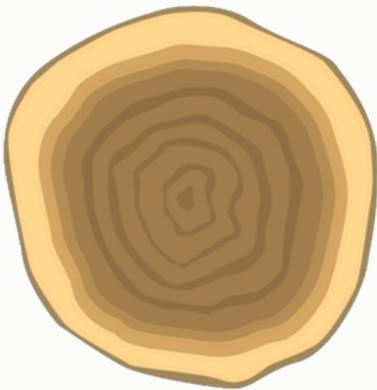




KERALA FOREST DEPARTMENT

User Manual for TIMBER Tool



TIMBER

*Timber Inventory and
Movement Monitoring Registry*

By Olivia Wilson

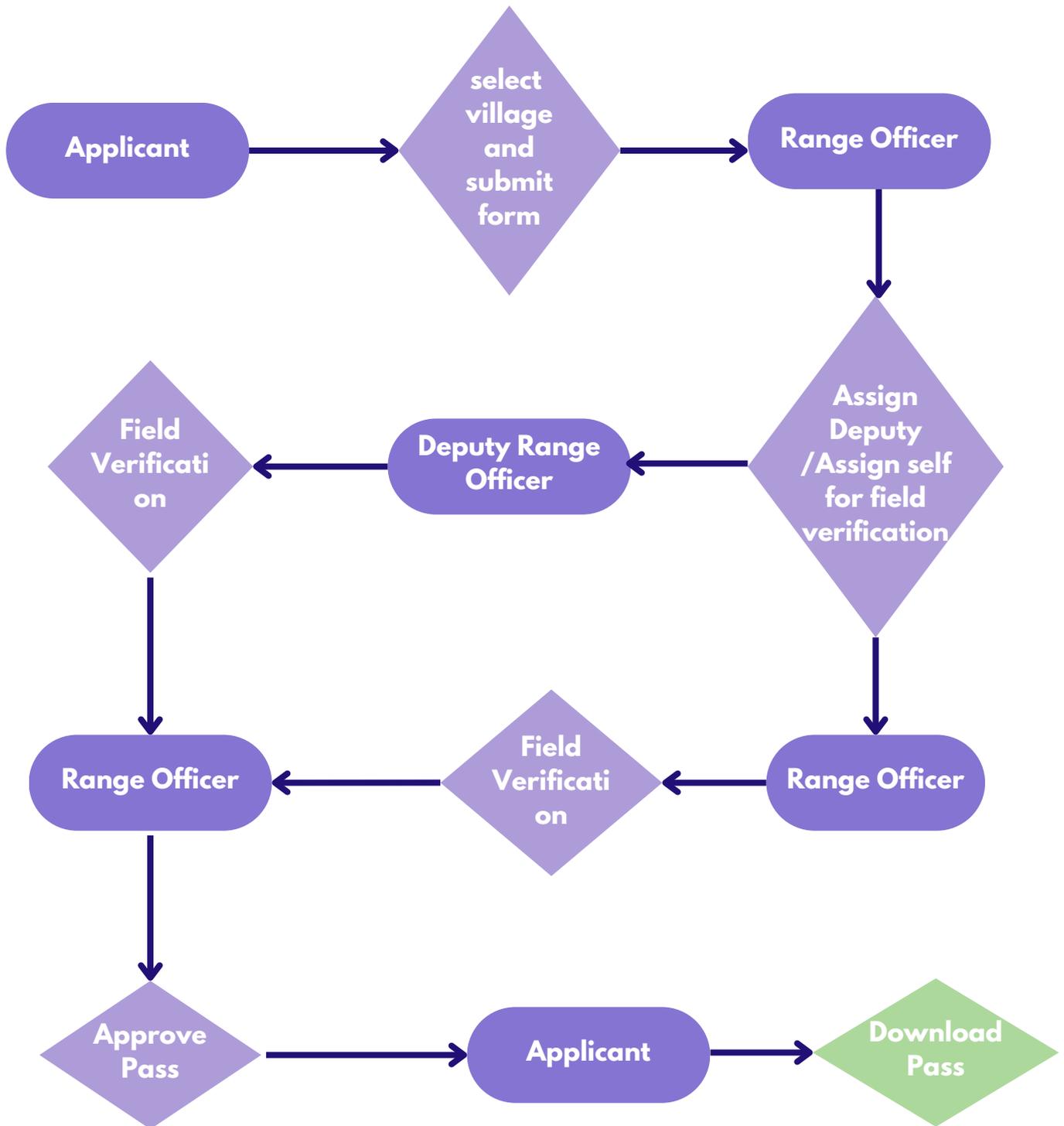
PURPOSE OF THE MANUAL

This manual provides step-by-step instructions to assist users in navigating the User Dashboard. It includes detailed information on the Cutting Pass Submission process based on village-specific standards and guidelines, as well as comprehensive guidance on using the Officer Dashboards and managing cutting passes within the TIMBER Portal.

USER – ROLES

- 1. Applicant**
 - 2. Range Officer**
 - 3. Deputy Range Officer**
-

WORK FLOW



ABOUT TIMBER

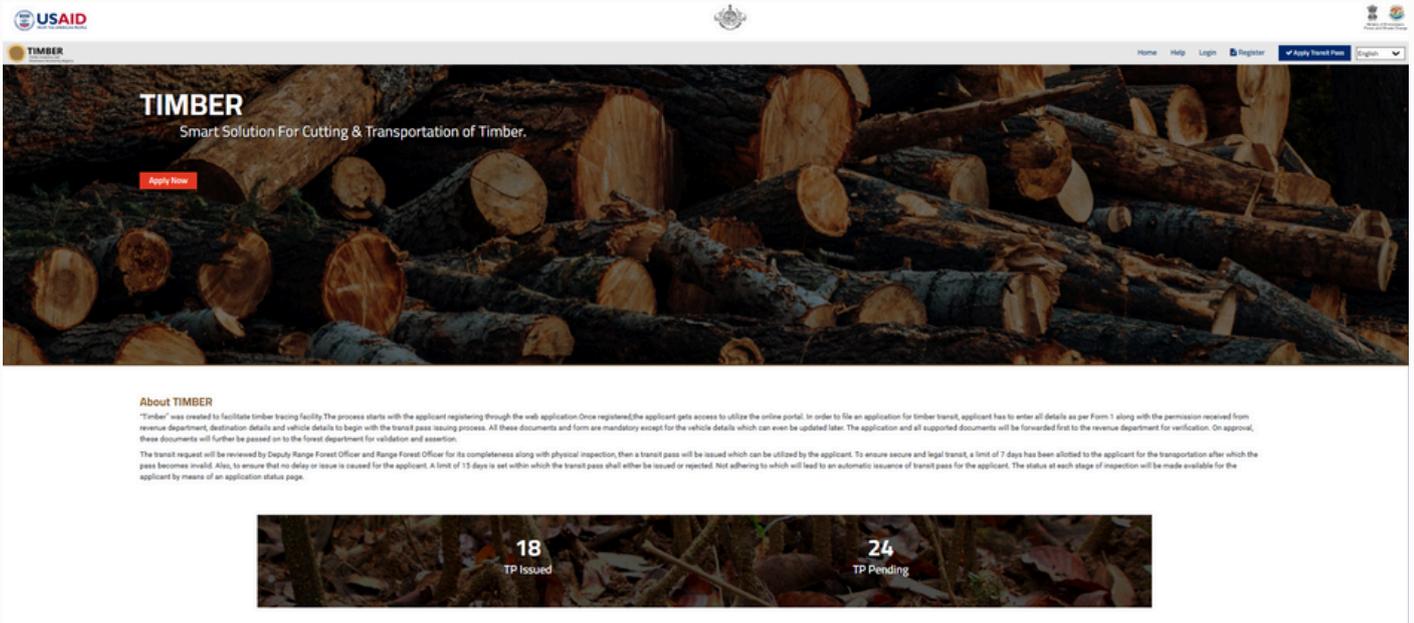
“Timber” was designed to streamline and monitor timber cutting activities. The process begins with the applicant registering through the web application. Upon successful registration, the applicant gains access to the portal to file an application for a Cutting Pass. The applicant must provide all required details in Form 2, including land details and the proposed cutting plan. All documents requested in the form are mandatory, except for specific details about the cutting plan, which can be updated later if needed.

The application and supporting documents will be reviewed by the Deputy Range Forest Officer (DRFO) and the Range Forest Officer (RFO). These officers will validate the application, conduct an on-site physical inspection of the proposed cutting area, and assess the completeness and accuracy of the submitted information.

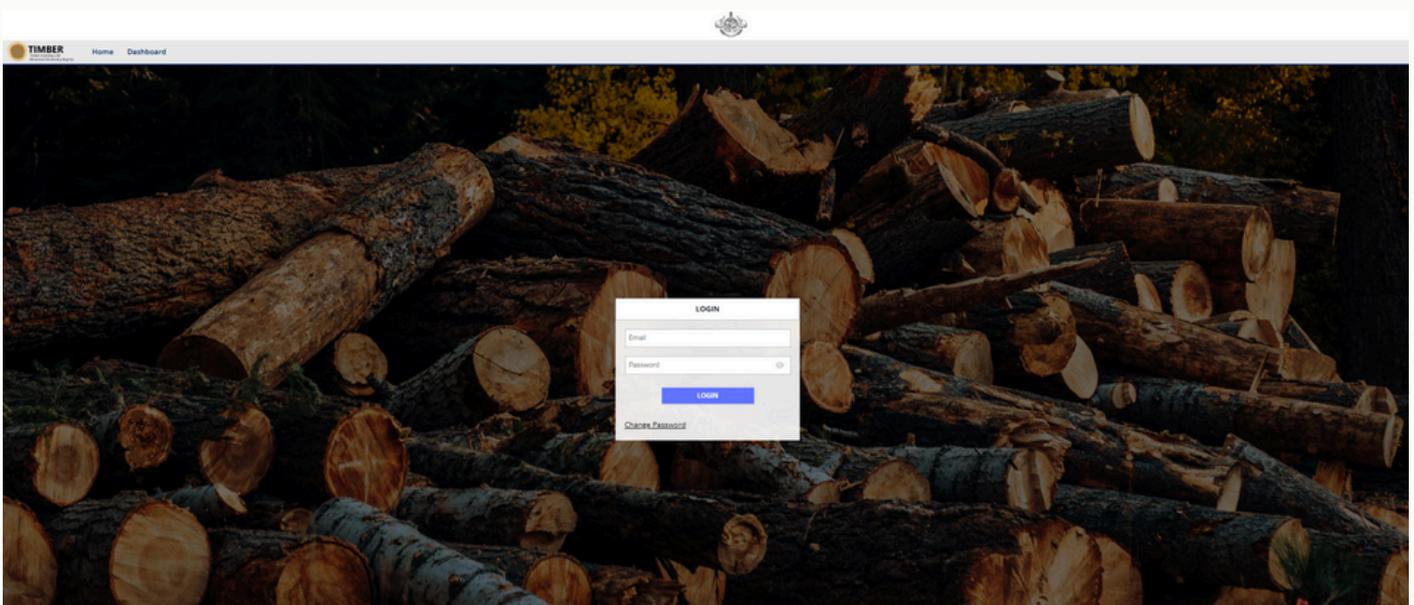
Once the inspection is completed and approved, the Cutting Pass will be issued, authorizing the applicant to proceed with timber cutting activities. To ensure compliance and efficiency, a time limit of 7 days is set for the applicant to commence cutting operations, after which the pass will no longer be valid. Additionally, to avoid delays for the applicant, a maximum processing time of 15 days is set for issuing or rejecting the Cutting Pass. If the application is not processed within this timeframe, the system will automatically issue the Cutting Pass.

The status of the application, including submission, inspection, and approval stages, will be made available to the applicant via the application status page on the portal.

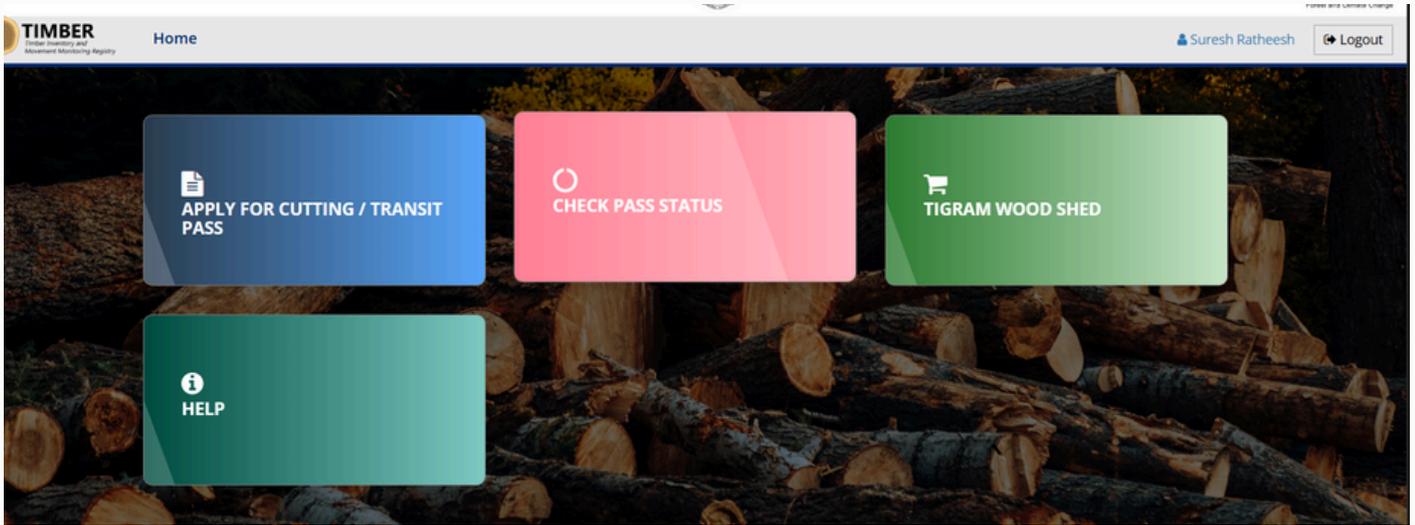
USER – HOME PAGE



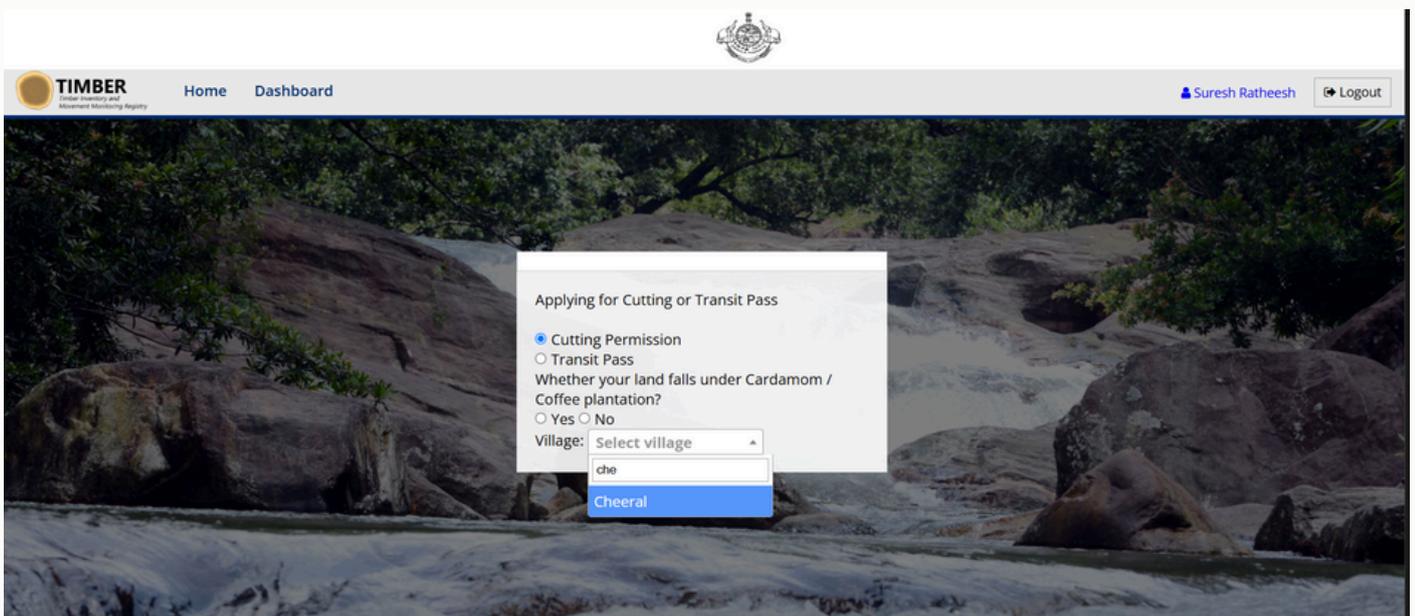
USER – LOGIN PAGE



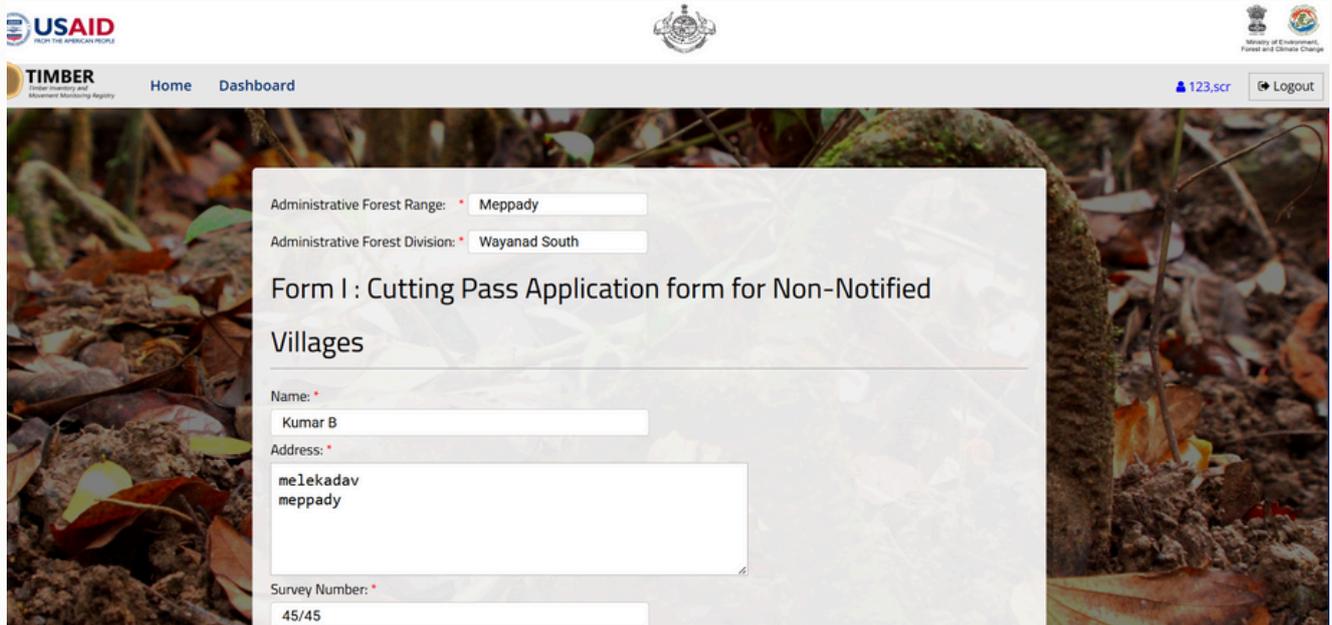
USER – DASHBORD



USER – APPLY FOR CUTTING PASS



USER – APPLY FOR CUTTING PASS



USAID
FROM THE AMERICAN PEOPLE

Ministry of Environment, Forest and Climate Change

TIMBER
Forest Inventory and Monitoring monitoring registry

Home Dashboard

123.scr Logout

Administrative Forest Range: * Meppady

Administrative Forest Division: * Wayanad South

Form I : Cutting Pass Application form for Non-Notified Villages

Name: *

Kumar B

Address: *

melekadav
meppady

Survey Number: *

45/45

Based on the village classification, the forms will be structured as follows:

- Form 1: For Non-Notified Villages
- Form 2: For Notified Villages

Once the appropriate form is completed, it can be submitted for approval by the designated officers.

USER – CHECK APPLICATION STATUS

The screenshot shows a web application interface for checking application status. The interface includes a header with USAID and TIMBER logos, a navigation bar with 'Home' and 'Dashboard' links, and a main content area with a table of application records. The table has columns for Sr.No, Application No., Application Date, Application Status, Current Status, Notified / Non-Notified Villages, Remark, and Download Report. There are 42 entries in total, with the first 10 shown.

USAID FROM THE AMERICAN PEOPLE

TIMBER Timber Inventory and Movement Monitoring Registry

Home Dashboard

123.scr Logout

Cutting Pass Transit Pass

Show 10 entries Search:

Sr.No	Application No.	Application Date	Application Status	Current Status	Notified / Non-Notified Villages	Remark	Download Report
1	TG/2025/1/28/137506	Jan. 20, 2025	Pending	Range Officer Recommendation Pending For Field Verification	Non-Notified	N/A	Download
2	TG/2025/1/28/137505	Jan. 15, 2025	Pending	Deputy Range Officer Assigned for Field Verification	Non-Notified	gfhjhj	Download
3	TG/2025/1/28/137504	Jan. 15, 2025	Approved	Approved By Range Officer	Non-Notified	hgij	Download
4	TG/2025/1/28/137503	Jan. 13, 2025	Pending	Range Officer Recommendation Pending For Field Verification	Non-Notified	N/A	Download

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

RANGE OFFICER DASHBOARD

14.209.246/app/officer_dashboard_for_sandalwood/

Sr.No	Application No.	Applicant Name	Application Date	Current Status	Notified / Non-Notified Villages	Deputy Officer Assignment status.	Days left for Approval
1	TG/2025/1/28/137506	Kumar B	Jan. 20, 2025	Range Officer Recommendation Pending For Field Verification	Non-notified	N/A	
2	TG/2025/1/28/137505	Ranjana V	Jan. 15, 2025	Deputy Range Officer Assigned for Field Verification	Non-notified	N/A	
3	TG/2025/1/28/137503	mob3	Jan. 13, 2025	Range Officer Recommendation Pending For Field Verification	Non-notified	N/A	
4	TG/2025/1/28/137502	mob2	Jan. 13, 2025	Deputy Range Officer Assigned for Field Verification	Non-notified	N/A	
5	TG/2025/1/28/137496	ygvb	Jan. 10, 2025	Deputy Range Officer Assigned for Field Verification	Non-notified	N/A	

RANGE OFFICER VIEW / ASSIGN FOR FIELD VERIFICATION / REJECT PASS

USAID FROM THE AMERICAN PEOPLE

TIMBER Timber Inventory and Movement Monitoring Registry

Home Dashboard Reports Meppady Range Logout

Proof Of Ownership Land Tax Receipt Possession Certificate Photo Proof

[CLICK HERE TO DOWNLOAD](#)

Requested Species and Log Details For Cutting

Species	GBH (cm)	Height (m)	Volume (m ³)
Teak (Tectona grandis)	64.0	3.0	0.1
Teak (Tectona grandis)	79.0	5.0	0.25

Proceed for field Verification
 Reject Application

USAID FROM THE AMERICAN PEOPLE

TIMBER Timber Inventory and Movement Monitoring Registry

Home Dashboard Reports Meppady Range Logout

Proceed for field Verification
 Reject Application

Assign Deputy Officer:

Assign a deputy for Field Verification
 Do Field Verification myself

Assign Deputy Officer:

krishna - tirupathi

Remark: check land status

Supporting document:

Choose File Cutting_Pass-TG_2025_1_28_137485-20250109155252562522.pdf

[Proceed with Assigning Deputy](#)

RANGE DEPUTY OFFICER – DASHBOARD

TIMBER Timber Inventory and Movement Monitoring Registry

Home Dashboard

Meppady Deputy Logout

CHECKED CUTTING/TRANSIT

CHECKED NOC FOR LAND

USAID FOR THE AMERICAN PEOPLE

TIMBER Timber Inventory and Movement Monitoring Registry

Home Reports

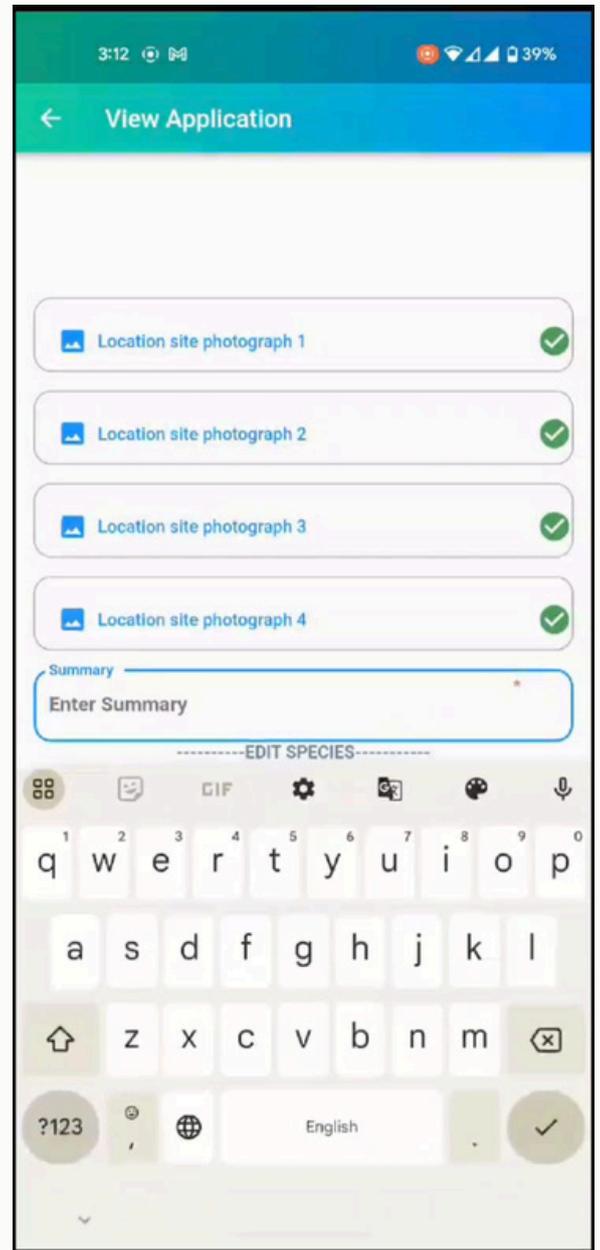
Meppady Deputy Logout

Pending Approved/Rejected Deemed Approval

Show 10 entries Select Application Select Application Select Application Search:

Sr.No	Application No.	Applicant Name	Application Date	Current Status	Notified / Non-Notified Villages	Deputy Officer Assignment status.	Days left for Approval
No data available in table							

RANGE DEPUTY OFFICER VIEW AND FIELD VERIFICATION



Field Verification through Mobile Application only

RANGE OFFICER – APPROVE



TIMBER
Timber Inventory and
Management Monitoring Registry

Home Dashboard Reports

Meppady Range Logout

Check	Sr.No	Species	Applied GBH (cm)	Verified GBH (cm)	Applied Height (m)	Verified Height (m)	Applied Volume (m ³)	Verified Volume (m ³)
<input checked="" type="checkbox"/>	1	Thempavu(Terminalia tomentosa)	255.0	255.0	25.0	25.0	127.61	127.61

Choose File UserReport-...42081576.pdf

Note:
Please select the item from the above list
Unselected items will be treated as rejected in the cutting pass application.

APPLICANT DOWNLOAD PASS

USAID FROM THE AMERICAN PEOPLE

TIMBER High Resolution and Movement Monitoring Agency

Home Dashboard

123.scr Logout

Ministry of Environment, Forest and Climate Change

Cutting Pass Transit Pass

Show 10 entries Search:

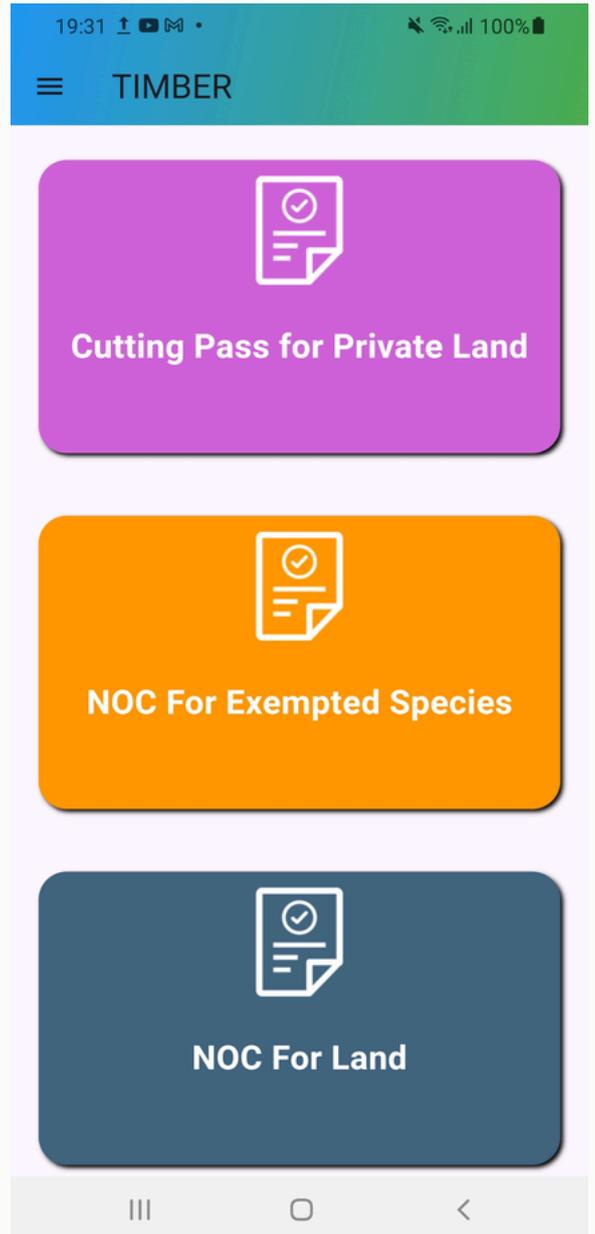
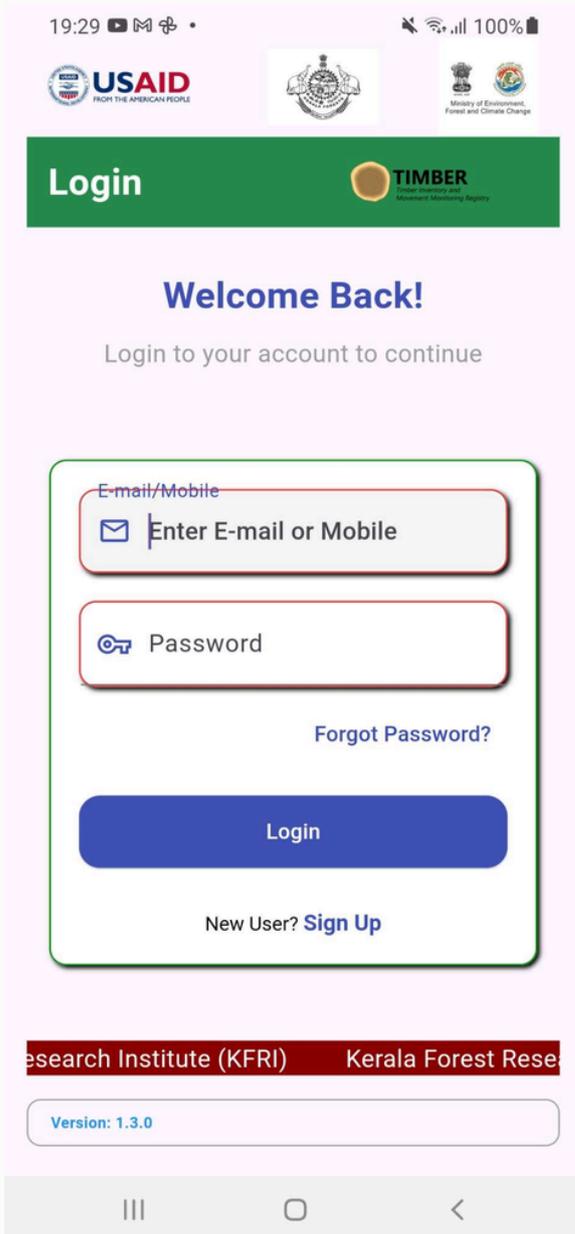
1/28/137504	Jan. 15, 2025	Approved	Approved By Range Officer	Non-Notified	hghj	Download	View Application
1/28/137503	Jan. 13, 2025	Pending	Range Officer Recommendation Pending After Filed Verification Completed	Non-Notified	xxc	Download	View Application
1/28/137502	Jan. 13, 2025	Pending	Deputy Range Officer Assigned for Field Verification	Non-Notified	trr	Download	View Application
1/28/137501	Jan. 13, 2025	Approved	Approved By Range Officer	Non-Notified	test	Download	View Application
1/28/137500	Jan. 13, 2025	Approved	Approved By Range Officer	Non-Notified	jhdksfisd	Download	View Application
1/28/137499	Jan. 13, 2025	Approved	Approved By Range Officer	Non-Notified	ghsdfjhsdfhsif	Download	View Application

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

LOGIN PAGE AND APPLICANT DASHBOARD

MOBILE APPLICATION



USER – APPLY FOR CUTTING PASS

19:32 100% battery

← Cutting Pass

Whether your land falls under Cardamom / Coffee plantation ?

Yes

No

Search and Select Village

Cheeral

Next

19:34 100% battery

← FORM 1 - Non-Notified

Division	Range
Wayanad South	Meppady

Name: Hari dev *

Address: tammanam *

Survey Number: 45 *

Number of Trees proposed to be cut.: 1 *

District: Wayanad

Taluk: SULTHANBATHERY

Block (optional):

Village: Cheeral

Pincode: 678688 *

Based on the village classification, the forms will be structured as follows:

- Form 1: For Non-Notified Villages
- Form 2: For Notified Villages

Once the appropriate form is completed, it can be submitted for approval by the designated officers.

USER – APPLY FOR CUTTING PASS

19:34 100%

← FORM 1 - Non-Notified

Upload Land Tax Proof ✓

Upload Proof of Ownership ✓

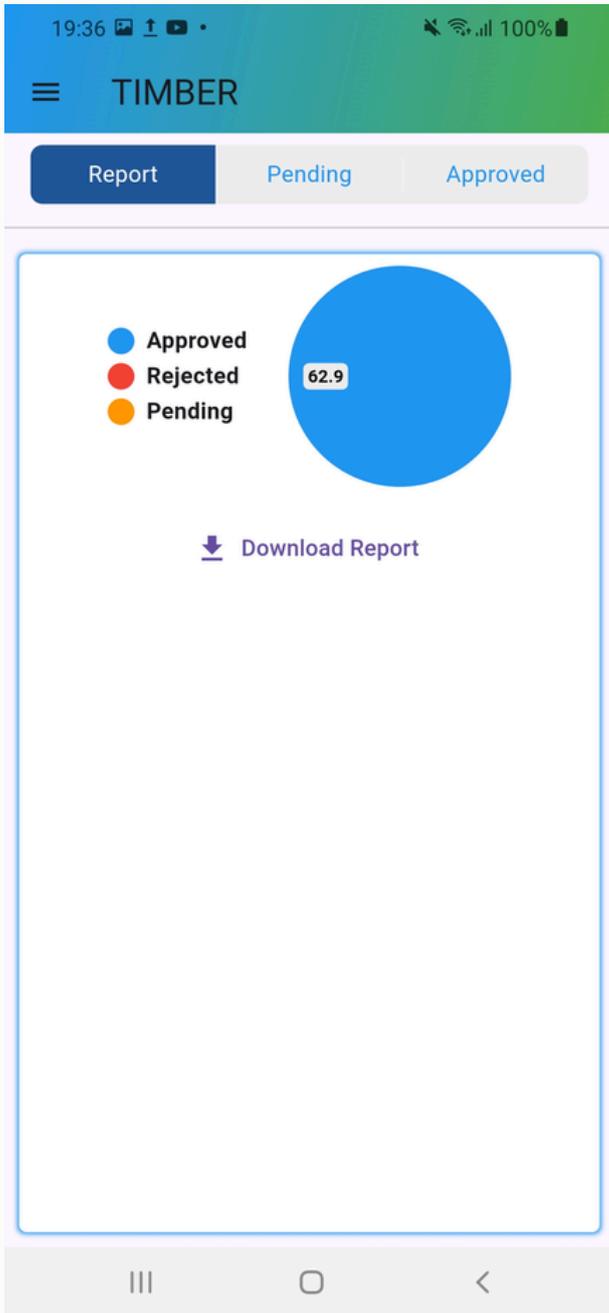
Upload Possession Certificate ✓

DECLARATION

APPLAY FORM

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
!#1 , English (US) . Done

RANGE OFFICER DASHBORD



RANGE OFFICER VIEW/ASSIGN FOR FIELD VERIFICATION /REJECT PASS

19:36 100% 100%

← FORM VIEW

Application Details

Name	Hari dev
Address	tammanam
Survey No	45
Village	Cheeral
Pincode	678688
Date	2025-01-20
Tree Species	Teak(Tectona grandis)
Purpose	Commercial
ID Proof	Driving License
ID Number	4567HFVYTGF

Species Details

Species Name	Height (m)	C
Teak(Tectona grandis)	6.00	7

III ○ <

19:37 100% 100%

← FORM VIEW

ID Proof

Choose an option:

- Proceed for Field Verification
- Reject Application

Select Verification Method:

- Field Verification Myself
- Assign to Deputy Officer

Remarks

12/01/2025

Upload Photo ID Proof ✓

Assign Myself

III ○ <

RANGE OFFICER FIED VERIFICATION

19:38 100% 100%

← FORM VIEW

Location Site Photograph 1 ✓

Location Site Photograph 2 ✓

Location Site Photograph 2 ✓

Location Site Photograph 2 ✓

Summary

Edit Log Details

Species Name	Height (m)	C
Teak(Tectona grandis)	6.00	7

Field Verify

RANGE OFFICER APPROVE PASS

19:43 100% 100%

FORM VIEW

Species Name	Height (m)	C
Teak(Tectona grandis)	6.00	7

Land Proof

Ownship Proof

ID Proof

Remarks

approve on 20/01/2025

Upload Photo ID Proof

Reject Approve

APPLICANT DOWNLOAD PASS

