



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF SUB DIVISIONAL FOREST OFFICER (BS-17) FORESTRY, WILDLIFE & FISHERIES DEPARTMENT (CASE NO.45K2019)

Main Responsibilities and Tasks:

1. To execute through members of the staff, Forestry Range Management, Soil Conservation & Watershed Management Operations like Sowing, Planting, Weeding, Tending Thinning, Felling, Seeding, Reseeding and carriage of Forest produce by arranging labour seed fertilize and other inputs. To design and estimate of an to construct check dam building and roads by arranging labour, material tools etc.
2. To protect forest against insects, rodents, grazing by cattle, theft, fire etc.
3. To Maintain and submit to the DFO detailed accounts of the forest works, products and cash disbursement to the labour.
4. To arrange safe custody of timber, firewood and other material stored in the Depot in his charge.
5. To maintain a cash chest in his office to keep cash.
6. To realize the forest revenues from the lessees, purchasers of forest products, forest offenders etc.
7. To prepare the cases of forest offenders and prosecute cases in the courts.
8. To maintain a close liaison with members of the public and other Government Departments and promote the growing of the trees on the private lands.
9. To arrange effective utilization of irrigation water by property aligning the channels water courses, spot leveling etc, for the growth of the trees and forest.
10. To train, guide and control the staff under him in the performance of their duties.

Occasional tasks and responsibilities

1. Research related to Forest and climate.
2. Teaching related to Forest.

Qualities / disposition and interest's desirable

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