



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force, West Bengal
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106
Phone - Fax:: (033) 2335 8581/7751, e-mail : pccfbengal@gmail.com/pccfhoff.office-wb@gov.in
Visit us at: www.westbengalforest.gov.in

OFFICE ORDER NO. 28-MISC/CS/19

Dated: 03.06.2019

SUB : MONTHLY MEETING.

WHEREAS till few years back, on pay day, every Range Officer used to come to Division Office and a meeting used to be held with DFO. In addition, that there used to be regular meetings with Range Officers.

AND WHEREAS when the salary used to be paid in cash there used to be meetings in each Range office on the pay day where all the staff of the Range office used to meet. But as now the salary is paid through bank account directly, the system of holding such regular meetings has stopped.

So, it is hereby ordered that all DFOs / DCFs / DFDs / Directors etc., shall hold at least one 'Monthly Review Meeting' with all the Range officers in which different matters of the division should be discussed. On the same line, each Range Officer must hold a 'Monthly Review Meeting' with all the staff of the Range. The date of such meeting may be decided by concerned DFOs/DCFs/DFDs/Directors etc., and the same should be followed strictly.

These meetings are essential because it has been reported that sometimes the information related to the options for promotions / transfers / trainings etc., do not reach each and every staff posted in remote areas of concerned Range. So, while holding such monthly meetings, all the issues related to the promotions/transfers/trainings etc., must be communicated to each and every staff by the Range Officer.

This order should be followed in letter and spirit.


(N.K. PANDEY)

Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal

NO. 2050 ^{es} / 12m-1161/2015

Date: 03.06.2019

Copy forwarded for information to :-

- (1) The PCCF, Wildlife
- (2) The PCCF, RMD
- (3) The PCCF, General
- (4) The PCCF & CEO, CAMPA
- (5) All Addl. PCCFs
- (6) All CCFs --- They are requested to oversee that the above order is complied strictly.
- ✓ (7) CCF, MIS & E.Gov. -- for uploading in our website and sending e.mail to all.
- (8) All CFs
- (9) All DFOs / DCFs / DFDs / Directors, SFTI, Hijli / WB Forest School, Dowhill


(N.K. PANDEY)

Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal