

**Material required under Section- 4(b) of the
Right to Information Act, 2005**

MANUAL -1

The Particulars of the Organization, its functions and duties

1. Aims and objectives of the Public Authority.

The main aims and objectives before this Department are Protection and Conservation of the Government Forests as well as regulating felling of trees in private areas. Besides the Department takes up plantation, regeneration works in available blank areas and degraded forests. Protection of Wildlife is another important aspect through the provisions of Wildlife (Protection) Act, 1927. There is one National Park and six Sanctuaries in the State of Goa bringing 56% of the forest areas under Protected areas network.

2. Mission /Vision statement of the Public Authority.

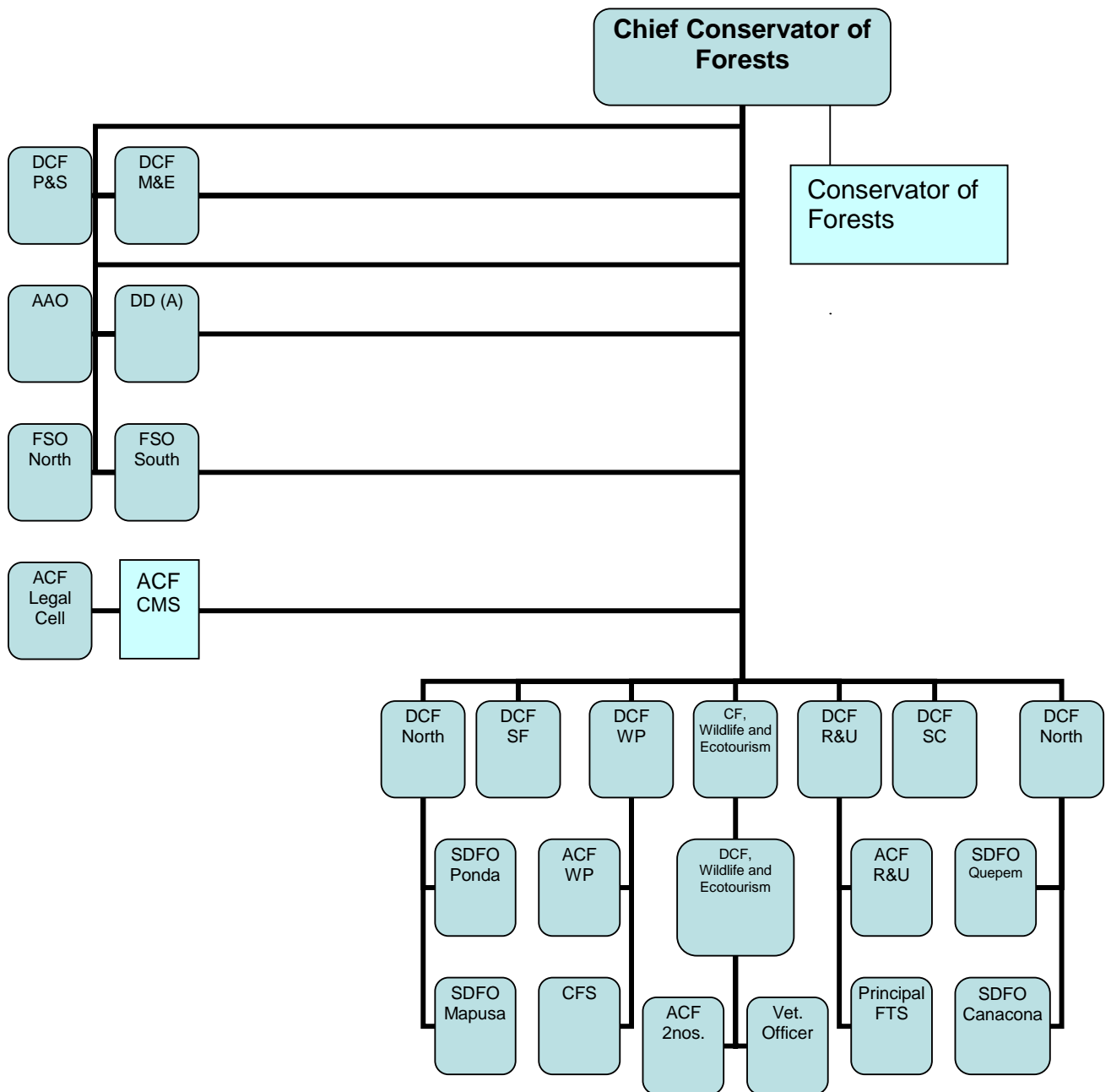
Conservation and Development of forests in Goa through sustainable Forest Management to provide quality environment to the people and to save the rich biological diversity of the Western Ghats.

3. Brief History and background of establishment of the Public Authority.

During the Portuguese regime, there was no separate Forest Department and the forests were managed by a section in the Department of Agriculture, which was under the General Department called "Directorate of Economia". The section of Forests was headed by a Silviculturist Class I and assisted by Silviculturist Class II.

After Liberation, a separate Forest Department was created and headed by the Conservator of Forests. The Department was established on well laid down lines as prevalent in the rest of the Country. Divisions, Ranges, Rounds and Beats were created. Presently the Department is being headed by Chief Conservator of Forests.

4. Organization Chart.



5. Main activities/functions of the Public Authority.

The Department performs a number of developmental activities like Rehabilitation of degraded forest, afforestation of denuded lands under Government, Private or Community Ownership Urban Forestry, Employment generation especially in rural and isolated pockets, Construction and Maintenance of Building and Roads in Forest areas, supply of Timber, Fuel wood, Soil and Water Conservation, Development of Tourism in wilderness areas, Environmental Education, Protection of Wildlife and Development of habitat are some of the important Development activities.

6. List of services being provided by the public Authority with a brief write-up on them.

The Forest Department is extended service in the following fields and by this charter the Department seeks to provide frame works and information which enables the public to know about:-

- A) Felling and removal of trees in a private property by an individual /company.
- B) Concerning reservation of cottages at Wildlife Sanctuaries /National Parks.
- C) Entry to the public/school children and tour operators to the Sanctuaries/Parks.
- D) Distribution of seedlings during Vanamahotsava.
- E) Enforcement of Indian Forest Act, 1927 and remedies available.
- F) Enforcement of Wildlife (Protection) Act, 1972.
- G) Issue of saw mill licences, NOC for carpentry units.
- H) Issue of transit passes for transport of forest produce anywhere in the State and outside the State.
- I) Applicability of Forest (Conservation) Act, 1980.

The details of above service are:-

A) Felling and removal of trees in private property by individual/Company.

- a) Permission to fell trees is regulated under provisions of Goa, Daman and Diu PTA, 1984, a copy of the same may be obtained from the Government Printing Press.
- b) If a private individual/company wants to fell tree/trees from private property owned by them an application, in Form 'B' has to be made to the Tree Officer, Dy. Conservator of Forests (North), Ponda covering Tiswadi, Bardez, Pernem, Bicholim and Satari Talukas (Collem, Sancordem, Darbandora) and to Dy. Conservator of Forests (South), Margao covering Salcete, Mormugao, Quepem, Canacona and part of Sanguem Talukas. The forms are available with the nearest Range Forest Office. Licences to fell trees can be given only in 1 Ha. Area of a Survey No. and only 2 licences can be issued in a year in respect of one survey number. The permission for felling is deemed to have been granted if no reply is received from the Tree Officer within 60 days. The applications complete in all respect will only be entertained by Tree Officer.
- c) After obtaining permission the individual/Company should fell the trees within the time limit prescribed in the licences and make logs of their choice and inform the Tree Officer in Form 'C'. The Tree Officer after taking measurement of the cut logs will issue transport permission and only thereafter the cut material could be transported under cover of transit pass to be issued be made in Form 'A'.
- d) If any tree is causing danger to life and property, the owner of the land may fell the tree and report the fact to the nearest Range Forest Office within 24 hours and such intimation should be made in Form 'A'.

- e) If is for each individual and Company to effectively protect all the trees growing in their areas.

Remedies

- a) If any individual/Company is not satisfied with the order passed by the Tree Officer regarding felling permission, he/Company may file an appeal with the Conservator of Forests (Appellate Authority), Office of the Chief Conservator of Forests, Gomantak Maratha Samaj, Dayanand Smruti Building, Panaji Goa within 30 days from the date of order of Tree Officer.

B&C) Reservation of Cottages at Wildlife Sanctuaries/Parks Entry to the public/school children and tour operators to the Sanctuaries.

- a) Goa has one National Park (Mollem National Park) and six Sanctuaries (Bhagwan Mahavir Wildlife Sanctuary, Cotigao Wildlife Sanctuary, Bondla Wildlife Sanctuary, Dr. Salim Ali Bird Sanctuary, Madei Wildlife Sanctuary and Netravali Wildlife Sanctuary and at Bondla/Sanctuaries Cottages and dormitories are available to public on payment as prescribed.

The Government has exempted bonafide students from Educational institutions up to Std. XII from paying any fee for entering into various wildlife Parks/Sanctuaries, Zoos, National Parks and Deer Safari provided, they produce certificate from the Head of the Institutions to prove their bonafides and are accompanied by the teachers.

D) Distribution of seedling during Vanamahotsava.

- a) Cutting of trees from Government forest area is prohibited. The offence is punishable with imprisonment which may exceed 6 months or fine which may extend to Rs. 500/-
- b) However a forest offence under the said Act can be compounded by paying value of forest produce or compensation which may extend to Rs. 10,000/- or both.
- c) Any forest area can be constituted as Reserved forest by issue of notification under section 4 of the Act and the individuals having any
- d) Right/claims may approach the Forest Settlement Officers (North, Valpoi and South Sanguem) with their claims for excluding the same in writing.

F) Enforcement of Wildlife (Protection Act, 1972).

- a) Registration of fire arms with the Chief Wildlife Warden or the Authorized Officer.

Any person holding a fire arm licence under the Arms Act, 1959 and staying within 10 km from the boundary of any wildlife Sanctuary is required to register with the Chief Wildlife Warden or Authorized Officer after applying in the prescribed form and fee.

For this, the person holding the Fire Arm Licences should approach concerned Wildlife Range Forest Officer and apply in the prescribed form. In case he encounters any problem he should meet the concerned ACF(WL) and DCF(WL) to sort out the matter. This is mandatory requirement under section 34 of Wildlife (Protection) Act, 1972.

- b) Obtaining ownership certificate in respect of possessing any wild animals or its trophy.

Under Section 42, the Chief Wildlife Warden may for the purpose of Section 40 issue a certificate of ownership in such form as may be prescribed to any person who in his opinion is under lawful possession of any wild animal or any animal article trophy, uncured trophy and may wear possible make in the prescribed manner such animal article trophy or uncured trophy for purpose of identification. In this regard also the person should meet the concerned Range Forest Officer, Wildlife/ACF, Wildlife/DCF to sort out the matter.

- c) The vehicles involved in forest offences for poaching (killing wild animals) inside the sanctuary will automatically become a Government property and will have to be treated as confiscated.

As such public should note that they do not indulge in killing of wild denizens of Forest since the punishment under the Wildlife (Protection) Act is imprisonment which may extend to 3 years.

G) Issue of saw mill licences, NOC for carpentary units.

As per the earlier decision taken by the Government no new saw mill licences are being issued. The position is the same for issue of NOC for new carpentary units. More so the Hon'ble Supreme Court of India vide order dated 15.1.98 has put a ban on opening up of new wood based industry for a period of 5 years.

H) Issue of transit passes for transportation of Forest Produce any where in the State and outside the State.

- a) No forest produce can be transported within the limits of the State of Goa without obtaining valid transit pass from RFO concerned.
- b) Export of forest produce like timber, poles, firewood is banned by the State of Goa.
- c) If any material is brought from outside Goa into Goa the same could be taken out of the State with the written permission from Competent Authority.

I) Applicability of Forest (Conservation) Act, 1980

As per the provisions of this Act, no Government forest can be diverted for non-forestry purpose without prior approval of Ministry of Environment & Forests, New Delhi. As per recent interim order of Hon'ble Supreme Court of India, the private forests identified by the State level Expert Committee. Private areas having vegetation which is forest in nature are being demarcated by the Department. For such areas, which are identified as private forest by the State Level Expert Committee, provisions of Forest (Conservation) Act, 1980 will be applicable.

7. Citizen interaction-Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency.

It is the duty by Law abiding individual to inform the nearest Forest Officer regarding fires in Government Forest and also any information regarding commission of forest offence such as cutting of trees, killing of wild animals etc. such informants will be duly awarded if the information given is correct and it leads to conviction in a Court of Law.

8. Postal Address of the main Office, attached/subordinate office/field units etc.

Sl. No.	Office	Address
1	Chief Conservator of Forests	Gonmanthak Maratha Samaj Building, Panajai – Goa.
2	Dy. Conservator of Forests Wildlife & Ecotourism	Junta House Annexe, 1 st lift, 4 th floor, Panajai – Goa.
3	Dy. Conservator of Forests Working Plan Division	Junta House Annexe, Ground floor, Panajai – Goa.
4	Dy. Conservator of Forests North Goa Division	Shanti Nagar, St. Cruz, Ponda Goa
5	Dy. Conservator of Forests South Goa Division	Aquem, Margao Goa
6	Dy. Conservator of Forests Research & Utilization	Aquem, Margao Goa
7	Dy. Conservator of Forests Social Forestry Division	Forest Colony, St. Cruz, Ponda Goa
8	Dy. Conservator of Forests Soil Conservation Division	Davali, Ponda Goa

9. Working hours both for office and public.

9.30 a.m. to 5.45 p.m on week days (Monday to Friday)

10. Grievance redressal mechanism.

Even with best of service provided by the Department there will be occasion when other service may not meet the requirement of public. In that event the public may use the complaint box to air their grievances, which are kept in offices of Chief Conservator of Forest, Dy. Conservator of Forests and Range Forest Officer's.

Dy. Conservator of Forests, Planning & Statistics, in the office of Chief Conservator of Forests, Panaji Goa has been designated as Public Grievance Officer and he will hear and receive complaints on 1st and 15th of each month between 2.30 and 5.30 p.m.

All the above regulations and Acts and Rules are meant only with the sole objective of protecting the natural forest cover and its flora and fauna for posterity, so that your children can live in a clean environment and enjoy the bountiful benefits of mother nature. So help us to help you.

Grievances/complaint box kept at the office is regularly checked. People approach to the Public Authority directly with written complaints/representations or some times make verbal complains which are attended to on priority by the Public Authority.

MANUAL 2**Powers and Duties of Officers and Employees**

Sr. No	Designation	Powers			Duties
		Administrative	Financial		
1	Chief Conservator of Forests	Separately given below	Works-5.00 lakh	Stores-1.00 lakh	Separately given below
2	Conservator of Forests				
3	Dy. Conservator of Forests (P&S)		-	-	
4	Dy. Conservator of Forests (M&E)		-	-	
5	Dy. Conservator of Forests (North)		Works 1.00 lakhs	Store-Rs 25,000/-	
6	Dy. Conservator of Forests (WL&ET)		Works 1.00 lakhs	Store-Rs 25,000/-	
7	Dy. Conservator of Forests (South)		Works 1.00 lakhs	Store-Rs 25,000/-	
8	Dy. Conservator of Forests (WP)		Works 1.00 lakhs	Store-Rs 25,000/-	
9	Dy. Conservator of Forests (SC)		Works 1.00 lakhs	Store-Rs 25,000/-	
10	Dy. Conservator of Forests (SF,P&G)		Works 1.00 lakhs	Store-Rs 25,000/-	
11	Dy. Conservator of Forests (R&U)		Works 1.00 lakhs	Store-Rs 25,000/-	

12	Dy. Dir. Admn.				
13	Asst. Account Officer		DDO of the Head		
14	ACF Legal Cell	NIL	NIL	NIL	
15	ACF Central Mobile Squad	NIL	NIL	NIL	

Duties of the officers

Chief Conservator of Forests

- i. The Chief Conservator of Forests, as Head of the Forest Department, is the technical advisor to the Government in all matters related to the Forests and Wildlife..
- ii. It is his duty to recommend to the State Government, the removals, transfers and postings of Officers of and above the rank of Asst. Consevator of Forests.
- iii. He exercises complete control over the forest administration through the Gazetted Officers of the Department particularly in respect of :-
 - a. Financial transactions of the department ;
 - b. Discipline and efficiency of Staff ;
 - c. Subordinate forest establishment ;
 - d. Forest protectioin and settlement ;
 - e. Works of regeneration, silviculture operations, valuation, surveys and management of the forests in a state of continuous and progressive productiveness on the sustained yield principle ;
 - f. Compilation of working plans and special schemes and their implementation ;
 - g. Forest exploitation and utilization of forest produce ;
 - h. Silviculture and other forest research ;
 - i. Statistics and accounts, live-stock and stores, tools and plants, books and maps, stationery and forms, furniture, uniform and accoutrements, tents and camp equipments and other Government properties with the department ;
 - j. Matters in which the Forest Department comes into direct contact with other departments and the public, such as proposals for reservation and disreservation, rules for the management of reserve and unreserved lands

and forests, the levy of seigniorage, game rules, timber transit rules, grazing, supply of firewood to the public for industrial and domestic consumption, issue of timber for agricultural and domestic purposes and matters of similar nature.

- k. He shall prepare and forward the annual budget proposals and Administration Reports to the Government and materials for the preparation of the annual appropriation accounts.
- l. He shall be primarily responsible for taking precaution to prevent the incurring of expenditure in excess of allotment and of surrendering amounts which are not likely to be required during the financial year as soon as lapses or savings can be foreseen.
- m. He shall extract from all officers and subordinates under him a strict performance of the duties assigned to them.
- n. He shall discharge all other functions specified as devolving upon him as per executive orders of Government and as per the Goa, Daman and Diu Forest Code.

Conservator of Forests (Territorial, Wildlife and Ecotourism)

In addition to his general duties, he is responsible for the proper upkeep and maintenance of the Wildlife sanctuaries/National Parks in the State and for the preservation of 'wildlife' in general. He is responsible for the enforcement of Rules, Regulation and Acts within Wildlife sanctuaries/National Parks and for providing facilities to eco-tourists. He has got the supervising powers over the territorial and wildlife divisions of the department

Deputy Conservator of Forests, Planning and Statistics

- i. The Deputy Conservator of Forests, Planning and Statistics is the Administrative and technical assistant to the Chief Conservator of Forests and he shall deal finally with all technical matters within his competence.
- ii. He assists the Chief Conservator of Forests in the discharge of his technical duties, obtains orders of the Chief Conservator of Forests in all such matters beyond his competence and communicate the orders to the Deputy Conservators of Forests and other Subordinate Officers under his signature.
- iii. While corresponding with other Departments, he obtains the draft approved by the Chief Conservator of Forests and may sign fair copies on behalf of the Chief Conservator of Forests over the wordings "For Chief Conservator of Forests". Generally, correspondence with the Government should be signed by the Chief Conservator of Forests, but in the exigencies of circumstances, he may follow the same procedure as for correspondence with other department's outlines above.
- iv. He attends to all routine correspondence of a technical nature and other works as assigned to him from time to time by the Chief Conservator of Forests.
- v. He attends to urgent papers and exercise the technical powers of the Chief Conservator of Forests in such cases, when the latter is on duty outside the State or on tour subject to the subsequent approval of the Chief Conservator of Forests.

Deputy Conservator of Forests, Monitoring and Evaluation

- i. The Deputy Conservator of Forests, Monitoring and Evaluation is the assistant to the Chief Conservator of Forests on all matters pertaining to Forest Conservation, monitoring of all works of the Department and their evaluation from time to time under guidance and direction of the Chief Conservator of Forests.
- ii. He assists the Chief Conservator of Forests in the discharge of his technical duties, obtain orders of the Chief Conservator of Forests in all such matters beyond his competence and communicate the orders to the Deputy

Conservators of Forests and other Subordinate Officers under his signature pertaining to the Forest Conservation, monitoring of all works of the Department and their evaluation.

- iii. He is the Nodal Officer of the State for the scrutiny of all proposals for which clearance is required under the Forest (Conservation) Act, 1980.
- iv. He is the Member-Secretary of the State Advisory Group for the scrutiny of all proposals above 5 ha. for which clearance is required under the Forest (Conservation) Act, 1980.

Deputy Director (Administration)

- i. The Deputy Director (Administration) is the assistant to the Chief Conservator of Forests in all non-technical matters and shall deal finally with all such matters within his competence.
- ii. He attends to all routine correspondence of a non-technical nature and ensure timely disposal of office work.
- iii. He is over all charge of the office and responsible for the efficient management of the office of the Chief Conservator of Forests and shall guide the staff in dealing with the cases properly and efficiently.
- iv. He controls the attendance of the staff in the whole office and see that all the staff attends and leaves office at prescribed hours.
- v. He sees that all the returns/reports and replies to various correspondences are submitted and received from the subordinate offices in time.
- vi. He is responsible for the observance of the various rules stipulated in the Goa, Daman and Diu Forest Code or those contained in orders/circulars issued form time to time by the Government/Chief Conservator of Forests and carry out other instructions as given by the Chief Conservator of Forests from time to time for efficient discharge of office works.

Assitant Accounts Officer

- i. The Assistant Accounts Officer is the financial Assistant and advisor to the Chief Conservator of Forests in all matters relating to accounts and budget estimates or to the operation of financial rules generally and is responsible for over all functioning of the Accounts Seciton.
- ii. He keeps himself fully conversant with all sanctions and orders passing through the office and all proceedings of the Chief Conservator of Forests and his subordinates which may affect the estimates or accounts of actual or anticipated receipts and charges. He examines all the sanction orders proposed in regards to the sanction of schemes and budget allotment, etc. Custody of cash, receipts, books and other important records relating to the Accounts Seciton.
- iii. He is responsible for –
 - a. Preparation of budget estimates.
 - b. Distribution of allotments among the subordinate controlling officers.
 - c. Reconciliation of departmental accounts with the figures booked in the Accounts Section (office).
 - d. Control over departmental revenue and expenditure which includes :-
 - (i) Watching the progress of departmental revenue and expenditure and issuing instructions to the subordinate officers to keep the expenditure within allotments when any likelihood of excess is anticipated.
 - (ii) Reporting to the Head of the Department deviations, from rules relating to expenditure noticed on the part of the subordinate officers.
 - (iii) Initiating and dealing with proposals relating to re-appropriations, re-allotments, supplementary grants and surrender of savings, and
 - (iv) Scrutinising expenditure statement relating to 'Plan Scheme'.

- iv. Scrutiny of all cases involving. –
 - Abandonment of revenue.
 - Refund of revenue.
 - Enhancement of revenue, and
 - Write off of departmental dues and liabilities.
 - Release of Security deposits, sanction of works, purchase of stores etc.
- v. Scrutiny of all proposals involving financial commitment submitted by the Head of Department to Government.
- vi. Review of progress and disposal of audit objections and dealing with audit inspection reports.
- vii. Internal audit of the accounts of the head office.
- viii. Inspection of the accounts of subordinate offices under orders of the Head of Department and submission of notices of such inspection for his perusal and orders.
- ix. Verification of claims for pension or gratuity.
- x. Issue of instructions to departmental officers regarding (i) maintenance of accounts and observance of accounts rules and (ii) correct accounting of stores and observance of store rules.
- xi. To test audit the accounts of institutions which receive grants-in-aid or loans from the Government and to furnish utilization certificates wherever required.
- xii. To arrange for the proper maintenance of accounts relating to loans sanctioned and/or disbursed by the Department and to watch the prompt recovery of such loans.
- xiii. Advising the Head of Department on all matters relating to 'Finance' accounts and application of Code Rules.
- xiv. He is the Drawing and Disbursing Officer for the office of the Chief Conservator of Forests.
- xv. He attends to all other papers marked to him or orders issued by the higher officers.

Assistant Conservator of Forests (Legal Cell)

- i. The Assistant Conservator of Forests, Legal Cell is the legal assistant to the Chief Conservator of Forests in all legal matters, in processing them, obtaining Government's approval in filing Civil Suits, Writ Petitions, affidavits, written statements, replies, etc, in consultation with the Government Counsels and the Ld. Advocate General.
- ii. He assists the Chief Conservator of Forests in the discharge of his legal duties, obtains orders of the Chief Conservator of Forests in all such matters beyond his competence and communicate the orders to the Deputy Conservators of Forests and other Subordinate Officers under his signature.
- iii. While corresponding with other Departments, he obtains the draft approved by the Chief Conservator of Forests and may sign fair copies under direction of the Chief Conservator of Forests.

Assistant Conservator of Forests, Central Mobile Squad

- i. The Assistant Conservator of Forests, Central Mobile Squad, assists the Chief Conservator of Forests in inquiring into the various complaints received by the office, under the directions of Chief Conservator of Forests.
- ii. He arranges for round the clock duty of officials for patrolling to check and detect the offences related to the Forests and Wildlife.

Deputy Conservator of Forests, Territorial

- i. The Deputy Conservator of Forests is responsible to the Chief Conservator of Forests for the scientific management of the forests in his charge and exercises complete and direct control over the forest establishment employed therein. He keeps a close supervision over all the works of his division through his Gazetted assistant i. e. attached to his division.
- ii. He is the primary Drawing and Disbursing officer of the Division and is responsible for the correctness of the original records of cash and stores, receipts and expenditure and for the submission of complete vouchers.

- iii. He renders compiled account of the receipts and disbursements of the Division including those of his subordinates to the Director of Accounts or A. G. on the due dates.
- iv. He is responsible to see that the accounts of his Division are not allowed to fall into arrears, but if arrear or confusion arise which in his opinion can not be cleared without the assistance of the A. G./Director of Accounts he should at once apply for such assistance.
- v. He is responsible for the upkeep of the livestock ; for the acquisition, custody and proper distribution of stores, furniture, tools and plant, books and maps, stationery and forms, uniforms and accoutrements and camp equipments and for maintaining correct accounts therefore.
- vi. He is responsible to see that the timber accounts of the Division are maintained upto date, obtaining in time the necessary returns from the subordinate officers.
- vii. Subject to the control of the Chief Conservator of Forests and subject to the powers delegated to him, the Deputy Conservator of Forests arranges for the exploitation, regeneration and protection of forests in his charge according to the sanctioned plan of operations or other orders and conducts sales, enters into contracts, supplies materials to other departments and the public, realizes revenue and controls expenditure. In other words, sowing and planting, silvicultural operations, working plans, valuation, surveys and fellings, extraction and disposal of timber and other forest produce and other items of work in connection with forest administration shall be arranged and carried out by the Deputy Conservator of Forests in accordance with the powers delegated to him and subject to the control of the Chief Conservator of Forests.
- viii. He is prohibited from commencing any work or spending any public funds without the sanction of the competent authority or from making any deviation from the sanctioned plans or estimates except in cases of emergency.
- ix. It will be the duty of the Deputy Conservator of Forests to close the accounts and prepare the completion report for any work as soon as the work is completed.
- x. He is primarily responsible for reporting without delay the probability of any excess over estimates after taking into account all important liabilities and for the prompt revision of estimates when necessary.

- xi. He is responsible for the proper assessment and prompt realization of departmental revenue.
- xii. He keeps the Collector informed of and if necessary seeks his aid or guidance in matters of importance relating to proposals for reservation, deforestation, implementation of legal enactments and rules which are likely to affect the local population, conduct of cases and recovery of outstandings by revenue recovery proceedings.
- xiii. He immediately gets in touch with the Collector wherever there are attempts at organized lawlessness affecting the safety of forests or of other Government property including wild life.
- xiv. He makes frequent tours visiting every reserve or plantation in his Division at least once in a month. He submits monthly diaries to the Chief Conservator of Forests in which shall be explained the details of work inspected, their progress and observations made.
- xv. He collects necessary statistical data for departmental purposes and maintains correct records thereof.
- xvii. He discharges all other functions specified as devolving upon him either in the Forest Code or in any other Code or orders of the Government or instructions given by the Chief Conservator of Forests from time to time.

Deputy Conservator of Forests, Working Plan –

- (i) In addition to his general duties, Deputy Conservator of Forests, Working Plan, conducts survey of growing stock, enumeration of trees and analysis of stems to determine the rate of growth of the principal species with special reference to the soil and climatic conditions of each locality.
- (ii) He, on the basis of the data collected as above, prepares working plans for the scientific management of forests.

Deputy Conservator of Forests, Research and Utilization

In addition to his general duties Deputy Conservator of Forests, he works according to orders issued by Government and the Chief Conservator of Forests from time to time and in collaboration with the Territorial divisions conducts research into problems concerning their own spheres of work and collects requisite statistics. He investigates methods for improvement of the growing stock and soil fertility, for the introduction of new species of high economic value and of the afforestation of non-agricultural and treeless lands. He among other things surveys forest resources of the State and investigates and suggests methods for the more intensive utilization of forest produce in trade, industries, etc.

Deputy Conservator of Forests, Social Forestry and Parks and Gardens

In addition to his general duties as Deputy Conservator of Forests, he is responsible for the effective implementation of Social Forestry Schemes like Avenue Plantations, Roadside Plantations, Canal bank plantation etc. He is also responsible for the development and maintenance of many parks and gardens in the State.

Deputy Conservator of Forests, Soil Conservation

In addition to his general duties as Deputy Conservator of Forests, he is responsible for the effective implementation of Soil Conservation Schemes like Gully Plugging, Construction of chekdams etc. and afforestation of degraded hill slopes in order to prevent the soil erosion and arrests the surface water run-off.

Principal, Forest School

He is responsible for the administration of the State Forest School at Valpoi and for imparting training to the trainees in the school. He also draws up syllabus for the training of different grades of subordinate staff and gets the same approved by the Chief Conservator of Forests. He also arranges various refresher courses for the field staff of the Department.

Forest Veterinary Officer

He visits all animal camps periodically and reports on their condition to the Chief Conservator of Forest through the Dy. Conservator of Forests (Wildlife and Eco-tourism). He inspects all newly captured animals on receipt of the report of the Range Forest Officer concerned and gives necessary advice for the treatment. He issues post-mortem certificates in respect of dead animals, captive or wild, when called for to do so. He examines all livestock in the department periodically and is responsible for their treatment during illness. He carries out all other duties / orders as assigned to him by the Government or the Chief Conservator of Forests from time to time.

Range Forest Officers

(i) The Forest Range is the primary unit of administration and the Forest Ranger is the Executive Officer. He is responsible for carrying out diligently all plans and proposals concerned with the management and protection of forests under his charge, exercising close supervision over all works connected with the harvesting and improvement of forests, implementations of Working Plan prescriptions, enforcement of forest laws and proper control and supervision over the members of protective staff who are charged with protection of forests in the Range.

(ii) The Ranger's duties may broadly be summarized as follows:-

- (a) It is the duty of every Range Officer to find out the nature, (condition and composition of the forest crop) value and extent of forests, plantations, roads, bridges, buildings, etc. He should obtain a thorough knowledge of the legal status of the Forests and ascertain the correctness or otherwise of their boundaries. He should also ascertain where the staff working under him are stationed, what works are assigned to each, and other responsibilities.
- (b) He should obtain a thorough knowledge of the local conditions, markets, labour sources, sources of revenue and state of protection of the forests.
- (c) He is responsible for the execution of all the works in his Range, collection and remittance of revenue and prompt and correct payment of all sums due for works executed.

- (d) He should carry out all inspections diligently and see that all subordinates do their work properly. He should also see that no subordinate of his who is not specially authorized, recovers any sum of money on behalf of Government.
- (e) He is the custodian of all Government properties in his Range, and should see that their condition is properly maintained. He is also responsible for the discipline, conduct and work of his staff. He should prescribe definite programme of work to be executed by each subordinate, and see that they carry out the assignments properly.
- (f) He is responsible for the proper conduct of his office work and should ensure the correct maintenance of accounts relating to revenue and expenditure and punctual submission of all accounts, reports and returns to the superior officers.
- (g) He should periodically inspect the accounts, if any, of his subordinates and submit notes of inspection to the Divisional Forest Officer / Dy. Conservator of Forests.
- (h) He is responsible for the efficient protection of the Forests through his protective staff and for the detection, investigation, prosecution and settlement of court cases pertaining to his Range. He should also inspect all landed properties, buildings, roads, bridges, etc., in his charge and arrange their protection by timely repairs or annual maintenance.
- (i) He is responsible for the timely and proper execution of all works, such as survey, demarcation, marking enumeration, valuation surveys, extraction of forest produce, silvicultural works, etc.
- (j) A Range Officer is expected to spent at least 20 days in a month for outdoor inspections, in which due emphasis should be given for thorough inspection of all reserves, fellings and plantations every month, including demarcation of the reserved and protected forests.
- (iii) The Range Officer shall submit weekly diaries to the Divisional Forest Officer in which shall be explained the details of works inspected and their progress, reserve and boundaries inspected and their condition, etc.
- (iv) He is the primary disbursing officer of the Range and is responsible for the correctness of original records of cash and stores, receipts and expenditure, payment to labourers and for the submission of complete vouchers.

Deputy Rangers and Foresters

- (i) A Deputy Ranger, or Forester in charge of a Round which comprises of one or more beats, is the Protective Officer for that Round and is responsible for the protection of all forests and other Government properties in that Round. He is directly responsible to the Range Officer for all items of work entrusted to him. It is his duty to carry out all duties expected of him and entrusted to him within the time schedule prescribed for each and to prevent commission of offences in the forest by an effective intelligence system of patrolling. When such offences occur, he should take prompt action as laid down by rules and seize all properties involved. When the offenders are unknown, he shall detect them by intelligence work. The officer in charge of the Round shall, generally share the responsibilities and duties of the Range Forest Officer except direct realization and accounting of revenue, unless specially authorized, and discharge all such duties so far as they relate to his charge. He shall, however, arrange for prompt and punctual payment of all revenues due from his charge to the Range Office and take such action as deemed necessary in cases of default. He shall periodically check all Government properties in his care and ascertain their condition and safeguard them. Constant vigil on the state of boundaries of reserves, etc., prevention of encroachments, detection and investigation of forest offences and service of summons and warrants in forest cases are some of the more important duties of the Deputy Rangers and Foresters. They shall also carry out marking of trees, processing of logs and issue transit passes as per the standing instructions in areas / coupes under their charge.
- (ii) The Forester or Deputy Ranger shall submit weekly diaries to the Divisional Forest Officer through the Range Officer. The diaries shall contain a record of his movements, places inspected, results, progress of works, details of cases detected, etc. The Range Officer shall also insist that the Deputy rangers, foresters and Beat Guards incorporate in their diaries any further information which he desires to have from time to time.

Forest Guards

- (1) Every Forest Guard is a Forest Officer as defined by the Forest Regulation and public servant within the meaning of the Indian Penal Code and he enjoys all privileges and immunities, as such, as long as he discharges his duties, or omits to do the same in good faith.
- (2) It is the solemn duty of every Forest Guard, not to trade in timber or other forest produce or to be or become interested in any lease or mortgage of any forest or any contract for working any forest whether in Goa, Daman and Diu or in other States.
- (3) No Guard shall leave his post without proper sanction.
- (4) It shall be the duty of every Forest Guard to meet his neighbouring Beat in-charge as often as he can and exchange information. This should be done at least twice a month on days fixed between themselves. On such days the hour of meeting should be so fixed that the men may not unnecessarily waste their time.
- (5) Every Guard is supplied with Best Diary Book. Copies of weekly Diaries is submitted by the Beat Guard through the Forester to the Range Officer on every Monday.
- (6) No forest Guard shall vexatiously and maliciously seize any property on pretence of seizing property liable to confiscation under the Forest Act, or vexatiously and maliciously arrest any person.
- (7) When there is reason to believe that a forest offence has been committed in respect of any timber or other forest produce, it is the duty of every Forest Guard to see that such timber or other forest produce, together with all tools, ropes, chains, boats, carts and cattle used in committing any such offence is seized.
- (8) It is the duty of every Forest Guard to prevent and interfere to prevent the commission of every forest offence.

- (9) It is the duty of every Forest Guard to collect all information with regard to the commission of forest offences or attempts at same and communicate it to his superior or to the officer who is empowered to dispose of the matter. He is authorized to write seizure report and collect evidence to supplement his report.
- (10) It is the duty of every Forest Guard to find out the suspicious characters who frequent the forests within his jurisdiction and watch their movements. During his visits to the neighbouring villages, he shall make private enquiries regarding them as well as forest, offences generally.
- (11) It is the duty of every Forest Guard to take cognizance of the following forest offences:
- (a) Fresh clearing in a reserved forest or a forest proposed to be reserved.
 - (b) Setting fire to same.
 - (c) Kindling or leaving any fire burning in such manner to endanger same.
 - (d) Trespassing into a reserved forest.
 - (e) Pasturing cattle or willfully permitting cattle to trespass into Reserved Forest and a forest closed otherwise for cattle grazing.
 - (f) Cutting grass and pasturage of cattle without permission in Reserves.
 - (g) Felling, girdling, marking, lopping, topping, uprooting or burning any tree or stripping off the bark or leaves from, or otherwise damaging the same in a reserved or unreserved forest without permission.
 - (h) Quarrying stones, burning lime or charcoal or collecting stones, lime gravel, or earth collecting stones, lime, gravel, or earth of any commercial or medicinal value of subject to any manufacturing process or removing produce in reserved and unreserved forest without permission.
 - (i) Clearing, cultivating, or breaking up any land in a reserve for cultivation or for any other purpose.
 - (j) Hunting, shooting, fishing, poisoning or dynamiting water or setting trap in a reserved or unreserved forest in contravention of rules made by Government.
 - (k) Damaging, altering or removing any wall, ditch, embankment, fence, hedge or railing in a reserved forest.

- (l) Setting fire to jungles or forest other than reserved forest without taking precautionary measures to prevent the spread of fire into such reserved forests.
 - (m) Counterfeiting upon any timber or standing tree a mark used by Forest Officers to indicate that such timber or tree is property of Government or some person or that it may lawfully be cut or removed by some person.
 - (n) Fixing unlawfully, to any timber or standing trees, a mark used by the Forest Officer.
 - (o) Altering or defacing or obliterating any such mark placed on any timber or standing tree by or under the authority of a Forest Officer.
 - (p) Altering, removing, destroying, or defacing any boundary mark of any timber or standing tree by or defacing any boundary mark of any forest or any land to which any provisions of the forest Act applies.
 - (q) Killing, wounding or capturing wild elephants without authority.
 - (r) Carrying on temporary cultivation without permission or on more lands than allowed by the authorities or in places or at times other than permitted.
 - (s) Collecting timber or other forest produce without first obtaining a permit.
 - (t) Collecting timber or other forest produce different from or in excess of that allowed by the permit.
 - (u) Boiling catechu, distilling wood oil or burning limes or charcoal in any reserved or unreserved forests save in such place as may be specially set a part for the purpose.
 - (v) Using any property mark which has not been registered by a superior officer or one cancelled by him.
 - (w) Closing a water channel used for the transport of timber by putting a dam or barrier across it without the permission of the Government.
- (12) It is the duty of every Forest Guard to take all drift timber, all timber bearing marks not registered or on which the marks have been obliterated or burnt, all timber lying abandoned for 2 years and all unmarked timber to the nearest Forest Depot or Police Station.

- (13) It is the duty of every Forest Guard to put out all fires in the reserved and unreserved forests by all lawful means.
- (14) Every Guard shall be acquainted with the names, and numbers of reserves, their boundaries and their division into blocks and compartments.
- (15) Every Guard shall be acquainted with every road, path, timber tract, boundary, fire-lines and the names of hills, springs, rivers and other natural features within his jurisdiction.
- (16) It is the duty of every Guard to know who all have been authorized to fell timber or to collect other forest produce within his limits. It shall be his duty to know who their agents or servants, etc. are.
- (17) Whenever a Guard finds an obstruction on a road within his jurisdiction by the fall of a tree, he shall remove the same, if he can; if not, he will at once report to the nearest higher authority and note down the same in his Beat Diary.
- (18) Notwithstanding anything contained in these rules every beat guard is bound by all rules and orders issued by the government or by any superior authority, besides the duties and responsibilities incumbent upon him either specific or implied by virtue of his being a Government Servant.
- (19) The beat guard shall carry out all the forestry operations in his Beat as allotted by Range Officer from time to time.

Procedure followed in Decision Making Process**The Decision making process:-****At the Government Level:-**

The decisions of the Government with reference to the following are conveyed to the Forest Department by the Secretary (Forests)

- ii. Policy of the State on the Forests and Wildlife
- iii. Legislative decisions
- iv. Annual budget of the Department
- v. Financial sanctions of the works exceeding Rs. 5.00 lakhs or as per the Delegation of Financial Powers
- vi. Proposals for clearance under Forest(Conservation) Act, 1980
- vii. Filing of Civil and criminal suits, appeals etc.
- viii. Approval of Proposals for the notification of Unclassed Forests as Reserve Forests under the provisions of the Indian Forest Act, 1927
- ix. Various administrative matters

At the level of the Chief Conservator of Forests (Head office of the Department):-

- i. Formulation of annual plan of operations/works
- ii. Preparation of Schemes on Forests and Wildlife under State Plan and Centrally Sponsored Schemes
- iii. Liasoning with the Central and the State Government on matters related to the Forests and Wildlife
- iv. To act as Technical Advisor to the Government on the matters related to the Forests and Wildlife
- v. To act as a member on the Town and Country Planning Board for advising on the applicability of the Forest (Conservation) Act .
- vi. Direction to subordinate offices for the implementation of the various schemes regarding development, conservation and protection of the Forests and Wildlife.

- vii. Monitoring and evaluation of the implementation and execution of the various schemes.
- viii. Formulation of proposals for filing of Civil and criminal suits, appeals etc.
- ix. Exercising control on the subordinate offices for the enforcement of various Acts, Rules, and Regulations etc. related to the Forests and Wildlife.
- x. Scrutiny and submission of Proposals for the notification of Unclassed Forests as Reserve Forests under the provisions of the Indian Forest Act, 1927

At the level of the Dy. Conservator of Forests in-charge of the Division:-

- ii. Decision are taken for the implementation details and supervision of the various schemes regarding development, conservation and protection of the Forests and Wildlife.
- iii. To discharge the duties of Tree Officer under 'Goa, Daman and Diu Preservation of Trees Act' 1984.
- iv. To ensure Prevention, detection and investigation of offences related to the Forests and Wildlife.
- v. To ensure the protection of the Forests and Wildlife.
- vi. Planning, implementation and evaluation of silvicultural research
- vii. Organizing training to the field officers
- viii. Preparation of Working Plan for the Forest areas and Management Plans for the Wildlife Sanctuaries/National Park etc.
- ix. Preparation and submission of Proposals for the notification of Unclassed Forests as Reserve Forests under the provisions of the Indian Forest Act, 1927
- x. To ensure Survey and demarcation of the Forest Boundaries
- xi. To ensure the maintenance and protection of the Forest Boundaries

At the level of the Range Forest Officer in-charge of the Range:-

- i. Execution in field of the various schemes regarding development, conservation and protection of the Forests and Wildlife.

- ii. Carrying out various field inspections, sending inspection reports to the Dy. Conservator of Forests in-charge of the Division, issuing Transit Passes under the Forest Acts and effecting control for felling of trees.
- iii. The enforcement of various Acts, Rules, and Regulations etc. related to the Forests and Wildlife.
- iv. Carrying out patrolling etc. to ensure the protection of the Forests and Wildlife.
- v. Prevention, detection and investigation of offences related to the Forests and Wildlife.
- vi. Construction of infrastructural facilities like roads, culverts, buildings etc.
- vii. Soil conservation measures like construction of checkdams, Gully plugging etc.
- viii. Survey and demarcation of the Forest Boundaries
- ix. Maintenance and protection of the Forest Boundaries

MANUAL- 4**Norms set by it for the discharge of its functions**

Sr. No.	Activity	Time frame/Norm for its completion/disposal	Remarks
1.	Nurseries	Nursery works for raising seedlings begins from 11 and May end	
2.	Plantations	Begins with the onset of monsoon and completes the December end.	
3.	Forest Protection	Round the year	
4.	Refelling Permission in private areas	Permission is issued within the 60 days as per the provision of Preservation of Tree Act.	
5.	Court Matters	As per the rates given by the Hon'ble Court Department attends to all the matters.	

For effective discharge of its functions the following documents are utilized.

Goa Schedule of Rates

The GSR (Goa Schedule of Rates) are followed for the preparation and sanction of the various schemes/ estimates.

Nurseries and Plantation Works:-

All works related to the Nurseries and the Plantations are carried out as per the norms i.e. the schedule of rates prescribed for the same.

Forest Policy and Acts:-

The National Forest Policy as well as Various Acts, Rules and Regulations related to the Forests and Wildlife are the guiding tools for the management of the Forests and Wildlife.

Working Plan:-

The Forests are to be managed as per the prescriptions given in the Working Plan, which is approved by the State Government and the Central Government. Efforts are being taken up to prepare the Working Plan for the North and the South Goa Forest Divisions.

Management Plans:-

The Wildlife Sanctuaries and the National Parks are to be managed as per the prescriptions given in the Management Plans, which is approved by the State Government and the Central Government. Efforts are being taken up to prepare the Management Plans for all the Wildlife Sanctuaries and the National Parks of the State.

Rules, regulations, instructions, manuals and records for discharging functions.

Sr. No.	Name of the act, rules, regulations etc	Brief gist of the contents	Reference no if any	Price in case of priced publications.
1.	Indian Forest Act, 1927.	Deals with the law related to forest, the transit of forest produce, duty livable on timber and other forest produce. Deals with forest offences, penalties and procedures.		
2.	Preservation of Tree Act, 1984.	Deals with preservation of tree act on private fellings. Appointment of tree officer, duties of tree officer, granting licences penalties and procedures.		
3.	Forest Conservation Act, 1980.	Act provided for conservation of forest, to check the use of forest land being converted to non forestry purposes.		
4.	Wild Life Protection Act, 1972.	To provide for protection of wild animals and birds and for matters connected therewith or ancillary or incidental therto. Declaration of sanctuaries, national parks, offences committed penalties and procedures.		
5.	Goa, Daman & Diu Forest Settlement Rules, 1973	These rules prescribe the procedure to be followed for notification of Forest areas as proposed Reserved Forests		

Apart from the above stated, Environment (Protection) Act 1986, Goa, Daman and Diu Forest Rules 1964, Water (Prevention and Control of Pollution) Act 1974, Air (Prevention and Control of Pollution) Act 1981 as well as other rules/ regulations on forest, Wildlife and environment are applicable to the forest areas are also applicable.

A statement of the categories of documents that are held by it or under its control
[Section 4(1) (b) (vi)]

Sr. No	Nature of record	Details of information available	Unit/Section where available	Retention period, where available.
1	Gazette Notifications, Maps	Notifications and Maps of reserved and proposed reserved forest areas, wildlife sanctuaries, National Parks, various committees, Boards etc	Monitoring & Evaluation, Planning & Statistics sections	
2	Lease documents pertaining to GFDC	Information pertaining to the forest areas leased out to the Goa Forest Development Corporation		
4	Copies of land acquisition awards	Various land-holdings acquired by the Government for the purpose of forest and wildlife protection and conservation under the Indian Forest Act and Wildlife Protection Act.		
5	Service books	Biodata of the official	Establishment section.	
6	Estimates sanction of different works	Name of the work, estimate cost, head of account,	Accounts section.	
7	Salary bills	Name of the official, basic pay and total emoluments.	Accounts section.	
8	Court cases.	Details of litigating parties, Civil or criminal , name of the court,	Legal section.	

Particulars of any arrangement that exists for consultation with or representation by the members of the public relation to the formulation of its policy of implementation.

Details of the consultative committee and other bodies with which consultation are held.

Sr.No.	Name and address of the consultative committee/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings.
As details below:				

Joint Forest Management: -

The scheme of the Joint Forest Management was approved by the Government of Goa vide notification dated 6th March, 2003.

Three Forest Development Agencies have been constituted namely

- i. North Goa Forest Development Agency
- ii. South Goa Forest Development Agency
- iii. Forest Development Agency (Wildlife)

These Forest Development Agencies have been constituted at the territorial/wildlife division level and registered as societies under the Societies Registration Act, 1860. At the grass root level, the Joint Forest Management Committees i.e. Forest Protection Committees have been constituted and registered with the respective territorial/wildlife Dy. Conservation of Forests. The details of the Forest Protection Committees constituted in the State are as given below:-

NORTH GOA FOREST DEVELOPMENT AGENCY

Forest Protection Committee	Range
Cumarconda	Valpoi
Assodem	Valpoi
Morlem	Sanquelim
Keri	Sanquelim
Sacordem	Collem
Sangod	Collem
Aglote	Collem
Bethora	Ponda
Shiroda	Ponda
Sigao	Collem
Darbondara	Collem

SOUTH GOA FOREST DEVELOPMENT AGENCY

Forest Protection Committee	Range
Gaondongrem	Canacona
Sristhal(Canacona)	Canacona
Molcornem	Quepem
Cazur	Quepem
Quedem	Pissonnem
Goculdem	Pissonnem
Neturlim	Curdi

FOREST DEVELOPMENT AGENCY (WILDLIFE)

Eco-Development Committee	Village
Molem	Collem
Carambolim Brama	Valpoi
Choraundem	Valpoi
Caranzol	Valpoi
Colomba	Curdi
Bandoli	Sanguem
Bhati	Sanguem
Calem	Collem

AREA COVERAGE UNDER FDA

Name of FDA	No. of JFMC	Total outlay (Rs. In lakhs)	Physical target (Ha)	Amount released (Rs. in Lakh)
2	4	5	6	9
North Goa FDA	11	86.19	450	23.00
South Goa FDA	7	71.87	375	19.00
Wildlife FDA	8	81.15	425	22.00
Total	26	239.21	1250	64.00

MANUAL -8**A statement of boards, committees and other bodies constituted**

[Section 4(1) (b) (viii)]

Sr. No.	Name & Address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks.
1.	Joint Forest Management Committee	To formulate policy for Joint Forest Management	-	-	-	NO			Under the Forest Development Agency project, State Government has constituted 3 FDAs as detailed in Manual 7 under each FDA JFM Committees were constituted
2.	State Medicinal Plants Board	To formulate the overall policy for conservation of medicinal plants	Notification No. 8-39-2001-02/FD	26.5.2003.			NO	YES	
3.	State Level Steering Committee on Mangroves	To oversee the development of Mangrove Forests	Notification No. 2-107-97-FD	15-09-1997			NO	YES	

The details of the various Committees in addition to above are furnished hereunder:-

State Advisory Board for Wildlife

(Notification no. No. 2-185-2003-FD/ dated 09-12-2003)

1. The Chief Minister	Chairperson
2. The Minister for Forests	Vice Chairperson
3. Shri. Vijay Pai Khot M.L.A. (Sanguem)	Member
4. Shri. Vasudeo M. Gaonkar M.L.A. (Sanguem)	Member
5. Shri. Chandrakant Kawlekar Alias Babu M.L.A. (Quepem)	Member
6. Shri. Amrut Singh Bicholim	Member
7. Shri. Sunil Korazkar Mapusa	Member
8. Shri. Sandeep Azrekar Nisarga, Saligao	Member
9. Shri. Sunil Naik, Altinho, Panaji	Member
10. Shri. Sukdo Gaonkar	Member
11. Shri. Vithu Varak Pokarmal, Kalay	Member
12. Shri. A.G. Untawale (Retired NIO Scientist & Authority on Mangroves)	Member
13. Shri. Jagdish Wagh (Journalist interested in Conservation)	Member
14. Smt. Heta Pandit (Conservationist)	Member

15. Shri. Manik Thaly (Animal Lover)	Member
16. Shri. Subhash Daulo Velip Canacona	Member
17. Smt. Sylvania Noranho (Prof. in Economics, Goa University, Bambolim)	Member
18. Shri. Franco Fernandes Church view Bldg., Altinho Road, Panaji	Member
19. Secretary (Forests)	Member
20. Chief Conservator of Forests	Member
21. Managing Director, Goa Tourism Development Corporation	Member
22. Director General of Police	Member
23. Brigadier Signal Training Centre, Panaji.	Member
24. Director, Animal Husbandry	Member
25. Director, Fisheries	Member
26. Dy. Director, Wildlife Preservation Western Region Mumbai	Member
27. A Representative of the Wildlife Institute of India, Dehradun	Member
28. The Chief Wildlife Warden Represented by DCF (WL-ET)	Member Secretary

Tree Authorities for the revenue districts of North Goa and South Goa

(Notification No. 2-271-2000-FD/5683 dated 02-02-2001 in pursuance of the provisions of Section 3 of the Goa, Daman & Diu Preservation of Tree Act, 1984 (Act No. 6 of 1984)

North Goa District

1.	Forest Secretary	-	Chairman
2.	Shri Venkatesh Desai, M.L.A.	-	Member
3.	Shri. Dayanand Mandrekar, M.L.A.	-	Member
4.	Collector, (North)	-	Member
5.	Shri. Rama Sawal Desai, Member Municipal Council, Pednem	-	Member
6.	Shri. Deepaji Rane, Sarpanch, Pissurlem	-	Member
7.	Tree Officer (North Goa Division), Ponda	-	Member Secretary

South Goa District

1.	Forest Secretary	-	Chairman
2.	Shri. Vinay Tendulkar, M.L.A.	-	Member
3.	Shri. Vishwas Satarkar, M.L.A.	-	Member
4.	Collector (South)	-	Member
5.	Shri. Ulhas Desai, Member	-	Member
6.	Shri. Avdut Naik, Member Shiroda-Panchawad Grampanchayat	-	Member
7.	Tree Officer, (South Goa Division), Margao	-	Member Secretary

The General Body and the Executive Body of the three FDAs :-

FDA (North)			
	General Body		Executive Body
1.	Chairman - Conservator of Forests	1.	Chairman – Conservator of Forests
2.	Members:	2.	Member- Secy – Dy. Conservator of Forests (North Division-Ponda).
	i) Presidents of FPC/EDCs not more than 20 at any time to be nominated by Chairman of which 5 shall be women	3.	Members – 8 nominees from FPC/EDC of which 3 are women.
	ii) One non-official to be nominated by Director of Panchayats	4.	Ex-officio member without voting rights, District level officers of Agriculture, Rural Development, Industries, Animal Husbandry, PWD and Education, Dy. Collector to be nominated by Collector. One nominee of Director of Panchayats.
	iii) Range Forest Officers and ACFs		

FDA (South)			
	General Body		Executive Body
1.	Chairman - Conservator of Forests	1.	Chairman – Conservator of Forests
2.	Members:	2.	Members Secy – Dy. Conservator of Forests (South Division-Ponda).
	i) Presidents of FPC/EDCs not more than 20 at any time to be nominated by Chairman of which 5 shall be women	3.	Members – 8 nominees from FPC/EDC of which 3 are women.
	ii) One non-official to be nominated by Director of Panchayats	4.	Ex-officio member without voting rights, District level officers of Agriculture, Rural Development Industries, Animal Husbandry, PWD and Education, Dy. Collector to be nominated by Collector. One nominee of Director of Panchayats.
	iii) Range Forest Officers and ACFs		

FDA (Wildlife)			
	General Body		Executive Body
1.	Chairman - Conservator of Forests	1.	Chairman – Conservator of Forests
2.	Members:	2.	Members Secy – Dy. Conservator of Forests Wildlife & Eco-tourism).
	i) Presidents of FPC/EDCs not more than 20 at any time to be nominated by Chairman of which 5 shall be women.	3.	Members – 8 nominees from FPC/EDC of which 3 are women.
	ii) One non-official to be nominated by Director of Panchayats	4.	Ex-officio member without voting rights, District level officers of Agriculture, Rural Development Industries, Animal Husbandry, PWD and Education, Dy. Collector to be nominated by Collector. One nominee of Director of Panchayats
	iii) Range Forest Officers and ACFs		

Board of Directors of the Goa Forest Development Corporation Limited

(Notification No. 10/1/2003-FD/100 Dated: 11/4/2005 in pursuance of clauses (i) and (ii) of Article 76 of the Articles of Association of the Goa Forest Development Corporation Limited)

- | | | |
|--|-------|----------------------------------|
| 1) Chief Secretary/Secretary (Forests),
Government of Goa | | Director |
| 2) Chief Conservator of Forests | | Director |
| 3) Managing Director,
Goa Forest Development Corporation Ltd. | | Director and
Member Secretary |

The directory of its Officers and Employees

Name & designation	Telephone No.		
	Office	Res.	Mobile
Shri. Omkar Singh, IFS, Chief Conservator of Forests, Panaji	2224747 2225926	2223508	9422439953
Shri. C. A. Reddy, IFS Conservator of Forests, Territorial & Wildlife, Panaji	2422240	2220413	9422437237
Shri. M. K. Shambhu, IFS Dy. Conservator of Forests, North Goa Division, Ponda	2312095	2237770	9422437137
Shri. Santosh Kumar, IFS Dy. Conservator of Forests, Planning & Statistics, Panaji	2425642	2753899	9422437337
Shri. Debendra Dalai, IFS Dy. Conservator of Forest, Wildlife & Eco-Tourism Panaji	2229701	2423933	
Dr. G. Trinadh Kumar, IFS Dy. Conservator of Forest, Working Plan Div, Panaji	2222121	2422109	
Shri. D.N.F. Carvalho , IFS Dy. Conservator of Forests, Mon. & Eval, Panaji	2225926 2421414	2409736	
Shri. F.X. Araujo, IFS Dy. Conservator of Forests, Research and Utilization Div, Margao	2750099	2443806	
Shri M.K. Bidi, Dy. Conservator of Forests, South Goa Division, Margao	2756309 2750246 2751462	2742145	9422437037
Shri S.K. Waradkar, Dy. Conservator Of Forests, Social Forestry Div. Ponda	2312009 2421414	2724116	
Shri Suresh Khanolkar Dy. Con. of Forests, Soil Conservation Division, Ponda.	2312793	2541075	

Forest Settlement Officer, Valpoi	2374406		
Forest Settlement Officer, Sanguem	2603076		
Shri. V. K. Parmeshwaram, Chief Forest Surveyor, Panaji.	2222121		
Range Forest Office, Canacona	2643348	-	-
Range Forest Office Pissonem	2673030	-	-
Range Forest Office Collem	2600271	-	-
Range Forest Office Pernem	220136	-	-
Range Forest Office Campal	2228772	-	-
Range Forest Office Bondla	2610022	-	-
Range Forest Office Ponda	2317822	-	-
Shri Heblekar Range Forest Office Molem	2612211	-	9423316280
Range Forest Office Cotigao	2644263	-	-
Range Forest Office Panaji	2422244	-	-
Range Forest Office Sanguem	2604249	-	-
Range Forest Office Valpoi	2374223	-	-
Forest Rest House Poinginim	2641548	-	-
Forest Rest House Mollem	2612231	-	-
Forest Rest House Sanguem	2604249	-	-
Forest Rest House Valpoi	2374406	-	-

GOA FOREST DEVELOPMENT CORPN. LTD			
Shri Richard D'Souza, IFS Managing Director, GFDCL Ponda	2421845 2421728	2447777	
Dr F L Coelho ACF, General Manager, GFDCL, Junta House, Panaji	2421728		

**The monthly remuneration received by each of its Officers and Employees,
including the system of compensation as provided in regulations**

Sr. No.	Name	Designation	Pay Scale	Monthly remuneration
1	Shri Omkar Singh	Chief Conservator of Forests	18400-22400	43455
2	Shri C.A.Reddy	Conservator of Forests	16400-20000	36975
3	Shri Santosh Kumar	Dy. Conservator of Forests	14300-18300	29888
4	Shri D. N. F. Carvalho	Dy. Conservator of Forests	10000-15200	27008
5	Ms. Linette Ferrao	Dy. Dir. Admn.	8000-135000	22446
6	Shri Suresh N. Sawant	Asst. Account Officer	5500- 9000	16432
7	Shri Milind V. Karkhanis	Asst. Conservator of Forests	8000-13500	27008
8	Shri G. L. Kangralkar	Asst. Conservator of Forests	8000-13500	24319
9	Shri Digamber V. Kalapurkar	Statis. Asst.	4500-7000	14539
10	Shri Dharma K. Gaonkar	Head Clerk	4500-7000	15665
11	Smt. Candida Vaz e Colaco	UDC	4000-6000	14821
12	Smt. Sharada M. Mayencar	UDC	4000-6000	14539
13	Smt. Leocadia B. e Vaz	UDC	4000-6000	14389
14	Shri Anil D. Murgaonkar	UDC	4000-6000	13695
15	Shri Shivaji T. Naik	Aval Karkun	4500-7000	15945
16	Shri Francisco V. D'Souza	Investigator	4600-6000	11521
17	Smt. Prashila P. Raul	Jr. Steno	4000-6000	9871
18	Shri Gopal A. S. Shirodkar	LDC	4000-6000	12995
19	Shri Gurudas B. Bandomkar	LDC	4000-6000	12345
20	Shri Vallabh B. Kessarkar	LDC	4000-6000	12121
21	Smt. Shanti R. Kalangutkar	LDC	4000-6000	9915
22	Smt. Salvacao P. D'Souza	LDC	4000-6000	10746
23	Shri Sunil P. Agarwadekar	LDC	4000-6000	10238
24	Shri Rajgopal P. F. Dessai	LDC	4000-6000	8352
25	Kum.Albertina Noronha	LDC	4000-6000	8522
26	Shri Pedro Velho	LDC	4000-6000	13095

27	Shri Gajanan A. Kerkar	Peon	2550-3200	7642
28	Smt. Nayana S. Agarwadekar	Peon	2550-3200	8176
29	Shri Suresh P. Gaonkar	Peon	2550-3200	7036
30	Shri Durgesh S. Amonkar	Peon	2550-3200	6300
31	Shri Gokulda S. Narvekar	Peon	2550-3200	6840
32	Kum. Urmila V, Kunkolienkar	Peon	2550-3200	6300
33	Shri Dinanath R. Bhosle	Peon	2550-3200	9693
34	Shri Joao B.R.D. Pires	Peon	2550-3200	6786
35	Shri Agnelo Velho	Driver	4000-6000	10915
36	Shri Uday N. Vernekar	Driver	4000-6000	7298
37	Smt. Angela D'Costa e Araujo	Head Clerk	4500-7000	17707
38	Smt. Dora C.L.Fernandes	Sr. Steno	4500-7000	13827
39	Shri Dharma S. Simepurushkar	Driver	3050-4590	10413
40	Shri Sopan S. Kandolkar	Driver	3050-4590	7410
41	Shri Rajendra A. Patil	Driver	3050-4590	7510
42	Shri Dayanand L.Chari	Driver	3050-4590	7580

Manual 11

**Budget allocated to each agency (Particulars of all Plans, proposed
expenditure and reports on disbursement made)**

STATEMENT ENCLOSED

(File Copy of DCFwise Allo. Funds 07-08. IN EXCEL)

[Section 4(1) (b) (xii)]

List of institutions given subsidy.

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements.
..... N I L						

List of individuals given subsidy

Sr. No.	Name & address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose.
1.	Shri Kiran K. Moraskar, r/o. Kasabwada Netravali.	Social upliftment of SC beneficiaries.	Firewood supplied at concessional rates	Member of SC community	Since last 3 years.
2.	Smt Urmila Uday Moraskar, r/o.Kasabwada Netravali-	-do-	-do-	-do-	-do-

Establishment of Firewood Depots

Sr. No	Name of the beneficiaries	Taluka	Remarks
1	2	3	4
1	Smt. Sumati S. Satardekar, Pandavwado, Chorao, Ilhas –Goa	Tiswadi	Running of Firewood Depot at Chorao, Tiswadi
2	Shri Ramnath B. Parwar, Morjim, Pernem, Goa	Pernem	Running of Firewood Depot at Morjim, Pernem
3	Shri Soma Gunaji Mandrekar, Madhlamaj – Mandrem, Pernem – Goa	Pernem	Running of Firewood Depot at Mandrem, Pernem

4	Shri Kiran Krishna Moraskar, Kakoda	Quepem	Running of Firewood Depot at Kakoda, Quepem
5	Smt Urmila Uday Moraskar, Sirvoi	Quepem	Running of Firewood Depot at Sirvoi, Quepem

Social Forestry: People's Nursery

Sr. No.	Name of the beneficiaries	Taluka	Remarks
1	2	3	4
1	Shri Dayanand Dattaram Shetye, Torsem, Pernem-Goa	Pernem	Raising of seedlings
2	Shri Rauji C.S. Dessai, Pernem, Goa	Pernem	- do -
3	Smt Vitha K. Kerkar, Dharbandora - Goa	Sanguem	- do -
4	Shri Roshan S. Naik, Kamarcond Dabal, Sanguem	Sanguem	- do -
5	Shri Gajanan Bandekar, Poinguinim - Goa	Canacona	- do -
6	Nirsarga Nature Club, Fatorda, Margao	Margao	- do -

Joint Forest Management

Sr. No	Name of the Forest Protection Committees	Name of the beneficiaries	Taluka
1	2	3	4
1	Forest Protection Committee, Cumaraconda	Shri Deepaji Hirbarao Rane Sardessai, Chairman	Sattari
2		Shri Datta Gopal Mauskar, Member	
3		Shri Maruti Arjun Gaonkar, Member	
4		Shri Shankar Fati Paryekar, Member	
5		Shri Vithal Kusta Gaonkar, Member	
6		Smt Janki Dattaram Naik, Member	
7		Smt Vishranti Rama Gaonkar, Member	
8		Smt Nirmala Dhulo Gaonkar, Member	

9		Smt Anuradha A. Mainkar, Member	
10		Shri Ganesh Laxman Gaonkar, Member	
1	Forest Protection Committee, Assodem	Shri Santosh Krishna Mayekar, Chairman	Sattari
2		Shri Ramesh Ganesh Gaonkar, Member	
3		Shri Vithoba Ganesh Gaonkar, Member	
4		Shri Nanda Arjun Gaonkar, Member	
5		Shri Raghunath Narayan Mauskar, Member	
6		Shri Gurudas Tukaram Gaonkar, Member	
7		Shri Krishna Vishnu Gaonkar, Member	
8		Smt Sunanda Nakul Masurkar, Member	
9		Smt Sunita Gopal Gaonkar, Member	
10		Smt Sharmila Ganesh Mauskar, Member	
1	Forest Protection Committee, Keri	Shri Shaik Abedin Abdul, Chairman	Sattari
2		Smt Pretima Prakash Naik, Member	
3		Kum Sushma Kamalakant Naik, Member	
4		Shri Gurudas Pandurang Naik, Member	
5		Smt Gulshan B. Ashraf, Member	
6		Shri Vijay Rama Gawans, Member	
7		Shri Vaman Gopal Sawant, Member	
8		Shri Tukaram Gopal Gawans, Member	
9		Shri Satyawan Rajgo Gawans, Member	
10		Shri Ashok Anant Gawans, Member	
11		Shri Vithu Laximan Gawans, Member	
12		Shri Vasant Maigo Gawans, Member	
13		Shri Laximan Pandurang Gawans, Member	
14		Shri Suresh Rama Parodkar, Member	
15		Shri Gurudas Malik, Member	
1	Forest Protection Committee, Morlem	Shri Vishwanth Pandurang Gaonkar, Chairman	Sanguem
2		Shri Vinod Namdev Sawant, Member	
3		Shri Sahadev V. Gaonkar, Member	
4		Shri Chandrakant J. Gaonkar, Member	

5		Smt Satyabhama V. Mhapsekar, Member	
6		Smt Manisha Srikant Mainkar, Member	
7		Kum Jyoti Tanode, Member	
8		Shri Shivaji Venkatrao Rane, Member	
9		Shri Vaman Gawas, Member	
10		Shri Pandurang Y. Gawade, Member	
11		Shri Uttam Vishnu Naik, Member	
12		Shri Mahesh B. Mhapsekar, Member	
13		Shri Atmaram M. Mainkar, Member	
14		Shri Yeshwant L. Tanode, Member	
15		Shri Zamer S. Khan, Member	
1	Forest Protection Committee, Sacordem	Shri Mahadev K. Sawant, Chairman	Sanguem
2		Shri Narcinva B. Gaonkar, Member	
3		Shri Madhu R. Gaonkar, Member	
4		Smt Vijaya T. Gaukar, Member	
5		Smt Archana G. Karmalkar, Member	
6		Smt. Sarita A. Sawant, Member	
7		Smt Shradha R. Jog, Member	
8		Shri Subash M. Kamat, Member	
9		Shri Purshotam S. Kamat, Member	
10		Smt Kanchan N. Naik, Member	
1	Forest Protection Committee, Sangod	Shri Rajendra B. P. Desai, Chairman	Sanguem
2		Shri Vithal Rama Gaonkar, Member	
3		Shri Ratnakar Sagun Sagodkar, Member	
4		Shri Pundalik Govekar, Member	
5		Shri Subash Ramchandra Kutker, Member	
6		Shri Surendra Ganesh Kuthkar, Member	
7		Shri Dileep Sagun Sangadkar, Member	
8		Shri Rajesh Ratankar Sangodkar, Member	
9		Smt Bhagi Sago Zore, Member	
10		Smt Sangeeta Gopal Khurkar, Member	

11		Shri Sanjay Krishna Khandeparker, Member	
1	Forest Protection Committee, Aglote	Shri Chandrakant K. Dessai, Chairman	Sanguem
2		Smt Laxmi Vaman Rane, Member	
3		Shri Raghunath Laxman Aiker, Member	
4		Smt Chandrakala Shivaji Aiker, Member	
5		Shri Yeshwant Dulo Gaonkar, Member	
6		Smt Laxmi Atma Gaonkar, Member	
7		Smt Sapna Shailesh Odkar, Member	
8		Smt Swamni S. Bhandari, Member	
9		Smt Tulsi Jaiwant Gaonkar, Member	
10		Shri Sonu Shamba Gaonkar, Member	
11		Shri Tulsidas Datta Waghekar, Member	
12		Shri Deepak Dattaram Sawaiker, Member	
1	Forest Protection Committee, Sigao	Shri Sadanand S. Mamlekar, Chairman	Sanguem
2		Kum Savita Sadashiv Dessai, Member	
3		Shri Dilip Gopal Prabhu, Member	
4		Shri Jayanand Babani Dessai, Member	
5		Shri Kunja Datta Priolkar, Member	
6		Shri Gurudas Mukand Dessai, Member	
7		Smt Sushila Jaywant Khedekar, Member	
8		Smt Prashila Dessai, Member	
9		Smt Sushila U. Velip, Member	
10		Shri Rajesh Dessai, Member	
11		Shri Namdev D. Mamlekar, Member	
1	Forest Protection Committee, Dharbandora	Shri Kushali R. Gaukar, Chairman	Sanguem
2		Shri Babal R. Nansikar, Member	
3		Smt Jayanti J. Madgaocar, Member	
4		Smt Suman A. Gawade, Member	
5		Shri Shankar A. Gawade, Member	
6		Shri Datta P. Bhagat, Member	
7		Smt Baby V. Gauli, Member	

8		Smt Prema S. Gawade, Member	
9		Shri Yeshwant D. Nayekar, Member	
10		Smt Jani D. Gaul, Member	
1	Forest Protection Committee, Bethora	Shri Anand Shanto Salelkar, Chairman	Ponda
2		Shri Shantu Rajaram Gaonkar, Member	
3		Shri Shrikant Babani Gaonkar, Member	
4		Shri Vishwanath Duclo Gaonkar, Member	
5		Shri Ramakant Govind Satarkar, Member	
6		Shri Mahesh Harichandra Gaonkar, Member	
7		Shri Prashant Bhaskar Gaonkar, Member	
8		Shri Anil Putu Gaonkar, Member	
9		Shri Kamalkant Baburai Gaonkar, Member	
10		Smt Kusum Guru Gawade, Member	
11		Kum Nutan Saju Gawade, Member	
12		Kum Mohini Datta Gawade, Member	
13		Shri Ramesh Gopi Gawade, Member	
14		Shri Vikas Damodar Prabhu, Member	
15		Shri Atma Babai Gawade, Member	
1	Forest Protection Committee, Shiroda	Shri Magaldas Ratnu Naik, Chairman	Ponda
2		Shri Arjun Krishna Gaonkar, Member	
3		Shri Mahesh Hari Gaonkar, Member	
4		Shri Kushali Nabaya Gaonkar, Member	
5		Shri Ravindra Ramnath Gaonkarr, Member	
6		Shri Satyavan Kamu Gaonkar, Member	
7		Shri Prakash Nilu Velip, Member	
8		Shri Krishna Rama Paigunkar, Member	
9		Shri Yesso Putu Velip, Member	
10		Shri Estev Lisu Vaz, Member	
11		Shri Narayan Babusa Gaonkar, Member	
12		Shri Rama Devoo Gaonkar, Member	
13		Shri Ashok R. Gaonkar, Member	

14		Shri Bhikaro Pundalik Gaonkar, Member	
15		Shri Ravindra Datta Gaonkar, Member	
16		Smt Shakuntala Guru Gaonkar, Member	
17		Miss Rajani Chapo Gaonkar, Member	
18		Miss Lata Devoo G. , Member	
19		Miss Savita Ragu Gaonkar, Member	
20		Miss Sunita Ragu Gaonkar, Member	

Manual – 13.

Particulars of recipients of concessions, permits or authorization granted by it.

[Section 4(1)(b)(xiii)]

Sr. No.	Name & address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and criteria for selection	No of similar concession given in past with purpose.
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Approvals granted under Forest (Conservation) Act,1980 (Stage II)

Sr. No	NAME OF THE PROJECT	GOVT OF INDIA RELEASED ORDER NO. & DATE	Date of order	FOREST AREA DIVERTED IN (Ha)
1	2	3	4	5
1	Release of 90 Ha of forest land in Nagjhari, Goa for construction of 220KV transmission line (interstate)	No.8-116/82-FRY(Cons.) dtd 10.05.83	10-May-83	90
2	Release of 1 Ha forest land for construction of 110 KV D.C . Line (Tower) from Ponda to Tivim in North Goa District.	No. 8-54/84-FRY(Cons) dtd 25.04.84	25-Apr-84	1
3	Renewal of mining lease in respect of T.C. No. 17/49 of Shri. Atmamaram T.C. Palondkar of Margao	No. 8-72/94-Fd Dtd.22-6-85	22-Jun-85	2.6
4	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 24/57	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	1

5	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 52/51	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	1
6	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 13/55	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	1
7	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 50/53	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	1
8	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 83/53	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	1
9	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 29/54	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	1
10	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 2/51	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-85	0.75
11	Deforestation in mining concession No.38 of 1952	No.8-99-92/FRY Dtd.7-8-86	7-Aug-86	1
12	Land Acquisition of 1400mm dia PSC pipeline across at Sirvoi hillock, Vasheli dongor in Quepem Taluka.	No.231/96/FD/ Dtd.26-6-87	26-Jun-87	2
13	Release of 4920 sq. mt. Of forest land for construction of approach road to minor bridge at km. 53/600 of N.H 17 (Panaji-Karnataka border section)	No.8(B)-(9)-1/89FC(S) Dtd.22-2-90	22-Feb-90	0.492

14	Release of 1950 Sq. Mtrs of forest land in compartment No. 12-B Usgaon Block of North Goa Div for Geometric improvement of NH-4A between K.M 114/00 to 116/00 (Tisks By pass).	No. 8(6)-(9)-4/89-FC(S)/ 1252, dtd 03.05.1990	3-May-90	0.195
15	Diversion of 0.4 Ha. of forest land for construction of primary School building at Devrem under Vichundrem Sanguem	No.8(B)/(S)/3/89/ Dtd. 18-3-91	18-Mar-91	0.40
16	Diversion of forest land for non-forest use (Approach road) at Km. 94/400 NH 4a (Belgaum to Panaji)	8(B) (9)-2/89 dated 22-3-91	22-Mar-91	0.00
17	Widening of curves with construction of Nallah on Onda-Valpoi S.H in between ch. 50/2 to 50/6	No. F(C)A/11-2-5/RO/GOA dtd. 14.10.1991	14-Oct-91	0.09
18	Diversion of 8.7 Ha. forest land for construction of Chapoli Minor irrigation project in South Goa Division.	No.8-206/90-FD/Dtd. 14/1/1992	14-Jan-92	8.70
19	Approach roads to Minor Bridge at km.67/10 N.H. (Panaji-FD-Goa Karwar Border Section	No.F.(C)A/11-2/8/ Dtd. 5-9-92	5-Sep-92	0.9675
20	Transfer of 150 sq.mt., of forest land to NH to FDR work of retaining wall at KM 85/500 in Mollem village	F((C))A/11.2/6/RC/GOA dtd. 22/9/92	22-Sep-92	0.00
21	Proposal for dereservation of Reserved Forest at Km 99/800 to 100/500 on NH-4A(Panaji- Anmod Section)	No. F(C)A/11-2/11/RO/GOA (123) dtd 15.12.1992	15-Dec-92	0.9682
22	Construction of road from Shirshirem to Sidhanath Temple in Ponda Taluka (Phase)	No. F(C)A/22-11-2/9/RO/ GOA dtd 11.06.1993	11-Jun-93	0.36

23	Diversion of 0.6300 Ha of forest land for renewal quarry lease in South Goa Division	No. F(C)A/11.2/1/SBQ/GOA/ Dt 18.10.93	18-Oct-93	0.63
24	Renewal of deemed mining lease No.83/52 in favour of M/S. V. M.Salgaonkar & Bros. Ltd. of Vasco	No.8-492/89-FC, dtd 18.08.94	18-Aug-94	0.00
25	Diversion of 32.7270 Ha of forest land for renewal of deemed mining lease No. 7/50 in South Goa District	No. 8-567/89-FC dtd 07.11.1994	7-Nov-94	5.1671
26	Renewal of mining lease in respect of T.C.No.55/53 of Shri Zacaria Antao, Betalbatim, Salcete.	No.8-27/94-FD dtd.30-1-95	30-Jan-95	15.3918
27	Diversion of 72.2289 Ha of forest land for renewal of deemed mining lease No. 31/54 in favour of M/S Chowgule of Vasco in South Goa District.	No. 8-541/89-FC dtd. 09.05.1995	9-May-95	9.50
28	Renewal of mining lease in respect of T.C.No. 35/52M/s.V.S. Dempo, Panaji.	No.8-538/89-FD Dtd. 9-5-95	9-May-95	12.1644
29	Renewal of mining lease in respect of T.C.No. 26/60 of M/s.Damodar Mangalji &Co.Pvt. Ltd., Panaji	No.8/73-94-FD dtd.9-5-95	9-May-95	1.00
30	Diversion of 16.47 Ha. of forest land for renewal of deemed mining lease No. 44/56 in favour of M/S V.M. Salgaonkar & Bros Ltd. in North Goa District.	No. 8-76/94-FC dtd 10.05.95	10-May-95	15.67
31	Renewal of deemed mining lease No. 29/54 of M/S. V. M. Salgaonkar & Bros. Ltd. of Vasco	No.8-491/89-FC, dtd 10.05.95	10-May-95	0.00

32	Diversion of 15.0769 Ha. of forest land for renewal of deemed mining lease No. 21/54 in favour of M/S V.S Dempo & Co. Ltd., Panaji-Goa.	No. 8-490/89-FC, dtd 12.05.1995.	12-May-95	0.00
33	Renewal of mining lease in respect of T.C.No.84/53, M/s.Damodar Mangalji & Co. Pvt., Ltd	No.8-539/89-FC Dtd.15-5-95	15-May-95	15.38
34	Renewal of mining lease in respect of T.C. No. 46/56 M/s Damodar Mangalji & Co., Pvt Ltd.	No.8-72/94-FD Dtd. 15-5-95	15-May-95	10.10
35	Renewal of mining lease in respect of T.C.No. 40/54 of M/S Dempo, Panaji.	No.8-54589-FD Dtd.22-6-95	22-Jun-95	0.6350
36	Diversion of 78.85 Ha. of forest land for renewal of deemed mining lease No. 19/52 in favour of M/S. V.M Salgaonkar & Co in North Goa District of Goa	No. 8-71/94-FC, dtd 23.06.1995	23-Jun-95	0.0000
37	Renewal of mining lease in respect of T.C.No.3/51 of M/S.V.S. Dempo ,Panaji.	No.8/545/89-FD Dtd.28-6-95	28-Jun-95	14.84
38	Deforestation of mining areas (43.31. Ha-16 mining concessions) approved under FCA-1980) 29/55	No. 8-99/82-FRY (Cons) dtd 8.7.1985	8-Jul-95	0.75
39	Renewal of mining lease in respect of T.C.No. 6/57 of Shri. Atchut V.S.Velingkar of Mardol Goa	No.F(C)16-1/GOA/80/ MIN/Dtd.13-7-95	13-Jul-95	8.85
40	Renewal of mining lease in respect of T.C. No.40/57 of M/s.Chowgule &Co., PVT. Ltd.	No.8-566/89-Fd Dtd.18-8-95	18-Aug-95	18.983

41	Renewal of mining lease in respect of T.C.No.42/57 of M/s. Chowgule & Co. Pvt.Ltd Vasco-da-Gama.	No.8-566/89-FD Dtd.18-8-95	18-Aug-95	18.2952
42	Renewal of mining lease in respect of T.C. NO.71/52 of M/sDamodar Manglji & Co.Pvt.Ltd. Panaji	No.8-74-94-FD Dtd 9-12-95	9-Dec-95	1.00
43	Diversion of 88.60 Ha. of forest land for renewal of deemed mining lease No 88/52 granted to M/S Sociedade De Fomento Industries Ltd	No. 8-20/95-FC, dtd 15.12.95	15-Dec-95	29.50
44	Diversion of 33.2470 Ha. of forest land for renewal of mining lease bearing T.C No. 2/51 of M/S M.S Talauliker & sons Pvt. Ltd., North Goa District	No. 8-14/93-FC, dtd 18.12.1995	18-Dec-95	17.00
45	Diversion of 57.970 Ha of forest land for renewal of mining lease bearing T.C No. 23/53 in favour of M/S Emco Goa Pvt. Ltd.	No. 8-18/95-FC, dtd 02.04.97	2-Apr-97	5.00
46	Cutting of trees in excess road of mining in Vichundrem village of Sanguem taluka.	No. F(C)A/112/10/FC/GOA/2198 Dtd.9-4-97	9-Apr-97	0.0990
47	Diversion of 43.3608 Ha of forest land for renewal of deemed mining lease No. 26/57 in favour of M/S Chowgule & Co. Ltd. in North Goa District	No. 8-544/89-FC, dtd 28.05.97	28-May-97	9.5075

48	Proposal for diversion of 3.404 Ha. of forest land at village Chandel in Pernem Taluka in North Goa District for construction of right bank main canal of Tillari irrigation Project from 9.700 KM to 10.100 KM	No.F(C)A/112/GOA/22/IP(221)/1096 dtd 04.08.97	4-Aug-97	3.404
49	Renewal of mining lease in respect of T.C.No.38/52 of shriHiru Bombo Gawas of Margao	No.8-42-96-Fd Dtd22-10-97	22-Oct-97	10.470
50	Diversions of Forest area for ground level reservoir at Chiplem in the Govt. forest area of 0.28 ha. in sy.no.181 of Cotigao village.	No.F(C)A/11.2/24/IP dated 20/2/1998	20-Feb-98	0.28
51	Diversions of Forest forest area for 220KV D/C tower line from Darbandora to Xeldem	No.8-40/98-FC Dtd.13-5-98	13-May-98	21.07
52	Diversions of the area for widening of curve at Km 14.05 on State Highway No.7 in Sanvordem village of Sanguem Taluka	No.F(C)A/11.2/25/GOA Dt.30-9-1998.	30-Sep-98	0.2273
53	Diversions of 34.1710 Ha of forest land for renewal of mining lease bearing T.C No 39/56 of M/S V.M. Salgaonkar & Bros Ltd. in North Goa District.	No. 8-19/95-FC, dtd 30.10.98	30-Oct-98	12.141
54	Renewal of mining lease in respect of T.C.No.67/52 of Shri.A.V.S.Velingkar-Mardol Goa	No.8-142/97-FC dt.26-2-99	26-Feb-99	13.25
55	Diversions of 1.9495 ha of forest land for 15 MLD regional water supply Scheme at Chandel	F(CA/11.2/26/GOA/DWS/ dated 15/9/1999	15-Sep-99	1.9495

56	Diversion of 2.4720 ha of FL for the purpose of construction of bye pass from Dhavali to Khandepar (Curti via Bondbag and Bethora	F(C)A/11.2/27/RC/GOA/1842 dated 18/10/1999	18-Oct-99	2.472
57	Diversion of 0.1345 ha of FL for the construction of 800 M3 GLR, rising feeder main and approach road at Bhuimpal	F(C)A/11.2/28/GOA/DWS dated 15/2/2000	15-Feb-00	0.1345
58	L.A. for improvement and widening N.A. 17 between Km 86/ 300 to 93/ 800 (Panaji-Karnataka border section) Diversion of 0.16 Ha. Of Forest land	No. F(C) A /11.2/7/RC/Goa/3672 ..dt. 22.2.2001	22-Feb-01	0.16
59	Diversion of 5.82 4 Ha. of Forest land through Social Forestry plantation at Revora for 440 KV D/C Kolhapur-Mapusa Transmission line.	No.F (C)A/16.1/12/GOA/TL dt. 10/10/2001.	10-Oct-01	5.824
60	Diversion of 0.03 Ha. of forest land for erection of telecom tower and hut at Usgao Timber Depot in North Goa District	No.F/C/A/11.2/35/GOA/TC/1157 , dated 13/09/2002.	13-Sep-02	0.03
61	Diversion of 3.2345 Ha. of forest land for the purpose of construction of by pass road (Curti) Via Bondbag and Bethora in Ponda Taluka (Phase II)	No.F (C)A/11.2/33/GOA/RC/1984 dated 31/12/2002.	31-Dec-02	0.7625
62	Diversion of 4.44 Ha of forest land at Potrem village of Sanguem Taluka of M/S Chowgule & Co.			4.44
63	Diversion of 0.87 ha. Of forest land for construction of dyke dam of Salauli irrigation in South Goa Div.			0.8700

In principal approvals granted under Forest (Conservation) Act,1980(Stage-I)

Sr. no.	Lease holder & lease no.	Forest Area in ha	Stage -I approval	Remarks
1	Ashok Kudchadkar 53/52	31.4390		
2	Ashok Kudchadkar 100/53	22.1350		
3	Chandrakant F. Naik 63/51	38.6001		
4	Noor Mohammad Karim 43/53	12.4000		
5	V.D. Chowgule 14/51	68.7581		
6	Haidar Kassim Khan 10/51	71.8992		
7	SOVA 45/54	80.2233		
8	G. N. Agrawal 8/41	78.2300		
9	V M Salgaocar 50/53	40.5555		
10	V M Salgaocar 13/55	56.2360		
11	Prafulla Hede 30/50	42.2796		
12	S. Kantilal 4/52	67.9500		Cancelled
13	A. S. Velingkar	40.5445		
14	Badruddin Mavani 14/52	71.4128		
15	Francis Minguel Mascarenhas 60/51	76.1000		
16	M S Rege 50/58	10.9051		

Manual – 14.

Particulars of Recipients of Concessions, permits or authorization granted by it.

[Section 4(1)(b)(xiv)]

Sr.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base.
1.	To create awareness about Forest & Wildlife	Basic details and various activities taken up by the Forest Department	YES	Available

The details of the Website maintained by the Forest Department are as follows:-

Website of the Department

The Forest Department of Goa has launched its website with the address www.goaforests.com. The website contains the following information:-

Goa State

- Location
- Area
- Administrative units
- Population Statistics
- Goa Map

Forests of Goa

- Extent
- Vegetation Map
- Types of Forests & Major species
- Growing Stock
- Mangroves

Organizational Setup

- Mandate of Forest Deptt.
- Organization chart

➤ Manpower

Forest Management

➤ Objectives

➤ Various Developmental Schemes

➤ Water & Soil Conservation measures

➤ Achievements under New Government

Wildlife Management & Eco-Tourism

➤ Objectives

➤ National Parks and Sanctuaries

➤ Flora & Fauna

➤ Maps showing National Parks & Sanctuaries

➤ Photo Gallery

➤ Eco-tourism

➤ Sacred Groves

Research & Training

➤ Forest Training School

➤ Human Resource Development

Citizens Charter

Regulation & Protection measures

➤ Indian Forest Act.

➤ Wildlife Protection Act.

➤ Environment Protection Act.

➤ Forest Conservation Act.

➤ Forest Code

➤ Forest Rules

People & Forests

➤ Social Forestry

➤ Citizens Charter

Contact Us

➤ Contact Phone Nos.

➤ Feedback form

Manual – 15.

Particulars of the facilities available to citizens for obtaining information.

[Section 4(1)(b)(xv)]

Facilities available for obtaining information.

Sr. No.	Facility available	Nature of information	Working Hours.
Information Counter			
Web site	YES	Basic details and various activities taken up by the Forest Department	Round the Clock
Library	YES	Various books related to the Forestry and allied activities are maintained.	9.30 A.M. to 5.45 P.M.
Notice Board.	Notices are displayed on notice board	General information	9.30 A.M. to 5.45 P.M.

Citizen's Charter

Many of the services performed by the Forest Department, though invaluable are nevertheless intangible in nature. Conservation of biodiversity, prevention of soil erosion & Water Conservation, warding off natural disasters like flash floods, stabilization of climate etc. are some of the critical and important services rendered by forests. The Forest Department does have an active interphase with the people - through this charter the Department seeks to inform the public about important areas of public dealing like

- a) Felling and removal of trees in a private property by an individual/Company.
- b) Reservation of cottages at Wildlife Sanctuaries/National Parks/ Forest Rest Houses.
- c) Entry to the public/school children and tour operators to the Sanctuaries/Parks.
- d) Distribution of seedlings during Vanamahotsava.
- e) Enforcement of Indian Forest Act, 1927 and remedies available.
- f) Enforcement of Wildlife (Protection) Act, 1972.
- g) Issue of licences to wood-based industries,

- h) Issue of transit passes for transport of forest produce anywhere in the State/outside the State.
- i) Applicability of Forest (Conservation) Act, 1980.
- j) Duties of public in general.

a) **Felling and removal of trees in private property by individual/company.**

Permission to fell trees is regulated under provisions of Goa, Daman and Diu Preservation of Trees Act, 1984, a copy of the same may be obtained from the Government Printing Press.

If a private individual/Company wants to fell tree/trees from his private property, an application, in Form 'B' has to be made to the Tree Officer, i.e. the Dy. Conservator of Forests (North), Ponda covering Tiswadi, Bardez, Pernem, Bicholim & Satari talukas and a part of Sanguem taluka and to the Dy. Conservator of Forests (South), Margao covering Salcete, Mormugao, Quepem, Canacona and a part of Sanguem talukas. The forms are available with the nearest Range Forest Office. Licences to fell trees can be given to an area not exceeding 1 ha. in a particular Survey No. and the maximum of 2 licences can be issued in a year in respect of any one survey number. The permission for felling is deemed to have been granted if no reply is received from the Tree Officer within 60 days. Tree Officer will entertain only those applications complete in all respects, establishing the ownership on land and trees.

Form ' B' is enclosed as Appendix I.

If the number of trees sought to be felled is upto 2 trees only, the application can be submitted to the Sub-Divisional Forest Officers (Assistant Conservators of forests) stationed at Ponda (North Division) or at Madagaon and Quepem (South Division) who also have been designated as Tree Officers with restricted powers.

After obtaining permission, the individual/Company should fell the trees within the time limit prescribed in the licences and make logs of their choice and inform the Tree Officer in Form 'C'. The Tree Officer after taking measurement of the cut logs will issue transport permission and only thereafter the cut material could be transported under the cover of transit pass to be issued by Range staff Officer concerned.

Form ' C' is enclosed as Appendix – II.

If any tree is causing danger to life and property, the owner of the land may fell the tree and report the fact to the nearest Range Forest Office within 24 hours and such intimation should be made in Form 'A'.

Form A is enclosed as Appendix III.

It is for each individual and company to effectively protect all the trees growing in their areas.

Remedies :-

If an individual/Company is not satisfied with the order passed by the Tree Officer regarding felling permission, he/company may file an appeal with the Chief Conservator of Forests (Appellate Authority), Gomantak Maratha Samaj Bldg., Panaji within 30 days from the date of order of Tree Officer after paying a fee of Rs. 1,000/.

- b) Reservation of cottages at Wildlife Sanctuaries/ National Parks/ Forest Rest Houses

The Reservation Charges at Wildlife Sanctuary / National Parks / Forest Rest Houses are enclosed as Appendices which are listed below :-

1. Wildlife Sanctuaries :-

- a) Bondla Wildlife Sanctuary
- Appendix – IV - 1 - (a)
- b) Eco –Tourism Complex at Hatipal (Cotigao Wildlife Sanctuary)
- Appendix - IV - 1 - (b)

2. Forest Rest Houses :-

Forest Rest Houses are located at Poiginium at Canacona, Sanguem, Quepem, Ponda, Mollem, Keri in Sanquelim and Valpoi

-Appendix – IV (2)

c) Entry to the public/school children and tour operators to the Sanctuaries

Entry fees to the Sanctuaries to the public, tour operators and school children are given in the various appendices under Appendix V as detailed below.

- a) Dr. Salim Ali Bird Sanctuary, Chorao by a boat, as in Appendix V(a)
- b) Entry of individuals in vehicles into Bondla Sanctuary/Zoo, as per Appendix-V (b)
- c) Private visits for Bhagwan Mahavir Wildlife Sanctuary & Mollem National Park as per Appendix -V – (c).
- d) The entrance fee for entry in Arboretum at Satpal on Sancordem Mollem Road, as per Appendix -V – (d).

The Government has exempted bonafide students from Educational institutions upto Std. XII from paying any fee for entering into various Wildlife Parks/Sanctuaries, Zoos, National Parks and Deer Safari provided, they produce certificate from the Head of the Institution to prove their bonafides and are accompanied by teachers.

d) Distribution of seedling during Vanamahotsava

Vanamahotsava is celebrated every year during the month of July to make afforestation a people's movement with special emphasis on participation by youth. Seedlings of forestry species are distributed free to the schools, panchayats and municipalities. For others, a nominal amount is charged **as per Appendix-VI**. The location of Forest Nurseries are as follows :

North Division :-

1. Dharbandora (Collem Range)
2. Veluz (Valpoi)
3. Keri (Sanquelim)
4. Mopa (Pernem)
5. Tisk (Usgao)
6. Ponda

South Division :-

1. Aquem (Margao),
2. Condimol (Padi)

Social Forestry Division :-

1. Pali (Usgao).
2. Forest Colony (Ponda)
3. Valkini (Sanguem)

Research Division :-

1. Gotmod (Ponda),
2. Camurlim (Tiswadi),
3. Choraog for mangrove seedlings,
4. Velwado , Poiginim(Canacona),
5. Copordem (Valpoi)
6. FTS (Valpoi)

Soil Conservation Division :

1. Dhavali (Ponda),
2. Bhironda (Valpoi),
3. Valkini, (Sanguem)

Enforcement of Indian Forest Act 1927 and remedies available

- i) Cutting of trees from Government forest area is prohibited. The offence is punishable with imprisonment, which may exceed 1 year, or fine, which may extend to Rs. 10,000/-
- ii) However forest offences (excepting those expressly banned) under the said Act can be compounded at the discretion of the competent forest officer and at the willingness of the offender by paying value of forest produce as assessed by the forest officer and/or compensation which may extend to Rs.10, 000/- or both.
- iii) Any Govt. Forest can be constituted as Reserve forest by issue of notification under section 4 of the Act and the individuals having any Rights/claims may

approach the Forest Settlement Officer, Junta House, Panaji, with their claims for excluding the same from the limits of the Reserve Forests or for continuance of the rights.

e) **Enforcement of Wildlife (Protection) Act 1972**

a) Registration of fire arms with the Chief Wildlife Warden or the Authorised Officer.

Any person holding a fire arm licence under the Arms, Act 1959 and staying within 10km. from the boundary of any wildlife sanctuary is required to register with the Chief Wildlife Warden or Authorised Officer after applying in the prescribed form and fee. For this, the person holding the Fire Arm Licences should approach concerned Wildlife Range Forest Officer and apply in the prescribed form. In case he encounters any problem he should meet the concerned ACF (WL) or DCF(WL&ET) to sort out the matter. This is mandatory requirement under section 34 of Wildlife (Protection) Act, 1972.

b) Obtaining ownership certificate in respect of possessing any wild animals or its trophy.

Under section 42, the Chief Wildlife Warden may for the purpose of section 40 issue a certificate of ownership in such form as may be prescribed to any person who in his opinion is under lawful possession of any wild animal or any animal article trophy, uncured trophy and may wear possible make in the prescribed manner such animal article trophy or uncured trophy for purpose of identification. In this regard also the person should meet the concerned Range Forest Officer, ACF or Director of the Wildlife Division to sort out the matter. The vehicles involved in forest offences for poaching (killing wild animals) inside the Sanctuary; will automatically become a Government property and hence forfeited. As such public should note that they do not indulge in hunting of wild animals either inside forests or outside since the punishments under the Wildlife (Protection) Act are quite stringent which include imprisonment and/or fine. Hunting for the purposes of the Act would mean trapping, snaring, poisoning (or even attempts) of wild animals or their young ones including eggs.

f) Issue of licenses to wood based industries.

As per the earlier decision taken by the Government no new saw mill licences are being issued. The position has become more stringent after the Hon'ble Supreme Court of India vide order dated 15.1. 98 putting a ban on opening of new wood based industry for a period of 5 years.

g) Issue of transit passes for transportation of Forest produce within the State.

No forest produce can be transported within the limits of the State of Goa without valid transit pass from the Forest Department. The fees for the transit passes are prescribed in Appendix - VII.

h) Import/Export of forest produce like timber, poles, and firewood is banned by the State of Goa.

There is a complete ban on export of timber from Goa State. However if any material is brought from outside the State, the same could be taken out of the State with the written permission from the Chief Conservator of Forests.

i) Applicability of Forest (Conservation) Act, 1980

As per the provisions of this Act, no forest area irrespective of ownership can be diverted for non-forestry purposes without prior approval of the Ministry of Environment & Forests, New Delhi. Details of the procedure can be obtained from the Dy. Conservator of Forests (Monitoring and Evaluation) who sits in the CCF's office, Panjim. The act is applicable even on "Private Forests" identified by the State Level Expert Committees. As per the latest ruling of Hon'ble Supreme Court, such areas are to be worked under a scheme based on silvicultural principles and are to be got approved by the Forest Department. The Forest Department can provide necessary technical guidance for preparation of the same for which Dy. Conservator of Forest (North) and Dy. Conservator of Forest (South) may be contacted. The technical

guidance can be availed of by entrepreneurs who have taken to tree planting in their farmlands on a commercial basis. In such cases where fellings as sanctioned by silvicultural considerations like thinning will not be subject to the rigorous stipulations set by the PTA, in so far as, such fellings are desirable and indispensable to accelerate tree growth and the scheme for which has been approved by the Department.

j) Duties of public in general

It is the duty by Law abiding individual to inform the nearest Forest Officer regarding fires in Government forest and also any information regarding commission of forest offence such as cutting of trees, killing of wild animals etc. Such informants will be duly awarded if the information given is correct and it leads to conviction in a Court of Law. A control room has been set up at Headquarters, Panaji. It is open 24 hours each day and any complaint regarding forest offence may be made on telephone No. 2225926. An animal rescue squad also is working in Campal round the clock with telephone No 2228772.

For the information of public in general, the telephone Nos. of the Forest offices and officials is furnished **at Annexure-VIII.**

Complaints and Grievances

The forest department is duty bound to deliver courteous, prompt and transparent service to the public at all times. Instructions have been issued at all levels to achieve these. However despite these, there can arise occasions when some services may not meet the requirement/expectations of public. Complaint boxes are kept in the offices of Range Forest Officer's, Sub divisional Forest Officer, the Dy. Conservators of Forests and Conservator of Forests. Shri. Jitendra Kumar, Dy. Conservator of Forests (Planning and Statistics) in the office of Conservator of Forests has been designated as Public Grievance Officer and he will hear and receive complaints on first Monday of each month between 2.30 p.m. and 5.30 p.m.

For more details visit us at **<http://www.goaforest.com>**

APPENDIX – I

FORM B

(See Rule 4.1)

The Tree Officer,

 Sir,

I apply for grant of permission for felling tree/s located in the property situated in the village..... Taluka..... and District..... I furnish below the following details in support of my application: -

- i) Applicant's name and address (In block letters)
- ii) Name and address of the owner of the property (if different from applicant)
- iii) Title of the applicant i.e. whether owner/occupant of the property, etc.
- iv) Name and serial number of property
- v) Total area of the property with description of the boundaries
- vi) Total number of trees (species- wise) whose trunk or body is not less than 5 cm. in diameter at a height of 30 cms. from the ground and whose height is not less than one metre from the ground
- vii) The exact area (in sq. meters) from which felling of trees for which permit is sought (description of the boundaries)
- viii) Total number of trees to be felled
- ix) Trees to be felled are numerically numbered in paint, their girth measured at a height of 1.35 meters from ground level and their details species wise are
- x) Purpose for which the felling of trees are intended
- xi) Intended use of felled trees (e.g. for sale, for domestic use, etc.)
- xii) Intended use of land after felling of trees
- xiii) Number and species of trees intended to be planted after felling (give details of arrangements for raising, planting and protecting trees)

xiv) Name/s and address/es of the owners/occupants adjoining property/ies

2. I am enclosing an affidavit and below mentioned papers in support of my application.

Declaration

I hereby declare that I shall fully satisfy and abide by such terms and conditions of the permit as may be specified therein.

Place:-

Date:-

APPLICANT'S SIGNATURE

Attested copies of :-

1. Property/occupancy documents.
2. Plan of the property showing the survey number.
3. Enumeration list (duly signed by the applicant).
4. Boundary list (duly signed by the applicant).
5. Latest index of land record issued by the Mamlatdar.
6. N.O.C. from Administrator of Comunidade.
7. N.O.C. from adjoining property owners:

Affidavit

(To be signed on a stamped paper in the presence of Magistrate or authority approved for the purpose)

I, aged years, resident of(locality)..... village Taluka, Goa District, wife/son/daughter of..... do hereby solemnly affirm and declare as under:

1. That I am the legal owner/occupant of the private property known as “” situated at Village Taluka bearing cadastral survey number..... of., boundaries of which are as follows:-

- East:
- West:
- North:
- South:

- 2. That I have applied to the Tree Officer, for permission to fell(number) trees from the aforesaid property. All the trees have been numbered with paint.
- 3. That there is no other owner/occupant of this property or of the forest produce of this property and I hereby solemnly affirm and declare that I shall be solely responsible and answerable for any claim and litigation, if any, that may arise at any time in future regarding the ownership/occupancy of the said property or the forest produce from the said property.
- 4. I hereby solemnly declare and affirm that to the best of my knowledge and belief the information is correct and true and nothing material has been concealed and is false.

Place:

Date:

DEPONENT

APPENDIX - II

FORM C

[See Rule 4 (2)]

To
The Tree Officer and
.....
.....

Sir,

I apply for grant of permission for removal and disposal of tree/s located in the property situated in the village..... Taluka..... and District..... I furnish below the details in support of my application: -

- i) Applicant's name and address
(in Block letters)
- ii) Name and address of the owner of the property (if different from applicant) from which trees were felled.
- iii) Title of the applicant i.e. whether owner/ occupant of the property etc. from which trees were felled.
- iv) Name and serial number of the property from which trees were felled.
- v) Total area of the property with description of the boundaries.
- vi) Total number of felled trees (species wise) whose trunk or body is not less than 5 cm. in diameter at a height 30 cm. from the ground and whose height was not less than one meter from the ground.
- vii) Describe the circum-stances under which the tree/s was/were felled i.e. whether the tree/(s) was/were felled after obtaining the permit (a copy of the permit is to be

enclosed) or under the provision to section 8 of the Ordinance or had fallen due to natural causes, etc.

viii) Details of material obtained from the felled tree.	First class timber ... cu.m.
	Second class matti ... cu.m.
	Second class (other)... cu.m.
	Third class timber ... cu.m.
	Firewood ... cu.m.
	First class Poles ... Nos.
	Second class Poles ... Nos.
	Third class Poles ... Nos.

ix) The manner in which the material would be removed i.e. by road, rail, waterways and the mode of transport.

x) Transit route

xi) Removal of the material completed by (date).

xii) The material is intended to be disposed in the manner indicated below: -

a) For self use

	Quantity
First class timber ...	cum.
Second class matti ...	cu.m.
Second class (other)...	cu.m.
Third class timber ...	cu.m.
Firewood ...	cu.m.
First class Poles ...	Nos.
Second class Poles ...	Nos.
Third class Poles ...	Nos.

b) By sale	Quantity
First class timber	... cu.m.
Second class matti	... cu.m.
Second class (other)	... cu.m.
Third class timber	... cu.m.
Firewood	... cu.m.
First class Poles	... Nos.
Second class Poles	... Nos.
Third class Poles	... Nos.

c) Name (s) and full Address /es of the persons/parties to whom the material would be disposed by sale.

d) Licence number of the purchaser (if purchaser is holder of a licence issued by Forest Department).

I am enclosing below mentioned papers in support of my application.

Declaration

I hereby declare that I shall fully satisfy and abide by such terms and conditions of the permit as may be specified therein.

Place: -

Date: -

APPLICANT'S SIGNATURE

Attested copies of: -

- a) Property/occupancy documents.
- b) Plan of the property showing the survey number.
- c) Boundary list (duly signed by the applicant)
- d) Latest Index of Land record issued by the Mamlatdar.
- e) Report, if any, made pursuant to provision to section 8 of the Ordinance.
- f) Permit, if any, granted by the Tree Officer.

APPENDIX –III

FORM A

(See rule 3)

The Tree Officer,
.....

Sir,

I have to report that I have felled on(date) at(time).(number)/tree from the property owned by me/under my occupation in the villageTaluka.....and District... I declare that if the said tree/s had not been immediately felled, it/they would have posed grave danger to life/property/ traffic (delete inapplicable words).

2. The following details are furnished: -

- i) Name and full address of the signatory (In Block letters).
- ii) Title in respect of land in which tree(s) was/were situated.
- iii) Location of the site from which tree/s felled (give name and survey number of plot and indicate as clearly as possible the actual situation of the tree)
- iv)
 - a) Species of the tree felled
 - b) Its approximate age
 - c) Its girth measured at a height of 1.35 meters from ground level.
- v) Justification for felling the tree/trees (Here describe the way in which the tree posed danger and the reasons why you could not wait to seek permission for cutting it).

Place: -

Date:

SIGNATURE

APPENDIX - IV**APPENDIX - IV – 1 – (a)**

The rates of Tourist cottages and dormitory at Bondla are as follows: -

<i>Type of accommodation</i>	<i>Rate</i>
1 Tourist cottage 2 bedded – suite 2 Adults 1 child allowed in one suite (for extra adult or child – 4 maximum persons- Rs. 25/-each. No extra bed will be provided)	Rs. 350/-
2. Tourist cottage single occupancy	Rs. 250/-
3. Dormitory bed (One Person)	Rs. 75/-
4. Dormitory bed (One Person)	Rs. 10.00 (for students)

APPENDIX - IV – 1 – (b)

The rates of Tourist cottages at Hatipal (Cotigao Wildlife Sanctuary)

Type of Accommodation	Rates	Remarks
1.Tented temporary/hut type Accommodation 2 adults 1 child allowed in one unit/suit	Rs.200.00 (For an extra person – maximum 4 persons - Rs. 25.00 per person will be charged. No extra bed will be provided)	Check out time 12.00 noon
2.Mini cottage (Bulbul)	Rs.250.00 (For an extra person – maximum 4 persons -	-do-

	Rs.25.00 per person will be charged. No extra bed will be provided)	
3.Single occupancy (Bulbul).	Rs. 175.00 (For an extra person- - maximum 2 persons - Rs.25.00 per person will be charged. No extra bed will be provided)	-do-
4.Cottage (Peacock) 2 adults 2 children allowed..	Rs. 500.00 (For an extra person Rs.25.00 per person will be charged. No extra bed will be provided).	-do-
5.Single occupancy (Peacock)	Rs.250.00 (For an extra person – maximum 2 persons - Rs.20.00 per person will be charged. No extra bed will be pro-vided)	-do-

APPENDIX – IV – 2

ALL FOREST REST HOUSES

1.	State Government officials on duty	Rs. 50.00	Per night/ per bed
2.	State Government officials on private visit	Rs. 100.00	Per night/ per bed
3.	Other Governmental Officials on duty	Rs. 150.00	Per night/per bed
4.	Other Government officials on private visits	Rs. 250.00	Per night/per bed
5.	General Public	Rs. 250.00	Per night/per bed

APPENDIX – V**APPENDIX – V – a**

Following rates/fees are fixed for visiting Choraobird Sanctuary by boat: -

- (i) Visiting sanctuary in Government/ Department boat Rs. 75/- per person (no concessions for groups & students)
- (ii) Visiting sanctuary by private boat belonging to tourists, individuals/entrepreneurs Rs. 50/- per person

The department will not be responsible for any accident, injury etc, during the boat ride involving private boat.

APPENDIX – V - b

Entry and other fees for private visits in **Sanctuary and Bondla Zoo**:

1.	Entry fee (Adult)	Rs. 5/-
2.	Entry fee (Children)	Rs. 2/-
3.	Deer Park entry fee (adult)	Rs. 10/-
4.	Deer park entry fee (children)	Free

5.	Scooter/motorcycle 2 wheelers	Rs. 10/-
6.	Car/Jeep/4 wheelers light vehicle	Rs. 50/-
7.	Bus/truck/tempo/tractor/heavy vehicle	Rs100/-
8.	Rickshaw 3 wheelers	Rs. 25/-
9.	Still camera	Rs. 25/-
10.	Video camera (8 mm.)	Rs. 100/-
11.	Elephant ride (Adult)	Rs. 20/-
12.	Elephant ride (children)	Rs. 5/-
13.	Video/camera filming/documentary/advertisement (16mm.& up)	for Rs.5000/-per day per etc. camera

APPENDIX – V - c

Entry and other fees for private visits in Bhagwan Mahavir Wildlife Sanctuary & Mollem National Park.

Sl.No	Type of Accomodation	Rate	Check out time
1.	Entry Adult (Indian as well as Foreigner)	Rs. 20/-	(12.00 noon)
2.	Child/Student (upto 12 th Standard) (Indian & Foreign)	Rs. 5/-	-do-
3.	Still Camera	Rs. 30/-	-do-
4.	Video Camera 8mm handy cam etc.	Rs. 150/-	-do-
5.	Motor cycle , Scooter, 3 wheeler rickshaw etc	Rs. 40/-	-do-
6.	Car/ Jeep/4 wheelers/light motor vehicle (other than licenced / registered vehicle)	Rs. 120/-	-do-
7.	Bus/truck/tempo/tractor/Heavy vehicle(other than registered/ licenced	Rs. 250/-	-do-

- vehicles)
- | | | | |
|-----|---|---|------|
| 8. | Licensed registered vehicles (No. of registered vehicles to be restricted to 85) | Rs. 5000/- per annum to be paid in four quarterly instalments | -do- |
| 9. | Video Camera for filming documentary/advertisement etc. 16 mm & above | Rs.5000/-per day per camera | -do- |
| 10. | Camping inside the sanctuary at the specified spots/sites with their own tent & other equipments. The permission for this will be given by Director (Dy. Conservator of Forests/Asstt. Conservator of Forests. Whether to give permission or not for camping inside wildlife protected area is at the discretion of the Director (Dy. Conservator of Forests)/ Asstt. Conservator of Forests. | Rs. 100/- per day per person | -do- |

The Government has exempted bonafide students from Educational institutions upto Std. XII from paying any fee for entering into various Wildlife Parks/Sanctuaries, Zoos, National Parks & Deer Safari provided, they produce certificate from the Head of the Institution to prove their bonafides & are accompanied by teachers.

APPENDIX – VI

To have the proper utility of the nursery seedlings to be supplied to the general public for planting, the Government has decided to have nominal charges for all kinds of seedlings raised in forest nurseries. The rates fixed are as follows: -

- | | | |
|----|---------------------------------------|--------------|
| 1) | Polybag seedlings of General category | Re. 1/- each |
| 2) | Teak seedlings | Rs. 2/- each |
| 3) | Ashoka (ornamental) | Rs. 3/- each |

- | | | |
|----|-------------------------------------|--------------|
| 4) | Mangrove seedling in polythene bags | Rs. 5/- each |
| 5) | Mangrove propagules | Rs. 2/- each |

It has been discontinued to supply Cashew seedlings from the Forest Department as the Agriculture Department and Cashew Corporation supply the same.

The above rates will not be applicable to the Government recognized Schools, Colleges and Institutions who will be distributed seedlings free of cost.

APPENDIX – VII

Fees for following different types of transit passes are as follows:

<i>Type of Transit Passes</i>	<i>Rate (Rs.)</i>
Timber, firewood and M.F.P. from Govt. Forests after purchase by private parties, institutions or Govt. departments (colour white)	50.00
Pass for timber, firewood or other forest produce including M.F.P. for dastan and storage and transit to saw mill below 2 cu.m. (colour pink)	40.00
Pass for timber, firewood or other forest produce including M.F.P. for dastan and storage and transit to saw mill above 2 cu.m. (colour pink)	100.00
Pass for firewood and M.F.P. from private areas (colour green)	100.00
Pass for timber and poles from private areas (colour yellow)	200.00

Manual – 16.**Name & designation and other particulars of Public Information Officers.**

[Section 4(1)(b)(xvi)]

List of Public Information Officer.

Sr. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area/activities, if, more than one PIO is there
1.	Dy. Conservator of Forests, Planning & Statistics, Panaji-Goa.	O/o. Chief Conservator of Forests, Gomantak Maratha Samaj Bldg., Panaji-Goa.	2225926 2224747 2425642	-	

List of Assistant Public Information Officer

Sr. No.	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area/activities, if more than one APIO is there.
1.	Asst. Conservator of Forests, Legal Cell, Panaji-Goa.	O/o. Chief Conservator of Forests, Gomantak Maratha Samaj Bldg., Panaji-Goa.	2225926 2224747	-	

First Appellate Authority within the department.

Sr. No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	E-mail address.
1.	Conservator of Forests, Panaji-Goa.	O/o. Chief Conservator of Forests, Gomantak Maratha Samaj Bldg., Panaji-Goa.	2225926 2224747 2422240	

Manual -17.

[Section 4(1)(b)(xvii)]

Other information as may be prescribed

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