

Proposed Program of Training for I.F.S. Officers			
Periods	Duration	Test of Training	Details of Training
1	2	3	4
12/09/2015 To 04/10/2015 & 19/10/2015 To 06/11/2015	Six Weeks	Attachment with Territorial Division Office	Attachment to DFO Territorial to apprise self about (i) Forest Manual (ii) Forest Financial Rules (iii) Forest Contract Rules (iv) Acts and Rules relating to Tendu Patta and Minor Forest Products (v) Fundamental Rules (vi) Departmental circulars and standing orders (vii) Leave, pension and T.A. Rules (viii) M.P. Civil Services (Classifications, Control and Appeal) Rules 1968 and procedure for conduct of departmental enquiries (ix) Implementation of Scheduled Tribe and other Traditional Dwellers (Recognition of Forest Rights) Act 2006 (x) Biodiversity Act (xi) PF Rules, PRAN & Deductions, (xii) Store Purchase Rules
			Timber and Bamboo Coupe Marking instructions, marking records, principles of marking records
			Compartemnt Histories and prepare coupe control forms. Annual Plan of Operation with reference to budget allotment, writing of Divisional Cash book and preparation of audit memos, Abstracts and ledger Account
			Preparation of paybills, leave salary, T.A. Bills, maintenance of service books, leave account, gradation lists and drawing up of various establishment returns, release of increment on time and setting claims and pension cases.
			Audit Paras, Replies, Half Margin to CAG Para, Loss Cases, Fixation of responsibilities
			JFM and related activities
05/10/2015 To 10/10/2015	One Week	Attached to PCCF Office Bhopal	An overview of MPFD through attachment with 22 branches of MPFD and 8 autonomous organizations. As per the letter from APCCF (HRD) Bhopal, letter No. 2154 dated 24/08/2015 enclosed.
11/10/2015 To 18/10/2015	One Week	Attachment with Territorial Division Office	Brief on website of MPFD. Trainning on I.T. applications including softwares related to Administration, Finance and Budget, Joint Forest Management, Land Record, Forest Production, Conservation, Wildlife Management, Working Plan, Diary Management System, Employee Database Management System, Audit Para Monitoring System, Budget Allocation and Monitoring System, Joint Forest Management Monitoring System, Depot Management, e-Registration, Forest Fire Early Warning System, Forest Crime Management System, Wildlife Management System, Forest Map and Working Plan Information System, Afforestation Monitoring System , Plantation Management and Annual Due Coupes Infromation. Development of secret information networks.
			Tour with the CCF during his/her inspection of the forests and draw detailed notes on such inspections. All the instructions given by the CCF with a special reference to the monitoring of the working plan prescriptions. The officer will also call on the senior officials visiting the Circle on tour.

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19/10/2015 To 07/11/2015	Three weeks	Attached to CCF Territorial	Implementation of Working Plan and dovetailing or convergence of multiple sources for Working Plan
			1- Appeal cases of Saw Mills, Confiscation Orders, DFO Orders, Loss Cases, Staff Grieviences
			2- Divisional Office Inspection and Audit Report, loss cases.
			3- Budget Monitoring
			4- Important files and cases of departmental enquiries and diaries of the Conservator of Forests
			5- Drafts written and approved by the Chief Conservator of Forests on important subjects and to put up drafts on important matters.
			6- Filing of papers in the Records Branch.
			7- Procedure for the establishment of forest villages.
			8- Compilation of annual Administration Report in the conservator of Forests Office
			9- Circular, orders and standing orders.
			10- Holding DPC to clear timely promotions of staff, transfers and posting of staff within Circle.
09/11/2015 To 13/11/2015	One Week	Attached with District Level Officers	1- Call on the District Collector for a broad idea of the distt. administration and coordination between the forest and other departments of Govt. ordering magestrial enquiries, Working of District Planning Committee; Call on CEO Zila Panchayat for three tier PRI system, development plans and works according to priority.
			2- S.P. Office and Thana for a day to learn the procedure regarding filing of complaints, FIR, Rojnamcha, investigation of offence, recording of statement, provisions regarding search and seizure, presentation of charge sheets, warrants, custodial care, firing, majesterial orders and enquiry.
			3- Treasury for a day to understand e-payments, billings & payments, collection, remittance and accounting of Forests Revenue. Passing of Challans, preparation of consolidated Treasury receipts etc. and also make himself fully conversant with rules on the subject.
			4- District Court for a day to learn the judicial procedures, learning about reasons why forestry challans go flat.
			5- Interaction with district level officers of all the government departments to learn the works executed by them. To prepare reply to Assembly, Loksabha and Rajyasabha and questions, call attention motions, cut motions etc., audit paras and preparation of loss cases
16/11/2015 To 20/12/2015	One Week	Attached with WPO	Study and discussion of Working Plan, Stock mapping, use of Mobile mappers, digitized forest boundaries, Working Plan prescriptions.

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23/11/2015 To 28/11/2015	One Week	Attachment with Production Division Office	Felling Plans, Handing over of felled coupes by 30 June, end of Forestry Year along with records, coup reconciliation with territorial staff. Obtaining marking records of next felling year by 30th June. Timber felling, logging, stacking, Transportation, Depot management, grading etc. Coupe and Depot records, labor management, haulage contracts, transportation of felled and stacked timber and bamboo on time, auction preparation and auction process.
01/12/2015 To 11/12/2015	Two weeks	Tiger Reserve	Nuances of Tiger Reserve and wildlife management, habitat, tourism, staff, guides, coordination with hoteliers, public, prohibition on fishery in parks, problems of hunting and poaching, secret information networks.
14/12/2015 To 20/12/2015	One Week	Attached with Research & Extension Circle	To Learn Nursery Techniques, extension activities, Lok Vaniki etc., raising of plants in nursery beds, poly bags, potting mixture, fertilizers, irrigation, plantation stock targets, Teak root-shoots development, bamboo rhizomes and its banks in nurseries, labour management in nurseries, basic amenities for labor in nurseries
17/12/2015 To 31/12/2015	Two weeks	State Darshan	The officer will be given a program to cover two Forest Circle of Gwalior and Chhattarpur alongwith visit to Kanha National Park to study the issues in wildlife management.
01/01/2016 To 7/1/2016	One Week	Range Attachment for a week	A Range Attachment for a week followed by Range Charge of Sixteen weeks. In addition to usual Range duties, following activities to be undertaken:-
8/1/2016 To 7/5/2016	Sixteen Weeks	Independent charge of a Territorial Range	1- Beat Inspection and calculation of loss, transportation of illicitly felled timber to depot
			2- Maintenance of roads and building, building works
			3- Fire protection measures.
			4- Verification of 5th year demarcation and permanent boundary pillars, triangulation with GPS.
			5- Enquiry into forest offences and how forests cases are put up before the Court of law, Challans, evidence
			6- Marking of coupes and carrying out cultural operations including thinning.
			7- Implementing Working Plan prescriptions in the Range and site preparation according to the prescriptions in all Working Circles Checking of plantation areas and working out of plantation cost per unit area (ha) and reporting of the growth conditions of plants in plantations, posting on Plantation monitoring software.
			8- Inspection of forests especially the previously worked coupes and drawing up of special roles on how the working plan prescriptions have been followed.
			9- Plantation operation work
			10- Procedure for the issue of grazing passes and grazing checking in the forest.
			11- Writing of compartment histories and Coupe control forms.

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			12- Recovery of forest revenue.
			13- Range Officer shall personally prepare the cash book of the Range various forms and returns of the Range sent to the Divisional office.
			14- Prescription of the various working circles, preparation of treatment map, get it verified by ACF, marking of coupes under various systems of treatment and estimation of forest produce yield including checking of coupe boundaries and demarcate, prepare treatment map and mark atleast one coupe personally. CCF territorial will inspect the work done during his field inspections.
			15- Working of JFM committees, microplanning, accounts, use of funds and avenues for income.
08/05/2016 To 8/9/2016	Sixteen Weeks	SDO Territorial Posting	Seizure, Confiscation processes, Qusi Judicial powers vested in SDO Forest, treatment maps, coup marking, felling operations, counter signature on vouchers, store verification, store inventories, physical verification of depots and store, vehicle maintenance.
9/9/2016 To 16/9/2016	One Week	Attachment with CCF Territorial	Review of training.

Note: During their training period the officers will prepare to appear in the Departmental examination to be held in January and July 2016 as passing the Departmental Exam is mandatory for Senior Scale.

**Additional Chief Conservator of Forests
Human Resource Development, Bhopal**