

# **THE RIGHT TO INFORMATION ACT, 2005**

## **OBLIGATIONS OF PUBLIC AUTHORITIES A Draft Template for INFORMATION HANDBOOK**

[Refer to Chapter II Section 4(1) b of  
RTI Act, 2005]

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**Office of the Chief Conservator of Forests & Field Director,  
Project Tiger Circle,  
Srisailam.**

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# **THE RIGHT TO INFORMATION ACT – 2005**

## **OBLIGATIONS OF PUBLIC AUTHORITIES PRINCIPAL CHIEF CONSERVATOR OF FORESTS, SAIFABAD, HYDERABAD.**

### **CHAPTER - 1**

#### **Introduction**

In order to promote transparency and accountability in the working of every Public Authority, Houses of Parliament have passed the Right of Information Bill 2005 (RTI 2005) and received assent of the President of India on 15-06-2005 and it was published as RTI Act 2005 in the Gazette of India on 21-06-2005.

The Act casts an obligation on every Public Authority to maintain Records duly catalogued and indexed in a manner and form, which facilitates the right to information under this Act. Keeping in view of the obligations of the Act, O/o. The Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam, has prepared Chapter wise report.

### **CHAPTER - 2**

#### **Organization, Functions and Duties [Section 4(1) (b)(i)]**

2.1 Particulars of the Organization, Functions and Duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Andhra Pradesh Forest Department.	O/o CCF& FD Project Tiger Circle, Srisailam Project Pin- 518102	1. Conservation, Protection, and Development of Forest and Wildlife.	Duties will be allotted to the individual as per the Statute.

## CHAPTER - 3

### Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No	Name of the officer / employee	Designation	Duties allotted	Powers
1.	Sarvasri A.K Naik, IFS	Chief Conservator of Forests & Field Director,	Head of the O/o the Field Director, Project Tiger Circle, Srisailam	In charge of Circle. Responsible for the Forest areas for the general direction and supervision of all Forest works, for control of establishment, expenditure, sales and supplies and general management of Forests. Responsible for implementation Wildlife Conservation sponsored Schemes by State & Central Government and ----- with Tiger reserve & Sanctuaries under this control.
	M. Lakshmana,	Accounts Officer	Conducting Internal Audit and pre-post audit of the Division offices and Audit of the Accounts of Govt. Timber Depots in this circle, replies to the Audit paras.	
	P. Chakrapani,	Superintendent	General Supervision of the circle office.	
	G.J. Prasada Rao,	Technical Officer	RIDF Schemes, APCFM, CA Schemes, RoFR Act file, NREGS, FDA, Reservation of Forest Blocks, FCA Cases etc.,	
	P. Jyothi Kumar,	Senior Assistant	Accounts Section, All Plan & Non-Plan Schemes such as Wildlife Schemes, CSS, Normal State Plan, 12 <sup>th</sup> Finance, CAMPA (NPV), PT.Scheme, Treasury Bills.	
	B. Prakash Naidu,	Senior Assistant	Offence Section & Wildlife, Tiger Monitoring, Saw Mills, User Charges, Timber Depots.	
	G. Venkateswarlu,	Senior Assistant	DET, GCC, Paper Mills, Pay Bills of the office staff and Depot & office Inspections.	
	R. Shashi-kalabai,	Junior Assistant	Dispatch & Distribution & Store.	
	B. Sampath Kumar,	Junior Assistant	Disciplinary cases.	
	T. Yesu babu,	Junior Assistant (Minimum time scale)	Establishment Section (under guidance of the Superintendent), Field Inspection Notes, Diaries, NTCA, Fair Copying of approved drafts, Notes on the Agenda Items for the Monthly Review Meeting.	

## CHAPTER - 4

### Procedure Followed in Decision – making Process

#### 〔 Section 4 (1) (b) (iii) 〕

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning	<ol style="list-style-type: none"> <li>1. Conservation, Protection &amp; Development of Forests and Wildlife.</li> <li>2. Administrative Decisions relating to service matters.</li> <li>3. Departmental Promotions</li> <li>4. Inspection of official matter Territorial, Wildlife and Planning Extension Circles</li> </ol>	Conformity with the directions / orders issued by the Government / PCCF CWLW, from time to time	Chief Conservator of Forests & Field Director and some cases in consultation with the Principal Chief Conservator of Forests & Chief Wildlife Warden.
Budgeting	The Department Budget is released by Budget Release Order issued by the Government. The amount released through letter of credit under Plan and Non-plan schemes will be allocated and received through PCCF., A.P., Hyderabad	Implementation, Monitoring and over all supervision of all works, allotted to Divisions of this Circle	Chief Conservator of Forest & Field Director,
Formulation of programmes, schemes and projects	The Programmes, Schemes & Projects are formulated with the approval of Government / PCCF & CWLW and the schemes are implemented. The schemes under implementation are PT, FDA, RIDF 12 <sup>th</sup> Finance Commission etc.,	Schemes will be implemented in the Circle after approval by Government received through Prl.CCF & CWLW.	Chief Conservator of Forest & Field Director,
Recruitment / hiring of personnel	<p>Identifying the vacancies in different cadres</p> <p>Assessment of work, urgently, it is importance and if the existing staff is inadequate.</p>	FD., PT is not a unit officer for recruitment which in the preview of CCF&FD, as this Circle spread over '4' Divisionss (i.e., Atmakur, Markaur,	Principal Chief Conservator of Forests with the permission of Government.

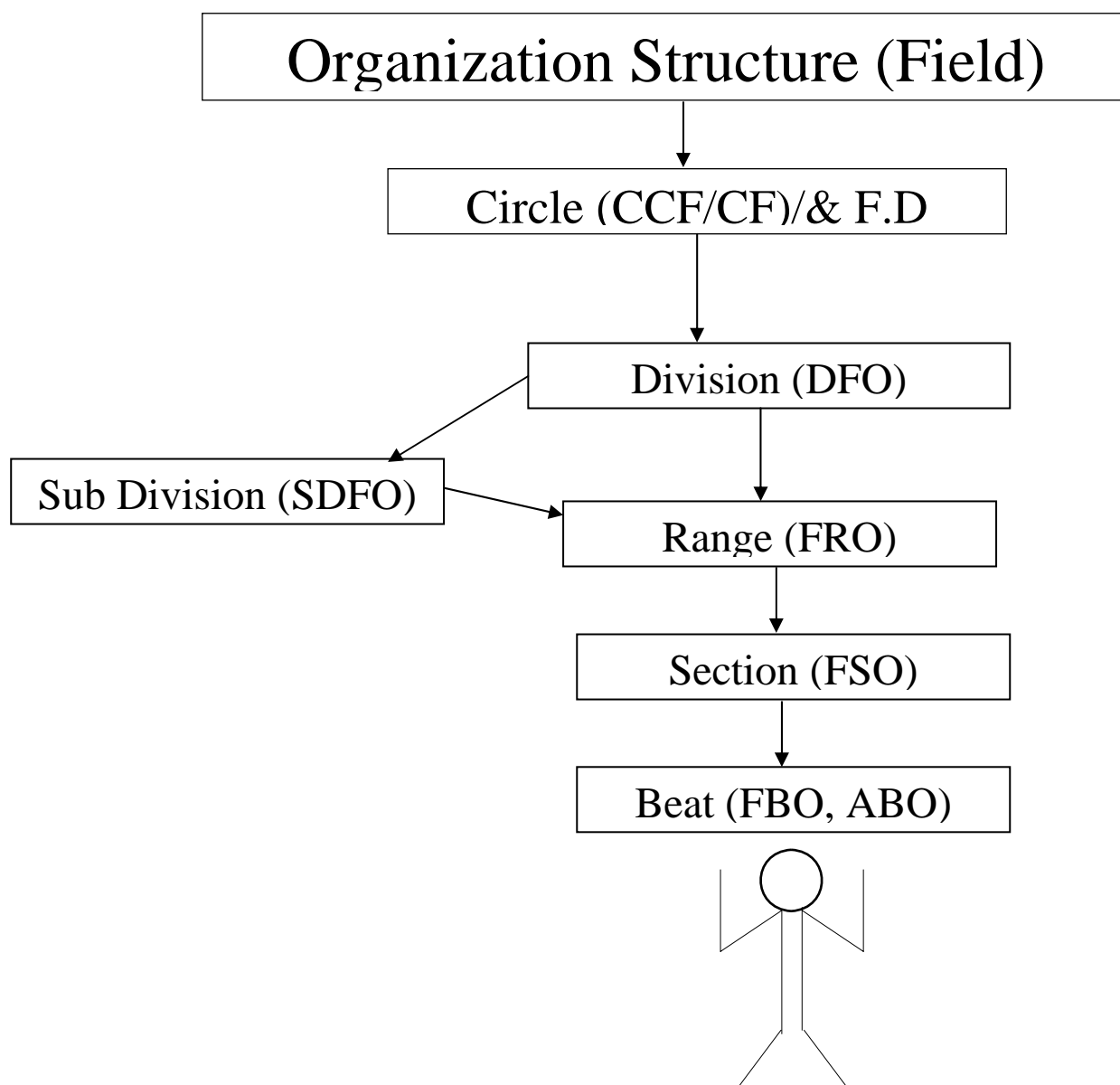
		Achampet & N.Sagar) of '5' Districts (Viz - Kurnool (Atmakur), Prakasam (Markapur), Mahaboob nagar (Achampet), and N.Sagar (Nalgonda & Guntur District) for filling up the post in the circle, the action will be initiated and pursued with the concerned unit officer i.e., (CF, Kurnool, Guntur & Hyderabad) and Principal Chief Conservator of Forests, A.P., Hyderabad.	
Release of funds	Funds will be released on Quarterly basis directly to Divisional Forest Officers through Chief Conservator of Forests & Field Director, by the Principal Chief Conservator of Forests, A.P., Hyderabad after receipt of approval from Government	Implementation of schemes for which funds released and monitoring of works etc.,	Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam with the approval of Principal Chief Conservator of Forests.
Implementation / delivery of service / utilization of funds	Implementation / delivery of service and utilization of funds will be made by the concerned field officers in the Divisions of this Circle.	Utilization certificate will be furnished to the concerned department.	Chief Conservator of Forest & Field Director,
Monitoring & evaluation	Monitoring and Evaluation will be done by controlling the Budget.	Chief Conservator of Forest & Field Director with the concurrence from the Principal Chief Conservator of Forests, A.P., Hyderabad.	Chief Conservator of Forest & Field Director,
Gathering feedback from public	The feed back and grievances from public are received through grievance cell.	The grievances are looked into by Chief Conservator of Forest & Field Director, and decision will be taken by Chief Conservator of Forest & Field Director. They are in the purview of CCF, or other wise the same will be refer to Principal Chief Conservator of Forests.	Chief Conservator of Forest & Field Director,

Under taking improvements	The improvements are made by the Circle Officer reviewing with field officers	The decision making on undertaking improvements is taken by Chief Conservator of Forest & Field Director,	Chief Conservator of Forest & Field Director,
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Prepare Flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary

**(i) Flow Chart.**

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary.



**(ii) At State Level the schemes and other benefits to the public are planned from PCCF Office and schemes are implemented through Field Forest Officers to reach the beneficiaries.**

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

**(iii) The goods and services from Forest Department to the concerned citizens will be delivered by Forest Officers by involving them by taking their opinion for budgeting and other programmes. The Forest Officer will deliver the citizen's views to Head Office.**

**CHAPTER – 5**

**Norms set for the Discharge of Functions  
[Section 4(1) (b)(iv)]**

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

<b>Sl. No.</b>	<b>Function/service</b>	<b>Norms/ standards of performance set</b>	<b>Time frame</b>	<b>Reference document prescribing the norms (Citizen's Charter, Service Charter etc)</b>
<b>A. Granting of permission for Timber Depots and Sawmills</b>				
1.	Granting of license for the Depot	Relevant rules & Acts framed by Government & Prl.CCF are followed.	30 days	
<b>B. Supplying of bamboo to Burood Societies</b>				
1.	Allotment of Burood Societies to the Circle/Division for the supply of Bamboo	-do-	10 days Subject to availability	
<b>C. Seedling Distribution</b>				
1.	Supply of seedlings to the people from SF nurseries	Acts / rules / guidelines	With in 48 hours subject to the availability of seedlings.	
<b>D. Granting of permission for Felling of private Patta land trees.</b>				
1.	Granting of felling permission for the non-teak trees in the private patta lands, provided the application is in complete shape	-do-	30 days	
2.	Granting of felling permission for teak trees in the private patta lands.	-do-	45 days	
3.	Granting of felling permission for conversion of charcoal.	-do-	30 days	
<b>E. Processing the project files for getting permission from Government of India under FC Act – 1980</b>				
1.	Receipt of project – proposal in PCCF office and forwarding it to the concerned DFO.	-do-	15 days	



2.	Scrutiny of FC Act proposals, Site inspection forest land and non forest land (C.A) and forwarding to Circle Office.	-do-	45 days	
3.	Scrutiny and forwarding the FC Act project proposal to Principal Chief Conservator of Forests Office, from the Circle office.	-do-	15 days	
4.	Scrutiny and forwarding the proposal to the State Govt. from the Office of Principal Chief Conservator of Forests.	-do-	15 days	
<b>F. Redressal of Grievances</b>				
1.	Representations received from public representatives i.e. MP, MLA, etc.	-do-	Within 30 days	
2.	Representations received from public	-do-	30 days	
	<b>G. Permission for Transportation of Old Hut Material</b>	-do-	30 days After receipt of application in complete shape.	
	<b>H. Granting permission for film shooting in the Forest areas</b>	-do-	Within 3 days	
	<b>I. Representation/ Grievances received from the staff.</b>	-do-	30 days	
<b>Availability of Information: Information on the following subjects can be obtained from our officers listed below</b>				
<b>1. Information relating to</b>		<b>2. Name of the Officer</b>	<b>3. Designation</b>	<b>4. Located at</b>
<b>A. Granting of permission for Timber Depots and Sawmills - -</b>				
Granting of license for the Depot		DFO, Territorial Forest Division.	DFO Territorial Forest Division.	Respective Districts
<b>B. Suppling of bamboo to Burood Societies - -</b>				
Allotment of Burood Societies Circle/Division for the supply of Bamboo by PCCF.		Chief Conservator of Forests & Field Director	Chief Conservator of Forests & Field Director	Chief Conservator of Forests & Field Director

<b>C. Granting of permission for Felling of private Patta land trees. - -</b>			
1. Granting of felling permission for the non-teak trees in the private patta lands.	DFO Territorial Forest Division.	DFO Territorial Forest Division.	Respective Division H.q
2. Granting of felling permission for teak trees in the private patta lands	CF Territorial Circle	CF Territorial Circle	Respective Division H.q
3. Granting of felling permission for conversion of charcoal.	DFO Territorial Forest Division.	DFO Territorial Forest Division.	Respective Division H.q
<b>D. Processing the project files for getting permission from Government of India under FC Act – 1980 - -</b>			
1. Receipt of project proposal in PCCF Office and forwarding it to the concerned DFO	PCCF	PCCF	Hyderabad
2. Scrutiny of FC Act proposals, Site inspection forestland and non-forest land (C.A) and forwarding to Circle Office.	Divisional Forest Officer (Territorial), Forest Division	Divisional Forest Officer (Territorial), Forest Division	Respective Division H.q (Atmakur, Markapur, Achampet, N.Sagar)
3. Scrutiny and forwarding the FC Act project proposal to Prl. Chief Conservator of Forests Office.	Conservator of Forests & Field Director,	Conservator of Forests & Field Director,	Respective Division H.q (Atmakur, Markapur, Achampet, N.Sagar)
4. Scrutiny and forwarding the proposal to the State Govt. from the Office of Prl Chief Conservator of Forests.	Principal Chief Conservator of Forests	Principal Chief Conservator of Forests	Hyderabad
<b>E. Redressal of Grievances - -</b>			
1. Representations received from public representatives i.e. MP, MLA, etc.	CCF/DFO	CCF/DFO	Respective Division H.q (Atmakur, Markapur, Achampet, N.Sagar)
2. Representations received from public	CCF&FD Divisional Forest Officer	CCF&FD/ Divisional Forest Officer	Respective Division H.q (Atmakur, Markapur,

			Achampet, N.Sagar)
<b>F. Permission for Transportation of Old Hut Material</b>	DFO Territorial Forest Divn	. DFO Territorial Forest Divn.	Division H.q
<b>G. Granting permission for film shooting in the Forest areas</b>	Conservator of Forests & Field Director	Conservator of Forests & Field Director	Srisailam
<b>H. Representation/ Grievances received from the staff.</b>	CCF/DFO	CCF/ DFO	Srisailam respective Division Hq i.e., Atmakur, Markapur, Achampet & N.Sagar

## CHAPTER – 6

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

#### [Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

No.	Description	Gist of contents	Price of the publication if priced
1	Rules & Regulations	Forest Act 1967 is followed. As per the Act the rules and regulations from time to time are followed by the Forest Department.	Nil
2	Instructions	For better understanding and effective implementation of the Government schemes and forest Departmental programmes Prl.Chief Conservator of Forests will be issuing circular instructions at regular intervals to the field Officers & Administrative Staff. All these circular instructions are available in the Division / Circle and at Aranya Bhavan, Prl.Chief Conservator of Forests.	Nil
3	Manuals	The Forest Code, the Forest District Administration Manual, Departmental Extraction Timber and Bamboo Manuals are mainly used for the Departmental purpose for effective administration. The Department Extraction Schemes Manual (DET), the Forest Code the district Administration Manual are available in the Chief Conservator of Forests & Field Director, office, Srisailam . They are also available with all the concerned Divisional Forest Officers.	Nil
4	Records	The Record room is available which is kept as per the District Administration Manual and the Records are disposed as per the Manuals.	Nil
5.	Publications		
i	Facts & Figures	Area Statistics, Growing Stock, Producer's Prices, Plantation, Revenue & Expenditure, Wildlife, Indian Statistics etc.	The publications are used by the employees for office purpose, research purpose and for implementation of programmes and

			projects by the department and other organizations. The publications are not for sale.
ii	Annual Administration Reports	Administration Reports of concerned units.	-Do-
iii.	Forest at a Glance	Figurative Items of Forest Department	-Do-
iv.	Telephone Directory	Telephone Number of Forest Department and Other Departments related to Forest	-Do-

**CHAPTER – 7**  
**Categories of Documents held by the Public Authority under its Control**  
**[Section 4(1) (b) v (i)]**

7.1 Provide information about the official documents held by the public authority or under its control.

<b>Sl. No.</b>	<b>Category of document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian (held by/ under the control of whom)</b>
1.	Land records pertaining Section 15 Reserved Forest Area.	Regulation of Forest	Divisional Forest Officer (Atmakur, Markapur, Achampet & N.Sagar)

**CHAPTER – 8**  
**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)viii]**

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

<b>Sl.</b>	<b>No. Function/service</b>	<b>Arrangements for consultation with or representation of public in relations with policy formulation</b>	<b>Arrangements for consultation with or representation of public in relations with policy implementation</b>
1.	A.P. Forest Academy, Dulapally, Hyderabad. A premier training institute that undertakes training programmes on Forestry, natural resource management and livelihood enhancement of communities.	Forest Academy undertakes effective training in participatory Forest and Natural Resource Management to in service officers, NGOs and others. It is also engaged in extension and publicity activities.	Meetings will be conducted after completion of training class by Director General, AP Forest Academy, Dulapally and the minutes of meeting will be submitted to PCCF.

**CHAPTER - 9**  
**Boards, Councils, Committees and other Bodies constituted as part of**  
**Public**  
**Authority**  
**[Section 4(1)(b)v(iii)]**

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

<b>Name of Board, Council, Committee, etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public</b>
1. District Forest & Wildlife Protection Committee.	District Collector as Chairman and Other members are Joint Collector, Superintendent of Police, Divisional Forest Officer (Territorial), Project Officer (ITDA), Divisional Forest Officer at District Head Quarters & Conservator of Forests as Special Invitee.	The committee will review the beat inspections carried out during the previous month. 2. The committee will review the raids conducted in vulnerable and suspected areas. 3. The committee will oversee the coordination between the Forest, Police, Tribal Welfare and Revenue Department. 4. The Committee will examine Government Machinery, Man power and infrastructure Facilities Telephone Communication, accommodation, arms and ammunition and budget etc. 5. The Committee will also examine the improving the Forest and Wildlife Protection and make it suggestions.	The Committee will meet in the first week of every month.
2. State Forest & Wildlife Protection Committee.	Chief Secretary to Government as Chairman and Other members are Principal Secretary to Government, EFS&T Department; Director General of Police;	1. The Committee will review the raids conducted in vulnerable areas by Forest Department. 2. The Committee will oversee the coordination between Forest, Police, Tribal Welfare and Revenue Department. 3. The Committee will review the action taken on the proposals	The Committee will meet once in (3) months.
	Commissioner, Land Revenue; Chief Commercial Manager	of the DFO under PD Act against notorious and habitual smugglers. 4. The	

	(Freight & Marketing); Secretary, Tribal Welfare; Secretary, Finance Department and Prl.Chief Conservator of Forests.	Committee will examine illegal Pattas. 5. The Committee will examine the Government Missionary, Manpower, infrastructure facilities, accommodation, Arms and Ammunition and budget etc. 6. The Committee will also examine the improving the Forest and Wildlife Protection and make it suggestions.	
3. The State Board for Wildlife	Hon'ble Chief Minister as Chairman and other members are Hon'ble Forest Minister, Prl.Chief Conservator of Forests and Department Officials.	The committee meeting is for the Conservation of wildlife in the State and for the development of Bio-Diversity.	Awaited
4. State Level Tiger Protection Committee (Tiger Task Force Committee)	Chief Secretary to Government as Chairman and Other members are Hon'ble Forest Minister, Prl.Chief Conservator of Forests and Department Officials.	Tiger Conservation is an important subject. The dwindling no. of tigers is the cause of action for meeting to review the tiger conservation.	The meeting will be conducted once in (3) months.
5. The Steering Committee for Management of Coastal Wetlands and Mangroves.	Special Chief Secretary to Government, EFS&T Department as Chairman and Other members are Hon'ble Forest Minister, Prl.Chief Conservator of Forests and Department Officials.	The Committee is formed to protect and conserve wetlands from encroachment and develop the wetland and mangroves as Tsunami barriers.	The meeting will be conducted thrice in a year.
6. Protected Areas Monitoring Committee.	Special Chief Secretary to Government, EFS&T Department as Chairman and Other members are Hon'ble Forest Minister, Prl.Chief Conservator of Forests and Department Officials.	The protected area for each State Forest is given so that the Forest Land can not be alienated to other purposes.	Awaited
7. Migratory Birds Monitoring Cell, Avian flu (Bird flu) Committee.	Special Chief Secretary to Government, EFS&T Department as Chairman and Other members are Hon'ble Forest Minister, Prl.Chief Conservator of Forests and Department Officials.	To protect the migrating Avian Fauna	Awaited
8. Tiger Foundation		For conservation & Development of NSTR.	



8. Vana Samarakshana Samithies under Joint Forest Management in the Pringe Villages for Forest Protection, Development and Community Development.	1. Forest Beat Officer of Forest Department in Division level. 2. Executive Body consist of 15 members from Vana Samarakshana Samithi (50% of Women and either President or Secretary is woman)	1. Decisions are taken on Forest Protection, Development, Community Development. 2. Decisions are taken on Revenue received from Minor Forest Produce Collections and 50% of evenue will be allotted to Vana Samrakshana Samithi members. 3. Decisions are taken through Joint Forest Management Committee and Finalised.	Regularly. Monthly meetings will be conducted by Forest Beat Officer at Division level with VSS Committee members and the minutes will be submitted to Division Forest Officer for finalisation
9. AP Beedi Leave Contractors Association, AP, Hyderabad.	1. Principal Chief Conservator of Forests. 2. AP Beedi Leave Contractors. Association members and Representatives of Government.	Discussions with Government and other Officials to cause effective administration and Beedi Leaves Trade.	Meetings will be conducted yearly once at Contractors Association Building. O/o. Principal Chief Conservator of Forests and Secretariat.

9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

**By contacting designated Public Relations Officers by the Head of Department.**

Contact Point : O/o Chief Conservator of Forests & Field Director,  
Srisailam Project Colony,  
Kurnool District.

Hours of Access : Timings: 10.30 A.M. to 5.00 P.M.  
(All working Days)

Officer to be contacted : 1. G. J. Prasada Rao,  
Assistant Public Information Officer

2. P. Chakrapani  
Public Information Officer

3. A.K Niak, IFS.,  
Appellate Authority

**CHAPTER 10**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

**Chief Conservator of Forests & Field Director, Project Tiger Circle,  
Srisailam,  
Kurnool District.**

**STD 08524-286089 (Office)**  
**08524-286157 (Fax)**

Sl. No.	Name of the Individual		Mobile Number
	<b>Sarvasri</b>		
1.	A.K Naik, IFS., Chief Conservator of Forests & Field Director.	:	9440810057
2.	M. Lakshmana, Accounts Officer	:	9491848116
3.	P. Chakrapani, Superintendent	:	9703073501
4.	G.J. Prasada Rao, Technical Officer	:	9440285230
5.	P. Jyothi Kumar, Senior Assistant	:	9441060115
6.	B. Prakash Naidu, Senior Assistant	:	9391395765
7.	G. Venkateswarlu, Senior Assistant	:	9885565170
8.	R. Shashikala bai, Junior Assistant	:	9052196297
9.	B. Sampath Kumar, Junior Assistant	:	9052387155
10.	T. Yesu babu, Junior Assistant (Minimum time scale)	:	9440362533
11.	B. Bal Raj, Junior Assistant (Minimum time scale) on deputation to Atmakur Division	:	--
12.	S. Mahaboob, Attender	:	9491523962
13.	M. Venkataswamy, Attender	:	9703530415
14.	G. Ranga Reddy, Night Watchmen	:	9052196298

**CHAPTER - 11**  
**Monthly Remuneration received by Officers and Employees, including the**  
**System of Compensation as provided in Regulations**  
**[Section 4(1)(b)(x)]**

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

<b>Sl. No</b>	<b>Designation</b>	<b>Pay Scales (R.P.S.2010)</b>	<b>System of compensation to determine Remuneration as given in regulation</b>
1.	Chief Conservator of Forests	48550+10%	-
2.	Division Forest Officer / Asst. Conservator of Forests	19050-45850	-
3.	Accounts Officer	18030-43630	-
4.	Forest Range Officer	14860-39540	-
5.	Technical Officer	15280-40510	-
6.	Asst. Technical Officer	9460-27700	-
7.	Superintendent/Manager	13660-38570	-
8.	Dy. Range Officer	11860-34050	-
9.	Sr. Assistant	10900-31550	-
10.	Forest Section Officer	9200-27000	-
11.	Jr. Assistant	8440-24950	-
12.	Typist	8440-24950	-
13.	Driver	7960-23650	-
14.	Forest Beat Officer	7960-23650	-
15.	Office Subordinate	7100-21250	-

**CHAPTER - 12**  
**Budget Allocated to Each Agency including Plans etc.**  
**[Section 4(1)(b)xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

<b>Agency</b>	<b>Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated</b>	<b>Proposed expen- diture (2010-11)</b>	<b>Expected Outcomes</b>	<b>Report on disbursements made or where such details are available (web site, reports, notice board etc.)</b>
O/o Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam	12 <sup>th</sup> / 13 <sup>th</sup> FC – WL- NSTR (AT)	120.00	Tentative proposal for 2010-11, and final approval will be yet be received from Govt/ Principal Chief Conservator of Forests. Final out come can not be predicted at this juncture.	
	12 <sup>th</sup> / 13 <sup>th</sup> FC – WL- GBM (AT)	10.00		
	12 <sup>th</sup> FC – WL- GIB	5.00		
	12 <sup>th</sup> FC-WL- GBM	0		
	12 FC – Forest protection	0		
	12 FC – FDA	0		
	12 FC – WL – Fringe area	0		
	12 <sup>th</sup> FC- WL – Compensation	0		
	Rajiv Gandhi WLS (NSTR – NSP)	25.00		
	GBM WLS	15.00		
	GIB WLS	15.00		
	TGP (EMP)	0		
	(03) Forest Protection	0		
	Project Tiger Scheme	200.00		
	GIB CSS	25.000		
	RIDF	25.000		
	CA	1016.619		
	NPV	625.797		
	FDA	78.523		
	Integrated Forest Protection	0		
	03 District Officer	0		
	DET Scheme	212.000		
	04 Sanctuaries	0		
(44) Buildings	0			
User charges	0			
	<b>Grand Total</b>	<b>2372.939</b>		

12.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format

<b>Agency</b>	<b>Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated</b>	Amount released last year 2009-10	Amount spent last year 2009-10	Budget allocated current year 2010-11	Budget released current year
O/o Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam	12 <sup>th</sup> / 13 <sup>th</sup> FC – WL- NSTR (AT)	12.781	12.061	120.00	
	12 <sup>th</sup> / 13 <sup>th</sup> FC – WL- GBM (AT)	0.720	0.720	10.00	
	12 <sup>th</sup> FC – WL- GIB	5.00	5.00	5.00	
	12 <sup>th</sup> FC-WL- GBM	3.00	3.00	0	
	12 FC – Forest protection	22.860	22.860	0	
	12 FC – FDA	8.00	4.975	0	
	12 FC – WL – Fringe area	9.000	7.500	0	
	12 <sup>th</sup> FC- WL – Compensation	1.000	1.000	0	
	Rajiv Gandhi WLS (NSTR – NSP)	7.00	4.00	25.00	
	GBM WLS	5.00	1.249	15.00	
	GIB WLS	5.00	1.740	15.00	
	TGP (EMP)	7.00	6.913	0	
	(03) Forest Protection	13.923	9.727	0	
	Project Tiger Scheme	95.000	87.630	200.00	
	GIB CSS	12.150	10.150	25.000	
	RIDF	51.160	49.334	25.000	
	CA	31.777	29.672	1016.619	
	NPV	0	0	625.797	
	FDA	127.427	74.905	78.523	
	Integrated Forest Protection	9.050	7.047	0	
	03 District Officer	1.700	1.700	0	
	DET Scheme	131.60	117.78	212.000	
	04 Sanctuaries	1.100	1.100	0	
	(44) Buildings	1.600	1.600	0	
	User charges	3.394	3.390	0	
		<b>Grand Total</b>	<b>566.242</b>	<b>465.053</b>	<b>2372.939</b>

**CHAPTER - 13**  
**Manner of Execution of Subsidy Programmes**  
**[Section 4(1)(b)xii]**

13.1 Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
--NIL--			

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
--NIL--			

**CHAPTER - 14**  
**Particulars of Recipients of Concessions, Permits or Authorization Granted**  
**by**  
**the Public Authority**  
**[Section 4(1)(b)xiii]**

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

**INSTITUTIONAL BENEFICIARIES:**

Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority.
1.	Burood societies	33 Nos of societies and 5,61,000 no.of bamboo supplied	1.04.2009 to 31.03.2010	Concerned DFO

**INDIVIDUAL BENEFICIARIES:**

Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority.
1.	Devasthanams		Upto 31.03.2010	PCCF

**NAME OF PROGRAMME/SCHEME: Departmental Extraction Scheme**

Sl. No.	Name & Address of recipient institutions	Nature / quantum of benefit granted	Quantity	Year of grant	Name & Designation of granting authority.
1	Burood societies	Long Bamboo	5,61,000 Nos.	2009-10	DFO

**Statement of showing the details of Dwajasthambham supplied**

<b>Sl. No</b>	<b>Name of the Temple</b>	<b>C.C.F &amp; F.D., P.T., Srisailam Ref No: &amp; Date</b>	<b>P.C.C.F's Ref No: &amp; Date</b>
1.	Sri Pattabhi Seetharama Swamy, Temple, B. Cherlopalli (V), Peddaraveedu (M), Prakasam (Dist.,)	Rc.No: 5479/2009-P.T.5, Dt. 6.10.2009.	Proc. No. 39841/2009/V1, Dt. 01.10.2009.
2.	Sri Seetharama Swamy Temple, chinthala Agraharam (V), Dornala (M), Prakasam (Dist.,)	Rc.No: 6019/2009-P.T.5, Dt. 04.05.2010.	Proc. No. 47487/2009/V1, Dt. 20.04.2010
3.	Sri Malleswara Swamy Temple, Obulakkapalli (V), Peddaraveedu (M), Prakasam (Dist.,)	Rc.No: 6390/2009-P.T.5, Dt. 26.02.2010.	Proc. No. 527/2010/V1, Dt. 15.02.2010
4.	Sri Nagarapamma Temple, Kovvur (V&M), PSR Nellore (Dist.,)	Rc.No: 6787/2009-P.T.5, Dt. 15.02.2010.	Proc. No. 46520/2009/V1, Dt. 30.01.2010



**CHAPTER - 15**  
**Information Available in Electronic Form**  
**[Section 4(1)(b)x(iv)]**

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

<b>Electronic format</b>	<b>Description (site address/location where available etc.)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of Information (held by whom?)</b>
Website			Chief Conservator of Forest & Field Director, Project Tiger Circle, Srisailam

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

**The Record Room is available for public during working hours of the office in O/o. The Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam relating to the Department Records and documents at their request.**

## CHAPTER – 16

### Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made Available
Notice Board	O/o Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam.	Available
News Paper Reports	-do-	Available
Public Announcements	-do-	Available

## CHAPTER – 17

### Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

#### Public Information Officer

Sl.No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1.	O/o Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam	P. Chakrapani, Superintendent	(O): 08524- 286089 Cell: 9703073501	

#### Assistant Public Information Officer

Sl.No	Name of office/ administrative unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1.	O/o Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam	G.J Prasada Rao, Technical Officer	(O): 08524-286089 Cell: 9440285230	

#### Appellate Authority

Sl.No	Name of office/ Address of Appellate Officer	Jurisdiction of Appellate officer (Officers / administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1.	O/o Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam	A.K Naik, IFS., Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam	(O): 08524-286089 Cell: 9440810057	

**\*Payment of Fees:** As per section 6(1) Payment of fees has to be made in favour of Chief Conservator of Forests & Field Director, Project Tiger Circle, Srisailam.

## **CHAPTER – 18**

### **Other Useful Information [Section 4(1) (b) xvii]**

Any other information or details of publications which are of relevance or of use to the Citizens.

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The following information of the department is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from this department.

1. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State; relation with foreign State or lead to incitement of an offence;
2. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
3. Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
4. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
5. Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
6. Information received in confidence from the Government;
7. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
8. Information which should impede the process of investigation or apprehension or prosecution of offenders;

Place: SUNDIPENTA

Designation of the Officer: Chief Conservator of Forests & Field Director,  
Project Tiger Circle, Srisailam

Department: Forest Department Government of Andhra Pradesh.

(Note): Information provided in these chapters will be updated from time to time and revised date will be furnished in the website.