



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests & Head of Forest Force
Aranya Bhawan, Salt Lake, Sector-III, Block LA-10A, Kolkata-700 106.
Phone – Fax:: (033) 2335 8581/7751, e-mail : pccfhoff.office-wb@gov.in
Visit us at : www.westbengalforest.gov.in



OFFICE ORDER NO. 44 – MISC/PMC/22

DATED : 08.09.2022

Transfer Policy for Executive Staff of Forest Directorate

Whereas, the transfer policy for Executive Staff of Forest Directorate was formulated vide O. O. No. 120-T, dt. 10.12.1987,

and thereafter, a Committee was constituted by PCCF & HoFF, W. B. vide O. O. No. 36-MISC/PCCF/2012, dt. 06.12.2012 to examine the issues in order to suggest norms and guidelines to deal with the representations for transfer and posting received from employees of the Forest Directorate & to prepare Transfer Policy of the Forest Directorate,

and the Committee subsequently submitted its recommendations.

Now, therefore, in supersession of all previous orders, the Transfer Policy for Executive Staff of Forest Directorate is hereby ordered as below.

1) Routine transfer of Executive Staff :

i) Inter Circle Transfer :

All Executive Personnel belonging to DR/ Fr, FR and FG cadres are liable to be transferred to any district of the state. Ideally each incumbent should have exposure to fields in the different agro-climatic zones of the state so as to be able to gain expertise on working of different areas of the forestry sector.

ii) Intra Circle Transfer / Inter Divisional Transfer :

Transfer from one division to another division within the same circle shall be effected by concerned CCF/ CF as the case maybe. The incumbent will be liable for transfer within the circle after a tenure of minimum 3 (Three) years and maximum 5 (Five) years in one particular division. However, this time frame may be altered in the interest of public service.

iii) Intra Divisional Transfer :

Transfer may be effected by the concerned DFO/ DCF and incumbent will be liable to be transferred after completion of a tenure of 2 (Two) years in one particular place of posting i.e. Range or beat. However, the period of tenure may be altered in the interest of public service.

2) Transfer through representations :

A large number of representations are received by the office of PCCF & HoFF, W. B. throughout the year requesting for transfer on different grounds. In order to streamline the processing of such cases the following points shall be taken into consideration:-

- i) All representations for inter-circle transfer for one particular calendar year should reach the office of PCCF & HoFF, W. B., within November/ May of the year. Similarly, representations for intra-circle or intra-divisional transfer should reach the office of the concerned CCF/ CF & DFO, as the case may be within December/ June of the year. No representation will be considered if it is received after the stipulated dates / months.
- ii) All representations should be sent to PCCF & HoFF's office by the concerned DFO/ DCF/ DFD/ Director through their concerned controlling CCF/FD/CF/Jt. Director with specific recommendations as per format attached herewith. No representation will be entertained without specific recommendations of the above mentioned concerned controlling officers alongwith filled in format.

At the time of scrutinization of representations the following points may be considered :-

- a) Whether the petitioner is retiring within 2 years from the date of application.
- b) Whether the petitioner or his dependent is suffering from serious illness as prescribed and notified in WBHS 2008, such as, all Malignant diseases, Tuberculosis, Hepatitis B/ C & other liver diseases, Insulin dependent Diabetes, Heart diseases, Neurological/Cerebrovascular disorders, Renal failure, Thalassemia/ Bleeding disorders, Platlatte disorders, Injuries caused by Accident etc. All medical ground cases should be supported by valid & authenticated documents.
- c) Whether the Son / Daughter of the applicant is appearing in Madhyamik / Higher Secondary Examination in that particular year.
- d) Whether the petitioner is rendering service in the same division of a circle for more than 5 (Five) years.
- e) No transfer on representation will be entertained on ground of higher education i.e. above Class - XII.
- f) Normally no representation of transfer out of remote areas may be entertained within a period of 2 (Two) years of posting except in emergency reasons.
- g) Normally representations for transfer to home district or near to home district, purely on personal ground will not be considered if it is not in accordance with other conditions laid down in this policy.
- h) Whether the Spouse of applicant is in transferable Govt. Service, as the case may be.

Encl: as stated above



(Soumitra Dasgupta, IFS)
Principal Chief Conservator of Forests
& Head of Forest Force, West Bengal

No : 5672 /PMC/2E-981/2022

Dated : 08.09.2022

Copy forwarded for information and necessary action to :-

1. The Principal Chief Conservator of Forests, WL & CWLW, W. B.
2. The Principal Chief Conservator of Forests, RM & D, W. B.
3. The Principal Chief Conservator of Forests, CAMPA, W. B.
4. All Addl. Principal Chief Conservator of Forests, W. B.
5. All CCF/ FD, W. B.
6. All Jt. Director/ CF, W. B.
7. All DFO/ DCF/ DFD/ Director, W. B.



(Soumitra Dasgupta, IFS)
Principal Chief Conservator of Forests
& Head of Forest Force, West Bengal