



GOVERNMENT OF KERALA

Abstract

Forest & Wildlife Department – Establishment – Duties and functions among Chief Conservator of Forests and Additional Principal Chief Conservator of Forests - Revised – Orders issued.

FOREST & WILDLIFE (F) DEPARTMENT

G.O (MS) No. 53/2008/F&WLD

Thiruvananthapuram, Dated, 7.8.2008.

Referred: 1) G.O (MS) No. 43/2006/F&WLD dated 28.12.2006.

2) Letter No. IFS1 – 250/2005 dated 22.3.2008 from Principal Chief Conservator of Forests

ORDER

In order to streamline ^{the} functioning of the Forest Department Government are pleased to revise the duties and functions among Chief Conservator of Forests and Additional Principal Chief Conservator of Forests as appended to this Government Order.

By Order of the Governor

K. RAMACHANDRAN
Additional Secretary

To

The Principal Chief Conservator of Forests
The Principal Chief Conservator of Forests (D&P)
The Additional Principal Chief Conservator of Forests (Protection)
The Additional Principal Chief Conservator of Forests (Social Forestry)
The Additional Principal Chief Conservator of Forests (D&P)
✓ All Chief Conservator of Forests
The Accountant General (A&E / Audit), Kerala, Thiruvananthapuram.
General Administration (Special C) Department
Copy to:- PA to Minister (Forest and Housing).
PA to Principal Secretary, Forests.

Forwarded /by order


Section Officer

**DUTIES AND FUNCTIONS OF
THE CHIEF CONSERVATORS OF FORESTS
IN THE KERALA FOREST & WILDLIFE DEPARTMENT**

Duties and Functions of Chief Conservator of Forests (Administration)

1. All establishment matters such as recruitment, appointment, promotion, transfer & postings, administrative control and litigations relating to establishment matters in respect of all officers; in Kerala State Forest Services / Kerala State Forest Subordinate Service / Kerala State Services / Kerala State Subordinate Services / Part time contingent employees / Wildlife Assistants / Deputy Director of Wildlife Education will be attended by the CCF (A).
2. The CCF (Admn.) will be the disciplinary authority in respect of all Officers in Kerala State Forest Services / Kerala State Forest Subordinate Service / Kerala State Services / Kerala State Subordinate Services / Part time contingent employees / Wildlife Assistants / Deputy Director of Wildlife Education as per Kerala Civil Service and classification and control appeal rules.
3. CCF (Admn.) is the authority to regulate, payment of retirement benefits to all the employees.
4. General administration at the Forest Headquarters will be under the control of the CCF (A).
5. CCF (Admn.) is also the authority to maintain the records relating to disciplinary cases in respect of IFS Officers and initiate action as required under the Rules after getting the approval of the PCCF.
6. CCF (Admn.) is the authority to frame Special Rules and to propose amendments to the rules to the Govt. from time to time.
7. The CCF (Administration) has to maintain files, service records, registers of all the Staff (excepting that of IFS Officers) and carry out necessary periodical updating of the records.
8. CCF (Admn.) is the authority to maintain all infrastructure facilities and equipments and vehicles at the Headquarters except procurement of the same.
9. The CCF (Admn.) is in charge of the LA Cell in Forest Headquarters. The CCF (A) will be the Nodal Officer for preparing draft answers for the LA Interpellation of the State Assembly and Parliament questions as and when they are in session and submission of the approved draft answers to the Govt.
10. CCF (Admn.) will be coordinating matters relating to Right to Information Act. The RIA Unit will be under the charge of CCF (A). Under the Right to Information Act, every wing has its own designated authorities, who are responsible for answering queries.

11. CCF (Admn.) is the authority for Grievance Redressal Cell for the staff of the Kerala)
& Wildlife Department.
12. CCF (Admn.) is the authority for the Cell dealing with atrocities against women as per the direction of the Hon'ble Supreme Court.
13. CCF (Admn.) will accord necessary sanctions and approvals for the Estate Officer and the Estate Officer will function under him.
14. CCF (Admn.) will accord necessary sanction and approval for the Security Officer and the Security Staff and they will work under him through the Estate Officer.
15. The Treasury and Accounts Department in the FHQ will function under the CCF (A). The CCF (Admn.) will do all functions as required in the Treasury codes, Account codes, Forest codes and various Govt. orders issued from time to time in the Headquarters.
16. CCF (Admn.) will carry out any other work that may be entrusted to him by the Government and PCCFs and Addl. PCCFs.
17. Timely action as required in correspondences and submission of compliance reports will be done by the CCF (Admn.) with respect to his wing.

Duties and Functions of Chief Conservator of Forests (Development)

The CCF (D) is the authority to prepare the Five Year Plan Proposals for the entire Kerala Forest & Wild Life Department and submit the same to the Govt. of Kerala, State Planning Board and to the GOI.

2. The CCF (D) is the authority to prepare the consolidated Annual Plan of operation for the entire Forest & Wildlife Department.
3. The CCF (D) is the Nodal Officer to prepare the Plan and Non-Plan Demand of Grants (Budget) for the entire Forest & Wildlife Department under various Budget Heads / Centrally Sponsored Schemes and State Sponsored Schemes and Externally Aided Projects, within the time limit prescribed and submit the same to the Govt., State Planning Board and Govt. of India.
4. The CCF (D) has to attend and represent the entire Forest & Wildlife Department in meetings and conferences with regard to the Plan discussions in the State Planning Board / Budget, discussions and discussions with the Govt. of India.
5. The CCF (D) will allot funds for implementation of schemes to various Divisions, Circles and other Wings of the Forest & Wildlife Department as per the Budget passed.
6. The CCF (D) is the authority to move the State Govt. for issuance of Letter of Credit for various Divisions and sub-Offices and he has to communicate the receipt of the LC to various sub offices.
7. The CCF (D) is the authority to re-allocate the budget allotment as per Kerala Budget Manual and Accounts Manual and Forest Code among the sub offices within the over all budget authorized to the KFD.
8. The CCF (D) is the authority to submit the monthly progress report to the Government both for plan and non plan schemes.
9. The CCF (D) will conduct the mid term review of the Annual Plan proposals for all wings of the KFD.
10. The CCF (D) will conduct the mid term review of the FYP.
11. The CCF (D) will attend to the monthly review meetings convened by the GOK, GOI, and other agencies and represent the Kerala Forests & Wildlife Department with respect to Plan, Non-Plan, Budgetary and Financial and Physical resources relating to KFD.
12. The CCF (D) has to submit the revised budget proposal for the KFD if any required based on the trend and pace of expenditure and obtain necessary orders from the Govt..
13. The CCF (D) has to submit proposals for the re appropriation if any required to the Govt and obtain Government orders.

14. The CCF (D) is the authority for submitting the Supplementary Demand for Grants proposals to the Government and obtain necessary Govt. orders.
15. The CCF (D) is the authority for getting necessary Administrative Sanction for the schemes and communicates the same to other wings and sub offices.
16. The CCF (D) is the State Level Authority in respect of Kerala Forest & Wildlife Department relating to submission of monthly accounts to the Accountant General and C&AG. It is the responsibility of CCF (D) to ensure that the sub offices render monthly accounts in time and if not call for explanations for defaults and delays.
17. The CCF (D) is the Authority for designing, developing and maintaining internal audit mechanisms/ internal control mechanisms with respect to finance and budget, LC and expenditure and he is the authority to call for explanations for defaults and defects.
18. The CCF (D) is the authority for rectification of defects in the accounts at the State level.
19. The CCF (D) is the authority for audit queries and ensures that audit queries are replied in time by the various wings of the Kerala Forests & Wildlife Department.
20. The CCF (D) is the authority to compile and submit reports relating to Public Accounts Committees and Audit paras of the CAG and submit report to various authorities.
21. The CCF (D) is the authority to compile reports for Subject Committees and submits the same for the Subject Committee.
22. The CCF (D) will prepare necessary speech for His Excellency, the Governor of Kerala for addressing the Assembly relating to Kerala Forests & Wildlife Department and monitor action taken report on the speech and submit necessary reports to Govt. in time.
23. The CCF (D) has to represent and attend the meetings of the Subject Committee and answer the queries relating to Kerala Forests & Wildlife Department.
24. The CCF (D) is the authority for Estimate Committee and he will compile submit reports, answer queries for the Estimate Committee relating to Kerala Forests & Wildlife Department.
25. The CCF (D) will attend to the meetings of the Estimate committee and furnish answers for the queries and make depositions before the Committee.
26. The CCF (D) will administer the revolving funds of the Kerala Forests & Wildlife Department.
27. The CCF (D) will exercise control and administration of Kerala Forest Development Tax Fund.
28. The CCF (D) will make procurement of vehicles, telephones/ computers and other assets for the Department as per store Purchase rules Special Orders issued by the Government from time to time and as per delegation of powers.
29. The CCF (D) will be the authority to issue orders on distribution and re-distribution of the procured assets among various wings of the KFD and sub offices.

1. The CCF (D) is the authority to allot various staff quarters and do necessary repairs and maintenance of the same as per rules.
31. The CCF (D) is the authority under the Public Premises Act for the purpose of dealing with all matters said in the Act.
32. The CCF (D) is the authority to liaise between the Government and other wings of the Department Government of India and external funding agencies regarding budget and financial provisions and aid.
33. The CCF (D) will defend the court cases relating to procurement of goods, non-payment for purchases, cases relating to warranty and cases relating to Annual Maintenance Contract of assets. He will prepare Counter Affidavit and submit ^{it} to same to the Government.
34. The Departmental Purchase Committee will function under the control of the CCF (D). The constitution, administration will be as per the Store Purchase rules and Government Orders issued in this regard.
35. The CCF (D) will initiate and take all actions contemplated under Kerala Budget Manual, Kerala Financial Code, Accounts Code wherever necessary with the concurrence of the PCCF as per rules.
36. All other works assigned to CCF (D) by the Government / PCCFs and Addl. PCCFs.
37. Functions contemplated under RTI Act as far as his wing is concerned.
38. Taking timely action as required in correspondences and submitting of compliance reports will be done by CCF (D).
39. The CCF (D) will be the authority to monitor the collection of revenue of the Forest Department and report the same to the Govt. from time to time and initiate necessary action for realizing the target in case there is a short-fall. The pace of expenditure will also be monitored by the CCF (D) and will take suitable necessary action for achieving the financial and physical targets as approved by the Govt.

Duties and Functions of Chief Conservator of Forests (Protection)

1. The CCF (P) is the authority in discharging all functions envisaged in the Forest Conservation Act and Environment Protection Act, except that of the Wildlife Act.
2. The CCF (P) has to deal with all matters relating to forest protection in Kerala, in coordination with the Regional CCFs on protection matters.
3. The CCF (P) is the authority to process and issue statutory notifications in Reserving, De-reserving, Forest areas excepting the areas under EFL.
4. The CCF (P) has to deal with matters relating to encroachments in forests in coordination with Regional CCFs.
5. The CCF (P) is the authority to deal with all Court cases relating to Forest areas, notifications, encroachments, regularization of encroachment and under Forest Conservation Act and Environmental Protection and defend the cases on behalf of the Govt. through Advocate General and submission of Counter in Court cases through the Govt.
6. The CCF (P) is the authority to deal with Forest Conservation in conjunction with the Forest Policy of the Government of India as well as Government of Kerala.
7. The CCF (P) is the authority to deal with matters relating to vested forests as per the provisions of the Kerala Private Forests (Vesting & Assignment) Act 1971 and all cases relating to vested forests.
8. The CCF (P) is the authority to allot raw materials to industries.
9. The CCF (P) is the authority to recommend to Govt. to fix and revise the price of forest produce and as per the provisions of the Kerala Forest Produce (Fixing of selling price) Act 1978.
10. The CCF (P) is the authority for performing all functions under Kerala Preservation of Trees Act of 1986.
11. The CCF (P) is the authority to recommend to Govt. to grant lease settle terms and conditions of lease and deal with all matters relating fixation of lease rent, revision of lease rent, realization of lease rent as per the provisions of the Kerala Grants and Lease Act of 1980 and all matters relating to Court cases on leases
12. The CCF (P) is the authority to exercise control over the Timber Sales Depots and auction of timber. The CCF (P) is the authority to deal with matters relating to timber auctions, issue of notifications and all other allied acts.
13. The CCF (P) is a Nodal Officer for dealing all matters relating to Legislature Committee, Committee on Assurance, Environment Committee and Petition Committee.
14. The CCF (P) will also exercise control over the Law Wing of the KFD.

5. The CCF (P) will undertake all preventive measures in respect of Conservation of Forests through the Regional CCFs and exercise overall control over the Forests of Kerala.
16. The CCF (P) will take necessary and timely action based on the reports on the Regional CCFs and other crime stoppers/ whistle blowers and Vigilance wing with respect to encroachments, cutting and removal of trees and deal with all illegal crimes committed in Forests.
17. The CCF (P) is the authority for sandal wood protection.
18. The CCF (P) will carry out all functions as contemplated in the Kerala Forest Act, Forest Policy of India, Kerala Forest Policy with the concurrence of the PCCF wherever necessary as required under rules.
19. The CCF (P) will do all acts assigned to him by the Govt. / PCCF / APCCF.
20. The CCF (P) will carry out all functions under the RTI Act under his wing.
21. Taking timely action as required in correspondences and submitting of compliance reports will be done by the CCF (P).

Duties and Functions of Chief Conservator of Forests (Wildlife)

1. The CCF (WL) will function as the Chief Wildlife Warden of the State and will perform all duties and functions of stipulated for the Chief Wildlife Warden as per the provision of the Wildlife Protection Act 1972 and Amendments made there to.
2. The CCF (WL) is the authority to prepare and implement PA Management Plan, obtain and issue necessary sanctions.
3. The CCF (WL) is the authority to create data bank for Wildlife.
4. The CCF (WL) is the authority to conduct the Wildlife census.
5. The CCF (WL) is the authority to create necessary data bank of Bio-diversity, Eco-development schemes in the PAs.
6. The CCF (WL) is the authority to monitor, review and implement progress of the PA Management Plan.
7. The CCF (WL) is the authority for implementing National Conservation Projects such as Biosphere Reserve, Project Tiger and Project Elephant.
8. The CCF (WL) is the authority to coordinate the research on Wildlife Institutions.
9. The CCF (WL) is the authority to liaise with the Govt. of India and R&D Institutions.
10. The CCF (WL) will review the progress of implementation of Wildlife Management scheme, monitor and submit report to Govt. and Govt. of India periodically.
11. The CCF (WL) will deal with all matters relating to payment of compensation for the victims attacked by wildlife and for destruction of properties.
12. The CCF (WL) will also do all functions relating to wildlife under the Bio-diversity Act.
13. The CCF (WL) will carry out all functions which are assigned to him by the Govt. / PCCF / APCCF.
14. The CCF (WL) will carry out functions under RTI Act with respect to his wing.
15. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules will be done by the CCF (WL) with respect to Wildlife wing.
16. The CCF (WL) will frame rules for the maintenance of Captive Elephants.

Duties and Functions of Chief Conservator of Forests (Wildlife)
Northern Region, Palakkad

The CCF (WL) North will perform the following duties and functions in the entire northern region of Kerala under his jurisdiction covering districts Palakkad, Malappuram, Kozhikkode, Wayanad, Kannur and Kasargode.

1. The CCF (WL) Northern Region will perform duties and functions stipulated for the Chief Wildlife Warden as per the provision of the Wildlife Protection Act 1972 and Amendments made there to with respect to the Northern Region with the coordination of the Chief Wildlife Warden.
2. The CCF (WL) is the authority to prepare and implement PA Management Plan, obtain and issue necessary sanctions for the Northern Region.
3. The CCF (WL) is the authority to create data bank for Wildlife for the Northern Region.
4. The CCF (WL) is the authority to conduct the Wildlife census for the Northern Region.
5. The CCF (WL) is the authority to create necessary data bank of Bio-diversity, Eco-development schemes in the PAs for the Northern Region.
6. The CCF (WL) is the authority to monitor, review and implement progress of the PA Management Plan for the Northern Region.
7. The CCF (WL) is the authority for implementing National Conservation Projects such as Biosphere Reserve, Project Tiger and Project Elephant for the Northern Region.
8. The CCF (WL) is the authority to coordinate the research on Wildlife Institutions for the Northern Region.
9. The CCF (WL) is the authority to liaise with the Govt. of India and R&D Institutions for the Northern Region.
10. The CCF (WL) will review the progress of implementation of Wildlife Management scheme, monitor and submit report to Govt. and Govt. of India periodically for the Northern Region.
11. The CCF (WL) will deal with all matters relating to payment of compensation for the victims attacked by wildlife and for destruction of properties for the Northern Region.
12. The CCF (WL) will also do all functions relating to wildlife under the Bio-diversity Act for the Northern Region.
13. The CCF (WL) will carry out all functions which are assigned to him by the Govt. / PCCF / APCCF.
14. The CCF (WL) will carry out functions under RTI Act with respect to his wing for the Northern Region.

15. Taking timely action as required in correspondences and submitting of compliance reports those are necessary with respect to the implementation of the scheme as required under various Acts & Rules will be done by the CCF (WL) with respect to Wildlife wing for the Northern Region.
16. The issues relating to maintenance of Captive Elephants will be done as per the rules with respect to the Northern Region by the CCF (WL), Northern Region.

Duties and Functions of Chief Conservator of Forests (Biodiversity & EFL)

1. Discharging the Custodial functions contemplated under the Biodiversity Act, which is more regulatory in nature and taking appropriate action as envisaged in the BD Act.
2. Carrying out the functions necessary for the enabling functioning of the State Biodiversity Board and the follow up action and initiation of action thereon as decided and contemplated and co-ordination with State Biodiversity, KFRI, TBGRI, WII, Rajiv Gandhi Centre for Bio-technology.
3. The CCF (Biodiversity & EFL) perform functions relating to conservations in areas outside PAs, Sacred Groves, Common resources, Mangroves, Wetlands.
4. The CCF (Biodiversity & EFL) will be the authority to maintain peoples biodiversity register.
5. Coordination of wildlife research activities and dissemination of findings in the Wildlife Wing.
6. Coordinate landscape management planning programmes.
7. Development of data bank on biodiversity.
8. Implementation of international protocols.
9. Implementation of externally aided projects under Bio- diversity Conservation.
10. Any other work assigned to him by the Govt./PCCF/APCCF and CWW.
11. He will discharge the functions contemplated under the RTI Act in respect to his wing.
12. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.
13. All matters relating to the Kerala Forest (Vesting and Management of Ecologically Fragile Lands) Act 2003)
14. CCF (Biodiversity & EFL) will perform all duties and functions stipulated for the Custodian as per the provisions of the Kerala Forest (Vesting and Management of Ecologically Frigile Lands) Act. 2003.

Duties and Functions of Chief Conservator of Forests
Social Forestry, Central Region, Eranakulam

1. Matters relating to all social forestry activities outside reserve forest and carrying out Afforestation and tree cover activities in central region.
2. Implementation of all Plans and Non-Plans schemes approved by the Govt. in non-forest areas.
3. Monitoring and reviewing the progress of implementation of social forestry schemes in non-forest areas.
4. Submission of performance reports to the Govt. / PCCF / Other agencies.
5. Taking timely actions as required in correspondences, submission of compliances reports that are necessary with respect to the implementation of the schemes as required under Acts and Rules.
6. Matters relating to forestry extension, education and awareness programme, and field publicity.
7. Administration, control and management of District Forestry Extension and Information Centres.
8. Matters relating to ecosystems outside Reserved Forest like mangroves, sacred groves, wetlands, coastal plantations.
9. Coordination with the Local-Self Governments on forestry and biodiversity matters.
10. Implementation of compensatory afforestation of Social Forestry wing
11. The CCF (SF), Eranakulam will take necessary directions from the APCCF (SF) and will report to him.
12. The CCF (SF), Eranakulam will also do all functions assigned to him by Govt. / PCCF / APCCF.
13. He will discharge the functions contemplated under the RTI Act with respect to his wing.

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Duties and Functions of Chief Conservator of Forests (SF)
Northern Region, Kozhikode.

1. Matters relating to all social forestry activities outside reserve forest and carrying out Afforestation and tree cover activities in northern region.
2. Implementation of all Plans and Non-Plans schemes approved by the Govt. in non-forest areas.
3. Monitoring and reviewing the progress of implementation of social forestry schemes in non-forest areas.
4. Submission of performance reports to the Govt. / PCCF / Other agencies.
5. Taking timely actions as required in correspondences, submission of compliances reports that are necessary with respect to the implementation of the schemes as required under Acts and Rules.
6. Matters relating to forestry extension, education and awareness programme, and field publicity.
7. Administration, control and management of District Forestry Extension and Information Centres.
8. Matters relating to ecosystems outside Reserved Forest like mangroves, sacred groves, wetlands, coastal plantations.
9. Coordination with the Local-Self Governments on forestry and biodiversity matters.
10. Implementation of compensatory afforestation of Social Forestry wing
11. The CCF (SF), Kozhikode will take necessary directions from the APCCF (SF) and will report to him.
12. The CCF (SF), Kozhikode will also do all functions assigned to him by Govt. / PCCF / APCCF.
13. He will discharge the functions contemplated under the RTI Act with respect to his wing.

Duties and Functions of Chief Conservator of Forests (Vigilance)

1. The CCF (V) has to function independently and impartially.
2. The CCF (V) will enquire into all complaints relating to implementation of various schemes by the KFD and submit report to the Govt. through PCCF.
3. The CCF (V) will enquire into the petitions received from public / non –Governmental Organizations and other agencies and submit reports to the Govt. through PCCF.
4. The CCF (V) will gather intelligence information relating to Forest Offences and submit necessary reports to the Govt. through PCCF.
5. The CCF (V) will enquire into Forest Crimes based on petitions or otherwise through intelligence gathering and submit reports to the Govt. through PCCF.
6. The Intelligence Cell will be under the charge of the CCF (V).
7. The CCF (V) will also collect Raw Information relating to Forest offences periodically from the Intelligence Unit and process the same assess the reliability of the information and advise the Department in taking advance actions in preventing or mitigating the seriousness of the offences.
8. Functioning of the toll free crime stoppers will be under the charge of CCF (V).
9. The CCF (V) will assist the Department in protection matters.
10. Any other work assigned to the CCF (V) by the Govt. / PCCF / APCCF.
11. He will discharge the functions contemplated under the RTI Act.
12. The CCF (V) will be responsible for the matters relating to RTI Act for the wing under his control.
13. The CCF (V) will enquire and submit reports relating to involvement of staff relating to corruption and the report will be submitted to Govt. through PCCF.
14. Conducting of raids in respect of Sandal wood, Wildlife offences and Forest offences, Ganja cultivation, Narcotics and book cases through the KFD.
15. The CCF (V) is the authority to enquire into the petitions received, regarding KFD and he has to enquire and submit the report to the Govt. through PCCF.
16. The CCF (V) is the authority to appraise the Govt. / Hon'ble Minister for Forests & Housing / PCCF regarding the day today incidents happening in the KFD.
17. The CCF (V) is the authority is to design & develop and maintain a data base on various crimes with regard to Forest Department.
18. The CCF (V) will also liaise with other Department's Vigilance wings and neighboring States for better coordination.
19. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.

Duties and Functions of Chief Conservator of Forests
(Eco-development & Tribal Welfare)

1. The CCF (E&TW) will be nodal officer for Eco Development and Tribal Welfare activities in and around Forest areas.
2. The CCF (E&TW) will perform all the functions for facilitating implementation of Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights Act).
3. The CCF (E&TW) will draw up annual plan for the welfare of the tribal inside Forests in consultation with the Tribal Development department as well as Tribal Rehabilitation commissioner and implement, monitor and review the progress of implementation and submit necessary reports to the Government through PCCF.
4. The CCF (E&TW) will be the Nodal Officer for all matters connected with Joint / Participatory Forest Management activities. He will be the registration authority for the VSS and EDCs at the State level. He will co-ordinate the preparation of micro-plans through CFs / DFOs and ensure necessary approvals and release of funds in time.
5. The implementation of the PFM / JFM through VSS will be monitored reviewed and progress watched and reported to the Government by CCF (E&TW). The CCF (E&TW) will issue and ensure that VSS maintains proper accounts and renders the same to the audit for evaluating their activities.
6. The CCF (E&TW) will issue and ensure necessary internal control mechanisms for the funds and utilization of the same for the approved schemes.
7. The CCF (E&TW) will liaise with the Government of India, Government of Kerala regarding the Tribal Developmental and welfare measure undertaken and also regarding the PFM / JFM activities and FDAs.
8. The CCF (E&TW) will attend to all matters relating to design as per approved guideline of Government of India, develop and get approval for the FDAs and will also propose necessary funds for release from Government of India and render accounts at the state level and coordinate all matters relating to FDAs.
9. The CCF (E&TW) will be Nodal Officer for attending to all matters relating to allotment, quantity, price, etc., on NTFP to Tribals and Cooperatives as approved by the Govt.
10. The CCF (E&TW) will do all duties that are assigned him by the Govt. / PCCF and APCCFs.
11. The CCF (E&TW) will perform all the functions contemplated under the RTI Act with respect to his wing.
12. The CCF (E&TW) will take timely action as required in correspondences and submitting of compliance reports, that are necessary with respect to the implementation of the scheme as required under various Acts & Rules.

Duties and Functions of Additional Principal Chief Conservator of Forests
(Planning)

1. The APCCF (Plg) will be responsible for preparation of working plans and new projects and for research and developments for submission to Government of India / External Aid Agencies / State Government.
2. The APCCF (Plg) will prepare a few projects in advance and always keep ready for proposing to Government and other agencies for funding.
3. The APCCF (Plg) will coordinate with the sub Offices in designing and developing specific plans such as 'site specific plans', 'micro plans'.
4. The APCCF (Plg) will co-ordinate with and assist other wings of the Kerala Forest Department in preparation of a Training plan, HRM plan.
5. The APCCF (Plg) will also assist in designing and developing and implementing monitoring and evaluation plans for the various schemes implemented by the Kerala Forest Department.
6. The statistics wing of the Forest department will under the APCCF (Plg).
7. The APCCF (Plg) will be co-coordinating collection of various data from the field and compile and tabulate them and prepare and submit report studies to the PCCF / Govt.
8. The APCCF (Plg) will prepare special schemes as assigned by the Govt. / PCCF.
9. The APCCF (Plg) will also do all duties assigned to him by the Govt. / PCCF.
10. He will discharge the functions contemplated under the RTI Act.
11. The APCCF (Plg) will liaise with GOI and other agencies.
12. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.
13. APCCF (Plg) will have overall control over Working Plan & Research Wing.

Duties and Functions of Chief Conservator of Forests
(Working Plan and Research)

1. The CCF (WP & R) will be the officer responsible for the preparation of the Working Plans and for getting approvals from State and Central Governments.
2. The CCF (WP & R) will coordinate the Forestry research activities in the department.
3. The CCF (WP & R) will be co coordinating the Research Advisory Committee in the KFD
4. The CCF (WP&R) will liaise with the Research institutions with regard to the research activities for the KFD.
5. The CCF (WP & R) will be in charge of the Forest Seed centre and procurement and supply of seeds.
6. The CCF (WP & R) will do all duties assigned to him by the Govt / PCCF / APCCF.
7. He will discharge the functions contemplated under the RTI Act.
8. The CCF (WP&R) will be disseminating the research findings in the KFD.
9. The CCF (WP& R) will liaise with the GOI / other agencies and with the Govt of Kerala in respect of Research matters and working plan matters.
10. New research activities in the KFD such as study of a particular problem experienced in the field will be under taken with the concurrence of the CCF (WP&R).
11. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.

Duties and Functions of Chief Conservator of Forests (FMIS)

1. The CCF (FMIS) will be in charge of computerization in the KFD.
2. The CCF (FMIS) will be responsible for the implementation of computer programmes and their maintenance in the Department.
3. The CCF (FMIS) will be in charge of procurement, allotment and maintenance and AMC of hardware such as computers, GPS and other accessories, photocopier and other communication devices in KFD in coordination with CCF (D).
4. The CCF (FMIS) will be in charge of the GIS units in the department.
5. The CCF (FMIS) will be in charge of implementation of the FMIS in the Department.
6. The CCF (FMIS) will develop appropriate mechanisms for ensuring the safety and security of computerized data by developing appropriate programmes or devising other means.
7. The CCF (FMIS) will design programmes for data mining, data warehousing, data transferring between various units inside the department and also with the Govt of India and other approved agencies and implement in the KFD.
8. The CCF (FMIS) will be in charge of hosting, managing and maintaining web site of the KFD.
9. The CCF (FMIS) will be responsible for providing all technical help in matters relating to computerization and IT by maintaining a Help Desk in the HQ and regional Offices who can be accessed for small technical problems.
10. The CCF (FMIS) will be responsible for the training related to the GIS / FMIS.
11. The CCF (FMIS) will be responsible for having liaison with the IT Department of Kerala, NIC of Govt of India, BSNL and other Internet service Providers and other wings of the KFD and Govt of Kerala.
12. The CCF (FMIS) will be the nodal officer for the internet connection in the FHQ and maintenance of LAN, Servers in the department.
13. The CCF (FMIS) will hold the charge of the WB aided KFP and its correspondences/ matters/ and pending issues and for the residual works.
14. The CCF (FMIS) will do all the works assigned to him by the Govt. / PCCF / APCCF.
15. He will discharge the functions contemplated under the RTI Act with respect to his wing.
16. The CCF (FMIS) will take timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.

Duties and Functions of Chief Conservator of Forests (IHRD)

1. The CCF (IHRD) will prepare a Training Plan with respect to Training in the Department and get the necessary approval from the Govt. through PCCF.
2. A calendar of Training Programme will be prepared in advance in the beginning of the training year and obtain necessary approval from the concerned.
3. The CCF (IHRD) will implement the training schedule as per the approved calendar of training.
4. The CCF (IHRD) will be in charge to prepare the necessary syllabus and curriculum in accordance with the guidelines of the Govt. of India, State Government and obtain necessary approval and implement the same.
5. The CCF (IHRD) will hire necessary resource persons for the various training programmes as per the delegation of powers accorded to the CCF by the Govt.
6. The CCF (IHRD) will be in charge of protection, maintenance and development of all the Training Institutions under the Forest Department, including movable and immovable properties attached to such Institutions.
7. The CCF (IHRD) will maintain necessary data bank of various training programmes under taken.
8. The CCF (IHRD) will be in charge of the Forest Sports & Games.
9. The CCF (IHRD) will be in charge of library including its maintenance and development.
10. The CCF (IHRD) will be in charge of various inductions and in service trainings.
11. The CCF (IHRD) will liaise with various Training Institutes of the Govt. of India, Govt. of Kerala and other Institutions.
12. The CCF (IHRD) will be responsible for monitoring and evaluation of training programmes.
13. The CCF (IHRD) will submit necessary progress reports with regard to training to the Govt. / PCCF from time to time.
14. The CCF (IHRD) will develop schemes for getting funds from the Govt. of India and other Institutes for training related matters.
15. The CCF (IHRD) will also arrange for training in other reputed organizations inside and outside the State after getting necessary approval from the Govt.
16. The CCF (IHRD) will perform all the duties that are assigned to him by the Govt. / PCCF / APCCF.
17. The CCF (IHRD) will perform the functions contemplated under the RTI Act with respect to his wing.

18. The CCF (IHRD) will take timely action as required in correspondences and submitting or compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.
19. The CCF (IHRD) shall be in charge of protection, maintenance and development of forest museum and of the Campus at PTP Nagar, Thiruvananthapuram.

Duties and Functions of Chief Conservator of Forests
(Special Afforestation & Nodal Officer)

1. The CCF (SA & NO) will do all the functions envisaged under the Forest Conservation Act of 1980 with regard to diversion of forest land for non-forestry purposes and Special Afforestation.
2. The CCF (SA & NO) will be responsible for receiving, processing and disposal of applications under Forest Conservation Act 1980 and Special Afforestation Scheme within the time limit prescribed.
3. The CCF (SA & NO) will be responsible for maintaining a data bank of Schemes implemented under Special Afforestation.
4. The CCF (SA & NO) will be responsible for designing and developing Schemes for Afforestation under CAMPA.
5. The CCF (SA & NO) will propose the Schemes under CAMPA to the Govt. of India for funding.
6. The funds under CAMPA will be routed through the CCF (SA & NO) for the approved Schemes.
7. The CCF (SA & NO) will monitor the implementation of CAMPA Schemes, implemented by the CF and DFOs.
8. The CCF (SA & NO) will be evaluating the implementation of the CAMPA Schemes.
9. The CCF (SA & NO) will report the progress under CAMPA implementation to the Govt. through PCCF.
10. The CCF (SA & NO) will coordinate all matters, which are under the ambit of the Central Empowered Committee.
11. The CCF (SA & NO) will prepare necessary reports for the Empowered Committee and put up the same for their approval.
12. The CCF (SA & NO) will arrange for the inspection of application submitted for saw mill license and dispose of as per rules subject to approval of Empowered Committee with in the time limit.
13. The CCF (SA & NO) will lay ground rules for the norms for licensing of saw milling units subject to the approval of the Empowered Committee.
14. The CCF (SA & NO) is the authority to deal with CAMPA funds.
15. The CCF (SA & NO) will also grant necessary licenses as approved by the Empowered Committee to the saw milling units as per rules.

16. The CCF (SA & NO) will also liaise with the Govt. of India, Govt. of Kerala and State Govt and other stake holders on the above matter.
17. The CCF (SA&NO) will do all acts assigned to him by the Govt. /PCCF/APCCF / RTI Act.
18. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.

**Duties and Functions of Regional Chief Conservators of Forests,
Southern & Northern**

**The CCF in the regions will discharge the following as per their
Jurisdiction over the Regions working under them.**

1. Performing all duties and functions stipulated under the Kerala Forest Act, Forest Conservation Act, Kerala Private Forests (Vesting and Assignment) Act 1971, Kerala Grants and Leases (Modification of Rights) Act 1980, Kerala Forest Produce (Fixing of selling price) Act 1978, Kerala Preservation of Trees Act 1986, Kerala Forests (Vesting & Management of Ecologically Fragile Lands) Act, Environment (Protection) Act 1986 (as applicable to Kerala Forest Department), Biological Diversity Act 2002 (as applicable to Kerala Forest Department) and rules made there under.
2. Protection and management of Forest areas in their region through the CFs / DFOs / ROs and protective staffs.
3. Performing all duties and functions those are necessary for the implementation of the Forest Protection, Conservation and safeguarding forest areas through the implementation of various Acts relating to Forests & Rules there under.
4. Protection from encroachment and initiation of proceedings for preventing and eviction of encroachment and for prosecuting the offenders as per laws.
5. Taking timely preventive action, those are necessary for the protection of Forests.
6. Sanctioning of necessary estimates for undertaking works as per delegation of powers and in accordance with the FSR and forest codes as per approved action plan and schemes sanctioned by the Govt.
7. Implementation of all Plan and Non-Plan Schemes, Special Schemes and Projects sanctioned by the Govt.
8. Taking all necessary actions as required under Financial Code, Accounts Code, Forest Code, Treasury Code and other Govt. orders & Rules concerning their Region.
9. Implementation of timber extraction, thinning, tending, and silvicultural operations as per rules in force and according to working plan sanctions with respect to their regions.
10. Sales of timber and other forest produce through their Forests Depots or otherwise and control over the same.
11. Matters relating to vested forests.
12. Forest protection except PAs.
13. Prosecution and Monitoring of offences and Court cases.
14. Facilitating the implementation of contract / taking action etc..

15. Performing all functions that are assigned to him by the Govt. PCCF / APCCF and Act.
16. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.

**Duties and Functions of Additional Principal Chief Conservator of Forests
(Social Forestry)**

1. The APCCF (SF) will facilitate in carrying out Afforestation and increasing tree cover activities in non-forest areas.
2. The APCCF (SF) will be the Nodal Officer for all schemes implemented with people participation in non-forest areas than those are implemented under the guidance of CCF (E&TW), CCF (WL) in PAs.
3. Implementation of all Plan and Non-Plan Schemes (approved by the Govt.) in non-forest areas.
4. Monitoring and reviewing the progress of implementation of schemes in non-forest areas.
5. Submitting performance reports to the Govt. and PCCF and other agencies.
6. Taking timely action as required in correspondences and submission of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.
7. Matters relating to forestry extension, education and awareness programme, and field publicity.
8. Administration, control and management of District Forestry Extension and Information Centres.
9. Coordination with the Local-Self Governments on forestry and biodiversity matters.
10. Implementation of compensatory afforestation of Social Forestry wing.
11. Any other functions assigned to him by the Govt. / PCCF.
12. The APCCF (SF) will discharge the functions contemplated under the RTI Act with respect to his wing.
13. APCCF (SF) will have overall control over all Social Forestry wings.

Duties and Functions of Tribal Rehabilitation Commissioner

1. All matters related to integrated development and rehabilitation schemes in respect of the tribals to be settled in forest lands.
2. Administration and management of all funds/assistance provided for rehabilitation and development of tribals living in the forest areas.
3. Administrative and establishment matters of the staff working in the wing.
4. Taking timely action as required in correspondences and submitting of compliance reports, those are necessary with respect to the implementation of the scheme as required under various Acts & Rules.
5. Any other functions assigned to him by the Govt. / PCCF / APCCF
6. He will discharge the functions contemplated under the RTI Act.
7. Coordinating implementation of the ST&TFD (RFR) Act with other departments and offices.

Duties and Functions of Additional Principal Chief Conservator of Forests (D&P)

1. Overall control and coordination over the Chief Conservator of Forests (Development) and the wing
2. Overall control and coordination over the Chief Conservator of Forests (IHRD) and the wing
3. Overall control and coordination over the Chief Conservator of Forests (FMIS) and the wing
4. Overall control and coordination over the Chief Conservator of Forests (E&TW)
5. Overall control and coordination over the Tribal Rehabilitation Commissioner, Kochi
6. Overall control and coordination over the Chief Conservator of Forests (Special Afforestation & Nodal Officer)