

ANNEXURE-1

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(i) OF THE RIGHT TO INFORMATION
ACT, 2005

(The particulars of the organization, functions and duties)

Sr.No.	Name of the Department	Function and duties (in brief)
1.	Forests & Wildlife Department, Chandigarh Administration	<ol style="list-style-type: none"> 1. This department is taking up multifarious activities for improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life. 2. To tackle monkey menace in the city. 3. To implement the provisions of Wildlife (Protection) Act, 1972 in the Union Territory 4. To implement the provisions of Punjab State Minor Mineral Concession Rules, 1961 in U.T. Chandigarh. 5. To carry out intensive soil conservation works in the catchment of Sukhna Lake (Forest area) to reduce silt inflow in the lake and to prolong its life.

ANNEXURE-2

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(ii) OF THE RIGHT TO INFORMATION
ACT, 2005**

(The powers and duties of the officers and employees)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr.No.	Name of the Post	Powers and duties (in brief)
1.	Chief Conservator of Forests & Chief Wildlife Warden	Head of Department
2.	Conservator of Forests	Head of Office and supervision and check of other departmental works relating to Forestry, Soil Conservation & Wildlife.
3.	Deputy Conservator of Forests	Drawing & Disbursing Officer (DDO) and Supervision and check of other departmental works relating to Forestry, Soil Conservation & Wildlife and Botanical Garden.
4.	Sub Divisional Conservation Officer	There are two posts of Sub Divisional Soil Conservation Officers. The duties of SDSCO are to look after the works of soil conservation as well as forestry & wildlife.
5.	Range Officer	The total forest area has been divided into two ranges and each range is supervised by the Range Officer.
6.	Deputy Ranger	Field job and supervision as Block Forest Officer
7.	Forester	Field job and supervision of work of Forest as Guardian of their beats as Block Forest Officer.
8.	Forest Guard	Protection of forests & wildlife wealth and execution of field work.
9.	Mali	Maintenance of lawns of Inspection Hut and Rest house and Nurseries.
10.	Superintendent	Supervision of office work
11.	Accountant	Maintain the accounts of the department.
12.	Junior Asstt.	Office work
13.	Clerk	Office work
14.	Draftsman	Planning & estimation of the works
15.	Driver	Driving of departmental vehicle
16.	Peon	To attend the officers and distribution of dak etc.

ANNEXURE-3

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(iii) OF THE RIGHT TO
INFORMATION ACT, 2005

(The procedure followed in the decision making process, including channels of
supervision and accountability)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Nature/ Type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	Office work	Junior Assistant Clerk	Accountant, Office Supdt. And D.D.O. , DCF & Head of Office [CF]	Chief Conservator of Forests & Chief Wildlife Warden (Head of Deptt.) & Secretary of the Deptt., Advisor to the Administrator & Administrator, U.T. Chandigarh
2.	Field work	Forest Guard	Forester, Dy. Ranger, Range Officer, SDSCO, DCF & CF	Chief Conservator of Forests & Chief Wildlife Warden (Head of Deptt.), Secretary of the Deptt., Advisor to the Administrator and Administrator, U.T. Chandigarh

ANNEXURE-4

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(iv) OF THE RIGHT TO
INFORMATION ACT, 2005

(The norms set for the discharge of its functions)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Free distribution of saplings to public, educational institutions, Govt. departments and NGOs free of cost.	5 days i.e. Monday to Friday from 9.00 AM to 5.00 PM
2.	Protecting the citizens from wild animals	Immediately on telephonic message
3.	Imparting technical know-how to the public and farmers to raise & maintain plants.	Same day as & when required
4.	In case of Snake problem particularly in rainy season.	Snake Catcher Mobile Nos.9988394660, 9915399976, 8360785414 & at Forest Department's 24 hour complaint service Telephone No. 2700217. The Complaint is attended immediately.
5.	Whenever any person is found selling wildlife Articles and information is given to the department.	The material is seized immediately on receipt of complaint and necessary action as per Wildlife Protection Act is taken.

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(v) OF THE RIGHT TO INFORMATION
ACT, 2005

(The rules, regulations, instructions, manuals and records, held by it or under
control or used by employees for discharging functions)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (write circular No./date)	Any other Record/ docu- ment
1.	Indian Forest Act, 1927	-	Forest Manual of Punjab	Received/ issued from time to time	-
2.	The Wildlife (Protection) Act, 1972	-	-	-	-
3.	Forest Conservation Act, 1980	-	-	-	-
4.	The Punjab Minor Mineral Concession Rules, 1964	-	-	-	-

ANNEXURE-6

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(vi) OF THE RIGHT TO
INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr.No.	Category of documents
1.	Forest Manuals
2.	Indian Forest Act, 1927
3.	The Wildlife (Protection) Act, 1972
4.	Punjab Minor Mineral Concession Rules, 1964
5.	Forest Conservation Act, 1980

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(vii) OF THE RIGHT TO
INFORMATION ACT, 2005

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr.No.	Details/type of arrangements made
1.	For free supply of saplings to the public, educational institutions, Govt. departments and NGOs, wide publicity is given in the local newspapers for their convenience.

ANNEXURE-8PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(viii) OF THE RIGHT TO
INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Name of the Board (s)	Name of Council (s)	Name of Committee (s)	Name of Other bodies (s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	Wildlife Advisory Board	-	-	-	No	Yes
2.	Advisory Group for U.T. Chandigarh to consider proposals involving diversion of forest area	-	-	-	No	Yes
3.	-	-	*Other committees	-	No	Yes

***Other Committees:**

i)	Sexual Harassment Committee
ii)	Greening Chandigarh Task Group
iii)	Recruitment/Departmental Promotion Committee
iv)	A committee constituted for identifying and preserving the heritage and historical trees in Chandigarh
v)	A committee constituted to identify dangerous trees in the city in a time bound manner and to suggest tree specific & location specific treatments and other related issues
vi)	A Governing Body, Steering Committee and Executive Committees constituted for the State Compensatory Afforestation Fund Management & Planning Authority [CAMPA] for Union Territory, Chandigarh

vii)	A committee constituted to study the methodology/ criteria adopted by Punjab & Haryana Forests Corporations, for fixation of Market Value of the trees for the purpose of auction, compensation, etc. by the Chandigarh Administration.
viii)	A Monitoring committee constituted for effective monitoring of Eco Sensitive Zone around Sukhna Wildlife Sanctuary and City Bird Sanctuary in Union Territory of Chandigarh.
ix)	A State level Committee constituted to take decision regarding grant of Licence/ Permission to the Wood based Industries in Union Territory of Chandigarh
x)	Union Territory of Chandigarh Wetlands Authority as per Wetlands (Conservation & Management) Rules, 2017.
xi)	Chandigarh Regulation of Saw Mills, Veneer and Plywood Industries Rules, 2017 for regulating the operation of Saw Mills, Veneer and Plywood Industries in the Union Territory of Chandigarh.
xii)	Reconstitution of Governing body for Medicinal Plants Board, U.T., Chandigarh under Forest & Wildlife Department, UT Chandigarh
xiii)	Constitution of "Chandigarh Biodiversity Council" to implement the provisions of the Biological Diversity Act, 2002 for regulating access to biological resources for commercial utilization as specified under section 7 of the Act.

ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(ix) OF THE RIGHT TO
INFORMATION ACT, 2005
(Directory of the Officers and employees)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Name of the officer/ employee	Designation	Telephone Number (O)
1.	Sh. Debendra Dalai, IFS	Chief Conservator of Forests & Chief Wildlife Warden	2700284
2.	Sh.T.C. Nautiyal, IFS	Conservator of Forests (Relieved on 30.06.2020 AN)	2700284
3.	Dr. Abdul Qayum, IFS	Deputy Conservator of Forests	2700284
4.	Mrs. Harpreet Kaur	Jr. Asstt.	-do-
5.	Sh. Amrit Pal Singh	Jr. Asstt.	-do-
6.	Sh. Sombir,	Clerk	-do-
7.	Sh. Jasvinder Singh	Clerk	-do-
8.	Sh. Bhupinder Singh	Dy. Ranger	-do-
9.	Sh. Jatinder Singh	Forester	-do-
10.	Sh. Balwinder Singh	Forester	-do-
11.	Sh. Ram Kumar	Forester	-do-
12.	Sh. Ajay Sharma	Forester	-do-
13.	Sh. Mukesh Kumar	Driver	-do-
14.	Sh. Rohit Kumar Saini	Forester	-do-
15.	Sh. Kulbir Singh Gill	Forest Guard	-do-
16.	Sh. Shiv Shankar	Mali	-do-
17.	Sh. Mohinder Singh	Peon	-do-
18.	Sh. Dhani Ram	Peon	-do-
19.	Sh. Ashok Kumar	Peon	-do-
20.	Sh. Ramesh Kumar	Peon	-do-
21.	Sh. Gyan Khadka Chetri	Chowkidar	-do-

ANNEXURE-10
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(x) OF THE RIGHT TO
INFORMATION ACT, 2005

(Monthly remuneration received by the officers and employees)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Name of the Officer/Employee	Monthly emoluments as on 30.06.2020 (In Rupees)
1.	Sh.Debendra Dalai, IFS, Chief Conservator of Forests	189891
2.	Sh. T.C. Nautiyal, IFS, Conservator of Forests	167661
3.	Dr. Abdul Qayum, IFS, Dy. Conservator of Forests	86580
4.	Mrs. Harpreet Kaur, Accountant	53443
5.	Sh. Sombir, Clerk	42751
6.	Sh. Jasvinder Singh, Clerk	42751
7.	Sh. Amrit Pal Singh, Jr. Asstt.	59293
8.	Sh. Bhupinder Singh, Deputy Forest Ranger	55812
9.	Sh. Jatinder Singh, Forester	59396
10.	Sh. Balwinder Singh, Forester	58800
11.	Sh. Ram Kumar, Forester	58800
12.	Sh. Ajay Sharma, Forester	54481
13.	Sh. Mukesh Kumar, Driver	47366
14.	Sh. Rohit Kumar Saini, Forester	58561
15.	Sh. Kulbir Singh Gill, Forest Guard	50267
16.	Sh. Shiv Shankar, Mali	32631
17.	Sh. Mohinder Singh, Peon	29212
18.	Sh. Dhani Ram, Peon	35356
19.	Sh. Ashok Kumar, Peon	39112
20.	Sh. Ramesh Kumar, Peon	46332
21.	Sh. Gyan Khadka Chetri, Chowkidar	34829
Total:		13,03,325

ANNEXURE-11**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(xi) OF THE RIGHT TO
INFORMATION ACT, 2005**

(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

[Rupees in Lakhs]

Sr. No.	Head/ Item of the budget	Budget approved for the year 2020-21	Disbursement made (upto 30.06.2020)
1.	Forest Conservation & Development	590	38.40
2.	Plantation Scheme	355	15.97
3.	Greening of City Beautiful	945	78.74
4.	Communication & Building	400	29.33
5.	Preservation of Wildlife	310	38.41
6.	Acquisition of land		
(i)	Communication & Building	150	--
(ii)	101- Forest Conservation Development & Reg	100	--
7.	Forestry Research Extension & Training	10	--
8.	Establishment of Botanical Garden	370	37.60
9.	Administrative set up	--	--
	Total:	3230	238.45

ANNEXURE-12

PUBLICATION OF INFORMATION REGARDING ITEMS
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INFORMATION ACT, 2005

(The manner of execution of subsidy programmes, including the amounts
allocated and the details of beneficiaries of such programmes)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr.No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
--- Nil ---				

ANNEXURE-13

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(xiii) OF THE RIGHT TO
INFORMATION ACT, 2005

(Particulars of recipients of concessions, permits or authorizations granted)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No.	Concessions/Permit/ Authorization grant	Name of the recipient	Address of the recipient
--- Nil ---			

ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(xiv) OF THE RIGHT TO
INFORMATION ACT, 2005

(Details in respect of the information, available, reduced in an electronic form)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr.No.	Type of information
1.	All Notifications of the Department
2.	Tender notice
3.	Auction notice
4.	Any other important issues

ANNEXURE-15

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1)(b)(xv) OF THE RIGHT TO
INFORMATION ACT, 2005**

(Particulars of facilities available to citizens for obtaining information)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr.No.	Facilities available	Remarks (No. of days in a week/ Timings etc.)
1.	Free distribution of saplings to public, educational institutions, Govt. departments and NGOs free of cost	5 days i.e. Monday to Friday from 9.00 AM to 5.00 PM
2.	Protecting the citizens from wild animals	Immediately on telephonic message
3.	Imparting technical know-how to the public and farmers to raise & maintain plants.	Same day as & when required
4.	In case of Snake problem particularly in rainy season.	Snake Catcher Mobile Nos.9988394660, 9915399976, 8360785414 & at Forest Department's 24 hours complaint Tel. 2700217. The Complaint is attended immediately.
5.	Whenever any person is found selling wildlife Articles and information is given to the department.	The material is seized immediately on receipt of complaint and necessary action as per Wildlife Protection Act is taken.
6.	Permit is issued to visit Wildlife Sanctuaries	Within five (5) working days
7.	Issue of No Objection Certificate (NOC) for Arms Licence	Within fifteen (15) working days.

ANNEXURE-16

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1)(b)(xvi) OF THE RIGHT TO INFORMATION ACT, 2005

(Names, designations and other particulars of the Central Public Information
Officers)

Name of Department: Forest & Wildlife Department,
Chandigarh Administration

Sr. No	Name of the Central Public Information Officer	Designation	Telephone No. (Office/ Residence)	Residential address	Central Assistant Public Information Officer	Tele- phone Number (Office/ Resi- dence)	Resi- dential Address
1.	Dr. Abdul Qayum, IFS	Dy. Conservator of Forests	2700284 (O) 9013904883 (M)	House No.625, Sec.11, Chandi- garh	Sh. Jasvinder Singh, Clerk	2700284 (O) 8800350 343	Flat No. 224, Trishla Plus Home near Sec. 20, Peermu chlla