

**Manual. 1**  
**Particulars of Organization, Functions and Duties**  
[Section 4(1) (b) (i)]

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

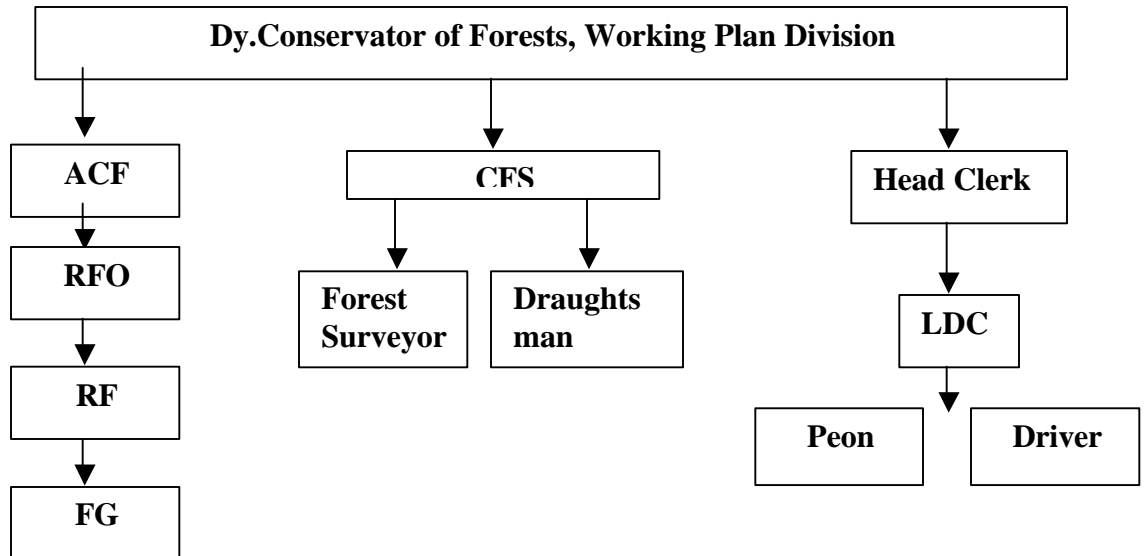
- a. Survey and demarcation of the forests and prepare working plan for the management of the same.

**2. Mission/Vision statement of the Public Authority.**

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

Since the establishment of the Forest Department this division was functioning as Research & Utilization Working Plan Division. Thereafter this division is separated into a independent Working Plan Division.

**4. Organization Chart.**



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

- a. To conduct survey of growing stock, enumeration of trees and analysis of stems etc.
- b. On the basis of data collected as above, prepare working plans for Management of Forest areas.

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

-----N.A-----

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

- a. General public are expected to know about the exacting Laws and Rules applicable to the Forests and they should also abide by these Laws.

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

Address of the Dy. Conservator of Forests- Dy. Conservator of Forests,  
Working Plan Division,  
Ground Floor, Junta House Annexe,  
Panaji.

Address of the Range Forest Officer- Range Forest Officer,  
Working Plan Division,  
2<sup>nd</sup> Lift 4<sup>th</sup> Floor,  
Junta House, Panaji.

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

9.30 to 5.45 with lunch break from 1.15 to 2.00 pm.

**10. Grievance redressal mechanism.**

Complaint Box is fixed in the office and is opened once in a week.

**Manual. 2**  
**Power 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, Working Plan Division.	All the powers enjoyed by Head of Office.	Sanction of works upto Rs.100000 /- and store procurement upto Rs.25000/-	-	Drawing and Disbursing Officer and submission of compiled accounts of the receipts and disbursements of the division including those of his subordinates to the Director of Accounts, preparation of the Working Plan for the Management of the Forests etc.
2	Assistant Conservator of Forests.	Powers attached officer to the Dy. Conservator of Forests	-	-	To attend all the routine correspondence of technical nature and other works as assigned to him from time to time by the Dy. Conservator of Forests.
3	Chief Forest Surveyor	He is overall incharge of Technical Section.	-	-	He is the Demarcation Officer and has to prepare proposals for the proposed Reserve Forests. Also to counter check the Survey and Demarcation works.
4	Forest Surveyor	-	-	-	To Survey and Demarcate the Forest areas.
5	Draughts man	-	-	-	Drawing of village plans, tracing of maps, drawing of civil works, preparation and checking of civil estimates. Taking measurements etc. Assisting Dy. Conservator of Forests, in technical, civil works, verification on ground of details on plans, maps etc when required.
6	Head Clerk	Overall incharge of all	-	-	To attend all routine correspondence

		the sections under him/her like establishments, general, store, confidential etc.			and ensure timely disposal of office work. He/She is responsible for the efficient management of the office and shall guide the staff in dealing with cases properly and efficiently
7	LDC	-	-	-	He/She shall put up all the correspondence to the Officer through Head Clerk.
8	Range Forest Officer	He is the Executive Officer overall incharge of the Range	Disbursing Officer	-	He is responsible for the execution of all the works in his Range like Survey, Demarcation, marking enumeration, valuation surveys etc and prompt and correct payment of all sums due for works executed.
9	Round Forester	Overall incharge of the Round.	-	-	He is directly responsible to the Range Officer for all items of work entrusted to him within the time schedule prescribed for each.
10	Forest Guard	Overall incharge of the Beat.	-	-	He shall carry out/Supervising all the Forestry operations as allotted by the Range Forest Officer and the Round Forester from time to time.

## **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.

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

- (i) Decisions are taken for the implementation details and supervision of the various schemes regarding development, conservation and protection of the Forests and Wildlife.
- (ii) Planning, implementation and evaluation of various schemes of the division.
- (iii) Preparation of Working Plan for the Forest areas
- (iv) Preparation and submission of Proposals for the notification of Unclassed Forests as Reserve Forests under the provisions of the Indian Forests Act, 1927
- (v) To ensure Survey and demarcation of the Forest Boundaries.

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

- (i) Execution in field of various schemes sanctioned by 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.
Norms set by the Govt. and prescribed in the forest code are followed.			

#### 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	Reference No if any	Price in case of priced publications
1	IFA, 1927	Declaring forest area to be notified as Reserved Forests, . .	-	Available in the market
2.	Goa Daman and Diu Forest Settlement Rules.	Procedure for notifying the proposed reserved forests	-	Available in the Govt. Printing Press

## 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 9An illustrative list is given below)

A statement of the categories of documents held by the division are as given below

<b>Sr. No</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period, where available.</b>
1	Gazette Notifications, Maps	Notifications and Maps of reserved and proposed reserved forest areas, wildlife sanctuaries, National Parks, various committees, Boards etc	Technical Section	
2	Topo Sheets, Satellite imageries	Toposheets and satellite imageries procured from the Survey of India and National Remote Sensing Agency showing the entire Goa.	Technical Section	
3	Service books	Biodata of the official	Establishment section.	
4	Estimates sanction of different works	Name of the work, estimate cost, head of account,	Accounts section.	
5	Salary bills	Name of the official, basic pay and total emoluments.	Accounts section.	

### 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

<b>Sr.No</b>	<b>Name and address of the consultative Committee/bodies</b>	<b>Consultation of the committee /body</b>	<b>Roe and responsibility</b>	<b>Frequency of meetings.</b>
N.A				

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 formats:-

<b>Sr. No</b>	<b>Name &amp; address of the body</b>	<b>Main functions of the body</b>	<b>Const itution of the body</b>	<b>Date of consti tution</b>	<b>Date up to which valid</b>	<b>Whet her meeti ngs open to public</b>	<b>Whet her minut es acces sible to public</b>	<b>Frequ ency of meeti ngs</b>	<b>Rema rks</b>
N.A									

Manual. 9

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

Sr.No	Name	Designation	Office Tel No.	E-mail Address
1.	Dr. G. Trinadh Kumar	D.C.F	0832-2222121,	-
2.	Shri. N.D. Naik	A.C.F	-do	-
3	Shri. V.K.Parmeshwaram	C.F.S	-do-	
4	Shri. S.Lakshmipathy	F.S	-do-	
5	Shri. Bosco J.Pinto	Draughtsman	-do-	
6.	Shri. Elizabeth F.D'Souza	Draughtsman	-do-	
7	Shri. Mohan B.N.Gaonkar	R.F.O	-do-	
8	Smt. Priya P. Fondekar	H.C	-do-	
9	Shri. Dayanand R. Jananaik	L.D.C	-do-	
10	Smt. Champavati A. Zuwarkar	L.D.C	-do-	
11	Shri. Yuvraj G. Sawant	Driver	-do-	
12	Shri. Anand V. Gad	Driver	-do-	
13	Shri. Siddharth S. Tendulkar	R.F	-do-	
14	Shri. Pundalik G.Virnodkar	R.F	-do-	
15	Shri. Puanaji B.Gawas	F.G	-do-	
16	Shri. Pandurang V.Sutar	F.G		
17	Shri. Thomas S.Faria	Peon		
18	Shri. Imam Khan	Peon		
19	Shri. Mahadev R. Naik	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)]**

<b>Sr.No</b>	<b>Name</b>	<b>Designation</b>	<b>Pay scale</b>	<b>Monthly remuneration</b>
1.	Dr. G. Trinadh Kumar	D.C.F	10000-325-15200	21629/-
2.	Shri. N.D. Naik	A.C.F	6500-200-10500	20146/-
3	Shri. V. K. Parmeshwaram	C.F.S	6500-200-10500	21383/-
4	Shri. S. Lakshmipathy	F.S	7450-225-11500	20714/-
5	Shri. Bosco J.Pinto	D'Man	5000-150-8000	16507/-
6.	Shri. Elizabeth F.D'Souza	D'Man	5500-150-9000	17636/-
7	Shri. Mohan B. N. Gaonkar	R.F.O	4500-125-7000	13695/-
8	Smt. Priya P. Fondekar	H.C	4500-125-7000	15102/-
9	Shri. Dayanand R. Jananaik	L.D.C	4000-100-6000	13245/-
10	Smt. Champavati A. Zuwarkar	L.D.C	4000-100-6000	12121/-
11	Shri. Yuvraj G. Sawant	Driver	3050-75-3950-80- 4950	8086/-
12	Shri. Anand V. Gad	Driver	3050-75-3950-80- 4950	7410/-
13	Shri. Siddharth S. Tendulkar	R.F	3050-75-3950-80- 4950	8352/-
14	Shri. Pundalik G.Virnodkar	R.F	3050-75-3950-80- 4950	10703/-
15	Shri. Puanaji B.Gawas	F.G	3200-85-4900	9527/-
16	Shri. Pandurang V.Sutar	F.G	4000-100-6000	10615/-
17	Shri. Thomas S.Faria	Peon	2650-55-2660-60- 4000	9265/-
18	Shri. Imam Khan	Peon	2650-55-2660-60- 4000	
19	Shri. Mahadev R. Naik	Labourer	2550-55-2660-60- 3200	6230/-

**Manual. 11**

**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursements 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
2406 - Forestry and Wildlife 01 Forestry, 001 Direction and Administration 05 Forest Administration(NP)	01 Salaries	34.75			Rs.31,47,303
	11 Domestic Travel Expenses				
	13 Office Expenses				
	21 Supplies & Materials				
	24 P.O.L.				
	27 Minor Works				
	50 Other charges				
02 Environmental Forestry & Wild Life 110 Wild Life Preservations 09 Wild Life Management & Research(NP)	01 Salaries	4.00			Rs.176192/-

**Plan Budget**

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount Disbursed spent
2406 - Forestry and Wildlife 01 Forestry, Administration 06 Intensification and Forestry Management (P)	24 P.O.L.			1.50	
	50 Other charges				
101 Forest Con. Dev. And Regeneration 13 Forest Con. & Development(P)	01 Salaries			14.55	
	02 Wages				
	11 Domestic Travel Expenses				
	13 Office Expenses				
	21 Supplies & Materials				
	27 Minor Works				
	50 Other charges				
102 Social & Farm Forestry 06 Social & Urban Forestry(P)	13 Office Expenses			0.85	
	24 P.O.L.				
789 Special Component Plan for Scheduled Caste(P) 01 Scheduled Caste Development Scheme(Plan)	02 Wages			1.00	
	50 Other Charges				
796 Tribal Area Sub-Plan 01 Scheduled Tribe Development Scheme (Plan)	02 Wages			3.50	

<b>02 Environmental Forestry &amp; Wild Life</b> <b>110 Wild Life Preservations</b> <b>10 Wild Life &amp; Eco Tourism (P)</b>	01 Salaries			4.00	
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**Manual. 12**

**[Section 4(1) (b) (xii)]  
List of institutions given subsidy**

<b>Sr.No</b>	<b>Name &amp; Address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No. of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements.</b>
N.A						

**List of individuals given subsidy**

<b>Sr.No</b>	<b>Name &amp; address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme and Criterion for selection</b>	<b>No of time subsidy given in past with purpose</b>
N.A					

**Manual.13**

**Particulars of Recipients of Concessions, permits or authorization granted by it.  
[Section 4(1) (b) (xiii)]**

<b>Sr.No</b>	<b>Name and address of Beneficiary</b>	<b>Nature of concession/permit/authorization provided</b>	<b>Purpose for which granted</b>	<b>Scheme and Criteria for selection</b>	<b>No of similar concession given in past with purpose.</b>
N.A					

**Manual.14**

**Particulars of Recipients of Concessions, permits or 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.

<b>Sr.No</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available or is being use as back end data base.</b>
1	Maintenance of Forest Department Website www.goaforest.com	Website gives the basic information related to forest department.	Yes	-

## Manual.15

### Particulars of the facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]

Facilities available for obtaining information

<b>Sr.No</b>	<b>Facility available</b>	<b>Nature of information</b>	<b>Working Hours</b>
Information counter	No	-	-
Website	Yes	Basic information related to Forest Department	24 hrs
Library	Yes	Various books on technical aspects of forest management and rules and regulation of the administration of the office.	9.30 am to 5.45pm with lunch break
Notice Board	Yes	All information pertaining to public like tenders, notices, circulars etc.	-do-

**Manual – 16.**

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

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

**List of Public Information Officer.**

<b>Sr. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>E-mail address</b>	<b>Demarcation of area/activities, if, more than one PIO is there</b>
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**

<b>Sr. No.</b>	<b>Designation of the officer designated as APIO</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>E-mail address</b>	<b>Demarcation of area/activities, if more than one APIO is there.</b>
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.**

<b>Sr. No.</b>	<b>Designation of the officer designated as First Appellate Authority</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>E-mail address.</b>
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**

NA