

## CHAPTER 35

# Delegation of Powers

### Administrative powers

<b>SR. No.</b>	<b>Nature of power</b>	<b>Authority to which power is delegated</b>	<b>Extent of power delegated</b>
1	2	3	4
1	Power to sanction formation and redistribution of divisions		Government
2	Power to sanction the formation and redistribution of Ranges.	PCCF	Full powers provided no. of increase in the sanctioned cadre of the subordinate services is involved.
3	Power to deal on his own authority with professional questions such as working plans, fire protection and silvicultural operations generally.	PCCF	Full powers
4	Power to correspond with Inspector General of Forests of Government of India.	PCCF	Full powers in all matters professional interest.
5	Power to deal finally with all preliminary working plan reports.	PCCF	Full powers. The final report will require the sanction of Government.
6	Power with regard to internal administration of the Department	PCCF	Full powers. The final report will require the sanction of Government.
7	Supervision in framing of Working Plans	PCCF	Full powers.
8	Submission of completed working plans for sanction of Government.	PCCF	Full powers
9	Checking control forms for sanctioned working plans.	PCCF	Full powers.
10	Sanction of deviation from sanctioned working plan.	PCCF	To sanction excess or deficit fellings in deviation from the prescription of a working plan, provided that such deviation does not amount to a permanent alteration in the general scheme of management.
11	General control over sale of forest produce.	PCCF	Full powers.
12	Annual Forest Administration Report.	PCCF	Full powers.
13	Power to control all Forest Officers and issue any instructions necessary for the administration and working of forests.	PCCF	Full powers
14	To authorise destruction of useless record.	PCCF	Full power under the rules.
15	To permit alienation of rights of pasturage or to forest right.	PCCF	Full powers

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1	2	3	4
16	Power to public translation of notification of reserved forests.	Divisional Forest Officer	Full powers
17	To permit alienation of rights of pasturage or to forests rights in reserved forests.	PCCF	Full powers
18	Power to stop ways and water and water courses in reserved forests subject to provision of Rajasthan Forest Act.	PCCF	Full powers subject to the condition that prior sanction of the Commissioner of the Division concerned has been obtained.
19	Power to notify seasons during which the kindling etc. of fire is not prohibited and to permit the clearing or breaking up of land for cultivation or any other purpose.	PCCF	Full powers
20	Power to declare and publicly notify reserved or protected forests or portion of such forests to be altogether closed against hunting shooting and fishing for such periods as may be necessary when it is desirable in their judgement so to close such forests or portion of forests.	PCCF	Full powers
21	To permit acts specified (c) (d) (f) and (g) Sec.26 of the Rajasthan Forest Act otherwise prohibited in reserved Forests.	PCCF	Full powers.
22.	To permit act otherwise prohibited in protected forests.	PCCF	Full powers.
23	To notify depots for drift and timber etc.	Divisional Forest Officer	Full powers
24	Power to issue notice to claimants of drift timber etc.	DFO	Full powers.
25	Power to decide claims to drift timber etc.	DFO	Full powers.
26	Power to receive payment on account of drift timber etc.	Divisional Forest Officer	Full powers.
27	To direct release of property sized	Divisional Forest Officer	Full powers
28	Power to compound forest offences.	Divisional Forest Officer	Full powers under Rajasthan Forest Act.
29	Power to enter upon any land and to survey demarcate and make a map of the same.	Divisional Forest Officer	Any Forest Officer not below the rank of a Ranger.
30	Power of Civil Courts to compel the attendance of witness and the production of documents.	Divisional Forest Officer	Full powers within his jurisdiction.
31	Power to hold an enquiry in Forest offences.	Divisional Forest Officer	Full powers within his jurisdiction.
32	Payment of expenses of witnesses when summoned by Forest Officers.	Divisional Forest Officer	Should obtain the sanction of Conservator of Forests to such expenditure and as the expenditure cannot be foreseen it may be incurred when necessary but sanction must be applied for

SR. No.	Nature of power	Authority to which power is delegated	Extent of power delegated
1	2	3	4
			immediately.
33	Power to act as Forest Officer	Divisional Forest Officer	Chief Conservator and within their respective charges the Conservator of Forests, All Divisional Forest Officers, Assistant Conservator of Forests, Sub-Divisional Forest Officers, Forest Rangers, Dy. Ranger, Foresters, Head Guards and Forest Guards whether in permanent or temporary employment will have power to act as Forest officer.
34	To take possession of and sell forest produce for Government dues.	Divisional Forest Officer	Full powers.
35	Power to act as public prosecutor in cases in which the Forest Department is the complainant.	PCCF	Throughout jurisdiction Rajasthan.
36	Power to disarm any person going armed without a license or in contravention of its provisions within the limits of their jurisdiction.	PCCF / CCF / DFO / ACF / SDFC / Game Watcher / Game Rangers.	Throughout jurisdiction Full powers.
37	Power to issue transit pass	DFO / ACF / SDFO / Range Officers and Foresters.	Full powers.

#### Powers relating to service conditions

1	First appointments subordinate service		All first appointments to be subordinate service will be made by the Head of the Department or by an Authority not below the rank of the D.F.O. specially empowered by the Head of Department. PCCF has delegated his powers to the C.F. & DFO.
		C.F. Divisional Forest Officer	Amin and Surveyor Foresters Head Guards.
		CF & officers of rank higher to CF.  Dy.CF / DFO / SCO / Field Director and officers of rank higher to them.	i) Fieldman ii) Tracer iii) Motor Mechanic iv) Project Operator v) Carpenter vi) Pump Driver vii) Tractor Guard viii) Khallasi-cum-chowkidar ix) Helper x) Chainman
2	Power to grant all kinds of leave with the exception of study and disability leave.	PCCF	Full powers to authority competent to make substantive appointment.

NOTE :- These powers will be exercised by the authority competent to make substantive appointments for the periods of leave in excess of two months already delegated to Heads of Offices vide F.D. Order No.4134/57/F.G.(9)FD-A(Rules)56 dated 21.10.1957.

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1	2	3	4
3	Power to direct that the whole or any part of an outside source for work done during official time may be paid to the Government servant who did the work subject to the observance of the rules.	PCCF	Upto the limit of power to sanction the acceptance of the Honorarium or fee.
4	Power to post and transfer of officers (under training) as attached officers or incharge or Ranges.	PCCF	Full powers.
5	Power to appointment to a non-gazetted post a person who is more than 25 years of age.	PCCF	Subject to approval of Government in each individual case.
6	Power to create temporary field posts upto the status of Foresters for a period not excluding the year.	PCCF	Full power
7	Power to dispense with medical certificate of fitness before appointment to Govt. service in individual cases.	PCCF	In respect of subordinate ministerial and class IV servants. Full powers.
8	Power to accept in the case of women candidate for Govt. service a medical certificate of fitness, signed by any woman practitioner.	Any authority competent to make subordinate appointments to the post.	Full powers.
9	Power to suspend the lien.	PCCF	Full powers provided he is authorised to make substantive appointment to the post on which the lien is held.
10	Power to transfer lien	PCCF	Full powers, provided that he is authorised to make substantive appointments to both the posts concerned.
11	Power to withhold increments	As per provision of CCA rules.	Any authority which has power to make substantive appointments to the post which the Govt. servant holds.
12	Power to withhold increments.	Any authority which has power to make a substantive appointment to the post which the Govt. servant holds.	Full powers.
13	(i) Power to make officiating appointment in respect of clear temporary vacancy.	PCCF	Upto 4 months when the maximum pay of the post does not exceed Rs.750/- with the exception of a post held or to be held by R.A.S. officers.
	(ii) Power to make temporary appointments in permanent vacancy when officiating promotion from a lower cadre is not possible.	PCCF	Upto 4 months when the maximum pay of the post does not exceed Rs.750/- except to a post held or to be held by R.A.S.

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			officers.
	iii) Power to make temporary appointment in a permanent vacancy by making officiating promotion from a lower cadre.	PCCF	Upto 4 months, when the maximum pay of the post does not exceed Rs.750/- provided senior most person locally available is promoted.

NOTE: If seniority is to be ignored, reference to the next higher authority must be made simultaneously giving reasons and concurrence of such authority obtained in writing and brought on record. The power to make officiating appointments may be exercised by the Heads of Departments in those cases also where charge of two posts is to be held by the person entitling him to charge allowance or officiating or special pay.

14	Power to reduce the pay of an officiating Government servant.	Any authority which has power to make a substantive appointment to the post concerned.	Full powers.
15	Power to fix the pay of a temporary post which will be filled by Govt. servant.	Any authority which has power to create a temporary post on the pay fixed.	Full powers.
16	Power to appoint a Govt. servant to hold temporary or to officiate on more than one post and to fix the pay of subsidiary posts and the amount of compensatory allowances to be drawn.	PCCF	Full power provided that he has power to appointment a government servant substantively to each of the posts concerned and provided the posts have a clear and well defined charge or sphere of responsibility.
17	Power to require a medical certificate of fitness before return of leave.	The authority competent to grant leave to the Govt. servant concerned.	Full powers.
18	Power to accept certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government servant to return to duty.	The authority competent to grant leave .	Full powers.
19	To grant temporary advances from the amount standing at the credit of a Govt. servant in the provident fund.	PCCF	Full powers in respect of a subordinate, ministerial and class IV services subject to the observance of rule.
20	To sanction commutation of Civil pensions.	PCCF	Full powers in respect of subordinate ministerial and IV class services but subject to such directions as the Finance Department may issue to ensure that the budget provision is not exceeded.
21	To define the limits of Govt. servants sphere of duty.	PCCF	Full powers in respect of servant when he is authorised to appoint substantively.
22	To decide whether a particular absence is absence from duty.	CF	Full powers in respect of servant when he is authorised to appoint substantively

## Powers regarding T.A.

1	To prescribe Government servants Headquarters.	PCCF	Full powers with respect to all services.
		CF	Full powers with respect to subordinate Ministerial and Class IV servants working in his Circle.
2	Power to grant permanent monthly travelling allowance.	PCCF	For temporary posts only provided the allowance granted does not exceed the amount sanctioned for permanent posts of the same category.
3	Power to grant monthly conveyance allowance or camel allowance.	PCCF	For temporary posts only provided the allowance granted does not exceed the amount sanctioned for permanent posts of the same category.
4(a)	Power to decide the shortest of two or more routes.	PCCF	Full powers.
4(b)	To allow mileage allowance by a route other than the shortest or cheapest.	PCCF	Full powers in respect of journeys of Government servants subordinate to them and under within jurisdiction provide grant of such road mileage is necessary in the interest of public service.
5	Power to permit exchange of daily allowance for mileage during the whole period of tour.	PCCF	By special order in individual case or Government servants whose pay does not exceed Rs.100/- p.m.
6	To impose restrictions on the exchange of daily or mileage allowance by non-gazetted, ministerial or class IV servants travelling in public or hired conveyance.	PCCF	Full powers.
7	Power to allow the actual cost of maintaining a camp during a sudden journey away from it.	PCCF	By special orders in individual cases.
8	Power to prescribe the scale of camp equipment, servant, horses etc. to be carried out at Government expenses by Government servant allowed to recover the actual cost.	PCCF	After drawing general instructions in the matter and getting them approved by Government.
9	Power to permit the recovery of the actual post of conveying camp equipment, horses, camels, motor on tour, car etc.	PCCF	By special order in individual cases but not as regard horse drawn vehicles and more than two horses.

10	Power to limit the number of conveyance etc. and the weight of camp equipment carried on tour.	PCCF	By special order in individual cases.
11	Power to permit the recovery of the actual cost of maintaining CAMP EQUIPMENT DURING a halt at or near the headquarters.	PCCF	By special order in individual cases
12	Power to prescribe the scale of tents to be carried at a Government expenses on transfer.	PCCF	Full powers.
13	Power to allow the actual cost of journey to appear before a Medical Board preliminary to voluntary retirement on invalid pension.	PCCF	Full powers.
14	Power to permit a controlling officer to delegate his duty of countersignature.	PCCF	Subject to the delegation being made only to a Gazetted Officer who is immediately subordinate to the controlling officer and is working in his own office.
15	Power to grant exemption from the rule limiting a halt on tour to 10 days.	PCCF	Full powers in respect of Government servants under his control subject to the condition that daily allowance is not allowed in excess of the rates mentioned below : (i) Full rate for first 10 days. (ii) Three-fourth of the rate for the next 20 days. (iii) Half the rate for the next 30 days.
16	To restrict the frequency and the duration of the journeys.	Controlling Officers.	Full powers.
17	To sanction travelling allowance to a Government servant or to a student not already in the service of Government selected to undergo a course of training.	PCCF	Full powers.
18	To declare who shall be controlling officer and to make rules for his guidance.	PCCF	Full powers provided a Government servant is not declared to be his own controlling officer. Chief Conservator of Forests will be his own controlling officer.
19	To permit a Government servant to travel beyond Rajasthan but within India.	PCCF	Full powers provided a Government servant is not declared to be his own controlling officer. Principal Chief Conservator of Forests will be his own controlling officer.
20	Power to extend the time limits of 6 months and one month within which the members of the family of Government servant may be treated as accompanying him in individual cases attendant with special circumstances as provided in note 2 below rule 26 II of T.A. Rules.	PCCF	Full powers.

# Financial Powers<sup>1</sup>

No.	Nature of Power	Post/Designation	extent to which powers delegated
1	To accord technical sanction for original, revised or supplementary estimates for forestry and soil conservation works subject to the condition that fresh administrative sanction is sought if the revised or supplementary estimates exceeds the original by 20% or above.	Chief Conservator of Forests	Full Powers
		CF	Rs. 100 lacs each case
		DCF/SCO/SRO/ Dy.CWLW	Rs. 50 lacs each case
<p><b>Note:</b> In case revised estimate exceeds more than 10% of the original, it will be sanctioned by the next higher authority.</p>			
2	To accord technical sanction for original, revised or supplementary estimates for construction of buildings and other civil works subject to the condition that fresh administrative sanction is sought if the revised or supplementary estimates exceed the original by 20% or above	Chief Conservator of Forests	Full Powers
		CF	Rs. 7 lacs in each case
		DCF/SCO/SRO/ Dy.CWLW	Rs. 5 lacs in each case
<p><b>Note 1 :</b> Below district headquarters the Forest Department is authorised to undertake construction of building and other civil works on forest land as well as on non-forest land. At district headquarters the Forest Department is authorised to undertake construction of building and other civil works on forest land only. The procedure laid down in GF &amp; AR Rule 235 to 251 will be followed.</p>			
<p>The works other than above shall be executed through PWD/RSBCC or other engineering departments.</p>			
<p><b>Note 2 :</b> In case the revised estimate exceeds more than 10% of the original it will be sanctioned by the next higher authority</p>			

1. G.O.No. F.7(27) Forest\1995 dated 30/04/2009 in supersession of even no orders dt. 25.7.97, 3/06/08, 11/06/08 and 1/07/2008



2(a)	To accord Technical sanction for original, revised or supplementary estimate for "pucca walls" subject to the condition that fresh administrative sanction is sought if the revised or supplementary estimates exceed the original by 20% or above.	CCF	Full powers
		CF	Rs. 25.00 lacs in each case
		DCF/SCO/SRO/ Dy. CWLW	Rs. 15.00 lacs in each case

**Note:-** In case revised estimate exceeds more than 10% of the original, it will be sanctioned by the next higher authority.

3	To purchase stores (Capital and Revenue both) for works subject to budget provision, including tools and plants.	CCF	Full Powers
		CF	Rs.7 lacs in each case
		DCF/SCO/SRO/ Dy.CWLW	Rs. 2 lacs in each case

**Note** - These powers shall be exercised subject to procedure laid down in GF & AR.

4	To accept tenders for the execution of a sanctioned work or part of sanctioned work on contract/ piece rate contract basis subject to the budget provision.	CCF	Full Powers
		CF	Rs. 30 lacs
		DCF/SCO/SRO/ Dy.CWLW	Rs. 20 lacs
5	To grant rewards/awards to any Government servant/ other person/ organisation/ society for acting informers from secret funds	CCF	Full Powers
		CF	Rs. 0.05 lacs in each case
		DCF/SCO/SRO/ Dy.CWLW	Rs. 0.03 lacs in each case

**Note:** These powers shall be exercised subject to norms laid down by the State Government separately and availability of budget provision.

6	To sanction expenditure on fire protection measures in case of emergency.	CCF	Full Powers
		CF	Rs. 0.50 lacs
		DCF/SCO/SRO/ Dy.CWLW	Rs. 0.20 lacs
7	Petty sales(not by public auction) of the forest produce at prevailing	CCF	Rs. 0.20 lacs in each case

	market rate	CF	Rs. 0.10 lacs in each case
		DCF/SCO/SRO/ Dy.CWLW	Rs. 0.05 lacs in each case

Note: Petty sales should not cross following limits in a financial year:- CCF - Rs. 1.00 lacs and others Rs. 0.50 lacs

8a	To sell the harvested produce by open auction or by inviting sealed tenders.	<b>By the following Committees</b>		Full powers	
		<b>Committee A</b>			
		CF DOC Chairman			
		CF Territorial-Member			
		DCF DOD - convenor			
		Sr. most Accounts Officer of the DOC-Member			
		<b>Committee B</b>			Rs. 30 lacs
		CF DOC			
		DCF DOD			
		Sr. most Accounts Officer of the DOC			
		<b>Committee C</b>			
		DCF DOD			Rs. 15 lacs
Range Officer					
Accounts Personnel of Dy. CF DOD					

		<b>Committee D</b>	
		DCF territorial	Rs. 5 Lacs
		Range Officer Concerned	
		Accounts Personnel of CF/CCF	
8b	Fixing retail sale rates of forest produce and finished goods.	DCF DOD	Full powers subject to the approval of the committee 'A' at 8 a
9	The powers to write off losses in addition to permissible driage in case of firwood and shortage in charcoal powder.	CCF	5 % of each stock of forest produce above Rs. 30000 (Subject to the condition as laid down in rule 23 of GF&AR.)
		CF	5 % of each stock of forest produce up to Rs. 30000 (Subject to the condition as laid down in rule 23 of GF&AR)
			5 % of each stock of forest produce up to Rs. 10000 (Subject to the condition as laid down in rule 23 of GF&AR)
		DCF DOD	5 % of each stock of forest produce up to Rs. 10000 (Subject to the condition as laid down in rule 23 of GF&AR)

10	To Sanction refund of security deposits to contractors on satisfactory completion of marginal and repair works after lapse of specified period, if any	DCF/SCO/SRO/ Dy.CWLW	Full Powers
11	Hiring of Vehicles	DCF/SCO/SRO/ Dy.CWLW	As per provision of Item 2(g) of GF&AR(Part III).