

MANUAL - I

THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

1.1. MISSION/VISION STATEMENT OF THE DEPARTMENT:

1. To produce surplus timber by the year 2020.
2. Every family to plant at least 1000 trees by 2020.
3. Nagas' economy to be based on forest produce by 2020.
4. Every Naga family to own one car by 2030, purchased from the sale of timber.

1.2. OBJECTIVE/ PURPOSE OF THE DEPARTMENT

1. To achieve the mandate entrusted by the Government.
2. To achieve & disseminate the need for conservation & preservation of Forests & Environment.
3. To achieve the National Forest Policy's (NFP) objectives by conserving and preserving 66 % of the State's geographical area as forest and tree cover.
4. To produce sufficient fuel wood & timbers for meeting the rural requirement.
5. To educate people and create awareness on the importance of environment & ecological balance.
6. To produce sufficient timber & make the State's economy forest based.
7. To conserve the biological diversity of the State.
8. To create employment opportunities in the forestry sector.
9. To encourage people to plant trees in community & private lands & ensure preservation of forests through by partnership under JFM.
10. To promote eco-tourism.
11. To ensure and encourage in the State Protection, conservation & management of wildlife habitats.

1.3. BRIEF HISTORY OF THE DEPARTMENT AND CONTEXT OF ITS FORMATION

Prior to the bifurcation of the State of Nagaland from Assam on 01st December 1963, the geographical area consisting of the present whole State of Nagaland was administered by a Forest Officer with Headquarters at Dimapur. Subsequently a Director of Forests was posted in the early part of 1963 with HQ at Kohima. In 1979, the Department was re-organized by splitting the forest Administration of the State into three Forest Divisions, namely - Kohima, Mokokchung & Tuensang. Due to intensification of administration & increased quantum of works, the Forest Department was recognized as a major Department. At present the Department has been re-designated as Department of Forests, Environment, Ecology & Wildlife (FEEW) and is headed by a Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HOFF), an Officer of the Indian Forest Service (IFS).

1.4. DUTIES OF THE DEPARTMENT

1. To carry out the policies & programmes of the Government.

2. To educate the people on the importance of conservation & preservation of forests vis-a-vis environmental degradation, global warming and climate change.
3. To collect revenue from the extraction and transportation of forest produce.
4. To act as custodian of the forest resources & wildlife.

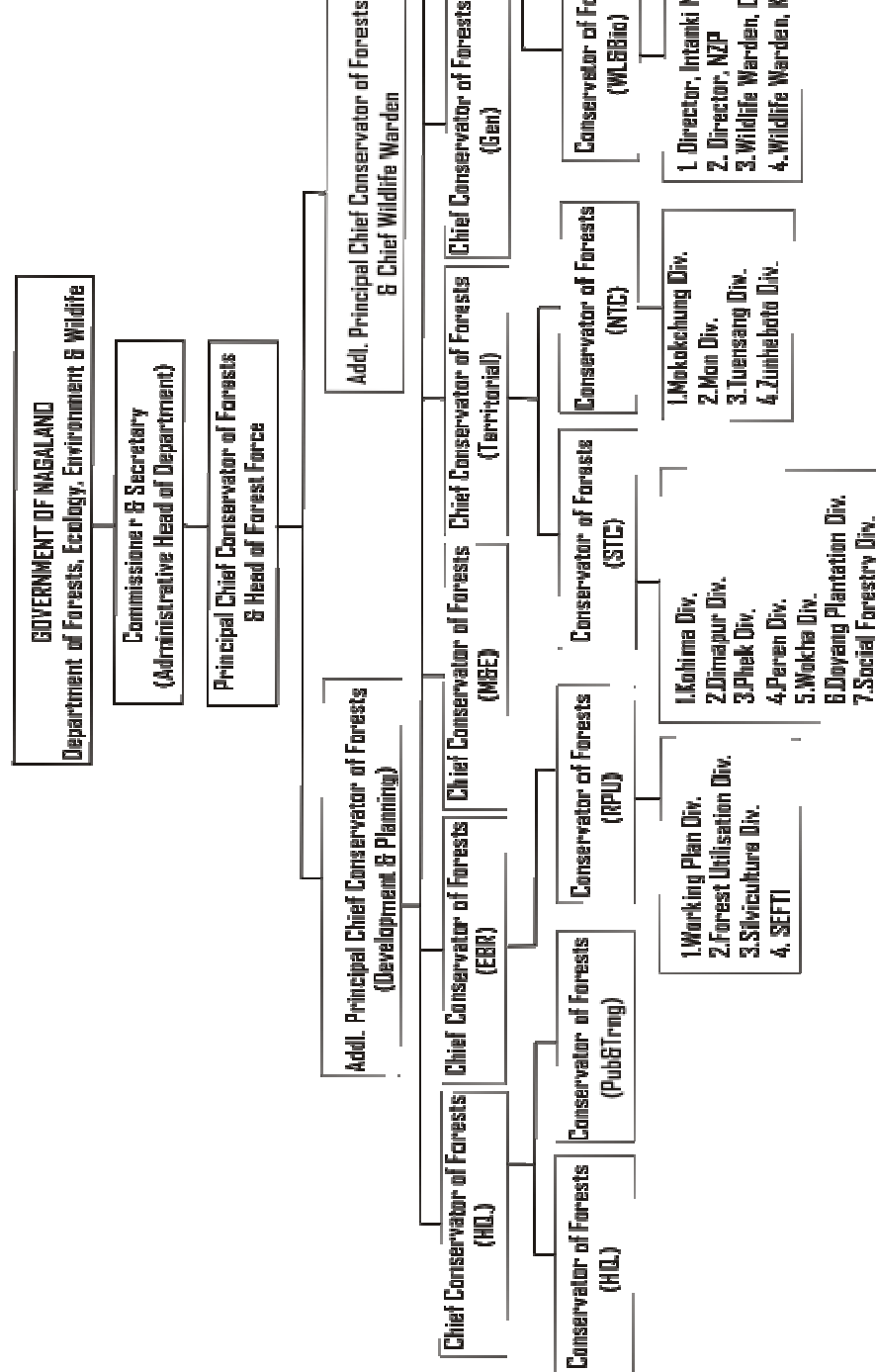
1.5. MAIN ACTIVITIES/FUNCTIONS OF THE PUBLIC AUTHORITY:

1. Controlling & regulating extraction & transportation of forest produce in the State and outside it.
2. Collection of royalty & revenue on behalf of the State Government.
3. Documentation of plant & animal species of the State.
4. Production of NTFP's including medicinal plant species.
5. Plantation of commercial & non-commercial timber species.
6. Preservation of Flora & Fauna of the State.
7. Enforcing laws & regulating of Acts & rules pertaining to the Forests, wildlife and biodiversity.
8. Educating the people on role of forests in conservation & preservation of environment.
9. To promote eco-tourism in the State.
10. Protection, conservation & management of wildlife & its habitats.

1.6. LIST OF SERVICES BEING PROVIDED BY THE PUBLIC AUTHORITY WITH A BRIEF WRITE-UP ON THEM:

1. The Department provides assistance to the public for raising and maintaining plantations in the form of grants.
2. The Department assists individuals and communities to upgrade their know-how and skills for the scientific management of Forests.
3. The Department receives central assistance for afforestation in community/private land as well as government lands which is channelized to them.
4. The Department provides technical & infrastructural support in creating awareness & including training programmes on the importance of preservation and conservation of environment & forests.
5. The Department initiates steps to implement the Green India Mission eventually initiated in Ministry of Environment & Forests, Government of India, as a mitigation effort against global warming and climate change.
6. The Department controls and regulates the movement of forest produces in the State.
7. The Department collects revenue from the extraction and transportation of forest produce on behalf of the State Government.
8. The Department protects & conserves the flora, fauna & biodiversity of the State.

1.7. ORGANIZATIONAL STRUCTURE:



1.7.1. FOREST DEPARTMENT:

The Administrative Head of Department (AHoD) is the Commissioner & Secretary who is assisted by one Secretary, one Deputy Secretary, one Under Secretary, one Section Officer, two Junior Section Officers, two Secretariat Assistants, two LDAs, one Steno, three Typists, six Office Peons.

The Department is headed by the Principal Chief Conservator of Forests who is designated as Head of Forest Force. According to Government of India Notification G.S.R. 502 (E) dated New Delhi the 07th, July, 2009, which amends the existing Fixation of Cadre Strength, there is only one post of the Principal Chief Conservator of Forests (PCCF) in the Nagaland State. The said only post of PCCF in the State has been placed in the Apex Scale of Rs. 80,000 (fixed) by the Central Government in consultation with the Government of Nagaland vide Notification G.S.R. 503 (E) dated New Delhi the 07th, July, 2009. The Principal Chief Conservator of Forests and Head of Forest Force, an officer belonging to the Indian

Forest Service (IFS), is assisted by two (2) Additional Principal Chief Conservator of Forests (Addl. PCCF), one of whom is posted in the PCCF & HOFF's office and is designated as Additional Principal Chief Conservator of Forests (Development and Planning) and the other is posted as Additional Principal Chief Conservator of Forests & Chief Wildlife Warden with headquarters at Dimapur. They are in turn followed by six (6) Chief Conservator of Forests (CCF), namely, CCF (Territorial), CCF (Headquarters), CCF (General), CCF (Environment, Biodiversity & Research), CCF (Monitoring & Evaluation) and one CCF are posted and attached in the PCCF & HOFF's Office. Besides, there are two (2) Conservator of Forests (CFs), namely, CF (Publicity & Training) and CF (Headquarters) and one Deputy Conservator of Forests (Headquarters) are attached to the PCCF & HOFF's office.

1.7.2. CIRCLES:

A Territorial Circle is headed by a Conservator of Forests and the Government vide its Notification No. FOR.359/88, dated 18th February 1993 has designated them as Conservator of Forests, Northern Territorial Circle (CF, NTC) and Conservator of Forests, Southern Territorial Circle (CF, STC) with their headquarters at Kohima. The CF (NTC) has jurisdiction over Mon, Tuensang, Mokokchung and Zunheboto Divisions while CF (STC) has jurisdiction over Kohima, Dimapur, Phek, Wokha, Peren, Doyang Plantation Division, Wokha and Social Forestry Division, Kohima. The CCF (Territorial), in consultation with PCCF & HOFF, supervises and assists in the administration of Territorial Circles and matters related to the Divisions under the Territorial Circles.

There is a Functional Circle headed by the Conservator of Forests (Research, Planning & Utilization) with headquarters at Dimapur. The Forest Utilization Division, Dimapur, Working Plan Division, Kohima, Silviculture Division, Kohima and Director, State Environment & Forestry Training Institute (SEFTI) Dimapur work under his (CF, RPU) administrative control. The CCF (EBR), in consultation with PCCF & HOFF, supervises and assists in the administration of Functional Circle and matters related to the Divisions under Functional Circle.

In addition to the above, there are four (4) other Conservator of Forests, namely, CF (Publicity & Training) and CF (Headquarters), attached to the PCCF's Office at Kohima and another two (2), i.e., CF (Wildlife & Biodiversity) and a CF as Field Director, Intanki National Park who are attached with the Chief Wildlife Warden's Office at Dimapur.

1.7.3. DIVISIONS:

There are seventeen (17) Forest Divisions in the Department, of which nine (9) are Territorial, namely Mon, Tuensang, Mokokchung, Zunheboto, Kohima, Dimapur, Phek, Wokha and Peren Divisions, and six (6) are Functional Divisions which include Social Forestry Division, Working Plan Division and Silviculture Division at Kohima and the Forest Utilization Division and the State Environment and Forestry Training Institute (SEFTI) at Dimapur and the Doyang Plantation Division at Wokha. In addition to these, there are two (2) Wildlife Divisions, namely Wildlife Division Dimapur and Wildlife Division Kiphire functioning under the jurisdiction of Chief Wildlife Warden, Dimapur.

A Territorial Division is headed by a Divisional Forest Officer (DFO) an officer in the rank of Deputy Conservator of Forests; and Functional Divisions are also headed by Deputy Conservator of Forests; whilst Wildlife Division is headed by Wildlife Wardens (a Deputy Conservator of Forests level post). The State Environment and Forestry Training Institute (SEFTI) is headed by a Director in the rank of Deputy Conservator of Forests.

1.7.4. DIVISIONS, RANGES AND BEATS UNDER NORTHERN TERRITORIAL CIRCLE:

a. Mokokchung Division:

Ranges	Independent Beats	Beat (not independent)
1. Mokokchung Hq. 2. Tuli 3. Longchem 4. Longtho	1. Mangkolemba 2. Chantongya 3. Changchang	NIL

b. Tuensang Division:

Ranges	Independent Beats	Beats (not independent)
1. Tuensang Hq. 2. Noklak 3. Longkhim 4. Longleng 5. Sitap 6. Kiphire	NIL	1. Pungro (attached to Kiphire Range) 2. Shamator (attached to Tuensang Range) 3. Chingmie (attached to Tuensang Range) 4. Noksen (attached to Tuensang Range)

c. Zunheboto Division:

Ranges	Independent Beats	Beats (not independent)
1. Zunheboto 2. Suruhoto 3. Satakha 4. Akuluto 5. Pughoboto	1. Aghunato 2. Atoizu 3. V.K.	NIL

d. Mon Division:

Ranges	Independent Beats	Beats (not independent)
1. Namsa 2. Naginimora 3. Mon Hq. 4. Tobu	1. Longching 2. Longshen 3. Aboi	NIL

1.7.5. DIVISIONS, RANGES AND BEATS UNDER SOUTHERN TERRITORIAL CIRCLE:

a. Kohima Division:

Ranges	Independent Beats	Beats (not independent)
1. Kohima Hq. 2. Chiephobozou 3. Tseminyu	NIL	1. Jakhama (attached to Kohima Range) 2. Sechü (Zübza) (attached to Kohima Range)

b. Dimapur Division:

Ranges	Independent Beats	Beats (not independent)
1. Dimapur Hq. 2. Rangapahar 3. Chumukedima 4. Niuland 5. Kuhuboto	1. Medziphema 2. Piphema	NIL

c. Peren Division:

Ranges	Independent Beats	Beats (not independent)
1. Peren Hq. 2. Jalukie 3. Ntu 4. Ngaulwa 5. Tening 6. Mbaulwa 7. Rubber Unit (HQ Jalukie)	1. Athibung 2. Khelma 3. Nsong	NIL

d. Phek Division:

Ranges	Independent Beats	Beats (not independent)
1. Phek 2. Chazouba 3. Meluri 4. Pfutsero	1. Khezakeno 2. Chizami 3. Phungkhuri	1. Sekruzu (attached to Chazouba Range)

e. Wokha Division:

Ranges	Independent Beats	Beats (not independent)
1. Wokha Hq. 2. Merapani 3. Baghty	1. Doyang 2. Changpang 3. Liphayan	NIL

f. Doyang Plantation Division, Wokha:

Ranges	Independent Beats	Beats (not independent)
1. Doyang Afforestation Range	NIL	NIL

g. Social Forestry Division, Kohima:

Ranges	Independent Beats	Beats (not independent)
1. Social Forestry Range, Kohima	NIL	NIL

1.7.6. DIVISIONS UNDER FUNCTIONAL CIRCLE:

a) Siviculture Division, Kohima

1. Kohima Range
2. Dimapur Range
3. Mokokchung Range

b) Working Plan Division, Kohima

1. Kohima Range

c) State Environment & Forestry Training Institute (SEFTI), Dimapur

d) Forest Utilisation Division, Dimapur

1.7.7. WILDLIFE DIVISIONS UNDER CHIEF WILDLIFE WARDEN: (With District-wise jurisdiction)

Dimapur Wildlife Division:	Kiphire Wildlife Division:
1. Dimapur District	1. Kiphire District
2. Kohima District	2. Tuensang District
3. Mokokchung District	3. Longleng District
4. Wokha District	4. Mon District
5. Zunheboto District	5. Phek District
6. Peren District	

1.7.8. SANCTUARIES, NATIONAL PARKS & ZOOLOGICAL PARKS:

a. Dimapur: Nagaland Zoological Park, Rangapahar

b. Kiphire: Fakim Wildlife Sanctuary

c. Mon: Singphan Wildlife Sanctuary

d. Peren: Intanki National Park

1.7.9. POSTING OF INDIAN FOREST SERVICE (IFS) OFFICERS IN THE DEPARTMENT

Sl. No.	Name of the post	Name of the Officer	Mode of Recruitment	with effect from
1	PCCF & Head of Forest Force	Dr. C. L. Goel	*RR	01.06.2006
2	Addl. PCCF & CWLW	Dr. K. S. Shashidhar	RR	06.12.2007
3	Addl. PCCF (Dev & Plg)	Shri K. R. Lyngdoh	RR	13.04.2010
4	CCF (Territorial)	Shri S. P. Tripathi	RR	05.03.2010
5	CCF (HQ)	Shri I. Panger Jamir	RR	01.06.2005
6	CCF (Gen)	Shri Rajat S. Pal	RR	14.09.2010
7	CCF (EBR)	Shri Albert Solonuo	RR	23.06.2008
8	CCF (M&E)	Shri Tsenchibemo Lotha	#PR	01.04.2010
9	CCF (in HQ)	Shri Wepretso	PR	14.01.2011

10	CF (NTC) & (RPU)	Dr. Keyiekhrie Kire	RR	03.03.2010
11	CF (STC)	Shri Hocto Sema	PR	01.09.2010
12	CF (WL & Bio)	Shri Blooming Ao	PR	23.06.2008
13	CF (Pub & Trg)	Shri Toshi Longchar	PR	01.04.2010
14	CF (HQ)	Shri T. Amenba Yaden	PR	14.01.2011
15	CF, Attached to CWLW Office	Shri T. Sosang Longchar	PR	14.01.2011
16	DFD, Phek	Shri Kivito Shohe	PR	21.11.2007
17	DFD, Wakha	Shri Supangnukshi	RR	03.03.2010
18	DFD, Dimapur	Shri Kocha Meyase	PR	27.06.2008
19	DCF (SF)	Dr. Y. Atsase Thongstar	RR	08.03.2011
20	DFD, Peren	Shri Samuel Changkija	RR	05.04.2010
21	DFD, Kohima	Shri Temjenyabang Jamir	RR	27.06.2008
22	WPD, Kohima	Dr. N. Senthil Kumar	RR	05.03.2010
23	DCF, Attached to PCCF Office	Shri Sidramappa M C	RR	14.03.2011
24	ACF, In-charge Rangapahar Range	Shri K. K. Saravana Kumar	RR	02.07.2010
25	ACF, Kohima Division	Ms. Rongsenlemla Imchen	RR	01.06.2011

N.B: *Shri Ansar Ahmad, IFS (NG: 78), on repatriation from Central Deputation had joined on 15.02.2011 and gone on voluntary retirement w.e.f. 18.02.2011*

* RR - Regular Recruit # PR - Promotee Recruit

1.7.10. POSTING OF STATE FOREST SERVICE OFFICERS (SFS) IN THE STATE FOREST DEPARTMENT:

Sl. No.	Name of the Post	Name of the Officer	With effect from
1	DFD, Doyang Plantation Division	Shri Yikhao Lotha	20.05.2010
2	DFD, Mon	Shri Y. M. Jami	03.03.2010
3	Director, NSZP	Shri Tongpangzenba	03.03.2010
4	DFD, Mokokchung	Shri Yashitemsu	03.03.2010
5	Director, SEFTI, Dimapur	Shri Imtiwabang	02.08.2006
6	DFD, Tuensang	Shri Nukshi Jamir	03.03.2010
7	DFD, Zunheboto	Shri Zhekuto Zhimomi	17.07.2008
8	FUD, Dimapur	Shri T. N. Jamir	29.03.2010
9	Silviculturist, Kohima	Smt. Caroline	01.07.2009
10	WLW, Dimapur	Shri Zhotoho Angami	01.07.2009
11	WLW, Kiphire	-do - (Dual Charge)	01.11.2010

1.7.11. IFS OFFICERS ON DEPUTATION:

The following IFS Officers are currently on deputation:

Sl. No.	Name of the Officer	Date of commencement of deputation	Place of posting
1	Shri A. Rongsenwati Ao	November, 2008	Chairman, Nagaland Pollution Control Board, Dimapur
2	Shri M. Lokeshwara Rao	19.09.2004	Head of Office, Forest Research Centre,

			Hyderabad (under the ICFRE, DehraDun)
3	Shri Lhoubeilatuo Kire	06.11.2004	Commissioner & Secretary to the Chief Minister, Nagaland and Commissioner & Secretary, Department of Land Resources, Nagaland, Kohima
4	Dr. Ramesh K. Aima	14.07.2008	Dean, FRI University, Dehra Dun
5	Shri Dharmendra Prakash	16.06.2009	Jt. Development Commissioner, Ministry of Micro, Small & Medium Enterprises, Govt. of India, New Delhi
6	Shri Vedpal Singh	May, 2005	Cabinet Secretariat, Govt. of India
7	Shri M. Senthil Kumar	01.11.2010	On Inter-State deputation to Tamil Nadu Forest Department

1.7.12. STATUS OF FORESTS AS ON 31.01. 2010

Out of the State's geographical area of 16579 Sq.Km., Forest occupy an area of approximately 8629 Sq.Km., i.e. 52.04%. The break-up is as follows:

Legal Status	Forest Area (Sq. Kms.)	% of Total Forest	% of Total Geographical Area
a) Government Owned Forests:			
1. Reserved Forests	62.26	0.72%	0.72%
2. Purchased Forests	192.47	2.20%	2.20%
3. Protected Forests	34.69	0.40%	0.40%
4. Wildlife Sanctuary	202.02	2.31%	2.31%
b) Government Controlled (Private owned) Forests:			
5. Protected Forest	516.79	5.98%	3.1171%
c) Village Owned Forests:			
6. Virgin Forests	4778.27	55.40%	28.8212%
7. Degraded Forest	2842.80	32.90%	17.1467%
Total (a+b+c)	8629.30	100.00%	52.0442%
d) OWNERSHIP			
a) State Government	1008.23	11.70%	6.00%
b) Private/ Community	7621.07	88.30%	46.00%
Total	8629.30	100.00%	52.00%

1.7.13. AREAS UNDER DIFFERENT LAND USE IN NAGALAND:

Classification	Area (in Sq.Km.)
Forest	8629.30
Land under Agriculture use	278.62
Land under miscellaneous tree Crops and grooves	1242.52
Cultivable wasteland	725.34
Cultivable non-forest area (CNFA)	3214.00
Net area sown	1867.00
Area sown more than once	360.00

1.7.14. ACTUAL FOREST COVER BY DENSITY CLASSES (in Sq.km.) IN 2007:

(As per the India State of Forest Report, 2009 published by Forest Survey of India, Dehra Dun)

Very Dense Forest (CD* -70% & above)	1274
Moderately Dense Forest (CD- 40%- 70%)	4897
Open Forest (CD- 10% - 40%)	7293
Total Forest area	13464

1.7.15. SCRUB LAND AND NON-FOREST AREAS (in Sq.km.), IN 2007:

(As per the India State of Forest Report, 2009 published by Forest Survey of India, Dehra Dun)

Scrub	-	2
Non- Forest	-	3113

1.7.16. DISTRICT-WISE FOREST COVER IN NAGALAND (in Sq. Km.), IN 2007:

(As per the India State of Forest Report, 2009 published by Forest Survey of India, Dehra Dun)

District	Geographical Area	Very Dense Forest	Mod. Dense Forest	Open Forest	Total	% of G.A.	Change *	Scrub
Dimapur	758	0	126	275	401	52.90	7	0
Kohima	3283	285	921	1659	2865	87.27	50	0
Mokokchung	1615	3	535	857	1395	86.38	-50	0
Mon	1786	33	501	760	1294	72.45	-32	1
Phek	2026	279	683	749	1711	84.45	49	0
Tuensang	4228	585	1193	1562	3340	79.00	-122	1
Wokha	1628	1	511	902	1414	86.86	-50	0
Zunheboto	1255	88	427	529	1044	83.19	-53	0
Total	16579	1274	4897	7293	13464	81.21	-201	2

** Change compared to 2005 assessment (Revised)*

1.7.17. FOREST TYPES IN NAGALAND:

Though Nagaland is a small state, it has been endowed with a wide variety of Forest Types on account of its unique geographic location and wide range of Physiographic Terrain. Followings of the forest types are found in the State (as per classification by Champion & Seth)

a) Northern Tropical Wet Evergreen Forest (1B): These forests once covered the Namsa-Tizit area but now only a small vestige is found in the Zankam area. It is found only in Mon District. The dominant species in this type of forest are Hollong (*Dipterocarpus macrocarpus*), Makai (*Shorea assamica*), Nahor (*Mesua ferrea*) etc.

b) Northern Tropical Semi Evergreen Forest (2B): These types of forests are found in the foothills of Assam-Nagaland border in Mokokchung, Wokha and Kohima Districts. The species that make up these forests are similar to those of the Northern Tropical Wet Evergreen Forests. The only difference is that in the former case the evergreen species dominate though there are deciduous species like Bhelu (*Tetrameles nudiflora*), Paroli (*Stereospermum chelonoides*), Jutuli (*Altingia excelsa*) etc, whereas in the present case, the number of evergreen species has decreased and the deciduous species are more in number.

c) Northern Sub-Tropical Broad Leaved Wet Hill Forest (8B/C1): These types of forests are found in the hill areas below 1800m and above 500m in all the districts of Nagaland. The wet evergreen species are conspicuous by their absence and the dominant species are mostly semi-deciduous. Some of the important timber species in this type are - Koroi, Pomas, Sopas, Gamari, Gogra, Hollock, Sam, Am, Badam, Betula etc.

d) Northern Sub-tropical Pine Forest (9/C2): These types of forests are found in hills with elevation of 1000m to 1500m in parts of Phek, Kiphire and Tuensang Districts of Nagaland. Pine is the dominant species, and is found mixed with Quercus, Schima, Prunus, Betula and Rhododendron.

e) Northern Montane Wet-Temperate Forest (11B): These types of forests are found on the higher reaches of the tallest mountains (above 2500m) like Saramati and Dzükou area. The species that dominate are Rhododendron, Oaks, Birch and Juniperus sp.

f) Alpine Forest (15): Alpine vegetation is found at high altitudes in ridges of Saramati range, which remains covered with snow for major part of the year from October to April. After melting of the snow during the brief summer a few annuals, herbs and shrubs along with mosses can be seen growing there. Species of Rhododendron, Abies, and Juniperus are found in sub-alpine area. Sub-alpine vegetation gradually merges into alpine vegetation which comprises of high altitude grasses and dwarf Rhododendrons. Many members of Primulaceae, Saxifragaceae, and Polygonaceae are also found.

1.7.18. MANAGEMENT OF FOREST:

In Nagaland, due to the pattern of land ownership, the land is owned either by the village community as a whole or by a clan within the village or by individuals. There are no records for conferring upon them ownership rights but the individual rights are exclusively determined by tradition which is also referred to as "Customary laws". These Customary Laws are un-codified, and yet very effectively applied and interpreted by the traditional Village Councils in the event of any dispute. The Forest Department owns certain areas classified as Reserved Forests, Protected Forests,

Wildlife Sanctuaries, National Parks, Nurseries and Botanical Gardens. In order to ensure supply of raw material to Tuli Paper Mill, the Department had purchased lands mostly Bamboo bearing lands in various parts of the State.

For the management of National Parks & Wildlife Sanctuaries, a management plan had been prepared and duly approved by the Ministry of Environment & Forests, Government of India, New Delhi. Protected areas like National Park, Sanctuaries etc., are managed primarily for Conservation of faunal and floral diversity.

Wood harvesting in private plantations is regulated according to "**Nagaland Tree Felling Regulation Rules, 2002**".

1.7.19. JOINT FOREST MANAGEMENT (JFM):

Joint forest management of forests was started with the Government Notification No.FOR-153/80(Vol-III): This is in conformity with the National Forest Policy of involving the people in the management, development, protection and sharing of forest produce jointly with the State Government and also taking into account the land holding pattern in Nagaland, where execution of any developmental activity is virtually impossible without the prior consent and active co-operation of the landowners concerned. The Governor of Nagaland was pleased to notify the modalities for implementation of the Joint Forest Management programme as given below:

- i Whereas 88.3% of Forest in Nagaland are owned by villagers and the Government having no control over the felling of trees in these areas; and whereas the Government is aware of the consequence of uncontrolled tree felling and shifting cultivation leading to serious ecological problems;

Whereas the Forest Department aims at taking up afforestation programme for regeneration of degraded Forests with the objective of converting such areas into "Productive Forests" and whereas the active participation of the landowners is needed for successful implementation of the programme thereby establishing a "Resource-based Economy" for the villagers.

Now, therefore, in order to achieve the objectives of the Afforestation Programme in consonance with the National Forest Policy, the Government has accepted the Joint Forest Management (JFM) with the landowners where the Government shall bear the financial burden of creation and technical management with the active participation of the land owning communities who shall also be fully responsible for the protection of the plantation so created and the Government shall collect Royalty value at the prevailing rate as its share. The beneficiaries as member of the participating community are entitled to the share of the usufructs only of satisfactory observance on the conditions laid down in the Joint Forest Management Resolution and Memorandum of Understanding (MoU).

ii Objective of JFM:

- To elicit active participation of villagers in (a) creation, (b) management, and (c) protection of plantations;
- To achieve ecological needs consonant with sustainable productive Forestry;
- To create a wood-based economy for the people.

iii Areas to be covered:

- Non-Governmental lands that can be put into use for Forestry;
- Non-Governmental Virgin Forests; and
- Any other land of the State, which may be managed under JFM.

iv **Constitution of Working Group:**

A working Group shall be constituted at the State Level at Kohima under the Chairmanship of the Commissioner & Secretary to the Government of Nagaland, Department of Forests, Ecology, Environment & Wildlife, Kohima for the implementation of the Scheme as hereunder:

Commissioner & Secretary (Forests)	- Chairman
Principal Chief Conservator of Forests	- Member Secretary
Home Commissioner or his Official representative	- Member
Chief Conservator of Forests	- Member
Conservator of Forests (STC/NTC)	- Member
Two (2) Deputy Conservator of Forests	- Member

The Working Group shall decide on the administrative and financial proceeding for Implementation of the Scheme and from time to time review the activities of the Community Forest Committee (CFC) at the District Level.

1.7.20. Constitution of Village Level CFC:

In order to implement Scheme(s) under the JFM, Village level Forest Committees called "**Community Forest Committee (CFC)**" shall be constituted by the Government officials concerned and representatives of the members of the land owning community whose appointment/ nomination shall be made with the consent of the Village Council concerned. The Constitution of the CFC shall be as follows:

a). Non-Government Land:

- Chairman (Official) - DFO/RO/BO having jurisdiction over the area;
- Secretary (Non-Official) - From the land owning Community
- Members - SDO(Civil)/ EAC to be appointed as official members by (official) the DC having jurisdiction over the area; and
- Members (Non-Official) - 2 (two) Non-Official Members to be nominated by the concerned village authorities from the land owning community, and 1 (one) FOR/ FGD Guard as official member to be appointed by the Chairman.

The Chairman as the representative of the Department shall have Veto power on financial and technical matters for the given project.

b). Government Land:

- Chairman (Official) - DFO or concerned RO/ BO;
- Secretary (Official) - A Forest Official appointed by the Chairman;
- Member - SDO (Civil)/ EAC to be appointed as Official members (official) by the DC having jurisdiction over the area and; or
- Members (Non-Official) - 3 (three) Non-Official Members to be nominated by the concerned village authorities from the participating community.

c). Terms of Office:

- Non-Official members from the participating Community shall be in Office for the term of 5 (five) years, and
- Official members shall be as per designation/ appointment made to the effect.

d). Membership Fee:

There shall be an annual membership fee of Rs.20/- (Rupees twenty) only payable by the members of the participating community.

e). Termination of Membership and Dissolution of Committee:

On the recommendation of the Management Committee, the DFO may terminate the membership of any member, if the DFO is satisfied that the CFC is not working satisfactorily; the DFO in consultation with the Village Council may dissolve and reconstitute the CFC in a manner prescribed in foregoing clauses. In case the management committee is unable to act or there is a tie, then the decision of the concerned DFO shall be final in all such matters.

f). Meetings:

The General Body, comprising of the total participating community plus all concerned Official/ Non-Official who are members shall meet once in every quarter of the year. The *quorum* for the Management Committee meeting shall be 75%. In absence of quorum for two successive meetings, the quorum shall be deemed to have been formed with whatever members are present. The minute of the meeting shall be recorded and circulated amongst all members.

g). Account Keeping:

The Management Committee may open Bank Account of the Committee for deposit of funds collected as a membership fee to be jointly operated by the Chairman and Secretary. Funds sanctioned for the Micro-Project areas from the Forest Department shall however continue to flow from the normal Forest Department's Budget and as per the normal Government accounting procedure and systems.

h). Procedure for Site Selection:

- **Non-Government Land:** The land owning community shall, with recommendation of the concerned Village Council, apply for JFM Scheme(s) through the DFO and the DFO shall send the recommended cases to the CF who shall finalize the selection of JFM Project Site(s).
- **Government Land:** All JFM proposals shall be taken only after prior approval of the PCCF / Govt.

i). Criteria for Selection of Site:

- The Site shall be preferably above National Highways, then Village roads & any truck able road;
- The Site shall be Community land to be given priority over individuals.

j). Duties and Responsibilities of the CFC:

- To ensure the fulfilment of the objectives of JFM;
- To keep the activities of the CFC in records;
- To ensure protection of JFM Forests.

k). Maintenance of Plantation Journal:

The RO/ BO shall maintain Plantation Journal under the supervision and control of concerned DFO, which will follow the format of the Forest Department Plantation Journal.

l). Training:

Training shall be imparted to low and middle level Forest Officers, Village Communities and NGOs from time to time as and whenever necessary.

m). Management Plan for the Selected Area:

A Working Scheme (hereinafter call JFM Plan) will be prepared by the DFO & the ROs of the respective Ranges after carrying out a Micro Planning exercise, which shall finally be approved by the concerned CF & the selected site will be worked in accordance with this management plan. Such Working Scheme will remain operative for a period of 5 (five) years after that.

n). Benefit of Usufruct Sharing:

- **On Non-Government Land:** The Forest Department shall be the funding Agency and shall realize royalty from the harvest at the rate prevalent at that time. *The landowners shall not utilize such areas for any other purpose other than forestry.*
- **On Government Land:** The Forest Department shall be the Funding Agency for all the Forestry works & shall have 80% of the produce of the forest & the remaining 20% shall be given to the participation community. Extraction of NTFP will be regulated as per Forest Act & Rules in force. The area covered under JFM shall under no circumstances be allowed for quarrying or any other activities, which goes against the interest of JFM.

o). Terms of Agreement:

Detailed terms of Agreement/ MoU (as per Pro forma Annexed) shall be approved by the Law Department.

p). Breach of Terms:

In event of participating community causing damage to the plantation deliberately or resorting to activities which goes against the interest, spirit & objectives of the JFM, *funding by the Department shall be discontinued forthwith besides other appropriate legal actions.*

In case of Government land, the matter shall be dealt with as per relevant sections of NFA, 1968 & other legal provisions in force besides forfeiture of any claims of usufruct share.

1.7.21. REVISED OPERATIONAL GUIDELINES OF NATIONAL AFFORESTATION PROGRAMME (NAP) - 2009:

a). ORGANISATIONAL SET-UP FOR IMPLEMENTATION:

The scheme would provide for implementation of new projects as well as completion and maintenance of plantations undertaken earlier under the Scheme, as per this Guideline. The Scheme will be implemented by a three-tier institutional set-up, namely State Forest Development Agency (SFDA) at the State/ UT level, Forest Development Agencies (FDAs) at the Forest Division level, and Joint Forest Management Committees (JFMCs) or Eco-development Committees (EDCs) at the Village level. The focus of the institutional work would be towards regeneration and management of forest resources while strengthening the village level capacity for the same.

b). OBJECTIVES OF THE SCHEME

The hierarchy of objectives of the Scheme described in the 'Logical Framework' format is as follows: The Revised Operational Guidelines (2009) of the National Afforestation Programme (NAP) are being issued to further decentralize the project cycle management of the Scheme with a view to expedite fund transfer to the village-level implementing organization, that is, the Joint Forest Management Committees (JFMCs) and Eco-development Committees (EDCs), to embed the Scheme in the overall forestry development programme of the State/ UT, build capacity of the institutional actors and institutions, and promote livelihoods of JFMC members by linking forest development to value addition and marketing of forest products. Some of the highlights of the revised guidelines are given below:

- **Super-Goal:** Sustainable development and management of forest resources.
- **Goal:** Increase and/ or Improve Forest and Tree Cover (FTC)
- **Purpose:** Rehabilitation of degraded forests and other areas by institutionalizing decentralized/participatory forest management and supplementing livelihoods improvement processes.

General Body	Executive Body
<p>Chairperson: Principal Chief Conservator of Forests</p> <p>Members: Chairpersons and CEOs of Centrally sponsored afforestation schemes</p> <p>General Body will meet at least once a year</p>	<p>Chairperson- Principal Chief Conservator of Forests</p> <p>Member Secretary: CCF and Nodal Officer for NAP</p> <p>Members: Officers not below the rank of CCF dealing with Development, Social Forestry and Protection to be nominated by the Chairperson</p> <p>Director of Panchayati Raj and Tribal Welfare Departments, Representatives of Revenue and Rural Development Departments</p> <p>Chairpersons of 2 FDAs and CEOs of 2 FDAs or any other scheme being implemented through SFDA, to be nominated by Chairperson on rotational basis for a period of two years</p> <p>The Executive Body can co-opt other Members as and when necessary. It will meet as often as necessary as but not less than twice a year.</p>

c). JFMC/EDC:

JFMC/ EDC will be the implementing agency at the village level. The composition and functions of the JFMCs / EDCs would be governed by the JFM order adopted in that State/ UT, however, the JFMCs/ EDCs executing this Scheme may be reconstituted to have minimum representation of the marginalized groups as prescribed in the JFMCs/ EDCs will need to be registered as per the provisions of the JFM order in that State/ UT. However, if no such provision has been made in the said order, these will be registered with the concerned Divisional Forest Office.

Joint Forest Management Committee/ Eco-development Committee will have the following structure.

General Body	Executive Body
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<p>Chairperson: President of JFMC/EDC</p> <p>Elected by consensus/majority vote and will hold this position for a period of two years. It will be ensured that a woman member elected as President at least for alternative terms.</p> <p>Members: All adult villagers subject to their willingness.</p> <p>Member Secretaries of the Executive Body shall be <i>ex-officio</i> member of the General Body.</p>	<p>Chairperson: President of JFMC/EDC</p> <p>Member Secretary: Respective Forester/Block Forest Officer</p> <p>Members: Six members of whom three shall be women, drawn from the General Body to be elected by a majority of at least 2/3rd members of General Body present and voting. Treasurer appointed from among the EC members by the Member Secretary in consultation with the President. At least one member from the forest-based artisan community, and if no such community is residing in the village, then a representative of the socially most marginal community shall be a member.</p> <p>Ex-officio Members: Two members of whom one will be a woman representing the Panchayat of the area in which JFMC falls, to be nominated by the Member Secretary.</p>
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d). PROJECT AREA

The Scheme will be implemented to regenerate, afforest or reforest degraded forests and adjoining lands, under both public as well as private tenure. Due priority will be given to the treatment of problem, eco-sensitive and disaster prone areas, such as coastal areas, mangroves, ravines, shifting cultivation areas, cold and hot arid areas, tank foreshore, strips along public infrastructure, etc. Project area will be selected in a manner that the major part is forest or public lands. Agro-forestry model may be permitted on non-forest lands, including for rehabilitation of shifting cultivation lands and tree plantation in cold arid areas. Preferably blocks of 5 hectares and above will be taken-up for treatment under a project; however, smaller area may be taken up if the JFMC/ EDC has agreed to offer additional voluntary support.

1.7.21 PROTECTION OF FORESTS

There has been illegal felling of trees & encroachment within the Reserve Forests by certain sections of people. The Department has made necessary efforts to discourage the illegal felling of trees & the encroachment with the maximum exertion of Departmental staff & also from time to time the services of Civil Administration & Police were utilized for eviction. Extension activities of the Department have yielded positive results including the active support of NGOs.

1.7.22. FOREST UTILISATION

In order to tap and mobilize the proper and economic use of all kinds of forest produce, the department has a forest division called Forest Utilization Division (FUD) with HQ at Dimapur. The division is headed by

the Deputy Conservator of Forests (DCF) and deals with the commercial and economic aspects of all major forest produce. In addition, FUD also coordinates with the Director General of Supplies and Disposal (DGS&D), Government of India, New Delhi for ensuring timber supplies to other Departments, earning a substantial amount of revenue for the State. Over the period, it (FUD) also coordinates timber (pole) supplies to the factories, collieries, etc.

1.8. EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY:

The department expects more transparency & accountability in public dealing. The public through constructive querying will help the Department to raise its standards of accountability and transparency to them.

1.9. ARRANGEMENT AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/ CONTRIBUTION:

The Department collaborate with the people in all afforestation programme & related work programmes. JFMC has been formed in the villages whereby the Department & the villagers signed MOU to under-take afforestation works jointly. The fund provided are kept in joint account of the Department representative & the villagers for taking up the plantation & related works. The benefit sharing mechanism have also been worked out between the Department & the villagers.

1.10. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION.

In each District and PCCF's office one PIO & one APIO are appointed for effectively monitoring the service delivery & public grievance redressal mechanism.

1.11. ADDRESS OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS.

Sl.No	Office	STD Code	Phone Nos.	Address
1	Secretary (Forest)	0370	2270060	New Secretariat
2	PCCF & HOFF	0370	2244227	o/o PCCF & HOFF, Kohima
3	CWW/ APCCF	03862	248067	CWLW Office, Dimapur
4	CF(STC)	0370	2245289	CF (STC), Kohima
5	CF (NTC)	0370	2245609	CF (NTC), Kohima
6	CF (RPU)	03862	227479	CF (RPU), Dimapur
7	DFD, Kohima	0370	2229400	Kohima Division, Kohima
8	DFD, Dimapur	03862	230181	Dimapur Division, Dimapur
9	DFD, Phek	03870	223105	Phek Division, Phek
10	DFD, Peren	03839	220249	Peren Division, Jalukie
11	DFD, Wakha	03860	222278	Wakha Division, Wakha
12	DFD, Makokchung	0369	2226167	Makokchung Division, Makokchung
13	DFD, Mon	03869	221230	Mon Division, Mon
14	DFD, Zunheboto	03867		Zunheboto Division, Zunheboto
15	DFD, Tuensang	03861	220259	Tuensang Division, Tuensang
16	Silviculturist	0370	2242356	Silviculture Division, Kohima
17	FUD, Dimapur	03862	232649	FU Division, Dimapur

18	WPD, Kohima	0370	2245157	WP Division, Kohima
19	Director, SEFTI	03862	244027	Director. SEFTI, Dimapur
20	DCF, Doyang	03860	222276	Doyang Division, Wakha
21	DCF ,SF	0370	9436261131 (mobile)	SF Division, Kohima
22	WLW , Dimapur	03862	229365	WLW, Dimapur
23	WLW, Kiphire	03863	9436005530 (mobile)	WLW, Kiphire
24	Director, NZP	03863	9436012145 (mobile)	NZP (Rangapahar), Dimapur

1.12. Office Timing:

Winter : 9:30 AM to 3.30 PM
Summer : 9:30 AM to 4:00 PM