



GOVERNMENT OF KERALA
Abstract

Forest & Wildlife Department - Establishment - Training Manual for Kerala Forest Schools Walayar and Arippa Officers - Revised- orders issued.

FOREST & WILDLIFE (F) DEPARTMENT

GO (MS) No.97/2014/F&WLD

Thiruvananthapuram, Dated,22.11.2014

- Read:1. GO(P)No.60/2010/F&WLD. Dated.30.08.2010(SRO No.861/10)
2. GO(P)No.73/2010/F&WLD. Dated.21.10.2010
3. GO(Rt)No.512/2013/F&WLD. Dated11.12.2013.
4. Letter No. Trg3 - 1990/2013 dated 16.10.2014 from the Additional Principal Chief Conservator of Forests (IHRD), Thiruvananthapuram.

ORDER

As per Kerala Forest Subordinate Service Special Rules, and Kerala Forest Service Special Rules, 2010 issued vide G.O read as first and second papers above, Beat Forest Officers, Deputy Range Forest Officers and Range Forest Officers(FNTR Category) have to undergo a compulsory training in the Kerala Forest Schools at Walayar and Arippa during the period of probation. As per the letter read above, the Additional Principal Chief Conservator of Forests (IHRD), Thiruvananthapuram has submitted proposal for the approval of Training Manual for Kerala Forest Schools Walayar and Arippa, so as to equip them with training, discipline, examination etc.

2. Government have examined the matter in detail and are pleased to approve the Training Manual for Kerala Forest Schools Walayar and Arippa as appended to this order.

By Order of the Governor

V.BHOOSHAN.

Joint Secretary to Government

To

✓ The Principal Chief Conservator of Forests & Chief Wildlife Warden,
Thiruvananthapuram.

The Additional Principal Chief Conservator of Forests (IHRD),
Thiruvananthapuram.

The Additional Principal Chief Conservator of Forests (Administration),
Thiruvananthapuram

✓ The Principal Accountant General(Audit/A&E),Kerala,Thiruvananthapuram.
SF/OC.

Forwarded/By Order

[Signature]
SECTION OFFICER

MANUAL
FOR TRAINING IN
THE KERALA FOREST SCHOOLS,
WALAYAR / ARIPPA

Contents

PART -I - Constitution

PART-II - Staff Organisation

PART-III - Procedure of Selection of Trainees for Kerala Forest Schools

PART-IV - General Instructions Regarding Discipline, Training etc.

PART-V - Curriculam of Training

PART-VI - Examinations

PART-VII * Appendices

MANUAL FOR THE KERALA FOREST SCHOOLS,

WALAYAR / ARIPPA

PART -I

CONSTITUTION

1. The Kerala Forest School, Walayar, is situated near Walayar Dam of Palakkad district, about 23 Kms east of Palakkad town. It started functioning in 1961 as per G.O. (MS) 1220/61/Agri dt 05.12.1961.

2. The Kerala Forest School, Arippa is situated at Arippa of Thiruvananthapuram district about 55 Kms. north of Thiruvananthapuram. It started functioning from 01.09.1981 as per G.O (MS) 167/1981/Forest dt 27.05.1981.

3. The Forest Training Schools undertake the forestry training of the following categories of officers.

- i. Beat Forest Officers¹
- ii. Section Forest Officer¹
- iii. Forest Drivers²
- iv. Deputy Range Forest Officers¹
- v. Wildlife Assistant Grade II ¹
- vi. Range Forest Officers (Forester Not Trained as Ranger) ³

1) GO (P) No.60/2010/F & WLD dt 30.08.2010.

2) GO (P) No.84/2014/F&WLD dt 20.09.2014

3) GO (P) No.73/2010/F&WLD dt 21.10.2010

4. The schools also impart short term refresher courses for the front line & ministerial staff of the Kerala Forest Department.

5. The number of trainees for each batch under each category at any time will depend upon the requirement of the Department and the infrastructure available in the schools from time to time. Maximum limit shall be 40 per category at a time.

PART-II
STAFF ORGANIZATION

6. As per Kerala Forest Code Vol. I, Chapter III 3.3.9(ii) Principal, Kerala Forest School, Walayar shall be responsible for the administration of Kerala Forest School, Walayar and for imparting training to the trainees of the school. Since Kerala Forest School, Arippa, was started in 1981, after the publication of Kerala Forest Code, the provision in the Code as per para 3.3.9 (ii) is applicable to the Principal, Kerala Forest School, Arippa also.

7. The administration of Forest Schools is vested with the Principals. Principal is responsible for :-

- i. Conduct of the training at the Forest School.
- ii. Maintenance of buildings, hostels, quarters, grounds, nurseries, gardens, vehicles etc.
- iii. Exercising supervisory control over Vice Principal, Instructors, PT-Instructor and other administrative staff and will have overall responsibility for proper administration of the school and efficient training of all the personnel. The Principal is vested with all the powers of a Divisional Forest Officer in charge of a territorial division and is responsible for the enforcement of discipline of the trainees and staff serving under him.

8. The Vice Principal will assist the Principal in his administrative duties. He will also function as the Academic Officer of the School. He will exercise supervision over all the staff of the School. He will exercise the powers of an Assistant Conservator of Forests over the staff employed in the school.

9. The Instructors will primarily be responsible for handling the classes, practicals field work, study tours of the trainees etc. They will be individually in charge of House Tutor of the Course, Mess, Estate, Vehicles, Buildings and other works as assigned by Principal/Vice Principal. They have to ensure the discipline and training in parade work of the trainees of the school. They will exercise the powers of a Range Officer over the staff.

10. P.T. Instructors: Deputation from Kerala Police Department. He will be in charge of training in parade and PT. He shall ensure proper discipline, turn out, Salutation and Parade both in and out of uniform. He will assist the Instructors during field work, study tours, functions and during visits of Higher Officers. It is the duty of PT Instructor to check regularly the hair grooming and clean appearance of the trainees. (If required in addition to the sanctioned post, experienced/qualified hands may be engaged on contract/daily wages).

11. The following full-time staff is sanctioned for each of the Kerala Forest Schools:-

Kerala Forest School, Walayar

- i. Principal (Deputy Conservator of Forests from IFS Cadre) - 1
- ii. Vice Principal (Assistant Conservator of Forests) - 1
- iii. Instructors (Range Forest Officers) - 3
- iv. P.T. Instructor (Head Constable on deputation) - 1

Office Staff

- i. Junior Superintendent -1
- ii. Head Accountant -1
- iii. Clerk -3
- iv. Typist -1
- v. Driver -2
- vi. Office Attendant -2
- vii. Night Watcher -2
- viii. P.T. Sweeper -3

Supporting Staff

- i. Bus Cleaner -1
- ii. Tent Lascar -1
- iii. Gardner cum Marker -1

Forest Dispensary Staff (on deputation)

- i. Medical Officer -1
- ii. Pharmacist -1
- iii. Nursing Assistant -1
- iv. Hospital Attendant -1

Kerala Forest School, Arippa

- i. Principal (Assistant Conservator of Forests) - 1
- ii. Instructors (Range Forest Officers) - 4
- iii. P.T. Instructor (Head Constable on deputation) - 2

Office Staff

- i. Junior Superintendent -1
- ii. Head Accountant -1
- iii. Clerk -2
- iv. Typist -1
- v. Driver -2
- vi. Office Attendant -2
- vii. Night Watcher -1
- viii. Cook -1
- ix. P.T. Sweeper -1

PART-III

PROCEDURE OF SELECTION OF TRAINEES FOR KERALA FOREST SCHOOLS

12. Induction/ mandatory training - The trainees will be selected by the Addl. Principal Chief Conservator of Forests (IHRD) from the untrained category of BFO/ SFO and will be sent to the Forest Schools according to the availability of Infrastructure. The trainees shall be deputed by the Additional Principal Chief Conservator of Forests (IHRD) in strict seniority of their service.

13. The trainees deputed for training shall be eligible for journey time and TA/DA as per rules.

14. While sending the trainees to school, the relieving officers shall ensure to forward the following records to the School in time.

- i. Copy of the Service Order
- ii. Service Book
- iii. Last Pay Certificate
- iv. Medical Fitness Certificate (Form Appended)
- v. Any other records as intimated by the APCCF (IHRD) / Principal

15. During the period of training at the school, the pay of the trainees will be drawn and disbursed by the Principal. The trainees are eligible for TA/DA while on tours as per rules.

16. The trainee shall come to the training with the training kit and mess deposit as intimated to them by APCCF (IHRD) / Principal. The training kit includes PT / Field work dress, mufti dress, trekking shoes in addition to official uniform.

PART-IV

GENERAL INSTRUCTIONS REGARDING DISCIPLINE, TRAINING etc.

17. Every trainee of the school should apply himself to the training with the utmost sincerity so as to derive the maximum benefit from the training and enable him to pass out of the school as an efficient and self-reliant forest officer infused with a spirit of integrity to service.

A. DAILY SCHEDULE OF TRAINING (MONDAY TO FRIDAY)

Time	Activities
06.00 am – 07.30 am	Physical Training/Yoga/Parade
09.00 am – 11.00 am	Classes (Practical/Theory)
11.00 am -11.15 am	Tea Break
11.15 am – 01.15 pm	Classes (Practical/Theory)
01.15 pm – 02.15 pm	Lunch Break
02.15 pm – 04.15 pm	Classes (Practical/Theory/Field work)
04.15 pm – 04.30 pm	Tea Break
05.00 pm – 06.30 pm	Games / Self defence (Judo/Karate)

18. One day study tours scheduled to be held on Saturdays. In the absence of study tours, there will be PT/Parade, Classes/Field Work and Games. Every week, one afternoon session is reserved for Library visit or House meetings. During House meetings, subjects related to forestry, current affairs etc; will be discussed.

19. PT and games are compulsory for the trainees and unless certified by a Medical Officer, no exemption shall be granted. Long absence from PT and games make a trainee unfit for continuation of the training and such trainees shall be restituted.

20. The training involves strenuous physical activity like parade, field work, arms drill, swimming, trekking and camping in interior forests in addition to regular PT. The trainees should ensure that they are physically and medically fit by undergoing medical checkups and follow expert medical advice in case of any health problem. The Institution shall take all reasonable precautions for the safety of the trainees during training.

B. DRESS AND UNIFORM

Beat Forest Officer, Forest Driver & Section Forest Officer

Occasions	Dress
P.T	Khaki shorts, White V-Necked sleeved banyan, Khaki socks, Brown canvas shoes
Parade	Khaki shorts, White V-Necked sleeved banyan, Khaki socks, D.M.X Black shoes, White web belt, Khaki barrette cap
Class Room	Official Uniform with Name plate and Peak Cap, Black shoes, Khaki socks*
Field work /Practical	Khaki shorts, White sleeved banyan, Khaki socks, Hunter's shoes.
Games	Khaki shorts, White sleeved banyan, Khaki socks, Brown canvas shoes/ Sports shoes.
Study tour / Trekking	Official Uniform with Name plate and Peak Cap, Hunter's shoes, Khaki socks
On Holidays and in the Mess for dining	Mufti dress (White full sleeve shirt – Tucked in, Black pants, White socks and Black shoes, Black belt)

*[GO(Ms)No.242/85/AD dt 02.08.1985]

Deputy Range Forest Officers

Occasions	Dress
P.T	White shorts, White V-Necked sleeved banyan, White socks, White canvas shoes
Parade	White shorts, White V-Necked sleeved banyan, Khaki socks, D.M.X Black shoes, White web belt, Khaki barrette cap
Class Room	Official Uniform with Name plate and Peak Cap, Brown Shoes, Khaki socks*
Field work /Practical	White shorts, White sleeved banyan, Khaki socks, Hunter's shoes.
Games	White shorts, White sleeved banyan, Khaki socks, White canvas shoes.
Study tour / Trekking	Official Uniform with Name plate and Peak Cap, Hunter's shoes, Khaki socks
On Holidays and in the Mess for dining	Mufti dress (White full sleeve shirt – Tucked in, Grey pants, White socks and Brown shoes, Black belt)

*[GO(Ms)No.242/85/AD dt. 02.08.1985]

Range Forest Officers

Occasions	Dress
P.T	White shorts, White V-Necked sleeved banyan, White socks, White canvas shoes
Parade	White shorts, White V-Necked sleeved banyan, Khaki socks, D.M.X Black shoes, White web belt, Khaki barrette cap
Class Room	Official Uniform with Name plate and Peak Cap, Brown Shoes, Khaki socks*
Field work /Practical	White shorts, White sleeved banyan, Khaki socks, Hunter's shoes.
Games	White shorts, White sleeved banyan, Khaki socks, White canvas shoes.
Study tour / Trekking	Official Uniform with Name plate and Peak Cap, Hunter's shoes, Khaki socks
On Holidays and in the Mess for dining	Mufti dress (White full sleeve shirt – Tucked in, Grey pants, White socks and Brown shoes, Black belt)

*[GO(Ms)No.242/85/AD dt 02.08.1985]

21. All the trainees should comply with the dress code strictly. Dress shall be worn neatly. The dress code in the mess hall shall be the P.T. dress for morning tea, uniform for lunch, games dress for evening tea and mufti dress for supper. On the off day / holidays trainees should be in the prescribed mufti dress.

C. DISCIPLINE AND CONDUCT

22. During the period of training the trainee will be under the disciplinary control of the Principal. He will carry out all the orders and instructions issued by the Principal, the Vice Principal and other Instructional staff. He should always bear himself with dignity, both while in the school premises as well as outside and should conduct himself in an exemplary manner.

23. While in uniform the trainee will salute his/her superior officers and while in civilian clothes the salutation will be offered by coming to "attention" posture as in uniformed services.

24. Mutual respect and dignity shall be maintained by all trainees at all times.

25. One Instructor, deputed by the Principal, will be in charge of each batch of trainees (House tutor). He will be responsible for the conduct of training as well as the day to day activities of the batch.

26. The trainee should bear himself smartly while moving within the campus. The tendency for loitering aimlessly in the campus or public places should be avoided.

27. For male trainees, hair and moustaches has to be neatly groomed and trimmed. They are not permitted to have beards.

28. Female trainees should style their hair so that it does not hang beyond their uniform shirt collar. Jewellery like necklaces/bracelets, chain and any body piercing jewellery that may interfere with the trainees' duty are prohibited.

29. The trainee should keep out of the school office in the campus unless called for. Orders of the Principal declaring any place "out of bounds" will be strictly adhered to.

30. On working days the Night Roll Call will be taken at 8.30 pm. And on holidays there will be an additional Roll Call at 8.00 am. Surprise Roll Call will be held whenever necessary. All trainees should attend Roll Calls.

D. ACCOMMODATION

31. Unless exempted by the Principal the trainee will reside in the bachelor quarters/barracks/hostels in the campus provided within the campus.

32. All the trainees should occupy only the rooms which are allotted to them in the barracks/hostels. Separate barracks/hostels are provided for the Gents & Lady trainees.

33. No trainee shall leave the campus without prior permission from the Principal or House Tutor. Absence in the allotted rooms of barracks/hostels after 8.30 pm will be considered

as severe disobedience and is against the rules of the training which may lead to disciplinary action against the trainee or to restitution from the training.

34. The trainee shall be responsible for the damage caused to the government materials issued to him.

35. Entertaining guests and visitors in the barracks/hostels is not allowed.

36. Smoking, Consumption of liquor, usage of drugs or keeping them in the campus/barracks/hostels and vicinity is strictly prohibited.

37. Use of mobile phones is strictly prohibited inside academic halls, and also during training time. It is permitted only in barracks/hostels.

38. Lethal weapons like guns/pistols, sword, knife etc. are prohibited in the training institute.

39. No pets in cages or without cages are allowed in the barracks/hostels.

40. Common bathrooms and latrines are provided in the barracks/hostels. Each trainee has the responsibility to keep it neat and clean.

41. Barracks/hostels and campus should be kept neat and clean. Plastics and waste materials should be disposed at designated places.

E.MESS

42. Mess for the trainees is run by the trainees themselves. Each trainee will be a member of the mess. The mess secretary, elected from among the trainees, supervises the functioning of the mess including purchase. The food expense is shared equally by all the trainees. The school provides wages of the mess workers and kitchen services. The staff of the school can also avail mess facilities on payment of actual charges, provided it is approved by the Principal.

43. The mess timing for the principal meals will be as follows and should be adhered to by the trainees.

Morning Tea	05.30 am – 05.45 am
Break fast	08.00 am – 08.45 am
Tea	11.00 am – 11.10 am
Lunch	01.15 pm – 02.00 pm
Tea	04.15 pm – 04.30 pm
Dinner	07.30 pm – 08.15 pm

44. Principal will be the mess President. An Instructor nominated by the Principal will be the Vice-President and Officer in charge of the mess.

45. Mess committee is selected in the meeting comprising of all trainees. In this meeting one Secretary, one Joint Secretary, one representative for vegetarians, one representative for non-vegetarians and one Treasurer can be elected as the representatives of the trainees.

46. The mess committee will monitor and execute the routine function of the mess.

47. Each day a trainee will be appointed as "Mess Duty Officer" for monitoring the routine functions of the mess and for delivering materials from the store to the cooks. Mess Duty Officer should monitor the hygiene preparation of food as per the attendance and approved menu on that day. It is his duty to record the attendance in the mess. The food will be prepared as per the menu approved by the Mess Committee.

48. There will be no separate mess for the vegetarians and non-vegetarians.

49. Each trainee has to pay his share for the food expense which is approved by the mess committee and Vice-president, every month.

50. If the functioning of the committee is not satisfactory or on the basis of materialized complaints, the President is empowered to call the committee of trainees and form a new mess committee.

51. Each trainee has to deposit an amount as decided by the Principal from time to time, as mess deposit at the time of his joining. If no liability is outstanding against the trainee, this amount will be returned to him on completion of the training.

52. At the end of each month, total expenditure including establishment charges will be divided among all the members. The accounts will be audited every month by Vice President or committee nominated by the President.

53. Mess workers like cooks, helpers, bearers, cleaners etc., shall be engaged on daily wage basis depending upon the requirement, by the Principal. Complaint against the mess workers has to be settled by the President/Vice President.

54. It is the responsibility of each trainee to keep the mess hall tidy and clean.

55. The trainees will follow the prescribed uniform/dress code in the mess hall.

F. HOLIDAYS AND LEAVE

56. No trainee should proceed on leave while at headquarters without the written permission of the Principal of Forest School, or Instructor in charge while on tours.

57. No leave will be granted except under very special circumstances.

58. In case a trainee is unfit to attend the class or unable to perform any outdoor activity, he should report to the Orderly Officer and the Orderly Officer shall report such cases to the House Tutor.

59. Normally all the approved Government holidays at headquarters may be observed as holidays. While on tour, the Principal or Instructor in charge has discretion to observe any holiday.

G. PUNISHMENTS

60. In case of indiscipline, the Principal of Forest School can inflict the following punishments to the trainees.

- i. Extra P.T & Drill, Field work/Sentry duty (By Instructor in charge/House Tutor)
- ii. Deduct conduct marks as fine
- iii. Disciplinary action as per rules.
- iv. For repeated violation of rules and serious indiscipline, such as disobedience of orders or misconduct, the trainee may be restituted from the School with disciplinary action.

H. DUTIES OF ORDERLY OFFICERS, HOUSE CAPTAINS AND BARRACK/ HOSTEL LEADERS

61. The Orderly Officer will be the means of communicating the Instructor's / House Tutor's orders to the trainees. He should report to the Instructor / House Tutor at the appointed time in full uniform everyday including Sunday and holidays. The applications for leave and correspondence on other matters will be submitted by trainees to the Orderly Officer who will in turn submit it to the House Tutor. The House Tutor will select the Orderly Officer at random from the trainees once in a week.

62. The trainees will be divided into houses of convenient strength each under a House Captain for the purpose of conducting practical, field work etc.

63. Orderly Officer will be responsible for,

- a) Reporting cases of illness among trainees promptly.
- b) Maintaining discipline and reporting any acts of indiscipline within hostels.
- c) Overall supervision of the sanitation, cleanliness of the rooms, hostels, bathrooms and premises.
- d) Seeing the turn out of the trainees for every occasion.
- e) For parading the class for P.T/Games and for marking attendance of the classes.
- f) For Roll Calls at 8.30 pm every night/8.00 am on holidays.
- g) For taking charge of tools, instruments, records etc. and distribution to the class and for returning to them in a good condition to the store.
- h) For allotting the spaces of tents and orderly pitching of tents as directed by the Instructor during tours.
- i) For loading and unloading all luggage by the trainees promptly and carefully.
- j) All trainees shall obey the instructions of the Orderly Officer. The Orderly Officer shall be addressed "Sir" while on duty.
- k) The House Captain will be responsible to the Orderly Officer for all the duties stated above. The trainees will carry out the instructions of the House Captains and the Orderly Officers.

64. For Each barrack/hostel, there will be a Barrack/Hostel Leader. The House Tutor will select the Leader at random from the trainees once in a week. He/she will be primarily responsible for the following in his/her barrack/hostel.

- a) Reporting cases of illness among trainees promptly to Orderly Officer,
- b) Maintaining discipline and reporting any acts of indiscipline..
- c) Supervision of sanitations, cleanliness of the rooms, bathrooms, premises etc.
- d) He shall report to the Orderly officer at the earliest.

I. SPORTS AND RECREATION

65. Participation by the trainees in outdoor games and sports is compulsory and credit will be given for noticeable interest for achievement in this direction.

66. Facilities for recreation may be availed of by the trainee. Card games and other such speculative pass time games are prohibited.

67. The trainees will be encouraged to participate in such literary and cultural activities as are, in the opinion of the Principal, conducive to the development of a well integrated personality among the trainees.

PART-V

CURRICULUM OF TRAINING

68. The Principal/Academic Officer shall fix the timetable for classes, examination, marathon and tour schedule etc, taking into consideration the availability of resource persons, transport and accommodation facilities, convenience of visiting organization, fund availability etc.

69. The Principal will allot subjects to each Instructor. The services of external resource persons can be availed whenever needed.

70. Approved syllabus shall be followed for all trainings.

PART-VI

EXAMINATIONS

71. For courses having duration above 3 months, a midterm exam will be conducted after the completion of the first term by the respective Instructors in consultation with Principal/Academic Officer.

72. At the end of all trainings, irrespective of durations, Final exam will be conducted. The examiners shall be from outside the school faculty, and the panel of examiners will be approved by the Principal.

73. Practical/Assignment examinations will also be conducted by the respective Instructors during the course of training

74. Tour exams will be conducted at the end of each tour by the Instructor who conducts the tour (Examination, quiz, tour journal, tour symposium and herbarium)

75. Marathon - Every Beat Forest Officer /Section Forest Officer trainee should complete the marathon of 12km in 80 minutes. One mark for each additional minute to be deducted from the total marks for Marathon. P.T. Instructor will be responsible for the smooth conduct of marathon.

76. Viva voce will be conducted by two officers not below the rank of Assistant Conservator of Forests.

77. Conduct and character marks to be assigned by the Principal, Vice Principal, Instructor and P.T. Instructor considering discipline, turnout, punctuality etc.

78. All the academic activities shall be coordinated by the Academic Officer.

79. The Principal has the powers to give any other directions to Academic Officer/ Instructors/Trainees in terms of discipline, accommodation, mess and other activities for the smooth conduct of training.

80. Marks of individual subjects for each category of training are as follows.

Beat Forest Officers

Sl No	Subject	Marks			Total Marks
		periodica 1	Final	Assignment	
A. Police Training (3 Months)					
1	Police Academy Training-Indoor				100
2	Police Academy Training-Outdoor				100
B. Forestry Training (6 Months)					
3	Forest Administration	15	25	20	60
4	General Silviculture, Silviculture of Trees and Silvicultural Systems	25	40	35	100
	Part A- General Silviculture				
	Part B- Silviculture of Trees and Silvicultural Systems				
5	Regeneration methods and Forest Management	20	30	30	80
	Part A - Regeneration methods				
	Part B - Forest Management				
6	Forest Botany & Medicinal Plants	20	30	30	80
7	Soil and water conservation & Soil Science	15	20	15	50
	Part A- Soil and water conservation				
	Part B- Soil Science				
8	Forest Survey	20	40	30	90
9	Forest Mensuration, Forest Engineering & Forest Utilization	15	30	15	60
	Part A- Forest Mensuration				
	Part B – Forest Engineering				
	Part C- Forest Utilization				
10	Forest Act & Related Laws	50	80	70	200
11	Forest Protection & Forest Fire Management	10	20	20	50
12	Social Forestry & Eco-tourism	20	30	20	70
13	Wildlife and Biodiversity Management	25	40	35	100
14	Concept of PFM/JFM, PFM Stakeholders & Tribal Development	20	25	25	70
	Part A- Concept of PFM/JFM				
	Part B- PFM Stakeholders				
	Part C –Tribal Development				
15	Community Based Organization (CBO) Building & Participatory skill of field staff	20	35	35	90
	Part A- Community Based Organization (CBO) Building				
	Part B- Participatory skill of field staff				
16	Participatory Rural Appraisal (PRA) & Micro -Planning	30	50	40	120
	Part A- Participatory Rural Appraisal (PRA)				
	Part B- Micro -Planning				
17	Information Technology Applications in Forest Department	20	30	30	80
18	Study Tours I & II				200
19	One day study tours (Excursions)				100
20	Marathon				25
21	Conduct Mark				100
22	Viva Voce				75
Total					2000

Deputy Range Forest Officers

Sl No	Subject	Marks		Total Marks
		Final	Assignment	
1	Managerial Skill	75	25	100
2	Forest Administration	40	10	50
3	Regeneration Methods & Forest Management	50	25	75
	<i>Part A - Regeneration methods</i>	25	10	35
	<i>Part B - Forest Management</i>	25	15	40
4	Soil and Water Conservation, Forest Engineering & Forest Survey	50	25	75
	<i>Part A- Soil and Water Conservation</i>	15	5	20
	<i>Part B- Forest Engineering</i>	15	5	20
	<i>Part C- Forest Survey</i>	20	15	35
5	Forestry Related Works	50	25	75
6	Forest Acts & Related Laws	75	25	100
7	Forest Protection & Forest Fire Management	50	25	75
8	Wildlife & Bio diversity Management	50	25	75
9	Concept of PFM, PFM Stakeholders & Tribal Development	50	25	75
	<i>Part A- Concept of PFM</i>	15	5	20
	<i>Part B- PFM Stakeholders</i>	15	5	20
	<i>Part C- Tribal Development</i>	20	15	35
10	Participatory Micro-Planning & Participatory Skill of Field Staff	40	10	50
	<i>Part A- Participatory Micro-Planning</i>	20	5	25
	<i>Part B- Participatory Skill of Field Staff</i>	20	5	25
11	Information Technology Applications in Forest Department	40	10	50
12	Study Tour & Excursions	50	50	100
13	Conduct Mark			50
14	Viva Voce			50
Total				1000

Range Forest Officers (FNTR)*

Sl No	Subject	Marks		Total Marks
		Final	Assignment	
1	Duties & Responsibilities of Range Forest Officer	20	5	25
2	Forest Policies (State & National), Citizen Charter	20	5	25
3	Office Administration (MoP, Service Book, Accounting procedure, etc.)	40	10	50
4	Kerala Forest Code- Vol I & II	40	10	50
5	Kerala Service Rule Part I & II	40	10	50
6	Conduct Rule, KCS & CCA Rules, KS & SSR Rule	40	10	50
7	Acts and Rules related to Forest & Wildlife	100	25	125
8	Dealing with Cases and Offences	20	5	25
9	Package of Practice, FSR, PWD Schedule of Rates & Execution of works	40	10	50
10	Nursery & Plantation Techniques	20	5	25
11	Total Station Survey	20	5	25
12	Remote Sensing & Global Information System (GPS, DGPS & GIS)	40	10	50
13	Soil & Water Conservation	20	5	25
14	Bio-diversity Conservation	20	5	25
15	Wildlife Management	20	5	25
16	Participatory Forest Management	40	10	50
17	Social Forestry, Extension and Tribal Development	20	5	25
18	Reptile Management	20	5	25
19	Computer & Applications	20	5	25
20	Personality Development Skills	40	10	50
21	Study Tour & Excursions	50	50	100
22	Conduct	-	-	50
23	Viva Voce	-	-	50
Total				1000

(*subject to approval by the Govt.)

ATTENDANCE

81. 90% attendance of the training days is essential for the successful completion of the training.

82. Except for holidays specifically pre-declared like Onam, Christmas, Ramzan, Pooja, Vishu, Easter etc, the whole training period will be considered as training, requiring attendance of the trainees at the Institution.

83. Absence of the trainee from the Training Institution even on holidays on which there is no regular classes will be treated as leave/absence from training.

84. The trainees shall participate and assist in departmental functions, Ceremonial parades, Wildlife Day Celebrations, Wildlife Census, Ganja/illicit brewing raids, Night patrolling and other emergency departmental duties including election duties when called upon to do so and will be treated as part of the training programme.

85. Admission to late comers for a particular training programme will be at the discretion of the Principal.

BOARD OF CONTROL

86. The Board is constituted as Additional Principal Chief Conservator of Forests (IHRD) as Chairman, Additional Principal Chief Conservator of Forests/ Chief Conservator of Forests (WP & RC), all CCF/CF territorial, CF (I & E) Kottayam/ Kozhikodu, Field Director, Kottayam, CCF/ CF(Wildlife), Palakkad and the Principals of Kerala Forest Schools as per G.O(Rt)No.512/2013/F & WLD dt 11.12.2013.

87. The Board of Control for the Kerala Forest School, Walayar and Arippa, has the power to discuss issues or problems of administration as are considered beyond the scope of the Principals of these schools and approve the results,

RESULT & CERTIFICATES

88. In the case of Beat Forest Officer/Section Forest Officer trainees, the following certificates shall be awarded on successful completion of the training course after the approval of the Board of Control.

- (a)** Honours Certificate to those who secure not less than 75% of the total marks and not less than 50% in each of the subjects listed above.
- (b)** Higher standard Certificate to those who secure not less than 50% of the total marks and not less than 40% in each of the subjects listed above.
- (c)** If a trainee fails to get higher standard certificate he will be given one more chance to repeat the training by the Board of Control. If the trainee fails again he will be awarded with Lower Standard Certificate.

89. In the case of Forest Driver/Deputy Range Officer/Range Forest Officer (FNTR) trainees, a minimum of 40% marks in each subject is needed for the successful completion of the training.

90. The Board of Control of the school will have discretionary powers to allow a trainee, who has failed either to fulfill the minimum criteria for any of the curriculum activity or due to shortage of attendance, to complete the training at his/her own cost.

91. The date of successful completion of training will be the date of the 'Board of Control' meeting which approves the results of that training.

PART- VI **APPENDICES**

1. Form of Medical Certificate of Physical Fitness.
2. Government Order for the creation of Kerala Forest School, Walayar – GO (MS) 1220/61/Agri, Trivandrum dated. 05/12/1961 of Agriculture (Forest A) Department.
3. Government Order for the creation of Kerala Forest School, Arippa – GO(MS) 167/81/Forest, Trivandrum dated. 27/05/1981 of Agriculture (Forest Establishment) Department.
4. Special Rules for the Kerala Forest Subordinate Service – GO (P) No. 60/2010/F & WLD dated. 30/08/2010.
5. Special Rules for the Kerala Forest Service – GO (P) No. 73/2010/F & WLD dated. 21/10/2010.

MEDICAL CERTIFICATE OF PHYSICAL FITNESS *
by a Civil Surgeon

I do hereby declare that I have examined
a candidate for employment in the Forest Department, and cannot discover that he/she has any disease, constitutional affection or bodily infirmity except I do not consider this a disqualification for employment in the office of forest department. I do hereby certify that the candidate is physically fit for strenuous outdoor work such as trekking, jungle camps, PT, Parade, Games, Marathon etc, in the forest department. His/Her age according to his/her own statement is

Personal mark of identification

Height

- 1.
- 2.

Chest (For male candidates only)

Normal

Expansion

Medical Standards

Hearing - Perfect

Muscles and joints - No paralysis and all joints with free movements

Nervous system - Perfect by Normal. Free from infectious diseases.

Place

Signature

Date

Name, Designation

Hospital Seal

and grade of the Medical Officer

* This should be filled in with great care after proper examination.