

U.O. Note Rc.no.5288/2023/Admin-4, Dt.22.06.2023.

Sub: APFD - ADMIN - RTI Act, 2005 - Implementation of RTI Act, 2005 - Displaying and disseminating the information prominently under Section 4 (1) (b) of RTI Act by the Public Authorities and uploading the information to the website APSIC / A.P. State Portal - Information - Furnished - Regarding.

Ref: 1st Appellate Authority / DCF (MIS), O/o the PCCF & HoFF, A.P., Mangalagiri Ref. U.O.Note no.15512/2020/HR-5/RTI, dt.19.05.2023.

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In response to the reference cited, the information under Section 4 (1) (b) of RTI Act, 2005 pertaining to ADMIN section is furnished as follows.

i.	The particulars of its organization, functions and duties;	<p><u>Details of Organization:-</u></p> <p>Office of the Pri.Chief Conservator of Forests & Head of Forest Force, A.P., Mangalagiri.</p> <p>ADMIN Section:</p> <ul style="list-style-type: none">➤ Headed by (1) Senior IFS Officer in the rank of PCCF/APCCF/CCF.➤ Routing through (1) Middle level Officer in the rank of DCF/ACF.➤ Supervised by (1) Administrative Officer.➤ Files dealt/assisted by (3) Section Assistants (i.e., Senior Assistant/Junior Assistant). <p><u>Functions:-</u></p> <p>ADMIN Section consists of (4) seats which deals with entire Administration/Service Matters of AP Forest Department. The Subjects dealt in each seat are as follows.</p> <p>Admin-1:- All Service matters of IFS Officers.</p> <p>Admin-2:- All Service matters of DCFs, ACFs, A.Os, G.A.(NT).</p> <p>Admin-3:- All Service matters of Ministerial Staff working in Head Office Unit.</p> <p>Admin-4:- All Service matters of Outsourcing Employees working in Head Office, Trainings of IFS Officers, LCQ/LAQs, etc.,</p> <p><u>Duties:-</u></p> <ul style="list-style-type: none">➤ All files pertaining to ADMIN Section are processed by the concerned Section Assistants (i.e., Senior Assistant/Junior Assistant) and acts as a custodian of files.➤ The Administrative Officer supervises / scrutinize the files processed by the Section Assistants and forwards to the Middle Level Officer (i.e., Dy.CF/ACF).➤ The Middle Level Officer (Dy.CF/ACF) verifies/scrutinize the file with certain remarks and forwards to the Subject Head.➤ The Subject Head verifies the file and offers certain remarks/recommendations and forwards to the PCCF & HoFF, A.P., Mangalagiri.
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ii.	The powers and duties of its Officers and Employees;	The powers and duties of Officers and employees are mentioned in Sl.no.(1).
iii.	The procedure followed in the decision making process, including channels of supervision and accountability;	All files are processed / routed in the following structure. Section Assistant → Administrative Officer → Dy.C.F./ACF → Subject Head (PCCF/APCCF/CCF) → PCCF & HoFF, A.P., Mangalagiri. The decision making shall be made by the PCCF&HoFF, A.P., Mangalagiri duly following the relevant Rules, Acts and regulations and remarks/recommendations of the Subject Head.
iv.	The norms set by it for the discharge of its functions;	As prescribed under AP Forest Department Code (Volume- I & II).
v.	The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions;	<ul style="list-style-type: none"> ➤ A.P. Leave Rules, 1933 ➤ A.P. Forest Service Rules, 1997 ➤ A.P. State and Subordinate Service Rules, 1996 ➤ A.P. Forest Subordinate Service Rules, 2000 ➤ A.P. Civil Services (CCA) Rules, 1991 ➤ A.P. Ministerial Service Rules, 1998 ➤ A.P. Last Grade Service Rules, 1992 ➤ A.P. T.A.Rules, 1996 ➤ Fundamental Rules ➤ A.P. Reorganization of Forest Department
vi.	A statement of the categories of documents that are held by it or under its control;	<ul style="list-style-type: none"> ➤ Demi Official (D.O.) Letters ➤ Letters ➤ Proceedings ➤ Sanction Orders ➤ Memos ➤ Under Office (U.O.) Note ➤ Stock Files ➤ Registers
vii.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof;	Not applicable to ADMIN Section.
viii.	A statement of the boards, 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings, are accessible for public.,	Not applicable to ADMIN Section.
ix	A directory of its officers and employees;	<p>Dr. R.P. Khajuria, IFS (RR:1991), PCCF (Prod.) & (I/c.Admin) : +91 94408 15044</p> <p>Smt. G. Krishna Priya, DCF (NC) : +91 94927 29460</p> <p>Sri Syed Shammi, Administrative Officer : +91 93930 56379</p> <p>Sri S. Vijay Shankar, Senior Assistant (Admin-1) (FAC) & (Admin-4) : +91 79896 30776</p>

		Sri G. V. Hanumatha Rao, Senior Assistant (Admin-2) : +91 94412 50077 Smt.D.Tulasi Savithri, Senior Assistant (Admin-3) : +91 86398 46362
x	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month)	Pertains to A&P Section.
xi	The budget allocated to each of its agency, including the particular of all plans, proposed expenditures and reports on disbursements made;	Not applicable to ADMIN Section.
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable to ADMIN Section.
xiii	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable to ADMIN Section.
xiv	Details in respects of the information , available to or held by it, reduced in an electronic form;	Not applicable to ADMIN Section.
xv	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;	Not applicable to ADMIN Section.
xvi	The name, designations and other particulars of the Public Information Officers;	Available with PIO/RTI Section.
xvii	Such other information as may be prescribed; and thereafter update these publication every year;	Not applicable to ADMIN Section.

Sd/- Dr. R.P. Khajuria,
Pr. Chief Conservator of Forests (Prod.) &
(I/c.Admin)

To

The 1st Appellate Authority, Office of the PCCF & HoFF, A.P., Mangalagiri.
Copy to the Public Information Officer, Office of the PCCF & HoFF, A.P., Mangalagiri
for information.

//T.C.B.O.//

S. Sharmam:
Administrative Officer
23/06/23

23/06/23

I/943537/2024

U.O.Note no.16360/2016/B&A-1 dt. 03 .04.2024.

Sub: RTI Act, 2005 - Implementation of RTI Act, 2005 - Publication, Updation and dissemination of information under Section 4 (1) (b) of RTI Act, 2005 by the Public Authorities and upload to the website of APIC - Information pertaining to calendar year 2023 (i.e., from 01.01.2023 to 30.06.2023 and 01.07.2023 to 31.12.2023) - Information - Furnishing - Reg.

Ref: PCCF&HoFF, Andhra Pradesh, Mangalagiri UO Note no.15512/2020/HR-5/RTI, dt.02.04.2024.

Adverting to the reference cited, the information under Section 4(1)(b) of RTI Act, 2005 pertaining to B&A Section is enclosed herewith.

Encl: As above

Ramesh Kumar Suman
Prl.Chief Conservator of Forests
(Budget)

To
The DCF/PIO, Office of the Prl.Chief Conservator of Forests & HoFF, AP, Mangalagiri.

Information under section 4(1)(b) of RTI Act, 2005 in respect of
B&A Section, O/o the Prl.Chief Conservator of Forests & HoFF, A.P,
Mangalagiri.

i)	The particulars of its Organization, functions and duties;	<p>The B&A Wing is headed by the Prl. Chief Conservator of Forests (Budget), assisted by the CAO & Accounts Officer-1.</p> <p>The following subjects are being dealt in B&A wing in the O/o Principal Chief Conservator of Forests & HoFF, A.P, Mangalagiri.</p> <ol style="list-style-type: none"> 1. The entire Budget distribution in respect of Plan & Non-Plan schemes. 2. DoWA/DTA Authorization - Plan & NonPlan Schemes. 3. Budget speeches of Hon'ble Minister for Forest, Hon'ble Minister for, Finance Hon'ble Governor. 4. Expenditure & Revenue
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		<p>Progress Reports. 5. Revenue & allied correspondence. 6. Outcome Budget. 7. Number Statements. 8. Court Cases related to budget issues. 9. Reconciliation of Revenue and Expenditure figures with those booked in AG,s records both plan and Non-Plan. 10.Audit reports and Audit Paras of entire State. 11.Correspondence of Audit Committee reports. 12.Maintenance of stock files and Registers on the above subjects. 13.Tour Programmes and monthly D.O Reports of A.O.s. 14.Internal Audit reports and correspondence thereon. 15.PAC reports submission of replies on draft paras included in PAC report. 16. Correspondence on proposed draft paras for inclusion in C&AG report. 17.Implementation of PAC recommendations. 18. PAC meetings, Estimates Committee and other legislature committees and correspondence thereon etc.,</p>
ii)	The powers and duties of its officers and employees	<p>The powers and duties of the Officers and Employees pertaining to the B&A Section in hierarchy are as follows.</p> <p>1.Sri R.K.Suman, IFS, PCCF(Budget): Responsible for overall supervision and general direction in matters related to B&A Section. Routing of B&A Section files to the PCCF & HoFF, A.P, Mangalagiri for decision making.</p>

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		<p>Co-ordination with Government in B&A matters.</p> <p>2.Smt.V.Sarvani, CAO: Acting as Middle level officer in routing of B&A Section files. Attending any other works entrusted by the Superiors in Budget related matters.</p> <p>3.Sri M.Chalapathi Raju, Accounts Officer-I Acting as Middle level officer in routing of B&A Section files. Attending any other works entrusted by the Superiors in Budget related matters.</p> <p>3.Smt.D.Mohini Durga, Administrative Officer: Monitoring of B&A Section. Submission of B&A-1 & 2 seat files to the Accounts Officer-1 for further processing.</p> <p>4.Sri P.V.Ranga Rao, Senior Assistant (B&A-1): Attending the files related to B&A Section related matters in the entire State.</p>
iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>The decision making shall be made as per the following Rules, Acts and other guidelines issued by the Government: A.P Financial Code and other guidelines issued by the Government from time to time. AP Forest Department Code(Vol.I & II) General decision may be indicated by the PCCF (Budget) in routine matters. The final decision making authority is PCCF & HoFF, A.P. Mangalagiri The files are processed in the following sequence: Accounts Officer-1->CAO-> Prl. Chief Conservator of Forests (Budget)>PCCF & HoFF, A.P, Mangalagiri.</p>
iv)	The norms set by it for the discharge of its functions:	As noted in column no.(iii)

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v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As noted in column no.(iii)
vi)	A statement of the categories of documents that are held by it or under its control;	D.O.Letters Letters. Memos U.O.Notes
vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	NIL
viii)	A statement of the boards, 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;	Nil
ix)	A directory of its officers and employees;	<u>Sarvasri.</u> 1. Sri R.K.Suman, IFS - PCCF(Budget)- 90138 91179 2.Smt.V.Sarvani, CAO -8332975550/ 7386181762 3.Sri M.Chalapathi Raju, AO-1 - 8332975552 4.Smt. D.Mohini Durga, Administrative Officer - 0863- 2377500 - Extension - 541 5. Sri P.V.Ranga Rao, Sr.Asst. (B&A-1)
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month):	May be obtained from A&P Section.
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Every year the Government have allocated the Budget. Concerned Subject Heads have given particulars scheme wise for distribute the same to the DDOs.
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable to this wing.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable to this wing.

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xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	www.fmis.ap.gov.in
xv)	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;	No such facility available.
xvi)	The names, designations and other particulars of the Public Information Officers;	Not applicable to this wing.
xvii)	Such other information as may be prescribed; and thereafter update these publications every year.	Not applicable to this wing.

Ramesh Kumar Suman

Prl.Chief Conservator of Forests

(Budget)

U.O.Note No.15625/2018/CAMPA-I, dt:05/04/2024

Sub: A.P. State CAMPA - RTI Act, 2005 - Implementation of RTI Act, 2005 - Displaying and disseminating the information prominently under section of 4 of RTI Act by the public authorities and uploading the information to the website of APSIC / A.P. State Portal - submission of report pertaining to calender year 2023 - Regarding.

Ref: 1. Govt. Memo no.EFS01-COOR/95/2021-S.III, dt:11.08.2021.
2. U.O.Note No.15512/2020/HR-5/RTI, dt:02.04.2024.

Adverting to the references cited, the following information is furnished herewith pertaining to CAMPA wing on Section 4 1(b) for the calender year 2023:-

xviii. the particulars of its organization, functions and duties:

CAMPA wing is one of the section in the Office of the PCCF & HoFF, Andhra Pradesh, Mangalagiri.

Functions and Duties: Dealing with all the matters pertaining to Compensatory Afforestation Fund Management and Planning Authority in accordance with the Compensatory Afforestation Fund Act, 2016 and Compensatory Afforestation Fund Rules, 2018.

xix. the powers and duties of its officers and employees:

(from 01.01.2023 to 30.06.2023 and from 01.07.2023 to 31.12.2023)

Sl. no.	Name of the Officer/ employee	Designation	duties
1	Sri B.K. Singh, IFS.,	PCCF (CAMPA & SF)	Head of CAMPA wing. Decision making in CAMPA matters.
2	Smt. Ch. Deepa	ACF (SC)	Examining the issues under the CAMPA wing and to offer opinion as per relevant acts and rules and put up to PCCF (CAMPA & SF) for consideration and further action.
3	Smt. N. Sarada	Accounts Officer-III	Examining the issues regarding Accounts matter under CAMPA and to offer opinion as per relevant acts and rules and put up to ACF (SC) for further action.
4	Smt. P. Sreevidya (from 21.04.2023)	Administrative Officer	General supervision of CAMPA section.
5	Sri G.V. Hanumantha Rao (from 01.09.2023)	Sr. Asst.	Attendance of files relating to CAMPA-II (Review of Audit of CAMPA accounts and assistance to get audit done by 3 rd

			party (Chartered accountant) & O/o Accountant General etc.,)
6	Sri P. Narendra	Sr.Asst.	Attendance of files relating to CAMPA-I (APOs, revisions, general correspondence etc.,)
7	Sri B. Satyanarayana (AO retd.)	Contract Accountant (outsourcing)	Maintenance of Cash books, Review of Audit of CAMPA accounts and assistance to get audit done by 3 rd party (Chartered accountant) & O/o Accountant General
8	Sri D. Mani Ratnam	DEO (Outsourcing)	Duties of data entry operator of CAMPA section.

xx. the procedure followed in the decision making process, including channels of supervision and accountability;

The Decision making process, supervision and accountability is followed as per the Compensatory Afforestation Fund Act, 2016 and Compensatory Afforestation Fund Rules, 2018.

The proposal for the Annual Plan of Operations (APO) received from the divisions / Circles for the respective years are consolidated and placed before Andhra Pradesh State CAMPA Executive committee Headed by the PCCF & HoFF, A.P. after the approval of Executive committee, the APO is placed before Andhra Pradesh State CAMPA Steering committee headed by the Chief Secretary to Government, A.P. for approval. After the approval of the APO it is submitted to the National Authority (CAMPA), MoEF&CC, Gol for its approval.

The Budget released by the State Government will be allocated to the concerned Circle Heads / Divisional Forest Officers /DDOs with the approval of PCCF & HoFF, A.P., Mangalagiri. Monitoring of CAMPA is done at difference levels of Officers in the Department.

All the accounting and auditing of the financial statements are being done yearly by the Accounts Officers of the Circles , Divisions and in the Office of the Prl. Chief Conservator of Forests & Head of Forest Force. Further, the external audit is done by the chartered accountants and the consolidated annual financial statements are then forwarded to the Accountant General (AG) for certification.

As per the CAF Act, 2016 and CAF Rules, 2018 the independent concurrent Monitoring and evaluation and 3rd party monitoring of various works are carried out.

xxi. the norms set by it for the discharge of its functions;

The functions and powers of Andhra Pradesh State CAMPA Executive Committee, Steering Committee and Governing Body may be referred to in CAF Act, 2016 and CAF Rules, 2018.

xxii. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

All Acts, Rules, Regulations, guidelines and manual followed by the employees for discharging the duties, are available in department's website www.forests.ap.gov.in

xxiii. a statement of the categories of documents that are held by it or under its control;

- a. Files correspondences (sanctions, revisions, audit, etc of CAMPA funds)
- b. Annual Plan of Operations of CAMPA scheme
- c. Files related to budget and budgetary allocation
- d. Files related to legislative Assembly & parliamentary questions
- e. Progress reports

xxiv. the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Not mandated in the Act and Rules

xxv. a statement of the boards, 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;

As per Compensatory Afforestation Fund Act, 2016 and Compensatory Afforestation Fund Rules, 2018 - in G.O.Ms.No.106, EFS&T Dept. (sec.II), dt:26.10.2018 - Governing Body - Headed by Hon'ble Chief Minister,

Steering committee - Headed by Chief Secretary to Govt., A.P., Executive committee - headed by PCCF & HoFF have been constituted.

It is to inform that, the executive committee of AP State CAMPA has two NGOs nominated by the Government. The minutes of the meeting are accessible for public.

xxvi. a directory of its officers and employees:

Sl. no.	Name of the Officer/ employee	Mobile number
1	Sri Rahul Pandey, IFS., APCCF (CAMPA)	9948063203
2	Smt. Ch. Deepa, ACF (SC)	7382616136
3	Smt. N. Sarada, Accounts Officer-III	9949732420
4	Smt. P. Sreevidya, Administrative Officer	7816089086
5	Sri G.V. Hanumantha Rao, Senior Assistant	9441250077
6	Sri P. Narendra, Senior Assistant	8897475258
7	Sri B. Satyanarayana, AO (Retd.), AAO	9849885720
8	Sri D. Mani Ratnam, DEO	9494239853

*xxvii. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; **(This has to be updated every month)***

Does not pertain to CAMPA wing.

xxviii. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

The following is the APO 2023-24 and budget allotted under CAMPA
(Rs. in lakh)

Sl.no.	Head of Accounts	APO 2023-24	Budget allotted
1	Compensatory Afforestation	7450.54	8060.63
2	Catchment Area Treatment	708.99	1155.41
3	Integrated Wildlife Management Plan	77.75	86.00
4	NPV	12381.56	19591.72
5	Interest	741.00	1205.24
6	Others	1309.87	1415.24
	Total	22669.70	31514.24

xxix. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

--NIL--

xxx. particulars of recipients of concessions, permits or authorizations granted by it;

--NIL--

xxxi. details in respect of the information, available to or held by it, reduced in an electronic form;

Available in Forest Department's website - www.forests.ap.gov.in

xxxii. 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;

Public may seek information from field officers or the O/o the PCCF & HoFF, A.P. at Mangalagiri as well as through the Forest Department website.

xxxiii. the names, designations and other particulars of the Public Information Officers;

Available on Department's website.

xxxiv. such other information as may be prescribed; and thereafter update these publications every year;

--As and when required--

Rahul Pandey I F S
Addl. Prl. Chief Conservator of Forests (CAMPA)

To
The Public Information Officer,
& Dy. Director (CFM) (NT),
O/o. PCCF & HoFF, A.P., Mangalagiri.

2023 - F00

**GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT**

From
Sri R. Srinivasa Reddy,
Forest Utilization Officer,
AP, Mangalagiri.

To
The Principal Chief Conservator of
Forests & Head of Forest Force,
AP, Mangalagiri.

Rc.No.6/2021/FUO, dt:05.10.2023

Sir,

Sub: RTI Act 2005 – Implementation of RTI Act, 2005 – Publication, Updation and disseminate information under section 4(l)(b) of RTI Act, 2005 by the public authorities and upload to the website of APIC – Information pertaining to calendar year 2023 (i.e., 01.01.2023 to 30.06.2023) – Submitted – Regarding.

Ref: Deputy Director, O/o the PCCF & HoFF, AP, Mangalagiri U.O. Note No.15512/2020/HR-5/RTI, dt:27.09.2023

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With reference to above, I am herewith submitting 4(l)(b) information under RTI Act 2005 of the O/o the Forest Utilization Officer, AP, Guntur in the prescribed proforma for the period from 01.01.2023 to 30.06.2023 for favour of information.

Encl: As above.

Yours faithfully,
Sd/- R. Srinivasa Reddy
Forest Utilization Officer,
AP, Mangalagiri.

//t.c.b.o//


Administrative Officer

(Right to Information) from 01.01.2023 to 30.06.2023

4. (1) Every Public Authority shall –

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensures that all the records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

(b) Publish within one hundred and twenty days from the enactment of this Act, -

i. The particulars of its organization, functions and duties;

The FUIO section is headed by Forest Utilization Officer, AP, Mangalagiri

As per AP Forest code Volume-I, U/s 153, the duties of the Forest Utilization Officer are as follows:

- a) The FUIO will endeavor for the encouragement of more effective and intensive utilization of forest products in trade, industries etc., by having a register of inventories on available forest resources.
- b) 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.
- c) 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 information as sought by them.
- d) He will pool information on the developments in the utilization of forest products in the country and outside and document the information for easy reference, and make the information available to field officers.
- e) He will organize exhibitions, and make publicity to inform the developments in forestry and effective utilization of forest resources.
- f) He will give expert opinion after examining the cases referred to him to examine any samples of wood or forest products in any legal proceedings.

	<p style="text-align: center;">g) He will attend to any special work that may be entrusted to him by his superior officers.</p> <p>In addition to the duties mentioned in the U/s 153 of AP Forest Code Vol-I, the Forest Utilization Officer, AP, Mangalagiri is also having below mentioned duties:</p> <ol style="list-style-type: none"> 1. Collecting and depositing of Forest Benevolent Fund in the form of annual subscription amount from all DDOs in the Forest Department. After receipt of sanctioning orders from the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri the sanctioned amount is disbursed through cheque to the legal heir of the deceased employee. 2. Collection of DDs/Cheques after prior sanction of the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri through user agencies/concerned DFOs and getting it deposited in the bank for clearance of funds into the FUO/DDO account. <p>After receipt of orders from the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri the sanctioned amount from the FUO/DDO account is disbursed through cheque to the concerned.</p> <ol style="list-style-type: none"> 3. Attending co-ordination meeting conducting by the I & PR on National festivals, State festivals etc., and representation of AP Forest Department in the national (state festivals). 4. Periodical collection of forestry statistical data from all sections of the Head Office, circles and other departments for preparation of annual reports of AP Forest Department and submitting to the department under Govt. of AP and Govt. of India. 5. Publication of forestry statistical data annually in the form of magazines, reports etc., after prior approval from the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri
<p>ii. The powers and duties of its officers and employees;</p>	<p>The powers and duties of the officers and the section staff pertaining to the FUO section of the O/o the Forest Utilization Officer, AP, Mangalagiri are as follows.</p>

1. Sri R. Srinivasa Reddy, SFS, FOU, AP, Mangalagiri from 28.09.2022 to till to date

In addition to the duties mentioned in the Sl.No.1, the head of the Forest Utilization Office, AP, Mangalagiri, the Forest Utilization Officer, is responsible for overall supervision and in giving general directions in the matters relating to the O/o the Forest Utilization Officer, AP, Mangalagiri.

Routing of the FOU section files to the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri through the Prl. Chief Conservator of Forests (WP).

He is the 1st appellate authority under RTI act in the O/o the FOU, AP, Mangalagiri.

2. Sri M.C. Obula Reddy, FRO

Routing of files pertaining to the FOU section to the Forest Utilization Officer, AP, Mangalagiri for approval.

Guiding the statistical officers in preparation and consolidation of forestry statistical data.

General guidance in the establishment matters, maintenance of the cash books etc.

Attending to the any work entrusted by the FOU.

He is the Public Information Officer (PIO) in respect of RTI Act in the O/o the Forest Utilization Officer, AP, Mangalagiri

3. Sri M.P. Satyam, Administrative Officer from 08.08.2022 to till to date (Superintendent redesignated as Administrative Officer w.e.f. 29.03.2023)

Routing of files pertaining to the FOU section to the Forest Range Officer, O/o the Forest Utilization Officer, AP, Mangalagiri .

Monitoring of the FOU section and attending to the establishment matters.

Supervision of the Dy. Statistical Officers in preparation of the forestry statistical data related files.

He is the Assistant Public Information Officer (APIO) in respect of RTI Act in the O/o the Forest Utilization Officer, AP, Mangalagiri.

4. Smt K. Bhavani, Dy.S.O-II

Collection, preparation and consolidation of data received from all sections in the O/o the Prl. Chief Conservator of Forests & HoFF,

	<p>AP, Mangalagiri, Circles and other departments for submitting the forest related data for following the reports.</p> <ol style="list-style-type: none"> 1. Environment Statistics 2. Length of Roads under the Jurisdiction of AP Forest Department. 3. Facts & Figures of AP Forest Department 4. Forest at a Glance 5. Gross State Domestic Products 6. Annual Administrative Report 7. Socio-Economic Survey 8. ICFRE Report/ Forestry Statistics India-2020 9. Statistical Abstract <p>Routing of files pertaining to the forestry statistical data to the Administrative Officer, O/o the Forest Utilization Officer, AP, Mangalagiri</p> <p>5. Smt K. Vanaja, Dy.S.O-I</p> <p>Collection, preparation and consolidation of data received from all sections in the O/o the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri, Circles and other departments for submitting the forest related data for following the reports.</p> <ol style="list-style-type: none"> 1. Environment Statistics 2. Length of Roads under the Jurisdiction of AP Forest Department. 3. Facts & Figures of AP Forest Department 4. Forest at a Glance 5. Gross State Domestic Products 6. Annual Administrative Report 7. Socio-Economic Survey 8. ICFRE Report/ Forestry Statistics India-2020 9. Statistical Abstract <p>Routing of files pertaining to the forestry statistical data to the Dy.S.O.-II, O/o the Forest Utilization Officer, AP, Guntur for further scrutiny.</p> <p>6. Smt S. Vijaya Lakshmi, DY.RO</p>
<p>iii. The procedure followed in the decision making process, including channels of supervision and accountability;</p>	<p>The decision making shall be made as per following rules, acts and other guidelines issued by the Government and the Prl. Chief Conservator of Forests & HoFF, AP, Mangalagiri</p> <ol style="list-style-type: none"> 1. AP Forest Service Rules 1997 2. AP Forest Sub-ordinate Rules 2000 3. AP Forest Sub-ordinate Rules 1996 4. AP Ministerial Service Rules 1998 5. AP Forest Departmental Code I & II 6. AP Pension Rules

	<p>General decision may be indicated by the PCCF(WP) in routine matters.</p> <p>Final decision making authority is the PCCF & HoFF, AP, Mangalagiri.</p> <p>The files are processed in the following sequence. Dy.S.O-1 – Dy.S.O-II – Administrative Officer – FRO – FUO – PCCF(WP) – PCCF & HoFF.</p>
iv. The norms set by it for the discharge of its functions:	As noted in the column No.iii
v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As noted in the column No.iii
vi. A statement of the categories of documents that are held by it or under its control;	Office Proceedings/D.O Letters/U.O Notes/ Letters/ Work Orders/ Memos/ Office Orders.
vii. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	---- NIL ----
viii. A statement of the boards, 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;	---- NIL ----
ix. A directory of its officers and employees;	<ol style="list-style-type: none"> 1. Sri R. Srinivasa Reddy, SFS, FUO, AP, Mangalagiri. Ph.no.9440810581 2. Sri M.C. Obula Reddy, FRO, ph.0863-2377500/ extn.576 3. Sri M.P. Satyam, Administrative Officer, ph.0863-2377500/ extn.570 4. Smt K. Bhavani, Dy.S.O-II ph.0863-2377500/ extn.570 5. Smt K. Vanaja, Dy.S.O-I ph.0863-2377500/ extn.570 6. Smt S. Vijaya Lakshmi, DY.RO ph.0863-2377500/extn.570
x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this	Statement Enclosed

has to be updated every month)	
xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	No budget is allocated as there are no plan schemes
xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	---- NIL ----
xiii. Particulars of recipients of concessions, permits or authorizations granted by it.	---- NIL ----
xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;	www.fmis.ap.gov.in
xv. 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;	No library/ reading room available in this office.
xvi. The names, designations and other particulars of the Public Information Officers;	Sri R. Srinivasa Reddy, ACF/FUO is 1 st appellate authority Sri M.C. Obula Reddy, FRO is PIO and Sri M.P. Satyam, Administrative Officer is APIO
xvii. Such other information as may be prescribed; and thereafter update these publications every year;	---- NIL ----

Sd/- R. Srinivasa Reddy,
Forest Utilization Officer,
AP, Mangalagiri.

//t.c.b.o//


Administrative Officer

File No.EFS02-16039/2/2023-HRD SEC-PCCF

U.O.Note RTI/2018/HR-1 dt:10/06/2023

Sub: RTI Act, 2005 - Implementation of RTI Act, 2005 - Action under Section 4(1)(b) - Displaying the information prominently and upload to the website of Andhra Pradesh Information Commission - Information - Furnishing - Reg.
Ref: UO Note no.15512/2020/HR-5/RTI of DCF/PIO, Office of the Prl.Chief Conservator of Forests & HoFF, AP, Mangalagiri dt.19.05.2023.

Adverting to the reference cited, the information under Section 4(1)(b) of RTI Act, 2005 pertaining to HR Section is enclosed herewith.

Encl: As above

Anand Kumar Jha
Prl.Chief Conservator of Forests
(FCA/HRD)

To
The DCF/PIO, Office of the Prl.Chief Conservator of Forests & HoFF, AP, Mangalagiri.

Information under section 4(1)(b) of RTI Act, 2005 in respect of HR Section, O/o the Prl.Chief Conservator of Forests & HoFF, A.P, Mangalagiri.

i) The particulars of its Organization, functions and duties;	The HR Wing is headed by the Prl. Chief Conservator of Forests (FCA/HRD), assisted by the A.C.F.(FCA). The following subjects are being dealt in HR wing in the O/o Principal Chief Conservator of Forests & HoFF, A.P, Mangalagiri. The entire establishment matters of executive categories up to the category of FROs in all Circles such as transfers and postings, preparation of Seniority lists and panels for promotion as FRO category etc., The entire establishment matters of Ministerial categories up to Administrative Officer levels such as transfers and postings, preparation of Seniority lists and panels for promotion as Administrative Officer category and Technical Officer category except O/o the Principal Chief Conservator of Forests & HoFF, A.P, Mangalagiri. All the matters related to NMR/Daily-wage Employees/Village Forest Workers/Contract employees of entire State except O/o the Principal Chief Conservator of Forests & HoFF, A.P, Guntur.
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File No.EFS02-16039/2/2023-HRD SEC-PCCF

ii)	The powers and duties of its officers and employees	<p>The powers and duties of the Officers and Employees pertaining to the HR Section in hierarchy are as follows.</p> <p><u>1.Sri A.K.JHA, IFS, PCCF(FCA/HRD):</u> Responsible for overall supervision and general direction in matters related to HR. Routing of HR Section files to the PCCF & HoFF, A.P, Mangalagiri for decision making. Co-ordination with Government in HR matters. Designated as Chairperson to the Board of Control under A.P Training Rules</p> <p><u>2.Sri P.B.N.Kumar, ACF(FCA)</u> Acting as Middle level officer in routing of HR Section files. Attending any other works entrusted by the Superiors in HR matters.</p> <p><u>3.Smt.P.Padmaja, Administrative Officer:</u> Monitoring of HR Section. Submission of HR-1 & 2 seat files to the ACF (FCA) for further processing.</p> <p><u>4.Sri P.V.Ranga Rao, Senior Assistant (HR-1):</u> Attending the files related to Executive Establishment matters up to the category of FROs and Technical Officers in all Circles in the entire State.</p> <p><u>5.Sri K.V.S.Rajkumar, Senior Assistant (HR-2):</u> Attending the files related to Ministerial Establishment matters Administrative Officers and up to the category of Senior Assistants in all Circles in the entire State except O/o the PCCF & HoFF, A.P, Mangalagiri. Attending the files related to NMR/Daily-wage Employees/Village Forest Workers/Contract employees of entire State except O/o the Principal Chief Conservator of Forests & HoFF, A.P, Mangalagiri.</p>
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File No.EFS02-16039/2/2023-HRD SEC-PCCF

iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>The decision making shall be made as per the following Rules, Acts and other guidelines issued by the Government:</p> <p>A.P Forest Service Rules 1997 and other guidelines issued by the Government from time to time.</p> <p>A.P Forest Sub-ordinate Service Rules, 2000 and other guidelines issued by the Government from time to time.</p> <p>A.P State and Sub-Ordinate Service Rules, 1996 and other guidelines issued by the Government from time to time.</p> <p>The A.P Ministerial Service Rules 1998 and other guidelines issued by the Government from time to time.</p> <p>The A.P Last Grade Service Rules 1992 and other guidelines issued by the Government from time to time.</p> <p>The A.P General Subordinate Service Rules 1995 and other guidelines issued by the Government from time to time.</p> <p>AP Forest Department Code(vol.I & II)</p> <p>General decision may be indicated by the PCCF (FCA/HRD) in routine matters.</p> <p>The final decision making authority is PCCF & HoFF, A.P.</p> <p>The files are processed in the following sequence: ACF(FCA)->PCCF(FCA/HRD)-> PCCF & HoFF, A.P, Mangalagiri.</p>
iv)	The norms set by it for the discharge of its functions:	As noted in column no.(iii)
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As noted in column no.(iii)
vi)	A statement of the categories of documents that are held by it or under its control;	D.O.Letters Letters. Memos U.O.Notes

File No.EFS02-16039/2/2023-HRD SEC-PCCF

vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	NIL
viii)	A statement of the boards, 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;	<p><u>1.Departmental Promotion Committee (in respect of FROs)</u> <u>(As per G.O.Rt.No.55, EFS&T.(Sec.II) Dept. dt.01.07.2021):</u></p> <ol style="list-style-type: none"> 1. PCCF & HoFF, A.P, Mangalgiri - Chair person. 2. Commissioner, Transport Department, Andhra Pradesh - Member. 3. Special Secretary to Government, EFS&T Department, Velagapudi - Member
ix)	A directory of its officers and employees;	<p><u>Sarvasri.</u></p> <ol style="list-style-type: none"> 1.A.K.Jha, IFS-PCCF(FCA/HRD) - 94408 10012 2.P.B.N.Kumar,ACF(FCA) - 99486 32333 4.Smt. P.Padmaja Superintendent - 0863- 2377500 - Extension - 504 5. P.V.Ranga Rao, Sr.Asst.(HR-1) 6. K.V.S.Rajkumar, Sr.Asst.(HR- 2)
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month):	May be obtained*from A&P Section .

File No.EFS02-16039/2/2023-HRD SEC-PCCF

xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable to this wing.
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable to this wing.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable to this wing.
xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	www.fmis.ap.gov.in
xv)	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;	No such facility available.
xvi)	The names, designations and other particulars of the Public Information Officers;	Not applicable to this wing.
xvii)	Such other information as may be prescribed; and thereafter update these publications every year.	Not applicable to this wing.

Anand Kumar Jha

Prl.Chief Conservator of Forests

(FCA/HRD)

U.O note no. EFS02-17/3/2018-IT, Dt. 10/01/2024.

Handwritten signature and initials: BITM

Ref: APFD - IT - RTI Act, 2005 - Implementation of RTI Act, 2005 - Publication, Updation and disseminate information under section 4(1)(b) of RTI Act, 2005 by the public authorities and upload to the website of APIC - Information pertaining to calendar year (i.e., from 01.01.2022 to 30.06.2022 and 01.07.2022 to 31.12.2022) - Furnishing of Information - Regarding.

Ref: DCF(MIS) and 1st Appellate Authority, O/o the PCCF&HoFF, A.P., Mangalagiri, U.O. note no. 15512/2020/HR-5/RTI, dt. 19.05.2023.

Adverting to the Reference, the information under Section 4(1)(b) of RTI Act, 2005 in (17) columns proforma pertaining to IT section is furnished herewith.

Right to information and obligations of Public Authorities

(Right to information)

(1) Every Public Authority shall-

a) maintain all its records duly catalogued and indexed in a manner and the from which facilitates the right to information under this ACT and ensures that all the records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

b)publish within one hundred and twenty days from the enactment of this Act	
xviii. The particulars of its organization functions and duties;	IT Section, O/o the PCCF & HoFF, A.P., Mangalagiri. IT section is headed by Principal Chief Conservator of Forests (Research & IT) who is in turn assisted by Deputy Conservator of Forests (IT) and Forest Range Officer (on OD), IT section, GIS and MIS team consisting of Project Scientists. The main function of IT wing is GIS and MIS:- Geomatic activities, maintenance of APFMIS applications, Procurement of IT equipment, Implementation of e-Office & Biometric attendance,Authentication of DGPS Survey data,Provide support for various activities in Head office and in field like e-Green watch,Monitoring of Forest Fire Project etc
xix. the powers and duties of its officers and employees;	The IT section is an integral part of the O/o the PCCF, HoFF, A.P., Mangalagiri.

	<p>The powers and duties of the Officers and employees pertaining to IT wing.</p> <p>1. Sri. Ajaya Kumar Naik, IFS., Principal Chief Conservator of Forests (Research & IT)</p> <p>(a) Responsible for overall supervision and general direction in matters related to IT activities.</p> <p>(b) Routing of IT section files to PCCF & HoFF for decision making.</p> <p>(c) Coordination with Government regarding IT matters.</p> <p>2. Sri. Phani Kumar Naidu, Deputy Conservator of Forests (IT)</p> <p>(a) Guidance in routing of section files as per rules and acts.</p> <p>(b) Attend any other works entrusted by superiors in IT matters.</p> <p>3. Smt. N. Radha Kumari, Forest Range Officer (OD)</p> <p>(a) Guidance and routing of Section files.</p> <p>4. Smt. C. Surya Padmaja, Administrative Officer.</p> <p>(a) Monitoring and processing files as per rules and acts for further action.</p>
<p>xx. the procedure followed in the decision making process, including channels of supervision and accountability;</p>	<p>The decision making shall be made as per rules, acts and other guidelines issued by the Government. Generally followed rules and guidelines are:</p> <ol style="list-style-type: none"> 1. Procurement Policy of Andhra Pradesh. 2. E-Office and Aadhar enable Bio-metric Attendance System (AEBAS) implementation guidelines of Government. 3. Forest Survey India (FSI) guidelines /Methodology for Geomatic activities. <p>The Final decision making authority is Prl. Chief Conservator of Forests & HoFF, A.P., Mangalagiri .</p>

	The files are processed in the following sequence. IT Section - FRO (OD) or FRO(GIS) - DCF (IT) - PCCF (Research & IT) - PCCF & HoFF.
xxi. The norms set by it for the discharge of its functions:	As per the norms in accordance with rules and guidelines mentioned in Column (XX) above.
xxii. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As per the norms in accordance with rules and guidelines mentioned in Column (xx) above.
xxiii. a statement of the categories of documents that are held by it or under its control;	Letters / Memos / U.O Notes / DO letters / Maps / MIS application documents.
xxiv. the particulars of any arrangement that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof;	NIL
xxv. a statement of the boards, 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;	IT Procurement Committee is constituted in the O/o PCCF & HoFF, A.P, Mangalagiri.
xxvi. a directory of its officers and employees;	<ol style="list-style-type: none"> 1. Sri. Ajaya Kumar Naik, IFS., PCCF (Research & IT), Ph.no.9432339537. 2. Sri. Phani Kumar Naidu, DCF (IT), Ph.no. 8106668388. 3. Smt. N. Radha Kumari, FRO (OD), Ph.no. 9030188876 4. Smt. C. Surya Padmaja, Administrative Officer. Ph.no. 0863-2377500-Extension-576.
xxvii. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month)	The information pertains to A&P Section.
xxviii. the budget allocated to	IT section

each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Compensatory Afforestation Scheme (CAMPA -NPV) and other projects implemented in the Dept. Action plan PROPOSED for Rs. 328.80 lakh during 2023-24 under CAMPA	
	Scheme	APO Proposed, 2023-24
	CAMPA-NPV	328.80
		APO Approved and released
		127.66 lakhs
xxix. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	NIL	
xxxx. particulars of recipients of concessions, permits or authorizations granted by it;	NIL	
xxx. details in respect of the information, available to or held by it, reduced in an electronic form;	Available in www.forests.ap.gov.in and www.fmis.ap.gov.in and www.gis.ap.gov.in	
xxxii. 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;	NIL	
xxxiii. the names, designations and other particulars of the Public Information Officers;	NIL	
xxxiv. such other information as may be prescribed; and thereafter update these publications every year;	NIL	

Ajaya Kumar Naik
Principal Chief Conservator Of Forests

To,

✓ The Deputy Conservator of Forests & 1st Appellate Authority, O/o the PCCF & HoFF, A.P., Mangalagiri.

Copy to Stock File.

Digitally Signed by Ajaya
Ajaya Kumar Naik
Date: 10-01-2024 20:15:29
Reason: Approved

U.O.Note.No.7400/2021/Prod.2

dated:10/04/2024

Sub: APFD - RTI Act, 2005 - Implementation of RTI Act, 2005 - Displaying and disseminating the information prominently under Section 4 (1) (b) of RTI Act by the Public Authorities and uploading the information to the website APSIC / A.P. State Portal - Information - Furnished - Regarding.

Ref:- 1. Asst. Conservator of Forests (PMU)/PIO & Dy. Director (CFM - NT), U.O Note no.15512/2020/HR-5/RTI, dt 16.06.2023.
2. Prl.CCF & HoFF, A.P., Rc.No.7400/2021/Prod.2, dt.07.07.2023.
3. PCCF&HoFF, U.O Note no.15512/2020/ HR-5/RTI, dt.02.04.2024.

Adverting to the reference 3rd cited, the 4(1) (b) information pertaining to Production section was already furnished in this office reference 2nd cited. A copy of the same is sent herewith for ready reference.

Encl:- As above

Rajendra Prasad Khajuria
Principal Chief Conservator Of Forests

To

The Dy. Director (CFM) (NT) & Public Information Officer, O/o the Prl. Chief Conservator of Forests & HoFF, A.P., Mangalagiri.

U.O. Note Rc.no.7400/2021/Prod.2.

Dt.07/07/2023

Sub: APFD - RTI Act, 2005 - Implementation of RTI Act, 2005 - Displaying and disseminating the information prominently under Section 4 (1) (b) of RTI Act by the Public Authorities and uploading the information to the website APSIC / A.P. State Portal - Information - Furnished - Regarding.

Ref:- Asst. Conservator of Forests (PMU)/PIO & Dy. Director (CFM - NT), U.O Note no.15512/2020/HR-5/RTI, dt 16.06.2023.

Adverting to the reference cited it is informed that the information pertaining to Production section has already been uploaded and updated in the Forest Department website.

The information under Section 4 (1) (b) of RTI Act, 2005 pertaining to Production section is furnished as follows.

<p>i.</p>	<p>The particulars of its organization, functions and duties;</p>	<p><u>Details of Organization:-</u></p> <p>Office of the Prl.Chief Conservator of Forests & Head of Forest Force, A.P., Mangalagiri.</p> <p><u>PRODUCTION Section:</u></p> <ul style="list-style-type: none"> • Headed by (1) Senior IFS Officer in the rank of PCCF/APCCF/CCF. • Routing through (1) Middle level Officer in the rank of DCF/ACF. • Supervised by (1) Administrative Officer / Superintendent. <p><u>Functions:-</u></p> <p>Section consists of (4) seats which deals with following subjects</p> <p>Prod-1:- Dwajastambhams to the Temples.</p> <p>Prod-2:- Red Sanders.</p> <p>Prod-3:- Sawmills.</p> <p>Prod-4:- DET, Scheme.</p> <p><u>Duties:-</u></p> <ul style="list-style-type: none"> • All files pertaining to PRODUCTION Section are processed by the concerned Section Assistants (i.e., Senior Assistant/Junior Assistant) and acts as a custodian of files. • The Administrative Officer
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		<p>supervises / scrutinize the files processed by the Section Assistants and forwards to the Middle Level Officer (i.e., Dy.CF/ACF).</p> <ul style="list-style-type: none"> • The Middle Level Officer (Dy.CF/ACF) verifies/scrutinize the file with certain remarks and forwards to the Subject Head. • The Subject Head verifies the file and offers certain remarks/recommendations and forwards to the PCCF & HoFF, A.P., Mangalagiri.
ii.	The powers and duties of its Officers and Employees;	The powers and duties of Officers and employees are mentioned in Sl.no.(i).
iii.	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>All files are processed / routed in the following structure. Section Assistant → Administrative Officer → Dy.C.F./ACF → Subject Head (PCCF/APCCF/CCF) → PCCF & HoFF, A.P., Mangalagiri.</p> <p>The decision making shall be made by the PCCF&HoFF, A.P., Mangalagiri duly following the relevant Rules, Acts and regulations and remarks/recommendations of the Subject Head.</p>
iv.	The norms set by it for the discharge of its functions;	As prescribed under AP Forest Department Code .
v.	The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions;	<p>http://forests.ap.gov.in > WINGS > Forest Produce & Industries Based on Wood > PRODUCTION GOs/Acts/Rules > Wood Based Industries</p> <p>List of GOs and Circulars pertaining to Production section is enclosed.</p>
vi.	A statement of the categories of documents that are held by it or under its control;	<ul style="list-style-type: none"> • Demi Official (D.O.) Letters • Letters • Memos • U.O. Note • Stock Files • Registers
vii.	The particulars of any arrangement	Not applicable to PRODUCTION

	that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof;	Section.
viii	A statement of the boards, 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings, are accessible for public.,	State Level Committee (SLC) on Wood Based Industries. The minutes are available online at: http://forests.ap.gov.in > WINGS > Forest Produce & Industries Based on Wood > PRODUCTION GOs/Acts/Rules > Minutes of the SLC
ix.	A directory of its officers and employees;	Dr. R.P. Khajuria, IFS (RR:1991), PCCF (Prod.): +91 94408 15044 Smt. G. Krishna Priya, DCF (NC) : +91 94927 29460 Smt V. Lakshmi Parvathy, Administrative Officer : +91 96421 85527 Sri S.V. Narasimha Rao, Superintendent: +91 93937 10978
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month)	Not applicable to PRODUCTION Section.
xi.	The budget allocated to each of its agency, including the particular of all plans, proposed expenditures and reports on disbursements made;	Not applicable to PRODUCTION Section.
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable to PRODUCTION Section.
xiii	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable to PRODUCTION Section.
xiv	Details in respects of the information, available to or held by it, reduced in an electronic form;	Not applicable to PRODUCTION Section.
xv.	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;	Not applicable to PRODUCTION Section.
xvi	The name, designations and other particulars of the Public Information	Not applicable to PRODUCTION Section.

	Officers;	
xvi i.	Such other information as may be prescribed; and thereafter update these publication every year;	Not applicable to PRODUCTION Section.

The same may be downloaded from the APFD website and uploaded in the website of APSIC / A.P. State Portal.

Rajendra Prasad Khajuria
Principal Chief Conservator Of Forests

To
The PIO & Dy. Director (CFM - NT), Office of the Principal Chief Conservator of Forests & HoFF, Andhra Pradesh, Mangalagiri.

Copy submitted to the Prl. Chief Conservator of Forests (IT), Office of the Principal Chief Conservator of Forests & HoFF, Andhra Pradesh, Mangalagiri, for favour of information and necessary action.

File No.EFS02-19030/40/2020-VIG SEC-PCCF

Vig.
24/5/23

U.O.Note no.EFS02-19030/40/2020/Vig-2, Date:24/05/2023

Sub: PS - FD - RTI Act,2005 - Implementation of RTI Act,2005 - Publication, - Updation and disseminate information under Section 4 (1) (b) of RTI Act,2005 by the public authorities and upload to the website of Andhra Pradesh Information Commission (APIC) - Information pertaining to Calendar Year(i.e., 01.01.2022 to 30.06.2022 and 01.07.2022 to 31.12.2022 - Information called for - Furnished - Reg.

Ref:- DCF, 1st Appellate Authority, O/o the PCCF & HoFF, A.P, Mangalagiri
U.O.Note.no.15512/2020/HR-5/RTI, dt.19.05.2023.

Adverting to the reference cited, the information under Section 4(1)(b) of RTI Act,2005 in (17) columns proforma pertaining to Vigilance Section is furnished herewith for the year 2021-22.

Encls: As above.

K

Gopinatha Additional Principal Chief Conservator Of Forests

To
The Dy.Conservator of Forests(MIS)/1st Appellate Authority,
O/o the Prl.Chief Conservator of Forests & HoFF,
A.P, Managalagiri.

put up
25/5/23

Right to Information Act and obligations of Public Authorities

Vigilance Section, O/o the Prl.Chief Conservator of Forests & HoFF, A.P, Managalagiri.

i)	The particulars of its Organization, functions and duties;	Vigilance Section, O/o Principal Chief Conservator of Forests & HoFF, A.P, Managalagiri. The Vigilance Wing is headed by an Addl. Prl.Chief Conservator of Forests(Vig.) who in turn is assisted by an A.C.F/F.U.O & (2)
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		<p>Vigilance Parties headed by the Divisional Forest Officers, Vig-I & II. There are (08) Flying Squad Parties headed by the Divisional Forest Officers and the Flying Squad Divisions are stationed at Visakhapatnam, Rajahmundry, Guntur, Atmakur, Kurnool, (RS)Kadapa, Piler & Tirupati functioning at field level for effective protection of vulnerable Forest areas with their staff.</p> <p>The main function of the Vigilance Wing is to ensure Forest Protection carried out by the Frontline staff (i.e., ABO, FBO, FSO & Dy.RO) and also inquire into the allegations, take-up surprise inspections and conduct surprise checks for detection of illicit forest produce in storage and patrolling the vulnerable areas to check and curb the smuggling of valuable forest produce.</p> <p>The Subjects dealt in this Section are as follows:</p> <p>Vigilance-1 Seat</p> <p>i. Vigilance matters such as Newspaper clippings, Complaint Petitions, ACB Cases, Vigilance & Enforcement Cases, Initiation of Disciplinary cases.</p> <p>Vigilance-2 Seat:</p> <p>ii. All Forest Protection matters such as monitoring of forest protection issues, Red Sanders protection issues, Convening of all meetings relating to forest protection such as Flying Squad Divisions Review meetings (Monthly) and Protection meetings at State level under the Chairmanship of the Chief Secretary to the Government, A.P & Principal Secretary, Home Affairs, A.P, etc., as per the guidelines of the Government issued from time to time.</p>
ii)	The powers and duties of its Officers and employees;	<p>The Vigilance Section is an integral part of O/o the PCCF & HoFF, A.P.</p> <p>The powers and duties of the Officers and Employees pertaining to the Vigilance Section in hierarchy are as follows:</p>

		<p><u>1.Dr.K.Gopinatha.IFS, APCCF(Vig.):</u> -Responsible for overall supervision and General Direction in matters related to Vigilance and Forest Protection. -Routing of Vigilance Section files to the PCCF & HoFF, A.P for decision making. -Convenor for Forest Protection meetings at State Level. -Co-ordination with Government in Vigilance matters.</p> <p><u>2.Sri R.Sreenivasa Reddy, A.C.F/F.U.O:</u> -Guidance in routing of Vigilance Section files. -Attend any other works entrusted by the Superiors in Vigilance matters.</p> <p><u>3.Sri S.Subba Rao, Administrative Officer:</u> -Monitoring of Vigilance Section -Submission of Vig-1 & 2 seat files to the ACF/FUO for further examination/process.</p> <p><u>4.Sri P.V.Y.S.S.Prasad, Senior Assistant (Vig.1):</u> Attend the files related to Vigilance matters as mentioned in column no.(1)</p> <p><u>5.Sri G.Bharat Kumar, Junior Assistant (Vig.2):</u> Attend the files related to Forest Protection as mentioned in column no.(1).</p>
<p>iii)</p>	<p>The procedure followed in the decision making process, including channels of supervision and accountability;</p>	<p>The decision making shall be made as per the following Rules, Acts and other guidelines issued by Government: -APCS(CCA) Rules,1961 & Conduct Rules,1964 and other relevant guidelines issued by Government from time to time. -The Andhra Pradesh Forest Act,1967 and Statutory Rules made thereunder. -A.P.Forest Department Code(Vol.I & II).</p> <p>The general decision making shall be made by the APCCF(Vig.) in routine matters.</p> <p>The final decision making authority is the</p>

		PCCF & HoFF, A.P, Mangalagiri. The files are processed in the following sequence: A.C.F/F.U.O -> APCCF(Vig.)-> PCCF & HoFF, A.P.
iv)	The norms set by it for the discharge of its functions:	As mentioned in column no.(iii)
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As mentioned in column no.(iii)
vi)	A statement of the categories of documents that are held by it or under its control;	D.O.Letters Letters Memos U.O.Notes
vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	NIL
viii)	A statement of the Boards, 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;	1.State Level Red Sanders Protection Committee: (As per G.O.Rt.no.24, EFS&T(Sec.II) Deptt., dt.15.02.2019): i)Chief Secretary to Government: Chairman ii)Principal Secretary to Government, EFS&T Department : Member iii)Principal Secretary to Government, Home Department : Member. iv)Director General of Police, A.P: Member v)Transport Commissioner, A.P: Member vi)Chief Executive Officer(Real Time Governance) : Member vii)Principal Chief Conservator of Forests & HoFF, A.P, Guntur : Member-Convener 2.State Level Committee for Protection

	<p>of Forests & Wildlife (As per G.O.Rt.no.499, EFS&T(FOR.I) Department, dt.29.09.2010):</p> <p>i) Chief Secretary to Government: Chairman ii) Principal Secretary to Government, EFS&T Department: Member iii) Director General of Police: Member iv) Commissioner, Land Revenue: Member v) Chief Commercial Manager (Freight & Marketing) South Central Railways, Secunderabad: Member vi) Secretary, Tribal Welfare: Member vii) Secretary, Finance Department (Looking after the Forest Budget): Member viii) Principal Chief Conservator of Forests & Head of Forest Force, A.P: Member Convener ix-a) Sri Patlolla Shasidhar Reddy, MA, LLB, Advocate, Ex-MLA, Medak, Hyderguda, Hyderabad: Member ix-b) Sri E.Muniswamy Raju, N.R.Kandiga Village & Post, Karvetinagaram(M), Chittoor District Pin:517 582: Member</p> <p>Proposals were submitted to Government for Re-constitution of the Committee headed by the Chief Secretary to Government in Ref.no.46551/2012/Vig-2, dt.28.02.2019. Orders are awaited.</p> <p>3) Sub-Committee for Protection of Red Sanders forests in the State of Andhra Pradesh (As per G.O.Rt.no. 124, Home (Gen.B) Department, dt.04.02.2019):</p> <p>1. Principal Secretary to Government, Home Department, A.P: Chairman. 2. Addl.Principal Chief Conservator of Forests (Vigilance) : Member Convener. 3. I.G.of Police & Head of Task Force, Red Sanders Anti-Smuggling Task Force, Tirupathi: Member. 4. Dy. Inspector General of Police (Co-ordination), O/o the DGP, Andhra Pradesh: Member.</p>
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		5.Director, Real Time Governance, A.P.Secretariat : Member. 6.Representative of Transport Department : Member
ix)	A directory of its Officers and employees;	1.Dr.K.Gopinatha,IFS-APCCF(Vig) : 94408 10132 2.Smt.R.Sreenivasa Reddy, A.C.F/F.U.O 9440810581 3.Sri S.Subba Rao, Administrative Officer: 0863-2377500 - Extension-509 5.Sri P.V.Y.S.S.Prasad, Sr.Asst.(Vig.1) 6.Sri G.Bharat Kumar, Sr.Asst.(Vig.2)
x)	The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month):	The information has to be furnished by the Accounts & Pension Section.
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Schemes being dealt in Vigilance Section are as follows: 1.Forest Fire Prevention & Management (Centrally Sponsored Scheme):(Centre: 60% + State: 40%) During the Calendar year 2022, APO proposals including revalidation amount have been submitted to the GoI, MoEF&CC(FPD), New Delhi through Government of A.P for Rs.1013.00 lakh in Lr.no.EFS01-COOR/60/2022-Sec.III(1777895), dt.24.08.2022(Central Share: Rs.570.466 lakh + State share: Rs.442.534 lakh). However, an amount of Rs.116.02 lakh revalidation of Central Share was credited into SNA Account on 28.09.2022. The same was distributed to all Circle Heads. State Government has also been addressed to release the revalidated fund of Rs.139.57 lakh. Orders are still awaited. No fresh amount has been sanctioned during the Calendar year 2022. 2.Red Sanders Protection Scheme: During the Calendar year 2022, an amount Rs.1,500.00 lakh was allotted in the BEs.

xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	NIL.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	NIL.
xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	www.fmis.ap.gov.in
xv)	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;	--
xvi)	The names, designations and other particulars of the Public Information Officers;	--
xvii)	Such other information as may be prescribed; and thereafter update these publications every year.	--

K Gopinatha
 Addittional Principal Chief
 Conservator Of Forests

I/773442/2023

U.O.Note no:EFS02-22088/34/2020/WLR-1,Dt:02/06/2023

Sub: RTI Act, 2005 - Implementation of RTI Act, 2005 - Action under Section (b)-
Displaying the information prominently and upload to the website of Andhra
Pradesh Information Commission - Information - Called for - Regarding

Ref: U.O note no.15512/2020/HR-5/RTI, dt.19.05.2023.

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Adverting to the reference cited, the following Information is furnished herewith
pertaining to WLR wing on Section 4(1)(b):-

1. The particulars of the organization, functions and duties:

-- Not pertains to WLR section. --.

2. The powers and duties of its officers and employees :

Sl no	Name of the Officer / Employee	Designation	Duties
1.	Sri B.K Singh, IFS	PCCF (CAMPA & SF) I/c WLR	Head of WLR wing.
2.	Smt. P. Syamala Sri D. Phani Kumar Naidu	DCF(PMU- II)01.06.2022 to 28.08.2022. ACF(PMU-II) 29.08.2022 to till date	Examining the issues under the WLR wing and to offer opinion as per relevant Acts & Rules and put up to P CCF(CAMPA & SF) I/c WLR for consideration and further action.
4.	Smt. A. Seetha Maha lakshmi	Administrative Officer	General section supervision of the WLR
5.	Smt. A.Punya Kumari Smt. K. Thirupathamma	Technical Officer (01.07.2022 to 31.07.2022) Technical Officer 01.08.2022 onwards.	Notification of Forest Blocks (CA/ non CA) under various sections, Sanction of various Estimates and filing of Completion Reports.
6.	Smt. K. Koteswari devi	Senior Assistant	Court issues and general correspondence of WLR wing

3. The procedure followed in the decision making process, including channels of
supervision and accountability:

- The issues related to Land issues for notification under various sections and the Estimates and CRs and Court cases received from the DFOs through Circle Heads will be scrutinized and sent to Government duly approved by the Prl. Chief Conservator of Forests & Head of Forest Force through the DCF/ ACF concerned for further process under Andhra Pradesh Forest Act, 1967

I/773442/2023

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- Estimates and CRs are scrutinized and submitted through the DCF/ACF and subject head concerned to the PCCF & HoFF for orders
4. The norms set by it for the discharge of its functions:
- Timely obtaining Proposals/ Information for notification of Forest Blocks and Court Cases.
- Scrutiny of the Proposals of notification under various sections for perusal and approval of Prl. Chief Conservator of Forests & Head of Forest Force for onward submission to Government.
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

All Acts, Rules, Regulations, guidelines and manuals followed by the employees for discharging the duties, are available in department's website www.forests.ap.gov.in and also in State Government Website www.ap.gov.in.

6. A statement of the categories of documents that are held by it or under its control:
- Files of Correspondence
- Files related to Notification Proposals for Forest Blocks (CA & non CA)Progress Reports.
- Files related to Sanction of Estimates, filing of CRs, Progress reports.
- Files related to Court Cases and Progress Reports.
7. The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof:

--Not related to WLR wing--.

8. A statement of the boards, 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:

--Nil--.

9. A directory of its officers and employees:

Sl.no.	Name of the Officer / Employee	Mobile number
1.	Sri B.K Singh, IFS	8333997699
2.	Smt P. Syamala	9848092797
2.	Sri D. Phani Kumar Naidu	8106668388
3.	Smt A.Seetha Maha lakshmi	P.B. No. 0863-2377500,

I/773442/2023

4.	Smt A Punya Kumari	Ext.548
5	Smt K. Tirupathamma	
6.	Smt K Koteswari Devi	

10.The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

To be provided by Admin/A&P Section.

11.The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

--Nil--

12.Particulars of recipients of concessions, permits or authorizations granted by it:

--Nil--

13.Details in respect of the information, available to or held by it, reduced in an electronic form:

Available in department's website www.forests.ap.gov.in.

14.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:

--Does not arise--.

15.The names, designations and other particulars of the Public Information Officers:

--Not related to WLR wing--.

16.Such other information as may be prescribed; and thereafter update these publications every year:

--Nil--.

B K Singh
PrI.Chief Conservator of
Forests
(CAMPA & SF) I/c WLR

To
The Deputy Conservator of Fortes, (MIS) & 1st
Appellate Authority ,
O/o PrI. Chief Conservator of Forests & HoFF, A.P.,
Mangalagiri.

U.O.Note to Deputy Director, RTI, O/o the PCCF & HoFF, AP, Mangalagiri

Rc. No: EFS02/20/2021/WP

Dt: 08/01/2024

Sub: RTI Act 2005-Implementation of RTI Act 2005-Publication, Updation and disseminating information under section 4 (1) (b) of RTI Act, 2005 by the public authorities and upload to the website of APIC- Information pertaining to calendar year (i.e., 01.01.2022 to 30.06.2022 and 01.07.2022 to 31.12.2022)- Furnishing-Reg.

Ref: Deputy Director, UO Note no. 15512/2020/HR-5/RTI, dt: 27.09.2023.

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In response to the reference cited, the 4(1)(b) information pertaining to Working Plan wing for the calendar year from 01.01.2022 to 30.06.2022 and 01.07.2022 to 31.12.2022 is furnished here with as desired for taking further action in the matter.

Encl.4(1)(b)information

Manoharan Revathi
Addl. Prl. Chief Conservator of Forests(R/s)

Right to Information Act and obligations of Public Authorities

Working plan, O/o. Prl. Chief Conservator of Forests & HoFF, AP, Guntur for the Period from 01.01.2022 to 30.06.2022

i)	The particulars of its Organization, functions and duties;	Working plan Section, O/o. Principal Chief Conservator of Forests & HoFF, AP, Guntur. To monitor and finalize the working plans prepared by all divisions in the State as per the National working plan code 2014.
ii)	The powers and duties of its officers and employees	Prl. Chief Conservator of Forests (WP) Head of working plan wing guiding the circle and division officers in preparation of working plans as per National working plan code 2014. Superintendent To assist the PCCF (WP) in processing the files in e-office on official correspondence.
iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	The Working Plan is a tool for scientific management of forests, evaluating the status of forest resources, assessing the impact of past management practices

		<p>and deciding the suitable management interventions for the future through a written statement of prescription titled as "Working Plan (WP)" for a fixed period, generally for 10 years.</p> <p>The Government of India has prescribed standard procedure for preparation and finalization of working plans in National working plan code 2014.</p> <p>The Government of Andhra Pradesh have also constituted a Standing Consultative Committee (SCC) under the chairmanship of Prl. Chief Conservator of Forests & Head of Forest Force, AP for discussing and finalizing the Preliminary/ Draft Working Plan Reports of various divisions in G.O.Rt.no. 397, EFS&T (Sec.II) Dept, dated 03.12.2014.</p> <p>As per the prescribed procedure the preliminary working plan report will be prepared and presented before the SCC (Standing Consultative Committee). On its approval, Draft working plan report will be prepared and presented. On getting approval from the SCC, it will come into force and it will be followed by the Divisions for the prescribed period.</p> <p>The PCCF (WP) will coordinate with all Circle heads and Division head in the said process, review periodically and convene SCC meetings in consultation with the PCCF & HoFF AP who is the chairman of the SCC for finalizing the working plans within the time frame.</p>
iv)	The norms set by it for the discharge of its functions:	As mentioned in column no.(iii)
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As mentioned in column no.(iii)
vi)	A statement of the categories of documents that are held by it or under its control;	D.O.Letters Letters. Memos U.O.Notes
vii)	The particulars of any arrangement that exists for consultation with or	NIL

	representation by the members of the public in relation to the formulation of its policy or implementation there of;	
viii)	A statement of the boards, 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, area accessible for public;	<p>The Government of Andhra Pradesh have constituted a Standing Consultative Committee (SCC) under the chairmanship of PCCF (HoFF) AP for discussing and finalizing the Preliminary/ Draft Working Plan Reports of various divisions in G.O.Rt.no. 397, EFS&T (Sec.II) Dept, dated 03.12.2014.</p> <ol style="list-style-type: none"> 1. PCCF (HoFF), AP-Chairman <p>Members</p> <ol style="list-style-type: none"> 2. PCCF (WL) and Chief wildlife warden for Andhra Pradesh 3. Spl. Secretary to Govt., EFS&T dealing with the subject of Working Plan 4. APCCF(Central), Government of India, In-Charge of Andhra Pradesh 5. APCCF dealing with the subject of Social Forestry 6. APCCF dealing with the subject of Research 7. APCCF dealing with the subject of Production 8. APCCF dealing with the subject of Information Technology 9. Director, Institute of Forest Bio-Diversity, Hyderabad 10. APCCF dealing with the subject of Working Plan
ix)	A directory of its officers and employees;	<p>From 01.01.2022 to 31.03.2022</p> <ol style="list-style-type: none"> 1. Sri Sanjay Gupta, IFS, PCCF (WP) (Ph. 9440418515) 2. Sri P. Sreenivas, Superintendent (Ph. 9989331913) <p>From 01.04.2022 to 30.06.2022</p> <ol style="list-style-type: none"> 1. Sri B. K. Singh, IFS, PCCF (G&A, YSRJHC, CAMPA & SF) (Ph. 83339 97699) 2. Sri P. Sreenivas, Superintendent (Ph. 9989331913)
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month):	The information has to be furnished by the Accounts& Pensions Section.

xvi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	NIL
xvii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	NIL.
xviii)	Particulars of recipients of concessions, permits or authorizations granted by it;	NIL.
xix)	Details in respect of the information, available to or held by it, reduced in an electronic form;	--
xx)	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;	--
xxi)	The names, designations and other particulars of the Public Information Officers;	--
xxii)	Such other information as may be prescribed; and there after update these publications every year.	--

Manoharan Revathi
Addl.Prl. Chief Conservator of Forests(R/S)

Right to Information Act and obligations of Public Authorities

Working plan, O/o. Prl. Chief Conservator of Forests & HoFF, AP, Guntur for the Period from 01.07.2022 to 31.12.2022

i)	The particulars of its Organization, functions and duties;	Working plan Section, O/o. Principal Chief Conservator of Forests & HoFF, AP, Guntur. To monitor and finalize the working plans prepared by all divisions in the State as per the National working plan code 2014.
ii)	The powers and duties of its officers and employees	Prl. Chief Conservator of Forests (WP) Head of working plan wing guiding the circle and division officers in preparation of working plans as per National working plan code 2014. <u>Superintendent</u> To assist the PCCF (WP) in processing the files in e-office on official correspondence.
iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	The Working Plan is a tool for scientific management of forests, evaluating the status of forest resources, assessing the impact of past management practices and deciding the suitable management interventions for the future through a written statement of prescriptions titled as "Working Plan (WP)" for a fixed period, generally for 10 years. The Government of India has prescribed standard procedure for preparation and finalization of working plans in National working plan code 2014. The Government of Andhra Pradesh have also constituted a Standing Consultative Committee (SCC) under the chairmanship of Prl. Chief Conservator of Forests & Head of Forest Force, AP for discussing and finalizing the Preliminary/ Draft Working Plan Reports of various divisions in G.O.Rt.no. 397, EFS&T (Sec.II) Dept, dated 03.12.2014. As per the prescribed procedure the preliminary working plan report will be prepared and presented before the SCC (Standing Consultative Committee). On its approval, Draft working plan report

		<p>will be prepared and presented. On getting approval from the SCC, it will come into force and it will be followed by the Divisions for the prescribed period.</p> <p>The PCCF (WP) will coordinate with all Circle heads and Division head in the said process, review periodically and convene SCC meetings in consultation with the PCCF & HoFF AP who is the chairman of the SCC for finalizing the working plans within the time frame.</p>
iv)	The norms set by it for the discharge of its functions:	As mentioned in column no.(iii)
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As mentioned in column no.(iii)
vi)	A statement of the categories of documents that are held by it or under its control;	D.O.Letters Letters. Memos U.O.Notes
vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation there of;	NIL
viii)	A statement of the boards, councils, committees and other bodies 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;	<p>The Government of Andhra Pradesh have constituted a Standing Consultative Committee (SCC) under the chairmanship of PCCF (HoFF) AP for discussing and finalizing the Preliminary/ Draft Working Plan Reports of various divisions in G.O.Rt.no. 397, EFS&T (Sec.II) Dept, dated 03.12.2014.</p> <p>1. PCCF (HoFF), AP-Chairman Members</p> <p>2. PCCF (WL) and Chief wildlife warden for Andhra Pradesh</p> <p>3. Spl. Secretary to Govt., EFS&T dealing with the subject of Working Plan</p> <p>4. APCCF(Central), Government of India, In-Charge of Andhra Pradesh</p> <p>5. APCCF dealing with the subject of Social Forestry</p> <p>6. APCCF dealing with the subject of Research</p>

		7. APCCF dealing with the subject of Production 8. APCCF dealing with the subject of Information Technology 9. Director, Institute of Forest Bio-Diversity, Hyderabad 10. APCCF dealing with the subject of Working Plan
ix)	A directory of its officers and employees;	From 01.07.2022 to 31.12.2022 1. Sri B. K. Singh, IFS, PCCF (G&A, YSRJHC, CAMPA & SF) (Ph. 83339 97699) 2. Sri P. Sreenivas, Superintendent (Ph. 9989331913)
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; (this has to be updated every month):	The information has to be furnished by the Accounts & Pensions Section.
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	NIL
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	NIL.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	NIL.
xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	--
xv)	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;	--
xvi)	The names, designations and other particulars of the Public Information Officers;	--
xvii)	Such other information as may be prescribed; and there after update these publications every year.	--

Manoharan Revathi

Addl. Prl. Chief Conservator of Forests(R/S)