

## **DUTIES AND RESPONSIBILITIES OF OFFICERS IN HPFD**

### **1) Principal Chief Conservator of Forests, Himachal Pradesh (HOFF)**

- He is the Head of the Forest Department in Himachal Pradesh.
- The PCCF is empowered to deal on his own authority, with all professional questions such as working plans, silvicultural operations and fire protection.
- The PCCF supervises the framing of working plans. He deals finally with the preliminary reports but submits the completed plan to Government for sanction. He is responsible for the final checking of control forms, for working plans sanctioned by the Government.
- The PCCF submits to Government for the whole State, the consolidated budget, the appropriation proposals and the annual forest administration report.
- The PCCF controls the postings and transfers of the gazetted officers to the change of divisions are, however, made by Government with his consultation.
- The PCCF as Head of the Department controls all forest affairs and issues such instruction as he may consider necessary on the administration and working of the forests

### **2) Principal Chief Conservator of Forests (Wild Life), Himachal Pradesh**

- He is the Head of the Wildlife wing of the Forest Department in Himachal Pradesh.
- The PCCF is empowered to deal on his own authority, with all professional questions such as Management plans of protected areas, defining & constituting of protected areas in accordance with WPA 1972, zoological parks with all their classificatory variants incl. MSC.
- The PCCF (WL) supervises the framing of Management plans. He deals finally with the preliminary reports but submits the completed plan to Government for sanction. He is responsible for the final checking of plans to be sanctioned by the Government.
- The PCCF (WL) submits to PCCF (HP) for the whole State, the consolidated budget, the appropriation proposals and the annual administration report pertaining to Wildlife areas and jurisdiction.
- The PCCF (WL) controls the postings and transfers of the officers in

consultation with or according to the directions of PCCF (HP).

- The PCCF (WL) as Head of the Department controls all wildlife affairs and issues such instruction as he may consider necessary on the administration and working of the Protected areas and zoological Parks.

### **3) Addl. Pr.CCF (Administration) Shimla**

- Service matters of executive staff (E-II matters)
- Matters relating to CEC/ Court Cases
- Registrar (Estt.) will work through him for E-II matters
- Deployment of manpower/ Vehicle/ Pool Drivers on Govt. Duty, Protocol and Hospitality
- Personnel Grievances(E-II)/ complaints/ VIP References
- General Administration in the Forest Head Quarter and Estate Management,
- Head Quarter Officer of PCCF's office.
- Parliament and Vidhan Sabha matters.
- Will be controlling officer of Engineering Cell, XEN Office
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF.

### **4) Addl. Pr. Chief Conservator of Forests (Finance & Planning) Shimla**

- 5 years Plans, Annual Plans and Annual Plan meetings.
- Finance Commission.
- Annual Plan of Operations
- Allocation and Distribution of Budget
- Monitoring of Half-Yearly Nursery Returns
- Monitoring of 20-point returns
- Matters relating to CEC/ Court Cases relating to Finance & Planning
- Deletion/ Creation of new instruments of service (Budget Heads)
- Nodal officer at HQ for MHWDP and SWAN Projects
- Controlling Officer for CF(Finance)
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Any other work assigned by Pr.CCF.
- Link Officer for Addl. Pr. CCF (PFM)
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF

#### **4 (a) CF (Finance)**

- Monitoring of Half-Yearly Nursery Returns
- Monitoring of 20-point returns
- Budget monitoring at HQ level
- Monitoring expenditure, UC and progress reports
- Annual Plan of Operations
- PIO for Budget and Accounts
- Any other work assigned by PCCF/APCCF(Finance and Planning)

#### **5) Addl. Pr. Chief Conservator of Forests (HRD)**

- All service matters relating to the E-I( Gazetted Officers) and E-III(Ministerial staff and Class IV)
- All HRD issues at policy level
- All court matters pertaining to E-I and E-III
- Nodal Officer for National and State Sports Meet
- Link Officer to Addl. PCCF (Administration)
- Controlling Officer for DA /DCF/ ACF Legal Cell
- Responsible for submitting half yearly progress report of his/ her sections to PCCF.
- Any other work assigned by PCCF

#### **5(a) Conservator of Forests (HRD)**

- All HRD issues at policy level
- All court matters pertaining to E-I and E-III
- Any other work assigned by APCCF (HRD)
- Will put all files pertaining to subjects outlined below to APCCF (HRD)

#### **6) Addl. Pr. Chief Conservator of Forests (Projects & Management), Shimla.**

- Co-ordination with various agencies on forest management matters and related issues
- Timber Distribution System
- Land Preservation Act and Private Sale
- Monitoring Sale, industry matters & Audit issues in the state
- Matters relating to CEC/ Court Cases related to Management issues
- Issues relating to Policy & Law in the state except FCA and Financial rules
- All matters relating to HP State Forest Corporation
- Forest based industries- policy and law related to it
- Saw Mills, Fuel-wood supply to tribal areas

- Grazing and related matters, Grazing Advisory Review Committee, Gujjar Kalyan Board, Gaddi Kalyan Board, Gorkha Kalyan Board and Labana Kalyan Board
- Tribal Advisory Council/ Tribal Advisory Committee and related issues
- All PAC/CAG/ Draft/ Audit Paras, Estimates committee's issues, Public Accounts Committee and Public Undertaking Matter and Oral examinations
- Parliament and Vidha Sabha Questions/Assurances
- Bio- fuels Species Propagation
- Controlling Officer for CF (Policy & Law) and Link Officer for APCCF(FCA)
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF,HP

#### **6(a) Conservator of Forests (Policy & Law) Shimla**

- National and State Forest Policies
- Resin and Timber Trade Acts & Forests Rights Act
- Legal matter concerning forest working and management
- New Acts and Statute of State and GoI
- Revision of Acts and Laws
- Comments on Policies of other departments and States
- Prosecution system- Streamlining and strengthening
- Gender issues including gender budgeting
- State Level Committees on various functions
- PIO under RTI Act for Management Issues
- Any other work assigned by PCCF/APCCF Mgt.

#### **7) Addl. Pr. CCF (FCA) Shimla**

- Nodal Officer for forest clearance cases under FCA 1980
- Road and Hydel projects (whether on forest land, or any other govt. land or on private land) related matters under FCA 1980
- Matters related to Central Empowered Committee(CEC)
- Violations cases of FCA, 1980
- Mining and related matters
- Land transfer cases under FCA and related issues
- Link Officer for APCCF(Projects & Management)
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF

#### **8) Additional Pr.CCF (CAT Plans) Shimla**

- All CAT Plans related matters including Formulation of Plans, Approvals, Implementation and Monitoring thereof in the state
- Recasting of CAT Plans based on Comprehensive River Basin Catchment Treatment Plans
- CA, NPV, CAMPA Matters and related coordination with GoI
- Payments for Environmental Services Matters.
- Provide Technical Guidance and Direction on implementation of Projects
- Ensure timely finalization of Annual Plans and budget allocation thereof for the above to field units
- Eco- task force
- Matters relating to CEC/ court cases pertaining to CAMPA
- Liaise with APCCF Soil (Nodal Officer) on work related to invasive species
- Formulation, Monitoring and Appraisal of all CAMPA projects in the state and also look after project formulation and appraisal
- Disaster management.
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Will be controlling officer for CF CAT Plans and link officer for APCCF (Finance & Planning)
- Any other work assigned by PCCF, HP.

#### **8(a) Conservator of Forests (CAT Plan) Shimla**

- CAT Plans scrutiny and implementation and related matter
- Scrutiny, development and finalization of new CAT Plans/ revision of old ones
- Staff Officer of Additional PCCF CAT Plans
- Compensatory Afforestation & CAMPA
- Rim Plantations
- Eco- Task Force
- Link Officer for CF(Policy & Law)
- Any other work assigned by PCCF, APCCF(CAT &ES)

#### **9) Addl. Pr. Chief Conservator of Forests (PFM & Forest Development Agency)**

- All matters pertaining to Green India Mission/ FDA
- Development and Monitoring of PFM processes including finalization of Plan of Operations
- Will deal with NGOs and SHG Groups involved in PFM
- Would handle all JFPM work in the State including Policy and Rules
- Will liaise with the line departments for effective implementation of JFPM

- Will compile all information pertaining to JFPM Committees including those formed under EAPs as well.
- Will deal in subjects of Climate Change and REDD + issues
- Will deal with projects relating to Climate Change
- Development of GIS, Digitization of Forest Land Resources, Remote Sensing and related Issues
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Controlling officer of DCF (GIM) and DFO (GIS)
- Link Officer for APCCF(M&E)
- Any other work assigned by PCCF

#### **9 (a) Deputy Conservator of Forests (GIM & GIS)**

- Will assist APPCF (PFM & FDA) in all work related to GIM
- Will be responsible for digitization work

### **10) Addl. Pr. Chief Conservator of Forests (Working Plan & Settlement), Mandi**

- Preparation and Monitoring of Working Plan implementation
- All Working Plan and Settlement Issues
- Scrutiny and approval of Felling Programmes
- Settlement and Demarcation
- Construction, Mapping and computerized record of boundary Pillars
- Entries in Revenue Records
- Custody and data base of survey maps in the HPFD
- Controlling Officer of CFs (WP) South, Central and North.
- Link Officer for Addl Pr. CCF(Research Training) Sundernagar
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF.

### **11 ) Additional Principal Chief Conservator of Forests (Research and Training), Sundernagar**

- Conservation and Propagation of NTFP on governmental and private lands
- Non timber forest products and all related matters
- National and State Medicinal Plant Boards
- Funds raising for NTFP projects and schemes
- Coordination with outside institutions and research organization on NTFP and medicinal plants
- R&P Rules, training and training data base of manpower

- controlling officer of Director FTIs of the Department
- Monitoring of NTFP schemes and programmes
- Bamboos Mission
- Creation of arboreta, botanical and herbal gardens and herbaria
- Disease epidemics and Quarantine
- Constitution and Coordination of research activities on forestry and related socio economic issues.
- Training of front line staff and others at FTI Chail & Sundernagar.
- Controlling Officer for CF(Research) Sundernagar, Directors, FTI, Sundernagar & Chail
- Link Officer for Addl Pr. CCF(WP & Settlement) Mandi
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF

#### **11 (a) Conservator of Forests (Research ) Sundernagar**

- Research on Forestry and related socio economic issue
- Coordination and Correspondence on research matter with university of Horticulture and Forestry Nauni, ICFRI &FSI Dehradun, HFRI Shimla, GB Pant Institute Kullu, CSK University Palampur
- Link Officer for CF(Mandi)
- Any other work assigned by PCCF/Addl. Pr. CCF(NTFP, Research Management) Sundernagar

#### **11 (b) Director, Forest Training Institute, Sundernagar & Chail**

- All issues related to Induction Training of Frontline Staff, Refresher Training Courses and Special Training programmes as approved by PCCF

#### **12) Addl. Pr. Chief Conservator of Forests (M&E)**

- Responsible for Monitoring & Evaluation of all developmental forestry & WL works(all state and Central schemes including CAMPA)
- Ensure timely compilation of M & E Report
- Ensure that mandatory field inspections by the field functionaries re being carried out and get these monitored thru' CF (M& E) North and South
- Ensure submission of periodical returns on the subject if any to Government and will also give plantation evaluation data to Statistical Cell for compilation of Plantation Brochure
- Monitoring of Nursery and Plantations in the state

- Will liaise with APCCF (Finance & Planning) and other officers of the Department
- Will be controlling officer of CF (M & E) North, South and DCF (M&E)
- Link officer for APCCF(Soil) Shimla
- Will organize monthly/ Quarterly Review meetings with PCCF, H.P.
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF

#### **12 (a, b) Conservator of Forests (M&E), Hamirpur/ Shimla**

- Compilation & reporting of all externally aided projects
- Compilation, analysis and evaluation Circle level flying squads, CPs & Van Thanas.
- Monitoring of Nursery and Plantations in the state

#### **13) Addl. Pr. CCF (Soil) Shimla**

- Soil and Water Conservation Matters
- Land Resources Management
- Watershed Management
- Soil Works Plans
- RVP/FPR Schemes
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF

#### **14) Addl. Pr. Chief Conservator of Forests (Forest Protection and Fire Control), Bilaspur**

- Fire Protection, planning, budgeting, fire control/ measures, equipments, fire lines.
- Planning and preparation of schemes for State and CSS on fire management
- Steering involvement of JFMCs in Fire prevention and control through IBMs.
- Development and Running of Fire Database of HPFD
- Monitoring & Evaluation of Fire Management Schemes in the State
- Link Officer for APCCF(Research & Training).
- Any other work assigned by PCCF.

#### **15) Addl. Pr. Chief Conservator of Forests (WL) Shimla**

- Formulation, Monitoring and evaluation of all wild life areas and CSS
- Identification, evaluation and management to sites of specific scientific interest(SSSI)
- Qualitative and Quantitative survey of protected areas and SSSI



- Research in protected areas and SSSI
- National and State Wild Life Policies
- Wild Life Act and Rules/ Bio Diversity Act & Rules
- International conventions and protocols on Wild Life, protected areas and SSSI
- Co-ordination with Crime Control Bureau
- Liaison with outside agencies
- WWF, other non-government organizations(NGOs) and inter governmental organizations(GO)
- Training of WL staff
- CEO of Zoo and Conservation Breeding Society in the State
- Head of office of WL Wing
- Hqrs Officer for PCCF Wild Life
- Link Officer to Addl. Pr. CCF (PFM)
- Responsible for submitting half yearly progress report of his sections to PCCF.
- Any other work assigned by PCCF, PCCF(WL)

## **16) Chief Conservator of Forests (Eco-tourism ) Shimla**

- CEO Ecotourism and ex-officio Member Secretary Eco- Society
- ET Development and Management, Coordination with outside agencies
- Heritage sites, heritage buildings and Van Vihars
- Eco-tourism Policy, Public private enterprises, Ecotourism website, consultancies, out sourcing and conferences related to Eco tourism
- Will be responsible for all matters pertaining to Information Technology (IT) and Communications in the HP Forest Department.
- Will be responsible for planning, development, roll out and continuity of IT related interventions in all wings of the Department and H.P. State CAMPA, with particular emphasis on Core Departmental Software (CDS).
- Will be the focal point for synergising the IT (GIS, MIS, Communications) efforts in the externally aided projects (Mid- Himalayan Watershed Development Project & Swan river watershed development project), with that of the HP Forest Department.
- Will be responsible for development of IT standards, Communication and IT Policy of all wings of HP Forest Department.
- Will be the Chief Administrator of various portals of HP Forest Department and will be responsible for their continuous updation through the concerned Web Information Manager.
- Will be the focal point for liaison in IT related matters with the Department of IT (GoHP), National Informatics Centre (H.P.), Central Institutions and other State Governments.
- Will organize monthly video-conferencing with field offices for the purpose of review.

- Will liaise with Addl. Pr.C.C.F (PFM &FDA) regarding development of GIS, digitization of forest land resource and related issues.
- Will be responsible for ensuring seamless integration of GIS and MIS modules as a part of the development and roll out of Core Departmental Software.
- Controlling Officer of CF (MIS &PG).
- Link Officers for CCF (PF)
- Any other work assigned by PCCF Shimla

### **17) Chief Project Director, Mid Himalayan Watershed Development Project**

- He shall be the Principal Executive Officer of the Project and shall be responsible for proper administration of the affairs and funds of the projects and efficient implementation including management of procurement and disbursement activities, consolidation of annual works programmes and budget, preparation and production of annual progress reports and financial statement and monitoring/evaluation of the project, in a mission mode under the directions and guidance of the Chairperson of the Executive Committee. The Chief Project Director shall exercise all the technical, administrative, financial and disciplinary authority powers exercised by the Head of the Departments of concerned line departments like Forests, Agriculture, Horticulture and Animal Husbandry Departments and any other departments from whom officers and staff on deputation have been obtained in the project.
- He will act as overall controlling officer of the entire staff of HP Mid Himalayan Watershed Development Project. The project will be implemented through HP natural Resource management Society with Forest as a Nodal Department.
- DCF Administration in Chief Project Director Office, DFO Hqrs. In Project Director Offices and Divisional Watershed Development Officer in above notified Watershed Development Divisions will be the Drawing and Disbursing Officers of Chief Project Director Office, Project Director Office and Watershed Development Division respectively. They will also function as controlling officers in respect of Class-III, Class-IV employees of their respective offices.

### **18) Duties of Regional Project Directors Mid Himalayan Watershed Development Project**

- The role of RPD will be to facilitate and guide implementation of the project at the regional level. Their duties will be to finalize plans, progress report and to coordinate implementation of various watershed development divisions under their control.
- The RPD will exercise the powers of the Conservator of Forests in the project related to administrative and financial matters or discharge such

other functions as may be or may already have been assigned to him by the HP Government, Governing Council/executive Committee/Financial Committee or the Chief Project director in furtherance of the objectives of the society.

- Duties of Divisional Watershed Development Officer Mid Himalayan Project  
Divisional Watershed Development Officer will be overall In-charge of the project implementation at the divisional level. He will be responsible for providing technical guidance to the panchayats, undertake community organization and their capacity building, supervise watershed development activities as per gram panchayats watershed development plan including livelihood opportunities, undertake treatments of inter-gram panchayat spaces and finalize annual work plan at the divisional level. Divisional Watershed Development Officer shall exercise financial, administrative and technical powers of district level officers of all line department viz. Divisional forest Officer/ District Horticulture Officer, Dy. Director Agriculture and Dy. Director (AH) and shall be the controlling officer of the staff working in their units. They shall also continue to perform the duties and enjoy powers as may be or may have been assigned to them by the HP Government/State Level Steering Committee/Executive Committee/Financial Committee or the Chief Project Director of Mid Himalayan Watershed Development Project. Divisional Watershed Development Officer will be assisted by Watershed Development Coordinator and front line multi-sectoral teams for implementation of the project activities.

## **19) Conservator of Forests GHNP**

- Management of Great Himalayan National Park (GHNP) & Eco-development activities.

## **20) Project Director Swan Project**

- All matter connected with Swan Integrated Watershed Development Project including implementation.

## **21) Conservator of Forests (MIS & Public Grievances)**

- Informatics/GIS/MIS, computerization of technical, personal & financial management in Direction & field Offices in phases.
- Compilation/updating of codes (technical orders).
- Public Grievances Monitoring System.
- Any other work assigned by Principal CCF HP.

## **22) Forest Utilization Officer**

- He will examine and dispose off all cases pertaining to;

- a) Industries
- b) Commercial
- c) Acts/Rules
- Central Audit Objection.
- PAC Paras/Matters.
- Audit & Inspection Reports/Draft paras.
- Central Audit Objection relating to all Drawing and disbursing Officers and Settlement thereof.
- Only those cases will be put up to the Pr.CCF HP which require approval and where reports to be submitted to the HP Govt.
- Any other duty assigned by the CCF (Prot.) or Pr.CCF HP.

### **23) Executive Engineer (Forests)**

- The Executive engineer will be overall Incharge of Engineering Wing and will attend to engineering component of each scheme under execution by this Department.
- Selection of sites for all engineering structures costing more than Rs. 50,000/-
- Checking of estimates for engineering works in the Direction office falling within the power of the Pr.CCF HP.
- Any other correspondence relating to above subject

### **24) Deputy Controller (Finance & Accounts)**

He is made responsible for carrying out following duties:-

- Internal Audit relating to Revenue and Expenditure of this Department.
- Pension Adalat.
- Pay fixation of all categories and issuance of salary slips of all gazetted officers.
- All India Forest Service matters on behalf of the ACS-cum-Secretary (Forests) to the GoHP.
- Maintenance of Service books and related record of all Gazetted Officers.
- Physical verification of stores and stocks during the course of internal audit.
- Any other duty assigned by the Pr.CCF HP.

### **25) Assistant Conservator of Forests (Legal Cell)**

He will be responsible for following matters/duties.

- To prepare draft replies to every court case/notice u/s 80 CPC etc. on receiving relevant record from Branch concerned and getting it vetted/ approved from the Advocate General/District Attorney/Law Department/ Prosecution Department.
- To pursue all court cases in the High Court/SAT etc.

- To keep strict watch over speedy disposal of court cases and maintaining its upto-date record.
- Drafting amendments of Forest Legislations and rules concerned therewith.
- Any other duty assigned by the Pr.CCF HP.

## **26) Registrar (Budget)**

- The Budget Officer is responsible for proper control of Budget of the Department and allocation further amongst field agencies viz; Circle etc.
- He is to exercise proper check and control on booking of expenditure in the Department with relevance to allocation of funds.
- He is delegated the powers of Drawing & Disbursing Officer in term of Rule 1.26 of HP Financial Rules 1971, Vol.I in respect of direction Office concerning to Major Heads 2406-Soil & Water Conservation, 2415-Grant in aid, 2406-Forestry & Wildlife, 4216-Capital Outlay on Housing, 4406- Capital Outlay on Forestry and Wildlife and 2245- Natural Calamities, 2075-Misc. General Services.
- He will be Controlling Officer in respect of Class-III & IV employees in regard to sanction of GPF advance and Traveling Allowance in Direction Office.
- He will deal with Accounts and Cash bills budget independently. The cases of preparation and recasting the Budget and files will be routed through DCF (M&E) who will put up only those cases to Pr.CCF HP which require his approval.
- Any other duty assigned by the Pr.CCF HP.

## **27) Registrar (Establishment)**

- He will function as Head of Office and Controlling Officer in respect of all Class-III & IV employees working in the Direction Office and accord sanction for grant of earned leave, half pay leave, commuted leave, leave not due, extraordinary leave and other kind of leave to all class-III & IV officials in the Direction Office.
- He is competent to issue order with regard to pay fixation cases of all class-III & IV employees in the Direction Office.
- He is competent to dispose off all pension cases of class-III & IV employees working in the Head office.
- He will be appointing authority of class-IV employees of Head Office.
- To act as Branch Officer for Establishment – III, Diary and Dispatch section and I and to go through the dak and give directions to subordinates for its distribution at the dak stage.
- Administrative control and deployment/allotment of Govt. vehicles.
- To submit important receipts at dak stage to higher officers.
- To dispose off as may cases as possible on his own initiative & responsibility.
- To allocate subjects to Dealing hands in consultation with the Section In-charge.

- To make surprise visits to the Branch to check attendance and to see that other instructions are correctly observed.
- To keep himself acquainted with the normal and conduct of the staff working under him.
- In general to be responsible for prompt disposal of work in the section.
- Any other duty assigned by the Pr.CCF HP.

## **28) Registrar (Vigilance)**

- Control of Executive Staff i.e Forest Rangers, Deputy Rangers, Forest Guards and other Technical Staff.
- To maintain the record of all Vigilance cases.
- All complaints & suggestions pertaining to vigilance.
- To deal with all cases of complaints of vigilance type, and to maintain its proper record category-wise according to vigilance manual.
- To attend all matters connected to Flying Squad Units/Directorate of Enforcement.
- Any other duty assigned by the Pr.CCF HP.

## **29) Forest Statistician**

- To prepare Administrative Reports, Forest Statistics and Plantation Brochures etc.
- Updation of departmental website.
- Any other duty assigned by the Pr.CCF HP.

## **30) Superintendent Grade-I of related Section**

- To act as In charge of Section and will be responsible for prompt disposal of PUCs by the Dealing assistants, in the Section.
- He will examine all cases of his section which are dealt with by the Dealing Assistants and Superintendent Grade- II strictly according to guidelines indicated in HP Office manual and put up to Registrar/Branch Officer/Staff Officers.
- He is delegated the powers to issue simple reminders and endorsements on behalf of Registrar/CF/Pr.CCF HP concerning to cases of his section.

## **BRANCH-WISE DETAILED DUTIES**

### **31(a) Establishment-I (All Gazetted Officers)**

- All correspondence relating to IFS Officers.

- Recruitment & Promotion Rules of Gazetted establishment.
- All correspondence pertaining to class-I & II officers of all categories.
- Maintenance of movable and immovable property returns in respect of gazetted officers.
- Departmental Examination of Gazetted Officers.
- Maintenance of Seniority lists of Gazetted Officers.
- IFS Cadre (gazetted) Fixation including triennial reviews & continuation of gazetted posts.
- Posting and transfers of Gazetted Officers.
- Pay fixation cases of gazetted officers after scrutiny from the Dy. Controller (F&A).
- Correspondence relating to deputation of Gazetted officers.
- Cases of promotion and confirmation of gazetted officers.
- Correspondence relating to DPCs of gazetted Officers.
- Representations/appeals of all Gazetted establishments.
- Training to Officers.
- Correspondence on all types of leave cases of gazetted officers.
- Correspondence on pension cases of Gazetted Officers.
- All correspondence on re-organization of Department, CCFs/ Circles/ Divisions/Ranges etc.
- All correspondence relating to Govt. vehicles.
- Correspondence regarding efficiency in administration.
- Weeding of old records.

### **31(b) Establishment – II (All Executive & Technical)**

- All correspondence relating to non – gazetted, executive and technical establishment (FRs/ DRs/ Fgds./Revenue/ Technical staff).
- Recruitment & Promotion Rules of all non-gazetted executive and technical establishment.
- All correspondence relating to miscellaneous notifications on establishment matters.
- Conversion of temporary posts to permanent. Sanction/distribution of temporary/ permanent posts.
- Preparation/maintenance and all correspondence on seniority lists of all Executive and technical staff.
- Maintenance of personal record/service books etc.
- Posting and transfer of Executive and Technical staff.
- Complaints of general nature as to misconduct and corruption etc.
- Security deposits.
- Maintenance of confidential reports and correspondence relating thereof.
- Pay fixation of establishment & correspondence thereof.
- Correspondence relating to deputation of staff.

- Cases of promotion and confirmation of staff.
- Representations/Appeals of staff.
- Disciplinary cases against staff.
- Training.
- Correspondence and allotment of personal hammers.

### **31(c) Establishment – III (Ministerial Class – III & IV employees)**

- All correspondence relating to service matters of class-III ministerial and class IV employees.
- Recruitment and Promotion Rules of Ministerial staff and class IV employees.
- All correspondence on cadre fixation of Ministerial Establishment.
- Pension cases/orders and other returns relating to pension cases.
- Absentee statement of permanent posts.
- Conversion of temporary posts into permanent.
- Preparation, maintenance and all correspondence on seniority lists of staff.
- Maintenance of personal records/s-books etc.
- Posting and transfer of ministerial class-III & IV Establishment.
- Complaints of general nature as to misconduct and corruption etc.
- Security deposits.
- Maintenance of confidential reports and Government Orders on the subject and all correspondence thereof.
- Pay fixation of establishment and correspondence thereof.
- Cases of promotion and confirmation of staff.
- Correspondence relating to deputation of staff.
- Representation/appeals of staff.
- Disciplinary cases against staff.
- Training
- Monitoring on important receipts.
- All correspondence relating to daily wages compensation under Workmen Compensation Act.
- Cadre reviews.
- Putting up of UO and DO letters received from Ministers, MPs and VIPs etc. and maintenance of its proper record of disposal pendency.

### **32) Sales**

- Departmental exploitation of timber.
- Correspondence on exploitation of lots/resin tapping by the HP State Forest Corporation.
- Floating and ranting contacts.
- Matters connected sale of standing trees, resin blazes, Bhabbar Grass and other forest produce to purchasers including HPSFC.



- Correspondence relating to rules of property marks etc.
- Fuel/timber depots.
- Registration of forest contractors.
- Route permits.
- Launching permits and connected correspondence.
- Fixation of market rates.
- Supply of poles to Electricity Board.
- Finalization of conditions of sale and agreement deeds.
- Matters concerning fruit packing cases.
- Matters connected with removal of trees from electric lines and roads etc.
- Black listing of contractors.
- Matters concerning godown supply.
- Other misc. matters relating to sales including meetings etc. on the related subject.

### **33(a ) Forest Management-I**

To attend to all matters connected with:-

- Central Board of Forestry, National Forest Policy, Northern Zonal Council, their Committees and Sub-committees and all other committees not specified elsewhere.
- Workshops and seminars to related subjects.
- All matters related with Jagirs, Private forests and fellings from private lands.
- All correspondence relating to mines and minerals.
- Timber Distribution and correspondence relating thereto including free grants and saw mills.
- Correspondence relating to forest offences, check posts.
- All encroachment cases and grant of nautors.
- Lease of land.
- Forest fire cases.
- Correspondence concerning payment of Haq-Chuharam and Kothi Fund.
- Tracker cases, closure, minor forest produce.
- Angora Breeding Farm.

### **33(b) Forest Management-II**

To attend to all matters connected with:-

- Grazing and related matters.
- Gujjar Kalyan Board, Gaddi Kalyan Board, Grazing Advisory Review Committee, Labana Kalyan Board, Gorkha Kalyan Board.
- Tribal Advisory Council
- All correspondence on implementation of HP Land Preservation Act, 1978.

- All correspondence on implementation of HP Resin and Rosin Products (Regulation of Trade) Act, 1981 and HP Forest Produce (Regulation of Trade) Act, 1982.
- All correspondence on grazing.
- Tribal Advisory Council/Environmental Protection Council and other Committees.

### **34) Planning, Development and Monitoring**

To attend all matters relating to:-

- Correspondence concerning Forestry Annual Plans.
- Preparation of Forestry Annual Plan of Operations.
- Distribution of physical and financial targets.
- All correspondence on Externally Aided Projects.
- To attend workshops/seminars and meetings relating to EAPs.
- All correspondence on drought relief.
- Food for work/rural integrated programmes.
- All correspondence on creation of posts/incremental staff under Plan Schemes and EAPs.
- Quarterly Progress Reports under Plan schemes.
- Correspondence regarding Tribal Sub-Plan and Development of Tribal areas.

### **35) FCA Branch**

- Forest (Conservation) Act, 1980 and allied matters.
- Mining.
- NOC for land transfer cases.
- Any other work assigned to this section from time to time.

### **36) Plantation and 20 Point Programmes**

To attend all matters relating to:-

- All correspondence connected with raising of plantations and compilation of progress reports on plantation.
- All correspondence connected with raising of forest nurseries and nursery returns.
- All matters and correspondence on fixing of targets, preparation of reports and returns on implementation of 20-Point programmes.

### **37) Commercial and Industrial Activities:**

To attend all matters relating to:-

- Correspondence regarding supply of timber/rifle of wrought to DGS & D/ Railways/Defence/other Government departments.

- Accounts matters concerning to timber supplies, preservation of bills and payment of amounts to parties.

### **38) Industry Section**

- Industrial policy.
- IPARA matters and all connected correspondence with various Wood Based Industries.
- Matters connected with supply of raw material to Forest Based Industries.
- Drawing and finalization of agreement deeds with Wood Based Industries and implementation thereof.
- All matters connected with Estimates Committee of HP Vidhan Sabha.
- All matters connected with Grievances, Petitions, Subordinate/delegated
- Legislations and Assurance Committees of Forests of HP Vidhan Sabha, Acts, Rules etc.

### **39) AUDIT**

To attend all matters concerning to:-

- PAC matters.
- Draft paras.
- Inspection reports
- Audit Inspection reports.
- Central Audit objections relating to all Drawing and Disbursing Officers and settlement thereof.

### **40) Budget**

- Expenditure and Revenue
- Expenditure sanctions.
- Delegation of financial powers.
- Preparation, compilation and distribution of budget estimates in respect of Plan/ Non-Plan/Capital outlays and control over budget and reconciliation of actuals.
- All sanctions of estimates.
- Excess and Surrender statements.
- All correspondence regarding construction of new roads and buildings.
- The detail of monthly salary in respect of officers and employees of
- Direction Office is enclosed.

### **41) Accounts and Cash Bills**

- Drawing and disbursing functions of Direction Office.
- Office contingencies.
- Central Provident fund.

- Sanctions of all bills and vouchers of Direction Office.
- Correspondence regarding Income Tax.
- Correspondence on all complaints relating to non-payment of dues.
- Correspondence regarding loans and advances.
- Correspondence regarding submission of monthly cash accounts.
- Correspondence regarding remission of revenue into Treasuries, CTR and to attend other related matters.
- All correspondence on old liabilities.
- All correspondence concerning to Government buildings, accommodation/rest houses, furnishing and rent etc.
- Correspondence regarding stocks, stationery and books to subordinate offices.

## **42) Stores and Stationery**

- All correspondence relating to purchase of stores, tools with Controller of Stores including placing of indents for barbed wire, polythene bags etc.
- Placing of indents for cement and other material/articles for which indent is required to be placed at Direction Office level.
- Correspondence and purchase/supply of stationery.
- All correspondence on purchase and supply of uniform articles.
- Care taking (all stores/stocks of Direction Office).

## **43) Diary and Despatch**

- To attend all diary and dispatch work of Direction Office.
- The dak received from the field offices should be sent direct to Branch Officers on maintaining secrecy documentation as per guidelines embodied in HP Office Manual under the supervision of Registrar (Estt) and dak received from the Government and other offices should be sent to Principal CCF and if he is out then direct to the Branch Officers.

## **44) Statistical Cell**

- Annual Administration Report.
- Indian Forest Statistics Return to Government of India.
- HP Forest Statistics.
- Preparation and printing of Plantation Brochures.
- Forest Brochure – “HP Forests”.
- Economic Review.
- General Administration Report for calendar.
- Compilation and analysis of plantations.
- All matters connected with forestry statistics like collection and supply of data to all other HoDs in the States and Heads of Forest Departments in all States,

Lok Sabha and Assembly Questions relating to area growing stock, revenue and expenditure, employment generation etc. yield and out-turn from HP Forest etc. are attending to by the Statistical Wing of the Department.

#### **45) Vigilance**

- To maintain the record of all Vigilance cases.
- To deal with all cases of complaints of vigilance type, and to maintain its proper record category-wise according to vigilance manual.
- To attend all matters connected to Flying Squad Units/Directorate of Enforcement.

#### **46) PA CELL**

- All correspondence regarding TA bills/ tour programmes, monthly tour diaries of Addl. PCCFs/CCFs/CFs.
- Correspondence regarding plying of vehicles outside jurisdiction.
- Maintenance of casual leave record of APCCFs/CCFs/CFs.
- The subject matters relating to Wildlife, Working Plan and Settlement, Soil Conservation, Protection etc. will be put up directly by CCFs on their office files for necessary approval of Principal CCF HP.

### **FIELD OFFICES**

#### **47) Duties of Conservators of Forests (Territorial and Wildlife)**

- Subject to control by Government and by the PCCF in matters with which he is competent to deal, the conservator has full control of forest matters within his circle.
- The Conservator, within his circle, controls the postings and transfers of officers in charge of ranges and of clerks and the transfers of all other subordinates between divisions.
- The Conservator corresponds with PCCF on all administrative matters affecting his circle, including personnel, finance, policy and matters which affect the department or State as a whole who will also be consulted on all important matters, specially sales.
- The Conservator will make frequent tours of inspection and visit one a year as many of the forests under his control as possible. During these tours the following points will received particular attention and if necessary, be specially reported on to the PCCF:-
- Surveys and settlements, made or in progress, and their cost, extent to

which they are still required, nature and adequacy of the maps and settlement records prepared; results of working under the settlements in force;

- Working plans already made or in progress and their cost, extent to which they are still required; results of working of plans in force;
- Forest boundaries, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done;
- Roads, buildings, and other similar works, in existence or under construction, their cost, state of repair; new roads,; buildings, or other works required;
- Executive and protection staff, efficiency, state of discipline, etc;
- Conditions of the forests, the methods of treatment employed; natural reproduction, causes which interfere with it etc;
- Protection of the forests from injury by man by cattle, by fires, etc.; breaches of the forest rules, their frequency and causes;
- Works of reproduction and cultural improvements, extent, condition and cost of plantations made, conditions of nurseries, new sowings or planting required; thinning; creeper cutting etc.; extent to which carried on and required;
- Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them; outturn of the forests and financial results;
- Timber depots, their situation and adequacy; condition in which kept; state of their records etc.
- At the conclusion of each important tour of inspection the Conservator will write a self-contained note dealing with the policy, management and progress of the division which he has visited. This note is intended primarily for the information of the PCCF, who will, however, transmit a copy to Government with his comments, should the note be of sufficient interest or the Conservator desires him to do so. In addition to the full note brief notes may be written on individual forests or projects for guidance of the Division Forest Officer. When of sufficient interest copies of these notes may be sent for pasting in compartment history files.
- The Conservator will see that all money transactions are conducted in accordance with the rules in force; and will examine the cost of current works, and of those which have been spread over several years. He will also ascertain whether the Divisional Officers and other members of the controlling staff are conversant with their duties, that discipline is maintained and that work is properly supervised.

#### **47(a) Duties of Divisional Forest Officers (Territorial and Wildlife)**

The chief duties of the officer in charge of a forest division are:

- To be responsible for the proper management of the forest business and for the finance of his division;
- To take an active part in all technical works;
- Subject to the orders of the working plan and his superior officers, to control the Silviculture of his division and to be responsible for the correctness of all technical operations;
- To make himself thoroughly conversant with the with the Land Administration Manual and the land revenue settlements of his divisions;
- To have a wide knowledge of the people with whom he has to deal; to show sympathy for their requirements and to carry out the forest policy prescribed for him with fairness and common sense;
- To submit a monthly diary or progress report in which he will report briefly the progress of all works going on in the division and any other events of interest and importance. This diary or progress report will be submitted to the Conservator, who will record any remarks he may wish to make.

#### **47(b) Assistant Conservator of Forests posted in divisions**

They will assist DFOs in their day to day works besides the following specific duties under the over-all control of DFOs shall be:

- Associated with the distribution of Divisional budget and thereafter to
- exercise, monitor and control on the monthly progress of expenditure of Plan and Non-Plan Scheme,
- Responsible for compilation of A.P.Os at Divisional level.
- Responsible for monitoring the progress of 20-Point Programme,
- Responsible for supervision and technical guidance in the field over raising of nurseries and plantations,
- Responsible for evaluation of plantations and nurseries,
- Responsible for preparation felling programme yield control and completion of control forms assisted by the Office Superintendent ,
- Responsible for preparation of upset price statement of auctions of lots of all sorts,
- Responsible to ensure by constant supervision and inspections that constrictors' lots and lots held by the H.P. State Forest Corporation are carried out as per rules and A.D.,
- Responsible for ensuring correctness of demarcations/markings by field staff in private sales cases and all cases of private sale will be put up to the DFOs through ACFs;
- Responsible for handling all complaints and enquires promptly in consultation with DFO.
- Responsible for carrying out and supervising commercial markings by

Range Officers and other staff,

- Entrusted to constantly check markings for T.D. and sawmills during inspections/tours;
- Responsible for correctness of figures/data on illicit felling in weekly/monthly and quarterly statements and related information there to and its timely submission,
- Responsible for the correctness of data for Annual Administration Report/Statistics,
- Responsible for attending all court cases at Divisional level,
- Any other work that may be entrusted by the DFO or higher authority.

Powers of Assistant Conservator of Forests

**a) Administrative**

- To sanction casual and earned leave to forest staff upto Deputy Rangers and upto Assistants in office,
- Shall be reviewing authority of ACRs for all those field and office staff members whose accepting authority is DFO
- Scrutiny of tour diaries of Forest Rangers/Dy. Rangers and putting upto the DFOs and to exercise control on touring upto Dy. Rangers.

**b) Financial**

- Sanction to TA bills upto Dy. Rangers and office hands upto Assistants.
- Scrutiny of estimates of all works and approval upto Rs. 2000,
- Sanction of M/Rolls upto Rs.2000 and contingencies upto Rs. 500/-.
- Sanction of compensation cases under IFA and LPA.

**48) Duties of DFO (Headquarters) in Circle Office**

- To function as Head of Office as also Drawing and Disbursing Officer.
- All technical papers/correspondence including matters relating to illicit fellings; 20-Point Programme, APOs, corporation, Pvt. Sales, Govt. sales will be put up by Circle Superintendent. Through Technical Assistants. Enquiries as may be entrusted.
- They will be reviewing authorities for the Circle office establishment for which CFs are Accepting Authority.
- Timber Passing as may be entrusted.
- To attend to all Court cases,, scrutiny of replies received from DFOs and pursuing at Circle level with PCCF and other agencies.
- Scrutiny of Annual Administration Report and Statistical returns.
- Any other Work as may be entrusted by CFs or higher authorities.

**49) Duties of Range Officers**

- To be responsible for all cash disbursements and expenditure within his range. All payments of pay and labour must, as far as possible, be made personally by him and he is personally responsible that labour is not



employed for longer than necessary and that disbursement are made without delay;

- To communicate all orders and instructions to his subordinates, and to see that they understand them and carry them out;
- To check and control all work within his range, and to ensure that
- Government funds are used in the most economical and efficient way;
- To protect Government interest by insisting upon good work from all subordinates and labour and by producing the highest revenue from his range consistent with the highest principles of forestry;
- To collect, check and consolidate all returns and registers, to prepare the monthly range accounts and to carry out all office work promptly and correctly;
- To prevent any misuse of authority by subordinates, particularly in compounding forest offences.

## **50) Duties of Deputy Rangers**

- To assist the Range Officer, to the best of his ability, to carry out the work of the department honestly and efficiently;
- To carry out all orders that may be given to him;
- To report to the Range Officer on all important happenings;
- Thoroughly to understand the rules for compounding forest offences and closely to observe them. Except as laid down in these rules he is forbidden to take money from the accuse;
- To prevent the forest guards under his control from misusing their authority, accepting bribes or harassing the people.

## **51) Duties of Forest Guard**

- To be fully acquainted with his beat and to have knowledge of everything taking place therein;
- To be fully acquainted with and to possess a list of rights, privileges and concessions that may be exercised by the people in the forests of his beat;
- Strictly to observe the rules for compounding forest offences;
- To carry out under orders of the range officer; repairs to the boundary pillars, roads and buildings in his beat;
- To carry out, without orders-
  - a) the maintenance of fences;
  - b) tending operations in regeneration areas and plantings;
  - c) weeding of young plants but not to incur expenditure on these works without the range officers sanction;
  - d) To see that the shooting rules are observed and to put a stop to illegal shooting and trapping.

## **52) Duties of Class IV staff**

### **1. Care Taker**

- To distribute work amongst the Frashes, Malies, Sweepers and Chowkidars with the approval of Section Officer.
- To supervise the daily work of these Class IV employees to mark their attendance and to keep a record of their casual leave etc.
- To ensure that there is no trespassing, encroachment or unauthorised work within the precincts of the office compound and to ensure that the annual and casual repairs of the buildings are properly carried out.
- To look after the security of the building and government property including the fire-fighting arrangements and all precautionary measures relating to the incidence of fire or damage to the Government property.

### **2. Daftri**

- To mend, trim, stitch, bind etc. old record, file etc. in record, Room and in the Section.
- To paste corrections slips in the official reference books of various officers and those of the branches sections.
- To affix service postage on envelope, maintain their accounts to prepare envelopes, packets and parcels, to dispatch dak and telegram and to help the dispatch in the circulation of printed matters etc.
- To sort-out and properly keep the record in the record section.

### **3. Jamadar**

- To attend to the calls of Minister/Officer with whom posted.
- To close and open the office rooms daily.
- To ensure the cleanliness and the general upkeep of the room and the furniture, fixture, and equipment.
- To carry and distribute the office files/dak.
- To attend to any other work assigned.

### **4. Peons**

- To carry and deliver dak within and outside the office.
- To ensure the cleanliness and general upkeep of the section wherein posted and of the furniture fixture and equipment.
- To perform miscellaneous and odd jobs for officers/Officials.
- To attend to any other work that may be assigned.
- To attend to officers at Headquarters and while on tour.

**5. Frashes**

- To dust and clean the furniture, articles, files, doors, windows.
- To remove, shift and replace the articles of furniture, fixture and other equipment.
- Any other office work that may be assigned.

**6. Chowkidar**

- To be responsible for general watch and ward during and after office hours.
- To be responsible for all precautionary measures relating to prevention of fire and damage to Government property.
- Any other official duty that may be assigned.

**7. Mali**

- To perform the duties of a Mali such as preparation and maintenance of flower beds and flower pots, for beautifying office compound.
- Any other work that may be assigned.

**8. Sweeper**

- To sweep, clean and mop the rooms, corridors, verandahs and compound.
- To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- To lighten the stoves/angithies and to perform the allied work relating to this job.
- Any other official work that may be assigned.