

**INFORMATION HANDBOOK UNDER  
RIGHT TO INFORMATION ACT 2005**

**WEST GARO HILLS, SOCIAL FORESTRY DIVISION,  
TURA,  
MEGHALAYA.**



**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
WEST GARO HILLS, SOCIAL FORESTRY DIVISION,  
TURA, MEGHALAYA.  
12<sup>th</sup> October 2005**

**Government of Meghalaya  
Office of the Deputy Conservator of Forests Social Forestry  
West Garo Hills Social Forestry Division Tura, Meghalaya,  
Information Handbook under Right  
to Information Act 2005**

## Chapter - 1

### Introduction

**1.1. Please throw light on the background of this hand-book (Right to Information Act 2005).**

This hand-book partially meets the mandate of the Right to Information Act, 2005 when the Act comes into effect on 12<sup>th</sup> October 2005. A maiden attempt is made to publish information and unveil the working of the Office of the Divisional Forest Officer, West Garo Hills SF Division Tura Meghalaya, for the information of any citizen of India concerned with West Garo Hills social forestry Division, Tura. The entries in the hand-book will be updated from time to time to depict a clear and up to date picture of the Division.

**1.2. Objective / purpose of this hand-book**

To provide such information required to be published within 120 days from the enactment of the Right to Information Act, 2005.

**1.3. Who are the intended users of this hand book?**

Any citizen of India who desires to obtain information on West Garo Hills Social Forestry Division Tura, Government of Meghalaya.

1.4. Organization of the information in this hand-book	Page No.
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**1.5. Definitions (Please provide definitions of various terms used in the Hand-book).**

PCCF means Principal Chief Conservator of Forests  
 CCF means Chief Conservator of Forests  
 CF means Conservator of Forests  
 DFO means Divisional Forest Officer  
 ACF means Assistant Conservator of Forests  
 EPO means Environment Planning Officer  
 FR means Forest Ranger  
 RFO means Range Forest Officer  
 Fr means Forester  
 Fgd means Forest Guard  
 SF & Env means Social Forestry and Environment.  
 SF means Social Forestry.  
 FDA means Forest Development Agency.  
 JFMC means Joint Forest Development Committee.  
 NAEB means National Eco-Development Board,  
 NEAC means National Environment Awareness Campaign  
 Div means Division  
 GOI means Government of India  
 MOEF means Ministry of Environment and Forests  
 PIO means Public Information Officer  
 APIO means Assistant Public Information Officer  
 IFS means Indian Forest Service  
 MFS means Meghalaya Forest Service

**1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.**

\*Chief Conservator of Forests Social Forestry & Environment Meghalaya, Shillong  
 \*Conservator of Forests Social Forestry & Environment Meghalaya, Shillong  
 \*Conservator of Forests Social Forestry Garo Hills, Forest Complex, Dakopgre, New Tura  
 \*Divisional Forest Officer West Garo Hills Social Forestry Division, Dakopgre Tura.  
 \*Range Forest Officer, Social Forestry Range. Dadengre.  
 \*Range Forest Officer, Social Forestry Range, Betasing Range.  
 \*Beat Forest Officer, Social Forestry Beat Tura, Dakopgre.

**1.7. Procedure and Fee Structure for getting information not available in the hand-book.**

The applicant may contact Assistant Public Information Officer or Public Information Officer concerned and submit an application providing such details as would enable the APIO or the PIO to locate the required information and specify in what form it should be provided. The APIO or the PIO after locating the information shall intimate to the applicant, the fees required for making copies and ask him to deposit the amount in full. Thereafter within a reasonable time, the APIO/PIO shall provide the information to the applicant. The fees to be paid shall be estimated by the PIO at the prevailing rate for Photostat of documents or as per rates applicable for obtaining copies from District Courts or any reasonable criteria if there is no prevailing market or Court rate.

## Chapter – 2

### Particulars of Organization, Functions and Duties

#### 2.1. Objective/purpose of the public authority.

Afforestation outside the conventional forest area for the benefit of rural and urban communities. The main objective is to -

- (i) Improve the environment for protecting agriculture from adverse climatic factors,
- (ii) Increase the supply of fuel wood for domestic use, small timber for rural housing, fodder for livestock, and minor forest produce for local industries
- (iii) Increase the natural beauty of the landscape; create recreational forests for the benefit of rural and urban population
- (iv) Provide jobs for unskilled workers and
- (v) Reclaim wastelands. Finally, its object is to raise the standard of living and quality of life of the rural and urban people.

#### 2.2. Mission / Vision Statement of the public authority.

To carry out a need based and time bound programme of afforestation with special emphasis on fuelwood and fodder development on all degraded and denuded lands/forests. Afforestation of abandoned jhum lands and mined areas.

Linear strip plantation of fast growing species on sides of public roads, rivers, streams and irrigation canals. Afforestation on unutilized lands under State/Corporate, institutional or private ownership. Green belts in urban/industrial areas. Shelter belt (generally more extensive than the wind breaks) for the purpose of shelter from wind and sun covering areas larger than a single farm on a planned pattern. Farm forestry in the form of raising rows of trees on bund or boundaries of fields and individual trees in private agricultural land as well as creation of wind breaks round a farm or orchard by raising one or two lines of trees. Raise flowering trees and shrubs mainly to serve as recreation forests for the urban and rural population. Elicit people's participation involving women and young people in conservation of forests, wildlife and environment. Environmental awareness generation and celebration of vanamahotsava, environment day, wildlife week etc.

#### 2.3. Brief history of the public authority and context of its formation.

The post of Conservator of Forests was created in the year 1981-82 for Social Forestry Circle, the jurisdiction of which encompasses the whole State. The Govt of Meghalaya renamed Forest Dept as the Forest & Environment Department in the year 1991 and transferred Environment Planning Cell from Urban Affairs Department on 15<sup>th</sup> March, 1991. The post of Conservator of Forests for Social forestry circle was re-designated as the Conservator of Forests Social Forestry and Environment Meghalaya. The post of Chief Conservator of Forests Social Forestry and Environment was created in the year 1993. The creation of the post of Officer on Special Duty Conservator of Forests level for Garo Hills in the year 2002 saw functioning of 2(two) Social Forestry Circle i.e. Khasi and Jaintia Hills Social Forestry Divisions and Garo Hills Social Forestry Divisions.

The West Garo Hills Social Forestry Division was established on 30<sup>th</sup> Nov/1987 with its head quarter Dakopgre Tura to maintain ecological balance by way of afforestation on the degraded forest and abandoned Jhum cultivation both the private and community land.

The division has been entrusted with the task of encouraging forestry activities outside the conventional forest are as viz Private lands, Community lands etc., distribute various seedlings among the public and spread the message of importance of plants and trees among the target groups. The division also organizes various Environment awareness programmes. The activity of the division is limited to West Garo Hills District only. Apart from the above functions the division is also duty bound to preserve, protect and improve forests and forestry activities and habitat for wildlife in its area of jurisdiction.

#### 2.4. Duties of the public authority.

Complete control over the West Garo Hills Social Forestry Division, Monitoring and evaluation of Social forestry works, within the West Garo Hills District.

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

Budget preparation, allocation of funds to Ranges, Submission of schemes to CCF SF Meghalaya, Control tour programme of Subordinate staff, Environmental awareness generation, Inspection of works, Monitoring and evaluation, Annual confidential report of Officers and Staff of the Division, Reports and returns.

**2.6. List of services being provided by the public authority with a brief write-up on them.**

District Resource Agency for National Environmental Awareness Campaign to receive applications from NGOs and forward them to the Conservator Of Forests /Chief Conser –vator Of Forests ,Government of Meghalaya Ministry of Forests & Environment.

Chief Executive Officer Cum Member secretary of West Garo Hills FDA. The National Afforestation and Eco-Development Board of the Ministry of Environment & Forests funds the project for the NAP which is implemented through the Forest Development Agency and Joint Forest Management Committee.

**2.7. Organizational Structure within the district Diagram at various levels is as follows**

Principal Chief Conservator of Forests, Meghalaya

Chief Conservator of Forests, Social Forestry & Environment, Meghalaya

<p>Conservator of Forests Social Forestry Garo Hills i/c Garo Hills SF Divisions</p>
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<p>Divisional Forest Officer, West Garo Hills S.F. Division Tura. Range Officer S.F. Range Dadengre. Range Officer S.F. Range Betasing. Beat Officer S.F. Beat Tura.</p>
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**2.8. Expectation of the public authority from the public for enhancing its Effectiveness and efficiency.**

To adopt environmental ethics, to imbibe the spirit of conservation of natural resources and respect for laws of nature, Aid to Forest personnel in prevention and combating of forest fires, information on forest offence, protection of plantation and assets, sharing of revenue/usufructs, labour supply on payment, To offer suggestions for improvement of functioning of the SF Wing & the SF division.

**2.9. Arrangements and methods made for seeking public participation/ contribution.**

Forest personnel from the Range or Beat level approach community/land holder to take up afforestation works and enter into an agreement. The degraded land is handed over to the Social Forestry Division concerned to take up afforestation and maintain it for 10 years. The plantation is handed back to the owners at the end of the period along with a working scheme. The working scheme prescriptions regulate the management of plantation.

**2.10. Mechanism available for monitoring the service delivery and public grievance Resolution.**

Inspection of works, file movement register, Weekly and Monthly arrear list, Progress report,

**2.11. Addresses of the main office and other offices at different levels. (Please Categories the addresses district wise for facilitating the understanding by the user).**

Office of the Chief Conservator of Forests Social Forestry & Environment Meghalaya, Sylvan House, Lower Lachumiere, Shillong – 793001, East Khasi Hills  
Conservator of Forests Social Forestry & Environment Meghalaya, I/c Khasi & Jaintia Hills Social Forestry Divisions, Sylvan House, Lower Lachumiere, Shillong – 793001, East Khasi Hills

Office of the Conservator of Forests, Garo Hills Social Forestry Circle, Dakopgre, Tura- 794001  
Office of the Divisional Forest Officer, East Garo Hills Social Forestry Division, Williamnagar  
Office of the Range officer williamnagar Social Forestry Range , Williamnagar.  
Office of the Range Officer Bajengdoba Social Forestry Range ,Bajengdoba.  
Office of the Range officer Rongeng Social forestry Range, Darugre.  
Office of the Beat officer , Kharkutta Social Forestry Beat Kharkutta.  
Office of the Beat officer , Charangre Social Forestry Beat Williamnagar

- 2.12. Morning hours of the office: 10 A.M.**  
**Closing hours of the office: 5 P.M. during summer (16<sup>th</sup> Feb. to 14<sup>th</sup> Nov)**  
**4.30 P.M. during winter (15<sup>th</sup> Nov. to 15<sup>th</sup> Feb.)**

## Chapter 3

### Powers and Duties of Officers and Employees

Designation	Chief Conservator of Forests, Social Forestry & Environment	
Power	Administrative	<ol style="list-style-type: none"> <li>1. Overall office administration as Head of the Wing.</li> <li>2. Casual Leave of Officers at the Circle level</li> <li>3. ACRs of Officers and Staff</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As per the Meghalaya Delegation of Financial Power Rules, 1981 and the Meghalaya Financial Rules</li> <li>2. Controls tour programme of Circle Conservators.</li> </ol>
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Complete control of Social Forestry Circle/Division.</li> <li>2. Complete control of Environment Cell.</li> <li>3. General direction and supervision of all administrative and forestry works</li> <li>4. Control of establishment and expenditure.</li> <li>5. Inspection of Division records, Range/Beat</li> <li>6. Scrutiny of Diaries of gazetted Officers posted in Circle level.</li> <li>7. Monitoring and evaluation of Social Forestry works.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Conservator of Forests i/c Social Forestry Circle	
Power	Administrative	<ol style="list-style-type: none"> <li>1. Overall office administration as Head of Office.</li> <li>2. Casual Leave of Officers at the Division level and ministerial staff of his own office.</li> <li>3. ACRs of Officers and Staff</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As per the Meghalaya Delegation of Financial Power Rules, 1981 and the Meghalaya Financial Rules, 1981</li> <li>2. Drawing and Disbursing Officer</li> <li>3. Controls tour and TA of gazetted officers of the Division.</li> <li>4. Sanction of GPF advance and withdrawal.</li> </ol>
	Other.	<ol style="list-style-type: none"> <li>1. Purchase of stores and equipments</li> </ol>
Duties.	<ol style="list-style-type: none"> <li>1. General direction and supervision of all forestry works</li> <li>2. Control of establishment and expenditure.</li> <li>3. Inspection of Division records, Range/Beat</li> <li>4. Scrutiny of Diaries of gazetted Officers posted in Division</li> <li>5. Enforcement of punctuality and discipline in office.</li> <li>4. Circle Conservator for the Social Forestry and Environment Divisions.</li> </ol>	

## Powers and Duties of Officers and Employees

Designation	Divisional Forest Officer Social Forestry Divisions/Deputy Conservator of Forests, i/c Forest Divisions.	
Power	Administrative	1.Appointment of Staff below the rank of Deputy Forest Ranger and ministerial Staff upto the rank of LDA 2. Disciplinary authority over Staff whose appointment is made by the DFO. 3. Grant of leave to non-gazetted Staff. 4. Overall office administration.
	Financial	1. As per the Meghalaya Delegation of Financial Power Rules, 1981 and the Meghalaya Financial Rules 2. Drawing and Disbursing Officer 3. Controls tour and TA of Division Staff. 4. Sanction of GPF advance.
	Other.	
Duties.	1.Environmental awareness generation, celebration of vanamahotsava world environment day, etc. 2 Supervision of field works of subordinate staff 3. Raising of plantation and nursery outside reserve forest 4. Conservation of forests and wildlife.	

## Powers and Duties of Officers and Employees

Designation	Forest Ranger	
Power	Administrative	1. Execution and supervision of works
	Financial	1. As per Meghalaya Financial Rules he can pass and make payment up to Rs 500 in each case.
	Other.	

## Powers and Duties of Officers and Employees

Designation	Forest Guard	
Power	Administrative	-
	Financial	-
	Other.	-
Duties.	1. To supervise the field works. 2. To maintain Muster Roll of labourers. 3. To patrolling duty as directed by the superior officer.	

## Powers and Duties of Officers and Employees

Designation	Forester	
Power	Administrative	1. To supervise the plantations carry out by his subordinate. 2. To report if there is any breach in agreement in plantation side.
	Financial	-
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. To live at their headquarter (to be present at their HQ.)</li> <li>2. To carry out afforestation works.</li> <li>3. To know the whole of their beat thoroughly including principal village roads and other line of communication.</li> <li>4. Forest Protection and patrolling.</li> <li>5. To receive report from Forest guard and forward them to immediate superior.</li> <li>6. To submit weekly dairies.</li> </ol>	

## Powers and Duties of Officers and Employees

Designation	Head Assistant	
Power	Administrative	Over all super vision of the office functioning.
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Cleanliness of the branch.</li> <li>2. Discipline and punctually of staffs.</li> <li>3. Distribution list of works up date.</li> <li>4. Arrangement for disposal of works during absent of any Asst.</li> <li>5. To submit all the receipts and files at dak stage</li> <li>6. To keep watch on hold up in the movement of dak between the branch and higher officers.</li> <li>7. To mark receipt in the name of Asst. and to give direction.</li> <li>8. To scrutinized the note and drafts of Asst.</li> <li>9. To give priority marking on drafts and letters etc.</li> <li>10. To ensure maintenance of registers, updating of manual rules.</li> <li>11. To ensure submission of reports and return in time.</li> <li>12. To deal with Confidential or other work of the branch as may be entrusted by controlling officers.</li> </ol>	

## Powers and Duties of Officers and Employees

Designation	Accountant	
Power	Administrative	Responsible for all account related works
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Prompt examination of all receipt related to Accounts</li> <li>2. Collection of materials for taking action on receipt.</li> <li>3. Open new file if necessary.</li> <li>4. To Prepare Monthly Accountants for the Division..</li> <li>5. To maintain a log book, file movement register and reminder dairy</li> <li>6. To keep all Account related manuals, Acts, Rules etc., up to date with which</li> <li>7. To compare fair copy with the draft and make necessary correction.</li> <li>8. To check the list of periodical returns.</li> <li>9. To attend such other works as may be assigned by the superintendent or higher officers.</li> </ol> <p>To Pass T.A. Bills of the staff and to do all works related to accounts</p>	

## Powers and Duties of Officers and Employees

Designation	Dealing Assistant.	
Power	Administrative	
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Prompt examination of all receipt</li> <li>2. Collection of materials for taking action on receipt.</li> <li>3. Open new file if necessary.</li> <li>4. To put up a case after examination to superintendent.</li> <li>5. To maintain a log book, file movement register and reminder dairy</li> <li>6. To keep all manuals, Acts, Rules etc., up to date with which he is concerned.</li> <li>7. To compare fair copy with the draft and make necessary correction.</li> <li>8. To check the list of periodical returns.</li> <li>9. To attend such other works as may be assigned by the superintendent or higher officers.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Typist.	
Power	Administrative	
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. To type all matters mark to him.</li> <li>2. To maintain a log book.</li> <li>3. To report any unfinished priority work at the end of the day</li> <li>4. To observed instruction on maintenance of type writer.</li> <li>5. To compare fair copies as directed by superintendent.</li> <li>6. To do any other works as may be assigned by superintendent or higher officers.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Driver.	
Power	Administrative	
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Punctuality.</li> <li>2. Wearing of uniform.</li> <li>3. To posses up to date driving license</li> <li>4. To posses' good driving skill.</li> <li>5. To display good conduct &amp; beheaver</li> <li>6. To carry out minor maintenance and repairs of vehicle</li> <li>7. To maintain log book.</li> <li>8. To keep safe custody of vehicle.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Chowkidar	
Power	Administrative	
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Punctuality.</li> <li>2. Wearing of uniform.</li> <li>3. Polite and respectful.</li> <li>4. to Open and close Office &amp; Protect the office Infrastructure in safe custody</li> </ol>	

## Powers and Duties of Officers and Employees

Designation	Office Peon.	
Power	Administrative	
	Financial	
	Other.	
Duties.	<ol style="list-style-type: none"> <li>1. Punctuality.</li> <li>2 Wearing of uniform</li> <li>3. To keep the office chamber/room neat and tidy.</li> <li>4. Should know the location of Govt. officers, banks, residence of officers,</li> <li>5. Should know working hour of Post &amp; Telegraph, Treasury office.</li> <li>6. Should know description of stationery article, forms etc.</li> <li>7. Polite and respectful to wards officer, staffs and general public.</li> <li>8. Avoid personnel work when send on duty</li> <li>9. Must not leave office without prior permission.</li> <li>10. To fill up water jug/glass if so required.</li> <li>11. To keep the office room clean and tidy, arrange office table chairs Almirah, book shelve and other furniture</li> <li>12. To keep Stationery articles on officers and staffs table.</li> <li>13. To switch off all the light and heater, close the window.</li> <li>14. To remove all waste paper as directed.</li> <li>15 Assist in any office work as may be required by him</li> <li>16. To open the windows of the office room, unless there are instruction to the contrary.</li> <li>17.To attend treasury and bank duties.</li> <li>18.To help in main the stores and records.</li> </ol>	

## Chapter – 4

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

- 4.1 Please provide list of rules, regulation, instruction, manual and records held by public Authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name of the document	Type of document	
1.Meghalaya Fundamental Rules & Subsidiary Rules, 1984 2.Meghalaya Financial Rules, 1981 3.Meghalaya Delegation of Financial Power Rules, 1981 4.Meghalaya Services GPF Rules 5.Meghalaya Treasury Rules 6.Meghalaya Services Conduct Rules, 1990 7.Assam Services Discipline and Appeal Rules, 1967 8.Meghalaya Sectt Manual of Office Procedures 9.Meghalaya Forest Service Rules, 1985 10. MFS Rules for Conduct of Departmental Exam 1995 11.Meghalaya Forest Subordinate Service Rules (Draft) 12.Meghalaya Forest Ministerial Service Rules (Draft) 13.Meghalaya Forest Guards Training Rules, 14.Forest Account Code, 15.Assam Forest Manual Vol II		Chose one of the types given below: Rules, Regulation, Instruction, Manual, Records Other
<p>Brief write-up on the documents: Document listed from SI No.1 to 8 are common to all the Government Departments. Documents from SI No. 9 to 15 are specifically meant for Forest Department Meghalaya dealing with accounts, working plan for plantation, training and service condition of State Forest Service Officers and Forest Subordinate Staff.</p> <p>From where one can get a copy of Rules, Regulation, Instruction, Manual, and Records.            Sale Depot of the Government Press Meghalaya, Shillong.</p> <p>Draft Rules, Forest Account Code, Assam Forest Manual and Working Plan Code are in the custody of the Forest Department only.</p>		Address. Chief Conservator of Forests/Conservator of Forests Social Forestry & Environment Meghalaya, Sylvan House, Lower Lachumiere, Shillong-793001
<p>Fee charge by the department for a copy of Rules, Regulation, Instruction, Manual, and Records. (if any)</p>		<p>Telephone            No.: <u>2226403/2228334</u></p> <p>FAX: <u>2228334</u></p> <p>Email: <u><a href="mailto:cpmarak@yahoo.com">cpmarak@yahoo.com</a></u></p> <p>Others: _____</p> <p>Prevailing market rate for Photostat of documents</p>

## Chapter 5

### Particulars of any arrangement that exists for Consultation with, or representation by, the Members of the public in relation to the formulation Of its policy or implementation thereof

#### Formulation of Policy

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

No.

Sl. No	Subject / Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participation

1. This will help a citizen understand on what basis public participation formulation and implementation of policy matters is decided upon.

#### Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	National Afforestation Programme	yes	Formation of Joint Forest Management Committee for a village or cluster of villages and registration in the Office of the Conservator of Forests Social Forestry.

## Chapter 6 (Manual -5)

### A statement of the categories of documents that are held by it or under its control

6.1. Use the format given below to give the information about the official documents.  
Available at Directorate Level

Sr. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under Control of
1	List of Plantations	General Matters	Apply to the APIO/PIO in accordance with the RTI Act,2005 and Rules framed there under	DFO
2	Service book of staff	General Matters	--do-	-do-
3	Right Information Act 2005	General Matters	--do-	-do-
4	F.C.Act 1980	General Matters	--do-	-do-
5	Court Case & working scheme	General Matters	--do-	-do-
6	Mass Education and Cultural Operation	Schemes	--do-	-do-
7	Environmental Forestry	Schemes	--do-	-do-
8	Recreation Forestry	Schemes	--do-	-do-
9	Forest Nurseries	Schemes	--do-	-do-
10	2406-01-102-(04) Social Forestry VI-Schedule	Schemes	--do-	-do-
11	2406-02-800(02) Environment & Ecology VI- Schedule	Schemes	--do-	-do-
12	Quarterly Progress Report	Progress Report	--do-	-do-
13	Annual Administration Report	Progress Report	--do-	-do-
14	Personal Files Divisions	Establishment (Divisions)	--do-	-do-
15	Service Books Divisions	Establishment (Divisions)		
16	Distribution List of Staff Divisions	Establishment (Divisions)	--do-	-do-
17	ACR Divisions	Establishment (Divisions)	--do-	-do-
18	Stationery article & store	Maintenance Account		
19	Vehicles	Maintenance Account	--do-	-do-
20	G.P.F. 1985	Maintenance Account	--do-	-do-
21	T.A. Bills	Maintenance Account	--do-	-do-
22	Telephone	Maintenance Account	--do-	-do-
23	H.B.A	Maintenance Account	--do-	-do-
24	Motor Car other Advance	Maintenance Account	--do-	-do-
25	Quarter	Maintenance Account		
26	Bills & Account Matters	Maintenance Account	--do-	-do-
27	Attendance Register	Estt. section	--do--	--do--
28	VRF	Schemes	--do-	-do-
29	NEC	Schemes	--do-	-do-
30	Cash Account	Expenditure		
31	Review	Meeting	--do-	-do-
32	DPC	Meeting	--do-	-do-
33	Assembly	Questions	--do-	-do-
34	Medical Bills (Advt)	Bills	--do-	-do-
35	Service Books	Establishment	--do-	-do-
36	Personal Files	Establishment	--do-	-do-
37	Leave Account	Establishment	--do-	-do-

## Chapter-7

### A statement of boards, council, committees and other bodies constituted as its part

**7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:**

- Name and address of the Affiliated Body  
West Garo Hills Social Forestry Division Forest Development Agency, Tura
  - Type of Affiliated Body (Board, Council, Committees, Other Bodies )  
The above named Body is a registered society sponsored by the Forest & Environment Dept Govt. of Meghalaya
  - Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)  
The Body was created to institutionalize peoples participation, implement national afforestation programme and to receive direct funding from both the State and the Central Government and other donor agencies. Forest Development Agencies came into being under authority of the Govt notification No. FOR.62/2000/239 dtd 9.9.03
  - Role of the Affiliated Body (Advisory / Managing / Executive / Others)  
The Forest Development Agencies plan and execute schemes relating to conservation of forest, wildlife and environment, livelihood, natural calamities etc with the active participation of the people. The Joint Forest Management Committees registered under the FDAs are the cutting edge for the implementation of any scheme or programme undertaken by the FDA.
  - Structure and Member Composition  
Executive Body is appointed by the Government and is composed of the following members viz. Conservator of Forests Social Forestry as Chairperson, Divisional Forest Officer Social Forestry Division as Member Secretary, DFOs in charge of Territorial and Wildlife Divisions, District Level Officers of line Departments, Project Director DRDA, Rep. from Autonomous District Council, 3 to ten reps of JFMC including women representatives, co-opt rep of a clan/community/land holder if not represented through JFMC channel.  
  
The General Body is appointed by the Government and it consists of the members of the Executive Body, adequate representation to woman, Assistant Conservator of Forests and Forest Rangers.
  - Head of the Body  
The Chairman who is assisted by the Member Secretary.
  - Address of main office and its Branches  
Member Secretary cum CEO West Garo Hills Social Forestry Division Forest Development Agency, Tura.
  - Frequency of Meetings  
Once in three months normally or emergency meeting may be convened at 24 hrs notice for the Executive Body. Once a year within 2 months from the end of financial year or an extra ordinary general body meeting may be convened on 7 days notice.
  - Can public participate in the meetings?  
No
  - Are minutes of the meetings prepared?  
Yes
- \*Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.  
Available only to members.

## Chapter 8

### The names, designations and other particulars of the Public Information Officers

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority: Office of the Chief Conservator of Forests (Social Forestry & Environment) Meghalaya, Shillong.

Assistant Public Information Officers:

Sl. No	Name	Designation	S.T.D. Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Shri. R.G. Momin	Range Forest Officer Dadengri Social Forestry Social Forestry Range Dadengri.						Range Forest Officer, Social Forestry Range, Dadengri P.O. Dadengri, West Garo Hills.
2	Shri. B.A. Sangma	Range Forest Officer Betasing Social Forestry Social Forestry Range Betasing.						Range Forest Officer, Social Forestry Range Betasing, West Garo Hills.
3	Shri. K.M. Laharey	Beat Forest Officer Tura Social Forestry Beat Dakopgre Tura.						Beat Forest Officer Social Forestry Beat Tura. P.O. Tura (Dakopgre) West Garo Hills.

Public Information Officers:

Sl. No	Name	Designation	S.T.D. Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Shri. N.S. Burfal	O.S.D. Social Forestry (C.F. Level) i/c Social Forestry , Garo Hills, Tura	03651	232088	233432	-	-	Forest Complex Dakopgre, New Tura - 794002
2	Shri. J. Dutta (MFS)	Divisional Forest Officer, West Garo Hills Social Forestry Division, Tura.	03651	232776	232516	-	-	Divisional Forest Officer, West Garo Hills Social Forestry Division, Tura.

Department Appellate Authority:

Sl.No	Name	Designation	S.T.D. Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Shri. C.Budnah	Chief Conservator of Forests (Social Forestry & Environment)	0364	2226403	2590129	-	-	Sylvan House, Lower Lachumiere, Shillong- 793001

## Chapter 9

### Procedure followed in Decision Making Process

**9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)**

The Dealing Assistant puts up the file along with the papers under consideration with a background note. The Superintendent /Head Assistant Social Forestry Division scrutinizes the documents and sends the file to the Divisional Forest officer.

**9.2 What are the documented procedures / laid down procedures/ Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

Assistant initially examine the receipts for proper stamp affixation (if required under the Act/Rules), enclosure. Thereafter relevant materials are collected to help in taking decision. The Assistant puts up the receipt in the file concerned with a note to the Head assistant/Superintendent. The Head Assistant then scrutinizes the note for accuracy of facts before sending the file to the Controlling Officer..

**9.3 What are the arrangements to communicate the decision to the public?**

Through letter, press note/communiqué, gazette, PA system.

**9.4 Who are the officers at various levels whose opinions are sought for the Process of decision making?**

The Divisional Forest Officer (DFO) is in charge of the division and is responsible for final decision making process for the

division and its staff within the powers and privileges as defined by the government Rules & Regulations under the guidance of Conservator Of Forests of the circle as per the policy and principle of the Government Of Meghalaya(GOM). The divisional forest officer is also accountable with respect to any short comings in the performance of the division in all respects. In discharging the field works as well as over all administration and functioning of the division the DFO is assisted by Assistant conservator Of Forests (ACF), Range Officers and Beat officers, who are responsible and accountable for functioning of each Range and Beat, which are segments and sub segments of the Division. The divisional Forest Office and Range officer supervises the performance and working of their subordinates. Assistant Conservator of Forests, assists the DFO in day to day functioning of the division and its supervision. The matters which cannot be solved at Divisional level those are forwarded to the next higher authority, who is The Conservator and the Chief Conservator of Forests. Finance and Accounts Officer also takes decision, if the subject matter involves financial liability to the Government. Matters beyond the competence of the Officers named are referred to the Principal Chief Conservator of Forest Meghalaya.

**9.5 Who is the final authority that vets the decision?**

The Government or the Principal Chief Conservator of Forests or the Chief Conservator of Forests or the Conservator of Forests or the Divisional Forest Officer in accordance with the powers conferred under the Fundamental Rules & Subsidiary Rules, Financial Rules, Assam Forest Manual Vol II, Forest Account Code and Service Rules (IFS, SFS, Forest Subordinate, Ministerial Staff)

**9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority**

Sl. No	
Subject on which the decision is to be taken	Budget preparation and allocation of funds, Annual Confidential Report, Confidential matter, Tour and training of Officers and Staff.
Guideline/Direction if any)	Financial Rules, O.M. issued by Finance or Personnel Dept of Central or State Govt as the case may be.
Process of Execution	The Dealing Assistant concerned upon receipt of dak/letter puts up the matter alongwith papers under consideration and a note to the Superintendent. The Superintendent after scrutiny for facts and enclosures forwards it to the CCF SF & Env
Designation of officers involved in decision making	Chief Conservator of Forests Social Forestry & Environment Meghalaya
Contact information of above mentioned officers.	Sylvan House, Lower Lachumiere, Shillong-793001
If not satisfied to the decision, where and how to appeal	May appeal to the PCCF Meghalaya whose office is located at Sylvan House, Lower Lachumiere, Shillong-793001 or the Government in the Forest and Env Dept Meghalaya .

## Chapter 10

### Directory of Officers and Employee

10.1 Directory of the officers and staff of the West Garo Hills Social Forestry Division, Tura.

Officer/ staff  
Divisional Forest Officer

Telephone No. 232776 (Office)  
Residence 232516

## Chapter -11

### The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sl. No	Name	Designation	Monthly remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
<b>Staff under West Garo Hills Social Forestry Division</b>					
1	Shri. J. Dutta, MFS	DFO	20,439.00		
2	Shri. K. Joshi	HA	12,820.00		
3	Smt. F. R. Marak	UDA	10,446.00		
4	Smt. M. R. Sangma	UDA	9,196.00		
5	Shri. J. M. Momin	RA	8,271.00		
6	Shri. M. R. Maral	LDA	8,271.00		
7	Smt. E. A. Sangma	LDA	7,969.00		
8	Shri. I. N. Momin	LDA	7,969.00		
9	Smt. G. Ch. Marak	LDA	7,834.00		
10	Smt. K. R. Sangma	LDA	7,334.00		
11	Shri . B. N. Marak	RA	7,297.00		
12	Shri. S. Gayan	Driver	7,162.00		
13	Shri. F. R. Sangma	Peon	5,902.00		
14	Shri. K. Sangma	Peon	5,902.00		
15	Shri. S. B. Marak	Mali	5,734.00		
16	Shri. L. Ch. Sangma	Chowkidar	5,902.00		
17	Shri B. A. Sangma i/c Betasing Range	FR	13,109.00		
18	Shri. Sober Areng (attached to Betasing Range)	Fr – 1	6,416.00		
19	Shri. Heaward Ch. Marak (attached to Betasing Range)	Fr – 1	7,575.00		
20	Shri. Ningsen Ch. Marak (officiating) (attached to Betasing Range)	Fgd	4,932.00		
21	Shri. Silberthson Sangma (expired) (attached to Betasing Range)	Fgd	6,735.00		
22	Shri. Sujindro Sangma	Fgd	5,738.00		
23	Shri. Matheius Marak	P/M	5,609.00		
24	Shri. K. M. Lahary i/c Tura S.F Beat	FR	13,932.00		

25	Shri. S. k. Baruah (attached to Tura Beat)	Fr-II	8,742.00		
26	Shri. Alberth Marak (attached to Tura Beat)	Fr-II	7,801.00		
27	Shri. Gatewil Marak (attached to Tura Beat)	Fgd	6,978.00		
28	Shri. Grewinson Sangma	Fgd	6,238.00		
29	Shri. Darasing Areng (attached to Tura Beat)	P/Mali	5,609.00		
30	Shri. Hianson Marak	Fgd	7,935.00		
31	Shri. J. L. Marak	Fr - I	6,776.00		
32	Shri. R. G. Momin FR. i/c Dadengri S.F. Range	FR	13,638.00		
33	Shri. Swadin Hajong (attached to Dadengri)	Fr - I	6,768.00		
34	Shri. Raknang Marak (attached to Dadengri)	Fr - I	7,037.00		
35	Shri. S. B. Rai	Fr - II	7,676.00		
36	Shri. Rosendra Daring (attached to Dadengri)	Fgd	6,617.00		
37	Shri. Pares Barman (attached to Dadengri)	Fgd	5,940.00		
38	Shri. Jolly Rabha (attached to Dadengri)	Fgd	5,727.00		
39	Shri. Genen T. Marak (attached to Dadengri)	Fgd	6,113.00		
40	Shri. Rosebel Sangma (attached to Dadengri)	Fgd	6,852.00		
41	Shri. Prodip Chaki (attached to Dadengri)	Fgd	6,735.00		
42	Shri. Kanti Marak (attached to Dadengri)	Fgd	5,738.00		
43	Shri. Krebitson Momin (attached to Dadengri)	Fgd	5,609.00		
44	Shri. Hemanta Marak (attached to Dadengri)	Chowkidar	4,982.00		
45	Shri. Rowelson Sangma (attached to Dadengri)	P/Mali	4,579.00		

**Chapter -12**  
**The Budget Allocated to each Agency**  
**(Particulars of all plans, proposed expenditures and**  
**reports on disbursement made)**

**For Public Authorities responsible for developmental, construction, technical works**

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format

**Year 2003-2004-:**

Sl. No.	Name of the Scheme/Budget /Sub-Head	Activity	Starting date of the activity	Period and date of the activity	Amount Proposed	Amount Sanction need	Amount released/ disbursed ( no. of installments)	Actual expenditure	Responsible officer
1	2406-F/W.102 (01) IV Schedule Forest Nursery	Creation and maintenance of forest nursery	1.4.03	31.3.04		.774		.774	
2	2406-F/W (II) Schedule P+II Area 102 (02) Environmental Forestry	Awareness campaign for Vanamahotsava, planting of seedling, creation of ornamental nursery, observation of Ozone Layer Day.	1.4.03	31.3.04		1.0085		1.0085	DFO RFO BFO
3	2406-F/W VI Schedule P+II Areas 102(03) Recreation Forestry	Wages of Casual Labourer/ Muster roll workers,	1.4.03	31.3.04		.382		.382	RFO BFO
4	2406-F/W VI Schedule P+II Areas 102 (04) Social Forestry :- Wages	Wages of Casual workers.	1.4.03	31.3.04		5.321		5.321	CF DFO RFO BFO
	T.E	T.A. bills	1.4.03	31.3.04		1.25		1.25	DFO
	Office Expenditure	Payment of bills for electric, telephone, vehicle, stationery etc.	1.4.03	31.3.04		1.41		1.41	DFO RFO BFO
	Minor Works	Maintenance of plantation.	1.4.03	31.3.04		1.0275		1.0275	RFO BFO
5	2406-F/W VI Schedule P+II Areas. 800 (02) Ecology & Environment :- Wages	Maintenance of Casual Workers engaged in parks	1.4.03	31.3.04		1.26		1.26	RFO
	Minor Works :-	Maintenance of Park and Garden, Creation of Park & Roadside Plantation	1.4.03	31.3.04		2.4742		2.4742	RFO
	2406-F/W – General Plan Mass Education	Observation of World Environment Day.	1.4.04	31.3.05					DFO RFO
	2552 – NEA 102 (04) Social & Farm Forestry. Community Biodiversity Conservation Project.	Afforestation activities on Rongbakgre Village	1.4.04	31.3.06					RFO/Secretary of Village Council
	Integrated Forest Protection Scheme	Fireline cutting Assistance to JFMC	1.4.04	31.3.05		1.217		1.217	RFO
	National Afforestation Programme (FDA)	Regeneration Ecological Development of degraded forest	1.4.04	31.3.05					RFO/ Secretary of V.F.C.

## Year 2004 - 05 :

Sl. No.	Name of the Scheme/Budget /Sub-Head	Activity	Starting date of the activity	Period and date of the activity	Amount Proposed	Amount Sanction need	Amount released/ disburse-d ( no. of installme nts)	Actual expen- diture	Responsibl e officer
1	2406-F/W.102 (01) IV Schedule Forest Nursery	Creation and maintenance of forest nursery	1.4.04	31.3.05					
2	2406-F/W (II Schedule P+II Area 102 (02) Environmental Forestry	Awareness campaign for Vanamahotsava, planting of seedling, creation of ornamental nursery, observation of Ozone Layer Day.	1.4.04	31.3.05		1.037		1.037	DFO RFO BFO
3	2406-F/W VI Schedule P+II Areas 102(03) Recreation Forestry	Wages of Casual Labourer/ Muster roll workers,	1.4.04	31.3.05		1.028		1.027	RFO BFO
4	2406-F/W VI Schedule P+II Areas 102 (04) Social Forestry :- Wages	Wages of Casual workers.	1.4.04	31.3.05		11.286		11.288	CF DFO RFO BFO
	T.E	T.A. bills	1.4.04	31.3.05		1.28		1.279	DFO
	Office Expenditure	Payment of bills for electric, telephone, vehicle, stationery etc.	1.4.04	31.3.05		1.55		1.55	DFO RFO BFO
	Minor Works	Maintenance of plantation.	1.4.04	31.3.05		3.248		3.248	RFO BFO
5	2406-F/W VI Schedule P+II Areas. 800 (02) Ecology & Environment :- Wages	Maintenance of Casual Workers engaged in parks	1.4.04	31.3.05		1.764		1.764	RFO
	Minor Works :-	Maintenance of Park and Garden, Creation of Park & Roadside Plantation	1.4.04	31.3.05		3.035		3.035	RFO
	2406-F/W – General Plan Mass Education	Observation of World Environment Day.	1.4.04	31.3.05		.40		.40	DFO RFO
	2552 – NEA 102 (04) Social & Farm Forestry. Community Biodiversity Conservation Project.	Afforestation activities on Rongbakgre Village	1.4.04	31.3.06		5.00		5.00	RFO/Secreta ry of Village Council
	Integrated Forest Protection Scheme	Fireline cutting Assistance to JFMC	1.4.04	31.3.05		1.217		1.217	RFO
	National Afforestation Programme (FDA)	Regeneration Ecological Development of degraded forest	1.4.04	31.3.05		38.00		38.0	RFO/ Secretary of V.F.C.

## Year 2005 - 06

Sl. No.	Name of the Scheme/Budget /Sub-Head	Activity	Starting date of the activity	Period and date of the activity	Amount Proposed	Amount Sanction need	Amount released/ disburse-d ( no. of installments)	Actual expenditure	Responsible officer
1	2406-F/W.102 (01) IV Schedule Forest Nursery	Creation and maintenance of forest nursery	1.4.05	31.3.06		1.0941		1.0941	
2	2406-F/W (II) Schedule P+II Area 102 (02) Environmental Forestry	Awareness campaign for Vanamahotsava, planting of seedling, creation of ornamental nursery, observation of Ozone Layer Day.	1.4.05	31.3.06		1.0375		1.0375	DFO RFO BFO
3	2406-F/W VI Schedule P+II Areas 102(03) Recreation Forestry	Wages of Casual Labourer/ Muster roll workers,	1.4.05	31.3.06		2.056		2.056	RFO BFO
4	2406-F/W VI Schedule P+II Areas 102 (04) Social Forestry :- Wages	Wages of Casual workers.	1.4.05	31.3.06		1.228		1.228	CF DFO RFO BFO
	T.E	T.A. bills	1.4.05	31.3.06					DFO
	Office Expenditure	Payment of bills for electric, telephone, vehicle, stationery etc.	1.4.05	31.3.06					DFO RFO BFO
	Minor Works	Maintenance of plantation.	1.4.05	31.3.06		6.4365		6.4365	RFO BFO
5	2406-F/W VI Schedule P+II Areas. 800 (02) Ecology & Environment :- Wages	Maintenance of Casual Workers engaged in parks	1.4.05	31.3.06		.468		.468	RFO
	Minor Works :-	Maintenance of Park and Garden, Creation of Park & Roadside Plantation	1.4.05	31.3.06		3.00		3.00	RFO
	2406-F/W – General Plan Mass Education	Observation of World Environment Day.	1.4.05	31.3.06					DFO RFO
	2552 – NEA 102 (04) Social & Farm Forestry. Community Biodiversity Conservation Project.	Afforestation activities on Rongbakgre Village	1.4.05	31.3.06					RFO/Secretary of Village Council
	Integrated Forest Protection Scheme	Fireline cutting Assistance to JFMC	1.4.05	31.3.06					RFO
	National Afforestation Programme (FDA)	Regeneration Ecological Development of degraded forest	1.4.05	31.3.06		84.00		84.00	RFO/ Secretary of V.F.C.



6) Cost of goat proof fencing net including cost of wooden fencing post, erecting, fixing, fitting, etc. complete including cost of staples. Rs. 70/-	
7) Cost of sowing including hoeing, mulching etc Rs. 70/-	
8) Cost of pricking and transplanting of seedling from germination beds to poly bags Rs. 140/-	
9) Cost of construction of shades for protection of seedling from frost during winter and direct sunlight in warm areas. (a) Cost of materials Rs. 70/- (b) Labour cost Rs. 140/-	
10) Cost of weeding (4 times weeding @ 32.50 p.w) Rs. 182/-	
11) Cost of watering Rs. 70/-	
12) Misc. cost eg. Fungicide, tools and plants, making of inspection path, fertilizers, chemicals, lime, pesticides, insecticides growth hormones, etc. Rs. 14/-	
<b>Total in the 1<sup>st</sup> Year :-</b> @ 2,142 × 35 = <b>Rs. 74,970/-</b>	<b>Rs. 74,970/-</b>

2005 - 06	Particulars	Amount
	<b>27 Minor Works</b> <b>Complete creation of 40 beds of Naked Root during 2005 - 06</b>	
	1) Preparation of standard size beds (13m × 1.3m × 0.30m) placing the polythene bags. Rs. 105/-	
	2) Collection of seeds. Rs. 140/-	
	3) Fencing all round the nursery site with goat proof fencing net and wooden post including erecting fixing, fitting etc. complete Rs. 70/-	
	4) Cost of cowdung including transportation up to site. Rs. 42/-	
	5) Seed treatment Rs. 21/-	
	6) Sowing of seed including hoeing. Rs. 7/-	
	7) Weeding of nursery beds (4 weeding @ 32.50 p.w). Rs. 182/-	
	8) Construction of shades with bamboo structure and thatch, for protection from frost in winter and effect of sun in warm areas. (a) Cost of materials Rs. 70/- (b) Labour cost Rs. 140/-	
	9) watering of nursery Rs. 70/-	
	10) Misc. cost eg. Cost of tools and plants fertilizers, insecticides, pesticides, growth hormones, making of inspection path etc. Rs. 14/-	
	<b>Total in the 1<sup>st</sup> Year :-</b> Rs. 861/- @ 861 × 40 = <b>Rs. 34,440/-</b> <b>Grand Total of A &amp; B = Rs. 1,09,410/-</b>	<b>Rs. 1,09,410/-</b>
	<i>(Rupees one lakh nine thousand four hundred ten) only</i>	

**102 (02) - PLAN ENVIRONMENTAL FORESTRY**

2003 - 04	Particulars	Amount
	1) celebration / observation of Vanamahotsava during 2003 - 04 by way of organizing Environmental/ planting programme involving school/college student local people for planting 1000 nos. seedlings in different parts of the District.	
	i) Making of bamboo enclosures @ Rs. 20/- each (20 × 1000) = 20,000/-	
	ii) Digging of pit @ Rs. 1/- each (1 × 1000) = 1,000/-	
	iii) Carriage of seedlings from the nursery to the planting site L.S = 3,000/-	
	iv) Light refreshment and free distribution of sweets in 3 functions. = 6,000/-	
	v) Cost of posters, banners, decoration of hall for meeting in 3 places @ Rs. 2,000/- each (2000 × 3) = 6,000/-	
	vi) Cost of P.O.L. for movement of staffs on duty. = 3,000/-	
	<b>39,0000/-</b>	<b>39,000/-</b>
	2) Creation and maintenance of 50 beds polypot nursery of fruit bearing/ ornamental species for planting during Vanamahotsava and free distribution to the public.	
	i) Making standard size beds @ Rs. 64/- (64 × 50) = 3,200/-	
	ii) Cost of cowdung @ Rs. 14/- beds (14 × 50) = 700/-	
	iii) Cost of high density polythene bags @ Rs. 375/- bed (375 × 50) = 18,750/-	
	iv) Cost of filling the perforated poly bags with Forest soil free mixed cowdung @ Rs. 357/- bed (357 × 50) = 17,850/-	
	v) cost of seeds @ Rs. 57/- bed (57 × 50) = 2,850/-	
	vi) Cost of goat proof fencing post fitting and fixing complete @ Rs. 32 (32 × 50) = 1,600/-	
	vii) Cost of sowing seeds in the mother bed @ Rs. 57/- bed (57 × 50) = 2,850/-	
	viii) Cost prickling, transplantation of seedling from the germination bed to the polypot. @ Rs. 107/- bed (107 × 50) = 5,350/-	
	ix) Cost of construction of shed for protection of seedlings from the heat and direct sunlight @ Rs. 64/- bed (64 × 50) = 3,200/-	
	x) Cost of weeding @ Rs. 70/- beds (70 × 50) = 3,500/-	
	xi) Cost of watering during dry period (Nov to march) @ Rs. 30/- bed (30 × 50) = 1,500/-	
	xii) Cost of Nursery tools L.S. = 500/-	
	16,900/-	
	+ 44,950/-	
	<b>Total of 2 = 61,850/-</b>	
	<b>Total of 1 = 39,900/-</b>	
	<b>Grand Total 1,00,850/-</b>	<b>Rs. 1,00,850/-</b>
	<b>(Rupees one lakh eight hundred fifty) Only</b>	

2004 - 05	Particulars	Amount
	<p>1) Celebration / observation of Vanamahotsava during 2004 - 05 by ways of by way of organizing planting programme involving school, college students, teachers and also local people for planting 1500nos. seedling in seedlings dif districts.</p> <p>i) Making of bamboo enclosure @ Rs. 20/- (20 × 1500) Rs. 30,000/-</p> <p>ii) Digging of pits @ Rs. 1.50/- each (1.50 × 1500) Rs. 2,250/-</p> <p>iii) Carriage of the seedling from nursery site to plantation L.S Rs. 4,000/-</p> <p>iv) Light refreshment and free distribution of sweets to students and children. Rs. 8,000/-</p> <p>v) Cost of banner decoration of hall for meeting in three places @ Rs. 2,500/- (each meeting × 3) Rs. 7,500/-</p> <p>2) Presentation for International Day of Ozone Layer on 16<sup>th</sup> September, 2004 by way of organizing awareness meeting among school children and local people to discuss ways and means of protecting the Ozone Layer throughout the District. <u>Rs. 25,000/-</u> Rs. 76,750/-</p> <p>3) Creation &amp; Maintenance of 16 beds polypot of fruit bearing ornament Species (nursery for planting and free distribution during World Environment Day and Vanamahotsava).</p> <p>Tura Beat = 6 beds Betasing Beat = 5 beds Hollaidanga Range = <u>5 beds</u> 16 beds</p> <p>i) Making of standard bed @ 89.60 (89.60 × 16) = 1433</p> <p>ii) Cost of high density of polythene bags @ 525.00 (525.00 × 16) = 8400</p> <p>iii) Cost of cowdung @ 19.60 bed (19.60 × 16) = 313</p> <p>iv) Cost of filling of polypots with manure @ Rs. 449.80 (449.80 × 16) = 7179</p> <p>v) Cost of seeds of fruit bearing and ornamental species @ Rs. 79.80 (79.80 × 16) = 1277</p> <p>vi) Cost of goat proof fencing including fitting and fixing @ 44.80 (44.80 × 16) = 717</p> <p>vii) Cost of sowing of seeds @ 79.80 (79.80 × 16) = 1277</p> <p>viii) Cost of prickling and transplanting of seedling from the mother bed to filled up polypots @ 149.80 (149.80 × 16) = 2397</p> <p>ix) Cost of construction of shed to protect the seedling from severe heat of direct sunlight @ 89.60 (89.60 × 16) = 1433</p> <p>x) Cost of weeding @ Rs. 98.00 bed (98 × 16) = 1568</p> <p>xi) Cost of watering during dry period from December to March @ 30 bed (30 × 16) = 480</p> <p>xii) Misc. expenses such as water cones, rubber, pipes, etc. L.S. (9.80 × 16) = 157</p>	
	26,649	
	Unforeseen expenditure 351	
	27,000	27,000/-
	<b>GRAND TOTAL :-</b> <i>(Rupees one lakh three thousand seven hundred fifty) only</i>	<b>1,03,750/-</b>

2005 - 06	Particulars	Amount
	1) Celebration / observation of Vanamahotsava during 2005 - 06 by Way of organizing planting programme involving school, college, students, teachers and also local people for planting 1000 nos. of seedlings in different parts of the district. <ul style="list-style-type: none"> <li>a) Making bamboo enclosure @ Rs. 30/- (30 × 1000) = 30,000/-</li> <li>b) Digging of pits @ Rs. 2/- (2 × 1000) = 2,000/-</li> <li>c) Cost of carriage of seedling from nursery site to planting site Including hiring of vehicles = 6,000/-</li> <li>d) Light refreshment and free distribution of sweets to students and children's = 5,000/-</li> <li>e) Cost of banner decorations of hall for meeting in three Different places @ Rs. 3,000/- each (3,000 × 3) = 9,000/-</li> </ul>	
	Rs. 52,000/-	Rs. 52,000/-
	2) Preparation for International Ozone Layer on 16 <sup>th</sup> September' 2005 by way of organizing awareness meeting among school Children and local people to discuss way and means of Protecting the Ozone Layer throughout the District. = 25,000/-  3) Creation and maintenance of polypots of fruit bearing ornamental Species for distribution during Vanamahotsava 2006 Tura = 16 <ul style="list-style-type: none"> <li>a) Making of standard bed @ Rs. 89.60/- bed (89.60 × 16) = Rs. 1434/-</li> <li>b) Cost of polythene bags @ Rs. 525/- bed (525 × 16) = Rs. 8400/-</li> <li>c) Cost of cowdung @ Rs. 19.60 (19.60 × 16) = Rs. 314/-</li> <li>d) Cost of filling of polypots with manure @ Rs. 499.80 (499.80 × 16) = Rs. 7997/-</li> <li>e) Cost of seeds @ Rs. 79.80 (79.80 × 16) = Rs. 1277/-</li> <li>f) Cost of goat proof fencing @ Rs. 44.80 (44.80 × 16) = Rs. 717/-</li> <li>g) Cost of sowing of seeds @ Rs. 79.80 (79.80 × 16) = Rs. 1277/-</li> <li>h) Cost of pricking of transplanting seedling from mother bed to filled up polypots. @ Rs. 79.80 (79.80 × 16) = Rs. 1277/-</li> <li>i) Cost of construction of shed @ Rs. 89.60 (89.60 × 16) = Rs. 1434/-</li> <li>j) Cost of weeding @ Rs. 98.00 (98.00 × 16) = Rs. 1568/-</li> <li>k) Misc. expenses @ Rs. 9.80 (9.80 × 16) = Rs. 157/-</li> </ul>	
	Rs. 25,852/- Unforeseen Expenditure Rs. 898/-	
	<b>Rs. 26,750/-</b>	<b>Rs. 26,750/-</b>
	<b>Grand Total :-</b> <i>(Rupees one lakh three thousand seven hundred fifty) only.</i>	<b>Rs. 1,03,750/-</b>

**800 (02) - ENVIRONMENT & ECOLOGY**

<b>2003 - 04</b>	<b>Particulars</b>	<b>Amount</b>
<b>800 (02) 02</b> <b>Wages</b>	1) Wages of 2 nos mali engaged at Ampati Civil Sub - Division Children's Park for 12 months @ Rs. 1500/- P.M (1500 × 2 × 12) 36,000/-  2) Wages of 3 nos mali engaged at Nogorpara Katabil Children's Park for 12 months. @ Rs. 1500/- P.M (1500 × 3 × 12) 54,000/-  3) Wages of 2 nos. mali - cum -watchers engaged 4 <sup>th</sup> year roadside plantation 1.5 km created during 1999 - 2000 to look after the plantation. (1500 × 12 × 2) 36,000/-	
	1,26,000/-	1,26,000/-
<b>800 (02) 27</b> <b>Minor works</b>	1) Electric bill and maintenance of lighting in Garobadha and Bonepa Children's Park L.S 43,560/-  2) Maintenance and improvement of Bonepa Atilla Children's Park at Tura. 11,000/-  3) Maintenance and improvement of Garobadha Children's Park :- i) Annual painting, cost of flower seeds/bulb, cowdung, changing of bulb complete. 11,000/- 4) Maintenance and improvement of Nogorpara Katabil Children's Park L.S 15,950/-  5) Maintenance and improvement of Ampati Civil Sub - Division Children's Park L.S 6,000/- 6) Maintenance of newly created Rangsakona Children's Park L.S 10,000/-  7) Maintenance of newly created Ashinagre Children's Park L.S 10,000/-  8) Making of 1 no Tablus for displaying on Republic Day during 2004 at Tura 24,000/-  9) Tending operation of 1 no. roadside plantation created during 2001-2002 :- i) 4 times weeding @ 1000/- per km (1000 × 4) 4,000/-  ii) Replacement of rooten fencing post by new one 100 nos. including filling, fixing complete @ Rs. 12/- per post (100 × 12) 1,200/-  10) Creation of 1km roadside plantation sanctioned during 2002 - 03 Vide Govt. sanctioned letter no. ENV.12/2002/31 dated 31.03.03 (But L.O.C. not released during 2002 - 03) 1,10,715/-	
	<b>Total of Minor Works :-</b> 2,47,425/-	2,47,425/-
	<b>Grand Total :-</b> <b>(Rupees three lakhs seven three thousand four hundred twenty five) only</b>	3,73,425/-



2005 - 06	Particulars	Amount
	<b><u>2. Wages.</u></b>	
	1) Wages of Casual Employees entertained for pruning and lopping of roadside plantations for clearing the view obstructions for driver and for safety measures from anti-social elements in vital areas 10 kms. @ Rs. 2,500/- km	2,500/-
	2) Wages of Casual Employees entertained for leveling and clearing of the Children's Parks. a) Garobadha Park Rs. 6000/- b) Bonepa Atilla Park Rs. 5000/- c) Memorial Park Rs. 8000/-	19,000/-
	3) Wages for repairing of existing signboard on Parks on L.S	2,800/-
	<b><u>27 Minor Works</u></b> Construction of one Block Two unit Sanitary Latrine at vital public places for better sanitation and better protection of the environment. 6 nos. @ 50,000/- each (Detailed estimate enclosed)	3,00,000/-
	<b>Grand Total :-</b>	<b>3,46,800/-</b>
	<b>(Rupees three lakhs forty six thousand eight hundred only)</b>	

### **102 (03) PLAN - RECREATIONAL FORESTRY**

2003 - 04	Particulars	Amount
<b><u>102 (03) 27 Minor Works</u></b>	<b><u>Committed Works</u></b>	
	1) Wages of 2 (two) nos. Casual Workers engaged at Garobadha Park for 12 months. @ Rs. 1500/0 p.m (6 × 2 × 1500)	Rs. 18,000/-
	2) Wages of 2 (two) nos. Casual Workers engaged at Bonepa Park for (6 × 2 × 1500)	Rs. 18,000/-
	3) Cost of flower seeds rose cutting, bulb, flower pot, water cane etc.	Rs. 2,200/-
	<b>Grand Total :-</b>	<b>Rs. 38,200/-</b>

***(Rupees thirty eight thousand two hundred) only.***

### **102 (03) RECREATION FORESTRY**

2004 - 05	Particulars	Amount
<b><u>27 Minor Works</u></b>	1) Wages of 2 (two) nos. Casual Workers engaged at Garobadha Park. @ Rs. 2100/- for 6 months (2100 × 2 × 6)	Rs. 25,200/-
	3) Wages of nos. Casual Workers engaged at Bonepa Park engaged for 6 months. @ Rs. 2100 (2100 × 6 × 2)	Rs. 25,200/-
	<b>Grand Total :-</b>	<b>Rs. 50,400/-</b>

***(Rupees fifty thousand four hundred) Only.***

2004 - 05	Particulars	Amount	Remarks
<b><u>27 Minor Works</u></b>	Committed Works		
	1) Wages of 2 nos. Casual Workers engaged at Garobadha Park engaged for 12 months. @ Rs. 2100/- P.M. each (6 × 2 × 2100)	Rs. 25,200/-	The remaining 6 months Amounting to Rs. 50,400/- Will be provided by Re-appropriation.
	2) Wages of nos. Casual Workers engaged at Bonepa Park engaged for 12 months @ 2100/- P.M each (6 × 2 × 2100)	Rs. 25,200/-	
	4) Cost of flower seeds, rose cutting bulb flower, water cane etc. L.S.	Rs. 2,000/-	
<b>Grand Total :-</b>		<b>Rs. 52,400/-</b>	

*(Rupees fifty two thousand four hundred) only.*

2005 - 06	Particulars	Amount
<b><u>27 Minor Works</u></b>	<b><u>Committed Works</u></b>	
	1) Wages of 2 Casual Workers engaged at Garobadha Park for 12 Months. @ Rs. 2100/- p.m each (12 × 2 × 2100)	Rs. 50,400/-
	2) Wages of 2 nos. Casual Workers engaged at Bonepa Park for 12 Months. @ Rs. 2100/- p.m each (2 × 12 × 2100)	Rs. 50,400/-
	3) Cost of flower seeds, rose cutting etc. L.S	Rs. 2,000/-
<b>Grand Total :-</b>		<b>Rs. 1,02,800/-</b>

*(Rupees one lakh two thousand eight hundred) only.*

2005 - 06	Particulars	Amount
<b><u>27 Minor works</u></b>	<b><u>Committed Works</u></b>	
	1) Wages of 2 nos. Casual Workers engaged at Garobadha Park for 12 months. @ 2100/- p.m each (2 × 12 × 2100)	Rs. 50,400/-
	2) Wages of 2 nos. Casual Workers engaged at Bonepa Park for 12 Months. @ 2100/- p.m each (2 × 12 × 2100)	Rs. 50,400/-
	3) Cost of flower seeds, rose cutting etc. L.S	Rs. 2,000/-
<b>Grand Total :-</b>		<b>Rs. 1,02,800/-</b>

*(Rupees one lakh two thousand eight hundred) only.*

2003-04	P a r t i c u l a r s	Amount
	1. Wages of driver for ML-01-2156(Jeep) for 12 months @ Rs. 1860/-PM x 12 months. - 22,320/-	
	2. Wages of one Office Chowkidar and one Office cleaner in the Division Office ( 2 noa @ 1500/- x 12 x 2) - 36,000/-	
	3. Wages of one night chowkidar and one Office cleaner in Tura Beat Office Office 2 nos @ Rs.1500/- PM x 2 nos x 12 months- 36,000/-	
	4. Wages of night chowkidar and one office Cleaner in Betasing Beat office 2 nos @ 1500/-pm x 2 nos x 12months. - 36,000/-	
	5. Wages of 6 nos Educated youth to super-Vise plantation works for 12 months @ Rs.1860/- pm (1860 x 6nos x 12 month) - 1,33,920/-	
	6. Wages of 20 nos plantation watchers w.e.f 1-4-03 to 30-11-2003 for 8 months(thereafter their service converted into firrewat – chers for 4 months) @ Rs.1500/-pm (1500 x 20nos x 6 month) - 1,80,000/-	
	7. Wages of one plumber for 12 months @ 1860/-pm for Division Office ( 1860 x 1 nos x 12 months) - 22,320/-	
	8. Wages of one helper to plumber for Division Office @ Rs. 1500/-pm (1500 x 1 x 12month)- 18,000/-	
	<b>9. <u>C.F's OFFICE</u></b>	
	(a) Wages of 5 nos casual skilled workers for C.F's Office at Tura @ Rs.1860/-pm ( 1860 x 12 month x 5 nos) - 1,11,600/-	
	(b) Wages of unskilled casual workers for C.F's Office Tura 2 nos @ 1500/-pm ( 1500 x 2 nos x 12 months) - 36,000/-	
	Total of Wages - <b>5,32,160/-</b>	<b>5,32,160=00</b>

2003-04	Particulars	Amount
	Travel expenses for Officer and staffs. L.S. - 1,25,000/-	1,25,000/-
	1. Payment of telephone Bills for Phone No.232776 And 232516 @ Rs. 2000/- pm x 12 months. - 24,000/-	
	2. Payment of Electric Bills for D.F.O's office Range Office Hollaidanga, Beat office Tura and Betasing @ Rs. 7000/- pm. - 50,000/-	
	3. Maintained of Govt. vehicles ML-01-2109 ML-01-0627 and ML-01-2156 including pur- Chased of Tubes ,Tyres and Battery etc. - 40,000/-	
	4. Cost of Service stamp .L.S. - 2,000/-	
	5. Cost of Ofgice Stationery L.S. - 25,000/-	
	Total of Office expenses - 1,41,000/-	1,41,000=00
	Tending operation of 2 <sup>nd</sup> year plantation created During 2002, 75.0 hac.	
	Chibongre - 40.0 hac	
	Jangnapara - 17.0 hac.	
	Bolongre - 03.0 hac.	
	Jengitchakgre - 15.0 hac..	
	75.0 hac.	
	(a) Twoi weeding @ 600 /- per hac. ( 75 x 2 600) - 90,000/-	
	(b) Vacancy filling @ 170/- pwer hac.(75 x 170) - 12,750/-	1,02,750=00
	<b>ABSTRACT</b>	
	102 (04) 02 wages = 5,32,160/-	
	102 (04) 11 Travel Exp. = 1,25,000/-	
	102(04) 13 Office Expenses = 1,41,000/-	
	102(04) 27 Minor works = 1,02,750/-	
	<b>9,00,910/-</b>	
	<b>(Rupees Nine lakhs nine hundred and ten)only.</b>	

102(04)

**SOCIAL FORESTRY**

2004-05	Particulars	Amount
	Travel expenses of Officer and staffs: L.S. - 1,28,000/-	<b>1,28,000=00</b>
	<p>i) Payment of Telephone bill for phone no.232776 and 232526. - 26,400/-</p> <p>ii) Payment of Electric bill for DFO's Office, Tura Beat, Betasing Beat and Hollaidanga Range. - 55,000/-</p> <p>iii) Cost of service stamps L.S. - 2,100/-</p> <p>iv) Maintenance of ML-01-0627, ML-01-2109, ML-01-2156(jeep) including purchase of new tyres and battery. - 44,000/-</p> <p>v) Cost of Office stationery .L.S. - 27,000/-</p> <hr/> <p style="text-align: right;">Rs. 1,55,000/-</p> <p><b>1,55,000=00</b></p> <p>vi) 5<sup>th</sup> year tending operation of 383.0 hac. Block plantation created during 2000.</p> <p>Boldoka - 31.0 hac.</p> <p>Rerapara - 25.0 hac.</p> <p>Chiokgre - 12.0 hac.</p> <p><u>Rengsipara</u> - 15.0 hac.</p> <p>Total State Plan - 83.0 hac.</p> <p>Megonggre - 24.0 hac.</p> <p>Marakapara -I - 40.0 hac.</p> <p>Marakapara -II - 25.0 hac.</p> <p>Damjonggre - 44.0 hac.</p> <p>Dopogre - 17.0 hac.</p> <p><u>Chandanpara</u> - 75.0 hac.</p> <p>Transfer from - 300.0 hac.</p> <p>AOFFP to State plan.</p> <hr/> <p>Total :- 383.0 hac. - Rs. 2,83,000/-</p>	<p><b>2,83,000=00</b></p>

	<b>B.F</b>	<b>2,83,000=00</b>
	<p>a) Wages of fire watchers @ Rs. 500/-hac. (500 x 383) - 1,91,500/-</p> <p>ii) 4<sup>th</sup> year tending operation of 30.0 hac. Plantation created during 2001 under AOFPP now transfer to State plan.</p> <p>Jangrapara - 30.0 hac.</p> <p>a) Wages of fire watchers @ Rs. 500/-hac. (500 x 30) - 15,000/-</p> <p>iii) 3<sup>rd</sup> year tending operation of 75.0 hac block plantation created during 2002-03</p> <p>Chibonggre - 40.0 hac Jangrapara - 17.0 hac. Bolonggre - 3.0 hac. Jenggitchakgre - 15.0 hac.</p> <p>a) Wages of fire watchers @ Rs. 500/- hac. (500 x 75) - 37,500/-</p>	<b>2,44,000=00</b>
	<i>Abstract</i>	
	<p><b>102(04)11 Travel expenses Rs. 1,28,000/-</b>  <b>102(04)13 Office expenses Rs. 1,55,000/-</b>  <b>102(04)27 Minor works Rs. 2,44,000/-</b></p>	
	<b>GRAND TOTAL :-</b>	<b>5,27,000=00</b>

*( Rupees Five lakhs twenty seven thousand )only*

102(04)	SOCIAL FORESTRY	
2004-05	PARTICULARS	AMOUNT
	<p><b>27 Minor works/ Maintenance</b></p> <p>3<sup>rd</sup> year tending operation of 75 hac. Block plantation created during 2002 – 03.</p> <p>a Vacancy filling of the above @ Rs. 238/- per hac. (238 x 75 )</p>	17,850=00
	<p>b. Weeding 1 time @ Rs. 840/- per hac. (840 x 75 )</p>	63,000=00
	<b>Total :- Grand</b>	<b>80,850=00</b>

*(Rupees Eighty thousand eight hundred fifty)only.*

102(04)

SOCIAL FORESTRY

2004-05	Particulars	Amount	Remarks
1	2	3	4
	<b>2. Wages</b>		
	1. Wages of Driver for ML-01-0627(Jeep) for 12 months @ Rs. 2550/-(2550 x 12)	30,600/-	
	2. wages of one office cleaner and office Chowkidar in the Division Office 2 nos for 12 months @ Rs. 2100/-month(2100 x 12 x 2)	50,400/-	
	3. Wages of one night chowkidar and one office Cleaner in Tuura Beat Office 2 nos @ Rs.2100/- Month for 12 months(2100 x 12 x 2)	50,400/-	
	4. Wages of one night chowkidar and one office Cleaner in Betasing Beat office 2 nos @ Rs.2100/- Month for 12 months(2100 x 12 x 2)	50,400/-	
	5. Wages of 6(six)nos educated youth to supervise Plantation works for 12 months @ Rs. 2550/- Month(2550 x 12 x 6)	1,83,600/-	
	6. Wages of 20 nos plantation watchers for 12 month @ Rs. 2100/-month 1 <sup>st</sup> 6 months(2100x12x20)	2,52,000/-	The remaining 6 months amounting to Rs.2,52,000/- will be met by re-appropriate for the overall saving of the department.
	7. Wages of one no. plantation for 12 months @ Rs. 2550/- months for 12 months for Division Office (2550 12 x 1)		
	8. Wages of one no. helper to plumber for Division Office @ Rs. 2100/-month (2100 x 12 x 1)		
	9. Wages of 5 nos casual workers for C.F's Office for discharge Social Forestry work at Tura @ Rs. 2550/-months for 12 months(2550x12x5)		
	10. wages of 2 nos Unskilled casual workers discharging Social Forestry work at C.F's Office Tura for 12 months(2100 x 12 x 2)	<b>6,17,000=00</b>	
		30,600/-	
		25,200/-	
		1,52,000/-	
		50,400/-	
	<b>GRAND TOTAL :-</b>	<b>8,76,600=00</b>	

**102 (04) Social Forestry**

2004 - 05	Particulars	Amount already moved	Additional Requirement
2406-01-102 -04- S.S. Plan	Wages of 20 nos. Plantation watchers for 12 months. @ of 2100/- p.m. (20 × 2100 × 12) = 5,04, 000/-	Rs. 2,52,000/-	Rs. 2,52,000/-

**2406-01-102-(04) Social Forestry-VI-Schedule-(Part II) Areas Plan**

2005 - 06	Particulars	Amount
	<b>27. Minor Works/Maintenance</b>	
	A. 4 <sup>th</sup> Year tending operation of 255 hac. Block plantation created during 2002.	
	Chibongre 40 ha.	
	Jangrapara 17 ha.	
	Bolonggre 03 ha.	
	Jengitchakgre 15 ha.	
	<b>75 ha. State Plan.</b>	
	Dumindikgre 50 ha.	
	Jengitchakgre 50 ha.	
	Chinabatgre 05 ha.	
	Gonabatgre 10 ha.	
	Chibongre 35 ha.	
	<b>150 ha. Transfer fr. A.O.F.F.P.</b>	
	One weeding only in non pine plantation where there is heavy growth of weeds/jungle. (1050 × 225)	2,36,250/-
	a. Fire protection by way of Fireline cutting and Control burning. @ Rs. 700 p.h. (700 × 225)	1,57,500/-
	b. Wages of Fire Watchers @ Rs. 700 p.h. (700 × 225)	1,57,500/-
	C. Miscellaneous cost	×
	Total 'A'	5,51,250/-
	B. 5 <sup>th</sup> Year tending operation of 30 hac. Plantation created during 2001 at Jangrapara.	
	One weeding only in non pine plantation where there is heavy Growth of weeds/jungle. (1050 × 30)	31,500/-
	a. Fire protection by way of Fireline cutting and Control burning. @ Rs. 700 p.h. (700 × 30)	21,000/-
	b. Wages of Fire Watcher @ Rs. 700 p.h. (700 × 30)	21,000/-
	c. Cost of singling out operation (silviculture cleaning of decongesting of plantation for providing appropriate spacing from plant to plant) (420 × 30)	12,600/-
	d. Miscellaneous expenditure e.g. salvaging of fencing materials from the plantation centre where fencing is no longer necessary (210 × 30)	6,300/-
	<b>Total 'B' :-</b>	<b>92,400/-</b>
	<b>Total A + B :-</b>	<b>6,43,650/-</b>

*(Rupees six lakhs forty three thousand six hundred fifty) only.*

2005 - 06	Particulars	Amount	Total
102(04) 02 Wages	1) Wages of labour engaged in silviculturist thinning Of an old plantation which is above 5 years old. L.S.	59,000/-	80,000/-
	2) Wages of Casual labour to be engaged for patrolling Along Bangladesh and Assam boundary for 1 month to Check timber smuggling for 30 days × 10 units @ 70/- per day	21,000	
102 (04) 50 Other charges	Complete creation and maintenance of 20 beds polypot Nursery during 2005 -06.	80,000/-	42,840/-
	1) Preparation of standard size bed (13m × 1.30m × 0.30) placing Polythene bags. @ Rs.		
	2) Cost of polythene bags (22.5cm × 15mm) 4 kg in one bag.	105/- bed	
	3) Cost of filling of manure mixed earth in polybags including pounding after filling.	504/- bed	
	4) Cost of cowdung including transportation.	630/- beds	
	5) Cost of seed.	42/- bed	
	6) Cost of goat proof fencing net including cost of fencing post erecting fixing and fitting etc. complete	105/- bed	
	7) Cost of sowing including hoeing, mulching etc.	70/- bed	
	8) Cost of prickling and transplanting of seedlings from Germination beds to polybags.	70/- bed	
	9) Cost of construction of sheds for protection of seedling from frost during winter and direct sunlight in warm areas.	140/- bed	
	a) Cost of materials @ Rs. 70/-		
	b) Labour cost @ Rs. 140/-		
		210/- bed	
10) Cost of weeding (4 times weeding) @ 32.50/- per weeding	182/- bed		
11) Cost of watering.	70/- bed		
12) Miscellaneous cost of fungicide, tool and plants making Inspection path, fertilizers, chemicals, lime pesticides/insecticides Growth hormones etc.	14/- bed		
	2142/- beds		
<b>Total in the first year 2142 × 20</b>			<b>42,840/-</b>
<b>Grand Total :-</b>			<b>Rs. 1,22,840/-</b>

*(Rupees one lakh twenty two thousand eight hundred forty)only.*

EXPENDITURE STATEMENT UPTO 4<sup>TH</sup> QUARTER 2005-06

Sl.No	Intervention	Target for the Year	Outlay for the Year.	Total expenditure	Balance
1.	Aided Natural Regeneration	300	15.76	13.50	2.46
2.	Artificial Regeneration	300	26.25	24.86	1.39
3.	Pasture Development	100	5.04	4.0962	0.9438
4.	Bamboo Plantation	200	10.64	8.265	2.375
5.	Cane plantation	100	5.60	4.649	0.951
6.	Mixed Plantation	100	8.75	7.9062	0.8438
7.	Regn. Of Medicinal Herbs & Shrubs.	100	11.20	9.835	1.365
	<b>Total</b>	<b>1200</b>	<b>83.44</b>	<b>73.11</b>	<b>10.33</b>
8.	Soil & Moisture		15.00	8.21	6.79
9.	Entry Point Activities		28.00	25.03	2.97
10.	Awareness		0.97	0.77	0.20
11.	Micro Planning		2.28	2.28	-
12.	Fencing		4.50	4.50	-
13.	Monitoring & Evaluation		1.14	0.07	0.07
14.	Overhead		8.34	7.01	1.33
	<b>Sub Total :-</b>		<b>60,23</b>	<b>47.87</b>	<b>12.36</b>
	<b>GRANDTOTAL:-</b>		<b>143.67</b>	<b>120.98</b>	<b>22.69</b>

Fund Received till date	=	122.00
Total Expenditure	=	120.98
Balance	=	1.02

EXPENDITURE STATEMENT UPTO 4<sup>TH</sup> QUARTER 2005-06

Sl.No	Intervention	Target for the Year	Outlay for the Year.	Total expenditure	Balance
1.	Aided Natural Regeneration	300	5.88	5.355	0.525
2.	Artificial Regeneration	300	9.45	8.925	0.525
3.	Pasture Development	100	1.96	1.785	0.175
4.	Bamboo Plantation	200	4.20	3.85	0.35
5.	Cane plantation	100	2.10	1.925	0.175
6.	Mixed Plantation	100	3.15	2.975	0.175
7.	Regn. Of Medicinal Herbs & Shrubs.	100	4.20	4.025	0.175
	<b>Total</b>	<b>1200</b>	<b>30.94</b>	<b>28.84</b>	<b>2.1</b>
8.	Soil & Moisture		5.50	0.50	5.00
9.	Entry Point Activities		14.00	5.10	8.9
10.	Awareness		0.47	0.05	0.42
11.	Micro Planning		1.00	1.57	-
12.	Fencing		2.00	-	2.00
13.	Monitoring & Evaluation		-	-	-
14.	Overhead		3.09	1.94	1.15
	<b>Sub Total :-</b>		<b>26.08</b>	<b>9.16</b>	<b>17.47</b>
	<b>GRANDTOTAL:-</b>		<b>57.00</b>	<b>38.00</b>	<b>19.57</b>

Fund Received till date = 38.00  
Total Expenditure = 38.00  
Balance = 0

For other Public Authorities

Sl.No	Head	Proposed budget	Sanctioned Budget	Amount released/disbursed(no of installment)	



## Chapter -14

### Particulars of Recipients of Concessions, permits or authorization granted by it

Does not arise in view of the reply to Chapter – 13

**14.1. Please provide the information as per the following format:**

- Name of Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee (where applicable)
  - Application format (where applicable)
  - List of attachments (certificates/ documents)
- Format of Attachments
  - List of beneficiaries in the format given below

Serial Number /Code	Beneficiary name	Amount of subsidy	Parent/ Guardian	Criteria Of selection	Address			
					District	City	Town/ Village	House No

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

## Chapter 15

### Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

#### 1. UNIFIED NORMS

### ANNEXURE - 'A'

(To be read with Annexure I & II enclosed)

#### 1. NORMS FOR THE CREATION OF NURSERY (COST – NORM FOR ONE NURSERY BED)

##### 1.1 PERMANENT NURSERY.

##### 1.1 (a) POLYPOT NURSERY

##### (i) Norm in the first Year.

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Manday	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds (13m x 1.3m x 0.20m) placing the Polythene bags	1.5	Rs. 105.00	NOTE. Sl.No. 1,2,3,4,5 & 6 are Preliminary Works.
2.	Cost of Polythene bags (22.5m x 15cm) in one bed 4 kg are required	7.2	Rs. 504.00	
3.	Cost of filling up of manure mixed earth in Poly bags including pounding after filling	9	Rs. 630.00	
4.	Cost of cow dung including transportation.	0.6	Rs. 42.00	
5.	Cost of Seeds.	1.5	Rs. 105.00	
6.	Cost of Goat Proof fencing net including cost of wooden fencing posts, erecting, fixing fitting etc., complete & including cost of staples.	1	Rs. 70.00	
7.	Cost of Sowing including hoeing mulching etc.	1	Rs. 70.00	Sl.No. 7,8,9,10,11&12 are creation and maintenance in the first year.
8.	Cost of pricking and transplanting of seedlings from Germination beds to polybags.	2	Rs. 140.00	
9.	Cost of construction of shades for protection of seedlings from frost during winter and direct sunlight in warm areas. a. Cost of materials. b. Labour Cost.	1 2	a. Rs. 70.00 b. Rs.140.00	
10.	Cost of weeding (4 times weeding) @32.50 p.w	2.6	Rs. 182.00	
11.	Cost of watering.	1	Rs. 70.00	
12.	Miscellaneous cost eg. fungicide, Tools & plants, making of inspection path, fertilizers, chemicals, lime, pesticides/ insecticides, growth hormones, etc.	0.2	Rs. 14.00	
<b>TOTAL IN THE FIRST YEAR</b>		<b>30.6</b>	<b>Rs. 2,142.00</b>	

##### (ii) Maintenance during the second Year.

1.	Weeding – 3 times @ 32.50 p.w	1.9	Rs. 133/-
2.	Watering	0.5	Rs. 35/-
<b>TOTAL IN THE SECOND YEAR</b>		<b>2.4</b>	<b>Rs. 168/-</b>

**1.1 (b) NAKED ROOT NURSERY.**  
**(i) Norm during the first year.**

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds (13m x 1.3m x 0.30m)	1.5	Rs. 105.00	<b>Note</b> Same as 1.1 (a)
2	Collection of Seeds	2	Rs. 140.00	
3	Fencing all round the Nursery site with Goat proof fencing net & wooden posts including erecting, fixing, fitting etc., complete.	1	Rs. 70.00	
4	Cost of Cow dung including transportation up to site.	0.6	Rs. 42.00	
5	Seeds treatment	0.3	Rs. 21.00	
6	Sowing of seeds including hoeing	01	Rs. 7.00	
7	Weeding of Nursery beds 4 weeding @32.50 p.w	2.6	Rs. 182.00	
8.	Construction of shades with bamboo structure and thatch for protection from frost in winter and effect of sun in warm areas.			
	a. Cost of Materials	1	Rs. 70.00	
	b. Labour Cost.	2	Rs. 1400.00	
9.	Watering of Nursery beds	1	Rs. 70.00	
10.	Miscellaneous Cost e..g. Cost of Tools and plants, fertilizer, insecticides pesticides, growth hormones, making of inspection path etc.	0.2	Rs. 14.00	
<b>TOTAL IN THE FIRST YEAR</b>		<b>12.3</b>	<b>Rs. 861.00</b>	

**(ii) Maintenance during the second Year.**

1.	Weeding – ( 3 weeding only)@32.50p.w	1.9	Rs. 133/-
2.	Watering of Nursery beds.	0.5	Rs. 35/-
<b>TOTAL IN THE SECOND YEAR</b>		<b>2.4</b>	<b>Rs. 168/-</b>

**NOTE.**

Arrangement for permanent water supply, sprinklers, purchase and installation of equipments, construction of quarters for the staff, wages for watch – and – ward staff, root trainers, mist chamber, green houses, cost of Diesel/Electric bill for running the pump sets etc., would be based on detailed estimate

**TEMPORARY NURSERY.**

**1.2 (a) POLYPOT NURSERY**  
**(i) Norm in the first Year.**

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds	1.5	Rs. 105.00	NOTE. Sl.No. 1,2,3,4,5 & 6 are Preliminary Works.
2.	Cost of H.D. Polythene bags (22.5m x 15cm – 150 gauge)	7.2	Rs. 504.00	
3.	Cost of filling up of manure mixed earth in Poly bags including pounding after filling	9	Rs. 630.00	
4.	Cost of cow dung including transportation.	0.6	Rs. 42.00	
5.	Cost of Seeds.	1.4	Rs. 98.00	
6.	Cost of Goat Proof fencing wire net including cost of wooden fencing posts, erecting, fixing fitting etc., complete & including cost of staples.	1	Rs. 70.00	
7.	Cost of Sowing including hoeing mulching etc.	1	Rs. 70.00	Sl.No. 7,8,9,10,11& 12 are creation and maintenance in the first year.
8.	Cost of pricking and transplanting of seedlings from Germination beds to polybags.	2	Rs. 140.00	
9.	Cost of construction of shades for protection of seedlings from frost during winter and direct sunlight in warm areas. c. Cost of materials. d. Labour Cost.	1 2	a. Rs. 70.00 b. Rs. 140.00	
10.	Cost of weeding (3 weeding)	2.6	Rs. 182.00	
11.	Cost of watering.	1	Rs. 70.00	
12.	Miscellaneous cost e.g. Fungicide, Tools & plants, making of inspection path, fertilizers, chemicals, lime, pesticides/ insecticides, growth hormones, etc.	0.2	Rs. 14.00	
<b>TOTAL IN THE FIRST YEAR</b>		<b>30.5</b>	<b>Rs. 2,135.00</b>	

**(ii) Maintenance during the second Year.**

1.	Weeding – 2 weeding only are necessary @32.50p.b p.w	1.5	Rs. 105.00
2.	Watering	0.3	Rs. 21.00
<b>TOTAL IN THE SECOND YEAR</b>		<b>1.8</b>	<b>Rs. 126.00</b>

**1.2 (b) NAKED ROOT NURSERY.**  
**(i) Norm during the first year.**

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds (13m x 1.3m x 0.30m)	1.5	Rs. 105.00	<b>Note</b> Same as
2.	Collection of Seeds	2	Rs. 140.00	
3.	Fencing all round the Nursery site with Goat proof fencing net & wooden posts including erecting, fixing, fitting etc., complete.	1	Rs. 70.00	
4.	Cost of Cow dung including transportation up to site.	0.6	Rs. 42.00	
5.	Seeds treatment	0.3	Rs. 21.00	
6.	Sowing of seeds including hoeing	2.6	Rs. 7.00	
7.	Weeding of Nursery beds.(4 weeding) @32.50 p.w		Rs. 182.00	

8.	Construction of shades with bamboo structure and thatch for protection from frost in winter and effect of sun in warm areas. c. Cost of Materials d. Labour Cost.	1 2	Rs. 70.00 Rs. 140.00	1.1 (a)
9.	Watering of seedling in Nursery beds	1	Rs. 70.00	
10.	Miscellaneous Cost e.g. Cost of Tools and plants, fertilizer, insecticides pesticides, growth hormones, making of inspection path etc.	0.2	Rs. 14.00	
<b>TOTAL IN THE FIRST YEAR</b>		<b>12.2</b>	<b>Rs. 861.00</b>	

(ii) Maintenance during the second Year.

1.	Weeding – (2 weeding only) @32.50 p.w	1.3	Rs. 91.00
2.	Watering of Nursery beds.	0.3	Rs. 21.00
<b>TOTAL IN THE SECOND YEAR</b>		<b>1.6</b>	<b>Rs. 112.00</b>

**ABSTRACT.****PERMANENT NURSERY.**

Year	Poly pot nursery	Naked root nursery
1 <sup>st</sup> Year	Rs. 2,142.00	Rs. 861.00
2 <sup>nd</sup> Year	Rs. 168.00	Rs. 168.00
<b>Total</b>	<b>Rs. 2,310.00</b>	<b>Rs. 1,029.00</b>

**TEMPORARY NURSERY.**

Year	Polypot nursery	Naked root nursery
1 <sup>st</sup> Year	Rs. 2,135.00	Rs. 861.00
2 <sup>nd</sup> Year	Rs. 126.00	Rs. 112.00
<b>Total</b>	<b>Rs. 2,261.00</b>	<b>Rs. 973.00</b>

**NORM FOR AFFORESTATION OUTSIDE RESERVED  
FOREST & PROTECTED FORESTS**

(Rate of wages fixed by Labour Department =Rs.70/-)

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	
	<b>Preliminary Year.</b>			
1.	Survey & Demarcation including fixing of boundary marks at strategic points.	2	140.00	
2.	Jungle clearance, burning, land preparation including hoeing staking pit digging. Etc.	24	1,680.00	
3.	Fencing. a. With 3 strand barbed wire and wooden fencing posts including cost of staples, fixing, fitting etc complete.	64	4480.00	
	b. With peripheral earthen bunds along with live hedges and local fencing e.g. bamboos, timber etc.	50	3500.00	
4.	Cost of collection of seeds (pine and other species)	5	350.00	
5.	Construction of Camp hut and inspection paths.	4	280.00	
6.	Purchase of tools and plantation		150.00	
7.	Supervisory staff to be engaged on casual basis from among the local people.	12	840.00.	
	<b>Total of Preliminary Year.</b>	<b>161</b>	<b>Rs.7,920/- (Barbed wire fencing) Rs.6940/- (Peripheral bunding)</b>	

Note: 1. Cost norms of barbed wire fencing shall be allowed to increase in case of hike in the Government approved rates for barbed wire as notified by the industries Department Government of Meghalaya from time to time,

2. Base-cost norm for fencing @ Rs. 3,200/- per hectare is based on the Government approved rates of barbed wire effective on 1.1.2000 i.e Rs. 3,500/- approximately.

**First Year of Plantation**

Sl. No	Items of Works	Unified Norms		
		Mandays	Amount	
1	2	3	4	5
1.	Creation of plantation.			
	i. Sowing of seeds including having of soil and covering of seeds.	6	420.00	
	ii. Planting of nursery seedlings including carriage from nursery centers to plantation sites and proper ramming after planting.	16	1120.00	
2.	Weeding 3 weeding @ Rs. 1050/-p.w, p.h (1050 x 3)	15	3150.00	
3.	Fire Protection during dry and windy season.			
	a. Wages of fire watchers from November of the creation year to April of the following year.	10	700.00	
	b. Fire line clearance internal and external fireline including controlled burning.	10	700.00	
4.	Miscellaneous cost.			
	<b>Total of 1st Year.</b>	<b>57</b>	<b>Rs. 4,970.00 (sowing) Rs. 5670.00 (planting)</b>	

**Second Year Tending**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	Vacancy filling in mortality areas	4	280.00	
2.	Three weeding @ 1050/- p.w. (1050 x 3)	15	3150.00	
3	Fire Protection: -			
	a. Wages of fire watchers	10	700.00	
	b. Fire line clearance including control burning	10	700.00	
4.	Miscellaneous cost e.g. repair etc.			
	<b>Total of 2nd Year.</b>	<b>39</b>	<b>4830.00</b>	

**Third Year Tending**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	Vacancy filling wherever necessary	4	280.00	
2.	Two weeding @1050/- p.w, p.h (1050 x 2)	15	2100.00	
3	Fire Protection: -			
	a. Wages of fire watchers	10	700.00	
	b. Fire line cutting and control burning	10	700.00	
4.	Miscellaneous cost e.g. repair of fencing and maintenance of inspection path etc..	4	280.00	
	<b>Total of 3rd Year.</b>	<b>4</b>	<b>4060.00</b>	

**Fourth Year Tending**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	One weeding (only in non pine plantation where there is heavy growth of weeds/jungles.	15	1050.00	
2.	Fire Protection: -			
	a. Wages of fire watchers	10	700.00	
	b. Fire line clearance and control burning	10	700.00	
3.	Miscellaneous cost.			
	<b>Total of 4th Year.</b>	<b>35</b>	<b>2450.00</b>	

**Fifth Year Tending**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	One weeding (last weeding before the plants get established) only in non pine plantation.	15	1050.00	
2.	Fire Protection: -			
	a. Wages of fire watchers	10	700.00	
	b. Fire line cutting and control burning	10	700.00	
3.	Cost of singling out operation (silviculture clearance of decongesting of plantation for providing appropriate spacing from plant to plants.)	6	420.00	
4.	Miscellaneous cost such as maintenance of inspection path and repairing of fencing	3	210.00	
	<b>Total of 5th Year.</b>	<b>44</b>	<b>3080.00</b>	

2. **FDA NORMS: -****NORMS FOR N.A.P (ABSTRACT)**

<b>Sl. No</b>	<b>Item of Works</b>	<b>Aided natural regn. 200 pltn. p.h.</b>	<b>Artificial Regn 1100 pltn. p.h</b>	<b>Bamboo pltn 625 pltn. p.h.</b>	<b>Mixed pltn. 1100 pltn. p.h.</b>	<b>Cane plnt. 625 pltn. p.h.</b>	<b>Regn of herbs of medicinal value 2000 pltn. p.h.</b>	<b>Pasture development 400 pltn. p.h.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>A</b>	<b>Advance Works.</b>	3,920/-	6,300/-	4,200/-	6,300/-	4,200/-	8,400/-	3,920/-
<b>B</b>	<b>1<sup>ST</sup> year Creation</b>	2,800/-	4,900/-	2,240/-	4,900/-	2,800/-	5,600/-	2,240/-
<b>C</b>	<b>2<sup>nd</sup> Year Maintenance</b>	980/-	2,100/-	980/-	2,100/-	1,260/-	2,100/-	1,400/-
<b>D</b>	<b>3<sup>rd</sup> Year Maintenance</b>	700/-	1,260/-	560/-	1,260/-	980/-	1,260/-	1,120/-
<b>E</b>	<b>4<sup>th</sup> Year Maintenance</b>	420/-	840/-	420/-	840/-	560/-	840/-	840/-
<b>F</b>	<b>5<sup>th</sup> Year Maintenance</b>	280/-	560/-	280/-	560/-	560/-	840/-	840/-
<b>G</b>	<b>Soil &amp; Moisture. (15%)</b>	1,365/-	2,394/-	1,302/-	2,394/-	1,554/-	2,856/-	1,554/-
<b>H</b>	<b>Monitoring &amp; Evaluation Micro - planning, Fencing Awareness raising 10%</b>	910/-	1,596/-	868/-	1,596/-	1,036/-	1,904/-	1,036/-
<b>I</b>	<b>Over Head 10%</b>	910/-	1,596/-	868/-	1,596/-	1,036/-	1,904/-	1,036/-
<b>J</b>	<b>Entry points activities.</b>	4,000/-	4,000/-	4,000/-	4,000/-	4,000/-	4,000/-	4,000/-
	<b>GRAND TOTAL</b>	<b>16,285/-</b>	<b>25,546/-</b>	<b>15,718/-</b>	<b>25,546/-</b>	<b>17,986/-</b>	<b>29,704/-</b>	<b>17,986/-</b>

**PRESCRIBED NORMS UNDER VARIOUS SCHEME UNDER NATIONALAFFORESTATION PROGRAMME.**

Wage rate : Rs. 70/-

Sl. No	Item of Works	Aided natural regn. 200 pltn. p.h.	Artificial Regn 1100 pltn. p.h	Bamboo pltn 625 pltn. p.h.	Mixed pltn. 1100 pltn. p.h.	Cane plnt. 625 pltn. p.h.	Regn of herbs of medicinal value 2000 pltn. p.h.	Pasture development 400 pltn. p.h.
1	2	3	4	5	6	7	8	9
1	<b>A. Advance Works.</b> Survey and demarcation	140/-	140/-	140/-	140/-	140/-	140/-	140/-
2	<b>Jungle clearance, slash burning, Pruning, hoeing, pit digging, and staking.</b>	1,000/-	1,050/-	1,050/-	1,050/-	1,050/-	1,050/-	1,050/-
3	<b>Improved technology 25% of plantation. &amp; maintenance cost.</b>	1,982/-	2,296/-	1,260/-	2,296/-	1,260/-	2,380/-	1,480/-
4	<b>Nursery (including 20% casualty replacement for plantation) advance work, creation &amp; maintenance.</b>	448/-	2,464/-	1,400/-	2,464/-	1,400/-	4,480/-	900/-
5	<b>Camp hut &amp; inspection path.</b>	350/-	350/-	350/-	350/-	3,50/-	350/-	350/-
	<b>Total 'A'</b>	<b>3,920/-</b>	<b>6,300/-</b>	<b>4,200/-</b>	<b>6,300/-</b>	<b>4,200/-</b>	<b>8,400/-</b>	<b>3,920/-</b>

Sl.No	Item of Works	Aided natural regn. 200 pltn. p.h.	Artificial Regn 1100 pltn. p.h	Bamboo pltn 625 pltn. p.h.	Mixed pltn. 1100 pltn. p.h.	Cane plnt. 625 pltn. p.h.	Regn of herbs of medicinal value 2000 pltn. p.h.	Pasture development 400 pltn. p.h.
1	2	3	4	5	6	7	8	9
1	<b>B. 1<sup>st</sup> Year Creation.</b> <b>Sowing &amp; Planting</b>	300/-	800/-	400/-	800/-	560/-	1,400/-	280/-
2	Weeding 3 (Three times)	1,050/-	2,400/-	1,200/-	2,400/-	1,200/-	2,400/-	1,260/-
3	i. Fire line cutting & control burning.	550/-	600/-	} 500/-	600/-	500/-	600/-	} 500/-
	ii. Fire Watcher.	600/-	700/-		700/-	340/-	600/-	
4	Miscellaneous, transport of seedling.	300/-	400/-	} 140/-	400/-	200/-	600/-	} 200/-
	Total 'B'	<b>2800/-</b>	<b>4,900/-</b>	<b>2,240/-</b>	<b>4,900/-</b>	<b>2,800/-</b>	<b>5,600/-</b>	<b>2,240/-</b>

1	2	3	4	5	6	7	8	9
	<b>C. 2<sup>nd</sup> Year Maintenance</b> <b>Vacancy filling</b>	70/-	200/-	70/-	200/-	140/-	210/-	140/-
2	Weeding 2 (Two times)	700/-	1,400/-	800/-	1,400/-	800/-	1,400/-	840/-
3	i. Fire line cutting & control burning.	} 210/-	} 500/-	} 110/-	} 500/-	} 320/-	} 490/-	} 420/-
	ii. Fire Watcher.							
4	Miscellaneous.						2,100/-	
	Total 'C'	<b>980/-</b>	<b>2,100/-</b>	<b>980/-</b>	<b>2,100/-</b>	<b>1,260/-</b>	<b>2,100/-</b>	<b>1,400/-</b>

Sl. No	Item of Works	Aided natural regn. 200 pltn. p.h.	Artificial Regn 1100 pltn. p.h	Bamboo pltn 625 pltn. p.h.	Mixed pltn. 1100 pltn. p.h.	Cane plnt. 625 pltn. p.h.	Regn of herbs of medicinal value 2000 pltn. p.h.	Pasture development 400 pltn. p.h.
1	2	3	4	5	6	7	8	9
1	<b>D. 3<sup>rd</sup> Year Maintenance.</b> Vacancy filling	70/-	60/-		60/-	70/-	140/-	140/-
2	Weeding 1 (one time)	350/-	700/-	400/-	700/-	400/-	700/-	420/-
3	i. Fire line cutting & control burning. ii. Fire Watcher.	280/-	500/-	160/-	500/-	510/-	420/-	420/-
4	Miscellaneous.							140/-
	Total 'D'	<b>700/-</b>	<b>1,260/-</b>	<b>560/-</b>	<b>1,260/-</b>	<b>980/-</b>	<b>1,260/-</b>	<b>1,120/-</b>

1	2	3	4	5	6	7	8	9
1	<b>E. 4<sup>th</sup> Year Maintenance.</b> Weeding 1(One time)	350/-					700/-	420/-
2	i. Fire line cutting & control burning. ii. Fire Watcher.	70/-	500/- 340/-	420/-	500/- 340/-	560/-	140/-	420/-
3	Miscellaneous.							
	Total 'E'	<b>420/-</b>	<b>840/-</b>	<b>420/-</b>	<b>840/-</b>	<b>560/-</b>	<b>840/-</b>	<b>840/-</b>

Sl.No	Item of Works	Aided natural regn. 200 pltn. p.h.	Artificial Regn 1100 pltn. p.h	Bamboo pltn 625 pltn. p.h.	Mixed pltn. 1100 pltn. p.h.	Cane plnt. 625 pltn. p.h.	Regn of herbs of medicinal value 2000 pltn. p.h.	Pasture development 400 pltn. p.h.
1	2	3	4	5	6	7	8	9
1	<b>F. 5<sup>th</sup> Year Maintenance.</b> Weeding 1(One time)						700/-	420/-
2	i. Fire line cutting & control burning. ii. Fire Watcher.	} 280/-	} 560/-	} 280/-	} 560/-	} 560/-	} 140/-	} 420/-
3	Miscellaneous.							
	Total 'F'	<b>280/-</b>	<b>560/-</b>	<b>280/-</b>	<b>560/-</b>	<b>560/-</b>	<b>840/-</b>	<b>840/-</b>

## **Chapter -16**

### **Information available in an electronic form**

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format. Under process

## **Chapter -17**

### **Particulars of the facilities available to citizens for obtaining information**

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like

- Office Library  
A small library of books is maintained where forestry related publications are kept for reference purpose only.
- Drama and Shows – It is not used for dissemination of information.
- Through News paper- Press Note/Communique is issued through the print media as per standing Government instructions.
- Exhibition – The SF & Env Wing takes part in District, State and National level exhibition.
- Notice Board – Notice Board is used in the Range and Division level Offices.
- Inspection of Records in the Office -
- System of issuing of copies of documents – As provided under the RTI Act and Rules made there under
- Printed Manual Available - Not for sale only for Departmental use
- Website of the Public Authority – Under process
- Others means of advertising

## **Chapter -18**

### **Other Useful Information**

18.1 **Frequently Asked Questions and their Answers by Public**

18.2 **Related to seeking Information**

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

18.3 **With relation to training imparted to public by Public Authority**

The SF & Env Wing does not conduct any training for the public

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prerequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)

- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

#### 18.4 With relation to training imparted to public by Public Authority

Does not arise in view of the reply to 18.3

- Name of training programme with brief description
  - Time period for Training Programme/ Scheme
  - Objective of training
  - Physical and Financial Targets (Last Year)
  - Eligibility for training
  - Prerequisite for training (If any)
  - Financial and other form of help (If any)
  - Description of help (Mention the amount of Financial help, if any)
  - Procedure of giving helps
  - Contact Information for applying
  - Application Fee (Wherever applicable)
  - Other Fees (Wherever applicable)
  - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
  - List of enclosures / documents
  - Format of enclosures / documents
  - Procedure of application
  - Selection Procedure
  - Time table of training programme (In case available)
  - Process to inform the trainee about the training schedule
  - Arrangement made by the Public Authority for creating public awareness about the training programmes.
  - List of Beneficiary of the training programme at various levels like district level, block level etc.
  - Validity period of certificate (If applicable)
  - Process of renewal (If any)

#### 18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

#### 18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

Does not collect taxes except by way of deduction of VAT and Income Tax from suppliers and employees respectively.

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

#### 18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

Not applicable in the case of SF & Env Wing of the Forest & Environment Department Meghalaya

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Χονταχτ ινφορματιον ιν χασε οφ προβλεμσ ρεγαρδινγ Βιλλσ ορ σερπιχε
- Tariff and Other Charges

#### **18.8 Details of any other public services provided by the Public Authority**

Free distribution of seedlings to Institutions, Private tree growers and Government Departments subject to availability of surplus in the nurseries maintained by SF Divisions.

Environmental awareness campaign on important days e.g. World Forestry day, World Environment day, Vanamahotsava, Ozone day etc.