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Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests, Head of Forest Force
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No.: 10401/P&S(P)/3D-732/18

Dated: 04.02.2019

To,

All DFOs/DCFs/DFDs/Directors' of F.T. Schools
Directorate of Forests
West Bengal.

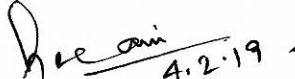
Sub.: **Minutes of 2nd Interactive Meeting of DFOs held on 17th of January, 2019.**

Sir,

Please find enclosed herewith the Minutes of the 2nd Interactive Meeting of DFOs/DCFs/DFDs of Forest Directorate, Govt. of West Bengal, on different issues held on 17th of January, 2019. The Addl. Chief Secretary, Forest Department, Govt. of West Bengal, chaired the meeting.

You are requested to take necessary actions accordingly.

Yours faithfully,


(S. Barari) 4.2.19

Principal Chief Conservator of Forests
General, West Bengal

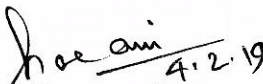
Encls.: *As stated above.*

No.: 10402/P&S(P)/3D-732/18

Dated: 04.02.2019

Copy forwarded to:

1. The Principal Chief Conservator of Forests, Principal Chief Conservator of Forests & Head of Forest Force, West Bengal.
2. The Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, West Bengal.
3. The Principal Chief Conservator of Forests, Research, Monitoring & Development, West Bengal.
4. Shri Subrat Mukherjee, Principal Chief Conservator of Forests, West Bengal.


(S. Barari) 4.2.19

Principal Chief Conservator of Forests
General, West Bengal

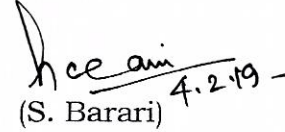
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No.: 10403/P&S(P)/3D-732/18

Dated: 04.02.2019

Copy also forwarded to:

1. The Chief Project Director, West Bengal Forest & Biodiversity Conservation Project.
2. The Joint Secretary, Department of Forests, Govt. of West Bengal.
3. The Financial Advisor, Department of Forests, Govt. of West Bengal.
4. The P.S. to the Additional Chief Secretary, Forest Department.


(S. Barari) 4.2.19 -

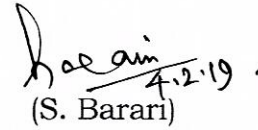
Principal Chief Conservator of Forests
General, West Bengal

No.: 10404/P&S(P)/3D-732/18

Dated: 04.02.2019

Copy also forwarded for information & necessary action to:

1. All Staff Officers of PCCF & HoFF's Office, Aranya Bhawan.
2. All Circle-in-Charges of Forest Directorate, Govt. of West Bengal.
3. The Law Officer of Forest Department, Govt. of West Bengal.


(S. Barari) 4.2.19 -

Principal Chief Conservator of Forests
General, West Bengal

MINUTES OF THE 2ND INTERACTIVE MEETING HELD ON 17th JANUARY 2019
AT ARANYA BHAWAN, KOLKATA

The second DFOs interactive Meeting was held in 17th January 2019, under the chairmanship of Shri Indevar Pandey, IAS, Additional Chief Secretary, Department of Forests, Government of West Bengal. It was by the APCCFs, Circle Incharges, DFOs/DCFs/DFDs of the State. The officers posted in Kolkata and the Staff Officers of the PCCF & HoFF, West Bengal attended the meeting. Shri N.K. Pandey, IFS, PCCF & HoFF, West Bengal, Shri S. Barari, IFS, PCCF (General), West Bengal, Shri R.K. Sinha, IFS, PCCF & CWLW West Bengal, Shri J. Mathews, IFS, PCCF (RMD) West Bengal and Shri Subrat Mukherjee, IFS PCCF, West Bengal were also present. List of Officers who attended the meeting is enclosed as **Annexure A**.

The session proceeded with discussion on each of the Agenda Items as circulated vide **Notification No. 183/PCCF/Gen/PA/2019 Dt.07-01-2019**. The specific Agenda Items as listed were discussed at length (not in same order though) and the following discussions (in brief) were held and decisions taken thereof:

DISCUSSIONS & DECISIONS

1. Progress of Development Schemes including Social Forestry

The meeting started with the review of expenditure under State Development and other projects. Each DFO/DCF/DFD submitted details regarding the fund position and work progress in the field under various Development Schemes viz., State Development Scheme, CAMPA, RKVY, Namami Gange and JICA. The issue of surrender of funds, tender works etc were also discussed. It was submitted that, since the 1st interactive meeting some of the units has already proposed surrendered funds.

Decisions

- (i) *Surrender of fund during the balance of the current financial year by any Division should be done immediately so that re-allotment thereof as per requirement of other Divisions could be done. Surrender of fund should be done by DFOs directly to the PCCF with a copy to respective CCF.*

- (ii) *Format for the surrender of funds would be communicated for ease of action from various Divisions/Circles of the Directorate and to keep uniformity in the matter.*
- (iii) *Any additional fund requirement for specific works should be communicated immediately by the implementing divisions through Circle Incharges.*
- (iv) *The order of Finance Dept. regarding utilisation of savings of tendered works, should be strictly followed. DFOs should accordingly send fresh proposal if required.*
- (v) *Schedule of works for all core activities should be finalized and submitted to the department at the earliest.*
- (vi) *Joint Secretary and CCF Finance to look into and expedite the issues of tender approval and concomitant fund release.*
- (vii) *As discussed earlier, all tender approvals should be dealt in single file system, i.e; proposals to be sent in separate file covers to Forest Dept and returned by Forest Dept after approval under U.O No., which may be dealt as administrative approval and/or sanction.*
- (viii) *The Departmental Committee on tender and work sanction should not include CCF Finance.*
- (ix) *All plan estimates to be directly released by PCCF to the Divisions with a copy to Circle Incharges.*
- (x) *In Jaltirtha scheme the site inspection will be done by Irrigation & WW Dept and finalisation of site with feasibility appraisal and vetting will be done by WRIDD.*
- (xi) *All proposals under Jaltirtha scheme should include upstream treatment works and beautification.*
- (xii) *Rs. 60 lakhs surrendered by Dowhill Training School should be transferred to Hijli SFTI immediately.*
- (xiii) *All approvals of building construction (Capital works) or maintenance pending with the Forest Dept will be expedited.*
- (xiv) *CSS Project Tiger proposal has been sent to Forest Dept. by CWLW. Matching grant will be released by Forest Dept immediately.*
- (xv) *Forest Dept to explore the possibility of releasing fund under other heads of service for meeting up liability of Rs. 68 lacs under RIDF XX for construction of jetty at STR. The work is completed but payment is pending.*

(xvi) DFOs should make a detailed assessment of the amount of expenditure that could be done under CAMPA by March 2019, since a new accounting system will start operating from April, 2019.

2. Status of the problems of Forest Protection & Status of Human-Animal Conflict Mitigation including payment of Compensation

Discussion was held regarding the action being taken by the Wild Life wing in respect of the stray wild animals especially in North West Bengal. It was discussed further in view of the media reports regarding the leopard staying in various tea gardens and mitigation actions being taken by the Wild Life Wing officials. The CCF/Wild Life North Bengal and FD/BTR reported that they have initiated various additional measures apart from the routine activities for sensitizing the locals in respect of the wild life stray problems. It was also reported that adequate help and complete compensation in the recent incidents have already been disbursed and forest officials are all ready for helping the locals in such matters. It was reported that such incidents have been seen recently in some tea gardens which were closed for long time and have now been re-started by new owners by partially opening of the garden areas. Hence, these tea garden areas which were left abandoned in recent past have been reporting such incidents. The Wild Life wing officials assured adequate measures for mitigating the same and assisting the locals in all respects for protection of human life. CCF Wildlife North pointed out that the movement of the squads gets restricted or hindered since the vehicles are very old.

Decisions

- (i) Field Director will move a proposal for compensation against damage of house property in tea gardens, with special reference to the closed tea gardens.
- (ii) Fund for fuel required for tackling Human animal conflict should be explored from Non Plan.
- (iii) Proposals for replacement of squad vehicles may be given by wildlife wing by condemnation of old vehicles
- (iv) The scheme of prevention of elephant immigration from Jharkhand (discussed earlier) should be submitted at the earliest.

3. Status of confiscation and Disposal of seized vehicles / produce

The concerned field Officers provided details of the Seized/Confiscated Vehicles, Timber seized and disposed as per the format. The details were updated during the discussion and actions taken by each Division subsequent to the directions as issued in the matter during the meeting on 19th November 2018. Progress was seen among the disposal of the seized/confiscated items during the intervening period. The Addl. Chief Secretary, Forest Department, advised disposing off the vehicles as required vide the rules in vogue. He further advised that the pending cases of condemnation of departmental vehicles, may be submitted to the Forest Department for seeking approval immediately in the matter.

It was also directed to submit the progress in the next meeting for each field unit/Division in this regard. Further, an update on Condemnation regarding Seized and Confiscated Vehicles awaited from Divisions as per the reminder already issued in this regard vide PCCF &HoFF No. 7305/CS-2M-1122/15 Vol-II Dated 01-11-2018.

Update on Condemnation of Departmental Vehicles:

- a) Condemnation proposals received: 247
- b) Communicated to Forest Department: 160
- c) Approval received from Forest Department (Out of 160): 125
- d) Pending at the Division level due to incomplete records (out of 247): 87

Decisions

- (i) All DFOs should expedite the procedure of confiscation of vehicles as per rules.
- (ii) The confiscated vehicles should be put to tender as early as possible.

4. Progress of Joint Forest Management and Extension of SwasthyaSathi benefits to JFMC members

The matter was discussed in light of the communication as issued vide the PCCF (HoFF) No. 9448/CS/2M-253 (II)/2011 Dt. 09-01-2019, where in a letter as received from the Forest Department seeking information regarding the JFMCs in the jurisdiction of various Forest Divisions in a prescribed format was circulated. Each Division is required to furnish details accordingly, so that the information as compiled for the Directorate, can be communicated to the Finance Department for

required approval regarding the extension of SwasthyaSathi benefits to JFMC members. In this regard the PCCF(HoFF) advised all the Divisions and their controlling authorities to take immediate needful action and submit the report as soon as possible.

Decisions

- (i) DFOs to take necessary action for preparation of comprehensive proposal for extension of SwasthyaSathi benefits to the JFMC members. Circle Incharges may also follow up with the DFOs.

5. Status of Land Records and Forest Boundary Demarcation

As reported, in various areas, reconciliation of land records is being done in coordination with the District Authorities. Regarding Purulia, the progress is poor due to missing land record on account of transfer of area from erstwhile Bihar. CS/RS Maps were required by the Divisional Officers of Purulia District and the PCCF(HoFF) advised that these may be collected from Survey Building Office, where these may be available. As regards FPC demarcation under JICA project it was reported by the CPD, JICA that works are presently in progress in Jhargram Division in this regard. It was expressed by CCF Western Circle that, even after several requests, the R.O.R of Jhargram areas could not be obtained, and therefore a direction from the top need to be send.

During the discussion concerning land updation, PCCF(HoFF) reiterated his earlier direction of identifying forest Areas within urban areas and advised that respective Divisions may submit the details at the earliest, as per the format already circulated vide No. 8310/CS/2M-998/13(Part-I) Dated 05-12-2018. It was observed that in this respect no reply from any Division, as sought, have been received even when the time line set for the same was 20th December 2018.

Decisions

- (i) All DFOs should identify land recorded as forest, within urban areas and submit a report at the earliest, since this is long pending.
- (ii) The works of DGPS survey of forest land should be taken up widely.

6. Progress of Management Information System (MIS)

Discussion was held in this regard with the field Officers and the Addl Chief Secretary, Forest Department advised the field officers to submit their

requirements for updation of the MIS portal in a way as to ease their work progress, field reports etc. PCCF (HoFF) discussed the matter and advised that regarding GeM all the Divisions should immediately take needful actions, so that departmental purchases as required can be shifted to online mode.

Decisions

- (i) Documents/formats of MIS should be sent to the DFOs for their comments and necessary modifications, if required, should be done by CCF MIS
- (ii) CCF MIS to co-opt CCF South East Circle and two DFOs who are tech savvy and one or two who has substantial field experience. They will be part of a Committee which will finalize the reporting formats.
- (iii) All DFOs to send Daily Incidence Report even if it is a Nil Report.
- (iv) The biennial status report to be updated.
- (v) APCCF North Bengal and the CCFs should be given passwords so that daily monitoring report could be compiled automatically through a mobile/computer app to be developed for this purpose.
- (vi) CCF MIS should take initiative to develop MIS module with reference to JFM Register and "SwasthyaSathi" scheme.

7. Online PAR filing of IFS Officers on SPARROW and Establishment matters

In this regard a detailed protocol for filing online PAR and also Asset Declaration was explained by the APCCF & CCF Gazetted Cell to all the Officers present in the meeting. She stated that many of such cases are still pending at various levels i.e., Reporting, Reviewing Authority etc., and action may be taken by concerned for completion of the same.

All the Officers were further advised to submit and complete the process as per the deadlines in this regard viz., Asset Declaration for IFS Officers by 31st January 2019 (as on 01-01-2019), Asset Declaration by the WBFS Officers by 30th April 2019. The officers were alerted that the PARs (2017-18) for IFS Officers & completion of all formalities thereof as per the extended dates upto 15th January 2019 and that immediate action need to be taken. She also informed that the **PARs and the Immovable Property Return (Asset declaration) would now be filed online only on SPARROW for all the IFS Officers and in IFMS system for all the WBFS Officers**, and actions should be taken accordingly in due time.

Decisions

- (i) All IFS officers to upload Immovable Property Return (as stood on 1st January, 2019) in SPARROW, by 31st January, 2019.
- (ii) PAR of 2018-19 should mandatorily uploaded through SPARROW.
- (iii) APCCF & CCF (GC) will mail a workflow chart with regard to PAR and all IFS officers to report to CCF(GC) either confirming or pointing out discrepancies, if any.
- (iv) The WBFS officers should contact Nodal Officer, Shri Jayanta Basu, WBFS, regarding the ACR workflow chart.
- (v) The property return should be directly send to the Forest Dept with a copy of the letter endorsed to CCF (GC).
- (vi) Proposal for District cadre of Forest Guard may be sent by the Forest Directorate to Forest Dept.
- (vii) Service books need to include category –SC/ST/OBC/Gen. This may be done on proper verification of record.

The next meeting was tentatively fixed in March 2019. The meeting ended with thanks to all.

Sd/- (Indevar Pandey)
Addl Chief Secretary, Forest Dept.

MEETING AT ARANYA BHABAN ON 17/01/2019

SL. NO	NAME	DESIGNATION	DIVISION/CIRCLE	SIGNATURE
1	INDIVAR PANDEY .IAS	ACS		
2	N.K.PANDEY.IFS	PCCF & HoFF		
3	S.BARARI.IFS	PCCF /GENERAL		
4	R.K.SINHA .IFS	PCCF/WL & CWLW		
5	J.T.MATTEW.IFS	PCCF/RMD		
6	S.MUKHARJEE.IFS	PCCF		
7	N.V.RAJASHEKHAR.IFS	APCCF/HRD		
8	S.MUKHARJEE.IFS	APCCF/CAMPA		
9	Dr.KANA TALUKDAR.IFS	APCCF & CCF/GC		
10	S. S. Dey	CCF, WC		
11	Kalyan Das	CCF/SEC		
12	Tapas Das	CCF/PGLI		
13	Debanshu Mallick.	CCF & CF /Ru.		
14	S. Chanda	CCF/SDP		
15	N. Mallick	FD /STR		
16	P.K.PANDIT.	CCF/PME		
17	Debal Ray	CPD/WBFBCP		
18	S P Yadav	CCF/CC		
19	N. S. MURALI	CCF/MIS & eGov		
20	A.V. Mishra	CCF/Finance		
21	Subhankar Sen Gupta	CCF&FD, BTR		
22	Ujjal Ghosh	CCF, WLN		
23	Sandeep Sundryal	APCCF, Wildlife		
24	Prasanna Tachrai	M - Secretary		
25	Sandip Banerjee	I. A.		
26	Dr. Anupama	CCF/HQTRS		
27	RASU DAS	CCF C&E		
28	G.P. Chhetri	CCF, NC		
29	Sudhir Ch. Das	CCF, Hill Circle		
30	M. R. Bhatta.	CCF, M&E		
31	K. Balasubramanian	CCF, P & LA		

MEETING AT ARANYA BHABAN ON 17/01/2019

31	Rajesh Kumar	CCF/RTD		
32	Ashok Pratap Singh	CF/APM		
33	Dharmdeo Rai	DFO/WD		
34	Harish	DFD/BTR (E)		
35	Kalyan Rai	DPD, BTR, W		
36	SURATNA S. SHERIA	DFO, W.P (N)		
37	Mou'dul kumar	DFO/JPG		
38	Debasis Mohimoproasad pradhan	DFO/Br(S)		
39	JITU JAESPER J	DFO/Silvi (Hill)		
40	Uma Rani, N	DFO/BKP		
41	Debashish Sharma	DFO/BDN		
42	Basavaraj SH	DFO/Ign		
43	SHEIK FAREED. J	DFO/malda		
44	MRINAL KANTI ROY	DFO/SPH SC. Dir.		
45	P.R. PRADHAN	DIR/WBF SCHOOL		
46	B. Sarkar	DFO/Silvi: (N)		
47	P. K. Roy.	DFO/WP(S) II		
48	Bidyutkr. Halder	DFP/MUS		
49	Sambhota, G.R.	DFO/24 PUS(S)		
50	MC BISWAS	CF/Maishang		
51	S. K. Nag	L.O.		
52	SUBRATA DAS	St. L.O.		
53	Jayantz Ban	ADFO/ome		
54	OM PRAKASH	DCF/WJIG		
55	Dr. S. KULANDAIVEL	JD/SBK		
56	Nisha Goswami	DFO/GWLD		
57	DR. PRADIP BAURI	DCF/URF		
58	Deepak m	DFD/STR		
59	Anrita Dutta	DFO/WND		
60	RAM PRASAD BARDWAJ	DFO/AFD		
61	Sandeep Kumar Bandyopadhyay	DFO/Karimganj		
62	Ujjay Kumar Dubey	CF/South		
63	Shailosh Arand	DCF/Admin		

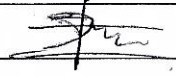

17.01.2019

MEETING AT ARANYA BHABAN ON 17/01/2019

65	Pinkli Mishra	DCF/FIN		Pinkli Mishra
66	A. Murchopadhyay	DCF (Publicity)		
67	T.T. Bhunia	DFO/Kusumgar SC Dr		
68	Enlall Datta	DFO/ERD		
69	Kousik Banerjee	DFO/ATFD		
70	Dipankar Kr. Datta	DFO/Rain		
71	RAJU ROY	ADFO/COB		
72	Komal Kr. Banerjee	DFO/SP.S.F.		
73	U. K. NAG	DFO/FUD		
74	ANJAN GUHA	DFO/PRG (N)		
75	Rabinchandra Saha	DFO/Mediniapur		17/1/19
76	- - -	In Charge of Sibi Gadh		17/01/19
77	Kunwar Venial	DFO/Jaldapara		17/01/19
78	Dr. Sudeep Bhattacharya	DCF/Personnel		17-01-19.
79	P. S. Sheema	DFO/SSFT		
80	S. Murchopadhyay	CF/DC		17/01/19
81	S.K. Molloy	CF/soil Cons. (N)		17/1/19
82	Rama Datta	DFO/NM		17/1/19
83	K. Sarkar	DFO/Mont. (N)		
84	N. Prasad	DFO/Purush		17/01/19
85	N. Mitra	DFO/Howrah		17/01/19
86	A. Bhunia	DFO/Kalimpong		17/01/19
87	A. Sengupta	DFO/Rupnarayan		
88	Swagata Das	DFO/Roza Medinipur		
89	Ajoy Kr. Das	CF/Pur & Gardens		17/1/19
90	A. Panda	Director/SFTI, Hysr		17/12/19
91	DIAN GHOSH	DFO/W.P(S)-1		
92	Dr. Asitama Chatterjee	DFO/Kangasleda (S)		13/2/19
93	PRASEEDA VARJAN V.VN	DCF/LEGAL/WB		17/01/19
94	Aom Mukherjee	DFO/KGP.		17/01/19
95	Sumita Ghatak	CCF/IR/Plannin		17/01/19
96	M.K. Maudhal	DFO/Singapur		17/01/19
97	APURBA SEN	DFO/MSD		17/1/19

Kd/17/19

MEETING AT ARANYA BHABAN ON 17/01/2019

98	Hari Krishnan	DFO/Birbhumi	Birbhumi	
99				
100	Bhaskar, J. V	DFO/BKN	DFO	
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