

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

1. **Aims and objectives of the public authority.**

North Goa Division is a part of Forest Department of Goa.

Its important aims and objectives are as follows:-

- a) To protect and manage the forest wealth in North Goa.
- b) To enrich the degraded forest areas in North Goa.
- c) To protect the wild life in Madei Wild Life Sanctuary and other areas in North Goa Division.
- d) To encourage planting of trees among student /Public by free distribution of seedlings and organizing Vana Mahotsavas.
- e) To implement the National Forest Policy.

2. **Mission / Vision Statement of the public authority.**

- a) To Preserve and Manage the Forests of Goa for posterity.
- b) To maintain and improve the ecology of the State.
- c) To implement water and soil conservation measures by proper management of forest resources
- d) To provide rural employment through forestry works.
- e) To increase awareness among the people towards importance and necessity of the forests

3. **Brief history and background of establishment of the public authority.**

Earlier the Office of the Dy. Conservator of Forests, North Goa Division was in Panaji and was shifted to its present address at Ponda in 1978 - 1979 for the convenience of the public. The following Ranges are under North Goa Division:-

<u>Ranges</u>	<u>Taluka</u>
1. Panaji	Tiswadi/Bardez
2. Pernem	Pernem/ Bicholim (part)
3. Collem	Sanguem/ Ponda (part)
4. Ponda	Ponda
5. Keri	Bicholim & Sattari(part)
6. Valpoi	Sattari
7. Timber Depot Tisk Usgao	Ponda

4. **Organization Chart:** Enclosed Separately

5. **Main activities /functions of the public authority.**

1. Protection of Government Forest and Private area within North Goa Forest Division.
2. Raising of Nurseries for Departmental plantations and for public distribution.
3. Raising of new plantations and maintenance of old plantations raised under various State and Centrally Sponsored Schemes.
4. Granting permission for felling of trees in private properties as per existing rules.
5. Monitoring of mining activities in mining leases in forest areas
6. Maintenance of various Government Buildings. Roads Govt. vehicles under its control.
7. Compliance of all orders by the Hon'ble Courts.

8. **List of services being provided by the public authority with a brief write-up on them:-**

- a) **Permission for felling of trees** :- Permissions are issued to the people who need to cut trees in their private properties on production of ownership documents such as Form I & XIV, Plan, and Affidavit and after scrutiny from forestry perspective. After felling of trees permission for transportation of felled material is issued. Security maintained to implement replanting with thrice the no. of trees felled.
- b) **People Nursery:-** People are encouraged to raise Nurseries of Forest species . Polythene bags, seeds and technical know how is given by the Forest Department and seedlings are bought back by the Department.

c) Firewood Depots:- Members of Schedule caste families are encouraged to operate firewood depots. Firewood at subsidized rates and weighing machine are provided by the department.

d) Distribution of seedlings:- Seedlings of forest species are distributed free of cost to public in the first week of July and at normal rates during the rest of the season.

9. Citizens interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Forestry has long time importance. Often many people fail to realize this and feel that conservation is a futile exercise. It would be appreciated if people join hands with us in conserving and managing these forests for our future generations. Another important thing which the people can observe and appreciate is the fact that how daunting is the task of conserving open treasure like forests that too with severely limited resources.

10. Postal address of the main office, attached /subordinate office//field units etc.

Main Office:- The Dy. Conservator of Forests, North Goa Division, St. Cruz, Ponda-Goa.

Subordinate office :-1. The Sub Divisional Forest Officer, St. Cruz, Ponda.

Field Unit :-

1. Range Forest Officer, St. Cruz, Ponda-Goa.
2. Range Forest Officer, Illrd floor, Junta House Panaji-Goa.
- 3 Range Forest Officer, Tuem, Pernem Goa
4. Range Forest Officer, Valpoi Goa
5. Range Forest Officer, Collem Goa
6. Range Forest Officer, Tulshimol Sanquelim Goa
7. Range Forest Officer, Timber Depot, Tisk Usgao

11. Working hours both for office and public.

9.30 a.m to 1.15 p.m
2.00 p.m to 5.45 p.m
on all working days.

12. Grievance redressal mechanism.

Complaint box is provided in Division office at Ponda.

**Manual-2
Powers and Duties of Officers and Employees
(Section 4 (1) (b) (ii))**

Please provide details of the powers and duties of officers and employees of the organization.

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	others	
1.	Dy. Conservator of Forests, North Goa Division	Jurisdiction of North Goa Division	Upto Rs.25,000/-	As entrusted by the Govt.	As prescribed in Forest Code.
2.	Sub Divisional Forest Officer, Ponda	Jurisdiction – Collem, Valpoi, Ponda Range	-	-do-	-do-
3.	Asstt. Conservator of Forests, Ponda	Jurisdiction of North Goa Division	-	-do-	-do-
4.	Forest Surveyor	Jurisdiction of North Goa Division	-	-do-	-do-
5.	Accountant	Jurisdiction of North Goa Division	-	-do-	-do-
6.	Head Clerk	Jurisdiction of North Goa Division	-	-do-	-do-
7.	Steno	Jurisdiction of North Goa Division	-	-do-	-do-

8.	U.D.C.	Jurisdiction of North Goa Division	-	-do-	-do-
9.	L.D.C.	Jurisdiction of North Goa Division	-	-do-	-do-
10.	Range Forest Officers	Concerned Range	Upto Rs.1000/-	-do-	-do-
11.	Dy. Range Forest Officers	Concerned Range	-	-do-	-do-
12.	Round Foresters	Concerned Round	-	-do-	-do-
13.	Forest Guards	Concerned Beat	-	-do-	-do-

Manual-3
Procedure followed in Decision Making Process
(Section 4 (1) (b) (iii))

1. Mining matters –Range Forest officer? Forest Surveyor ? Dy. Conservator of Forests
2. Land Conversions – Range Forest officer? Forest Surveyor. ? Asstt. Conservator of Forests / Sub Divisional Forest Officer? Dy. Conservator of Forests.
3. Felling permissions - Dealing hand ? Forest Surveyor. ? Asstt. Conservator of Forests/Sub Divisional Forest Officer? Dy. Conservator of Forests.
4. Offence cases- Dealing hand ? Head Clerk? Asstt. Conservator of Forests/Sub Divisional Forest Officer? Dy. Conservator of Forests.
5. All staff matters - Dealing hand ? Head Clerk? Asstt. Conservator of Forests ? Dy. Conservator of Forests.
6. Accounts Matters - Dealing hand ? Accountant ? Dy. Conservator of Forests.

Manual-4
Norms set by it for the discharge of its functions
(Section 4 (1) (b) (iv))

Please provide the details of the Norms /Standards set by the department for execution of various activities / Programmes

Sr. No.	Activity	Time frame /Norm for its completion/disposal	Remarks
1.	Issue of licence for felling of trees in private area	60 days	

Manual-5
Rules, regulations, instructions, manuals and records for discharging functions.

(Section 4 (1) (b) (v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:-

Sr. No.	Name of the act, rules, regulations etc.	Brief list of the contents (Regarding issues pertaining to)	Reference No if any	Price in case of priced publications
1.	Indian Forest Act 1927	Govt. Forests.	-	Available in Govt. Printing Press, Panaji.
2.	Preservation Tree Act 1984	Private areas.	-	
3.	Wild Life Protection Act 1972	Wildlife cases in all areas.	-	

4.	Forest Conservation Act 1980	Diversion of forests to non-forestry purposes.	-	
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Manual-6

A statement of the categories of documents that are held buy it or under its control

(Section 4 (1) (b) (vi))

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below)

A statement of the categories of documents held

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Toposheet	Aerial Topography	Technical Section	N.A.
2.	Mata-National Plans	Old Plan of Govt. Forest areas	Technical Section	N.A.
3.	Reserved Forest / proposed Reserved Forest Plan.	Details of reserved Forest/Proposed Reserved Forest Plans.	Technical Section	N.A.

Manual-7

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

(Section 4 (1) (b) (vii))

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

Sr. No.	Name and address of the consultative Committee/ bodies	Constitution of the committee/ body	Role and responsibility	Frequency of meetings.
1	Forest Development Agency, North Goa, Ponda	Conservator of Forests, Chairman Dy. Conservator of Forests, Member Secretary Sub Divisional Forest Officer, Ponda. Asstt. Conservator of Forests, Ponda Range Forest officers, Ponda, Collem, Val poi, Keri. President of Forest Protection Committee-11 no.	As mentioned in the	As prescribed in the guidelines

Manual-8

A statement of boards, council, committees and other bodies constituted
(Section 4 (1) (b) (viii))

This can be prepared in the following format:-

Sr. No.	Name and address of the body	Main functions 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	Forest Development Agency	1) Regeneration and eco-development of degraded forest 2) securing peoples participation in planning and regeneration efforts. 3) Employment generation for needy sector of Society.	Conservator of Forests, Chairman Dy. Conservator of Forests, Member Secretary Sub Divisional Forest Officer, Ponda. Asstt. Conservator of Forests, Ponda Range Forests, officers, Ponda, Collem, Val poi, Keri. President of Forest Protection Committee-11 no.	17.03.2007	-	Yes	Yes	4 times in a financial year	
2.	Special Officer, Team	To enquire into the claims of the Kumeri Cultivator.	Dy. Collector Asstt. Conservator of Forests, North, Ponda. Range Forest Officer (Local)	26.12.2003	No fixed tenure	Yes	Yes	As per need	

Manual-9

Directory of Officers and Employee
(Section 4 (1) (b) (ix))

Sr. No.	Name	Designation	Office Tel No.	E-Mail Address
1.	Shri Mahesh Kumar Shambhu	Dy. Conservator of Forests.	2312095 2312856	
2.	Shri P.M.Kurdekar	Asstt. Conservator of Forests.	2312095 2312856	
3.	Shri S.T.d'A. Heneriques	Sub Divisional Forest Officer.	2312095 2312856	
4.	Shri Santosh Phadte	Range Forest Officer, Ponda	2317822	
5.	Shri Vidhyadhar Korgaonkar	Range Forest Officer, Collem	2600271	
6.	Shri Tulshidas S. Wadkar	Range Forest Officer, Keri-Sanquelim	2364931	
7.	Shri Vishwas Chodankar	Range Forest Officer, Valpoi	2374223	
8.	Shri Shrikrishna R. Prabhu	Range Forest Officer, Pernem	2201367	
9.	Shri Deepak Pednekar	Range Forest Officer, Panaji	2422244	

Manual-10

The monthly Remuneration received by Each of its Officers and Employees, including the System of Compensation as provided in Regulations

(Section 4 (1) (b) (x))

Pleas provide information in following format

Enclosed separately

Sr. No.	Name	Designation	Pay scale	Monthly remuneration

Manual-11

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)

(Section 4 (1) (b) (xi))

Non-Plan Budget

Major Head	Activities to be performed	Sanctioned Budget	Budget estimate	Revised Estimate	Expenditure for the last year

Plan Budget

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed /spent

Manual-12

(Section 4 (1) (b) (xii))

List of institution given subsidy :-

Sr. No.	Name & address of the institution	Purpose for which subsidy provide	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Precious years achievements

List of individuals given subsidy:-

Sr. No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose

Manual-13

Particulars of recipients of Concessions, permits of 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
	 N.A.....			

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Particulars of Recipients of Concessions, permits of authorization granted by it
(Section 4 (1) (b) (xiv))

Information available in an electronic form

15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

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
N.A.....			

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	N.A.	--	--
Web site	Maintained by Head Office	All information pertaining to Forest Dept.	
Library	N.A.		
Notice board	Available	Designation of P.I.O & A.P.I.O	9.30 A.M to 1.5 P.M. 2.00 P.M. to 5.45 P.M. on all working days.

Manual-16

Name & designation and other particulars of Public Information Officers
(Section 4 (1) (b) (xvi))

List of Public Information Officers

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.	Shri Mahesh Kumar Shambhu, Dy. Conservator of Forests, North Goa Division, Ponda	Dy. Conservator of Forests, North Goa Division, Ponda	2312095	-	N.A.

List of Assistant Public Information Officers

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.	Shri P.M.Kurdekar, Asstt. Conservator of Forests, North Goa Division, Ponda	O/o Dy. Conservator of Forests, North Goa Division, Ponda	2312095	-	N.A

First Appellate Authority with in the department

Sr. No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	E-Mail address
1.	Shri C.A. Reddy, IFS, Conservator of Forests, Panaji	O/o the CCF, Panaji, Goa	2225926	--

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(Section 4 (1) (b) (xvii))

Other information as may be prescribed:-

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All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual