

CHAPTER 10

Training Schedule for Probationary Officers

1. Indian Forest Service officers¹:-

1.1 Comprehensive schedule has been designed for I.F.S. probationary officers in accordance with the schedule recommended by the Indira Gandhi National Forest Academy, Dehradun. The outline of the training is described below: -

1.1.1 Training in Territorial Forest Division (4 Weeks)

1.1.1.1 The OJT is supposed to begin with the attachment of an Officer trainee to a Territorial Forest Division. The Probationers are to be exposed to various kinds of works undertaken by a division. Therefore, divisions having wide variety of works may be chosen for imparting OJT. The trainer would be a role model for the officer trainee, it is desirable that knowledgeable officers having interest in imparting training are identified for the purpose.

1.1.1.2 The officer trainee would be learning about the general working of a Divisional office. The functioning of different sections viz. establishment, expenditure, revenue, draftsman, timber account and stores etc. are to be understood during this attachment. The Probationers may also participate in various meetings as deemed necessary by the trainer. The Probationers would also accompany the DFO on field inspections so that they are able to acquaint themselves with the

1. PCCF letter no. 4573 dated 27-08-2007

methods of executing, supervising and evaluating various kinds of works undertaken in the field.

1.1.2 Training in the State Administrative Institute (HCM RIPA) (1 Week)

1.1.2.1 During this period, the Probationers are given an overview of the history and culture of the state, socio-economic conditions of its people, State laws, State Civil Service Rules etc.

1.1.3 State Headquarter attachment and tour (1 Week)

1.1.3.1 It is essential for the Probationers to get a holistic view of state forest department's functioning. A brief account of various functions carried out by the forest department may be prepared at state headquarters and given to them during their stay. The Probationers would also be taken to different places in the state including a couple of days to be spent in a protected area to acquaint themselves with its management and eco-development activities. Stay at the state headquarter shall include understanding the functioning of PCCF office and Govt. Secretariat. During this period the Probationers shall also be formally introduced to all the senior officers in Government, the Chief Minister, the Forest Minister, the Chief Secretary, the Secretary Forests, DG Police, PCCF and other important officers of the department based at headquarter.

1.1.4 Range Training (12 Weeks)

1.1.4.1 The Probationers shall hold independent charge of a Territorial Forest Range to understand the working of this most important executive unit in the hierarchy of Forest Department. This period may preferably be from June to September so as to cover monsoon planting. The Probationers would learn to carry out other forestry works viz. marking, soil conservation works, building and roads, protection, nursery management, JFM and eco-development. The Probationers shall

maintain accounts and various inventories, prepare Plan of Operations and estimates. An idea of maintaining all types of forms and registers, permits and damage report, etc. will also be acquired. A general overview of marking and demarcation, roads and building maintenance and nursery and plantations will be acquired by Probationers during this tenure. The designing of micro-plans and coordinating activities of eco-development may also be undertaken during this period.

1.1.5 CCF Attachment (2 Weeks)

1.1.5.1 During this period the Probationers would learn about the supervisory role of a Regional Chief Conservator of Forests. The administrative and financial control and monitoring carried out by this office and its information retrieval and reporting would also be perceived by the Probationers.

1.1.6 Attachment with District Collector (3 Days)

1.1.6.1 An attachment in District Collector's office will provide information about its organizational set up. The interdepartmental co-ordination at the level of DC and knowledge of Land Revenue Records, Rural Development works, and various functions may be explained to them. They may also attend the meeting of Zila Parishads and district co-ordination council in the collectorate.

1.1.7 Attachment with Superintendent of Police (3 Days)

1.1.7.1 During this period the Probationers would acquire the knowledge of structure and functions of Police administration. They shall also learn the procedure of registration of cases, investigation of offences, writing of daily diary, conducting raids and search operations.

1.1.8 Attachment with CJM (3 Days)

1.1.8.1 During this attachment with the Judiciary, the

Probationers would learn the court functions, the procedure for issuing summons, recording proceedings, writing judgments and maintaining case register and files etc. They may also acquaint themselves with the existing judicial structure and powers of various courts.

1.1.9 Attachment with the State Secretariat (3 days)

1.1.9.1 The attachment of the probationer with the State Secretariat is to enable him to appreciate the procedure of policy making and also to understand the procedure of file movement as also the Rules of business.

1.1.10 Attachment with Wild Life and other wings of the Department (2 Weeks)

1.1.10.1 Perusal of the prevalent trends of OJT exhibit that the knowledge of certain aspects of the Forest & other related departments is more important in certain states. The Probationers are placed at the disposal of PCCF office for four weeks to include training on aspects, which can not be covered during the above mentioned attachments and are of immense importance to Rajasthan.

2 Rajasthan Forest Service officers (Vide PCCF Circular no. 4942-5042 Dated 08-07-2009)

2.1 Foundation Course (3 Months)

2.1.1 It is designed to acquaint and familiarize probationers with the important Govt. Rules, Acts and procedure of work with the objective of preparing them to discharge their responsibility and duty efficiently and smoothly. All probationers are required to do Foundation Course at HCM RIPA, Jaipur for a period of three months before they are given regular posting after obtaining training from the State Forest Service College. During Foundation Course, they study and acquaint themselves with the Rajasthan Service Rules, CCA Rules, GF & AR, Salient features of Raj Panchayati Raj Act, Revenue & Tenancy Laws, IPC, Cr.PC, office Procedures etc. Probationers are also

exposed to socio-economic and cultural facts of people of Rajasthan. Field tours are also organized during the course for better understanding of various development activities, socio-economic and cultural life, flora and fauna in the State. Probationers are required to pass examinations in various subjects taught to them at the end of the course.

2.2 Attachment with Chief conservator of forests (2 Months)

2.2.1 During this period the Probationers would learn about the supervisory role of a Chief Conservator of Forests. The administrative and financial control and monitoring carried out by this office. The procedure of information retrieval and reporting would also be understood by the Probationers.

2.3 Division Attachment (2 Months)

2.3.1 All probationary officers will receive training in the Division office for 60 days. They will work in each section at least for a day including receipt dispatch and do the work personally. The probationer will do all the work related to accounts cell from cash, muster roll / Bill pre audit to post audit including sending monthly account to the Accountant General during training. They will learn to prepare salary bills by doing. During training of establishment section, they will acquire knowledge of R.S.R. and C.C.A. Rules. They will also acquire knowledge of compounding of forest offence cases and court cases, provisions of L.R.A. particularly application of Sec. 91 and powers delegated to the A.C.F. under this section. They will also familiarize themselves of the Tendu Patta Act and Rules made thereunder besides the statutory returns to be filed and maintenance of proforma accounts etc.

2.4 Wild Life training (2 Months)

2.4.1 The probationer would be attached to a Wild Life Sanctuary or National Park for two months. He would gain knowledge about Wild Life and park management.

2.5 Range Training (Three Months)

2.5.1 The Probationers shall hold independent charge of a

Territorial Forest Range to understand the working of this most important executive unit in the hierarchy of Forest Department. This period is proposed from June to September so as to cover monsoon planting. The Probationers would learn to carry out other forestry works viz. marking, soil conservation works, building and roads, protection, nursery management, JFM and eco-development. The Probationers shall maintain accounts and various inventories, prepare Plan of Operations and estimates. Knowledge of maintaining all types of forms and registers, permits and damage report, etc. will also be acquired. A general overview of marking and demarcation, roads and building maintenance and nursery and plantations will be acquired by Probationers during this tenure. The designing of micro-plans and coordinating activities of eco-development will also be undertaken by them during this period.

2.6 Attachment with Superintendent of Police (1 Week)

2.6.1 During this period the Probationers would acquire the knowledge of structure and functions of Police administration. They shall also learn procedure of registration of cases, investigation of offences, writing of daily diary, conducting raids and search operations.

2.7 Attachment with District Collector (1 Week)

2.7.1 An attachment in District Collector's office will provide information about its organisational set up. The interdepartmental co-ordination at the level of DC and knowledge of Land Revenue Records, Rural Development works, and various functions may be explained to them. They may also attend the meeting of Zila Parishad and district co-ordination council in the Collectorate.

2.8 Attachment with CJM (1 Week)

2.8.1 During this attachment with the Judiciary, the Probationers would learn the court functions, the procedure for issuing summons, recording proceedings, writing judgments and maintaining case register and files etc. They may also acquaint themselves with the existing judicial structure and powers of various courts.

3 Range Officer

3.1 Division Attachment (Two weeks)

3.1.1 The Probationers would learn about the supervisory role of Dy. Conservator of Forests during this period. The administrative and financial control and monitoring carried out by this office and its information retrieval and reporting would also be learnt by the Probationer. They would also be familiarized with the salient features of Rajasthan Service Rules, CCA Rules, Labour Laws, GF&AR and other important Acts and Rules

3.2 Range Training (One Month)

3.2.1 The Probationers shall be attached to a senior Range Officer holding independent charge of a Territorial Forest Range to understand the working of this important executive unit in the hierarchy of the Forest Department. The Probationers would learn about protection and forestry developmental works, including plantations, soil conservation works, buildings and roads, nursery management, JFM and eco-development. The Probationers shall maintain accounts and various inventories, prepare Plan of Operations and Estimates. An idea of maintaining all types of forms and registers, permits and damage report, etc. will also be acquired. The preparation of micro-plans and coordinating activities of eco-development may also be undertaken during this period.

3.3 Attachment with Tehsildars Office (1 Week)

3.3.1 An attachment in Tehsildar's office will provide information about its organizational set up. They may acquire the knowledge of Land Revenue Records, Rural Development works, and various other functions. They may also attend the meeting of Panchayat Samities. They should acquaint themselves with procedure of mutation with particular reference to forest areas.

3.4 Attachment with Dy. Superintendent of Police Office.

3.4.1 Probationer will be attached to the DySP office to understand its working. They should specifically learn the

procedure of filing of complaint and FIR cases in courts and learn about important sections of IPC and CrPC, investigating cases, recording of statements and arrest of offenders etc.

3.5 Training of Foresters / Forest Guard

3.5.1 Training to Foresters and Forest Guard is imparted in 3 Forest Training Centres located in Alwar, Jaipur and Jodhpur. The Training of Foresters and Forest Guard's is an in-service training. The training of Foresters is of 11 months duration whereas it is of 6 months duration for the Forest Guard. For promotion to next higher post i.e. from Forest Guard to Assistant Forester and Forester to Ranger Grade II, Certificate of training of Forest Guard and Forester respectively is essential. Apart from initial training certificate course refresher training courses are also organized for Foresters and Forest Guards.

3.6 Departmental Examination

3.6.1 The Assistant Conservator of Forests and Range Grade I of the department appointed on probation are required to pass departmental examination as provided in Rajasthan Civil Service (Departmental examination Rules, 1959). The passing of Departmental examination is a precondition for confirmation of a probationer in his appointment.

3.6.2 Departmental Examination for ACF is conducted by Rajasthan Institute of Public Administration (RIPA) every year.

3.6.3 Departmental examination for Ranger Grade I is conducted by PCCF, Rajasthan, every year.