensure attendance of all the members of FRC
- ☞ Share the purpose of the meeting
- ☞ Share the consolidated report prepared prior to the meeting
- ☞ If there is some conflicting claims or cases, please share it with the members, which would help in strategizing the verification process
- ☞ Ensure participation of all members in the meeting
- ☞ Fix date and time for claim verification
 - ❖ While fixing date and time for claim verification, please ensure that the time and date suits to all claimants
 - ❖ Ensure there should be at least 10 to 15 days gap in between the date of issuance of notice and date of verification (for both Claimant and FD/Revenue)
 - ❖ It is not necessary to complete the verification process in a day.
 - ❖ If the number of claimants is more, you can make a group and accordingly fix time and date for each group
 - ❖ During consolidation of the claims, if you find conflicting cases like, for a single patch of land more than one person has applied, either you fix same date for those claimants or fix separate dates and listen their view separately and try to resolve it.
- ☞ Before conclusion of the meeting, please share the decisions taken in the meeting and ensure that all the members who have attended the meeting have signed the register. (attendance register/ proceedings book)

REQUIREMENT:

- FRC Meeting register
- Intimation letter/Notice
- Consolidated Report of Claims
- Claim Forms

Step – 4

DUE INTIMATION TO CLAIMANTS AND THE FOREST DEPARTMENT

- ☞ Intimate all the Claimants regarding the decision taken in the FRC meeting
- ☞ Share the Purpose of verification and intimate them about the date and time fixed for verification
- ☞ Take signature in the Notice Book after intimating the person
- ☞ Intimate DFO and SDLC with due process (like through letter) and send a copy to SDLC
- ☞ Keep a copy of the letter sent to SDLC in the record file.

REQUIREMENT:

- Notice Book
- Letter dispatch Register
- Record File

Step – 5

SITE VISIT, PHYSICAL VERIFICATION OF CLAIMS AND PREPARATION OF MAPS:

- ☞ Before moving for field verification, please ensure all records like Claim forms, Consolidated Report, Village Map, Forest Map, RoR, white paper/ Note book, are with the verification team.
- ☞ Ensure attendance of all Claimants to whom notices are served including FD and Revenue Department
- ☞ Before moving for field verification and demarcation, share the purpose with Claimants and representatives of authorities concerned (FD/Revenue)
- ☞ Visit each site and Verify nature of claim, whether claim made is on forest land or not with help of Cadastral Village Map/RoR /Forest Map
- ☞ If the land is forestland, then record the extent of total area claimed, if the land is not forestland please intimate the claimant and record the finding.
- ☞ If the area claimed does not match with the area as mentioned in the Claim form, please inform the claimant and make necessary changes.
- ☞ During physical verification collect further evidence or record from the claimant and witnesses.
- ☞ Prepare Map delineating the area of each claim indicating identifiable marks (East, West, South & North, location of the land)
- ☞ After preparation of the map either write the name of the claimant or give a number and mention that number on the claimant form, which would help in latter part in identifying the land or tag the sketch map with the claim form.
- ☞ Record findings/field observations while carrying out physical verification. (This is most important; because this observation would also act as evidence for the Claimant, for example physical attributes of the claims such as permanent improvements made to the land including leveling, bunds, check dams and the like, traditional structures like wells, burial grounds, sacred places etc.)
- ☞ Before moving for next verification, please write the details in the note book or white paper or in Claimant Register.
- ☞ Complete the physical verification of all claimants as per the process cited above.

REQUIREMENT:

- White paper/Pen, Pencil
- Note Book (Clamant Register)
- Record of claims prepared by the FRC (as mentioned in Step 2)
- Claim Forms along with the evidence

Step – 6

PREPARATION OF FINAL MAPS DELINEATING THE AREA OF EACH CLAIM INDICATING RECOGNIZABLE LANDMARKS AND VERIFICATION REPORT

- ☞ After field verification is complete please prepare a rough sketch map, indicating the area claimed by each claimant, its location, total area, name of the claimant etc.
- ☞ If the Maps are available, then write plot number in each claimed area (in case of forestland located inside the village boundary) In case of forest land with forest Department please write the number of forest block, name of forest block (both local and legal name)
- ☞ In Index, Please mention the name of Claimant against the Plot No. as mentioned in the Sketch Map
- ☞ Finalize the observation made during the field verification and record the findings properly.
- ☞ Either the observation/findings can be written in the remark column of consolidation report or in a separate note or in the claimant register (a model page of a claimant register is given in the annexure)
- ☞ Prepare a final verification report on the findings

REQUIREMENT:

- ☞ Drawing Sheet/White Paper
- ☞ Claimant Register
- ☞ Maps (Cadastral and Forest Map)
- ☞ RoR

Note: The Forest Rights Committee has to ensure that claims from pastoralist and nomadic tribes, primitive tribal groups or pre-agricultural community are verified when such individuals, communities or their representatives are present.

Step – A

IN CASE OF CONFLICTING CLAIMS (INTRA VILLAGE CONFLICT)

- ☞ In case of conflicting claims, please identify and prepare a list where claims on particular land is overlapping with different claimants as mentioned in the pre-preparatory work
- ☞ Discuss this matter in the FRC meeting and develop strategy for resolving the issue at the village level.
- ☞ If necessary, take help of elderly persons or record the view of elderly persons
- ☞ During field verification either you can call all the claimants and discuss the matter at that point of time
- ☞ Or, give separate dates to each claimants
- ☞ Record the view of each claimant
- ☞ Ask more evidences or information during physical verification or call elderly person during verification
- ☞ Document each processes adopted for conflicting claims
- ☞ If conflict is not resolved at that point of time, please share the observation made by during the verification process at Gram Sabha/ Palli Sabha Meeting.

REQUIREMENT:

- Claim forms of Conflicting Claims
- Consolidated Report
- Details of conflicting areas (nature of conflict)

Step – B

IN CASE OF CONFLICTING CLAIMS (INTER VILLAGE CONFLICT)

- ☞ Intimate to FRCs of conflicting village with due process (like letter or notice)
- ☞ Intimation letter should specify the purpose of joint meeting, date, place and time
- ☞ If the proposed time or date is not convenient to other village, please sit with them mutually fix a date, time and place
- ☞ Please invite the elderly persons of that area, who can share the past history and help in resolving the issue at local level
- ☞ Discuss the issues in the joint meeting and try to resolve it.
- ☞ If the issue is resolved at Joint Meeting, please write the decisions taken for resolution of conflict and get signed by all the members attended in the meeting and share a copy with them. Submit the findings of the joint meeting to the respective Gram Sabhas in writing.
- ☞ If Gram Sabhas are not able to resolve the conflicting claims then refer the cases to SDLC for resolution. While forwarding it to SDLC, Please mention in brief about the conflict and attach the letter issued for conflict resolution and copy of the proceedings.

REQUIREMENT:

- Claim forms of Conflicting Claims
- Consolidated Report
- Details of conflicting areas (nature of conflict)
- Proceedings Book

Community Forest Rights

Convening of Gram/Palli Sabha by FRC

Determination of Community Forest Rights
(Nature and Extent)

If the Community Forest Rights area is not overlapping with any other Gram/Palli Sabha

Verification of Community Forest Rights area after due intimation to Forest Department

Physical Verification of Community Forest Rights Area and boundary demarcation with clearly recognizable land marks

Sharing in the Gram Sabha and passing of resolution for sharing with interested persons and concern authorities

Sharing of Community Forest Rights verification report with interested persons and concern authorities

Final approval by Gram/Palli Sabha after giving reasonable opportunity to interested Persons and concern authorities

Forwarding of Gram Sabha resolution on community claims to SDLC

If the area is used by more than one Village

Verification of Community Forest Rights area after due intimation to Forest Department and Concerned Gram Sabha

Joint Verification for determination of nature and extent of rights and boundary demarcation with clearly recognizable land marks

Passing of Common Resolution after joint verification on common agreeable points and sharing a copy with the FRC of respective village(s)

Some of the Mandatory Process for Determination of Community Forest Rights

[Steps for Verification and Determination of Community Forest Rights and Community Forest Resource]

Community Forest Resource

Convening of Gram/Palli Sabha by FRC

Determination of Community Forest Resource (Nature and Extent)

If the CFR area is not overlapping with any other Gram/Palli Sabha

If the CFR area is substantially overlapping with other Gram/Palli Sabha

Verification of CFR area after due intimation to Forest Department

Verification of CFR area after due intimation to Forest Department and Concerned Gram Sabha (FRC)

Physical Verification of CFR boundary with clearly recognizable land marks

Joint Verification of CFR boundary demarcation with clearly recognizable land marks

Passing of Common Resolution after joint verification on common agreeable points and sharing a copy with the FRC of respective village(s)

Sharing in the Gram Sabha and passing of resolution for sharing with interested persons and concern authorities

Final approval by Gram/Palli Sabha after due consideration of inputs/comments given by interested Persons and concern authorities

Submission of claims on CFR to SDLC

Some of the Mandatory Process for Determination of Community Forest Resource

Next Pages contains the processes for verification and determination of Community Forest Rights and Community Forest Resource

Verification of Community Forest Rights/Community Forest Resource:

Step 1

PREPARATORY MEETING OF FRC FOR GRAM SABHA:

- ☞ Notice for FRC meeting
- ☞ Ensure attendance of all members in the meeting
- ☞ Fix the date and time for Gram Sabha/Palli Sabha for determination of Community Rights
- ☞ Record the proceedings in the Proceedings Book
- ☞ Ensure signature of all FRC members in the proceedings book.
- ☞ There should be at least 7 to 15 days gap in between the date of issuance of notice to all adult members and meeting date of Gram Sabha/Palli Sabha

REQUIREMENT:

- Notice Book
- Proceedings' Book

Step 2

ISSUANCE OF NOTICE FOR GRAM SABHA/PALLI SABHA FOR DISCUSSION AND DETERMINATION OF COMMUNITY FOREST RIGHTS:

- Intimate all the adult members of the Gram Sabha/Palli Sabha regarding the meeting
- Share the purpose, Place and time of the meeting to each member
- Take signature in the Notice Book after intimating the person

REQUIREMENT:

- Notice Book

Step 3

PRELIMINARY ASSESSMENT OF COMMUNITY RIGHTS/CFR AREAS IN THE GRAM SABHA/PALLI SABHA:

- Prior to initiation of Gram Sabha, ensure attendance/participation of all the adult members including the PTGs, Pastoralists (if, they are residing in the village)
- Ensure attendance/participation of all adult women and quorum of the gram sabha
- Share the purpose of the meeting
- Discuss on the resource dependency (What, Who, How, from where etc.)
- Record the names of other villages/communities those who have been using/depending on the resource within that forest boundary and nature of dependence (if)
- If the village is protecting a forest patch, then try to trace boundary line
- If the boundary line overlaps with any other village/ villages document their name
- Prepare a rough sketch map and show the areas of dependency and nature of dependency with local names
- Ensure involvement of all people, especially MFP gatherers, pastoralists, traditional healers and etc.
- Put the name of other villages on map those who have been using/depending on the forest areas
- Fix the date for determination of CFR area
- Prepare claim on community rights by the FRC in Form B.
- Before closing of Gram Sabha take signature of all people participated in the meeting

REQUIREMENT:

- Proceedings Book
- Claim Form - B

Step 4

PRE-PREPARATORY EXERCISE FOR VERIFICATION OF COMMUNITY RIGHTS, DEMARCATION OF TRADITIONAL/ CUSTOMARY BOUNDARY AND FOREST AREA UNDER PROTECTION:

- Put all the information gathered in the preliminary meeting of Gram Sabha on the map and finalize the record of claim for community rights.
- If the boundary overlaps with any other Gram Sabha or any other villages/communities depending on the resource, then prepare a list of such villages
- Collect the details of FRCs of concerned villages, especially the name of President/Secretary, address etc.
- Issue Notice to all overlapping villages/ villages depending on the forest area
 - The notice should contain the purpose, date, time and place of verification
- Issue Notice/Letter to Forest Department & Revenue Department on verification process with a copy to SDLC
 - The notice should contain the purpose, date, time and place of verification
- There should be at least 15 to 25 days gap in between the date of issuance of notice and meeting date of verification

REQUIREMENT:

- Proceedings Book
- Sketch map
- Pen/Pencil
- Notice Book

Step 4

FIELD VERIFICATION AND DEMARCATION OF COMMUNITY FOREST RIGHTS/CFR AREA:

- Ensure attendance of all representatives to whom notices are served
- Before moving for field verification and demarcation, share the purpose with the representatives (FD/Revenue/Other villages)
- Take help of the elderly people, if necessary
- Show them the rough sketch map prepared in the Gram Sabha and explain the details to them
- If they have any query, please respond
- Move to the area along with the representatives of other villages including FD and Revenue Department
- During demarcation, please put recognizable landmarks (like nala, road, tree, stone, local names etc.) on the sketch map, so that in future it can be easily identified.
- After completion of verification please sit with all representatives and document the rights/access which is agreeable to everybody.
- Pass a resolution on the common agreement and ensure signature of all persons participated in the process should be there and give the signed copy to each villages
- Prepare proceedings on verification process and get signed from all the members participated in the verification process.

REQUIREMENT:

- Sketch Map
- Forest Map
- Cadastral Map
- Proceedings Book

Step 5

PREPARATION OF VERIFICATION REPORT:

- Issue notice for FRC meeting
- Invite the people other than the FRC members participated in verification process
- Ensure participation of all FRC members including the women
- Prepare final report based on the discussion held at Gram Sabha (step 4) and Joint verification
- Finalize the Sketch Map
 - Name of the areas should be mentioned on the map (local name, or RF/PF/DPF name)
 - Show the resource use areas with name
 - Demarcate the boundary with the known or identifiable earmarks
 - Mention the name of the areas on the blank side of the map or you can use additional paper and write the resource use pattern (what you are collecting, when and its usage)
 - Overlapping areas should be shown in the CFR map with the local name
 - Mention the name of other villages/ communities those have been using or depending upon the resource
- Collect the required evidences in support of CFR claim. Some of the evidences might be
 - Kendu leaf Card
 - Sacred Places/tree/groves
 - Ponds
 - Old structures
 - Govt. implemented programs
 - Resolution copies of forest protection
 - Portions from working plan or management plan of FD
 - Resolution Copies of Forest Protection
 - Any other
- Fix date for Sharing of Community Forest Rights and CFR in the Gram Sabha/Palli Sabha
- Before concluding the meeting ensure signature of all the members attended the meeting

REQUIREMENT:

- Proceedings Book
- Notice book
- Joint Verification Report
- Sketch map
- Pencil/Pen

**Post Verification
and
Determination
of Forest Rights
Claim Process**

Step 1

Intimation to all the members of Gram Sabha/Palli Sabha for Sharing Verification Report

- ☞ Intimate all the adult members of the Gram Sabha/Palli Sabha including women.
- ☞ Share the purpose, Place and time of the meeting to each member.
- ☞ Take signature in the Notice Book after intimating the person.

REQUIREMENT:

- Notice book

Note:

Ensure prior to Gram Sabha/Palli Sabha all the required formalities have been completed like Final Verification Report, Claimant Forms, Form B, Consolidated Report, Joint Verification Report, Proceedings copy of 1st Gram Sabha, Copies of notices issued at various times, Evidences, maps (both Individual Claim map and CFR map) etc.

Step 2

SHARING OF 1ST DRAFT VERIFICATION REPORT IN THE GRAM SABHA/PALLI SABHA:

- ☞ Prior to initiation of Gram Sabha/Palli Sabha, ensure attendance of all the adult members including the PTGs, Pastoralists (if, they are residing in the village)
- ☞ Ensure that attendance of all adult women and other requisite formalities are fulfilled like quorum
- ☞ Share the purpose of the meeting
- ☞ Present the Report of Claim verification
 - ***In case of Individual Claim:*** share how many claims were received, how the verification was carried out, observation made during field verification, No. of claims disqualified, Reasons for disqualification (if any)
 - ***In case of CFR:*** Share how the process was initiated, Number of meetings held, persons presented, types and nature of claims, share the joint verification report, common agreements, if joint verification was not held then why, share the CFR Map and explain the contents of CFR Map, Share the extent and nature of dependency of other villages, findings.
 - Any other issues (like non attendance of other villages, non availability of forest and other scaled maps and etc.)
- ☞ Give adequate opportunity to the communities or resource dependent groups for presenting their view
- ☞ If anyone was left out and his/her name cropped up during the discussion or any suggestion came in the process please record it
- ☞ Before adoption of 1st Draft Report, if any conflicting things came or suggestion came, please present it before the Gram Sabha and take final decision
- ☞ In the resolution it should be mentioned that, Gram Sabha has authorized FRC to share the summary report with the interested persons and concerned authorities
- ☞ Before concluding the meeting, please share the summary of decision taken

REQUIREMENT:

- ☞ Proceedings Book
- ☞ Verification Report along with the Sketch Map
- ☞ Claim Forms

Step 3

SHARING OF REPORT WITH INTERESTED PERSONS AND AUTHORITIES CONCERNED:

- ☞ Rule 4 (c) of Forest Rights Rule, 2008 mentions that Gram Sabha has to give reasonable opportunities to interested persons and authorities concerned prior to submission of final report on forest rights claim to SDLC.
- ☞ As there is no clarification regarding interested persons and authorities concerned, so the draft report should be sent to Forest Department, Revenue Department and other villages those who have been using or depending upon the resources.
- ☞ The report should carry a covering letter by requesting them for their suggestion and feed back.
- ☞ Don't forget to mention the deadline, in which they have to submit their opinion to Gram sabha in writing.
- ☞ Put the sketch Map and Summary of Individual claims in the central place of Village for opinion of the villagers
- ☞ Wait till the final date as mentioned in the letter.

REQUIREMENT:

- ☞ Dispatch Register
- ☞ White Paper (for writing of letter)
- ☞ 1st Draft Report of Forest Rights Claim as adopted in the Gram Sabha/Palli Sabha
 - Consolidated Report of Individual Claim
 - Sketch Map of Individual Claim with
 - Community Forest rights Claim along with the Sketch Map

Step 4

INTIMATION TO GRAM PANCHAYAT FOR CONVENING FINAL GRAM SABHA

- After completion of the time period, write a letter to Gram Panchayat for convening final Gram Sabha/Palli Sabha with a date, time and place.
- Make sure that Gram Panchayat has issued letter in this regard
- After issuance of Notice by Gram Panchayat for final Gram Sabha/Palli Sabha, ensure that the information reached to all adult members
- Based on the Gram Panchayat, FRC can issue letter to all adult members
- Share the purpose of the meeting, date, time, place and take sign from each adult members of the Gram Sabha/Palli Sabha

REQUIREMENT:

- Letter to Gram Panchayat for convening the final Gram Sabha/Palli Sabha for adoption of Final Forest Rights Claim Report
- Notice Book

Step 5

FINAL GRAM/PALLI SABHA FOR ADOPTION AND SUBMISSION OF REPORT:

- ☞ Prior to initiation of Gram Sabha, ensure attendance of all the adult members including the PTGs, Pastoralists (if, they are residing in the village)
- ☞ Ensure that attendance of all adult women and other requisite formalities are fulfilled like quorum
- ☞ Share the purpose of the meeting
- ☞ Present the suggestion and comment or feedback received from any interested person or authorities concerned (if, anything came)
- ☞ Give opportunity to persons residing in the Gram Sabha for their opinion
- ☞ If anything new comes up then try to resolve it at Gram Sabha or take necessary action for any change or modification in the final report
- ☞ Adopt a unanimous resolution in support of the report prepared by the FRC
- ☞ In the resolution it should be mentioned that, Gram/Palli Sabha has authorized FRC/ Panchayat Secretary to submit the final report on Forest Rights Claim to Sub-Divisional Committee on Forest Rights
- ☞ And submit the report to SDLC, either through Panchayat Secretary or person authorized by the Gram Sabha
- ☞ Before concluding the meeting, please share the summary of decisions taken and take signature of all the members who attended the Palli/Gram Sabha.

REQUIREMENT:

- ☞ Proceedings Book
- ☞ Verification Reports (Both Individual and Community Claims)
- ☞ Sketch Map
- ☞ Opinion of Interested Persons and authorities concerned (if)

FINAL REPORT

Before SUBMISSION of Final Forest Rights Claims to SDLC Please ensure that the followings documents are attached:

- ☞ Letter to SDLC
- ☞ Copy of Final Resolution adopted in Gram/Palli Sabha (Ensure signature of all the adult members who attended the meeting)
- ☞ Consolidated Forest Rights Claim Report (Individual/Form – A)
- ☞ Verification Report ((Individual Claims)
- ☞ “A” Form
- ☞ “B” Form
- ☞ Community Forest Rights Claim Report including area under protection and management by the communities
- ☞ Sketch Map
 - ❖ if two separate maps are prepared, one of which is for Individual Claim and the other for Community Forest Rights Claim, then please give two maps
 - ❖ If the village is claiming rights over the Community Forest Rights, please submit the Community Forest Right Map

Important Note:

- ❖ **Keep Copies of all the documents along with the forwarding letter sent to SDLC in Palli/Gram Sabha**
- ❖ **Keep all records in a safe place so that in future it would help if any legal problem arises**

- Intimation to Claimant prior to verification of her/his Claim
- Intimation to Forest Department/ Revenue Department prior to Field verification of claims
- Intimation to other villages prior to demarcation of Community Forest Resource (if the CFR area substantially overlaps with the boundary of other Gram Sabhas OR, the area is used by more than one Gram Sabha)

Model Letters

Letter to Claimant:

FOREST RIGHTS COMMITTEE (Name of the FRC, if any)

Name of the Village: _____

Date of Notice: _____

Notice No.: _____

To

_____ **(Name of the Claimant)**

Subject: Verification of Claims

Dear Mrs/Mr _____,

As per the requirement of Section 11 (2)(iv) and 12 of the Scheduled Tribes and Other traditional forest dwellers (Recognition of Forest Rights) Rules, 2008, the Forest Rights Committee is going to verify the claims submitted by you on date.....

You are therefore requested to remain present in the forest land on which claim is being made and to cooperate in the process of verification.

Yours,

Signature of

President of FRC

Secretary of FRC

Letter to Forest Department/Revenue Department:

FOREST RIGHTS COMMITTEE (Name of the FRC, if any)

Name of the Village: _____

Date of Notice: _____

Notice No.: _____

To

The Divisional Forest Officer

Name of the Forest Division:

Subject: Verification of Forest Rights Claim

Dear Madam/Sir,

As per the requirement of Section 11 (2)(iv) and 12 of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Rules, 2008, you are here by informed that the Forest Rights Committee of village..... is going to verify claims submitted on forest rights according to the verification plan attached with this letter. You are requested to attend the verification process which is scheduled to be held on__ at __and provide your valuable suggestion.

Yours,

Signature of

President of FRC

Secretary of FRC

Copy to; Sub-divisional Committee, Range Officer, Revenue Inspector (if forestland comes under jurisdiction of Revenue Department)

Letter to other Gram Sabha for CFR Demarcation:

FOREST RIGHTS COMMITTEE (Name of the FRC, if any)

Name of the Village: _____

Date of Notice: _____

Notice No.: _____

To

The President

_____ (mention the name of Village) Forest Rights Committee (exp:- Ramgiri Forest Rights Committee)

_____ (mention the name of Village) Forest Rights Committee (example- Mandiabiri Forest Rights Committee)

Subject: Determination of Community Forest Resource

Dear Madam/Sir,

As per the requirement of (2) of Rule 11 of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Rules, 2008, you are informed that the Gram Sabha of village..... is going to determine the Community Forest Resource on -----(date) at -----(time). As the community residing in your village have been using / depending on the resources, so you are hereby intimated to please make sure the presence of all during the verification and demarcation process failing which no complain will be entertained in future.

Yours,

Signature of

President of FRC

Secretary of FRC

Copy to; Sub-divisional Committee, Range Officer, Revenue Inspector (if forestland comes under jurisdiction of Revenue Department)

Letter to Sub-Divisional Committee:(in case of conflict)

FOREST RIGHTS COMMITTEE (Name of the FRC, if any)

Name of the Village: _____

Date of Notice: _____

Notice No.: _____

To

The Chairperson

_____ (Write the Name of the Sub-Divisional Committee, for example – Kuchinda Sub-Divisional Forest Rights Committee)

Subject: Resolution of Conflict arising out of Demarcation of boundary of Community Forest Resource

Dear Madam/Sir,

As per the requirement of (3) of Rule 11 of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Rules, 2008 prior to demarcation & verification of Community Forest Resource, we have duly intimated other Gram Sabhas. The copy of letter issued to each Gram Sabhas is attached with this letter for your ready reference. During the verification & demarcation process, a problem has arisen on the demarcation of boundary line, which could not be resolved during joint verification meeting. As per the (3) of Rule 11 of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Rules, 2008, we are intimating you and requesting for quick resolution of the issue mentioned. Further for your reference we have attached a copy of the meeting held on _____ at _____.

Yours,

Signature of

President of FRC

Secretary of FRC

Copy to; Sub-divisional Committee, Range Officer, Revenue Inspector (if forestland comes under jurisdiction of Revenue Department)

Annexure

- ☞ **Sample Copy of Notice**
- ☞ **Sample Copy Claimant Register**
- ☞ **Sample Format of Consolidated Claim**

Sample Copy of Notice

Date of Notice: _____

Notice No.: _____

Purpose of Notice:

Signature of FRC President

FRC Secretary

Signature of persons to whom notice has been served:

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

N.B.:

☞ **Under the purpose of notice, please mention the purpose, time and venue and ensure signature of all the persons to whom notice has been served.**

Sample Page of a Claimant Register

Cover Page of the Register:

Name of the Village:

Name of the Gram Panchayat:

Status of Village: Revenue/Forest Village

Name of the District:

Name of the Sub-Division:

Name of the Tahasil:

Name of the Revenue Circle:

Name of the Forest Division:

Name of the Range:

Name of the Forest Section:

Name of the Forest Beat:

Date of FRC Formation:

Name of the FRC Members:

- 1.
- 2.
- 3.
- 4.

Total Number of Claim Form Received:

Sample Page of a Claimant Register

Claimant Page

Name of Claimant:

Name of the Spouse:

Category of Claimant:

- **Forest Dwelling Scheduled Tribe:**
 - **Primitive Tribe:**
 - **Nomadic:**
- **Other Traditional Forest Dweller:**
- **Pastoralist:**

Date of Form Submission:

Receipt No.:

Nature of Claim:

Extent of Claim:

Location:

Documentary Evidences annexed with the Claim Form:

- 1.
- 2.
- 3.

Details of Notice(s) issued:

Date of Notice	Purpose of Notice

Findings of Field Verification: (Date of verification)

Signature of Verification Team Members:

Consolidated Claim Report

Receipt No.	Name of the Claimant/ Claimants	Sex	Age	Relationship with Claimant	Fathers' Name	Mothers' Name	FDST/OTFD	Claim		Forest Type			Documentary Evidences attached	Remark
								Nature	Extent	Rev. F (Plot No.)	Compartment No.	Coupe No.		

N.B:

- Receipt No.: Write the serial number of the receipt given by FRC after receiving the claim form.
- Name of the Claimants: If the number of claimant is more than one, please write the name of claimants
- Relationship with Claimant: Write the relationship of claimants with 1st Claimant
- FDST: Category of Claimant, whether the claimant belongs to Forest Dwelling Scheduled Tribe or Other Traditional Forest Dweller
- Nature of Claim: Whether of Claim is on land or homestead or both.
- Extent of Claim: Approximate Area (as mentioned in the Claim form)

- Rev. F: Revenue Forest land: If the claim is on the revenue forest land (forestland within the boundary of a revenue village), then mention the Plot No. (Plot No. is available from Village Cadastral Map)
- Compartment No.: For management purpose each Reserved Forest/Demarcated Protected Forest is divided into compartments and each compartment bears a number. If the Claim is falling under the R.F, please mention the number of the compartment. The number can be obtained from DFO, Office by asking compartment map of the Reserved Forest.
- Coupe No.: Apart from Reserved Forests, other forest land under State Forest Department is divided through coupe number. This information can be obtained from DFO, Office.
- Documentary Evidences: Write the name of the documents attached by the claimant with Claim form.

This format is developed by the SDLC of Gajapati District.

About FRA Facilitating and Monitoring Cell:

The FRA Facilitating and Monitoring Cell is a State level support centre which work with civil society groups and networks, community and PRI members, government agencies, and people's representatives for effective implementation of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 in the state of Orissa.

Key Objectives:

- ☞ Ensuring livelihood and food security of the forest dependent Scheduled Tribes and other traditional forest dwellers by securing right of access to forest and biodiversity.
- ☞ Strengthening the process of participatory conservation of forest and biodiversity by facilitating assertion of community right over protection, conservation and management of community forest resources, thereby strengthening the conservation regime in the state.
- ☞ Building capacity of the community and institutions of local self-governance at the grassroots level to carry out the empowered functions of protection and conservation and sustainable use of forest and biodiversity.
- ☞ Ensuring proper implementation of Forest Rights Act through monitoring the process of implementation and sharing the findings with appropriate bodies and agencies.

For more please visit www.fra.org.in, www.vasundharaorissa.org,

Contact No.: (0674)2542011/012/028,

FRA Helpline: 1800 3456 771 (8 a.m. to 8 p.m.)

This Process note is based on the processes adopted by various Palli Sabhas in the State of Orissa during Claim Verification.