



**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. 164/W-19

Date: 21.03.2018.

To : (1) Shri M R Baloch, IFS, Addl. PCCF & CCF, Hill Circle  
(2) Shri Kalyan Das, IFS, CCF, South-East Circle  
(3) Shri Ujjawal Ghosh, IFS, CCF, Northern Circle  
(4) Shri G P Chhetri, IFS, CF, North-West Circle

Sub : Preparation of Preliminary Working Plan Report (PWPR)

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Sir,

It has been brought to the notice of the undersigned that the matter of preparation of Preliminary Working Plan Report (PWPR) of the division where either the working plan has expired or due to expire in few years is not properly dealt by the respective territorial circle in-charge. Please keep informed that as per the National Working Plan Code, 2014, issued by MoEF & CC, the responsibility of preparation of PWPR has been given exclusively to the Circle In-charge (read chapter 4, point 52). In the Working Plan Code, it is stated that at least two and half years before the expiry of the current Working Plan period, the concerned DFO shall be directed by the Circle In-charge to initiate preparation of Preliminary Working Plan notes. The notes which will be prepared by the DFO should contain the review of the management done during the preceding working plan period and should also contain whether the general system of management as per the working plan is satisfactory or not and should also contain suggestions for necessary changes for improvement. The Working Plan Code further states that the territorial DFO must complete the notes within 2 months and submit the same to the Circle In-charge who in turn inspect the forest concern and writes the PWPR during or soon after completing the tour within 2 months and submit the draft PWPR to the concerned CCF/APCCF/PCCF for consideration of the same in the standing consultative committee.

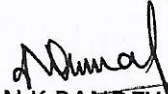
In spite of the clear instructions and directions given in National Working Plan Code, the extract of which have been stated in foregoing para, the Conservator of Forests and respective territorial DFOs are repeatedly failing in preparation of Working Plan notes and also preparation of PWPR. In this connection, kindly refer the letter Nos. 290(A)/IW-19 dt. 25.09.17 and 48/IW-19 dt. 29.01.18 issued by CF, WP & GIS. This is important to mention here that the Working Plan of Darjeeling, Kurseong and Kalimpong will expire during the current financial year i.e. after few days. The Working Plan of Baikunthapur Divn., will expire during 2019-20. The Working Plan of Jalpaiguri Divn., has already expired during 2016-17. The Working Plan of Malda Divn., will expire in 2019-20. The Working Plan of Burdwan, Durgapur and Howrah(Arambag) will expire in 2019-20.

**Keeping the above facts in mind, it is hereby ordered that PWPR of all the divisions, the working plan of which will expire in next 2 years must be completed and submitted to the CF, WP & GIS Circle within 2 months from the date of issuance of this order so that the standing consultative committee can deliberate and approve the PWPR and ask respective Working Plan officers to start preparing the new Working Plan of respective Divns.**

You are also directed to issue necessary instruction to all the DFOs under your control to start preparing Working Plan notes.

**The matter is very important so due priority should be given.**

Yours faithfully,

  
(N.K. PANDEY)

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

Encl. as stated

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NO. 164/W-19

Date: 21.03.2018

Copy forwarded for information to :-

- (1) The MD, WBFDC Ltd. --- Kindly issue necessary instructions from his end so that PWPR and Working Plan of Kalimpong Divn., can be prepared.
- (2) The PCCF, Wildlife
- (3) The PCCF, RMD

*N K Pandey*  
(N K PANDEY)

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

CCFI MIS & Govt

Kindly upload in our website "Whats New"

dk

SALGAR

(1A)  
21/3/18



**Government of West Bengal**  
**Directorate of Forests**  
Office of the Conservator of Forests  
*Working Plan and G.I.S. Circle*

Aranya Bhawan, Block LA-10A, Sector -III, Salt Lake City, Kolkata 700098  
☎: +91-33-23355147 ✉ cfwpgiswb@outlook.com

No: 48 /1W-19

Date: 29.01.20

- To: 1. **The Chief Conservator of Forests (Circle Head), WB**  
(Hill Circle, Northern Circle, Central Circle, South East Circle)  
2. **The Conservator of Forests (Circle Head), WB**  
(North West Circle & Parks & Gardens Circle)

Sub: **Submission of PWPRs and Request for Midterm Review of Working Plans-Reg.**  
Ref: **This Office No. 290(A)/1W-19 Dated 25.09.2017 (copy enclosed pl)**

With reference to the cited subject and as per the records available in this Circle, the PWPR as scheduled and confirmation regarding the Mid-Term Review requirement for current Working Plans has not been submitted as yet, for the following Forest Divisions. The list of the concerned Forest Divisions is being forwarded herewith for your kind ready reference.

Division	Current Working Plan Period	Action Pending
Darjeeling, Kurseong, Kalimpong	Up to 2017-18	PWPR not yet submitted
Baikunthapur	2010-11 to 2019-20	PWPR not yet submitted
Jalpaiguri	2007-08 to 2016-17	Copy of approved PWPR based on which 1 <sup>st</sup> Draft of 10 <sup>th</sup> WP has been prepared and is now under finalization is not available at this end. Copy may kindly be sent to the undersigned.
Malda	2010-11 to 2019-20	PWPR not yet submitted
Bankura (North & South), Panchet	2013-14 to 2022-23	Mid Term Review requirement not confirmed
Birbhum	2013-14 to 2022-23	Mid Term Review requirement not confirmed
Burdwan, Durgapur & part-Howrah (Arambagh)	2010-11 to 2019-20	PWPR not yet submitted
Nadia-Murshidabad	2013-14 to 2022-23	Mid Term Review requirement not confirmed

This is for your kind information with a request for your kind intervention in this matter so that timely and needful steps can be taken from this Circle as prescribed by the guidelines of GOI and NWPC-2014.

Encl. As Abovesaid

(Dr. Anupama, IFS)  
Conservator of Forest  
Working Plan and G.I.S Circle, W.I

No. 48 /1W-19

Date: 29.01.2018

Copy forwarded for information to:

1. The Principal Chief Conservator of Forests and HoFF, West Bengal
2. The Chief Conservator of Forests (HQ), West Bengal, as discussed.
3. DFOs (North, South-I and South-II) Working Plan Divisions (Darjeeling, Midnapore and Bankura) for immediate needful actions at their end for timely completion of the works due.

(Dr. Anupama, IFS)  
Conservator of Forest  
Working Plan and G.I.S Circle, W.I



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This is for your kind information with a request for your kind intervention in this matter so that timely and needful steps can be taken from this Circle as prescribed by the guidelines of GOI and NWPC-2014.

(Dr. Anupama, IFS)  
Conservator of Forests  
Working Plan and G.I.S Circle, W.B.

Date: 25.09.2017

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2. The Chief Conservator of Forests (HQ), West Bengal, as discussed.
3. DFOs (North, South-I and South-II) Working Plan Divisions (Darjeeling, Midnapore and Bankura) for immediate needful actions at their end as discussed during the meeting on 20<sup>th</sup> September 2017 for timely completion of the works due.

(Dr. Anupama, IFS)  
Conservator of Forests  
Working Plan and G.I.S Circle, W.B.

important for assessing the sustainability, accompanied by a set of related quantitative, qualitative or descriptive attributes. This information will subsequently form the basis for the summary of facts (Part I of the working plan) on which proposals/prescription for future management is made by WPO in Part II of the plan.

49. Specific comments are made on Part I of the working plan regarding such sections which are required to be updated. The PWPR indicates the work that the WPO has to do during the field work. The PWPR also makes clear what information the WPO has to collect and what information is already available, what maps are to be prepared and what maps are already available. It also indicates the kind of vegetation survey and other surveys that are to be undertaken and the kind of studies already done for the area, the type and intensity of enumerations to be done in each working circle and so on.
50. It also requires detailed comments and close analysis of the results of the past management for each working circle separately. Success or failure and reasons thereof, if known, are taken note of; the impact of the past working plan and the extent of harvesting are reviewed. While writing chapter on "Past Systems of Management", critical analysis should be done about deviations /failures in the implementation of the past prescriptions in full. As far as possible, attempt should be made to quantify the results and effects of the past prescriptions.
51. PWPR shall aim at ensuring sustainable management of forests through existing or suitable innovative silvicultural systems for maintaining and enhancing supply of medicinal and aromatic plants (MAPs), NTFPs, along with other goods and ecosystem services for the benefit of local people. Therefore, Part II should outline the objectives of management in view of past experience and stakeholders' requirement.

#### **PREPARATION OF PWPR**

52. In the working season immediately preceding the one, in which the working plan revision is due to commence (at least two and half years before the expiry of current working plan period), the concerned DFO territorial shall be directed by Head, territorial forest circle to initiate preparation of the preliminary working plan notes. These notes briefly review the results of management during the past years and point out whether the general system of management is satisfactory or not and then suggest any necessary change for improvement. DFO must complete the notes within two months and submit the note to the Head, territorial forest circle, who in turn inspects the forests concerned and writes the PWPR during or soon after completing the tour within two months and submits the draft to concerned CCF/APCCF/PCCF for consideration of the standing consultative committee. A check list of necessary information and inputs to be provided to WPO should be annexed along with PWPR for the scrutiny and guidance from the committee.

#### **CONSULTATIONS WITH LOCAL STAKEHOLDERS**

53. The Head, territorial forest circle during the PWPR preparation will hold consultation with local people's forum, JFM committees, village Panchayats and forest development agency (FDA) about the expectations of people dependent on forests and try to accommodate the same as far as possible to the extent that they are compatible with the technical feasibility of sustainable management of forests.

**CHAPTER V**  
**STANDING CONSULTATIVE COMMITTEE**  
**AND**  
**PREPARATION OF WORKING PLAN**

**STANDING CONSULTATIVE COMMITTEE**

54. There shall be a standing consultative committee of the state under the chairmanship of PCCF (HoFF) having representation from the state (including Chief Wildlife Warden) and MoEF (RAPCCF) for preparation of working plans. The experts from FSI and its regional centres and ICFRE institutes may be included in the committee.

**FINALIZATION OF PWPR**

55. The draft PWPR is deliberated upon in the standing consultative committee meeting chaired by the PCCF (HoFF), which then finalizes the report with changes as deemed necessary.
56. The approval of PWPR by PCCF (HoFF) should be granted at least two years prior to the expiry of the current working plan, so that the preparation of working plan by the WPO, approval by the designated authority and delivery of approved working plan to the DFO territorial concerned for implementation can be completed prior to expiry of the current plan.

**DRAFT WORKING PLAN**

57. It is advisable for the WPO to submit first draft of the plan as per the approved PWPR and time frame. Part I of the working plan provides the information generated from various sources including forest inventory and assessment. The chapter "Past Systems of Management" and "Statistics of growth and yield" should be written as comprehensively as possible and should be completed soon after the data has been compiled and analysed. Part II will be written chapter by chapter using more or less standardized paragraph headings in their proper order. The write up of Part II shall be based on information provided in Part I.
58. The draft working plan should be completely self-contained so that it is not necessary to refer to any other document to understand it. This should be accompanied by a short explanatory note stressing upon any relevant point and drawing the attention of the CCF/APCCF (WP) to any deviation from the approved PWPR or from subsequent instructions. The complete plan along with required maps is first vetted by the CCF/APCCF (WP). Sufficient copies are to be sent to the PCCF for circulation to the members of standing consultative committee especially the RAPCCF (MoEF). The members especially RAPCCF (MoEF) should get the copies for examination and comments at least 45 days prior to the final meeting of the standing consultative committee. The draft working plan should be deliberated upon, in the meeting and commonly acceptable suggestions/alterations/ modifications may be incorporated in the final draft working plan for submission to RAPCCF (MoEF). In case of any serious and irreconcilable difference of opinion between the SFD and RAPCCF (MoEF), the matter may be referred by the PCCF (HoFF) to DGF&SS (MoEF) for final decision in the matter.

**SUBMISSION OF THE PLAN**

59. Draft WP as deliberated in the standing consultative committee and as revised after incorporating the suggestions of the committee, is sent to the RAPCCF (MoEF) by the PCCF (HoFF) under intimation to the state government.