

## **3rd Manual: Procedure followed in decision making**

### **a. Process of Decision making.**

Decisions on important policy matters are taken at the level of the State Government.

Decentralized process of decision-making based on bottom up approach is followed in the department. Decisions on important matters are taken on the advice of groups of officers under the chairmanship of Principal Chief Conservator of Forests (HoFF) or any other suitable senior officer. Principal Chief Conservator of Forests(HoFF) is the Chief Technical Advisor to the Government on forest matters. He is also Head of the Forest Department in Punjab.

Decision making process and supervision is as per the details given in manual 2 under the Powers and duties head.

The procedure followed in the decision making process, including channels of supervision and accountability.

Decisions are taken at various levels by the officers in accordance with administrative, financial and technical powers delegated to them from time to time.

### **b. Final decision making authority**

It varies from case to case and as per the powers exercised by different levels of officers. The decisions are taken under the rules and Acts governing that particular issue.

### **c. Related Provisions/ Acts Rules Etc**

Forest and Wildlife Officers draw powers from the various Acts currently being enforced in the State the details of which are given in manual 2. The rules under each of the above acts which are framed by the competent authority are followed example Punjab financial rules I & II, Discipline and appeal rules , Saw mills rules .

### **d. Time Limit for Taking a decision**

No specific rules exist except for cases coming under the purview of Forest Conservation Act 1980 and RTI Act 2005. However, the decisions are routinely taken within time limits that are generally required for file work keeping in view the various constraints.

### **e. Channel of supervision and Accountability.**

The administrative set up of the department has been given in the organization chart as given in Manual 1. As per the administrative set up, channel of supervision in the department is as under:

#### **Forest Guard:**

He is generally put in charge of a beat and is an entry level official responsible for deployment of labour for execution of work, protection of forest etc.

**Forester:**

He supervises the work of Forest Guards under him. He is in charge of the Forest Block. He is also responsible for the realization of price and compensation in respect of compoundable forest offences. He also acts as prosecutor in the cases of forest offence challaned in courts.

**Deputy Ranger and Forest Ranger:**

Deputy Rangers and Forest Rangers are generally put in charge of ranges and are assisted by Foresters also called Range Assistants. They supervise the work of Foresters and Forest Guards. Range is an executive charge and he is responsible for the execution of works in his range and Maintenance of record, disbursement of wages and other payments in the range etc.

**Divisional Forest Officer (DFO):**

The work of Range Officers is supervised by the Divisional Forest Officer. Generally there are 3-5 ranges in a division. He is responsible for the proper management of forest and finance of his division.

**Conservator of Forests (CF):**

The work of divisions is supervised by the Conservators of Forests who are in charge of circles. Generally there are 3-4 divisions in a circle except the functional and wildlife circle where the number is less. He is controlling officer of all the DFOs under him and has full control of area forest/wildlife matters within his circle.

**Chief Conservator of Forests (CCF):**

The Chief Conservator of Forests supervises the work of Conservator of Forests under their control. Territorial Chief Conservator of Forests after the recent restructuring of the cadre by the state will now be supervising the works of the DFO's in his circle.

**Additional Principal Chief Conservator of Forests (APCCF):**

The works of Chief Conservator of Forests/Conservator of Forests under their control are supervised by the APCCFs.

**Principal Chief Conservator of Forests (HAG+):**

The works of Additional Chief Conservator of Forests/Conservator of Forests under their control are supervised by the PCCF(HAG+).

**Principal Chief Conservator of Forests (HoFF):**

As head of the Forest Force of the State he supervises the work of all the officers subordinate to him directly or indirectly. The works of PCCF (HAG+), APCCFs and CCFs are supervised by the Principal Chief Conservator of Forests, Punjab. He is Chief Technical Advisor to the Govt. on forest matter.

**f. Accountability**

All the officers and employees of the department are accountable as per their duties assigned to them.

**Wildlife Wing of the Department**

**Manual-III**

i) Procedure followed in decision making: Same as in Forest Department.