CHAPTER II

STATUS AND DUTIES OF FOREST OFFICERS

Duties of the Chief Conservator,

3. The duties of the Chief Conservator of Forests are as follows:—

(1) The Chief Conservator of Forests does not occupy the position of a secretary to Government for all forest matters but shall assist the Secretariat in dealing with forest business. He shall be the local head of the Forest Department and is responsible to the Government for the efficient administration and general professional control of Forest works of the State and is the Chief technical adviser of the State Government in all forest matters.

(2) The Chief Conservator of Forests is empowered to deal on his own authority with professional questions, such as working plans, fire protection and silvicultural operations generally and with matters regarding which powers have been delegated to him.

(3) The Chief Conservator of Forests is permitted when he thinks it desirable, to address the State Government officially on questions affecting large matters of policy, and on any technical matter which he may desire to bring to the notice of the Government.

(4) The Chief Conservator of Forests shall conduct all correspondence with the Inspector General of Forests on professional matters.

(5) The Chief Conservator of Forests shall supervise the framing of working plans and shall deal finally with all Preliminary working plan reports but shall submit the completed plans to the State Government for sanction while the Conservator of Forests in charge of working plans is responsible for the adequate control of sanctioned plans, all deviations therefrom must be sanctioned by the Chief Conservator of Forests.
(6) The Chief Conservator of Forests shall supervise and control the systems of fire conservancy and the advance of and improvement in the silvicultural methods. He will control all sales of forest produce, arrange for indents and supplies such as for Railways and ordinance, supervise the collection of all economic products, and the conduct of forest research in communication with the President of Forest Research Institute, Dehra Dun.

(7) The Chief Conservator will exercise a concurrent control, with the Accountant General over the duties of the officers of the Department in maintaining accounts and will give legitimate support to the Accountant General in enforcing strict compliance with the rules concerning disbursement of money, the custody of stores and submission of accounts. He has a claim on the Accountant General for assistance and advice in matters relating to accounts and finance. He is also bound to arrange to keep him supplied copies of all proceedings and proposals to enable the latter to fulfill his functions.

(8) The Chief Conservator of Forests shall consolidate the budget and the appropriation proposals for the consideration of Government. He will see that the grant of the year is fully expended in so far as is consistent with general economy and prevent large expenditure in the closing months of the year for the sole purpose of utilizing the Budget grants.

(9) The Chief Conservator of Forests shall consolidate the Annual Administration Reports of the circles, prepared and submitted to him by the conservators, and shall submit a combined report to Government.

(10) The Chief Conservator of Forests will inspect his own and the Conservator’s offices and as much as of the subordinate offices as possible every year.

(11) The Chief Conservator of Forests will do extensive touring and report his observations to the Government.

Note—It is regarded as a matter of the highest importance that the Chief Conservator of the Forest’s duties as principal adviser of Government in Forest matters shall not in any way interfere with the duties of inspection and touring which he is called upon to carry out as the Head of the Forest Department.
(12) The Chief Conservator as Head of the Department shall control all Forest affairs and issue such instructions as he may consider necessary on the administration and working of the forests.

4. (1) The Conservator will deal with the Chief Conservator of Forests on all matters detailed in articles 3 (1) to (2) and on matters which involve any change in the sanctioned grants or future budget provision.

(2) The Conservator will inspect the state of the various works within his circle and satisfy himself that the system of management prevailing is efficient and economical.

(3) The Conservator should at least once during the working season inspect every division systematically, every plantation and nursery at least twice and every Divisional office and as many Range offices as possible once a year. During these tours the following points should receive particular attention and, if necessary, be specially reported on to government or the Chief Conservator:

(a) Surveys and settlement 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 working under the settlement in force.

(b) Working plans, already made or in progress, and their cost, extent to which plans are still required, results of working 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 protective staff, efficiency, state of discipline etc.

(f) Condition of the forests, the methods of treatment employed, natural reproduction, causes which interfere with it.
(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 sowings or plantings required, thinnings, creeper cuttings etc., extent to which carried on and required.

(i) Timber and other depots, their situation and adequacy, condition in which kept, state of their records etc.

(j) Development projects under the five year plans of the Department or in community project centres and N. E. S. bocks, or schemes, already completed or in progress and their cost, extent to which they are still required; results of working of projects and schemes in force.

(k) Methods of working and management in force advantage or otherwise of these methods expenditure incurred on them; out-turn of the forests and financial results.

(4) The conservator should further see that all money transactions are conducted in accordance with the rules in force; and he should examine the cost of current works, as well as of those which have been spread over several years. He should also ascertain that the Divisional Forest Officers and other members of the controlling staff are conversant with their duties, that discipline is maintained and work is properly supervised.

(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 Chief Conservator 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 the guidance of Divisional Forest Officer. When of sufficient interest, duplicate copies of those notes may be sent for posting in the compartment history files.
(3) To check and control all works within his range; and to ensure that funds are used in the most economical and efficient way;

(4) To realize himself, or through his subordinate all forest dues promptly and on due dates; He will be responsible for the safe custody of the Government cash and its remittance into the treasury;

(5) To collect, check and consolidate all returns and registers, to prepare the monthly range accounts and submit them to the Divisional Forest Officer by the prescribed date.

(6) To prevent any misuse of authority by subordinates, particularly in detection, investigation and compound of Forest Offences;

(7) To keep a personal touch with the people with whom he has to deal; and understand their requirements of forest produce and to deal with them with sympathy.

(8) To take keen interest and active part in the development activities of community development and N. E. S. blocks in his range.

(9) To submit a monthly progress report to his Divisional Forest Officer in which he will report briefly the progress of all works going on in the range and any other events of interest or importance.

(10) To carry out all functions entrusted to him under the Rajasthan Forest Act, and other rules made there-under within the jurisdiction of his Range.

(11) To supervise the execution of contracts and the extraction of the Forest Produce within his jurisdiction in accordance with the rules framed in this behalf and the terms and conditions of the respective agreement deeds;
(12) To be responsible for the maintenance of proper discipline in the staff under his charge and to take such disciplinary action as he is competent to take under the powers vested in him. Where he cannot take appropriate action himself he shall report such cases to the Sub-Divisional Forest Officer or the Divisional Forest Officer.

(13) To be responsible for the safety and proper maintenance of all stores, tools, plants, live stock and other assets under his charge. He will ascertain whether the securities required under rules from various subordinates have been furnished properly.

(14) To see to the proper maintenance of forest boundary lines and pillars and make a reference of his having done so in his tour diaries.

Duties of Range Assistant.

8. The following officials may be posted as Range Assistants

1. Ranger not in charge of a Range,
2. Deputy Ranger,
3. Forester,
4. Head Guard
5. Nakedar.

Note:—They will not be in charge of any particular section but will be attached to the Range to assist the Range Officer whenever necessary, in the discharge of his general duties.

The duties of a Range Assistant are:

(1) To assist the Range Officer to the best of his ability in carrying out the work of the department honestly and efficiently;

(2) To report to the Range Officer on all important happenings coming to his knowledge;

(3) To protect the forest, prevent the commission of any forest offence, and in the event of any forest offence having been committed, to detect the offender and investigate the case thoroughly and honestly and promptly;
(4) Thoroughly to understand the rules for compounding offences and closely to observe them. Except as laid down in those rules, he is forbidden to take any money from the accused;

(5) To prevent the Forest Guards under his control from misusing their authority,

Duties of Section Officers.

9. The following may be posted in charge of a section:

1. Dy. Ranger,
2. Forester or Nakedar,
3. Head Guard.

The chief duties of an officer in charge of a section will be as follows:

(1) To protect his section from damage from all sources.

(2) To be familiar with the boundaries of forests, coupes, birs etc., and with roads and foot paths and 'nallas' passing through them, to see if there has been any encroachment.

(3) To inspect the work of the forest Guards in his section.

(4) To know the names of trees and the common fauna and flora of his beat and to recognize them.

(5) To maintain a daily diary in which to record all inspections and events of the day. The diary should be submitted fortnightly to the Range Officer.

(6) To look after Government buildings and all stocks and implements under his care.

(7) To inspect all fellings, conversions, extraction of forest produce going on in his section and to see that the cutting and extraction are not done against the rules.

(8) To prevent unauthorised cattle grazing in areas closed to grazing.

(9) To prevent injury to the forest, by fires, grazing etc.

(10) To arrest the forest offenders and to seize the forest produce illegally extracted with all tools, vehicles etc. employed in
the commission of the offence and to produce the same before the Range Officer for appropriate action.

(11) To investigate cases of forest offence detected or reported in his section.

(12) To recover the compensation in forest offence cases when the case has been compounded.

(13) To maintain the proper discipline of the Forest Guards working under him and to report all cases of indiscipline, negligence of duty and misconduct to the Range Officer.

(14) To keep in personal touch with the neighbouring villages and explain to them the department's orders and persuade them to follow them.

(15) To execute and supervise all departmental works as markings, fellings, cultural operations, plantations, repairs and replacement of boundary pillars etc., entrusted to him and to keep the daily attendance of labourers engaged.

(16) To be personally responsible for the realisation of Government revenue in his section and to see that they are remitted into the treasury with the least possible delay.

(17) To render account of the recoveries of revenue made by him to the Range Officer in the manner and time as may be prescribed in this behalf.

(18) To look after all forest plantations in his section.

(19) To personally know the neighbouring villages and right and concession holders of his section and those who live on forest produce of the region and to watch the movements of those who have been convicted of forest offences;

10. (a) **Forest Guard:**—

The chief duties of a Forest Guard in charge of a beat are:—

(1) To be fully acquainted with his beat, the boundaries, pillars, roads, pattis, etc., and to have knowledge of the names of the common trees and shrubs growing in his beat.

(2) To protect the forest in his charge from injuries from men, animals and fires.
(3) To be fully acquainted with the rights, privileges and concessions granted in the forests in his beat and to supervise the legitimate exercise of such rights and concessions.

(4) To prevent the commission of forest offence.

(5) To go round the coupes under felling in his beat and to see that the felling is not done against the rules and agreements.

(6) To prevent cattle from grazing in areas which are closed to grazing.

(7) To report promptly to the Range Officer of the occurrence and to take all possible steps to control and extinguish it in the event of a fire breaking out from any cause whatsoever.

(8) To carry out under the orders of the Range Officer, repairs to the boundary pillars, roads and buildings in his beat.

(9) To maintain fences, carry out planting, tending, weeding, cultural operations etc. entrusted to him.

(10) To be familiar with the shooting rules and to see that they are observed and to put a stop to illicit shooting and trapping.

(ii) (a) To be fully acquainted with the external and internal boundaries of the forest under his charge, and to report promptly all cases of encroachment to the Range Officer.

(b) To attend the proper maintenance of boundary lines and pillars.

(c) To be thoroughly acquainted with the boundaries of the forest blocks and compartments and to maintain them.