

SUB : UPLOADING INFORMATION ON THE OFFICIAL WEBSITE.

A new and improved website of Forest Directorate has been launched a few months back. There are 3 menus in the website (www.westbengalforest.gov.in) namely ---

- (1) **WHAT'S NEW**
- (2) **CURRENT EVENTS**
- (3) **SANCTION ORDERS**

The undersigned repeatedly asked all the staff officers and the officers who are working in Kolkata that **letters / circulars / office orders addressed to more than 10 units / officers must be uploaded in our said website under 'WHAT'S NEW MENU'**. All the officers must note that while issuing any letter / circular / order etc., a copy of the same must be endorsed to CCF, MIS & E.Gov. , with a request to upload the same in our said official website. Unfortunately the above practice is not being followed by a number of staff officers.

It is also ordered that information of any event like the followings being organized by the Directorate Hqrs., Research & Devp. Wing, Wildlife Wing, WBFDC Ltd., Zoo Authority, Wasteland Devp. Corpn. Ltd., **must be uploaded under the 'CURRENT EVENT MENU' :-**

- (1) Seminar / Workshop
- (2) Flower Show, Mela, Utsav etc.
- (3) Public meetings, functions
- (4) Forest Sports
- (5) Other awareness programmes like Film Show, Sports organized for JFMC Members / Villagers
- (6) Any other similar type of events

The CCF, MIS & E.Gov., and CCF, Hqrs., will be responsible for collecting the information on regular basis from different units of the Directorate and all invitation cards or notices must be uploaded in our official website without fail.

In addition to the above 2 important things, all the staff officers are requested to **go through the website on a regular basis and update the materials related their sections in the website in consultation with the CCF, MIS & E.Gov.**


(N K PANDEY)

Principal Chief Conservator of Forests &
Head of Forest Force, W.B.

NO.365/PCCF&HoFF/PA/18

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CCF, PGLI