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The powers and duties of its officers and employees

The Social Forestry Wing of the Kerala Forest Department functions under the overall supervision and control of the Principal Chief Conservator of Forests (Social Forestry). The Wing is responsible for implementing social forestry, community forestry, urban forestry, and mangrove conservation programmes throughout the State.

The powers and duties of officers and employees are defined in accordance with the Kerala Forest Code, Kerala Financial Code, Kerala Service Rules, and other Government orders and instructions issued from time to time.

1. Additional Principal Chief Conservator of Forests/Chief conservator of Forests

- Acts as the Head of the Social Forestry Wing and exercises overall administrative, financial, and technical control.
- Responsible for planning, coordination, supervision, and evaluation of all activities under the Wing.
- Sanctions expenditure, reviews progress, and ensures implementation of Government policies and programmes.
- Exercises powers delegated under the Kerala Financial Code and other departmental rules.
- Submits proposals, reports, and recommendations to the Government and the Head of Forest
- Supervises Circle and Division level functioning and ensures timely

implementation of programmes.

- Reviews performance of centrally sponsored schemes and special projects.

3. Conservator of Forests (Social Forestry Circle)

- Heads the Social Forestry Circle and supervises all Divisions under his/her jurisdiction.
- Ensures proper implementation of afforestation, urban forestry, and conservation programmes.
- Approves divisional plans, reviews progress, and conducts inspections.
- Exercises administrative and financial powers as per prescribed limits.
- Responsible for ensuring compliance with audit observations and reporting to higher authorities.

4. Deputy Conservator of Forests / Assistant Conservator of Forests (Social Forestry)

- Heads the Social Forestry Division and is responsible for implementing all departmental schemes and activities within the Division.
- Prepares annual plans, budget estimates, and progress reports.
- Exercises Drawing and Disbursing Officer (DDO) powers for all financial transactions of the Division.
- Supervises Range and Section staff, conducts field inspections, and ensures adherence to technical, administrative, and financial norms.
- Coordinates with local bodies, NGOs, and community institutions for effective project implementation.
- Ensures field-level implementation and management of the *Captive Elephant (Management and Maintenance) Rules, 2012*.
- Oversees specific projects or ranges as assigned by higher authorities.
- Prepares technical reports, plantation records, inspection notes, and evaluation documents.
- Exercises delegated administrative and supervisory powers as per departmental rules.

5. Range Forest Officer (Social Forestry)

- In charge of the Range Office and responsible for field-level execution of plantation, nursery, and community forestry programmes.
- Maintains all registers, records, and accounts related to works and staff.
- Supervises the work of Section Forest Officers and Beat Forest Officers under the Range.
- Prepares periodical progress reports and ensures proper maintenance of plantations and nurseries.
- Ensures the direct implementation of the *Captive Elephant (Management and Maintenance) Rules, 2012*.

6. Section Forest Officer

- Assists the Range Officer in day-to-day field operations.
- Supervises works carried out by Beat Forest Officers and field labourers.
- Maintains work registers, stock records, and plantation journals.

- Reports progress and issues to the Range Officer regularly.
- Field level implementation of Captive Elephant (Management and Maintenance) Rules 2012

7. Beat Forest Officer

- The frontline functionary responsible for executing and monitoring field activities at the beat level.
- Carries out plantation, nursery work, watering, and protection activities.
- Maintains field diaries and reports progress to higher officers.
- Responsible for the custody of tools, equipment, and planting materials.
- Field level implementation of the captive Elephant (Management and Maintenance) Rules 2012

8. Ministerial and Supporting Staff

- Administrative Officers, Superintendents, Clerks, and Typists handle establishment, accounts, and correspondence work.
- Accounts and Cash Sections deal with pay bills, contingent bills, and budget-related matters.
- Office Attendants, Drivers, and Watchers assist in day-to-day administrative and operational functions.

9. Accountability

- Each officer and employee is accountable for the duties and responsibilities assigned to them.
- Regular inspections, progress reviews, and audits ensure compliance with rules and performance standards.
- Any deviation or lapse is subject to disciplinary action as per the Kerala Civil Services (Classification, Control and Appeal) Rules.