

## **CHAPTER-2 (MANUAL-I)**

### **2.1 Objective/purpose of the public authority**

- To ensure protection and conservation of existing Forests and bio-diversity including wildlife resources.
- To expand further these resources to cater to the needs of future generations.
- To achieve the goals set forth by the National forest Policy of 1988.
- to improve the environment and ecology .
- To implement the forest, wildlife and environmental laws..

### **2.2 Mission/vision statement of the public authority**

- To bring 20% of total geographical area of the state of Bihar under the forest/tree cover by the year 2012.
- to conserve the wildlife land ecosystems for stopping any further depletion in their population, and
- To bring the pollution level to the minimum tolerance limit.

### **2.3 Brief History of the public authority**

Previously the forest department was a part of the revenue department. However, with the increasing awareness of forestry and environmental issues, and the challenges faced by the country on these fronts the department was segregated from the revenue department.

### **2.4 Duties of the public authority**

- Formulation of rules and regulation for effective implementation of various laws connected with forest and environment protection.
- Enforcement of the laws enacted for protection of forests and environment.
- Preparation, execution, monitoring and evaluation of different development schemes with state and central funding.
- coordination with different departments

- Administrative control over Forest department (Directorate), Bihar State Pollution Control Board (an autonomous body) and Bihar State Forest Development Corporation Limited (a state PSU)

## **2.5 Main functions/ activities of the public authority**

Main activities/functions of the Deptt. are (i) Protection and conservation of all notified forests (6.87 Sq.KM) spread over in diff. Districts road side canal bank side flood protection bandh side plantations.

(ii) Maintenance of National Park. Sanctuaries land other protected areas in the State

(ii) Pollution Control through Bihar State Pollution Control Board.

(iii) Creating awareness among the people about the need to conserve forest and environment.

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(III) Bihar State Pollution Control Board H.Q-Patna.

(IV) Bihar State Forest Devt. Corporation Ltd. HQ-Patna.

2.8 & 2.9 Peoples participation is essential to achieve the goals of the Deptt to ensure which Participative forest Management methodology is adopted through JFM (joint Forest Management). VFMPs and EDCs have been formed which constitute the IFDAs in different Forest Divisions. These VFCs and EDCs are involved in implementation of various schemes under the IFDAs being funded by the state, MOEF, GOI. These Committees are extensively involved in protection activities as well. The peoples involvement is solicited more and more in Deptt activities

Vigilance cell----?

2.11 & 2.12 Details of office address etc. are as under-

(I) Secretariate (secretary, Env. & Forest Deptt.)

Secretary/Commr. & Secy.

Env. & Forest Deptt., Govt. of Bihar.

Sinchai Bhawan, Patna-15

Te. No.

FAX No.

OFFICE TIME- 10 A.M. to 5.00 P.M.

MONDAY TO SATURDAY

(III) Principal Chief Conservator of Forests, Bihar.

IV Floor, Technology Bhawan,

Bailey Road, Patna

Tel.No.

FAX No.

OFFICE TIME-

### CHAPTER-III

PCCF- To assist the secretariat in dealing with Forest matters as HOD Technical Advisor of State Govt. in Forest matters.

- To submit the printed copy of the working plan to the Govt. for sanction.
- To supervise & control the system of five conservancy method of Silvicultural improvements all systems of sales and the conduct of forest rdeserch all the forest.
- to prepare final Annual forest Administrative report & Budgfet estimates with appropriation proposals.
- As a HOD to fordst to exercise the powers delegated to the IHOD under the Bihar Service Cadre Pension Rules , Bihar T.A Rules land other codes.

CCF: -To assist the PCCF in all his functions.

CF: -To mave tours of inspection & visit as many of lthe forest as possible.

- To asacutain the DFO & other members of lthe lcontrolling staff are conversant with their duties that discipline is maintained & that work is properly supervisee.
- To inspect each DFO atleast once in a yr. & move detailed report lof leach report of the Govt. through proper channel.

DFO - To check & control effectively the divisional Forest accounts bother in respect of revenue & expenditure and for the management 8 forest business.

- To procure progress report from range Officers accompanier by Diaries.
- Responsible for the maintenance of discipline & good behaviour to the sub-ordinates under have.

#### ACCF, R.O , Forester & Forest Guard

To act in subordination and in accordance with the orders of the DFO.

- To discharge their duties in conformity with the klmannuals, Act, Rules & standing orders.
- To visit all forest l& keep a strict watch on the proper conservancy
- To sec.that call he dont trespass in closed forest areas & graze in any open are without lfees fried in accordance with the rules.

## **CHAPTER-4**

### **Rules, regulations, Instructions, Manual and Records for discharging functions**

The various acts and rules which guide the activities of the department are as under.

1. Forest (Conservation ) Act, 1980
2. Forest (Conservation )Rules, 1981
3. Wildlife (Protection ) Act, 1972
4. Wildlife (Transaction & Taxidermy) Rules, 1973
5. Wildlife (Stock declaration) Control Rules, 1973
6. Wildlife (Protection )Licensing Rules,1983
7. Reorganization of 2000 Rules, 1992
8. Wildlife (Specific Plants Stock Declaration) Central Rules 1995
9. Wildlife (specific Plants conditions for possession by Licensee) rules, 1995
10. Wildlife (Protection) Rules , 1995
11. Bihar Private Forests Act, 1947
12. Bihar Private Forests (Validating) Act. 1949
13. Bihar Preservation and Improvement of Animals Act, 1955
14. Bihar Preservation and Improvement of Animals Rules,1960
15. Bihar Kendu Leaves (Control of Trade) act, 1973
16. Bihar Forest Produce (Regulation of Trade) Act, 1984
17. Bihar Saw Mills (Regulation) Act, 1990
18. Bihar Saw Mills (Regulation) Rules, 1993
19. Bihar Rules for the Establishment of Saw Pits & Established & regulation of Depots,  
1983

#### CHAPTER-5 (Manual-4)

The Rules regulations manuals and records held by the Env. & forest Deptt. or under its control or used by its employees for discharging its functions

#### As in Chapter-4

The copies of the document related to the above laws can be had from PCCF Office or from Malhotra Publications/fee for the document . the fee will be levied in accordance<sup>4</sup> with the provisions made by the State Govt. in this regard.

### CHAPTER-6 (Manual-5)

A Statement of lthe categories of documents that are held by the Deptt. under its control .

Sl.No.	Category of documents	name of the documents & its type	Procedure for ohtaing documents	Under the control & in possession of the following
1	Notice	Notice	As per pe4rmission of State Govt.	Deptt/PCCF and Subordinate Officer
2	Office Order	Order	Do	Do
3	Circular of Deptt.	Circular	do	do
4	N.O.C.Order	NOC order	do	do

### CHAPTER-7 (M-6)

A Statement of Boards Council Committees and other bodies constituted as its part.

1. Bihar State Forest Dev.Corpn.
- 2.Bihar State Tannin Extract Ltd.
- 3.Bihar Solvent & Chemical Ltd.
- 4.Bihar State Pollution Control Board.

### CHAPTER -8 (Manual-7)

The names , designation & other particulars of the public information officers.

Sl.No.	Name & designation, Address	STD code	Telephone O/R	FAX	Email	Address

### CHAPTER -9 (Manual-8)

Procedure followed in decision Naming Process.

1. All the decisions are taken at the Govt. level through procuring order.
2. Departmental Head i.e, Secretary or Commissioner cum Secretary is authorised to tane decision in the file for day to day working .
- 3.The Deptt.ovf Env. & Forest has issued permanent order through which lthe power is delegated right from under Secretary to the Secretary level. and Departmental Minister of the Chief Minister.

A copy of the Permanent order is attached herewith for perusal.