

Dated _____

To,

The Divisional Forest Officer,
Khasi Hills/Jaintia Hills Wildlife Division,
Shillong/Jowai.

Sub: Constitution of Community Reserve.

Sir/Madam,

With reference to the subject cited above, it is to inform you that I/We, as the representative of DorbarShnong/Hima/Raid/Sein Raij/Elaka of _____ under _____ C & RD Block, _____ District, want to bring to your kind notice that I/we have decided to constitute a Community Reserve in the name of _____ having an area of about _____ ha. located at _____ village, _____ P.O., _____ District. The land belongs to _____. A copy of land document is enclosed herewith.

The Resolution for constitution of Community Reserve has been passed on the _____ in the Executive / General Body Meeting of _____ Village/Dorbarshnong/Hima/Raid/Sein Raij/Elaka. A copy of resolution alongwith the members present is being enclosed herewith. You are requested to do the needful for notification of Community Reserve.

Your kind co-operation is highly solicited. Thank you.

Encl: (1) Land Documents
(2) Resolution of Executive / General Body Meeting

Yours faithfully,

Signature: _____

Name: _____

Designation (Seal)

Contact No. _____