



## *Andhra Pradesh Forest Department Code - Vol - I - Chapter - XI*

### CHAPTER – XI

#### DUTIES OF FOREST OFFICERS

##### **148. General :-**

The duty of Forest Officers is to manage the forests under his control consistent with the objects of managements in each case. He has to attend to various works connected with the protection and improvement of the forests, propagation of trees and production of forest produce as well as its utilization and marketing. He must have a thorough knowledge of the climatic, edaphic and biotic factors influencing the state of forests, the distribution of forests and their classification and type. He must be able to identify the different kinds of trees in his forests, and must know the uses to which each can be put and the localities where they are best adopted. He must be able to manage forest nurseries and know how to plant trees and when and how to sow seeds and when and where one is preferable to the other. He must know what wild animals and birds are available, how they should be protected and what laws and rules govern the shooting of capturing of wild animals and birds. He must be well conversant with the Forest Act and Rules and have good knowledge of office procedure and accounting in Forest Department.

##### **149. Chief Conservator of Forests :-**

The Chief Conservator of Forests would assist the Prl. Chief Conservator of Forests, in his technical and administrative work. The subjects to each Chief Conservator of Forests would be allotted, as per discretion of Prl. Chief Conservator of Forests. All correspondence of the Department addressed to the Government relating to policy matters shall pass through Prl. Chief Conservator of Forests or emanate from him, after discussing with the Chief Conservator of Forests and other officers.

The Chief Conservators of Forests will make tours in the State as per programme approved by the Prl. Chief Conservator of Forests. During these tours, they will inspect important forest works, with particulars reference to the subjects dealt by them besides inspecting important developmental programmes under progress and render assistance to field officers. They would be also required to carry out any specific duties assigned to them by Prl. Chief Conservator of Forests.

##### **150. Conservators of Forests :-**

A Conservator of Forests is in administrative Charge of Forest Circles of Special circles, and are responsible within their respective areas, for the general direction and supervision of all forest works, for control of establishment of expenditure, sales and supplies and for general management of forests. s

- He is immediately subordinate to the Chief Conservator of Forests and Prl. Chief Conservator of Forests, and he will obtain orders and instructions from them on all professional matters, protection of forests and other related issues.
- He will regulate the budget allotment within his circle and exercise control over the expenditure. He will make tours of inspection, visiting every Division in his charge. During these inspections, he will inspect natural forests, and important forest works, examine the adequacy of the protective measures, and assess the work of Divisional Forest Officer and Forest Range Officers.
- He will conduct details inspection once a year of each division as prescribed in this code and as per the instructions issued by Prl. Chief Conservator of Forests.
- Conservator of Forests, incharge of working Plans, is responsible for planning a phased programme for revising working plans as and when they expire. He will supervise the preparation of working plans. He will tour to inspect the progress of work, both in field as well as in office, of data collection and studying the condition of forests, regeneration status etc.,
- Conservator of Forests in-charge of Research will keep himself abreast with the latest trends in Forestry research and development of forests. He will keep close contact with other instructions conducting research in Forestry and coordinate research work in the department. He will document and store the results obtained in the research work taken up by department and other Institutions, and also keep track of the laboratory to field condition studies of the research programmes.
- Conservator of Forests, Wild Life wing, is responsible for implementing the programme of Wild Life Conservation sponsored by State Government and Central Government, and will deal with the National Parks, Wild Life sanctuaries and Zoos under his control.

- Conservator of Forests, in-charge of Extension and Education, would plan for the in-service training of different cadres of forest officers in the State.
- Conservator of Forests, Monitoring and Evaluation would study and monitor the implementation of various schemes taken up and evaluate the results. The results noted would be helpful in continuing of disbanding the forest schemes, or bring in required modifications.

#### **151. Divisional Forest Officers :-**

- The Divisional Forest Officer is responsible for the general management and protection of the forests situated in his division, the administration of the division under his charge the execution of all forest works in the division and exercise direct control over the forest establishment employed therein.
- He exercises a direct control over the Forest establishment in the Division and it is his duty to see that the Executive, protective, Ministerial and other forest staff in the Division maintain discipline and attend to their duties properly.
- He is immediately subordinate to the Conservator of Forests, of the circle in all matters and will receive orders and instructions from him, besides complying with the instruction from him, besides complying with one instruction of the Head Office under exigencies of service.
- He will arrange for generation, improvement, exploitation and protection of forests according to sanction working plans, management plans or other orders.
- He will conduct sales, enter into contracts and supply timber and other forest produce to other Departments and to the public. (Excluding supplies to Industries).
- He will realize revenue allotted to his Division and control the expenditure in the Division.
- He will deal with all forest offences cases in the Division.
- He will conduct inspection of all forest works in the division and check-measure the works as prescribed in this code.
- He will see that nursery and plantation journals, Control books, Control Journals are posted upto date.
- He should make surprise inspection of Range Officers and verify the maintenance or office records, stores and cash book.
- He should test check the stock of timber or other forest produces whenever he visits a depot.
- He should perform any special work or duty which may be entrusted to him by his superiors.
- He will conduct annual inspection of Range Offices, depots and test check the beat inspections of each Range. He shall, however, inspect all vulnerable beats prone to smuggling once in a year.

#### **152. Sub-Divisional Forest Officers:-**

- Sub-Divisional Forest Officer is immediately subordinate to the Divisional Forest Officer in all matters, receives orders and instructions from him and assist him in supervision and inspection of works, including check measurement and in control of the establishment.
- He will inspect the Range Offices, depots etc., in his Sub-Division and see that the accounts, register and books are maintained in order and posted upto date.
- He will carry inspection of beats and wherever the Range Officer has not reported the illicit fellings and encroachment, he will make a detailed report to the Divisional Forest Officer.
- He will compound or deal with forest offence cases booked by him or Range Officers as per delegation of powers in A.P. Forest Act 1967.
- Whenever there are no territorial sub-divisions, the Assistant Conservator of Forests attached to the divisions will perform the duties entrusted to him by the Divisional Forest Officer.

#### **153. Forest Utilization Officers:-**

- Forest Utilization Officer will endeavour for the encroachment of more effective and intensive utilization of forest products in trade, industries etc., by having a register to inventories on available forest resources.
- He will study the trends in the market for timber and other forest produce and work in collaboration with territorial Divisional Forest Officers to secure the best price for the timber and other forest produce sold by them, by constant interaction in furnishing data on market trends of various forest products for every quarter.
- He should supply information to the general public and industries whenever information regarding the utilization, suitability and availability of any species of timber or other forest produce and such other information ass ought by them.
- He will pool information on the developments in the utilization of forest products in the country and outside the document the information for easy reference, and make the information available to field officers.
- He will organize exhibitions, and make publicity to inform the developments in forestry and effective utilization of forest resources.
- He will give expert option after examining the cases referred to him to examine any samples of wood or forest products in any legal proceedings.
- He will attend to any special work that may be entrusted to him by his superior officers.

**154. Silviculturist / Forest Geneticist:-**

- Silviculturists or Forest Geneticist will work under the direction of the Conservator of Forests, Research and Development Circle and in collaboration with the territorial Forest Officers conduct research into problems confronting the forestry practices in the region of the State where his office is located.
- Silviculturists or Forest Geneticist will evolve Plantation and regeneration techniques of various species, introduce exotic species of economic value, investigate methods for improvement of the growing stock and Soil fertility, find out suitable species for Afforestation of denuded and arid tracts, cultivation of medicinal plants and other plants of economic importance. They will also investigate measures for the conservation of soil and moisture, and measures for controlling and preventing any disease concerning plant species and weed problems.
- They will complete statistical data regarding the rate of increment and prepare volume and yield for important species, and also prepare a Silvicultural ledger of various species.
- They will conduct experiments in Forest Geneticist, hybridization of different species and seed origin. They will for the above purposes, maintain necessary experimental, research and demonstration plots.
- They will be the coordinating agency for the supply and distribution of seeds and other planting material both within and outside the State.
- They will keep conduct with Silviculturist, in the Forest Research Institute, Dehradun and Silviculturists of the other States, exchange notes with them, and conduct and guide Silvicultural research in the State.
- They will also do any special work or duty that may be entrusted to him by his superior officers.

**155. ForestRange Officer:-**

- Forest Range Officer is the officer in executive charge of the Range and he is responsible for the efficient management of the Range, for the custody and condition of all Government Property in his charge and for the discipline, conduct and work of all his subordinate staff.
- He is responsible for the execution of all works in the Range, with the help of Forest Section Officers and guards, according to the instructions and orders of Divisional Forest Officer.
- He is responsible for the collection and credit of Forest Revenue and for prompt and correct payment of all sums due for the works executed.
- He must carry out his inspections in detail and see that all this subordinates do their work properly. In the event serious misconduct of any subordinate, the Range Officers should report the case to Divisional Forest Officer for disciplinary action.
- He should maintain all accounts, relating to revenue, expenditure, timber and other forest produce, and submit his accounts and reports punctually to Division Office.
- He should take effective measures to protect the forest Wealth in his custody. Where illicit fellings are observed, the stumps should be examined to find out if they bear the impression of the guards hammer mark and if they were reported through guards dairy book and preliminary offence report (P.O.R). Range Officer is responsible for the protection and he should investigate Forest Offences in his Range, and file charge sheets for the cases ordered for prosecution by Divisional Forest Officer.
- He will execute the sanctioned works at the rates not exceeding the sanctioned rates and record measurements and quantities of work done.
- He is responsible for the correct posting of works Registers, ledgers Journals, Plantation registers and other stationary registers maintained in the Range.
- He should always wear the prescribed uniform whenever he is on duty, and he should see that all Section Officers, guards and watchers wear the uniform when on duty.
- He should submit his weekly diaries with details of works allotted, their progress during the seek, status of protection of forests, ect., to give a comprehensive picture of the Range.
- All correspondence connected with the works in the Range should pass through Range Officer or other superior. Officer may do so only through him. Court summons issued to any subordinate should similarly be served through the Forest Range Officer, who has to arrange for the duties of the subordinate being carried out during his absence.
- He should responsible to prepare annual plan of operations for the Range based upon the sanctioned working plan, working Scheme or executive instructions and prepare necessary estimates and execute the works after obtaining sanctions and the budget.
- He shall inspect the beats aw per the programme given by Divisional Forest Officer, and each beat in his Range should be inspected at least once in a calendar year, and submit a detailed report regarding state of boundaries, condition of forests, damage due to biotic pressures nature of offences etc.,

**156. DeputyRange and Foresters:-**

- A Section Officer (either Deputy Ranger or Forester) is directly responsible of Forest Range Officer for the proper protection of forests and other Government property included in his Section and for the execution of such works as may be ordered to be carried out in fit.

- He should maintain the discipline of Forest Guards and Watchers and see that they know their duties and carry out efficiently.
- He should be frequent patrolling and perambulation of the Beats under his jurisdiction, see that the Beat Guards maintain the boundary lines and boundary marks of forest blocks in proper repairs and order and take steps to prevent illicit felling, encroachments in the Beats. He will make report to Range Officer whenever there is any illicit fellings and encroachments giving the details.
- He will assist the Range Officer in the Execution of works, detection and investigation of forest offences, checking of forest produce in transit, and assist in other works.
- He should see that the Preliminary Offences report in respect of forest offences detected by him and his Beat Guards are promptly sent to the Range Officer and the Divisional Forest Officer.
- He should submit his weekly diaries promptly to Range Officer giving details of cases booked and works executed.
- He will wear uniform when on duty and carry with him a map of his Section, diary, bill book, Form A.B.D. books C.F. 140 etc.,
- He should not correspond or file any representations except through his Range Officer.
- He shall also perform any other duties that are allotted to him by his superior officers.

#### **157. Forest Guards:-**

- Forest Guard should know the boundaries of his Beat thoroughly and prevent encroachment, and protect his Beat against injury from fire or other causes.
- He should petrol the forests constantly in his Beat to prevent offences, and where the offences are detected he must record the offence in the Form – A and submit it promptly to Range Officer.
- He should maintain the boundary lines and boundary marks in forest blocks in proper order and repair.
- He should cut creepers and climbers during his perambulation in the Forests.
- He should keep the sign boards and name boards of forests, Plantation in good condition and repair.
- He should check forest produce in transit and see that the forest produce is not removed except in accordance with the transit rules.
- He should control and supervise over such of the works as ordered by Section Officer and Range Officer. He should carry out Silvicultural works such as sowing, Plantings, nursery works, Collection of seeds, Creeper cutting, pruning, thinning and other cultural operations as ordered by Section Officer and Range Officer.
- He should wear his uniform whenever on duty and carry the Forms A.B.C. books, diary book, bill book, beat map etc.,
- He should affix on illicitly cut stumps of trees in the forest, a hammer mark prescribed for the purpose, make a note of the exact locality, description and number of such stumps in his diary book and report about them to the Range Officer. Where such hammer marks are not found and when to reference to the report made can be produced, it will be presumed that the Forest Guard has failed to petrol and perform his functions properly.
- He should submit all his reports to the Section Officer and the Range Officer promptly and submit his weekly diaries promptly.

#### **158. Forest Watchers:-**

Forest Watchers are assigned to each territorial beat, to assist the Forest Guard in his duties. He should proceed along with the guard for patrolling and assist him in detecting offences and apprehending offenders. He should learn the Silvicultural operations being carried out in the beat, and should supervise the works as per instructions of guards, Section Officer and Range Officer. He should wear uniform whenever on duty, and carry a bill-book, beat map, report book along with him. He should prevent fires in Forests of his beats, and assist the guard in maintenance of fire lines, boundary marks etc., and he should attend to all other duties as may be assigned to him by his superior Officers.

#### **159. Tanadars at Check Posts:-**

Tanadar or officer in-charge of any checking Station, should stop every vehicle passing through the route to check the movement of forest produce. If any forest produce is being removed without a valid permit, he should seize the forest produce and book a forest offence, under transit rules. If the permit is valid, he should put his full signature, with date and time in token of verifying the forest produce under transit. He should take entries of all permits, that pass through the check post and record the description of forest produce, vehicle number, destination etc., in a register to be maintained in Form No 42 and cases, if any, booked should be indicated in the register. He should submit the reports of forest offences to his Section Officer or Range Officer.