

The Information regarding points from 1 to 17 mentioned in Rule No. 4(i)b of Right to Information Act 2005 to be published in the website.

MANUEL NO.- 1 :- THE PARTICULARS OF ITS ORGANISATION, FUNCTION AND DUTIES.

1.1 Introduction :- The subject 'Forests' was included in the seventh schedule of provincial legislative list referred to in Section 100 of the Government of India Act, 1935. The administration of the Forests in the then Bombay Province was entirely under the control of the provincial Government and was dealt with in the Agriculture and Forest Department of the Secretariat.

The subject has been included in the concurrent list in 1976, as per 44th to the constitution to of India amendment.

The subject is now being dealt by the Ministry of Environment and Forests in the Government of India and Revenue and Forest Department of Government of Maharashtra.

1.2 Organisation of the Forest Department :-

1.2.1 Awareness of the Forest management for meeting the industrial requirements of Teak was felt by the British Government in England in the year 1805. Dr. Gibson, superintendent of Botanical Gardens, Bombay Presidency was appointed to act as 'interim' Conservator Of Forests from 1841 to 1842. He later became the first Conservator of forests with a small staff in 1847.

1.2.2 A charter for protection and preservation of the Forests was drawn in 1865. The enactment of Indian Forest Act, which was done first in 1878 was in existence in the State till 1927. The present Indian Forest Act, dealing more comprehensively with the aspects relating to Forests, was passed in 1927 which is now in force. It has been modified from time to time to make it more effective.

1.2.3 In 1892, Department was re-organized forming 3 circles corresponding to Revenue Divisions. For the first time, a Chief Conservator of Forest was appointed in 1917. The Department ceased to be ancillary to the Revenue department from 1921.

1.2.4 The first conservancy in Berar (which is a part of present Maharashtra State) came under British Rule in 1855. The foundation of regular forest administration was laid in Berar and Melghat by Sir Brandis in 1869. First conservancy in Vidarbha was started after purchase of ex-jamindari forests of Aheri, which was brought under Working plan in 1895.

1.2.5 Reorganization of the State was done in 1956. Due to bifurcation of reorganized bilingual Bombay state, present state of Maharashtra was constituted in May, 1960. The Forest area of the then Maharashtra State was 67321.87 Sq. Kms, which includes 6604.5 Sq. Kms of area in charge of Revenue Department and 3670.03 Sq. Kms area of forest in charge of private individuals. The Forest Department then consisted of 6 territorial circles, 25 territorial divisions, 3 independent

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sub divisions and functional divisions of Working Plans, silviculture, utilization and a Forest Engineer.

1.2.6 The formation of present structure of Forest Department is due to expansion of the Department, creation of additional posts of Chief Conservator of Forests, Conservators and Divisional Forest Officers in 1964. Formation of Indian Forest service from 1st July 1966, creation of Forest Development Board and subsequently Forest Development Corporation of Maharashtra Ltd., introduction of State Trading in Minor Forest Produce, creation of Social Forestry Wing and reorganizations of the department in 1964, 1981, 1983 etc.

1.2.7 **The Forest Department :-**

The present Forest Department is headed by the Principal Chief Conservator of Forests, who acts as a Team leader and a coordinator of all activities and programmes of the Forest Department, Forest Development Corporation of Maharashtra Ltd. and Social Forestry Department which is manned by personnel deputed from forest department and work outside the forest areas on non forest wastelands and community lands. The Principal Chief Conservator of Forests is assisted by Additional Principal Chief Conservators of Forests (Human Resources Management and Administration), Additional Principal Chief Conservators of Forests (Budget, Planning and Development), Additional Principal Chief Conservators of Forests (Production and Management), Chief Conservators of Forests (Policy Technology and Strategic Planning), Chief Conservators of Forests (Conservation) Chief Conservators of Forests (Evaluation and Nationalization), Chief Conservators of Forests (Protection) who deal with the subjects allotted to them. The Forest Department in Maharashtra State is divided into 11 territorial Circles, 43 territorial Forest Divisions and 5 independent Sub Divisions. The Divisions are further sub-divided into 330 territorial Ranges, the 1344 Rounds and 5011 Beats as on 31/12/2007. In addition to these territorial units the Wild life Wing has 4 Circles, 14 Divisions, 63 Ranges, 196 Rounds and 677 Beats. There are 5 functional circles and they are assigned the works of Research, Working plan, Education, evaluation, training etc.

The details of present administrative set up as on 31st March 2009 is as under.

S.N.	Administrative Units	Territorial	Functional	Total
1	Circles	15	9	24
2	Divisions	57	39	96
3	Ranges	330	63	393
4	Rounds	1344	196	1540
5	Beats	5011	677	5688

ADMINISTRATIVE SET UP.

Principal Secretary (Forests) or Additional Chief Secretary (Forests),
Principal Chief Conservator of Forests (2)
Additional Principal Chief Conservator of Forests (3)
Chief Conservator of Forests (22)
Conservator of Forest (34)

Dy. Conservator of Forests (47)
Assistant Conservator of Forests(217)
Range Forest Officers (1053)
Foresters (2553)
Forest Guard (8942)

The actual category-wise sanctioned, filled up & vacant post as on 31st March 2009 is as under.

ABSTRACT.

S.N.	Group	Total	Filled	Vacant
1	Group -A	490	433	57
2	Group -B	1141	983	158
3	Group -C	16264	15189	1075
4	Group -D	1489	1357	132
	Total	19384	17962	1422

Note :-

- The figures are as on 31st March 2009.
- The figures includes the sanctioned staff of Social Forestry Department.

1.2.8 In addition to the above staff, officers from Public Works Department (Engineers), Medical Department (Medical Officers), Revenue Department (F.S.O. etc.) are taken on deputation.

1.3. **Functions of the Forest Department :-** The functions of the Forest Department are :-

(a) **Protection, Conservation & Development of Forests:-**

(1) Take measures to protect forests, wildlife and natural eco-system from damage, theft, fires, degradation, misuse and abuse.

(2) Conserve soil, water to protect and improve its fertility, preserve wildlife, total biological diversity through net-work of National Parks, Sanctuaries, Biosphere reserves to provide corridor to maintain genetic continuity.

(3) Carry out all round development of forest areas to enrich present forest, increase their productivity by taking up plantations. Implement need-based programme of afforestation for production of fuel, fodder in open and remote areas, carry out construction and maintenance of roads, administrative and residential buildings, maintain mechanized units of logging, transport and communication system for management, maintenance, use and improvement of the forest.

(b) **Scientific management of the forests :-**

(1) Carry out scientific management through Working Plans consistent with permanence, maintenance and improvement of the forest eco-system and to meet the demand of rural populace to permissible extent.

(2) Management of catchment areas of watersheds, degraded forest lands and waste lands on the principles of land capability and land use to meet growing demands of local populace. Promote industries to procure their requirements through farmers or by building their own resources. Avoid making supply of forest produce to industries at concessional rates. Supply of raw material to cottage industries if surplus is available over and above the requirement of rural-tribal populace.

(3) Regulate the rights and concessions of the local populace including those of grazing to the extent of carrying capacity of the forest without depleting the resource and only to the extent of bonafide needs.

(4) Improve the capacity of production optimized by increased investment on adoption of advance technology, research and development.

(5) Carry out replenishment of degraded and inferior forests with indigenous and ecologically established valuable species, production of fodder, use of pasture on cutting terms by encouraging stall feeding of the cattle. Development of Farm Forestry, Social Forestry in non forest areas outside the reserved forests to increase total production capacity to reduce pressure on Government Forests.

(c) Research, Extension, Education etc.:-

(1) Carry out research in Silviculture, Ecology, Seed and Seedling production, regeneration, Utilization, Pathology and other fields in forestry in the interest of better conservation, management and sustenance of the forests. Research in wildlife, tribal development and technological improvements in the areas closely related to forest.

(2) Impart education and training to foresters in professional matters and scientific disciplines, educate public in respect of Forest, Wildlife, Social Forestry, management of community forestry. Promote specialization in the field of forestry.

(3) Create awareness of populace for best land use, for raising, fuel, fodder, crops on available waste land not under active cultivation, promote farm forestry, social forestry, participate in watershed management carried out for integrated development of the area, eco-development works now being introduced to promote and motivate populace for joint forest management, create infrastructure for sustenance of the developed areas.

(4) Survey and building up adequate data base by collection of appropriate information on forests and forestry through undertaking systematic surveys and collecting information essential for management of the forests. Develop built-in capacity to collect and feed this information on forest land, crop growth, market trends, personnel resources and development etc. through appropriate Management Information System.

(5) Carry out proper monitoring and evaluation for improvement and review of the specific projects and works, prescribed under approved Working Plans.

(6) Create adequate legal support to forestry, forest protection, conservation and management, farm forestry, joint forest management, social forestry, protection of interests of farmers, economically weaker sections, women and tribal in developing trees and forests by conferring on them suitable rights of ownership and usufructs. Develop suitable import-export strategy for forest produce in the interest of forest conservation.

7) Build-up suitable financial support for development, maintenance and sustenance of forest.

1.4.0 Relations with the Government of India :-

1.4.1 i) The subject of Forests and Wildlife in the Central Government is dealt by the Ministry of Environment and Forests. The Director General of Forests (previously designated as Inspector General of Forests) may correspond officially with the Principal Chief Conservator of Forests/Chief Conservators of Forests on technical and professional matters and on subjects on which he may require information or desires to make suggestions.

ii) He may write to the State Government with reference to professional matters, make inspection tours and submit to Government report or notes on forests visited, either directly or through the Government of India.

iii) The Ministry of Environment and Forests has established the regional offices of the Department of Environment, Forests and Wildlife to deal with the matters of forest conservation, ecological matters, disforestation. The State of Maharashtra is covered under the jurisdiction of Regional C.C.F., Western Zone with office at Bhopal. The functions of the Regional C.C.Fs. are narrated in the Govt. Resolution No. 37-3/85-F-P, dated 7-4-1986 of the Government of India. Please see in sub para 1.4.2.

1.4.2 Functions of Regional C.C.Fs & CFs.:-

i) To monitor and evaluate all on-going forestry development projects and schemes with specific emphasis on conservation of forests.

ii) To assist the States/Union Territory Govts. in preparation of the proposals involving diversion of forest lands for non-forestry purposes under the provisions of the Forest (Conservation) Act, 1980 for expeditious processing and disposal of such cases.

iii) To undertake physical inspection of sites in cases of diversion of forests involving an area of more than 40.0 ha.

iv) To monitor the implementation of conditions stipulated by the Central Govt. in proposals approved under the Forest (Conservation) Act, 1980.

v) To assist the States and Union Territories in the preparation of management plans for working of forests under their control within the frame work of guide lines issued by the central Govt. from time to time.

vi) To assist the States and Union territories in stream lining collection, storage and retrieval of data covering all the facets of forests and forestry activities and to transmit such data to the Central Government/Central data Processing Centre.

1.4.3 The Headquarter Unit located at New Delhi will be responsible for supervision and coordination of all the activities in relation to the functions assigned to the Regional Offices as enumerated above under the overall control of Secretary to Govt. of India in the Department of Environment, Forests & Wildlife and will be part of the Secretariat.

1.4.4 Other matters :-

The Government of India regulates the disforestation and monitors the process of conservation, preparation of Working Plan for regulating and implementing the schemes of protection and conservation of environment and wildlife by monitoring activities and regulation of the State Government and observance of implementation of the provision central acts, legislation on wildlife etc. in general and The Forest Conservation Act 1980 in particular.

The liaison between Central and State Government for the purpose of processing disforestation proposals is kept through the nodal officer representing Forest Department of the State. The planning process is also closely monitored by the Central Government, through the regional C.C.Fs. who is a member of the Committee for finalization of Working Plan of Forests prepared in accordance with policies and guidelines issued by Government of India or the Honourable supreme court of India.

1.4.5 The Government of India is also associated with State Governments in the activities of Social Forestry, development of Wildlife, nature conservation etc. through financial support of centrally sponsored or centrally aided schemes.

1.4.6 The Forest Research Institute is now designated as Indian Council for Forestry research and Education, Dehra Dun and carries out the functions of forestry research and imparting training to State Forest Service Officers including R.F.Os. Indira Gandhi National Forest Academy of Dehra Dun imparts training to Indian Forest Service Officers. I.C.F.R.E. runs research institutes at Dehra Dun, Coimbatore, Jabalpur, Jodhapur and Kurrsoong to cater to the regional needs of research. Wildlife Institute of India at Dehra Dun carries out work of research on wildlife and bio-diversity conservation and imparts training to the Forest Officers working in the States.

1.4.7 Indian Institute of Forest Management is established at Bhopal for catering to the needs of management studies in forestry in the country to create managerial and professional skills required for managing forestry related activities outside forest areas.

1.4.8 The Government of India also, keeps liaison with international institutes like O.D.A., C.I.D.A., S.I.D.A., I.U.F.R.O. etc. of research and education in forestry, nature conservation, wildlife, environmental protection, etc. for the benefits of the States.

MANUEL No.- 2 :- THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

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

- (a) The Indian Forest Act 1927 and rules made there under
- (b) The Wild Life (Protection) Act 1972 and rules made there under.
- (c) The Forest Conservation Act.1980, and rules made there under
- (d) The Maharashtra Forests Produce (Regulation of Trade) Act,1969
- (e) The Maharashtra felling of Trees (Regulation)Act 1964 and rules made there under
- (f) The Maharashtra Sale of Trees by Occupants belonging to scheduled Tribes (Regulation) Act, 1969
- (g) The Maharashtra Civil Services Rules
- (h) The Manual of Financial Powers,1978
- (i) Bombay Financial Rules

2.2 The functions assigned to various officers and employees are described as under

I. PRINCIPAL CHIEF CONSERVATOR OF FORESTS (Head of Forest Force)

- (a) All policy matters, including policies related to wildlife management and wasteland development.
- (b) Matters pertaining to committees of legislature.
- (c) Overall control and supervision on all territorial and functional charges including preparation of working plans and research and general administration of the Forest Department.
- (d) Establishment including disciplinary matters and inland / foreign training assignment pertaining to IFS Personnel.
- (e) Establishment including disciplinary matters pertaining to Maharashtra Forest Service Class I (Senior & Junior)
- (f) Updating Maharashtra Forestry Manual.

II. PRINCIPAL CHIEF CONSERVATOR OF FORESTS (WILDLIFE)

- (a) Enforcement of Wildlife Protection Act and Rules and matters arising there from.
- (b) Wildlife research.
- (c) Matters pertaining to State Wildlife Advisory Board.
- (d) Field and Office Inspections of Circles of Wildlife Wing.
- (e) Implementation supervision and monitoring of all activities as per approved Management Plans of Protected areas.
- (f) Implementation supervision and monitoring of all Plan and Non-Plan schemes including budget allotted to wildlife wing.

2.3 ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FORESTS/CHIEF CONSERVATOR OF FORESTS.

Subject to the overall control of the Principal Chief Conservator of Forests in the matters of general administration, policy, planning, budget and other matters assigned (to-him) the A.PCCFs /

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 APCCFs / CCFs shall take decision in consultation with PCCF and shall route references to the Government through him.

**I. ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FOREST
(HUMAN RESOURCE MANAGEMENT & ADMINISTRATION)**

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.
- (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.

**II. 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, FDA 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, 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.
- (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.

III. ADDITIONAL 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 there under.
- (viii) Monitoring of Revenue, Timber Accounts and Depots.
- (ix) Matters related to Grazing including grazing settlement.
- (x) Stores and Vehicles.
- (xi) Issues related to engineering matters.
- (xii) Field and Office inspection of the Circles allotted by Principal Chief Conservator of Forests.
- (xiii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circle allotted by the Principal Chief Conservator of Forests.

IV. 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.

- (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.

V. 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.

**VI. CHIEF CONSERVATOR OFFORESTS
(EVALUATION & NATIONALIZATION)**

- (i) Evaluation.
- (ii) Nationalisation of forest produce and matters pertaining to the Maharashtra Minor Forest Produce (Regulation of Trade) Act, 1969 and Rules made there under.
- (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 and office inspections of the Circle allotted by the Principal Chief Conservator of Forests.
- (v) Implementation, supervisions and monitoring of all Plan and Non-Plan schemes including budget of the Circle allotted by the Principal Chief Conservator of Forests.

VII. CHIEF CONSERVATOR OF FORETS (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 Chief Conservator of Forests.
- (iv) Matters connected with Meetings and Library.
- (v) All matters pertaining to Malki cases on lands belonging to Tribals / other than the Tribals.
- (vi) Field and office inspections of the Circles allotted by the Principal Chief Conservator of Forests,
- (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.

VIII. CHIEF CONSERVATOR OF FORESTS (POLICY, TECHNOLOGY AND STRATEGIC PLANNING)

- (i) Forest Policy and Legislation
- (ii) Formulation of Forestry Projects including Externally Aided Projects.
- (iii) Strategic Planning
- (iv) Forest Statistics, Matters related to publicity and extent ion.
- (v) Revision / updating of Maharashtra Forest Manual
- (vi) MIS & Computers
- (vii) Field & office inspection of the Circles allotted by the Principal Chief Conservator of Forests.

- (viii) Implementation, supervision and monitoring of all Plan and Non Plan schemes including budget of the Circles allotted by the Principal Chief Conservator of Forests.

IX. CHIEF CONSERVATOR OF FOREST (RESESRCH, 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 Chief Conservator of Forests (Research Education & Training) with head quarter at Pune, heads the Forest Research Organisation and is assisted by two Silviculturists in the rank of the Conservators of Forests heading Research Divisions at Pune and Chandrapur, three Assistant. Conservators of Forest (Research) in charge of Research Sub Divisions at Nagpur, Jalna and Wadala, 15 research Range Forest Officers manning 15 Research centers.

X. CHIEF CONSERVATOR OF FORESTS/ CONSERVATOR OF FORESTS (Territorial)

Chief Conservator of Forests & Conservator of Forests are in administrative charge of circles. They are responsible within their respective areas, for the preparation of Working Plans and their implementations 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

XI. DEUPTY CONSERVATOR OF FORESTS/ 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, he 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 realise revenue and control over expenditure and also deal with the forest offence cases.

XII. ASSISTANT CONSERVATOR OF FORESTS. :-

The main duties of Assistant Conservator of Forests are to assist Dy. Conservator of Forests in all forest development and protection works and responsible for exercising supervision and control on forestry activities in the Division. He/ She should assist Dy. C.F. to 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 realise revenue and control over expenditure and also deal with the forest offence cases.

XIII. RANGE FOREST OFFICER :-

Range Forest Officer in charge of a Range, as head of the Range he is responsible for the staff and 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.

XIV. ROUND OFFICER

i) Round Officer's duties include protection of forests, investigation of offenses, issue of transit and other passes, collection of grazing fees, and compensation for offences, 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 up their diaries and explain to them the forest rules, regulations right 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 and also applicable to Round Officers and Foresters

XV. BEAT GUARD

(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 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.

XV. RANGEYOR 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 - Record of Reserved and protected Forest etc. He must go

through the Gazette Notifications and order 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./DFO after scrutiny of relevant forest and revenue record.

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 conservator without the post of Ranger Surveyor in division he should carry out inspection of the works of surveyors in consultation with 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. /D.F.O. in maintaining account of hammers. When in charge of working plans he will be responsible for preparation and laying out coupes, compartments, foot note, verifications of maps, he should assist DFO, 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 conservator of forests he will ensure that the above matters are complied at divisional level.

XVI. Forest Surveyor :-

- (1) Laying out coupes on the ground according to the working plan maps;
- (2) Carrying out such other survey and demarcation work in the field as may be directed by the Divisional forest officer in this behalf.
- (3) Preparing block, compartment or coups traces, copying out maps, filling up and coloring details in stock-maps, preparing enlargements or reductions from maps;
- (4) Computation and tabulation of areas.
- (5) Correcting maps and registers according to government notifications of afforestation and disforestation of areas
- (6) Attend all correspondence affecting forest areas survey and demarcation; Maintain compartment history files.
- (7) 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.
- (8) Preparation of a sale where this work has not specifically been entrusted to another member of the office staff by the Divisional forest officer.

XVII. CONSERVATOR OF FORESTS, WORKING PLANS :-

The work of the Conservator of Forests, working plans consists of preparation, revision, monitoring and evaluation of working plan 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.

XVIII. SILVICULTURISTS :-

Silviculturists and Director (MVSS) Chandrapur will work according to the orders issued by Governments and the 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 put 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.

The silviculturists will also undertake investigation of methods for the improvement of growing stock and soil fertility, for introduction of new species of high economic value and for the successful afforestation of waste lands.

XIX. CONSERVATOR OF FORESTS (Resource Utilization) :-

The Forest Resource Utilization officer will also work according to the orders issued by Government, PCCF and Additional 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 organisation 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.

XX. CHIEF FOREST STATISTICIAN :-

The duties of the 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 FUO.
- (vii) To study business trends in timber-trade.

- (viii) To undertake studies on costs for reising 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 F.U.O.
- (ix) To carry out such other functions and duties as may be specially entrusted to him by the P.C.C.F. or Chief conservator of Forests (Policy, Technology and Strategic Planning).

XXI. 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 etc.

MANUEL NO. 3 :- THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

System of Desk Officers has been introduced since 1975 to reduce time for dealing with the case at multiple levels, to introduce accountability at each level, to enable the administrator to fix responsibility and to improve the quality of compliance through specialization and delegation. The system is being followed in the offices of C.Fs. & above in Forest department. The desk officer prepares the office note with the help of assisting staff (clerks/Accountants) regarding the proposals/ correspondence received and submit the same to the competent authority through the supervisory officer for decision or approval to submit the same to the Government. The procedures detailed in the manual of office procedure are followed for handling the official correspondence.

MANUEL NO. 10 :- THE MONTHLY REMUNEERATION REVISED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

PAY SCALES OF POSTS SANCTIONED IN THE FOREST DEPARTMENT
(AS PER MCSR (REVISED PAY) RULES 2009.

S.N.	Post	Pay scale (Pay Band & Grade Pay)
Gazetted		
1	Principal Chief Conservator of Forests	Rs.80000/-(Fixed)
2	Additional Principal Chief Conservator of Forests	Rs.67000-79000/-
3	Chief Conservator of Forests	Rs.37000-67000/- + Rs. 10000/-
4	Conservator of Forests	Rs.37000-67000/-+8900/-
5	Dy. Conservator of Forests.	15600-39100+87000
6	Divisional Forest Officer.	15600-39100+87000

7	Chief Forest Statistician	15600-39100+6600
8	Forest Engineer	15600-39100+6600
9	Divisional Forest Engineer	15600-39100+6600
10	Administrative Officer	15600-39100+6600
11	Forest Statistician	15600-39100+6600
12	Deputy Engineer	15600-39100+6600
13	Assistant Conservator of Forest	9300-34800+5000
14	Personal Assistant	9300-34800+4600
15	Workshop Superintendent	9300-34800+4400
16	Saw Mill Engineer	9300-34800+4400
17	Assistant Forest Statistician	9300-34800+4400
18	Office Superintendent	9300-34800+4400
19	Range Forest Officer	9300-34800+4400
Non Gazetted		
20	Assistant Medical Officer	9300-34800+4400
21	Stenographer (Higher Grade)	9300-34800+4400
22	Document Officer	9300-34800+4300
23	Plant Operator	9300-34800+4300
24	Senior Kiln Operator	9300-34800+4300
25	Range Surveyor	9300-34800+4300
26	Foreman	9300-34800+4300
27	Head Accountant	9300-34800+4300
28	Commercial Accountant	9300-34800+4300
29	Senior Statistical Assistant	9300-34800+4300
30	Stenographer (Lower Grade)	9300-34800+4300
31	Junior Engineer	9300-34800+4300
32	Police Wireless Sub-Inspector	9300-34800+4300
33	Deputy Accountant	9300-34800+4200
34	Chief Accountant	9300-34800+4200
35	Nurse	9300-34800+4200
36	Physical Training Drill Master	9300-34800+4200
37	Draftsman	5200-20200+2800
38	Park Warden	5200-20200+2800
39	Assistant Soil Chemist	5200-20200+2800
40	Assistant Saw Mill Engineer	5200-20200+2800
41	Head Sawyer	5200-20200+2800
42	Saw Doctor	5200-20200+2800
43	Artist	5200-20200+2800
44	Aval Karkoonl	5200-20200+2800
45	House Master	5200-20200+2800
46	Compounder	5200-20200+2800
47	Accountant	5200-20200+2800

48	Radio Mechanic	5200-20200+2400
49	Store Keeper	5200-20200+2400
50	Junior Statistical Assistant	5200-20200+2400
51	Steno Typist	5200-20200+2400
52	Computer Operator/Pan Mixer/Wireless Technician	5200-20200+2400
53	Forester	5200-20200+2400
54	Boilerman	5200-20200+2400
55	Latheman (W.S)	5200-20200+2400
56	Surveyor	5200-20200+2400
57	Sawyer	5200-20200+2400
58	Assistant Sawyer	5200-20200+2400
59	Saw Sharpner	5200-20200+2400
60	Circle Inspector	5200-20200+2400
61	Wireless Operator	5200-20200+2400
62	Electrician	5200-20200+2400
63	Mechanic	5200-20200+2400
64	Kiln Assistant	5200-20200+2400
65	Head Constable	5200-20200+2400
66	Jamadar	5200-20200+2400
67	Assistant Draftsman	5200-20200+2400
68	Mason Attendant	5200-20200+2000
69	Launch Driver	5200-20200+2000
70	Assistant Librarian	5200-20200+2000
71	Drill Teacher	5200-20200+2000
72	Museum Assistant	5200-20200+2000
73	Cylinder Attendant	5200-20200+2000
74	Senior Mechanic	5200-20200+2000
75	Auto Electrician	5200-20200+2000
76	Wireman	5200-20200+2000
77	Switch Board Operator- cum- Wireman	5200-20200+2000
78	Tracer	5200-20200+2000
79	Tractor Driver	5200-20200+2000
80	Project Operator	5200-20200+2000
81	Road Roller Driver	5200-20200+2000
82	Bulldozer Operator	5200-20200+2000
83	Soil Investigator	5200-20200+1900
84	Park Supervisor	5200-20200+1900
85	Truck Driver	5200-20200+1900
86	Dinghy Driver	5200-20200+1900
87	Store Clerk	5200-20200+1900
88	Clerk / Muster Clerk	5200-20200+1900
89	Midwife	5200-20200+1900

90	Mini Train Driver	5200-20200+1900
91	Van Driver	5200-20200+1900
92	Jeep Driver	5200-20200+1900
93	Assistant Driver-cum-Mechanic	5200-20200+1900
94	Boiler Attendant	5200-20200+1900
95	Assistant Mechanic	5200-20200+1900
96	Welder	5200-20200+1900
97	Blacksmith	5200-20200+1900
98	Wireless-cum-Pump Attendant	5200-20200+1900
99	Assistant Welder	5200-20200+1900
100	Air Compressor Operator	5200-20200+1900
101	Fork Lift Driver/ Wireman-cum-Engine Driver	5200-20200+1900
102	Engine Driver	5200-20200+1900
103	Fitter/Senior Fitter	5200-20200+1900
104	Launch Tandel	5200-20200+1900
105	Brazor	5200-20200+1900
106	Junior Fitter	5200-20200+1900
107	Saw Mill Jamadar	5200-20200+1900
108	Armed Constable	5200-20200+1900
109	Policed	5200-20200+1900
110	Lady Police	5200-20200+1900
111	Laboratory Attendant	5200-20200+1900
112	Mahut	5200-20200+1800
113	Forest Guard	5200-20200+1800
114	Head Mali	5200-20200+1800
115	Chara Cutter	4440-7440+1600
116	Fireman (Boiler)	4440-7440+1600
117	Oilman	4440-7440+1600
118	Caretaker	4440-7440+1600
119	Paid Vendor	4440-7440+1600
120	Mess Cook	4440-7440+1600
121	Hand Sawyer	4440-7440+1600
122	Log Lifter	4440-7440+1600
123	Library Attendant	4440-7440+1300
Group D		
124	Daftarband	4440-7440+1600
125	Daftari	4440-7440+1600
126	Naik	4440-7440+1600
127	Chowkidar-cum-Khansama	4440-7440+1600
128	Animal Keeper	4440-7440+1600
129	Driller	4440-7440+1600
130	Nakedar	4440-7440+1600

131	Cabin Attendant	4440-7440+1600
132	Roneo Operator	4440-7440+1600
133	Messenger	4440-7440+1600
134	Dark Room Assistant	4440-7440+1600
135	Chowkidar	4440-7440+1300
136	Mali	4440-7440+1300
137	Laboratory Attendant	4440-7440+1300
138	Dak Runner	4440-7440+1300
139	Peon	4440-7440+1300
140	Watchman	4440-7440+1300
141	Motor Cleaner	4440-7440+1300
142	Khalashi	4440-7440+1300
143	Sweeper	4440-7440+1300
144	Waterman	4440-7440+1300
145	Mazdoor	4440-7440+1300
146	Ward Boy	4440-7440+1300
147	Box Boy	4440-7440+1300
148	Chainman	4440-7440+1300
149	Mess Servant	4440-7440+1300
150	Helper	4440-7440+1300
151	Dhobi	4440-7440+1300
152	Pan Cleaner	4440-7440+1300
153	Gate Keeper	4440-7440+1300
154	Keyman	4440-7440+1300
155	Gangman	4440-7440+1300

MANUEL NO. 17 :- THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. :-

The Assistant Public Information Officers, Public Information Officers & 1st Appellate Officer have been appointed vide this office letter No. Desk-7/RTI Act/CR-156/1020, dated 31st March 2009. The list these officer is given in Table N.1 below is as under.

TABLE No.1

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER, PUBLIC INFORMATION OFFICER, APPELLATE OFFICER UNDER RIGHT TO INFORMATION ACT 2005.

S.N.	Desk No.	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Desk No. -1	-----	Desk Officer -1 (Assistant Conservator of Forest)	Conservator of Forest (Information, Technology & Publicity)
2	Desk No. -2	-----	Desk Officer - 2 (Office Superintendent)	Conservator of Forest (JFM - 1)
3	Desk No. -3	-----	Desk Officer - 3 (Office Superintendent)	Conservator of Forest (Information, Technology & Publicity)
4	Desk No. -4	-----	Desk Officer - 4 (Office Superintendent)	Conservator of Forest (JFM - 1)
5	Desk No. -5	-----	Desk Officer - 5 (Office Superintendent)	Conservator of Forest (Information, Technology & Publicity)
6	Desk No. -6	-----	Desk Officer - 6 (Office Superintendent)	Conservator of Forest (Information, Technology & Publicity)
7	Desk No. -7 & 7A	-----	Desk Officer - 7 & 7A (Office Superintendent)	Conservator of Forest (Human Resource Development)
8	Desk No. - 8	-----	Desk Officer -8 (Range Forest Officer)	Conservator of Forest (Resource Utilisation)
9	Desk No. - 9	-----	Desk Officer - 9 (Office Superintendent)	Chief Conservator of Forests (Personnel), M.S., Nagpur
10	Desk No. -10	-----	Desk Officer - 10 (Office Superintendent)	Chief Conservator of Forests (Human Resource Management), M.S., Nagpur
11	Desk No. -- 10A	-----	Desk Officer - 10A (Office Superintendent)	Chief Conservator of Forests (Human Resource Management), M.S., Nagpur
12	Desk No. - 11	-----	Desk Officer -11 (Assistant Conservator of Forest)	Conservator of Forest (Resource Utilisation)
13	Desk No. - 12	-----	Desk Officer -12 (Range Forest Officer)	Conservator of Forest (Land Record)

14	Desk No. -13	-----	Desk Officer - 13 (Office Superintendent)	Administrative Officer.
15	Desk No. -14	-----	Desk Officer - 14 (Office Superintendent)	Chief Conservator of Forests, Working Plan, Nagpur
16	Desk No.-15	-----	Desk Officer - 15 (Chief Accountant)	Chief Forest Statistician
17	Desk No. -16	-----	Desk Officer -16 (Assistant Conservator of Forest)	Conservator of Forest, (Resource Utilisation)
18	Desk No. - 16	-----	Desk Officer -16 (Saw Mills) (Range Forest Officer)	Conservator of Forest(JFM-2)
19	Desk No. - 17	-----	Desk Officer -17 (Assistant Conservator of Forest)	Chief Conservator of Forests & Nodal Officer, M.S., Nagpur
20	Desk No. - 18	-----	Desk Officer -18 (Assistant Conservator of Forest)	Conservator of Forest(JFM-2)
21	Desk No. - 19	-----	Desk Officer - 19 (Chief Accountant)	Conservator of Forest (Tendu)
22	Desk No. - 20	-----	Desk Officer - 20 (Chief Accountant)	Conservator of Forest (Tendu)
23	Desk No. - 21	-----	Desk Officer - 21 (Office Superintendent)	Conservator of Forest(JFM-2)
24	Desk No. - 22	-----	Desk Officer -22 (Assistant Conservator of Forest)	Dy. Conservator of Forest (Survey & Monitoring), Nagpur
25	Desk No. - 23	-----	Desk Officer - 23 (Office Superintendent)	Dy. Conservator of Forest (Survey & Monitoring), Nagpur
26	Desk No. - 24	-----	Desk Officer - 24 (Chief Accountant)	Forest Engineer.
27	Desk No. - 25	-----	Desk Officer - 25 (Range Forest Officer)	Conservator of Forest (JFM-2)
28	Desk No. - 26	-----	Assistant Conservator of Forest	Publicity & Information Officer, Nagpur
29	Desk No. - 27	-----	Desk Officer - 27 (Office Superintendent)	Conservator of Forest, (Land Record)
30	Desk No. - 28	-----	Dy. Conservator of Forests,(Data Base)	Director, Gorewada Project, Nagpur