



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests
& Head of Forest Force, West Bengal.

Aranya Bhawan, Block LA/10A, Sector-III, Salt Lake City, Kolkata-700 106.

Tel.No. 91-33-2335 7751/8581/8755, Fax.91-33-2335 8756

Website - www.westbengalforest.gov.in, e-mail: pccfhoff.office-wb@nic.in

Order No.: 60-MISC/CS/2020

Date: 18th December, 2020

OFFICE ORDER

Subject: Communication with Office of PCCF, Hoff through email

In recent times, due to restrictions of physical movement of dak and increasing use of email, most of the communication with the office of PCCF&HoFF is being done by sending scanned copies of letters on email. Field units are using the email dedicated to HoFF for all correspondence, which is then forwarded to the concerned Officer for dealing. Now that most of the work in Aranya Bhawan is on e-office, and all officers have been allotted government mail IDs, papers related to work being handled by such officers, may be mailed only to them. This will reduce the response time and facilitate and ensure that the cases are dealt with by the relevant wing.

It is now ordered that all units of the Forest Directorate will now send emails as per the attached table to the concerned officer of Aranya Bhawan. Such mails will invariably be marked to the respective Controlling Officer also. Mails will be copied or written directly to PCCF, HoFF or to other PCCFs only if their personal intervention and attention is required, and for subjects relating to legal and policy matters.

(Ravi Kant Sinha)

Principal Chief Conservator of Forests
& Head of Forest Force, West Bengal.

Attached: Table showing subjects dealt by Officers and emails.

No.: 4848/CS/2M-1531/2020

Date: 18th December, 2020

Forwarded for necessary action to:

All Officers of Forest Directorate.



**Principal Chief Conservator of Forests &
Head of Forest Force, West Bengal.**

Copy for information to:

1. Principal Secretary to Govt. of West Bengal, Department of Forests.
2. PS to MIC, Forests.
3. PS to MoS, Forests.
4. All Officers of Wbfdcl.
5. All Officers of WbfbcP.
6. All Officers of WBZA.



**Principal Chief Conservator of Forests &
Head of Forest Force, West Bengal.**

SUBJECTS DEALT BY OFFICERS AND EMAILS

Subject	Mail to		Copy to	
	Designation	eMail	Designation	eMail
Disciplinary proceedings and vigilance cases; All HRD policy matters; SPARROW & PARICHAY; West Bengal Health Scheme; Training (in India and abroad) of IFS, WBFS Officers and Staff; JFMC related guidelines and instructions; Reorganization of Forest Directorate including redeployment of staff; House building loan, marriage/illness loan, car loan, computer loan, cycle and motor cycle loan etc.	APPCF, HRD	apccfhrd-wb@nic.in	PCCF, General PCCF, HoFF	pccfgen-wb@nic.in pccfhoff-wb@nic.in
Personal records of all Group B, C and D; Matters related to transfer appointment, posting, promotion, pension etc of Group B, C & D employees; Matters related to contractual workers, CDL, PDL; Custodian of ACR of Ranger Officers and other Group B employees. Appointment by compassionate grounds.	CCF, PMC	ccfpmc-wb@nic.in	APCCF, HRD PCCF, HoFF	apccfhrd-wb@nic.in pccfhoff-wb@nic.in
Posting, promotion and pension, etc of Group A employees. Personal records of all Group A; Civil List of IFS & WBFS Gradation list of other Group A. ACR/ PAR of IFS & WBFS and custodian of ACR of WBFS. Leave matters of IFS & WBFS. Declaration of Asset and Vigilance files of Officers.	CCF, GC	ccfgaz-wb@nic.in	APCCF, HRD	apccfhrd-wb@nic.in

Subject	Mail to		Copy to	
	Designation	eMail	Designation	eMail
Public grievance, general complaints; RTI; Matters relating to Law, Court cases, CAT, SAT; Matters relating to Acts, Rules, Powers / Authorization of Officers; Forest Manual; Licenses of Wood-based Industries.	CCF, PGLI	ccfpgli-wb@nic.in	PCCF, General PCCF, WL for cases related to Wildlife PCCF, HoFF for FCA and land related cases.	pccfgen-wb@nic.in pccfwl-wb@nic.in pccfhoff-wb@nic.in
Budget Estimates, Revised Estimates and Final Estimates including RIDF, RKVY, IFP, CSS (with state share); Detailed estimates and PR / UC submission to Govt. for sanction and release of fund; Tender Documents, RFP; Delegation of Financial Powers Rules;	CCF, Finance	ccffin-wb@nic.in	APCCF, Finance PCCF, General	apccffin.f-d-wb@gov.in pccfgen-wb@nic.in
Parliament and Assembly Committees other than Standing Committees; Matters concerning Publicity, disposal of Forest Produces, purchase of Uniform; Forest Produce Disposal & Price Fixation Committee; Tour notes, tour diary and tour programme; Forest Protection Force, STF. Ecotourism; Any permissions related to forest lands, eg boulder collections, Research studies, Film shooting permissions, exhibitions; Arms & ammunitions;	CCF, HQ	ccfhqr.f-d-wb@nic.in	PCCF, General	pccfgen-wb@nic.in

Subject	Mail to		Copy to	
	Designation	eMail	Designation	eMail
Development of customized softwares, testing, training and implementation; Directorate website; Daily MIS report, online monitoring reports; Monitoring of submission of accounts, etc; Data on POR, COR, UDOR; Advise on hardware and software for the Directorate; Compilation and maintenance of Forest Statistics and related Data base.	CCF, MIS & eGov	ccfmiseg.fd-wb@nic.in	PCCF, General	pccfgen-wb@nic.in
Special schemes and non-budgetary resources such as RIDF, FVD Scheme, Geetanjali, Green India Mission, FDA & WBFD Project, Urban Forestry, JICA, CSS (100% central share), Medicinal Plants, NTFP, New & Renewable Sources of Energy, IWDP; Medicinal Plants, NTFP, New & Renewable Sources of Energy Matters related to Paschimanchal Unnayan Parishad, Uttar Banga Unnayan Parishad; Preparation of Budget speech; Parliament and Assembly Standing Committees; Consultancies.	CCF, SDP	ccfsdp.fd-wb@gov.in	APCCF, Finance PCCF, General	apccffin.fd-wb@gov.in pccfgen-wb@nic.in
Forest (Conservation) Act 1980, and related issues of compensatory afforestation, compliance of conditions; Database on forest lands, their notifications; Leases/ FD Holdings; Database of all judgements in various land matter cases.	CF&CCF, Land Affairs	cfian-wb@nic.in	APCCF, FCA PCCF, HoFF	apccfcampa-wb@nic.in pccfhoff-wb@nic.in
Parliament and Assembly Questions; Audit matters of the Directorate; Media Reports and action taken	CF, South		CCF, HQ PCCF, General PCCF, HoFF	ccfhqr.fd-wb@nic.in pccfgen-wb@nic.in pccfhoff-wb@nic.in

Subject	Mail to		Copy to	
	Designation	eMail	Designation	eMail
Publicity, including publication of tender documents;	CF, APM	cfadmin-wb@nic.in		
Timber inventory, marketing; Sale of forest produce in the Directorate and Forest Corporation	CF, APM	cfadmin-wb@nic.in	CCF, HQ PCCF, General	ccfhqr:fd-wb@nic.in pccfgen-wb@nic.in
All matters concerning Working Plan; Forest Fire monitoring;	CF, WP&GIS		PCCF, HoFF APCCF, Finance	pccfhoff-wb@nic.in apccffin:fd-wb@gov.in
Forest Rest House at Kolkata for the officers, Reservation of Circuit House, State Guest House, Banga Bhawan; Arrangements of meetings, conference, seminars, workshops, discussions at Aranya Bhavan; RT license of the Forest Directorate	DCF, Admin	dcfadmin-wb@nic.in	PCCF, HoFF	pccfhoff-wb@nic.in
All routine and residual matters may be sent to the office email, which will be forwarded to the concerned section in Aranya Bhavan.				pccfhoff.office-wb@gov.in
Matters requiring urgent intervention of any PCCF may be sent to their email at the discretion of the concerned Officer and NOT IN A ROUTINE MANNER BY THE CONCERNED DEO.			PCCF, General PCCF, WL PCCF, RMD PCCF, CAMPA PCCF, HoFF	pccfgen-wb@nic.in pccfwl-wb@nic.in pccfres-wb@nic.in; ceocampa-wb@bangla.gov.in pccfhoff-wb@nic.in