



GOVERNMENT OF SIKKIM
OFFICE OF THE PRINCIPAL SECRETARY-CUM- PRINCIPAL CCF-
FORESTS, ENVIRONMENT & WILDLIFE MANAGEMENT DEPARTMENT
FOREST SECRETARIAT
DEORALI - 737102, GANGTOK

F. No. 261/WLC/F/06/194

Date: 26/12/2015

**GUIDELINES FOR DISPENSING COMPENSATION FOR LIFE/PROPERTY
LOSSES DURING HUMAN-WILDLIFE CONFLICT (HWC)**

GENERAL

1. The compensation fund shall be provided to the Wildlife DFO of each district as an imprest of Rs. 1.00 lakhs in the form of a revolving fund which he shall deposit in a saving bank account especially opened for this purpose. The DFO concerned shall provide an advance to all the Range Officers under his charge as deemed reasonable keeping in view the history of Human Wildlife Conflict in the Ranges concerned.
2. Each territorial and wildlife range will maintain a HWC First Information Report (HWC-FIR) register in the format mentioned in Annexure-I.

FIRST INFORMATION REPORT (FIR) AND FIRST ASSESSMENT REPORT (FAR)

3. On receipt of a complaint of wildlife depredation from either the public, panchayat, government functionary, official or field staff of FEWMD the Range Officer concerned shall reduce it to writing if it is in verbal form and make entries in the HWC-FIR register. Provided that the complaint should be made within 15 days of the wildlife depredation.
4. The Range Officer shall then visit the field spot of wildlife depredation for which the complaint was made along with the panchayat president or secretary of the panchayat concerned and the president of the JFMC/EDC in whose jurisdiction the depredation has occurred **within 24 hours of receiving the complaint**. He shall carry with him the FAR form mentioned below apart from other equipments required for assessment of damage.
5. After inspecting the damage if it is evident that it was caused by wildlife the Range Officer shall fill up the First Assessment Report (FAR) in the format in Annexure-II on the spot and submit a copy of the same to the victim of the wildlife depredation, one copy to the panchayat president, one copy to the JFMC/EDC president and one to the DFO concerned.

6. The Range Officer shall fill up a **tentative damage assessment (TDA)** amount in the column provided for it in the FAR after arriving at a consensus regarding the same with both the functionaries mentioned in clause 4 above and shall obtain their signatures on the same.
7. The Range Officer shall dispense **20%** of this TDA to the victim subject to a **maximum of Rs. 5,000/- (Rupees Five Thousand)** only, immediately. Acknowledgment of receipt of the TDA compensation amount by the recipient shall be obtained on the FAR itself in the space provided for it.

ACTUAL DAMAGE ASSESSMENT (ADA) AND COMPENSATION DISBURSEMENT

8. For actual assessment (ADA) a team comprising of the following officials shall be constituted **within 48 hours** of receiving the FAR from the Range Officer in case the TDA amount is more than Rs. 10,000/-:
 - (a) The DFO or ACF in whose jurisdiction the depredation is being assessed.
 - (b) The Sub-Divisional Magistrate in whose jurisdiction the depredation is being assessed.
 - (c) The Veterinary Officer having jurisdiction **only** in case of livestock/domestic animal kills.
 - (d) The Agriculture Development Officer of Agriculture having jurisdiction **only** in case of crop damage.
 - (e) The Horticulture Development Officer of Horticulture having jurisdiction **only** in case of cash crop damage.
 - (f) In case of human casualty the victim shall be provided medical treatment, and compensation assessed and disbursed in consultation with an official of Health Department as per notification.

Provided that for amounts of less than Rs.10,000/- the Divisional Forest Officer shall be the authority to decide and settle the ADA.

9. The team constituted as above shall inspect the site of depredation and carry out the actual damage assessment (ADA) in form given in Annexure-III duly and fill up the compensation calculated in the column provided for the same in the ADA form which shall be signed by all the officials mentioned in clause 8.
10. The DFO shall dispense the ADA compensation calculated as provided in clause 9 on the spot, subject to a **maximum of Rs. 15,000/- (Rupees Fifteen Thousand)** only and obtain acknowledgment of the receipt of the compensation in the ADA form itself in the space provided for it. While disbursing the ADA compensation, the TDA amount paid earlier as immediate relief shall be adjusted.

11. Where the ADA compensation amount is assessed to be greater than Rs. 15,000/- (Rupees Fifteen Thousand) only, the balance after payment of Rs. 15,000/- as provided for in clause 10 shall be got approved by the CWLW before it is disbursed not later than 2 weeks from the date of wildlife attack. The receipt for this is to be obtained in format provided in Annexure-IV. If the compensation is more than Rs. 25,000/- the Conservator of Forests (Wildlife), if it is more than Rs. 50,000/- the Chief Conservator of Forests (Wildlife) and if it is more than Rs. 1,00,000/- lakh the CWLW shall personally inspect the sites and submit the report before approval is granted.

MAINTENANCE AND SUBMISSION OF ACCOUNTS

12. The DFO shall draw up his accounts for payments made on monthly basis in the format provided in Annexure-V showing the receipt of imprest and balance available on the one side and the compensation payments made and the balance sheet so arrived at shall be submitted to the CWLW on regular basis, through the Conservator of Forests (Wildlife)/Director (KNP).

Sd/-
(Dr. Thomas Chandy) IFS
Principal Secretary-cum-PCCF
Forests, Env. & Wildlife Management Dept.
File No. 261/WLC/F/06

HWC-FIR No. _____

HWC-FIRST INFORMATION REPORT

Name of the complainant:

Age:

Sex:

Designation/posting place of complaint:

Residential address of complaint:

Name of victim:

Date and time when wildlife attack happened:

Place of wildlife attack/location of damage:

Details of damage and wildlife attack:

Signature of complainant

FAR No. _____

FIRST ASSESSMENT REPORT

Name of the complainant:

Age:

Sex:

Father's name:

Village/place of residence of victim:

Date and time when wildlife attack happened:

Place of wildlife attack/location of damage:

Description details of damage and wildlife attack:

Evidence of wildlife raid (hoof mark, pellets etc.) attach photographic evidence

Quantitative details of damage:

1. (a) Type of crop damaged _____
(b) _____ no. of crop damaged
(c) Approximate value Rs. _____
2. (a) Type of crop damaged _____
(b) _____ no. of crop damaged
(c) Approximate value Rs. _____
3. (a) Type of crop damaged _____
(b) _____ no. of crop damaged
(c) Approximate value Rs. _____

4. (a) Type of livestock killed _____
(b) _____ nos. of livestock killed
(c) Approximate value Rs. _____
5. (a) Type of livestock killed _____
(b) _____ nos. of livestock killed
(c) Approximate value Rs. _____

Total tentative damage assessed: Rs. _____

Total tentative damaged assessment (TDA) compensation: Rs. _____

20% of TDA compensation: Rs. _____

Signature of Range Officer:

Signature of Panchayat President/Secretary:

Signature of JFMC/EDC President:

RECEIPT

Received an amount of Rs. _____ (Rupees _____)

only as 20% of tentative damage assessment (TDA) compensation from Shri

_____, Range Officer _____ Range.

Signature/thumb impression of victim on stamp:

ADA No. _____

ACTUAL DAMAGE ASSESSMENT FORM

Name of the complainant:

Age:

Sex:

Father's name:

Village/place of residence of victim:

Date and time when wildlife attack happened:

Place of wildlife attack/location of damage:

Type of wildlife which made the attack:

Number of wildlife that made the attack:

Evidence of wildlife (hoof mark, pug mark, pellets etc.) attach photos.

Quantitative details of damage:

1. (a) Type of crop damaged _____

(b) _____ no. of crop damaged

(c) Approximate value Rs. _____

2. (a) Type of crop damaged _____

(b) _____ no. of crop damaged

(c) Approximate value Rs. _____

3. (a) Type of crop damaged _____

(b) _____ no. of crop damaged

(c) Approximate value Rs. _____

4. (a) Type of livestock killed _____

(b) _____ nos. of livestock killed

(c) Approximate value Rs. _____

5. (a) Type of livestock killed _____

(b) _____ nos. of livestock killed

(c) Approximate value Rs. _____

Total actual damage assessed: Rs. _____

Total actual damaged assessment (TDA) compensation: Rs. _____

Total amount payable-ADA compensation-Amount paid as TDA: Rs. _____

Amount to be paid presently (if ADA compensation is more than Rs. 15,000/-): Rs. _____

Amount to be paid after approval of CWLW: Rs. _____

Signature of Divisional Forest Officer:

Signature of Block Development Officer:

Signature of VO/AD:

RECEIPT

Received an amount of Rs. _____ (Rupees _____)

only as actual damage assessment (ADA) compensation from Shri _____

_____, Divisional Forest Officer _____ Division.

Signature/thumb impression of victim on stamp:

Receipt for payment of ADA compensation above Rs. 15,000/-

Received an amount of Rs. _____ (Rupees _____)

only on account of actual damage assessment compensation balance payment pertaining to

HWC/FIR/FAR/ADA No. _____ and approval of

CWLW vide letter no. _____

Signature of victim:

BALANCE SHEET FOR RO/DFO FOR THE MONTH
OF _____ YEAR

Name of Division:

Closing balance of month _____ year _____ (last month): Rs. _____

Receipts from Head Office during the month: Rs. _____

Total Opening balance: Rs. _____

Payments made during the month:

Name of Division*	HWC-FIR/FAR/ADA No.	Amount paid (in Rs.)
Total payments during the month:		

*Division must submit copies of HWC-FIR, FAR and ADA for payments shown in the table above.