

Manual 1

Particulars of organization, functions and duties [Section 4(1) (b) (i)]

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ODISHA FOREST DEPARTMENT (OFD)

1. Background information:

Introduction: Located at the eastern coast of the Country between latitude 17° 31'N to 21° 31'N and longitude 81° 31'E to 87° 30'E, the state of Odisha is rich in forest, biodiversity, water and mineral resources. But unfortunately the State continues to be one of the less developed States of the country with a very high incidence of poverty inspite of its vast natural resources.

Physical features: On the basis of physical features and agro-climatic conditions, Odisha may be roughly divided into four zones – (1) the Northern plateau (23% of the State's area) characterized by hill ranges rising to elevations of 600 m to 900 m about sea level with having low agricultural productivity (2) the Central Table land (23%) generally flat with slightly undulating topography, rising to elevations of 300 m containing watershed of Mahanadi and Baitarani rivers which is suitable for agricultural activity, (3) the Eastern Ghat Region (36%) with hill ranges along with some plains and valleys lying between them with elevations of the plateaus ranging from 300 m to 600 m with having lowest agricultural productivity and (4) the coastal plain (18%) characterized by a number of deltas having good agricultural productivity.

Water resources:

Odisha has abundant water resources and its extensive network of rivers and their tributaries fed/drained into the Bay of Bengal. Forest of State form catchment of rivers Subarnarekha, Budhabalanga, Baitarani, Brahmini, Mahanadi, Rushikulya, Indravati, Bansdhara, Kolab, and their tributaries. Chilika, the biggest brackish water lagoon in India, has water spread which varies between 1165 sq km in monsoon to 906 sq km during summer, and is located in the southern coastal region of the State.

Climate:

The State has tropical monsoon climate. Annual rainfall ranges from about 1,200 mm. in the Southern coastal plains to about 1,700 mm. in the Northern plateau and averages at about 1,500 mm.

Soil:

Two types of soils are generally found in Odisha: residual soils of the uplands and transported alluvial soils of the low lands. In the southern half of the State there are patches of black soil which are fertile, fine grained and dense with low water permeability.

Forest areas, forest types and forest conditions:

About more than 50% of the area of the State is under agriculture, nominally 37.33% is forests and the rest consisting of other types of land like grazing land, waste lands and cultivable waste lands.

Forest types in Odisha are dry deciduous forests which cover approximately 50% of the total forest area and the moist deciduous forest which cover around 30%. The rest 20% consists of various types of forests like semi-evergreen forests, the littoral forests and the tidal swamp forests. The dominating forest types are the dry and moist mixed Sal forests.

Land classification:

The Odisha Forest Act classified forest areas into three categories by bestowing different legal status on them; viz. Reserved forests, Protected forests, and Village forests. While the Reserved Forests cover an area of 26,329 sq km, the Demarcated Protected Forests (DPF) and Un-Demarcated Protected Forests (UDPF) cover an area of 15,529 sq km out of State's total forest area 58,139 sq km. The village and other categories of forest cover an area of 16281 sq km. While the Village Forests and Protected

Forests are within the village boundary; the Reserved Forests are the forest outside village boundary.

Present state of forests:

The total recorded forest area of the state is 58,139 sq km. The area under forest cover is 48,855 Sq. Kms. (31.37% of total geographical area). Of this, 7073 sq km is very dense forest (forest of crown density greater than 70%), 21,394 sq km moderately dense forest (crown density 40-70%) and 20,388 sq kms open forest (crown density 10-40%). Out of this forest cover, there is 221 sq kms of mangrove cover. Of the forest, 4852 sq kms is scrub forest which has crown density less than 10%.

2. Aims and objectives

The present mandate of the Odisha Forest Department is defined by the 1988 National Forest Policy. The basic objectives are the following:-

- Maintenance of environmental stability through preservation and where necessary, restoration of the ecological balances that has been adversely disturbed by serious depletion of the forests of the country;
- Conserving the natural heritage of the country by preserving the remaining natural forests.
- Increasing sustainability the forest/tree cover in the State through massive afforestation and social forestry programme.
- Meeting the requirement of fuel wood, fodder, minor forest produce and small timber of the rural and tribal populations.
- Creating a massive people's movement with the involvement of women.
- Encouraging efficient utilization of forest produce and maximizing substitution of wood.

- Checking soil erosion and denudation in the catchments areas of rivers, lakes, reservoirs for mitigating floods and droughts.
- Checking the extension of sand dunes in and along the coastal tracts.

Thus, the principal aim of our State policy must be to ensure environmental stability and maintenance of ecological balance including atmosphere equilibrium which is vital for sustenance of all life forms, human, animal and plant. The derivation of direct economic benefit must be subordinated to this principal aim.

3. **Mission / Vision:**

Odisha's forests are well stocked, diverse, multi-stories and dense. The forests are managed for sustained use providing a range of goods and services to a variety of stake holders at local and broader levels. Forests are home to flora and fauna, build soil, regulate water flows, and provide quality water as well as small wood, timber and NTFPs. They provide inputs to the agricultural economy, income to the impoverished and subsistence livelihood to all. An enabled and responsive Forest Department and empowered local community institutions collaborate to protect forest areas from encroachment, poaching, illicit felling and fire. Flexible forest tenure allows a diversity of institutions and forest categories at different spatial and temporal scales. Categories reflect function. Protected areas protect representative habitats and species, Reserves are for environmental protection, subsistence use and commercial production. Forests are managed under a range of participatory options (Participatory Forest Management), for local use, sale of surplus and commercial use. All categories, however, respect local rights and provide strong incentives for local participation in protection, management and use. Diversion of forest for development projects invite disincentives and increase cost and local compensation after due process. Transparent operations and procedures reduce transaction costs for harvesting timber and non timber forest produce (NTFPs)

and starting and operating enterprises, reduce externalities in terms of social and ecological inputs and maintain confidence in the integrity of forest management and operations.

4. A brief history and background of Forest Establishment:

The Forest Department in Odisha came into existence during pre-independence days as far as from 1883-84 when Odisha was a part of lower province of Bengal. A solitary division was there namely, Odisha Division amongst 10 Divisions comprising the whole of Bengal, Bihar & Odisha under the charge of one Conservator of Forests with headquarters at Darjeeling. Sometime in past, certain forest blocks of Angul were declared as Reserved Forests under Section 19 of Indian Forest Act, 1882. The financial result of Odisha division during the year 1883-84 showed Rs.16,657 as revenue and Rs.25,495 as expenditure. Odisha Forest Division was bifurcated into two divisions – Angul and Puri in the year 1912. At that point of time, Odisha had three divisions, namely Angul, Puri and Sambalpur with a total forest area of 741 sq miles of Reserved Forests and 1069 sq miles of protected forests. The total revenue of the three divisions was Rs.1,55,237 and the expenditure was Rs.1,00,830.

The first April, 1936 witnessed the birth of a new Forest Department under the charge of a Conservator of Forests. The Madras Presidency, Central Provinces as well as old Bihar and Odisha contributed equally to areas of forests and the total area of reserved forests and demarcated forest stood at 1401 and 583 sq miles respectively with revenue and expenditure at Rs.4,28,300 and Rs.4,15,847 respectively. The Ganjam and Parlakhemundi were transferred from Madras Presidency to Odisha. The systematic forest management started in Mayurbhanj as far back as 1897 whereas forest management appears to have begun in other estates in 1910. The Chief Forest Advisor of Eastern States was advising the states on Forest Administration except Mayurbhanj.

Revered Dr. M. Mooney, IFS, remained above 20 years to look after the demarcation and survey of forest areas when the merger took place.

With merger of states on first January, 1948, reorganization of the department was found necessary and the Government sanctioned 22 territorial divisions with 2 non-territorial divisions, for example, Working Plan Divisions under the direct charge of the CCF. Besides these, three territorial Circles were also created.

The staffing structure of the Forest Department in Odisha at the beginning post-independence era is given below:

Name of posts	Sanctioned strength prior to 1.1.1948	Posts created after merger of States on 1.1.1948	Sanctioned strength as on 28.2.58
1. Chief Conservator of Forests, Odisha	-	1	1
2. Conservator of Forests	1	2	4
3. Class-I Forest Service			20 Class-I
4. Class-II Forest Service	19	23	34 Class-II
5. Forest Rangers	15	40	94
6. Deputy Rangers	26	43	108
7. Foresters	54	198	493
8. Forest Guards & Deputy Forest Guards	420 & 1070		2426

NB: In addition, the checking staff were those numbering about 256 in the category of Depot Mohurir, Check Naka Mudusir, Check Naka Guard, Spot Guard, Gate Gumasta, Gate keepers, Pent Training Gumasta, Maka Mohurir, Naka lasker and Naka Guard.

(Source: Report on the Forestry Enquiry Committee, Odisha 1959)

Present staff strength include for head office (o/o PCCF, Odisha) - 9 circles, 37 forest and 13 wildlife divisions, 281 ranges, 1001 sections and 3674 forest beats.

5. Allocation of business:

Being aware of the National Forest Policy and provisions of Forest Conservation Act, 1980, the Forest Department is solely responsible to protect its rich biodiversity and natural heritage while permitting only unavoidable use of forest land for various developmental purposes. It is the firm commitment of the Department to balance the conservation of forests with the sustainable development need of the state contributing to better environment, health and economy. The department has also made efforts to consolidate the forest areas and regenerate the forest cover through people's participation as per different policies/schemes formulated by State/Central Govt. i.e. compensatory process, JFM process etc.

The Forest Department is also an implementing agency of new projects under National Afforestation Programme during 10th Plan Period i.e. the two-tier set up namely the Forest Development Agencies (FDAs) and Joint Forest Management Committee (JMFCs) called Vana Samrakshana Samities (VSS). In the participatory mode, the scheme implemented by the Department creates a decentralized institutional structure that allows greater participation of the community both in planning and implementation of the appropriate afforestation programmes.

The commercial activity of the Forest Department has almost come to a grinding halt which has adversely affected its revenue earning system. Forest working as per the prescriptions of working plans has been started during 2005 after a gap of 13 years. The free access of local/tribal for collection of 68 Minor Forest Produce items has become an issue of eye opener for the support

of local/tribal in preserving forest though substantial revenue has been overlooked by Government in interest of tribal.

The primary task of the Department responsible for Sustainable Forest Management with conservation of biodiversity is to associate the local/tribal people closely in the protection, regeneration, and development of forests as well as to provide gainful employment/livelihood support to people living in and around the forests.

6. **Organizational Chart:** (Enclosed)

7. **Duties to be performed to achieve the mission:**

Duties and responsibilities as prescribed in CHAPTER-II, Rule-6 to Rule-37 of Odisha Forest Department Code, 1979 is given below. Besides this, other administrative and financial powers including implementation of the provisions of different forest related laws of State / Central Government have been prescribed.

Duties and responsibilities of PCCF, Odisha:

- (1) The Principal Chief Conservator is the head of the Forest Department and the technical advisor to the State Government in forest matters. He shall refer all matters which require the orders of Government to the Secretary to Government dealing with the subject. He shall address the Government officially on his own initiative on question of forest policy, forest development and personnel management, etc., requiring the approval of Government and on such technical matters as he may wish to bring to the notice of the State Government.
- (2) The Principal Chief Conservator is empowered to deal on his authority with – (a) Professional questions; (b) Such other matters within the powers delegated to him as a Head of the Department or under the Special orders contained in this Code.

- (3) In all matters of professional interest the Principal Chief Conservator may correspond direct with the Director General of Forests and other officers of Government of India, while keeping the State Government informed.
- (4) The Principal Chief Conservator will be responsible for proper drawing up of the preliminary working plan report by the Conservator in charge of working Plans. He will submit completed plans with his remarks to the State Government for sanction. He will sanction working schemes. In the matter of control of sanctioned plans, he is responsible for the final checking of control forms and forthwith brings the notice of Government deviations, if any from the working plan sanctioned by Government and may himself sanction deviations, if any from the working plan code.
- (5) The Principal Chief Conservator is responsible to the State Government for timely transmission of the consolidated budget, appropriation proposals and annual Forest Administration Reports for the State.
- (6) He will thoroughly inspect the office of the each Conservator under his charge at least once a year and send the inspection note for information of Government as soon as the inspection is completed. He will also inspect the office of at least two Divisional Forest Officers in a year.

Duties and responsibilities of CCF Personnel Administration O/o PCCF, Odisha:

The Chief Conservator of Forests (PA) will assist the Principal Chief Conservator of Forest in forest administration as may be required of him by the Principal Chief Conservator of Forest and /or as required under the provisions of this Code.

Duties and responsibilities of CCF (FD&NO, FC Act) O/o PCCF, Odisha:

The Chief Conservator of Forests (FD&NO, FC Act) will assist the Principal Chief Conservator of Forest in Diversion of forest land matters with compensatory efforts to be undertaken as may be required of him by the Principal Chief Conservator of Forest and /or as required under the provisions of this Code and Forest Conservation Act, 1980.

Duties and Responsibilities of Addl. P.C.C.F. (P.C. & A.) O/O PCCF, Odisha:

The Additional Principal Chief Conservator of Forests is the number two in the office and he will represent the PCCF in the latter's absence. He is the Appellate Authority under R.T.I. Act for the office of the PCCF, Odisha. Subject to overall control of Principal Chief Conservator of Forests, Odisha, he is the Controlling Officer in respect of sections dealing with Gazetted field officers above the rank of A.C.F.s ; Finance , Budget and Audit matters; Statistics matters; Accounts matters; Sustainable Management matters; and Miscellaneous matters.

Duties and responsibilities of CCF (ME & IV) O/o PCCF, Odisha:

The Chief Conservator of Forests (ME & IV) will assist the Principal Chief Conservator of Forests in monitoring, evaluation & internal vigilance matters of the Department.

Duties and responsibilities of CCF (PP&A) O/o PCCF, Odisha:

The Chief Conservator of Forests Social Forestry & Afforestation will assist the Principal Chief Conservator of Forest in implementation of JFM Programme, afforestation matters and project preparation and monitoring of afforestation works as may be required of him by the Principal Chief Conservator of Forest and /or as required under the provisions of this Code.

Duties and responsibilities of CCF (P&SM) O/o PCCF, Odisha:

The Chief Conservator of Forests (P&SM) will assist the Principal Chief Conservator of Forest in Forest Protection, Preparation and implementation of working plans as may be required of him by the Principal Chief Conservator of Forests, Odisha.

Duties and responsibilities of CCF (CAMPA) O/o PCCF, Odisha:

The Chief Conservator of Forests (CAMPA) will assist the Principal Chief Conservator of Forest in implementation of programmes with the funds released to State CAMPA and in the monitoring of afforestation works and infrastructure build-up carried out as per the Annual Plan of operation drawn up for each year for the above fund.

Duties and responsibilities of RCCF in charge of a forest Circle:

It is the duty of the Regional CCF to make frequent tours of inspection and visit at least once a year as many of the forests in each division under his control as possible. During these tours the following points should receive particular

attention, and if necessary, be especially reported to the State Government through the Principal Chief Conservator:

- (i) Surveys and settlements made or in progress and their cost, extent to which they are still required; nature and adequacy of the maps and settlement records prepared; results of working under the settlements in force;
- (ii) Extent to which working plans and schemes are still required. Results of working plans and schemes, if any, in force;
- (iii) Forest boundaries, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done.
- (iv) Roads, building and other similar works in existence or under construction, their cost, state of repair, new road, buildings or other works required.
- (v) Executive and protective staff, efficiency, state of discipline etc;
- (vi) Conditions of the forests, the methods or treatment employed natural reproduction, causes which interfere with it, etc.;
- (vii) Protection of the forests from injury by man, by cattle, by fires, etc. breaches of the forest rules, their frequency and causes;
- (viii) Works of reproduction and cultural improvements, extent condition and const of plantation made; condition of nurseries, new sowing or planting required, thinning, creeper cutting etc., extent to which carried on and required;
- (ix) Method of working and management in force, advantage or otherwise of these methods, expenditure incurred on them, outturn of the forests and financial results.
- (x) Timber depots, their situation and adequacy condition in which kept; state of the records kept up in connection with them etc.
- (xi) Inspection and checking of field records.
- (xii) Inspection of check gates their performance and records.

Duties and responsibilities of CCF,Research,Training &Development Circle:

- (i) He is in charge of the research, training and Forest Resources Survey programme and is responsible to see that progress is made according to the programme.
- (ii) He is to submit research and training programmes for approval of the Principal Chief Conservator.
- (iii) He would submit plans for Forestry Development as required by the Chief Conservator.
- (iv) He will also survey forest resources and explore new markets for various forest produce on his own initiatives.

Duties and responsibilities of CF (Working Plan) O/o PCCF, Odisha:

- (i) The Conservator of Forests, Working Plan is in charge of compilation and revision of working plan and / or scheme through the Working Plans Officers and he is to see that the progress is made as per the programme.
- (ii) He should study the preliminary working plan report submitted by CF/WPO to the Principal Chief Conservator for approval, as laid down in the Working Plans Procedure code.
- (iii) He is responsible for the timely submission of the control forms and deviation statements to the Principal Chief Conservator.

Duties and responsibilities of DFO I/c of a Forest Division:

- (i) The responsibility for the proper management of the forest business and the finance of the Division rests on the Divisional Forest Officer. He is to take an active part, in all technical works. Subjects to the prescriptions of the working plan and any direction he may receive from his superior officers, he will control the silviculture of his division, and will be held responsible for the correctness of all technical operations. He should have a wide knowledge of the people with whom he has to deal and sympathy for their requirement and should carry out

the forest policy prescribed for him with fairness and common sense. He should ensure timely submission of all reports and returns as prescribed and called for from time to time.

- (ii) He is responsible for the general management of the forest situated in his division and possesses direct control over the forest establishment employed therein.
- (iii) He shall report without undue delay to the Conservator the action taken on the Conservator's inspection notes.
- (iv) He should make frequent inspection of the Check Naka station and timber depots situated in the division.
- (v) He is responsible for the proper implementation of Transit rules concerning transit of forest produce and shall prevent illegal and illicit transit of forest produce from his division.

Duties and responsibilities of Assistant Conservator of Forests:

- (i) The Assistant Conservator of Forests attached to a Division will assist the Divisional Forest Officer in his management of the Division as may be required of him by the Divisional Forest Officer and / or as required under the provisions of this Code.
- (ii) He shall inspect the Check Naka Stations as frequently as possible and shall submit his findings to the Divisional Forest Officer for taking necessary action.

Duties and responsibilities of Forest Range Officer:

Range Officers are expected to carry out the following duties to the best of their ability:

- (i) He must know the nature, value and extent of the forest property committed to his charge and must know the plan prescribed for protection and management of that property which not only consist of natural forests and wildlife but also plantations, roads, buildings, wells, etc. He is responsible for the protection of forests in his charge and

should see that the works are carried out as per the prescriptions in the working plan or schemes or as directed by his superior officers.

- (ii) He is responsible for the discipline, conduct and work of all his subordinates in the discharges of their duties.
- (iii) He is absolutely responsible for all cash disbursement and expenditure within his Range, and all payments of pay and labour must as far as possible be done personally by him. He should see that all forest revenue dues from his Range is collected and credited to Government.
- (iv) He is to communicate all official orders and instructions to his subordinates, and to see that they understand them fully and carry from out.
- (v) He is to check and control all work within his Range and also to see that work is carried out as per programme of work approved by the Divisional Forest Officer and ensure that the Government funds are used in the most economical and efficient way.
- (vi) He is to protect Government interests by insisting upon the maximum of good work from all subordinates and labour and producing the highest revenue from his Range consistent with the highest principles of forestry.
- (vii) He is to collect, check and consolidate all returns and registers and prepare the monthly range account and to carry out all necessary office work promptly and correctly.
- (viii) He is to prevent to the best of his ability any misuse of authority by subordinates. In the case of compounding forest offense, he should see that rules are strictly followed.
- (ix) He is required to supervise thoroughly the work of the forest contractors and agents appointed by Government to deal with forest produce working within his jurisdiction and see that they work according to rules.

Duties and responsibilities of Section Forester:

The Forester is required:-

- (i) To assist the Range Officer to the best of his ability in carrying out the work of the Department honestly and efficiently.
- (ii) To carry out the orders of his superiors.
- (iii) And is responsible to report to the Range Officer on all important happenings in his section.
- (iv) For the proper protection of the forest and wildlife in his charge and other Government properties entrusted to him.
- (v) To see that all work entrusted to him is carried out as per programme.
- (vi) To ensure discipline, good conduct and efficient work of all Forest Guards under him in the discharge of their duties.
- (vii) To supervise the work of the forest Contractors and Agents appointed by Government to deal with forest produce working in his section and see that they work as per rules.
- (viii) To see that rules for compounding forest offences are closely observed and no money is taken from offenders except as laid down in the rules.

Duties and responsibilities of Forest Guard:

(a) The Beat Forest Guard is responsible for the following works in his beat:

- (i) Maintenance of fence in good conditions.
- (ii) Tending of areas under regenerations and weeding young plants wherever necessary.
- (iii) Tending of plantations.

It is Beat Guard's business to attend to the above works without the receipt of any further orders. When any expenditure on these is necessary he will report and obtain his Range Officer's sanction through the Forester.

- (b) Beat Forest Guard under orders of the Range Officer or Forester will generally carry out repairs and ensure maintenance of roads, boundary pillars and building in his beats.
- (c) Beat Forest Guard is responsible for the custody of all Government stores, tools, and timber deposited in his charge, and also for the protection of the forests, wildlife and property like plantations, roads, buildings and wells, etc of his beat. It is his duty to prevent damage being done to the forests, and should any be done forthwith to apprehend the offender. He will make it his business to obtain knowledge of everything which takes place in his beat and no excuse of ignorance will be accepted. The rules for compounding forest offences must be strictly observed.
- (d) It is the Forest Guard's duty to see that the provision under the Wildlife (Protection) Act, 1972 and rules framed thereunder are observed and to put a stop to illegal shooting and trapping.
- (e) He is to know the limits of his charge thoroughly for which purpose he will be supplied with a copy of the map in a convenient scale.
- (f) He should prevent encroachment, prevent his beat forests against injury from fire or other causes and prevent forest offences. Failure to be fully acquainted with the beat within a month of taking charge will render him liable for departmental proceedings.
- (g) He is to patrol the forest to prevent offences.
- (h) Normally it is the duty of the Beat Forest Guard to supervise the work of the forest contractors and Agents appointed by Government to deal with forest produce within his jurisdiction and see that they work according to rules.
- (i) He will maintain an order book supplied to him in which will be entered all orders or instructions of his superiors that he may receive. He must have the book always with him when on duty and must produce it for record of orders at the spot. The order book shall be handed over to his successor on relief.

8. Details of Service rendered:

Over the years, forests in the country have suffered serious depletion due to relentless pressures arising from ever-increasing demand for fuel-wood, fodder, timber and non timber products; inadequacy of protection measures; diversion of forest lands to non-forest uses without ensuring compensatory afforestation and essential environmental safeguards; and the tendency to look upon forests as revenue earning resources. Thus, forest conservation has become more and more challenging for the Forest Department. Hence forest conservation includes preservation, bio-diversity conservation, forest maintenance, sustainable utilization, forest restoration, forest up-gradation in term of density an enhancement of the natural resources for betterment of environment. Details of services rendered by the Forest Department may be summarized in the following manner.

1. With respect to essential of forest management (i) existing forests and forest lands have been fully protected and their productivity improved by the Department; (ii) the network of national parks, sanctuaries, biosphere reserves and other protected areas have been strengthened and extended adequately for conservation of total biological diversity; (iii) the programme of afforestation have been intensified with special emphasis on augmenting production to meet the requirement of the rural people; (iv) protection, improvement and production enhancement of minor forest produce have been taken into consideration to generate employment and income for tribal population and other communities residing in and around the forests.
2. As a national imperative, the Department gives special emphasis on (i) fuel wood and fodder development on all degraded and denuded lands in the state in implementing massive need-based and time bound programme of afforestation and tree planting; (ii) encouraging the planting of trees alongside or roads, railway lines, rivers and canals and on other unutilized lands under

State/Corporate, institutional or private ownership, (iii) enhancing forest cover and productivity of the forests through the application of scientific and technical inputs.

3. The Department gives special importance on (i) rights and concessions, including grazing in relation to the carrying capacity of forests; (ii) development of Social Forestry outside the Reserved forests for meeting requirements of community, which cannot be met by the rights and concessions (iii) the rights and concessions from forests which should primarily be for the bonafide use of the communities living within and around forest areas, specially the tribals; (iv) popularization of use of fuel-efficient Chullahs in rural areas as a measure of conservation of fuel wood.
4. Forest land or land with tree cover have not been treated merely as a resources readily available to be utilized for various projects and programmes, but as a national asset have been safeguarded by the Forest Department for providing sustained benefits to the entire community i.e. through regeneration/compensatory afforestation on process.
5. Having regarded to the symbiotic relationship between the tribal people and forests, as a primary task the department is associating the tribal people closely in the protection, regeneration and development of forests as well as providing gainful employment to people living in and around the forest.
6. Under new project during the 10th plan period, the Forest Department through the two-tier approach (FDAs) and JFMCs is able to empower the local people to participate in the decision making process, apart from building capabilities at the grass-root level.

9. Citizens Interaction:

For formulating objectives and strategies to achieve the overall aim, the need of decentralized activities through citizen's interactions is being emphasized by the Department.

The objectives of the Department under three major categories (ecological, production and rural development) aims at satisfying wholly or partly some of the basic needs of the forest dwellers/rural population like small timber, fodder, fuel wood, livelihood, gainful employment and income generation. Emphasis on self-employment activities related to forestry create vested interest among villagers for sustained utilization and management of common property resources. Developing unanimous benefit sharing mechanism and local decision making process through increased participation of landless, small and marginal farmers in the management of forestry resources help in sustainable forest management. This relation between villagers/community and the Department are governed by the Joint Forest Management process, the Village Forest Rules and other pertinent legal documents related to forest management and product utilization such as micro -plan, MOU, etc.

The people-centered approach in various afforestation programmes provides a firm and sustainable mechanism for devolution of funds to JMFCs i.e. Vana Samrakshana Samiti. As 'village' has been reckoned as a unit of planning and implementation, all activities (such as micro-planning etc.) under the schemes have been conceptualized at the village level. Thus, organic unity in this structural framework promotes efficiency, effectiveness, accountability through decentralization and devolution of authority and responsibilities both physical and financial. During the preparation of micro-plans, the community identifies the activities to be taken up for creation of community assets which are to be maintained by themselves.

To ensure this participation, the Forest Personnel at different levels (village level, Division level, Range level & State level) devote considerable time on training, motivation, extension activities. All the personnel from top to bottom are motivated and all activities undertaken are viewed in the light of participatory aspect. So planning, training, extension activities follow a fact finding and bottom-up approach. It means that the personnel during field visits identify the forestry problems as envisaged from the village point of view through dialogues with citizens/villagers. They identify demands, perceived use of the forest produce, the existing pattern of forest use, the preferred trees for planting etc. In this process, it is important that special emphasis is given to collect information, discuss and plan with all sections of the society including poor and women, who seldom are heard in an actual planning and implementing process. The fact that the activities undertaken are for the citizens/society which produce resource for use of society get support of the Department.

Participation is secured by ensuring that decisions are made by the citizens themselves and there is a contract between the Department and the local unit (village), obligations and rights are mutual and the relationship between all the stakeholders is being one of reciprocity and partnership. Through this approach, the Department gains the trust and confidence of the citizens. The governments of Orissa and the Govt. of India have also decided to institute the award called 'Prakruti Bandhu/Prakruti Mitra award' and 'Indira Priyadarshini Vrikshamitra award' to be given to persons and institutions in recognition of exceptional contributions in the field of afforestation, conservation of forests and development of wastelands.

10. Map of office location: Enclosed.

11. Postal address of Head and field offices:

Name and designation of officer to be contacted	Place District	District
PCCF, Orissa Addl. PCCF (PC&A) CCF (PA) CCF (PP&A) CCF (CAMPA) CCF (P&SM) CCF (ME & IV) CCF (FD & NO, FC Act)	Aranya Bhawan, Chandrasekharpur, Bhubaneswar.	Khurda
CCF (Training & Development), Cuttack	Old Secretariat, Buxi Bazaar, Cuttack	Cuttack
Regional CCF, Baripada Circle	At/Po-Baripada	Mayurbhanj
Conservator of Forests, Rourkela Circle	At/PO-Panposh, Near Forest Rest House, Rourkela	Sundargarh
Regional CCF, Sambalpur Circle	At/PO-Brooks hill Sambalpur	Sambalpur
Regional CCF, Angul Circle	At/PO-Angul	Angul
Regional CCF, Bhubaneswar Circle	BDA HIG duplex, Baramunda, Bhubaneswar	Khurda
Regional CCF, Berhampur Circle	At/PO- Berhampur	Ganjam
Regional CCF, Bhawanipatna Circle	At/PO-Bhawanipatna	Kalahandi
Regional CCF, Koraput Circle	At/PO-Koraput	Koraput
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Angul Forest Division	At/PO-Angul	Angul
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Athamallik Forest Division	At/PO-Athamallik	Angul
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Dhenkanal Forest Division	At/PO-Dhenkanal	Dhenkanal
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Athagarh Forest Division	At/PO-Athagarh	Cuttack
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Cuttack Forest Division	Central Nursery, Ghatakula, Madhupatna, Cuttack	Cuttack
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Ghumsur North Division	At/PO-Bhanjanagar	Ganjam
Divisional Forest Officer,	At/PO-Phulbani	Kandhamal

Assistant Conservator of Forests O/o DFO, Phulbani Forest Division		
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Boudh Forest Division	At/PO-Boudh	Boudh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Balliguda Forest Division	At/PO-Balliguda	Kandhamal
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Parlakhemundi Forest Division	At/PO-Parlakhemundi	Gajapati
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Berhampur Forest Division	At/PO-Berhampur	Ganjam
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Kalahandi North Division	At/PO-Bhawanipatna	Kalahandi
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Kalahandi South Division	At/PO-Bhawanipatna	Kalahandi
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Khariar Forest Division	At/PO-Khariar	Nuapada
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Sonapur Forest Division	At/PO-Sonapur	Sonapur
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Bolangir West Division	At/PO-Bolangir	Bolangir
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Rayagada Forest Division	At/PO-Rayagada	Rayagada
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Koraput Forest Division	At/PO-Koraput	Koraput
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Jeypore Forest Division	At/PO-Jeypore	Koraput
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Malkangiri Forest Division	At/PO-Malkangiri	Malkangiri
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Nabarangpur Forest Division	At/PO-Nabarangpur	Nabarangpur
Divisional Forest Officer,	At/PO-Sambalpur	Sambalpur

Assistant Conservator of Forests O/o DFO, Sambalpur North Division		
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Sambalpur South Division	At/PO-Sambalpur	Sambalpur
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Khurda Forest Division	At/PO-Khurda	Khurda
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Nayagarh Forest Division	At/PO-Nayagarh	Nayagarh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Bonai Forest Division	At/PO-Bonai	Sundargarh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Rourkela Forest Division	At/PO-Panposh, Forest Rest House, Rourkela	Sundargarh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Baripada Forest Division	At/PO-Baripada	Mayurbhanj
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Karanjia Forest Division	At/PO-Karanjia	Mayurbhanj
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Rairangpur Forest Division	At/PO-Rairangpur	Mayurbhanj
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Rairakhol Forest Division	At/PO-Rairakhol	Sambalpur
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Bargarh Forest Division	At/PO-Bargarh	Bargarh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Sundargarh Forest Division	At/PO-Sundargarh	Sundargarh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Deogarh Forest Division	At/PO-Deogarh	Deogarh
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, Keonjhar Forest Division	At/PO-Keonjhar	Keonjhar
Divisional Forest Officer, Assistant Conservator of Forests O/o DFO, City Forest Division	SFTRI, Ghatikia, Bhubaneswar	Khurda
Divisional Forest Officer, Assistant Conservator of Forests	At/PO-Berhampur	Ganjam

O/o DFO, Berhampur Forest Division		
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Sunabeda WL Division	At/PO-Nuapada	Nuapada
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Chilika WL Division	At/PO-Balugaon	Khurda
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Chandaka WL Division	At/PO-Baramunda, Bhubaneswar	Khurda
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Puri WL Division	At/PO-Sahidnagar, Bhubaneswar	Khurda
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Rajnagar WL Division	At/PO-Rajnagar	Kendrapara
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Satkosia WL Division	At/PO-Angul	Angul
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, STR WL Division	O/o FD, STR At/PO-Baripada	Mayurbhanj
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Balasore WL Division	At/PO-Balasore	Balasore
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Bhadrak WL Division	At/PO-Satbhauni, Bhadrak	Bhadrak
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Keonjhar WL Division	At/PO-Anandapur	Keonjhar
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Bamra WL Division	At/PO-Bamra	Sambalpur
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Hirakud WL Division	At/PO-Sambalpur	Sambalpur
Divisional Forest Officer (WL), Assistant Conservator of Forests O/o DFO, Mahanadi WL Division	At/PO-Nayagarh	Nayagarh

12. Working hours both for office and public:

Working hours for office are from 10 AM to 5 PM with a lunch break between 1.30 PM to 2.00 PM. Every opportunity and facility is given to public to contact Forest Officers viz (i) Principal CCF, Orissa, Contact day & time being every Saturday between 3.00 PM and 5.00 PM in his office chamber; (ii) Addl. PCCF every Monday between 3.00 PM and 5.00 PM in his office chamber.

(iii) CCF (PA) every Friday between 3.00 PM and 5.00 PM in his office chamber (iv) CCF (FD&NO, FC Act) every Thursday between 3.00 PM and 5.00 PM in his office chamber (v) CCF (P&SM) every Wednesday between 3.00 PM and 5.00 PM in his office chamber (vi) CCF (PP&A) every Tuesday between 3.00 PM and 5.00 PM in his office chamber and (vii) CCF (ME&IV) every Saturday between 3.00 PM and 5.00 PM.

13. Public interaction (if any):

As cooperation of almost all stakeholders is necessary for any forest development programmes and involvement of public in the programmes various state level functions such as World Forestry Day, World Environment Day, Vana Mahotsava and Wildlife week are being celebrated with much enthusiasm every year on March 21st, June 5th, July 1-7 and October 2-8 respectively for creating awareness among the public towards forest & wildlife development aspects. The awards such as Prakruti Mitra/Prakruti Bandhu awards are also being given to persons and institutions for outstanding performance in forestry aspects so as to create encouragement amongst the public towards the field of afforestation, conservation of forest and wasteland development.

14. Grievance Redress Mechanism:

Grievance redress mechanism adopted by the Forest Department is based on bottom up process. When the Forester during field visit identify the problems arising from the village level, he tries to solve the problems in organizing VSS meeting. If public grievance come out from village level or above

section/beat level and reaches to Range level, it is resolved by concerned Range Officer. Similarly, any grievance which arises above Range level, the problem is sorted out by the Assistant Conservator of Forests or Divisional Forest Officer who during his field visit enquires about the problem, make night halts to collect information, and discuss with the public. In the same way, the problems/any public grievance which come above district level, it is either enquired by the Circle Conservator or senior officer deputed by PCCF, Odisha. Grievances are usually heard by DFO, CF and PCCF, Odisha one day during every week. PCCF, Odisha hear grievances on every Saturday between 3-5 PM.

Manual -2

Powers and duties of Officers and employees

Section 4 (1) (b) (ii)

Powers and duties of Officers and staff

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	PCCF, Orissa	Heads of the Forest Deptt.	(a) As per the provisions of Rule-13 of Delegation of Financial Power Rules-78 revised vide F.D No.25777/F., dated 10.06.04 (b) Other financial powers provided in OGFR Vol-I, as Head of Deptt.	As per the codal provisions of Orissa Forest Deptt. Code, 1979 and any other Act/Rules having such status as Head of Deptt.	As and when specially designated/empowered by the Govt.	Over all supervision/administrative control of Forest Deptt.
2	Addl. PCCF & CCFs	Under the administrative control of PCCF, Orissa	As and when delegated by PCCF/Govt.	Nil	Nil	As and when assigned by the PCCF (O), they are heading different wings at the Hqrs. of PCCF (O)
3	CF (Hqrs)	Under the administrative control of PCCF, Orissa	Nil	Nil	As and when authorized by the PCCF, Orissa	
4	RCCF (field)	Under the administrative control of PCCF, Orissa directly	As provided in Deptt. Code and Delegation of Financial Power Rules-78	As per the Codal provision/any other rule with specific power	As and when categorically empowered by the Govt. (b) They are the administrative Head of the Circle and controlling Officer for the DFOs under their control	They are accountable for the overall control/supervision of all activities in the circle

5	Dy. CF (Hqrs)	Under the administrative control of PCCF, Orissa	Nil	Nil;	As and when delegated by PCCF, Orissa	Does the function of an attached Officer
6	Dy. CF (Field)	Under the administrative control of respective CF/ Administered the codal provision of Forest Deptt. Code / Orissa Service Code as applicable	As per the provision of Rule-20 of delegation of financial power Rules, 78 (b) Any other power delegated/prescribed as per the Orissa Forest Deptt. Code or any other Rule/Act	As per the provisions prescribed in service code, Orissa Forest Deptt. Code, other Acts and Rules of Forest Deptt.	As and when specially empowered by the Govt.	They are the head of the Office/Division and accountable for all activities of a division
7	ACF	A) Specific power as per Forest Deptt. Code / delegation of power by Govt. under the control of concerned DFOs/CFs/PCCF, Orissa	As prescribed in Orissa Forest Department Code	Nil	As and when separately designated / empowered by the Govt.	a) Generally his duties are assigned by the Controlling Officer wither DFO/CF/PCCF in case of Headquarters establishment. It means, his duties are to be regulated by the Controlling Officer.
8	Forest Ranger	Remains in charge of a Range	Regulate some financial power as provided in the OFD Code/any other Rules where having independent charge of a Ranger	Regulate the status as applicable under any code/Rules	Nil	Independently function when posted to a Range