

Seventeen Manuals pertaining to Research and Utilization Division

Manual 1

Section \$(1) (b) (i)

Available with Head Office

Manual 2

Powers and duties of Officers and Employees

Section \$(1) (b) (ii)

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1	DY. CONSERVATOR OF FORESTS, RESEARCH & UTILIZATION DIVISION.	Administering the division See Annexure	Power to approve estimates and to procure stores upto Rs. 25,000/-, and to execute works upto Rs. 1,00,000/-	To select and propose resource persons.	Overall supervision of works such as plantations, up-gradation of skills of the Forest Guards, Round Foresters, research aspects of the Forest Department.
2	Assistant Conservator of Forests	Assisting the Dy.CF	Nil		Overseeing the work carried out by the Range Forest Officers. Scrutiny of proposals received and office procedures.
3	Principal Forest	Administration of	Nil		Training of the trainees.

	Training School	the Forest Training School			
3	Range Forest Officer	Administering the Range	To procure stores and to carry out works upto Rs. 1000/-		Execution of works such as plantations, nurseries, construction Carrying out research works. Training the staff under them.
4	Round Forester	Control over the Forest Guards	Nil		Carrying out the works allotted to him by the RFO, and reporting back.
5	Forest Guard	Control over the workers under him.	Nil	Nil	Carrying out instructions of the Round Forester and reporting back to him.

Manual 3.

Procedure followed in decision making process
Section §(1) (b) (iii)

RFO proposes works, prepares estimates and submits to the DCF for scrutiny and approval. After scrutiny if the work is within the power of the DyCF it is approved by him, if it is beyond his powers the estimate/proposal is submitted to the Chief Conservator of Forests, for his approval. On approval by the competent authority, the work is executed by the RFO, with the assistance and supervision of RF, and FG. The ACF oversees the works and reports to the DCF.

Manual 4.

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

Sr. No.	Activity	Time frame/Norm for its completion disposal.	Remarks
1	Plantation works	Within 45 days of onset of monsoons.	
2	Nursery works	Immediately on receipt of seeds	
3	Civil Works	Normally within the financial year.	

Manual 5.

Rules Regulations, instructions, manuals and records for discharging functions.
Section §(1) (b) (v)

Sr. No.	Name of the Act, Rules Regulations etc.	Brief gist of the contents	Reference No. if any	Prici in case of priced publications
1	Forest Manual, Schedule of Rates, estimates, Sanction orders etc.Forest	Provides list of duties of the officers, and procedures.	No.	Not available.
2	Schedule of Rates	Provides rates for various forestry operations.	No.	Under review.

Manual 6.

A statement of the categories of the documents that are held by 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 the documents held

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period where available.
1	Correspondence	Day to day reports and proposals.	Division Office, Range Office, Round Office.	As per rules
2	Guidelines for taking up projects.	Details of facilities for medicinal plant conservation projects.	Division Office	Duration of the Scheme

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 are held

Sr. No.	Name and Address of the consultative Committee/bodies	Constitution of the Committee/body	Role and Responsibility	Frequency of meetings.
1	Ministry of Environment and Forests	NA	Overall Monitoring of Projects done with their assistance.	Annual

Other procedures adapted for formal or informal consultations with the public may also be indicated such as

Other details whether the meetings are open to public, minutes are accessible to public etc may be indicated

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 function of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	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	As decided	
2	State Level Steering Committee on Mangroves	To oversee the development of Mangrove Forests	Notification No. 2-107-97-FD	15-09-1997		NO.	YES	As decided	

Manual 9
Directory of officers and employee
Section 4(1) (b) (ix)

5. A Directory of its Officers and Employees

Name	Contact No.		
	Office	Residence	Mobile
Shri F.X.Araujo, D.C.F.	2750099	2443806	9422638882
Shri A.A.Shetgaonkar,A.C.F.	--	--	9822587607
Shri Vikas Desai, A.C.F.	2374406	--	--
Shri S.R.Prabhu, R.F.O.	2750099	--	9422642930
Shri G.R.Mashelkar, R.F.O.	2750099	--	9822140153
Shri Raju Desai, R.F.O.	--	--	9422065497
Shri A.G.Samant, R.F.O.	2374406	--	9423060654
Shri Deepak Betquikar, Dy.RFO	--	--	9423314824
Shri Kelu Gawade, R.F.	2374406	--	--
Shri Ramakant Devli, R.F.	--	--	--
Shri Shankar Salkar, R.F.	--	--	--
Shri Suresh D. Naik, F.G	--	--	--
Shri Vilas V. Khandekar, F.G	--	--	--
Shri Ramnath Y. Gaonkar F.G	2374406	--	--
Shri Kalidas P. Pokhare F.G	2374406	--	--
Shri Suryakant V. Gaonkar F.G	2374406	--	--
Shri Babai R.Massordekar F.G	2374406	--	--
Shri Basavraj R.Bandi F.G	--	--	--
Shri Datta S. Gaonkar F.G	--	--	--

Shri Kushali N. Gaonkar F.G	--	--	--
Shri Sandeep S. Naik F.G	--	--	--
Shri Dadi R. Narse F.G	--	--	--
Shri Ramakant N.gaunekar F.G	--	--	--
Shri Somnath G.Pawaskar F.G	--	--	--
Shri Ramakant T. Naik F.G	--	--	--
Shri Narayan A. Naik F.G	--	--	--
Shri Pandarinath V. Borkar F.G	--	--	--
Shri Narendra P. Haldankar F.G	--	--	--
Smt Vanmala Nagvenkar Steno	2750099	--	--
Shri Inacio Faleiro Accountant	2750099	--	--
Smt.Terezinha U.DC	2750099	--	--
Shri Pramod R. Gawas L.D.C	--	--	--
Shri Jeetendra Naik Driver	2750099	--	--
Shri Krishna Gaonkar Driver	2374406	--	--
Shri Chandrakant Kudalkar Poen	2750099	--	--

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) (xi))

Sr. No.	Name of Incumbent	Designation	Gross Salary
1	Shri. F.X. Araujo	D.C.F	26146
2	Shri. Anil A. Shetgaonkar	A.C.F.	20146
3	Shri. Vikas Desai	A.C.F.	
4	Shri. Srikrishna R. Prabhu	R.F.O.	16753
5	Shri. Govind R. Mashelkar	R.F.O.	19521
6	Shri. Raju B. Dessai	R.F.O.	18871
7	Shri. A.G. Samant	R.F.O.	18759
8	Shri. Deepak K.N. Betquikar	Dy.R.F.O.	10545
9	Shri. Kelu L.Gaude	Dy.R.F.O.	11741
10	Shri. Ramakant B. Deuli	Round Forester	11291
11	Shri. Shankar L. Salkar	Round Forester	11515
12	Shri. Suresh D. Naik	Forest Guard	8808
13	Shri. Vilas V. Khandekar	Forest Guard	11515
14	Shri. Ramnath Y. Gaonkar	Forest Guard	8930
15	Shri. Kalidas T. Pokhare	Forest Guard	8738
16	Shri. Suryakant V. Gaonkar	Forest Guard	7650
17	Shri. Babai A. Massordekar	Forest Guard	6998
18	Shri. Basavraj R. Bandi	Forest Guard	8640
19	Shri. Datta S. Gaonkar	Forest Guard	10233

20	Shri Kushali N. Gaonkar	Forest Guard	11515
21	Shri Sandeep S. Naik	Forest Guard	8738
22	Shri. Dadi R. Narse	Forest Guard	11291
23	Shri. Ramakant N. Gaunekar	Forest Guard	6998
24	Shri. Somnath G. Pawaskar	Forest Guard	7040
25	Shri. Ramakant T. Naik	Forest Guard	8738
26	Shri Narayan A. Naik	Forest Guard	7728
27	Shri Pondorinath V. Borkar	Forest Guard	11291
28	Shri. Narendra P. Haldankar	Forest Guard	8830
29	Smt. Vanamala P. Nagvenkar	Jr.Steno	14619
30	Shri. Inacio Faleiro	Accountant	10321
31	Smt. Terezinha Fernandes	U.D.C.	14739
32	Shri Promod R. Gawas	L.D.C.	10995
33	Shri. Jeetendra V. Naik	Driver	7580
34	Shri. Krishna V. Gaonkar	Driver	7410
35	Shri. Chandrakant G. Kudalkar.	Peon	6342

Manual 11

The Budget Allocated to each Agency (particulars of all plans, proposed expenditures and reports on disbursement made)
(Section 4(1) (b)(xi))

Non-Plan Budget

Major Head	Activities to be performed	Sanctioned budget	Budget Estimates	Revised Estimate	Expenditure for the last year.
Demand No. 68 2406-01-001-05 Forest Administration	Salaries and Travel expenses of the staff	50.95 lakh			
2406-02-110-09 Wildlife Management and Research	Salaries and Travel expenses of the staff	16.05			

Plan Budget

Name of the Plan Scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed/spent
2406-01-001-06 Intensification and Forestry Management	Salaries of staff.			10.60 lakh	
2406-01-101-13 Forest Conservation and Development	Research work			6.50 lakh	
2406-01-102-06 Social and Urban Forestry	Raising of nurseries			7.0 lakh	
2406-01-789-01 Scheduled caste development scheme				3.50 lakh	
2406-01-796-01 Scheduled tribe development scheme				18.0 lakh	
2406-02-110-10 Wildlife and Ecotourism	Improvement at Satpal Arboretum			1.00 lakh	
2551-01-800-05- Forest Protection and Development	Enrichment Plantation works.			18.5	
2551-01-800-06-	Satpal Arboretum			1.50 lakh	

Promotion of Ecotourism					
4406-01-070-03-Communication and Construction	Construction of roads			5.00 lakh	

Manual 12
(Section 4(1) (b)(xii))

List of institutions given subsidy

Sr. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
	NIL					

List of individuals given subsidy

Sr. No.	Name and 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
	NIL				

Manual 13
Particulars of Recipients of Concessions, permits or authorization granted by it
(Section 4(1) (b) (xiii))

NIL

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 the public	Is it available or is being used as backend data base.
1	Web sit of the forest Dept.	All information	Yes	Is available

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	No.		
Web site	Yes		24 hours
Library	No		
Notice board	Yes	Circulars, Quotations etc.	Normal working hours

Manual 16
Name & designation and other particulars of Public Information Officers
(Section 4(1)(b)(xvi))

List of Public Information Officers

Details available with Head Office

Manual 17

Other information as may be prescribed

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

Nil