

Government of West Bengal  
Directorate of Forests  
Office of the Principal Chief Conservator of Forests, West Bengal  
'Aranya Bhavan', Block LA-10A, Sector – III, Salt Lake City  
Kolkata – 700 098

**OFFICE ORDER NO. 17-MISC./PMC/08,**

**Dated, Kolkata, 9th June, 2008**

## **ORDER**

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

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The Indian Forest Service Cadre Review has been implemented in the State during 2008 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 overlap 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 Inspector General of Police (Forest Protection) is also attached to the Office of the P.C.C.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, HRD & Vigilance.
- (2) The Addl. Principal Chief Conservator of Forests, Finance.
- (3) The Addl. Principal Chief Conservator of Forests, Headquarters and Wasteland Devp.
- (4) The Chief Conservator of Forests, Finance.
- (5) The Chief Conservator of Forests, Public Grievance, Law and Information.
- (6) The Chief Conservator of Forests, Headquarters and Land Affairs.
- (7) The Chief Conservator of Forests, Personnel Management Cell
- (8) The Inspector General of Police (Forest Protection)
- (9) The Asstt. Chief Conservator of Forests, W.B.
- (10) The Divisional Forest Officer, Personnel Management Cell.
- (11) The Divisional Forest Officer, Law Cell
- (12) The Divisional Forest Officer, Planning
- (13) The Divisional Forest Officer, Statistics
- (14) The Divisional Forest Officer, Publicity Divn.
- (15) The Divisional Forest Officer, Utilization Divn.
- (16) The Asstt. Divisional Forest Officer, Personnel Management Cell.
- (17) The Asstt. Divisional Forest Officer, Project
- (18) The Asstt. Divisional Forest Officer, Publicity Divn.
- (19) The Asstt. Divisional Forest Officer, Utilization Divn.
- (20) 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 STAFF OFFICERS**

**Sl. No. (1) ADDL. PRINCIPAL CHIEF CONSERVATOR OF FORESTS,  
HRD & VIGILANCE.**

- (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 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.

All the files and matters dealt by CCF, PMC & DFO, PMC, will normally be routed through Addl. PCCF, HRD & Vigilance to the PCCF, W.B., unless otherwise specially directed.

**Sl. No. (2) 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) Preparation, sanction and monitoring of new projects.
- (6) Implementation of e-governance in Forest Directorate including matters related to Websites, G2C and Govt. Portals.
- (7) Budget matters on Medicinal Plants, NTFP, New & Renewable Sources of Energy, correspondences on Research & Monitoring
- (8) Special Projects & Development Schemes like NREGS, FDA, Urban Forestry, WBFDC Project etc.
- (9) Matters related to Audit query and Accounts.
- (10) Any other matter of the Directorate entrusted to him by PCCF, W.B.

All the files relating to above subject normally dealt by DFO, Planning, CCF, Finance will normally be routed through APCCF, Finance to PCCF, W.B. unless otherwise specifically directed.

**Sl. No. (3) ADDL. PRINCIPAL CHIEF CONSERVATOR OF FORESTS,  
HQRS & WASTELAND DEVP.**

- (1) Matters related to Social Forestry, Soil-Conservation an Wasteland development
- (2) Matters related to J.F.M. He will functions as "Nodal Officer of JFM" of the State.
- (3) Matters related to West Bengal Forest Devp. Corpn. Ltd., W.B. Pulpwood Dev. Corpn., other than what is dealt by Addl. PCCF, Finance.
- (4) Matters related to disposal of forest produce, matters related to Sawmills and other Wood-based Industries.
- (5) Matters related to Court Cases.
- (6) All establishment matters not dealt with by APCCF, HRD & Vig.
- (7) All matters covering Working Plan and GIS.
- (8) Matters related to revision of Forest Manual and other Acts and Rules.
- (9) Any other matter of the Directorate entrusted to him by PCCF, W.B.

All the concerned files and matters dealt with by CCF, Hqrs. & Land Affairs, CCF, Pub. Grievance, Law & Information and CF, W.P. & GIS, will normally be routed through APCCF, Hqrs. & Wasteland Devp. to PCCF, W.B.

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

- (1) All Budget matters of Forest Directorate.
- (2) All existing and new proposals / schemes of Forest Directorate including WBFDC Ltd., funded projects..
- (3) All Audit and Account matters of the Directorate.
- (4) Matters relating to detailed estimates and PR / UC submission to Govt. for sanction and release of fund.
- (5) All correspondences on Plan Projects, Budget, Research and Monitoring.
- (6) Any other duties to be assigned by PCCF, WB or APCCF, Finance.

**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 and Financial matters.
- (4) Revision of Forest Manual.
- (5) Compilation and maintenance of Forest Statistics and related Data base.
- (6) Creation and maintenance of Guard File, containing all G.O.s / Govt. Notifications (to be assisted by A.O. and Head Clerks).
- (7) Nodal officer for 'Banglar Mukh'.
- (8) Development of Websites / Web Portals / E.governance and matters related to G2C.
- (9) Matters relating to licenses of Wood-based Industries
- (10) Supervision and control of Law Cell with regard to all Court Cases of the Directorate.
- (11) Any other duties to be assigned by PCCF, WB or APCCF.

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

- (1) All matters on Wildlife and Biodiversity Conservation including Acts and Rules.
- (2) All land matters and F.C. Act related matters. He will be the Nodal Officer under F.C. Act.
- (3) All establishment matters including Headquarters except those specifically looked after by CCF, PMC.
- (4) Matters on Parliament and Assembly Questions.
- (5) All matters concerning Assembly Committees.
- (6) All matters concerning Publicity, disposal of Forest Produces, purchase of Uniform.

- (7) All matters concerning Working Plan.
- (8) Matters related to Central Library.
- (9) He will be the controlling officer of ACCF, W.B., DFO, Utilization and DFO, Publicity.
- (10) Any other duties to be assigned by PCCF, WB or APCCF.

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

- (1) Allotment of duties to the clerical and Group 'D' staff of the office of the PCCF , W.B., including change of table after consultation with other staff officers and approval of APCCF and PCCF, W.B.
- (2) All personnel matters of Group 'A' and Group 'B' establishment ( to be first put up to him).
- (3) All personnel matters of Group 'C' and Group 'D' establishment to be put up to him by DFO, PMC.
- (4) Custodian of ACRs, Declaration of Assets and Vigilance Files of Officers.  
( DFO, PMC, will be the custodian of Declaration of Assets and Vigilance files of staff).
- (5) Supervision and control of DFO, PMC and review his day to day work.
- (6) Any other duties to be assigned by PCCF, WB or APCCF.

**Sl. No. (8) 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.
- (7) He will supervise the Forest Offence Cell and report its activities through APCCF, HRD & Vigilance to the PCCF, W.B.
- (8) Any other work to be assigned by PCCF, W.B.

**Sl. No. (9) 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) Duties and responsibilities of the General (Direction) Division including maintenance of discipline and upkeep of the office.
- (3) 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) Deployment of 'D' Group staff at the PCCF Office for various duties.
- (14) Purchase of store items for the office of PCCF, W.B. and Forest Deptt. / MIC's Secretariat.
- (15) Matters regarding telephones, fax machines and xerox machines, computer network including their maintenance and upgradation.

- (16) Matters regarding Annual Sports Meet and Inter-State Sports Meet.
- (17) Travelling advances and bills of officers and other staff.
- (18) Matters related to Central Library.
- (19) Any other duties assigned by the PCCF or Addl. PCCF.
- (20) Any other matters not listed anywhere.

**Sl. No. (10) ADMINISTRATIVE OFFICER**

- (1) Supervising the work of Audit Cell and reporting the matters to DFO, Statistics.
- (2) Supervising the work of general correspondence section.
- (3) Supervising requirement and supply of stationary to office staff through ACCF.
- (4) Coordinating, dispatch and receipt of FAX and letters.
- (5) Coordinating and overseeing the work of Head Clerks of different sections.
- (6) Statement (monthly) of absence and late attendance of the staff of the PCCF Office and placing the same to ACCF, W.B.
- (7) Keeping inventory of store purchase of the office of PCCF including the maintenance of store registers through Attached Forest Ranger.
- (8) Any other duties assigned by PCCF, Addl. PCCFs and ACCF.

**Sl. No. (11) DIVISIONAL FOREST OFFICER, PERSONNEL MANAGEMENT CELL**

- (1) All personnel matters related to Group 'C' & 'D' staff .
- (2) Assisting CCF, PMC, in all matters in connection with Personnel Management.
- (3) Duties as assigned from time to time by PCCF, W.B., Addl. PCCF, HRD & Vig.
- (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.
- (5) Tour notes, tour diary and tour programme of all officers and other staff.
- (6) Safe custody of Declaration of Assets and Vigilance files of staff of Office of the PCCF.
- (7) Any other works assigned by CCF, PMC, APCCF & PCCF, W.B.

**Sl. No. (12) 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.

**Sl. No. (13) 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) All the audit matters of the Directorate including submission of the audit queries, dealing with CAG reports with the help of the Audit Cell and in consultation with CCF, Finance who is the Nodal Officer of this Directorate in respect of Audit matters.
- (3) 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.
- (4) Management of all matters regarding data bank and data entry in the computer in local area net work (LAN).
- (5) Collection of data of all activities of the Directorate. Physical and financial achievement of all works of the Directorate.
- (6) Preparation and publication of Annual Report and comprehensive forest statistics.
- (7) Compilation of data of all categories of forest employees and updating the data bank on monthly basis.
- (8) He will be in charge of Computer Section and control the functioning of all staff of Computer Section.
- (9) Monitoring of media report on forestry matters of importance and bringing into notice of PCCF, W.B.
- (10) Any other duties assigned by PCCF, Addl. PCCFs and CCFs.

**Sl. No. (14) 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) Appropriation and control of budget of the Forest Directorate, revised and final stages and all matters connected with them.
- (3) Procurement and scrutiny of estimates in connection with annual budget proposals and their submission for the Government sanctions.
- (4) Preparation and submission of Annual Plan and Five Year Plans inclusion of Tribal sub-plan, Special Component Plan and District Plan.
- (5) Feedback of progress on expenditure and performances of various schemes.
- (6) Preparation of schemes and submission of the same to the State Govt. and Central Govt. for funding.
- (7) Preparation of various reports for submission to various Committees, Govt. of India, meetings, Forest Ministers meetings, Planning Commission and State Planning Board meetings.
- (8) Preparation of necessary document for the preparation of Forest Minister's Budget Speech etc., and its reply.
- (9) Finance Minister's and Governor's speech.
- (10) Keeping close liaison with Forest Department for obtaining sanctions and replying to the objections.
- (11) Preparation of progress report expenditure including analysis of the expenditure.
- (12) Any other duties assigned by PCCF, W.B., Addl. PCCF, Finance and CCF, Finance.

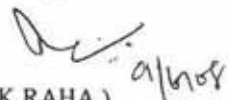
**Sl. No. (15) DIVISIONAL FOREST OFFICER, UTILIZATION DIVISION**

- (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.
- (8) Communication and answering enquiries in connection with disposal of forest produce.
- (9) All functions as DFO in Kolkata Metropolitan Area.
- (10) Any other duties assigned by the PCCF, Addl. PCCF, Hqrs. & Wasteland Devp. and CCF, Hqrs. and Land Affairs.

**Sl. No. (16) 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, Addl. PCCF, Hqrs. & Wasteland Devp. & CCF, Hqrs. and Land Affairs.

  
( A K RAHA )  
Principal Chief Conservator of Forests  
West Bengal