



Chapter – 14

*Administration
and
Civil
Construction*

Personal Administration

The Ministry is having a sanctioned strength of 891 personnel in various groups including NAEB, NRCD and its Regional Offices (HQ). A statement showing the strength in various groups as well as reservation of posts for SC/ST/OBC and physically handicapped is given in Table-17.

Group of Post	Sanctioned Strength	No. in Position	Scheduled Caste	Scheduled Tribes	OBC	Physically Handicapped
A	171	161	18	6	2	—
B	292	240	30	7	7	1
C	257	174	29	7	12	6
D (Other than Safaiwala)	150	145	55	9	6	3
D (Safaiwala)	21	21	21	—	—	—
Total	891	741	153	29	27	10

Review of FCS

Under the Flexible Complementing Scheme (FCS), involving a two-tier system of evaluation for review/assessment of the Scientists for their promotion the following screening/promotions were made during the year:

Organization	Screening undertaken	Interviews held
National River Conservation Directorate	01	—
Botanical survey of India	50	03
Zoological Survey of India	18	09
Ministry Proper including Regional Offices	30	17

Recruitment

- During the year, the following posts of Scientists were filled
 - Zoological Survey of India 11 posts of Scientist 'C' by direct recruitment
 - Botanical Survey of India 1 posts of Scientist 'C' by direct recruitment
- In addition to the above, the process to fill up the following posts are being taken up:
 - Zoological Survey of India 1 post of Scientist 'C' by direct recruitment
Reserved for Physically Handicapped
 - Ministry proper including
Regional Offices 3 posts of Scientist 'C' by direct recruitment

General Coordination (GC)

The GC Division in the Ministry is responsible for organizing fortnightly Meetings of the Senior Officers of the Ministry chaired by Secretary (E&F) as well as for monthly communication of the important events in the Ministry to the Cabinet Secretary. The division also coordinates forwarding reports to the Cabinet Secretariat on implementation of the decisions of the Appointments Committee of Cabinet (ACC), references from the Prime Minister's Office (PMO), Cabinet Secretariat and VIP references requiring coordination with the various divisions of the Ministry. Besides the matters relating to Departmental Council Meetings and Recognition of Service Associations are also handled by this Division.

Indian Forest Service (IFS) Cadre Management Introduction and Objectives

- The Ministry is the "Cadre Controlling Authority" for the Indian Forest Service (IFS), an all India Service. This Service consists of 24 State Cadres including three Joint Cadres namely the Assam-Meghalaya, Manipur-Tripura and Arunachal Pradesh-Goa-Mizoram, Union Territories (AGMUT). Present authorized strength of the Service is 2821.
- The following broad items of work relating to the Indian Forest Service handled by the division are as follows:
 - direct recruitment to the Indian Forest Service,
 - induction of the State Forest Service officer through promotion to the Indian Forest service,
 - Cadre Reviews for revising the composition and strength of IFS of various Cadres,
 - allocation of I.F.S. probationers to various State cadres,
 - determination of year of allotment of Direct Recruit and Promotee officers and their inter-se seniority,
 - selection/appointment of I.F.S. personnel against Central Deputation Reserve forestry posts, Central Deputation Secretariat positions under Central Bodies including Indian council of Forestry Research and Education, Dehradun. Indian Institute of forest Management (IIFM), Bhopal, Wildlife Institute of India, Dehradun,
 - finalization of service matters like post-retirement benefits,
 - inter-cadre transfers and deputations,
 - management of AGMUT Cadre including promotions/transfers and postings and other related service matters

Progress of Activities Undertaken

- As an e-Governance initiative, a separate web site for IFS was launched (<http://ifs.nic.in>) where up-to-date CIVIL LIST of IFS officers is available. Apart from that, vacancy circulars, training programme circulars, Rules and Regulations concerning IFS, ACR availability status of IFS officers are also hosted on this site for the benefit of the members of the Service. Members of Service have also been provided facility to update the data relating to their posting details online.
- There is a provision for quinquennial cadre review in respect of every cadre of the Indian Forest Service under the IFS (Cadre) Rules. During the year, meetings of the Cadre Review Committee were held to review the strength and composition of the following cadres :
 - Himachal Pradesh
 - West Bengal

The revised Cadre strength of Himachal Pradesh and West Bengal has been notified by the DoPT.

- The cadre review proposals in respect of Assam-Meghalaya, Madhya Pradesh and Kerala have been processed and will be placed before the Cadre Review Committee. The cadre review proposals in respect of Nagaland are being examined.
- Thirty direct recruit officers on the basis of IFS Examination, 2006 were inducted into the Service and 23 of them have joined their probationary training at the Indira Gandhi National Forest Academy (IGNFA), Dehradun alongwith one direct recruit officers of IFS Examination, 2005 who had sought extension last year.
- Fifty five State Forest Service officers were inducted into the Indian Forest Service under IFS (Appointment by Promotion) Regulations, during the year as given in Table-18.

Table-18.

S.No.	State	No of officers promoted
1	AGMUT	01
2	Jammu & Kashmir	06
3	Gujarat	02
4	H.P.	01
5	Assam	03
6	Meghalaya	01
7	Rajasthan	02
8	Orissa	08
9	Karnataka	03
10	West Bengal	02
11	Madhya Pradesh	07
12	Chhatisgarh	05
13	Maharashtra	09
14	Kerala	05

- The details of IFS officers selected for Central Deputation under Central Staffing scheme of the Ministry during the year are given below

Level	No.
AIGF/DCF level	03
DS/Director Level CSS of DoPT scheme	17
DIGF/Conservator of Forests level	03

Vigilance

Introduction and Objectives

- The Vigilance Division is responsible for all vigilance/disciplinary matters relating to the Indian Forest Service offices both in the Ministry including its all attached/subordinate/autonomous organizations/PSUs & IFS officers posted in the State Governments. The Vigilance Division functions under the direct control of Joint Secretary & CVO and overall supervision of Secretary (E&F).
- The Division is also responsible for examination and processing of Disciplinary Cases, Appeals, Reviews and Memorials of Indian Forest Service Officers of all States/Union Territories, Investigation of Complaints, Obtaining & Maintenance of Annual Immovable Property Returns etc. Cases filed in various Benches of Central Administrative Tribunal and Courts in India in connection with the disciplinary matters are also handled in Vigilance Division. The prosecution cases launched against IFS Officers by various States/Union Territories and also other Officers/Staff of the Ministry are also dealt with in Vigilance Division.
- The Division requires frequent consultation with the Central Vigilance Commission (CVC), Union Public Service Commission (UPSC), Central Bureau of Investigation (CBI) & Department of Personnel and Training (DOPT) as per rules and procedures laid down on the matter.

Progress of Activities Undertaken

- During the year, 20 Disciplinary Proceedings cases, 18 Appeal cases, 10 Prosecution Sanction cases were

processed in the Vigilance Division. Of these four Disciplinary Proceedings cases, eight Appeal cases and eight Prosecution Sanction cases were finally disposed of. Besides, four CAT/Court cases were also processed and reply filed; wherever necessary, in the concerned Bench of the CAT. Out of the 20 Complaints received through CVC, 13 complaints were finally disposed of after obtaining and considering the investigation reports. Other complaints are at various stages of investigation/examination. 95 complaints received from other sources were also decided and closed during the year. Applications received under RTI Act were also processed and replies sent to the applicants.

- The progress on the disposal of DP, Appeal, Prosecution, Court Cases and RTI cases as well as complaints was reviewed by JS & CVO from time to time.
- About 370 Annual Property Returns (APR) were received from Group 'A' & 'B' officers of the Ministry as well as organisations under it, of which 320 APRs were scrutinised till the end of December, 2007.
- Based on the sensitive posts already identified in the Ministry, rotational transfers of officers and staff, who have put in three years or more in a sensitive post, are made. Sensitive posts have also been identified in various field organisations and rotational transfer from sensitive posts are effected in these organisations as and when required.
- Vigilance Awareness Week was observed in the Ministry during the period from 12-16 November, 2007 and a pledge was administered by Secretary(E&F) to the officers & staff to bring about integrity and transparency in all spheres of activities and to work unstintingly for eradication of corruption in all spheres of life. Posters were displayed in the Ministry's premises during the Vigilance Awareness Week to create greater awareness amongst the employees of the Ministry as well as amongst the visiting public.
- Monthly Report on the cases relating to prosecution sanctions, disciplinary proceedings, complaints etc. was regularly sent to the CVC during the year.

Parliament

Introduction

The Parliament Division in the Ministry is responsible for co-ordination of all parliament matters related to the Ministry.

Progress of Activities Undertaken

- During the year, a total number of 808 Parliament Questions pertaining to various aspects were answered by the Ministry (477 questions in the Lok Sabha, 52 Starred and 425 Unstarred and 331 questions in the Rajya Sabha, 39 Starred and 292 Unstarred). The questions covered a wide range of issues with which the Ministry is concerned. Prominent among them were Conservation of Wildlife Management, Forest Conservation, Pollution related issues, Freshwater and Marine Conservation, Climate Change, Environmental Impact Assessment, Environmental Conservation etc.
- Preparation of the Trends & Analysis of the above-mentioned Parliamentary questions replied by the Ministry and other Ministries related to Environment is being undertaken by the WWF-India, ENVIS Centre.
- Graphical presentation of the Parliament Questions replied to by the Ministry during 2007-08 both in Lok Sabha and Rajya Sabha in various sessions are given below:

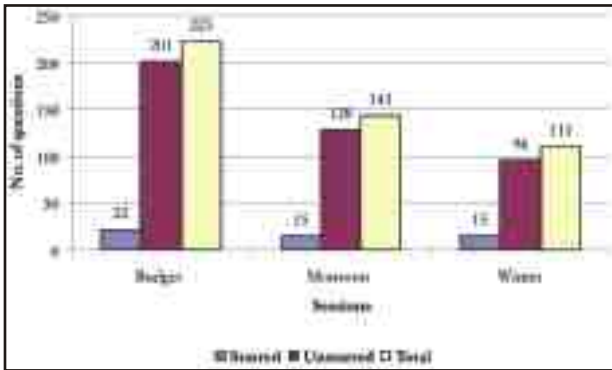


Fig.77 Number of questions replied to by the Ministry in the Lok Sabha during 2007

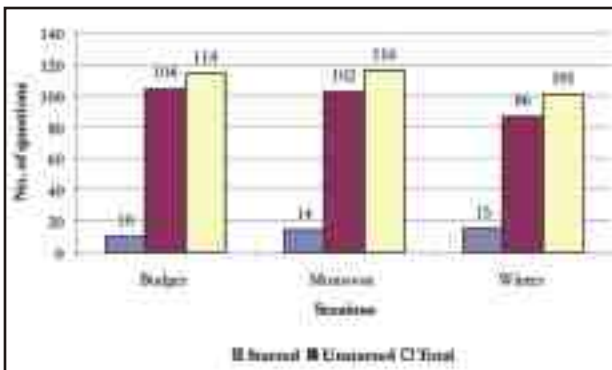


Fig.78 Number of questions replied to by the Ministry in the Rajya Sabha during 2007

- During the year, the Consultative Committee of Members of Parliament attached to this Ministry held three meetings in which the Living Modified Organisms, Joint Forest Management and Forest Research & Training were discussed. The parliamentary Standing Committee of Members on Environment and Forests met twice and deliberated over the demand for grants of 2007-2008. Senior officers of the Ministry also held the meeting and discussed matters with regard to Lok Sabha and Rajya Sabha. Assurances and Matters raised under Rule 377 in the Lok Sabha and by way of special mention in the Rajya Sabha.

Internal Work Study Unit (IWSU)

Introduction

Activities relating to internal work study are coordinated by IWS Unit of the Ministry. This is to ensure timely action by various sections on proper record management and strict compliance of various provisions of the

manual of office procedure.

Progress of Activities Undertaken

- During the year 3289 files were reviewed out of which, 2443 files were weeded out by various Sections/Divisions and 793 files sent to Departmental Record Room (DRR) for retention.
- In order to have a quick retrieval system and an accurate and permanent database, the computerization of all the files in the DRR has been completed through development of a software. This is very helpful in monitoring the record management in the Ministry. So far, the DRR has completed computerization of more than 15,000 files.
- Appraisal of 900 recorded files of category "B" or files live for 25 or more years, have been completed by National Archive of India (NAI), New Delhi. Five hundred twenty two files have been transferred to NAI, after appraisal.
- A study to assess the manpower requirement for various Divisions/Sections of the Ministry has been completed. Most of the recommendations in this regard have also been implemented.
- O&M Inspections of the organizations under the Ministry and Sections/Divisions of the Ministry is being completed.
- "Induction Material" of the Ministry has been updated and placed on the Ministry's Website. Review of "Records Retention Schedule" for substantive functions has been undertaken.

Information Technology and e-Governance

Introduction and Objectives

The Government has recognized Information Technology (IT) as a major important tool for speedy implementation and monitoring of various schemes and decisions in public interest. Accordingly, Ministry has embarked on a comprehensive exercise to implement an

e-Governance project titled 'Envision' with the objective of transforming the functioning of the Ministry and its constituent organizations and also to transform the way Ministry serves its various stakeholders.

Progress of Activities Undertaken

- M/s PricewaterhouseCoopers Pvt. Ltd. (PwC) – Consultants for ENVISION project carried out an exhaustive exercise of Business Process Re-engineering (BPR) for select activities in the Ministry based on 'As-is' and 'To-be' process. All the BPRs have been approved during the year.
- Implementation of proof-of-concept for some of these BPRs are being undertaken for the respective Divisions of the Ministry.
- Request for proposal for Stage 3 consultant as prepared by PwC is being reviewed by the Ministry
- To strengthen the establishment of basic IT infrastructure, about 500 desktops and peripherals, and about 500 printers for Ministry's various attached offices are being procured as well as Broad Band/Leased Line connectivity including Local Area Network (LAN) and Wide Area Network (WAN) is being established for Regional Offices/Subordinate Offices of the Ministry.
- Setting up of Virtual Herbarium for the Botanical Survey of India (BSI), Kolkata and its field offices as well as digitization of files/documents of the Ministry is being taken up.
- For conducting IT and non-IT training, the prospectus is being reviewed to solicit a wider response and the bid will be called again.
- Proposals are being sought from various training vendors for conducting e-champion training.

RTI Cell

Introduction

Activities relating to implementation of RTI Act, 2005 are coordinated by RTI Cell of the Ministry.

Progress of Activities Undertaken

- During the year, a software, RTI-MIS has been activated with the help of NIC (of DoPT) to register, record and dispose off applications made under RTI Act, 2005.
- For effective implementation of RTI Act, 2005, Central Public Information Officers (CPIOs) and Appellate Authorities (AAs) have been designated vide Notification No. 1/2/2007-RC dated 4th March, 2008, subject to revision from time to time as and when there is change due to transfer or change of work of CPIOs/AAs as the case may be.
- A gist of important decisions of Central Information Commission (CIC), relevant to this Ministry, for each quarter of 2006 and 2007 circulated to the CPIOs/AAs for better understanding.

Use of Hindi

Introduction

- In order to improve the use of Hindi in the official work of the Ministry, necessary instructions were issued to all officers and staff of the Ministry to ensure progressive use of Hindi in their day to day official work. The over all progress in the use of Hindi was continued to be reviewed by holding the meetings of the Official Language Implementation Committee (OLIC) on regular basis under the chairmanship of the Joint Secretary in charge of Hindi Division. The over all performance regarding use of Hindi in the Ministry in respect of regions 'A', 'B' and 'C' remained 52.73%, 49.08%, and 38.12% respectively.

Progress of Activities Undertaken

Meeting of Hindi Salahkar Samiti

Hindi Salahkar Samiti of the Ministry was reconstituted on 20th April, 2005 under the Chairmanship of Hon'ble Minister of Environment and Forests. During the year, one meeting of the Hindi Salahkar Samiti under the Chairmanship of Hon'ble Minister of State (Environment) was held in New Delhi on 24.7.2007. A number of suggestions given by the Hon'ble Members of the Samiti the meeting regarding progressive use of Hindi in official work of the Ministry are being implemented.

Hindi Workshops

During the year, Hindi workshops were organised for officers and staff of the Ministry on regular basis.

Hindi Noting and Drafting

The Hindi Noting and Drafting award scheme of Govt. of India, Ministry of Home Affairs, Deptt. of Official Language is being implemented in the Ministry .

Hindi Fortnight

A Hindi Fortnight from 14th - 28th September, 2007 was organised in the Ministry. A number of Hindi competitions were held during this period .

Official Language Inspections

During the year, staff of the Hindi Divison carried out official language inspections of seven subordinate offices and 12 sections of the Ministry. Besides, offices of Zoological Survey of India, Kojhikode, Botanical Survey of India, Kolkata, and the office of Chief Conservator of Forests, Aliganj, Lucknow were inspected by the Committee of Parliament on Official Language.

Protocol Unit

– The Unit coordinates the comprehensive protocol arrangements for Minister of Environment & Forests, Ministers of State for Environment & Forests, Secretary,

Special Secretary and DGF & SS and other senior officers of the Ministry.

- During the year, Visas of about 90 officers were obtained within the given time-frame. The Unit also arranged more than 350 domestic/international tickets of officers of the Ministry.

Public Grievance Cell

- A Grievance Cell has been functioning in the Ministry to attend to the complaints of public regarding forestry and environmental matters. JS(Admn) has been nominated as Public Grievance Officer of the Ministry.

The particulars of the Public Grievance Officer of this Ministry are as under:

Joint Secretary (Admn),

Room No. 440, (4th Floor,)

Paryavaran Bhawan,

CGO Complex, Lodi Road,

New Delhi – 110003.

Tel: 24361774, Email: akg@nic.in

- The general public can meet the Public Grievance Officer every Wednesday from 10.00 AM to 1.00 PM. The main function of the Cell is to ensure timely rederssal of public grievances by taking up the matter with the concerned authorities such as District Magistrates, Municipal Corporations, Pollution Control Boards, State Governments, etc. Most of the complaints relate to:

- Unauthorized industries located in residential areas discharging harmful gases and hazardous effluents in the immediate neighbourhood.
- Environmental degradation due to mismanagement of civic amenities like location of waste dump, water logging etc.
- Poor maintenance of open areas and parks; and

- Commercial establishments operating illegally in the residential buildings causing nuisance to people living in the immediate vicinity.
- Non-settlement of payment of salary dues and other benefits like pension, etc. to staff.
- During the year, 35 grievances were received from the general public and staff.

Civil Construction Unit

Introduction and Objectives

- It was decided to have a separate construction unit within the Ministry, being a scientific Ministry, for better coordination of execution of works. The Civil Construction Unit created during 1987, is catering to construction work for all the main and attached offices under the Ministry such as Botanical Survey of India, Zoological Survey of India, Forest Survey of India, Natural Museum of Natural History, Indira Gandhi National Forest Academy, Animal Welfare Division and Autonomous Bodies funded by the Ministry like, Indian Council of Forestry Research and Education, G.B. Pant Institute of Himalayan Environment and Development, Indian Institute of Forest Management, Indian Plywood Research and Training Institute, Central Pollution Control Board and Central Zoo Authority.

- There are three Divisions looking after construction activities. Two divisions are located at Delhi for works in Northern Region and one is located at Bangalore for works under Southern Region. The works under Western Region and Eastern Region are executed through CPWD and monitoring is done by this Unit. To have effective control on construction activities, the sub-divisions are located at Delhi, Vadodara, Sawai Madhopur, Dehradun, Bangalore, Hyderabad and Calicut.

Progress of Activities Undertaken

- Innovative techniques are being adopted to make works in planning/ construction green.
- Nine construction works above Rs. 25.00 lakhs were completed during the year at Ballabgarh, Bhubaneswar, Burnihat, Coimbatore, Delhi, Dehradun, Jorhat and Kolkata.
- Twentyfive construction activities were undertaken at various places of several organizations of the Ministry and are at various stages of completion.
- Twenty one number of works are at planning stage in various stations like Bangalore, Ballabgarh, Bhopal, Coimbatore, Chennai, Dehradun, Kolkata, NOIDA, Mysore, Swai Madhopur etc.