

CHAPTER 2

Status and Duties of Forest Officers

1. Duties of the Principal Chief Conservators of Forests¹

- 1.1. The State Government has issued orders from time to time specifying the duties of the Principal Chief Conservators of Forests for the purpose of efficient administration of the Forest Department.
- 1.2. All Principal Chief Conservators of Forests report to the Government directly on the policy issues concerning subjects allocated to them keeping the Principal Chief Conservator of Forests (HoFF) apprised.
- 1.3. The order allocating the duties and responsibilities to the officers posted within the administrative control of a PCCF are issued by the concerning PCCF. Where the matters concern more than one PCCF, the orders are issued by the Principal Chief Conservator of Forests (HoFF).
- 1.4. The duties assigned presently by the Government are summarized as under:
 - 1.4.1 Duties of Principal Chief Conservator of Forest (HoFF)
 - 1.4.1.1 The Principal Chief Conservator of Forest (HoFF) shall be the Principal Head of the Department and Advisor to the State Government for the Forest Department.
 - 1.4.1.2 He shall be the overall in-charge of the administrative and financial matters.
 - 1.4.1.3. He shall be the overall in-charge of planning, development, monitoring and evaluation of the projects/programmes in the department.
 - 1.4.1.4. He shall be responsible for overall coordination among the other Principal Chief Conservators of Forest.

1.4.2. The Principal Chief Conservator of Forest and Chief Wild Life Warden shall be responsible for:

- 1.4.2.1. Discharge of duties and responsibilities assigned to him under the Wild Life (Protection) Act, 1972 and effective implementation of the Act.
- 1.4.2.2. Management of Wild Life in accordance with the Wild Life (Protection) Act, 1972.
- 1.4.2.3. Supervision and management of all Wild Life Sanctuaries, National Parks, Protected Areas, Biological Parks and Zoos.
- 1.4.2.4. Formulation and implementation of Wild Life conservation Projects and promotion of Wild Life research in the State.
- 1.4.2.5. Promotion of Eco-tourism activities in the State.
- 1.4.2.6. Liaising with Wild Life Institute of India and other institutions working for Wild Life conservation and research.

1.4.3. Principal Chief Conservator of Forest, Working Plan and Forest Settlement shall be responsible for:

- 1.4.3.1. Preparation and implementation of Working Plans in the State.
- 1.4.3.2. Forest Settlement and updation of entries of forest land in revenue records.
- 1.4.3.3. Notification of forest land as per classification namely, Reserve Forest / Protected areas.
- 1.4.3.4. Management of Tendu Patta in the State.
- 1.4.3.5. Promotion of Medicinal Plants in the State.
- 1.4.3.6. Formulation and implementation of schemes for soil conservation schemes in the catchment areas of River Valleys and Flood Prone areas.

1.4.4. Principal Chief Conservator of Forest (TREE) shall be responsible for:

- 1.4.4.1. Management of Training, Research, Extension and Education Programmes.

1.4.4.2. Implementation of Forest Protection & Forest (Conservation) Act, 1980 in the State.

1.4.4.3. Formulation and implementation of Centrally Sponsored Schemes, Externally Aided Schemes other than the schemes / projects allocated to Principal Chief Conservator of Forest and Chief Wild Life Warden and Principal Chief Conservator of Forest, Working Plan and Forest Settlement.

1.4.4.4. Assisting Principal Chief Conservator of Forest (HoFF) on the matters related to budget allocation, supervision and monitoring of projects and programmes.

2. Duties of Additional Principal Chief Conservators of Forests/Chief Conservators of Forests/Conservators of Forests/Deputy Conservators of Forests/Astt Conservators of Forests posted in the headquarters.

2.1. The duties of an Addl Principal Chief Conservator of Forests and other officers posted in the office will vary depending upon his place of posting and the Principal Chief Conservator of Forests under whose administrative control they are working. The concerned Principal Chief Conservator of Forests issues detailed orders² depending upon the requirement of the post. These orders are amended from time to time depending upon the job requirement.

3. Duties of Regional Chief Conservators of Forests³.

3.1. The Regional Chief Conservator of Forests is the senior most officer of the department posted at the Regional Headquarter. He is the in-charge of all forestry activities in his Region.

3.2. The Chief Conservator of Forests 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. He should spend minimum 90 days and 60 nights on tour within his jurisdiction⁴. During these tours, the following points should receive his particular attention and, if necessary, be

2. Order nos F()/Estab/PCCF/2011-2247 dt 23/06/2011, F()2011/PCCF/TREE/934-55 dt 6/7/2011, Karmik/555/CWLW/2011-12/2117-2217 dt 18/7/2011 and F3() Est./PCCF/WP&FS/2010-11/3099-120 dt 11/8/2011.

3. Based on the duties of Conservators mentioned in the Rajasthan Forest Manual Vol II at pg 11 with slight amendments as per current needs.

4. GAD (Gr-2) Order no. F3(39)GA/Gr.2/97 dt 19/4/99

especially reported to the Government or the Principal Chief Conservator of Forests (HoFF).

- 3.2.1. Surveys and settlement made or in progress, and their cost, extent to which they are still required, nature and adequacy of maps and settlement records prepared under the settlement in force.
- 3.2.2. Working plans already made or in progress, and their cost, extent to which plans are still required, results of working plans in force.
- 3.2.3. Forest boundaries, their nature and state of repair, demarcation works in progress and its cost, demarcation work still to be done.
- 3.2.4. Roads, buildings and other similar works, in existence or under construction, their cost, state of repair, new roads, buildings or other works required.
- 3.2.5. Executive and protective staff efficiency, state of discipline, attendance at headquarters, etc.
- 3.2.6. Condition of the forest, the methods of treatment employed, natural regeneration, causes which interfere with it.
- 3.2.7. Protection of the Forests from injury, by man, by cattle, by fires etc. breaches of the forest rules, their frequency and causes with special focus on encroachments on forest land, illegal mining in forest areas and review of disposal of forest/Wild Life offence cases.
- 3.2.8. Works of regeneration and cultural improvements, extent, condition and cost of plantations made, conditions of nurseries, sowing or planting required, thinning, creeper cuttings etc, extent to which carried on and required.
- 3.2.9. Review of working of Joint Forest Management Committees and and resolve any issues related to VFPMCs and guide the Deputy Conservator of Forests in encouraging peoples' involvement in forest protection and developmental activities.
- 3.2.10. Development projects under the five year plans of the Department or scheme, already completed or in progress and their cost, extent to which they are still required; results of working of projects and schemes in force,
- 3.2.11. 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.
- 3.2.12. Monitoring the implementation of conditions stipulated under

Forest (Conservation) Act, 1980 while allowing diversion of Forest land for non-forestry purposes.

3.2.13. Monitoring timely disposal of all disposable items of stores and ensuring proper management of manpower and material in the Divisions under his control.

3.2.14. Overseeing the progress of preparation and revision of Working Plans of all the Divisions under his control.

- 3.3. He will closely monitor the progress of work of the P&M Staff and Working Plan Staff posted in the Regional Office and make reports to their controlling authorities at regular intervals about the progress of their work, need where senior officers' intervention is necessary and any works needing immediate attention⁵.
- 3.4. The Chief Conservator of Forests 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.
- 3.5. At the conclusion of each important tour of inspection the Regional Chief 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 Addl Principal Chief Conservator of Forests (Development) who, will, however, transmit, a copy to Principal Chief Conservator (HoFF) with his comments, should the note be of sufficient interest or the RCCF 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 yearly guard files.
- 3.6. Subject to the overall control of the Principal Chief Conservator of Forests (HoFF), the RCCF, within his Region, will control the postings and transfer of all officials in accordance with the policy⁶ guidelines laid down by the State Government from time to time.
- 3.7. Subject to control by Government and by the Principal Chief Conservator of Forests (HoFF), in matters with which he is competent to deal, the

5. Fresh insertion.

6. Transfer Policy currently in vogue was issued vide Pa 12(2)/Van/2004 dated 20 Apr, 2011.

RCCF has full control of forest matters within his circle. For this purpose, he may correspond directly with Government on matters relating to his circle exclusively, but questions of personnel, finance, policy and matters which affect the department or the State as a whole will be referred to the Principal Chief Conservator of Forests (HoFF), who will also be consulted on all important matters, such as sales. All orders passed by Government as a result of such communications will be shown to the Principal Chief Conservator of Forests (HoFF).

- 3.8. The Regional Chief Conservator of Forests will also perform all the duties of the Chief Conservator of Forests (Wild Life) in areas not directly administered by the Wild Life wing of the Department.

4. Duties of Conservators of Forests posted in the Regional Chief Conservator of Forests office⁷.

- 4.1 Conservators of Forests posted in the office of the Regional Chief Conservator of Forests are a part of Regional Chief Conservator of Forests office and they assist him as senior most colleagues in his office. They will be directly under his administrative control. Their major duties are as under:-

4.1.1. Conservator of Forests will be the chairman of Forest Development Agencies of all the districts of the Region.

4.1.2. Conservator of Forests will be the nodal officer for the Joint Forest Management programme.

4.1.3. The Conservator of Forests will submit his comments/report with respect to the FCA proposals received from the divisions after inspecting the site to the Regional Chief Conservator of Forests for further action.

4.1.4. The Conservators of Forests will assist the Regional Chief Conservator of Forests in effective monitoring of the forest protection under his jurisdiction.

4.1.5. The Conservator of Forests will chair all the DPC meetings of all cadres of employees with respect to whom he has been specifically authorized to do so under the relevant rules for the divisions under the jurisdiction of the Regional Chief Conservator of Forests.

4.1.6. The Conservators of Forests will be the in-charge of all the

7. PCCF Circular no. F.19(2009)/Estt-Raj/PCCF/18738-18852 dt 13/03/2009.

training programmes organized for working skills of the subordinate staff of the Region.

- 4.1.7. The Conservator of Forests will work as second-in-command and will work as the in-charge of the Region in his absence from headquarters.
- 4.1.8. The Conservator of Forests will assist the Regional Chief Conservator of Forests in preparation of the Basic Schedule of Rates for the Region.
- 4.1.9. The Conservator of Forests will submit a confidential report about the working of all the Deputy Conservators of Forests posted in the Region to the Regional Chief Conservator of Forests under intimation to the Principal Chief Conservator of Forests (HoFF). The Regional Chief Conservator of Forests shall keep in his mind the report of the Conservator of Forests while writing the ACR as the Reporting Officer of the DCF.
- 4.1.10. The Conservators of Forests will closely monitor from time to time all the legal and labour cases and will be responsible for updation of their status in LITES.
- 4.1.11. The Conservators of Forests will continue to use their powers under the Tendu Patta Act and Rules as hitherto before wherever provided.
- 4.1.12. The Conservators of Forests will be competent to issue technical sanctions to the estimates of development works received from the Divisions in accordance with the prevailing Government orders.
- 4.1.13. The Administrative control of the AFSO posted in the Regional Office will under the Regional Chief Conservator of Forests through the Conservator of Forests.
- 4.1.14. In addition, the Conservator of Forests will also comply with any other directions issued by the Regional Chief Conservator of Forests/Principal Chief Conservator of Forests (HoFF).
- 4.1.15. The Conservator of Forests will keep the Regional Chief Conservator of Forests duly informed about the latest position of all the issues narrated above and he will continue to assist him in discharge of his duties.
- 4.1.16. The Conservators of Forests have also been declared as Working Plan Conservators⁸ for the Region and have been assigned

⁸ G.O. No Pa.12(24)Van/2008 dt 28 Oct, 2010.

following additional duties:-

- 4.1.16.1. To prepare the Preliminary Working Plan Report (PWPR) and get it approved from the competent authority.
- 4.1.16.2. To get the Working Plan prepared and revised by the Working Plan Officer in accordance with the National Working Plan Code 2004 issued by Ministry of Environment and Forests.
- 4.1.16.3. To submit the Working Plan for approval to Government of India through the Regional Chief Conservator of Forests and Principal Chief Conservator of Forests, Working Plan and Forest Settlement.
- 4.1.16.4. To co-ordinate with the concerning DCF/DFO to elicit information/data required by the Working Plan Officer for preparation of the Working Plans.
- 4.1.16.5. To provide full technical and administrative support to the Working Plan Officer for securing approval of the Regional Chief Conservator of Forests with respect to constitution of working circles for management/treatment of Forests areas and finalizing the treatment and detailed working for each.
- 4.1.16.6. Getting the mid-term review done for the Working Plans in vogue for more than 10 years.
- 4.1.16.7. Where more than two Working Plans are to be revised, the Conservator of Forests would act as technical and administrative officer for out-sourcing the work of preparation of Working Plans.
- 4.1.16.8. To supervise the work of preparation of Stock maps, Management maps by the Working Plan Officer from the State Remote Sensing Institute or any other organization for the Working Plan under preparation.
- 4.1.16.9. To get resolved any other technical, administrative or financial problem in preparation of the Working Plan at the competent level.

5. Duties of the Deputy Conservators of Forests

The Chief duties of Divisional Forest Officers/Deputy conservators are:

- 5.1. Proper management of his charge, effective check and control of divisional accounts both in respect, of revenue and expenditure.
- 5.2. For this purpose he should spend at least 112 days and 75 nights⁹ in a year on tour outside his headquarters, inspect the forests in every range at least twice during the season, inspect every plantation, nursery, closure, every Range Office, depot and naka at least once a year¹⁰.
- 5.3. To inspect frequently all the nurseries and plantations in his division and keep them in proper condition by giving clear and timely guidance to the staff.
- 5.4. To apply through the Range officer, the prescription of the working plan and orders issued thereunder by the Principal Chief Conservator of Forests (HoFF) or the Regional Chief Conservator of Forests and satisfy himself by inspection and check that the felling coupes are correctly laid out and marked.
- 5.5. To inspect and check the works prescribed in the annual plan of operations or by supplementary orders and satisfy himself that they are carried out punctually and economically and that they have been paid for.
- 5.6. To maintain and make proper use of the stores, tools and plants, all live and dead stocks, buildings and roads in the Division. He will see that cases of loss damage and depreciation are duly reported to the Regional Chief Conservator of Forests.
- 5.7. The collection, maintenance, protection and disposal of all forest produce, whether in regular depots or in forest coupes or in areas in which forest produce is collected or cut departmentally. In all matters relating to contracts and disposal of forest produce, the Divisional Forest Officer will be guided by the General Rules framed in this behalf and orders passed from time to time.
- 5.8. The collection and remittance of revenue and for this purpose checking the Range Offices and Nakas, seeing the punctual payment of Revenue installments and the adequate safeguarding of unremitted revenue in the hands of Range Officers or Narkedars and in transit to the treasury.
- 5.9. He will be responsible for maintenance and updatation for all the Forest Land Records under his jurisdiction.
- 5.10. He will also act as Ex. Officio Wildlife Warden¹¹ for discharging his duties emphasized under the Wildlife (Protection) Act, 1972

9. GAD (Gr-2) Order no. F3(39)GA/Gr.2/97 dt 19/4/99.

10. G.O. F.12(6)Rev/8/76 dt 21 June, 76.

11. G.O. No. F.11(5)Forest/98 dated 04.03.1999

- 5.11. The proper protection of the forests against fire, encroachment, trespass, illicit felling, illegal mining and grazing and reporting all cases to the Conservator of Forests in so far as he is not competent to deal with them himself.
- 5.12. He will at least inspect 5% of the Forest boundaries, test check at least 10% of works and Muster Rolls and achieve at least 80% of the physical and financial targets allotted to him under Plan/Non-plan schemes. Survival of plants in these plantations will, in no case be less than 80%.
- 5.13. The proper discipline of the Range Staff. All breaches of rules will be reported to the Regional Chief Conservator.
- 5.14. Enquire into and report on cases of friction between the general public and the staff and grievances or complaints by the public against rules or the manner of enforcing them.
- 5.15. To make himself thoroughly conversant with the Land Revenue, Tenancy, Labour and other relevant Enactments.
- 5.16. The proper and speedy execution of all forest development projects or schemes under the Five Year Plans in his Division and in the District Rural Development Agency and Panchayats, and keeping the Collectors informed of the progress of such works.
- 5.17. To acquire 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 impartiality;
- 5.18. To submit a monthly tour diary to his Regional Chief Conservator, in which he will report briefly the progress of all works going on in the division and any other events of interest or importance;
- 5.19. To maintain working plans and management maps corrected up to-date.
- 5.20. Inspect some of the forests areas in every Range at least twice even though there may be no development work in the Range.
- 5.21. He is also required to inspect every plantation and nursery as frequently as possible, and every Range Office and Naka at least once a year and submit detailed inspection reports to his Regional Chief Conservator, in the rainy season, when communication becomes difficult they should spend as much time as required in the inspection of plantations and nurseries.

6. Duties of Astt Conservators of Forests

- 6.1. Subject to the control of the Divisional Forest Officer, to perform within his jurisdiction all the functions of the Divisional Forest Officer except

those relating to accounts and appointments.

- 6.2. The Assistant Conservator will not exercise any powers relating to contracts unless called upon to do so. He may hold and conduct auctions on behalf of the Divisional Forest Officer if directed to do so and submit the contract files to the Divisional Forest Officer with his comments for approval.
- 6.3. He is required to spend at least (112 days and 75 nights)¹² on tour outside his head quarter and within his jurisdiction in a year.
- 6.4. Checking of minimum 5% ravannas (Receipts) including grazing permits issued at each Naka in the area under his control.
- 6.5. Inspect all nurseries, current and closures and lots under fellings at least twice a year.
- 6.6. Inspect all old plantations and closures and coupes under regeneration at least once a year.
- 6.7. He should actually check with khasra maps at least 15% of the forest boundaries and pillars in his jurisdiction.
- 6.8. Test check at least 25% of works and Muster Rolls.
- 6.9. Marking of all the Annual coupes and thinnings in his jurisdiction.
- 6.10. Dispose of all LRA cases expeditiously and see that the orders issued by him are duly complied. Where his orders have been challenged, he should ensure that the case is properly represented in the appellate court. He should also ensure that all the records related to LRA cases are properly maintained.

7. Duties of Forest Range Officers

- 7.1. To carry out all functions entrusted to him under the Rajasthan Forest Act, Wildlife Protection Act, etc and other rules made thereunder within the jurisdiction of his Range.
- 7.2. To be responsible for all revenue and expenditure within his range. All payments of salary and wages of labour must, as far as possible, be made personally by him and he is personally responsible to see that labour is not employed for longer than necessary and that disbursements of wages etc. are made without delay;

12. G.O. F.12(6)Rev/8/76 dt 21 June, 76 provides for 180 days and 120 nights but on the basis of reduced area of ACF the revised norms are considered appropriate.

- 7.3. To Communicate to his subordinates all orders and instructions issued by the Divisional Forest Officer and to see that they understand them and carry them out;
- 7.4. To check and control all works within his range; and to ensure that funds are used in the most economical and efficient way;
- 7.5. To realise himself, or through his subordinates, 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;
- 7.6. 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.
- 7.7. To prevent any misuse of authority by subordinates, particularly in detection, investigation and compounding of Forest Offences.
- 7.8. 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.
- 7.9. To take keen interest and active part in the development activities of community development and Joint Forest Management. He will ensure that all estimates of development works, Plantation journals and micro plans are prepared in time and submitted.
- 7.10. 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. He will also maintain a daily diary for the works undertaken by him each day and submit tour details in advance to his Deputy Conservator of Forests.
- 7.11. 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;
- 7.12. 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 Divisional Forest Officer.
- 7.13. To be responsible for the safety and proper maintenance of all stores, tools, plants, livestock and other assets under his charge. He will ascertain whether the securities required under rules from various subordinates have been furnished properly.

- 7.14. To see the proper maintenance of forest boundary lines and pillars and make a reference of his having done so in his tour diaries.
- 7.15. He is required to spend, at least (120 days and 90 nights)¹³, on tour outside his headquarter and within his jurisdiction in a year.
- 7.16. He will offer full assistance and ensure full co-operation of his staff with the Working Plan Officer in preparation of the Working Plan of his area including transfer of timely information sought by him, collection of data and making of camping arrangements etc.
- 7.17. The Range Officer is also responsible for execution of all the developmental works allotted to the Range and ensuring proper entries in the MBs of the works in accordance with prevalent Rules and guidelines of the Department. The Department, by and large, follows the PWF and AR of the PWD in this regard unless specifically directed otherwise by the PCCF. He will also perform any other duties assigned to him by the Deputy Conservator of Forests in furtherance of the functions of the Forest Department¹⁴.

8. Duties of the Range Assistant

- 8.1. Officials of the rank of (a) Upper division clerk (b) Lower division clerk (c) Forester (d) Head Guard/Assistant forester (e) Forest Guard may be posted as a Range Assistant. He 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.
- 8.2. The duties of a Range Assistant are:
 - 8.2.1. To assist the Range Officer, to the best of his ability, in carrying out the work of the department honestly and efficiently;
 - 8.2.2. To report to the Range Officer on all important happenings coming to his knowledge;
 - 8.2.3. He will be responsible for updating and maintaining all the prescribed records of the range office under the guidance of the Range Officer.

9. Duties of a Forester/Astt Forester

- 9.1. Officials of the rank of (a) Forester or Nakedar (b) Head Guard may be posted as the in-charge of a Section (Naka).

13. Though the current provisions by PCCF is 180 days and 180 nights, the PCCF now intends to revise the norms to 90 days and 60 nights considering the actual requirement.

14. Fresh insertion

9.2. The Chief duty of section in-charge of are:

- 9.2.1. To protect his section from damage from all sources.
- 9.2.2. To be familiar with the boundaries of forests, coupes, birs etc., and with roads and footpaths and 'nallas' passing through them, to see if there has been any encroachment.
- 9.2.3. To inspect the work of the Forest Guards in his section.
- 9.2.4. To know the names of trees and the common fauna and flora of his beat and to recognize them.
- 9.2.5. 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.
- 9.2.6. To look after Government buildings and all stocks and implements under his care.
- 9.2.7. 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.
- 9.2.8. To prevent unauthorized mining in the forest areas and cattle grazing in areas closed to grazing.
- 9.2.9. To prevent any injury to the forest, by fires, grazing, mining etc.
- 9.2.10. 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.
- 9.2.11. To investigate cases of forest offence detected or reported in his section.
- 9.2.12. To recover the compensation in forest offence cases when the case has been compounded.
- 9.2.13. 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.
- 9.2.14. To keep in personal touch with the neighboring villages and explain to them the department's order and persuade them to follow them and mobilise people in adoption of JFM for development and protection of forests of his section.

- 9.2.15. To execute and supervise all departmental works as markings, felling cultural operations, plantations, repairs and replacement of boundary pillars etc., entrusted to him and to keep the daily attendance of labourers engaged.
- 9.2.16. 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.
- 9.2.17. 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.
- 9.2.18. To look after all forest plantations in his section.
- 9.2.19. 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 toe movements of those who have been convicted of forest offences.
- 9.2.20. He is required to spend, at least 240 days and 120 nights, (.....)¹⁵ within his jurisdiction in a year.
- 9.2.21. Any other duties assigned to him by the Range Officer/Deputy Conservator of Forests in furtherance of the functions of the Forest Department¹⁶.

10. Duties of a Forest Guards

- 10.1. To be fully acquainted with his beat, the boundaries, pillars, roads, signboards, etc., and to have knowledge of the names of the common trees and shrubs growing in his beat.
- 10.2. To protect the forest in his charge from injuries from men, animals and fires.
- 10.3. 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.
- 10.4. To prevent the commission of forest offences.
- 10.5. To go round the coupes under felling in his beat and to see that the felling is not done against the rules and agreements,
- 10.6. To prevent cattle from grazing in areas which are closed to grazing.

15. 90 nights proposed in place of 180 and deleted (*on tour outside his head quarter and*)

16. Fresh insertion

- 10.7. 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.
- 10.8. To carry out under the orders of the Range Officer, repairs to the boundary pillars, roads and buildings in his beat.
- 10.9. To maintain fences, carry out planting, tending weeding, cultural operations etc. entrusted to him.
- 10.10. To assist the Section officer in mobilizing people of his area for JFM activities and collection of data/information for preparation of micro plans, plantation journal etc.
- 10.11. 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.
- 10.12. To attend to the proper maintenance of boundary lines and pillars.
- 10.13. To be thoroughly acquainted with the boundaries of the forest blocks and compartments and to maintain them.
- 10.14. He must accompany the Working Plan Officer during his field work and whenever he is asked to do so.
- 10.15. He is required to spend, at least 240 days and 120 nights, on tour (.....)¹⁷ within his jurisdiction in a year.
- 10.16. Any other duties specifically assigned to by the Range Officer/Deputy Conservator of Forests in furtherance of the functions of the Forest Department¹⁸.

11. Duties of PS/PA/Stenographers attached to the Officers¹⁹

- 11.1. To take dictation and undertake all typing and ministerial work entrusted by the officer in the office or while on tour. Having completed the work entrusted he will be responsible for passing it on promptly to the concerning section/DA.
- 11.2. He will himself typewrite the fair letters/notings/comments as approved by the officer, submit them directly to the officer and promptly pass them on to the concerning section/officer.

17. Proposed to be deleted (*outside his head quarter and*)

18. Fresh insertion.

19. Fresh insertion

- 11.3. He will not merely work as a post office for transferring the files/papers to the sections rather he should assist the officer and the subordinate sections in efficient disposal of all matters including the preparation and disposal of TA/Medical and other claims of the officer by extending full co-operation to the concerning section.
- 11.4. He will also call for files from the section in which DOs have been received by the officer and put up before the officer. He will maintain the telephone register and files of confidential nature and obtain important papers from the sections as desired by the officer.
- 11.5. He will procure and keep a record of all books / periodicals etc as required and ordered by the officer and make available when needed by him.
- 11.6. He shall maintain a record of movement of all the incoming and outgoing files/papers and keep them updated. He will be personally responsible for maintenance of the paper/file movement register and ensuring up to date entries in it.
- 11.7. He will advise the visitors about the nature of work of the section concerning the officers, treat them with dignity and respect and make them comfortable in case they are asked to wait. He will assist them in all possible ways and give proper appointment to them in case the officer is away. He will also arrange to get the file/progress of the matter related to the visitor from the section before the meeting takes place and apprise the office about it.
- 11.8. He will make all logistical arrangements for the meetings convened by the officer. He will ensure that all the meeting notices have properly been dispatched and the invitees have been duly informed about the scheduled meeting. He will maintain a record of the schedule of meetings to be attended by the officer and timely remind him about it and obtain related information from the concerning section.
- 11.9. He will, when asked, maintain the attendance of all the other supporting staff attached to the officer and assist the officer in maintaining proper discipline and decorum in the office.

12. Duties of a Dealing Assistant (UDC/LDC)²⁰

- 12.1. To maintain daily diary in the prescribed format.
- 12.2. To process the letters received on file in prescribed manner and undertake any other ministerial work entrusted to him by his superior.

²⁰. Fresh insertion

- 12.3. To note down the references of the letter received and submission of all the material e.g. the related Act/Rules, Files, Books or other related files related to precedence if any.
- 12.4. To submit the files promptly for orders of the office and to submit drafts in compliance with the orders/decision.
- 12.5. To submit Fair Typed letter after the draft is approved and attaching the enclosures as stated in the letter. He will ensure that the letters which have been ordered to be dispatched the same day, are dispatched/delivered in time.
- 12.6. To propose issuing of reminders as prescribed and maintenance of reminder diary.
- 12.7. To prepare and submit monthly details of the pending letters based upon his diary.
- 12.8. To maintain all files properly as prescribed in the office procedure and maintain an updated list of active files and deposition of closed or inactive files in the store with special emphasis on the maintenance of guard file.
- 12.9. He will keep his table/rack etc neat and tidy and hand over his charge properly on his transfer to the new incumbent.

13. Duties of a Driver²¹

- 13.1. He is responsible to ensure safe transportation of officers, clients or goods assigned to him and to assist them on entry and exit from vehicles while observing necessary courtesies including opening and closing of the doors. He should be the last one to take his seat and first one to alight from the vehicle to be able to assist passengers and to prevent any accident while the passengers are yet to be seated or alighted.
- 13.2. He is responsible for proper maintenance and upkeep of the vehicle assigned to him for driving. He will take the vehicle to the Garage whenever necessary.
- 13.3. He will abide by all local traffic rules and regulations. He will be personally responsible for any penalties imposed for breach of any traffic Rules while driving.
- 13.4. He will follow all oral or written instructions given by the officer in-charge of the vehicle.

21. Fresh insertion.

- 13.5. He will keep the vehicle in readiness all the time during duty hours including refilling of the fuel tank. He should plan proper routes to the destination setting on the journey.
- 13.6. He will not take passengers enroute without proper authority like a taxi driver even if the vehicle is empty.
- 13.7. He should make himself available for duty as and when required by the officer in-charge including after office hours and holidays. He will continue to perform his duty during the tour of the officer in-charge irrespective of office hours and he will be paid travelling allowance as per prevailing Rules.
- 13.8. He will report for duty punctually and give timely intimation for any absence from duty.
- 13.9. He should be capable of mending minor defects in operation of the vehicle assigned to him for driving.
- 13.10. He will be responsible for the custody of the completed log books of the vehicle and regularly completing all other records as envisaged by the Government from time to time.
- 13.11. He will maintain complete inventory of the accessories/items issued to him for facilitating the journey of its passengers.
- 13.12. He will always possess a valid driving license and wear the prescribed/issued uniform.
- 13.13. He assists the passengers in handling luggage and large packages.
- 13.14. He will park the vehicle only at a safe place or in the designated garage/parking lot.

14. Duties of Chief Conservator of Forests, Wild Life

- 14.1. Supervision and Management of Wildlife Sanctuaries, Zoos, Biological Parks, Conservation / Community Reserves and other Protected areas.
- 14.2. Timely submission of Management Plans of all the Wildlife Sanctuaries, Conservation / Community Reserves, Zoo and Biological Parks under his control.
- 14.3. Supervision, control and monitoring of physical and financial progress of schemes / programmes implemented in his jurisdiction.
- 14.4. Exercise powers delegated to him by the State Government from time to time.

- 14.5. Submission of BFC proposals (State Plan/Non Plan/CSS) in respect of the offices under their control.
- 14.6. Timely submission of Annual Plan of Operations under CSS schemes, CAMPA, RPACS, NREGS, Finance Commission and other schemes and submission of UCs / progress reports.
- 14.7. Promotion of Ecotourism in the area and implementation of Ecotourism projects.
- 14.8. Supervision of Research and Training activities for Wildlife conservation and Protection.
- 14.9. Conservation and Protection of wildlife through effective implementation of Wildlife (Protection) Act, 1972 and directions and guidelines issued by Central Zoo Authority.
- 14.10. Supervision of wildlife census and submission of census report.
- 14.11. Supervision of Rescue of wild animals and Creation of Rescue centers and veterinary care units.
- 14.12. Scrutiny and Comments in prescribed formats for clearance of projects for diversion of forest land for non-forestry activities in Protected Areas under Forest Conservation Act, 1980 and Wildlife (Protection) Act, 1972 and ensuring compliance of the conditions laid down by NBWL/ CEC/ Supreme court.
- 14.13. Supervision of Eco-Development Activities
- 14.14. Any other duties and responsibilities as assigned by the PCCF & Chief Wildlife Warden, Rajasthan and APCCF (WL), Jaipur from time to time.

15. Duties of Conservator of Forests, Wild Life.

- 15.1. Supervision and Management of wildlife sanctuaries, Tiger Reserve, Zoos, Biological Parks, Rescue Centres and Conservation / Community Reserves.
- 15.2. Scrutiny and timely submission of:
 - 15.2.1. Management Plans of Wildlife Sanctuaries, Zoos, Biological Parks, Rescue Centres.
 - 15.2.2. Tiger Conservation Plans of Tiger Reserves.
- 15.3. Supervision, control and monitoring of physical and financial progress of schemes / programmes being implemented under their jurisdiction.

- 15.4. Exercise the powers delegated to them by the State Government from time to time.
- 15.5. Submission of BFC proposals (State Plan/Non Plan/CSS) in respect of the offices under his control.
- 15.6. Scrutiny and timely submission of Annual Plan of Operations under CSS, CAMPA, RPACS, NREGS, Finance Commission and other schemes and submission of their UCs / progress reports.
- 15.7. Implementation and Monitoring of CSS, Externally Aided and other development schemes.
- 15.8. Village Relocation work from Critical Tiger Habitat.
- 15.9. Promotion of Ecotourism in his area and implementation of Ecotourism projects.
- 15.10. Supervision of Research and Training activities for Wildlife conservation and Protection.
- 15.11. Conservation and Protection of wildlife through effective implementation of Wildlife (Protection) Act, 1972 and directions and guidelines issued by Central Zoo Authority.
- 15.12. Scrutinize and offer Comments in prescribed formats for clearance of projects for diversion of forest land for non- forestry activities in Protected Areas under Forest (Conservation) Act, 1980 and Wildlife (Protection) Act, 1972 and ensuring compliance of the conditions laid down by NBWL / CEC / Supreme court.
- 15.13. Supervision of Eco-Development Activities
- 15.14. Supervision of wildlife census.
- 15.15. Supervision of Rescue of wild animals, Creation of Rescue centers and veterinary care units:
- 15.16. Any other duties and responsibilities as assigned by the PCCF & Chief Wildlife Warden, Rajasthan , APCCF (WL), Jaipur and controlling CCFs from time to time.

16. Duties of DCF, Wild Life and Dy FD, Wild Life.

- 16.1. Conservation, Protection and Management of Wildlife within Tiger Reserves and its Corridors, Wildlife Sanctuaries, Conservation / Community Reserves, Zoos and Biological Parks through effective implementation of Wildlife (Protection) Act, 1972 and directions and guidelines issued by National Tiger Conservation Authority / Central Zoo

Authority / Ministry of Environment and Forests, Government of India.

- 16.2. Implementation, supervision and monitoring of physical and financial progress of schemes / programmes implemented in his jurisdiction.
- 16.3. Exercise administrative, financial and other statutory powers delegated by the competent authorities under the Acts/Rules or administrative order issued by the Government from time to time.
- 16.4. Timely preparation of BFC proposals (State Plan/Non Plan/CSS) and submission to the controlling officers.
- 16.5. Preparation of Tiger Conservation Plans/ Management Plans/ Master Plans of Tiger Reserve and Corridors, Wildlife Sanctuaries, Zoos and Biological Parks.
- 16.6. Preparation of Annual Plan of Operations under CSS, CAMPA, RPACS, NREGS, NABARD Project, Finance Commission and other schemes and submission of necessary UCs / progress reports.
- 16.7. Regulation and Management of tourists, vehicles and Nature guides in the Tiger Reserve areas and Wildlife Sanctuaries.
- 16.8. Implementation and Monitoring of CSS, Externally Aided and other Development Schemes.
- 16.9. Promotion of Ecotourism and implementation and execution of Ecotourism projects.
- 16.10. Conduct Research and Training activities for Wildlife conservation and Protection.
- 16.11. Conduct wildlife census
- 16.12. Site Inspection and Comments in prescribed formats for Clearance of projects for diversion of forest land for non-forestry activities in Protected Areas under Forest (Conservation) Act, 1980 and Wildlife (Protection) Act, 1972 and ensuring compliance of the stipulated conditions.
- 16.13. Constitution of Eco Development Committees and implementation of Eco Development Activities
- 16.14. Any other duties and responsibilities assigned by the PCCF & Chief Wildlife Warden, Rajasthan, APCCF (WL), CCF (WL) and/or CF (WL) / FD from time to time.

17. Duties of Chief Conservator of Forests, Working Plan

- 17.1. The Chief Conservator of Forests (Working Plan and Forest Settlement) will be responsible for close supervision and monitoring of the work of Working Plan Officers.
- 17.2. He will ensure that the Working Plans are prepared / revised in accordance with the National Working Plan Code 2004 issued by Government of India.
- 17.3. He will monitor, supervise and guide the staff of forest Settlement and Demarcation in keeping the Forest land records updated and ensure mutation of Forest land in the Revenue records.
- 17.4. He will monitor and supervise the notification of forest land as Protected/Reserve Forest under the Rajasthan Forest Act, 1953 in accordance with the Rules and guidelines issued by the Government from time to time.
- 17.5. He will get competent approval for all the proposals of outsourcing the work of preparation of the Working Plans received from the Working Plan Officers.
- 17.6. To monitor and ensure that the agreements for preparation of the Working Plans are timely signed between the agency and the DCF/DFO in the presence of the Regional Chief Conservator of Forests.

18. Duties of the Working Plan Officer.

- 18.1. To prepare the Working Plans in accordance with the National Working Plan Code 2004 issued by Government of India.
- 18.2. To revise the Working Plan of the area in accordance with the approved Preliminary Working Plan Report before the expiry of the period of the operational Plan.
- 18.3. Working Plan Officer will act as Land Record Officer for the office of Regional Chief Conservator of Forests and will ensure that all the land records are maintained and updated properly and timely.
- 18.4. When the work of Working Plan preparation is outsourced, the Working Plan Officer will be responsible for checking all the Working Plans prepared by the agency and see that these are in accordance with the National Working Plan Code 2004. He will point out deficiencies and guide in removal of the same. It may be understood that only the work of collection of data, preparation of stock maps, collation of data and actual writing work etc are outsourced. The Agency is working on behalf of the

Working Plan Officer. He is the designated Working Plan Officer for all the Division of which Working Plan preparation is going on and when the Working Plan is ready it will be submitted under his signatures.

19. Duties of Soil Conservation Officers (Executive Engineers)

The chief duties of Soil Conservation Officers are:-

- 19.1. Execution of Soil Conservation engineering works under different schemes of soil conservation & watershed development.
- 19.2. Selection of priority watersheds, preparation & submission of watershed Project Reports in accordance with the prevailing guidelines of the Project.
- 19.3. To monitor and inspect frequently all the soil conservation works in his division and ensure proper site selection of masonry structures & quality of construction.
- 19.4. Proper management of his charge, effective check and control of divisional accounts both in respect of revenue and expenditure.
- 19.5. For this purpose he should spend at least 112 days and 75 nights in a year on tour within his jurisdiction outside his headquarter, inspect the watersheds of every unit of Junior Engineer at least twice during the execution.
- 19.6. To inspect his own office once in six months according to the procedure prescribed in the Handbook on Office Procedure issued by O&M Section of the Government.
- 19.7. He should inspect every range office at least once a year and inspect all old plantations and closures at least twice a year.
- 19.8. He should inspect all Nurseries and current plantations at least four times a year and new closures at least once in two months.
- 19.9. He should undertake test checking of at least 25% of works and Muster Rolls.
- 19.10. To maintain and make proper use of the stores, tools & plants, all live and dead stocks, buildings and roads in the division. He will see that cases of loss damage and depreciation are duly reported to the Chief Conservator of Forests.
- 19.11. The procurement, maintenance, protection of store items and disposal of all unserviceable store items. In all matters relating to tenders/contracts and disposal of all unserviceable store items, he will be guided by the

General & Financial Rules framed in this behalf and orders passed from time to time.

- 19.12. To ensure proper maintenance of community works after saturation of watersheds by mobilizing Units & watershed committees.
- 19.13. He will at least achieve 80% of the physical and financial targets allotted to him under schemes.
- 19.14. Test check foundations of masonry structures.
- 19.15. Maintain proper discipline of the sub division & Unit Staff. All breaches of rules will be reported to the Chief Conservator of Forests.
- 19.16. Enquire into and report on cases of disputes between the people of watershed area and the staff and grievances or complaints by the watershed area people & labour regarding works & its payments.
- 19.17. The proper and speedy execution of all works of the schemes under his division and keeping the Chief Conservator of Forests informed of the progress of such works.
- 19.18. To build rapport with the people of watershed area and know their requirements to carry out the Natural Resource Management Works prescribed for him with fairness and impartiality as per guidelines.
- 19.19. To submit inspection/tour notes to his Chief Conservator of Forests, in which he will report briefly the status of works inspected by him and any other events of interest or importance.
- 19.20. To maintain topographical survey maps superimposed on revenue maps corrected up to-date of all watersheds.
- 19.21. To prepare and send all the replies related to inspection, audits and assembly questions & attend meetings as directed

20. Duties of Astt Engineers / Agriculture Engineers / ACFs posted in the River Valley Projects.

- 20.1. Subject to the control of the Executive Engineer, to perform within his jurisdiction all the functions of the Executive Engineer except those relating to accounts and appointments.
- 20.2. The Assistant Engineer will not exercise any powers relating to tenders/contracts unless called upon to do so. He may hold/conduct auctions on behalf of the Executive Engineer if directed to do so and submit the contract files to the Executive Engineer with his comments.

- 20.3. He is required to spend at least 180 days and 120 nights on tour outside his head quarter and within his jurisdiction in a year. He should test check at least 25% of works and Muster Rolls/payment to labourers and 10% of contour survey carried out in his area.
- 20.4. Inspect his office at least once in six months and all watersheds at least four times a year. He will check at least 25% of the structures being constructed in his jurisdiction. He shall also inspect all old works including bunding, terracing and engineering structures once a year.
- 20.5. He will inspect all Nurseries, current plantations and new closures at least once every month. He will inspect all old plantations and closures at least four times a year.
 - 20.5.1. The Asst Conservator of Forests or any other officer (Research Officer) dealing with Silt Studies will inspect each Silt Lab at least twice a year, once in rainy season and second time thereafter. He will also inspect each Agromat and Meteorological Observatory twice a year besides inspecting each silt monitoring station at least once a year. He shall also inspect at least 50% of gauzing sites once a year during the rainy season.
- 20.6. To ensure that works being carried out by Junior Engineer / Surveyor / Fieldmen are as per guidelines, prescribed technical norms & quality.
- 20.7. To check watershed boundary.
- 20.8. To prepare, submit & get approved WPRs of all watersheds in his jurisdiction as per guidelines.
- 20.9. Technical checking of suitability of sites of all structures their drawings, designs & estimates.
- 20.10. Checking & verifying type of soil for earth work and lead & lift of construction materials.
- 20.11. Checking site stores & reporting to Executive Engineer from time to time.
- 20.12. Checking & verifying MPRs & other routine information and requirements submitted by J.En before forwarding to Executive Engineer.
- 20.13. To submit tour details in advance, inspection / tour notes to his Executive Engineer, in which he will report briefly the status of works inspected by him and any other events of interest or importance.
- 20.14. Any other duties assigned to him by the Executive Engineer in

furtherance of the functions of the Forest Department.

21. Duties of Junior Engineers

- 21.1. To execute all works entrusted to him by Executive Engineer within his jurisdiction.
- 21.2. Fully responsible for measurements, technical norms & quality of natural resource management works/works components.
- 21.3. He must be aware of rates & standards / technical norms prescribed for execution of natural resource management works / work components.
- 21.4. To select sites for natural resource management works.
- 21.5. To prepare, submit & get approved estimates as per approved rates with drawings & engineering designs before commencement of works.
- 21.6. To order subordinate staff to commence work after approval of estimates.
- 21.7. To be responsible for all expenditure within his unit. All payments of gang mukhia must, as far as possible, be made personally by him and he is personally responsible to see that labour is not employed for longer than necessary and payments are made without delay.
- 21.8. To communicate to his subordinates, all orders and instructions issued by the Executive Engineer and to see that they understand them and carry them out.
- 21.9. To carry out, supervise and control all works as per approved WPR of watersheds in prescribed technical norms & quality; and to ensure that funds are used as per approved WPRs in the most economical and efficient way.
- 21.10. To supervise foundation masonry work of all structures.
- 21.11. To check & verify all survey works.
- 21.12. To maintain daily diary & measurement books.
- 21.13. To maintain, check and consolidate all registers, to prepare the monthly progress reports and submit them to the Executive Engineer by the prescribed date.
- 21.14. To prevent any misuse of authority by subordinates in executing works.
- 21.15. To build rapport with the people with whom he has to deal; and understand their requirements of works and to deal with them with sympathy.

- 21.16. To take keen interest and active part in the development activities of community development and watershed management. He will ensure that all estimates of development works, watershed journals and watershed project reports are prepared in time and submitted.
- 21.17. To submit a monthly progress report to his Executive Engineer through AEn in which he will report briefly the progress of all works going on in his watersheds and any other events of interest or importance. He will also submit tour details in advance to his Executive Engineer.
- 21.18. To be responsible for the maintenance of proper discipline in the staff under his charge and where he cannot take appropriate action himself, he shall report such cases to the Executive Engineer.
- 21.19. To be responsible for the safety and proper maintenance of all stores, tools & plants and other assets under his charge.
- 21.20. To ensure works are carried out within watershed boundary.
- 21.21. He is required to spend at least 150 days and 60 nights on tour outside his headquarter and within his jurisdiction in a year.
- 21.22. He will offer full assistance and ensure full co-operation of his staff with the Assistant Engineer in preparation of the watershed project reports of his area including transfer of timely information sought by AEn, collection of data and making of camping arrangements etc.
- 21.23. Any other duties assigned to him by the Executive Engineer/Assistant Engineer in furtherance of the functions of the Forest Department.

22. Duties of a Surveyor / Fieldman

- 22.1. To carry out all functions entrusted to him by superior officers within his jurisdiction.
- 22.2. Fully responsible for measurements, technical norms & quality of works.
- 22.3. All payments of labour must, as far as possible, be made in his presence and he is personally responsible to see that labour is not employed for longer than necessary and payments are made without delay.
- 22.4. To comply with all the orders and instructions issued by the Executive Engineer and Assistant Engineer / Junior Engineer.
- 22.5. To carry out, supervise and control all works as per approved WPRs of all watersheds allotted to him as per prescribed technical norms & quality; and to ensure that funds are used as per approved WPRs in the most

economical and efficient way.

- 22.6. To maintain and consolidate all registers, to prepare the monthly progress reports and submit them to the Executive Engineer / Junior Engineer by the prescribed date.
- 22.7. To prevent any misuse of authority by gang mukhia in executing works.
- 22.8. To keep a personal touch with the people with whom he has to deal; and understand their requirements of works and to deal with them with sympathy.
- 22.9. To take keen interest and active part in the development activities of community development and watershed management. He will ensure that all estimates of development works, watershed journals and watershed project reports are prepared and submitted in time.
- 22.10. To submit a monthly progress report to his Executive Engineer through A.En in which he will report briefly the progress of all works going on in his watersheds and any other events of interest or importance.
- 22.11. He will also maintain a daily diary & measurement book for the works undertaken by him each day and submit tour details in advance to his Executive Engineer/Junior Engineer.
- 22.12. To be responsible for the safety and proper maintenance of all stores, tools & plants and other assets under his charge.
- 22.13. To ensure works are confined within watershed boundary.
- 22.14. To check & verify all survey works.
- 22.15. He is required to spend, at least 180 days and 180 nights, on tour outside his headquarter and within his jurisdiction in a year.
- 22.16. He will offer full assistance and co-operation to the Assistant Engineer/Junior Engineer in preparation of the watershed project reports of his area including transfer of timely information sought by AEn/JEn, collection of data and making of camping arrangements etc.
- 22.17. Inspect saturated watersheds of his jurisdiction at least twice.
- 22.18. Any other duties assigned to him by the Executive Engineer/Assistant Engineer/Junior Engineer in furtherance of the functions of the Forest Department.

23. Duties of a Research Assistant

- 23.1. Subject to the control of the Executive Engineer, to perform within his

jurisdiction functions related to Silt & Hydrological studies.

- 23.2. Responsible for selecting watersheds for establishing Silt Monitoring Station (SMS) / Silt Observation Post (SOP) as per guidelines of project.
- 23.3. Compilation, analysis & preparation of its reports, conclusions and submission of pre, during & post treatment data of Rainfall, Run-off & Sediment.
- 23.4. Any other duties assigned to him by the Executive Engineer / Assistant Engineer in execution of natural resource management works.

24. Duties of Silt Analyst cum Observer

- 24.1. Subject to the control of the Executive Engineer / Research Assistant, to perform within his jurisdiction functions related to Silt & Hydrological studies.
- 24.2. Responsible for selecting watersheds for establishing Silt Monitoring Station (SMS) / Silt Observation Post (SOP) as per guidelines of project.
- 24.3. Responsible for ensuring timely & proper collection of sediment samples.
- 24.4. Recording, compiling, analysing & preparing reports, conclusions and timely submission of pre, during & post treatment data of Rainfall, Run-off & Sediment.
- 24.5. Any other duties assigned to him by the Executive Engineer / Assistant Engineer / Research Assistant in execution of natural resource management works.

25. Duties of Lab Assistant

- 25.1. Subject to the control of the Executive Engineer / Research Assistant / silt Analyst cum observer, to perform within his jurisdiction functions related to Silt & Hydrological studies.
- 25.2. Responsible for timely & proper analysis of sediment samples.
- 25.3. Recording, compiling, analyzing and timely submission of pre, during & post treatment data of Rainfall, Run-off & Sediment.
- 25.4. Any other duties assigned to him by the Executive Engineer / Assistant Engineer / Research Assistant / silt Analyst cum observer in execution of natural resource management works.

26. Duties of Forest Settlement Officer

- 26.1. The Forest Settlement Officer will carry out all the responsibilities enjoined upon him under the Rajasthan Forest (Settlement) Rules, 1958.

- 26.2. He will ensure that at least 40 Sq. Km of area per available Surveyor/Ameen under his control is surveyed every year. When no fresh survey work is pending, survey work will be undertaken for verification of boundaries, fixing of boundary pillars correction of earlier notifications etc. as per need of the time and as desired by the Regional Chief Conservator of Forests.
- 26.3. He will ensure that all pending mutations of the land notified as Reserve Forest or Protected Forest are completed and kept upto date.
- 26.4. He will offer his opinion on all matters related to land records/revenue laws whenever sought by the Regional Chief Conservator of Forests.
- 26.5. He will maintain inventory of maps as required by the Survey of India.
- 26.6. He will encourage use of latest techniques for ensuring accuracy of land records and submit proposal for amendment in the Rajasthan Forest (Settlement) Rules, 1958 whenever and wherever necessary.
- 26.7. He shall ensure that land transferred to the Department is notified as early as possible and land transferred from the Forest Department is duly recorded in the Forest/Revenue land records.

27. Duties of Revenue Inspector

- 27.1. To monitor and supervise the work of the Surveyors and Ameens and ensure timely completion of the job.
- 27.2. To see that the work of survey and demarcations is evenly distributed among the available surveyors/Ameens and they are discharging their duties in accordance with the minimum norms laid down in the The Rajasthan Forest (Settlement) Rules, 1958.
- 27.3. To ensure that the land records of the Region are timely updated and monthly progress reports are submitted to the Principal Chief Conservator of Forests, Working Plan and Forest Settlement.
- 27.4. To apprise the Regional Chief Conservator of Forests and the FSO about the pending survey work of the Region under the Regional Chief Conservator of Forests.
- 27.5. Any other work assigned by the FSO/RCCF/PCCF (WP&FS)

28. Duties of Surveyors / Ameens

- 28.1. To perform all the duties of Surveyor/Ameen described in the Rajasthan Forest (Settlement) Rules, 1958.
- 28.2. To survey and demarcate the forest land on ground in accordance with the

notifications issued under the Rajasthan Forest Act, 1953 whenever required e.g. in case of dispute, while issuing NOC for mining or any other purpose, preparation of proposals under Forest (Conservation) Act, 1980 etc.

- 28.3. He will be responsible for keeping the land records updated in the division.
- 28.4. To obtain and update the Khasra Milan from the Revenue records.
- 28.5. To get the areas transferred to the Forest Department mutated in favour of the Forest Department.
- 28.6. He will be responsible for safe custody of land records of the division.
- 28.7. He will make available copies of the forest land maps to all the Range Offices and the Naka in-charges for their use and supply updated copies from time to time.
- 28.8. Any other survey work entrusted by the DCF/DFO or the FSO.

29. Duties of Deputy Conservator of Forests, Departmental Operations

- 29.1. The Deputy Conservators of Forests when posted in the Departmental Operations Divisions have to perform some specific duties related to the nature of their job. These are enlisted below:-
 - 29.1.1. Identification of suitable sites for establishment of departmental sale depots.
 - 29.1.2. To dispose of timber from the Depots by auction within the financial powers delegated by the Government from time to time and to ensure timely disposal of the fuelwood at the approved retail rates for local people for the purpose of meeting their religious and social needs.
 - 29.1.3. Disposal of driage and wastage cases as per norms prescribed by the Govt.
 - 29.1.4. To ensure timely preparation of the Proforma Account at the end of financial year and forward it to the higher authority.
 - 29.1.5. Prepare and submit proposals for revision of BSR to the Chief Conservator of Forests, Departmental Operations.
 - 29.1.6. Prepare and submit proposals for fixing retail rate of wood for sale to the competent committee for approval.
 - 29.1.7. Arrange for collection and disposal of wood collected by territorial divisions from time to time.

- 29.1.8. Identify and finalise the list of Coupes available for felling in a financial year in accordance with the Working Plan or the approved felling schemes and organize the felling work thereon.
- 29.1.9. Distribution of harvesting area/Coupes/Sites among the range officers.
- 29.1.10. Estimation of the availability of forest produce on the site to be worked and approving the income/expenditure estimates from the site and issue/obtain competent Administrative/Financial/Technical Sanctions.
- 29.1.11. Inspection of each coupe and sale depot at least twice a year²².
- 29.1.12. He should conduct physical verification of stocks of forest produce of at least 5 coupe depots and one sale depot once a year.
- 29.1.13. He should conduct 10% test checking of payments being made to labourers in at least 25% of the coupes under working in a year.
- 29.1.14. He should conduct test checking of 5% of works of buildings, fencing of felled coupes and plantation works and Muster rolls.
- 29.1.15. Ensure timely submission of all the required returns viz income tax/sales tax etc.

30. Duties of Asst Conservator of Forests, Departmental Operations

- 30.1. The Asst Conservator of Forests posted in the Departmental operations divisions have to perform the following additional duties:-
 - 30.1.1. Inspection and verification of marking of trees undertaken by the territorial staff / subordinate staff and see that the measurements are correctly entered in the marking register and the estimation of value of the harvestable produce is correct.
 - 30.1.2. Inspection of each coupe and sale depot under his charge at least thrice a year²³.
 - 30.1.3. Conduction of physical verification of stocks of forest produce of at least 25% of the coupe depots and sale depots under his charge once a year.
 - 30.1.4. Conduction of 25% test checking of payments being made to labourers in 50% of coupes under working and all the sale depots under his control.

²², Pt no 21.1.11 to 21.1.14 adapted from GO No. F.12(6)Rev/8/76 dated 21 Jun 1976

²³, Pt no 22.1.2 to 22.1.5 adapted from GO No. F.12(6)Rev/8/76 dated 21 Jun 1976

- 30.1.5. He should conduct test checking of 10% of works of buildings, fencing of felled coupes and plantation works and Muster rolls.
- 30.1.6. To perform any other duties entrusted to him by his official superior and assist the Deputy Conservator of Forests, Departmental Operations in processing all technical matters.
- 30.1.7. To impart proper training and guidance to the Range Officer and his staff in adoption of economically efficient procedures in harvesting of forest produce including adoption of latest techniques of felling and transportation etc.

31. Duties of Range Officer, Departmental Operations

- 31.1. The Range Officers posted in the Departmental Operations Ranges will have following specific additional duties:-
 - 31.1.1. To achieve 100% targets of Revenue and production allotted for the year.
 - 31.1.2. Reconciliation of production and sale figures of forest produce received at the depots and transported from the site every month.
 - 31.1.3. Ensure timely submission of driage and wastage cases at the end of every lot which is sold on retail basis.
 - 31.1.4. Timely filing or submission of all the returns to the income tax/sales tax department and reporting to the Deputy Conservator of Forests, DOD every month.
 - 31.1.5. Taking charge of standing trees/crop or coupe after ascertaining himself of the availability of the produce in accordance with the charge report.
 - 31.1.6. To ensure maintenance and updation of all records in accordance with the Forest Accounts Code laid down by the Government²⁴.
 - 31.1.7. To take all fire preventive precautions at the working site of coupes/depots or plantation sites.
 - 31.1.8. To conduct physical verification of Stock at all sale depots under his control at least once a year.

32. Duties of Forester/Astt Forester, Departmental Operations

- 32.1. The Forester/Astt Foresters posted in the Departmental Operations wing

²⁴. Departmental Operations Accounts Code.

will have following additional duties to perform:-

- 32.1.1. To watch and assist the territorial staff in marking of trees in the area to be felled.
- 32.1.2. Maintain all the prescribed records of the logs after numbering the same²⁵.
- 32.1.3. Hammer marking of all the trees/logs or forest produce as prescribed.
- 32.1.4. Maintenance of all the prescribed records at the site/coupe or depot and submit accounts of the depot etc to the RO in time in the prescribed manner.
- 32.1.5. To assist in plotting of sample plots at the Coupe/Compartment.
- 32.1.6. To achieve 100% targets of Revenue and Production assigned to him by the RO.
- 32.1.7. To keep record of Coupe Depot / Sale Depot upto date. He will be responsible for any shortage beyond permissible limits in various lots / chattas.

33. Duties of a Forest Guard, Departmental Operations

- 33.1. The Forest Guard posted in the departmental operations wing will have following additional duties to perform:-
 - 33.1.1. To assist the Forester/Astt forester in discharge of his duties wherever he is posted under his control and perform such duties independently in his absence.
 - 33.1.2. Ensure security of the Coupe/Depot or work site.
 - 33.1.3. To arrange labourers for execution of the work and effectively supervise their work and maintain all the prescribed records.
 - 33.1.4. Any other duty assigned to him by his official superior in furtherance of the working of the Departmental Operations wing.
 - 33.1.5. In the event of Forest Guard being the in-charge of a Coupe Depot / Sale Depot, he will keep record of Coupe Depot / Sale Depot upto date. He will be responsible for any shortage beyond permissible limits in various lots / chattas.

²⁵. Departmental Operations Accounts Code.

34. General²⁶

- 34.1. Wherever the tour/inspection norms and work verification norms have not been specifically mentioned and the duties assigned involve territorial working or the officers are responsible for undertaking execution of development works / felling works / wildlife protection works etc, the norms prescribed for the territorial staff shall be applicable unless his official superiors have prescribed different norms for performing the specialized job entrusted to the officials of that wing of the department. In case of any clarification/confusion/shortcomings in the allocation of duties, the PCCF (HoFF) will take a final view and issue appropriate orders.

26. Fresh insertion.