

**Office of the Additional Principal Chief Conservator of Forests
(Administration),
Forest Headquarters, Vazhuthacaud,
Thiruvananthapuram- 14.
Phone - 0471 2529111.**

E3-4934/2021

OFFICE ORDER No. 12/2023 Dated : 10-10-2023

Sub : Work Distribution Order – Office of the Additional Principal Chief Conservator of Forests (Administration) – Reg.
Ref : This Office Order No. E3-4934/2021 dated 28-11-2022.

The work distribution in various Sections in the Office of the Additional Principal Chief Conservator of Forests (Administration) are as follows.

SI No.	Section No. & Name	Subjects dealt with	Section Head	File Routing
F Section - Pension				
1.	F1 Suja. C.G. (PEN 106840) Senior Clerk	Pension benefits of ACFs, DCFs, DDs (WE), Senior AAs. Liability report of Conferred IFS Officers. GPF Closure of above category. Court Cases relating to above categories.		Sr. AA Sr.AO APCCF(Admin)
2.	F2 Suja Joseph (PEN 396656) Senior Clerk	Pension benefits of Non-Gazetted Employees in Forest Headquarters, their GPF closures Liability reports. Court Cases relating to above categories. Consolidation of various reports like business statement, Malayalam files, RTI and LA interpolations. Miscellaneous matters and petitions relating to pension cases. Liability report of IFS Officers. Administration Report related to F Section.	JS (F)	(In case of release of DCRG and other pensionary benefits, approval from Sr. Finance Officer shall be obtained).
3.	F3 Vineeth. T.J. (PEN 892093) Clerk	Pension benefits of Range Forest Officers, Senior Superintendents, Administrative Assistants, CA (Selection Grade), Personal Assistants, GPF Closure of above category. Court Cases relating to above categories.		
H – Section All type of Bills & Payments				
4.	H1 Akhilesh Sankar (PEN 796197) Clerk	SPARK – Salary matters of Employees, Various kinds of recoveries, Maintenance of various connected Registers. Issues of LPCs, Salary / Employment Certificates, etc. Uniform Allowance bills.		
5.	H2 Vipin. K.D. (PEN 278163) Senior Clerk	SPARK – Medical Reimbursement of Employees, MEDISEP, Interest free Medical Advance, All other medical related bills and allowance, TA Bills, LTC, All advances including Marriage advance. Administration report related to H Section. All matters relating to SST. All Revenue & Non-tax Revenue collection. Other duties assigned by JS.	JS (H)	Sr.AA Sr.AO, Apccf (Admin.)
6.	H3 Smitha Johnson (PEN 716385) Senior Clerk	SPARK – Salary bills of PTS. Land Phone & Mobile bills, KSEB Centralized bills, Water charges, Office expense bill, AIS Allowance Bills, Footwear Allowance Bills Building tax, KFDF bills, Other advances. All matters related to SLI, GIS & FBS. Business Statement, Administration Report and Liability report related to H Section. Files relating to the purchase of stationeries, books, computers and peripherals, various electrical and electronic items, other office expenses, etc. in Administration Office, LA Cell, Election Cell. Miscellaneous matters.		

7.	H4 Priya S (PEN 674352) Senior Clerk	All matters related to Income tax, All matters relating to House Building advance. All matters relating to GPF.		
8.	H5 Praseeda. P (PEN 575149) Senior Clerk	Preparation of APOs. Preparation of various bills in BIMS. Allotment, Surrender of funds in BIMS Progress report of Expenditure Audit Enquiry files. Old monthly accounts, Counterfoils of treasury cheques. Reconciliation of accounts with treasury/ AG, Cash book. Advances from Treasury and their adjustments. Ways and Means Clearance, All matters relating to GST. POL and maintenance of vehicles attached Administration Office etc..	JS (H)	Sr.AA Sr.AO, APCCF (Admin.)

E Section – Establishment of Non Gazetted Officers

9.	E1 Lekshmi. R (PEN 409060) Senior Clerk	Establishment matters in connection with Forest Watchers, PTS, Casual Sweepers, Matters related to Special Recruitment of Forest Watchers from ST Category, Matters related to AHADS. Chief Secretary Meeting, CCFs' council, All Meeting Conference and Seminars etc., Administration Report, Business Statements. Malayalam Official Language, File Adalath, E-caste Database, Right to Service Act, Implementation of Administrative Reforms Commission Report, O&M Audit, and various audit etc. Court case related to above category. Knowledge Based Administration, File Disposal Drive	HA (E) SS (E)	Sr.AA Sr.AO, APCCF (Admin.)
10.	E2 Gowthami A G Nirappil (PEN 488208) Senior Clerk	Establishment matters in connection with CAs, Typists, Fair Copy Superintendents, Attenders, Drivers, Boat Drivers, Office Attendants & Last Grade servants. Deputation postings in Statistics Wing. Deputation postings of Surveyors, Draftsman, Forest Publicity Officer etc. Preparation of Seniority lists of above categories excluding Drivers & LGS. Maintenance of Register and monitoring Court Cases in Administration wing. Declaration of probation of Typist, CA, Driver, OA & Other LGS in Forest Headquarters. Court case related to above category.	HA(E) SS (E)	Sr.AA Sr.AO, APCCF (Admin.)
11.	E3 Jayaprakash. V (PEN 334796) Senior Clerk	Establishment matters relating to Clerks, Senior Clerks, Head Accountants, Junior Superintendents. Appointment and transfer postings of Clerks, Senior Clerks in various Wings/ Sections at Forest Head Quarters. State wide appointment and transfer of Head Accountant & Junior Superintendents. Online General Transfer in all category of KFD. Declaration of probation of Clerks in Forest Headquarters. KPSC e-vacancy related matters. Court case related to above category.	SS (E)	Sr.AA Sr.AO, Apccf (Admin.)
12.	E4 Ahilesh. J.G. (PEN 458567) Senior Clerk	Establishment matters in connection with Deputy Range Forest Officers including promotion of SFOs to Dy. RFOs. Appointment, transfer and posting of Wildlife Assistants. Preparation of Seniority list of Dy. RFOs & Wildlife Assistant. Right to Information Act. Declaration of probation of Dy. RFO & Wildlife Assistant. GPAIS in respect of Officers of KFD. Preparation of eligible lists of Dy. RFO's for promotion as RFO's. Amendment & Preparation of Service Rules in KFD. Court case related to above category.	SS (E)	Sr.AA Sr.AO, APCCF(Admin)

13.	E5 Abhilash. S (PEN 579684) Senior Clerk	Preparation of seniority lists of Clerks, Senior Clerks, Head Accountants, Junior Superintendants, Forest Drivers & LGS in KFD. Declaration of probation of Head Accountants, Junior Superintendants, Probation extension of Clerks in KFD. LA matters of Administration Office. Biometric Punching & Attendance Monitoring. Monthly/ Annual Reports of SC/ST's. Grievances under CMO portal. Court case related to seniority of above category.	SS (E)	Sr.AA Sr.AO, APCCF(Admin)
14.	E6 Chithra. O (PEN 325496) Clerk	Applications under Compassionate Employment Scheme. Establishment matters of Mahouts and Cavadies. All matters relating to Daily Wage Employees. All matters related to Internal Compliance Committee. Maintenance of Register of Office orders and Service Orders. Matters related to e-Office. Recruitments for Disabled persons and dependents of defense personnel. Matters related to Petitions and applications received from Secretariat and Minister Office. Related matters to Covid-19. Matters related to Welfare Committee. Court case related to above category. All miscellaneous and general matters in Administration wing and Forest Headquarters.	HA (E) SS (E)	Sr.AA Sr.AO, APCCF(Admin)
15.	E7 Jayachandran. R (PEN 663565) Senior Clerk	Establishment matters of Section Forest Officers in KFD. Seniority lists of Section Forest Officers at State level. Forest Medal and Various awards. Court case related to seniority, probation, transfer, grade and training etc. of Section Forest Officers. General Petition of Section Forest Officers. Transfer and posting of (Online) Section Forest Officers from 2023 onward as per Government decision. Deputation of Police Personal to KFD. Matters related to modification of Uniform of protective staff in KFD.	SS (E)	Sr.AA Sr.AO, APCCF(Admin)
16.	E8 Chandana Chandran (PEN 941824) Clerk	Establishment matters of Beat Forest Officers in KFD. Seniority lists of Beat Forest Officers at State level (as per new Special Rule). Court case related to seniority, probation, transfer, grade and training etc. of Beat Forest Officers. General Petition of Beat Forest Officers. Transfer and posting of (Online) Beat Forest Officers from 2023 onward as per Government decision.	SS (E)	Sr.AA Sr.AO, Apccf (Admin.)
Records and Stationery Section				
17.	R1 Iqbal. A.N. (PEN 154374) Senior Clerk	Maintenance of Records/ Closed files/ Registers and other documents received from various offices under the purview of Head Quarters. Digitalization of Records & Old Registers. Binding of Files and Registers.	HA (E)	Sr.AA Sr.A.O
18.	R2 Rajan Pillai. S (PEN 153736) Clerk	Maintenance of Stationery Stock Registers, Form Registers Liaise with Stationery Department, Forms office, Government Press, etc.	SS (E)	APCCF(Admn)
D Section – Establishment of Gazetted Officers				
19.	D1 Akhil Sivan S.A. (PEN 712041) Clerk	Recruitment, Training, Appointment and transfer and postings of Range Forest Officers. All correspondences with DFE. Complaints against RFO's. Provisional promotion of Deputy RFO's. Promotion of Dy.RFO to RFOs. Preparation of seniority lists of RFOs. Court cases related to RFOs.	JS (D)	Sr. AA Sr. AO APCCF (Admin)

20.	D2 Swathy Suresh (PEN 442652) Senior Clerk	Establishment matters relating to Assistant Conservator of Forests, Deputy Conservator of Forests (Non-cadre), Deputy Director (WE), Recruitment, Training etc. Probation of ACF's. Grade promotions. Preparation of notes for SCM. Court Cases related to above category. Miscellaneous matters relating to IFS Officers.	JS(D)	Sr.AA Sr.A.O APCCF (Admin)
21.	D3 Rakhi Balachandran (PEN 805187) Senior Clerk	Promotion, Transfer & Posting of Senior Supdts., Administrative Assistants, Senior Administrative Assistants, Personal Assistants. Files relates to DPC (Lower & Higher). Obtain permission/sanctions from Government as per Government servants conduct Rules. Court case related to above categories.		
22.	D4 Sreejith. S (PEN 387927) Senior Clerk	Establishment matters relating to RFO's, Sanction of leave, Probation, Grade, Fixation etc. Maintenance of Service Books of RFO's. LA Interpellation, RTIs, etc., Miscellaneous Matters. Court case related to above categories.		
23.	D5 Vismaya. K (PEN 943295) Clerk	Updation in SPARK (through HoD) for GO's. Establishment matters other than dealt with D3 Section relating to Senior Supdts., Administrative Assistants, Senior Administrative Assistants, Personal Assistants, Seniority list of above categories. Maintenance of Confidential /Appraisal Reports (SCORE). Landed property Statements. All other miscellaneous matters relating to above categories. ID card of Employees & Retired Employees.		

B- Section Disciplinary Action

24.	B1 Hishara H. K (PEN 726468) Clerk	Disciplinary actions in Offices APCCF(F,L&R), Kozhikode, Northern Circle Kannur, Kozhikode Division, Wayanad South Division, Wayanad North Division, Kannur Division, Kasargode Division, Forest Mini Survey & Forest Tribunal Kozhikode, I & E Circle Office Kozhikode, Flying Squad Division Kozhikode & Kannur.	JS (B)	ACF (Admin) APCCF (Admin)
25.	B2 Geethu Raj. S (PEN 948281) Clerk	Disciplinary actions in offices of the Southern Circle Kollam, Thenmala, Achenkovil, Punalur & Konni Divisions, Punalur Flying Squad Division, State Forest Training Institute Arippa.		
26.	B3 Prajitha. M. Nair (PEN 942219) Clerk	Disciplinary actions in Ranni Division, Kottayam High Range Circle Office, Kottayam & Kothamangalam Division, Kottayam I & E Circle.		

27.	B4 Soumya Mohan (PEN 962334) Clerk	Disciplinary actions in Thrissur Central Circle Office, Chalakkudy Division, Vazhachal Division, Malayattoor Division & Thrissur Division.	SS (B)	DCF (Admin) APCCF (Admin)
28.	B5 Remya Raj P.R. (PEN 963096) Clerk	Disciplinary actions in Palakkad Easter Circle Office, Palakkad Division, Nilambur South Division & Nilambur North Division.		
29.	B6 Devika .R.P (PEN 829898) Clerk	Disciplinary actions in Forest Headquarters. Thiruvananthapuram Division, Thiruvananthapuram Flying Squad Division, Research South Division, Thiruvananthapuram. LA Interpolations, Petitions and Miscellaneous matters, Liability reports of staff.		

30.	B7 Sheeba. T (PEN 813298) Clerk	Disciplinary actions in Nenmara Division, Mannarkkad Division and all Sandal Wood cases except Marayoor Division, Eranakulam , Kothamangalam & Palakkad Flying Squad Divisions, State Forest Training Institute Walayar.		
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31.	B8 Krishnendu. M (PEN 752322) Clerk	Disciplinary actions in Munnar Division, Mankulam Division & Marayoor Sandal Divisions (including Sandal Wood cases of Marayoor Division), Idukki Flying Squad Division.	JS (B)	ACF (Admin) APCCF (Admin)
32.	B9 Arjun. P.V. (PEN 961816) Clerk	Disciplinary actions in all Wildlife Circles and Divisions Social Forestry Circle & Divisions, Timber Sales Divisions and Working Plan Divisions.		

Tapal & Dispatch Section

33.	Tapal I Vinod. V (PEN 153613) Clerk	Tapal Data entry in Online modules like e-Office. Maintenance of Registers of Tapal movements.	FC Supdt. (Tapal)	Sr.AA, Sr.AO APCCF (Admin)
34.	Tapal 2 (Vacant)	Digitalization of Files & Tapals.		
35.	Tapal 3 (Vacant)	Digitalization of Files & Tapals.		
36.	Tapal 4 Latheef. N (PEN 712069) Clerk *	Maintenance the issue and Dispatch Registers Shall ensure dispatch of Tapals to the addressees		

One Supernumerary Clerk posts attached to APCCF (Administration) Office.

Total Clerical Strength 35 + *1 = 36

Fair copy Section

1.	Typing Section 1 Raju. V Selection Grade Typist	Online Transfer, File Disposal Drive Special Rule and other duties assigned by Senior Superintendent E-Section.	SS (E)	
2.	Typing Section 2 Remya. R.M. Senior Grade Typist	Typing work in the O/o APCCF (Administration) Attached to D & E Section.	FC (1)	JS (D) SS (E)
3.	Typing Section 3 Preethakuari. V Senior Grade Typist	Typing work in the O/o APCCF (Administration) Attached to H & F Section.	FC (1)	JS (H) JS (F)
4.	Typing Section 4 Bijitha. N L.D. Typist	Typing work in the O/o APCCF (Administration) Attached to B Section.	FC (1)	JS (B) SS (B)
5.	Typing Section 5 Siju. K.P. U.D. Typist	Typing work in the O/o APCCF (Administration) and file digitalization	FC (2)	HA (E) Senior AA Senior AO

Name and Phone No. of Branch Officer & Section Heads

Designation	Name	Extension No.	Phone No.
Senior Administrative Officer	Shri. Deepa. V.	114	2529114
Deputy Conservator of Forests (Admin)	Shri. Saju Varghese	112	2529112
Assistant Conservator of Forests (Admn)	Shri. Sailesh. V. K.	113	2529113
Senior Administrative Assistant (Admn)	Smt. Anilkumar. R.	115	2529115
Senior Superintendent (E Section)	Shri. Rajee. V. Kumar	118	2529118
Head Accountant (E Section)	Shri. Ashish. U. S.	119	2529119
Junior Superintendent (D Section)	Shri. Santhosh Kumar. K.	117	2529117
Senior Superintendent (B Section)	Smt. Syleshkumar. G.	108	2529108
Junior Superintendent (B Section)	Smt. Sulabha. S.L.	116	2529116
Junior Superintendent (H Section)	Shri. Jyothi. P	308	2529308
Junior Superintendent (F Section)	Smt. Suresh kumar. K.P	218	2529218
Faircopy Superintendent (Tapal)	Smt. Cinimole. K.K.	309	2529309
Faircopy Superintendent (FC1)	Smt. Jalaja. P.P.	219	2529219
Faircopy Superintendent (FC2)	Smt. Sathi. D	219	2529219

Link Officers in the office of the Additional Principal Chief Conservator of Forests (Administration)

DCF (Administration)	↔	ACF (Administration)
Senior Administrative Officer	↔	Senior Administrative Assistant
Senior Superintendent(E Section)	↔	Head Accountant (E Section)
Junior Superintendent (D Section)	↔	Senior Superintendent (E Section)
Senior Superintendent (B Section)	↔	Junior Superintendent (B Section)
Junior Superintendent (H Section)	↔	Junior Superintendent (F Section)
Junior Superintendent (F Section)	↔	Junior Superintendent (D Section)
Fair Copy Superintendent - Tapal	↔	Fair Copy Superintendent-1
Fair Copy Superintendent-1	↔	Fair Copy Superintendent-2

Link Sections in the office of the Additional Principal Chief Conservator of Forests (Administration)

F - SECTION		
F1-Section	↔	F2 Section
F2-Section	↔	F3-Section
F3-Section	↔	F1-Section
H - SECTION		
H1-Section	↔	H4-Section
H2-Section	↔	H5- Section
H3-Section	↔	H2-Section
H5-Section	↔	H3-Section
E - SECTION		
E1-Section	↔	E5-Section
E2-Section	↔	E3-Section
E4-Section	↔	E6-Section
E7-Section	↔	E8-Section
RECORD & STATIONARY		
R1-Section	↔	R2-Section
D-SECTION		
D1-Section	↔	D4-Section
D2-Section	↔	D3-Section
D3-Section	↔	D5-Section

B - SECTION		
B1-Section	↔	B9-Section
B2-Section	↔	B3-Section
B3-Section	↔	B8-Section
B8-Section	↔	B2-Section
B4-Section	↔	B7-Section
B5-Section	↔	B6-Section
TAPAL SECTION		
Tapal 1 Section	↔	Tapal 4 Section
Tapal 2 Section	↔	Tapal 3 Section



**Additional Principal Chief Conservator of Forests (Administration)
Forest Headquarters, Thiruvananthapuram 14.**

Copy to:

1. The Principal Chief Conservator of Forests & Head of Forest Force.
2. All PCCFs/APCCFs for information.
3. All CCF's, CF's, DFO's, WLW's, DD's, DCF's & ACF's for information.
4. All Branch Officers & Section Superintendent in Forest Headquarters.
5. Website of KFD.

Special Directions:

For speedy disposal of tapals and files, the following instructions have been issued for immediate effect.

- All sections files shall be handled through e-Office only.
- Section heads shall be the reporting supervisors of the sections.
- Personal Registers shall be updated properly by the sections and shall be placed before reporting supervisors once in every month. The section superintendent shall display the name of sections in each sections for submission of personal register and running note.
- All the above sections are also directed to perform any work/duties/subject assigned by the reporting supervisors or by higher officials. Whereas, the office supervisors shall ensure that the sections are maintaining all obligatory registers promptly. Separate registers shall be maintained for petitions from CMO portal, petitions from Minister's office and for other grievances.
- This order shall come into force from and will supersede all the previous orders in the office/section. All Office orders/Service orders shall be dealt with E section only.
- Confidentiality of each file/ data in the office shall be the sole responsibility of the clerk dealing with respective subjects.
- Display of subject dealt with shall be published properly in each section as per RI Act, 2005.
- All e-Office Tapals received through CRU should be distributed among sections through e-Office everyday. Physical Tapals received in the office shall be sorted by the Tapal Superintendent. Important Tapals, communications from Government, etc. shall be placed before APCCF/Admin). Tapals relating to D, E, F & H Sections shall be placed before Senior Administrative Officer and Senior Administrative Assistant. Tapals relating to B section shall be placed before Deputy Conservator of Forests (Administration) and Assistant Conservator of Forests (Administration). The Tapal Superintendent shall ensure that all tapals received in this office have reached the section within two days positively through e-office.
- The section heads should ensure that all the submitted files should have properly numbered and sufficient note sheets shall be attached mentioning the file number.
- When drafts for approval are submitted with files, the section and all supervisory staff shall initial (with date, month and year) the draft proposed for approval.
- After typing the fair copies, it shall be properly compared by the Fair copy Superintendent and initialed and return to concerned section, then sections shall sent the same for obtaining signature from the officers' concerned. Fair copies to be signed by Additional Principal Chief Conservator of Forests (Administration) or Principal Chief Conservator of Forests & Head of Forest Force, Kerala shall be compared by the Section Superintendent also.
- Correspondence with section heads within administration wing shall be done by the concerned section heads only.
- Matters between various sections within administration wing shall be coordinated by concerned Section Superintendents. (For instance, F Section Superintendent and B Section Superintendent shall coordinate the files relating to disciplinary actions and release of pensionery benefits by conducting joint verification of files and the progress shall be monthly reported to Senior Administrative Assistant/ Senior Administrative Officer accordingly).

- General and routine correspondence with other wing heads at Headquarter level shall be done by Deputy Conservator of Forests (Administration)/Assistant Conservator of Forests (Administration) or Senior Administrative Officer/ Senior Administrative Assistant. Reminders shall be approved by Assistant Conservator of Forests /Senior Administrative Assistant. Prior approval from APCCF/Admin shall be obtained in such cases.
- First and Second Reminders to the Division Offices relating to Establishment matters/ SLI/ GIS/ FBS/ Liabilities / other matters of routine nature shall be approved by Section heads, whereas, third reminders shall be approved by Deputy Conservator of Forests/Assistant Conservator of Forests and Senior Administrative Officer /Senior Administrative Assistant.
- As and when the action has been completed, the file can be disposed of by the Supervisor who finally approves the action or the Deputy Conservator of Forests /Senior Administrative Officer. The files approved by Additional Principal Chief Conservator of Forests (Administration)/ Principal Chief Conservator of Forests & Head of Forest Force, Kerala shall be disposed by prior approval of Assistant Conservator of Forests/Senior Administrative Assistant. Files relating to any financial payments shall be disposed by the prior approval of Senior Administrative Assistant & DDO.
- Proper flagging and cross reference files shall be attached in settling pension cases/ disciplinary cases.
- Attendance shall be monitored by the Section Superintendents and approve the Casual Leave of the employees through SPARK.



**Additional Principal Chief Conservator of Forests,
(Administration),
Forest Headquarters, Thiruvananthapuram.**

Copy to:

1. All PCCFs/APCCFs for information. It is requested that all office supervisors may directed to issue similar office orders as above so as to ensure accountability and speedy disposal of files.
2. All Circle Chief Conservator of Forests & Conservator of Forests for information. It is requested to issue similar office orders as above so as to ensure accountability and speedy disposal of files.
3. All Divisional level Officers.
4. All Branch Officers & Section Superintendent in O/o APCCF (Administration).