

Forest Protection Force, J&K
Handbook under Right to Information Act-2009



Forest Protection Force



Protection for Sustenance

Chapter No. 1

INTRODUCTION.

Please throw light on background of this book (Right to Information Act, 2009).

The handbook will provide for setting of a regime of Right to information for the people of the state to secure access to information under the control of Department of Forest Protection Force, in order to promote transparency, accountability and greater efficiency of this organization.

Objective/Purpose of this handbook.

The Force is designed/designated for the better and effective protection of the forests of the state with the help of the other sister concerns of the Forest Department and the local population of the state. The publication of this handbook will give the insight of the this organization viz, organization structure, modus operandi, functions and more importantly the ways and means for the general public to communicate with the department and share the responsibility of protecting the forests through their inputs.

Who are intended users of this handbook.

The handbook will be useful to the public in general, Police & other departments of the state and all the enrolled members of the Force.

Information of the organization in this handbook.

Forest Protection Force

Definitions (Please provide definitions of various terms used in the handbook).

- 1 "Act" means the Jammu and Kashmir Forest (Protection) Force Act, 2001.(Act No. VI of 2001)
- 2 "Directives" means directions issued by the Director, generally in all matters and by any other Competent Authority in matters under his control.
- 3 "section" means a section of the Act .

- 4 “superior officer” means any of the officers appointed to the Force under Section 4.
- 5 “Forest Offence” means an offence punishable under this Act, Jammu and Kashmir Forest Act, (Samvat) 1987, Jammu and Kashmir Wildlife Protection Act, 1978 or any other act under which forest officers are empowered to take cognizance of the offence.
- 6 All other words and expressions used but not defined herein, shall have the meaning as assigned to them in the Jammu and Kashmir Forest Act, (samvat) 1987 or Jammu and Kashmir Wildlife (Protection) Act, 1978.

Contact person in case somebody wants to get more information on topics covered in the handbook.

- a) Director, Forest Protection Force.
- b) Joint Director, Forest Protection Force, Kashmir.
- c) Joint Director, Forest Protection Force, Jammu.
- d) Law officer, Forest Protection Force.

Procedure and Fee structure for getting information not available in the handbook.

A simple application clearly defining the information; the subject wants to have from this department; shall be duly signed by the applicant with full name and address accompanied with a fee as prescribed (subject to the condition that the information should not threaten the security and integrity of the department and for the preservation of confidentiality) which shall be provided by the Public Information officer.

Schedule of fees

As prescribed by the Government of J&K

Chapter No. 2

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.

Objectives/Purpose of the public authority.

The members of the Force are trained in arms/ammunition and basic forestry. They are equipped with mobility and communication facilities and perform duties as per the mandate of the J&K Forest Act, FPF Act, J&K Wildlife Protection Act & other Acts. The Force is available to the territorial staff of Forest Department & other sister departments for the protection of forest property so as to stop encroachment of forest land, to evict the encroachers, to stop illicit removal of timber and non-timber forest produce, to protect the forest from fire, to stop poaching of wild life and illegal trade in forest produce or wildlife produce. The Forest Protection Force in this way is the law enforcing agency of the state for the enforcement of forest and wildlife protection laws.

Mission/Vision Statement of public authority.

The state government accords high priority to protection of state forests and in view of the same has raised Forest Protection Force creating 2257 posts in pursuance to cabinet decision No.12/7 dated 2.12.1996, by establishing protection Gamma Units in each of the 26 territorial forest divisions covering the state excluding Ladkh region. Subsequently the "J&K Forest (Protection) Act 2001" was enacted to provide legal support to the Force envisaging that Forest Protection Force shall be an Armed Force of the State on the pattern of Police Department.

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

During the past two decades of militancy in the state of J&K, forests have been subjected to excessive pressures of smuggling of timber, poaching and encroachments etc. The territorial forest staff was ill-equipped to handle the situation and therefore, Forest Protection Force was set up vide Govt. order no:129-PD of 1996 dated 04-12-1996 in pursuance of a cabinet decision no: 12/7 dated: 2nd Dec. 1996. After enactment of Forest (Protection) Force, Act 2001, this Force, which was so created, for all practical purposes, shall deemed to have been created under Section 3 of J&K Forest (Protection) Force, Act 2001.

Duties of the public authority.

- a) Promptly to obey and execute all orders lawfully issued by superior authority.
- b) Protect and safeguard forest property.
- c) Assist, on requisition, a forest officer or an officer of the Wildlife Protection Department or an officer of the Soil Conservation Department having territorial jurisdiction when such requisition is for the protection of forest property.
- d) Perform patrolling in the vulnerable areas on systematically drawn plans and to take such necessary steps required to protect the forest property with the help of territorial staff of its own depending upon the exigencies of the situation.
- e) Detect and to bring offenders to justice and to apprehend all persons; who are legally authorized to be apprehended and for whose apprehension sufficient grounds exist; provided that territorial staff not below the rank of Range Officer is informed; and
- f) To take up such special assignment as may be entrusted to the Force by the Government from time to time.

Main activities/functions of the public authority.

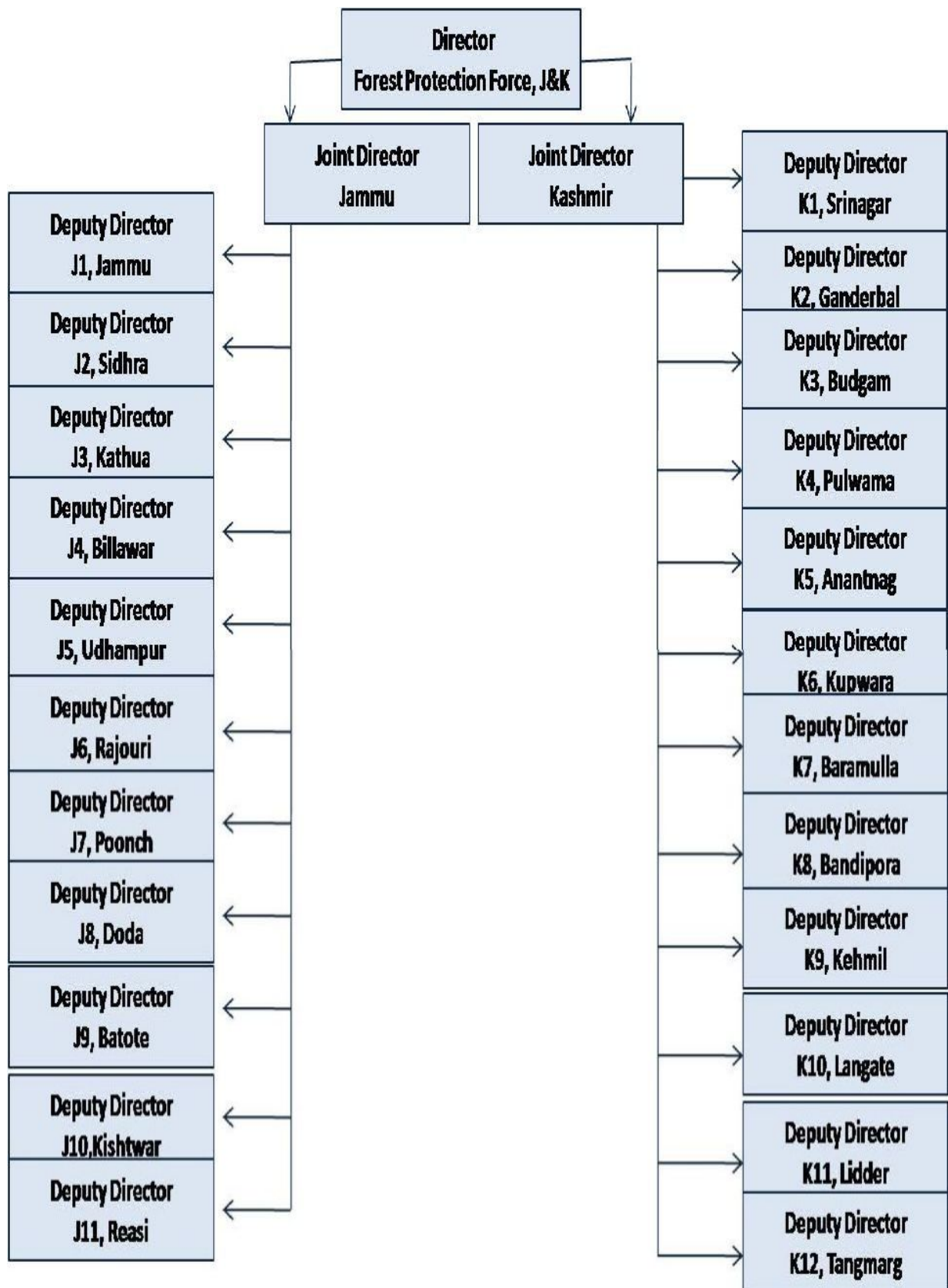
Forest Protection Force deploys its manpower in an organized manner by performing on-road patrolling, off-road jungle gasht, laying of nakas besides establishing jungle observation posts in every Forest Range for gathering intelligence, and in order to ensure the operational capability of each Gamma Unit is maintained at optimum level. Monthly targets for each Gamma Unit have been fixed. Besides Force plays pivotal role in assisting the forest territorial staff to curb the menace of timber smuggling, forest fires and other allied activities and also assists the Wildlife Protection Department in protection of wild flora and fauna and in crisis of man-animal conflict situations.

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

Assistance provided to Forest Department in Protection of Forests/Anti smuggling activities:

- Jungle Ghashts
- Intelligence gathering through JOP (Jungle Observation Post).
- Nakkas
- Day/Night Patrolling
- Fire Fighting in forests
- Eviction of encroachments
- Wild Life Protection
- Public Dharbars
- Organizing of Awareness camps/programmes
- Road Shows

Organizational structure at various levels namely State, Directorate, District, Block etc (whichever is applicable).



Expectations of public authority from the public for enhancing its effectiveness and efficiency.

Public authority expects underground as well as upper ground support from the public by way of informing the Force about the forest offences and helping in tackling the incidences of forest fires and man-animal conflicts.

Arrangements and methods made for seeking public participation/contribution.

Besides control rooms in each Gamma Unit Reporting Centers have been established for seeking the public participation/contribution.

Mechanism available for monitoring the service delivery and public grievance resolution.

The Deputy Directors at Divisional/District level of the Department can be visited/approached for getting any technical guidance & services.

Important Email IDs:

Direction Office: director.fpf.jandk@gmail.com
Joint Director Kashmir: jtdirk_jkfpf@yahoo.in
Joint Director Jammu: jdfpfjmu@rediffmail.com

Address of offices at different levels:

| Jammu | | Kashmir | |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Director's office at Jammu. Bahu Narwal Bye-Pass Road, Jammu | | Director's office at Kashmir. Sir Syed Abadb, Near IMI(Boys), Bemina, Srinagar. | |
| S.No | Office Address | S.No | Office Address |
| 1. | Joint Director Forest Protection Force, Jammu Bahu Narwal Bye-Pass Road, Jammu | 1. | Joint Director Forest Protection Force, Kashmir Green Avenue,Hyderpora, Srinagar |
| 2. | Deputy Director Headquarter, Forest Protection Force, Bahu Narwal, Bye-pass Road, Jammu | 2. | Deputy Director Forest Protection Force Gama Unit, K-01, Flying Squad, P.C.Depot, Qamarwari, Srinagar |
| 3. | Deputy Director Forest Protection Force Gama Unit, J-01, Flying Squad, Bahu Narwal Bye-Pass Road, Jammu | 3. | Deputy Director Forest Protection Force Gama Unit, K-02, Fatepur, Ganderbal |
| 4. | Deputy Director Forest Protection Force Gama Unit, J-02, Sidhra, Jammu | 4. | Deputy Director Forest Protection Force Gama Unit, K-03, Hardupanzu Arizal, Budgam |
| 5. | Deputy Director Forest Protection Force Gama Unit, J-03, Near Jagatpura National Highway, Kathua | 5. | Deputy Director Forest Protection Force Gama Unit, K-04, Shirmal, Pulwama |
| 6. | Deputy Director Forest Protection Force Gama Unit, J-04, Dewal, Billawar | 6. | Deputy Director Forest Protection Force Gama Unit, K-05, Harnag, Anantnag |

| | | | |
|------------|----------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------|
| 7. | Deputy Director Forest Protection Force Gama Unit, J-05, New Jail Road, Udhampur | 7. | Deputy Director Forest Protection Force Gama Unit, K-06, Natnussa, Kupwara |
| 8. | Deputy Director Forest Protection Force Gama Unit, J-06, Bathuni Rajouri | 8. | Deputy Director Forest Protection Force Gama Unit, K-07, Doabgah, Baramulla. |
| 9. | Deputy Director Forest Protection Force Gama Unit, J-07, Near Sher-e-Kashmir Bridge Vijay Hotel, Kunyaian, Poonch | 9. | Deputy Director Forest Protection Force Gama Unit, K-08, Bandipora. |
| 10. | Deputy Director Forest Protection Force Gama Unit, J-08, Hamirpur, Doda | 10. | Deputy Director Forest Protection Force Gama Unit, K-09, Kehmil |
| 11. | Deputy Director Forest Protection Force Gama Unit, J-09, Tringla, Batote | 11. | Deputy Director Forest Protection Force Gama Unit, K-10, Langate |
| 12. | Deputy Director Forest Protection Force Gama Unit, J-10, Kishtwar | 12. | Deputy Director Forest Protection Force Gama Unit, K-11, Seer Hamdan Lidder |
| 13. | Deputy Director Forest Protection Force Gama Unit, J-11, Reasi. | 13. | Deputy Director Forest Protection Force GamaUnitK-12,Tangmarg |

Chapter No. 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

| Designation | Director | |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Powers | Administrative | <ol style="list-style-type: none"> 1. Appointment, Confirmation, Promotion, Acceptance of Resignation of all enrolled members of the force. 2. Transfers of all the enrolled members of the force up to the rank of Assistant Director of the force. 3. Grant of leave (All kinds of leave except study leave) of all ranks up to Deputy Director. 4. Out of station leave permission up to the level of Joint Director. 5. Full powers up to Rs. 5000 as grant of reward in any one case. |
| | Financial | As per code of book of financial powers. |
| | Others/ Disciplinary | <ol style="list-style-type: none"> 1. Suspension: Not above the rank of Assistant Director. 2. Removal: Not above the rank of Assistant Director. 3. Dismissal: Not above the rank of Assistant Director. 4. Reduction in rank or grade; Not above the rank of Assistant Director. 5. Reduction to a lower stage in the existing scale of pay: Not above the rank of Assistant Director. 6. With holding of the increment: Not above the rank of Assistant Director. 7. Recovery from Salary on account of loss to Govt.: Not above the rank of Assistant Director. 8. Censure: Not above the rank of Assistant Director. 9. Fine to any amount not exceeding 15 days basic pay: Not above the rank of Assistant Director. 10. Reprimand: Not above the rank of Assistant Director. |
| Duties | <ol style="list-style-type: none"> 1. Exercise all executive and administrative powers in relation to the Force and its development; 2. Arrange recruitment of members of the Force against such posts in the Force which are reserved for being filled up by direct recruitment and pass orders for promotions of all ranks up to the rank of Inspector and approve proposals put up by the Joint Directors for the promotion up to the rank of guard. 3. Order posting, transfer and training of all superior officers and enrolled members of the Force. 4. Select superior officers and enrolled members of the Force for specialized or advance courses; 5. Compile on an all-state basis, a seniority list of all enrolled, non-enrolled members and superior officers and maintain it up-to-date at his headquarters; 6. Correspond with the State Government and other government organizations for securing deputation of officers for appointments as senior officers of the Force. | |

| Designation | Staff Officer to Director | |
|-------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Powers | Administrative | |
| | Financial | As per code of book of financial powers. |
| | Others/ Disciplinary | <p>(1) There shall be Staff Officers cum Deputy Directors Flying Squad one each at Jammu and Srinagar, Head quarters.</p> <p>(2) The Staff Officer to Director shall assist the Director in looking after all the matters connected with administration of the Force and shall attend to such other duties as may be entrusted to him by the Director.</p> <p>(3) They may look after administration, planning & development and welfare & service and other matters as assigned by the Director.</p> |
| Duties | As per J&K Forest (Protection) Force Act 2001. J&K Forest (Protection) Force Rules, 2012- (SRO-264). | |

| | | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designation | Joint Director | |
| Powers | Administrative | <ol style="list-style-type: none"> 1. Transfers of all the enrolled members of the force up to the rank of Guard of the force. 2. Grant of leave (All kinds of leave except study leave) all ranks up to Inspector level. 3. Out of station leave permission up to the level of Deputy Director. 4. Full powers up to Rs. 3000 as grant of reward in any one case. |
| | Financial | As per code of book of financial powers. |
| | Others | <ol style="list-style-type: none"> 1. Suspension: All enrolled members up to the rank of Inspector. 2. With holding of the increment: Not above the rank of Assistant Director. 3. Recovery from Salary on account of loss to Govt.: All enrolled members not above the rank of Inspector. 4. Censure: All FPF members below the rank of Assistant Director. 5. Fine to any amount not exceeding 15 days basic pay: All FPF members below the rank of Assistant Director. 6. Reprimand: All enrolled members of the force below Joint Director. |
| Duties | <ol style="list-style-type: none"> (1) Subject to the provisions contained in the Act, rules and directives, administrative, executive and operational control of the Force placed under his command. (2) He shall be responsible for promoting better protection of forest property under his jurisdiction and deal with all matters connected therewith and perform, <i>inter-alia</i>, the following functions <ol style="list-style-type: none"> (i) Superintend all matters, related to prevention, detection, registration, investigation, prosecution of forest offences within his jurisdiction. (ii) Maintain close liaison at Zonal level on behalf of the Force with sister organizations of Forest and Environment, police and Civil Administration etc. (iii) Deal with all establishment and welfare matters pertaining to the Force and shall also keep the force at high level of efficiency particularly through effective personnel and financial management and inspection of force under his control. (iv) Watch and monitor the progress of disciplinary action recommended by the superior officers of the force against the delinquent officials of sister departments of Forest, Wild Life and Soil Conservation. | |

| Designation | Deputy Director | |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Powers | Administrative | <ol style="list-style-type: none"> 1. Transfers of all the enrolled members of the force up to Class-IV of the force. 2. Grant of leave (All kinds of leave except study leave): all enrolled members up Guard. 3. Out of station leave permission up to the level of Assistant Director. 4. Full powers up to Rs. 1000 as grant of reward in any one case. |
| | Financial | As per code of book of financial powers. |
| | Others/ Disciplinary | <ol style="list-style-type: none"> 1. Suspension: All enrolled members up to Guard. 2. With holding of the increment: All under the officer and below. 3. Recovery from Salary on account of loss to Govt.: All enrolled members up to Guard and below. 4. Censure: All enrolled members. 5. Fine to any amount not exceeding 15 days basic pay: All enrolled members. 6. Reprimand: All enrolled members. |
| Duties | <ol style="list-style-type: none"> (1) internal administration, economy, efficiency, morale, discipline, training and welfare of the members of the Force placed under his command. (2) safety and security of arms and ammunition and ensuring their proper maintenance, repairs and cleaning thereof; (3) correct and proper maintenance of clothing, uniform and other stores of the Gamma Units and; (4) to systematically study and draw plans for protection of Forest Property (5) making physical check of all inventories at least once in a year; (6) when at Head Quarters he shall attend morning parades and hold orderly rooms, at least once in a week and meet his men as stipulated in rules once in a month; (7) he shall exercise powers as laid down in all the Acts in force as are applicable to him and be guided by such instructions as may be issued from time to time and submit such returns and reports as may be prescribed by concerned Joint Director or the Director. (8) He shall maintain a close liaison with his counter parts in Forest, Police and Civil Administration for taking effective measures for better protection and safety of Forest Property and matters connected there with. | |

| | | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Designation | Assistant Director | |
| Powers | Administrative | |
| | Financial | No Financial Powers |
| | Others | <ol style="list-style-type: none"> 1. Censure: Officials under him. 2. Reprimand: Officials under him. |
| Duties | <ol style="list-style-type: none"> (1) when at Head Quarters he shall attend morning parades and hold orderly rooms, at least once in a week and meet his men as stipulated in rules once in a month; (2) he shall exercise powers as laid down in all the Acts in force as are applicable to him and be guided by such instructions as may be issued from time to time and submit such returns and reports as may be prescribed by concerned Deputy Director, Joint Director or the Director. (3) He shall maintain a close liaison with his counter parts in Forest, Police and Civil Administration for taking effective measures for better protection and safety of Forest Property and matters connected therewith. (4) He will in charge of 1 Beta Unit of the concerned Gamma Unit and will draw the systematic plans for protection of the forests under his jurisdiction. | |

Chapter No. 4

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING DUTIES.

| J&K Forest (Protection) Force Act, 2001 | | |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Type of the document | Act | |
| Brief write up on the document | The Act provides for the legitimate support to the working of the Force and the necessary guidelines under which the Force should operate in the field. | |
| J&K Forest (Protection) Force Rules, 2012. -SRO 264 | | |
| Type of the document | WorkingRules | |
| Brief write up on the document | Empowers FPF cadres to deal effectively with timber smugglers & forest land encroachers. | |
| J&K State Forest Protection Force (Gazetted) Service Recruitment Rules, 2017-SRO 421 | | |
| J&K State Forest Protection Force (Subordinate) Service Recruitment Rules, 2017-SRO 422 | | |
| Type of the document | RecruitmentRules | |
| From where one can get the copy of rules, regulations, instructions, manual and records. | At Jammu | At Kashmir |
| | From Office of the Joint Director, Forest Protection Force, Jammu. Narwal, Bye-Pass Road, Jammu. | From Office of the Joint Director, Forest Protection Force, Kashmir. Green Avenue, Peerbagh, Srinagar. |
| Fee charged by the department for a copy of rules, regulations, instructions, manual and records. (if any) | As prescribed by the Government. | |

Chapter No. 5 (Not Applicable)

Chapter No. 6

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

| Sr.No | Category of the document. | Name of the document and its introduction in online. | Procedure to obtain | Held by/under control of. |
|-------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|
| 1. | ACT | J&K Forest (Protection) Force Act, 2001 | Available for downloading online from the official website. | |
| 2. | Working Rules | J&K Forest (Protection) Force Rules, 2012- SRO 264 | | |
| 3. | Recruitment Rules | 1. J&K State Forest Protection Force (Gazetted) Service Recruitment Rules 2017- SRO 421. 2. J&K State Forest Protection Force (Gazetted) Service Recruitment Rules 2017- SRO 422. | | |
| 4. | Seniority Lists/ Imp orders | | | |

Chapter No. 7 (Not Applicable)

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS.**

Public Information Officers in Forest Protection Force , J&K.

| S. No. | P.I.O.s Shri/Shmt. | Jurisdiction | Fax No. | Mobile |
|---------------|-----------------------------------------------------------|----------------------------|-------------------------------------|---------------|
| 1. | Law Officer, Directorate of Forest Protection Force | Jammu and Kashmir State | 0191-2450997(J) 0194-2490976(K) | 9906909070 |
| 2. | Deputy Director, Hqrs, Joint Director, FPF Jammu | Jammu Province | 0191-2437541 | 9906909121 |
| 3. | Deputy Director, K- 01, Srinagar | Kashmir Province | 0194-2465209 | 9906909230 |
| 4. | Deputy Director J-02, Sidhra, Jammu | District Jammu | 0191-2662156 | 9906909062 |
| 5. | Deputy Director J-01, Flg Squad, Jammu | District Samba | 0191-2437451 | 9906909056 |
| 6. | Deputy Director J-03, Kathua, Jammu | District Kathua | 01922-236052 | 9906909152 |
| 7. | Deputy Director J-05, Udhampur, Jammu | District Udhampur | 01992-270250 | 9906909065 |
| 8. | Deputy Director J-06, Rajouri, Jammu | District Rajouri | 01962-263065 | 9906909067 |
| 9. | Deputy Director J-07, Poonch, Jammu | District Poonch | 01965-220313 | 9906909061 |
| 10. | Deputy Director J-08, Doda, Jammu | District Doda | 01996-234763 | 9906909068 |
| 11. | Deputy Director J-09, Batote, Jammu | District Ramban | 01998-244493 | 9906909071 |
| 12. | Deputy Director J-10, Kishtwar, Jammu | District Kishtwar | 01995-261330 | 9906909158 |
| 13. | Deputy Director J-11, Reasi, Jammu | District Reasi | 01991-244084 | 9906909140 |
| 14. | Deputy Director K- 01, Srinagar | District Srinagar | 0194-2493256 | 9906909230 |
| 15. | Deputy Director K-02, Ganderbal | District Ganderbal | 0194-2416524 | 9906909240 |
| 16. | Deputy Director K- 03, Budgam | District Budgam. | 01951-256458 | 9906909285 |

| | | | | |
|-----|------------------------------------------|------------------------------|--------------|------------|
| 17. | Deputy Director K-04, Shopian/Pulwama | District Shopian/Pulwama. | 01933-260841 | 9906909314 |
| 18. | Deputy Director K-05, Anantnag | District Anantnag. | 01932-222428 | 9906909308 |
| 19. | Deputy Director K-06, Kupwara | District Kupwara. | 01955-210270 | 9906909260 |
| 20. | Deputy Director K-07, Baramulla | District Baramulla. | 01952-235009 | 9906909250 |
| 21. | Deputy Director K-08, Bandipora | District Bandipora. | 01957-225510 | 9906909241 |
| 22. | Deputy Director K-11, Lidder | District Kulgam | 01932-234213 | 9906909326 |

List of Assistant Public Information Officers

| | | | | |
|----|------------------------------------|--------------------------------|--------------|------------|
| 1. | Deputy Director, K-09, Kehmil | District Kupwara. | 01955-252732 | 9906909312 |
| 2. | Deputy Director, K-10, Langate | District Baramulla | 01932-262721 | 9906909309 |
| 3. | Deputy Director, K-12, Tangmarg | District Baramulla/ Budgam. | 01954-254437 | 9906909275 |
| 4. | Deputy Director, J-04, Billawar | District Kathua | 01921-222944 | 9906909156 |

List of First Appellate Authorities

| S. No | First Appellate Authority | Jurisdiction | Fax No. | Mobile |
|-------|---------------------------------------------------------|------------------|-------------------------|------------|
| 1 | Joint Director, Forest Protection Force, Jammu. | Jammu Province | 0191-2437541 2437540 | 9906909208 |
| 2 | Joint Director, Forest Protection Force, Kashmir. | Kashmir Province | 0194-2493578 | 9906909066 |

| S. No | Second Appellate Authority | Jurisdiction | Fax No. | Mobile |
|-------|-----------------------------------------|-------------------------------|--------------------------------------|------------|
| 1 | Director, Forest Protection Force | State of Jammu and Kashmir | 0191-2450997 (J) 0194-2490976 (K) | 9906909051 |

Chapter-9

Procedures followed in Decision Making Process

Depending upon the nature of a case, cases are settled at different levels i.e. at Divisional Level (by concerned Dy. Director), at Regional Level (by concerned Joint Director) & at State Level (by Director) strictly as per rules in accordance with the powers vested to each, however issues/matters which lie beyond the competence of Head of the Department are referred to Administrative Department (Forests) for guidance and final orders.

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

The rules and procedure to decide cases of different nature are well prescribed vide Forest (Protection) Force Act-2001, Manuals, SROs and notifications. The issues at different levels are settled/decided strictly as per the prescribed rules and regulations at Divisional, Regional, Direction Office and Administrative Department level.

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

Public is informed about the decisions on demand, through post and can be communicated through media as well, if required.

Who are the officers at various levels whose opinions are sought for the process of decision making?

In the process of decision making opinion of the concerned functionary viz. DD, JD, LO etc. is sought.

Who is the final authority that vets the decision?

Competence to take decision is well defined in Forest (Protection) Force Act-2001 and Creation Document. Depending upon the nature of the case and competence, the decision is taken by Deputy Director, Joint Director, Director & Administrative Department. Head of the Department is the final authority to vet the decision, if within his competence.

Chapter-10

Directory of Officers

| S# | Officer/Office | Contact No. |
|-----------|-----------------------|---------------------------------------------|
| 1 | Director | 9906909051 2430588 (Jmu) 2494735(Kmr) |
| 2 | Accounts Officer | 9906909058 |
| 3 | Adm. Officer | 7889869014 |
| 4 | Law Officer | 9906909070 |
| 5 | Staff Officer | 9419968159 |
| 6 | Asstt. Dir(Plg) | 9906909166 |

Jammu

| | | |
|----|------------------|----------------------------------------|
| | JD, Jammu | 9906909121 9906909208 LL 2437540 |
| 1 | J1, Flying Squad | 9906909056 |
| 2 | J2, Sidhra | 9906909062 |
| 3 | J3, Kathua | 9906909152 |
| 4 | J4, Billawar | 9906909156 |
| 5 | J5, Udhampur | 9906909065 |
| 6 | J6, Rajouri | 9906909067 |
| 7 | J7, Poonch | 9906909061 |
| 8 | J8, Doda | 9906909068 |
| 9 | J9, Batote | 9906909071 |
| 10 | J10, Kishtwar | 9906909158 |
| 11 | J11, Reasi | 9906909064 |

Kashmir

| | | |
|----|---------------|-----------------------|
| | JD, Kashmir | 9906909066 2493578 |
| 1 | K1, Srinagar | 9906909230 |
| 2 | K2, Ganderbal | 9906909240 |
| 3 | K3, Budgam | 9906909285 |
| 4 | K4, Pulwama | 9906909314 |
| 5 | K5, Anantnag | 9906909308 |
| 6 | K6, Kupwara | 9906909260 |
| 7 | K7, Baramulla | 9906909250 |
| 8 | K8, Bandipora | 9906909241 |
| 9 | K9, Kehmil | 9906909312 |
| 10 | K10, Langate | 9906909309 |
| 11 | K11, Lidder | 9906909326 |
| 12 | K12, Tangmarg | 9906909275 |

Chapter No. 11

The Monthly Remuneration Received by each of its officers and Employees including the system of Compensation as provided in Regulations

FIELD STAFF

| Sr. No. | Designation | Pay Scale (Revised) |
|---------|-----------------------|---------------------|
| 1. | Director(Addl PCCF) | 182200-224100 |
| 2. | Joint Director | 131100-216600 |
| 3. | Deputy Director | 47600-151100 |
| 4. | Assistant Director-I | 35900-113500 |
| 5. | Assistant Director-II | 35400-112400 |
| 6. | Inspector | 29200-92300 |
| 7. | Dy. Inspector | 25500-81100 |
| 8. | FPF Guard | 19900-63200 |

MINISTERIAL/TECHNICAL STAFF

| | | |
|-----|-------------------------------|--------------|
| 1. | Administrative Officer | 47600-151100 |
| 2. | Accounts officer | 47600-151100 |
| 3. | Assistant Director (Planning) | 47600-151100 |
| 4. | Law Officer | 47600-151100 |
| 5. | EDP-Supervisor | 40800-129200 |
| 6. | Accountant | 35400-112400 |
| 7. | Section Officer | 44900-142400 |
| 8. | Head Assistant | 35400-112400 |
| 9. | Senior Assistant | 29200-92300 |
| 10. | Junior Assistant | 25500-81100 |
| 11. | Orderly/Chowkidar/Safaiwalla | 14800-47100 |

Chapter No. 12

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE).

Non Plan Budget for the year 2019-20

| | | <i>(Rs. In lacs)</i> |
|----|-----------------------------------------------------------------|----------------------|
| S# | Unit of Appropriation | Budget Estimates |
| 1 | 001 Salary | 9534.75 |
| 2 | 002 T E | 20.25 |
| 3 | 006 Telephone | 4.50 |
| 4 | 007 O E | 25.50 |
| 5 | 008 Electricity Charges | 26.25 |
| 6 | 009 Rent Rate & Taxes | 7.245 |
| 7 | 010 Materials & Supplies | 0 |
| 8 | 011 Book & Periodicals | 0 |
| 9 | 014 POL | 30.00 |
| 10 | 020Machines & Equipments | 0 |
| 11 | 021 Training | 3.75 |
| 12 | 023 Maintenance & Repairs | 7.50 |
| 13 | 025 Wages | 0 |
| 14 | 029 Hospitality & Sumptuary Allowance | 0.27 |
| 15 | 037 Prof.& Spl. Service Charges | 2.25 |
| 16 | 043 Uniform | 0 |
| 17 | 054 Furniture & Furnishings | 0 |
| 18 | 071 Medical Reimbursement | 7.50 |
| 19 | 098 Adv. & Publicity | 0 |
| 20 | 103 Office Equipments & Appliance | 0 |
| 21 | 110 Handling & Transport. Charges | 0 |
| 22 | 424 Games | 0.75 |
| | 2071 -Pension and Other Retirement Benefits | |
| 1 | 115-Leave Salary | 22.973 |
| 2 | 117-Govt. Contribution for defined contribution pension scheme. | 12.248 |

CAPEX Budget for the year 2019-20

(Rs. In lacs)

| S# | Scheme Code | Scheme | Total |
|-----------|--------------------|--------------------------------------------------------|--------------|
| 1. | 1337 | Infrastructure creation in various Gamma Units | 359.16 |
| 2. | 1338 | Construction of Head Quarter Complex at Srinagar | 0 |
| 3. | 1339 | Tent Accommodation for field operation parties | 0 |
| 4. | 1340 | Purchase of Vehicles | 0 |
| 5. | 1341 | Communication Network for Force | 5.00 |
| 6. | 1342 | Computers & other equipments for office use | 0 |
| 7. | 1344 | Improvement/upgradation/Maintenance of existing Assets | 30.00 |
| 8. | 1346 | Sports & related activities | 6.00 |
| 9. | 1347 | Fire Protection Activities | 4.00 |
| 10. | 1348 | Furniture/Furnishing | 0 |

Chapter-13,14,15(Not-Applicable)

Chapter-16

Information Available in an electronic form

1. **All information mentioned in this Handbook.**
2. **Budget Proposals/Annual Plans/Non-Plans/).**
3. **Pay details of employees.**
4. **J&K RTI Act.**
5. **J&K Forest Protection Force Act-2001.**
6. **Departmental Telephone Directory.**
7. **Citizen's Charter.**
8. **Abstract of Seizures made by the Deptt.**
9. **Abstract of field operations/activities.**

Chapter-17

Particulars of the facilities available to citizens for obtaining information:

In both soft and as well as in hard form, information remains readily available for citizens and can be obtained during office hours.



Forest Protection Force



HANDBOOK