



Government of West Bengal  
Directorate of Forests

**Office of the Principal Chief Conservator of Forests, Head of Forest Force**  
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No.: 9528 / P&S (P) / 3D - 742 / 19

Dated: 04.02.2020

To

- (i) Chief Conservator of Forests—CC/WC/SWC/SEC/NC/HC/WL(N)C, West Bengal.
- (ii) Conservator of Forests—A.P. & Mktg./DC/RC/WL(HQ)/SC(N)C/WP & GIS/P&G/NWC/Monitoring Circle, West Bengal.
- (iii) Field Director, BTR/STR, West Bengal.
- (iv) Joint Director, SBR, West Bengal.

Sub. : **Minutes of the Meeting on status of Expenditure of Directorate held on 03.02.2020.**

In the meeting chaired by the PCCF & HoFF, West Bengal, a detailed review was conducted regarding the progress of expenditure of the Forest Directorate. As on today, expenditure of Rs. 94 crores under state plan has been booked, which comes less than 60% of the released amount. The Directorate has been given target of 100% utilization of the fund and such, keeping further release of pending Rs. 16 crores, we need to spend around Rs. 68 crores in the remaining 41 days of the financial year. All circle in charges are requested to expedite the process following.. following are the other deliberations:

1. All Bills of the financial year have to be submitted to the Treasury by 15<sup>th</sup> of March, 2020.
2. All Circle In-charges have been impressed that all expenditure of works completed should be booked immediately and the same should be reflected before 14<sup>th</sup> Feb.,2020.
3. The Circle are requested to have a detail feasibility review of the balance fund released and any fund which they will not be able to spent by 15<sup>th</sup> March, should be surrendered by 7<sup>th</sup> of February, 2020. Any fund not-surrendered but remains unspent by 15<sup>th</sup> of March, 2020, will be viewed seriously and the Circle In-charge has to explain the same.
4. The Circle-Western, Hill, Northern, SBR and BTR need to expedite the process of implementation and a review of the expenditure will be held for these Circles on at 11 am on 14<sup>th</sup> Feb., 2020.

6. <sup>All</sup> ~~All~~ Circle are requested that a list of tenders still pending for approval at Headquarters, has to be sent by 6<sup>th</sup> of February, 2020, by 'Whatsapp' to the CCF, Finance, who will compile the same and put up for processing immediately.
7. The expenditure, specially under the Heads of Plantation, DPW Sabuj Shree, Eco-Tourism should be booked immediately so that the same is reflected by 7<sup>th</sup> February, 2020.
9. The progress of 'Jalathirtha' has been very poor in the last 2 months.
- The CCF, Finance & Nodal Officer of the scheme, is requested to review the same every month and put up Status Report.
  - All Phase III works already sanctioned & fund released should be completed by Mar.,20 and expenditure booked.
  - CCF, SW & SE should pursue the cases with Irrigation Dept., and in case of stalemate , detailed report to be sent to HO for intervention by Dept.
  - Central Circle should expedite the DPR preparation.
  - WC should pursue the site selection process with Irrigation Dept.
10. Regarding New Beat Office construction, all the quarters, which are under construction, should be completed and all completed quarters should be made functional by end of March, 2020. Quarters not started till now should not be started till written clearance from this end.
11. All Tender processes should be conducted in compliance with existing Rules & Regulations. Care should be taken for proper Tender Condition Approvals and avoiding ring formations.
12. all the works, which had been completed or in progress because of previous sanction orders and with appropriate tender approvals, for which fund had not been provided, a list of the same should be provided with complete details so as to enable the Headquarter to provide fund on first priority in the Budget 2020-21. The Finance Wing of Forest Directorate is requested to give top priority and sequence for release of amount.

  
(T.V.N. Rao, IFS)

Principal Chief Conservator of Forests, General

No. 9529 1P&S (P)/3D-742/19

Copy for Information to,  
PCCF, RMD,  
PCCF, WL & Chief Wild Life Aaden  
All Addl. PCCFs

05/02/20

  
(T.V.N. Rao, IFS)

Principal Chief Conservator of Forests, General