

Manual. 1

Particulars of Organization, Functions and Duties

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

1. Aims and objectives of the public authority.

- i. Raising plantations on Community lands, private lands & roadsides for avenues plantations.
- ii. Development of parks and gardens for urban forestry, and urban greening.

2. Mission/Vision Statement of the public authority.

“To green vast tracts of lands under the control of comunidade, Temple and Church authorities, which were subjected to natural degradation and also to plant trees on open road sides in the state of Goa.”

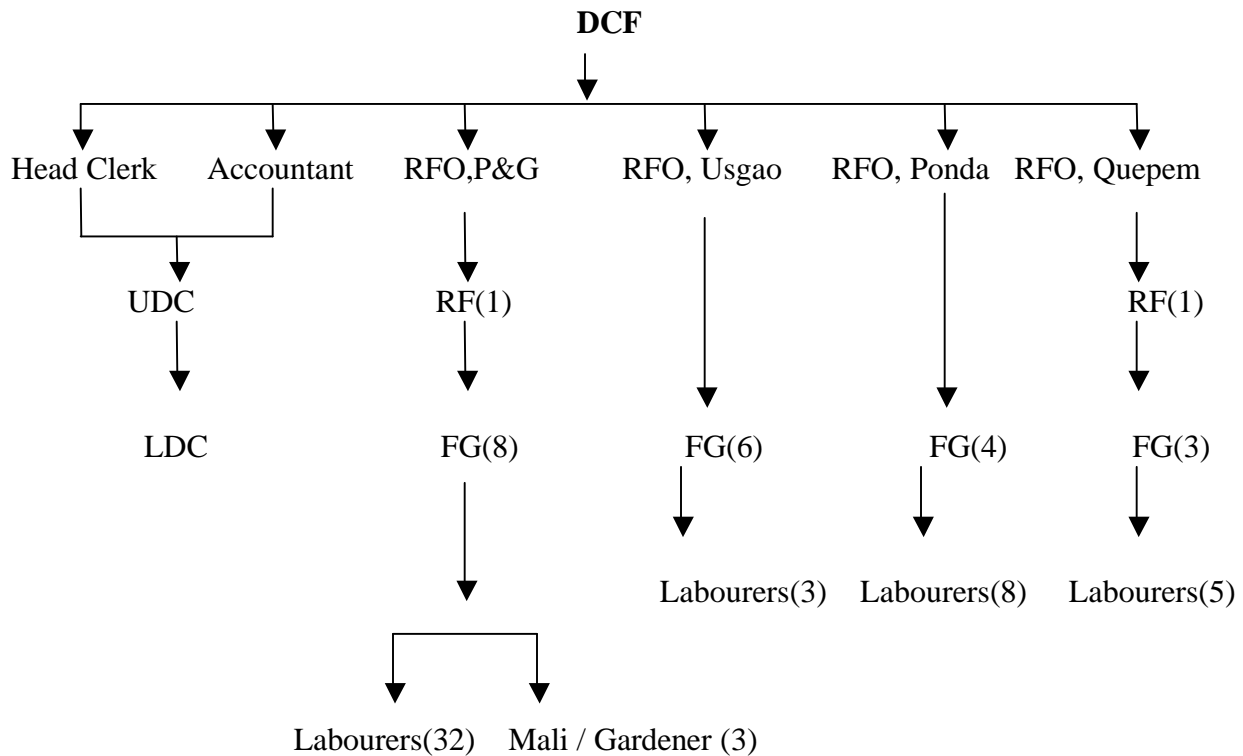
3. Brief history and background of establishment of the public authority.

The State of Goa has 38% of geographical area under control of Forest Department . Where in the degraded forests as well as blank areas are afforested under various plan schemes to make such areas greener. Total protection of these Forest areas are enforced under provisions of Indian Forest Act, 1927.

A stage had come when the country /State could not depend for forest produce on traditional forests only and extending fresh activity outside fresh areas was imperative.

Therefore the concept of Social Forestry emerged and National Commission of Agriculture dealt with Social Forestry in detail and recommended that the Social function of Forest would be required to meet the demand for timber, fuel wood etc. of the community. Therefore Social needs were to be met through Social Forestry by rehabilitating degraded non forest lands.

4. Organization Chart.



5. Main activities/functions of the public authority.

Activities/Functions:

- i. Raising plantations on Community lands, private lands, roadsides for avenues plantations.
- ii. Development of parks and gardens for urban forestry, and urban greening.
- iii. Raising good quality seedlings in nurseries for plantations.

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

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7. Citizens interaction-Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

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

Main Office

Dy. Conservator of Forests
Social Forestry, Garden & Parks Division,
Forest Colony,
St. Cruz, Ponda- Goa

Camp Office

Dy. Conservator of Forests
Social Forestry, Garden & Parks Division,
4th Floor, Junta House,
Panaji-Goa

Range Offices

1. Range Forest Officer (Ponda)
Social Forestry Division
Forest Colony,
St. Cruz, Ponda- Goa
2. Range Forest Officer (Usgao)
Social Forestry Division
Pali – Usgaon, Goa
3. Range Forest Officer (Quepem)
Social Forestry Division
Forest Colony,
Quepem-Goa
4. Range Forest Officer (Panaji)
Social Forestry, Parks & Garden Division
4th Floor, Junta House,
Panaji-Goa.

9. Working hours both for office and public.

9.30 am to 5.45 pm (lunch Break from 1.15 pm to 2.00 pm)

10. Grievance redressal mechanism.

If any public has any grievance he may first write to the Dy. Conservator of Forests. If his grievance is still not addresses then the person can approach the Chief Conservators office.

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	1..Purchases orders upto Rs. 25,000/- 2.Work estimates upto Rs. 1,00,000/-	1.Purchases upto Rs. 25,000/- 2.Works upto Rs. 1,00,000/-	1.Receiving of money due to Govt. 2. Cheque drawing powers	***

- i. Drawing agreements with community land holders, Execution of the terms of agreements,
- ii. Developing nurseries raising seedlings required for plantations.

- iii. Carrying out plantations, avenue plantations, developing gardens and parks etc.
- iv. Approving estimates, calling quotations, effecting purchases.

Manual. 3
Procedure followed in Decision Making Process

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

(The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.)

1. Procedures.

- i. Estimates for development works are prepared by the Range Forest Officers (RFOs), and approvals are given by the Deputy Conservator of Forests, or by Chief Conservator of Forests, as per the limits set by the Delegation of Financial Powers. Advances are made to the RFOs, for making payments to labourers and in other cases cheques are issued to the parties.
- ii. Works are executed by the RFOs, under the supervision of Range Foresters and Forest Guards.

2. Accountability.

- i. Estimates sanctioned are reported to the CCF.
- ii. Monthly accounts are submitted by the RFOs for the payments made, and the revenue received and remitted in the treasury.
- iii. The DCF furnishes monthly accounts of the Division to the Accounts Department.
- iv. Monthly reports of targets achieved are submitted to the CCF.

Manual. 4
Norms set by it for the discharge of its functions

[Sections 4 (1) (b) (iv)]

Please provide the details of the Norms/Standard set by the department for execution of various activities/programmes.

Sr. No.	Activity	Time frame/Norm for its completion/disposal	Remarks
1.	Maintenance of Parks & Gardens	Throughout the year	
2.	Plantations on Community lands	June to September	Various other activities like soil work etc. are carried out throughout the year.
3.	Avenue Plantations	June to September	-----do-----
4.	Nursery Works	October to January	Maintenance is

			carried out till the rains
5.	Fire Tracing	February to May	

Manual. 5

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

[Sections 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 gist of the contents	Reference No if any	Price in case of priced publications
1	Goa, Daman & Diu Forest Code, Vol 1 & 2	***	Published in the Government Printing Press, Panaji in the year 1979	-
2	The Goa Delegation of Financial Rules, 1997	It gives various financial powers.	Govt. printing press- S/169/1500-12/2001	Rs. 35/-

It prescribes the working of the Divisions and Ranges and procedures in respect of forest works vis-à-vis the duties and responsibilities of various officers at different levels.

Manual. 6

A statement of the categories of 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 documents held

Sr. No.	Nature of record	Details of information available	Unit/sections where available	Retention period, where available
1	Agreements	Agreements made between the Department & the Comunidade for Social Forestry plantations in Comunidade/ Temple lands.	General section of the Division Office.	Till the period of Agreement.
2	Service Books of Group C & D	Detailed history of the employee throughout	Establishment section.	Till the employee is posted in the

	employees.	his job tenure.		division.
3	Plantation Journals	Details of the plantation.	Range Forest Office	-

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
-	-	-	-	-

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 & addresses 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 meeting	Remarks
----- Nil. -----									

Manual 9

Directory of Officers and Employees

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

Sr. No.	Name	<i>Designation</i>	Office Tel. No.	E-mail Address
1	Shri. Sanjay K. Waradkar	Dy. Conservator of Forests	2312009,2420047	-
2	Shri. Kishor D. Kothambikar	Accountant	2312009	-
3	Smt. Rosaria Fernandes	Head Clerk	-do-	-
4	Shri Gorakhnath Chopdekar	U.D.C.	-do-	-
5	Smt. Shilpa S. Dessai	LDC	-do-	-
6	Shri Luis Fernandes,	Range Forest Officer	-	-
7	Shri Jana L. Naik	Range Forest Officer	-	-
8	Shri Mathew Manjunath	Dy. Range Forest Officer	-	-
9	Shri Lawrence Dias	Dy. Range Forest Officer	-	-
10	Shri Vaman K. Prabhu	Round Forester	-	-
11	Smt. Movitra M. Kudalkar	Round Forester	-	-
12	Shri Mahadev J. Naik	Forest Guard	-	-
13	Shri Atmaram V. Bicholkar,	Forest Guard	-	-
14	Shri Harischandra B. Naik	Forest Guard	-	-
15	Shri Rama Fati Gaonkar	Forest Guard	-	-
16	Shri Prakash V. Pawar	Forest Guard	-	-
17	Shri Madhusudan R. Jadhav	Forest Guard	-	-
18	Shri Shrikant N. Gunaji	Forest Guard	-	-
19	Shri Ashok L. Ghogle,	Forest Guard	-	-
20	Shri Vishwas N. Naik	Forest Guard	-	-
21	Shri Balchandra N. Kambli,	Forest Guard	-	-
22	Shri Rukma B. Gaude	Forest Guard	-	-
23	Shri Chandrakant N. Talankar	Forest Guard	-	-
24	Shri Sagar Vithoba Pednekar	Forest Guard	-	-
25	Shri Sandeep Ankush Gawade,	Forest Guard	-	-
26	Shri Sanyog Sagun Pednekar	Forest Guard	-	-
27	Shri Sadanand Vishnu Gaonkar	Forest Guard	-	-
28	Shri Vishnu Chandrakant Sawant	Forest Guard	-	-
29	Kum. Sushama Chandru Gaude,	Forest Guard	-	-
30	Kum. Usha Jairam Sadekar	Forest Guard	-	-
31	Kum. Shanu Sadanand Gaunse	Forest Guard	-	-
32	Shri Paresh Umakant Kamulkar	Forest Guard	-	-
33	Shri. Laxman Parwar	Head Malli	-	-
34	Shri. Narsing Chavan	Malli	-	-
35	Shri. Kamal Chawan	Gardener	-	-
36	Shri Vishant G. Satarkar	Driver	-	-
37	Shri Ganesh B. Amokar	Driver	-	-
38	Shri Chandrashekhar J. Shet	Driver	-	-
39	Shri. Fadma T. Badam	Peon	-	-

40	Smt. Lilavati L. Dessai	Labourer	-	-
41	Shri Gurudas D. Gaude	-do-	-	-

42	Smt. Kala R. Gaude	-do-	-	-
43	Shri. Kalidas G. Satarkar	-do-	-	-
44	Smt. Maria Pasquina Velho	-do-	-	-
45	Smt. Nirmala Raghu Jalmi	-do-	-	-
46	Smt. Sundari R. Benke	-do-	-	-
47	Shri Ramhath V. Sakhalkar	-do-	-	-
48	Shri Pandurang V. Shirvoikar	-do-	-	-
49	Shri Nanu P. Kholkar	-do-	-	-
50	Shri Tukaram V. Adkonkar	-do-	-	-
51	Smt. Jaiwanti J. Chari	-do-	-	-
52	Shri Ramakant M. Korgaonkar	-do-	-	-
53	Shri Mukund Y. Shirvoikar	-do-	-	-
54	Smt. Rukmini P. Kundaikar	-do-	-	-
55	Smt. Nillawa Yellora	-do-	-	-
56	Smt. Sunita S. Faterpekar	-do-	-	-
57	Shri Premanand K. Gaude	-do-	-	-
58	Shri Raghunath S. Gaude	-do-	-	-
59	Shri Vishram V. Gaude	-do-	-	-
60	Shri Dayanand Y. Gaude	-do-	-	-
61	Shri Gurudas S. Naik	-do-	-	-
62	Shri Devappa Y. Hadpad	-do-	-	-
63	Shri Shantappa Y. Hadpad	-do-	-	-
64	Shri Krishna P. Velip	-do-	-	-
65	Shri Vikas B. Naik Desai	-do-	-	-
66	Shri Bhagwan Dulapkar	-do-	-	-
67	Shri Govind M. Gaude	-do-	-	-
68	Shri Ajit K. Ghadi	-do-	-	-
69	Shri Suleman Priya	-do-	-	-
70	Smt. Taramati Faterpekar	-do-	-	-
71	Smt. Shamal S. Bhomkar	-do-	-	-
72	Smt. Goku A. Murgaonkar	-do-	-	-
73	Smt. Sheventi Vishwanath Bugde	-do-	-	-
74	Smt. Chandrawa S. Takate	-do-	-	-
75	Smt. Rukmavati P. Priolkar	-do-	-	-
76	Smt. Gokulem alias Kessar T. Cuncolkar	-do-	-	-
77	Smt. Nali Motiram Parvatkar	-do-	-	-
78	Smt. Sudha M. alias Pallavi P. Kuttikar	-do-	-	-
79	Smt. Shaila N. Kauthankar	-do-	-	-
80	Smt. Manik Y. Gaude	-do-	-	-
81	Smt. Parvati P. Kumbhar	-do-	-	-
82	Smt. Sumati R. Parvatkar	-do-	-	-
83	Shri Babani S. Gaude	-do-	-	-
84	Smt. Kashi N. Gaonkar	-do-	-	-
85	Smt. Parvati S. Khandeparkar	-do-	-	-
86	Smt. Ganga K. Kundaikar	-do-	-	-
87	Smt. Mohini S. Parvatkar	-do-	-	-

Manual. 10**The Monthly Remuneration Received By Each of its Officers and Employees,
including the System of Compensation as Provided in Regulations**

[Sections 4 (1) (b) (x)]

Please provide information in following format

Sr. No.	Name	Designation	Pay scale	Monthly remuneration
1	Shri. Sanjay K. Waradkar	Dy. Conservator of Forests	10,000-325-15,200	17738
2	Shri. Kishor D. Kothambikar	Accountant	4500-125-7000	13133
3	Smt. Rosaria Fernandes	Head Clerk	4500-125-7000	15945
4	Shri Gorakhnath Chopdekar	U.D.C.	4500-125-7000	14539
5	Smt. Shilpa S. Dessai	LDC	4000-100-6000	13021
6	Shri Luis Fernandes,	Range Forest Officer	4500-125-7000	14257
7	Shri Jana L. Naik	Range Forest Officer	4500-125-7000	14257
8	Shri Mathew Manjunath	Dy. Range Forest Officer	4000-100-6000	10545
9	Shri Lawrence Dias	Dy. Range Forest Officer	4000-100-6000	10995
10	Shri Vaman K. Prabhu	Round Forester	4000-100-6000	11460
11	Smt. Movitra M. Kudalkar	Round Forester	3050-75-3950-80-4590	10358
12	Shri Mahadev J. Naik	Forest Guard	2650-65-3300-70-4000	8108
13	Shri Atmaram V. Bicholkar,	Forest Guard	2650-65-3300-70-4000	10233
14	Shri Harischandra B. Naik	Forest Guard	3200-85-4900	11291
15	Shri Rama Fati Gaonkar	Forest Guard	3200-85-4900	11291
16	Shri Prakash V. Pawar	Forest Guard	3200-85-4900	8652
17	Shri Madhusudan R. Jadhav	Forest Guard	3200-85-4900	11291
18	Shri Shrikant N. Gunaji	Forest Guard	2610-60-3150-65-3540	8176
19	Shri Ashok L. Ghogle,	Forest Guard	3200-85-4900	8738
20	Shri Vishwas N. Naik	Forest Guard	3050-75-3950-80-4590	10413
21	Shri Balchandra N. Kambli,	Forest Guard	3050-75-3950-80-4590	10413
22	Shri Rukma B. Gaude	Forest Guard	3050-75-3950-80-4590	10413
23	Shri Chandrakant N. Talankar	Forest Guard	3050-75-3950-80-4590	10233
24	Shri Sagar Vithoba Pednekar	Forest Guard	2610-60-3150-65-3540	6052
25	Shri Sandeep Ankush Gawade,	Forest Guard	2610-60-3150-65-3540	6052
26	Shri Sanyog Sagun Pednekar	Forest Guard	2610-60-3150-65-3540	6052
27	Shri Sadanand Vishnu Gaonkar	Forest Guard	2610-60-3150-65-3540	6052
28	Shri Vishnu Chandrakant Sawant	Forest Guard	2610-60-3150-65-3540	6052
29	Kum. Sushama Chandru Gaude,	Forest Guard	2610-60-3150-65-3540	6052
30	Kum. Usha Jairam Sadekar	Forest Guard	2610-60-3150-65-3540	6052
31	Kum. Shanu Sadanand Gaunse	Forest Guard	2610-60-3150-65-3540	6052
32	Shri Paresh Umakant Kamulkar	Forest Guard	2610-60-3150-65-3540	6052
33	Shri. Laxman Parwar	Head Malli	2760-70-3800-75-4400	9252
34	Shri. Narsing Chavan	Malli	2610-60-3150-65-3540	7441
35	Shri. Kamal Chawan	Gardener	2610-60-3150-65-3540	8106
36	Shri Vishant G. Satarkar	Driver	3050-75-3950-80-4590	7580
37	Shri Ganesh B. Amokar	Driver	3050-75-3950-80-4590	7580
38	Shri Chandrashekhar J. Shet	Driver	3050-75-3950-80-4590	7580

39	Shri. Fadma T. Badam	Peon	2550-55-2660-60-3200	7470
40	Smt. Lilavati L. Dessai	Labourer	2550-55-2660-60-3200	6230
41	Shri Gurudas D. Gaude	-do-	-do-	6230
42	Smt. Kala R. Gaude	-do-	-do-	6230
43	Shri. Kalidas G. Satarkar	-do-	-do-	6230
44	Smt. Maria Pasquina Velho	-do-	-do-	6230
45	Smt. Nirmala Raghu Jalmi	-do-	-do-	6230
46	Smt. Sundari R. Benke	-do-	-do-	6230
47	Shri Ramhath V. Sakhalkar	-do-	-do-	6230
48	Shri Pandurang V. Shirvoikar	-do-	-do-	6230
49	Shri Nanu P. Kholkar	-do-	-do-	6230
50	Shri Tukaram V. Adkonkar	-do-	-do-	6230
51	Smt. Jaiwanti J. Chari	-do-	-do-	6230
52	Shri Ramakant M. Korgaonkar	-do-	-do-	6230
53	Shri Mukund Y. Shirvoikar	-do-	-do-	6230
54	Smt. Rukmini P. Kundaikar	-do-	-do-	6230
55	Smt. Nillawa Yellora	-do-	-do-	6230
56	Smt. Sunita S. Faterpekar	-do-	-do-	6230
57	Shri Premanand K. Gaude	-do-	-do-	6230
58	Shri Raghunath S. Gaude	-do-	-do-	6230
59	Shri Vishram V. Gaude	-do-	-do-	6230
60	Shri Dayanand Y. Gaude	-do-	-do-	6230
61	Shri Gurudas S. Naik	-do-	-do-	6230
62	Shri Devappa Y. Hadpad	-do-	-do-	6230
63	Shri Shantappa Y. Hadpad	-do-	-do-	6230
64	Shri Krishna P. Velip	-do-	-do-	6230
65	Shri Vikas B. Naik Desai	-do-	-do-	6230
66	Shri Bhagwan Dulapkar	-do-	-do-	6230
67	Shri Govind M. Gaude	-do-	-do-	6230
68	Shri Ajit K. Ghadi	-do-	-do-	6230
69	Shri Suleman Priya	-do-	-do-	6230
70	Smt. Taramati Faterpekar	-do-	-do-	6230
71	Smt. Shamal S. Bhomkar	-do-	-do-	6230
72	Smt. Goku A. Murgaonkar	-do-	-do-	6230
73	Smt. Sheventi Vishwanath Bugde	-do-	-do-	6230
74	Smt. Chandrawa S. Takate	-do-	-do-	6230
75	Smt. Rukmavati P. Priolkar	-do-	-do-	6230
76	Smt. Gokulem alias Kessar T. Cuncolkar	-do-	-do-	6230
77	Smt. Nali Motiram Parvatkar	-do-	-do-	6230
78	Smt. Sudha M. alias Pallavi P. Kuttikar	-do-	-do-	6230
79	Smt. Shaila N. Kauthankar	-do-	-do-	6230
80	Smt. Manik Y. Gaude	-do-	-do-	6230
81	Smt. Parvati P. Kumbhar	-do-	-do-	6230
82	Smt. Sumati R. Parvatkar	-do-	-do-	6230
83	Shri Babani S. Gaude	-do-	-do-	6230
84	Smt. Kashi N. Gaonkar	-do-	-do-	6230
85	Smt. Parvati S. Khandeparkar	-do-	-do-	6230
86	Smt. Ganga K. Kundaikar	-do-	-do-	6230
87	Smt. Mohini S. Parvatkar	-do-	-do-	6230

MANUAL 11

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

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

Non-Plan Budget

(Rs. in Lakhs)

Major-Head	Activities to be performed	Sanctioned Budget	Budget Estimate (07-08)	Revised Estimate (07-08)	Expenditure for the last year (2006-07)
2406-Forestry & Wild Life, 01-Forestry 001-Dir.and Admn., 05-Forest Admn (N-P)	01-Salary	26.00	26.00		23.57
	11-Dom. T.A.	00.50	00.50		0.04
	13-O.E.	01.00	01.00		0.99
	21-Suppl. & Mat.	01.00	01.00		1.00
	24-P.O.L.	01.50	01.50		1.00
	27-Minor works	01.50	01.50		0.91
	50-Other Charges	00.50	00.50		1.06
TOTAL		32.00	32.00		28.57
2406-Forestry & Wild Life, 01-Forestry 02-Environmental Forestry & Wild Life 110-Wild Life Preservations 09-W. Life Management & Research (Non-Plan)	01-Salary	03.00	03.00		03.16
	11-Dom. T.A.	00.10	00.10		
	13-O.E.	00.30	00.30		
	21-Suppl. & Mat.	00.50	00.50		02.00
TOTAL		03.90	03.90		05.16

Plan Budget

Major-Head	Activities to be performed	Sanctioned Budget	Budget Estimate (07-08)	Revised Estimate (07-08)	Expenditure for the last year (2006-07)
2406-Forestry & Wild Life, 01-Forestry , 001-Direction & Administration 06-Inten.and For. Man. (PLAN)	01-Salary	06.00	06.00		05.50
	11-Dom. T.A.	00.30	00.30		00.03
	24-P.O.L.	00.50	00.50		
	50-Other Charges	00.50	00.50		
TOTAL		07.30	07.30		05.53
2406-Forestry & Wild Life, 01-Forestry 101-Forest Con. Dev. And Reg. 13- For. Con. and Dev.(Plan)	01-Salary	05.00	05.00		04.36
	11-Dom. T.A.	00.05	00.05		00.07

	13-O.E.	00.50	00.50		
	21-Suppl. & Mat.	00.50	00.50		00.57
	27-Minor Works				00.17
TOTAL		06.05	06.05		05.17
2406-Forestry & Wild Life, 01-Forestry 102-Social & Farm Forestry 06-Social & Urban Forestry (Plan),	01-Salary	40.00	40.00		36.26
	02-Wages	35.00	35.00		68.82
	03-O.T.	00.10	00.10		
	11-Dom. T.A.	00.60	00.60		00.04
	13-O.E.	01.50	01.50		00.10
	21-Suppl. & Mat.	08.55	08.55		15.29
	24-P.O.L.	01.00	01.00		02.00
	27-Minor works	06.50	06.50		11.00
	50-Other Charges	06.50	06.50		11.04
TOTAL		99.75	99.75		144.55
2406-Forestry & Wild Life, 01-Forestry 101-For. Con. Dev. And Reg. 12- Asst. for int. For. Pro. in Goa (Plan)	02-Wages				01.00
	21-Suppl. & Mat.				00.23
	27-Minor works				01.00
TOTAL					02.23
Major-Head	Activities to be performed	Sanctioned Budget	Budget Estimate (07-08)	Revised Estimate (07-08)	Expenditure for the last year (2006-07)
2406-Forestry & Wild Life, 01-Forestry 789-Special Component Plan for Scheduled Castes (Plan), 01- Scheduled Caste Development Scheme (Plan)	02-Wages	01.50	01.50		
	21-Suppl. & Mat.	00.50	00.50		
	27-Minor works	00.50	00.50		
TOTAL		02.50	02.50		
2406-Forestry & Wild Life, 01-Forestry 796-Tribal Area Sub Plan, 01- Scheduled Tribe Development Scheme (Plan)	02-Wages	04.50	04.50		
TOTAL		04.50	04.50		

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[Section 4 (1) 9b) (xii)]

List of institutions given subsidy

Sr. No	Name & address of the institution	Purpose for which subsidy provided	No. if beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
	None	-	-	-	-	-

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
	N. A.	-	-	-	-

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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
	None	-	-	-	-

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

[Sections 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.
	None	-	-	-

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
1	Web site	All information pertaining to the department	24 hours
2	Notice board	Information pertaining to circulars and orders issued by the Head Office & the Govt. from time to time	9.30 a.m. to 5.45 p.m.

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	Dy. Conservator of Forests, Planning & Statistics		2425642, 9422437337	-	-

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	Assistant Conservator of Forests, Legal Cell	Office of the Chief Conservator of Forests, Gomantak Maratha Samaj Building Panaji-Goa	2225926	-	-

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	Conservator of Forests	Office of the Chief Conservator of Forests, Gomantak Maratha Samaj Building Panaji-Goa	2422240	

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

Other information as may be prescribed

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 from time to time.

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