

1. Organisation and Function

| Sr. No. | Item | Details of disclosure | Particulars |
|---------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)] | (i) Name of the organization and its website | Department of Forests & Wildlife Department, Chandigarh Administration Website: http://www.chandigarhforest.gov.in/forestacts/ Third Party audit information is uploaded on departmental link of Chandigarh administration website www.chandigarh.gov.in |
| | | (ii) Head of the Organization | Chief Conservator of Forest, Department of Forests & Wildlife |
| | | (iii) Vision, Mission and Key objectives | This department is taking up multifarious activities for improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life. 2. To tackle monkey menace in the city. 3. To implement the provisions of Wildlife (Protection) Act, 1972 in the Union Territory 4. To implement the provisions of Punjab State Minor Mineral Concession Rules, 1961 in U.T. Chandigarh. 5. To carry out intensive soil conservation works in the catchment of Sukhna Lake (Forest area) to reduce silt inflow in the lake and to prolong its life. |
| | | (iv) Function and duties | Annexure I |
| | | (v) Organization Chart | Annexure II |
| 1.2 | Power and duties of its officers and employees [Section 4(1)(b)(i)] | (i) Powers and duties of officers (administrative, financial and judicial) | Annexure II |
| | | (ii) Power and duties of other employees | Annexure II |
| | | (iii) Rules/orders under which powers and duty are derived and | Central Civil Service Rules Indian Forest Act, 1927 The Wildlife (Protection) Act, 1972 Forest Conservation Act, 1980 |
| | | (iv) Exercised | The Punjab Minor Mineral Concession Rules, 1964 |
| | | (v) Work allocation | Annexure II |

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|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | Annexure III | | |
| | | (ii) Final decision making authority | Head of the Department (depending upon financial implication) | | |
| | | (iii) Related provisions, acts, rules etc. | Central Civil Service Rules, Indian Forest Act, 1927 The Wildlife (Protection) Act, 1972 Forest Conservation Act, 1980 The Punjab Minor Mineral Concession Rules, 1964 | | |
| | | (iv) Time limit for taking a decisions, if any | Annexure IV | | |
| | | (v) Channel of Supervision and accountability | Clerk, Jr. Assistant/Accountant/Superintendent Forest Guard/Forester/Deputy Forest Ranger/Ranger Officer/SDSCO/Deputy Conservator of Forest/Conservator of Forest/Chief Conservator of Forest | | |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (i) Nature functions/services offered | Improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life | | |
| | | (ii) Norms/standards functions/service delivery | Annexure IV | | |
| | | (iii) Process by which these services can be accessed | By way of submitting an application to the department | | |
| | | (iv) Time-limit for achieving the targets | As per concerned subject matter | | |
| | | (v) Process of redress of grievances | Representation to the Department and through RTI | | |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] | (i) Title and nature of the record/manual/instruction . | The record pertaining to Establishment Section, Purchase/Store Section, Account Section, Cash Section. Record pertaining to the schemes being implemented by the department. | | |
| | | (ii) List of Rules, regulations, instructions manuals | 1. | <u>Administrative matters</u> Central Civil Services Rules and the instructions issued from time to time adopted by Chandigarh Administration are followed. | |
| | | | 2. | <u>Financial matters</u> General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time are followed. | |
| | | (iii) Acts/Rules manuals etc. | Central Civil Service Rules Indian Forest Act, 1927 The Wildlife (Protection) Act, 1972 Forest Conservation Act, 1980 The Punjab Minor Mineral Concession Rules, 1964 | | |
| (iv) Transfer policy and transfer orders | Transfer Policy of Chandigarh Administration. | | | | |
| 1.6 | Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] | (i) Categories of documents | Sr. No. | Category of documents | Custodian |
| | | (ii) Custodian documents/categories | 1. | Property Return of Group A,B, C & D | Establishment General |
| | | | 2. | ACRs of Group A, B,C & D | Establishment Personal |
| | | | 3. | Service Book Record of Group A, B,C & D | Account Section |
| | | | 4. | Protection of city for Wildlife animals | Wildlife Team |
| | | | Custodian- Concerned Branch In-Charge | | |
| 1.7 | Boards, Councils, Committees and other bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | Annexure V | | |
| | | (ii) Composition | | | |
| | | (iii) Dates from which constituted | | | |
| | | (iv) Term/Tenure | | | |
| | | (v) Powers and functions | | | |
| | | (vi) Whether their meetings are open to the public? | | | |
| | | (vii) Whether the minutes of the meetings are open to the public? | | | |
| | | (viii) Place where the minutes if open to the public are available? | | | |

| | | | | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------|
| 1.8 | Directory of officers and employees [Section 4(1)(b)(ix)] | (i)Name and designation | Name of the officer/ employer | Designation | Telephone Number(O) |
| | | | Sh. Debendra Dalai, IFS | Chief Conservator of Forest | 2700284 |
| | | | Sh. Arulrajan P. | Conservator of Forest | 2970419 |
| | | | Sh. Bhupinder Singh | Deputy Forest Ranger | 9417216523 |
| | | | Sh. Jatinder Singh | Forester | 92164-28398- |
| | | | Sh. Ram Kumar | Forester | 99141-67444 |
| | | | Sh. Balwinder Singh | Forester | 9872851011 |
| | | | Sh. Ajay Sharma | Forester | 9781711501 |
| | | | Sh. Rohit Saini | Forester | 9888999800 |
| | | | Sh. Deepak Sharma | Forester | 98782-59499 |
| | | | Sh. Tejinderpal Singh | Forester | 75085-29884 |
| | | | Sh. Mannan Mehta | Forester | 94784-93366 |
| | | | Sh. Sandeep Chahal | Forest Guard | 97296-10702 |
| | | | Sh. Devender Sharma | Forest Guard | 97280-07840 |
| | | | Sh. Vivek | Forest Guard | 90343-13231 |
| | | | Sh. Amrinder Singh | Forest Guard | 98156-87482 |
| | | | Smt. Ritika Batra | Forest Guard | 80547-83874 |
| | | | Sh. Ankit Singh | Forest Guard | 94677-17179 |
| | | | Sh. Omkar Sawroop | Forest Guard | 99884-42718 |
| | | | Sh. Ramesh Kumar | Forest Guard | 95011-83005 |
| | | | Sh. Harish | Forest Guard | 83609-24877 |
| | | | Sh. Sudhir | Forest Guard | 85297-48286 |
| | | | Sh. Sanjay Kumar Yadav | Forest Guard | 88240-09517 |
| | | | Sh. Nishant Gill | Forest Guard | 97284-35929 |
| | | | Sh. Kulbir Singh Gill | Forest Guard | 9915127299 |
| | | | Sh. Manish Singh | Forest Guard | 77920-14977 |
| | | | Smt. Harpreet Kaur | Accountant | 9646687873 |
| | | | Sh. Amrit Pal Singh | Junior Assistant | 9781675111 |
| | | | Sh. Vikram Singh | Clerk | 7015436965 |
| | | | Sh. Sombir | Clerk | 8699925259 |
| | | | Sh. Mukesh Kumar | Driver | 9855905375 |
| | | | Sh. Ashok Kumar | Peon | 8146271782 |
| | | | Sh. Mahinder Singh | Peon | 9417502174 |
| Sh. Dhani Ram | Peon | 9781315319 | | | |
| Sh. Shiv Shankar | Mali | 8872692549 | | | |
| Sh. Gyan Khadka | Chowkidar | 9888136823 | | | |
| (ii)Telephone, fax and email ID | | | forestchandigarh@gmail.com 0172-2700284 | | |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)] | (i) List of employees with Gross monthly remuneration | Sr.No. | Name of the officer/employee | Monthly emoluments (Rupees)(March 2023) |
| | | | 1 | Sh. Debendra Dalai, IFS | 244812 |
| | | | 2 | Sh. Arulrajan P., IFS | 174984 |
| | | | 3 | Sh. Praveen Kumar Yadav | 90180 |
| | | | 4 | Sh. Devinder Chauhan | 52700 |
| | | | 5 | Sh. Bhupinder Singh | 78244 |
| | | | 6 | Sh. Jatinder Singh | 86248 |
| | | | 7 | Sh. Ram Kumar | 86248 |
| | | | 8 | Sh. Balwinder Singh | 86248 |
| | | | 9 | Sh. Ajay Sharma | 75208 |
| | | | 10 | Sh. Rohit Saini | 83784 |
| | | | 11 | Sh. Kulbir Singh Gill | 67372 |
| | | | 12 | Smt. Harpreet Kaur | 73454 |
| | | | 13 | Sh. Amrit Pal Singh | 76984 |
| | | | 14 | Sh. Vikram Singh | 26902 |
| | | | 15 | Sh. Sombir | 61984 |
| | | | 16 | Sh. Mukesh Kumar | 66086 |
| | | | 17 | Sh. Ashok Kumar | 56816 |
| | | | 18 | Sh. Mahinder Singh | 42956 |
| | | | 19 | Sh. Dhani Ram | 48038 |
| | | | 20 | Sh. Shiv Shankar | 42956 |
| | | | 21 | Sh. Gyan Khadka | 48838 |
| | | | 22 | Sh. Mannan Mehta | 30412 |
| | | | 23 | Sh. Deepak Sharma | 30412 |
| | | | 24 | Sh. Tejinderpal Singh | 30412 |
| | | | 25 | Sh. Sandeep Chahal | 26902 |
| | | | 26 | Sh. Devender Sharma | 26902 |
| | | | 27 | Sh. Vivek | 26902 |
| | | | 28 | Sh. Manish Sihag | 26902 |
| | | | 29 | Sh. Amrinder Singh | 26902 |
| | | | 30 | Smt. Ritika Batra | 26902 |
| | | | 31 | Sh. Ankit Singh | 26902 |
| | | | 32 | Sh. Omkar Sawroop | 26902 |
| | | | 33 | Sh. Ramesh Kumar | 26902 |
| | | | 34 | Sh. Harish | 26902 |
| | | | 35 | Sh. Sudhir | 26902 |
| | | | 36 | Sh. Sanjay Kumar Yadav | 26902 |
| 37 | Sh. Nishant Gill | 26902 | | | |

| | | (ii) System of compensation as provided in its regulations. | Besides monthly remuneration, there is no system of compensation. | | | | | | | | | | | | | |
|---------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------|----------------------------------------------|-------------|--------------------------|----|---------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------|----|-----------------------------------|-----------------------|------------------------------------------------------------------------------------------|
| 1.10 | Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)] | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official. | <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the publication Information Officer.</th> <th>Designation</th> <th>Telephone No. & email ID</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Sh. Debendra Dalai, IFS (Appellate Authority)</td> <td>Chief Conservator of Forest</td> <td>2700284(O) cf.chandigarh@gmail.com</td> </tr> <tr> <td>2.</td> <td>Sh. Arulrajan P. (CPIO)</td> <td>Conservator of Forest</td> <td>2970419(O) forestchandigarh@gmail.com</td> </tr> </tbody> </table> | | Sr. No. | Name of the publication Information Officer. | Designation | Telephone No. & email ID | 1. | Sh. Debendra Dalai, IFS (Appellate Authority) | Chief Conservator of Forest | 2700284(O) cf.chandigarh@gmail.com | 2. | Sh. Arulrajan P. (CPIO) | Conservator of Forest | 2970419(O) forestchandigarh@gmail.com |
| Sr. No. | Name of the publication Information Officer. | Designation | Telephone No. & email ID | | | | | | | | | | | | | |
| 1. | Sh. Debendra Dalai, IFS (Appellate Authority) | Chief Conservator of Forest | 2700284(O) cf.chandigarh@gmail.com | | | | | | | | | | | | | |
| 2. | Sh. Arulrajan P. (CPIO) | Conservator of Forest | 2970419(O) forestchandigarh@gmail.com | | | | | | | | | | | | | |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2)) | No. Of employees against whom disciplinary action has been | Nil | | | | | | | | | | | | | |
| | | (i) Pending for Minor penalty or major penalty proceedings | Nil | | | | | | | | | | | | | |
| | | (ii) Finalized for Minor penalty or major penalty proceedings | Nil | | | | | | | | | | | | | |
| 1.12 | Programmes to advance understanding of RTI (Section 26) | (i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned | There is no educational program except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time. Nil | | | | | | | | | | | | | |

2. Budget and Programme

| S. No | Item | Details of disclosure | Particulars |
|-------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] | (i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available | Annexure VI All the payments are made through the Central Treasury, U.T. Chandigarh. |
| 2.2 | Foreign and domestic tours 2019-20 | (i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the department. (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit | No separate budget is allotted for tours Nil |
| | | (iii) Information related to procurements (a) Notice/tender enquires and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, (c) The works contracts concluded-in any such combination of the above- and (d) The rate/rates and the total amount at which such procurement or works contract is to be executed. | N/A |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | (i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/scale of subsidy/amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc) | Not applicable as no subsidy scheme is in existence. |
| 2.4 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt.15.4.2013] | (i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities | Not applicable as no Discretionary and non-discretionary grants are given. |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4 (1)(b)(xiii)] | (i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/grant and/or permits of authorizations (c) Name and address of the recipients given concessions/permits or authorisations (d) Date of award of concessions/permits of authorizations | Permit is being issued to general public for entry into the Sukhna Wildlife sanctuary. Permit is issued to general public after application is received from the beneficiary on the prescribed format. |
| 2.6 | CAG & PAC | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator U.T., Chandigarh. | Nil |

3.Publicity Band Public interface

| S.No. | Item | Details of disclosure | Particulars |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] | Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Nil |
| | |) Arrangements for consultation with or representation by (a) Members of the public in policy formulation/policy implementation (b) Day & time allotted for visitors (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | Through email or through visit to office between 09:30 hrs to 17:30 from Monday to Friday |
| | | Public-private partnerships(PPP) (i) Details of Special Purpose Vehicle (SPV), if any | NA |
| | | (ii) Detailed project reports (DPRs) | Nil |
| | | (iii) Concession agreements | |
| | | (iv) Operation and maintenance manuals | |
| | | (v) Other documents generated as part of the implementation of the PPP | |
| | | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government | |
| | | (vii) Information relating to outputs and outcomes | |
| | | (viii) The process of the selection of the private sector party (concessionaire etc.) | |
| (ix) All payment made under the PPP project | | | |
| 3.2 | Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)] | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/legislations taken in the previous one year | Details of policies/decisions informed to public through website |
| | | (ii) Outline the public consultation process | |
| | | (iii) Outline the arrangement for consultation before formulation of policy | |
| 3.3 | Dissemination of Information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | Use of the most effective means of communication (i) Internet (website) | Third Party audit information is uploaded on departmental link of Chandigarh administration website www.chandigarh.gov.in |
| 3.4 | Form of accessibility of information manual/handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format | NA |
| | | (ii) Printed format | NA |
| 3.5 | Whether information manual/handbook available free of cost or not [Section 4(1)(b)] | List of materials available (i) Free of cost | NA |
| | | (ii) At a reasonable cost of the medium | |

4. E. Governance

| S. No. | Item | Details of disclosure | Particulars |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 | Language in which Information Manual/Handbook Available | (i) English | NA |
| | | (ii) Vernacular/Local language | NA |
| 4.2 | When was the information Manual/Handbook last updated? | Last date of Annual up-dation | Departmental Information is frequently updated on the website. |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i)Details of information available in electronic form | http://www.chandigarhforest.gov.in/forests/ Third Party audit information is uploaded on departmental link of chandiarh administration website www.chandigarh.gov.in |
| | | (ii)Name /title of the document/record/other information | Orders/sanctions of the department |
| | | (iii)Location where available | Nil |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | (i) Name & location of the facility | Through email or through visit to office between 09:30 hrs to 17:30 from Monday to Friday Pho - 2700284 |
| | | (ii) Details of information made available | |
| | | (iii) Working hours of the facility | |
| | | (iv) Contact person & contact details (Phone, fax email) | |
| 4.5 | Such other information as may be prescribed under section 4(i)(b)(xvii) | (i) Grievance redressal mechanism | Through CPGRAMs portal and through Grievance portal of Chandigarh Admn. |
| | | (ii) Details of applications received under RTI and information provided | 81 in the year 2022-23 Received and 78 disposed of. |
| | | (iii) List of completed schemes/projects/programmes | NA |
| | | (iv) List of schemes/projects/programme underway | NA |
| | | (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | NA |
| | | (vi) Annual Report | NA |
| | | (vii) Frequently Asked Question (FAQs) | NA |
| | | (viii) Any other information such as (a) Citizen's Charter | Available at the URL http://chandigarh.gov.in/pdf/citizen_charter_forest.pdf |
| | | (b) Result Framework Document(RFD) | NA |
| | | (c) Six monthly reports on the website or not | NA |
| (d) Performance against the benchmarks set in the Citizen's Charter | NA | | |
| 4.6 | Receipt & Disposal of RTI application & appeals | (i) Details of applications received and disposed | 81 in the year 2022-23 Received and 78 disposed of. |
| | | (ii) Details of appeals received and orders issued | 10 in the year 2022-23 received and disposed off. |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given | Preliminary queries are received by the department and replied upon adequately |

5. Information as may be prescribed

| S. NO. | Item | Details of disclosure | Particulars |
|--------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | Such other information as may be prescribed | <p>(i) Name & details of</p> <p>(a) Current CPIOs & FAAs</p> <p>(b) Earlier CPIO & FAAs from 1.1.2015</p> | <p><u>Current</u></p> <p><u>CPIO</u> Sh. Arulrajan P. Conservator of Forest. 2970419</p> <p><u>FAA</u> Sh. Debendra Dalai, CCF. 2700284</p> <p><u>Previous</u></p> <p><u>CPIO</u> Dr. Abdul Qayum, Deputy Conservator of Forest</p> <p><u>FAA</u> Sh. Santosh Kumar, CCF.</p> |
| | | <p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out</p> <p>(b) Report of the audit carried out</p> | 28.04.2023 |
| | | <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD</p> <p>(a) Date of appointment</p> <p>(b) Name & Designation of the officers</p> | Nil |
| | | <p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the officers</p> | No |
| | | <p>(v) Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the Officers</p> | No |

6. Information Disclosed on own Initiative

| S.No. | Item | Details of disclosure | Particulars |
|--------------|-------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 | Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information | | Working of Dept., major schemes etc are placed on the Dept Website at www.chandigarhforest.gov.in Third party Audit information uploaded on departmental link of Chandigarh Administration website www.chandigarh.gov.in |

ANNEXURE-1

| Sr.No. | Name of the Department | Function and duties (in brief) |
|--------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Forests & Wildlife Department, Chandigarh Administration | <ol style="list-style-type: none">1. This department is taking up multifarious activities for improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life.2. To tackle monkey menace in the city.3. To implement the provisions of Wildlife (Protection) Act, 1972 in the Union Territory4. To implement the provisions of Punjab State Minor Mineral Concession Rules, 1961 in U.T. Chandigarh.5. To carry out intensive soil conservation works in the catchment of Sukhna Lake (Forest area) to reduce silt inflow in the lake and to prolong its life. |

ANNEXURE-2

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

ANNEXURE-3

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

ANNEXURE-4

| Sr. No. | Item of work | Norms set by the department (number of days taken for decision making) |
|---------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Free distribution of saplings to public, educational institutions, Govt. departments and NGOs free of cost. | 5 days i.e. Monday to Friday from 9.30 AM to 5.30 PM |
| 2. | Protecting the citizens from wild animals | Immediately on telephonic message |
| 3. | Imparting technical know-how to the public and farmers to raise & maintain plants. | Same day as & when required |
| 4. | In case of Snake problem particularly in rainy season. | Snake Catcher Mobile Nos.9988394660, 9915399976, 8360785414 & at Forest Department's 24 hour complaint service Telephone No. 2700217. The Complaint is attended immediately. |
| 5. | Whenever any person is found selling wildlife Articles and information is given to the department. | The material is seized immediately on receipt of complaint and necessary action as per Wildlife Protection Act is taken. |

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

***Other Committees:**

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

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

ANNEXURE-6

[Rupees in Lakhs]

| Sr. No. | Head/ Item of the budget | Budget approved for the year 2022-23 | Disbursement made (upto 31.03.2023) |
|----------------|--------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|
| 1. | Forest Conservation & Development | 745 | 745 |
| 2. | Plantation Scheme | 350 | 350 |
| 3. | Greening of City Beautiful | 700 | 700 |
| 4. | Communication & Building | 340 | 340 |
| 5. | Preservation of Wildlife | 196 | 196 |
| 6. | Acquisition of land | | |
| (i) | Communication & Building | 100 | 100 |
| (ii) | 101- Forest Conservation Development & Reg | 50 | 50 |
| 7. | Forestry Research Extension & Training | 10 | 10 |
| 8. | Maintenance of Botanical Garden | 350 | 350 |
| 9 | CAMPA (Compensatory Afforestation Management & Planning Authority) | | |
| (I) | Compensatory Afforestation fund | 145 | 145 |
| (ii) | Net Present Value | 10 | 9.98 |
| (iii) | Interest/Office Expense | 6.42 | 6.41 |
| 9. | Administrative set up | | |
| | Total: | 3002.42 | 3002.39 |



FORESTS & WILDLIFE DEPARTMENT CHANDIGARH ADMINISTRATION

CITIZEN CHARTER

1. Aim/Purpose

The Department of Forest & Wildlife aims to conserve and protect and scientifically manage the biodiversity which are nature's treasure.

Department provides multifarious services to the public viz.

1. Educating the people about the conservation of flora & fauna, Implementation of Indian Forest Act, 1927, Wildlife (Protection) Act, 1972, Forest (Conservation) Act, 1980 and provisions of Punjab State Minor Mineral Concession Rules, 1961 in U.T. Chandigarh.
2. Promoting Eco-tourism,
3. Imparting technical knowhow to the public & farmers to raise & maintain trees,
4. Distribution of saplings of herbs, shrubs and trees to the public, educational institutions, Govt., departments and NGOs free of cost,
5. Making efforts to minimize man-animal conflict in the fringe areas offorest.

2. Enumeration of services by the department:

Following services are being delivered by the department:-

1. This department is taking up multifarious activities for improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary and City Bird Sanctuary and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio- diversity of the region and upgrading the environment and quality of life.
2. To carry out intensive soil conservation works in the catchment of Sukhna Lake (Forest area) to reduce silt inflow in the lake for better management of Sukhna Wetland.

3. Our Aim :

- ❖ To raise greenbelt around the city and create multilayered forests in forest area.
- ❖ To carry out intensive soil conservation works in Sukhna catchment to reduce silt inflow in the lake.
- ❖ To protect the wildlife in Union Territory, Chandigarh and to minimize man-animal conflict.
- ❖ To Scientifically manage forest areas in order to provide healthy ecosystem services.

| S.N. | Nature of Service | Remarks (No. of days in a week/ Timings) etc.) |
|------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Free distribution of saplings to public, educational institutions, Govt. departments and NGOs etc. free of cost. | Five (5) working days i.e. Monday to Friday from 9.30 AM to 5.30 PM |
| 2. | Protecting the citizens from wild animals | Immediately on telephonic message |
| 3. | In case of Snake problem particularly in rainy season. | <p>Helpline Nos. for public in case of Wild Animal i.e. Monkey & Snake etc. in UT Chandigarh</p> <p>Deputy Range Forest Officer, Wildlife Squad - 94172-16523</p> <p>Forester & Wildlife Inspector- 99141-67444</p> <p>Forest Guard – 9915127299</p> <p>Wildlife Complaint Number - 0172 – 2700217 (24x7)</p> <p>Forest Department Tel. No. 2700284</p> |

| | | |
|----|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Whenever any person is found selling wildlife Articles. | The material is seized immediately on receipt of complaint and necessary action as per Wildlife Protection Act is taken or nearest Police Station can be informed. |
| 5. | Permit is issued to visit Wildlife Sanctuaries. | Permit to visit Sukhna Wildlife Sanctuary through online i.e. https://chandigarhforest.gov.in/book-a-ticket/ |
| 6. | Issue of No Objection Certificate (NOC) for Arms Licence. | Within fifteen (15) working days. |

4. Availability of Information:

Information on the following subjects can be obtained from our officers listed below:-

| Sr. No. | Information relating to | Designation | Located at | Telephone No./ e-mail |
|---------|------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1. | Projects to be undertaken, Soil conservation works or any other deptt's work | Chief Conservator of Forests- cum- Chief Wildlife Warden (H.O.D.) | Forest Department, Chandigarh Administration, Paryavaran Bhawan Bldg. [2nd Floor], Madhy Marg, Sec. 19B, Chd. | 2700217(O) 2700284(O) E-mail: cf.chandigarh@gmail.com |
| 2. | Field works & office supervision | Conservator of Forests (H.O.O) | -same- | 2700217(O) 2700284(O) E-mail: forestchandigarh@gmail.com |
| 3. | Field works & office Supervision & RTI | Deputy Conservator of Forests [HQ] and [CPIO] | -same- | 2700217(O) 2700284(O) E-mail: forestchandigarh@gmail.com |
| 4. | Field works & office & Botanic Garden | Deputy Conservator of Forests (BG&NR) | -same- | -same- |
| 5. | Court cases, Grievances & other works | Superintendent | -same- | -same- |
| 6. | R.T.I. and Office corresp. | Superintendent | -same- | 2700284(O) |
| 7. | Forestry & Plantation works | Range Forest Officer, Chandigarh Range | -same- | 2700284(O) |
| 8. | Forestry & Plantation works | Range Forest Officer, Nepli Range | -same- | 2700217(O) 2700284(O) |

5. **For Information beyond Office hours, please contact:**

| Availability of prescribed forms: | | | |
|-----------------------------------|------------------------------------------------------------------------------------------|----------------|---------------------------------------|
| Sr. No | Title of the Form | Fee to be paid | Whom to contact |
| a) | Entering of wild animals such as Snakes etc into human settlements/ wildlife in distress | Nil | Wildlife Rescue Squad 0172-2700217 |

6. **Complaint redressal systems:**

Courteous and helpful service will be extended by all the staff. If you have any complaint to make in respect of the delivery of the above standards, you are welcome to lodge your complaint with the following officers:-

| Sr. No | Information relating to | Designation | Located at | Telephone No./Fax/e-mail |
|--------|------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1. | Projects to be undertaken, Soil conservation works or any other deptt's work | Chief Conservator of Forests-cum-Chief Wildlife Warden (H.O.D.) | Forest Department, Chandigarh Administration, Paryavaran Bhawan Bldg. [2 nd Floor], Madhya Marg, Sec. 19B, Chd. | 2700217(O) 2700284(O) E-mail: cf.chandigarh@gmail.com |
| 2. | Field works & office supervision & RTI | Conservator of Forests [H.O.O.] & C.P.I.O | -same- | 2700217(O) 2700284(O) E-mail: forestchandigarh@gmail.com |
| 3. | Field works & office supervision | Deputy Conservator of Forests [HQ] | -same- | 2700217(O) 2700284(O) E-mail: forestchandigarh@gmail.com |

| | | | | |
|----|-----------------------------------------|----------------------------------------------------|--------|--------------------------|
| 4. | Field works & office & Botanic Garden | Deputy ⁵ Conservator of Forests (BG&NR) | -same- | -same- |
| 5. | Court cases , Grievance s & other works | Superinten- dent | -same- | -same- |
| 6. | R.T.I. and Office corresp. | Superinten- dent | -same- | 2700284(O) |
| 7. | Forestry & Plantation works | Range Officer, Chandigarh | -same- | 2700284(O) |
| 8. | Forestry & Plantation works | Range Officer, Nepli | -same- | 2700217(O) 2700284(O) |

7. Grievance Redressal Centre:

Grievance Redressal Monitoring System has been uploaded by the Administration under column 'Grievance' on the e-Jan Sampark site: <http://admser.chd.nic.in/jansampark>, where you can lodge your complaint.

All complaints will be acknowledged by us within **10 days and final reply on the action taken will be communicated within next 10 days.**

8. Consultation with our users/stakeholders:

We welcome suggestions if any, from our users.

9. We seek your co-operation on the following :

Citizen's Charter is a joint effort between us and you to improve the quality of service provided by us and we request you to help us in the following way:-

1. To plant more & more trees to provide healthy environment to the people of Chandigarh & its surroundings.
2. To get tree saplings from our Forest Nurseries during monsoon season, an application on plain paper be submitted to the office atleast one week in advance because monsoon season is the planting season. Plants can also be obtained in the month of February but to a smaller extent.
3. To inform the Department about the entry of wild animals like Sambar, Blue bull, Pangolin etc. in urban area. People are advised not to try to catch wild animals on their own as the animal may hurt them in self defence.

4. Forest Fire - To help minimize incidents of forest fire by not igniting fire in the vicinity of forests and not to dump garbage in the forest area.
5. To control monkey menace in the city, it is advisable to the public not to feed/ provide them food etc. in the nature of religious belief otherwise they will remain in semi-urban/urban area in search of such food.
6. For illegal felling/removal of trees in city area officials of Municipal Corporation/ PWD may be contacted for further necessary action. Concerned horticulture staff will lodge the complaint in Police against the offender.
7. For obtaining necessary permission for felling of trees in the city/urban area, citizens are requested to approach the concerned Executive Engineer (Horticulture) in the Municipal Corporation / PWD.
8. Visit to Sukhna Wildlife Sanctuary is through online permit from department website i.e. <https://chandigarhforest.gov.in/book-a-ticket/> .
9. In case of monkey/snake problem , following may be contacted for assistance:-
 - Deputy Range Forest Officer Wildlife Squad- 9417216523
 - Forester & Wildlife Inspector – 9914167444
 - Forest Guard, Wildlife Squad -- 9915127299
 - Office Landline numbers -- 0172 2700217 (during office hours) -- 0172 2700284
 - Monkey/Snake Catcher, mobile numbers -- 9988394660, 9915399976, 8360785414
10. Whenever any person is found selling wildlife articles, information may be given to the office of Chief Conservator of Forests & Chief Wild Life Warden to take further necessary action under rules, Phone:0172-2700284, 2700217 or to the nearest Police Station.

11. **Guide Book/Hand Book/Publications:**

We have published following Booklets for the guidance of public.

1. Greening Chandigarh Action Plan (Annual Plan)
2. Sukhna Wildlife Sanctuary - at a glance
3. Lantana removal – a boon to Sukhna Wildlife Sanctuary
4. Botanical Garden & Nature Reserve Park
5. Booklet on Medicinal Plants of Chandigarh
6. State Animal, Bird, Tree & Flower of Chandigarh.
7. Pamphlet on Migratory Birds at Sukhna Lake.
8. Pamphlet on Botanical Garden
9. Pamphlet on Butterflies of Chandigarh.
10. Tree Maladies & Remedies in Chandigarh
11. Pamphlet on Trekking in Chandigarh.

The above said publications are also available on the Departmental website i.e. <http://chandigarhforest.gov.in>.

For further information, please contact :

Chief Conservator of Forests & Chief Wild Life Warden Office at Paryavaran Bhawan Building [2nd Floor], Madhya Marg, Sector 19-B, Chandigarh – 160019 Phone Nos: 0172 – 2700284,
E-mail: cf.chandigarh@gmail.com

Conservator of Forests,
Office at Paryavaran Bhawan Building [2nd Floor], Madhya Marg, Sector 19-B, Chandigarh – 160019 Phone Nos: 0172 – 2700284,
E-mail: forestchandigarh@gmail.com

Deputy Conservator of Forests (HQ & WL)
Office at Paryavaran Bhawan Building [2nd Floor], Madhya Marg, Sector 19-B, Chandigarh – 160019 Phone Nos: 0172 – 2700284, 2700217
E-mail: forestchandigarh@gmail.com

Deputy Conservator of Forests (BG&NR)
Office at Paryavaran Bhawan Building [2nd Floor], Madhya Marg, Sector 19-B, Chandigarh – 160019 Phone Nos: 0172 – 2700284,
E-mail: forestchandigarh@gmail.com