

2nd Manual: Powers & duties of officers & employees

Powers and duties of officers and employees of forest department.

DUTIES:

The approved administrative setup for the above said officers is defined with the Government Memo No 43/17/2002-Ft.4/254779/1 dated 27-06-2014 as under :

(A) Principal Chief Conservator of Forests (HoFF)

He will be the Head of the Forests and Wildlife Preservation Department, Punjab and will be responsible for his duties as defined in various acts/ manuals. The headquarters of the officer will be at S.A.S. Nagar (Mohali). He will be directly assisted by the following officers:

- (i) Principal Chief Conservator of Forests (HAG+) Wildlife & Projects
- (ii) Additional Principal Chief Conservator of Forests (Administration)
- (iii) Additional Principal Chief Conservator of Forests (Development).
- (iv) Chief Conservator of Forests, Shiwalik Circle Hoshiarpur.
- (v) Chief Conservator of Forests, Ferozepur Circle at Ferozepur.
- (vi) Conservator of Forests, South Circle, Patiala.
- (vii) Conservator of Forests, Bist Circle Jalandhar and

He may assign any additional task to any officer working in the department. In addition, he may re-distribute/re-allocate the works amongst the officers working at the Headquarters.

(B) Principal Chief Conservator of Forests (HAG+)Wildlife & Projects

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officer directly and over their subordinate officers indirectly:

1. Additional Principal Chief Conservator of Forests Wildlife & Chief Wildlife Warden, S.A.S. Nagar (Mohali).
2. Conservator of Forests, Projects, S.A.S. Nagar (Mohali).

(C) Additional Principal Chief Conservator of Forests (Administration)

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

1. Chief Conservator of Forests (Forest Conservation), S.A.S. Nagar (Mohali).
2. Conservator of Forests (Headquarters), S.A.S. Nagar (Mohali).

(D) Additional Principal Chief Conservator of Forests (Development)

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

1. Chief Conservator of Forests, Information Technology and Extension, S.A.S. Nagar (Mohali).
2. Chief Conservator of Forests, Working Plan, Monitoring and Evaluation with the Headquarters at S.A.S. Nagar(Mohali).
3. Conservator of Forests, Research & Training at Hoshiarpur.

(E) Additional Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden.

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

1. Conservator of Forests, Shiwalik Wildlife Circle, Hoshiarpur.
2. Conservator of Forests, Parks and Protected Area Wildlife Circle, S.A.S. Nagar (Mohali)
3. Conservator of Forests, Watershed Planning, S.A.S. Nagar (Mohali).

(F) Chief Conservator of Forests (Forest Conservation)-cum- Nodal Officer.

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officer directly and over his subordinate officers indirectly:

1. Conservator of Forests (Conservation), S.A.S. Nagar.

(G) Chief Conservator of Forests (Information Technology and Extension).

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Conservator of Forests (Information and Technology), S.A.S. Nagar.
- 2) Conservator of Forests (Extension), S.A.S. Nagar

(H) Chief Conservator of Forests, Working Plan, Monitoring & Evaluation at S.A.S. Nagar.

The headquarters of the officer will be at SAS Nagar (Mohali). He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Divisional Forest Officer, Working Plan;
- 2) Divisional Forest Officer, Monitoring & Evaluation;

(I) Chief Conservator of Forests, Shiwalik Circle with Headquarters at Hoshiarpur.

The headquarters of the officer will be at Hoshiarpur. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

1) Divisional Forest Officer, Ropar;

2) Divisional Forest Officer, Nawanshahar:

This Division consists of territorial jurisdiction of erstwhile Garhshankar Forest Division (excluding Mahilpur Range) and also includes Nawanshahar Range of present Jalandhar Forest Division.

3) Divisional Forest Officer, Dasuya;

4) Divisional Forest Officer, Hoshiarpur:

This Division consists of territorial jurisdiction of Hoshiarpur Forest Division but also includes Mahilpur Range of the erstwhile Garhshankar Forest Division.

(J) Chief Conservator of Forests, Ferozepur Circle, with Headquarters at Ferozepur.

The headquarters of the officer will be at Ferozepur. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

1) Divisional Forest Officer, Ferozepur:

The territorial jurisdiction of this Division will be the entire Moga District. In addition, it will also include Ferozepur and Zira Ranges of present Ferozepur Forest Division and Faridkot Range of Faridkot Forest Division.

2) Divisional Forest Officer, Shri Mukatsar Sahib:

This Division has been created after renaming the old Faridkot Forest Division. Its headquarters will be at Shri Mukatsar Sahib. The territorial jurisdiction comprise of areas of Shri Mukatsar Sahib and Malout Ranges of erstwhile Faridkot Forest Division and also includes -Jalalabad, Fazilka and Abohar Ranges of erstwhile Ferozepur Forest Division.

3) Divisional Forest Officer, Bhatinda:

The territorial jurisdiction of this Division remains the same as it was earlier with headquarters at Bathinda.

(K) Conservator of Forests (Headquarters).

The headquarters of the officer will be at S.A.S. Nagar. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

1) Deputy Director (Administration), O/o Principal Chief Conservator of Forests (HoFF), Punjab.

2) Deputy Director (Budget and Accounts), O/o Principal Chief Conservator of Forests (HoFF), Punjab.

(L) Conservator of Forests (Conservation).

The headquarters of the officer will be at S.A.S. Nagar. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Deputy Director (Stat) O/o Principal Chief Conservator of Forests (HoFF), Punjab.
- 2) Forest Map Officer O/o Principal Chief Conservator of Forests (HoFF), Punjab.
- 3) Administrative Officer (Forest Working) O/o Principal Chief Conservator of Forests (HOF), Punjab.

(M) Conservator of Forests (Projects).

The headquarters of the officer will be at S.A.S. Nagar: He will be responsible for the supervision and control over the following officer directly and his subordinate officers indirectly:

1. Divisional Forest Officer, Projects, O/o Principal Chief Conservator of Forests (HoFF), Punjab.

(N) Conservator of Forests Wildlife Shiwalik, with Headquarters at Hoshiarpur.

The headquarters of the officer will be at. Hoshiarpur. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Divisional Forest. Officer, Wildlife, Hoshiarpur.
- 2) Divisional Forest Officer, Wildlife, Pathankot.
- 3) Divisional Forest Officer, Wildlife, Ropar.
- 4) Divisional Forest Officer, Wildlife, Phillaur (Newly created Division).

(O) Conservator of Forests Wildlife Parks and Protected Area with Headquarters at SAS Nagar (Mohali).

The headquarters of the officer will be at S.A.S. Nagar. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Field Director Zoo, Chhatbir;
- 2) Divisional Forest Officer, Wildlife, Ferozepur;
- 3) Divisional Forest Officer, Wildlife, Patiala;

(P) Conservator of Forests, Extension with the Headquarters at SAS Nagar (Mohali).

The headquarters of the officer will be at S.A.S Nagar. He will be responsible for the supervision and control over the following officer directly and over their subordinate officers indirectly:

1. Divisional Forest Officer, Extension at Patiala.
- 2 Divisional Forest Officer, Extension at Phillaur.
3. Divisional Forest Officer, Extension at Bathinda.

All the above three Divisions are newly created ones.

(Q) Conservator of Forests, Research and Training with Headquarters at Hoshiarpur.

The headquarters of the officer will be at Hoshiarpur. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Divisional Forest Officer, Research, Hoshiarpur;
- 2) Divisional Forest Officer, Training, Hoshiarpur.

Both these Divisions are newly created ones:

(R) Conservator of Forests, Bist Circle; with Headquarters at Jalandhar.

The headquarters of the officer will be at Jalandhar. He will be responsible for the supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Divisional Forest Officer, Amritsar;
- 2) Divisional Forest Officer, Jalandhar;

This Division consists of present territorial jurisdiction of Jalandhar Forest Division excluding Nawanshahar Range. The headquarters of the Division will be at Jalandhar.

- 3) Divisional Forest Officer, Gurdaspur;
- 4) Divisional Forest Officer, Pathankot.

(S) Conservator of Forest, South Circle with Headquarters at Patiala.

The headquarters of the officer will be at Patiala. He will be responsible for the Supervision and control over the following officers directly and over their subordinate officers indirectly:

- 1) Divisional Forest Officer, Patiala.
- 2) Divisional Forest Officer, SAS Nagar (Mohali) at Kharar.
- 3) Divisional Forest Officer, Sangrur.
- 4) Divisional Forest-Officer, Ludhiana.
- 5) Divisional Forest officer, Mansa.

DUTIES:

Duties of the Forest Officers from the Principal Chief Conservator of Forests (PCCF) to the lowermost rank of Forest Guard have been defined in Chapter II of the Punjab Forest Manual Volume II. Principal Chief Conservator of Forests is the Head of the Department of Forests & Wildlife Preservation, Punjab. In addition, two posts of Additional Principal Chief Conservator of Forests have been included in the cadre. Additional PCCF (Development) has been assigned the duty of Research & Training, Working Plans and Management Plans of Forests, Monitoring & Evaluation and formulation of new projects. Additional PCCF (Wildlife) and Chief Wildlife Warden is incharge of all wildlife matters in the State and is responsible for the administration of the Wildlife (Protection) Act. Chief Conservator of Forests (CCF) territorials have also been assigned duty by Government for controlling and supervising the works of territorial Conservator of Forests (CFs). The duties are as under:

- 2.1 (i) The Chief Conservator (now PCCF) is the Chief Technical Adviser to Government on forest matters. He is also the Head of the Forest Department in the Punjab.
- (ii) He is empowered to deal on his own authority, with all professional questions such as working plans, silvicultural operations and fire protection.
- (iii) He supervises the framing of working plans. He deals finally with the preliminary reports, but submits the completed plans to Government for sanction. He is responsible for the final checking of the control forms for working plans sanctioned by Government.
- (iv) He submits to Government, for the whole State, the consolidated budget, the appropriation proposals and the annual forest administration report.
- (v) He controls the postings and transfers of the gazetted officers and transfers of members of the Subordinate Forest Service. The posting of gazetted officers to the charge of divisions are however, made by Government with his consultation.
- (vi) He as Head of the Department controls all forest affairs and issues such instructions, as he may consider necessary on the administration and working of the forests.
- 2.2 (i) Subject to control by Government and by the Chief Conservator (now PCCF) in matters with which he is competent to deal, the Conservator has full control of forest matter within his circle.
- (ii) The Conservator, within his circle, controls the postings and transfers of officers in charge of ranges and of clerks and the transfers of all other subordinates between divisions.
- (iii) The Conservator corresponds direct with Commissioners and Government on all administrative matters affecting his circle, but questions of personnel, finance, policy and matters which affect the department or State as a whole will be referred to the Chief Conservator (now PCCF) who will also be consulted on all important matters, specially sales.
- (iv) The Conservator will make frequent tours of inspection and visit once a year as many of the forests under his control as possible. During these tours the following points will receive particular attention, and, if necessary, be specially reported on to Government or the Chief Conservator:-
- (a) Surveys and settlements, made or in progress, and their cost, extent to which they are still required, nature and adequacy of the maps and settlements records prepared; results of working under the settlements in force;
- (b) Working plans already made or in progress, and their cost, extent to which they are still required; results of working of plans in force;
- (c) Forest boundaries, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done;
- (d) Roads, buildings and other similar works in existence or under construction, their cost, state of repair; new roads; buildings, or other works required;

- (e) Executive and protection staff, efficiency, state of discipline, etc;
- (f) Conditions of the forests, the methods of treatment employed; natural reproduction, causes which interfere with it etc;
- (g) Protection of the forests from injury, by man, by cattle, by fires, etc., breaches of the forest rules, their frequency and causes;
- (h) Works of reproduction and cultural improvements, extent, condition and cost of plantations made, conditions of nurseries; new sowings or plantings required; thinning; creeper cutting, etc., extent to which carried on and required;
- (i) Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them; outturn of the forests, and financial results;
- (j) Timber depots, their situation and adequacy; condition in which kept; state of their records, etc.
- (v) At the conclusion of each important tour of inspection the 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 Chief Conservator (Now PCCF), who will, however, transmit a copy to Government with his comments, should the note be of
- (vi) The Conservator will see that all money transactions are conducted in accordance with the rules in force; and will examine the cost of current works, and those which have been spread over several years. He will also ascertain whether the Divisional Officers and other members of the controlling staff are conversant with their duties, that discipline is maintained and that work is properly supervised.
- (b) A Conservator in control of an irrigated plantation must satisfy himself by personal inspection during the irrigation season that adequate arrangements have been made by the Divisional Forest Officer to irrigate each plantation.

2.3 The main duties of the officer in charge of a forest division are:-

- (i) To be responsible for the proper management of the forest business and for the finance of his division;
- (ii) To take an active part in all technical work;
- (iii) Subject to the orders of the working plan and his superior officers, to control the silviculture of his division and to be responsible for the correctness of all technical operations;
- (iv) To make himself thoroughly conversant with the Land Administration Manual and the land revenue settlements of his division;
- (v) To have 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 common sense;

(vi) To submit a monthly diary or progress report in which he will report briefly the progress of all works going on in the division and any other events of interest and importance. This, diary or progress report will be submitted to the Conservator.

(vii) (For irrigated plantation divisions only):-

To ensure by personal inspection and adequate organization and control that each and every compartment in the plantation is properly watered.

2.4 The following are the main duties of officer in charge of forest ranges:-

(i) To be responsible for all cash disbursements and expenditure within his range. All payments of pay and labour must, as far as possible, be made personally by him and he is personally responsible that labour is not employed for longer than necessary and that disbursements are made without delay;

(ii) To communicate all orders and instructions to his subordinates, and to see that they understand them and carry them out;

(iii) To check and control all works within his range, and to ensure that Government funds are used in the most economical and efficient way;

(iv) To protect Government interests by insisting upon good work from all subordinates and labour and by producing the highest revenue from his range consistent with the highest principles of forestry;

(v) To collect, check and consolidate all returns and registers, to prepare the monthly range accounts and to carry out all office work promptly and correctly;

(vi) To prevent any misuse of authority by subordinates, particularly in compounding forest offences.

2.5 The duties of a Range Assistant are:-

(i) To assist the range officer, to the best of his ability, to carry out the work of the department honestly and efficiently;

(ii) To carry out all orders that may be given to him;

(iii) To report to the range officer on all important happenings;

(iv) Thoroughly to understand the rules for compounding forest offences and closely to observe them. Except as laid down in these rules he is forbidden to take money from the accused;

(v) To prevent the forest guards under his control from misusing their authority, accepting bribes or harassing the people.

2.6 The main duties of a forest guard in charge of a beat are:-

(a) Beat guard.

- (i) To be fully acquainted with his beat and to have knowledge of everything taking place therein;
- (ii) To be fully acquainted with and to possess a list of the rights, privileges and concessions that may be exercised by the people in the forests of his beat;
- (iii) Strictly to observe the rules for compounding forest offences;
- (iv) To carry out under orders of the range officer, repairs to the boundary pillars, roads and buildings in his beat;
- (v) To carry out, without orders-
 - (a) the maintenance of fences;
 - (b) tending operations in regeneration areas and plantings;
 - (c) weeding of young plants, but not to incur expenditure on these works without the range officer's sanction;

2.7 The duties of a forest guard in charge of a resin depot are:-

(b) Resin guard.

- (i) To recruit sufficient labour for resin work, both during the tapping season and for preparatory work during the winter;
- (ii) To maintain order and neatness in his depot, to see to the weighing, soldering, numbering and dispatch of resin tins as laid down in order;
- (iii) To patrol his resin tapping areas and to see that the coolies are carrying out the tapping and collection to the best of their ability, and that the tapping rules are closely observed.

Some additional duties have also been assigned by way of an executive order which includes the duties of DFOs incharge of the division; Range Officers incharge of a range; Range Assistants and Forest Guard by the CCF vide No. B-16-H/33/9335-50 dated 19-08-1968. English Translation of the letter is as under:

Additional Duties of Incharge of Forest Division.

1. To make arrangement of the whole government property and forests in such a way so that the following damages or loses are minimized to a great extent.
 - i. Theft of forest produce and other government property.
 - ii. Illegal possession of government property.
 - iii. Damage to forest due to fire.
2. All responsibility of controlling expenditure and income of the Division so that the misappropriation of public funds does not happen.
3. To take active part in all technical works and give advice to subordinate staff on the spot.
4. To carry out all Silvicultural works according to approved working plan and as per the orders of senior officers, and also get all the Technical work done in a proper way.

5. To be familiar with State Civil Services and Revenue rules in a proper way.
6. To be familiar with the people with whom the Forest Department would come into contact and watch their interests with sympathy and to take action on the policy made for the said purpose with full understanding.

Only for Irrigation Forest Division:

7. To make sure with personal inspection and through subordinates that all compartments have been irrigated.

Additional duties of the Range Incharge:

1. To make arrangements of the whole government property and forests in such a way so that the following damages are minimized to a great extent:
 - A. Theft of forest produce and other government property.
 - B. Illegal possession of government property.
 - C. Unauthorized grazing
2. To ensure proper protection in his range and also take care of the new plantations.
3. To make arrangements of fire controlling measures in his range and to control the fire immediately if there is fire in area of his forest range.
4. To finish the enquiry of damage report completely within two months from the date of its issue and to write challan against the culprits who do not deposit the compensation of damage within two months.
5. To fix responsibilities and duties of all Range Assistants and to take proper work from them.
6. To spend all cash and keep control on it in his range. To make payments of salary of staff and wages of the labourers with his own hands. It will be his duty that labour is not employed more than the requirements and payment to this labour is made at right time.
7. To explain the staff all orders and directions and make sure that they fully understand and obey these orders and directions.
8. To inspect and control all the works of his range and to ensure that government funds are spent properly and with adequate care.
9. To take the work from the subordinate staff in a proper way so that the interests of the government such as collection of revenue of Forest Department, fine of forest crimes and spending of government funds are performed in a right and proper way.
10. To collect all the reports and registers and prepare a list of them. To prepare the monthly account of his Range Office and to do all the work immediately and properly.
11. It would be duty of the Range Officer to see that subordinate staff is not misusing his powers especially while collecting compensation of damage reports and employing the daily wage labour.

Additional duties of Range Assistant:

1. Range Assistant will perform all those duties which are given to him by the Range Incharge.
2. Range Assistant would assist his Range Officer in all departmental works with honesty and skill. He would obey all the official orders given to him to be obeyed.
3. Range Assistant would inform his Range Officer about all urgent information.
4. Range Assistant would fully understand all the laws relating to damage reports and act as per these laws accordingly. Except this he can not collect any other amount from the offenders.
5. It will be his duty that he will neither allow the forest guards to misuse their powers, and nor he would let them indulge into corruption harass the public.

Additional duties of Forest Guard:

1. This is the duty of the Forest Guard that he protects all forest produce and other government property, which is in his charge. He should be so vigilant that there is no fear of theft of forest produce, thorny wire and other government property. If any theft takes place in his beat he should make all possible efforts to trap the culprit.
2. Forest Guard would be fully responsible for safe guarding new plantations of his area especially from animals and fire damages.
3. Forest Guard should be fully familiar with his beat area and have information about every work being carried out in his area.
4. Forest Guard should keep the list of rights and concessions of the people on forests of the beat.
5. Forest Guard should be fully familiar with the laws relating to collecting fine for forest offences and he should act upon those properly.
6. Forest Guard should repair all boundary pillars, roads and buildings of his beat area under the orders of Range Officer.
7. Forest Guard should get the following work done without any prior orders.
 - i) To take care and repair of fencing.
 - ii) To get tending operations of new plantations done.He should not spend any amount for the above said purpose without the prior approval of the Range Officer.
8. It is duty of the Forest Guard to see that the wildlife laws are being followed in true sense. He should not allow poaching with cage or net in his beat area.
9. When the Forest Guard is put on special duty such as felling of trees and some other works that are got done from the temporary labour, he would be fully responsible to get these works done with full capability. He would take proper care and keep those things in a proper

way which are in government store under his control. It is his duty that he would keep all the things in a proper working order, which are in his charge.

10. It is his duty that he should make correct entries in muster roll especially their presence (Daily wage labourers) and the programme of work they have actually done.
11. He would keep with him the following records up to date and complete:
 - a) Register of all standing trees in his beat area.
 - b) Register of the trees which have been felled from his beat area.
 - c) Book of damage reports.
 - d) Mustroll and relating forms which are in his charge.
 - e) Any other record which is entrusted to him by his senior officers.

Forest and Wildlife Officers draw powers from the various Acts currently being enforced in the State as under:

- a) The Indian Forest Act, 1927
- b) The Punjab Land Preservation Act, 1900;
- c) The Patiala Forest Act, 1999 (B.K.); and
- d) The Forest (Conservation) Act, 1980
- e) The Punjab Wild Life Preservation Act, 1959
- f) The Wild Life (Protection) Act, 1972.
- g) The Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.
- h) The Biological Diversity Act, 2002.
- i) The Punjab Forest (Sale of Timber) Act, 1913;

Scanned copies of above mentioned acts are available on the official website of the Punjab forest department: pbforests.gov.in.

Wildlife Wing of the Department

Manual-II

2.1 (i) Powers & Duties of officers and employees

(i) Duties of the wildlife officers from the Chief Wildlife to the lowest forest/Wildlife guard have been defined in the chapter 2 of Punjab Forest Manual Vol.2 and wildlife Protection 1972 and Punjab Govt. order No 34/3/2006/Ft.5/5002 dt. 04.06.2008 and No. 46/226//2010. Ft.3/1910 dt. 14.03.2011.

(ii) Chief Wildlife warden is assisted by two Conservator of (Wildlife) and Conservators wildlife are assisted by six Divisional Forest Officer (wildlife).Chief Wildlife Warden is also the chief technical advertiser to the Govt. on wildlife matter and issues such instructions as he may consider necessary on the administration and working of wildlife department. He is also the head of wildlife department in Punjab. He is empowered to deal all the wildlife matters on his own authority, with all professional questions such as management plans, Master plans & developmental projects. The duties of Conservator of wildlife and Divisional Forest Officer (Wildlife) and staff are as Punjab Govt. order dated 04.06.2008 and 14.03.2011