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GOVERNMENT OF TRIPURA

ABSTRACT

Re-structuring of IFS Cadre etc. following IFS (Fixation of Cadre Strength) Amendment Regulations, 2009 – Order issued.

FOREST DEPARTMENT

G.O. No. 1

Dated, the 11 April, 2011.

(No.F. 2(72)/For/Estt-09/Part-I/)

Read: - Notification No.16016/10/2008-AIS(II) (A) dated 7<sup>th</sup> July, 2009 of Govt. of India, Ministry of Personnel, PG & Pensions, Department of

ORDER

In pursuance of the above Notification of Government of India, the Governor is pleased to notify the duties and responsibilities of the District Forest Officers, the Additional District Forest Officers and the Divisional Forest Officers as narrated below :

- a. The District Forest Officer will, broadly, carry out the following works within his territorial jurisdiction:

Roles & responsibilities	Description
Administrative	<ul style="list-style-type: none"><li>• Coordination with the District administration and other district level officers of different departments</li><li>• Head of Office for all office staff and field staff posted in the office of the District Forest Officer</li><li>• Supervision and monitoring of the work of Divisional Forest Officers as their controlling officer for all the works done by them in their official capacity</li><li>• Supervision and monitoring mentioned above will also include powers to grant casual leave to Divisional Forest Officers, powers to suspend non-gazetted staff, powers of Disciplinary Authority for minor penalty proceedings over non-gazetted staff of group B, C and D</li><li>• Reviewing &amp; Accepting authority of ACRs of all non-gazetted officials</li><li>• Powers to transfer within the District for all non-gazetted staff</li><li>• Reporting authority of ACR of Divisional Forest Officers, Additional District Forest Officer, and ACFs</li><li>• Submit Personal Diary in the prescribed format to the Chief Conservator of Forests (Territorial)</li><li>• Examine the Personal Diaries of the Addl. District Forest Officer, Divisional Forest Officers and ACFs under his control and issue necessary instructions for improvement in performance</li><li>• Examine the Personal Diaries of the Range Officers under his</li></ul>

	<ul style="list-style-type: none"> <li>control and issue necessary instructions for improvement in performance</li> <li>Chief Executive Officer of Forest Development Agencies of different Forest Divisions under him</li> <li>Chief Project Officer of Externally-Aided Projects for all the Divisions under him</li> <li>Reporting to the Forest HQ / CCF (Territorial) all the relevant information by way of routine and established protocols as well as whenever any information is asked for</li> <li>Carrying out of the instructions received from the Forest HQ / CCF (Territorial) as and when received</li> </ul>
Financial	<ul style="list-style-type: none"> <li>Issue administrative approval and expenditure sanction in respect of all the funds, including Departmental funds, funds received directly from the Government of India under NAP and other programmes, funds received from District administration etc., to Divisional Forest Officers under his jurisdiction</li> </ul>
Development	<ul style="list-style-type: none"> <li>Preparation of District Plan for forest department and submitting this to the Forest Department through CCF (Territorial)</li> <li>Monitoring of all the development works under all Schemes</li> </ul>
Statutory/Protection	<ul style="list-style-type: none"> <li>Exercise all such statutory powers and perform all such quasi-judicial functions as presently vested in territorial Conservator of Forests under various Acts &amp; Rules</li> <li>Execute contracts relating to disposal of departmentally operated timber</li> </ul>

b. The Additional District Forest Officer (ADFO) will, broadly, carry out the following functions:

Roles & responsibilities	Description
Administrative	<ul style="list-style-type: none"> <li>Carrying out the instructions received from the District Forest Officer</li> <li>Carrying out the functions of the District Forest Officer in the absence of the District Forest Officer except for statutory functions which will be carried out by him only when he takes over the charge formally as District Forest Officer</li> <li>Inspections of the subordinate offices like those of Divisional Forest Offices and reporting the observations, instructions, findings etc. to the District Forest Officer</li> <li>Attending meetings which the District Forest Officer may not be able to attend due to various reasons</li> <li>Submit Personal Diary in the prescribed format to the District Forest Officer</li> <li>Working as the CEO for Gram Van Panchayat Yojana</li> </ul>
Development	<ul style="list-style-type: none"> <li>Assist the District Forest Officer in preparation of District Plan for forest department</li> <li>Monitoring of all the development works under all Schemes as and when instructed by the District Forest Officer</li> </ul>
Statutory/Protection	<ul style="list-style-type: none"> <li>Exercise functions of Deputy Conservator of Forests in respect of land diversion proposals under FCA</li> <li>Supervise and control the activities and movement of Special Forest Protection Units within the jurisdiction of the District</li> </ul>

c. The Divisional Forest Officer will, broadly, carry out the following works within his territorial jurisdiction:

Roles & responsibilities	Description
Administrative	<ul style="list-style-type: none"> <li>• Head of Office for all office staff and field staff within his jurisdiction</li> <li>• Member-Secretary of Forest Development Agency</li> <li>• Project Officer of Externally-Aided Projects</li> <li>• Reporting authority for all office staff and field staff within his jurisdiction for the purpose of ACR</li> <li>• Coordination of work of the Forest Department in the Division with the Sub-Division level officials of other Departments wherever so required</li> <li>• Sundry works assigned to him by the District Forest Officer</li> <li>• Submit Personal Diary in the prescribed format to the District Forest Officer</li> <li>• Examine the work of the various offices of the Range Officers under his control and issue necessary instructions for improvement of performance</li> </ul>
Financial *	<ul style="list-style-type: none"> <li>• Drawing &amp; Disbursing Officer in respect of all the Schemes, including State Plan, CSS, NAP, Externally Aided Projects etc.</li> <li>• Collection of revenue</li> <li>• Disposal of audit paras related to Division</li> </ul>
Development	<ul style="list-style-type: none"> <li>• Execution of all the development works under all Schemes, including raising and maintenance of plantations, creation of nurseries, and constructions etc.</li> </ul>
Statutory/Protection	<ul style="list-style-type: none"> <li>• Authorized Officer under various Acts &amp; Rules</li> <li>• Exercise the powers of Collector for forest land under TLR &amp; LR Act</li> <li>• Execute contracts relating to disposal of seized forest produce</li> </ul>

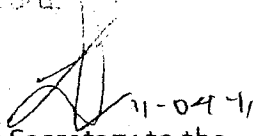
By order of the Governor

11.04.11  
 Joint Secretary to the  
Government of Tripura

Copy to:-

1. The Special Secretary to the Governor, Tripura, Raj Bhawan, Kunjaban, Agartala.
2. The Principal Secretary to the Chief Minister, Tripura.
3. The PS to the Forest Minister, Tripura.
4. The SA & JS to the Chief Secretary, Tripura, Agartala.
5. The PS to the PCCF, Tripura, Agartala.
6. The Secretary, Tripura Public Service Commission, Tripura, Agartala.
7. The Principal Chief Conservator of Forests, Tripura, Agartala
8. The Additional PCCF (Eco-tourism), Tripura, Agartala
9. The Additional PCCF (PF, M&E), Tripura, Agartala
10. The Additional PCCF (Protection), Tripura, Agartala
11. The CEO & PD, JICA/ IGDC Project
12. The Chief Conservator of Forests (Adm), Agartala

13. The Chief Conservator of Forests (Working Plan & Survey), Agartala
14. The Conservator of Forests, Southern Circle, Udaipur/ Northern Circle, Kumarghat
15. The Deputy Conservator of Forests (Headquarters), Agartala
16. The District Forest Officer, North Tripura/ West Tripura/ Dhalai/ South Tripura
17. The Divisional Forest Officer, Kailasahar/ Kanchanpur/ Manu/ Amabassa/ Teliamura/ Sadar/ Udaipur/ Bagafa/ Gomati/ Research/ Working Plan I & II/ Training/ Direction Division
18. The Wildlife Warden, Sepahijala/ Trishna Wildlife Sanctuary
19. The Director, Sepahijala Zoological Park
20. The Manager, Tripura Government Press for publication of the Notification in the next issue of the Tripura Gazette. He is requested to send 10(Ten) additional copies of the Notification to the Joint Secretary, Department of Forests.

  
Joint Secretary to the  
Government of Tripura