



**GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT**

The Right to Information Act - 2005

**OFFICE OF THE CONSERVATOR OF FORESTS
HYDERABAD CIRCLE,
HYDERABAD.**

**INFORMATION HAND BOOK
(As on 31-03-2011)**

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Information related to office of the Conservator of Forests, Hyderabad Circle, Hyderabad.

Introduction:

The Circle Office, Hyderabad is the Regional Unit representing the Andhra Pradesh Forest Department at Hyderabad under the administrative control of the Conservator of Forests, Hyderabad having jurisdiction over four districts as detailed below.

(Area in Sq.Kms).

Sl. no	Name of the district	Geographical area	Forest area covered	Percentage of forest area covered
1	Hyderabad & Ranga Reddy Districts	7692.14	681.262	8.856
2	Mahabubnagar District	13182.00	613.16	4.651
3	Nalgonda District	7139.00	420.269	5.886

This circle is having the following three territorial divisions and One functional divisions.

(Area in Ha)

Sl. no	Name of the division	No. of ranges	Notified blocks U/s-15.	Notified blocks U/s-4.	Notified blocks U/s-24.	CA areas to be notified
1	Hyderabad division	6	79	53	14	0.21
2	Mahabubnagar Division	4	51	16	1	1685.627
3	Nalgonda division	3	68	16	2	100.009
4	Flying Squad Division, Hyderabad	-	-	-	-	-

1.1 Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority.

1.2 Objective / Purpose of this information handbook:

As per the provisions of the Act, all citizens have the right to information and every public authority shall publish the information on the organization, its functions & duties, details of employees, rules, regulations, instructions, manuals and records held by it, particulars of the programmes, etc. and make available for public information.

1.3 Intended users of the information handbook :

Citizens, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4 Definitions of terms used :

- I) Wherever the following terms are used they mean :
- PCCF – Principal Chief Conservator of Forests
 - Adl. PCCF - Additional Prl. Chief Conservator of Forests.
 - CCF - Chief Conservator of Forests
 - CF - Conservator of Forests
 - DFO - Divisional Forest Officer
 - Sub-DFO - Sub Divisional Forest Officer.
 - ACF - Assistant Conservator of Forests
 - FRO - Forest Range Officer
 - APCFM – Andhra Pradesh Community Forest Management
 - RIDF – Rural infrastructure development fund.
 - CA – Compensatory Afforestation.
 - DES – Departmental Extraction Scheme
 - IFP – Integrated Forest Protection
 - SMC – Soil and Moisture Conservation
 - VSS – Vana Samarakshana Samithi

1.5 Organization of Information :

The information pertaining to the office of the Conservator of Forests, Hyderabad Circle, Hyderabad of Forest Department at circle level is provided in this booklet. The information as mentioned in the Right to Information Act vide section 4 (a) and (b) is provided item-wise in different chapters. The reference made to certain Rules, Manuals and Acts issued by Government of Andhra Pradesh or Government of India are quoted since they are applicable to the programmes / terms under reference are mentioned at Chapter-6.

1.6 More information can be had from the concerned Departmental Officers or the Public Information Officer / Asst Public Information Officer of the Department at free of cost or by paying the prescribed fee if any.

Chapter – 1

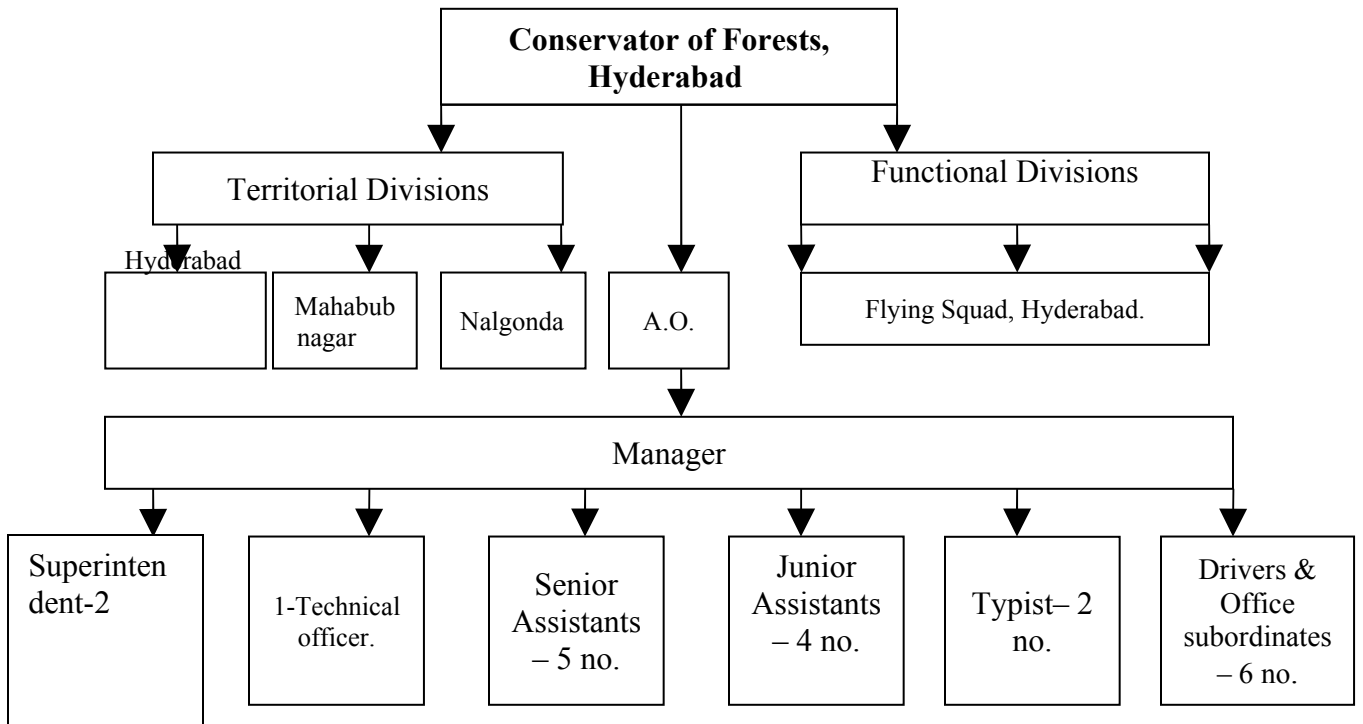
Organization, Functions and Duties (Section 4 (1) (b) (i))

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

The office of the Conservator of Forests, Hyderabad Circle, Hyderabad is the Regional office for four districts viz., Hyderabad, Ranga Reddy, Mahabubnagar & Nalgonda in the Forest Department of Andhra Pradesh. The particulars of organization, functions and duties are as follows:

Sl. no	Name of the organization	Address	Functions	Duties
1	Conservator of Forests, Hyderabad Circle Office, Hyderabad.	O/o. the Conservator of Forests, Hyderabad Circle, Aranya Bhavan, Hyderabad -4, 2nd Floor, Hyderabad.	The general administration of the reserved forests, protected forests and such other lands placed under the control of the Forest Department in the jurisdiction of Hyderabad Circle covered by four districts viz., Hyderabad, Ranga Reddy, Mahabubnagar & Nalgonda.	Responsible for the general direction and supervision of all forest works, for control of establishment, expenditure, sales and supplies and for general management of forests.

Organization chart of Conservator of Forests Office. Hyderabad.



Chief Functions of the Conservator of Forests, Hyderabad.

- i. The Conservator of Forests monitors the functions of the Divisional Forest Officers like dealing with the proposals relating to forest lands, reservation, de-reservation, assignments, mining leases, encroachments into forest lands, Forest Conservation Act, 1980, diversion of forest land for non-forest purposes, compensatory Afforestation, soil conservation, Issues relating to podu cultivation, forest settlement, forest survey and mapping, protection of forests, notifications, problems relating to destruction of forests - forest protection force / check posts / forest offences including smuggling, application relating to permissions for tree cutting, issue of transit permits in private patta lands, etc.

- ii. Allocation of funds under Plan and Non-Plan Schemes, NABARD assistance, APCFM project etc., planting programme, monitoring of supply of Minor Forest produce to Girijan Co-operative Corporation, issue of licenses to timber depots and renewal of saw mill licenses etc., by the Divisional Forest Officers.

- iii Dealing all the disciplinary cases relating to all categories up to the level of Range Officers and Senior Assistants, all service matters relating to categories up to the level of Range Officers and Senior Assistants, all matters relating to pay bills, arrear claims, maintenance of vehicles, phones, sanction of petrol bills, purchase of stationery, maintenance of stores etc. and all matters relating to pensions of employees retired in the circle Office.

- ✓ He will regulate the budget allotment within his circle and exercise control over the expenditure. He will make tours of inspection, visiting every division in his charge. During these inspections, he will inspect natural forests, and important forest works, examine the adequacy of the protective measures, and assess the work of Divisional Forest Officer and Forest Range Officers.
- ✓ He will conduct detailed inspection once a year of each (division as prescribed in the Andhra Pradesh forest code and as per the instructions issued by Principal Chief Conservator of Forests.)
- ✓ He is also responsible for planning a phased programme for revising working plans as and when they expire.

3. Staff in Circle Office:

The following are the details of staff working in the office of the Conservator of Forests, Hyderabad. Circle, Hyderabad.

i. Accounts Officer: Accounts Officer in Circle Office, Hyderabad looks after audit reports, audit objections, internal audit and A.G's audit under the administrative control of the Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.

ii. Manager: General supervision of all the sections in the Circle Office.

iii. Technical Officer & Technical Assistant:- Deals subjects relate to estimates, completion reports, Forest Schedule of Rates, Forest (Conservation) Act cases, Reservation of Forest Blocks, encroachments etc.

iv. Superintendent: - He look after the consolidation of circle monthly accounts, progressive statements, budget, passing of TA bills and other matters relating to accounts branch.

v. Senior Assistants & Junior Assistants: - The main duties of office assistant are dealing with cases relating to his section. Assistants are expected to do work of a routine and mechanical nature such as attending to correspondence on subjects relating to his section, maintaining the prescribed records and registers and preparation of drafts etc.

vi. Typist: - The main duties of the typists are fair copying the drafts approved by the Conservator of Forests.

Chapter – 3

Procedure followed in decision making process

Section 4 (1) (b) (iii)

The decision making process depends on the subject matter on which decision is to be made. The policy decisions are made by the Government generally in consultation with Prl. Chief Conservator of Forests. The Conservator of Forests decides the appeals in statutory matters and also deals with disciplinary cases. Most of the decision making is done at division level by Divisional Forest Officer.

Activity	Description	Decision making process	Designation of final decision making authority
Goal-setting & planning	Targets will be communicated by the Head of the Department for which a plan of operation with budgetary requirement will be submitted by the Circle.	The proposed plan of operation will be approved and a decision will be taken by the Head of the Department and communicate the same for implementation.	Prl.CCF., AP., Hyderabad.
Budgeting	Budget proposals will be submitted along with plan of operations for approval.	The proposals will be approved by the HOD and communicate the budget distribution for implementation.	CF., Hyderabad
Formation of programmes, schemes and projects	The schemes/ programmes and projects will be prepared and submitted for approval of the HOD.	The proposals will be approved by the HOD and communicate the budget distribution for implementation.	Prl.CCF., AP., Hyderabad

Recruitment/ hiring of personnel	Recruitment / Hiring of personnel will be taken up as per Government orders and scheme approvals.	Up to Technical Assistants, Senior Assistants.	Conservator of Forests.
		Up to Jr. Asst. level in Ministerial service and upto Forest Section Officer level in A.P. State and Subordinate Service Rules.	Divisional Forest Officer.
Release of funds	By Government funding.	Funds will be released as per scheme proposals and targets fixed.	Divisional Forest Officer.
Implementation/ delivery of service/ utilization of funds	Projects will be implemented as per action plans by the Forest Range Officers and subordinate staff.	Decision will be taken basing on the prevailing conditions by conducting regular field inspections and review meetings.	Divisional Forest Officer.
Monitoring and evaluation	Monitoring and evaluation will be conducted by conducting workshops and seminars.	Decision will be taken basing on the prevailing conditions by conducting regular field inspections.	Divisional Forest Officer.
Gathering feedback from public	A feed back will be obtained through prescribed formats of progress on monthly basis.	The consolidated feedback will be sent to higher officers through proper channel.	Divisional Forest Officer.
Undertaking improvements	If any improvements are required necessary supplementary proposals will be submitted	Decision will be taken basing on the feed back and monitoring.	Divisional Forest Officer.

4.2: Annual action plans will be prepared at Division level and Range level and also at VSS level and works will be carried out as per the action plans prepared.

4.3: The VSS will conduct General body / Managing Committee meetings and take decisions to implement the sanctioned programmes in their respective VSSs and accordingly programmes/Schemes will be implemented.

Chapter – 4

Section 4 (1) (b) (iv) THE NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS

5.1 The usual office hours are from **10-30 am to 5-00 pm**. After signing in the attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need.

5.2 The Service delivery and time frame for the services rendered by various levels of officers in Hyderabad Circle are given below.

Our aim is to achieve the following service delivery/quality parameters.			
Nature of service	Service Delivery Standards Time limit (days/hours/minutes)	Officer responsible	Located at
1	2	3	4
A) Granting of permission for Timber Depots. 1. Granting of license for the Depot	30 days	Divisional Forest Officer (T)	Respective districts
B) Supplying of bamboo to Burood Societies 1. Allotment of Burood Societies to the Circle/Division for the supply of Bamboo	10 days	Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad	Hyderabad
C) Granting of permission for Felling of private Patta land trees. 1. Granting of felling permission for the non-teak trees in the private patta lands, provided the application is in complete shape.	30 days	Divisional Forest Officer (T)	Respective districts

2. Granting of felling permission for teak trees in the private patta lands.	45 days		
3. Granting of felling permission for conversion of charcoal.	30 days		
D) Processing the project files for getting permission from Government of India under FC Act – 1980.			
1. Receipt of project – proposal in PCCF office and forwarding it to the concerned DFO.	15 days	PCCF, Andhra Pradesh, Hyderabad.	Hyderabad
2. Scrutiny of FC Act proposals, Site inspection forest land and non forest land (C.A) and forwarding to Circle Office.	45 days	Divisional Forest Officer (T)	Respective districts.
3. Scrutiny and forwarding the FC Act project proposal to Principal Conservator of Forests Office, from the Circle office.	15 days	CCF / CF (T)	Respective Circles.
4. Scrutiny and forwarding the proposal to the State Govt. from the Office of Principal Chief Conservator of Forests.	15days	PCCF, Andhra Pradesh, Hyderabad	Hyderabad
E) Redressal of Grievances			
1. Representations received from public representatives i.e. MP, MLA, etc.	Within 30 days	At all levels	Hyderabad /Respective places.
2. Representations received from public.	30 days	Divisional Forest Officer (T)	Respective places.
F) Permission for Transportation of Old Hut Material			
	30days after receipt of application in complete shape.	Divisional Forest Officer (T)	Respective places.
H) Granting permission for film shooting in the Forest areas	Within three days	Divisional Forest Officer (T)	Respective places.
I) Representation/ Grievances received from the staff.	30 days	At all levels	Hyderabad /Respective places.

5.3 For information outside office hours, the general visitors may please contact the concerned forest officer in their districts and office of the Conservator of Forests, Hyderabad on Phone no: (040-23232891).

5.4 All complaints will be acknowledged by us within 1 day and final reply on the action taken will be communicated within 30 days.

5.5 Consultation with users / stakeholders:

We welcome suggestions from users.

5.6 We seek your co-operation on the following

Citizens' charter is a joint effort between us and you to improve the quality of service provided by us.

We request you to help us in the following ways

- Inform us about the notorious timber smugglers.
- Inform us about the Wildlife poachers.
- Inform us about illegal storage of timber and other forest produce.
- Inform us about encroachers and encroachments in forest land.

CHAPTER - 5

RULES, REGULATIONS INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS (SECTION 4 (1) b (v))

Conservator of Forests shall enforce the following Acts and Rules within an area of jurisdiction.

- i. The A.P Forest Act 1967
- ii. The A.P Sandal Wood Possession Rules 1969
- iii. The A.P Sandal wood and Red Sanders Wood Transit Rules 1969
- iv. The A.P Saw Mills (Regulation) Rules 1969
- v. The A.P Teak wood Possession Rules 1970
- vi. The A.P Protected Forest Rules 1970
- vii. The A.P Forest Produce transit Rules 1970
- viii. The A.P Drift wood Rules 1975
- ix. The A.P Preservation of Private Forest Rules 1978
- x. The A.P Red Sanders Wood Possession Rules 1989
- xi. The A.P Forest Produce (Storage & Depot) Rules 1989
- xii. The A.P (Protection of Trees and Timber in Public Premises) Rules 1989.
- xiii. The A.P Charcoal (Production & Transport) Rules, 1992.
- xiv. The Amended Wild life (Protection) Act, 1972
- xv. The Wild life (Protection) A.P Rules 1974, And other Rules made under the Wild life (Protection) Act. 1971.
- xvi. The A.P.M.F.P (Regulation of Trade) Act 1971
- xvii. The A.P.M.FP (Regulation of Trade in Abnus Leaves) Rules 1970.
- xviii. The Wild life (Stock Declaration) Rules 1973.
- xix. The wild life (Transactions and Taxidermy) Rules 1973.
- xx. The Cattle Trespass (A.P Extension and Amendment) Act, 1959.
- xxi. The Cattle Trespass Act 1871
- xxii. Indian Forest Act, 1927
- xxiii. The A.P Forest Produce (Regulation of Trade) Act 1971
- xxiv. The A.P Forest Offences (Compounding and Prosecution) Rules 1969.
- xxv. The A.P Forest Settlement Rules 1969

- xxvi. The A.P Forest Contract (Disposal of Forest Product) Rules 1977.
- xxvii. The A.P Scheduled Area Minor Forest Produce (Regulation of Trade) Regulation, 1979.
- xxviii. Notifications under A.P Minor Forest Produce (Regulations & Trade) Regulation 1971.
- xxix. Notification under A.P Scheduled Areas Minor Forest Produce (Regulation of Trade) Regulation, 1979
- xxx. Notification Under Sec. 2 of the A.P Forest Act 1967
- xxxi. The Forest (Conservation) Act, 1980
- xxxii. The Forest (Conservation)Rules 1981
- xxxiii. Wild life (Protection) Act. 1972
- xxxiv. Government orders on Joint Forest Management
- xxxv. G.O Ms. NO. 173 EFS &T (For II) Dept., Dt. 7-12-96 as amended from time to time.
- xxxvi. Fundamental Rules
- xxxvii. A.P. Revised Pension Rules, 1980
- xxxviii. A.P. Financial code
- xxxix. A.P. Accounts Code
- xl. A.P. Treasury Code.
- xli. A.P. Forest Subordinate Service Rules, 2000
- xlii. A.P. State and subordinate Service Rules, 1996
- xliii. A.P. Ministerial Service Rules, 1998
- xliv. A.P. General Provide Fund Rules,
- xlv. A.P. Leave Rules, 1933.
- xlvi. A.P. Last Grade Service Rules, 1992
- xlvii. A.P. Driver Service Rules,
- xlviii. A.P. T.A. & LTC Rules
- xliv. A.P. C.C.A. Rules, 1991
- I. A.P. Civil Services (Conduct) Rules, 1964.
- li. A.P. Forest code.
- lii. D.E.T. Manual.
- liii. Working Plan of Hyderabad Division.
- liv. Working Plan of Mahabubnagar Division
- Iv. Working Plan of Nalgonda Division.

CHAPTER - 6

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL (SECTION 4 (1) b (vi))

The Forest Department has permanent records relating to the reservation of Forest Blocks and Gazette Notifications in respect of Reserve Forests, Protected Forests and relating to Blocks notified under Section 4 of the A.P. Forest Act.

The lease agreements relating to Minor Forest Produce is also available. All agreements are generally entered into by Divisional Forest Officer concerned.

The offence case records are maintained in Division offices and Forest Range Offices.

The Service Records are maintained at Circle office, for the persons working in circle. The Service Records of Indian Forest Service officers are being maintained by Pay and Accounts officer, Hyderabad and cadre management is done by the General Administration of the State Government.

The personal files (Confidential Reports) of Forest Range Officers, is being maintained in the Circle Office.

The details of timber sales are available in the concerned timber depots and logging division offices.

CHAPTER – 7

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF.

(SECTION 4 (1) b (vii))

Areas of Interface with the Public and Other Departments

For successful implementation of any programme the co- operation of the other Government Departments and involvement of the local public are most important. The agencies with which the Forest Department has interface are briefly discussed below.

- 1) **Interface with General Public**
 - a) **Social Forestry** In all matters of Social Forestry mutual confidence is of utmost importance. The people belonging to a village, as community are to be explained politely and convincingly the benefits that flow from the schemes to the general public both in rural and urban areas.
 - b) **Community Forest Management / Joint Forest Management** In the implementation of the programme the participants are to be taken into confidence and their views ascertained to evaluate their requirements for their benefit, as this would go a long way in not only successfully implementing the scheme but also in getting their Co- operation from the village as a community.
 - c) **Business men** : Purchasers of Forest Produce Timber merchants, Saw Miller etc., come in contact with the different Forest Officers. When they approach, their needs are to be politely ascertained and fulfilled expeditiously in accordance with the rules.
 - d) **Private Forest Owners** : The Private Forest Owners are the farmers owning trees may approach Forest officer either for writing a scheme for managing their forest or seeking permission for cutting trees and permits

for transportation . Their request is to be heard with patience and necessary relief granted as per rules.

- e) **Right Holders and Tribals** It is possible that people living in and outside the forest have right by custom or usage. They mostly belong to Tribals Community or poorer section of the Society. They may be given all the facilities for enjoyment of their rights. They will help the departmental officer to win their goodwill who may help the Department in times of need.
- f) **Media persons** : Press correspondents, Radio staff and Television people are the media persons who give publicity to the people about forestry activity . Forester's good efforts are rarely brought to light. Therefore keeping liaison with media person will help in giving correct picture of the Department.
- g) **Assistance and Co- operation in dealing with offences:** It is experience that most of the offences are detected on information furnished in Public confidence. For the genuine service, the informers are to be suitably rewarded from out of the secret service fund. At the time of arrest, search of premises and seizure of property, the departmental officers will need the Co- operation from the villagers who may have to act as Panchyatdars, Maintaining good relations with the villagers help the departmental officer in performing their duties.
- 2) **Interface with the NGOs**
- a) In the recent years, the participation of the NGOs in forestry activities has increased significantly.
- b) National Forestry Policy 1988 envisages people involvement in development & protection of forests. The Government of India in their guidelines vide reference NO. 6- 21/89 – F.P Dt. 1-6-1997 has directed to utilize the service of the NGOs for motivation & organizing village committee for protection, Afforestation and development of degraded forest land. The first AP Government order on Joint Forest Management was issued on 28th August 1992 and this envisaged the utilization of services of NGOs to provide interface between the Government & people.

Since then NGOs are involved at various levels of Forest Management. The NGOs and the Forest Department have been working in close liaison in the implementation of the Joint Forest Management which shows the great role they play in the implementation of the Joint Forest Management / Community Forest Management.

1. Two NGO organizations are members of state level forestry committee for implantation of JFM.
2. Three NGO organizations are members of District Forestry Committee
3. Two NGO Organizations are member of sub- committee at integrated Tribal Development Agency level for implementation of JFM

c) **NGOs are also special invitees at the Managing Committee meetings of the Vana Samrakshna Samithies.**

d) **Interface with the other Government Departments**

1) District Administration :

The Collector being the Head of the District Administration, always communicates with the officers of the District for various matters. The Collector also plays a major role in DRDA, ITDA. Zilla Parishads etc., it is necessary that the Forest officer tender their opinion in whatever manner required.

2) Police :

It is often necessary to seek the help of the Police in hostile conditions or where Law and Order situation is bad. Forest officer have to maintain good working relation with them and the Police officer must be impressed upon that the help is being sought for genuine cause.

3) Revenue :

Revenue Department is the custodian of the Records of right in or over lands. They are also Executive magistrates at Mandal, Division and District level. Their help will be necessary in updating the Forest Records and for joint inspections while declaring areas under the Forest Act or Wild life Act.

4) Judiciary :

Forest officer of the rank of Forest Section Officer and above are required to file complaints, charge sheets before the Judicial Magistrates. Forest officers will also be required to report seizures to the Criminal Courts. In the Course of trail, Forest Officers of different levels may have to give evidence while performing duties before the courts. The officers are to be in their proper and prescribed uniform and address the court with "Honour." . The officer has to give an impression to the Courts that they are seeking justice for various offences and protection of forests and wild animals in their habitat is the only intention they have. The officers are requested to depose before the court truthfully and explain wherever possible the role of Forest and Fauna for maintaining ecological equilibrium.

5) Other statutory Bodies:

In cases where Settlement officers under different laws perform functions under various laws as quasi judicial authorities, the officers must deal with such officers as they do with officers of the Judiciary.

6) Other Departments:

There are several other Departments like Buildings and Roads, Irrigation, Mines, Zilla Parishads and other Self Government bodies, Transport, Electricity Board etc., will approach the Forest Department for their requirements or it may be that the Forest Department will have to approach them for Forestry matters . Politeness, Courtesy and co- operation should be the hallmark.

CHAPTER – 8

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED

AS PART OF PUBLIC AUTHORITY.

(SECTION 4 (1) b (viii))

Name of board, Council, committee etc.,	Composition	Powers and functions	Whether its meeting open to public / minutes of its meeting accessible for public
Not applicable			

CHAPTER – 9

DIRECTORY OF OFFICERS AND EMPLOYEES (SECTION 4 (1) b (ix))

Sl. No	Name of Office administrative unit	Name of the Office Employee	Designation	Telephone	
				Office	Residential
1	2	3	4	6	7
1.	O/o Conservator of Forests, Hyderabad Circle, Hyderabad	Sri P.V. Ramana Reddy, IFS	C.F.	2323 2891	9440810106 (Mobile)
2.	-do-	Sri K. Krishna Prasad	A.O.	-do-	
3.	-do-	Sri P. Venkateshwarlu	Manager	-do-	
4.	-do-	Smt. M.A Lateef Khan	Supt.	-do-	
5.	-do-	Sri Syed Shamshuddin Hasan	Supt.	-do-	
6.	-do-	Sri G. Venugopal	T.O.	-do-	
7.	-do-	Smt. T. Padmini	Sr. Asst.	-do-	
8.	-do-	Sri K. Balram	Sr. Asst.	-do-	
9	-do-	Sri Md. Azam Baba	Sr. Asst.	-do-	
10	-do-	Sri B. Sai Srinivas Rao	Sr. Asst.	-do-	
11	-do-	Smt A. Anitha	Sr. Asst.	-do-	
12	-do-	Smt P. Rani	Jr. Asst.	-do-	
13	-do-	Smt V. Laxmi	Jr. Asst.	-do-	
14	-do-	Sri A. Suman	Jr. Asst	-do-	
15	-do-	Smt A. Lalitha Annapurneshwari	Typist	-do-	
16	-do-	Sri B. Sathaiah	Driver	-do-	
17	-do-	Sri Md. Ibrahim	O.S	-do-	
18	-do-	Sri Syed Ghouse	-do-	-do-	
19	-do-	Sri Syed Aziz Hussain	-do-	-do-	
20	-do-	Sri B. Jangaiah	-do-	-do-	
21	-do-	Sri K. Bheeshma	-do-	-do-	
22	-do-	Sri K. Parushuram	-do-	-do-	
23	-do-	Sri Md. Anwaruddin	N. Watchman	-do-	

CHAPTER – 10

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS (APRIL– 2011)

(SECTION 4 (1) b (x))

Sl. No	Name	Designation	Gross Amount	Recoveries Deductions	Net Payable
1	2	3	4	5	6
1	Sri P.V. Ramana Reddy, IFS	C.F.	91718	20770	70948
2	Sri K. Krishna Prasad	A.O.	53089	8364	44725
3	Sri P. Venkateshwarlu	Manager	54173	19160	35013
4	Smt. M.A Lateef Khan	Supt.	37171	7085	30086
5	Sri Syed Shamshuddin Hasan	Supt.	28265	4605	23660
6	Sri G. Venugopal	T.O.	32543	9810	22733
7	Smt. T. Padmini	Sr. Asst.	42342	10343	31999
8	Sri K. Balram	Sr. Asst.	25354	6050	19304
9	Sri Md. Azam Baba	Sr. Asst.	20845	6280	14565
10	Sri B. Sai Srinivas Rao	Sr. Asst.	17640	3260	14380
11	Smt A. Anitha	Sr. Asst.	15813	1731	14082
12	Smt P. Rani	Jr. Asst.	14544	2675	11869
13	Smt V. Laxmi	Jr. Asst.	16247	2430	13817
14	Sri A. Suman	Jr. Asst	13367	380	12987
15	Smt A. Lalitha Annapurneshwari	Typist	-	-	-
16	Sri B. Sathaiah	Driver	22453	5740	16713
17	Sri Md. Ibrahim	O.S	23557	7095	16462
18	Sri Syed Ghouse	-do-	24007	4810	19197
19	Sri Syed Aziz Hussain	-do-	18151	5119	13032
20	Sri B. Jangaiah	-do-	14544	1165	13379
21	Sri K. Bheeshma	-do-	17640	2300	15340
22	Sri K. Parushuram	-do-	17690	3400	14290
23	Sri Md. Anwaruddin	N. Watchman	12183	1703	10480

CHAPTER - 11

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.

(SECTION 4 (1) b (xi))

Hyderabad Circle.

(Rs. In lakhs)

Details of budget allotted, LOC released and expenditure incurred for the year
2010-11.

Name of the Circle: Hyderabad

(Rs. In Lakhs)

Sl. No.	Grant No. / Head of Account & Name of the Schemes	Budget allotment	Amount Released	Expenditure incurred
1	2	3	4	5
1	2406-01-001-03- District Offices (NP)			
	271 - Other Expenditure	27.270	27.270	27.241
	272 - Maintenance	4.900	4.900	4.809
2	2406-01-001-03-District Officers (Normal State Plan)			
	270/271-Other expenditure	1.600	1.600	1.539
	789 – SCP	0.440	0.440	0.346
	796 – TSP	0.200	0.200	0.133
		2.240	2.240	2.018
3	2509-01-053-44-Buildings (NP)			
	271 - Other Expenditure	2.400	2.400	2.221
	272 - Maintenance	3.958	3.958	3.096
		6.358	6.358	5.317
4	2406-01-102-11-08-Environmental planting in degraded forests (plan)			
	270/271 – Other expenditure	2.889	2.889	2.889
	789 – SCP	0.607	0.607	0.607
	796 – TSP	0.254	0.254	0.253
		3.750	3.750	3.749
5	2406-01-101-07-RIDF –XII Bio-diesel (plan)			
	271 – Other expenditure	6.639	6.639	6.639
	789 – SCP	1.400	1.400	1.400
	796 – TSP	0.605	0.605	0.605
		8.644	8.644	8.644

6	2406-01-101-RIDF –XIII Bio-diesel (plan)			
	271/101 – Other expenditure	6.536	6.536	6.536
	789 – SCP	1.416	1.416	1.416
	796 – TSP	0.600	0.600	0.600
		8.552	8.552	8.552
7	2406-01-12th Finance Commission (FDA) (plan)			
	270/272 – Other expenditure	2.702	2.702	2.702
	796 – TSP	0.798	0.798	0.318
		3.5	3.5	3.020
8	2406-01-101-04 XIII Finance Commission (plan)			
	270/272 – Maintenance	5.983	5.983	3.384
9	2406-01-101-01 XIII Finance commission (RIDF) (plan)			
	270/272 - Maintenance	34.620	34.620	19.186
10	2406-01-101-04 XIII Finance Commission Forest Protection (plan)			
	270/272 – Maintenance	10.970	10.970	7.861
11	2406-01-101-04 XIII Finance Commission IT (plan)			
	270/272 - Maintenance	210.00	210.00	128.793
12	2406-01-101-06-10-06 centrally sponsored scheme (plan)			
	270/271 – Other expenditure	16.350	16.350	0.000
13	2406-01-101-06-09 Matching State share (plan)			
	270/271 – Other expenditure	27.310	27.310	15.310
14	CAMPA (CA & NPV)	-	2238.626	2201.748

CHAPTER - 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

(SECTION 4 (1) b (xii))

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Not Applicable			

Chapter – 13

Particulars of Recipients of Concessions Permits or Authorizations

Section 4 (1) (b) (xiii)

Name of the programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Nil			

Chapter - 14

Information Available in Electronic Form

(SECTION 4 (1) b (xiv))

The information will be available in the portal very soon.

CHAPTER - 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

(SECTION 4 (1) b (xv))

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
		Working hours 10-30 AM to 5.00 PM on all working days. With half an hour lunch break between 1:00 P.M. to 3:00 P.M.

CHAPTER - 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

(SECTION 4 (1) b (xvi))

Sl No	Name	Designation	Appointed as	Place	Phone
1.	Sri P. Venkateshwarlu	Manager	Public Information Officer	Hyderabad Circle Office	040-23232891
2.	Sri .G. Venugopal	Technical Officer	Asst. Public Information Officer	Hyderabad Circle Office	040-23232891

Appellate Authority

S No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel:	Email
1	Sri P.V. Ramana Reddy, I.F.S., Conservator of Forests, Hyderabad Circle, Hyderabad	Hyderabad District	040 -23232891 (O)	cf_apfd_hyd@ ap.gov.in

Chapter – 17

Other useful information

Section 4 (1) (b) (xvii)

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR**

Other information or details of publications which are relevant to the citizens – Nil.

Conservator of Forests,
Hyderabad Circle, Hyderabad,