



STANDARD OPERATING PROCEDURE (SOP)

FOR CONDUCTING 'PLANTATION DRIVE'



UTTARAKHAND STATE LEGAL SERVICES AUTHORITY

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STANDARD OPERATING PROCEDURE (SOP) FOR CONDUCTING 'PLANTATION DRIVE'

1. Extent and commencement

- 1.1. This Procedure shall be called '**Standard Operating Procedure (SOP) for conducting 'Plantation Drive'** (*hereinafter as 'the SOP'*) and shall be applicable to all plantation drive organized by the District Legal Services Authorities (*hereinafter as DLSAs*) and Tehsil Legal Services Committees (*hereinafter as TLSCs*) as per the directives of Uttarakhand State Legal Services Authority (*hereinafter as UKSLSA*).
- 1.2. It shall come into force from the date of its approval by the Hon'ble Executive Chairman, UKSLSA.*

2. Objectives

- 2.1. To increase green cover with native and site-appropriate species.
- 2.2. To ensure that plantation is suited to Uttarakhand's hill, valley and plain conditions.
- 2.3. To create district-level ownership of plantation sites through DLSA-led supervision, PLV support and public participation.
- 2.4. To ensure survival of planted trees through protection, maintenance, adoption and regular monitoring.

3. Purpose

- 3.1. To ensure a state-wide plantation drive that is scientific, coordinated and sustainable.
- 3.2. The plantation drive shall focus not only on planting saplings but also on their protection, watering, maintenance, adoption and survival.
- 3.3. The drive shall promote environmental protection, public participation, legal awareness and community ownership through the legal services institutions of the State of Uttarakhand.

4. Coordination Framework

- 4.1. Each DLSA shall be the Coordinating and nodal implementing authority at the district level and shall carry out the plantation drive as per this SOP and any further directions issued by UKSLSA.
- 4.2. A District Plantation Coordination Committee shall be constituted in each district consisting of the Secretary, DLSA, as the Chairperson, one Sub-Divisional

Magistrate nominated by the District Magistrate and one representative of the Forest Department not below the rank of Ranger, nominated by the Divisional Forest Officer.

- 4.3 The Forest Department shall provide technical support in species selection, site suitability, sapling supply, planting method and post-plantation care.
- 4.4. The District Administration shall provide administrative support, local coordination, permissions, logistics and convergence with other departments.
- 4.5. Local bodies, educational institutions, NGOs, resident welfare groups, community institutions, Bar Associations and other civil society stakeholders shall assist in implementation.

5. Roles of DLSAs

- 5.1. Identify plantation sites in each district, including court premises, ADR Buildings, legal aid clinics, schools, colleges, jails, hospitals, government buildings, public parks and other suitable public places or spaces.
- 5.2. Convene a district plantation coordination committee under the chairmanship of the Secretary DLSA.
- 5.3. Mobilize judicial officers, Bar Associations, panel lawyers, Legal Aid Defense Counsel, PLVs, students, local citizens and institutional stakeholders.
- 5.4. Maintain plantation records, including site details, species planted, number of saplings, date of plantation, adoption status and survival status.
- 5.5. Submit compliance and survival reports to UKSLSA at prescribed intervals.

6. Role of Forest Department

- 6.1. The Forest Department shall inspect the site and recommend suitable species based on altitude, soil, rainfall, slope and local ecology.
- 6.2. The Forest Department shall provide healthy saplings from approved nurseries and issue technical instructions for plantation.
- 6.3. The Forest Department shall also guide on spacing, pit preparation, tree guards, mulching, watering and replacement of dead saplings.
- 6.4. The Forest Department shall designate a Nodal officer for each district or division or cluster of plantation sites to coordinate with the DLSA.
- 6.5. The Forest Department may facilitate distribution of free saplings for public, institutional and adopted plantation sites, subject to availability and departmental procedure.

7. Role of Para Legal Volunteers

- 7.1. PLVs shall act as field-level facilitators for awareness generation, community mobilization, site identification and follow-up reporting.
- 7.2. PLVs shall assist the DLSA in organizing plantation events, identifying community spaces and encouraging local participation.
- 7.3. PLVs shall conduct door-to-door and community-level awareness regarding the importance of plantation, protection of trees, climate resilience and community responsibility.
- 7.4. PLVs shall report to the DLSA any issue relating to sapling damage, grazing, fire risk, water shortage, encroachment or dead saplings for timely corrective action.
- 7.5. PLVs shall assist in follow-up monitoring of plantation sites and support community stewardship to ensure survival of saplings.

8. Role of Other Stakeholders

- 8.1. District administration shall provide administrative coordination, permissions, logistics and inter-departmental support.
- 8.2. Local bodies including Nagar Nigam, Nagar Palika, Nagar Panchyats, Panchayats, educational institutions, NGOs, youth groups, resident welfare groups and community volunteers shall assist in plantation, watering, guarding and maintenance.
- 8.3. Bar Associations, Legal Aid Defense Counsel staff, court staff and community volunteers may participate in plantation and awareness activities.
- 8.4. Community stakeholders shall be encouraged to adopt plantation sites for regular watering, guarding and survival monitoring.

9. Site Identification and Preparatory Steps

- 9.1. Each DLSA shall prepare a district-wise list of potential plantation sites in consultation with the District Administration, Forest Department and other local bodies.
- 9.2. Site identification shall consider land availability, ownership/permission status, water access, soil condition, slope, exposure to grazing and feasibility of protection.
- 9.3. Each site shall be categorized as:
 - Institutional site.
 - Roadside site.
 - Public Park or open area.



- Court or office campus.
- Adoptable community site.
- Forest department's sites
- Other site approved by the competent authority.

9.4. Prior to plantation, the following preparatory works shall be completed:

- Site inspection.
- Pit marking and digging.
- Soil conditioning.
- Sapling procurement.
- Arrangement of water source.
- Tree guards/fencing where needed.
- Allocation of nodal responsibility.
- Community/adopter identification.



10. Tree Adoption Model

10.1. A tree adoption model shall be introduced to ensure long-term care and survival of saplings. Under this model, a PLV, school, college, institution, NGO, resident group, panchayat or other willing stakeholder may adopt a tree or a plantation patch.

10.2. The adopting entity shall undertake:

- Periodic watering.
- Basic guarding and monitoring.
- Reporting of damage or disease.
- Support in mulching and cleanliness around the sapling.

10.3. The DLSA shall maintain an adoption register containing the name of the adopter, site, species, number of saplings adopted and review status.

10.4. Adoption shall be voluntary and shall not create any legal right over the land; it shall only confer responsibility for care and maintenance of the planted saplings.

11. Distribution of Free Saplings

11.1. Free saplings may be distributed by the Forest Department, subject to availability, to DLSAs, schools, colleges, local bodies, public institutions and community groups for plantation purposes.

- 11.2. DLSAs may coordinate with the Forest Department for allotment and delivery of free saplings for identified plantation sites.
- 11.3. Saplings distributed free of cost shall be recorded site-wise and species-wise for transparency and follow-up.
- 11.4. Saplings should preferably be issued with guidance on species suitability, planting method and aftercare requirements.

Note- The DLSAs may also receive saplings and tree guards from Non-Governmental Organizations (NGOs), corporate entities, charitable institutions or other public-spirited individuals and organizations willing to contribute to the Plantation Drive.

12. Category-wise Tree Species for Plantation

- 12.1. Plantation shall be undertaken category-wise according to local altitude, soil condition, rainfall and terrain.
- 12.2. In hill and mid-hill areas, species such as **Deodar, Banj Oak, Rhododendron, Utis, Kaphal and other native broadleaf species** shall be preferred.
- 12.3. In lower hills and transitional zones, **Chir Pine, Blue Pine, Walnut, Maple, Bhimal, Kachnar, and other native mixed species** may be used where suitable.
- 12.4. In plains and foothill areas, **Sal, Shisham, Khair, Semal, Haldu, Jamun, Neem, and other native plain species** shall be preferred.
- 12.5. In riverbanks and erosion-prone sites, **Utis, Banj Oak, Bamboo, Salix species and other soil-binding native species** shall be planted.
- 12.6. In fruit-bearing and community plantation sites, **Amla, Jamun, Walnut, Fig species, Bedu and other locally suitable fruit trees** may be used.
- 12.7. In high-altitude and alpine-suitable sites, only **cold-tolerant native species approved by the Forest Department** shall be planted, including Rhododendron, Bhojpatra, Blue Pine, Fir and other appropriate species.
- 12.8. Monoculture plantation shall be avoided unless specifically advised by the Forest Department for a particular site.
- 12.9. The Forest Department may, having regard to the local climatic and ecological conditions, recommend any other suitable species for plantation.

13. Plantation Procedure

- 13.1. The DLSA shall hold a pre-plantation meeting with the Forest Department, District Administration, PLVs and other stakeholders.
- 13.2. A site survey shall be conducted to identify land availability, irrigation access, soil condition and protection requirements.
- 13.3. Pit digging shall be completed in advance as per species and terrain requirement.
- 13.4. Saplings shall be planted preferably during monsoon or other suitable rainy period on the direction of UKSLSA.
- 13.5. Each site shall have a nominated responsible officer for post-plantation follow-up.
- 13.6. Plantation shall be recorded through photographs and registers.

14. Protection and Preservation

- 14.1. Tree guards, fencing or other physical protection shall be arranged with the help of other Government departments, agencies, local authorities such as Nagar Nigam etc. wherever necessary.
- 14.2. Saplings shall be watered regularly, especially during the first two to three years.
- 14.3. Mulching, basin formation and soil conservation measures shall be used to retain moisture.
- 14.4. Plantation sites shall be protected from grazing, fire, encroachment, and trampling.
- 14.5. Dead, damaged, or missing saplings shall be replaced promptly in the next plantation cycle.
- 14.6. Local institutions, PLVs and community volunteers shall be encouraged to adopt plantation sites for ongoing care.

15. Monitoring, Reporting and Review

- 15.1. Every DLSA shall maintain a plantation register, survival register and adoption register. (Specimen formats of the registers are enclosed herewith as **Format-I**).
- 15.2. The register shall contain species-wise, site-wise, date-wise and adopter-wise details of plantation.
- 15.3. Survival assessment shall be conducted at regular intervals and reported to UKSLSA.

- 15.4. The Forest Department shall provide technical review of survival and maintenance.
- 15.5. Final seasonal compliance reports shall be compiled by each DLSA and submitted to UKSLSA, as per the prescribed format attached as **Format-II**).
- 15.6. UKSLSA may call for consolidated district-wise reports, photographs and progress statements as required.

16. Awareness and Participation

- 16.1. Plantation drives shall be combined with legal awareness and environmental awareness programmes.
- 16.2. Messages on conservation of trees, climate resilience and community responsibility shall be disseminated during the drive.
- 16.3. Participation of students, PLVs, community representatives, Bar Associations, and local volunteers shall be encouraged to create wider social ownership.
- 16.4. During the plantation Drive, the DLSAs shall, in coordination with the Forest Department, undertake awareness programmes to educate the general public about protected trees and the need for their conservation and preservation in accordance with the policy of the State of Uttarakhand.

17. Checklist for DLSAs

Before plantation drive:

- Site identified and verified.
- Permission/consent obtained, if required.
- Forest Department consulted.
- Sapling species finalized.
- Saplings arranged.
- Pits prepared.
- Water source identified.
- Tree guards/fencing arranged.
- PLVs and stakeholders assigned duties.
- Adoption partners identified.
- Reporting format ready.

After plantation drive:

- Photo documentation completed.
- Register updated.
- Watering schedule fixed.
- Adopter list prepared.



- Survival follow-up date fixed.
- Report sent to UKSLSA.

18. Compliance

- 18.1. All DLSAs shall implement this SOP in letter and spirit.
- 18.2. The concerned District Judge/Chairman and the Secretary of the DLSA shall be responsible for ensuring effective implementation of this SOP, strict compliance therewith and periodic review of the Plantation Drive to achieve the intended objectives.
- 18.3. No deviation from the prescribed species selection, plantation methodology or identified plantation sites shall be made without prior consultation with the Forest Department and wherever required, the UKSLSA.



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FORMAT-I**REGISTERS TO BE MAINTAINED BY THE DLSAs REGARDING**
‘PLANTATION DRIVE’**A - Plantation Register**

S.N.	No. of saplings planted	Name of the Species of saplings	Date of plantation	Site/place where saplings planted

B - Survival Register

S.N.	No. of saplings planted	Name of the Species of saplings	Date of plantation	Site/place where saplings planted	Survival Status of the saplings plants (As on.....)

C - Adoption Register

S.N.	No. of saplings planted	Name of the Species of saplings	Date of plantation	Site/place where saplings planted	No. of plants adopted	Name & Contact details of the Adopter

REPORTING TO UTTARAKHAND SLISA, NAINITAL REGARDING ‘PLANTATION DRIVE’

S.N.	No. of saplings planted	Name of the Species of saplings	Date of plantation	Site/place where saplings planted	No. of plants adopted	Name & Contact details of the Adopter