

*Chapter-II

Position and duties of Forest Officers and their relations with other Departments

[A] Powers:-

2.01 Powers of Forest Officers:-

The forest officers exercise the powers vested in them *vide* the following acts/rules/ manuals etc.

- (i) The Indian Forest Act 1927 and rules made thereunder
- (ii) The Wild Life (Protection) Act 1972 and rules made thereunder.
- (iii) The Forest Conservation Act 1980, and rules made thereunder
- (iv) The Maharashtra Forests Produce (Regulation of Trade) Act, 1969
- (v) The Maharashtra felling of Trees (Regulation) Act 1964 and rules made thereunder
- (vi) The Maharashtra Sale of Trees by Occupants belonging to Scheduled Tribes (Regulation) Act, 1969
- (vii) The Maharashtra Civil Services Rules
- (viii) The Manual of Financial Powers, 1978 and subsequent revision done from time to time
- (ix) The Manual of Financial Powers, 2011

[B] Functions assigned to various officers and employees are described as under

2.02 Functions of Principal Chief Conservator of Forests:-

2.02.01 Principal Chief Conservator of Forests (Head of Forest Force) M.S. :-

- (i) All policy matters, including policies related to wildlife management and wasteland development.
- (ii) Matters pertaining to committees of legislature and
- (iii) Forest Development Corporation of Maharashtra Ltd.
- (iv) Overall control and supervision on all territorial and functional charges including preparation of working plans and research and general administration of the Forest Department.
- (v) Establishment including disciplinary matters and inland / foreign training assignment pertaining to IFS Personnel.
- (vi) Establishment including disciplinary matters pertaining to Maharashtra Forest Service Class I (Senior & Junior)
- (vii) Updating Maharashtra Forest Manual

2.02.02 Principal Chief Conservator of Forests (Wildlife):-

- (i) Enforcement of Wildlife Protection Act and Rules and matters arising therefrom.
- (ii) Wildlife Research.
- (iii) Matters pertaining to State Wildlife Advisory Board.
- (iv) Field and Office Inspections of Circles of Wildlife Wing.
- (v) Implementation, supervision and monitoring of all activities as per approved Management Plans of Protected areas.

*Author APCCF (Admn-Subordinate Cadre)

- (vi) Implementation, supervision and monitoring of all Plan and Non-Plan schemes including budget allotted to wildlife wing.

2.02.03 Principal Chief Conservator of Forests (Production and Management):-

- (i) Forest Utilisation.
- (ii) Forest based industries, except that of Minor Forest Produce.
- (iii) Matter related to preparation of Working Plans, Working Schemes,
- (iv) Forest Resources Survey
- (v) Forest Labourers Co-operative Societies.
- (vi) Matters pertaining to supply of timber, firewood, bamboo, grass and such other produce to Industries / Institutions / Individuals etc. including supply of forest produce under Nistar conditions.
- (vii) Matters pertaining to enforcement of Maharashtra Supply of Forest Produce by Government (Revision of Agreement) Act, 1982 and the Rules framed thereunder.
- (viii) Monitoring of Revenue, Timber Accounts and Depots.
- (ix) Matters related to Grazing including grazing settlement. Stores and Vehicles. Issues related to engineering matters.
- (x) Field and Office inspection of the Circles allotted by Principal Chief Conservator of Forests (HoFF).
- (xi) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circle allotted by the Principal Chief Conservator of Forests (HoFF).

2.02.04 Principal Chief Conservator of Forests & Director General, SFD, Pune:-

Director Social Forestry for all practical purpose, is counterpart of the P.C.C.F. of the Forest Department. In the State of Maharashtra he is heading a separate organization charged with development of forestry outside the legally constituted forests. Besides, he is designated as the nodal officer for implementation of Integrated Watershed Development Programme being funded by Ministry of Rural Development, GOI.

2.03 Functions of Addl. Principal Chief Conservator of Forests:-

Subject to the overall control of the Principal Chief Conservator of Forests (HoFF) in the matters of general administration, policy, planning, budget and other matters assigned (to-him), the A.P.C.C.Fs./C.C.Fs. shall be responsible for the functions respectively assigned to them to take decisions on the subject allotted to them, and implement the decisions at lower levels. They shall also be competent to correspond directly with the subordinate officers of the department, with other Government departments directly on the subjects respectively assigned to them. However, when dealing with policy issues and important matters affecting entire department, even though primarily related to the subject assigned to them, the A.P.C.C.Fs./C.C.Fs. shall take decision in consultation with P.C.C.F. (HoFF) /P.C.C.F. and shall route references to the Government through him.

2.03.01 Additional Principal Chief Conservators of Forests (Administration-Subordinate Cadre):

Establishment matters including Disciplinary matters and Departmental Enquiries in respect of Forest Officers and Forest subordinates belonging to :-

- (i) Maharashtra Forest Services - Class - II including preparation of select list of RFOs fit for promotion to MFS class I (Jr.) and approval of the same by Govt.
- (ii) General State Service - Class - I
- (iii) General State Service - Class - II
- (iv) Non-Gazetted Executive Establishment of the Forest Department.

- (v) Non-Gazetted Ministerial Establishment of the Forest Department.
- (vi) General Administration of the office of the Principal Chief Conservator of Forests.
- (vii) Departmental Examinations
- (viii) Management of Human Resources and Development.
- (ix) Matters related to casual labourers including supernumerary posts.
- (x) Matter related to forestry research
- (xi) Field and office inspections of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- (xii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the circles allotted by the Principal Chief Conservator of Forests(HoFF).

2.03.02 Additional Principal Chief Conservator of Forests (Personnel):-

Entrusted with the responsibility of managing the gazette cadres of the Department. In addition, the post, being directly attached to the P.C.C.F. (HoFF), is also required to coordinate the work of various subject matter specialists in the Head quarters, which will be further strengthened and

- (i) Field & Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- (ii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests(HoFF).

2.03.03 Additional Principal Chief Conservator of Forests (Budget, Planning and Development):-

- (i) Formulation of the Annual as well as Five Year Plan proposals and Annual Budget Proposals, both Revenue & Expenditure.
- (ii) Formulation of Supplementary demand / Section I / Section II item, New Item proposals in respect of various Plan / Non-Plan schemes and programmes.
- (iii) Formulation of proposals for continuance of programmes under various Plan / Non Plan scheme and to tailor the same as per the budgetary provisions.
- (iv) Settlement of the audit paragraphs appearing in the Inspection Reports of the Accountant General (Audit)
- (v) Internal Audit.
- (vi) Formulation of the replies to the issues raised by various Legislature Committees such as the Estimate Committee and Public Accounts Committees.
- (vii) Monitoring of all State level, District and State Pool Schemes and programmes and other programmes such as DRDA, JFM, etc.
- (viii) Processing and Accordance of Administrative Approval and Technical Sanction to Plans & Estimates of Engineering works.
- (ix) Monitoring of all Centrally Assisted Plans, Schemes, and Programmes.
- (x) Release and Distribution of Annual Budget Grants (both Plan and Non-Plan) and Appropriation and Re-appropriation of these grants and their Reconciliation.
- (xi) State Forestry Action Plan.
- (xii) Standardisation of Plantations / Afforestation modules.
- (xiii) Formulation of Cost Structures for various Plans / Schemes.
- (xiv) Monitoring of 20 Point Programme.
- (xv) Monitoring of Forest Development Tax.
- (xvi) Formulation of Performance Budget.
- (xvii) Matters related to JFM.

- (xviii) Field and office inspections of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- (xix) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests of Forests(HoFF).

2.03.04 Additional Principal Chief Conservator of Forests (Protection):-

- (i) Forest Protection (including grazing encroachments and fire protection) and Vigilance.
- (ii) Saw Mills.
- (iii) All matters pertaining to various Forest Acts & Rules not specifically assigned to other Additional Principal Chief Conservator of Forests.
- (iv) Matters connected with Meetings and Library.
- (v) All matters pertaining to Malki cases on lands belonging to Adiwasis / other than the Adiwasis.
- (vi) Field and Office inspections of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- (vii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests of Forests(HoFF).

2.03.05 Additional Principal Chief Conservator of Forests (Resource Utilization):-

The Forest Resource Utilization Officer will also work according to the orders issued by Government, PCCF (HoFF) and Principal Chief Conservator of Forests (Production & Management) from time to time in collaboration with territorial officers and their establishment and conduct research into problems concerning forest utilization in the state and collect requisite statistics. The duties include *inter alia* the collection of data in respect of raw material resources for industries based on forest produce, organization of supply of timber and other forest produce by the department, improvement of logging methods, introduction of improved methods of exploitation of forests and utilization of forest produce, marketing of forest produce and collection of local outturn and yield data and

- (i) Field & Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- (ii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests(HoFF).

2.03.06 Additional Principal Chief Conservators of Forests (NTFP, Monitoring & Evaluation):-

- (i) Evaluation.
- (ii) Nationalisation of forest produce and matters pertaining to the Maharashtra Minor Forest Produce (Regulation of Trade) Act, 1969 and Rules made thereunder.
- (iii) Matters pertaining to Minor Forest Produce and NTFP (excepting Industrial supplies) and disposal of Tendu Leaves. Matters pertaining to *in situ* conservation of Medicinal Plants.
- (iv) Field & Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- (v) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests(HoFF).

2.03.07 Additional Principal Chief Conservator of Forests (Conservation):-

- (i) All issues related to Forest lands including demarcation and maintenance of forest boundaries, Land Records.
- (ii) Matters related to Acquisition of private forests,

- (iii) Field and Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
 - (iv) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- 2.03.08 Additional Principal Chief Conservator of Forests and Nodal Officer:-**
- (i) All matters connected with enforcement of Forest (Conservation) Act, 1980 and CAMPA
 - (ii) Dali and Eksali plots
 - (iii) Standardisation of Plantations, Afforestation Modules under Compensatory Afforestation Scheme.
 - (iv) Field & Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
 - (v) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- 2.03.09 Additional Principal Chief Conservator of Forests (CAMPA):-**
- (i) To Promote Compensatory afforestation, the Green India programme for large scale afforestation of degraded forest land through JFM.
 - (ii) To promote environmental services such as wood, non-timber forest products, fuel etc.
 - (iii) Supporting such other services necessary for the production of ecosystem services, biodiversity, nutrient cycling and primary production.
 - (iv) Field & Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
 - (v) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- 2.03.10 Additional Principal Chief Conservators of Forests (Information, Technology and Policy):-**
- (i) Formulation of Forestry Projects including Externally Aided Projects.
 - (ii) Strategic Planning
 - (iii) Forest Statistics, Matters related to publicity and extension.
 - (iv) Revision / updating of Maharashtra Forest Manual
 - (v) MIS & Computers
 - (vi) Field & Office inspection of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
 - (vii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests (HoFF).
- 2.03.11 Additional Principal Chief Conservator of Forests (Eco-Tourism & Wildlife Admn.):-**
- (i) Preparation of WL management plans with high professional input.
 - (ii) Liaison with a number of GOI and other State Govt. agencies who are involved in prevention and detection of poaching.
 - (iii) Trade in WL articles besides creating a core group of specialised professionals within the Forest Department.
- 2.03.12 Additional Principal Chief Conservator of Forests (Research, Education & Training):-**
- (i) Matters pertaining to forestry education and forest training institutes, different training programmes, (except over-seas) including Forest training pertaining to the forest officers/ staff referred to above.
 - (ii) The Addl. Principal Chief Conservator of Forests (Research Education & Training) with headquarter at Pune, heads the Forest Research Organization and is assisted by one Silviculturist in the rank of the Chief Conservators of Forests heading Research Division at

Pune, three Asstt. Conservators of Forest (Research) in charge of Research Sub Divisions at Nagpur, Jalna and Wadala, 15 research Range Forest Officers manning 15 Research Centers.

2.03.13 Additional Principal Chief Conservator of Forests (Working Plan-East), Nagpur and (Working Plan-West), Pune:-

- (i) Preparation of management plan with the help of modern tools like satellite imageries, GIS.
- (ii) To oversee work relating to working plan preparation etc for Forest Circles

2.04 Functions of Chief Conservators of Forests/Conservators of Forests:-

2.04.01 Chief Conservator of Forests (Territorial):-

Chief Conservator of Forests are in administrative charge of circles. They are responsible, within their respective areas, for the proper implementation of Working Plans/Schemes and supervision of all forest works, control of establishment, expenditure, advances, all kinds of works and of contracts, sales and supplies and for the general management of forests within their charges.

2.04.02 Chief Conservator of Forests, Working Plans:-

The work of the Chief Conservator of Forests, Working Plans consists of preparation, revision, monitoring and evaluation of working plans according to Working Plan code and orders of superiors from time to time. The work includes the survey of growing stock, enumeration of trees, stem & stumps analysis, collection of other statistical data and to prepare working plans for regulating the exploitation, regeneration, protection and general working of the forests. They are also required to scrutinize control forms & compartment histories kept in connection with working plans in the divisions.

2.04.03 C.C.F. and Silviculturists:-

C.C.F. and Silviculturists, Pune will work according to the orders issued by Government and the Additional Principal Chief Conservator of Forests,(Research, Education & Training) Pune from time to time and will, in collaboration with territorial officers and his establishment conduct research into silvicultural problems. Their duties also include collection of data of growth and survival by laying out sample plots, collection of local volume and out turn labels; evolving correct thinning regimes at different stands, undertaking experiments in connection with grazing control and pasture improvement, organizing seed supply and maintenance of seed orchard and research gardens.

2.04.04 Chief Conservator of Forests, Mangrove:-

A Mangrove cell has been created to deal with all matters pertaining to Mangrove land. It is headed by Chief Conservator of Forests, Mangrove who will deal with all matters pertaining to management of Mangrove areas.

2.04.05 Chief Conservator of Forests (Planning and Management - W.L.) :-

They will be responsible for the overall management of wildlife and nature conservation within the Protected Areas assigned to them.

2.04.06 Conservator of Forests :-

They are responsible for doing all the works assigned by the Government and / or the controlling officers.

2.05 Functions of other Officers and Employees

2.05.01 Deputy Conservator of Forests/ Divisional Forest Officer/ Independent Sub D.F.O.:-

Dy. Conservator of Forests/D.F.O./Independent Sub D.F.O. in charge of a Forest Division, as Head of the Division and Head of the Office, is in charge of all the forest development and

protection works and responsible for exercising supervision and control on the staff and matters concerning the forest management and administration in his division. He/ She should arrange for exploitation, regeneration and protection of forest according to the sanctioned Working Plans and conduct sales, enter into contracts, supply material to departments and realize revenue and control over expenditure and also deal with the forest offence cases.

2.05.02 Assistant Conservator of Forests:-

- (i) The Assistant Conservators are also called Sub Divisional Forest Officers and attached officers in Forest Department, Asst. manager in F.D.C.M. Ltd. and Asst. Director of Social Forestry in Social Forestry Dept. They assist the D.C.Fs./D.F.Os. in the work of inspection and supervision of forest i.e. marking of trees for felling and in silvicultural works, in works of protection and maintenance of forest, which requires technical knowledge. They are often employed on special works such as collection of data for working plans, construction of the more important roads and buildings etc. When entrusted with the management of specific parts or ranges of a division, they relieve the Dy. C.F. in some of his touring, inspection and administrative duties connected with those parts. They control establishment and forest offences under their charge.
- (ii) They will be specifically responsible for account of timber, fuel, MFP, Tendu, Apta collected in departmental extraction, through FLCS or offence cases and recovery of revenue from grazing, sale of timber from offence cases, account of store, tool, plants and their use as per norms. They will be also responsible for inspection of unserviceable store tools and plants, reporting to Dy.C.F. to carry out their disposal as per rules, maintenance of record, preparation of factual report and reports to the audit objection of C.F., C.C.F. and A.G. related to such store tool, plants, equipment for use in range.
- (iii) All ranges including those pertaining to EGS, afforestation, central sale depot. etc. should be proportionately distributed amongst A.C.Fs. in the division to form sub-divisions for their supervisions. Central sale depot may be considered as "Range" while sub divisions are formed. A.C.Fs. of such sub-divisions should look after all works regarding Tendu, FLCS and other desks dealing specially with particular subjects which are attached to them. (i.e. Tendu, FLCS, EGS establishments, accounts, maintenance of the record of offence cases etc.) The sub-divisional set up should be formed by the Regional C.C.F. taking into account exigencies of all works and should not be charged without their orders.
- (iv) Duties of A.C.Fs. designated as Assistant. Manager in FDCM and Assistant Director in Social Forestry will be similar to those in the Forest Deptt. with suitable modifications as per the specifics of the Organisation.
A.C.F. in charge of specialized works will be assigned such work or duties which will be prescribed by the C.C.Fs. concerned in consultation with P.C.C.F.
- (v) The Sub Divisional Forest Officer will keep in constant and regular touch with the Dy.C.F./D.F.O. and inform him of the general progress and special or unusual events if any in the ranges under his charge.
- (vi) He will be responsible for the proper management of forest areas of forest works in his charge.
- (vii) Through the Range Forest Officer, he will implement the prescriptions of the working plans regarding the works therein. He will also see that the compartment history files and control forms are kept up-to-date by the Range Forest Officers.
- (viii) He will inspect and check the works prescribed and satisfy himself that they are carried out timely and economically and that expenditure incurred on them commensurate with the physical progress.

- (ix) He will ensure that the stores, tools, and plants, live stock, dead stock, buildings and roads in Sub-Division in his charge are properly maintained, repaired and used. He will report cases of loss or damage.
- (x) He will take measures to keep sale depots in proper condition ensuring safety from theft and fires etc. and see that the records of the forest produce and account of receipt and disposal of the produce is kept and submitted properly.
- (xi) He will keep watch on the collection and remittance of revenue by his subordinates.
- (xii) He should mobilize the field staff and the vigilance staff to ensure proper protection of the forest against fires, encroachments, illicit felling and grazing - and deal with the offence cases finally according to the law.
- (xiii) He will ensure proper discipline in the range staff and report all cases of indiscipline and misconduct to the Dy.C.F./D.F.O. for taking action alongwith relevant evidence etc. if any.
- (xiv) He will enquire into and report on complaint cases of friction between the public and the staff. So far as the rules permit, he should set right on the spot any grievances or complaints, as is practicable. Such complaints or grievances, which cannot be set right on the spot, should be reported to the Dy.C.F./D.F.O. with his recommendations.
- (xv) The monthly accounts will be submitted to him direct by the Range Forest Officer. He will scrutinize the expenditure and contingencies and forward it to the Dy.C.F./D.F.O. for final check and incorporation. His check will extend to the comparison of the expenditure with the budget allotment for various works to ensure proper control. If this check is to be effective as it should be, the Range Forest Officers in the Sub-Division should submit their cash accounts in 2 installments, the first installment by the 10th and the second by 20th of the month. In order not to delay the transmission of the cash account to the Dy. C.F. the Sub-Divisional Forest Officer should arrange as far as possible to be at headquarters in the last week of every month. The checking of the cash account from technical point and from physical achievement point of view will be carried out by the Sub-Divisional Forest Officer. The detailed check from account and audit point of view will be carried out in the Divisional Office. Lump sum payments for works such as repairs to roads and buildings require his special attention and he should not hesitate to recommend to Dy.C.F. to disallow any items of expenditure concerning which he has any doubts. The matter should however be pursued and finalized in the form of final action to prevent undue accumulation of disallowed vouchers. The final decision and orders must be passed by the Dy.C.F. within 3 months.
- (xvi) As regards revenue accounts, he will check stock, inspect the depot forms and all objection statements to vendors and depot officers will pass through him.
- (xvii) He will inspect stores, tools and plants, also live and dead stock, buildings and roads, at range headquarters and in the course of his tour, note on defects, losses, adequacy and suitability, need for improvement, repair and replacement there of, make report of the same and take steps to update position of stock and maintenance of record regarding the same.
- (xviii) Sub Divisional Forest Officer in charge of Research, Education, Training, Wildlife, specific desks in the office of the Conservator of Forest, C.C.Fs., Logging Units will discharge their duties, as per the specific orders given to them from time to time.

2.05.03 Range Forest Officer:-

Range Forest Officer in charge of a Range is responsible for the supervision and control of the staff and for matters concerning the development and protection of forests in the Range. R.F.O. is responsible for administration of his Range and proper execution of forest development and protection works in his Range. He arranges for exploitation, regeneration and protection of forest according to the sanctioned working plans, under the guidance of the A.C.F. and Dy.C.F./D.F.O.

2.05.04 Round Officer :-

- (i) Round Officer's duties include protection of forests, investigation of offences, issue of transit and other passes, collection of grazing fees, and marking of trees in coupes and inspection of forests.
- (ii) He is responsible for all works in his round. He should instruct the Beat Guards about all their duties, and see that they know their forest boundaries, write their diaries and explain to them the forest rules, regulations, rights and privileges applicable to the local villagers etc. The duties in respect of beat guards/forest guards are also equally applicable to foresters/round officers. The duties of R.F.O. as they relate to forester are also applicable to Round Officers and Foresters

2.05.05 Beat Guard:- He should

- (i) patrol and protect all forests in his beat;
- (ii) repair and maintain forest boundary marks in accordance with orders on the subject;
- (iii) see that the rights and privileges existing if any in the forests are not abused by the villagers;
- (iv) prevent illicit cutting of trees by constantly moving around the beat;
- (v) see that cattle do not graze in closed areas; if they are habitual or accidentally strayed, warn the owner to be more careful in future; and if not properly cared for by their owner, and allowed to pick up a subsistence by pilfering food or if deliberately driven into such areas, impound them;
- (vi) see that whenever prescribed, fees are paid for grazing in open areas;
- (vii) frequently inspect fire stations or climb tall places to look out for fires in the fire season, maintain fire lines in good time, as per orders in this behalf; collect villagers and put out forest fires promptly in the event of their occurrence and prevent kindling of fire or leaving it burning upon public or prevent ways wherever this is prohibited.
- (viii) detect and report illicit shooting and fishing in reserved forests;
- (ix) see that forest produce is not removed except in accordance with the transit rules under the Forest Act;
- (x) collect timber found adrift, beached or sunk;
- (xi) carry out silvicultural works such as sowing seeds, preparing nurseries, collecting seeds, planting and carrying out other cultural operations as ordered. Cut creepers and make petty repairs to plantation and nursery fences without special orders.
- (xii) keep the forest rest house in his charge together with the compound in clean and tidy condition and generally protect them from damage; and
- (xiii) submit first offence report immediately on discovery of a forest offence, try to trace the offender and, if found, take him to the Round officer promptly and give necessary help to the Round officer in conducting the enquiry.

2.05.06 Ranger Surveyor:-

The duties of Ranger Surveyor correspond to the duties of district Inspector of Land Records in respect of maintenance of survey record and record of forest settlement proceedings, orders of F.S.O., appeals etc. made to the competent authority and maintenance of complete land records in respect of forest department including register of maps, sets of revenue (village) maps, certified copy of record of rights by revenue department duly compared and corrected with the record of Forest Department Form No.1 prescribed in standing order of P.C.C.F. 015/Nondvahi/481/29-11-2002 (Record of Reserved and Protected Forests etc.). He must go through the Gazette Notifications and orders of FSO, prepare a compilation of such notifications related to the forests acquisition of private forest, settlement records reservation proceedings etc. He should see that the revenue maps are procured and compared with the forest maps and discrepancies reported to the Dy.C.F./D.F.O. after scrutiny of relevant forest and revenue record. **{MFM Form 1} & {Annexure II (1)}**

When Attached to the Division: -

He must inspect Survey and Demarcation works carried out by the surveyors and carry out 20% checking of the 1/5th boundary demarcation works annually. For this purpose he must prepare proper tour programmes in his demarcation jurisdiction. When attached to the Chief Conservator without the post of Ranger Surveyor in division, he should carry out inspection of the works of surveyors in consultation with C.C.Fs.

When in charge of Survey and Demarcation work in a territorial division, he must prepare and check the maps of the plantation areas or coupes laid out for working. He should assist the Dy.C. F. in maintaining account of hammers. When in charge of working plans he will be responsible for preparation and laying out coupes, compartments, verifications of maps. He should assist Dy.C. F. in maintaining register and account of hammers and prepare statement of demarcation of annual coupes, maintain compartment histories, carry out compilation of observations from Forest Register maintained by Dy.C.F./D.F.O. in addition to usual works of maintaining important files relating to land section of the Forest Department., annual administration report, preparation and submission of control forms and deviation proposals etc. He will be responsible for all matters pertaining to survey, demarcation, maintenance of record of rights and maps of the Forest Department. When stationed under Chief Conservator of Forests he will ensure that the above matters are complied at divisional level.

2.05.07 Forest Surveyor:- The duties include:-

- (i) Laying out coupes on the ground according to the working plan maps.
- (ii) Carrying out such other survey and demarcation work in the field as may be directed by the Divisional Forest Officer in this behalf.
- (iii) Preparing block, compartment or coupes traces, copying out maps, filling up and coloring details in stock-maps, preparing enlargements or reductions from maps;
- (iv) Computation and tabulation of areas.
- (v) Correcting maps and registers according to Government Notifications of afforestation and disforestation of areas.
- (vi) Attend all correspondence affecting forest areas, survey and demarcation; maintain compartment history files.
- (vii) Scrutinize and put to the Divisional Forest Officers, deviation proposals and control forms received from the Range Forest Officers and to peruse their further disposal.
- (viii) Preparation of a sale where this work has not specifically been entrusted to another member of the office staff by the Divisional Forest Officer.

2.05.08 Chief Forest Statistician:-

The duties of Forest Chief Forest Statistician are:-

- (i) To build up and keep up-to-date all the data and information regarding forest statistics in a readily available form and to carry out analysis of results.
- (ii) To undertake statistical analysis to advise on the design of experiments.
- (iii) To prepare yield and volume tables in collaboration with the Silviculturists and Working Plans Officers.
- (iv) To advise Working Plans Officers and Evaluation wing as under on sampling methods and compute data of enumeration surveys.
- (v) To prepare commercial volume tables for various species in consultation with the Forest Utilization Officers and Working Plans Officers.
- (vi) To prepare ready reckoners/tables for calculating volume for saw mill in consultation with the A.P.C.C.F. (R.U.).
- (vii) To study business trends in timber-trade.

- (viii) To undertake studies on costs for raising plantations carrying out exploitations in various places, working out rates of sale of forest produce for granting the sale under contract agreement as per the directions of A.P.C.C.F. (R.U.).
- (ix) To carry out such other functions and duties as may be specially entrusted to him by the P.C.C.F. (HoFF) or Additional Principal Chief Conservators of Forests (Information, Technology and Policy)

2.05.09 Forest Engineer :-

The duties of the Forest Engineer include the preparation of designs and estimates of roads, buildings and other engineering works and the construction of more important of such works as may be entrusted to him. He is required to make experiments and give his advice regarding the most suitable forms of mechanical transport and mechanical appliances for the extraction of timber and fuel and to assist in their introduction and successful working. The technical supervision of the working of saw mills (mechanical aspect only), the erection of new ones where necessary, and the organization of supply of store are among his duties which he is expected to perform with the assistance of Saw Mill Engineer, Workshop Superintendent.

