CHAPTER-2 (MANUAL-I)

2.1 Objective/purpose of the public authority
-To ensure protection and conservation of existing Forests and bio-diversity including wildlife resources.
- To expand further these resources to cater to the needs of future generations.
- To achieve the goals sat forth by the National forest Policy of 1988.
- To improve the environment and ecology.
- To implement the forest, wildlife and environmental laws.

2.2 Mission/vision statement of the public authority
-To bring 20% of total geographical area of the state of Bihar under the forest/tree cover by the year 2012.
-to conserve the wildlife land ecosystems for stopping any further depletion in their population, and
-To bring the pollution level to the minimum tolerance limit.

2.3 Brief History of the public authority
Previously the forest department was a part of the revenue department. However, with the increasing awareness of forestry and environmental issues, and the challenges faced by the country on these fronts the department was segregated from the revenue department.

2.4 Duties of the public authority
-Formulation of rules and regulation for effective implementation of various laws connected with forest and environment protection.
- Enforcement of the laws enacted for protection of forests and environment.
- Preparation, execution, monitoring and evaluation of different development schemes with state and central funding.
- coordination with different departments
- Administrative control over Forest department (Directorate), Bihar State Pollution Control Board (an autonomous body) and Bihar State Forest Development Corporation Limited (a state PSU)

2.5 **Main functions/ activities of the public authority**

Main activities/functions of the Deptt. are (i) Protection and conservation lof all notified forests (6.87 Sq.KM) spread over in diff. Districts road side canal bank side flood protection bandh side plantations.  
(ii) Maintenance of National Park, Sanctuaries land other protected areas in the State  
(ii) Pollution Control through Bihar State Pollution Control Board.  
(iii) Creating awareness among the people about the need to conserve forest and environment.

2.6

2.7

(III) Bihar State Pollution Control Board H.Q-Patna.
2.8 & 2.9  Peoples participation is essential to achieve the goals of the Deptt to ensure which Participative forest Management methodology is adopted through JFM (joint Forest Management). VFMPCs and EDcs have been formed which constitute the IFDAs in different Forest Divisions. These VFCs and EDcs are involved in implementation of various alchemies under the IFDAs being founded by the lane, MOEF, GOI. These Committers are extensively involved in protection activities as well. The peoples involvement is solicited more land more in Depttal activities

Vigilence cell----?

2.11 & 2.12 Details of office address etc. are as under-

(I) Secretariate (secretary, Env. & Forest Deptt.)
Secretary/Commr. & Secy.
Env. & Forest Deptt., Govt. of Bihar.
Sinchai Bhawan, Patna-15

Te. No.
FAX No.
OFFICE TIME- 10 A.M. to 5.00 P.M.
MONDAY TO SATURDAY

(III) Peincipal Chief Conservator of Forests, Bihar.

IV Floor, Technology Bhawan,
Bailey Road, Patna
Tel.No.
FAX No.
OFFICE TIME-
CHAPTER-III

PCCF-

To assist the secretariat in dealing with Forest matters as HOD Technical Advisor of State Govt. in Forest matters.
- To submit the printed copy of the working plan to the Govt. for sanction.
- To supervise & control the system of five conservancy method of Silvicultural improvements all systems of sales and the conduct of forest research all the forest.
- To prepare final Annual forest Administrative report & Budget estimates with appropriation proposals.
- As a HOD to forest to exercise the powers delegated to the IHOD under the Bihar Service Cadre Pension Rules, Bihar T.A Rules land other codes.

CCF:
- To assist the PCCF in all his functions.

CF:
- To make tours of inspection & visit as many of the forest as possible.
- To ascertain the DFO & other members of the controlling staff are conversant with their duties that discipline is maintained & that work is properly supervisee.
- To inspect each DFO at least once in a yr. & move detailed report of each report of the Govt. through proper channel.

DFO
- To check & control effectively the divisional Forest accounts bother in respect of revenue & expenditure and for the management of forest business.
- To procure progress report from range Officers accompanier by Diaries.
- Responsible for the maintenance of discipline & good behaviour to the subordinates under have.

ACCF, R.O., Forester & Forest Guard
- To act in subordination and in accordance with the orders of the DFO.
- To discharge their duties in conformity with the manuals, Act, Rules & standing orders.
- To visit all forest & keep a strict watch on the proper conservancy.
- To see that all he don’t trespass in closed forest areas & graze in any open area without fees fried in accordance with the rules.
CHAPTER-4

Rules, regulations, Instructions, Manual and Records for discharging functions

The various acts and rules which guide the activities of the department are as under.

1. Forest (Conservation ) Act, 1980
2. Forest (Conservation ) Rules, 1981
3. Wildlife (Protection ) Act, 1972
5. Wildlife (Stock declaration) Control Rules, 1973
8. Wildlife (Specific Plants Stock Declaration) Central Rules 1995
9. Wildlife (specific Plants conditions for possession by Licensee) rules, 1995
10. Wildlife (Protection) Rules, 1995
15. Bihar Kendu Leaves (Control of Trade) act, 1973
16. Bihar Forest Produce (Regulation of Trade) Act, 1984
17. Bihar Saw Mills (Regulation) Act, 1990
18. Bihar Saw Mills (Regulation) Rules, 1993
CHAPTER-5 (Manual-4)
The Rules regulations manuals and records held by the Env. & forest Deptt. or under its control or used by its employees for discharging its functions

As in Chapter-4

The copies of the document related to the above laws can be had from PCCF Office or from Malhotra Publications/fee for the document. The fee will be levied in accordance with the provisions made by the State Govt. in this regard.
CHAPTER-6 (Manual-5)

A Statement of the categories of documents that are held by the Deptt. under its control.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Category of documents</th>
<th>name of the documents &amp; its type</th>
<th>Procedure for obtaining documents</th>
<th>Under the control &amp; in possession of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notice</td>
<td>Notice</td>
<td>As per permission of State Govt.</td>
<td>Deptt/PCCF and Subordinate Officer</td>
</tr>
<tr>
<td>2</td>
<td>Office Order</td>
<td>Order</td>
<td>Do</td>
<td>Do</td>
</tr>
<tr>
<td>3</td>
<td>Circular of Deptt.</td>
<td>Circular</td>
<td>do</td>
<td>do</td>
</tr>
<tr>
<td>4</td>
<td>N.O.C.Order</td>
<td>NOC order</td>
<td>do</td>
<td>do</td>
</tr>
</tbody>
</table>

CHAPTER-7 (M-6)

A Statement of Boards Council Committees and other bodies constituted as its part.

2. Bihar State Tannin Extract Ltd.
3. Bihar Solvent & Chemical Ltd.
4. Bihar State Pollution Control Board.
CHAPTER 8 (Manual-7)

The names, designation & other particulars of the public information officers.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; designation, Address</th>
<th>STD code</th>
<th>Telephone O/R</th>
<th>FAX</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
</table>

CHAPTER 9 (Manual-8)

Procedure followed in decision Naming Process:

1. All the decisions are taken at the Govt. level through procuring order.
2. Departmental Head i.e, Secretary or Commissioner cum Secretary is authorised to take decision in the file for day to day working.
3. The Deptt.ovf Env. & Forest has issued permanent order through which the power is delegated right from under Secretary to the Secretary level and Departmental Minister of the Chief Minister.

A copy of the Permanent order is attached herewith for perusal.