



**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, Sector-III, Salt Lake City, Kolkata-700 106  
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Visit us at : [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)



NO. 319 /PMC/2M-1(24)/01(Pt.V)

Date :11.04.18

To : (1) All Addl. Principal Chief Conservator of Forests / Director, SBR  
(2) All Chief Conservator of Forests / Field Directors  
(3) All Conservator of Forests / Jt. Directors, SBR  
(4) All DFOs / DCFs / DFDs / Directors, SFTI, Hizili / W.B. Forest School

Sub : **SUBMISSION OF DAILY DIARY, TOUR DIARY AND TOUR NOTE.**

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Sir/Madam,

Enclosed find 2 office orders Nos.01-MISC/04 dt. 29.01.2004 and 12-SO/PMC/11 dt. 25.07.2011 issued from this office regarding regular submission of daily diaries by the DFOs/ADFOs/Attached officers/ACFs and submission of tour note by the officers from CF and above. The above office orders are still in vogue and must be followed in 'Letter & Spirit'. In the recent past it has been realized that submission of daily diary and tour note by the officers of different grades is very irregular. There are cases where the officers after completing the tour never submitted any tour note to this office. In this connection, kindly see the order dated 25<sup>th</sup> July, 2011 where it was specifically mentioned that " in future all CCFs, APCCFs and PCCFs must submit a copy of their tour note after field visit or otherwise to this office as well as endorse a copy of the same to the Principal Secretary and P.S. to Hon'ble MIC for their information". This order is also not followed by the senior officers in 'Letter and Spirit'.

Please be informed that if the tour notes are not submitted on a regular basis, it will be difficult for the undersigned to approve the tour programmes of the officers concerned through HRMS.

The senior officers are also directed to ensure that daily diaries of the officers under their control is also written regularly and no T.A. bill should be allowed to be passed if the officers do not submit daily diary on a regular basis.

Once again all officers are directed to kindly ensure the submission of daily diary and also followed the enclosed orders in 'Letter and Spirit'.

Yours faithfully,



( N K PANDEY )

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

Encl. as stated

NO. 320 /PMC/2M-1(24)/01(Pt.V)

Date :11.04.18

Copy forwarded for information to :-

- (1) The Principal Secretary to the Govt. of West Bengal, Dept. of Forests
- (2) The Principal Chief Conservator of Forests, Wildlife
- (3) The Principal Chief Conservator of Forests, RMD
- (4) The Principal Chief Conservator of Forests, General
- (5) The Chief Conservator of Forests, MIS & E.Governance -- for uploading in the website.



( N K PANDEY )

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



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Government of West Bengal  
Directorate of Forests  
Office of the Principal Chief Conservator of Forests  
West Bengal  
Aranya Bhawan, 4<sup>th</sup> floor, Block-LA-10A, Sector-III  
Saltlake City, Kolkata - 98

**ORDER**

No.01-Misc./04

Dated, 29<sup>th</sup> January, 2004.


Sub : **Submission of monthly tour diaries by the Divisional Forest officers, Asstt. Divisional Forest officers and other Gazetted officers.**

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WHEREAS it has been seen that Divisional Forest Officers, Asstt. Divisional Forest Officers and other gazetted officers are not submitting their daily dairies regularly to their controlling officers, so, in suppression of all previous orders related to this, it is hereby ordered that all Divisional Forest Officers / Dy. Conservator of Forests (excepted those posted as staff officers viz. DFO, PSC(P), DFO, PSC(S), DFO, PMC, DFO PUBLICITY & DFO, LAW CELL) must submit their daily dairies month wise to their next Controlling Officer i.e. Conservator of Forests by 10<sup>th</sup> of the next month without fail. All Asstt. Divisional Forest Officers will also submit their dairies to their next controlling officer i.e. DFO / C.F. by 10<sup>th</sup> of the following month. One copy of the daily tour dairy of the DFOs, ADFOs and other gazetted officers should also be endorsed to the respective Chief Conservator of Forests. The daily dairy should contain the jobs done by the officer on that particular date and if any journey is performed, the observations and the reason of undertaking such journey should be clearly mentioned. The time of arrival and departure along with mode of journey should be clearly reflected in the diary. The works inspected and checked in the field should also be clearly indicated. Frequent go and back journeys must be avoided. A minimum of 5 (five) night halts are compulsory in the jurisdiction. The diary should be written in details with all relevant information.

The diary is a tool for the accountability of the touring officers as well as an instrument to develop the officer by his superior officer, hence, as a corrective measure for improving and enhancing performance, all DFOs, C.F.s / DCFs and C.C.F.s will give their observations / instructions, objectivity on the daily dairies of the officer concern instead of fault finding and witch hunting later. The contents of the dairies should be critically assessed at the time of annual appraisal of the performance of the officer by the controlling officer to get a realistic picture of performance during the year.

This order should be followed in letter and spirit.

  
( G B THAPLIYAL )  
Principal Chief Conservator of Forests &  
Ex-Officio Principal Secretary  
Govt. of West Bengal, Deptt. of Forests

-: 2 :-

NO.7738/PMC/2M-1(24)/01

Dated : 29.01.04

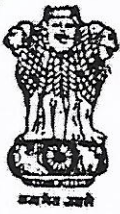
Copy forwarded for information & necessary action to :-

- (1) The Principal Chief Conservator of Forests, Wildlife & Biodiversity, W.B.
- (2) The Addl. Principal Chief Conservator of Forests, (D&P)
- (3) The Addl. Principal Chief Conservator of Forests, (RWPM)
- (4) All Chief Conservator of Forests
- (5) All Conservator of Forests / Field Directors
- (6) All Divisional Forest Officers / Dy. Conservator of Forests
- (7) The Directors, BF School, Dow Hill / F.T.C., Jhargram

( G B THAPLIYAL )

Principal Chief Conservator of Forests &  
Ex-Officio Principal Secretary  
Govt. of West Bengal, Deptt. of Forests





21/29/11  
GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
Office of the Principal Chief Conservator of Forests (Head of Forest Force)  
West Bengal  
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OFFICE ORDER NO. 12-SO/PMC/11

Dated, Kolkata, 25th July, 2011

The system of submitting tour note and daily diary is very old in the Forest Directorate. But in the recent past, it has been noticed that the submission of tour note and daily diary by the DFOs and other gazetted officers is not followed strictly. In this connection, this is to state that the same has also been pointed out by the Hon'ble M.I.C., Forests.

In view of above, it is hereby ordered that all ADFOs and DFOs must submit their monthly diaries to their respective C.F.s and also endorse a copy to their C.C.F.s. While undertaking tours, the details of itinerary including time of arrival and departure, distance covered should be clearly mentioned with detailed observations on the field visit. **The diary should be submitted within 15th of next month.**

All C.F.s must write their tour notes while away from the headquarters with detailed itinerary as well as observations of their field visit or otherwise and submit the same to their respective CCFs, PCCFs with a copy to the PCCF (HoFF), W.B., **within 15th of next month.**

As Directed by Hon'ble M.I.C., Forests, it is further ordered that in future all C.C.F.s, Addl. PCCFs and P.C.C.F.s must submit a copy of their tour note after field visit or otherwise to this office as well as endorse a copy of the same to the A.C.S. and P.S., to M.I.C. for their information.

This order shall come in force with immediate effect.

sd. —  
( Dr A K RAHA )  
Principal Chief Conservator of Forests (HoFF)  
West Bengal

3247 /PMCI 2M-1 (24)/01,

Date : 25.07.11

Copy forwarded for information to :-

- (1) The Addl. Chief Secretary to the Govt. of West Bengal, Deptt. of Forests
- (2) The P.S. to M.I.C., Forests --- He is requested to place this order before the M.I.C., Forests.
- (3) The Principal Chief Conservator of Forests, Wildlife & CWLW, W.B.
- (4) The Principal Chief Conservator of Forests, Research, Monitoring & Development.
- (5) The Addl. Principal Chief Conservator of Forests, Hqrs. & Wasteland
- (6) The Addl. Principal Chief Conservator of Forests, Finance
- (7) The Addl. Principal Chief Conservator of Forests, HRD & Vigilance
- (8) The Addl. Principal Chief Conservator of Forests, Wildlife
- (9) All Chief Conservator of Forests / Director, SBR
- (10) All Conservator of Forests / FDs / Jt. Director, SBR
- (11) All DFOs / DCFs / DFDs / Directors, FTC, Jhargram / Dowhill
- (13) All ADFOs / AFDs through their respective DFOs / DFDs / DCFs

( Dr A K RAHA )  
Principal Chief Conservator of Forests (HoFF)  
West Bengal

✓ ccf/pmce.