

**OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS (HEAD OF FOREST
FORCE), ARANYA BHAWAN, RAJASTHAN, JAIPUR**

No. F. 1 (2) 2008 / ESTT.GAZ / PCCF/

Dated:

OFFICE ORDER

The State Government vide order no. F12 (59) Forest / 2016 dated 01.10.2018 has assigned the following duties to Principal Chief Conservator of Forests (HoFF), Rajasthan, Jaipur:

- a. The Principal Head of the Department and advisor to the State Government for the Forest Department.
- b. Overall in-charge of the administrative, legal and financial matters.
- c. Overall in-charge of the planning, development, monitoring & evaluation of the projects / programmes in the Department.
- d. Coordination among the other Principal Chief Conservator of Forests in the Department.

Principal Chief Conservator of Forests (HoFF) in order to discharge aforementioned duties, in super-session of all earlier orders, assigns work as under to the following officers in the office of PCCF (HoFF):

I. Principal Chief conservator of Forests (Administration)

- a. Principal Chief Conservator of Forests (Administration) deal with all matters related to the following:
Establishment matters namely cadre management of all field and ministerial personnel of all ranks including IFS / RFS officers, ACRs, finalization of seniority lists, promotions, ACP related works, training, leave, transfers, immovable property returns of officers & staff, vigilance matters/ profiles, sanction for higher studies, retirement, employment of dependents of deceased government servants, news media/ social media management.
- b. The following officers will assist the PCCF (Administration) in dealing with matters as indicated below and will function under his / her administrative control:
 - i. CCF (Establishment) will assist the PCCF (Administration) and will be the overall in charge of the Establishment section in the Head Quarters.
 - ii. DCF (Establishment) and DCF (Non Gazetted) will assist CCF (Establishment) in dealing with all establishment matters and will function under the administrative control of CCF (Establishment).
 - iii. ACF (Establishment) /ACF (Non Gazetted) will assist DCF (Establishment)/ DCF (Non Gazetted) in dealing with all establishment matters and will function under the administrative control of DCF (Establishment)/ DCF (Non Gazetted).

- iv. PRO (Public Relations Officer) of the department will assist in content development and dissemination of all official communications (including press releases) to news media/ social media.

II. Principal Chief Conservator of Forests and Project Director, RFBP

- a. Principal Chief Conservator of Forests and Project Director, RFBP will deal with all matters related to implementation and monitoring of RFBP Phase II, liaise with funding agencies namely JICA, RFBCP, AFD etc., monitoring of timely submission of reimbursement claims, project formulation of other externally aided projects and its implementation.
- b. Addl. Project Director (Development), Addl. Project Director (Administration) and Joint Project Director will function under the administrative control of PCCF & Project Director, RFBP.

III. Additional Principal Chief Conservator of Forests & CEO (CAMP A)

- a. CEO (CAMP A) will perform all duties in accordance to the provisions given under Compensatory Afforestation Fund Act, 2016 and Compensatory Afforestation Fund Rules, 2018 and its subsequent amendments.
- b. CCF (CAMP A), DCF (CAMP A) and ACF (CAMP A) will assist the CEO (CAMP A) and will function under his / her administrative control.

IV. Additional Principal Chief Conservator of Forests (FCA & Nodal Officer)

- a. Additional Principal Chief Conservator of Forests (FCA & Nodal Officer) will perform all duties as required and prescribed in Forest Conservation Act, 1980 and various rules made there under.
- b. He / She will also work with CEO (CAMP A) for reconciliation of CAMP A funds - by providing relevant information.
- c. CCF (FCA), DCF (FCA) and ACF (FCA) will assist the Nodal Officer and will function under his / her administrative control.

V. Additional Principal Chief Conservator of Forests (Forest Protection)

- a. Additional Principal Chief Conservator of Forests (Forest Protection) will deal all matters related to forest protection, forest offence cases, encroachments on forest land, forest fires, illegal mining, illegal grazing and implementation of relevant sections dealing with forest protection under Rajasthan Forest Act, 1953 and its subsequent amendments and rules made thereunder, Transit Permit, disaster management, Forest Rights Act, cattle migration, NOC regarding forest land, Saw Mill rules, etc.
- b. CCF (Forest Protection), DCF (Forest Protection) and ACF (Forest Protection) will assist APCCF (Forest Protection) and will function under his / her administrative control.

VI. Additional Principal Chief Conservator of Forests (Headquarters)

Additional Principal Chief Conservator of Forests (Headquarters) will deal:

- a. All matters related to the State Assembly and Parliament questions including compliance of assurances
- b. All matters related to departmental enquiries of all cadres, implementation of Right to Information Act, establishment matters related to HQ, maintenance of office building, issues related to HQ vehicle pool, allotment of vehicles in HQ, etc.
- c. The following officers will work under the administrative control of APCCF (Headquarters) and will assist in dealing with various matters as mentioned below:
 - i. DCF, Enquiry: All matters related to departmental enquiries of all the cadres (Gazetted and Subordinate)
 - ii. DCF, Assembly: All matters related to the State Assembly and Parliament questions including compliance of Assurances.
 - iii. DCF, RTI: All matters related to Right to Information Act.
 - iv. DCF & TA to PCCF: All matters related to establishment, Drawing and Disbursement Officer for the office of PCCF (HoFF).

VII. Additional Principal Chief Conservator of Forests (Information Technology)

- a. Additional Principal Chief Conservator of Forests (Information Technology) will deal all matters relating to Information technology such as E – Governance initiatives, GIS activities including digitisation of Forest Blocks including unclassified forests, management of Department's website, various portal, development of IT infrastructure, meeting software requirement, connectivity issues and provide all necessary support to the Department.
- b. Also, APCCF (IT) will coordinate with other agencies of the Government including DoIT to provide seamless IT support to the Department.
- c. APCCF(IT) will further deal all matters related to emerging ecological issues and international treaties namely CBD , Aichi protocol ,SDGs, carbon footprint and carbon sequestration.
- d. DCF (IT) and ACF(IT) will work under the administrative control of APCCF (IT).

VIII. Additional Principal Chief Conservator of Forests (Labour & Law)

- a. Additional Principal Chief Conservator of Forests (Labour & Law) will deal:
 - I. All matters relating to court cases, appointment of officer in charge in Hon'ble Supreme Court / Hon'ble High Court / Tribunal, updating of LITES and reports to Govt., any other legal matters including supervising compliance of court decisions/Govt. directives.
 - II. All establishment related work of Work Charged employees including their transfer / postings, etc.,

- b. * DCF (Labour & Law), DCF (Litigation) and DLR/JLR/Sr. JLR will assist the APCCF (Labour & Law) and will function under his / her administrative control.

IX. Additional Principal Chief Conservator of Forests (Monitoring & Evaluation)

- a. Additional Principal Chief Conservator of Forests (Monitoring & Evaluation) will deal all matters related to monitoring and evaluation of schemes and works undertaken under various forestry programmes.
- b. Chief Conservator of Forests, PF & Evaluation, Jaipur and Conservator of Forests (Concurrent Evaluation) will function under the administrative control of APCCF (M&E) and assist him/her in performing above mentioned duties.

X. Additional Principal Chief Conservator of Forests (NTFP)

- a. Additional Principal Chief Conservator of Forests (NTFP) will deal all matters related to Tendu patta trade of the Department.
- b. Deputy Conservator of Forests (NTFP) shall assist APCCF (NTFP) and will work under the administrative control of APCCF (NTFP).

XI. Additional Principal Chief Conservator of Forests (Project Formulation and Co-ordination)

- a. Additional Principal Chief Conservator of Forests (Project Formulation and Co-ordination) will deal all matters relating to formulation of new projects of the Forest Department. In addition, he / she will address matters of general coordination concerned with more than one section of this office such as CM / FM references and any other duties assigned by PCCF (HoFF).
- b. DCF, Coordination will assist APCCF (PF&C) in dealing with above matters and will function under his / her administrative control.

XII. Additional Principal Chief Conservator of Forests (Soil Conservation)

- a. Additional Principal Chief Conservator of Forests (Soil Conservation) will deal all matters related project formulation and implementation of various Soil Moisture Conservation schemes of both the CSS and State schemes.
- b. Chief Conservator of Forests (FPRP, Jaipur) and Chief Conservator of Forests (RVP, Kota) will assist APCCF (Soil Conservation) and will work under his / her administrative control.

XIII. Additional Principal Chief Conservator of Forests (Production)

- a. Additional Principal Chief Conservator of Forests (Production) will deal all matters related to functioning of Departmental Operations.
- b. Chief Conservator of Forests (DoC) shall assist APCCF (Production) and will work under the administrative control of APCCF (Production).

XIV. Chief Conservator of Forests (Departmental Operations)

- a. Chief Conservator of Forests (Departmental Operations) will deal all matters related to harvesting, transportation and sale of timber, fuel wood and bamboo.
- b. He / She will coordinate with other agencies in the State and ensure that all the activities of Departmental Operations Circle are carried out on a sustainable manner.
- c. DCF & TA to CCF (DO) will assist him / her and will work under the administrative control of CCF (DO).

XV. Chief Conservator of Forests & T.A. to PCCF (HoFF)

- a. Chief Conservator of Forests & T.A. to PCCF (HoFF) will assist the PCCF (HoFF) in his day to day work.
- b. He / She will be working under the administrative control of PCCF (HoFF).

XVI. Chief Conservator of Forests (Training) and Director, RFWTI

- a. Chief Conservator of Forests (Training) and Director, RFWTI will deal all matters related to the management of training, education programmes, training of forestry personnel, VFPMC office bearers and other stake holders in the State.
- b. He / She will coordinate with various Forestry Training Institutes in the State and in the country.
- c. DCF, Training – Alwar, Jaipur and Jodhpur and ACF Training – Taal Chappar shall assist Director RFWTI in performing his / her duties and shall be under his / her administrative control.

XVII. Chief Conservator of Forests (Silviculture)

- a. Chief Conservator of Forests (Silviculture) will be the State Silviculturist and will deal all matters related to research activities in the State Forest Department.
- b. He / She will liaison with various research institutes in the State and country.
- c. Conservator of Forests (Research) and DCF (Research) will be under the administrative control CCF (Silviculture) and will assist him / her in performing assigned duties.

XVIII. Financial Advisor

- a. Financial Advisor will deal all financial matters related to budget allotment of the Department. He / She will perform all other duties as assigned by Finance Department to Financial Advisors.
- b. He/She will also give advice on financial issues to other PCCFs of the Department on their request as and when required.

- c. * Account Officer, AAO Budget and AAO Internal Audit will assist Financial Advisor and will be under his / her administrative control.

Further, movement of files from various Officers in the Head Quarters will be done in a manner as given below:

- A. All files of APCCF (FCA), APCCF (Soil Conservation), APCCF (Monitoring & Evaluation) and CCF (Training) shall be submitted to PCCF (HoFF) through PCCF (Development).
- B. All files related to Assembly and Parliament shall be submitted to PCCF (HoFF) through PCCF (Development).
- C. All files related to APCCF (Forest Protection) and APCCF (Production) shall be submitted to PCCF (HoFF) through PCCF (Working Plan & Forest Settlement).
- D. All files related to APCCF (PF & C) shall be submitted to PCCF (HoFF) through PCCF & Chief Wildlife Warden.
- E. All files related to APCCF (IT) and APCCF (Labour & Law) shall be submitted to PCCF (HoFF) through PCCF (Administration).
- F. All Files related to CEO (CAMP), APCCF (Head Quarters), APCCF (NTFP) and CCF (Silviculture) shall be submitted to PCCF (HoFF) directly.

Note:

1. Principal Chief Conservator of Forests – Development, Chief Wildlife Warden and Working Plan & Forest Settlement shall discharge their duties as mandated by the Government Order No. 12 (59) Forest / 2016 dated 01.10.2018. Orders relating to duties and responsibilities of Officers posted in Development, Wildlife and Working Plan & Forest Settlement shall be issued by the concerning PCCF.
2. Any work, not specifically assigned to anyone will be looked after by an Officer (s) to whom it will be assigned by PCCF (HoFF).
3. In case of an emergent need, reassignment of work among the Officers in the Head Quarters will be issued by PCCF (HoFF) separately on case to case basis.
4. All Regional Chief Conservator of Forests (Territorial / Wildlife) will function directly under the administrative control of PCCF(HoFF)/PCCF(Wildlife).



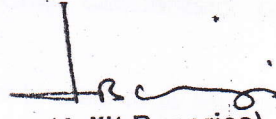
(Dr. D.N. Pandey)
Principal Chief Conservator of Forests (HoFF)
Rajasthan, Jaipur

No.F.1(2) 2008 /ESTT.GAZ./ PCCF / 2628 - 2668

Dated: 22-09-2022

Copy forwarded to following for information and necessary action:

1. P.S. to Hon'ble Forest Minister, Govt. of Rajasthan, Jaipur.
2. P.S. to Pr. Secretary (Forest, Environment & CC), Govt. of Rajasthan, Jaipur.
3. Pr. Chief conservator of Forests (Development), Pr. Chief Conservator of Forests (Working Plan and Forest Settlement), PCCF and Chief Wildlife Warden with request to issue order for assigning duties and responsibilities to officers under their jurisdiction in compliance of Govt. order no. F12(59) Forest / 2016 dated 01.10.2018
4. All Additional Pr. Chief conservator of Forests, Rajasthan Jaipur.
5. All Regional Chief conservator of Forests. (T/WL)
6. Guard File


(Arijit Banerjee)

Principal Chief conservator of Forests (Administration)
Rajasthan, Jaipur

