

MANUALS
UNDER
RIGHT TO INFORMATION
ACT - 2005



Forest Department
Government of Manipur

FOREWORD

The Right to Information Act (RTI) 2005 aims at setting up a practical regime for citizens to secure access to information from Public Authorities in order to provide openness, transparency and accountability. The Act empowers the people by making the Government Officers share the information with the public as demanded by them.

These manuals contain information about the organization of forest department, its diverse functions, decision making processes, particulars of officers and employees and the list of Public Information Officers for the guidance and use of the Public and departmental officers.

27th September, 2007

Singsit
27/9/07

(S. Singsit)

Principal Chief Conservator of Forests,
Government of Manipur.



**MANUALS IN RESPECT OF FOREST DEPARTMENT,
GOVERNMENT OF MANIPUR UNDER PROVISION OF SECTION-
4(1)(b) OF THE RIGHT TO INFORMATION ACT 2005.**

Manual -1 Particulars of organization, functions and duties.

The Forest Department is a significant department of Government of Manipur. Its head office and other offices upto the level of Conservator of Forests are located in Sanjenthong, P.O. and P.S., Imphal-795001. The Deputy Conservator of Forests/Divisional Forest Officers are based in all the Districts whereas the Range Officers, Dy. Range Officers, Foresters and Forest Guards are located in sub divisions and other lower levels. The following functions and duties are allocated to the department.

1. All matters relating to Plan Schemes/Projects on Afforestation, Joint Forest Management, Forest Buildings, Forest roads, Forest fire control measures etc.
2. To undertake Centrally Sponsored Schemes, N.E.C schemes on forest development and protection, all matters related to Wild life, National Parks and Sanctuaries.
3. To propose forest plantation and management schemes and their implementation.
4. Regulation of extraction and disposal of forest produces.
5. All matters relating to court cases in respect of the department.
6. Any other matter concerning the department.

Manual-2 Powers and duties of Officers and staff:

The Forest Department is headed by the Principal Chief Conservator of Forests who is responsible for general superintendence, direction and management of the affairs of the department. All the correspondence of the department with the state government, central government and other institutions takes place through him only. All transfers and postings within the department in respect of Class-III & IV are done by him.

Allocation of work to the senior officers of the Forest Department below the level of Principal Chief Conservator of Forests are as follows:

1. **Addl. Principal Chief Conservator of Forests(WL):** He is the Head of Wildlife Wing of the Forest Department as also the Chief Wildlife Warden of the State. All activities and matters related to wildlife are handled by him. The Conservator of Forests/Wild life will directly report to him. He will be the Member Secretary of the Manipur Wildlife Board.
2. **Additional Principal Chief Conservator of Forests(Forests & FDA):** He controls all activities of Forest Development Agencies in the State. He will also be Member Secretary and in-charge of Bio-diversity Conservation in the State. All conservators of Forests controlling FDA will report direct to him in the matter of JFMCs and FDAs. Besides the 2(two) Chief Conservator of Forests/Territorial & Protection will also be under his control.
3. **Chief Conservator of Forests/Planning & Administration:** He is responsible for planning and administration of the Department. The Conservator of Forests/Administration & Planning and Deputy Conservator of Forests/Administration & Planning will report to him. The Conservator of Forests/Bamboo Project will also report to him directly. He will be the Nodal Officer for the Forest Conservation Act (FCA).
4. **Chief Conservator of Forests (Territorial & Protection) No.1:** The Chief Conservator of Forests(Territorial & Protection) No.1 will look after the territorial and protection activities of 2(two) territorial circles viz. the Conservator of Forests/Central Circle and Western Circle. He will report directly to the Addl. Principal Chief Conservator of Forests/Forests & FDA. He will be assisted by an Assistant Conservator of Forests.
5. **Chief Conservator of Forests(Territorial & Protection) No.2:** The Chief Conservator of Forests(Territorial & Protection) No.2 will look after the territorial and protection activities of 2(two) territorial circles viz. the Conservator of Forests/Eastern Circle and Northern Circle. He will report directly to the Addl.

Principal Chief Conservator of Forests/Forests & FDA. He will be assisted by an Assistant Conservator of Forests.

6. Chief Conservator of Forests/Conservation & JFM: He controls all activities of Social Forestry and Soil Conservation in the Department and also the working plan, research & training of the department. The Conservator of Forests/Social Forestry Circle and Conservator of Forests/Working Plan, Research & Training directly report to him. He reports direct to Addl. Principal Chief Conservator of Forests (Wildlife).

7. Conservator of Forests/Administration & Planning: He is the Drawing and Disbursing Officer of the office of the Principal Chief Conservator of Forests, Manipur. He also assists in the Administration and Planning of the department and Forest Training School. He reports to the Chief Conservator of Forests/Planning & Administration and the Principal Chief Conservator of Forests directly. He also functions as Head of Office of the Forest Head Office.

8. Conservator of Forests/Northern Circle: He controls the activities of the following territorial divisions directly:

- a. Divisional Forest Officer/Kangpokpi Forest Division, Kangpokpi.
- b. Divisional Forest Officer/Senapati Forest Division, Senapati.

He will be assisted by a Range Officer in his day to day functioning in his office.

9. Conservator of Forests/Central Circle: He controls the activities of the following territorial divisions directly.

- a. Divisional Forest Officer/Central Forest Division, Mantripukhri.
- b. Divisional Forest Officer/Thoubal Forest Division, Thoubal.
- c. Divisional Forest Officer/Bishnupur Forest Division, Bishnupur.

The Assistant Conservator of Forests/Central Forest Circle assists him in his day to day functioning in his office.

10. Conservator of Forests/Eastern Circle: He controls the activities of the following territorial divisions directly.

- a) Divisional Forest Officer/Tengnoupal Forest Division, Chandel.
- b) Divisional Forest Officer/Eastern Forest Division, Ukhrul.

The Assistant Conservator of Forests/Eastern Forest Circle is assisting him in his day to day functioning in his office.

11. Conservator of Forests/Western Circle: He controls the activities of the following territorial divisions directly.

- a) Divisional Forest Officer/Western Forest Division, Tamenglong.
- b) Divisional Forest Officer/ Jiribam Forest Division, Jiribam.
- c) Divisional Forest Officer/Southern Forest Division, Churachandpur.

The Assistant Conservator of Forests/Western Forest Circle is assisting him in his day to day functioning in his office.

12. Conservator of Forests/Social Forestry Circle: He controls the activities of the following divisions directly.

- a) Divisional Forest Officer/Social Forestry Division, Mantripukhri.
- b) Divisional Forest Officer/ Social Forestry Division No.-III, Bishnupur.
- c) Divisional Forest Officer/ Social Forestry Division No.IV Thoubal.
- d) Divisional Forest Officer/Soil Conservation Division, Mantripukhri.

He is assisted by the Assistant Conservator of Forests/Social Forestry Circle in his day to day functioning in his office.

13. Conservator of Forests/Working Plan, Research & Training: He controls the activities of the following divisions directly.

- a) Divisional Forest Officer/Working Plan Division NO.-I, Mantripukhri.
- b) Divisional Forest Officer/Working Plan Division NO.-II, Mantripukhri
- c) Divisional Forest Officer/Research, Silviculture & Training, Mantripukhri.

He is assisted by the Assistant Conservator of Forests/Working Plan Research & Training in his day to day functioning in his office.

14. **Conservator of Forests(WL):** The Conservator of Forests(WL) assists the Addl. Principal Chief Conservator of Forests(WL) & Chief Wildlife Warden in his day to day working and functioning of his office and the Wildlife Wing. He controls the Dy. Conservator of Forests/Parks and Sanctuary, Deputy Conservator of Forests/Manipur Zoological Garden and Assistant Conservator of Forests/Wildlife.

15. **Conservator of Forests (Bamboo Project):** He is controlling all the Divisions taking up bamboo project in the State. The Divisional Forest Officer/ Churachandpur, Tamenglong, Jiribam and Chandel directly report to the Conservator of Forests/Bamboo Project in the matter of Bamboo. The Conservator of Forests/Bamboo Project directly reports to Chief Conservator of Forests/Planning & Administration.

16. **Deputy Conservators of Forests/Divisional Forest Officers:** The territorial Divisional Forest Officers exercise the territorial control over the forest areas in their jurisdictions. Extraction and movement of forest produce is regulated by them. They are entrusted with plantation and protection duties and as member secretaries of their Forest Development Agencies they execute afforestation works and manage the forests.

The other Divisional Forest Officers look after the functional works assigned to them.

17. **Asstt. Conservators of Forests:** They are attached to the Divisions, Circles and Head Office and assist the Controlling Officers in various forestry matters.

18. **Range Forest Officers:** They look after the forest at range level and take up plantation, nursery and various developmental works with the assistance of Dy. Rangers and Forest Guards. They also check the movement of forest produce across their jurisdictions.

The Divisional Forest Officers are assisted by Range Officers who in turn are assisted by Dy. Rangers, Foresters and Forest Guards in the field.

Manual-3: The procedure followed in the decision making process including channels of supervision and accountability.

For implementation of National Afforestation Programme through FDA, the territorial Divisional Forest Officers after consulting the Joint Forest Management Committee members of the village in a participatory way prepare the proposals which after being approved by the Conservator of Forests as Chairman of the FDA are sent to the Controlling Chief Conservator of Forests and routed to the Pr.CCF through Addl. Pr.CCF(Forests/FDA) for final submission to the National Afforestation and Eco Development Board, Govt. of India for sanction and release of funds. After receiving sanctions from Govt. of India the NAP is executed by them. Other schemes pertaining to Social forestry, Economic Plantation, Forest Building, Forest Roads, Development and Minor Forest Produces etc. originate at the level of Divisional Forest Officer and sanctioned by Principal Chief Conservator of Forests.

In case of application/letters received by the department, the officer receiving them mark it to his/her junior officer with instruction. This process continues till it reaches concerned Dealing Assistant handling the subject matter. There he/she places the matter in relevant file and put it up to the higher officer giving a brief of the matter and also rules and regulation concerning/governing the matter. The Head of the Office decides the course of action in public interest. The department calls for tenders for the sale of Non-Wood Forest Produces like cane, sand, stone etc and follows Supreme Courts Orders/Guidelines for the extraction and disposal of timber. For scientific management of Forests, the Department formulates detailed working plans and executes them after receiving due approval from the Govt. of India.

Manual-4: The norms set by it for the discharge of function:

The Dealing Assistants put up all the correspondences in the relevant files before the Head of the Offices or open a new file wherever necessary and put up accordingly. The Officers issue the necessary instructions on the file and also guide the staff orally, if required. Work of diary, typing, dispatch of letters is handled by the subordinate staff.

For Plan Works such as plantation, nursery, building construction etc. estimates are submitted mostly by Range Officers and these are sanctioned by Dy. Conservator of Forests or Higher Ranking Officer depending upon quantum of work and amount involved. Most of the works are done departmentally including the extraction of forest produces. There is no forest corporation in the department.

Manual-5: The rules, regulations, instructions, manuals and records held by it or under its control or use by its employees for discharging its functions:

1. Indian Forest Act-1927 and Rules framed thereunder.
2. Forest (Conservation) Act, 1980 and Rules framed thereunder.
3. Wild Life Protection Act 1972 and Rules framed thereunder.
4. Manipur Forest Rules- 1972
5. Manipur Wild Life Rules- 1974
6. Joint Forest Management Notification of Manipur 2000
7. Forest Development Agencies Notification of Manipur- 2002
8. Central Civil Services Conduct Rules
9. Fundamental Rules and Supplementary Rules
10. Manipur Civil Services (Pension Rules) and other pensions rules of State Govt.
11. All India Service Manual.

Manual-6: A statement of categories of documents that are held by it or under its control.

The Forest Department is maintaining a large number of files falling under numerous categories. The more important of these are as follows:

1. Personal files of all IFS, MFS, Officers of Forest Department.
2. Personal files of all Range Forest Officers of the Forest Department.
3. Personal file of subordinate staffs.
4. Transfers, postings and appointments,
5. Afforestation works,
6. Mahals of Forest Produces including permits.
7. Economic Plantation.
8. Social Forestry.
9. Development of minor forest produces.
10. Training of staff.
11. Forest protection
12. Working Plan
13. Forest Buildin
14. Prevation of Wild life
15. Rubber Plantation
16. Fire Control and Management
17. National Parks & Sanctuary.
18. Vanamahotsava
19. Vehicle
20. Supreme Court matter
21. Industrial Estates and Saw Mills
22. Bamboo matters
23. Court cases
24. Transportation of bamboo
25. Forest royalty
26. Service Books
27. Forest Conservation Act

Manual-7: The particulars of any arrangement that exist for consultation with or representation by the member of the public in relation to the formulation of its policy or contribution thereof.

General people come in contact with Forest department for matters relating to auction sale of forest mahals, registration of Joint Forest Management Committee, Forestry Research and Training, Forest Planting materials, Forest Settlement and other forestry related issues. The Forest Department while formulating its various development programmes keeps in mind the public interest and environmental concerns.

Manual-8: A statement of Boards, Councils, Committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for the public.

Joint Forest Management Committees have been constituted in territorial Forest Divisions for an effective management of forests and for eco rehabilitation of degraded forest areas. This provides an opportunity to the public to participate in forest management alongside forest department personnel. The minutes of JFMC meetings and the minutes of FDA meetings are accessible to the people as stakeholders. Manipur State Biodiversity Board has also been constituted. However, its function, power etc are yet to be notified by the State Government. The Department also has Wild Life Advisory Board as also the State Level Coordination Committee for FDA matters consisting of official and non official members.

Manual-9: Directory of its officers and employees:

Sl. No.	Name of Officer	Designation	Place of posting	Telephone No.
1.	Shri S. Singsit, IFS,	Principal Chief Conservator of Forests	Imphal	2450165
2	Shri A.Kharshi-ing, IFS	Addl. Pr. Chief Conservator of Forests(Forests/FDA)	Imphal	2229973
3	Shri A.K. Rana, IFS	Addl. Pr. Chief Conservator of Forests(W.L.)	Imphal	2450842
4	Shri D.C. Karnatak, IFS	Chief Conservator of Forests/Plg. & Admn.	Imphal	2454307
5	Shri L. Sharatchandra Singh, IFS,	Chief Conservator of Forests/Conservation & JFM	Imphal	2450854
6	Shri K. Thambou Singh, IFS,	Chief Conservator of Forests(Territorial & Protection) No.1	Imphal	2449662
7	Shri Bala Prasad, IFS,	Chief Conservator of Forests(Territorial & Protection) No.2	Imphal	
8	Shri N. Kipgen, IFS	Conservator of Forests/Northern Circle	Imphal	
9	Shri Th. Ibohi Singh, IFS	Conservator of Forests/Central Circle	Imphal	2459541
10	Shri K. Jagadishwore Singh, IFS	Conservator of Forests/Wild Life	Imphal	2450842
11	Shri Lamkhosei Baite, IFS	Conservator of Forests /Social Forestry Circle	Imphal	2422533/ 2416439
12	Shri P.N. Prasad, IFS	Conservator of Forests/Working Plan Res. & Trg.	Imphal	2448537
13	Shri K. Premkumar Singh, IFS	Conservator of Forests/Western Circle	Imphal	2443615
14	Dr. Khaizalian , IFS	Conservator of Forests/Eastern Circle	Imphal	2448536
15	Dr. D.D. Haokip, IFS	Conservator of Forests/Bamboo Project	Imphal	
16	Shri D.J.N. Anand, IFS	Conservator of Forests/Admn. & Plg.	Imphal	2450934
17	Shri Th. Mohendro Pratap Singh, IFS	Divisional Forest Officer, Central Forest Division	Mantripukhri, Imphal	2423048
18	Shri L. Muhindro Singh, IFS	Dy. Conservator of Forests/Park & Sanctuary	Imphal	2447029
19	Shri N. Sonzalian, IFS	Dy. Conservator of Forests/Admn. & Plg.	Imphal	2228721
20	Mrs. Soreiphy Vashum, IFS	Divisional Forest Officer/Research	Mantripukhri, Imphal	2220763
21	Shri Kh. Ibomcha Singh, IFS	Divisional Forest Officer/Soil Conservation	Mantripukhri, Imphal	2452749
22	H. Brajamani Sharma, IFS	Divisional Forest	Mantripukhri,	

		Officer/Working Plan No.-I	Imphal	
23	A. Bonbirdhwaja Singh, MFS	Divisional Forest Officer/Working Plan-II	Mantripukhri	
24	Shri Kh. Brojendro Singh, IFS	Divisional Forest Officer/Northern Forest Division.	Kangpokpi	953880-2312
25	Shri Kh. Shyam Singh, IFS,	Divisional Forest Officer/Thoubal Forest Division.	Thoubal	953848-222557
26	V.L. Roui Kullai, IFS	Dy. Conservator of Forests/Zoo	Iroishemba	
27	Shri S. Dhananjoy Singh, IFS,	Divisional Forest Officer/Tengnoupal Forest Division	Chandel	953872-222228
28	Shri L. Lukhoi Singh, MFS	Divisional Forest Officer/Bishnupur Forest Division	Bishnupur	953879-2219
29	Shri Thambou Kamei, MFS,	Divisional Forest Officer/Social Forestry Division	Mantripukhri, Imphal	2229633
30	Shri Kh. Bira Singh, MFS,	Divisional Forest Officer/Social Forestry Division-III	Bishnupur	
31	Shri K.S. Tawmbing, MFS	Divisional Forest Officer/Social Forestry Division-IV	Thoubal	
32	Shri H.D. Gangte, MFS,	Divisional Forest Officer/Southern Forest Division.	Churachandpur	03874-234230
33	Shri W. Yaiskul Singh, MFS	Divisional Forest Officer/Jiribam Forest Division	Jiribam	953876-221588
34	Shri L. Gopal Singh, IFS	Divisional Forest Officer/Western Forest Division	Tamenglong	953877-222023
35	Shri Kh. Ibohal Singh, MFS	Divisional Forest Officer/Senapati Forest Division	Senapati	
36	Shri L. Joykumar Singh, MFS	Divisional Forest Officer/Eastern Forest Division.	Ukhrul	953870-222026
37	Shri L. Birahari Singh, MFS	i/c, Director, Forest School	Luwangsangbam, Imphal.	2427285
38	Shri Sh. Shamu Singh, MFS	Asstt. Conservator of Forests/Western Circle	Imphal	2443615
39	Shri Sh. Shamu Singh, MFS	Asst. Conservator of Forests/Central Circle	Imphal	2229541
40	Shri H. Biren Singh, MFS	Asst. Conservator of Forests/Addl. Pr.CCF(WL)	Imphal	
41	Shri P.V. Guite, MFS	Asst. Conservator of Forests/Eastern Circle	Imphal	2448536
42	Shri Ch. Ibotombi Singh, MFS	Asstt. Conservator of Forests/Plg.	Imphal	
43	Shri N. Sobhachandra Singh, MFS	Asst. Conservator of Forests/Social Forestry Division	Mantripukhri, Imphal.	
44.	Shri L. Birahari Singh, MFS	Asst. Conservator of Forests/T &P-1	Imphal	

The other officers and staff of the department are not provided with office telephones.

Manual-10: The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation.

Sl.No	Name of Officer/Employees	Name/category of post	No. of post	Scale of pay
1	2	3	4	5
1	Shri S. Singsit, IFS	Principal Chief Conservator of Forests	1	Rs. 24,050-26,000/-
2	Shri A. Kharshi-ing, IFS	Addl. Pr. Chief Conservator of Forests/Forests & FDA	1	Rs. 22,400-24,500/-
3	Shri A.K.Rana, FS	Addl. Pr. Chief Conservator of Forests (Wild Life)	1	Rs. 22,400-24,500/-
4	Shri D.C.Karnatak, IFS	Chief Conservator of Forests/Plg. & Administration	1	Rs. 18,400-22,400/-
5	Shri L.Shartachandra Singh, IFS	Chief Conservator of Forests/Conservation & JFM	1	Rs. 18,400-22,400/-
6	Shri K.Thambou Singh, IFS	Chief Conservator of Forests/Territorial & Protection (1)	1	Rs. 18,400-22,400/-
7	Shri Bala Prasad, IFS	Chief Conservator of Forests/Territorial & Protection (2)	1	Rs. 18,400-22,400/-
8	Shri Th. Ibobi Singh, IFS	Conservator of Forests/Central Circle	1	Rs. 16,400-20,000/-
9	Shri P.N. Prasad, IFS	Conservator of Forests/Working Plan & Res & Trg.	1	Rs. 16,400-20,000/-
10	Shri N. Kipgen, IFS	Conservator of Forests/Northern Circle	1	Rs. 16,400-20,000/-
11	Shri D.J.N. Anand, IFS	Conservator of Forests/Admn. & Trg.	1	Rs. 16,400-20,000/-
12	Dr. Khaizalian, IFS	Conservator of Forests/Eastern Circle	1	Rs. 16,400-20,000/-
13	Shri Lamkhosei Baite, IFS	Conservator of Forests/Social Forestry Circle	1	Rs. 16,400-20,000/-
14	Shri K. Premkumar Singh, IFS	Conservator of Forests/Western Circle	1	Rs. 16,400-20,000/-
15	Shri K. Jagadishwor Singh, IFS	Conservator of Forests/Wild Life	1	Rs. 16,400-20,000/-
16	Dr.D.D. Haokip, IFS	Conservator of Forests/Bamboo Project	1	Rs. 16,400-20,000/-
17	Shri L.Gopal Singh, IFS	Dy. Conservator of Forests/Tamenglong	1	Rs. 14,300-18,300/-
18	Shri S. Dhananjoy Singh, IFS	Dy. Conservator of Forests/Chandel	1	Rs. 14,300-18,300/-
19	Shri H. Brajamani Sharma, IFS	Dy.Conservator of Forests/Working Divn.No-I.	1	Rs. 14,300-18,300/-
20	Shri Kh. Ibomcha Singh	Dy. Conservator of Forests/Soil Conservation	1	Rs. 14,300-18,300/-
21	Shri L.Muhindro Singh, IFS	Dy.Conservator of Forests/Parks & Sanctuary	1	Rs. 12,000-16,500/-
22	Shri N.Sonzalian, IFS	Dy. Conservator of Forests/Administration & Planning	1	Rs. 12,000-16,500/-
23	Smt. Soreiphy Vashum, IFS	Dy. Conservator of Forests/Research, Silviculture & Trg.	1	Rs. 12,000-16,500/-
24	Smt.V.L.Roui Kullai, IFS	Dy. Conservator of Forests/Zoo.	1	Rs. 10,000-15,200/-
25	Shri Th.Mohendro Pratap Singh, IFS	Dy. Conservator of Forests/Central Division	1	Rs. 10,000-15,200/-
26	Shri Kh. Brojendro Singh, IFS	Dy. Conservator of Forests/Kangpokpi	1	Rs. 10,000-15,200/-

27	Shri Kh. Shyam Singh, IFS	Dy. Conservator of Forests/Thoubal	1	Rs. 10,000-15,200/-
28	Shri Kh. Ibohal Singh, MFS-II	I/C Divisional Forest Officer/Senapati Division	1	Rs. 8,000-13,500/-
29	Shri W. Yaiskul Singh, MFS-II	i/c, Divnl. Forest Officer, Jiribam	1	Rs. 8,000-13,500/-
30	Shri A.Bonbirdhwaja Singh, MFS-II	I/C Divnl. Forest Officer/Working Plan -II	1	Rs. 8,000-13,500/-
31	Shri L. Lukhoi, MFS-II	I/C Divnl. Forest Officer/Bishnupur Division.	1	Rs. 8,000-13,500/-
32	Shri Sh. Shamu Singh, MFS-II	Asst. Conservator of Forests/Central Division	1	Rs. 8,000-13,500/-
33	Shri Thambou Kamei, MFS-II	i/c, Divnl. Forest Officer, Social Forestry Division	1	Rs. 8,000-13,500/-
34	Shri Kh. Bira Singh, MFS-II	I/C Divisional Forest Officer /Social Forestry Divn.-III	1	Rs. 8,000-13,500/-
35	Shri P.Vailkhotong.Guite, MFS-II	Asst. Conservator of Forests/Eastern Circle	1	Rs. 8,000-13,500/-
36	Shri H. Biren Singh, MFS-II	Asstt. Conservator of Forests/Wild Life & Office of CCF/T & P(2)	1	Rs. 8,000-13,500/-
37	Shri Ch. Ibotombi Singh, MFS-II	Asstt. Conservator of Forests/Planning	1	Rs. 8,000-13,500/-
38	Shri L. Joykumar Singh, MFS-II	I/C Divnl. Forest Officer/Eastern Forest Divn.	1	Rs. 8,000-13,500/-
39	Shri K.S. Tawmbing, MFS-II	i/c, Divnl. Forest Officer, Social Forestry Division-IV	1	Rs. 8,000-13,500/-
40	Shri L. Birahari Singh, MFS-II	Asstt.Conservator of Forests/Territorial & Protection (1)	1	Rs. 8,000-13,500/-
41	Shri N. Sobhachandra Singh, MFS-II	Asstt. Conservator of Forests/Social Forestry Circle	1	Rs. 8,000-13,500/-
42	Shri H.Dalzamang Gangte, MFS-II	I/C Dy. Conservator of Forests/Southern Forest Division	1	Rs. 8,000-13,500/-
43		Range Forest Officers	71	Rs. 6,500-10,500/-
44	Shri N. Somorendro Singh,	Wood Preservation Seasoning Officer	1	Rs.5500-9000/-
45		Superintendent	1	Rs.5000-8000/-
46		Head Clerk/Sr. Acctt.	15	Rs.4500-7000/-
47		U.D.C/Jr. Accountant	40	Rs. 4000-6000/-
48		L.D.C.	75	Rs. 3050-4590/-
49		Dy. Ranger	92	Rs. 5500-9000/-
50		Forester	119	Rs. 4000-6000/-
51		Head Forest Guard	72	Rs. 3200-4900/-
52		Forest Guard	411	Rs. 2750-4400/-
53		Driver	23	Rs. 3050-4590/-
54		Chowkidar	7	Rs. 2550-3200/-
52		Peon	32	Rs. 2550-3200/-
55		Khallashi	7	Rs. 2610-3540/-
56		Mali	14	Rs. 2550-3200/-
57		Boatman	4	Rs. 2550-3200/-
58		Draftsman Grade-I	1	Rs. 5500-9000/-
59		Draftsman Grade-II	1	Rs. 4500-7000/-
60		Tracer	1	Rs. 4000-6000/-
61		Cinema Operator	1	Rs. 3050-4590/-
62		Sweeper	6	Rs. 2550-3200/-
63		Vety. Asst. Surgeon	1	Rs. 8000-13,500/-
64		Asstt. Private Secretary	2	Rs. 5000-8000/-
65		Stenographer Grade-I	4	Rs. 4500-7000/-
		Total:-	1026	

Though field personnel face considerable hazards in protecting forest resources, no compensation has so far been provided in the service regulations.

Manual-11: The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

Forest Department Budget 2006-07:

State Plan – Rs.1,410.00 lakhs
 Central Sector Scheme for FDA: - Rs. 545.00 lakh (Sanctioned)
 Central Sponsored Schemes - As follows

Rupees in lakhs

Sl.No.	Name of scheme/project	Sanctioning authority	Amount sanctioned
1	2	3	4
1	Keibul Lamjao National Park	MOEF	46.84
2	Shiroi National Park	MOEF	17.62
3.	Dev. of Yangoupokpi Lokchao Wildlife Sanctuary	MOEF	14.06
4	Dev. of Jiri Makru Wildlife Sanctuary	MOEF	11.11
5	Action Plan for tackling gregarious flowering of Muli Bamboos in Manipur	MOEF	103.40
6	Integrated Forest Protection Scheme(90.10)	MOEF	200.89
7	Community based Eco-tourism project	NEC	21.60
Total:			415.52

Non Plan – Rs.1,244.20 lakh

Manual No.12: The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme:

There is no subsidy programme in the department.

Manual-13: Particular of recipients of concession, permits or authorization granted by it.

Concessions in the form of reservation in appointment are granted to the Scheduled Castes and Scheduled Tribes communities as per rules. Permits are given by the department for the sale, extraction and transportation of various forest produces to the people applying or competing for the same.

Manual-14: Information available in an electronic form

The Forest Department has launched its website on 21.10.2006. The website contained valuable information about forestry and wild life matters. The website can be accessed at <http://manipurforest.gov.in>.

Manual -15: Particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.

There is no facility of a library or reading room in the department maintained for public use especially for the purpose of obtaining information under RTI Act. However, Public information Officers have been proposed at the level from Addl. Pr. Chief Conservator of Forests down to Divisional Forest Officers whom the people can approach for obtaining any information under RTI Act.

Manual-16: Name, designation and other particulars of Public Information Officers.

The Govt. of Manipur vide order No.57/31/2005-For & Evt. dt. 12th October 2005 had declared the following Officers as Public Information Officers and Assistant Public Information Officers in respect of the Department of Forests & Environment.

1. Chief Conservator of Forests/Plg., & Admn.- Public Information Officer

2. DFO/Northern Forest Division, Kangpokpi.- Assistant Public Information Officer
3. DFO/Senapati Forest Division, Senapati.- Assistant Public Information Officer
4. DFO/Eastern Forest Division, Ukhrul- Assistant Public Information Officer
5. DFO/Tengnoupal Forest Division- Assistant Public Information Officer
6. DFO/Southern Forest Division- Assistant Public Information Officer
7. DFO/Jiribam Forest Division- Assistant Public Information Officer
8. DFO/Western Forest Division- Assistant Public Information Officer
9. DFO/Central Forest Division- Assistant Public Information Officer
10. DFO/Thoubal Forest Division- Assistant Public Information Officer
11. DFO/Bishnupur Forest Division- Assistant Public Information Officer
12. DFO/Senior Scientific Officer, EEW- Assistant Public Information Officer

However, for smooth implementation of Right to Information Act and for the greater convenience of the people, a total of 31-Forest Officers have been notified as PIOs vide order No.57/31/2005/Forests & Env. dt. 4th April, 2007. A list of PIOs, APIOs and DDAs for Forest Department is as follows: This includes 3-more officers proposed recently after the return of some officers in the department.

List of PIOs, APIOs and DAAs for Forest Department, Manipur.

Sl.No.	Public Information Officer (PIO)	Asst. Public Information Officer(APIO)	Departmental Appellate Authority(DAA)
1	Addl. Principal Chief Conservator of Forests(WL)	Conservator of Forests/WL	Principal Chief Conservator of Forests
2	Addl. Principal Chief Conservator of Forests(Forests/FDA)	Range Officer	Principal Chief Conservator of Forests
3	Chief Conservator of Forests/Territorial & Protection No.1	Asst. Conservator of Forests/Territorial & Protection	Addl. Pr.CCF(Forest/FDA)
4	Chief Conservator of Forests/Territorial & Protection No.2	Range Officer	Addl. Pr. CCF (Forests/FDA)
5	Chief Conservator of Forests/Conservation & JFM		Addl. Pr.CCF/WL
6	Conservator of Forests/Northern Circle	Range Officer	Chief Conservator of Forests/T & P No.2
7	Conservator of Forests/Social Forestry Circle	Asst. Conservator of Forests/Social Forestry Circle	Chief Conservator of Forests/Cons. & JFM
8	Conservator of Forests/Central Circle	Asst. conservator of Forests/Central Circle	Chief Conservator of Forests/Territorial & Protection No.1
9	Conservator of Forests/Wild life	Asst. conservator of Forests/WL	Addl. PCCF/WL
10	Conservator of Forests/Working Plan Research & Training	Assistant Conservator of Forests in the office of CF/WPR&T	Chief Conservator of Forests/Cons. & JFM
11	Conservator of Forests/Western Circle	Asst. Conservator of Forests/Western Circle	Chief Conservator of Forests/T & P No.1
12	Conservator of Forests/Eastern Circle	Asst. Conservator of Forests/Eastern Circle	Chief Conservator of Forests/T & P No.2
13	Conservator of Forests/Bamboo Project	Wood Preservation & Seasoning Officer	Chief Conservator of Forests/Plg. & Admn.
14	Dy. Conservator of Forests/ Plg & Admn.	Asst. Conservator of Forests/Planning	Conservator of Forests/Admn. & Plg.

15	Dy. Conservator of Forests/Northern Forest Division	Range Officer/Head Quarter	Conservator of Forests/Northern Circle
16	Dy. Conservator of Forests/Central Forest Division	Range Officer/Head Quarter	Conservator of Forests/Central Circle
17	Dy. Conservator of Forests/Working Plan No-I	Range Officer/Head Quarter	Conservator of Forests/WPR&T
18	Dy. Conservator of Forests/Working Plan No-II	Range Officer/Head Quarter	Conservator of Forests/WPR&T
19	Dy. Conservator of Forests/Thoubal Forest Division	Range Officer/Head Quarter	Conservator of Forests/Central Circle
20	Dy. Conservator of Forests/ Park & Sanctuary	Range Officer/Head Quarter	Conservator of Forests/W.L.
21	Dy. Conservator of Forests/Research & Silviculture	Range Officer/Head Quarter	Conservator of Forests/WPR&T
22	Dy. Conservator of Forests/Southern Forest Division	Range Officer/Head Quarter	Conservator of Forests/Western Circle
23	Dy. Conservator of Forests/Soil Conservation		Conservator of Forests/Social Forestry Circle
24	Dy. Conservator of Forests/Bishnupur Forest Division	Range Officer/Head Quarter	Conservator of Forests/Central Circle
25	Dy. Conservator of Forests/Tengnoupal Forest Division		Conservator of Forests/Eastern Circle
26	Divisional Forest Officer/Social Forestry Division	Asst. Conservator of Forests/Social Forestry Division	Conservator of Forests/Social Forestry Circle
27	Divisional Forest Officer/Social Forestry Divn.-III	Range Officer/Head Quarter	Conservator of Forests/Social Forestry Circle
28	Divisional Forest Officer/Social Forestry Divn.-IV		Conservator of Forestry/Social Forestry Circle
29	Director, Manipur Forest School	Range Officer/Head Quarter	Conservator of Forests/Adm. & Plg
30	Divisional Forest Officer/Senapati Forest Division	Range Officer/Head Quarter	Conservator of Forests/Northern Circle
31	Divisional Forest Officer/Western Forest Divn.		Conservator of Forests/Western Circle
32	Divisional Forest Officer/Jiribam Forest Division		Conservator of Forests/Western Circle
33	Divisional Forest Office/Eastern Forest Division	Range Officer/Head Quarter	Conservator of Forests/Eastern Circle
34	Dy. Conservator of Forests/Wild life & Zoo	Range Officer/Zoo	Conservator of Forests /Wild life

N.B. Whereas all the P.I.Os. will be responsible for their respective offices and jurisdictions, the Deputy Conservator of Forests/Planning & Administration at Sl.No.14 will be the PIO for the Forest Head Office (Head Quarter).

Manual-17: Such other information as may be prescribed:

The department brings out annual statistical bulletin, annual training bulletin information pamphlets on Vanamahotsava and such other publications from time to time which can be referred by the people as per their requirement. On the occasion of Platinum Jubilee of the Forest Department during 2006, the department has published **“UMANG-a souvenir to commemorate the 75 years of forestry in Manipur”** which contains significant information about forest management plans, bamboo resources, social forestry, working plans, orchids and wildlife matters etc. The website of the department will also be an important tool for the people seeking information on forestry.

Please visit our website at
<http://manipurforest.gov.in>



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