

1. The powers and duties of its officers and employees

Principal Chief Conservator of Forests, Himachal Pradesh

- 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 farming 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.

1) Addl. Pr.CCF (Finance & Planning), Shimla

- Financial Planning and Budgeting
- 5 year Plans, Annual plans and Annual Plan meetings
- Finance Commission
- Allocation and Distribution of Budget
- Monitor Fire Control in the state
- Matters relating to CEC/Court cases
- Creation of new instruments of service (Budget Heads)
- Controlling Officer for CCF (FP&FC) & CF (Finance and Planning)
- Any other residual work assigned by Pr.CCF

1 (a) 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.
- IT and INTERNET USE in Fire Management and Control.
- Development and Running of Fire Database of HPFD.
- Monitoring & Evaluation of Fire Management schemes in the state.
- Link officer for CCF (Plant Diversity, NTFP & Research Management)

- Any other residual work assigned by Pr.CCF/Addl Pr.CCF (Finance & Planning)

1 (b) Conservator of Forests (Planning & Finance) Shimla

- Budget monitoring at HQ level
- Developing data base on FDA's
- Monitoring expenditure , UC and progress reports of FDA's
- Annual Plan of Operations
- Any other residual work assigned by Pr.CCF/Addl Pr.CCF(Finance & Planning)

2) Addl. Pr.CCF (Admn. & HRD) Shimla

- Would be the Chief Vigilance Officer of the Department
- All matters relating to the IFS & HPFS officers. (E I matters)
- All HRD issues at policy level
- Matters relating to CEC/Court cases
- Deployment of manpower/vehicles on Govt. duty, Protocol and hospitality
- Public and personnel grievances /complaints /references
- Controlling officer for CCF (Training & Establishment) & CCF (M&E)
- Head-quarter officer of Pr.CCF's office.
- Any other residual work assigned by Pr.CCF

2 (a) Chief Conservator of Forests (Training and Establishment) Shimla

- Would handle all the establishment work including court matters
- Registrar (Establishment & Vigilance) will work through him
- Decide routine service matters of executive & ministerial staff (E II & E III)
- Parliament and Vidhan Sabha matters
- R & P Rules, training and training database of manpower
- Would be controlling Officer of FTIs of the department
- Nodal officer for National and State sports meet.
- Nodal officer for Right to Information Act.
- Estate Management, Engineering Cell, XEN office;
- Link Officer to CCF (M&E)
- Any other residual work assigned by Pr.CCF/Addl. Pr.CCF(Admn & HRD)

2 (b) Chief Conservator of Forests (Monitoring & Evaluation) Shimla

- Responsible for Monitoring & Evaluation of forestry & WL works (all schemes)
- Evaluation of plantations, Soil & W Cons. works, pasture development etc.
- Nursery & Plantation Returns, analysis & database
- Compilation & reporting of all externally aided projects
- Controlling officer for DFO Flying Squad, Shimla
- Compilation, analysis and evaluation Circle level flying squads, CPs & Van Thanas
- Database management on Illicit felling & Encroachment
- Statistical cell to work under CCF(M&E)
- Link Officer for CCF (Training & Establishment), Shimla
- Any other residual work assigned by Pr.CCF/Addl. Pr.CCF (Admn &HRD)

3) Addl. Pr.CCF (CAT & Plantations) Shimla

- All CAT Plans matter—outsourcing & formulation
- Compensatory Afforestation, NPV (CAMPAs) & coordination with GOI
- Payments for environmental services matters
- Environment Management Plans.
- Monitoring & liaison with PD SWAN Project; send reports to CCF M&E
- Eco-task force
- Monitoring of Nursery and Plantations in the state
- Matters relating to CEC/Court cases
- Would monitor all CAMPAs projects in the State and also look after project formulation and appraisal.
- Climate change, REDD, Global warming and disaster management
- Controlling Officer of CCF(SOIL) and CCF(Ecotourism and ES)
- Any other residual work assigned by Pr.CCF(HP)

3 (a) Chief Conservator of Forests (Soil Conservation) Shimla

- Soil and Water Conservation Matters
- Land Resource Management
- Watershed management
- Soil Work Plans
- RVP/FPR Schemes
- Radio communications, GIS and remote sensing Cell incharge
- Controlling officer for Director (State Land use Board)
- Link Officer for CCF (Eco Tourism & ES) Shimla

- Any other residual work assigned by Pr.CCF/Addl.Pr.CCF (CAT & ES)

3 (b) Chief Conservator of Forests (Ecotourism & Plantations) Shimla

- CEO Ecotourism and ex-officio Member – Secretary EcoSoc.
- ET Development and management , co-ordination 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
- Issues relating to EIA and ES
- Link Officer for CCF (Soil Cons.)
- Any other residual work assigned by Pr.CCF/ Addl. Pr.CCF (CAT & ES) Hqrs. Shimla

3 (c) Conservator of Forests (CAT Plans) 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 and NPV schemes.
- CAMPA.
- Rim Plantations.
- Eco-Task Force.
- Link Officer for CF (Policy & Law)
- Any other residual work assigned by PCCF/Additional PCCF (CAT & ES).

3 (d) Conservator of Forests (Eco-tourism & plantations) Shimla

- Eco tourism Development & Management
- Co-ordination with HPTDC, Director Tourism, ITDC
- Will initiate, train and oversee development of Local ET Societies
- Assist CEO EcoSoc in various activities / responsibilities
- Responsible for MoUs and monitoring under Private Public Partnerships
- Will assist APCCF in matter relating to Environmental Services and plantations
- Link officer for CF (CAT Plans)
- Any other residual work assigned by PCCF/Additional PCCF (CAT & ES)

4- Addl. Pr.CCF (Management) Shimla

- Bio-fuels Species propagation
- Co-ordination with various agencies on forest management matters
- Timber Distribution System
- Land Preservation Act and Private Sale
- Monitoring Sale, Audit and PFM work in the State
- Matters relating to CEC/Court cases
- All Working plan and Settlement issues.
- Would handle all JFPM work in the State including policy and rules
- Issues relating to Policy & Law in the state
- Controlling Officer for CCF(PFM) , CCF(WP) and CCF(SA)
- CF (Policy and law) shall report through APCCF Mgmt.
- Any other residual work assigned by Pr.CCF(HP)

4 (a) Chief Conservator of Forests (PFM) Shimla

- Grazing and related matters, Grazing Advisory Review Committee
- Matters related to Gujjar Kalyan Board, Gaddi Kalyan Board, Gurkha Kalyan Board and Labana Kalyan Board
- Development and Monitoring of PFM processes
- NGO and SHG Groups involved in PFM
- Policy and Rules for PFM
- Link officer for (S&A)
- Any other residual work assigned by Pr.CCF/APCCF(Management)

4 (b) Chief Conservator of Forests (WP & Settlement) Mandi

- Preparation and Monitoring of Working Plan implementation
- Scrutiny and approval of Felling Programmes
- Settlement and Demarcation
- Construction, mapping and computerized record of Boundary Pillars
- Entries in Revenue Records
- Custody and database of survey maps in the HPFD;
- Link Officer for CCF (NFTP & Research Management), Sundernagar
- Any other residual work assigned by APCCF Mgmt/ Pr.CCF

4(c) Chief Conservator of Forests (Sale & Audit) Shimla

- All HP State Forest Corporation matter—Pricing committee issues etc.
- Tribal Advisory Council
- All sale and industry matters
- Forest based industries—policy and law related to it
- Saw mills
- Fuel-wood Supply to Tribal Areas

- All PAC /CAG /Draft / audit paras (to be assisted by DFO Audit)
- Estimates committee
- Parliament and Vidhan Sabha Assurances
- Public Accounts Committee and Public Undertaking Matters and Oral examinations
- Link Officer for CCF(PFM)
- Any other residual work assigned by Pr.CCF/ Addl. Pr.CCF (Management)

4 (d) Conservator of Forests (Policy & Law) Shimla

- National and State forest policies
- Resin and Timber Trade Acts & Forest Rights Act
- Legal matters 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
- Link officer for CF(CAT & ES)
- Any other residual work assigned by PCCF/APCCF (Management)

5) Chief Conservator of Forests (FCA &Projects) Shimla

- Nodal officer for forest clearance cases, FCA 1980
- Would handle road and hydel projects (whether on forest land, or any other govt. land or on private land) matters under FCA 1980
- Matters dealing with Central Empowered Committee issues
- FCA 1980 violations cases
- Mining and related matter
- Land transfer cases and related matters
- Monitoring reports relating to Mid Hills Project; send reports to CCF (M&E)
- Link Officer for CCF (SA)
- Any other residual work assigned by Pr.CCF Shimla

6) Chief Conservator of Forests (Faunal Diversity & Protected Area Network) 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-governmental organizations(NGO) and inter-governmental organizations(IGO)
- Training of Wild-life staff
- CEO of Zoo and Conservation Breeding Society in the state
- Head of office of Wild-Life wing
- Hqrs. Officer for Pr.CCF(WL)
- Link Officer to CCF (Ecotourism)
- Any other residual work assigned by Pr.CCF(WL)

**7) Chief Conservator of Forests (Floral Diversity, NTFP & Res. Mgmt),
Sundernagar**

- Conservation and propagation NTFP on governmental and private lands.
- Non timber forest products and all related matters
- National and State Medicinal Plant Boards
- Fund raising for NTFP projects and schemes
- Coordination with outside institutions and research organizations on NTFP and medicinal plants.
- Monitoring of NTFP schemes and programmes
- Bamboo Mission
- Creation of arboreta, van-vihars, botanical and herbal gardens and herbaria
- Disease epidemics and Quarantine
- Invasive alien plant species and their management
- Constitution and Co ordination of research activities on forestry and related socio economic issue
- NGO and IGO working in NTFP
- Link Officer for CCF (FP & FC), Bilaspur
- Controlling Officer for CF(Res. & Silva) at Sundernagar
- Any other residual work assigned by Pr.CCF

7 (a) Conservator of Forests (Research & Silva) Sundernagar

- Research on Forestry and related socio economic issues
- Co ordination and Correspondence on research matters with
- University of Horticulture and Forestry Nauni, ICFRE & FSI Dehradun, HFRI Shimla, GB Pant Institute Kullu, CSK University Palampur,
- Link Officer for CF(Mandi)
- Any other residual work assigned by PCCF/CCF(NTFP, Research Management)

Chief Project Director, Mid Himalayan Watershed Development Project

- He shall be the 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 Husbandary 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.

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 Incharge 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 departments 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 multisectoral teams for implementation of the project activities.

Conservator of Forests GHNP

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

Project Direct Swan Project

All matter connected with swan Integrated Watershed Development Project including implementation.

Conservator of Forests (MIS & Public Grievances)

- i) Informatics/GIS/MIS, computerization of technical, personal & financial management in Direction & field Offices; in phases. Compilation/updating of codes (technical orders).

- ii) Public Grievances Monitoring System.
- iii) Any other work assigned by Principal CCF HP.

Forest Utilization Officer

- i) He will examine and dispose off all cases pertaining to;
 - a) Industries
 - b) Commercial
 - c) Acts/Rules
- ii) Central Audit Objection.
- iii) PAC Paras/Matters.
- iv) Audit & Inspection Reports/Draft paras.
- v) Central Audit Objection relating to all Drawing and disbursing Officers and Settlement thereof.
- vi) 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.
- vii) Any other duty assigned by the CCF (Prot.) or Pr.CCF HP.

Executive Engineer (Forests)

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

Deputy Controller (Finance & Accounts)

He is made responsible for carrying out following duties:-

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

Assistant Conservator of Forests (Legal Cell)

He will be responsible for following matters/duties.

- i) 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.
- ii) To pursue all court cases in the High Court/SAT etc.
- iii) To keep strict watch over speedy disposal of court cases and maintaining its upto-date record.
- iv) Drafting amendments of Forest Legislations and rules concerned therewith.
- v) Any other duty assigned by the Pr.CCF HP.

Registrar (Budget)

- i) 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.
- ii) 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.
- iii) 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.
- iv) 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.
- v) Any other duty assigned by the Pr.CCF HP.

Registrar (Establishment)

- i) 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.
- ii) He is competent to issue order with regard to pay fixation cases of all class-III & IV employees in the Direction Office.

- iii) He is competent to dispose off all pension cases of class-III & IV employees working in the Head office.
- iv) He will be appointing authority of class-IV employees of Head Office.
- v) 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.
- vi) Administrative control and deployment/allotment of Govt. vehicles.
- vii) To submit important receipts at dak stage to higher officers.
- viii) To dispose off as may cases as possible on his own initiative & responsibility.
- ix) To allocate subjects to Dealing hands in consultation with the Section In charge.
- x) To make surprise visits to the Branch to check attendance and to see that other instructions are correctly observed.
- xi) To keep himself acquainted with the normal and conduct of the staff working under him.
- xii) In general to be responsible for prompt disposal of work in the section.
- xiii) Any other duty assigned by the Pr.CCF HP.

Registrar (Vigilance)

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

Forest Statistician

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

Superintendent Grade-I of related Section

- i) To act as In charge of Section and will be responsible for prompt disposal of PUCs by the Dealing assistants, in the Section.
- ii) 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.
- iii) 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

➤ Establishment-I (All Gazetted Officers)

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

➤ Establishment – II (All Executive & Technical)

- i) All correspondence relating to non – gazetted, executive and technical establishment (FRs/ DRs/ Fgds./Revenue/ Technical staff).
- ii) Recruitment & Promotion Rules of all non-gazetted executive and technical establishment.
- iii) All correspondence relating to miscellaneous notifications on establishment matters.

- iv) Conversion of temporary posts to permanent. Sanction/distribution of temporary/permanent posts.
- v) Preparation/maintenance and all correspondence on seniority lists of all Executive and technical staff.
- vi) Maintenance of personal record/service books etc.
- vii) Posting and transfer of Executive and Technical staff.
- viii) Complaints of general nature as to misconduct and corruption etc.
- ix) Security deposits.
- x) Maintenance of confidential reports and correspondence relating thereof.
- xi) Pay fixation of establishment & correspondence thereof.
- xii) Correspondence relating to deputation of staff.
- xiii) Cases of promotion and confirmation of staff.
- xiv) Representations/Appeals of staff.
- xv) Disciplinary cases against staff.
- xvi) Training.
- xvii) Correspondence and allotment of personal hemmers.

➤ **Establishment – III (Ministerial Class – III & IV employees)**

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

➤ **SALES**

- i) Departmental exploitation of timber.
- ii) Correspondence on exploitation of lots/resin tapping by the HP State Forest Corporation.
- iii) Floating and ranting contacts.
- iv) Matters connected sale of standing trees, resin blazes, Bhabbar Grass and other forest produce to purchasers including HPSFC.
- v) Correspondence relating to rules of property marks etc.
- vi) Fuel/timber depots.
- vii) Registration of forest contractors.
- viii) Route permits.
- ix) Launching permits and connected correspondence.
- x) Fixation of market rates.
- xi) Supply of poles to Electricity Board.
- xii) Finalization of conditions of sale and agreement deeds.
- xiii) Revenue outstanding and connected correspondence including returns.
- xiv) Matters concerning fruit packing cases.
- xv) Matters connected with removal of trees from electric lines and roads etc.
- xvi) Black listing of contractors.
- xvii) Matters concerning godown supply.
- xviii) Other misc. matters relating to sales including meetings etc. on the related subject.

➤ **FOREST MANAGEMENT-I**

To attend to all matters connected with:-

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

➤ **FOREST MANAGEMENT-II**

To attend to all matters connected with:-

- i) All correspondence relating to implementation of Forest (Conservation) Act, 1980 and transfer, acquisition and exchange of land.
- ii) All correspondence on implementation of HP Land Preservation Act, 1978.
- iii) All correspondence on implementation of HP Resin and Rosin Products (Regulation of Trade) Act, 1981 and HP Forest Produce (Regulation of Trade) Act, 1982.
- iv) All correspondence on grazing.
- v) Tribal Advisory Council/Environmental Protection Council and other Committees.

➤ **PLANNING, DEVELOPMENT AND MONITORING**

To attend all matters relating to:-

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

➤ **FCA Branch**

1. Forest (Conservation) Act, 1980 and allied matters.
2. Grazing and related matters.
3. Gujjar Kalyan Board, Gaddi Kalyan Board, Grazing Advisory Review Committee, Labana Kalyan Board, Gorkha Kalyan Board.
4. Tribal Advisory Council.
5. Mining.
6. NOC for land transfer cases.
7. Any other work assigned to this section from time to time.

➤ **PLANTATION AND 20 POINT PROGRAMMES**

To attend all matters relating to:-

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

➤ **COMMERCIAL AND INDUSTRIAL ACTIVITIES:**

To attend all matters relating to:-

- i) Correspondence regarding supply of timber/rifle of wrought to DGS & D/Railways/Defence/other Government departments.
- ii) Accounts matters concerning to timber supplies, preservation of bills and payment of amounts to parties.

➤ **INDUSTRY SECTION**

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

➤ **AUDIT**

To attend all matters concerning to:-

- i) PAC matters.
- ii) Draft paras.
- iii) Inspection reports
- iv) Audit Inspection reports.
- v) Central Audit objections relating to all Drawing and Disbursing Officers and settlement thereof.

➤ **BUDGET**

- i) Expenditure and Revenue
- ii) Expenditure sanctions.
- iii) Delegation of financial powers.
- iv) Preparation, compilation and distribution of budget estimates in respect of Plan/Non-Plan/Capital outlays and control over budget and reconciliation of actuals.

- v) All sanctions of estimates.
- vi) Excess and Surrender statements.
- vii) All correspondence regarding construction of new roads and buildings.
- viii) The detail of monthly salary in respect of officers and employees of Direction Office is enclosed.

➤ **ACCOUNTS AND CASH BILLS**

- i) Drawing and disbursing functions of Direction Office.
- ii) Office contingencies.
- iii) Central Provident fund.
- iv) Sanctions of all bills and vouchers of Direction Office.
- v) Correspondence regarding Income Tax.
- vi) Correspondence on all complaints relating to non-payment of dues.
- vii) Correspondence regarding loans and advances.
- viii) Correspondence regarding submission of monthly cash accounts.
- ix) Correspondence regarding remission of revenue into Treasuries, CTR and to attend other related matters.
- x) All correspondence on old liabilities.
- xi) All correspondence concerning to Government buildings, accommodation/rest houses, furnishing and rent etc.
- xii) Correspondence regarding stocks, stationery and books to subordinate offices.

➤ **STORES AND STATIONERY**

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

➤ **DIARY AND DESPATCH**

- i) To attend all diary and dispatch work of Direction Office.
- ii) 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.

➤ **STATISTICAL CELL**

- i) Annual Administration Report.
- ii) Indian Forest Statistics Return to Government of India.
- iii) HP Forest Statistics.
- iv) Preparation and printing of Plantation Broachers.
- v) Forest Brochure – “HP Forests”.
- vi) Economic Review.
- vii) General Administration Report for calendar.
- viii) Compilation and analysis of plantations.
- ix) 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.

➤ **VIGILANCE**

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

➤ **PA CELL**

- i) All correspondence regarding TA bills/ tour programmes, monthly tour diaries of Addl. PCCFs/CCFs/CFs.
- ii) Correspondence regarding plying of vehicles outside jurisdiction.
- iii) 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.

Duties of Conservators of Forests (Territorial and Wildlife)

1. 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.

2. 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.
3. 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.
4. 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:-
 - a) 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;
 - b) Working plans already made or in progress and their cost, extent to which they are still required; results of working of plans in force;
 - c) Forest boundaries, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done;
 - d) Roads, buildings, and other similar works, in existence or under construction, their cost, state of repair; new roads,; buildings, or other works required;
 - e) Executive and protection staff, efficiency, stat of discipline, etc;
 - f) Conditions of the forests, the methods of treatment employed; natural reproduction, causes which interfere with it etc;
 - g) Protection of the forests from injury by man by cattle, by fires, etc.; breaches of the forest rules, their frequency and causes;
 - h) 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;
 - i) Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them; outturn of the forests and financial results;
 - j) Timber depots, their situation and adequacy; condition in which kept; state of their records etc.
5. 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, transit 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.

6. 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.

Duties of Divisional Forest Officers (Territorial and Wildlife)

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

- i) To be responsible for the proper management of the forest business and for the finance of his division;
- ii) To take an active part in all technical works;
- iii) 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;
- iv) To make himself thoroughly conversant with the with the Land Administration Manual and the land revenue settlements of his divisions;
- v) 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;
- vi) 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.

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:

1. 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,
2. Responsible for compilation of A.P.Os at Divisional level.
3. Responsible for monitoring the progress of 20-Point Programme,
4. Responsible for supervision and technical guidance in the field over raising of nurseries and plantations,
5. Responsible for evaluation of plantations and nurseries,
6. Responsible for preparation felling programme yield control and completion of control forms assisted by the Office Superintendent ,
7. Responsible for preparation of upset price statement of auctions of lots of all sorts,
8. 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.,

9. 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;
10. Responsible for handling all complaints and enquires promptly in consultation with DFO.
11. Responsible for carrying out and supervising commercial markings by Range Officers and other staff,
12. Entrusted to constantly check markings for T.D. and sawmills during inspections/tours;
13. Responsible for correctness of figures/data on illicit felling in weekly/monthly and quarterly statements and related information thereto and its timely submission,
14. Responsible for the correctness of data for Annual Administration Report/Statistics,
15. Responsible for attending all court cases at Divisional level,
16. Any other work that may be entrusted by the DFO or higher authority.

Powers of Assistant Conservator of Forests

a) Administrative

17. To sanction casual and earned leave to forest staff upto Deputy Rangers and upto Assistants in office,
18. Shall be reviewing authority of ACRs for all those field and office staff members whose accepting authority is DFO
19. 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

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

Duties of Technical Assistants in Circle Office

1. To function as Head of Office as also Drawing and Disbursing Officer.
2. 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.
3. Enquiries as may be entrusted.
4. They will be reviewing authorities for the Circle office establishment for which CFs are Accepting Authority.
5. Timber Passing as may be entrusted.

6. To attend to all Court cases,, scrutiny of replies received from DFOs and pursuing at Circle level with PCCF and other agencies.
7. Scrutiny of Annual Administration Report and Statistical returns.
8. Any other Work as may be entrusted by CFs or higher authorities.

Duties of Range Officers

- i) 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;
- ii) To communicate all orders and instructions to his subordinates, and to see that they understand them and carry them out;
- iii) To check and control all work within his range, and to ensure that Government funds are used in the most economical and efficient way;
- iv) 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;
- v) 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;
- vi) To prevent any misuse of authority by subordinates, particularly in compounding forest offences.

Duties of Deputy Rangers

- i) To assist the Range Officer, to the best of his ability, to carry out the work of the department honestly and efficiently;
- ii) To carry out all orders that may be given to him;
- iii) To report to the Range Officer on all important happenings;
- iv) 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;
- v) To prevent the forest guards under his control from misusing their authority, accepting bribes or harassing the people.

Duties of Forest Guard

- i) To be fully acquainted with his beat and to have knowledge of everything taking place therein;
- ii) 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;
- iii) Strictly to observe the rules for compounding forest offences;
- iv) To carry out under orders of the range officer; repairs to the boundary pillars, roads and buildings in his beat;
- v) 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;
- vi) To see that the shooting rules are observed and to put a stop to illegal shooting and trapping.

b) Resin Guard

- vii) to patrol his resin tapping areas and to see that the coolies are carrying out the tapping and collection to the best of their ability and that the tapping rules are closely observed.

Duties of Class IV staff

1. Care Taker

- (i) To distribute work amongst the. Frashes, Malies Sweepers and Chowkidars with the approval of Section Officer.
- (ii) To supervise the daly work of these Class IV employees to mark their attendance and to keep a record of their casual leave etc.
- (iii) To ensure that there is no tress passing, 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.
- (iv) To look after the security of the building and government property is including the fire-fighting arrangements and all precautionary measures relating to the incidence of fire or damage to the Government property.

2. Daftri

- (i) To mend, trim, stitch, bind etc. old record, file etc. in record, Room and in the Section.
- (ii) To paste corrections slips in the official reference books of various officers and those of the branches sections.
- (iii) 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.
- (iv) To sort-out and properly keep the record in the record section.

3. Jamadar

- (i) To attend to the calls of Minister/Officer with whom posted.

- (ii) To ensure the cleanliness and the general upkeep of the room and the furniture, fixture, and equipment.
- (iii) To carry and distribute the office files/dak.
- (iv) To attend to any other work assigned.

4. Peons

- (i) To carry and deliver dak within and outside the office.
- (ii) To ensure the cleanliness and general/1-keep of the section wherein posted and of the furniture fixture and equipment.
- (iii) To perform miscellaneous and odd jobs for officers/Officials.
- (iv) To attend to any other work that may be assigned.
- (v) To attend to officers at Headquarters and while on tour.

5. Frashes

- (i) To close and open the office rooms daily.
- (ii) To dust and clean the furniture, articles, files, doors, windows.
- (iii) To remove, shift and replace. the articles of furniture, fixture and other equipment.
- (iv) Any other office work that may be assigned.

6. Chowkidar

- (i) To be responsible for general watch and ward during and after office hours.
- (ii) To be responsible for all precautionary measures relating to prevention of fire and damage to Government property.
- (iii) Any other official duty that may be as signed.

7. Mali

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

8. Sweeper

- (i) To sweep, clean and mop the rooms, corridors, varandahs and compound.
- (ii) To clean the lavatories, urinals, baths, washs, wash basins etc. daily and properly.
- (iii) To lighten the stoves/angithies and to perform the allied work relating to this job.

- (iv) Any other official work that may be assigned.

Technical Posts

The following posts in the H.P. Forest Department which at the time of appointment required technical knowledge of forest operations are classed as technical posts:

- (i) Indian Forest Service,
- (ii) H.P. Forest Service, Class II
- (iii) Forest Rangers,
- (iv) Deputy Rangers,
- (v) Forest Gaurds, who have passed the Himachal Forest School Course.

Forest Gaurds posts require no technical qualifications at the time of appointment, but after 5 years or so Forest Gaurds in the majority of divisions acquire knowledge of technical operations which entitle them to be classed as technical men.

A Forest Guard may be classed by the Conservator as a technical man when he possesses the following qualifications:-

- (a) Minimum service 5 years.
- (b) A certificate (to be given by the Divisional Forest Officer only after personal inspection after personal inspection of the Forest Guard's work) that he is expert in at least three of the following operations : -
 - (i) Nursery work and plantations,
 - (ii) Thinnings,
 - (iii) Road and building constructions,
 - (iv) Timber works,
 - (v) Wattbundi and drainage,
 - (vi) Demarcation and map reading,
 - (vii) Floating and rafting