

# **Forest, Environment and Climate Change Department Government of Jharkhand**

## **Section 4(1) (b) (i)**

The particulars of its Organisation, Functions and Duties :-

Name of the Office :- Forest, Environment and Climate Change Department

Address :- Forest, Environment and Climate Change Department, Nepal House, Doranda,

Ranchi-834002, Jharkhand

### **Functions :-**

1. Protection, conservation and management of forest, environment, wild life and bio-diversity in the state.
2. Implementation of Acts related to forest protection/conservation, wild life protection, bio-diversity conservation, environment protection and control of pollution.
3. Environment and ecology.
4. Environmental research and development, education, training, information and awareness.
5. Environmental health.
6. Forest development agency and joint forest management program for conservation, management and afforestation.
7. Survey and exploration of Natural Resources particularly of Forests, Flora, Fauna, Ecosystem etc.
8. Bio-diversity conservation including that of lakes and Wetlands.
9. Conservation, development, management and abatement of pollution of rivers.
10. Wildlife conservation, preservation, protection planning, research, education, training and awareness including project tiger and project elephant.
11. Implementation of National Forest Policy in the state including social forestry.
12. All matters related to forest and forest administration in the state.
13. Indian Forest Service, State Forest Service, Range Forest Officer
14. Wildlife preservation and protection of wild birds and animals.
15. Afforestation and eco-development.
16. State Pollution Control Board.
17. Jharkhand Zoo Authority including Bhagwan Birsa Biological Park.
18. The Water Prevention and Control of Pollution Act. 1974 (6 of 1974)
19. The Water (Prevention and Control of Pollution) Cess Act. 1977 (36 of 1977)
20. The Air (Prevention and Control of Pollution) Act., 1981 (14 of 1981)
21. The Indian Forest Act. 1927 (16 of 1927)
22. The Wildlife (Protection) Act. 1972 (53 of 1972)
23. The Forest (Conservation) Act. 1980 (69 of 1980)
24. The Environment (Protection) Act. 1986 (29 of 1986)
25. The Biological Diversity Act., 2002 (18 of 2003)

26. Administrative control of all the offices under Forest, Environment and Climate Change Department.

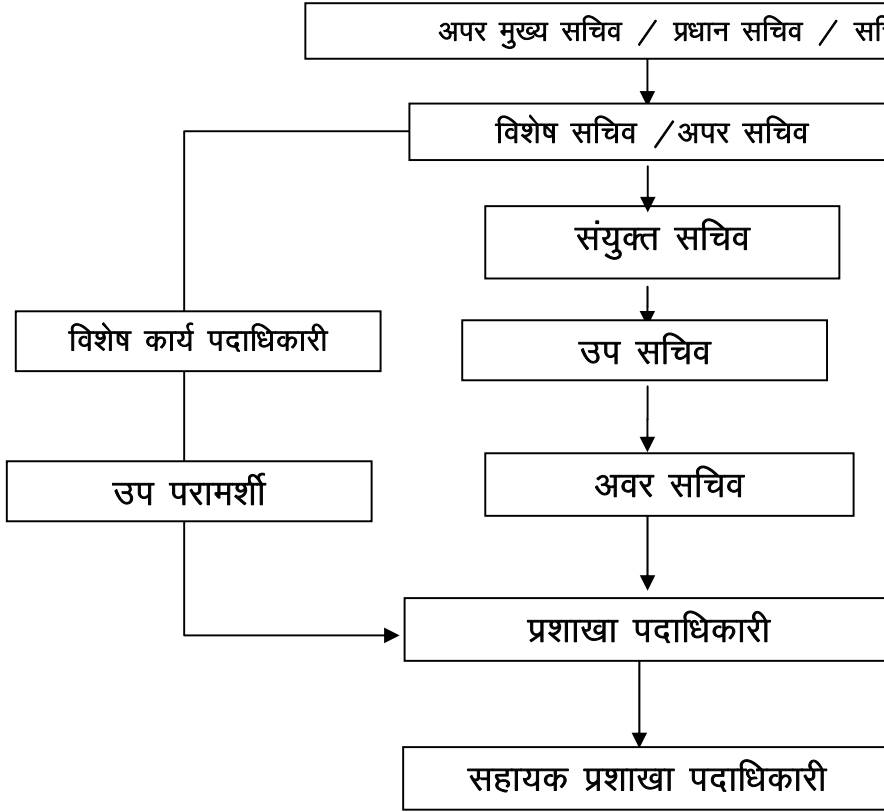
Position of sanctioned post and working strength are as follows :-

वन, पर्यावरण एवं जलवायु परिवर्तन विभाग, (मुख्यालय) झारखण्ड के अन्तर्गत स्वीकृत एवं कार्यरत बल की सूची :-

क्र०	पदनाम	वेतनमान	स्वीकृत बल	कार्यरत बल
1	सचिव/प्रधान सचिव/अपर मुख्य सचिव	Level-17		1
2.	विशेष सचिव	Level-16		1
3.	अपर सचिव	Level-13	1	0
4.	संयुक्त सचिव(झा0प्र0से0)	Level-13	2	2
5.	संयुक्त सचिव(झा0स0से0)	Level-13	1	1
6.	उप सचिव(झा0प्र0से0)	Level-12	2	0
7	उप सचिव(झा0स0से0)	Level-12	2	1
8.	उप परामर्शी	Level-12	1	1
9.	अवर सचिव(झा0प्र0से0)	Level-11	1	0
10	अवर सचिव(झा0स0से0)	Level-11	6	6
11.	विशेष कार्य पदाधिकारी	Level-9	2	1
12.	प्रशाखा पदाधिकारी	Level-8	12	2
13.	सहायक प्रशाखा पदाधिकारी	Level-7	24	21
14.	प्रधान आप्त सचिव(झा0स0आ0से0)	Level-11	1	2
15.	आप्त सचिव(झा0स0आ0से0)	Level-8	3	0
16.	निजी सहायक(झा0स0आ0से0)	Level-7	2	0
17.	आशुलिपिक(झा0स0आ0से0)	Level-4	16	0
18.	वरीय सचिवालय सहायक/कनीय सचिवालय सहायक (झा0स0लि0से0)	Level-4	4	3
19.	चतुर्थवर्गीय	Level-4	6	2

## Organizational Chart

वन, पर्यावरण एवं जलवायु परिवर्तन विभाग, मुख्यालय का संरचना



### Section 4(1)(b) (ii)

The powers and duties of its officers and employees -

Sl No.	Designation	Powers and Duties
1	Secretary	<ul style="list-style-type: none"> <li>Administrative head of the department.</li> </ul>
2	Special Secretary / Joint Secretary / Deputy Secretary Under Secretary	<ul style="list-style-type: none"> <li>Deals with routine administrative affairs of the department.</li> <li>. Drawing and disbursing officer.</li> <li>Delegated powers in Standing order no. 63 dated 09-08-2016 and other consequent orders.</li> </ul>
3	Section Officer	<ul style="list-style-type: none"> <li>Head of Section. As defined in secretariat instructions.</li> </ul>
4	Assistant Section Officer	<ul style="list-style-type: none"> <li>As defined in secretariat instructions.</li> </ul>
5	Senior Secretariat Assistant / Junior Secretariat Assistant	<ul style="list-style-type: none"> <li>As defined in secretariat instructions.</li> </ul>
5	Private Secretary / Personal Assistant / Stenographer	<ul style="list-style-type: none"> <li>Secretarial assistance to Class 1 Officers of the department.</li> </ul>

### Section 4(1)(b) (iii)

**Procedure followed in the decision making process, including channels of supervision and accountability:  
Appeals and Complaints under RTI Act, 2005**

As per duties of department mentioned in rules of Executive business, the Department executes its administrative, financial & other works as per various rules / acts / circulars of the Jharkhand Govt. The work of sections, channel of supervision and accountability has been issued vide office order no. 63 dated 09-08-2016 and other consequent orders. **(As Annexure-A)**

## **Section 4(1)(b) (iv)**

**The Norms set by it for the discharge of its functions**

The department execute its plan, non-plan work and other administrative work as per rules & regulation framed by the Government of Jharkhand. **(As Annexure-A)**

## **Section 4(1)(b) (v)**

**The Rules/Regulation/ Instructions/Manuals/ Records held by the Department or under its control or used by its Employees for discharging functions:-**

1. Rules made by the State Government under various act;
2. Secretariat Instructions;
3. Jharkhand Service Code;
4. The Government Servant's Conduct Rules;
5. Jharkhand Financial Rules;
6. Jharkhand Treasury Code;
7. Jharkhand Certificate Manuals;
8. Rules of executive business;
9. Compendium of Government Circulars;
10. Jharkhand Government Servants (Classification, Control and Appeal) Rules, 2016
11. Forest Manual
12. Forest Accounts Code
13. All India Service Manuals.
14. The Water Prevention and Control of Pollution Act. 1974 (6 of 1974)
15. The Water (Prevention and Control of Pollution) Cess Act. 1977 (36 of 1977)
16. The Air (Prevention and Control of Pollution) Act., 1981 (14 of 1981)
17. The Indian Forest Act. 1927 (16 of 1927)
18. The Wildlife (Protection) Act. 1972 (53 of 1972)
19. The Forest (Conservation) Act. 1980 (69 of 1980)
20. The Environment (Protection) Act. 1986 (29 of 1986)
21. The Biological Diversity Act., 2002 (18 of 2003)

## **Section 4(1)(b) (vi)**

**A Statement of the Categories of Documents that are held by the Commission or under its Control:**

All the documents held by department kept in forms of Files / Folder.

## Section 4(1)(b) (vii)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

The website of the department forest.jharkhand.gov.in acts as an information tool for the general public and thus facilitates in the implementation of the policies/guidelines issued by the Department. The Department also receives suggestions / complaints from the elected representatives and general public for improvement in the implementation of the programmes run by the Department.

## Section 4(1)(b) (viii)

A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or minutes of such meetings are accessible for public.

- Jharkhand Pollution Control Board, Ranchi.
- Jharkhand Bio-diversity Board.
- Jharkhand Forest Development Corporation
- Jharpark
- Zoo Authority (Bhagwan Birsa Munda Biological Park)

## Section 4(1)(b) (ix)

A directory of its officers and employees-  
As published in departmental directory.

## Section 4(1)(b) (x)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sl.No.	Name	Designation	Level	Basic Pay
1.	Sri Indu Shekhar Chaturvedi	Addl.Chief Secretary	Level-17	2,25,000.00
2.	Sri Ajay Kumar Rastogi	Spl.Secretary	Level-16	2,24,400.00
3.	Sri Bhagwan Jha	Joint Secretary	Level-13	1,30,600.00
4.	Smt. Ranjana Burman	Joint Secretary	Level-13	1,23,100.00
5.	Sri Binay Kumar Das	Joint Secretary	Level-13	1,23,100.00
6.	Sri Rakesh Kumar	Deputy Secretary	Level-12	88,700.00
7.	Sri Jalaj Kumar	Dy. Advisor	Level-12	1,09,100.00
8.	Sri Ashok Kumar Thakur	Under Secretary	Level-11	88,400.00
9.	Sri Santosh Kumar Choubey	Under Secretary	Level-11	85,800.00

10.	Sri Bijay Kumar Bhagat	Under Secretary	Level-11	85,800.00
11.	Sri Manoj Kumar Jha	Under Secretary	Level-11	85,800.00
12.	Sri Harendra Kumar	Under Secretary	Level-11	85,800.00
13.	Sri Dev Kumar Singh	Under Secretary	Level-11	85,800.00
14.	Sri Manoj Kumar Gupta	Officer on Special Duty	Level-9	95,800.00
15.	Md. Irshad Alam	Section Officer	Level-11	85,800.00
16.	Md. Shahzad Ahmad	Section Officer	Level-11	85,800.00
17.	Sri Ramashray Prasad	Principal Pvt. Secretary	Level-11	80,900.00
18.	Sri Vinod Kumar	Principal Pvt. Secretary	Level-11	80,900.00
19.	Sri Chandreshwar Sah	Assistant Section Officer	Level-7	60,400.00
20.	Sri Anup Kumar Srivastava	Assistant Section Officer	Level-7	60,400.00
21.	Sri Arun Kumar Singh	Assistant Section Officer	Level-7	58,600.00
22.	Sri Anuj Kumar	Assistant Section Officer	Level-7	53,600.00
23.	Sri Sanjit Bhuinya	Assistant Section Officer	Level-7	53,600.00
24.	Sri Sanjeev Kumar Mathur	Assistant Section Officer	Level-7	53,600.00
25.	Sri Abhishek Anand Kujur	Assistant Section Officer	Level-7	52,000.00
26.	Smt. Suman Kumari	Assistant Section Officer	Level-7	52,000.00
27.	Sushri Monika Guria	Assistant Section Officer	Level-7	52,000.00
28.	Sushri Nirza Rebeka Bhutkumar	Assistant Section Officer	Level-7	52,000.00
29.	Sri Navin Kumar	Assistant Section Officer	Level-7	52,000.00
30.	Sri Manish Prakash	Assistant Section Officer	Level-7	52,000.00
31.	Sri Indra Bhusan Jha	Assistant Section Officer	Level-7	52,000.00
32.	Sri Alok Ranjan Lakra	Assistant Section Officer	Level-7	52,000.00
33.	Sri Raman Ranjan	Assistant Section Officer	Level-7	49,000.00
34.	Smt. Smita Kumari	Assistant Section Officer	Level-7	52,000.00
35.	Sushri Sony Chetna	Assistant Section Officer	Level-7	52,000.00
36.	Sri Debashish Sinha	Assistant Section Officer	Level-7	49,000.00
37.	Sri Vikas Kumar Pathak	Assistant Section Officer	Level-7	49,000.00
38.	Sri Umesh Kumar Das	Assistant Section Officer	Level-7	49,000.00
39.	Sushri Lovely Rose Aind	Assistant Section Officer	Level-7	49,000.00
40.	Sri Rajeshwar Choudhary	Junior Secretariat Assistant	Level-2	34,000.00

41.	Sri Sukrat Kumar Manish	Junior Secretariat Assistant	Level-2	24,500.00
42.	Sri Niraj Kumar	Junior Secretariat Assistant	Level-2	23,100.00
43.	Sri Kapildev Paswan	Peon	Level-4	37,500.00
44.	Sri Bittu Tirkey	Peon	Level-1	18,000.00

## Section 4(1)(b) (xi)

The budget allocated to each of its agency indicating particulars of all plans, proposed expenditures and reports on disbursement made.

मुख्य शीर्ष		3451	सचिवालय आर्थिक सेवायें
लघु शीर्ष		090	सचिवालय
उप शीर्ष		06	वन एवं पर्यावरण विभाग
विस्तृत शीर्ष		विस्तृत शीर्ष का ब्यौरा	आय-व्यय अनुमान (2018-19)
1	0101	वेतन	52029000
2	0108	संविदा भत्ता	1390000
3	0112	छुट्टी यात्रा रियायत	600000
4	0213	देशीय यात्रा भत्ता	700000
5	0315	कार्यालय व्यय	1800000
6	0317	मशीन एवं उपकरण	550000
7	0323	आपूर्ति एवं सामग्री	450000
8	0333	दूरभाष	350000
9	0334	वर्दी	8000
10	0442	मोटरगाड़ी ईंधन एवं मरम्मति	900000
11	0760	विधि प्रभार	350000
		कुल	59127000

## Section 4(1)(b) (xii)

The manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programs.

मुख्यमंत्री जन वन योजना-इस योजना के तहत काष्ठ एवं फलदार प्रजातियों को उचित स्वामित्व रखनेवाले व्यक्ति को उनके द्वारा स्वेच्छा से अपनी निजी भूमि पर वृक्षारोपण हेतु प्रोत्साहन स्वरूप वृक्षारोपण एवं उसके रख-रखाव पर हुये व्यय के 75% अंश की प्रतिपूर्ति विभाग द्वारा किया जाता है तथा शेष 25% अंश का भरपाई लाभुक द्वारा किया जाता है। इस योजनान्तर्गत वृक्षारोपण की न्यूनतम सीमा एक लाभुक के लिए 0.5 एकड़ एवं अधिकतम सीमा 50 एकड़ है। इस योजना में मजदूरी मद मेंमजदूरों को भुगतान DBT योजना के अन्तर्गत केवल बैंक खाता/डाकघर खाते के माध्यम से किया जाता है।

कृषि वानिकी उप योजना (Sub Mission on Agro Forestry)(60:40)–इस योजनान्तर्गत स्वीकृत राशि के अन्तर्गत Hi-Tech नर्सरी शत–प्रतिशत तथा वृक्षारोपण मद में 50% की राशि सरकार द्वारा (केन्द्रांश एवं राज्यांश) एवं 50% की भरपायी लाभुकों द्वारा किया जाना है। इस योजना में मजदूरी मद में मजदूरों को भुगतान DBT योजना के अन्तर्गत केवल बैंक खाता/डाकघर खाते के माध्यम से किया जाना है।

## Section 4(1)(b) (xiii)

Particulars of recipients of concessions, permits or authorization granted by it.

- Permission/consent granted by JSPCB. (Particulars available online on [www.jspcb.org](http://www.jspcb.org))
- Permission for tree cutting and transit permit granted by the concerned DFOs. (Particulars available online on <https://www.advantage.jharkhand.gov.in/SingleWindow/>)
- Permission granted by state government as per General Approval accorded by Govt. of India under Forest Conservation Act. 1980. (Particulars available online on <http://parivesh.nic.in/>)

## Section 4(1)(b) (xiv)

Details in respects of the information, available to or held by it, reduced in an electronic form.

Guidelines, physical and financial progress, various forms, applications and templates and other related information in respect of all the programmes being implemented by the Forest, Environment and Climate Change Department are published on departmental website, e-gazette and state portal.

## Section 4(1)(b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

The Website of the department is [forest.jharkhand.gov.in](http://forest.jharkhand.gov.in), which has information about the Forest, Environment and Climate Change Department.

## Section 4(1)(b) (xvi)

The names, designations and other particulars of Public Information Officers.

**Assistant Public Information Officer:-**

Sri IrshadAlam  
Section Officer  
Forest, Environment and Climate Change Department  
Nepal House, Doranda, Ranchi-834002,  
Jharkhand

**Public Information Officer:-**

Sri Santosh Kumar Choubey,  
Under Secretary  
Forest, Environment and Climate Change Department  
Nepal House, Doranda, Ranchi-834002,  
Jharkhand



**First Appellate Authority:-**

Sri Rakesh Kumar  
Deputy Secretary  
Forest, Environment and Climate Change Department  
Nepal House, Doranda, Ranchi-834002,  
Jharkhand

## Section 4(1)(b) (xvii)

Such other Information as may be prescribed and thereafter update these publication every year.

Sl.No.	Name	Designation
1.	Sri Indu Shekhar Chaturvedi	Addl.Chief Secretary
2.	Sri Ajay Kumar Rastogi	Spl.Secretary
3.	Sri Bhagwan Jha	Joint Secretary
4.	Smt. Ranjana Burman	Joint Secretary
5.	Sri Binay Kumar Das	Joint Secretary
6.	Sri Rakesh Kumar	Deputy Secretary
7.	Sri Jalaj Kumar	Dy. Advisor
8.	Sri Ashok Kumar Thakur	Under Secretary
9.	Sri Santosh Kumar Choubey	Under Secretary
10.	Sri Bijay Kumar Bhagat	Under Secretary
11.	Sri Manoj Kumar Jha	Under Secretary
12.	Sri Harendra Kumar	Under Secretary
13.	Sri Dev Kumar Singh	Under Secretary
14.	Sri Manoj Kumar Gupta	Officer on Special Duty
15.	Md. Irshad Alam	Section Officer
16.	Md. Shahzad Ahmad	Section Officer
17.	Sri Ramashray Prasad	Principal Pvt. Secretary
18.	Sri Vinod Kumar	Principal Pvt. Secretary
19.	Sri ChandreshwarSah	Assistant Section Officer
20.	Sri Anup Kumar Srivastava	Assistant Section Officer
21.	Sri Arun Kumar Singh	Assistant Section Officer
22.	Sri Anuj Kumar	Assistant Section Officer
23.	Sri Sanjit Bhuinya	Assistant Section Officer
24.	Sri Sanjeev Kumar Mathur	Assistant Section Officer

25.	Sri Abhishek Anand Kujur	Assistant Section Officer
26.	Smt. Suman Kumari	Assistant Section Officer
27.	Sushri Monika Guria	Assistant Section Officer
28.	Sushri Nirza Rebeka Bhutkumar	Assistant Section Officer
29.	Sri Navin Kumar	Assistant Section Officer
30.	Sri Manish Prakash	Assistant Section Officer
31.	Sri Indra Bhusan Jha	Assistant Section Officer
32.	Sri Alok Ranjan Lakra	Assistant Section Officer
33.	Sri Raman Ranjan	Assistant Section Officer
34.	Smt. Smita Kumari	Assistant Section Officer
35.	Sushri Sony Chetna	Assistant Section Officer
36.	Sri Debashish Sinha	Assistant Section Officer
37.	Sri Vikas Kumar Pathak	Assistant Section Officer
38.	Sri Umesh Kumar Das	Assistant Section Officer
39.	Sushri Lovely Rose Aind	Assistant Section Officer
40.	Sri Rajeshwar Choudhary	Junior Secretariat Assistant
41.	Sri Sukrat Kumar Manish	Junior Secretariat Assistant
42.	Sri Niraj Kumar	Junior Secretariat Assistant
43.	Sri Kapildev Paswan	Peon
44.	Sri Bittu Tirkey	Peon