

Manual -1.

Particulars of Organization, Functions and Duties.

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

1. Aims and objectives of the public authority.

Aims and objectives of the public authority is conservation and protection of forest of South Goa Division.

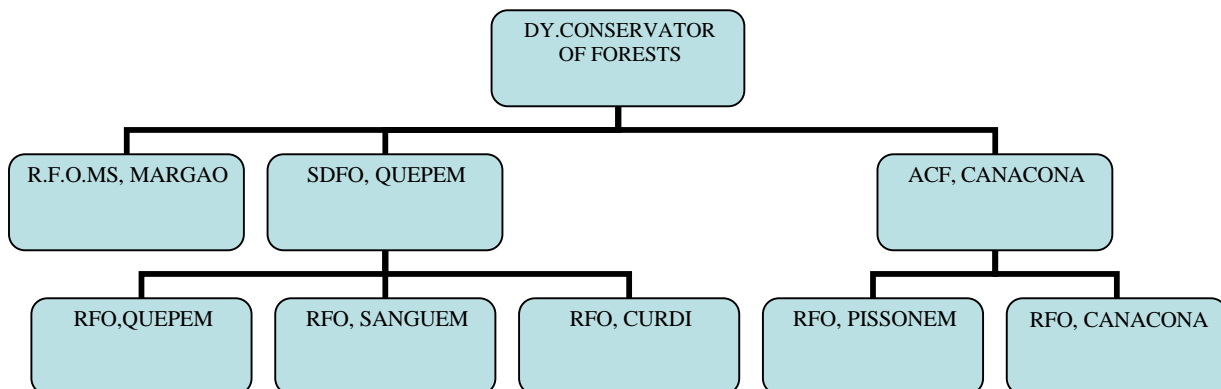
2. Mission/Vision Statement of the public authority.

The mission/Vision statement of the public authority is to safeguard the exiting forest wealth and enrich the forest by supplementing by planting better species. It is also the mission to defend Govt. interests in various litigations whereby private individuals are claiming Govt. forest areas on the basis of some documents.

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

South Goa Division was established soon after the Forest Department came into existence. The Head Quarter of South Goa Division which was at Panaji till 1979, and subsequently shifted to Margao. There is independent office to house the South Goa Division establishment at Aquem since 1992.

4. Organization chart.



5. Main activities/functions of the public authority.

The main activities of the Public authority are:

Execution of all the works towards Conservation and management of South Goa Division as well as smooth functioning of day to day activities for implementations of various forest acts viz. Indian Forest Act 1927, Preservation of Tree Act 1984, Wild Life Protection Act 1972, Forest Conservation Act 1980 and various rules made there under. Public authority is also responsible for protection of the forest areas within the jurisdiction including defending various court cases in different courts.

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

Various services are provided by public authority.

- (i) Regulating permissions for felling and transport of trees existing in private lands.
- (ii) Raising of seedlings and carrying out plantation in degraded forest areas.
- (iii) Supply of seedlings to public and various institutions.
- (iv) Keeping a check on illegal activities in forest as well as in private areas by patrolling and combing operations.
- (v) Keeping a check on illegal activities in respect of wild animals and providing protection to wild animals.
- (vi) Regulating mining activities in forest areas as per provision of Forest Conservation Act.
- (vii) Defending various courts cases in respect of forest lands and related matters in various courts of law.
- (viii) Regulating sawing activities in various saw mills permitted under the rules.
- (ix) Collection of dried and fallen materials from forest areas outside the sanctuaries and regularly conducting auctions in various depots.
- (x) Providing protection to flora and fauna within the limits of Wild Life Sanctuary as per law.
- (xi) Repairs and maintenance of infrastructure like offices, rest houses, forest quarters, within the Division.

(xii) Attending to various complaints regarding illegal activities like illegal felling of trees etc. and taking necessary action as per law.

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

Members of Public are expected to be aware of various legal aspects in respect of forest protection and conservation of wild life besides preservation of trees in private holdings so that no illegal activities are resorted to by the public. In case of need to fell trees in private properties, necessary permission is to be taken from the Forest Department, for felling as well as for transportation.

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

Postal address:

(1) **Divisional office.**

**Office of the,
Dy. Conservator of Forests,
South Goa Division,
Aquem,
Margao-Goa.
Pin. 403601.**

(2) **Sub-Divisional office.**

Sub-Divisional Officer,
Forest Colony,
Borimol Quepem Goa.

(3) **Asst. Conservator of Forests,**

Aquem-Margao.

(4) **Range Forest Offices.**

(i) Range Forest Officer.

Mobile Squad,
C/o. Dy. Conservator of Forests,
South Goa Division,
Aquem Margao-Goa.

(ii) Range Forest Office,

Near Police Station,
Sanguem-Goa.

(iii) Range Forest Office,

Near JMFC,
Quepem-Goa.

(iv) Range Forest Office,

Kurdi Vichundrem Goa.

- (v) Range Forest Office,
Pissonem,
At Padi Goa.
- (vi) Range Forest Office,
Canacona,
At Xeller Canacona Goa.

(5) **Field Units.**

- (i) Office of Round Forester,
Mobile Squad, Aquem Margao-Goa.
- (ii) Office of Round Forester,
Forest Colony,
Sanguem.
- (iii) Office of Round Forester,
Forest Colony,
Bhati-Sanguem.
- (iv) Office of Round Forester,
Forest Colony,
Kirlapal-Sanguem.
- (v) Office of Round Forester,
Forest Colony,
Quepem.
- (vi) Office of Round Forester,
Forest Colony,
Balli-Quepem.
- (vii) Office of Round Forester,
Forest Colony,
Rivona-Quepem.
- (viii) Office of Round Forester,
Maina Forest colony
Kirlapal Quepem.
- (ix) Office of Round Forester,
Forest Colony,
Vichundrem Sanguem,
- (x) Office of Round Forester,
Forest Colony,
Neturlim-Kurdi.
- (xi) Office of Round Forester,
Forest Colony, Padi Quepem Goa.
- (xii) Office of Round Forester,
Forest Colony,
Fatorpa -Pissonem.
- (xiii) Office of Round Forester,
Forest Colony

Gullem-Pissonem.

- (xiv) Office of Round Forester,
Forest Colony
Canacona.
- (xv) Office of Round Forester,
Forest Colony
Gaondongrem-Canacona.
- (xvi) Office of Round Forester,
Forest Colony
Shisheval-Canacona.

9. **Working hours both for office and public.**

The working hours for both office and public are 9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m.

10. **Grievance redressal mechanism.**

Any body having complaints regarding illegal cutting of trees or any other illegal activities like damage to forest area is required to make a complaint to the nearest Range Forest Officers/Asst. Conservator of Forests/Dy. Conservator of Forests which is immediately attended to and area is visited by field staff on the spot for on the spot assessment so as to take further necessary action as per law.

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

Sr. No.	Designation	Powers			Duties.
		Administrative	Financial	Others	
1.	Dy. Conservator of Forests.	Entire Division	1 lakhs for works. Rs. 25000 in r/o. purchase of stores.	Quasi judicial powers as Authorised officer	I.)Implementation of various Acts viz. 1. I.F.A. 1927. 2. P.T.A. 1984. 3. F.C.A. 1982 4. WL. (Protection) Act 1972. II) Protection of forests.
2.	Asst. Conservator of Forests, Quepem.	Sub-Division	NIL	Tree Officer	Protection of forests.
3.	Range Forest Officer	Range office	NIL	I/c. of Range area	Protection of forests.
4.	Round Forester	Round	Nil	I/c. to look after Round	-do-
5.	Forest Guards	Beat	NIL	I/c. of Beat	-do-

Manual - 3

Procedure followed in Decision Making Process

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

- 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. Forest Advances are issued to the RFOs, for effecting payments to labourers and in other cases cheques are issued to the parties for executing contracts.
- ii. Works are executed by the RFOs, under the supervision of Round Foresters and Forest Guards.

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.
- v. Regular auditing is conducted by RAO's.

Manual -4

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

Sr. No.	Activity	Time frame/ Norm for its completion/disposal	Remarks.
1.	Nursery	Begin nursery works by beginning of Nov. and complete by May end.	
2.	Plantation activities	Begins on the onset of monsoon by the 1 st week of June and completes by year end. Firetracing is done after December.	
3.	Tree felling permission	Permission is issued within 60 days as per T.P.A.	
4.	Protection duties	Conducted on any time to check illegal activities.	
5.	Protecting Govt. interest in court matter.	Attending the matters in various courts as per dated given by courts.	

Manual – 5

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

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

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 Preservation 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.	Details of active mines in Govt. forest areas.	Details of F.C.A. applications clearance etc., issued by MOEF.	General section.	

Manual – 6.

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.	Service books	Biodata of the official	Establishment section.	
2.	Estimates sanction of different works	Name of the work, estimate cost, head of account,	Accounts section.	
3.	Salary bills	Name of the official, basic pay and total emoluments.	Accounts section.	
4.	Court cases.	Details of litigating parties, Civil or criminal , name of the court,	Legal section.	

Manual – 7.

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.

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

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

Sr.No.	Name and address of the consultative committee/bodies	Constitution of the committee/body	Roe and responsibility	Frequency of meetings.
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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	Remark
1.	Joint Forest Management Committee- Quedem	To formulate policy for Joint Forest Management	Consists of Range Forest Officers, Round Forester, and Male & female members of the village.	19/7/2000		No			
2.	Joint Forest Management Committee- Malcornem.	-do-	-do-	29/12/2004.		No			
3.	Joint Forest Management Committee- Neturlim	-do-	-do-	14/9/2004.		No			
4.	Joint Forest Management Committee- Gaondongrem	-do-	-do-	18/3/2004		No			

Manual – 9.

Directory of Officers and Employee

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

Sr. No.	Name	Designation	Office Tel. No.	E-mail Addresses
1	Shri M.K. Bidi	Dy.C.F.	2750246, 2751462 (O) 2742145 (R)	
2	Shri S. P. Vasta	Astt.C.F.	2750246 (O)	
3	Shri Ramesh Dessai	Asstt. C.F.	2750246 (O)	
4	N. Subramanian	Forest Surveyor	2750246 (O)	
5	Shri Ramesh D. Bhandodkar	Forest Surveyor		
6	Arun N.S. Talwadkar	R.F.O., Quepem	2662214 (O) 2662214	
7	Narayan V.F. Dessai	R.F.O. M.S., Margao	2750246 (O)	
8	Shri Devidas R. Shetkar	R.F.O.,Sanguem	2604249 (O) 2604601 (R)	
9	Smt. Cliffa Fernandes	R.F.O.,Pissonem	2673030 (O) 2673031 (R)	
10	Nandkumar E. Parab	R.F.O., Canacona	2643348 (O) 2644153 (R)	
11	Shri Satyawant Phadte	R.F.O., Kurdi	2608210 (O)	
12	Shri Pramod Singbal	Accountant	2750246 (O)	
13	Kum. Anna Alvares	Head Clerk	2750246 (O)	
14	Ramakant L.P. Dessai	UDC	2750246 (O)	
15	J.P. Dessai	UDC	2750246 (O)	
16	Diwarkar Bhagat.	UDC	2750246 (O)	
17	Kiran D. Bhagat	LDC	2750246 (O)	
18	Sayyed N. Begum	LDC	2750246 (O)	
19	Tulsidas J.Borkar	LDC	2750246 (O)	
20	Lata D. Gaunekar	LDC	2750246 (O)	
21	Sushma J. Dessai	LDC	2750246 (O)	
22	Honorato Barretto	LDC	2750246 (O)	
23	Vinod D. Naik	LDC	2750246 (O)	

24	Vijaya M. Bhagat	LDC	2750246 (O)	
25	Kamalakar B. Naik	LDC	2750246 (O)	
26	Maria Goretti R. De Sa	LDC	2750246 (O)	
27	Chandrakant Bhatlekar	Round Forester		
28	Somnath S. Naik	Round Forester		
29	Dilipkumar V.S. Kerkar	Round Forester		
30	Shamba Y. Sawant	Round Forester		
31	Pronoy Api Naik	Round Forester		
32	Eusebio Braganza	Round Forester		
33	Xavier J. Paes	Round Forester		
34	Jose Colaso	Round Forester		
35	Minguel A. Fernandes	Round Forester		
36	Narayan G. Prabhu Dessai	Round Forester		
37	Narayan J. Vainganker	Round Forester		
38	Suhas D. Naik	Round Forester		
39	John F. Fernandes	Round Forester		
40	Shri Tukaram B. Kharbe	Round Forester		
41	Shri Satyawan Morlekar	Driver	2750246 (O)	
42	Shri Dinesh Gaunekar	Driver	2750246 (O)	
43	Shri Raju U.N. Gaonkar	Driver	2750246 (O)	
44	Umesh C. Shetkar	Driver	2750246 (O)	
45	Sanjay K. Gaonkar	Driver(PETS)	2750246 (O)	
46	Sandesh D. Vaigankar	Driver(PETS)	2750246 (O)	
47	Mohamad Rafic Khan	Driver(PETS)	2750246 (O)	
48	Anil K. Gaonkar	Driver(PETS)	2750246 (O)	
49	Manoj N. Poinguinkar	Driver(PETS)	2750246 (O)	
50	Ulhas D Verlekar	Forest Guard	2750246 (O)	
51	Gurudas Chondakar	Forest Guard	2750246 (O)	
52	Sadanand S. Gaonkar	Forest Guard	2750246 (O)	

53	Bhikaji M.Dessai	Forest Guard	2750246 (O)	
54	Suresh V. Pedenkar	Forest Guard		
55	Sheikh Amaruddin	Forest Guard		
56	Damodar R. Naik	Forest Guard		
57	Gajanan S. Naik	Forest Guard		
58	Jaiprakash K.P.Dessai	Forest Guard		
59	Ramesh R. Pednekar	Forest Guard		
60	Domingos A.Fernandes	Forest Guard		
61	Sandeep R. Dessai	Forest Guard		
62	Vithoba C. Velip	Forest Guard		
63	Laximan S.Naik	Forest Guard		
64	Balachandra V. Naik	Forest Guard		
65	Chandrahans N. Pawar	Forest Guard		
66	Tukaram G. Bhogan	Forest Guard		
67	Ratnakar S. Naik	Forest Guard		
68	Baban S. Naik	Forest Guard		
69	Anil N.S. Dessai	Forest Guard		
70	Shrikant Shetgaonker	Forest Guard		
71	Suryankant M. Parab	Forest Guard		
72	Sapna S.Mahale	Forest Guard		
73	Kamlaker K.Naik	Forest Guard		
74	Raya Todulker	Forest Guard		
75	Praffula B. Tubki	Forest Guard		
76	Vinod B.Dessai	Forest Guard		
77	Sebestiao Miranda	Forest Guard		
78	Prakash V. Naik	Forest Guard		
79	Gurudas R. Gadker	Forest Guard		
80	Durgadas S. Shetty	Forest Guard		
81	Babi V. Naik	Forest Guard		

82	Dinesh R. F. Dessai	Forest Guard		
83	Shankar Y. Naik	Forest Guard		
84	Hono Palker	Forest Guard		
85	Chandrakant V. Gaonkar	Forest Guard		
86	Eknath J. Soiroji	Forest Guard		
87	Umesh G. Dabholkar	Forest Guard		
88	Datta B. Velip	Forest Guard		
89	Jaiwant M. Gungi	Forest Guard		
90	Anton K. Fernandes	Forest Guard		
91	Rajendra S. Gaonkar	Forest Guard		
92	Santosh D. Dessai	Forest Guard		
93	Kushali D. Odker	Forest Guard		
94	Mahadev R. Teli	Forest Guard		
95	Mahadev K. Naik	Forest Guard		
96	Krishna D. Gaonker	Forest Guard		
97	Rama P. Mhalshekar	Forest Guard		
98	Ratankar D. Govekar	Forest Guard		
99	Chandrakant Khopadeker	Forest Guard		
100	Babu M. Gaonkar	Forest Guard		
101	Shyam V. Bandeker	Forest Guard		
102	Praffula K. Parit	Forest Guard		
103	Maruti N. Gurav	Forest Guard		
104	Prakash S. Gavli	Forest Guard		
105	Sadanand Malik	Forest Guard		
106	Sandeep N. Bhandari	Forest Guard		
107	Shri Santosh V.G. Dessai	Peon		
108	Rosarinha Almeida	Peon		
109	Lily C. Fernandes	Peon		
110	Mariano Fernandes(2nd ACP)	Peon		

111	Vasudev Redkar	Peon		
112	Lorrina Braganza	Peon		
113	Subhash K. Shinde	Khansamma		
114	Mirzam Gomes	Khansamma		
115	Uday Nanodker	Khansamma		
116	Shri Ashok K.Naik Dessai	Labourer		
117	Shri Mahesh S. Naik	Labourer		
118	Shri Balu Laxman Bolnekar	Labourer		
119	Smt. Sandhya S. Salgaonkar	Labourer		
120	Smt. Mogrem B. Kutikar	Labourer		
121	Shri Laxman P. Gaonkar	Labourer		
122	Shri Anil S. Gaonkar	Labourer		
123	Shri Jose Martin Pereira	Labourer		
124	Shri Vaikunth Vithal Naik	Labourer		
125	Smt. Vovol Ganesh Velip	Labourer		
126	Smt. Leunida F. Fernandes	Labourer		
127	Smt. Santra Devi Lohera	Labourer		
128	Smt. Sushila Shinde alias Sushila Rangrao Patil	Labourer		
129	Shri Santosh Mukund Naik Usgaonkar	Labourer		

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)]

Sr. No.	Name	Designation	Pay scale	Monthly remuneration.
1	Shri M.K. Bidi	Dy.C.F.	10000-325-15200	23,243/-
2	Shri S. P. Vasta	Astt.C.F.	6500-200-10500	25,932/-
3	Shri Ramesh Dessai	Asstt. C.F.	6500-200-10500	26,277/-
4	N. Subramanian	Forest Surveyor	7450-225-11500	22,169/-
5	Shri Ramesh D. Bhandodkar	Forest Surveyor	5000-150-8000	18,372/-
6	Arun N.S. Talwadkar	R.F.O., Quepem	4500-125-7000	11,973/-
7	Narayan V.F. Dessai	R.F.O. M.S., Margao	6500-200-10000	15,532/-
8	Shri Devidas R. Shetkar	R.F.O., Sanguem	4500-125-7000	13,181/-
9	Smt. Cliffa Fernandes	R.F.O.,Pissonem	4500-125-7000	11,246/-
10	Nandkumar E. Parab	R.F.O., Canacona	4500-125-7000	10,038/-
11	Shri Satyawan Phadte	R.F.O., Kurdi	4500-125-7000	14,431/-
12	Shri Pramod Singbal	Accountant	4500-125-7000	14,700/-
13	Kum. Anna Alvares	Head Clerk	4500-125-7000	15,240/-
14	Ramakant L.P. Dessai	UDC	4500-125-7000	14507/-
15	J.P. Dessai	UDC	4500-125-7000	13,990/-
16	Diwarkar Bhagat.	UDC	4500-125-7000	13,620/-
17	Kiran D. Bhagat	LDC	Rs.4000-100-6000	12,433/-
18	Sayyed N. Begum	LDC	Rs.4000-100-6000	11,569/-
19	Tulsidas J.Borkar	LDC	Rs.4000-100-6000	11,644/-
20	Lata D. Gaunekar	LDC	Rs.4000-100-6000	11,644/-
21	Sushma J. Dessai	LDC	Rs.4000-100-6000	10,488/-
22	Honorato Barretto	LDC	Rs.4000-100-6000	10,488/-
23	Vinod D. Naik	LDC	3050-75-3950-80-4590	Transferred

24	Vijaya M. Bhagat	LDC	3050-75-3950-80-4590	8,597/-
25	Kamalakar B. Naik	LDC	3050-75-3950-80-4590	8,273/-
26	Maria Goretti R. De Sa	LDC	3050-75-3950-80-4590	7,787/-
27	Chandrakant Bhatlekar	Round Forester	4000-100-6000	10,049/-
28	Somnath S. Naik	Round Forester	4000-100-6000	Retired
29	Dilipkumar V.S. Kerkar	Round Forester	4000-100-6000	10,720/-
30	Shamba Y. Sawant	Round Forester	4000-100-6000	9,692/-
31	Pronoy Api Naik	Round Forester	3050-75-3950-80-4590	6,983/-
32	Eusebio Braganza	Round Forester	3050-75-3950-80-4590	6,983/-
33	Xavier J. Paes	Round Forester	3050-75-3950-80-4590	6,983/-
34	Jose Colaso	Round Forester	3050-75-3950-80-4590	6,983/-
35	Minguel A. Fernandes	Round Forester	3050-75-3950-80-4590	7,787/-
36	Narayan G. Prabhu Dessai	Round Forester	3050-75-3950-80-4590	6,983/-
37	Narayan J. Vainganker	Round Forester	3050-75-3950-80-4590	7,787/-
38	Suhas D. Naik	Round Forester	3050-75-3950-80-4590	7,128/-
39	John F. Fernandes	Round Forester	3050-75-3950-80-4590	7,418/-
40	Shri Tukaram B. Kharbe	Round Forester	3050-75-3950-80-4590	6,547/-
41	Shri Satyawan Morlekar	Driver	4000-100-6000	9,230/-
42	Shri Dinesh Gaunekar	Driver	3050-75-3950-80-4590	7,433/-
43	Shri Raju U.N. Gaonkar	Driver	3050-75-3950-80-4590	7,641/-
44	Umesh C. Shetkar	Driver	3050-75-3950-80-4590	9,779/-
45	Sanjay K. Gaonkar	Driver(PETS)	3050-75-3950-80-4590	7,140/-
46	Sandesh D. Vaigankar	Driver(PETS)	3050-75-3950-80-4590	7,140/-
47	Mohamad Rafic Khan	Driver(PETS)	3050-75-3950-80-4590	7,140/-
48	Anil K.Gaonkar	Driver(PETS)	3050-75-3950-80-4590	7,140/-
49	Manoj N. Poinguinkar	Driver(PETS)	3050-75-3950-80-4590	7,215/-
50	Ulhas D Verlekar	Forest Guard	4000-100-6000	10,720/-
51	Gurudas Chondakar	Forest Guard	4000-100-6000	9,677/-

52	Sadanand S.Gaonkar	Forest Guard	4000-100-6000	9,677/-
53	Bhikaji M.Dessai	Forest Guard	4000-100-6000	9,617/-
54	Suresh V. Pedenkar	Forest Guard	3200-85-4900	10,536/-
55	Sheikh Amaruddin	Forest Guard	3200-85-4900	9,453/-
56	Damodar R. Naik	Forest Guard	3200-85-4900	10,611/-
57	Gajanan S. Naik	Forest Guard	3200-85-4900	9,453/-
58	Jaipraskash K.P.Dessai	Forest Guard	3200-85-4900	10,536/-
59	Ramesh R. Pednekar	Forest Guard	3200-85-4900	9,453/-
60	Domingos A.Fernandes	Forest Guard	3200-85-4900	Retired
61	Sandeep R. Dessai	Forest Guard	3050-75-3950-80-4590	8,922/-
62	Vithoba C. Velip	Forest Guard	3050-75-3950-80-4590	8,707/-
63	Laximan S.Naik	Forest Guard	3050-75-3950-80-4590	8,707/-
64	Balachandra V. Naik	Forest Guard	3050-75-3950-80-4590	8,707/-
65	Chandrahans N. Pawar	Forest Guard	3050-75-3950-80-4590	8,707/-
66	Tukaram G. Bhogan	Forest Guard	3050-75-3950-80-4590	8,707/-
67	Ratnakar S. Naik	Forest Guard	3050-75-3950-80-4590	9,764/-
68	Baban S. Naik	Forest Guard	3050-75-3950-80-4590	8,767/-
69	Anil N.S. Dessai	Forest Guard	3050-75-3950-80-4590	8,782/-
70	Shrikant Shetgaonker	Forest Guard	3050-75-3950-80-4590	8,707/-
71	Suryankant M. Parab	Forest Guard	3050-75-3950-80-4590	8,707/-
72	Sapna S.Mahale	Forest Guard	3050-75-3950-80-4590	9,704/-
73	Kamlaker K.Naik	Forest Guard	3050-75-3950-80-4590	7,433/-
74	Raya Todulker	Forest Guard	3050-75-3950-80-4590	7,493/-
75	Praffula B. Tubki	Forest Guard	3050-75-3950-80-4590	8,288/-
76	Vinod B.Dessai	Forest Guard	3050-75-3950-80-4590	7,433/-
77	Sebestiao Miranda	Forest Guard	3050-75-3950-80-4590	7,964/-
78	Prakash V. Naik	Forest Guard	2650-65-3300-70-4000	7,7745/-
79	Gurudas R. Gadker	Forest Guard	4000-100-6000	7,414/-

80	Durgadas S. Shetty	Forest Guard	2650-65-3300-70-4000	7,609/-
81	Babi V. Naik	Forest Guard	2650-65-3300-70-4000	7,549/-
82	Dinesh R. F. Dessai	Forest Guard	2650-65-3300-70-4000	8,418/-
83	Shankar Y. Naik	Forest Guard	2650-65-3300-70-4000	7,414/-
84	Hono Palker	Forest Guard	2650-65-3300-70-4000	7,414/-
85	Chandrakant V. Gaonkar	Forest Guard	2650-65-3300-70-4000	8,115/-
86	Eknath J.Soiroji	Forest Guard	3050-75-3950-80-4590	Transferred.
87	Umesh G. Dabholkar	Forest Guard	2650-65-3300-70-4000	8,115/-
88	Datta B. Velip	Forest Guard	2650-65-3300-70-4000	8,115/-
89	Jaiwant M. Gungi	Forest Guard	2650-65-3300-70-4000	8,115/-
90	Anton K. Fernandes	Forest Guard	2650-65-3300-70-4000	7,143/-
91	Rajendra S.Gaonkar	Forest Guard	2650-65-3300-70-4000	7,964/-
92	Santosh D. Dessai	Forest Guard	2650-65-3300-70-4000	7,143/-
93	Kushali D. Odker	Forest Guard	2650-65-3300-70-4000	7,143/-
94	Mahadev R. Teli	Forest Guard	2650-65-3300-70-4000	7,964/-
95	Mahadev K. Naik	Forest Guard	2650-65-3300-70-4000	7,143/-
96	Krishna D. Gaonker	Forest Guard	2650-65-3300-70-4000	7,964/-
97	Rama P. Mhalshekar	Forest Guard	2650-65-3300-70-4000	7,143/-
98	Ratankar D. Govekar	Forest Guard	2650-65-3300-70-4000	7,964/-
99	Chandrakant Khopadeker	Forest Guard	2650-65-3300-70-4000	7,143/-
100	Babu M.Gaonkar	Forest Guard	2650-65-3300-70-4000	7,143/-
101	Shyam V. Bandeker	Forest Guard	2650-65-3300-70-4000	7,143/-
102	Praffula K. Parit	Forest Guard	2610-60-3150-65-3540	7,587/-
103	Maruti N. Gurav	Forest Guard	2610-60-3150-65-3540	6,427/-
104	Prakash S. Gavli	Forest Guard	2610-60-3150-65-3540	6,427/-
105	Sadanand Malik	Forest Guard	2610-60-3150-65-3540	5,943/-
106	Sandeep N. Bhandari	Forest Guard	2610-60-3150-65-3540	6,625/-

107	Shri Santosh V.G. Dessai	Peon	3050-75-3950-80-4590	9,171/-
108	Rosarinha Almeida	Peon	3050-75-3950-80-4590	7,964/-
109	Lily C. Fernandes	Peon	3050-75-3950-80-4590	7,964/-
110	Mariano Fernandes(2nd ACP)	Peon	2650-65-3300-70-4000	Retired.
111	Vasudev Redkar	Peon	2610-60-3150-65-3540)	7,181/-
112	Lorrina Braganza	Peon	2610-60-3150-65-3540)	7,727/-
113	Subhash K. Shinde	Khansamma	2610-60-3150-65-3540)	6,985/-
114	Mirzam Gomes	Khansamma	2610-60-3150-65-3540)	6,930/-
115	Uday Nanodker	Khansamma	2610-60-3150-65-3540)	6,985/-
116	Shri Ashok K.Naik Dessai	Labourer	2550-55-2650-60-3200	5,781/-
117	Shri Mahesh S. Naik	Labourer	2550-55-2650-60-3200	5,781/-
118	Shri Balu Laxman Bolnekar	Labourer	2550-55-2650-60-3200	5,781/-
119	Smt. Sandhya S. Salgaonkar	Labourer	2550-55-2650-60-3200	5,781/-
120	Smt. Mogrem B. Kutikar	Labourer	2550-55-2650-60-3200	5,781/-
121	Shri Laxman P. Gaonkar	Labourer	2550-55-2650-60-3200	5,781/-
122	Shri Anil S. Gaonkar	Labourer	2550-55-2650-60-3200	5,781/-
123	Shri Jose Martin Pereira	Labourer	2550-55-2650-60-3200	5,781/-
124	Shri Vaikunth Vithal Naik	Labourer	2550-55-2650-60-3200	5,781/-
125	Smt. Vovol Ganesh Velip	Labourer	2550-55-2650-60-3200	5,781/-
126	Smt. Leunida F. Fernandes	Labourer	2550-55-2650-60-3200	5,781/-
127	Smt. Santra Devi Lohera	Labourer	2550-55-2650-60-3200	5,781/-
128	Smt. Sushila Shinde alias Sushila Rangrao Patil	Labourer	2550-55-2650-60-3200	5,781/-
129	Shri Santosh Mukund Naik Usgaonkar	Labourer	2550-55-2650-60-3200	5,781/-

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 (Lakhs) (07-08)	Budget Estimate	Revised Estimate	Expenditure for the last year
<u>2406-Forestry & Wild life</u> <u>01-Forestry</u> (1) 001-Direction & Adm. 05-Forest Adm (N.P)	Salary to staff, maintenance of FRH, Range offices & divisional office Maintenance of vehicles.	140.00 lakhs			135,82,491/-
(2) 101-Forest Con, Devp, & regn. 10-Comp. Aff in lieu of Diversion (N.P)	Maintenance of 1 yr. and 2 yr. plantation, raising of seedlings,	NIL			4006357/-
(3) 02-Env. Forestry & Wild Life 110-Wild Life Preservation. 09-Wild Life Management & Research (N.P)	Purchase of equipments such as computers etc., Creations of waterholes & protection of Netravali WL Sanctuary.	1.00 lakhs			189959/-
			TOTAL :		177,78,807/-

Plan Budget.

Name of the Plan Scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned (07-08)	Amount disbursed/spent
<p><u>2406-Forestry & W.L</u> <u>01-Forestry</u></p> <p>(1) 101-Forest Conv. Devp & Regn 12-Asst. for integrated Forest Protection in Goa (P)</p> <p>2) 101-Forest Conv, Devp & Regn. 13-Forest Conv and Devp (P)</p> <p>3) 102-Social and Farm Forestry 06- Social & Urban Forestry(P)</p>	<p>Salary of staff, patrolling works, maintenance and repairs of vehicles, check posts, 7 depots, renovation of infrastructure & Cultural operations.</p> <p>Raising of seedlings, maintenance of old stock seedlings under peoples nursery, maintenance of old stock seedlings under people nursery. Extraction of firewood, transportation and supply of firewood to SC depot and maintenance of SC depot. Garden maintenance at</p>	<p>1st April 2007.</p> <p>-do-</p> <p>-do-</p>	<p>31st March 2008</p> <p>-do-</p> <p>-do-</p>	<p>Nil</p> <p>31.00 lakhs</p> <p>15.20 lakhs</p>	<p>2,97,373/-</p> <p>3745683/-</p> <p>36,52,896/-</p>

	Navelim, under Rly bridge and at Ana Fonte Raising of avenue plt.				
4) 800-Other expd. 06-XIIth Finance Comm grants for Maintanance of Forest (P)	Raising seedlings, creation of plantation, maintenance of forest areas, cultural operations, habitat improvement, protection activities such as fire tracing, awareness, maintenance of vehicles.	-do-	-do-	20.00 lakhs.	19,99677/-
5) 02-Envnt.Forestry and WL. 110-Wild life		-do-	-do-	NIL	240067/-
<u>2406-Forestry & W.L 01-Forestry</u>					
6) 789-Special Component Plan for SC 01-SC Devp scheme (P)	Cultural operations, maintenance and repairs of forest boundry	-do-	-do-	2.50 lakhs	
<u>2406-Forestry & W.L 01-Forestry</u>					
7) 796-Tribal area sub plan 01-ST devp. Scheme(P)	Raising of new plt., maintenance of 1 yr. & 2 yr old plt., raising of nursery	-do-	-do-	21.50 lakhs	

2406-Forestry & W.L 01-Forestry						
8. 101- 14-Rehabilitation of degraded forests/plt., (P)	Raising of new plt.,	-do-	-do-	5.75 lakhs		
2551-Hill Areas 01-Western Ghats 789-Special comp. Plan for SC 01-SC devp., scheme(P)	Maintenance of 1 yr. old plt.	-do-	-do-	0.50 lakhs		
2551-Hill Areas 01-Western Ghats 796-Tribal area sub plan 01-ST devp. scheme	Raising of new plt.	-do-	-do-	3.00 lakhs		
2551-Hill Areas 01-Western Ghats 800-Other Expd. 05-Forest Protection & devp(P)	Raising of new plt., payment of daily wage drivers, maintenance of vehicles.	-do-	-do-	3.00 lakhs	626502/-	
4406-Capital outlay on Forestry & Wild life 01-Foresry 070-Com. and Bldg. 03-Communication, Construction(P)	Maintenance of infrastructure.	-do-	-do-	5.00 lakhs	499805/-	
4407-Capital outlay on plt. 60-Others 800-Other Expd. 01-Reh. Of degraded forests/Plant area(P)		-do-	-do-	Nil	876478/-	

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Manual – 12.

[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-

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.
..... N I L					

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.
..... N I L				

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			
Library			
Notice Board.	Notices are displayed on notice board	General information	

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, South Goa Division, Margao-Goa.	o/o. Dy. Conservator of Forests, South Goa Division, Aquem Margao- Goa.	2750246 2751462 9422437037	-	

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.	Asst. Conservator of Forests, South Goa Division, Margao-Goa.	o/o. Asst. Conservator of Forests, South Goa Division, Aquem Margao- Goa.	2750246 2751462		

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	

Manual -17.

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

Other information as may be prescribed.