



Government of West Bengal  
Directorate of Forests

**Office of the Principal Chief Conservator of Forests, Head of Forest Force**  
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To

All CCFs / All CF/ All DFOs.

**Sub: Delegation of DDO responsibility by Head of Offices of CCFs/CFs & DFOs.**

Please refer the previous correspondence regarding the delegation of DDO responsibility by the Head of Office to subordinate officers of the Circles/Divisions. The system has been implemented in most of the Divisions.

However, in recent Review Meeting held on 29<sup>th</sup> of November, 2019, certain Circles/Divisions have indicated that the DDOs job has not been delegated to the subordinate officers. So, information is sought immediately in the following proforma for taking necessary action from this end. Reply is sought only from those Offices where delegation is not done so far.

Name of the Office	Current DDO	Reason for Non Delegation of Responsibility to ADFO	Proposed DDO *

Regarding the proposal for delegation, 1<sup>st</sup> option should be ADFOs of the Offices, 2<sup>nd</sup> Option should be ADFO of any Division in the same location and 3<sup>rd</sup> option is Range Officer posted in the Office HO. In case, no sanctioned post of ADFO is there in the concerned office, the same should be indicated.

The proposal should be sent accordingly for consideration from this end. Your report should reach this office by 5<sup>th</sup> of December, 2019 addressed to CCF, Finance, who is requested to compile the report.

Yours faithfully,

(T.V.N. Rao, IFS)

Principal Chief Conservator of Forests  
General, West Bengal