

— CHAPTER 4 —
**FUNCTIONS AND DUTIES OF OFFICIALS IN
FOREST DEPARTMENT**

4.01.01 Functions of Officials in Forest Department under various statutes

Officials in Forest Department discharge duties and functions assigned to them under various legislations. Few of them are as under –

- (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 and rules made thereunder.
- (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 Private Forests (Acquisition) Act, 1975 and rules made thereunder.
- (viii) The Biological Diversity Act, 2002 and rules made thereunder.
- (ix) The Maharashtra Land Revenue Code, 1966 and rules made thereunder.
- (x) The Maharashtra Employment Guarantee Act, 1977 and rules made thereunder.
- (xi) The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 and rules made thereunder.
- (xii) The Right to Information Act, 2005 and rules made thereunder.
- (xiii) The Maharashtra Right to Public Services Act, 2015.
- (xiv) Maharashtra Civil Services Rules.
- (xv) The Bombay Financial Rules, 1959.
- (xvi) The Maharashtra Treasury Rules, 1968.

4.01.02 Authorities to appoint through nomination, promotion and deputation

The State Government vide General Administration Department Government Resolution No. SRV-2016/CR-290/Desk-12 dated 19th November, 2016 has issued instructions in respect of appointment of Government servants in various Groups, through nomination, promotion and deputation. As per the said Resolution, The administrative Departments in the State Government have been authorized to declare the competent Authorities in respect of Government servants in Group B (non-gazetted), Group C and Group D.

[Annexure 4.01]

4.01.03 Delegation of Powers and Exercise of Delegated Powers

The State Government has delegated financial and administrative powers from time to time, to officials at various levels in the administrative hierarchy. Similarly, in certain cases, the senior officials have been authorized to delegate some of their powers to their subordinates. The State Government desires that officers, exercising the delegated powers, exercise the same with due diligence and they should not be reluctant to take decisions and exercise responsibilities to safeguard the interests of the Government. It is expected that the orders regarding delegation of powers should be followed scrupulously both by the officers who have delegated the powers to subordinate officers and by the officers who have been delegated powers. The State Government has specifically cautioned that if an officer is found to shrink his own responsibility in taking decisions in respect of delegated powers and makes needless references to the superior officers for decision, this would amount neglect of duty and a note of the failure

on the part of the concerned officer should be taken by the concerned higher officer and such instances should reflect in the Confidential Record of the Concerned Officer. In this context, the Government of Maharashtra has issued two Circulars dated 9th April, 1975 and 14th February, 1977, which are embodied in the Government Resolutions delegating financial powers, issued from time to time by the Finance Department. Both these Circulars are reproduced as under—

Delegation of Powers
Reluctance on the part of officers to take
Decisions and exercise
responsibility

**GOVERNMENT OF MAHARASHTRA
GENERAL ADMINISTRATION DEPARTMENT
Circular No.DCN-1075/O. & M.
Sachivalaya, Bombay 400 032, dated 9th April 1975.**

**Read : Government Circular, Political and Service Department,
No.DCN-1058/O. & M., dated 16th May 1958.**

C I R C U L A R

1. In the policy statement made on 21st February 1975, the Chief Minister had, among other things, stressed the need to ensure that the powers delegated to different categories of officers are exercised by them without interference by their superiors and without fear and favour. The issue of exercising of delegated powers was also raised recently during the Meeting of the Consultative Committee of the General Administration Department. In the course of discussion, the Chief Minister again referred to the tendency of certain officers not exercising the powers delegated to them and making needless references to their superiors and the administrative departments of the secretariat.
2. With view to securing greater administrative efficiency and implementation of developmental schemes and also with a view to enabling the administrative authorities to discharge these more efficiently, effectively and expeditiously, Government has from time to time delegated financial and administrative powers at different levels. It was also directed under Governments Circular, Political and Service Departments No.DCN-1058/O. & M., dated the 16th May 1958 that officers at all levels should make adequate and judicious use of the powers vested in them by general or special orders issued from time to time and should develop a more positive approach towards work and shoulder responsibility in matters falling within the sphere of delegated powers. Further the following recommendation of the Administrative Reorganisation Committee appointed by the Government of Maharashtra was accepted by Government:-
“A conscious efforts should be made by all Secretaries and Deputy Secretaries to see that delegation is made effective at all levels and that delegated powers are fully exercised. Severe notice should be taken of non-exercise of delegated powers by officers and higher authorities should specifically watch the exercise of delegated powers in order to see whether the powers are being properly exercised and whether there is need for introducing any safeguards or for enlarging the scope of the delegation” and the Secretariat Departments were requested to implement it so far as departments/offices under their administrative control were concerned.
3. Despite the instructions already issued, as stated above it is noticed that the officers are not always inclined to use which powers as expected of them. In the context of the Chief Minister's policy statement and the observations of the Chief Minister during the meeting of the Consultative committee of the General Administration Department, Government while reiterating the orders already issued from time to time in this behalf, is now pleased to direct that :-
 - (i) The orders regarding delegation of powers should be followed scrupulously both by the officers who have delegated the powers to subordinate officers and by the officers who have been delegated the powers;
 - (ii) Severe notice should be taken not only in all cases of non-exercise of delegated powers by officers but also in cases where officers deal with cases, power in respect of which already stand delegated to subordinate officers;

- (iii) If the officers at higher level observe that subordinate officers refer to them cases for decision though they are competent to decide them, they should return the cases immediately pointing out the delegation of powers in those respects with a warning that cases where the subordinate officers have the powers vested in them should not be referred to the superiors thereafter;
 - (iv) If an officer is found to shrink his own responsibility in taking decisions in respect of delegated powers and makes needless references to the superior officers for decision, this would amount neglect of duty and a note of the failure on the part of the concerned officer should be taken by the concerned higher officer and such instances should reflect in the Confidential Record of the Concerned Officer.
4. The secretaries to Government as well as all the heads of several Departments of the Government should ensure that delegation is made effective at all levels, by ensuring (a) that the delegated powers are fully exercised by a subordinate authority without interference, fear and favour, and (b) that in all matters, where appropriate powers have been delegated to a subordinate authority, the delegating authority, does not use the power himself in any event.
5. Action is being taken separately to modify the form of Confidential Report with a view to providing a separate item on this account.
By order and in the name of the Governor of Maharashtra.

Sd/-
H. NANJUNDIAH,
Additional Chief Secretary to the
Government of Maharashtra

**Delegation of Powers
Control over**

**GOVERNMENT OF MAHARASHTRA
FINANCE DEPARTMENT
Circular No.DFP-1076/1392/896/GEN-5
Mantralaya, Bombay 400032, dated 14th February 1977**

CIRCULAR

1. To secure, greater administrative efficiency and implementations of developmental schemes and enable the administrative authorities to discharge their duties more effectively and expeditiously, Government has from time to time, delegated financial and administrative powers to various authorities at different levels. Recently, large number of delegations have been made by Governments. It is normally expected that officers at all levels should make adequate and judicious use of the powers vested in them and should develop more a positive approach to and shoulder their responsibility. It has been observed that the delegated powers are not exercised adequately at various levels.
2. Delegation itself denotes entrustment or commitment of authority or powers vested in an organization or individual to a subordinate instrument or official. Such delegation does not automatically relieve from responsibility the organization or individual on whose behalf the authority or powers are delegated. That organization or individual continues to be accountable for the decisions by the instrument or official in exercise of delegated authority or powers. In the light of this position, Governments is pleased to direct that the following measures should be adopted by all Supervisory and Controlling Officers:-
 - (1) **Heads of Departments** to whom powers have been delegated under various orders should endorse to the Administrative Departments copy of each order issued by them under the delegated powers and quote at the end the number and date of the orders under which power was delegated to them. Heads of Departments should also submit, in second week of every month, list of orders issued by them (without copies) under delegated powers to the Administrative Departments, quoting a reference to this

circular. The Administrative Departments should take a periodical review of such orders and find out whether the delegated powers have exercised judiciously and take suitable action, wherever necessary.

- (2) **Regional Heads** to whom powers have been delegated under various orders endorse to the Heads of Department copy of each order issued by them under the delegated powers and quote at the end the number and date of the order under which the power was delegated to them. They should also submit in the second week of every month a list of orders issued by them (without copies) under delegated powers to the Heads of Departments quoting a reference to this circular. The Heads of Departments should take a periodical review of such orders and find out whether the delegated powers have been exercised judiciously and also take suitable action, wherever necessary, under intimation to Administrative Departments.
- (3) **Head of Offices** to whom powers have been delegated under various orders should endorse to the Regional Heads copy of each of the orders issued by them under the delegated powers from time to time and quote at the end number and date of the order under which the power was delegated to them. They should also submit in the second week to every month a list of orders issued by them (without copies) under delegated powers to the Regional Heads, quoting a reference to this circular. The Regional Heads should take a periodical review of such order to find out whether the delegated powers have been exercised judiciously and take suitable action, wherever necessary, under intimation to Heads of Departments.
- (4) **Secretaries of the Administrative Departments** should also take a periodical review in respect of the orders issued by the Desk Officers in their Departments.
- (5) The exercise of the delegated powers should be watched during the visits/normal inspections undertaken by the Administrative Departments, Heads of Departments and Regional Heads in respect of their own and subordinate offices. During such inspections and visits, they should not only emphasis the proper exercise of the delegated powers by the Officers concerned but also take a note of the non-exercise or misuse of the delegated powers noticed, if any. Reports of such cases of default should be submitted to the Administrative Department concerned by the Heads of Departments and Regional Heads, for suitable action.

By order and in the name of Government of Maharashtra,

Sd/-
V.PRABHAKAR
Secretary to Government

4.02. Statutory Functions

4.02.01 Indian Forest Act, 1927

Officers of the Forest Department and the Forest Development Corporation of Maharashtra Limited have been empowered as 'forest-officers' within the meaning assigned to the said term under the Indian Forest Act, 1927 to carry out various functions under the said Act. They have also been assigned certain powers and duties under the Maharashtra Forest Rules, 2014 made under the said Act. These functions are as under---

Rule 70. Principal Chief Conservator of Forests (Head of Forest Force) his powers and duties

- (1) The Principal Chief Conservator of Forests (Head of Forest Force) shall be the head of Forest Department and the technical advisor to the State Government in all matters relating to forest and WildLife.
- (2) He is empowered to deal on his own authority with technical questions such as the operation of sanctioned working plans, fire protection and silvicultural operations generally, and with matters regarding which powers have been specifically delegated to him.

4.03.02 Principal Chief Conservator of Forests (Wildlife)

- i. Matters pertaining to management of wildlife within and outside Protected Areas.
- ii. He shall supervise the functioning of the Maharashtra Ecotourism Development Board and the Zoo Authority of Maharashtra.
- iii. He shall supervise the general administration of Wildlife Wing.
- iv. He shall furnish various reports in wildlife related matters to the Government of Maharashtra.
- v. He shall supervise matters pertaining to mangroves and wetlands.

4.03.03 PCCF/APCCF (Production and Management)

- i. Implementation of the National Working Plan Code, 2014 and directives issued by the Government from time to time in that regard.
- ii. Area handed over to the FDCM and area surrendered by the FDCM.
- iii. Forest Resource Survey.
- iv. Matters related to sale of forest produce.
- v. Matters related to nistar, grazing, forest based industries.
- vi. Matters related to Forest Labour Cooperative Societies.
- vii. Matters related to vehicles, including procurement and disposal, uniform to field staff, stores and purchases.

4.03.04 Principal Chief Conservator of Forests (Social Forestry)

- i. He shall supervise the forestry works outside forest areas.
- ii. He shall ensure implementation of extension activities of the Forest Department.
- iii. Matters regarding implementation and monitoring of all schemes related to Social forestry.

4.03.05 PCCF/APCCF (Budget, Planning and Development)

- i. All matters related to Plan / Non-Plan Schemes and Budget related matters.
- ii. Approval of distribution, appropriation, re-appropriation of grants to controlling officers.
- iii. Matters related to Forest Engineering and maintenance and repairs to office building of PCCF.
- iv. Field and office inspections of all Circles for purposes of monitoring funds utilization and physical progress.
- v. Supervision and monitoring of all Non-Plan/Plan schemes including implementation of the Maharashtra Employment Guarantee Act, 1977, rules made thereunder and directives issued by the Government from time to time in that regard.

4.03.06 PCCF/APCCF (Information, Technology and Policy)

- i. He shall be responsible for setting up of infrastructure and administration on Information Technology in the Forest Department including MIS.
- ii. Matters related to Forest Policy.
- iii. Formulation and Monitoring of Forestry Projects including Externally Aided Projects.
- iv. Matters related to Forest Statistics including preparation and finalization of Annual Administrative reports.
- v. Matters related to publicity and extension.
- vi. Maharashtra Forest Manual.

4.04 Functions of Additional Principal Chief Conservator of Forests

4.04.01 Additional Principal Chief Conservator of Forests (Administration-Subordinate Cadre)

- i. Establishment matters including Disciplinary Proceedings matters in respect of following Subordinate cadres.
 - a) Maharashtra Forest Service - Class-II
 - b) General State Service - Class-I
 - c) General State Service - Class-II
- ii. Matters related to administration of subordinate cadres.
- iii. Approve inter-circle transfers of Forest Guards/Foresters/Office Staff.
- iv. Matters related to labourers/Van Mazoors engaged on seasonal basis.
- v. Matters pertaining to forestry education and induction training of MFS class II.
- vi. Training of Forest Guards and Foresters.

4.04.02 Additional Principal Chief Conservator of Forests (Personnel)

- i. Establishment matters pertaining to Maharashtra Forest Service Class I and IFS Officers.
- ii. Matters related to in-land/Foreign training assignments pertaining to IFS/MFS (Class-I) personnel.
- iii. Participation in seminars/conferences/workshops by IFS/MFS Class I personnel.
- iv. He shall discharge the delegated functions as the Leave / Leave Travel Concession Sanctioning Authority in respect of IFS officers other than PCCFs and APCCFs.
- v. GPF Advances up to APCCFs.
- vi. Matters related to Forestry Research, Education and Training.
- vii. Matters related to carbon sequestration/CDM etc.
- viii. He shall be the authority on communication of ACR classification of all ACFs/DFOs in consultation with PCCF (HoFF)

4.04.03 Additional Principal Chief Conservator of Forests (Protection)

- i. Matters pertaining to forest protection in the State.
- ii. All matters related to forest protection and offence cases, transit of forest produce, Maharashtra Felling of Trees (Regulation) Act 1964, Maharashtra Sale of Trees of Occupants belonging Schedules Tribes Act, 1969 and rules framed there under.
- iii. Matters related to saw mills and related industries.

4.04.04 Additional Principal Chief Conservator of Forests (NTFP)

- i. Nationalization of forest produce and matters pertaining to the Maharashtra Forest Produce (Regulation of Trade) Act, 1969 and Rules made thereunder.
- ii. Matters pertaining to the non-timber forest produce, including medicinal plants (Except Industrial Supplies).
- iii. Monitoring and Evaluation of works carried out under various Schemes.
- iv. Matters related to Provisions of Panchayats (Extension to the Scheduled Areas) Act, 1996, Maharashtra Transfer of Ownership of Minor Forest Produce in Scheduled Areas and Maharashtra Forest Produce (Regulation of Trade) (Amendment) Act, 1997 and rules made thereunder.
- v. Policy matters pertaining to implementation of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 with respect to Minor Forest Produce.

- 4.04.05 Additional Principal Chief Conservator of Forests (Conservation)**
- i. Matters related to forest lands.
 - ii. Matters related to Maharashtra Private Forests (Acquisition) Act, 1975.
 - iii. Matters related to Identified Forests.
 - iv. Matters related to the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.
 - v. Monitoring of—
 - a. Demarcation of forest boundaries and land records,
 - b. Forest settlements.
- 4.04.06 Additional Principal Chief Conservator of Forests & Nodal Officer**
- i. Matters connected with the implementation of the Forest (Conservation) Act, 1980.
 - ii. Standardization of Plantations / Afforestation models under Compensatory Afforestation Schemes.
 - iii. Matters related to Zudpi Jungle.
- 4.04.07 Additional Principal Chief Conservator of Forests and Chief Executive Officer, Maha-CAMPA**
- i. He shall discharge his functions assigned to him under the Compensatory Afforestation Fund Act, 2016 and Rules made thereunder.
 - ii. He shall monitor the implementation of the Compensatory Afforestation Fund Act, 2016 and rules made thereunder and the guidelines issued from time to time by the Central Government, National Authority of CAMPA and the State Government.
- 4.04.08 Additional Principal Chief Conservator of Forests (Research, Education & Training), Pune**
- i. He shall look after matters pertaining to forestry education and forest Training Institutes.
 - ii. Training programmes (except overseas), including Forest training pertaining to the forest officers / staff referred to above.
- 4.04.09 APCCF/CCF (Mangroves)**
- i. He shall report to the PCCF (Wildlife).
 - ii. He shall deal with all matters pertaining to the Mangrove Cell and protection and management of Mangrove areas in possession of the Forest Department.
- 4.04.10 Additional Principal Chief Conservator of Forests (Wildlife-East, West and Melghat)**
- i. He shall be the administrative in charge of the wildlife circle. He shall be the Monitoring Authority in respect of officials, managing protected areas under his jurisdiction.
 - ii. He shall have control over planning, preparation of budget and monitoring of protection works undertaken by the protected area managers under his jurisdiction.
 - iii. He shall report to the PCCF (Wildlife).
 - iv. He shall discharge duties and functions assigned to him in the capacity of the Wild Life Warden under the Wild Life (Protection) Act, 1972.
 - v. He shall monitor the works related to research works under his jurisdiction.
 - vi. Implementation, supervision and monitoring of activities as per approved Management plans of protected areas.

4.05. CCF/CF(NTFP)

- i. He shall report to the APCCF (NTFP).
- ii. Matters pertaining to Minor Forest Produce and NTFP (Except Industrial Supplies) and disposal of Tendu and Apta leaves.
- iii. Matters pertaining to medicinal plants.
- iv. Matters pertaining to the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 with respect to issues pertaining to Minor Forest Produce.
- v. Audit Paragraphs related to NTFP including Tendu / Apta trade and Monitoring and Evaluation.
- vi. Any other function assigned by the APCCF NTFP).

4.06 CCF/CF/DCF (Budget, Planning and Development)

- i. He shall report to the PCCF / APCCF (BPD).
- ii. Matters related to Plan / Non- Plan Schemes.
- iii. Formulation and processing of proposals related to various Schemes.
- iv. Formulation of the Annual as well as Five Year Plan proposal and Monitoring of all State level, District level State pool Schemes and programmes.
- v. Standardization of Plantations / Afforestation Models.
- vi. Formulation of cost structures for various Plans / Schemes.
- vii. Matters related to Finance Commission.
- viii. Settlement of the audit paragraphs, appearing in the Inspection Reports of the Account General (Audit).
- ix. Internal Audit.
- x. Any other function assigned by the PCCF / APCCF (BPD).

4.07 CCF/CF (Human Resource Management)

- i. He shall report to the APCCF (Administration- subordinate cadre) and assist him in matters pertaining to subjects allotted to him.
- ii. Establishment matters in respect of following subordinate cadres—
 - a. Non-Gazetted executive Establishment of Forest Department.
 - b. Non-Gazetted Ministerial Establishment of the Forest Department.
- iii. Matters related to short term skill up-gradations / training programmes for forest /ministerial staff.
- iv. Departmental Examination.
- v. Establishment matters related to labourers including Van Mazoors.
- vi. Any other function assigned by the APCCF (Administration- Subordinate Cadre).

4.08 Chief Conservator of Forests / Conservator of Forests, Working Plans

He shall discharge functions in accordance with the provisions contained in the National Working Plan Code, 2014 and as per the directives issued from time to time by the Government and official superiors.

4.09 CCF/CF (Land Record)

- i. He shall report to the APCCF (Conservation).
- ii. All issues related to forest land including demarcation of Forest boundaries, under various schemes and budget heads.
- iii. Matters related to compilation of relevant notifications, maps and updating of information about forest land in the State and its computerization.
- iv. Compilation and updating forest land records.

- v. Monitoring the progress of Forest settlement and processing proposals received from the Circles for declaration of transferred land as reserved and protected forests.
- vi. Any other function assigned by the APCCF (Conservation).

4.10.01 Chief Conservator of Forests / Conservator of Forests (Territorial)

The Chief Conservator of Forests / Conservator of Forests is the in-charge of territorial Circles.

- i. He shall discharge functions and duties assigned to him under various legislations.
- ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
- iii. He shall be responsible for the implementation of Working Plan in his jurisdiction.
- iv. He shall ensure the timely submission of requisite information and data to the Working Plan Officers by the DCF / DFO under his administrative control.
- v. He shall monitor the execution of works and ensure through DCFs / DFOs under his administrative control, that they are executed as per specified norms, observing financial discipline.

4.10.02 Chief Conservators / Conservators in Wildlife Wing

- i. He shall discharge functions and duties assigned to him under various legislations.
- ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
- iii. He shall be responsible for the implementation of Working Plan / Management Plan / Tiger Conservation Plan etc. in his jurisdiction.
- iv. He shall be under overall supervision and administrative control of the Chief Wild Life Warden.

4.10.03 Conservator of Forests (Social Forestry)

He shall discharge functions assigned to him under various legislations and directives issued by the Government and official superiors from time to time.

4.11.01 Deputy Conservator of Forests (Territorial) / Divisional Forest Officer (Territorial) / Sub-Divisional Forest Officers in-charge of independent Sub-Divisions

He is the in-charge of territorial Division / Sub-Division.

- i. He shall discharge functions and duties assigned to him under various legislations.
- ii. While discharging the said functions and subject to directives issued by the Government and official superiors in that regard, he shall pursue with the Collector for seeking assistance of Police Officers and Revenue Officers, as and when necessary.
- iii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
- iv. He shall be responsible for the implementation of Working Plan in his jurisdiction.
- v. He shall ensure the timely submission of requisite information and data to the Working Plan Officers.
- vi. He shall monitor the execution of works and ensure through his ACFs / Sub-DFOFs and other subordinate officials, that they are executed as per specified norms, observing financial discipline.
- vii. He shall ensure that forests and wildlife related offences are dealt by him as well as by his subordinates as per the directives issued by the Government and official superiors from time to time.
- viii. He shall ensure that forest-land records, including maps are maintained updated and shall make all efforts to for their reconciliation with Revenue Authorities and Working Plan Officer.
- ix. He shall ensure that all subordinate field functionaries under his administrative control are provided with authentic copies of gazette notifications, maps, extracts of revenue records etc.

4.11.02 Working Plan Officers

Working Plan Officers shall discharge functions assigned to them in the National Working Plan Code, 2014 and according to directives issued by the Government and official superiors from time to time.

4.11.03 Divisional Forest Officer (Social Forestry)

He shall discharge functions assigned to him under various legislations and directives issued by the Government and official superiors from time to time.

4.12 Assistant Conservator of Forests and Sub-Divisional Forest Officers

- i. Assistant Conservator of Forests / Sub-Divisional Forest Officer shall discharge functions and duties assigned to him under various legislations.
- ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in Ranges assigned to him.
- iii. He shall discharge functions as per the specific instructions issued by the Government or Official Superiors from time to time.
- iv. To ensure that the works executed are as per the specifications prescribed in that regard from time to time and within the financial allocations earmarked for the same, he shall carry out inspections as per the norms prescribed and shall keep the DCF / DFO abreast about the progress in that regard.
- v. He shall be responsible for administration of Ranges assigned to him. He shall also ensure execution of Working Plan / Management Plan /Tiger Conservation Plan etc. and shall ensure that all prescribed forms are maintained updated.
- vi. He shall ensure that records pertaining to stores, tools, dead stock, buildings and roads under his jurisdiction are maintained update.
- vii. He shall examine and scrutinize Monthly Cash Accounts received from the Range Forest Officers, on technical parameters and financial regulations in force and submit it with his remarks to the DCF/DFO.
- viii. He shall ensure that collections and remittances are duly accounted for in his jurisdiction.

4.13 Range Forest Officer

- i. The Range Forest Officer shall discharge functions and duties assigned to him under various legislations.
- ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
- iii. He shall discharge functions as per the specific instructions issued by the Government or Official Superiors from time to time.
- iv. He shall be responsible for the supervision and control of his subordinate staff and for matters concerning the development and protection of forests in the Range.
- v. He shall submit monthly Cash Accounts, including that of JFMCs/ VEDCs etc. to DCF/ DFO, through the concerned Assistant Conservator of Forests / Sub-Divisional Officers.
- vi. He shall be responsible for administration of his Range. He shall also ensure execution of Working Plan / Management Plan /Tiger Conservation Plan etc. and shall ensure that all prescribed forms are maintained update.
- vii. He shall ensure that collections and remittances are duly accounted for by Foresters under his administrative control.
- viii. He shall keep, maintain and update the forest land records in his Range as per the prescribed formats.

4.14 Round Officer / Forester

- i. Round Officer / Forester shall discharge functions and duties assigned to him under various legislations, including investigation into forest-offences.

- ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
- iii. He shall discharge functions as per the specific instructions issued by the Government and Official Superiors from time to time.
- iv. He shall appropriately instruct the Beat Guards about their duties, and see that they are conversant with forest boundaries in their beats, write their diaries and explain to them the forest rules, regulations, rights and privileges applicable to the local villagers etc.
- v. The duties in respect of beat guards/forest guards are also equally applicable to foresters/.
- vi. The duties of R.F.O. as they relate to forester are also applicable to Foresters.
- vii. As the Member Secretary of the JFMCs / VEDCs etc. he shall submit Monthly Cash Accounts of these bodies to the RFO.

4.15 Beat Guard / Forest Guard

- i. Beat Guard shall discharge functions and duties assigned to him under various legislations.
- ii. He shall prevent commission of forest / wildlife offences and assist official superiors in the task of investigation of such offences.
- iii. He shall discharge functions as per the specific instructions issued by the Government or Official Superiors from time to time.
- iv. He shall patrol and protect all forests in his beat.
- v. He shall repair and maintain forest boundary marks in accordance with orders on the subject;
- vi. He shall ensure that the rights and privileges existing if any, in the forests are not abused by the villagers;
- vii. He shall ensure prevention, detection, control and mitigation of fire in his jurisdiction.
- viii. He shall detect all forest-offences under his jurisdiction and report to his official superior accordingly;
- ix. He shall ensure that forest produce is not removed except in accordance with the transit rules under the Forest Act;
- x. He shall collect timber found adrift, beached or sunk;
- xi. He shall carry out silvicultural works such as sowing seeds, preparing nurseries, collecting seeds, planting and carrying out other cultural operations as ordered. He shall cut creepers and make petty repairs to plantation and nursery fences without specific orders to that effect.
- xii. As the Member Secretary of the JFMCs / VEDC etc. he shall submit Monthly Cash Accounts of these bodies to the RFO.

4.16 All Government servants in the above mentioned Cadres and Grades, serving in any other capacity shall discharge functions as per directives issued by the Government and official superiors from time to time.

4.17 Ranger Surveyor

- i. He shall exercise the power invested with him under section 72(1)(a) of the Indian Forest Act, 1927, to enter upon any land and to survey, demarcate and make a map of the same.
- ii. He shall ensure maintenance of survey record and record of forest settlement proceedings, orders of F.S.O., appeals etc., 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.).
- iii. He shall make and update the compilation of Gazette Notifications, Orders and other Instruments related to the forest land, settlement proceedings etc.
- iv. He shall assist the DCF / DFO in reconciliation of land records with the Revenue Authorities.

[Annexure 4.02]

- v. He shall 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 chalk out appropriate tour programmes in his jurisdiction.
- vi. If posted in the Division, he shall prepare and check the maps of the plantation areas or coupes laid out for working. He shall assist the Dy.C.F. in maintaining account of hammers.
- vii. He shall 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.
- viii. If posted or deputed in Working Plan Office, he shall be responsible for preparation and laying out coupes, compartments, verifications of maps.

4.18 Forest Surveyor

- i. He shall exercise the power invested with him under section 72(1)(a) of the Indian Forest Act, 1927, to enter upon any land and to survey, demarcate and make a map of the same.
- ii. Laying out coupes on the ground according to the working plan maps.
- iii. Carrying out such other survey and demarcation work in the field as may be directed by the Divisional Forest Officer in this behalf.
- iv. Preparing block, compartment or coupes traces, copying out maps, filling up and colouring details in stock-maps, preparing enlargements or reductions from maps;
- v. Computation and tabulation of areas.
- vi. Correcting maps and registers according to Government Notifications of afforestation and disforestation of areas.
- vii. Attend all correspondence affecting forest areas, survey and demarcation; maintain compartment history files.
- viii. 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.
- ix. Keep, maintain and update the forest land records in the division as per the formats provided in MFM and MFR about land records.

4.19 Chief Forest Statistician

- 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 advise Working Plans Officers and Evaluation wing as under on sampling methods and compute data of enumeration surveys.
- iv. To undertake studies on costs for raising plantations, carrying out sustainable harvesting in various regions, working out rates of sale of forest produce for granting the sale under contract agreement as per the directions of DCF (R.U.).
- v. To carry out such other functions and duties as may be specially entrusted to him by the P.C.C.F. (HoFF) or the officer in-charge of Information and Technology Wing in Forest Department.

4.20 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 aspects only), the erection of new ones wherever 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.

4.21 Administrative Officer and Office Superintendent

The State Government in Revenue and Forests Department vide Government Order No. MFS-2012/666/CR-152/F-8 Dated 27th September, 2012 has assigned duties and functions to the Government Servants in these Cadres, which include duties and functions related to Financial and Establishment matters.

[Annexure 4.03]

4.22 Chief Accountant and Accountant

Chief Conservators / Conservators (Territorial), are the Appointing Authorities for the Government Servants in these Cadres. They shall prescribe the duties of Chief Accountants and Accountants in their respective jurisdictions. However, duties so prescribed shall be subject to any specific instructions in that regard from the State Government or the PCCF (HoFF), as the case may be.

4.23 Clerk

Deputy Conservators / Divisional Forest Officers (Territorial) and Sub-Divisional Forest Officers in case of independent sub-divisions, are the Appointing Authorities for the Government Servants in this Cadre. They shall prescribe the duties of Clerks in their respective jurisdictions. However, duties so prescribed shall be subject to any specific instructions in that regard from the State Government or the PCCF (HoFF) or the Chief Conservators (Territorial), as the case may be.