

Chapter – 3

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. Divisional Forest Officer

A. Powers: Some of the powers are listed below:

- i) Posting and transfer of the non-gazetted executive and ministerial staff within the jurisdiction of the Division.
- ii) Grant of leave to the non-gazetted sub-ordinates within the division up to three months.
- iii) Officiating promotion in the class of Forester in vacancies not exceeding six months.
- iv) Suspension of any member of the sub-ordinate Forest service or clerical establishment.
- v) Stoppage of increment of any member of the subordinates Forest establishment.
- vi) Financial power as per the Delegation of Financial Powers issued by the government from time to time.
- vii) Issue of warrant of arrest.
- viii) To sanction Forest advances to the Range Forest Officers in-charge of ranges.

B. Functions/Duties: Some of the duties are as follows:

- i) Administration, enforcement of Wildlife Laws including general protections of Wildlife, supervision and technical guidance in the field within the jurisdiction stretched over three districts - East Khasi Hills, West Khasi Hills and Ribhoi District.
- ii) Management and protection of Nongkhylllem Wildlife Sanctuary.
- iii) Implementation of states and central schemes including budget control and submission accounts of the division.
- iv) Management of public parks and gardens, viz., Lady Hydari Park, Shillong and Lum Nehru Park, Umiam, with the recent proposal to establish the State Zoological park at Umtrew.
- v) General awareness on environment and wildlife.

2. Assistant Conservator of Forests:

Functions/Duties: Some of the duties are as under:

- i) Assistance to the Divisional Forest Officer in both administration and supervision of field works and engagement in the implementation and enforcement of Wildlife laws including general protection of wildlife within the jurisdiction of the Khasi Hills Wildlife Division.
- ii) Functioning as the leader of the state patrolling squad that include with Jaintia Hills District also.

3. Range Officer In-charge Head Quarter Range

Functions/Duties: Some of the duties are:

i) Assistance to Divisional office pertaining to the technical aspects as allotted from time to time.

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ii) Implementation of works in the Divisional Head Quarter and co-ordination the various official works with the other Range Officers of different ranges.

iii) Responsible after the court cases in various court of law and liaises with the departmental lawyer.

iv) Co-ordinating the various departmental works and official business whenever required in the Wildlife circle, etc., and other offices of the government on direction of the Divisional Forest Officer.

4. Range Officer In-charge Lum Nehru Park, Umiam

Functions/Duties: Some of the duties are:

i) Management and protection of Lum Nehru Park and partially responsible to the proposed State Zoological area.

ii) Attends to the other duties that the D.F.O. allotted to him from time to time.

5. Range Officer In-charge Nongpoh Wildlife Range, Nongpoh

Functions/Duties: Some of the duties are:

i) To manage, protect and conserve the biodiversity of Nongkhylllem Wildlife Sanctuary.

ii) Protection of wildlife and enforcement of wildlife laws under his jurisdiction and report to the D.F.O. any breach of such rules/laws.

iii) To attend the cases of wildlife deprecations under Ribhoi District.

iv) To execute the various developmental activities in and around the sanctuary including eco-development works.

v) Responsible the various cases under different courts in Ribhoi District.

6. Range Officer In-charge Nongstoin Wildlife Range, Nongstoin

Functions/Duties: Some of the duties are:

i) Protection of wildlife in general within the District of West Khasi Hills.

ii) Very recently was given additional duty to look after Nongumiang Reserve Forest.

iii) Attends to wildlife depredation cases in West Khasi Hills District.

7. Range Officer In-charge Zoo Range and Protection Range, Shillong

Functions/Duties: Some of the duties are:

i) Management of Lady Hydari Park including the mini-zoo.

ii) Rescue the animals from illegal captivities.

iii) Attends to general patrolling duties in and around Shillong and within the jurisdiction of the Khasi Hills Wildlife Division.

iv) Functions as a part of the state patrolling squad.

N.B. The above duties and functions of the Range Officers are in addition to the duties provided as per the Assam Forest Manual (Vol. II).

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8. Duties of the Ministerial Establishment:

Name & designation	Duties
Smti. M..Synrem Head Assistant	Over all supervision of ministerial establishment, Annual confidential Report, Pension cases, entry tickets including revenue , DPDC, DCC, Election, Assembly & Loksabha, Library & maps, deprecations, compassionate appointment, etc.
Smti. P.Shylla, Accountant:	Deals with all Budget files of various schemes, Accounts, LOC, Quarterly Progress Report, etc.
Smti. S.Kharmutee UDA	Animal feeds, tenders, bankdraft, building, quarters, etc.
Smti. L.Kharnaioir LDA	Establishment matters
Smti.L.Lyngdoh Tron LDA	Assisting Smti L.Kharnaioir in establishment matters.
Kumari. L.Rani LDA	Typing, Deprecations, Parks & public garden, sanctuary etc.
Smti. A.Lyngwa LDA	Issue& receipts, typing and other matters not allotted to other ministerial staff.