



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
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Dated: 31/10/2018

To

1. The Principal Chief Conservator of Forests, Wildlife & CWLW West Bengal
2. The Principal Chief Conservator of Forests, RMD, West Bengal
3. The Managing Director, WBFDC
4. The Additional Principal Chief Conservator of Forests & MS WBSZA
5. The Additional Principal Chief Conservator of Forests North Bengal
6. The Additional Principal Chief Conservator of Forests & Director SBR
7. The Chief Project Director, WBFBCP
8. All Chief Conservator of Forests/ Field Directors
9. All Conservator of Forests
10. All DFOs, DCFs DFDs & Directors-SFTI /BF School

Sub: Designation of MIS nodal person in each office


Sir,

You are aware that the Forest Directorate, as a part of e-Governance initiative of the State Government, has launched several online modules and is in the continuous process of further strengthening the MIS. For the flow of information and to further strengthen the MIS it is required that all units under the directorate stick to the submission deadlines and furnish complete information. In this connection, it is felt that it would be convenient if there is one designated nodal person for MIS in each of the offices under the directorate who will be one point contact tasked with MIS work.

It is proposed to have a MIS nodal person, in each of the offices in the directorate, who will be primarily responsible for uploading the necessary information and will be one point contact for MIS.

You are requested, therefore, to designate an ADFO or Data Entry Operator or any one of the competent personnel in your office who is tech savvy, as " MIS nodal person" and send his/her details in the format given below by 12th November 2018.

Name	Designation	Mobile number	Email ID


(N.K. Pandey, IFS)

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