

**INFORMATION BOOKLET PREPARED UNDER PROVISIONS OF THE RIGHT TO INFORMATION ACT 2005 FOR
THE OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS & HoFF, MEGHALAYA.**

Introduction

1.1 Background

This Handbook is prepared as per the provisions of the Right to Information Act 2005 (Act No. 22 of 2005) which has been passed by the Parliament and assented by the President of India on 15th June, 2005 and published in the Gazette of India Extra ordinary Part-II Section-I on the 21st June 2005. This is an Act to provide for setting out the practical regime of right to information for citizens to ensure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and matters connected therewith or incidental thereto.

1.2 Objective/ Purpose of Hand Book

India being the world's largest democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Government and their instrumentalities accountable to the governed.

With a view to achieve the above objectives, this handbook containing detailed information about the Forests & Environment Department, Government of Meghalaya is prepared to make the general public of India in general and the people of Meghalaya in particular aware of the various activities being performed by the Department.

1.3 Intended Users of the Hand Book

Any person or organization wishing to know about any aspect directly or indirectly related with the office of the Principal Chief Conservator of Forests & Head of Forest Force can obtain information from this booklet. For other matters concerning the other wings of the Forests & Environment Department, Government of Meghalaya, the handbook published by the following Public Authorities may be referred to.

The handbook may also be utilized by various officers and employees of the Forests and Environment Department of the Government of Meghalaya to enable them to properly discharge various duties as assigned to them.

1.4 Organization of the Information in This Hand Book.

Sl. No.	CONTENTS
1.	The particulars of its organization, functions and duties.
2.	The powers and duties of its officers and employees.
3.	The procedure followed in the decision making process, including channels of supervision and accountability.
4.	The norm set by it for the discharge of its functions.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
6.	A statement of categories of documents that are held by it or under its control.
7.	The particular of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.
8.	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
9.	A directory of its officers and employees
10.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
11.	The budget allocated to each of its agency, indicating the particular of all plans, proposed expenditures and reports on disbursement made.
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
13.	Particulars of recipients and concessions permit or authorizations granted.
14.	Details of information, available to or held by it, reduced to electronic form.
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16.	The name designations and other particulars of the Public Information Officers. Such other information as may be prescribed and thereafter updates these publications every year.

1.4 Definitions

Definitions of key terms

P.C.C.F &HoFF	-	Principal Chief Conservator of Forests & Head of Forest Force
P.C.C.F.(T)	-	Principal Chief Conservator of Forests (Territorial)
A. P.C.C.F	-	Additional Principal Chief Conservator of Forests
C.C.F	-	Chief Conservator of Forests,
C.F	-	Conservator of Forests,
D.C.F.	-	Deputy Conservator of Forests
A.C.F	-	Assistant Conservator of Forests
F.R.O	-	Forest Range Officer,
P.I.O	-	Public Information Officer,
A.P.I.O	-	Assistant Public Information Officer,
IFS	-	Indian Forest Service
MFS	-	Meghalaya Forest Service

1.5 Contact Person in Case Somebody Wants to Get More Information on Topics Covered in The Hand Book As Well As Other Information Also.

The Conservator of Forests (Headquarters)
Office of the Principal Chief Conservator of Forests & Head of Forest Force,
Sylvan House, Lower Lachumiere,
Shillong -1 Meghalaya
Tele- 0364- 2501014 (O)
E Mail: barlandshangdiar06@gmail.com

1.6 Procedure and Fee Structure For Getting Information Not Available in The Hand Book.

As per the relevant rules and procedures framed by the Government of Meghalaya in this regard.

Chapter - 1

Particulars of Organization, Functions and Duties of the Forests & Environment Department, Government of Meghalaya

The Forests and Environment Department is headed by the PCCF &HoFF who is also the Technical Adviser to the Government of Meghalaya in all matters connected with Forestry. He is assisted by the PCCF (Admn), Addl. PCCF (PD & LM), CCF (Admn.), CF(Headquarters), and the Senior Officer of the Headquarters.

The PCCF &HoFF is also exercising control over the four wings viz. the Territorial Wing headed by the Principal Chief Conservator of Forests (Territorial), the Climate Change, Research & Training Wing headed by the PCCF(Research, Training, Monitoring and i/c District Council Affairs), the Wildlife Wing (WL) headed by the Addl. PCCF (Wildlife) who is also the Chief Wildlife Warden and the Social Forestry & Environment wing headed by the Addl. PCCF (Social Forestry & Environment). The Territorial wing is under the Office establishment of the PCCF &HoFF and all matters pertaining to this wing are dealt with by the office of the PCCF &HoFF.

Names of important functionaries in the Office establishment of the PCCF &HoFF are:

Sl. No.	Names	Designation	Phone (O)	Phone (M)
1.	Shri. R.S. Gill, IFS	PCCF & HoFF, Meghalaya, Shillong.	2212313/ 2220414	9485104804
2.	Shri. M.B.K. Reddy, IFS	APCCF (S, B, FL & CM), Meghalaya, Shillong, Addl. Charge as APCCF (SF & Env.) & Managing Director, FDCM Ltd. Meghalaya, Shillong.	2227762	9436999182
3.	Shri. R. L. Thiek, IFS	Planning Officer (Forests), O/o the PCCF & HoFF Meghalaya, Shillong.	2225631	9436999192
4.	Shri. B. Wahlang, IFS	CCF (FC & CAMPA) & Nodal Officer (Forest Fire), Shillong.	2228334	9436999112
5.	Shri. B. Shangdiar, IFS	CCF (Admn.), & Addl. Charge CF (HQ), Shillong.	2501014	9436998460 9436101042
6.	Shri. N. Luikham, IFS	CCF (T), Shillong, Addl. Charge CF (Development & Biodiversity), Meghalaya, Shillong, Member Secretary, Meghalaya State Biodiversity Board, Shillong & Addl. Charge as CEO, MMMRF.	2505362	9774199404
7.	Shri. T. Wanniang, IFS	CF (T & WL), Khasi & Jaintia Hills Region, Shillong & Addl. Charge CF (SF & Env.), Khasi & Jaintia Hills Region, Shillong	-	9436702620 9436999140
8.	Smti. M.J.A. Sangma, IFS	DCF (FC) Act, Shillong.	-	9436998862 j
9.	Shri J. Dkhar, MFS	DCF (HQ), Shillong & Secretary, Eco-Development Society.	2505352	9436999101
10.	Smti. E. Shullai, MFS	DCF (M & E), Shillong & Addl. Charge as Deputy CEO, MMMRF.	2505350	9436998362
11.	Smti. M. Marbaniang	Registrar	2502184	9436999115

1. Territorial Wing.

Sl. No.	Names	Designation	Phone (O)	Phone (M)
1	Shri. N.Luikham, IFS	CCF (Territorial), Shillong	2505362	9774199404
2	Shri.S.N.Sangma, IFS	CF (WL & T), Tura	-	9436998841
3	Shri. T. Wanniang, IFS	CF (T & WL), Meghalaya, Shillong	-	9436702620

The Territorial Wing Comprises of six (06) Divisions, four of which are exclusively under the Territorial Wing and two Divisions combine the Territorial & Social Forestry Wings as detailed below:

- | | | |
|--|---|--|
| 1. East Khasi Hills & Ri-Bhoi (T) Division, Shillong. | } | Exclusively under Territorial Wing |
| 2. Jaintia Hills (T) Division, Jowai. | | |
| 3. West & South-West Garo Hills (T) Division, Tura. | | |
| 4. East & North Garo Hills (T) Division, Williamnagar. | | |
| 5. West & South-West Khasi Hills (SF & T) Division, Nongstoin. | } | **
Combination of Territorial & Social Forestry Wings |
| 6. South Garo Hills (SF & T) Division, Baghmara. | | |

Further details can be obtained from manual compiled by this wing.

2. Climate Change, Research & Training Wing.

Sl. No.	Names	Designation	Phone (O)	Phone (M)
1	Shri H.C. Chaudhary, IFS	PCCF (WP,R&T and DCA), Meghalaya, Shillong & Addl. Charge as APCCF (CC, R & T), Meghalaya, Shillong.	2227311(FAX)	9891587239
3	Shri. K.L.Nonglait, MFS	DCF (CC,R&T), Shillong	2505344	9436999183

There are five Divisions under this wing, viz.

1. Silviculture Division with headquarters at Shillong.
2. Working Plan Division with headquarters at Shillong.
3. Training Division with headquarters at Shillong.
4. Forest Resources Survey Division with headquarters at Shillong.
5. Forest Utilization Division with headquarters at Shillong.

Further details can be obtained from manual compiled by this wing.

3. Wildlife Wing.

Sl. No.	Names	Designation	Phone (O)	Phone (M)
1	Shri. S.M. Sahai, IFS	PCCF (WL& Bio)& CWLW, Meghalaya, Shillong.	-	9436999107
2	Shri. P.K. Agrahari, IFS	CCF (WL), Shillong.	2505365	9436998320 9436706429
3	Shri. T. Wanniang, IFS	CF (T & WL), Meghalaya, Shillong	-	9436702620 9436999140

There are four Divisions under this wing Viz.

1. Khasi Hills Wildlife Division with headquarters at Shillong.
2. Jaintia Hills Wildlife Division with headquarters at Jowai.
3. East & West Garo Hills Wildlife Division with headquarters at Tura.
4. Balpakram National Park Division with headquarters at Baghmara.

Further details can be obtained from manual compiled by this wing.

4. Social Forestry & Environment Wing.

Sl. No.	Names	Designation	Phone (O)	Phone (M)
1	Shri. M.B.K. Reddy, IFS	Addl. Charge as APCCF (SF&Env.), Meghalaya, Shillong	2227762	9436999182
2	Shri.W.S.Manner, IFS	CCF (SF &Env.), Meghalaya, Shillong	2502217	9856546910
3	Shri. T. Wanniang, IFS	CF (SF &Envt.), Khasi & Jaintia Hills Region, Shillong	-	9436702620 9436999140
4	Shri. A. ChSangma, MFS	DCF (SF &Envt.), O/o the APCCF (SF &Envt.), Meghalaya, Shillong.	-	9436998680

There are five Divisions which are exclusively under this wing viz:-

1. East Khasi Hills Division with headquarters at Shillong.
2. North Khasi Hills Division with headquarters at Nongpoh.
3. Jaintia Hills Division with headquarters at Jowai.
4. West Garo Hills Division with headquarters at Tura.
5. East Garo Hills Division with headquarters at Williamnagar.

** Two other Divisions are included in the Territorial Wing as mentioned at Sl. No.1 above due to dual wing functions

Further details can be obtained from manual compiled by this wing.

The main functions and objectives of the Department which are executed through its various wings are:-

- (i) To ensure conservation of forests, wildlife and environment, maintain soil and water regime by simple and natural means through forest conservation and improvement.
- (ii) To maintain multiple and stable ecosystems.
- (iii) Reclamation of abandoned jhum lands, degraded area, government barren land and catchment areas of major rivers to restore ecological and hydrological balance.
- (iv) To control the exploitation and export of timber outside the State and to regulate and closely monitor operation of wood-based industries.
- (v) To manage the forest in a scientific and sustained way to improve productivity and enhance its ecosystem services for the benefit of all.
- (vi) To provide technical assistance in preparation of working scheme for scientific management of forests under the control of the Autonomous District Councils.
- (vii) Development and expansion of protected areas for wildlife protection and conservation of rare and endangered species of flora and fauna.
- (viii) To check illegal poaching and killing of wild animals and other forest and wildlife offences, both inside and outside the protected areas.
- (ix) Development of recreational centres and tourist spots based on natural eco-systems.
- (x) To educate, encourage and assist the village community in setting up forest nurseries for artificial and natural aided regeneration.
- (x) Strengthening of Forestry Research and Education with a view to effectively tackle the problem of environmental degradation and climate change.
- (xi) Imparting training forest personnel for capacity building, skills-upgradation and updating of their professional knowledge.
- (xii) To set up a monitoring system to assess growing stock and health of forests in terms of their ability to provide both tangible and intangible benefits by using GIS and Remote Sensing Techniques.
- (xiii) To effectively implement the following Acts & Rules:
 - (a) The Meghalaya Forest Regulation (Application & Amendment) Act 1973 and rules framed thereunder.
 - (b) The Wildlife (Protection) Act 1972 and rules framed thereunder.
 - (c) The Forest (Conservation) Act 1980 and rules framed thereunder
 - (d) The Meghalaya Forest (Removal of Timber) Regulation Act 1981 and Rules framed there-under.
 - (e) The Meghalaya Tree (Preservation) Act 1976.
 - (f) The Meghalaya Forest Based Industries (Establishment & Regulation) Rules 1998.
 - (g) Meghalaya Tree Felling (Non forest areas) Rules, 2006.
 - (h) Meghalaya Biological Diversity Rules, 201
 - (i) Meghalaya Charcoal (Control of Production, Storage, Trade and Transit) Rules, 2008.

There are 22 Divisions under the four wings of the Forest Department as indicated below. Subordinate offices/establishments under the respective Divisions are also shown below.

Sl. No.	Name of Division	Ranges	Beats	Sub-Beats	Check Gates
Territorial Wing					
1	Khasi Hills Territorial Division, Shillong	8	19	5	18
2	Jaintia Hills Territorial Division. Jowai	4	11	1	12
3	West, South & South-West Garo Hills (T) Division, Tura.	1	3	-	10
4	East & North Garo Hills (T) Division, Williamnagar.	4	2	-	9
5	South Garo Hills (SF & T) Division, Baghmara				3
6	West & South-West Khasi Hills (SF & T) Division, Nongstoin				6
Social Forestry Wing.					
7	East Khasi Hills Social Forestry Division, Shillong	6	1	0	0
8	West Khasi Hills Social Forestry Division, Nongstoin	4	3	0	0
9	North Khasi Hills Social Forestry Division, Ri-Bhoi	4	2	0	0
10	Jaintia Hills Social Forestry Division, Jowai	5	0	0	0
11	East Garo Hills Social Forestry Division, Williamnagar	3	2	0	0
12	West Garo Hills Social Forestry Division, Tura	2	1	4	0
13	South Garo Hills Social Forestry Division, Baghmara	3	0	0	0
Wildlife Wing.					
14	Khasi Hills Wildlife Division, Shillong	6	5	0	0
15	Jaintia Hills Wildlife Division, Jowai	2	0	0	0
16	East & West Garo Hills Wildlife Division, Tura	5	0	0	0
17	Balpakram National Park Division, Baghmara	4	7	2	0
Research & Training Wing.					
18	Training Division, Shillong	0	0	0	0
19	Silviculture Division, Shillong	3	0	0	0
20	Working Plan Division, Shillong	0	0	0	0
21	Forest Resources Survey Division, Shillong	0	0	0	0
22	Forest Utilization Division, Shillong	0	1	0	0
Total		64	57	12	58

Chapter – 2

The PCCF & HoFF is the overall head of the Forest Directorate. List of main duties of the officers in the Office of the PCCF & HoFF are as follows:-

1. **Principal Chief Conservator of Forests (Wildlife & Biodiversity).**

- Control and supervision of the Biodiversity and Wildlife Wing relating to organization and structure, policy, technical and administrative work, subject to instructions/orders of the PCCF & HoFF or the Administrative Department.
- To function as the Chief Wildlife Warden of the State.
- Assignment of work and supervision of the work of Officers and staff in the wing.

2. **Principal Chief Conservator of Forests (Working Plan, Research & Training and District Council Affairs)**

- Overall control and supervision of the Climate Change, Research & Training Wing.
- Monitoring timely preparation of Working Plan for scientific management of the Reserved forest of the State.
- Supervision of preparation of Working Schemes for scientific management of Forest areas which are not under Government ownership is being carried out by the CC, R&T Wing.
- Monitoring preparation of programmes and execution of Research projects in relation to Climate Change in sync with the national programmes conceived for the purpose.
- Survey and inventorization of the forest wealth of the State including sacred groves and such other biodiversity rich areas.
- Supervision of training of inductees of the field forest staff of Forester and Forest Guard level in the State Forest Training College.
- Heading the River Rejuvenation Committee charged with the preparation and implementation of action plans for identified river stretches in the State.

3. **Additional Principal Chief Conservator of Forests (Schemes, Budget, Forest Laws & Court Matters).**

- To assist the PCCF & HoFF in preparation of the Annual Budget, allocation and distribution.
- Scrutiny of Schemes/Project Proposals, ensuring their timely finalization and submission to Govt.
- Monitoring expenditure, submission of Utilization Certificates and progress reports.
- Assist the PCCF & HoFF in issue of Letter of Credit (LoC) to various Drawing and Disbursing Officers.
- To function as the Departmental Nodal Officer in the Empowered Committee of the State Government.
- Liaising with the Central and State Government Departments concerned with Central and State Schemes, on behalf of the PCCF & HoFF.
- To head the Legal Cell in the office of the PCCF & HoFF as the Departmental Nodal Officer for legal matters.
- Supervision of the work of Statistics cell.
- Updation of the Departmental Website.
- IT and Communications.
- Preparation of a Geographical Information System (GIS) based Decision Support System (DSS) for Forestry Sector in the State.

- To attend meetings, on behalf of the PCCF & HoFF.
- Any other duties assigned by the PCCF & HoFF and any other higher authority.

4. Chief Conservator of Forests (Administration).

- Administrator of PAR of IFS/Nodal Officer for ACRs of MFS.
- Monitoring the submission of Audit replies by various wings.
- Parliament and Assembly matters.
- Personnel & Establishment matters and general matters and court cases related to these subjects.
- Election Matters.
- In charge of Statistics cell.
- Allotment of Quarters.
- Monitoring punctuality and attendance.
- Checks on delays in disposal of official matters.
- Attending meetings on behalf of the PCCF & HoFF.
- Any other work assigned by the PCCF & HoFF.

5. Chief Conservator of Forests (T).

- Overall control and supervision of the Territorial wing.
- Management, Protection etc. of all Government forests in the State other than National Parks, Wildlife Sanctuaries and other areas under the management of the Wildlife wing.
- Monitoring the operation of Wood Based and other Forestry Industries in the State.
- Monitoring and evaluation of work undertaken by the Territorial wing.
- Assignment of duties and supervision of the work of the Chief Conservator of Forests (T), and Conservators of Forests (T).
- Any other duties assigned by the PCCF & HoFF.

6. Conservator of Forests (Headquarters)

- Monitoring and ensuring timely submission of Audit replies by various wings and putting up to higher authorities after due scrutiny and verification.
- Supervision of the functioning of the Statistics cell and computer cell.
- Public Grievance Redressal matters in the O/o the PCCF & HoFF.
- Public Information officer, O/o the PCCF & HoFF. Monitoring and ensuring timely submission of Annual Reports and timely updation of the RTI Manual of the Forest Department.
- Nodal Officer O/o the PCCF & HoFF for Disaster Management. Dealing with matters related thereto.
- Attending to Assembly, Parliamentary questions.
- Attending Meetings on behalf of PCCF & HoFF as and when required.
- Any other duties assigned by the PCCF & HoFF and concerned higher authorities.

7. Conservator of Forests (Monitoring & Evaluation)

- Monitoring and evaluation of schemes as instructed by the PCCF & HoFF and Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters).
- Inspection of works executed under various schemes as instructed by the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters).
- To function as Departmental Joint Nodal Officer for legal matters. To monitor the progress and status of court cases and prepare periodical reports.
- To assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) in preparation of draft reply on behalf of the Department in cases filed before various courts of law.
- Attending Meetings on behalf of his higher authorities.
- Any other work assigned by the higher authorities.

8. Conservator of Forests (GIS and Project Formulation).

- Application of remote sensing and GIS techniques for forest cover mapping, analysis of change in the status of forest resources in the State, mapping of shifting cultivation affected areas, mapping of forest fire affected areas, habitat mapping of forest areas under wildlife management, in the State.
- Assisting in the preparation of Working Plans and Working Schemes and wildlife management plans.
- Control and supervision of the GIS cell.
- Any other duties assigned by the PCCF & HoFF and concerned higher authorities.

9. Conservator of Forests (Development & Bio- diversity)

- Checking and ensuring proper preparation of schemes by all Divisional Forests officers in the State before submission to Government for sanction.
- Creating awareness amongst the people in the State regarding the importance of Bio-diversity conservation and assisting them by providing necessary technical inputs.
- Monitoring of projects related to biodiversity conservation.
- Any other duties assigned by the PCCF & HoFF.

10. Planning Officer –

- Assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) in preparation of the Annual Budget, allocation and distribution.
- Assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) in scrutiny of Schemes/Project Proposals, ensuring their timely finalization and submission to Govt.
- Assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) to monitor expenditure, submission of Utilization Certificates and progress reports.

- Assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) in issue of Letter of Credit (LoC) to various Drawing and Disbursing Officers by the PCCF & HoFF.
- Attending meetings on behalf of his higher authorities.
- Any other work assigned by the higher authorities.

11. Statistical Officer-

- All works related to collection and compilation of data relating to the Forestry sector.
- Compilation of annual reports/statistics in the prescribed formats.
- Assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) in preparation of proposals for utilization of Finance Commission Awards.
- Assist the Additional Principal Chief Conservator of Forests (Planning, Development & Legal Matters) in preparation of annual proposal under Intensification of Forest Management Scheme and NEC Scheme.

12. Deputy Conservator of Forests-

1. Deputy Conservator of Forests (HQ), O/o Principal Chief Conservator of Forest & HOFF, Shillong.

- To assist the PCCF & HoFF, CCF (Administration) and CF (HQ) in works of technical nature including project formulation and thorough examination of all schemes submitted by Forest Divisions under this wing, before they are approved and implemented in the field. **Drawing and Disbursing Officer O/o PCCF & HoFF Shillong.**

2. Deputy Conservator of Forests (Wildlife), O/o Chief Conservator of Forest Wildlife, Shillong.

- To assist the Additional PCCF (WL), CCF, (Wildlife) CF (WL) in works of technical nature including project formulation and thorough examination of all schemes submitted by Forest Divisions under these wing, before they are approved and implemented in the field. **Drawing and Disbursing Officer O/o Addl. PCCF (WL) Shillong.**

3. Deputy Conservator of Forests (Social Forestry) O/o Chief Conservator of Forest (Social Forestry) Meghalaya Shillong.

- To assist the CCF, (Social Forestry), CF (SF) in works of technical nature including project formulation and thorough examination of all schemes submitted by Forest Divisions under these wing, before they are approved and implemented in the field. **Drawing and Disbursing Officer O/o CCF (SF) Shillong.**

4. Deputy Conservator of Forests (Research and Training) O/o Additional Chief Conservator of Forest (R & T) Meghalaya Shillong.

- To assist the Addl. PCCF, (R & T) & CF (R&T) in works of technical nature including project formulation and thorough examination of all schemes submitted by Forest Divisions under these wing, before they are approved and implemented in the field. To assist the Conservator of Forests, (R & T) in preparation of working schemes for ADC areas. **Drawing and Disbursing Officer O/o Addl. PCCF R&T Shillong.**

5. Deputy Conservator of Forests (M&E, FC Act and Legal Cell)O/o Principal Chief Conservator of Forest & HOFF, Shillong.

- To assist PCCF (T), CCF (T) & CF (M&E) in all territorial matters. To Assist CF(M&E) in all legal cell& other Matters related to FC Act, CAMPA etc.

Others :-

Biometrician

To assist the Department in application of Biometrics in the Divisions and Compilation of reports.

Statistical Officer

Compilation, record and maintenance of Statistical Data.

Registrar: -Supervision of the branches in the office of the PCCF.

Superintendents- Supervision of their respective branches.

Chapter – 3

Procedure followed in Decision Making Process including channels of supervision and accountability.

Policy decisions are made by the Government generally in consultation with PCCF &HoFF. The Directorate is under his overall supervision, control and monitoring and all the officers serving in various wings are sub- ordinate to him They as well as the Forest officers in the Office of the PCCF &HoFF report to him, being accountable to him on matters concerning their jurisdictions and responsibilities.

CHAPTER – 4

Norms set by it for the discharge of its functions.

There are various rules regulations, manuals and Government orders governing the discharge of functions by various functionaries on various subjects. A list is enclosed in the following chapter. The PCCF &HoFF issues various orders as and when required in compliance to orders and directions issued to him by his higher authorities. He also independently issues various orders, as and when necessary to his subordinates to ensure proper functioning in their jurisdictions in particular and of the Department as a whole.

Decisions pertaining to public are taken on receiving inputs from the various concerned wings or concerned officers in the office of PCCF &HoFF. In certain cases where decision is to be taken by higher authorities a report on the same is furnished to the relevant authority.

Decisions are communicated to the public on their request through procedure to be prescribed on that behalf by the Government as and when they approach the Public Information Officers and the Assistant Public Information Officers as the case may be.

No straightjacket formula for vetting of decision has been laid down. Depending on the statutory requirement vetting is done.

CHAPTER - 5

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

A list of Rules regulations Manuals etc. used in the discharge of various functions, in addition to rules and regulations having general applicability to all Departments is given below.

Sl. No.	Subject	G.R./Circular/Office order Rule No. Notification etc date	Remarks if any
1	Assam Forest Regulation, 1891 as Adopted by Meghalaya vide Meghalaya Forest Regulation (application and amendment) Act, 1973	Assam Regulation 7 of 1891) adopted by Meghalaya through Meghalaya Act 9 of 1973	A regulation enacted in the year 1891 to amend the law relating to forests, forest produce and duty livable on timber in the erstwhile un-divided Assam
2	General Rules Framed under the Assam Forest Regulation having Force of law as Adopted by Meghalaya vide Meghalaya Forest Regulation (Application and Amendment) Act, 1973	Meghalaya Act 9 of 1973	Rules framed to ensure carry out various provisions contained in the Assam Forest Regulation, 1891 containing the detailed provision in respect of the Powers of Forest officers, management of Unclasp State Forests, regulation of Grazing in the Unclasp State Forests, import of forest produce, transit of forest produce, salvage collection and disposal of drift and other timber, establishment and control of forest villages, preservation of wildlife in preserved forests, protection of forests from fire and eviction from reserved forests.
3	Meghalaya Tree (Preservation) Act, 1976 and rules framed there under.	No.LL.126/72/51	It is an act with provisions for regulating felling of trees for the purposes of protection of catchment areas and soil from erosion and to preserve the special characteristics of the hilly areas as regard landscape, vegetal cover and climate and to provide for matters connected therewith and incidental thereto. Presently it is applicable only to the areas located within a radius of 10 km from the District Council Court, Shillong.
4	Meghalaya Forest (Ejectment of unauthorized persons from Reserved Forest) Rules, 1979	Government of Meghalaya, Forests & Environment Department Notification No. M.F.G. 1/ 36 dated 08.08.1979	Rule empowering DFOs to eject any person who has entered into unauthorized occupation of land in a reserved forest or order him to vacate such unauthorized occupant including power to sell, confiscate or destroy any crops raised, building or construction erected on the land without authority
5	The Meghalaya Forests (Removal of Timber) (Regulation) Act, 1981	Meghalaya Act 12 of 1981	An Act to regulate and control removal of timber outside the State for preservation of forests and to prevent their indiscriminate destruction and for matters connected therewith and incidental thereto.

6	The Meghalaya Forests (Removal of Timber) (Regulation) Rules 1982		Rules framed to ensure carry out various provisions contained in the Meghalaya Forests (Removal of Timber) (Regulation) Act, 1981 containing the detailed provision related to the grant of licenses for removal of timber outside the State, establishment of trading depot within the state, License fee payable, records to be maintained and furnished by the license holder, verification by the competent authority, etc.
7	The Meghalaya Forests Authority Act, 1991	Meghalaya Act 3 of 1991	To provide for constitution of Authority for unified control of forests in Meghalaya
8	Meghalaya Forest Based industries (Establishment & Regulation) Rules, 1998.		Rules framed in compliance of the interim orders passed by the Hon'ble Supreme Court of India on the Writ Petition (Civil) 202/95 to regulate establishment and operation of Forest based industries viz. Saw Mill, Saw Pit, Veneer Mills, Plywood Mills etc.
9	The Meghalaya Tree Felling (Non Forest areas) Rules 2006	No.FOR.22/2004/141 dt 03.09.2006	To regulate felling of trees in non-Forest areas.
10	The Meghalaya Charcoal (Control of Production, Storage, Trade and Transit) Rules, 2008.	No.FOR.136/2001/213 dated 05.11.2008	To regulate the production, storage, trade and transit of charcoal.
11	Rules for grants-in- aid to District Councils for implementation of Forest Scheme		Rules regulating terms and conditions for sanction of grants-in- aid to District Councils for implementation of Forest Scheme in the District Council Sector
12	The Indian Forest Act, 1927	Act 16 of 1927	A central Act relating to forests, forest produce and duty livable on timber
13	Forest (Conservation) Act, 1980		An Act to provide for the conservation of forests by way of regulation of the de-reservation of the reserved forests and diversion of forest land for non-forest purposes and for matters connected therewith or ancillary or incidental thereto
14	Forest Conservation Rules, 2003		Rules framed to carry out the provisions of the Forest (Conservation) Act, 1980
15	Meghalaya Wild Animals and Birds Protection Act 1971 (amended in 1972)	Gazette of Meghalaya Extraordinary , dated 5 th .1971) (Gazette of Meghalaya Extraordinary , dated 28.7.1972	To provide better protection and preservation of certain wild animals and birds in Meghalaya.
16	Wild Life (Protection) Act 1972		To provide for the protection of certain wild animals birds and plants, and for matters connected therewith or ancillary or incidental thereto with a view to ensuring the ecological and environmental security of the country.
17	Assam Forest Manual - Vol-II		A manual containing detailed provisions regarding day to day working of the Forest Department
18	Forest Accounts Code		Code containing detailed provisions regarding maintenance & submission of Accounts by the Forest Department

SERVICE RULES.			
1	<p>The Indian Forest Service (Appointment by Competitive Examination) Regulations, 1967</p> <p>The Indian Forest Service (Appointment by Promotion) Regulations, 1966</p> <p>The Indian Forest Service (Cadre) Rules, 1966</p> <p>The Indian Forest Service (Fixation of Cadre Strength) Regulations, 1966</p> <p>The Indian Forest Service (Pay) Rules, 1968</p> <p>The Indian Forest Service (Probation) Rules, 1968</p> <p>The Indian Forest Service (Probationer's Final Examination) Regulations, 1968</p> <p>The Indian Forest Service (Recruitment) Rules, 1966</p> <p>The Indian Forest Service (Initial Recruitment) Regulations, 1966</p> <p>The Indian Forest Service (Regulation of Seniority) Rules, 1997</p>		
2	Meghalaya Forest Service Rules 1985		Rules governing appointment and condition of service of the members of the Meghalaya Forest Service.

Important Judicial Pronouncements

A series of interim orders passed by the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 202 of 1995 (T.N. GodavarmanThirumulpad *versus* Union of India &Ors.) have brought far reaching changes in the way forests of the entire country in general and of the North Eastern States in particular is to be managed.

In its first interim order dated 12.12.1996 the Hon'ble Supreme Court has directed that the Forest (Conservation) Act, 1980 was enacted with a view to check further deforestation which ultimately results in ecological imbalance, and therefore, the provisions made therein for the conservation of forests and for matter connected therewith, must apply to all forests irrespective of the nature of ownership or classification thereof. The word 'forest' must be understood according to its dictionary meaning. The above landmark interim order has removed ambiguity about the application of Forest (Conservation) Act, 1980 to the community and privately owned forests constituting more than 85 % of the total forest cover of the state, for which appropriate land records declaring them as 'forests' are not available.

In the interim order dated 15.01.1998, the Hon'ble Supreme Court has passed path breaking binding directive to all concerned State Governments for taking all necessary measures to ensure conservation and improvement of forest resources available in the North Eastern States. Important among them are the grant of license to wood based industrial units, strictly within the quantity of timber which can be felled annually on sustainable basis as determined by the approved working plans and working schemes from time to time and clustering of eligible wood based industrial units into notified industrial estates to ensure proper regulation of such units.

In the above interim order it was also directed that the forests under District Councils shall be worked in accordance with working schemes which shall specify both programme for harvesting and regeneration and whose period shall not be less than 5 years.

Such orders have played a significant role in reversing the decrease in the forest cover of the state and have facilitated the scientific management of the private and community owned forests in the state.

For the purpose of general administration of the office of the PCCF &HoFF, the following rules and regulations, applicable to all Government Departments are being exercised by the officers in this department, in accordance to the prescribed competency at their levels.

No	Rules, Regulations etc.	Scope
1	Meghalaya Fundamental rules and Subsidiary Rules 1984.	Service matters relating to appointments, Pay, Promotions Transfer, leave etc.
2	Meghalaya Financial Rules 1981	Rules empowering and regulating financial administration of the Department.
3	Meghalaya Delegation of Financial Powers Rules 2006	Rules prescribing Financial powers of various Heads /subordinate officers in various Government of offices.
4	The Meghalaya Service (Revision of Pay) Rules 2009	Rules regulating pay etc of Government employees.
5	Meghalaya Directorate (Ministerial Service) Rules, 2010	Rules governing matters pertaining to recruitments and conditions of service of ministerial staff at Directorate level.
6	Meghalaya Forest Service Rules 1985 & Amended Rules 1989	Service matters relating to appointments, Pay, Promotions Transfer, leave etc for MFS Officers only.
7	Meghalaya Discipline and Appeal Rules 1964	Rules empowering action against misconduct etc of Government employees.
8	Meghalaya Services (Conduct) Rules 1990.	Rules regulating the conduct of Government Servants.
9	Meghalaya Civil Services Pension Rules 1983 & Amended Rules 2010	Rules prescribing the pensionary benefits of Government employees.
10	Meghalaya Civil Service Commutation of Pension Rules 1992	
11	Meghalaya Travelling Allowance Rules 1985	Rules prescribing the Travelling Allowances admissible to Government employees.
12	Meghalaya Medical Attendance Rules 1992	Rules prescribing for medical reimbursement to Government employees.
13	Meghalaya Value Added Tax Rules 2005	Rules governing application of Value Added Tax.
14	Right To Information Act 2005 and rules framed thereunder.	To provide access to information under control of public authorities so as to provide transparency and accountability in the working of every public authority.
15	Meghalaya Preferential Store and Purchase Rules 1990.	Rules governing the purchase of store materials.
16	Rules for condemnation and disposal of Government Vehicles 1990	Rules governing condemnation of Government vehicle

CHAPTER - 6
A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

The categories of files maintained in office of the PCCF &HoFFare shown below.

Sl. No.	Subject	Type of Document (File/Register)	Particulars
1	Attendance Register	Register	Records of the daily attendance of various government employees posted at various offices
2	Inward/ Receipt Register	Register	Records of correspondence received by each office
3	Outward/ Issue Register	Register	Records of correspondence originating from each office
4	Building Register	Register	Records of permanent building available with the Division
5	Register of Arms and Ammunition	Register	Details of Arms and ammunition held/utilised by each office
6	Register of Pass, Permit, Money Receipt Books,	Register	Details of receipt and issue of Permit Book, Log Measurement Book, Money Receipt Books, Tree marking Book, Measurement Books, etc.
7	Offence Register	Register	Details of the forest offences detected and prosecution instituted in respect of them
8	Register of Books and maps	Register	Details of the Books and maps available with each office
9	Consumable Stock Register	Register	Details of consumable stores purchased and utilized
10	Permanent Stock Register	Register	Details of purchase and disposal of permanent stores
11	File index register	Register	Details of each file available in the concerned office
12	Acquaintance roll register	Register	Details and acknowledgement of salary disbursed to the staff born on the roll of each staff
13	Cheque Register	Register	Monthly details of the cheques drawn by each Drawing & Disbursing officer
14	Forest Advance to Forest Disbursers Register	Register	Monthly details of the payment and recovery of Forest Advance to various disbursers
15	Transit Register	Register	Details of movement of cheque/draft from each Drawing & Disbursing officer to the Treasury Officer
16	Permit Book	Book	Details of permits issued for extraction of forest produce and minor mineral etc.
17	Cash Books	Book	Details of daily financial transaction by each Drawing as well as disbursing officer
18	Money Receipt Book	Book	Details of any kind of money received on behalf of the Government
19	Service Books	Book	Detailed information regarding the service rendered by each employees
20	Office Order Book	Book	Order passed by each head of office
21	Personal files	File	All correspondences related to service matters of each employee to be maintained separately for each employee
22	Diary Files	Files	Diaries submitted by various executive staff including further correspondence thereon to be maintained separately for each employee
23	District Selection Committee File	File	Correspondence with the DSC regarding appointment of the eligible staff
24	Establishment files	File	Correspondence on miscellaneous establishment matters
25	Developmental Schemes files	Files	Detailed annual proposal submitted, sanctioned received and all other correspondence thereon in respect of each of the development scheme
26	Budget files	Files	Details of the annual budget allotment - both plan and non-plan

27	Forest Advance (F.A.) files	Files	Details of the monthly forest advance drawn by each forest disburser
28	Offence Report files	Files	Copy of offence reports filed and correspondence connected therewith A Book
29	Permit files	Files	Details of permits issued for extraction of minor minerals and limestone etc.
30	Inspection file	File	Correspondence related to annual inspection of Ranges and Beats
31	Meeting Files	Files	Details of various minutes attended by the officials
32	Tender/ Auction Files	Files	Details of the forest and other produce through Public Auction / Tender
33	Circular File		Circulars/ notifications etc. issued by Government.
34	Various subject specific files	Files	Specific files opened to deal with the correspondence as and when need arises

CHAPTER - 7

THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

Presently there is no arrangement for consultation with members of public in relation to formulation of policy or implementation thereof.

CHAPTER - 8

A STATEMENT OF THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Establishment matters.

Sl. No.	NAME OF THE COMMITTEE	PURPOSE	
1	Departmental Promotion Committee for Promotion of Ministerial Divisional Staff	To screen eligible cases and to recommend their promotion.	Whether Meetings /Minutesof Meetings are accessible to Public (Y- Yes, N-No)
2	Departmental Promotion Committee for Promotion of Mali to Head Mali		
3	Departmental Promotion Committee for Forest Sub-Ordinate Executive Staff		
4	Departmental Promotion Committee for Promotion of Drivers to Senior Grade in the Divisional Forest Offices		
5	Departmental Promotion Committee for Promotion of Draftsman to Civil Overseer.		
6	Departmental Selection Committee for promotion of Ministerial Staff/Grade-IV		
7	Departmental Promotion Committee of Forests & Environment Department for promotion of Ministerial Staff.		Yes. If asked for under RTI Act.
8	Departmental Promotion Committee for promotion of Forest Ranger to Assistant Conservator of Forests. Notified by the Government		
9	Departmental Promotion Committee for promotion of Assistant Conservator of Forests to Deputy Conservator of Forests, etc.		

10	State Level Screening Committee for IFS. Screening Committee for implementation of the Provision contained in Note -3 of Rule 3 of the IFS (Pay)(Notified by Government	To screen and recommend eligible cases for financial upgradation under ACPS.	Yes. If asked for under RTI Act.
11	Departmental Screening Committee for considering the Proposal under ACPS, for Officers.		
12	Screening Committee for Implementation of ACPS at the Directorate level.		
13	Monitoring Committee for timber harvesting in KHADC forests	To monitor and regulate marking harvesting of timber and regeneration in respective Autonomous District Council forests.	
14	Monitoring Committee for timber harvesting in JHADC forests		
15	Monitoring Committee for timber harvesting in GHADC forests	To monitor progress of preparation of working schemes. Issue directions as per Guidelines issued by PCCF, for regulating marking, felling, regeneration and other related matters as and when necessary.	
16	Executive Committee (EC) State CAMPA-	To approve Annual Work Programme (APO) to be implemented from CAMPA funds.	
17	Steering Committee State CAMPA-Notification.	To approve EC's recommendation of APOs.	Nominated representatives of local authorities are part of committees.
18	Sub Divisional Level Committee for implementation of S/T and Other traditional Forest Dwellers-Notification No.FOR.24/2009/137, dt.16.05.2011.	Provide necessary maps and records to Gram Sabha or Forest Rights Committees. Verify and consolidate records and resolutions of Gram Sabhas, Prepare block wise/tehsil wise record of rights Forward claims with draft record of rights to higher levels. Hear and adjudicate disputes referred to them by Gram Sabhas, aggrieved persons Conduct awareness programmes.	
19	District Level Committee for implementation of S/T and Others traditional Forest Dwellers-Notification No.FOR.24/2009/136, dt.16.05.2011.	Examine whether all claims have been addressed keeping in mind the objective of the Act. Consider and approve the claims and records of forest rights prepared by the Sub-Divisional Level Committee. Hear petitions from persons aggrieved by the orders of the Sub Divisional Level Committee. Co-ordinate with other districts regarding inter-district claims. Issue directions for incorporation of the forest rights in the relevant government records including record of right. Conduct awareness programmes.	Yes.If asked for under RTI Act.

20	State Level Monitoring Committee for implementation of S/T and Other traditional Dwellers- Notification No.FOR.24/2009/135, dt.16.05.2011.	<p>Monitor the process of recognition, verification and vesting of forest right in the state.</p> <p>Devise criteria and indicator for monitoring the effectiveness of the process of recognition and vesting of forest right.</p> <p>Co-ordinate with other State Government and other State Level monitoring Committees in case of inter-state claims.</p> <p>Furnished a six monthly report on the process of recognition, verification and vesting forest rights and submit to the nodal agency such returns and reports as may be called for by the nodal agency.</p> <p>On receipt of any such receipt notice as mentioned in section 8 of the Act, the State Level Monitoring Committee may take appropriate action s against such authorities under the act where such offence is established and take corrective measures.</p> <p>Monitor the resettlement as provided under the Act.</p>	
21	Purchase Board Committee /Meeting on Animals Feed	To approve rates for supply of animal feed to the Departmental Zoo.	
22	Meghalaya State Medicinal Plants Board. Project Screening Committee.	Screening of projects received from private individuals and thereafter recommending proposal to National Medicinal Plants Board.	
23	Tender Committee on GIS	To approve rates for supply of materials and equipment for the Departmental GIS laboratory.	
24	State Board For Wildlife	In formulation of policy for protection and conservation of Wildlife and specified plants and matters related thereto.	
25	District Level Committee on Eco Sensitive Zone.	To identify areas to be notified as Eco Sensitive Zones and to prescribe land use and management practices for these Zones.	
26	Departmental Committee to examine the possibilities of declaring a part of Narpuh Reserve Forest (Bl-II) as Wildlife Sanctuary.	To examine the possibility of declaring a part of Narpuh Reserve Forest (Bl-II) as Wildlife Sanctuary	

27	District level Steering Committee to monitor the implementation of the Management Action Plan of Nokrek Biosphere Reserve	To formulate the Management Action Plan of Nokrek Biosphere Reserve .to advise the Dept in matters concerning Eco-Development Schemes to be included in the MAP Nokrek Biosphere Reserve.	Nominated public representatives are part of committees.
28	State level Steering Committee (SLSC) to monitor the implementation of the Management Action Plan of Nokrek Biosphere Reserve- Constitutes vide letter No.MFG.66/22/93/Vol-II-A/17204-212, dt. 08.03.2013.	To examine the draft proposal of the Management Action Plan for Nokrek Biosphere Reserve proposed by FD before sending to GOI. To accord approval to items of Dev work in the MAP submitted by the District level Steering Committee and to monitor the implementation.	
29	Meghalaya Biodiversity Board.	To Advise state Govt on matters relating to biodiversity conservation, sustainable use of its components and equitable sharing of benefits arising out of utilization of biological resources. Grant of approval or otherwise, requests for commercial use of biological resources. Etc.	
30	Biodiversity Management Committees.	To ensure sustainable utilization and equitable sharing of benefits from the biodiversity. To prepare People's Biodiversity Registers. To advise on any matter referred to by the MBB.	
31	High Level Committee.	To carry out a fresh appraisal of the nature of land being utilized by the Cement Companies in Jaintia Hills	
32	State Level Expert Committee.	To screen applicants applying for license for saw/veneer mills.	
33	Committee for proposal of Draft Revision of Rates of Royalty of Forest Produces.	To propose revision of rates of Royalty of Forest Produces	
34	House Allotment Committee	Allotment of residential quarters of departmental Officers and Staff.	
35	Executive Committees of Joint Forest Management Committees.	To prepare micro plans for their JFMC	Nominated public representatives are part of committees.
36	Executive Committees of Forest Development Agencies	To prepare work programme for all JFMCs under respective FDAs	
	State Level Steering Committee Meeting Meghalaya State Forest Development Agency	To screen and approve work programme for submission to NAEB	

	State Environment Impact Assessment Authority.	Environment Impact Assessment/Clearance of projects listed under Category B of the Environment (Protection) Rules 1986.	
	State Expert Appraisal Committee.		

* Detailed list of Executive Committees of Joint Forest Management Committees. And Executive Committees of Forest Development Agencies are to be provided/ indicated in entries of the concerned Territorial, Wildlife and Social Forestry wings.

CHAPTER - 9 A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

See Annexure -I

CHAPTER - 10 THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

See Annexure -I

Chapter - 11

The Budget Allocated to each of its Agency, Indicating the Particular of All Plans, Proposed Expenditures and Reports on Disbursement Made.

Budget Allotment of the Deputy Conservator of Forest (HQ) Meghalaya, Shillong.

Sl. No.	Head of Account	Amount (₹)
1	2406 - 01 - 001 (01)	86435998
2	2406 - 01 - 001 (07)	250000
3	2406 - 01 - 001 (08)	220000
4	2406 - 01 - 001 (10)	6500000
5	2406 - 01 - 003 (03)	1058000
6	2406 - 01 - 013 (01)	4149000
7	2406 - 01 - 070 (02)	500000
8	2406 - 01 - 101 (04)	741000
9	2406 - 01 - 190 (01)	20954000
10	2406 - 01 - 190 (02)	1500000
11	2406 - 01 - 190 (03)	3000000
12	2406 - 01 - 190 (04)	117346000
13	2406 - 01 - 190 (05)	7500000
14	2406 - 01 - 190 (07)	1200000
Total		251353998

Sl. No.	Head of Account	Amount (₹)
1	2415 - 06 - 004 (01)	6114000

Sl. No.	Head of Account	Amount (₹)
1	4406 - 01 - 070 (08)	632000

CHAPTER - 12

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

No subsidy program is being implemented by this office.

CHAPTER - 13

PARTICULARS OF RECIPIENTS AND CONCESSIONS, PERMIT OR AUTHORIZATIONS GRANTED BY IT.

Permits, authorizations granted by the office of the PCCF&HoFF.

CHAPTER - 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person in - charge
Copy of the instant manual.		CD/ Floppy	CF(HQ), Meghalaya, Shillong.

CHAPTER - 15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Morning Hours of the Office: 10.00 AM

Closing Hours of the Office: 05.00 PM (During Summer Months)

04.30 PM (During Winter Months from Mid-November to Mid Feb)

Weekly Holidays: Saturday and Sunday

Information about Notice Board: A Notice Board is displayed at the office of the Principal Chief Conservator of Forests, Shillong.

Information about Library: A library containing books related to Forestry is available at the office of the Principal Chief Conservator of Forests, Shillong

CHAPTER - 16

THE NAME DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Relevant government notification, is shown below

FOREST & ENVIRONMENT DEPARTMENT

NOTIFICATION

No.FOR.62/2005/838

Dated Shillong the 2nd June, 2022.

In supersession of this Department's Notification No.FOR.62/2005/456, dated 7th July, 2017 and in pursuance of the provisions under Section 2 (h), Section 5 (1) & (2) and Section 19 (1) of the Right to Information Act, 2005, the Governor of Meghalaya is pleased to notify the following Public Authorities, Public Information Officers, Assistant Public Information Officers & Appellate Authorities in respect of the office of the Principal Chief Conservator of Forests & HoFF, Meghalaya, Shillong and its Sub-ordinate offices for information of the general public..

Sl. No.	Public Authority	Public Information Officer	Assistant Public Information Officer	Departmental Appellate Authority
1	Office of Principal Chief Conservator of Forests, Meghalaya &HoFF, Sylvan House, Lower Lachumiere, Shillong	Conservator of Forests (HQ) Meghalaya, Shillong.	Registrar, Office of Principal Chief Conservator of Forests &HoFF, Meghalaya	Chief Conservator of Forests (Admn.), Meghalaya,
		Conservator of Forests (Monitoring & Evaluation) Meghalaya, Shillong.		
		Conservator of Forests (Development & Biodiversity) Meghalaya, Shillong.		
		Conservator of Forests (GIS & Project Formulation) Meghalaya, Shillong.		
2.	Office of the Principal Chief Conservator of Forests (Territorial), Meghalaya.	Conservator of Forests (Territorial), Khasi Hills, Shillong.	Registrar, Office of Principal Chief Conservator of Forests & HoFF, Meghalaya	Principal Chief Conservator of Forests (Territorial), Meghalaya.
		Conservator of Forests (Territorial & Wildlife), Tura		
		Divisional Forest Officer (Territorial), Khasi Hills Division, Shillong.	Range Forest Officer, Shillong South Range, Shillong.	
			Range Forest Officer, Protection Range, Shillong.	
			Range Forest Officer, Southern Range, Shella.	
			Range Forest Officer, North Range Shillong.	
			Range Forest Officer, Umtasor Range, Umtasor.	
			Range Forest Officer, Nongpoh Range, Nongpoh.	
			Range Forest Officer, Byrnihat Independence Beat.	
		Divisional Forest Officer (Territorial), Jaintia Hills Division, Jowai.	Range Forest Officer, Jowai Range, Jowai.	
			Range Forest Officer, Umkiang Range.	
			Range Forest Officer, Saipung Range, Saipung.	
			Range Forest Officer, Passadwar Range, Passadwar.	

		Divisional Forest Officer (Territorial), West & South-West Garo Hills, Tura.	Range Forest Officer, Tura Range, Tura.	
		Divisional Forest Officer (Territorial), East & North Garo Hills, Williamnagar.	Range Forest Officer, Hollaidanga Range, Hollaidanga	
			Range Forest Officer, Simsangiri Range, Simsangiri, East Garo Hills District.	
			Range Forest Officer, Darugre, East Garo Hills District.	
			Range Forest Officer, Kharkutta Range, Kharkutta, North Garo Hills District.	
			Range Forest Officer, Dainadubi Range, Dainadubi, North Garo Hills District.	
		Divisional Forest Officer, West & South-West Khasi Hills (Social Forestry & Territorial), Nongstoin.	Range Forest Officer, Protection Range.	
		Divisional Forest Officer, South Garo Hills Social Forestry & Territorial Division, Baghmara.	Range Forest Officer, Southern Range Baghmara.	
			Range Forest Officer, Angratoli Range, Angratoli..	
3	Office of Principal Chief Conservator of Forests (Biodiversity & Wildlife), Meghalaya.	Conservator of Forests (Wildlife), Khasi & Jaintia Hills, Meghalaya, Shillong.	Deputy Conservator of Forests (Wildlife), Office of the Principal Chief Conservator of Forests (Biodiversity & Wildlife), Meghalaya.	Principal Chief Conservator of Forests (Biodiversity & Wildlife), Meghalaya.
		Conservator of Forests (Wildlife), Garo Hills, Tura.		
		Divisional Forest Officer, Wildlife Division, Khasi Hills, Shillong.	Range Forest Officer, Nongpoh Wildlife Range, Nongpoh.	
			Range Forest Officer, Nongstoin Wildlife Range, Nongstoin.	
			Range Forest Officer, Wildlife Protection Range, Shillong.	
		Divisional Forest Officer, Wildlife Division, Jaintia Hills, Jowai.	Range Forest Officer, Jowai Wildlife Range, Jowai	
			Range Forest Officer, Umkiang Wildlife Range, Umkiang. Apha	
		Divisional Forest Officer, East & West Garo Hills Wildlife Division, Tura.	Range Forest Officer, Protection Range.	
			Range Forest Officer, Nokrek Northern Wildlife Range, Tura.	
			Range Forest Officer, Williamnagar Wildlife Range, Williamnagar.	
			Range Forest Officer, Nokrek Southern Wildlife Range, Chokpot.	
			Range Forest Officer, Dadenggiri Wildlife Range, Dadenggiri.	
		Director, Balpakram National Park Division, Baghmara.	Range Forest Officer, Baghmara Wildlife Range, Baghmara.	
			Range Forest Officer, Rongara Wildlife Range, Rongara.	
			Range Forest Officer, Siju Wildlife Range, Siju.	

			Range Forest Officer, Mahadeo Wildlife Range, Hatisia.	
4	Office of the Addl. Principal Chief Conservator of Forests (Climate Change, Research & Training), Meghalaya	Conservator of Forests (Climate Change, Research & Training), Meghalaya, Shillong.	Deputy Conservator of Forests (Climate Change, Research & Training), Office of the Addl. Principal Chief Conservator of Forests (Climate Change, Research & Training), Meghalaya.	Addl. Principal Chief Conservator of Forests, (Climate Change, Research & Training)
		Divisional Forest Officer, Working Plan Division, Shillong.	Range Forest Officer, O/o Working Plan Division Shillong.	
		Divisional Forest Officer, Training Division, Shillong.	Principal, Forest Training School, Darugiri.	
		Divisional Forest Officer, Forest Resource Survey Division, Shillong.	Range Forest Officer, O/o Divisional Forests Officer Forest Resource Survey Division, Shillong.	
		Divisional Forest Officer, Silviculture Division, Shillong	Range Forest Officer, Shillong Range, Shillong.	
			Range Forest Officer, Umsaw Range, Umsaw.	
			Range Forest Officer, Rongrenggiri, Range, Rongrenggiri.	
		Divisional Forest Officer, Forest Utilization Division, Shillong.	Range Forest Officer, O/o Divisional Forest Officer, Forest Utilization Division, Shillong.	
5	Office of Addl. Principal Chief Conservator of Forests, (Social Forestry & Environment), Meghalaya.	Conservator of Forests (Social Forestry & Environment), i/c Khasi & Jaintia Hills, Meghalaya, Shillong.	Deputy Conservator of Forests (Social Forestry & Environment), Office of the Addl. Principal Chief Conservator of Forests (Social Forestry & Environment), Meghalaya.	Addl. Principal Chief Conservator of Forests (Social Forestry & Environment), Meghalaya.
		Conservator of Forests (Social Forestry & Environment), Tura.		
		Divisional Forest Officer, East Khasi Hills (Social Forestry) Division, Shillong.	Range Forest Officer, Shillong Range, Shillong.	
			Range Forest Officer, Myllem Social Forestry Range, Upper Shillong.	
			Range Forest Officer, Cherrapunji Social Forestry Range, Sohra.	
			Range Forest Officer, Pynursla Social Forestry Range, Pynursla.	
			Range Forest Officer, Mawkynrew Social Forestry Range, Mawkynrew.	
			Range Forest Officer, Mawsynram Social Forestry Range, Mawsynram.	
		Divisional Forest Officer, West Khasi Hills (Social Forestry & Territorial) Division, Nongstoin.	Range Forest Officer, Nongstoin Range, Nongstoin.	
			Range Forest Officer, Mairang Social Forestry Range.	
			Range Forest Officer, Mawkyrwat Social Forestry	

			Range, Mawkyrwat.
			Range Forest Officer, Riango Range, Riango.
		Divisional Forest Officer, Jaintia Hills (Social Forestry) Division, Jowai.	Range Forest Officer, Jowai Social Forestry, Jowai.
			Range Forest Officer, Shangpung Social Forestry Range, Shangpung.
			Range Forest Officer, Amlarem Social Forestry Range, Amlarem.
			Range Forest Officer, Khliehriat Social Forestry Range, Khliehriat.
			Range Forest Officer, Namdong Social Forestry Range, Namdong.
		Divisional Forest Officer, North Khasi Hills (Social Forestry) Division, Nongpoh.	Range Forest Officer, Nongpoh Range, Nongpoh.
			Range Forest Officer, Umsning Social Forestry Range, Umsning.
			Range Forest Officer, Kyrdekulai Social Forestry Range, Kyrdekulai.
			Range Forest Officer, Byrnihat Social Forestry Range, Byrnihat.
		Divisional Forest Officer, East Garo Hills (Social Forestry) Division, Williamnagar.	Range Forest Officer, Williamnagar Range, Williamnagar.
			Range Forest Officer, Rongjeng Social Forestry Range, Rongjeng.
			Range Forest Officer, Bajengdoba Social Forestry Range, Bajengdoba.
		Divisional Forest Officer, West Garo Hills (Social Forestry) Division, Tura.	Range Forest Officer, Dadengiri Range, Social Forestry Range, Dadengiri.
			Range Forest Officer, Betasing Social Forestry Range, Betasing.
		Divisional Forest Officer, South Garo Hills (Social Forestry & Territorial) Division, Baghmara.	Range Forest Officer, Khondok Social Forestry Range, Khondok.
			Range Forest Officer, Masighat Social Forestry Range, Masighat.
			Range Forest Officer, Baghmara Range, Baghmara.

Sd/-
Commissioner & Secretary to the Govt. of Meghalaya,
Forest & Environment Department.

Copy to:

1. The P.S to Chief Minister for Favor of Information of the Chief Minister.
2. The P.S to the Minister i/c Forests & Environment Department for Favour of information of the Minister.
3. The P.S to the Chief Secretary for favour of information of the Chief Secretary.
4. The P.S to Additional Chief Secretary i/c Finance Department for information of Additional Chief Secretary.
5. The P.A. to all Principal Secretaries/Commissioner & Secretaries for information.
6. Deputy Commissioner of East Khasi Hills District/ Ri-Bhoi District/West Khasi Hills District/South West Khasi Hills District/West Jaintia Hills District/East Jaintia Hills District/North Garo Hills District/East Garo Hills District/West Garo Hills District/South-West Garo Hills District/South Garo Hills District.
7. The Secretary, Meghalaya Information Commission, Shillong for information.
8. The Secretary to the Govt. of Meghalaya, Law Department for favour of information.
9. The Principal Chief Conservator of Forests & HoFF, Meghalaya Shillong for information.
10. The State Informatics Officer, National Informatics Centre, Meghalaya Shillong for information.
11. The Director of Information & Public Relation, Meghalaya Shillong for information.
12. The Director of Printing & Stationery, Meghalaya, Shillong for publication in the Meghalaya Gazette
13. The Managing Director, Forest Development Corporation of Meghalaya Ltd. Meghalaya, Shillong.
14. All Administrative Department/ All Heads of Department.
15. All Officers concerned.
16. Office Copy/Guard File.

By order etc,

Deputy Secretary to the Govt. of Meghalaya,
Forests & Environment Department.
&&&&&

Sr. No.	Category	Description of the Wing/Public Authority	Location/Address
1	By notification issued or order made by the appropriate Govt.	Territorial wing headed by the Public Authority- Principal Chief Conservator of Forests (Territorial), Meghalaya is a constituent unit of the Forest & Environment Department of the Government of Meghalaya.	O/o PCCF &HoFF, Meghalaya, Lower Lachumiere, Shillong - 793001
2		Research & Training wing headed by the Public Authority- Additional Principal Chief Conservator of Forests (R & T etc.), Meghalaya is a constituent unit of the Forest & Environment Department of the Government of Meghalaya.	
3		Wildlife wing headed by the Public Authority- Chief Conservator of Forests (Wildlife), Meghalaya is a constituent unit of the Forest & Environment Department of the Government of Meghalaya.	
4		Social Forestry & Environment wing headed by the Public Authority- Chief Conservator of Forests (SF & E), Meghalaya is a constituent unit of the Forest & Environment Department of the Government of Meghalaya.	

CHAPTER - 17

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATES THESE PUBLICATIONS EVERY YEAR.

Please contact the P.I.Os in the office of the Public Authorities mentioned in Chapter 16.

As on January 2022

Appendix - I

Summary of posts in Meghalaya State Forest & Environment Directorate.

Sl. No.	Type of Posts	No. of Posts
1	Gazetted officers	72
2	Ministerial staff at the office of PCCF.	143
3	Ministerial staff in various Divisions	243
4	Executive field staff in various Divisions	991
5.	Technical Staff (Directorate and District)	11
6.	Other categories of Subordinate Divisional Staff	142
Total		1602

A. Gazetted Officers

Gazetted Officers			
Sl. No.	Designation	No. of Posts	Scale of Pay
1	Principal Chief Conservator of Forests & HoFF.	1	LEVEL-17 (7 th CPC)
2	Principal Chief Conservator of Forests	2	LEVEL-16 (7 th CPC)
3	Addl. Principal Chief Conservator of Forests	3	LEVEL-15 (7 th CPC)
4	Chief Conservator of Forests	5	LEVEL-14 (7 th CPC)
5	Conservator of Forests	9	LEVEL-13 (A) (7 th CPC)
6	Planning Officer (Forests)	1	LEVEL-12 (7 th CPC)
7	Divisional Forest Officer (IFS)	12	LEVEL-11 (7 th CPC)
8	Divisional Forest Officer (MFS)	14	LEVEL-19 (5 th MPC)
9	Assistant Conservator of Forests *	19	LEVEL-15 (5 th MPC)
10	Statistical Officer	1	LEVEL-15 (5 th MPC)
11	Biometrician	1	LEVEL-15 (5 th MPC)
12	Registrar	1	LEVEL-14 (5 th MPC)
13	Orchidologist	1	LEVEL-14 (5 th MPC)
14	Veterinary Assistant Surgeon	2**	LEVEL-15 (5 th MPC)
	Total	72 (Does not include 4 (max) IFS Junior Duty Posts)	

** State Deputation Posts - 5 DCF level posts, to KHADC, JHADC, GHADC, FDCM& Eco-Dev Society.*

1 ACF level post to FDCM

*** No fixed sanction posts for ACF belonging to IFS. (Upto 4 posts available.)*

**** Deputation posts*

B. Ministerial Staff at the Office of Principal Chief Conservator of Forests.

Sl. No.	Designation	No of Posts	Scale of Pay
1	2	3	4
1	Superintendent	7	LEVEL -12
2	Accountant	2	LEVEL -10
3	Statistical Assistant	1	LEVEL -11
4	Analytical Assistant	1	LEVEL -9
5	Upper Division Assistant	23	LEVEL -10
6	Lower Division Assistant	31	LEVEL -6
7	Typist	14	<u>Senior Grade/Ordinary Grade</u> LEVEL - 8 (Grade -I) LEVEL - 4 (Grade-III) LEVEL - 6 (Grade- II)
8	Office Peon	27	LEVEL -1
9	Cleaner	5	LEVEL -1
10	Office Chowkidar	5	LEVEL -1
11	Sweeper	1	LEVEL -1
12	Driver	10	LEVEL -3 (for Junior Grade) LEVEL -4 (for Senior Grade)
13	Steno Grade-II	6	LEVEL -11
14	Steno Grade-III	2	LEVEL -8
15	Duftry	3	LEVEL -2
17	Operator	1	LEVEL - 4
18	Khalasi	2	LEVEL - 1
19	Environmental Planning Protection Assistant	2	LEVEL - 11
Total		143	

A. Ministerial Staff in Various Divisions.

Sl.	Designation	Nos.	Scale of Pay	Level as per M.S. (RoP) Rules 2018
1	Head Assistant	20	₹. 35,100/-	Level-10
2	UDA cum Accountant/ Upper Division Assistant	35	₹. 30,300/-	Level-8
3	Lower Division Assistant	105	₹. 24,700/-	Level-5
4	Office Peon	69	₹. 17,400/-	Level-1
5	Dak runner	11	₹. 17,400/-	Level-1
6	Sweeper	2	₹. 17,400/-	Level-1
7	Cleaner	1	₹. 17,400/-	Level-1
	Total	243		
Technical Divisional Staff				
8	Draftsman	8	₹. 30,300/- (Diploma holder) ₹. 28,400/- (Certificate holder)	Level-8 Level-7
9	Civil Overseer	1	₹. 37,800/-	Level-11
10	Surveyor	2	₹. 28,400/-	Level-7
	Total	11		
Other categories of subordinate Divisional staff.				
11	Driver	45	₹. 22,200/- (for Senior Grade) ₹. 20,600/- (for Junior Grade)	Level-4 Level-3
12	Generator Operator	1	₹. 22,200/-	Level-4
13	Electrician	1	₹. 19,000/-	Level-2
14	Pump Operator	1	₹. 22,200/-	Level-4
15	Plumber	1	₹. 19,000/-	Level-2
16	Museum Caretaker	1	₹. 20,600/-	Level-3
17	Chowkidar	87	₹. 17,400/-	Level-1
18	I.B. Cook	1	₹. 17,400/-	Level-1
19	Hostel Cook	1	₹. 17,400/-	Level-1
20	Cook Helper	1	₹. 17,400/-	Level-1
21	Lab attendant	1	₹. 17,400/-	Level-1
22	PT Instructor	1	₹. 22,200/-	Level-4
	Total	142		

B. Executive Field Staff Strength in Various Divisions

Sl. No.	Designation	No. of Posts	Scale of Pay	Revised Pay Structure in Level Pay Matrix 2018
1	2	3	4	5
1	Forest Ranger	81	₹. 37,800/-	Level-11
2	Deputy Ranger	14	₹. 26,500/-	Level-6
3	Forester - I	203	₹. 22,200/-	Level-4
4	Forester - II	50	₹. 20,600/-	Level-3
5	Forest Guard	446	₹. 19,000/-	Level-2
6	Head Mali	1	₹. 19,000/-	Level-1
7	Mali	121	₹. 17,000/-	Level-1
8	Plantation Mali	4	₹. 17,000/-	Level-1
9	Plantation Chowkidar	6	₹. 17,400/-	Level-1
10	Feeder	3	₹. 17,000/-	Level-1
11	Animal Attendant	1	₹. 17,000/-	Level-1
12	Gateman/Keeper	33	₹. 17,000/-	Level-1
13	Grass Collector	1	₹. 17,000/-	Level-1
14	Boat Driver	1	₹. 19,000/-	Level-2
15	Boatman	10	₹. 17,000/-	Level-1
16	Game/Camp Watcher	12	₹. 17,000/-	Level-1
17	Orchid Keeper	2	₹. 19,000/-	Level-2
18	Orchid Watcher	2	₹. 22,200/-	Level-4
	Total	991		

1. Gazetted officers	=	72 Nos.
2. Ministerial staff at the office of PCCF	=	143 Nos.
3. Ministerial staff in various Divisions	=	243 Nos.
4. Executive Field Staff in various Divisions	=	991 Nos.
5. Technical Staff (Directorate and District)	=	11 Nos.
6. <u>Other categories of Subordinate Divisional Staff</u>	=	142 Nos.
Total	=	1602 Nos

Gazetted Officers

Sl. No.	Designation	No. of Posts	Scale of Pay
1	Principal Chief Conservator of Forests & HoFF.	1	80,000/- (fixed): GP Nil
2	Principal Chief Conservator of Forests	2	75,500 (annual increment @ 3%)-80,000/-
3	Addl. Principal Chief Conservator of Forests	3	67,000 (annual increment @ 3%)-79,000/-
4	Chief Conservator of Forests	5	PB-4:37,400-67,000; + GP 10,000
5	Conservator of Forests	9	PB-4:37,400-67,000; + GP 8,000
6	Planning Officer (Forests)	1	PB-4:37,400-67,000; + GP 8,700
7	Divisional Forest Officer (IFS)	10	PB-3:15,600-39,100; + GP 6,600 PB-3:15,600-39,100; + GP 7,600
8	Divisional Forest Officer (MFS)	14	23300-700-27500-830-32480-970-39270
9	Assistant Conservator of Forests *	19	IFS- PB-3:15,600-39,100; + GP 5,400 MFS-17000-470-20290-EB-560-25330-760-33690
10	Statistical Officer	1	17000-470-20290-EB-560-25330-760-33690 (for Post Graduate Degree holder) 14700-370-17290-EB-480-21610-650-28760 (for Others)
11	Biometrician	1	17000-470-20290-EB-560-25330-760-33690
12	Registrar	1	16300-410-19170-EB-530-23940-720-31860
13	Orchidologist	1	16300-410-19170-EB-530-23940-720-31860
15	Veterinary Assistant Surgeon	2**	17000-470-20290-EB-560-25330-760-33690 16300-410-19170-EB-530-23940-720-31860
	Total	72 (Does not include 4 (max) IFS Junior Duty Posts)	

*** State Deputation Posts - 5 DCF level posts, to KHADC, JHADC, GHADC, FDCM& Eco-Dev Society.**

1 ACF level post to FDCM

**** No fixed sanction posts for ACF belonging to IFS. (Upto 4 posts available.)**

***** Deputation posts**