

# **CHAPTER-2**

**The Powers and Duties of the  
Officers and Employees.**

<b>Duties of Principal Chief Conservator of Forests (HoFF)</b>	2.1	<ol style="list-style-type: none"> <li>1. The duties of the Principal Chief Conservator of Forests, Bihar are as follows:  All Forest matters will be dealt with in the Forest Department of the Secretariat. The Principal Chief Conservator of Forests will assist the Secretariat in dealing with forest matters as the Head of the Forest Department and will be the technical adviser to the State Government in forest matters. All communications on general and administrative subjects connected with the Forest Department should be sent to the Government direct. He will make recommendations regarding the postings and transfers of all gazetted Forest Officers of the Government.</li> <li>2. The Principal Chief Conservator of Forests is empowered to deal on his own authority with professional matters, silvicultural operations, protection, and matters mentioned in the statement regarding which powers have been delegated to him.</li> <li>3. In matters of Working Plans for the Forest Divisions, the preliminary working plan report will be approved by the Principal Chief Conservator of Forests. After the Working plan is prepared, he will submit the printed copy of the plan to the State Government for sanction</li> <li>4. The Principal Chief Conservator of Forests will supervise and control the system of the conservancy, method of silvicultural improvements, all systems of sales, and the conduct of forest research in the State. He may communicate with the Director General of Forests, GOI, and the officers of the Indian Council of Forestry Research &amp; Education, Dehra-dun on all technical and professional matters.</li> <li>5. The final preparation of the Annual Forest Administration Reports and the Budget estimates with appropriation proposals will form part of the general duties of the Principal Chief Conservator of Forests who will forward the same to the State Government.</li> <li>6. PCCF, Bihar is the cadre Controlling Authority of Range Officer of Forest's cadre.</li> </ol>
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<b>Duties of Principal Chief Conservator of Forests, (Development)</b>	2.2	<ol style="list-style-type: none"> <li>1. योजना मद, केन्द सम्बन्धित एवं वाह्य संबंधित सभी योजनाओं (वन्य प्राणी से संबंधित योजनाओं को छोड़कर) का सूत्रण। योजनाओं पर प्रधान मुख्य वन संरक्षक की अनुमति प्राप्त कर सरकार से सभी योजनाओं को स्वीकृति प्राप्त कर निधि का आवंटन, योजना अन्तर्गत कार्यों का अनुश्रवण एवं मूल्यांकन।</li> <li>2. संयुक्त वन प्रबंधन योजना, वन विकास अभिकरण तथा राष्ट्रीय वनरोपण कार्यक्रम के नोडल पदाधिकारी।</li> <li>3. वित्त अंकेक्षण संबंधी कार्यों के नोडल पदाधिकारी।</li> <li>4. 20 सूत्री कार्यक्रम के नोडल पदाधिकारी।</li> <li>5. वनाच्छादन एवं वृक्षाच्छादन में वृद्धि लाने से संबंधित सभी कार्य।</li> <li>6. सरकार तथा प्रधान मुख्य वन संरक्षक, बिहार द्वारा आबंधित एवं सौंपे गये अन्य कार्य।</li> <li>7. प्रधान मुख्य वन संरक्षक, बिहार इनके नियंत्री पदाधिकारी होंगे।</li> </ol>
<b>Duties of APCCF –cum- CWLW</b>	2.3	<ol style="list-style-type: none"> <li>1. वन्य प्राणी सुरक्षा, संवर्द्धन एवं प्रबंधन से संबंधित सभी योजनाओं का सूत्रण एवं प्रधान मुख्य वन संरक्षक, बिहार से योजनाओं का अनुमोदन प्राप्त कर सरकार से सभी योजनाओं की स्वीकृति प्राप्त करना। स्वीकृत योजनाओं से संबंधित निधि का आवंटन। संबंधित योजना के अन्तर्गत कार्यों का अनुश्रवण एवं मूल्यांकन।</li> <li>2. वन्य जीव (संरक्षण) अधिनियम, 1972 में निहित प्रावधानों के तहत प्रदत्त शक्तियों एवं दायित्वों का निर्वहन।</li> <li>3. राज्य के राष्ट्रीय उद्यान तथा अन्य संरक्षित क्षेत्रों का प्रशासनिक नियंत्रण एवं तकनीकी प्रबंधन।</li> <li>4. वन्य जीव से संबंधित विषयों पर भारत सरकार, संघ के अन्य पड़ोसी राज्यों एवं संस्थाओं के साथ समन्वय।</li> <li>5. निदेशक, पारिस्थितिकी एवं पर्यावरण, बिहार, पटना के नियंत्री पदाधिकारी।</li> </ol> <p>सरकार या प्रधान मुख्य वन संरक्षक स्तर से आवंटित एवं सौंपे गये अन्य कार्य।</p>
<b>Duties of CCF Administration &amp; HRD</b>	2.4	<ol style="list-style-type: none"> <li>1. गैर सरकारी संगठनों स्वयं सेवी संस्थानों एवं त्रि-स्तरीय पंचायती राज संस्थानों तथा नगर निकायों से समन्वय।</li> <li>2. वन पदार्थों के विदोहन, संग्रहण, परिवहन भण्डारण एवं विपणन से संबंधित सभी कार्य।</li> <li>3. राजस्व संग्रहण से संबंधित सभी कार्य (कार्यालय</li> </ol>

		<p>अधीक्षक एवं प्रधान लिपिक के संबंध में निर्णय लेने से पूर्व विभागाध्यक्ष का अनुमोदन प्राप्त करेंगे)।</p> <p>4. वर्ग-3 एवं वर्ग-4 के कर्मचारियों (वनों के क्षेत्र पदाधिकारी को छोड़कर) की स्थापना से संबंधित सभी कार्य (कार्यालय अधीक्षक एवं प्रधान लिपिक के संबंध में निर्णय लेने से पूर्व विभागाध्यक्ष का अनुमोदन प्राप्त करेंगे)।</p> <p>5. विभागीय आंतरिक निगरानी के प्रभारी पदाधिकारी।</p> <p>6. विभागीय खेल-कूद एवं सांस्कृतिक कार्यक्रम से संबंधित कार्य।</p> <p>7. विभागीय पदाधिकारियों को अल्प अवधि के विभिन्न प्रशिक्षणों, कार्यशालाओं, सेमिनारों के लिए मनोनयन संबंधी प्रस्तावों पर प्रधान मुख्य वन संरक्षक, बिहार का अनुमोदन प्राप्त कर सरकार की अनुमति प्राप्त करना।</p> <p>8. सरकार एवं प्रधान मुख्य वन संरक्षक, बिहार द्वारा आवंटित एवं सौंपे गये अन्य कार्य।</p> <p>9. प्रधान मुख्य वन संरक्षक, बिहार इनके नियंत्री पदाधिकारी होंगे।</p>
<b>Duties of APCCF Working plan, Training and Extension</b>	2.5	<p>1. वन कार्य नियोजनाओं के निर्माण, शोध प्रशिक्षण विस्तार एवं जनसम्पर्क से संबंधित सभी कार्य। इस हेतु सेमिनार, विचारगोष्ठी, कार्यशाला आदि का आयोजना</p> <p>2. वन संरक्षक, कार्यनियोजन अंचल, बिहार के नियंत्री पदाधिकारी</p> <p>3. वन (संरक्षण) अधिनियम, 1980 के नोडल पदाधिकारी तथा कैम्पा के अधीन सूत्रण एवं अनुश्रवण आदि कार्य से संबंधित योजनाओं के सभी कार्य करेंगे। सूत्रण के पश्चात् अपर प्रधान मुख्य वन संरक्षक (विकास) का अनुमोदन प्राप्त करेंगे।</p> <p>4. विभागीय डाटा का संकलन एवं संधारण।</p> <p>5. वनपालों एवं वनरक्षियों को विभागीय प्रशिक्षण की व्यवस्था। विभागीय प्रशिक्षण संस्थानों का नियंत्रण।</p> <p>6. वनभूमि में आग से संबंधित मामलों के नोडल पदाधिकारी।</p> <p>7. सरकार एवं प्रधान मुख्य वन संरक्षक, बिहार द्वारा आवंटित एवं सौंपे गये अन्य कार्य।</p> <p>8. प्रधान मुख्य वन संरक्षक, (HoFF) बिहार इसके नियंत्री पदाधिकारी होंगे।</p>

<b>Duties of Director Ecology &amp; Environment</b>	2.6	<ol style="list-style-type: none"> <li>पर्यावरण संरक्षण पारिस्थितिकीय विकास से संबंधित मामलें।</li> <li>वन संरक्षक वन्यप्राणी अंचल, वन संरक्षक-सह-क्षेत्र निदेशक, वाल्मीकी व्याघ्र परियोजना एवं निदेशक, संजय गाँधी जैविका उद्यान के नियंत्री अधिकारी।</li> <li>जैव विविधता से संबंधित मामला का समन्वयन।</li> <li>सरकार, प्रधान मुख्य वन संरक्षक, बिहार एवं अपर प्रधान मुख्य वन संरक्षक, बिहार एवं अपर प्रधान मुख्य वन संरक्षक-सह-मुख्य वन्यप्राणी प्रतिपालक द्वारा आवंटित तथा सौंपे गये अन्य कार्य।</li> <li>अपर प्रधान मुख्य वन संरक्षक-सह-मुख्य वन्यप्राणी प्रतिपालक, बिहार इसके नियंत्री पदाधिकारी होंगे। (1368 दिनांक-14.05.2008)</li> </ol>
<b>Duties of RCCF</b>	2.7	<ol style="list-style-type: none"> <li>Respective RCCF will exercise the powers vested to PCCF in their Jurisdiction.</li> </ol>
<b>Duties of Conservator of Forests</b>	2.8	<ol style="list-style-type: none"> <li>It is the duty of the Conservator of Forests to make tours of inspection and visit as many of the forests in the circle as possible. During these the following points should receive particular attention, and if necessary, be specially reported on to the Principal Chief Conservator of Forest:-</li> <li>Where Survey and Settlement or topographical survey of Forest demarcation and Forest Settlement operations are in progress in forest areas, the Conservator of Forests will keep in close touch with the operations going on to safeguard the interest of the Forest Department.</li> <li>Working plans already made or in progress, the extent to which plans are still required results of working plans in force.</li> <li>Forest boundaries, their nature, and state of repairs, demand action work still to be done.</li> <li>Roads, buildings, and, other works in existence or under construction, their cost, state of repairs, new roads, buildings, or other works required.</li> <li>Executive and protective staff, efficiency, state of the discipline, etc.</li> <li>Condition of the forests, the methods of treatment employed. Natural reproduction,</li> </ol>

		<p>causes which interfere with it, etc.</p> <p>8. Protection of the forests, from injury, by man, by cattle, by fires, etc., breaches of the forest rules, their frequency and causes.</p> <p>9. Works of reproduction and cultural improvements, extent, conditions and cost of plantations made, condition of nurseries: new sowing or plating required: thinning, creeper-cuttings, etc., extent to which carried out and required.</p> <p>10. Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them, outturn of the forests and financial results.</p> <p>11. Timber depots, their situation and adequacy, condition in which kept, state of records kept up in connection with them etc.</p> <p>12. The Conservator will further see that all money transaction are conducted in accordance with the rules in force, and he should examine the cost of current works, as well as of those which have been spread over several years.</p> <p>He should also ascertain that the Divisional Forest Officer and other members of the controlling staff are conversant with their duties, that discipline is maintained, and that work is properly supervised.</p> <p>13. The Conservator will inspect each Divisional Forest Office at least once a year and will make a detailed report of each inspection to the State Government through the Principal Chief Conservator of Forests and to the Accountant General on Account matter.</p> <p>14. In urgent and immediate cases, however, the Conservator of Forests may address the Government directly, sending a copy of the letter Information and any comments that he may like to make on the subject.</p> <p>15. The Conservator of Forests will submit two copies of diaries of his tour to his controlling officer, with a copy to his next superior officer in the hierarchy.</p>
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<p><b>Duties of Divisional Forest Officer</b>  <b>Rev. Department. No.</b>  <b>C/F 1502/258-1069R</b>  <b>Dated 09/08/1958)</b></p>	<p>2.9</p>	<ol style="list-style-type: none"> <li>1. Responsibilities for the effective check and control of Divisional forest accounts, both in respect of revenue and expenditure, and for the proper management of the forest business of his division rest on the Divisional Forest Officer.</li> <li>2. With a view to making a more useful assessment at Government level of the work done by Forest Officers during tours, the Divisional Forests Officer will submit his diaries to the conservator of forests in duplicate and the Conservator will consolidate statements of tours performed by the Divisional Forest Officers every quarter and send them to the Principal Chief Conservator of Forests "along with a Copy of the same to other superior officers in the hierarchy in the following form:-             <ol style="list-style-type: none"> <li>i. Number of days spent away from Headquarters.</li> <li>ii. Number of days spent over the inspection of forests.</li> <li>iii. Number of night halts in course of inspection of forests.</li> <li>iv. Number of enquiries made.</li> <li>v. Number of coupes and forests inspected.</li> <li>vi. Number of boundary pillars inspected.</li> <li>vii. Nature of afforestation work done.</li> <li>viii. Mileage done during the month.                 <ol style="list-style-type: none"> <li>(a) On foot.</li> <li>(b) On Government jeep.</li> <li>(c) On other conveyance.</li> </ol> </li> <li>ix. Remarks.</li> </ol> </li> <li>3. The Divisional Forest Officer will receive progress reports from Range Forest Officers accompanied by diaries in such form as the Divisional Forest Officer may direct. Reports and diaries will also be submitted by such other subordinates as the Divisional Forest Officer may direct.</li> <li>4. The Divisional Forest Officer will take all possible Steps for the maintenance of discipline and good behavior of the subordinates under him.</li> </ol>
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<p><b>Relation between the Divisional Forest Officers and the District Officers Appointment Department letter no.-I/CI-102/55A(part)6829 dated 16/09/1955</b></p>	<p>2.10</p>	<p>1. The Divisional Forest Officer will be in charge of forest administration in the division, The organizational and professional or technical control will be that of the Principal Chief Conservator of Forests, The district officer (Deputy Commissioners) will not be burdened with routine matters, establishment duties and technical matters of the Forest Department which he might have little knowledge.</p> <p>The Divisional Forest Officer should remain in close touch and seek his guidance and assistance. Wherever required, in matters pertaining to enforcement of Acts/Rule or relevant Administrative/ Executive orders, implementation of developmental schemes and maintenance of law and order and on his own part the District Officer should take keen interest in their work and help them in every way. The District Officer's guidance should, however, be confined to the administrative field, and in technical matters the views of the department officers should prevail.</p> <p>The relations between the Divisional Forest Officer and District Officers will be governed by Appointment Deptt. Letter no.- I/CI-102/53-A (Part) 6828 dated 16/09/1955.</p>
<p><b>Duties of Assistant Conservator of Forests</b></p>	<p>2.11</p>	<ol style="list-style-type: none"> <li>1. रेंज ऑफिसिस एवं बिट ऑफिसिस का समय-समय पर निरीक्षण</li> <li>2. वन रक्षियों के डायरीज तथा अपराध प्रतिवेदन का 10 प्रतिशत की जाँच।</li> <li>3. जंगलों एवं जंगलों के सामग्रियों का निरीक्षण तथा प्रत्येक वर्ष कम-से-कम 10 वन क्षेत्र सामग्रियों का निरीक्षण।</li> <li>4. मास्टर रोल तथा क्षेत्र मापी पुस्तिका की 10 प्रतिशत की जाँच।</li> <li>5. वनरोपण कार्य का पर्यवेक्षण एवं निरीक्षण जिसमें साइट क्लीयरेंस, मिट्टी भू-संरक्षण, सेविंग तथा प्लांटिंग कार्य। सभी कार्यों का कम-से-कम 25 प्रतिशत भौतिक जाँच।</li> <li>6. नहर तट एवं सड़क के किनारे वनरोपण का निरीक्षण</li> </ol>



		<p>तथा उससे संबंधित प्रसार वानिकी कार्य।</p> <p>7. वार्षिक वनरोपण का कम-से-कम 25 प्रतिशत भौतिक जॉच।</p> <p>8. वन क्षेत्र पदाधिकारियों द्वारा प्लान्टेशन जॉनरल्स के रख-रखाव की जॉच।</p> <p>9. एक वर्ष से तीन वर्ष के वृक्षारोपण का कम-से-कम 25 प्रतिशत तथा पुराने वृक्षारोपणों का कम-से-कम 10 प्रतिशत निरीक्षण।</p> <p>10. स्टॉक मैपिंग तथा जंगलों के विवरण का रख-रखाव।</p> <p>11. वन प्रमंडल पदाधिकारी के आदेशानुसार अन्य आवंटित कार्य।</p>
<b>Duties of Range officer of Forest (ROF) and Other Subordinate Officers</b>	2.12	<p><b>1. The officers under the Division/ Circle Establishments will comprise of :</b></p> <p>i. "Range Officer of Forest" who is a forest officer in charge of a Range.</p> <p>ii. Other Sub-ordinate Officers.</p> <p>(a) Beat Officer" in charge of a Beat and</p> <p>(b) "Sub-beat Officers" [the Forest Guard] in charge of a Sub-beat.</p> <p>iii. "Technical Officers" such as Surveyor, Amin, Inspector, Draftsman, Amin, Naka Guard etc.</p> <p><b>2. The officers of the above description, in general, shall –</b></p> <p>(i) Act in subordination and in accordance with the orders of the Divisional Forest Officer.</p> <p>(ii) Rules And Standing Orders that have been or may be enforced from time to time relating to the Forest Department.</p> <p>(iii) Visit all forests within their respective charges and keep a strict watch on the proper conservancy of the forest.</p> <p>(iv) See that boundary marks are in proper condition</p> <p>(v) Report promptly any occurrence affecting the welfare of trees, people and wild animals.</p> <p>(vi) Make enquiries and take suitable action in accordance with the rules in force in the event of any forest offence committed or being committed, keeping</p>

		<p>in view of the provisions of section 61 of the Indian Forest Act for wrongful seizure.</p> <p>(vii) Keep a strict watch that the forests in their respective charges are not injured by fire.</p> <p>(viii) See that cattle do not trespass in closed forest areas and graze in any open area without fees paid in accordance with the rules in force.</p> <p>(ix) Exercise proper supervision on the removal of forest produce by Government agency, consumers, free grantees and by privileged or right holders.</p> <p><b>3. Special to Range Officer of Forest :-</b></p> <p>(i) The Range Officer of Forest is responsible for the efficient management of his Range, condition and proper custody of all Government property and the discipline and behavior of all subordinates in his charge. He must see that each staff understands and attends to his duties. He should explain to them the rights and privileges of villagers existing, if any, in the forest, the legal action to be taken when necessary under the forest Acts and silvicultural work as prescribed in the working plan and/or ordered by the Divisional Forest Officer.</p> <p>(ii) The Range Officer of Forest will be responsible for the correct and judicious expenditure in his Range</p> <p>(iii) The Range Officer of Forest will maintain a daily diary in the prescribed form in the diary books issued from the Divisional Office in Which full but concise details of work done or inspected with the results of inspection must be given. The original copy of the diary will be submitted to the Divisional Forest Officer every month by the 5<sup>th</sup> of the following month to which it relates, retaining the duplicate copy in the book which will be returned to the Divisional Office before another one is</p>
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		<p>issued.</p> <p>(iv) The Range Officer of Forest will keep the felling series compartment histories and plantation journals up-to-date. He will record his observations and results of inspection in the form prescribed. The notes to be made should refer to growing stock including plantation (diameter and ht. growth measurements) suitability species, the results of operations carried out, etc.</p> <p>(v) Any forest of offense reported to him by Beat Officer on detected by him personally shall be enquired into by him expeditiously and the Prosecution Report submitted to the Divisional Forest Officer within thirty days of the receipt of the report by the Range Officer.</p> <p>A preliminary report, however, should be submitted to the Divisional Forest Officer within 24 hours in special report cases.</p> <p>(vi) When an arrested person is produced before him, he will, depending upon the gravity of the offense, either release the person on bond (if the so empowered in the specific Act) or forward him to the nearest police station or magistrate without any loss of time.</p> <p><b>4. Special to Beat Officers-</b></p> <p>(i) The Beat Officer is responsible for all work in his Beat. He should instruct the Sub-Beat Officers in their duties, see that they know their forest boundaries and check their diaries whenever he meets them and give the necessary instructions to them in writing and explain any Rules or Circular to them. He should see that they go about their charges and report (to his Range Officer of Forest) any negligence on their part.</p> <p>(ii) The duties of the Sub-Beat Officers in para (5) below are also applicable to Beat Officers.</p> <p>(iii) The Beat Officer will also maintain daily</p>
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		<p>diary as prescribed for Range Officers in para 3 (iii) above and submit monthly diary through Range Officer by the 5<sup>th</sup> of the following month.</p> <p>(iv) Any forest offense case reported to him by the Sub-Beat Officer or detected by him personally shall be enquired into by him expeditiously and the Prosecution Report submitted by him to his Range Officer of Forest within a fortnight from the date of detection. A Preliminary Report however should be submitted to the Range Officer of Forest within 24 hours in case of serious offences.</p> <p><b>5. Special to Sub-Beat Officers:-</b></p> <p>(i) Protect all forests in his Sub-Beat.</p> <p>(ii) Repair and paint forest boundary pillars, compartment and coupe signboards and also keep the boundary lines, coupe lines compartment lines clear.</p> <p>(iii) Prevent illicit cutting of trees by constantly patrolling the Sub-Beat</p> <p>(iv) See that cattle are not grazed in closed and fenced areas.</p> <p>(v) Frequently visit fire watch towers and keep look out for fires in fire season, burn fire lines in good time, collect villagers and put out Forest fires in the event of their occurrence and prevent kindling or leaving burning of fire upon public or private way in forests.</p> <p>(vi) Detect and report illicit shooting and fishing.</p> <p>(vii) See that no forest produce is removed without authority.</p> <p>(viii) Carry out silvicultural works, such as sowing seeds, planting and other cultural operations as ordered, cutting creepers, collecting seeds of important trees, preparing nurseries, making petty repairs to plantation and nursery fences without special order.</p> <p>(ix) Keep the forest Rest House and Range inspection Huts in his charge together with the compound in repairs, clean and</p>
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		<p>tidy and protect them from damage.</p> <p>(x) Submit first report in the prescribed form within 24 hours to his Beat Officer on discovery of a forest offence, try to trace the offender and give necessary help to his superior, officers in conducting the enquiry. When a person is arrested, he should be produced before the Beat Officer immediately. If the Beat Officer is not available, the person should be produced before the nearest police station or magistrate.</p> <p>(xi) Prevent any encroachment or cultivation within the forest</p> <p>(xii) He shall see that rights and privileges existing if any, in the forest are not infringed by the villager.</p> <p>(xiii) He shall maintain a daily diary book supplied from the Divisional Office. He will keep the list of forests in his charge with the forest area and the number of households and the extent of right in the forest etc. A list of right holders, coupes and Contractors' coupes with the area and period of lease etc. Should also be maintained in the diary book.</p> <p>(xiv) The diary should always be kept on his person and presented for check by any of his superior officers. Any instruction given to the Sub-beat officer should be written in the diary book.</p> <p>(xv) All offences and important matters along with a number of mazdoors engaged over a particular work should also be noted in the diary for the day.</p>
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