

232
82

Government of Tripura
Forest Department

No. F.13(103)/For/Estt-2014/50233-297

Dated, 12th the, February, 2015

Notification

The Governor of Tripura is pleased to notify the role and responsibilities of the District Forest Officer Addl. District Forest Officers and Sub-Divisional Forest Officers under the Forest Department, Govt. of Tripura as under:

A. District Forest Officer

Roles & Responsibilities	Description
Administrative	<ul style="list-style-type: none">• Will function as Head of District Forest Administration.• Coordination with the District Administration and other District Level Officers of different departments.• Head of Office for all office staff and field staff posted in the Office of the District Forest Officer.• Supervision and monitoring of the work of Sub Divisional Forest Officers as their Controlling Officer for all the works done by them in their official capacity.• Supervision and monitoring mentioned above will also include powers to grant casual leave to Sub Divisional Forest Officers and Range Officers;• Powers to grant Barred Leave, Medical leave and Casual Leave to Forest Officers and Range Officers and staff posted in his office.• Reviewing & Accepting Authority of ACRs of all non-gazetted officials.• Reporting Authority of ACRs of Sub Divisional Forest Officers, Additional District Forest Officer and ACFs.• Powers to transfer within the District for all non-gazetted staff subject to approval of the higher authority• Carry out inspection of all SDFO offices under his jurisdiction, annually.• Submit Personal Diary in the prescribed format to the concerned Chief Conservator of Forests (Territorial).• Examine the Personal Diaries of the Additional District Forest Officers, Sub Divisional Forest Officers, ACFs and ROs under his jurisdiction and issue necessary instructions for improvement in performance.• Reporting to the Forest HQ/Concerned CCF (Territorial) all the relevant information by way of routine and established protocols as well as whenever any information is asked for.• Carrying out of the instructions received from the Forest HQ / CCF (Territorial) as and when received.• Function as ex-officio wildlife warden in respect of area under his jurisdiction.
Financial	<ul style="list-style-type: none">• Issue administrative approval and expenditure sanction in respect of all the funds, including Departmental funds, EAP and other schemes and programs etc. to Sub Divisional Forest Officers under his jurisdiction.

Developmental	<ul style="list-style-type: none"> • Chief Executive Officer of Forest Development Agency of the district. • Chief Project Officer of Externally-Aided Projects for all the Sub Divisions under him. • Preparation of District Plan for Forest Department and submitting this to the Forest Headquarters through CCF (Territorial). • Allotment of funds received from FHQ and others to SDFOs.
Statutory / Protection	<ul style="list-style-type: none"> • Exercise all such statutory powers and perform all such quasi-judicial functions as presently vested in territorial DFO under various Acts & Rules. • Authorized Officer under various Acts & Rules for confiscation of vehicles and sawmills / secondary wood based industries. • Exercise all statutory powers of DCF under FCA.

B. Sub-Divisional Forest Officer

Roles & Responsibilities	Description
Administrative	<ul style="list-style-type: none"> • Head of Office for all office staff and field staff within his jurisdiction. • Supervision and monitoring of the works of Range Officers, Foresters, Forest Protection Parties and other field and ministerial staff posted under his jurisdiction as their controlling officer for all the works done by them in their official capacity. • Powers to grant Casual leave, Earned leave and Medical leave to all ministerial staff as well as field staff of the level upto Foresters and below under his jurisdiction. • SDFO of the HQs subdivision will act as Member Secretary of Forest Development Agency, but other SDFOs will act as co-member secretaries and will issue cheques separately for works in their areas of jurisdiction (sub-divisions). • Project Officer of Externally-Aided Projects. • Reporting Authority for all office staff and field staff within his jurisdiction for the purpose of ACR. • Coordination of work of the Forest Department in the Sub Division with the Sub Division level officials of other Departments. • Sundry works assigned to him by the District Forest Officer. • Carry out annual inspections of Range offices under his jurisdiction, and oversee inspection of Beat offices every six months. • Submit Personal Diary in the prescribed format to the District Forest Officer. • Examine the Personal Diaries of the Range Officers and GD of other field staff under his control and issue necessary instructions for improving efficiency and performance. The PDs of Range officers will be forwarded to the District Forest Officer with his observations. • Disposal of audit paras relating to the Sub Division/ erstwhile Division.
Financial	<ul style="list-style-type: none"> • Drawing & Disbursing Officer in respect of all the Schemes / programs including State Plan, CSS, NAP, Externally Aided Projects, CAMPA etc. • Collection of revenue. • Power for sanction of office articles / stationary / POL / Telephone bills/ Electricity bills and other Office Expenses up to Rs. 10,000/- (Ten thousand only) in each case.
Development	<ul style="list-style-type: none"> • Execution of all the development works under all schemes / programs including raising and maintenance of plantations, creation of nurseries and construction / other infrastructure etc.

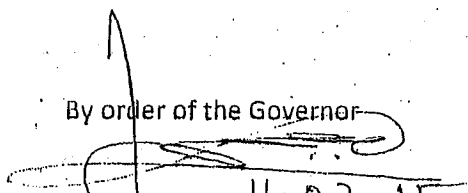
Statutory/ Protection	<ul style="list-style-type: none"> • Execute contracts relating to disposal of departmentally operated and seized timber and other forest produce. • Power to compound Forest O/R cases involving seizure of Forest Produce. • Issue of TRC and permit orders for tree extraction against jote land timber and other non-forest areas. • Exercise the powers of Collector for Forest land under TLR & LR Act. • Function as ex-officio Dy. wildlife warden in respect of area under his jurisdiction.
------------------------------	--

C. Additional District Forest Officer

Roles & Responsibilities	Description
Administrative	<ul style="list-style-type: none"> • Inspection of the subordinate offices like those of Sub Divisional Forest Offices annually and reporting the observations, instructions, findings etc. to the District Forest Officer. • Attending meetings which the District Forest Officer may not be able to attend due to various reasons. • Submit Personal Diary in the prescribed format to the District Forest Officer. • Monitor the timely and proper submission of PDs of all Range officers through the SDFOs along with their comments. • Monitor the timely submission of replies to audit observations for the district.
Financial	<ul style="list-style-type: none"> • Will function as DDO for the office of District Forest officer.
Development	<ul style="list-style-type: none"> • Assist the District Forest Officer in preparation of District Plan for Forest Department. • Monitoring of all the development works under all Schemes as and when instructed by the District Forest Officer.
Statutory / Protection	<ul style="list-style-type: none"> • Supervise and control the activities and movement of Special Forest Protection Units within the jurisdiction of District.

This is issued with the concurrence of the Finance Department, Govt. of Tripura vide UO No.1523/FIN(G)/14 dated 12.12.2014.

This is to take with immediate effect.

By order of the Governor

 (Dr. V. K. Bahuguna) 11.02.15
 Principal Secretary to the
 Government of Tripura.

To

The Superintendent of Government Press, Government of Tripura, Agartala with 2(two) spared copies with a request to publish the same in the next issue of the Tripura Gazette and to forward 25(twenty-five) Copies of the notification to Principal Chief Conservator of Forests, Tripura for record and distribution.

Copy to :-

1. The Secretary to the Governor of Tripura, Agartala.
2. The Secretary to the Chief Minister, Tripura.
3. The Private Secretary to the Minister for Forests, Tripura.
4. The P S to the Principal Secretary, Forests, Government of Tripura.
5. The Principal Chief Conservator of Forests, Tripura.
6. The Principal Chief Conservator of Forests & CWLW, Tripura.
7. The Secretary, Law Department, Civil Secretariat, Agartala.
8. The Addl. PCCF, Protection / APR.
9. The Chief Executive Officer, TTAADC, Khumuwng.
10. The Chief Conservator of Forests, WP & S / T& A / P&D / RT/ P.
11. The Conservator of Forests, P & WL /TC.
12. The Principal Officer (Forests), TTAADC, Khumuwng.
13. The District Forest Officer, West/ North/Dhalai/South / Unakoti/ Khowai/ Sepahijala/ Gumti District.
14. The Dy. Conservator of Forests, Research / Training / WP-I/WP-II/ P&D.
15. The Director, Clouded Leopard National Park, O/O PCCF, Tripura.
16. The Divisional Forest Officer, Sadar/Teliamura/Ambassa/Manu/Kailashahar/Kanchanpur/Udaipur Bagafa/Gumti/Direction Division.
17. Sub-Divisional Forest Officer, Dharmanagar / Kanchanpur/ Kailashahar/ Kumarghat/ Manu /Ambassa/ Teliamura/Khowai/Sadar Urban/ Sadar/ Bishalgari/ Sonamura/ Udaipur / Amarpur/ Karbook/Bagafa/ Sabroom.
18. The Wildlife Warden, Sepahijala / Trishna/ Rowa/ Gumti WL Sanctuary.
19. The Director, Sepahijala Zoological Park.

(C. L. Das)

Additional Secretary to the
Government of Tripura