

OFFICE OF PR. CHIEF CONSERVATOR OF FORESTS, RAJASTHAN, JAIPUR

NO. F1(45)/APCCF/M&E/2020-21/ 2327

Dated: 21-09-2020

CIRCULAR

Sub: Regarding Tours and Nights Halts by Forest Officers

With reference to above mentioned subject, Department of Administrative Reforms and Coordination vide their circulars dated 19.4.99 and 6.10.2001 have issued the norms for tours and night halts for all the officers (Head of Department, Regional level, District Level). Similarly, the norms have also been prescribed for Forest officers in Volume-II of the Rajasthan Forests Manual.

In this regard, a circular No. F(P)CCF/Estab./2016/1360-1494 dated 18.1.2016 setting the norms of tours and night halts for various level officers was earlier issued from this office. Since then, many offices have been either upgraded or abolished as per the requirement from time to time. Different APCCFs have also been designated in-charge of seven Divisions to look after various Forestry operations and Protection works.

In the light of above, It has become imperative to issue a fresh circular where all these changes are addressed. Accordingly, in suppression of previous circular dated 18.01.2016, the following annual norms for Tours and Night halts of various level officers are being re-determined as under:

| S.N. | Designation of Officer | Annual Tours | |
|------|--|--------------|--------|
| | | Days | Nights |
| 1 | PCCF (HOFF), Rajasthan, Jaipur | 30 | 22 |
| 2 | PCCF (Development) , Rajasthan, Jaipur | 30 | 22 |
| 3 | PCCF (Production) , Rajasthan, Jaipur | 30 | 22 |
| 4 | PCCF WP&FS , Rajasthan, Jaipur | 30 | 22 |
| 5 | APCCF and CWLW , Rajasthan, Jaipur | 30 | 22 |
| 6 | Ms. Shikha Mehra APCCF (Development) in charge Jaipur Region | 30 | 22 |
| 7 | Sh. P.K.Upadhyay APCCF & PD, RFBP in charge Kota Region | 30 | 22 |
| 8 | Sh. S.K.Dubey APCCF (Labour & Law) in charge Bikaner Region | 30 | 22 |
| 9 | Sh. Arijit Benerji APCCF (Protection) in charge Udaipur Region | 30 | 22 |
| 10 | Sh. S.K. Jain APCCF (Headquarter) in charge Jodhpur Region | 30 | 22 |
| 11 | Sh. A.B. Ramteke APCCF (CAMPA) in charge Ajmer Region | 30 | 22 |
| 12 | Sh. G.S. Bhardwaj APCCF (FCA) in charge Bharatpur Region | 30 | 22 |
| 13 | CCF River Valley Project, Kota | 90 | 60 |

| S.N. | Designation of Officer | Annual Tours | |
|------|---|--------------|--------|
| | | Days | Nights |
| 14 | CCF WL Kota | 90 | 60 |
| 15 | CCF Kota | 90 | 60 |
| 16 | CCF Bikaner | 90 | 60 |
| 17 | CCF WL Udaipur | 90 | 60 |
| 18 | CCF Udaipur | 90 | 60 |
| 19 | CCF Jodhpur | 90 | 60 |
| 20 | CCF WL Jodhpur | 90 | 60 |
| 21 | CCF Ajmer | 90 | 60 |
| 22 | CCF Bharatpur | 90 | 60 |
| 23 | CCF Jaipur | 90 | 60 |
| 24 | CCF Field Director, RTP, Sawaimadhopur | 90 | 60 |
| 25 | CCF WL Jaipur | 90 | 60 |
| 26 | CCF Flood Prone River Project, Jaipur | 90 | 60 |
| 27 | CCF & Addl. Project Director (Development) RFBP, Jaipur | 90 | 60 |
| 28 | CCF DOD Jaipur | 90 | 60 |
| 29 | CF Flood Prone River Project, Jaipur | 90 | 60 |
| 30 | CF (M&E) Jaipur | 90 | 60 |
| 31 | CF (M&E) Kota | 90 | 60 |
| 32 | CF (M&E) Bikaner | 90 | 60 |
| 33 | CF(M&E) Udaipur | 90 | 60 |
| 34 | CF(M&E) Jodhpur | 90 | 60 |
| 35 | CF (M&E) Ajmer | 90 | 60 |
| 36 | CF (M&E) Bharatpur | 90 | 60 |
| 37 | CF WL Jodhpur | 90 | 60 |
| 38 | CF WL Udaipur | 90 | 60 |
| 39 | CF WL Jaipur | 90 | 60 |
| 40 | CF & Field Director, Sariska, Alwar | 90 | 60 |
| 41 | DCF WL Jaipur | 112 | 75 |
| 42 | DCF WL Jaipur, Zoo | 112 | 75 |
| 43 | DCF Dausa | 112 | 75 |
| 44 | DCF Jaipur North | 112 | 75 |
| 45 | DCF Jaipur | 112 | 75 |
| 46 | DCF Sikar | 112 | 75 |
| 47 | DCF & DY. Dir. Sariska | 112 | 75 |
| 48 | DCF Jhunjhunu | 112 | 75 |
| 49 | DCF Alwar | 112 | 75 |
| 50 | DCF Baran | 112 | 75 |
| 51 | DCF Bundi | 112 | 75 |
| 52 | DCF Jhalawar | 112 | 75 |

| S.N. | Designation of Officer | Annual Tours | |
|------|-----------------------------|--------------|--------|
| | | Days | Nights |
| 53 | DCF Kota | 112 | 75 |
| 54 | DCF WL Kota | 112 | 75 |
| 55 | DCF MNP Kota | 112 | 75 |
| 56 | SCO Begun | 112 | 75 |
| 57 | DCF Bikaner | 112 | 75 |
| 58 | DCF IGNP Div- II Bikaner | 112 | 75 |
| 59 | DCF Churu | 112 | 75 |
| 60 | DCF Hanumangarh | 112 | 75 |
| 61 | DCF Sriganganagar | 112 | 75 |
| 62 | DCF WL Bikaner | 112 | 75 |
| 63 | DCF Chattargarh | 112 | 75 |
| 64 | DCF Banswara | 112 | 75 |
| 65 | DCF SCO Banswara | 112 | 75 |
| 66 | DCF Chittorgarh | 112 | 75 |
| 67 | DCF WL Chittorgarh | 112 | 75 |
| 68 | DCF Dungarpur | 112 | 75 |
| 69 | DCF Pratapgarh | 112 | 75 |
| 70 | DCF Rajsamand | 112 | 75 |
| 71 | DCF Udaipur | 112 | 75 |
| 72 | DCF Udaipur (North) | 112 | 75 |
| 73 | DCF WL Udaipur | 112 | 75 |
| 74 | DCF Barmer | 112 | 75 |
| 75 | DCF Jaisalmer | 112 | 75 |
| 76 | DCF Jalore | 112 | 75 |
| 77 | DCF Jodhpur | 112 | 75 |
| 78 | DCF Pali | 112 | 75 |
| 79 | DCF Sirohi | 112 | 75 |
| 80 | DCF WL Jaisalmer | 112 | 75 |
| 81 | DCF WL Mount Abu | 112 | 75 |
| 82 | SCO Aburoad | 112 | 75 |
| 83 | DCF WL Jodhpur | 112 | 75 |
| 84 | DCF IGNP Stage II Jaisalmer | 112 | 75 |
| 85 | SCO Sojat Luni | 112 | 75 |
| 86 | DCF Ajmer | 112 | 75 |
| 87 | DCF Bhilwara | 112 | 75 |
| 88 | DCF Nagaur | 112 | 75 |
| 89 | DCF Tonk | 112 | 75 |
| 90 | SRO Bhilwara | 112 | 75 |
| 91 | SCO Tonk | 112 | 75 |

| S.N. | Designation of Officer | Annual Tours | |
|------|------------------------------------|--------------|--------|
| | | Days | Nights |
| 92 | DCF Bharatpur | 112 | 75 |
| 93 | DCF WL Bharatpur | 112 | 75 |
| 94 | DCF & Dy.FD-I RTP Sawai Madhopur | 112 | 75 |
| 95 | DCF Sawai Madhopur | 112 | 75 |
| 96 | DCF Dholpur | 112 | 75 |
| 97 | DCF Karauli | 112 | 75 |
| 98 | DCF Karauli WL | 112 | 75 |
| 99 | SCO Sawai Madhopur | 112 | 75 |
| 100 | DCF WL Chambal SawaiMadhopur (NCS) | 112 | 75 |

Monthly Review Proforma for Tours/Nights Halts:

| S.N. | Designation | Tours | | Night Halts | | Remarks |
|------|-------------|--------|-------------|-------------|-------------|---------|
| | | Target | Achievement | Target | Achievement | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

- The officers during their tours and night halts will also inspect offices as per this office circular no. F()PCCF/Estab./2012/1289-1315 dated 18.4.2012. (copy enclosed) They will perform their duties in accordance with the Chapter- II of Rajasthan Forest Manual (Volume-II), 2013.
- During inspection, if there is any issue, officer feels, is important and has to be brought to the notice of the Head quarter, he will intimate PCCF (HOFF) by a D.O. letter. All Working Plan Officers will submit their tour programmes to their controlling officers in advance for approval and will conform to the duties assigned to them as per working plan code. Tours must be conducted in a manner which results in improvement in departmental working and skill development of lower functionaries.
- The inspecting officer should submit his inspection report within 7 days to his controlling officer. Copy of all the inspection notes of all APCCF in-charges shall invariably be endorsed to the undersigned. Principal Chief Conservator of Forests (HoFF) will review tours and implementation of inspection reports at an interval of three months.
- **All officers will prepare and submit monthly diaries by 10th of the following months to their supervisory officer.**
- The monitoring of inspection/tours/nigh halts at head-quarter will be done by APCCF(M&E) who will apprise PCCF(HoFF) with the progress from time to time. The reports will be maintained by APCCF (M&E).
- Keeping in mind the spread of COVID-19 pandemic, the achievement of targets will not be possible in the year 2020-2021. However, the field officers will ensure to conduct inspections as much as possible in the government's interest and will ensure regular submission of their monthly diaries in soft as well as hard copy to their controlling officer. After submission of daily diaries and inspection notes, the same information will be uploaded in SAMPARK Portal for ready reference of PCCF(HOFF).


Principal Chief Conservator of Forests (HoFF)
Rajasthan, Jaipur

Copy forwarded to:

1. PS to Hon'ble Forest Minister, Govt. of Rajasthan, Jaipur.
2. PS to Chief Secretary, Rajasthan, Jaipur.
3. PS to Principal Secretary Forest & Environment Rajasthan, Jaipur.
4. PCCF (Development), Aranya Bhawan, Jaipur.
5. PCCF (Production) Aranya Bhawan, Jaipur.
6. PCCF Working Plan and Forest Settlement, Aranya Bhawan, Jaipur.
7. APCCF & Chief Wildlife Warden, Rajasthan Jaipur.
8. APCCF Adminstration/Headquarter/Development/CAMPA/FCA/Forest Protection//Soil Conservation/Labour and Law/PF&C
9. PD RFBP Arawali Bhawan, Jaipur.
10. CCF DOD, Jaipur.
11. CCF Ajmer/Bharatpur/Bikaner/Kota/Jodhpur/Jaipur/Udaipur.
12. CCF Wildlife Udaipur/Kota/Jodhpur/Bharatpur/Jaipur.
13. CCF RVP Kota/FPR Banas Jaipur.
14. CF
15. DCF
16. Guard File.



Add. Principal Chief Conservator of Forests.
(M&E)
Rajasthan, Jaipur