

THE POWERS & FUNCTIONS OF THE OFFICERS AND EMPLOYEES

2.1 Please provide details of the powers & duties & employees of the organization

Sl. No.	Designation	Powers			Duties
		Admin.	Fin.	Oth ers	
1	Principal Chef Conservator of Forests & Head of Forest Force (Dr. C. L. Goel, IFS, PCCF & HOFF)	Delegation of administration Power	Delegation of all Financial Powers		Over all in-charge of Forest Department Administration (a) Administrative head (b) Sanctioning authority (c) Policy decision making (d) Financial matter (e) Appointment authority as per financial & cognate powers delegated by the Government.
2	Additional Principal Chef Conservator of Forests, Development & Planning (Shri K R Lyngdoh, IFS Addl. PCCF, Dev & Plg)				Assisting the PCCF, among others, in: (a). Overall matters related to Planning, Coordination, Monitoring & Evaluation Establishment and accounts matters. (b). Oversee matters related to work programme under State Plan and capital works including Biodiversity & Wildlife in consultation with CCF (EBR) and CCF (Shri Wepretso). (c). Matters related to timber movement, SIT and revenue matters in consultation with CCF (Territorial), CCF (EBR) and CCF (Shri Wepretso).
3	Chef Conservator of Forests, Territorial (Shri S. P. Tripathi, IFS, CCF, Territorial)		-		Assisting the PCCF, among others, in: (a). Overall supervision of implementation and monitoring of various developmental activities related to Territorial Circles (through Conservators)/ Divisions and their administration (b). Monitoring the "Revenue collection and meeting targets" by devising methods for enhancing revenue collection (c). Matters and issues pertaining to purchased land and documentation. (d). timber operation and mills under the guidance of Addl PCCF (Dev & Plg). (e). Nodal officer for: Twenty Point Programme, matters pertaining to revenue and Head of Encroachment

					Monitoring Cell & other matters assigned by the PCCF & HOFF.
4	Chef Conservator of Forests, Headquarters (Shr I. Panger Jamir, IFS, CCF, HQ)	-			Assisting PCCF in following matters: (a) Nodal officer FDA & its implementation (b) Nodal Officer & in-charge of 13 th Finance Commission (TFC) Awards (c) Assist in IFM scheme matters together with CCF (General) (d) Assist in Planning & Coordination matters (e) In-charge & Chairman, Audit Committee, PAC & C&AG matters (f) Nodal Officer & Chairman, Construction Monitoring Committee of Departmental all Construction works (g) In-charge, Establishment matters including matters pertaining to Headquarters affairs (h) Assist in Monitoring & Evaluation matters (i) Bamboo (Nodal Officer) (j) Timber controlling (k) Signing all UC & NEC schemes (l) Disbursement of LoC papers.
5	Chef Conservator of Forests, General (Shri Rajat S. Pal, IFS, CCF, Gen)				Assisting PCCF in following matters: (a). Looking after matters related to Headquarters and Establishment along with CCF (HQ). (b). Centrally Sponsored Scheme - IFM to be looked after by him with assistance from CCF (HQ). (c). Accounts matters taking assistance of DDO & Superintendent (Accounts). (d). Publicity & Training (e). Income tax & Statistic files (f). A.G. files and all related Matters
6	Chef Conservator of Forests, Environment, Biodiversity & Research (Shri Albert Solonuo, IFS, CCF, EBR)	-			(a). To supervise and assist in the administration of the Functional Circle and all matters related to the Divisions under the Functional Circle. (b). Assist in and Nodal Officer for: Survey of Working Plan Proposals, Working Schemes, files & related matters, (c). Chairman, Housing Committee, (d). Nodal Officer for: Climate Change, Environmental issues, Biodiversity & Wildlife (in which he is also to be assisted and guided by Addl. PCCF, Dev & Plg), (e). Nodal officer for: Agri & allied Dept; Forest Conservation; Parliament & Assembly matters; Hon'ble

					Court's matters; All India Service & IFS matters, (f). Policy on forest/ Industries including Research files and related matters, (g). Member Secretary, State Bio-diversity Board. (h). Assist in CSAG report; estimate committee report & audit report preparation. (i). Oversee the emerging concepts in the field of Forestry & Wildlife.
7	Chef Conservator of Forests, Monitoring & Evaluation (Shri Tsenchibemo Lotha, IFS, CCF, M&E)				Assisting PCCF in: (a). As in-charge of Monitoring & Evaluation of all schemes and Projects implemented by the Department and to ensure that all projects executed in the Department as per Sanction Orders. (b). Medicinal & Aromatic Plant Project works implementation as per Sanction Orders; Shri Tsenchibemo Lotha, CCF (M&E) being the Principal Investigator & Leader of the Project. (c). To tour, visit and inspect all areas of work/ project sites to ensure project implementation a true reality at field level and as per Sanction Orders.
8	Chef Conservator of Forests (Shri Wepretso, IFS CCF)	-	-		Assisting PCCF in: (a). Protocol Officer for the Department. (b). PIO of the office PCCF & Head of Forest Force. (c). Routine matters of the Headquarters like attendance, Discipline, in which he is to be assisted and guided by CCF (HQ) and Addl. PCCF (Dev & Plg). (d). SIT matters and issue of TP & counter-signing of transit permits on behalf of PCCF for veneer/plywood/ and sawn timber exported out by road or railways. (e). Utilization Certificates & Progress reports. (f). Construction matters under the State Plan, Annual Administrative Report matters; other files entrusted to him from time to time.
9	Conservator of Forests, Publicity & Liaison (Shri Toshi Longchar, CF, Pub & Trng)				Assisting the PCCF in : (a). Media and information & publicity related matters (b). Workshops, Seminars, Meetings, Conference, Celebration of Vanamahotsava, Earth day, Independence day, Republic day and other celebrations etc. (c). Training &

				State Environment & Forestry Training Institute. (d). Any other matters.
10	Conservator of Forests, Headquarters (Shri T. Amenba Yaden, IFS, CF, HQ)			Assisting CCFs & Addl. PCCF in: (a). All legal matters, Environment Clearance, Conservation Act & others. (b). Training & State Forestry Training Institute. (c). Revenue matters. (d). Assistance in Tree felling, timber, revenue, Media Publicity, Workshops, Trainings, Seminars etc.
11	Deputy Conservator of Forests, Headquarters (Shri Sidramappa MC, IFS, DCF, HQ)			(a). State Biodiversity Board - Maintenance of all Official Correspondences, Works and others. (b). Assist in Forest Conservation Act, 1980; The ST & other traditional Forest dwellers (RFR) Act, 2006 & related matters & others. (c). SEFTI, Statistical compilation & related matters. (d). Publicity & Training matters.
12	Drawing and Disbursing Officer (Shri K. Ihevi Aomi, ACF, DDO)	-	-	Drawing & Disbursing officer of the Department including being responsible for Pay & Bills, Vehicles, GPF, Accounts matters, Expenditure maintenance, its timely reporting & related matters.
13	Registrar (Shri R. Atathu, Registrar)	-		The Registrar exercises superintendence over all matters of the office of the PCCF & HOFF and is the key person involved in the decision making process followed in the Department which is broadly in the following key subject matters (as the document or files traverse & move upwards or downwards through him with his remarks): Establishment Matters; Account & Budgets; General Branch Matter; Planning Matter; Forest Policy; Forest Laws, and Conservation of Biodiversity; IFS Matter; Development & Planning; Working Scheme; Timbers; Forest Development Agency; Research & Training; Statistics, Census & other Matters. The Registrar is also responsible for superintendence/supervision of all activities & works in the office the PCCF & HOFF including clerical works involved in the abovementioned matters, other affairs

					of headquarters, including attendance, Discipline and routine matters.
14	Office Superintendent Establishment (Smt. Adole, O/ Supdt, Estt)	-	-		In-charge of Establishment matters related to Ministerial, Gazetted & Non-gazetted Executive staffs; Appointments, transfer & posting, pension, leave, service records, personal files & correspondences & GPF
15	Office Superintendent Planning (Shri Ricky Zeliang, O/Supdt, Planning)	-	-		In-charge of all Planning, Budget, Estimates, Proposals including Centrally Sponsored Schemes, Allotment of Fund & related matters.
16	Office Superintendent General (Shri Metemliba Longkumar, O/Supdt. General)	-	-		In-charge of General Branch, All matters related to Agri & Allied Sector, Timber, Forests, Environment & Wildlife, Working schemes, FDA, Survey, Maps, Works & Development, Bio-diversity, Research, Forest Procedures, etc.
17	Executive Engineer Design (Er. Supongliba, E. E. Design)	-	-		In charge of all construction works as "specialist engineer" on deputation to the Department. Accordingly he conducts and ensures day to-day Supervision of all works related to construction to ensure quality & quantity control of the works implemented as per specifications and Government Sanction Order in respect of all new official constructions/ office buildings of the Department being constructed at Mon Kohima, Dimapur and all other places.
18	Accounts Officer (Shri Atenjenba Ao, Accounts Officer)	-	-		Audits, PAC & C&AG Reports, Scrutiny of Accounts, matters including checking Pay Bills & other bills, Cash Accounts, T.A. Bills, Medical Re-imbusement bills, GPF Final Withdrawals, Expenditure, etc.
19	Office Superintendent Account - I (Shri Ngopu, HA)	-	-		In-charge of all Accounts matters including cash-book writing and its maintenance and all related matters.
20	Office Superintendent Account - II (Shri Nguto Luho, HA)	-	-		Responsible for the Duties of Superintendent Accounts and its related Matters, i.e., In-charge of regulating Divisional Accounts of all DDOs of the Department, checking medical & other bills, Audit and related matters: Attached to Accounts Branch.

B. DUTIES & RESPONSIBILITIES OF GRADE-III STAFF OF PCCF OFFICE

Sl.No.	Name & Designation of employee	Duty allotment
1	Upper Divisional Assistant (Smt. Toshimongla, U.D.A.)	Dealing with files concerning to Forester -I and matters related to Establishment Branch.
2	Upper Divisional Assistant (Shri Kezhaselhou, U.D.A.)	Dealing with Working Scheme Files, Staff bus and related matters of General Branch.
3	Upper Divisional Assistant (Smt. Nohele, U.D.A.)	Dealing with Medical Re-imburement Files and related matters of Accounts Branch.
4	Upper Divisional Assistant (Smt. Mhatholenuo, U.D.A.)	Dealing with files concerning to Forest Ranger & Deputy Ranger and related matters of Establishment Branch.
5	Upper Divisional Assistant (Smt. Anne, U.D.A.)	Assisting Superintendent Accounts & DDO in official handling of accounts: Attached to Accounts Branch.
6	Upper Divisional Assistant, District (Shri Chingwang Konyak, UDA, Dist)	Assisting Registrar in discharge of official duties efficiently including Dealing with Computer works.
7	Upper Divisional Assistant (Smt. Bendangwala, UDA)	Assisting PIO & CCF (Shri Wepretso) in discharge of official duties by handling RTI files & related matters efficiently & innovatively: Attached to General Branch (RTI files & related branch matters)
8	Upper Divisional Assistant (Smt. Vizovonuo, U.D.A.)	Establishment-III Branch Matters, files and related matters of the Establishment Branch.
9	Upper Divisional Assistant (Smt. Ketholenuo, U.D.A.)	Dealing with Files concerning to L.D.A. / Drivers and related matters of the Establishment Branch.
10	Upper Divisional Assistant (Smt. H. Among, U.D.A.)	Assisting Superintendent Account & DDO in official matters of the Branch: Attached to Accounts Branch
11	Upper Divisional Assistant (Smt. Shüno, U.D.A.)	Dealing with Establishment & IFS files and related matters of the Establishment Branch.
12	Upper Divisional Assistant (Smt. Susan, U.D.A.)	Dealing with Files concerning to Forest Guard and related matters of the Establishment Branch.
13	Lower Divisional Assistant (Shri Mepfutho, L.D.A.)	Assisting Superintendent Planning & all concerned in matters of Planning & Budget matters: Attached to Planning Branch
14	Lower Divisional Assistant (Smt. Vedele, L.D.A.)	Assisting Superintendent General & all concerned in matters of General Branch: Attached to General Branch
15	Lower Divisional Assistant (Smt. Heilungtui, L.D.A.)	Dealing with Forester-II files and related matters of the Establishment Branch.
16	Lower Divisional Assistant (Smt. Kezienuo, L.D.A.)	For assisting in efficient discharge of official matters: Attached to General Branch.
17	Lower Divisional Assistant (Smt. Vikono, L.D.A.)	Dealing with ACF, Steno-I, Registrar & Supdts' files and related matters of Establishment Branch.
18	Lower Divisional Assistant (Smt. Kiehungle, L.D.A.)	For assisting in efficient discharge of official matters: Attached to General Branch.
19	Stenographer-II (Smt. Ellis Emmeth, Steno-II)	For assisting in efficient discharge of official matters: Attached to CCF (HQ)
20	Stenographer-III	For assisting in efficient discharge of official matters:

	(Smt. Temsunaro, Steno-III)	Attached to CCF (M&E).
21	Sr. Grade Typist (Smt. Amongla)	For assisting in efficient discharge of official matters: Attached to Planning Branch.
22	Smt. Kehouvicho, Sr/ Gr. Typist	Posted and attached to Issue/ Dispatch Branch
23	Smt. Neiphrenuo, Typist	For assisting in efficient discharge of official matters: Issue/ Dispatch
24	Smt. Enohole, Typist	For assisting in efficient discharge of official matters: Posted and attached to Receipt Branch
25	Shri Lhoushevi, C/ Operator	In charge Cinema
26	Shri Puchozo, Asstt Librarian	For assisting in efficient discharge of official matters: Posted as In-Charge of Office Library
27	Shri Seyiekielie, Electrician	In-Charge of Electricals
28	Shri Mhabemo Lotha, LDA	For assisting in efficient discharge of official matters: Attached to Planning Branch
29	Smt. Kevisenou, LDA	Dealing with Grade-IV files and related matters of Establishment Branch.
30.	Shri Wipwa Newmai, LDA -cum - Computer Assistant	Assists in official works including Dealing with Computer works: Attached PCCF & HOFF.
31	Ms. Vizovoi, LDA-cum-Computer Assistant	For assisting in efficient discharge of official matters: Attached to Addl PCCF (Dev & Plg)
32	Shri Neihelie, Forest Guard	For assisting in efficient discharge of official matters: Attached to CCF(M&E)
33	Smti Neingunuo, Boiler Driver.	Presently attached to Minister of Planning
34	Shri Bongyong Konyak, LDA	For assisting in efficient discharge of official matters: Attached to Establishment Branch
35	Shri Menguvilie Sakhrie, LDA -cum - Computer Assistant	To assist in efficient discharge of Vehicle matters (D.D.O. to guide).
36	Smt. Mhabeni Lotha, LDA	To assist in efficient discharge of Establishment-I, IFS Matters: Attached to Establishment Branch
37	Shri Sentitsung Ao, LDA -cum - Computer Assistant	To assist in efficient discharge of Accounts Branch Matters: Attached to Accounts Branch (D.D.O. to guide).
38	Shri K. Hongsahopong Chang, LDA - cum - Computer Assistant	To assist PCCF & HOFF in efficient discharge of official matters.