



**WORK STUDY REPORT
ON
THE DEPARTMENT OF FOREST AND WILD LIFE
IN GOVERNMENT SECRETARIAT-2011**



WORK STUDY REPORT
ON
DEPARTMENT OF FOREST AND WILD LIFE
IN GOVERNMENT SECRETARIAT-2011

Members of the Study Team

Prepared by:

- | | |
|---------------------------|---|
| 1. Sri. Kishor Kumar K.V. | Senior Grade Assistant
P&AR (AR-III) Department |
| 2. Sri. Balagopal K.K. | Selection Grade Assistant
P&AR (AR-III) Department |
| 3. Sri. Binod K. | Section Officer
P&AR (AR-III) Department |

Guided by:

- | | |
|-----------------------|--------------------------------------|
| Sri. Johnson K. James | Under Secretary
P& AR Department |
| Sri. G. Ramprakash | Deputy Secretary
P& AR Department |

Finalised by:

- | | |
|----------------------|---|
| Sri. S.M. Vijayanand | Additional Chief Secretary
P&AR (Administrative Reforms)
Department |
|----------------------|---|

TABLE OF CONTENTS

CHAPTER	TITLE	PAGE NO.
1.	INTRODUCTION	1
2.	GENESIS OF THE STUDY	2
3.	METHODOLOGY	3
4.	ORGANIZATIONAL ANALYSIS	4-6
5.	WORK MEASUREMENT AND ANALYSIS	7-24
6.	GENERAL OBSERVATIONS AND SUGGESTIONS	25
7.	SUMMARY OF RECOMMENDATIONS	26-27
	ACKNOWLEDGEMENT	28
	ANNEXURES	29-36

CHAPTER-1

INTRODUCTION

Forests are vital for life on earth. They are not just the green cover we need to make the earth look beautiful; they have many functions integral for our survival and sustenance. They function as a resource for many aspects of human life. Forests have always had great importance to people. Pre-historic people got their food mainly from hunting and from gathering wild plants. Many of these people lived in the forest and were a natural part of it. With the development of civilization, people settled in cities. But they still went to the forest to get timber and to hunt. Today, people depend on forests more than ever, especially for their economic value, environmental value, and enjoyment value. Before people began to clear up the forests for farms and cities, great stretches of forest land covered about 60 percent of the earth's land area. Today, forests occupy only about 30 percent of the land.

1.2 The conservation of forest have much importance in the civilized society. Almost all the countries in the world have realised the importance of conservation of forests and have developed well-structured administrative system for it. In India too, Government give top priority on legislation and enforcement of laws relating to conservation of Forest & Wild Life.

1.3 In Government of Kerala, the Forest and Wild Life Department deals with Forest, Wild Life and allied matters of the State. It is one of the major Departments, which has control over a total Forest area of 11309.5032 Sq.Km, which is 29.101 percent of the total area of the state. It is also one of the Departments which has sufficiently equipped, infrastructure and trained manpower. The Forest and Wild Life Department in Government Secretariat monitors the functioning of Forest Department and also frames policies for the conservation of Forest & Wild Life.

CHAPTER - 2

GENESIS OF THE STUDY

Even though there may be some dispute over the percentage of Forest land now existing in the state, there may be no dispute regarding the workload now being experienced in the Sections of the Forest and Wild Life Department in Government Secretariat. The Department has undergone many changes during the last few decades as far as the subject being dealt in by the Department. Accordingly, the gravity of work in the Section concerned has increased considerably. Based on the findings in the Inspection conducted by the Personnel and Administrative Reforms Department during the month of March, 2010, the Forest and Wild Life Department had requested the Personnel & administrative Reforms Department to conduct a comprehensive work study on the following aspects:

- i) To streamline the present work load in the sections;
- ii) To rationalize the distribution of subjects;
- iii) To bring unity of command;
- iv) To clear the ambiguity in the present Work Distribution Order.

2.2 The Forest and Wild Life Department in Government is functioning with the staff strength of one Additional Secretary, two Deputy Secretaries, two Under Secretaries, seven Section Officers and seventeen Assistants. A,B,C,D,E,F&PS are the functional Sections in this department. The study team have calculated the work load of all these Sections. The details of work load of each Section and suggestions for modification of the present system, as observed by the study team, is elaborated in the succeeding chapters.

CHAPTER-3

METHODOLOGY

This Study was conducted on the basis of the proposal of the Principal Secretary, Forest and Wild Life Department, to conduct a detailed work study in the Forest & Wild Life Department, in Government Secretariat. The work study team adopted various work measurement techniques, which include '**case study**' with specific emphasis on '**time content**', '**analytical estimation**' and allied techniques for work measurement like '**direct observation**' of activities, to assess the work load of the functionaries. The method of '**self logging**' has also been employed wherever feasible. The performers were also '**interviewed**' to supplement the data collected from the files, registers and allied records. The average time required for the completion of each job thus found has been projected on the annual frequency of the activities determined, based on the records maintained in the Department. 15% of personal and fatigue allowances were added to the annual work load. The manpower requirement has been calculated on the basis of the accepted principle that a State Government employee has to work 1700 man-hours an year. It is to be noted that the workload of the performers has been measured keeping in mind the abilities of, and expectations from, an '**average**' performer and considering the available technologies and other infrastructure and facilities to do the work assigned efficiently. The base year chosen for the study was 2010.

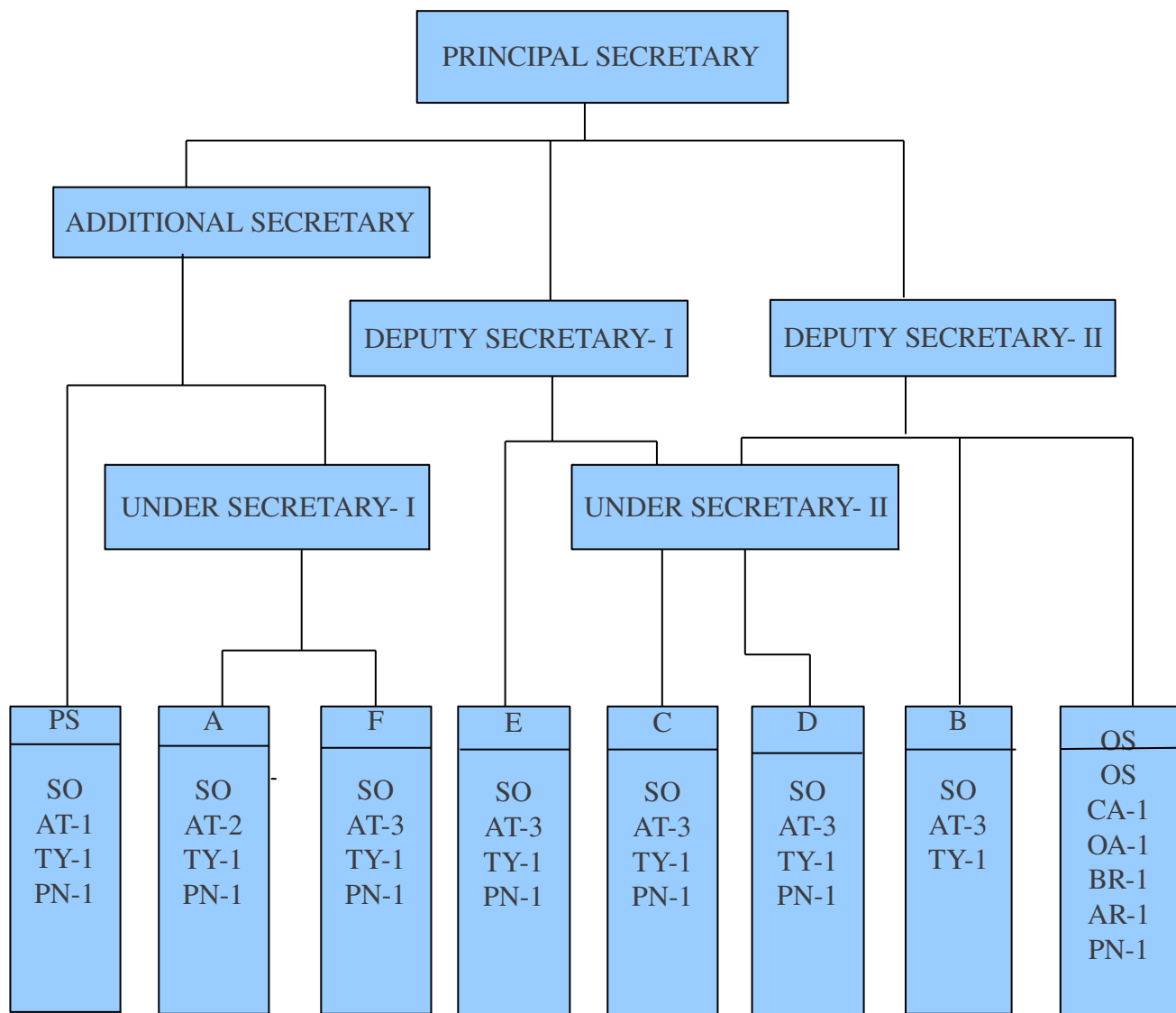
CHAPTER - 4

ORGANIZATIONAL ANALYSIS

The Forest & Wild Life Department is one of the prominent departments of the Administrative Secretariat. The Principal Secretary is the Head of the Department. He is assisted by an Additional Secretary. Two Deputy Secretaries and two Under Secretaries are working as Middle Level Supervisory Officers. The Department comprises of seven Sections namely A,B,C,D,E,F,PS and an Office Section (OS). Each Section is supervised by a Section Officer and the Office Section is supervised by an Office Superintendent. A & B Sections has two Assistants each and Parliament Section has one Assistant. All the other Sections has three Assistants each. The present Organizational Structure of the Department has been depicted in the organizational chart shown in next page.

4.2 The present study was focused on streamlining the present work load in the Sections, rationalizing the distribution of subjects, bringing unity of command and clearing the ambiguity in the present Work Distribution Order. Hence this study is a comprehensive one.

ORGANISATIONAL STRUCTURE OF FOREST & WILD LIFE DEPARTMENT (EXISTING)



LEGEND	
SO- SECTION OFFICER	OS- OFFICE SUPERINTENDENT
AT- ASSISTANT	CA- CONFIDENTIAL ASSISTANT
TY- TYPIST	OA- OFFICE ASSISTANT
PN- PEON	BR- BINDER
	AR- ATTENDER

4.3 At Secretariat level, the Department as a whole is headed by the Principal Secretary. The files of A&F Sections are routed through the Under Secretary- I to the Additional Secretary and to the Principal Secretary. The Parliament Section is directly controlled by the Additional Secretary. The Deputy Secretary -I has direct control over the E Section and Deputy Secretary -II has direct control over the B Section and Office Section. The Under Secretary-II routes files from C Section to Deputy Secretary-I and from D Section to Deputy Secretary-II. Hence the same Under Secretary has to route files to two different Deputy Secretaries which leads to much confusion over span of control. For any action whatsoever, an employee should receive orders from one superior only. Its violation results in undermining authority and putting discipline in jeopardy. This rule is a fundamental principle. If two superiors wield their authority over the same person or department, uneasiness makes itself felt. In case this persists, then disorder increases.

4.4 Moreover, the Department has only one higher level Supervisory Officer (Additional Secretary) above the rank of Deputy Secretary. He is the sole officer competent to sign various reports related to legislative committees / papers / Files, Communication to Central Government etc. It creates hardship to the above officer and causes undue delay in forwarding / finalizing these kinds of papers in time. To overcome the above difficulty, to bring unity of command and to clear the confusion regarding span of control, *the study team recommends to upgrade the post of Deputy Secretary - I to the post of Joint Secretary.* The Under Secretary-II (E&C Sections) will be under the control of the proposed Joint Secretary. The Office Section will also be brought under the direct control of the Joint Secretary. The Organisational Structure proposed by the Study Team may be seen at **Annexure A**. It is also recommended to route the files in accordance with the proposed Organisational Structure. *The Administrative Department is advised to send proposal to the General Administration (Services) Department, for upgradation of the post of Deputy Secretary to the post of Joint Secretary.*

CHAPTER -5

WORK MEASUREMENT AND ANALYSIS

The study team considered the year 2010 as the base year for calculating the workload of the Sections. Accordingly, data was collected from A,B,C,D,E,F, & PS Sections. As per the work study norms, the standard work load of a performer per year is 1700 Man-Hours. If the annual work load exceeds more than one third of the standard work load of 1700 Man-Hours (i.e. exceeding 1.33 Man Power) , an additional performer can be created.

5.2 The Work load in Man-Hours, in respect of each seat, with excess work load or surplus capacity, as the case may be, determined by the Work Study team, has been detailed in the ensuing paragraphs. The detailed work load sheets can be seen at **Annexure B**.

5.3 The work distribution among the Sections of Forest and Wild Life Department has been identified by the study team from the existing Work Distribution Order issued in the year 2002 and the subjects presently dealt in each seat.

Section A

5.4 The files related to Disciplinary Action against the personnel of the Forest & Wild Life Department (Field Department) is dealt in 'A' Section. The staff strength in the Section includes, One Section Officer, two Assistants and one typist. The subjects dealt by each seat is given in the table below:

Seat	Subject
A1	<ul style="list-style-type: none"> ● All Disciplinary Action cases against the staff governed by the Kerala Forest Service Special Rules ● Disciplinary Action cases against Ministerial Staff, Watchers, Maistiries, Drivers, Work Establishment of Mahout and Mazdoor ● Administration Report relating to Forest Department
A2	<ul style="list-style-type: none"> ● All Disciplinary Action cases against the staff governed by the Kerala Forest Subordinate Service ● Miscellaneous Papers relating to the Section

5.5 The Annual Workload of the section is as follows:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity. (-)	Manpower Requirement
A1	1946	246	-	1.14
A2	1926	226	-	1.13

5.6 The work load of these seats (A1 & A2) are 1946 and 1926 Man-hours, respectively. The excess work load found in the A1 and A2 seats are 246 and 226 Man-hours, respectively, which is slightly above the standard work load norms. Since these two seats are exclusively for dealing Disciplinary Action Cases, no other subject can be added to the Section or deleted from the Section. **However, the study team recommend to delink the papers related to 'Administration Report' from A section and transfer to F Section.** The slight overload felt at present in the Section can be overcome by making optimum use of the Information Technology. Insisting on soft copies of the enclosures/annexures received from the Forest Head quarters (the Section has to deal with lot of papers regarding memo of charges, statements of facts etc. which are voluminous in nature) will help the Section to process the cases at greater pace and also with lesser effort.

(Work study Report on the Department of Forest and Wild Life in Government Secretariat-2011)

5.7 In the circumstances, it is recommended that the existing system in the A Section shall be continued after transferring the papers related to Administration Report to F section.

Section B

5.8 There are two seats in the B section viz. B1 and B2 . The subjects dealt by each seat is given in the table below:

Seat	Subject
B1	<ul style="list-style-type: none"> ● Kerala Preservation of Trees Act, 1986 and issue of passes for removal of tree growth under the Act ● Kerala Forest Produces Transit Rules and allied papers ● Co-ordination Committee Meeting for transmission of lines of Hydro Electric Projects ● Forest Policy and Forest Management ● Kerala Forest Acts and Rules ● Committee for approval of Working Plans ● Management Plans on tree felling in forest plantation /Wildlife sanctuaries and National Parks ● Issue relating to Sandals
B2	<ul style="list-style-type: none"> ● Forest Contracts ● Auction of Timber ● O.Ps, Suits, Draft Paras, Audit Paras, Public Accounts Committee Report etc. on the contracts ● Departmental cultivation of Cardamom in Kani Elan Tract ● Kani Elan Rules ● All Plantations under the Forest Department ● Supply and sales of Timber from Forest Depots ● Opening of Forest Depots, release of advertisements etc. ● Miscellaneous Papers of the Section

5.9 The annual workload of the section is as follows:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity. (-)	Manpower Requirement
B1	1469	-	231	0.86
B2	1427	-	27 3	0.84

5.10 The work load of B1 & B2 seats are 1469 and 1427 Man-hours, respectively. The deficit capacity of work load found in the Band 2 seats are 231 and 273 Man-hours, respectively. The study team consider it appropriate to suggest that some related subjects can be allotted to this Section and de-link some subjects presently dealt by the Section, for rationalisation of work distribution.

5.11 It would be better if the Papers relating to Forest Offences are dealt within a single Section. Therefore, study team recommends to transfer papers related to Illicit Felling of Trees, Smuggling of Timber and other forest produces including Sandal etc., Confiscation and disposal of vehicles and forest produces and Forest Cases in connection with seizure of smuggled forest produces in various courts from C Section (C3 Seat) to B section. Papers relating to Taungyas cultivation now dealt in the C Section (C3 Seat) are also to be transferred to the B section.

5.12 The study team also recommends to include papers related to fixation of rate of forest products to be included within a single Section. Therefore, study team recommends to transfer papers related to Fixation of seigniorage rate, schedule rate of Timber and all other forest produces under the Kerala Forest Produces (Fixation and Selling Price) Act,1978, Fixation of scheduled rate of Timber as per KFC, Fixation of selling price for forest produces(18 items) under the Kerala Forest Produce (fixation of selling price) Act,1978 and Supply of Timber raw materials to Industrial purposes to Gwalior Rayons,HNL, Kerala State Bamboo Corporation and similar institutions, presently dealt in the D section (D2 seat) to B Section. Papers related to NOC to wood based Industries and Auction of usufructs from Forests now dealt in the D Section (D3 Seat) are also to be transferred to the B Section.

5.13 Simultaneously, to ensure smooth functioning of the Section, some subjects now dealt within the B Section have to be de linked. The study team has identified that papers related to Forest Contracts now dealt in B2 seat are to be transferred to D Section (D1 seat) and papers related to Co-Ordination Committee meeting for transmission of lines of Hydro Electric Projects to C Section (C3 seat).

5.14 The Subject Distribution between the two seats in the B Section after re-shuffling of the subjects is to be made as follows:

Seat	Subject
B1	<ul style="list-style-type: none"> ● Kerala Preservation of Trees Act, 1986 and issue of passes for removal of tree growth under the Act ● Kerala Forest Produces Transit Rules and allied papers ● Forest Policy and Forest Management ● Kerala Forest Acts and Rules ● Committee for approval of Working Plans ● Management Plans on Tree Felling in Forest Plantation /Wildlife Sanctuaries and National Parks ● Issues relating to Sandals ● Papers relating to Illicit Felling of Trees, Smuggling of Timber and other Forest Produces including Sandal etc. ● Confiscation and disposal of Vehicles and Forest Produces ● Forest cases in connection with Seizure of Smuggled Forest Produces in various courts
B2	<ul style="list-style-type: none"> ● Fixation of seigniorage rate, Schedule Rate of Timber and all other Forest Produces under the Kerala Forest Produces (Fixation and Selling Price) Act, 1978 ● Fixation of Scheduled Rate of Timber as per KFC ● Fixation of Selling Price for Forest Produces(18 items) under the Kerala Forest Produce (fixation of selling price) Act, 1978 ● Supply of Timber raw materials to Industrial purposes to Gwalior Rayons,HNL, Kerala State Bamboo Corporation and similar institutions ● Departmental cultivation of Cardamom in Kani Elan Tract ● Kani Elan Rules ● All Plantations under the Forest Department ● Papers relating to Taungyas cultivation ● NOC to Wood Based Industries ● Auction of Timber and all other Forest Produces such as Cardamom,Coffee etc. ● Auction of usufructs from Forests ● Supply and sales of Timber from Forest Depots ● Miscellaneous Papers of the Section

Section C

5.15. The C Section has three seats viz.C1, C2 and C3. The subjects dealt within each seat are given in the table below:

Seat	subject
C1	<ul style="list-style-type: none"> ● Eviction of encroachment in Forest ● Claim cases relating to occupancy right of encroachers pending in lower courts ● W.Ps. and C.M.Ps filed by encroachers ● Joint verification of encroachments on Forest land ● Papers relating to assignments of Forest land/request for pattayams ● Papers relating to Forest land assignment under Forest Right Act ● Rehabilitation of evicted forest settlers/tribals
C2	<ul style="list-style-type: none"> ● Allotment of Forest land above one hectare for power projects ● Allotment of forest land above one hectare for non-forestry purpose other than power projects ● Sabarimala Festival,DBA-BBA cases related to Sabarimala ● Termination, renewal of lease of forest land ● Withdrawal of KG & L (M of R) Bill 1999 ● Appeals under KG & L (M of R) Bill 1999 ● Lease of forest land to Government Departments/ Quasi Government Institutions and Government of India Institutions ● All papers relating to Arable Forest Land Scheme ● Collection of arrears of lease rent in respect of forest land leased to Individuals /Institutions ● Forest Conservation Act,1980- Administration and maintenance of forest land - assignment/allotment for various purposes, private or religious - under the Act ● Allowing quarrying/ mining in Forest Land ● Monthly statement of Forest Cases requiring approval of Government of India
C3	<ul style="list-style-type: none"> ● Survey and demarcation of forest, lease of Cardamom lands in forest areas ● Papers relating to illicit felling of trees, smuggling of Timber and other forest produces including Sandal etc. ● Papers relating to diversion of river water through forests ● Confiscation and disposal of vehicles and forest produces ● Forest cases in connection with seizure of smuggled forest produces in various courts ● Forest Cases relating to erstwhile Travancore State now in Kanyakumari District ● Papers relating to Taungyas cultivation

5.16. The annual work load of the Section is detailed below:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity. (-)	Manpower Requirement
C1	1976	276	-	1.16
C2	2074	374	-	1.22
C3	1435	-	26 5	0.84

5.17 The present work load of C1 and C2 Seats are 1976 Man-Hours and 2074 Man-Hours with excess work load to the tune of 276 Man-Hours and 374 Man-Hours, respectively. The C3 seat has comparatively lesser work load with a surplus man power of 265 Man-Hours. Hence it appears that some subjects need to be de linked from the seats that are having higher work load and additional subjects can be allotted to the Seat having lesser work load. At the same time, the Work Study team is of the opinion that the subjects dealt within the Section needs some relationship.

5.18 The team after considering all the above aspects recommends to transfer, Papers relating to illicit felling of trees, smuggling of timber and other forest produces including Sandal, Forest cases in connection with seizure of smuggled forest produces in various courts and Confiscation and disposal of vehicles and forest produces from C3 Seat to B Section. At the same time papers related to Co-Ordination Committee meeting for transmission of lines of Hydro Electric Projects presently dealt in the B Section (B1 seat) may be transferred to C Section (C3 seat). Allotment of Forest Land for Power Projects and Sabarimala Festival, DBA-BBA cases related to Sabarimala now dealt by the C2 seat may be transferred to C3 seat. The existing subjects in the C1 seat shall be continued, since the subjects are very much inter related.

5.19 The Subject distribution between the C2 seat and C3 seats in the Section after re-shuffling of the subjects is to be made as follows:

Seat	subject
C2	<ul style="list-style-type: none"> ● Allotment of Forest Land for non - forestry purpose other than Power Projects ● Termination, renewal of lease of Forest Land ● Withdrawal of KG & L (M of R) Bill 1999 ● Appeals under KG & L (M of R) Bill 1999 ● Lease of Forest Land to Government Departments/ Quasi Government Institutions and Government of India Institutions ● All papers relating to Arable Forest Land Scheme ● Collection of arrears of lease rent in respect of Forest Land leased at to Individuals /Institutions ● Forest Conservation Act,1980- Administration and maintenance of Forest Land - Assignment /Allotment for various purposes, private or religious - under the Act ● Allowing quarrying/ mining in Forest Land ● Monthly statement of Forest Cases requiring approval of Government of India
C3	<ul style="list-style-type: none"> ● Allotment of Forest Land for Power Projects ● Co-ordination Committee Meeting for transmission of lines of Hydro Electric Projects ● Sabarimala Festival, DBA-BBA cases related to Sabarimala ● Survey and demarcation of Forest, lease of Cardamom lands in Forest areas ● Papers relating to diversion of river water through forests ● Forest cases relating to erstwhile Travancore State now in Kanyakumari District ● Miscellaneous Papers of the Section

Section D

5.20 There are three seats in D Section viz. D1,D2 and D3. The subjects dealt within each seat are given in the table below:

Seat	Subject
D1	<ul style="list-style-type: none"> ● Papers on all civil works of the Forest Department,NABARD roads ● Taking building on rent for accommodation of the forest offices ● MACT, Installation of telephones in the department ● All kind of purchase of stores and equipments including World Bank Projects ● Purchase, maintenance and disposal of departmental vehicles including boats ● Purchase of arms and ammunitions connected with forest protection ● Providing mobile phone connection to the Forest Department staff ● Inspection of audit paras, draft paras and PAC recommendations connected with the above matters ● Chief Secretary's conference etc. ● Letters Of Credit papers
D2	<ul style="list-style-type: none"> ● Fixation of seigniorage rate, schedule rate of Timber and all other forest produces under the Kerala Forest Produces (Fixation and Selling Price) Act,1978 ● Fixation of scheduled rate of Timber as per KFC ● Fixation of selling price for forest produces(18 items) under the Kerala Forest Produce (Fixation of Selling Price) Act, 1978 ● Supply of Timber raw materials to Industrial purposes to Gwalior Rayons, HNL, Kerala State Bamboo Corporation and similar institutions ● All papers relating to Kerala Forest Development Corporation and Kerala State Wood Industries, Nilambur ● Supply of raw materials i.e. Reeds,Cane and Bamboo to organisation/institutions ● Inspection reports, draft paras/audit paras/PUC recommendations connected with above subjects
D3	<ul style="list-style-type: none"> ● Central Board of Forestry ● All Budget papers of the Forest Department/Budget allocation ● SDG/Re-appropriation/Addl. authorisation etc. ● All papers connected with Plan Schemes / Centrally Sponsored Schemes/ Working Group discussions ● Review of monthly progress on Plan Schemes ● Papers connected with C&AGs report on Appropriation Accounts ● Miscellaneous papers of the Department including papers not specifically allotted to any other section ● NOC to Wood Base Industries ● M.P.s' Conference & D.C.s' Conference

	<ul style="list-style-type: none"> ● Confirmation of Auction of Usufructs from Forests ● Miscellaneous questions under RI Act ● Subject Committee Meetings
--	---

5.21 The Annual Work load of D Section is detailed below:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity. (-)	Manpower Requirement
D1	1614	-	86	0.95
D2	1506	-	19 4	0.89
D3	2384	684	-	1.40

5.22 The work load of D1,D2 & D3 seats are 1614, 1506 and 2384 Man-hours, respectively. The analysis of work load in the Section reveals that there is under utilisation of man-power in D1 and D2 Seats and there is overburden in D3 seat. Since miscellaneous subjects of the entire Department are being dealt within the D3 seat, it is felt that the workload in the seat will further increase in the days to come. So the Study team is of the opinion that some subjects dealt within the seat should be allotted to some other seats.

5.23 The Study team after considering all the above aspects recommends to transfer the subject of issuing NOC to Wood based industries dealt within D3 seat to B section (B2 seat) and papers related to Forest Contracts from B section to D section (D1 seat).

5.24 Papers related to MPs' conference, Collectors' conference, Subject Committee Meeting (now dealt by D3 seat) and Chief Secretary's meeting (now dealt by D1 seat) may be transferred from this Section to the Parliament Section. These subjects may be dealt by Parliament Section, as that Section has to do only the work of distribution & Co-ordination of LA questions and monitoring of other legislative committee related issues. Simultaneously, papers relating to Kerala Forest Development Corporation and Kerala State Wood Industries, Nilambur now handled in the D2 seat may be transferred to D3 seat.

5.25 After making the above changes and transferring of papers related to fixation of rate of forest produces (as already detailed in Para 5.12) from D2 seat to B section the subjects in the D2 seat will be fully exhausted. At this juncture, the study team recommends that D2 seat be given the following subjects dealt by F Section (F2 Seat).

Wildlife Act & Rules issued under the Wildlife Preservation Act,1977, All papers dealing with conservation of Wildlife Preservation Act,1977, Operation of Central Scheme such as Project Tiger and Crocodile Conservation, Maintenance of National parks & Wildlife Sanctuaries, India Eco Development Scheme, Eco Tourism and Kerala State Board for Wild Life.

It is also recommended to transfer Miscellaneous papers (of Section and Department) including papers not specifically allotted to any other section and Miscellaneous questions under Right to Information Act now dealt in the D3 seat to D2 seat.

5.26 The Subject distribution among the three seats in the D Section after re-shuffling of the subjects will be as follows:

Seat	Subject
D1	<ul style="list-style-type: none"> ● Papers on all Civil Works of the Forest Department, NABARD roads ● Taking building on rent for accommodation of the Forest Offices ● MACT, Installation of telephones in the Department ● All kind of purchase of stores and equipments including World Bank Projects ● Purchase, maintenance and disposal of departmental vehicles including boats ● Purchase of arms and ammunitions connected with forest protection ● Providing mobile phone connection to the Forest Department staff ● Letters Of Credit papers ● Forest Contracts
D2	<ul style="list-style-type: none"> ● Wildlife Act & Rules issued under the Wildlife Preservation Act,1977 ● All papers dealing with Conservation of Wildlife Preservation Act,1977 ● Operation of Central Scheme such as Project Tiger and Crocodile Conservation and the maintenance of National parks and Wildlife Sanctuaries ● India Eco Development Scheme, Eco Tourism etc. ● Kerala State Board for Wild Life ● Miscellaneous papers of the (Section & Department)including papers not specifically allotted to any other Section ● Miscellaneous questions under RI Act

D3	<ul style="list-style-type: none"> ● All papers relating to Kerala Forest Development Corporation and Kerala State Wood Industries, Nilambur ● Central Board of Forestry ● All Budget papers of the Forest Department/Budget allocation ● SDG/Re-appropriation/Addl.authorisation etc. ● All papers connected with Plan Schemes / Centrally Sponsored Schemes/ Working Group discussions ● Review of monthly progress on Plan Schemes ● Papers connected with C& AGs report on Appropriation Accounts
----	--

Section E

5.27 There are three seats in the E Section viz. E1, E2 and E3. The subjects dealt within each seat are given in the table below:

Seat	Subject
E1	<ul style="list-style-type: none"> ● World Bank Aided Kerala Forestry and Tribal Development Projects. Forest Protection Force and Committee on Forest Protection, Tsunami Rehabilitation Programme/ Harithatheeram Project ● Compensatory Afforestation Programme ● Papers related to OAs, MFAs& WP(C)s of EFL ● Miscellaneous papers of the Section
E2	<ul style="list-style-type: none"> ● Kerala Private Forest (Vesting & Assignment) Act- Administration and Maintenance ● Disputes of vesting and assignment of Private Forests pending before Forest Tribunals and High Court ● Complaints regarding vesting of land under Kerala Private Forest (Vesting & Assignment) Act ● Survey and demarcation of vested forests ● All papers relating to forest tribunals ● Miscellaneous papers relating to application of K.P.F. (V&A) Act ● All papers relating to EFL (except OAs,MFAs & Wp(C)s dealng in E1 seat)
E3	<ul style="list-style-type: none"> ● World Food Programme Aided Kerala Forestry and papers relating to Social Forestry & Allied Schemes ● Waste land Development Programmes ● National Afforestation Programme (NAP) ● All papers relating to Vana Samrakshana Samithies (VSS) and Eco Development Committees (EDCs) ● Decentralised people's Nursery Scheme (C.S. Scheme) ● Papers relating to OAs & MFA cases under Kerala Private Forest (Vesting & Assignment) ● Rural Fuel wood Afforestation Programme (C.S. Scheme)

	<ul style="list-style-type: none"> ● Spill Over works connected with Social Forestry under NREP / RLEGP ● Social Forestry under Jawahar Rozgar Yojana ● Agro Forestry Programme ● Twenty Point Programme - Point No. 16 - Tree Plantation ● All papers relating to conservation and Augmentation of Mangroves in the State ● Inspection Report/ PAC/ Estimate Committee Reports relating to the above Schemes
--	---

5.28 The Annual Work load of the Section is detailed below:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity. (-)	Manpower Requirement
E1	1872	172	-	1.10
E2	2068	368	-	1.22
E3	1977	277	-	1.16

5.29 'E' Section is one of the key Sections in the Forest and Wild Life Department. The Section deals sensitive subjects like papers relating to Ecologically Fragile Land, Conservation and Augmentation of Mangroves, Compensatory Afforestation and Kerala Private Forest (Vesting and Assignment) Act etc. The work load of E1, E2 & E3 seats as per the analysis is 1872, 2068 and 1977 Man-hours, respectively. The excess work load found in the E1, E2 and E3 seats are 172, 368 and 277 Man-hours, respectively. Though the different seats in the Section have comparatively higher work load, the study team is not inclined to suggest any addition workforce, since the subjects dealt within each seat of the E section were re-distributed (within the Section) vide Office Order No.01/2009/F&WLD Dated 07/02/2009.

5.30 'Principle of allotting related subjects to one Section' was the constraint felt by the Study Team for de-linking of subjects in this Section. The Study Team is also of the view that the overload found in the Section can be effectively reduced by proper use of Information

(Work study Report on the Department of Forest and Wild Life in Government Secretariat-2011)

Technology, proper liaison with the subordinate offices, systematic way of dealing the work and effective involvement of supervisory officers. The study team is of the view that the present system in this section may be continued.

5.31 *In the circumstances it is recommended that the existing system in the E section be continued .*

Section F

5.32 There are three seats in F Section viz. F1, F2 and F3. The subjects dealt within each seat are given in the table below:

Seat	Subject
F1	<ul style="list-style-type: none"> ● All papers relating to the Establishment of Ministerial Staff, Watcher, Driver, Maistries, work establishment mahouts, mazdoor watchers, sweepers of the State Forest Department ● All the establishment papers relating to State Forest Service Staff ● Departmental Promotion Committee (Higher & Lower) ● Kerala State Forest Service Special Rules and the continuance of temporary posts in the department ● Papers relating to Forest Schools
F2	<ul style="list-style-type: none"> ● Wildlife Act & Rules issued under the Wildlife Preservation Act, 1977 ● All papers dealing with conservation of Wildlife Preservation Act, 1977 ● Operation of Central Scheme such as Project Tiger and Crocodile Conservation and the maintenance of National parks and Wildlife Sanctuaries ● India Eco development Scheme, Eco Tourism etc ● Kerala State Board for Wild Life ● Miscellaneous papers connected with establishment matter
F3	<ul style="list-style-type: none"> ● Establishment matter relating to the staff coming under the Kerala State Subordinate Service Special Rules including Forest Guards, Deputy Ranger and Ranger ● Delegation of powers to the officers of Kerala Forest Department ● Compassionate Employment Scheme ● Inspection Reports, Audit paras, PAC, Subject Committee relating to Establishment Matters ● Papers relating to SC/ST Recruitment Review Committee

5.33 The annual work load of the Section is detailed below:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity. (-)	Manpower Requirement
F1	2308	608	-	1.36
F2	1698	-	2	1
F3	2131	431	-	1.25

5.34 The work load of F1, F2 & F3 seats are 2308, 1698 and 2131 Man-hours, respectively. The excess work load found in the F1 and F3 seats are 608 and 431 Man-hours, respectively. From the analysis, it is clear that the F section is the most heavily work loaded Section in the Forest and Wild Life Department. It means that the Section requires one additional personnel or reduction of extra workload .

5.35 Establishment papers of personnel in the Forest Department from peon to Deputy Conservator of Forests and more than 150 Writ Petitions related to the subject are being handled by the Section. Besides, papers related to Wild Life preservation are also dealt with in this Section. It may be noted that these two subjects are not related to each other and as such it adversely affects the smooth functioning of the department. Considering the enormous work load and to ensure the 'Principle of allotting related subjects to one Section', **the study team recommends to transfer the papers related to Wild Life preservation from F section to D Section and equally re-distribute papers on Establishment matters among the three seats of the present F section. It is also recommended to transfer papers related to Administration Report from A section to F section.**

5.36 The Subject distribution among the three seats in the F Section after re-shuffling the subjects is to be made as follows:

Seat	Subject
F1	<ul style="list-style-type: none"> ● All papers related to the Establishment of Watcher, Driver, Maistries, Work Establishment, Mahouts, Mazdoor Watchers, Sweepers of the State Forest Department ● All the establishment papers relating to State Forest Service Staff ● The Departmental Promotion Committee (Higher & Lower) in respect of staff allotted ● Kerala State Forest Service Special Rules and the continuance of temporary posts in the Department
F2	<ul style="list-style-type: none"> ● All papers related to the Establishment of Ministerial Staff including DPC (Lower & Higher) ● Papers relating to Forest Schools ● Papers relating to SC/ST Recruitment Review Committee ● Inspection Reports, Audit paras, PAC, Subject Committee relating to Establishment Matters ● Administration Report of the Forest Department ● Miscellaneous papers of the Section
F3	<ul style="list-style-type: none"> ● Establishment matters relating to the staff coming under the Kerala State Subordinate Service Special Rules including Forest Guards ● Delegation of powers to the officers of Kerala Forest Department ● Compassionate Employment Scheme

Parliament Section(PS)

5.37 The Parliament Section has a strength of one Assistant. The subjects allotted to the Section are as follows:

Seat	Subject
PS	<ul style="list-style-type: none"> ● Liaison with all Legislative Committees ● Monitoring of L.A. Interpellations ● Papers relating to monthly Staff Meeting

5.38 The annual work load of the section is as follows:

Seat	Workload (in MHrs)	Excess Workload. (+)	Deficit capacity(-)	Manpower Requirement
PS	1264		436	0.74

5.39 The Parliament Section has only one Assistant having an annual workload of 1264 Man-hours with a deficit work load of 436 man-hours. The study team has observed that the Parliament Section in the Forest Department is engaged only on works related to Legislature & allied matters. But most of the Parliament Sections in the Administrative Secretariat function as a nodal Section for other consolidation works such as Right to Information , Conducting of conferences etc. Moreover, the Parliament Section is engaged with the Legislative Assembly works related to only Six Sections of the Forest Department, which is a comparatively smaller Department as compared to General Education (twenty Sections), Local Self Government Department (twenty Sections) and Taxes Department (nine Sections). Even though papers related to various Legislature committees have to be processed by this Section, the workload of the Section is not up to the norms.

5.40 The deficit capacity of work load arrived at in the study indicates that more subjects can be assigned to this Section. Therefore the Study team recommend that Papers related to MPs' conference, Collectors' Conference, Subject Committee Meeting (now dealt by D3 seat) and Chief Secretary's meeting (now dealt by D1 seat) may be transferred to the Parliament Section.

5.41 The Subject distribution after incorporating the above subjects is as follows:

Seat	Subject
PS	<ul style="list-style-type: none"> ● Liaison with all Legislative Committees including Subject committee ● Monitoring of L.A. Interpelation ● Papers relating to monthly Staff Meeting ● Chief Secretary's conference ● M.Ps' Conference & D.Cs' Conference

5.42 From the above analysis the study team proposes a new work distribution pattern for Forest & Wild Life Department. This may be seen at **Annexure C**

Typists & Peons

5.43 There is one typist each, in all the Sections of the Department. Taking in to consideration of the existing standard norms of workload for the typists (as per GO(P)No.70/81/P&ARD dated 29.12.1981), the work load is found to be justified.

5. 44 As far as the Sections in the Department are concerned, distribution of Peons is normally on the basis of the principle of one Peon for two Sections. Therefore the workload of Peons is justified.

5.45 Since in the work study, the work load of the officers and Office Section are calculated on the basis of percentage/proportion of the work load in the Sections , the study team didn't directly go for the calculation of work load of the supervisory officers and the Office Section.

CHAPTER -6

GENERAL OBSERVATIONS AND SUGGESTIONS

The work study team received oral complaints that the present area of work space allotted to the personnel of the Forest and Wild Life Department is very much inadequate and as such the movement of the officers are much restricted. As per the Government norms (vide G.O (Ms) No.199/73/PW dated 26/09/1973) a Gazetted Officer is to be provided 160 Sq. ft. and Non-Gazetted Officer (Clerk & Superintendent) is to be provided 40 Sq. ft floor area. The space for keeping Records is 10% of 40 Sq. ft., i.e. 4 Sq. ft. The present floor area of work space available in the Forest and Wild Life Department seems to be far less as compared to the standard norms.

6.2 Adequate space for staff and equipment is to be provided for getting better output. Personnel should be allotted enough area for better functioning and effective utilisation of equipment/infrastructure provided. *In the circumstances it is recommended that adequate area of work space is to be allotted to the personnel of the Forest and Wild Life Department. The Administrative Department is advised to take up the matter with General Administration (House Keeping Cell) Department for the allotment of adequate area of work space to the Forest and Wild Life Department.*

6.3 The work study team also observed that the findings of the P& AR Department in its Inspection conducted during the year 2010 is still relevant. For example, Inspection of Personal Registers, which is an effective tool for checking delays and holding up of papers, is not strictly carried out in the Department. Regular inspection of Personal Registers as per the schedule and as per the instructions issued in the circular No 4373/A2/85/P&ARD Dated 16.06.1986 is to be conducted. The officers may ensure that the working environment is kept clean and tidy by sending disposals to records in time, proper arrangement of pending files, timely closing and docketing of closed files. The study team also felt that the excess work load found in some sections is due to the lack of proper management of files/ papers. *The study team also recommends that Adalath may be conducted for the speedy disposal of pending files.*

(Work study Report on the Department of Forest and Wild Life in Government Secretariat-2011)

CHAPTER - 7

SUMMARY OF RECOMMENDATIONS

7.1 It is recommended to upgrade the post of Deputy Secretary - I to the post of Joint Secretary. Administrative Department shall take up this proposal for up-gradation of the post with General Administration (Services) Department (*Refer para 4.3& 4.4*)

7.2 The files are to be routed in accordance with the proposed Organisation Structure (*Refer Para 4.4*)

7.3 The existing system in the 'A' section shall be continued after transferring the papers related to Administration Report to F Section (*Refer para 5.7*)

7.4 The existing system in the 'E' Section shall be continued (*Refer para 5.31*)

7.4 The existing system in the 'B', 'C', 'D', 'F' & 'PS' Sections shall be continued after making the following changes:

- a) transfer the papers related to Wild Life preservation from the 'F' Section to the 'D' section (*Refer para 5.25& 5.35*)
- b) papers related to 'Forest Contracts' are to be transferred from 'B' Section to 'D' section (*Refer para 5.13*)
- c) papers related to Co-Ordination Committee meeting for transmission of lines of Hydro Electric Projects are to be transferred from 'B' Section to 'C' Section (*Refer para 5.13*)
- d) Fixation of seigniorage rate, schedule rate of Timber and all other forest produces under the Kerala Forest Produces (Fixation and Selling Price) Act,1978, Fixation of scheduled rate of Timber as per KFC, Fixation of selling price for forest produces(18 items) under the Kerala Forest Produces (Fixation of Selling Price) Act 1978, Supply of Timber raw materials for Industrial purposes to Gwalior Rayons, HNL, Kerala State Bamboo Corporation and similar institutions and NOC to Wood Based Industries are to be transferred from 'D' Section to 'B' Section (*Refer para 5.12*)
- e) Papers relating to illicit felling of trees, smuggling of Timber and other forest produces including Sandal, Forest cases in connection with seizure of smuggled forest produces in various courts and

(Work study Report on the Department of Forest and Wild Life in Government Secretariat-2011)

Papers relating to Taungyas cultivation which are presently dealt in 'C' Section are to be transferred to 'B' section (*Refer para 5.11*)

- f) Papers related to MPs' Conference, Collectors' Conference, Subject Committee Meeting and Chief Secretary's meeting may be transferred from 'D' Section to Parliament Section (*Refer para 5.24& 5.39*)
- g) To equally re-distribute papers on Establishment matters including papers related to administration report to 'F' section. (among the three seats of the present F section) (*Refer para 5.35*)

7.5 The proposed Work Distribution pattern is to be implemented (*Refer para 5.42& Annexure C*)

7.6 Allot adequate area of work space to the personnel of the Forest and Wild Life Department. Administrative Department should take up this matter with General Administration (House Keeping) Department, for further action (*Refer para 6.2*)

7.7 'File Adalaths' are to be conducted for the speedy disposal of pending files (*Refer para 6.3*)

ACKNOWLEDGEMENT

The Personnel and Administrative Reforms Department acknowledge with thanks the cooperation extended to the Study Team by the officers and staff of the Forest Department for the successful conduct and completion of the Work Study.

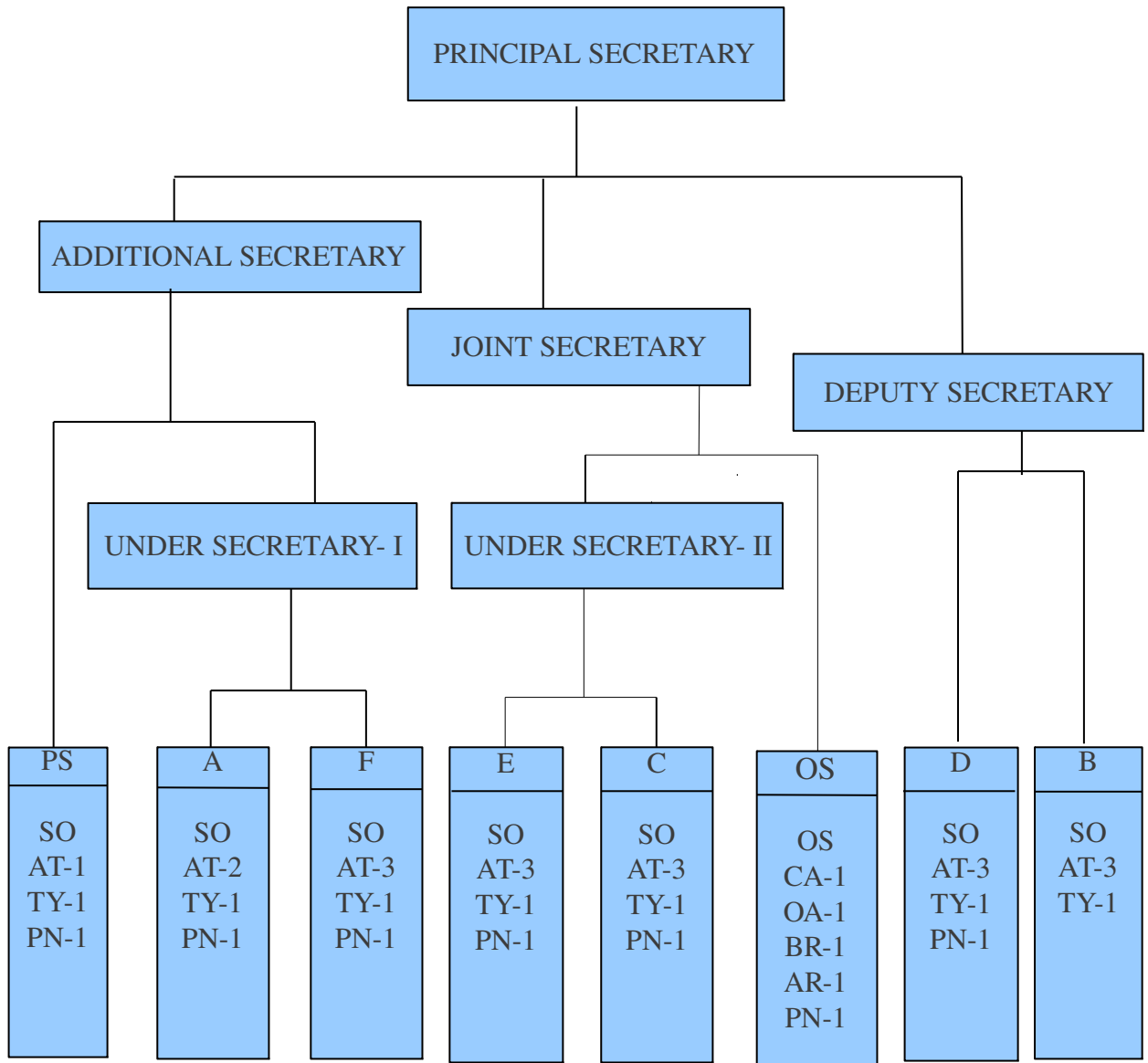
Sd/-

Additional Chief Secretary to Government

Personnel & Administrative (Administrative Reforms) Department.

ANNEXURE-A

ORGANISATIONAL STRUCTURE OF FOREST & WILD LIFE DEPARTMENT
(PROPOSED)



LEGEND	
SO- SECTION OFFICER	OS- OFFICE SUPERINTENDENT
AT- ASSISTANT	CA- CONFIDENTIAL ASSISTANT
TY- TYPIST	OA- OFFICE ASSISTANT
PN- PEON	BR- BINDER
	AR- ATTENDER

ANNEXURE B

WORK LOAD IN MAN-HOURS				
Sl. No.	Particulars	SEAT NOS.		
		A1	A2	
1.	File Works	77250	76350	
2.	Routine Works	12540	12415	
3.	P&F Allowance (15% of 1+2)	13468.5	13314.75	
4.	Non- file works	13500	13500	
5.	Total Work Load (Minutes)	116758.5	115579.55	
6.	Total man-hours	1945.98	1926.33	
7.	Man-power required	1.14	1.13	

Sl. No.	Particulars	B1	B2	
1.	File Works	52845	49350	
2.	Routine Works	12070	13340	
3.	P&F Allowance (15% of 1+2)	9737.25	9403.5	
4.	Non- file works	13500	13500	
5.	Total Work Load (Minutes)	88152.25	85593.5	
6.	Total man-hours	1469.2	1426.56	
7.	Man-power required	0.86	0.84	

Sl. No.	Particulars	C1	C2	C3
1.	File Works	77820	81780	53640
2.	Routine Works	13550	14670	9480
3.	P&F Allowance (15% of 1+2)	13705.5	14467.5	9468
4.	Non- file works	13500	13500	13500
5.	Total Work Load (Minutes)	118575.5	124417.5	86088
6.	Total man-hours	1976.26	2073.63	1434.8
7.	Man-power required	1.16	1.22	0.84

Sl. No.	Particulars	D1	D2	D3
1.	File Works	63690	54120	95640
2.	Routine Works	8780	12690	16980
3.	P&F Allowance (15% of 1+2)	10870.5	10021.5	16893

(Work study Report on the Department of Forest and Wild Life in Government Secretariat-2011)

4.	Non- file works	13500	13500	13500
5.	Total Work Load (Minutes)	96840.5	90331.5	143013
6.	Total man-hours	1614.01	1505.53	2383.55
7.	Man-power required	0.95	0.89	1.4

Sl. No.	Particulars	E1	E2	E3
1.	File Works	77160	83100	76020
2.	Routine Works	8780	13045	15390
3.	P&F Allowance (15% of 1+2)	12891	14421.75	13711.5
4.	Non- file works	13500	13500	13500
5.	Total Work Load (Minutes)	112331	124066.75	118621.5
6.	Total man-hours	1872.18	2067.78	1977.03
7.	Man-power required	1.1	1.22	1.16

Sl. No.	Particulars	F1	F2	F3
1.	File Works	91070	59310	84400
2.	Routine Works	17625	17550	15055
3.	P&F Allowance (15% of 1+2)	16304.25	11529	14918.25
4.	Non- file works	13500	13500	13500
5.	Total Work Load (Minutes)	138499.25	101889	127873.25
6.	Total man-hours	2308	1698	2131.22
7.	Man-power required	1.36	1	1.25

Sl. No.	Particulars	PS
1.	File Works	20200
2.	Routine Works	29415
3.	P&F Allowance (15% of 1+2)	7442.25
4.	Non- file works	18900
5.	Total Work Load (Minutes)	75957.25
6.	Total man-hours	1265.95
7.	Man-power required	0.74

ANNEXURE C

PROPOSED WORK DISTRIBUTION PATTERN

A Section

A1	<ul style="list-style-type: none"> ● All Disciplinary Action cases against the staff governed by the Kerala Forest Service Special Rules ● Disciplinary Action cases against Ministerial staff, Watchers, Maistiries, Drivers, Work Establishment of Mahout, Mazdoor
A2	<ul style="list-style-type: none"> ● All Disciplinary Action cases against the staff governed by the Kerala Forest Subordinate Service ● Miscellaneous Papers relating to Section

B Section

B1	<ul style="list-style-type: none"> ● Kerala Preservation of Trees Act, 1986 and issue of passes for removal of tree growth under the Act ● Kerala Forest Produces Transit Rules and allied papers ● Forest Policy and Forest Management ● Kerala Forest Acts and Rules/ Committee for approval of Working Plans ● Management Plans on tree felling in Forest Plantation /Wildlife Sanctuaries and National Parks ● Issues relating to Sandal ● Papers relating to illicit felling of trees, smuggling of Timber and other forest produces including Sandal etc. ● Confiscation and disposal of vehicles and forest produces ● Forest cases in connection with seizure of smuggled Forest Produces in various courts
B2	<ul style="list-style-type: none"> ● Fixation of seigniorage rate, scheduled rate of Timber and all other Forest Produces under the Kerala Forest Produces (Fixation and Selling Price) Act, 1978 ● Fixation of scheduled rate of Timber as per KFC ● Fixation of Selling Price for Forest Produces (18 items) under the Kerala Forest Produces (Fixation of Selling Price) Act, 1978 ● Supply of Timber raw materials for Industrial purposes to Gwalior Rayons, HNL, Kerala State Bamboo Corporation and similar institutions ● Departmental cultivation of Cardamom in Kani Elan Tract ● Kani Elan Rules ● All Plantations under the Forest Department ● Papers relating to Taungyas cultivation ● NOC to Wood Based Industries ● Auction of Timber and all other forest produces such as Cardamom, Coffee etc. ● Auction of usufructs from Forests ● Supply and sales of Timber from Forest Depots ● Miscellaneous Papers of the Section

C Section

C1	<ul style="list-style-type: none"> ● Eviction of encroachment in Forest ● Claim cases relating to occupancy right of encroachers pending in lower courts ● Joint verification of encroachments on Forest land ● Papers relating to the assignments of Forest land/request for pattayams ● Papers relating to forest land assignment under Forest Right Act ● Rehabilitation of evicted forest settlers/tribals
C2	<ul style="list-style-type: none"> ● Allotment of forest land for non - forestry purpose other than Power Projects ● Termination, renewal of lease of Forest land ● Withdrawal of KG & L (M of R) Bill 1999 ● Appeals under KG & L (M of R) Bill 1999 ● Lease of Forest land to Government Departments, Quasi Government Institution and Government of India Institutions ● All papers relating to Arable Forest Land Scheme ● Collection of arrears of lease rent in respect of Forest land leased at to Individuals /Institutions ● Lease of Cardamom lands in Forest areas ● Forest Conservation Act,1980- Administration and Maintenance of Forest land - assignment /allotment for various purposes, private or religious - under the Act ● Allowing quarrying/ mining in Forest Land ● Monthly statement of forest cases requiring approval of Government of India
C3	<ul style="list-style-type: none"> ● Allotment of Forest land for Power Projects ● Co-ordination Committee Meeting for transmission of lines of Hydro Electric Projects ● Sabarimala Festival, DBA-BBA cases related to Sabarimala ● Survey and demarcation of Forest ● Papers relating to diversion of river water through forests ● Forest cases relating to erstwhile Travancore State now in Kanyakumari District ● Miscellaneous Papers of the Section

D Section

D1	<ul style="list-style-type: none"> ● Papers on all Civil Works of the Forest Department, NABARD roads ● Taking building on rent for accommodation of the Forest offices ● MACT, Installation of telephones in the department ● All kind of purchase of stores and equipments including World Bank Projects ● Purchase, maintenance and disposal of departmental vehicles including boats
----	---

	<ul style="list-style-type: none"> ● Purchase of arms and ammunitions connected with Forest Protection ● Providing mobile phone connection to the Forest Department staff ● Letters of credit papers ● Forest Contracts
D2	<ul style="list-style-type: none"> ● Wildlife Act & Rules issued under the Wildlife Preservation Act,1977 ● All papers dealing with conservation of Wildlife Preservation Act,1977 ● Operation of Central Schemes such as Project Tiger, Crocodile Conservation and Maintenance of National parks and Wildlife Sanctuaries ● Kerala State Board for Wild Life ● Miscellaneous papers of the (Section & Department) including papers not specifically allotted to any other Section
D3	<ul style="list-style-type: none"> ● All papers relating to Kerala Forest Development Corporation and Kerala State Wood Industries, Nilambur ● Central Board of Forestry ● All Budget papers of the Forest Department/Budget allocation ● SDG/ Re-appropriation/Addl.authorisation etc. ● All papers connected with Plan Schemes / Centrally Sponsored Schemes/ Working Group discussions ● Review of monthly progress on Plan Schemes ● Papers connected with C&AG's report on Appropriation Accounts

E Section

E1	<ul style="list-style-type: none"> ● World Bank aided Kerala Forestry and Tribal Development Projects ● Forest Protection Force and Committee on Forest Protection; Tsunami Rehabilitation ● Programme/Harithatheeram Project ● Compensatory Afforestation Programme ● Papers related to OAs,MFAs&WP(C)s of EFL ● Miscellaneous papers of the Section
E2	<ul style="list-style-type: none"> ● Kerala Private Forest (Vesting & Assignment) Act - Administration and Maintenance ● Disputes of vesting and assignment of Private Forests pending before Forest Tribunals and High Court ● Complaints regarding vesting of land under Kerala Private Forest (Vesting & Assignment) Act ● Survey and demarcation of vested Forests ● All papers relating to Forest Tribunals ● Miscellaneous papers relating to application of K.P.F. (V&A) Act ● All papers relating to EFL (except OAs,MFAs & WP(C)s dealing in E1 seat)

E3	<ul style="list-style-type: none"> ● World Food Programme Aided Kerala Forestry and papers relating to Social Forestry & Allied Schemes ● Waste Land Development Programmes ● National Afforestation Programme (NAP) ● All papers relating to Vana Samrakshana Samithies (VSS) and Eco Development Committees(EDCs) ● Decentralised peoples' Nursery Scheme (C.S. Scheme) ● Papers relating to OAs & MFA cases under Kerala Private Forest (Vesting & Assignment) ● Rural Fuel wood Afforestation Programme (C.S. Scheme) ● Spill Over works connected with Social Forestry under NREP / RLEGP ● Social Forestry under Jawahar Rozgar Yojana ● Agro Forestry Programme ● Twenty Point Programme - Point No. 16 - Tree Plantation ● All papers relating to conservation and Augmentation of Mangroves in the State ● Inspection Report / PAC/Estimate Committee Reports relating to the above Schemes
----	---

F Section

F1	<ul style="list-style-type: none"> ● All papers related to the Establishment of Watchers, Drivers, Maistries, Work Establishment, Mahouts, Mazdoor Watchers etc. of the State Forest Department ● All the establishment papers relating to State Forest Service Staff ● Departmental Promotion Committee (Higher & Lower) in respect of staff allotted ● Kerala State Forest Service Special Rules and continuance of temporary posts in the Department
F2	<ul style="list-style-type: none"> ● All papers related to Establishment of Ministerial Staff including DPC (Lower & Higher) ● Papers relating to Forest Schools ● Papers relating to SC/ST Recruitment Review Committee ● Administration Report of the Forest Department ● Miscellaneous papers of the Section
F3	<ul style="list-style-type: none"> ● Establishment matters relating to the staff coming under the Kerala State Subordinate Service Special Rules including Forest Guards ● Delegation of powers to the officers of Kerala Forest Department ● Compassionate Employment Scheme

Parliament Section (PS)

PS	<ul style="list-style-type: none"> ● Liaison with all legislative committees including Subject committee ● Monitoring of L.A. Interpellations/ consolidation of miscellaneous interpellations ● Papers relating to monthly Staff Meeting ● Chief Secretary's conference ● M.Ps' Conference & D.C.s' Conference
----	---

Note:

Acquisition of land for various projects, W.P.s, SLPs, Legislature Committees, L.A. Questions, Information under RI Act etc. shall be handled by the Section which deals with the subject concerned.