

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.23957/98/M1.
Dated: 23-2-1999.

Office of the Principal Chief Conservator of Forests,
Andhra Pradesh, Aranya Bhavan, Hyderabad.

Sri S.D. Mukherji, IFS.,
Prl. Chief Conservator of Forests

CIRCULAR No. 1/99.

Sub:- Establishment – Forest Department – Reorganisation of Andhra Pradesh
Forest Department – Duties and responsibilities of Dy. Conservators of
Forests, Planning & Extension Divisions and Sub-Divisional Forest Officers
– Instructions – Issued.

Ref:- G.O.Ms.No.188 EFS&T (For.III) Department, dated 4-12-1998.

Government in the G.O. cited have issued orders reorganising the Andhra Pradesh Forest Department. The Government have redesignated certain posts as Dy. Conservators of Forests, Planning & Extension Divisions and Sub-Divisional Forest Officers. Accordingly the following instructions are issued regarding the duties and responsibilities of Dy. Conservators of Forests, Planning & Extension Divisions and Sub-Divisional Forest Officers.

1. Dy. Conservators of Forests (Planning & Extension Divisions)

The institution of Dy. Conservators of Forests, Planning & Extension Divisions have been created to have the following duties and responsibilities.

- a) He will co-ordinate with District Administration in all forestry matters and also attend to public relations.
- b) He will represent the Forest Department at District level and attend all the meetings with the District authorities to avoid multiple representations of the District level.
- c) He will act as focal point for planning of Forestry sector by using modern methods like GIS and MIS dovetailing forestry sector plan in the district development plan.
- d) He will extend necessary technical support for extension work to the needy farmers on nursery raising, tree cultivation, plant protection & marketing of harvested produce.
- e) He will take up raising of nurseries for public distribution as well as planting in public places outside the forests and monitor the activities. He will be responsible for all the forestry works outside the forests i.e., planting under Janmabhoomi, Clean and Green A.P. Campaign etc. He will send reports on such planning, planting, action plans and monitoring activities of extension works.
- f) He will prepare the strategic plans for the forests in the district by using modern technology such as GIS and MIS, duly integrating the Management/Action Plans prepared by the other Divisional Forest Officers.
- g) Dy. Conservators of Forests, Planning & Extension Divisions will be under the administration control of the Conservators of Forests, Planning & Extension Circles and when there is no such post of Conservator of Forests, Planning & Extension Circle, the Dy. Conservators of Forests, Planning & Extension Divisions will be under the administrative control of Conservators of Forests, Territorial.

2. Sub-Divisional Forest Officers:

As per the Andhra Pradesh Forest Department Code:

- I. The Sub-Divisional Forest officer is immediately subordinate to the Divisional Forest Officer in all matters, receives orders and instructions from him and assists him in supervision and inspection of works, including check measurement and in control of the establishment.
- II. The Sub-Divisional Forest Officer will inspect the Range Offices, depots etc., in his Sub-Division and see that the accounts, registers and books are maintained in order and posted upto date.
- III. The Sub-Divisional Forest Officer will carry out inspection of beats and wherever the Range Officer has not reported the illicit fellings and encroachment, he will make a detailed report to the Divisional forest Officer.

- IV. The Sub-Divisional Forest Officer will compound or deal with forest offence cases booked by him or Range Officers as per delegation of powers in A.P. Forest Act, 1967.
- V. Whenever there are no territorial Sub-Divisions, the Assistant Conservator of Forests attached to the Divisions will perform the duties entrusted to him by the Divisional Forest officer.

Besides the above duties and responsibilities given to the Sub-Divisional Forest Officers in the Forest Code and the Act, the following further orders are issued.

- a) The Sub-Divisional Forest Officer will test check all the Beat inspections every year and the vulnerable beats every six months in the beats falling in the Sub-Division.
- b) The fund application of the Forest Range Officers shall be routed through the Sub-Divisional Forest Officer. The Sub-Divisional Forest Officer will scrutinise and forward to the Divisional Forest Officer.
- c) The cash account of the Range will be sent to the Divisional Forest Officer only after the vouchers are scrutinised by the Sub-Divisional Forest Officer.
- d) The Sub-Divisional Forest Officer will check all forestry works and check measure atleast 10% of the work carried in the Sub-Division.
- e) A copy all the sanctioned estimates from the D.F.O's office will be forwarded to the Sub-Divisional Forest Officers so that the Sub-Divisional Forest Officer can exercise better control over the execution of works.
- f) The Casual leaves of the Forest Range Officers in the Sub-Division shall be sanctioned by the Sub-Divisional Forest Officer.
- g) The weekly diary of the Forest Range Officers in the Sub-Division will be routed through the Sub-Divisional Forest Officer who will record his observation on the diary of Forest Range Officers and submit to the Divisional Forest Officer.
- h) The Annual Confidential Reports of the Forest Range Officers in the Sub-Division will be initiated by the Sub-Divisional Forest Officer and submitted to the Divisional Forest Officer. Annual Confidential Report of the Dy. Range Officers which will be initiated by the Forest Range Officers will be countersigned by the Sub-Divisional Forest Officer before submitting to the Divisional Forest Officer.
- i) The Sub-Divisional Forest Officer will also undertake any work assigned by the concerned Divisional Forest Officer under a written order.

Sd/- S.D. Mukherhi,
Prl. Chief Conservator of Forests

To
All the Officers in Distribution list of Forest Department.

//TRUE COPY//