

CHAPTER 8

External and Internal Relationship

1. Relations with the Director General of Forests & MOEF

- 1.1 State Government will seek the advice of the Director General of Forests, Government of India where necessary, and he may be invited by the PCCF (HoFF) to tour the State. The State Government have no objection to the Director General of Forests corresponding direct with the PCCF (HoFF) on technical questions so as to keep himself in touch with development in Rajasthan. The PCCF (HoFF) may also correspond direct with the Director General of Forests and officials of MOEF including Regional CCF, on all matters of professional interest.
- 1.2 The Nodal Officer, Forest (Conservation) Act, 1980 has been authorized by the State Government correspond with the Regional Chief Conservator of Forests, Lucknow Region or Ministry of Environment and Forests for supplying any additional information sought by the Ministry or the Regional Office with reference to the proposals submitted to them under the Act. The original/revised proposals, however, have to be submitted through the Government.

2. Relations with the ICFRE, Forest Research Institute, Regional Research Institutions like AFRI and IGNFA.

- 2.1 The Principal Chief Conservator of Forests (HoFF) may correspond directly with the Director General, ICFRE and Director, Regional Research Institute like AFRI/CAZRI on matters of Forestry research and Director IGNFA & other forestry training institutes on the matters of training. The Silviculturist is the Liaison Officer between the State and the Forest Research Institute for all research and experiments. Chief Conservator of Forests, Research and Training would act as a liaison officer for training and research purpose.

3. Relations with District Officials

- 3.1 Divisional Forest Officers/Deputy Conservators of Forests are to administer the forests in the interest of the people of the district, in so far as these interests do not conflict with the interests of the State as a whole. The Collector is the head of the district and the welfare of the people is his immediate concern. When, therefore, the Divisional Forest Officer proposes to adopt any procedure or to take any action which affects the interests of the people, such as closing a forest to grazing, the Collector should be consulted and the reasons for the proposed action including legal position, if any, clearly explained to him.
- 3.2 If the Collector objects to the proposed action and the Divisional Forest Officer/DCF is still of opinion that it is in the interest of the State or of the forests, he will, if necessary, refer the question to the Regional Chief Conservator who shall endeavor to settle it with the Commissioner; and if unable to do so, refer it to the Principal Chief Conservator of Forests (HoFF) for orders of the Government. Similarly, if the Collector proposes to take any action, which the Divisional Forest Officer/DCF considers detrimental to the forests or to Government revenues, the latter will first explain his point of view to the Collector and if he fails to convince him, will report the matter to the Regional Chief Conservator of Forests.
- 3.3 The advice of the Collector should be sought in such matters as collection of land revenue, ejection of tenants and in similar matters, which are outside the ordinary scope of Forest Officers' duties. On the other hand, the Divisional Forest Officer will readily advise the Collector all technical matters as establishment of nurseries and plantations, management of village forest, pasture and waste lands. Social Forestry and NTFP harvesting work taken up on village Panchayat land by Panchayats or other NGOs.
- 3.4 The Divisional Forest Officer shall always be consulted by the Collector regarding proposal of non forestry use of any forests or waste lands or community lands on which plantations have been taken up. Non-forestry activity on such land shall be permitted after taking competent prior approval.
- 3.5 The Collector shall accord administrative assistance to the Divisional Forest Officer in enforcing the orders passed by various courts.
- 3.6 The Collectors are responsible for ensuring that their subordinate

officials of all grades render assistance in the management and protection of State Forests, and collection of forest dues. All distinctions and practices having an opposite tendency, or calculated to convey the impression that Civil and Police Officers have no concern with the conservation efforts of the Forest Department should be discouraged. The Collectors may authorize the Divisional Forest Officers to address orders to subordinate officials (not belonging to the Forest Department) direct in matters in connection with which it may be convenient that the Divisional Forest Officers/DCFs should act without previous reference to the Collector.

- 3.7 The Regional Chief Conservator of Forests shall be kept regularly informed of all Orders issued on forest matters within his region by the Collector, the Commissioners, and the Government. He shall be made acquainted with all business, which passes, between Collectors and Divisional Forest Officers/DCFs, and, as a rule, he shall be consulted on all forest business, which comes before the Commissioners or the Government.
- 3.8 The Divisional Forest Officer/DCF is a District Level Officer, and whenever possible his office should be located near the district offices. He should be personally known to the Collector and to other District Officers and should take every opportunity to discuss district matters with him personally.
- 3.9 Senior Forest Officers, when visiting districts should take an opportunity of conferring with the Collectors, and when the district is a divisional headquarter, with the Commissioners as well, on the various subjects connected with their department in order to know the views of the District and Divisional Officers and to bring to their attention any matters which are of importance.
- 3.10 When the Collector considers it desirable that magisterial powers for the trial of forest offences should be conferred on a forest officer, he will submit his recommendations to Government for consideration of each case with reference to the local requirements and the personal qualifications of the Forest Officer concerned.
- 3.11 Officers in charge of ranges will address, and be addressed by other departments in terms in which Tehsildars and Inspector of Police would address and be addressed.

- 4 Relations with officials of CAD Department, Panchayati Raj institutions**
- 4.1 The Forest Officers working in Command Area of IGNP shall keep a liaison with Area Development Commissioner and officials of Colonization department as regards finalization of the planting program in the area.
- 4.2 The DFO/DCF and his subordinate staff shall keep liaison with staff of Panchayati Raj institutions and give them technical guidance for execution of Social Forestry & MFP harvesting work.
- 4.3 The APCCF (DEV) shall remain in constant touch with Development Commissioner of the State and Director, Panchayati Raj.
- 5. Relation with Officers of Animal Husbandry Dept.**
- 5.1 APCCF (Dev) shall keep liaison with Director, Animal Husbandry as regards the livestock population, fodder requirements and its dependence on forest for fodder. He will liaise closely with Director during sheep migration.
- 5.2 DFO/DCF's shall keep liaison with district level officers of animal husbandry dept.
- 6. Relations with Officers of Irrigation and PHED.**
- 6.1 APCCF (DEV) shall keep a liaison with the Chief Engineers of Irrigation and PHED for obtaining data on the status of ground water depletion / recharge.
- 6.2 DFO/DCF's shall keep liaison with district level officer of these depts.
- 7. Relations between Working Plan Staff and the territorial divisions**
- 7.1 It is most essential that a spirit of co-operation and mutual assistance prevails between the working plan staff and the territorial staff of the division in which the working plan is being prepared. The Divisional Forest Officer will do everything within his powers to help the WPO and to see that his subordinate staff follows suit. While the working plan party is at work, transfers of local staff will be reduced to a minimum. In particular, the Range Officer will meet the Working Plan Officer on his arrival in his range, and will give all possible assistance in organizing field operations. The beat guard will accompany the Working Plan Officer and the enumeration parties while they are working in his beat.
- 7.2 The Divisional Forest Officer will supply all record required by the

Working Plan Officer and will place at his disposal a complete set of maps, fully corrected and updated. Statements of past revenues and expenditure will also be prepared in the Divisional Office.

- 7.3 All correspondence from the Principal Chief Conservator of Forests, Working Plan and Forest Settlement office shall normally pass through the Regional Chief Conservators, except for getting mistakes in control forms etc. rectified and explained, and in cases of urgency, when it may pass direct.

8. Relations of Silviculturist with the Territorial Divisions

- 8.1 All correspondence regarding new experiments and research work from the Silviculturist to the Divisional Forest Officers shall normally pass through the Regional Chief Conservators of Forests, but in case of urgency may pass direct. All correspondence of the routine nature will pass direct.

- 8.2 The Divisional Forest Officer and his subordinate staff are expected to take active interest in the research work being carried out in the division and to give all possible assistance to the research staff. The responsibility for the work is, however, divided as under:

- 8.2.1 The Silviculturist is entirely responsible for the arrangement and execution of all works in connection with

8.2.1.1 Forest Research Stations;

8.2.1.2 Statistical sample plots;

8.2.1.3 Collection of single tree statistics except for the disposal of any trees that may be cut, which is the responsibility of the territorial divisions;

8.2.1.4 The territorial staff may also collect single tree statistics from areas under exploitation;

8.2.1.5 Collection of Seeds from the plus trees/seed orchards;

8.2.1.6 In the case of experimental plots, the Silviculturist is entirely responsible for:

i. The Selection of such plots;

ii. The laying out and demarcation of plots;

iii. The marking and listing of any trees or other forest produce in such plots;

- iv. The submission of proposals, through the territorial Divisional Forest Officer concerned for closure or restrictions in the plots;
- v. The preparation of estimates for fences, huts, boundary pillars, and other structures. Such estimates should be sent to the sanctioning authority through the Divisional Forest Officer concerned when the value of the work exceeds the competence of the DCF/DFO.
- vi. The carrying out of observations and writing up of research notes etc. about such plots.
- vii. Marking of plus trees for the purpose of Seed Collection.
- viii. Collection of seeds from seed orchards and marked trees.

8.2.2 The territorial divisional staff is entirely responsible, to see that:

- 8.2.2.1 Such plots are properly protected and in no way interfered with;
- 8.2.2.2 Closures or restrictions are duly notified and properly enforced throughout the year;
- 8.2.2.3 Fences, huts, boundary pillars and other structures required in such plots are properly or promptly completed in accordance with sanctioned estimates;
- 8.2.2.4 All trees etc; marked in such plots are felled, converted and removed as quickly as possible in accordance with the marking etc., lists prepared by the Silviculturist.

Any new work involving the multiplication of plots or large additions to existing plots will be taken up only after consultation with the Regional Chief Conservator of Forests and the Divisional Forest Officer concerned.

- 8.3 Although the Silviculturist will carry out as much of the work as possible with his own staff, there are occasions when the territorial divisions will be called upon to lend him extra establishment for instance, when sample or experimental plots are being laid out for the first time. For this reason, the Silviculturist, when sending his program to the Divisional Forest Officer will state clearly what works he intends to do in the divisions and the nature of assistance he would need from the territorial staff, and whenever possible this will be given. But no territorial staff is to be taken from its ordinary duties except with the permission in writing of the Divisional Forest Officer. As a partial exception to this, the beat guard will invariably be present when the research staff is working in his beat and will assist in arranging camping grounds, supplies, and labor and in providing local information.
- 8.4 The Silviculturist will take care not to usurp the powers or discretion of the Divisional Forest Officer and in particular, will address all requests for information or records to the Divisional Forest Officer himself and to none else, unless specifically permitted to do so by the Divisional Forest Officer. He will try to organise his tour program so as to cause as little interference as possible with the work of the division. When necessary, the Divisional Forest Officer may require him to modify it to suit the need of the divisional administration.
- 8.5 The Silviculturist will bear the cost of all works carried out on his behalf by the territorial division, except when such works as fencing and debris burning would have been in any form, part of the territorial divisions ordinary work. Small sums spent on the collection of seeds and specimens for the Silviculturist will not, however, be claimed, as they have no appreciable effect on the budget of the collecting divisions, nor will any royalty be charged on fencing posts supplied to the Silviculturist for use within the supplying division.

9. Relation between Departmental Operation division staff and territorial division.

- 9.1 All correspondence regarding taking up of departmental harvesting work, as per sanctioned working plan or specific sanction of Govt., shall normally pass through territorial Chief Conservator of Forests. In cases of urgency it may pass direct.
- 9.2 The Divisional Forest Officer and his subordinate staff are expected to take active interest in harvesting work being carried out in the

division and give all possible assistance to the staff of departmental operation division.

9.2.1 The responsibility of work is decided as under:

The Deputy Conservator of Forests of the Departmental Operation Circle is entirely responsible for work in connection with

- (a) Marking of the resource trees,
- (b) Making selections and harvesting of trees, collections, transportation and disposal of the produce collected.
- (c) Fencing and replanting of the filled coupe

9.2.2 The territorial staff will be responsible for

- a) clearly marking the boundary of the coupe
- b) protection of the coupe before it is harvested and after it is replanted

10. Relations between staff of special project divisions & territorial divisions

10.1 All correspondence regarding taking up works, under specific project, in forest areas of territorial divisions should be done between project SCO/ DCF and territorial DFO/ DCF.

The territorial DFO/DCF & their staff will hand over possession of the area to project staff with photocopies of all record, indicating its status as well as forest boundary. They will provide full assistance to the project staff for effective protection of the area.

10.2 The project division & its staff would take extreme care that no forest area is left between forest boundary and the fencing of plantation where plantation / closure is taken near the boundary.

Project division shall be responsible for the protection of the area against encroachment / illicit cutting / illicit mining till the possession of the area is given back to territorial division.

11. Relations with VFPMCs

APCCF (DEV) would act as Chief Coordinator of JFM work.

The benefit sharing, duties of VFPMC and duties of officials of the Forest Department shall be as laid down in G.O. dated 15.4.1991, 26.4.1991, 27.10.2000 and instructions issued from time to time issued in this behalf.

12. Budget and Accounts of Working Plan Division

- 12.1 Working Plan Officer holds no independent office of his own. His accounts are taken care of by the DDO of the Regional Chief Conservator of Forests office. His controlling officer, however continues to be the Chief Conservator of forest (Working Plan and Forest Settlement) Rajasthan, Jaipur who is an integral part of the office of Principal Chief Conservator of forest (Working Plan and Forest Settlement) Rajasthan, Jaipur. Budget is allotted to the office of Principal Chief Conservator of forest (WP&FS) by the office of PCCF (HoFF) Rajasthan, Jaipur. Then the office of PCCF (WP&FS) Rajasthan, Jaipur further allots it to the Regional Chief Conservator of Forests under intimation to the Working Plan Officer.
- 12.2 The Working Plan Officer will prepare his own budget and revised estimates for all expenditure and will submit these latest by 15th September each year through the Regional Chief Conservator of Forests, for approval to the Principal Chief Conservator of Forests, Working Plan and Forest Settlement. PCCF (Working Plan&FS), will send it to PCCF (HoFF) by 30th September after scrutinizing them and making such alterations as may be necessary, for further action in the matter.
- 12.3 All provisions made in the budget estimates will be allotted under correct heads or sub-heads.
- 12.4 After final allotment of budget to RCCF, the WPO must immediately bring to the notice of Principal Chief Conservator of Forests, Working Plan and Forest Settlement about any changes that may be required.
- 12.5 Maintenance of Accounts:- All expenditure incurred by the Working Plan Officer in connection with his working plan is to be kept within the budget allotments .
- 12.6 The Working Plan Officer will keep a monthly abstract of expenditure by items to ensure that his sanctioned allotment is not exceeded for which he will be responsible. The cash book is closed monthly as per rules.
- 12.7 Pay bills: - The pay of the Working Plan Officer and his staff will be prepaid by the Regional Chief Conservator of Forests office after getting the bills passed from the treasury and would disburse the

salary to staff by depositing the amounts in their respective saving bank accounts.

- 12.8 Traveling Allowance Bills:- Travelling Allowance shall be drawn according to the TA rules in force.
- 12.9 Expenditure will be incurred by the WPO as per prevailing rules.
- 12.10 Security of Subordinates: - The concerning subordinate staff will furnish adequate security as required under the rules in force from time to time.
- 12.11 Summary of Expenditure:- Budget control registers will be maintained by the WPO as per rules.
- 12.12 It will be the sole responsibility of the Working Plan Officer to watch that his sanctioned budget allotment is not exceeded. In all applications for sanction it must be reported whether necessary funds are available in the budget to meet the expenditure or not.