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Directorate of Forests  
Office of the Principal Chief Conservator of Forests & HoFF  
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Block-LA-10A, Sector-III, Saltlake City  
Kolkata – 700 098

**OFFICE ORDER NO. 5-MISC/PMC/13**

**Dated, Kolkata: 24.01.2013**

## **ORDER**

**Sub :** Duties, functions and responsibilities of staff officers in the Office of the Principal Chief Conservator of Forests & HoFF, W.B., of Directorate of Forests.

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The Indian Forest Service Cadre Review has been implemented in the State during 2012-13 and a number of posts of Addl. Principal Chief Conservator of Forests, Chief Conservator of Forests and Conservator of Forests have been created / upgraded. In view of the same, it has become necessary to reassign the duties and responsibilities of the staff officers posted in the Office of the Principal Chief Conservator of Forests, W.B.

The officers and staff of the Directorate are helping and coordinating the Principal Chief Conservator of Forests, W.B., for smooth running of the Directorate and each individual officer is doing the job as and when directed by the Principal Chief Conservator of Forests, W.B., and others in the interest of public service. Although it is very difficult to precisely earmark and list out the duties and responsibility of each and every officer as they are highly diverse and varied, yet if they are defined as best as possible, it will give a clear picture of the work to be performed by each individual staff officer. The areas where duties overlaps and where there is any confusion, superior officer's directives will prevail.

Rational distribution of work load has been done as far as practicable taking into account the designation of the post and the reasons for creation / upgradation of the post. An attempt has been made for rational utilization of manpower and it is expected that such rationalization of duties and responsibilities will improve the internal and external efficiency of the Directorate Headquarters.

The post of ADG/Inspector General of Police (Forest Protection) is also attached to the Office of the P.C.C.F. H.o.F.F. W.B., and his duties and responsibilities are also laid out.

The following officers will function as the staff officer of the Directorate :-

1. The Addl. Principal Chief Conservator of Forests, CAMPA & NO FCA.
2. The Addl. Principal Chief Conservator of Forests, HRD.
3. The Addl. Principal Chief Conservator of Forests, Finance.
4. The Chief Conservator of Forests, MIS & E-Governance
5. The Chief Conservator of Forests, Headquarters.
6. The Chief Conservator of Forests, Public Grievance, Law and Information.
7. The Chief Conservator of Forests, Finance.
8. The Chief Conservator of Forests, Personnel Management Cell
9. The Chief Conservator of Forests, Gazetted Cell
10. The Chief Conservator of Forests, Spl Dev Project
11. ADG & The Inspector General of Police (Forest Protection)
12. Conservator of Forests, Land Affairs & FCA
13. Conservator of Forests, South
14. Conservator of Forests, Admin, Pub & Mtk.
15. The Asstt. Chief Conservator of Forests, W.B.
16. The Divisional Forest Officer, Personnel Management Cell.
17. The Divisional Forest Officer, Law Cell
18. The Divisional Forest Officer, Planning
19. The Divisional Forest Officer, Statistics
20. The Divisional Forest Officer, Publicity Divn.
21. The Divisional Forest Officer, Utilization Divn.
22. The Asstt. Divisional Forest Officer, Personnel Management Cell.
23. The Asstt. Divisional Forest Officer, Publicity Divn.
24. The Asstt. Divisional Forest Officer, Utilization Divn.
25. The Administrative Officer.

In suppression of earlier orders issued from time to time in this regard, the following duties and responsibilities of the staff officers of the Directorate Headquarters are hereby entrusted. All the officers and staff are requested to kindly follow the same and put up the matter, according to the duties and responsibilities given below, to the superior officers for quick disposal of the matter.

## **DUTIES & RESPONSIBILITIES OF OFFICERS**

### **Sl. No. (1) ADDL. PRINCIPAL CHIEF CONSERVATOR OF FORESTS, CAMPA & NODAL OFFICER-FCA.**

- (1) State Nodal Officer for Forest (Conservation) Act 1980.
- (2) Nodal Officer for CAMPA.
- (3) Maintain database on forest lands, their notifications, disputed lands (title suits) and such lands diverted for non-forestry purposes and land received for compensatory afforestation.
- (4) Maintain database of leases/ FD Holdings.
- (5) Initiation of process for declaring compensatory lands as Protected Forests.
- (6) Monitor Forest Land diversion cases pending sanction of the GOI.
- (7) Maintain database of compensatory afforestation.
- (8) Monitor the compliance of conditions stipulated by the GOI for diversion of forest-land by field visits and checking of records.
- (9) Build database on all the amendments to rules/regulations/guidelines issued by the GOI under the Forest (Conservation) Act, 1980 and CAMPA.
- (10) Maintain database of all judgements in various land matter cases.
- (11) Convene meetings of State level Executive Committee and Steering Committee of CAMPA
- (12) Allocate CAMPA funds to thr CFs and DFOs on the basis of approved work plans under intimation to MoEF/GOI
- (13) Obtain LOC for allocation of CAMPA Funds.
- (14) Submit audited report of CAMPA to AG/WB, Ad-HOC CAMPA, MoEF GOI and Forest Department Govt of W.B.
- (15) Initiate steps for obtaining funds from Ad-HOC CAMPA, Submission of Performance Report and Utilization Certificate to Ad-HOC CAMPA maintaining details of entire State CAMPA Funds.
- (16) Any other matter of the Directorate entrusted to him by PCCF, (HoFF) W.B.
- (17) He/She will be the controlling officer of CF/LA&FCA and will delegate duties and responsibilities of LA& FCA and CAMPA matters to him accordingly.
- (18) His/Her Controlling Officer will be PCCF (HoFF), WB

### **Sl. No. (2) ADDL. PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HRD.**

- (1) Matters related to recruitment, appointment, transfer / posting, promotion, pay & allowances of officers and staff.
- (2) Matters related to disciplinary proceedings and vigilance cases of all officers and staff of the Forest Directorate.
- (3) He will function as Head of Forest Vigilance Cell, monitoring the disciplinary

proceedings and vigilance cases of the Directorate.

- (4) Preparation and execution of HRD policy for all cadre of Govt. servant of Forest Directorate.
- (5) Correspondences related to training (in India and abroad) of IFS, WBFS Officers and Staff ( IFS compulsory training, short term and long term courses for officers and staff including foreign trainings), workshops, seminars etc. He will act as Nodal Officer for training.
- (6) Formulating guidelines, instructions at Directorate level regarding various matters pertaining to the PMC and establishment.
- (7) Matters relating to reorganization of Forest Directorate including redeployment of staff.
- (8) He is also empowered to finally dispose of the following subject matters in the office of PCCF, W.B.
  - i) Sanctioning of Casual Leave and restricted holiday of all officers up to the level of CCF.
  - ii) Matters related to Pension Papers of all staff and officers posted in the office of PCCF, W.B.
  - iii) Issuance of ' No objection Certificate ' for Passport in favour of Group 'B', 'C' & 'D' employees of the Directorate.
  - iv) Issuance of offer for Appointment on Compassionate ground to both 'C' & 'D' categories of staff of the Directorate.
  - v) Allotment of house building loan, marriage/illness loan to different circles and sanctioning of house building loan, marriage/illness loan, car loan, computer loan, cycle and motor cycle loan etc.
  - vi) Matters related to all advances such as GPF, house building advances, pay advance to the officers and staff of the Hqrs.
- (9) Any other matter of the Directorate entrusted by PCCF, W.B.
- (10) He/She will be the controlling officer of CCF PMC and CCF GC
- (11) His/Her Controlling Officer will be PCCF (HoFF), WB

**Sl. No. (3) ADDL. PRINCIPAL CHIEF CONSERVATOR OF FORESTS, FINANCE.**

- (1) Matters related to the budget of Forest Directorate – Plan, Non-Plan, Committed and Centrally Sponsored Schemes (CSS).
- (2) Matters related to the preparation of Budget speech of Hon'ble Governor, Finance Minister and M.I.C., Forests.
- (3) Coordinating the matters related to Budget and Finance with other Wings of the Directorate namely Wildlife, Research, Monitoring & Development.

- (4) Matters related to appropriation and control of budget of the entire Forest Directorate.
- (5) Budget matters on Medicinal Plants, NTFP, New & Renewable Sources of Energy.
- (6) Review of Special Projects & Development Schemes like Green India Mission, NREGS, FDA, Urban Forestry, WBFDC Project and other non-budgetary resources.
- (7) Review of Audit matters placed before him/her by CCF Spl. Dev. Project.
- (8) He/She will be the controlling officer CCF Finance, CCF Spl. Dev. Project and CCF MIS & E-Gov.
- (9) His/Her Controlling Officer will be PCCF (HoFF), WB
- (10) Any other matter of the Directorate entrusted to him by PCCF, W.B.

**Sl. No. (4) CHIEF CONSERVATOR OF FORESTS, FINANCE**

- (1) Preparation of Budget Estimates, Revised Estimates and Final Estimates including RIDF, RKVY, IFP, CSS (with state share), 13<sup>th</sup> Finance Commission and as directed by APCCF Finance.
- (2) Forwarding plans and estimates for schemes related to forestry.
- (3) LOC Cell for Forestry and other Plan schemes (except Wildlife schemes).
- (4) All existing and new proposals / schemes of Forest Directorate other than those allotted to CCF Spl. Dev. Project..
- (5) Matters relating to detailed estimates and PR / UC submission to Govt. for sanction and release of fund.
- (6) Coordinating the matters related to Budget and Finance with other Wings of the Directorate namely Wildlife, Research, Monitoring & Development.
- (7) All correspondences on Plan Projects, Budget, Research and Monitoring.
- (8) Matters related to Delegation of Financial Powers Rules, such as revision of limits etc.
- (9) He/She will be the controlling officer of DFO Planning.
- (10) His/Her controlling officer will be APCCF Finance
- (11) Any other duties to be assigned by PCCF, (HoFF) WB.

**Sl. No. (5) CHIEF CONSERVATOR OF FORESTS, PUBLIC GRIEVANCE, LAW & INFORMATION**

- (1) All matters relating to Public grievance, general complaints, public relations and RTI
- (2) All matters relating to Law, Court cases (except FC Act and Wildlife Protection Act).
- (3) All matters relating to concerning Acts, Rules, Powers / Authorization of Officers and Staff in Legal / Administrative.
- (4) Maintain database of Pattas under Forest Rights Act and details of cases under it.
- (5) Revision of Forest Manual.
- (6) Creation and maintenance of Guard File, containing all G.O.s / Govt. Notifications (to

be assisted by A.O. and Head Clerks).

- (7) Matters relating to licenses of Wood-based Industries
- (8) Supervision and control of Law Cell with regard to all Court Cases of the Directorate.
- (9) He will be the appellate authority under Right to Information.
- (10) He/She will be the controlling officer of DFO Law.
- (11) His/Her controlling officer will be APPCF HRD
- (12) Any other duties to be assigned by PCCF, (HoFF),WB

**Sl.No. (6) CHIEF CONSERVATOR OF FORESTS, HEADQUARTERS**

- (1) All matters on Wildlife and Biodiversity Conservation including Acts and Rules.
- (2) Matters on Parliament and Assembly Questions.
- (3) All matters concerning Assembly Committees other than standing committees.
- (4) All matters concerning Publicity, disposal of Forest Produces, purchase of Uniform.
- (5) All matters concerning Working Plan.
- (6) Convene meetings of the Forest Produce Disposal & Price Fixation Committee.
- (7) Matters related to Central Library.
- (8) He will be the controlling officer of and CF Admin-Pub-Mkt., CF/South & CF WP&GIS
- (9) Tour notes, tour diary and tour programme of all officers and other staff.
- (10) His/Her controlling officer will be PCCF HoFF, WB
- (11) Any other duties to be assigned by PCCF, WB or APCCF.

**Sl.No. (7) CHIEF CONSERVATOR OF FORESTS, PERSONNEL MANAGEMENT CELL**

- (1) Computerised personal records of all Group B, C and D with personal identity codes, to be updated at regular intervals.
- (2) Matters related to transfer posting, promotion, pension etc of Group B, C & D employees.
- (3) Final disposal of matters related to appointment, promotion and transfers of Group D and Forest Guards.
- (4) In-Service training, leave matters of Group B, C & D employees.
- (5) Custodian of ACR of Rangers and other Group B employees.
- (6) Matters related to appointment by compassionate grounds.
- (7) All other residual matters related to Group B, C and D employees.
- (8) He/She will be the controlling officer of DFO, PMC.
- (9) His/Her controlling officer will be APPCF HRD
- (10) Any other duties to be assigned by PCCF, (HoFF), WB

**Sl. No. (8) CHIEF CONSERVATOR OF FORESTS, GAZETTED CELL**

- (1) Matters related to transfer posting, promotion and pension, etc of Group A employees.
- (2) Computerised personal records of all Group A, with personal identity codes, to be updated at regular intervals and publication of Civil List of IFS & WBFS
- (3) Gradation list of other Group A.
- (4) Matters related to ACR/ PAR of IFS & WBFS and custodian of ACR of WBFS.
- (5) In-Service training, leave matters of IFS & WBFS.
- (6) Leave matters of IFS & WBFS.
- (7) Matters related to Declaration of Asset and Vigilance files of Officers.
- (8) His/Her controlling officer will be APPCF HRD
- (9) Any other duties to be assigned by PCCF, (HoFF), WB

**SL. No. (9) CHIEF CONSERVATOR OF FORESTS, MIS & E-GOVERNANCE**

- (1) Head of the E-Governance Cell of the Directorate.
- (2) He will be in charge of Computer Section and control the functioning of all staff of Computer Section.
- (3) Development of customized softwares, testing, training and implementation.
- (4) Maintenance and management of the Directorate website.
- (5) Nodal Officer for BANGALARMUKH for the Directorate.
- (6) Maintain data on the available hardware and software in the various offices of the Directorate and review requirement of all hardware and software programmes/ database for each office/level.
- (7) Monitor action taken to procure the required hardware/software.
- (8) Compilation and maintenance of Forest Statistics and related Data base.
- (9) Monitoring of Schemes such as NREGA, IAP, PUP and as directed by APCCF Finance.
- (10) He/She will be the controlling officer of DFO Statistics.
- (11) His/Her controlling officer will be APPCF Finance
- (12) Any other duties to be assigned by PCCF, (HoFF), WB

**SL. No (10) CHIEF CONSERVATOR OF FORESTS, Spl Dev Project**

- (1) Matters related to preparation and submission of special schemes and non-budgetary resources such as RIDF, FVD Scheme, Geetanjali, Green India Mission, FDA & WBFDC Project, Urban Forestry, JICA, CSS (100% central share) and IWDP.
- (2) Matters related to Paschimanchal Unnayan Parishad, Uttar Banga Unnayan Parishad.

- (3) Matters related to Integrated Action Programme.
- (4) Matters related to the preparation of Budget speech of Hon'ble Governor, Finance Minister and M.I.C., Forests.
- (5) Preparation of reports for submission to Standing Committees of Legislative Assembly.
- (6) Budget matters on Medicinal Plants, NTFP, New & Renewable Sources of Energy.
- (7) Review of Audit matters placed before him/her by CF South.
- (8) Matters related to Consultancies.
- (9) He/She will be the Nodal Officer of SFDA.
- (10) His/Her controlling officer will be APPCF Finance
- (11) Any other duties to be assigned by PCCF, (HoFF), WB

**Sl. No. (11) ADG & INSPECTOR GENERAL OF POLICE (FOREST PROTECTION)**

- (1) Monitoring, compilation and submission of offence reports (as submitted by DFOs) to PCCF every six months in June and December giving number of UDORs, PORs, CORs, persons arrested, persons sent to court, seizure of vehicles, seizure of timber etc. He should also submit a note giving protection status of forests of State, vis-à-vis the previous half year, along with his compiled report.
- (2) Monitoring, compilation and submission of the status of on-going court cases (as submitted by divisions) to PCCF giving yearwise filing of cases, status of submission of PORs, disposal by trial courts, appeals etc.
- (3) Biennial meeting of South and North Bengal DFOs, CFs and CCFs with DIGs and SPs.
- (4) Monitoring and advising on the deployment of Forest Protection Force including submission of a quarterly report to PCCF, W.B., giving name of camps, name of camp incharges. No of personnel deployed. No of personnel proceeding on leave during the quarter. No of times Force was used by Division, man-leave days granted to personnel deployed in camp during the quarter etc.
- (5) Submission of six-monthly report to PCCF on the status of Forest offences and coordination meetings in June and December.
- (6) Regular liaison with Police and other Security agencies for intelligence gathering and information networking.
- (12) He will supervise the Forest Offence Cell and report its activities to the PCCF, (HoFF) W.B.
- (13) His/Her controlling officer will be PCCF, HoFF, WB
- (14) Any other duties to be assigned by PCCF, (HoFF), WB.

**Sl. No. (12) CONSERVATOR OF FORESTS, SOUTH**

- (1) All matters on Wildlife and Biodiversity Conservation including Acts and Rules.



- (2) Nodal Officer for Parliament and Assembly questions, timely submission of their replies to the concerned authority and keeping and collection of the record in this regard in consultation with CCF, Hqrs., & PCCF, W.B.
- (3) All matters concerning Assembly Committees.
- (4) All the audit matters of the Directorate including submission of the audit queries, dealing with CAG reports with the help of the Audit Cell. All audit matters should be routed through CCF Spl. Dev. Project & Addl. PCCF Finance.
- (5) Matters related to Central Library.
- (6) Monitoring of media report on forestry matters of importance and bringing into notice of PCCF, W.B.
- (7) His/Her controlling officer will be CCF HQ.
- (8) Any other duties to be assigned by PCCF, (HoFF), WB.

**Sl. No. (13) CONSERVATOR OF FORESTS, LAND AFFAIRS AND FCA**

- (1) Matters related to Forest Conservation Act 1980 and all land affair will be delegated to him by APCCF, CAMPA & Nodal Officer FCA.
- (2) Matters related to CAMPA will be delegated to him by APCCF CAMPA & Nodal Officer FCA
- (3) Prepare audit replies for all CAMPA funds and land matters.
- (4) His/Her controlling officer will be APCCF CAMPA & Nodal Officer FCA.
- (5) Any other duties to be assigned by PCCF, (HoFF), WB.

**Sl. No. (14) CONSERVATOR OF FORESTS, ADMIN, PUBLICITY & MARKETING**

- (1) Allotment of duties to the clerical and Group 'D' staff of the office of the PCCF , W.B., including change of table of Ministerial/Clerical Staff of the office of PCCF HoFF, WB after consultation with other staff officers and approval of CCF Headquarters and PCCF, W.B.
- (2) Will be the controlling officer of ACCF, DFO Publicity Division and DFO Utilization Division
- (3) Will monitor the duties and responsibilities of ACCF, DFO Publicity Division and DFO Utilization Division.
- (4) Maintain computerized database of Timber Inventory of the Directorate of Forests.
- (5) Protocol Officer and Office Master of office of PCCF (HoFF), WB's Office.
- (6) His/Her controlling officer will be CCF Headquarters.
- (7) Any other duties to be assigned by PCCF, (HoFF), WB.

**Sl. No. (15) ASSTT. CHIEF CONSERVATOR OF FORESTS, W.B.**

- (1) To act as drawing and disbursing officer of the office of the PCCF, W.B. including timely preparation and submission of Accounts of the office of the PCCF, W.B.
- (2) To co-ordinate with the office of the Pay-Account Office III for clearance of Bills and sorting out technical issues related to payments of bill under HoS deputed to treasury for the office of PCCF HoFF, WB.
- (3) Duties and responsibilities of the General (Direction) Division including maintenance of discipline and upkeep of the office.
- (4) Liaison duties in connection with accommodation in the Forest Rest House for the officers of the Directorate and others outside the Directorate.
- (4) Coordination, control and regulation of Govt. vehicles in the pool and requisition from other sources, if necessary including matters of hiring of vehicles.
- (5) Arrangements of meetings, conference, seminars, workshops, discussions etc., in the office of PCCF, W.B.
- (6) General Provident Fund, house building loan and other loans and advances of all staff of the Directorate.
- (7) Reservation of Circuit House, State Guest House, Banga Bhawan etc.
- (8) To deal with matters of VAT at the Directorate level, Divisional level.
- (9) To deal with the matters of Income-tax at the Directorate level.
- (10) Correspondence and obtaining license etc., regarding RT network of the Forest Directorate and renewal of the license from the concerned authority.
- (11) Matters regarding Aranya Bhawan at Saltlake including the security and upkeep etc.
- (12) Supervision and control of AFR-1 and AFR-IV and office staff.
- (13) Purchase of store items for the office of PCCF, W.B. and Forest Deptt. / MIC's Secretariat.
- (14) Matters regarding telephones, fax machines and xerox machines, computer network including their maintenance and upgradation.
- (15) Matters regarding Annual Sports Meet and Inter-State Sports Meet.
- (16) Travelling advances and bills of officers and other staff.
- (17) Upkeep and Maintenance of Forest Rest House/Transit accommodation at AE Block, Saltlake, Kolkata.
- (18) Any other duties assigned by the PCCF HoFF, WB.
- (19) His/Her controlling officer will be CF/Admin, Pub & Mkt.
- (20) He/She will be the controlling officer of the Administrative Officer.

**Sl. No. (16) ADMINISTRATIVE OFFICER**

- (1) Supervising the work of general correspondence section.
- (2) Supervising requirement and supply of stationary to office staff through ACCF.
- (3) Coordinating, dispatch and receipt of FAX and letters.
- (4) Coordinating and overseeing the work of Head Clerks of different sections.
- (5) Statement (monthly) of absence and late attendance of the staff of the PCCF Office and placing the same to ACCF, W.B.
- (6) Keeping inventory of store purchase of the office of PCCF including the maintenance of store registers through Attached Forest Ranger.
- (8) Apprising of News report pertaining to Forests and Wildlife to PCCF HoFF, WB
- (9) Any other duties assigned by PCCF, Addl. PCCFs and ACCF.
- (10) His/Her controlling officer will be ACCF.

**Sl. No. (17) DIVISIONAL FOREST OFFICER, PERSONNEL MANAGEMENT CELL**

- (1) All personnel matters related to Group 'C' & 'D' staff .
- (2) Assisting CCF, PMC and CCF GC in all matters in connection with Personnel Management.
- (3) Duties as assigned from time to time by Addl. PCCF, HRD.
- (4) Maintenance of records related to appointment, safe custody of Service Books of all Group 'D' staff of the office of the PCCF, W.B.
- (6) Safe custody of Declaration of Assets and Vigilance files of staff of Office of the PCCF.
- (7) Compilation of data of all categories of forest employees and updating the data bank on monthly basis.
- (8) His/Her controlling officer will be CCF PMC.
- (9) He/She will be the controlling officer of ADFO PMC.
- (10) Any other works assigned by PCCF (HoFF) WB.

**Sl. No. (18) DIVISIONAL FOREST OFFICER, LAW CELL**

- (1) Keeping proper records and pursuing court cases in different courts, for the cases on establishment matters of all groups of staff, including IFS and WBFS in all the courts viz. CAT, SAT, High Court, Supreme Court etc.
- (2) Keeping proper records and pursuing the court cases in different courts for all the

court cases of the Directorate under Indian Forest Act, Wildlife (Protection) Act, 1972 etc., and rules made there under and all other court cases of the Forest Department.

- (3) Any other duties assigned by PCCF, W.B., Addl. PCCF, Hqrs. & Wasteland Devp. and CCF, Public Grievance, Law and Information.
- (4) He/She will be the SPIO under RTI Act.
- (5) His/Her controlling officer will be CCF PGLI.
- (6) Any other works assigned by PCCF (HoFF) WB

**Sl. No. (19) DIVISIONAL FOREST OFFICER, STATISTICS**

- (1) Monitoring of submission of monthly accounts of all accounting units of the Forest Directorate on day to day basis.
- (2) Maintain and Collection of Comprehensive forest statistics.
- (3) Control of Website.
- (4) Control of Computer Cell.
- (5) Assist CCF MIS & E-Gov. in E-Governance.
- (6) His/Her controlling officer will be CCF MIS & E-Gov.
- (7) Any other duties assigned by PCCF, HoFF, WB.

**Sl. No. (20) DIVISIONAL FOREST OFFICER, PLANNING**

- (1) Preparation of budget for the Forest Directorate - Plan, Non-Plan, Committed and Centrally Sponsored Schemes and all matters pertaining to it.
- (2) Pursuing all LOC and Treasury related matter with the concerned authorities.
- (3) Appropriation and control of budget of the Forest Directorate, revised and final stages and all matters connected with them.
- (4) Procurement and scrutiny of estimates in connection with annual budget proposals and their submission for the Government sanctions.
- (5) Preparation and submission of Annual Plan and Five Year Plans inclusion of Tribal sub-plan, Special Component Plan and District Plan.
- (6) Feedback of progress on expenditure and performances of various schemes.
- (7) Preparation of schemes and submission of the same to the State Govt. and Central Govt. for funding.
- (8) Preparation of various reports for submission to various Committees, Govt. of India, meetings, Forest Ministers meetings, Planning Commission and State Planning Board meetings.

- (9) Preparation of necessary document for the preparation of Forest Minister's Budget Speech etc., and its reply.
- (10) Preparation of necessary document for the preparation of Finance Minister's and Governor's speech.
- (11) Keeping close liaison with Forest Department for obtaining sanctions and replying to the objections.
- (12) Preparation of progress report expenditure including analysis of the expenditure.
- (13) His/Her controlling officer will be CCF Finance.
- (14) Any other duties assigned by PCCF, HoFF, W.B.

**Sl. No. (21) DIVISIONAL FOREST OFFICER, UTILIZATION DIVISION**

- (1) Purchase of uniform clothes / articles for the staff of entire Directorate staff and other stores for all the Circles and Divisions inclusive of taking care of the functions of the Clothing Committee.
- (2) Procurement of any centrally purchased stores.
- (3) Issue of forest licenses to wood-based industries in areas within Kolkata Metropolitan in accordance with the Rules, Regulations and Policy.
- (4) Make arrangements of tour of trainees of Forest Schools and Forestry Training Centres within the State and outside Kolkata.
- (5) Monitoring the sale of forest produce in the Directorate and Forest Corporation and carrying out periodical market survey and publish market prices of important forest produces once every year and approval of rules of forest produce.
- (6) Implementation of forest acts / rules in connection with control / disposal / transit of forest produce in Kolkata and Howrah.
- (7) Implementation of Non-forest Trees Act / Rules in Kolkata and Saltlake Areas.
- (8) Communication and answering enquiries in connection with disposal of forest produce.
- (9) All functions as DFO in Kolkata Metropolitan Area.
- (10) His/Her controlling officer will be CF Admin, Pub & Mkt.
- (11) He/She will be the controlling officer of ADFO Utilisation Division.
- (12) Any other duties assigned by the PCCF, HoFF, WB

**Sl. No. (22) DIVISIONAL FOREST OFFICER, PUBLICITY DIVN.**

- (1) Preparation of publicity materials for the Directorate on various matters in the form of leaflets, brochures, booklets etc, including procurement of leaflets, brochures and booklets from all other Divisions.
- (2) Preparation of publicity materials for the exhibition & organize participation in

exhibitions.

- (3) Design and preparation of audio-visual publicity materials, slides, short films etc., on specific topics.
- (4) Looking after all matters pertaining to the publication and printing of quarterly forestry magazine Bonobithi, Newsletter and Bonojuthi.
- (5) Use of existing communication and extension methods for spreading the message of forest protection, Joint Forest Management and existing good work done by the Forest Directorate.
- (6) Undertaking special publicity drive at the time of Aranya Saptaha, World Forestry Day, World Environment Day, Wildlife Week etc.
- (7) Any other duties assigned by PCCF, HoFF, WB
- (8) Compilation and Publication of Annual Report in consultation with DFO Statistics.
- (9) Publication of all Reports (Financial Schemes) of all wings (Data and relevant content material to be provided by concerned wings of Directorate of Forests, Corporations and Govt. Undertakings.)
- (10) His/Her controlling officer will be CF Admin, Pub & Mkt.
- (11) He/She will be the controlling officer of ADFO Publicity.

**Sl. No. (23) ASSTT. DIVISIONAL FOREST OFFICER, PERSONNEL MANAGEMENT CELL.**

- (1) Duties to be assigned by DFO PMC
- (2) His/Her controlling officer will be DFO PMC

**Sl. No. (25) ASSTT. DIVISIONAL FOREST OFFICER, PUBLICITY DIVN.**

- (1) Duties to be assigned by DFO Publicity Division
- (2) His/Her controlling officer will be DFO PMC

**Sl. No. (26) ASSTT. DIVISIONAL FOREST OFFICER, UTILIZATION DIVN.**

- (1) Duties to be assigned by DFO, Utilization Division.
- (2) His/Her controlling officer will be DFO PMC

  
(S.S.Bist)

Principal Chief Conservator of Forests & HoFF,  
West Bengal.

NO. 8434./PMC/2E-267/87

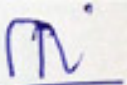
Dated, Kolkata: 20/01.2013

Copy forwarded for information and necessary action to :-

- (1) The P.S. to Hon. Minister-in-Charge, Department of Forests, Govt. of W.B.

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- (2) The Addl. Chief Secretary, Govt. of West Bengal, Deptt. of Forests.
- (3) The Secretary, Department of Forests, Govt. of W.B.
- (4) The Addl. Secretary, Department of Forests, Govt. of W.B.
- (5) The Principal Chief Conservator of Forests, Research, Monitoring & Devp.
- (6) The Principal Chief Conservator of Forests, Wildlife
- (7) The Managing Director, WBFDC Ltd.
- (8) The Managing Director, WBWLDC Ltd.
- (9) The Managing Director, WBPWDC Ltd.
- (10) All Additional Principal Chief Conservator of Forests / ADG&I.G. (F.P.)/ Dir. SBR.
- (11) All Chief Conservator of Forests /Field Directors
- (12) All Conservator of Forests /
- (13) All Divisional Forest Officers / Dy. Conservator of Forests / Dy. Field Directors / Directors, B.F. School
- (14) The Administrative Officer, PCCF Office.
- (15) All Head Clerks of Office of PCCF & HoFF, Aranya Bhavan.
- (16) All office staff to please note.



(S.S.Bist)

Principal Chief Conservator of Forests & HoFF,  
West Bengal.