



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal
Aranya Bhawan, Sect. III Block LA-10A, Salt Lake, Kolkata-700 098.

No: 91/Misc/P&S(P)/2017

Dated : 12.10.2018

Order

Sub : Declaration of ADFOs as Drawing & Disbursing Officers.

This order is issued as follow-up on the directions of Forest Department Notification No. I/28024/2018 dated 26.09.2018 wherein the Forest Department has ordered the taking over of the functioning of Drawing & Disbursing Offices in the Divisions/Circles by the Asstt. Divisional Forest Officers posted in the respective Divisions/Circles. In the said notification, Forest Department has also directed that in case, there is no ADFO in the Division/Circle then the present DFOs/Circle In-charge will continue to act as DDO till the posting of an ADFO in the Division/Circle. Further, under the notification, Forest Department has empowered PCCF' HoFF, West Bengal, to select the ADFO for DDO function, in case there is more than one posted in the establishment.

In compliance to the above notification of the Forest Deptt. the ADFOs listed in the Annexure with this order shall take over the charge of DDOs from 1st of December, 2018.

Whereas the Forest Department vide its notification has directed the taking over the functioning of DDO responsibilities by the ADFO, it does not imply that the ADFO's will have any exclusive financial powers vested to him. He will act merely as an instrument of the Division for the smooth functioning of the administration of the divisions. In order to ensure smooth transition of the DDO functioning to the ADFO's the following instructions will be complied by one and all in the divisions / circles.

1. All the Financial powers of the divisions will remain vested with the DFO / Circle in charge as per the West Bengal Financial Rules and the Delegation of Financial Power Rules, 1977 as amended from time to time.
2. The ADFO's after taking over the functioning of DDO shall not send any bills to the treasuries without the approval of the Divisional Forest Officer / Circle in charge as the case may be.
3. Prior to sending the bills or running bill to the Treasuries the ADFO's shall mandatorily take approval of DFO / Circle in charge either in file or through an office order.
4. The preparation of estimates, planning of any activity or any work in the division will remain vested with the DFO / Circle in-charge.
5. Once an office order for payment of any bill has been issued by the DFO / Circle in-charge, the ADFO shall mandatorily ensure the compliance of the office order so issued.

6. The Drawing & Disbursing Officer will be personally responsible for the correct maintenance and timely rendition of accounts or returns in respect of public funds or stores handled in his office.
7. Except where otherwise specifically provided, any loss or shortage of public money, departmental revenue or receipts, stamps, stores or other properties held by or on behalf of Government, by defalcation or otherwise, including losses and shortages noticed as a result of physical verification, should be reported immediately by the subordinate authority concerned to the next higher authority.

It is directed that the instruction contained in this Order shall be complied by one and all in letter and spirit.

The original notification issued by Forest Department is enclosed with this order.


(N. K. PANDEY)

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

No: 7006/P&S(P)/3D-226/2018

Dated : 12.10.2018

Copy forwarded for information and necessary action, to :

1. Additional Chief Secretary, Deptt. of Forests.
2. PCCF, Wildlife & CWLW, W.B
3. PCCF, Research, Monitoring & Development.
4. All CCFs (Territorial)
5. All CFs (Territorial)
6. All FDs.
7. Jt. Director, SBR.
8. All Divisional Forest Officers / Deputy Field Directors/ Deputy Conservator of Forests
9. All ADFOs / AWLW
10. The Treasury Officer, _____, Treasury.
11. Web Administrator, Aranya Bhawan to upload the order on FD website.(CCf MIS & e-Gov)


(N. K. PANDEY)

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

MODIFIED DRAWING & DISBURSING OFFICERS[DDOs] LIST**[Modified as per Forest Department's Notification No.1/28024/2018 dated Kolkata 26.09.2018]**

SI No	Name of the Office	Name of Treasury	DDO Code	Name & Designation of existing DDOs	Name & Designation of the New DDOs
1	DFO, Working Plan(South I)	Midnapur	MIAFRD005	Ayan Ghosh, W.B.F.S DFO, Working Plan (South-I) Division	Tapan Chakraborty, W.B.F.S ADFO, Working Plan (South-I) Division
2	DFO, Jhargram	Jhargram	MIEFRD001	Dr. Basav Raj S Holeyachi , I.F.S. DFO, Jhargram Division	Dipak Kumar Mandal, W.B.F.S ADFO, Jhargram Division
3	DFO Medinipur Division	Midnapur	MIAFRD006	R.N. Saha , I.F.S. DFO, Midnapur Division	Smt. Bidisha Basak, W.B.F.S ADFO, Midnapur Division
4	DFO, Kharagpur Division	Kharagpur	MIFFRD002	Arup Mukherjee, W.B.F.S DFO, Kharagpur Division	Abhijit Kar, W.B.F.S ADFO, Kharagpur Division
5	DFO,Purba Medinipur Division	Tamluk	MIGFRD001	Smt. Swagata Das, W.B.F.S DFO, Purba Medinipur Division	Balaram Panja, W.B.F.S ADFO, Purba Medinipur Division
6	DFO, Rupnarayan Division	Midnapur	MIAFRD007	Arnab Sengupta, W.B.F.S DFO, Rupnarayan Division	Shivanand Ram , W.B.F.S ADFO, Rupnarayan Division
7	DFO, Purulia Division	Purulia	PUAFRD001	R.P.Badana , I.F.S. DFO, Purulia Division	Debraj Sur , W.B.F.S ADFO, Purulia Division
8	DFO,Kangsabati(North)Division	Purulia	PUAFRD002	Smt.Amrita Dutta , I.F.S DFO, Kangsabati (North) Division	Byomkesh Dutta , W.B.F.S ADFO, Kangsabati (North) Division
9	DFO, Kangsabati(South) Division	Purulia	PUAFRD003	Asitava Chatterjee , W.B.F.S DFO, Kangsabati (South) Division	Madhur Milan Ghosh , W.B.F.S ADFO, Kangsabati (South) Division
10	DFO,Bankura(North) Division	Bankura	BAAFRD006	Bhaskar J.V , I.F.S. DFO, Bankura(North) Division	Buddhadeb Mondal, W.B.F.S ADFO, Bankura (North) Division
11	DFO,Bankura(South) Division	Bankura	BAAFRD007	Debashis Mahimaprasad Pradhan , I.F.S. DFO, Bankura(South) Division	Subhasish Paul, W.B.F.S ADFO, Bankura (South) Division
12	DFO,Panchet Division	Bishnupur	BABFRD001	Nilratan Panda , W.B.F.S DFO, Panchet Division	Smt.Anusua Roy, W.B.F.S ADFO, Panchet Division
13	DFO, Durgapur Division	Durgapur	BUEFRD003	Milan Kanti Mandal, W.B.F.S DFO, Durgapur Division	Subhasish Chattopadhyay, W.B.F.S ADFO, Durgapur Division
14	DFO, Birbhum Division	Birbhum-I	BRAFRD002	Hari Krishnan,I.F.S DFO, Birbhum Division	Bijan Kumar Nath, W.B.F.S ADFO, Birbhum Division
15	DFO, Burdwan Division	Burdwan-II	BUBFRD001	D. Sharma , I.F.S DFO, Burdwan Division	Sujit Kumar Das, W.B.F.S ADFO, Burdwan Division
16	DFO, Nadia-Murshidabad Division	Krishnanagar-II	NABFRD001	Rana Datta ,I.F.S DFO, Nadia-Murshidabad Division	Subhasish Ghosh , W.B.F.S ADFO, Nadia-Murshidabad Division
17	DFO, Howrah Division	Howrah-II	HWBFRD001	Smt. Niranjita Mitra , W.B.F.S DFO, Howrah Division	Srikanta Ghosh , W.B.F.S ADFO, Howrah Division
18	DFO, Raiganj Division	Raiganj-II	UDCFRD001	Diparna Kr. Dutta , W.B.F.S DFO, Raiganj Division	Smt. Manjula Tirkey , W.B.F.S ADFO, Raiganj Division
19	DFO, Malda Division	Malda-II	MDBFRD001	Sheikh Fareed J , I.F.S DFO, Malda Division	Sitansu Kumar Gupta , W.B.F.S ADFO, Malda Division
20	DFO, Darjeeling Division	Darjeeling	DAAFRD009	Vikas V. , I.F.S DFO, Darjeeling Division	Arbinden Lepcha , W.B.F.S ADFO, Darjeeling Division
21	DFO, Kurseong Division	Kurseong	DABFRD001	Sandeep Kr. Berwal. , I.F.S DFO, Kurseong Division	Gyachola Yolmo , W.B.F.S ADFO, Kurseong Division
22	DFO, Baikunthapur Division	Siliguri-I	DADFRD001	Smt. Uma Rani N. , I.F.S. DFO, Baikunthapur Division	Manas Acharya , W.B.F.S ADFO, Baikunthapur Division
23	DFO, Jalpaiguri Division	Jalpaiguri-II	JABFRD002	Mridul Kumar , I.F.S. DFO, Jalpaiguri Division	Bijan Talukdar , W.B.F.S ADFO, Jalpaiguri Division
24	DFO, Cooch Behar Division	Coochbehar-I	COAFRD001	Biman Biswas , W.B.F.S DFO, Coochbehar Division	Raju Roy , W.B.F.S ADFO, Coochbehar Division
25	Deputy Conservator of Forests, Wildlife Headquarters	PAO-III	CAFFRD004	Om Prakash ,I.F.S DFO, Wildlife Head quarters Division	Somnath Chattopadhyay , W.B.F.S ADFO, Wildlife Head quarters Division
26	DFO,Darjeeling Wildlife Division	Darjeeling	DAAFRD010	Dharmdeo Rai , I.F.S DFO, Darjeeling Wildlife Division	Jayanta Mondal , W.B.F.S ADFO, Darjeeling Wildlife Division

MODIFIED DRAWING & DISBURSING OFFICERS[DDOs] LIST**[Modified as per Forest Department's Notification No.1/28024/2018 dated Kolkata 26.09.2018]**

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27	DFO, Garumara Wildlife Division	Jalpaiguri-II	JABFRD005	Smt. Nisha Goswami , I.F.S DFO, Gorumara Wildlife Division	Badal Debnath , W.B.F.S ADFO, Gorumara Wildlife Division
28	DFO, Jaldapara Wildlife Division	Coochbehar-I	COAFRD002	Kumar Vimal , I.F.S DFO, Jaldapara WL Division	Partha Sarathi Pramanik , W.B.F.S ADFO, Jaldapara WL Division
29	Deputy Field Director, Buxa Tiger Reserve West	Alipurduar	JACFRD002	Kalyan Rai , I.F.S DFD, Buxa Tiger Reserve (West) Division	Durga Kant Jha , W.B.F.S ADFO, Buxa Tiger Reserve (West) Division
30	Deputy Field Director, Buxa Tiger Reserve East	Alipurduar	JACFRD003	Harish , I.F.S DFD, Buxa Tiger Reserve, (East) Division	Manish Kumar Yadav , W.B.F.S ADFO, Buxa Tiger Reserve, (East) Division
31	DFO, 24 Parganas(South) Division	Alipur-II	SPBFRD003	Santhosa G R , I.F.S DFO, 24 Parganas (South) Division	Manas Ghosh , W.B.F.S ADFO, 24 Parganas (South) Division
32	Deputy Field Director, Sunderban Tiger Reserve	Canning	SPEFRD001	Dipak M , I.F.S DFD, Sunderban Tiger Reserve Division.	Anindya Guha Thakurata , W.B.F.S ADFO, Sunderban Tiger Reserve Division.
33	DCF, Monitoring(South)	CAL PAO-I	CABFRD024	Apurba Sen , I.F.S DFO, Monitoring (South) Division.	Phalguni Mallick , W.B.F.S ADFO, Monitoring (South) Division.
34	DCF, Monitoring(North)	Siliguri-I	DADFRD010	Kaushik Sarkar , I.F.S DFO, Monitoring (North) Division.	Bhupen Biswakarma , W.B.F.S ADFO, Monitoring (North) Division.
35	Silviculture(Hill) Division	Darjeeling	DAAFRD011	Jiju Jaesper J , I.F.S DFO, Silviculture (Hill) Division.	Surendra Prasad Sharma , W.B.F.S ADFO, Silviculture (Hill) Division.
36	Director, W.B. Forest School	Kurseong	DABFRD003	P.R. Pradhan , I.F.S Director, West Bengal Forestry School	Ajay Pradhan , W.B.F.S Assistant Director, West Bengal Forestry School
37	Director, Forestry Training Centre, Hijli	Kharagpur	MIFFRD003	Arunangshu Panda , W.B.F.S Director Forestry Training Centre, Jhargram at Hijli	Mars Caesar Das , W.B.F.S Assistant Director, West Bengal Forestry School

* In such cases where no officers of ADFO rank are posted in Divisions/Circles, DFO / CF / CCF will act as the DDO for the intervening period till the
 * All new DDOs should apply for Dongle from Govt. approved authorized agencies and get it registered with respective Treasuries



(N.K. PANDEY)

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

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File No.FOR-13099/5/2018-SECTION(FOR)-Dept. of Forest

I/28024/2018

Government of West Bengal
Department of Forests
Aranya Bhawan, Block-LA-10A, Sector-III,
Salt Lake City, Kolkata-700098.

Dated, Kolkata 26/09/2018.

NOTIFICATION


Divisional Forest Officers (DFO)/Conservator of Forests (CF)/Chief Conservator of Forests (CCF)/other higher officials of different offices under Directorate of Forests are working as the Drawing and Disbursing Officer (DDO) of concerned offices in addition to their normal duties. Consequent upon day to day work pressure, it has become difficult for them to perform the duties of DDO. The matter of relieving them from the duties of the DDO was under active consideration of the Government for some time past in the public interest.

Now, In terms of Rule 4.028(2), 4.028950, 4.018(1) of WBTR,2005, the Governor is pleased to declare that the Assistant Divisional Forest Officer (ADFO) will act as Drawing and Disbursing Officer (DDO) of their respective Divisions/Circles in place of existing DDOs with immediate effect and until further orders.

It is also declared that in such cases where there is more than 1(one) ADFO in any Division/Circle, PCCF & HoFF, W.B. will select the ADFO for functioning as DDO of that Division /Circle and where no officer of ADFO rank is posted in Divisions/Circles, the existing DDO(DFO/CF/CCF/other higher official) will continue to act as DDO till the ADFO post is filled in. As soon as any ADFO is posted he/she will act as DDO in place of existing DDO.

This order issues with the concurrence of the Finance Department of this Government vide U.O.No.Group T/2016-2017/0361 dtd.24/08/2016.

By order of the Governor


(P. Tantri)
JOINT SECRETARY
Department of Forests

Dated, Kolkata 26/09/2018.

Copy forwarded for information and necessary action to :-

1. P.S. to the Hon'ble MIC, Deptt. of Forests, Govt. of W.B.
2. Sr. P.A. to the Addl. Chief Secretary.
3. The Principal Accountant General (A&E), W.B. Treasury Buildings, Kolkata-700 001.
4. The Director of Treasuries and Accounts, West Bengal.
5. The Secretary, Finance Department, Government of West Bengal.
6. The Principal Chief Conservator of Forests & HoFF, West Bengal.
7. The Principal Chief Conservator of Forests, General, West Bengal.
8. The Principal Chief Conservator of Forests, Wildlife & CWLW, West Bengal.
9. The Principal Chief Conservator of Forests, RM&D, West Bengal.
10. All Treasury West Bengal.
11. Branch Manager Bank through the PCCF, Genl.
12. All Chief Conservator of Forests/CF/DFO/ADFO.


JOINT SECRETARY
Department of Forests

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