



Government of West Bengal
Directorate of Forests

**Office of the Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal**

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No. **1449** / MKT / 2M- 1040

Dated **16**. 01. 2023

To : All the Chief Conservator of Forests, West Bengal
All the Conservator of Forests, West Bengal
All the Divisional Forest Officers, West Bengal

Sub : Standard Operating Procedure (SOP) for issue of No Objection Certificate for export of Agarwood Chips, Powder and Agar Oil from artificially propagated source and Notification for export of new quota / extension of time for export of quota for Agarwood Chips / Powder and Agar Oil – reg.

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In connection with the subject mentioned above I am directed to send herewith copy of the Assistant Inspector General of Forests, Ministry of Environment, Forest & Climate Change (SU Division), Govt. of India's E.F. No. 5-13/2021-SU Dated 10. 01. 2023 for your information and guidance.

Encl : As above

(S. Sengupta, IFS)
Chief Conservator of Forests,
Headquarters, West Bengal

No. **10450** / MKT / 2M- 1040

Dated . 01. 2023

Copy alongwith copy of the enclosure mentioned above forwarded for information to :

1. The Managing Director, West Bengal Forest Development Corporation Limited
2. The Principal Chief Conservator of Forests, Wildlife & CWLW, West Bengal
3. The Principal Chief Conservator of Forests, General, West Bengal
4. The Principal Chief Conservator of Forests, Research, Monitoring & Development, West Bengal
5. The Principal Chief Conservator of Forests & CEO, CAMPA, West Bengal
6. All the Additional Principal Chief Conservator of Forests, West Bengal

Chief Conservator of Forests,
Headquarters, West Bengal

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circulate to all
DFOs & CCFS
12.01.2023

E.F. No. 5-13/2021-SU
Government of India
Ministry of Environment, Forest & Climate change
(SU Division)

Agni Wing, 4th Floor,
Indira Paryavaran Bhawan,
Jor Bagh Road, Ali Ganj,
New Delhi – 110003

Dated: 10th January, 2023

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SOP) for issue of No Objection Certificate for export of Agarwood chips, powder and Agar oil from artificially propagated source and Notification for export of new quota/extension of time for export of quota for Agarwood chips/Powder and Agar Oil - regarding.

In order to standardize the procedure for issue of No Objection certificate (NoC) for export of Agarwood chips, powder and Agar oil from artificially propagated source, the following Standard Operating procedure shall be followed:-

- i. The firm intending to export Agarwood chips, powder and Agar oil shall apply to Directorate General of Foreign Trade for issue of export license.
- ii. The Director General of Foreign Trade shall check the following documents before forwarding the application to the Ministry of Environment, Forest and Climate Change (SU Division):-
 - (a) Attested copies of certificate of origin issued by an officer of the State authorized by concerned State Government from where the stocks were procured, giving details of the date of procurement from legal sources and quantities procured. The Certificate of Origin should have at least six months validity period;
 - (b) The Certificate of Origin should also mention that the plantation from which Agarwood was obtained is registered with the State Government.
 - (c) A certificate of the current position of the stocks so procured and available with the applicant given after physical verification of the stock, by the competent authority nominated for the purpose by the PCCF. The signature and seal of the signing authority should be visible on the Certificate.
 - (d) A purchase order/sale agreement issued by concerned firm who intend to import the material shall bear their seal and signature.
 - (e) Coloured photographs of the material duly certified by the competent authority of the State Forest Department.
 - (f) The quantity applied in the application may also be checked with the quantity mentioned in the Certificate of Origin.
 - (g) An undertaking from the firm that items of agarwood proposed to be exported has been harvested from plantation following all conditions of CITES for harvesting of agarwood.
- iii. After ensuring the documents of the firm, DGFT shall forward the application of the Agarwood chips, powder and Agar oil from artificially propagated source to the SU division of this Ministry through email/online portal/hard copy.
- iv. SU Division shall check all the documents received from DGFT complete in all manners, along with signature and designation on the documents.

(SANJAY KUMAR)
DIRECTOR GENERAL OF FOREIGN TRADE

- v. Upon satisfactory receipt of the proper documents, the SU Division shall forward the application along with the documents to CITES Management Authority of India and State Forest Department for comments/verification.
- vi. The CITES Management Authority shall examine the application with respect to CITES quota established for the export of red sanders. After examining the application in all necessary respects, the CITES Management Authority may issue its NoC to the SU Division for allowing export of agarwood chips, powder, oil by DGFT.
- vii. The concerned State Forest Department/UT shall check the genuineness of the documents attached with the application along with the physical inspection report submitted by the concerned officer of the Forest Department. The Physical inspection of the material should be carefully checked by the concerned State Forest Department as the Ministry does not physically verify the material intended to be exported.
- viii. Based on the report received from CITES Management Authority and State/ States Forest Department, the Ministry may issue its 'NoC' to DGFT for issue of export license to the concerned firm/organisation for export of agarwood material.
- ix. The Ministry/SU Division may issue NoC for export of agarwood chips/powder/agar oil within 30 working days after receipt of the reports from State Forest Department and CITES Management Authority.
- x. Based on the NoC of the Ministry, DGFT shall issue export license to the concerned firm for export of agarwood chips/powder/agar oil.
- xi. Before export of the material/during the export, the concerned authorities such as Custom and Wildlife Crime Control Bureau (WCCB) shall verify the material as species wise, dimension wise, grade wise, volume, weight etc. as per their normal rules and procedures.

Issue of New Quota/Extension of balance quota

Notification for export of new quota of agarwood/extension of time for export of balance quota of agarwood chips/powder/ agar oil is given with the approval of DGF&SS.

(Sanjay Kumar Chauhan)
Assistant Inspector General of Forests
E-mail: sudiv-mofcc@gov.in

- (i) The Principal Chief Conservator of Forests & HoFF, Department of Forest, All States/UTs.
- (ii) The Chairman, Central board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, New Delhi (E-mail: chmn-cbic@gov.in)
- (iii) The Director General, Directorate General of Foreign Trade, Ministry of Commerce and Industry, Udyog Bhawan, New Delhi.(E-mail: dgft@nic.in)
- (iv) IGF(WL), MoEF&CC, New Delhi
- (v) The Additional Director, Wildlife Crime Control Bureau, New Delhi. (E-mail: adddir-wccb@gov.in).

Copy for information to:-

- (i) PS to Hon'ble MEF&CC
- (ii) PPS to DGF&SS
- (ii) PPS to ADG(Forest)
- (iii) PPS to ADG(FC)
- (iv) PPS to ADG(WL)
- (v) PPS to IGF(SU)