

**GOVERNMENT OF KARNATAKA**

No. FEE 23 FEG 2017

Karnataka Government Secretariat,
M.S. Building
Bengaluru, dated: 12-11-2019**NOTIFICATION**

Whereas as the draft Karnataka State Civil Services (Regulation of Transfers and Postings of Forest Officers and Other Officials) Act, 2016 (Karnataka Act 9 of 2017) proposes to make in exercise of the powers conferred by section 13 read with sections 2, 3 and 6 of the Karnataka State Civil Services Act, the Notification No.FEE 23 FEG 2017, Dated:23-08-2019 in part IV- A of Karnataka Gazette dated:19-09—2019 inviting objection and suggestions from all the persons likely to be affected thereby within 15 days from the date of its publication in the official gazette.

And whereas the said gazette was made available to the public on 19-09-2019 and whereas no objections received within the period specified above.

Now, therefore, in exercise of the powers conferred by section 13 read with sections 2, 3 and 6 of the Karnataka State Civil Services Act 1978 (Karnataka Act 14 of 1990), the Government of Karnataka hereby makes the following rules, namely:-

RULES**CHAPTER-I****Preliminary**

1. Title and commencement.- (1) These rules may be called the Karnataka State Civil Services (Regulation of Transfers of Forest Officers and Other Officials) Rules, 2019.

(2) They shall come into force from the date of their final publication in the official Gazette.

2. Definitions.- (1) In these rules unless the context otherwise requires,-

- (1) 'Act' means the Karnataka State Civil Services (Regulation of Transfer of Forest Officers and Other Officials) Act, 2016 (Karnataka Act 9 of 2017);
- (2) "Appendix" means Appendix appended to these rules;
- (3) "Annual calendar" means the schedule of dates notified by the State Authority for the purpose of general transfers and postings;
- (4) "Available post" means a post in which the present incumbent has completed the prescribed tenure;
- (5) "Competent Authority" means the authorities listed in Appendix - II & III of these rules;
- (6) "Consequential vacancy" means a vacancy arising out of the transfer of a present incumbent during the ongoing counseling session;
- (7) "Contingent transfer" means any transfer and posting contingent on an event other than general transfer;
- (8) "Critical post" means a post notified as such by the Competent Authority under rule 8;
- (9) "Functional wing" means a unit of the Department entrusted with special duties like social forestry, research, planning, vigilance, training etc., and having divisions at the Circle level;
- (10) "Jurisdiction" means the area over which an officer or authority exercises its powers and discharges its functions;
- (11) "Online" means feeding, processing and displaying the data and information on the departmental website;
- (12) "Place of posting" means the headquarters where a post is located;
- (13) "Posting" means appointing a forest officer or other official to discharge the responsibilities of a post on full time basis;
- (14) "Schedule" means schedule appendent to the Act;

- (15) "Section" means section of the Act;
- (16) "Sensitive post" means a post identified as such under rule 8 (1) (e);
- (17) "Vacant post" means a temporary or permanent post which does not have a full-time incumbent for the time being; and
- (18) "Website" means official website maintained by the Karnataka Forest Department.

(2) All other words and expressions used in these rules but not defined herein, shall have the same meaning assigned to them in the Act.

3. Applicability of the rules.- (1) These rules shall apply to forest officers listed under schedule -I and other officials listed under schedule II of the Act.

(2) Rules framed by the State Government for forest officers and other officials of the Hyderabad Karnataka Region under Article 371J of the Constitution of India and for special category employees like Special Tiger Protection Force etc., shall be considered while making transfers and postings under these rules.

CHAPTER-II

GENERAL RULES

4. Tenure of a posting.- Normal tenure for any posting shall be as follows:-

- (i) normal tenure of Forest officers and other officials listed in schedule - I and II of the Act shall be as specified in Appendix - I;
- (ii) tenure limits shall apply for the post held as well as the place of working independently. Period of posting in the current post or total stay in the same place of working, whichever is longer shall be considered as the tenure completed;
- (iii) transfer from one wing or office or section to another within the head office or in any other office located within Bengaluru city

shall be counted as one posting. Total period of service rendered in Bengaluru shall be counted as one tenure; and

- (iv) for the purpose of calculating the tenure in a given post, six months or above as at the end of March month shall be counted as a full year and less than six months period shall be ignored.

5. Liability of forest officers and other officials for transfers and postings.- (1) Subject to rule 4, every forest officer or other official shall be entitled to complete normal tenure as specified in Appendix- I.

(2) Any post in which the incumbent has completed the prescribed tenure shall be deemed to be available for others in the cadre to seek their next posting.

(3) Those who completed the tenure shall be transferred compulsorily if not specifically exempted for reasons to be reduced in writing by the concerned Competent Authority.

6. Authorities competent for counseling, transfers and postings.-

(1) There shall be four different authorities for counseling of the forest officers and other officials in the department. The list of authorities and their composition shall be as indicated in Appendix – II.

(2) Jurisdiction of each Authority shall be as specified in Appendix –III.

(3) The Apex Authority shall be competent to counsel, transfer and posting of Group A and B officers to suitable posts across the state.

(4) The State Authority shall be competent to post Group C and D of forest officials to specific posts within the Head Office and to the functional wings located elsewhere in Bengaluru. It shall also be competent to counsel, transfer and post Group C and D forest officials to specific posts across the forest circles.

(5) The circle authorities shall be competent to counsel, transfer and posting of Group C and D officials to specific posts in the circle office and also across all the divisions including functional divisions within the jurisdiction of the territorial forest circle.

(6) Divisional Authorities shall be competent only to territorial and wildlife divisions. They shall be competent to counsel, transfer and posting of Group C and D forest officials within the jurisdiction of their respective divisions.

7. Powers and functions of the Competent Authorities.- (1) Apex Authority shall guide, supervise and monitor all other Competent Authorities and ensure compliance with the provisions of the Act and these rules.

(2) Each Competent Authority shall function independently as per the provisions of the Act and these rules and shall remain uninfluenced by any external factors or influences.

(3) State Authority shall counsel Group C and D forest officers and other officials first. It shall be followed by Circle and Divisional Authorities respectively.

(4) Chairpersons of the each Competent Authorities shall be responsible for taking the initiative and making the counseling effective and efficient.

(5) Counseling work is a collective responsibility. Chairpersons and members of the Competent Authorities shall personally attend to the counseling work.

(6) Counseling shall be done based on the data available online on the departmental website.

(7) The Competent Authorities shall take decisions by consensus. If there is no consensus, decisions shall be taken by majority vote.

(8) Decisions once taken cannot be reviewed or revised by the same Authority.

(9) Proceedings and orders of each Authority shall be signed by all the members.

(10) The Chairperson shall maintain all the records at his office. He shall be responsible for defending the decision taken.

(11) Orders of an Authority shall not be interfered by a higher Authority without issuing a notice and hearing the lower Authority.

8. Declaration of some posts as 'critical posts'.- (1) The Competent Authority may declare some of the following types of posts as critical posts based on the advice of State and Circle Authorities,-

(a) Field posts concerned with interstate border areas, Protected Areas and forests highly vulnerable to encroachment, smuggling and poaching.

(b) Any post concerned with gate keeping of vital information whose unauthorized disclosure could be detrimental to the department.

(c) Posts which require high level of technical expertise and long experience, and not easy to replace without affecting the ongoing work.

(d) Posts which are connected with flagship programs of the department.

(e) Sensitive posts which involve one or more of the following features:

(i) Deals with sensitive subjects like bulk procurements, recruitment, printing of secured stationery, management of high value assets, vigilance etc.

(ii) Faces constant pressure for disclosure of sensitive information to the detriment of public or Government interest.

(iii) Deals with matters having large financial implications to Government.

(iv) Has high degree of personal judgment, low supervision, very few rules to guide, lacks preventive or mitigative measures and errors could be costly.

(v) Position is highly prone for fraud or misuse or abuse and inducement.

(2) A post once declared as critical shall remain as such for a period of three years.

(3) Critical posts shall not be kept vacant or be placed in additional charge for more than three months.

(4) Critical posts shall be filled by carefully selected forest officers or other officials with high degree of competence and integrity, with or without counseling.

9. General rules for counseling, transfers and postings.- The following general rules apply for counseling, transfers and postings,-

- (1) Creating and maintaining an updated data base on the website:
 - (i) The Apex Authority shall ensure that there is a comprehensive website for the purpose of counseling, transfers and postings which is designed and maintained up-to-date at all times;
 - (ii) There shall be a Kannada version of the website also;
 - (iii) The data base shall be kept in public domain;
 - (iv) The website shall be mobile phone compatible; and
 - (v) Any transfer or posting shall be notified immediately on the website.
- (2) Notification of available, vacant posts and inviting applications,-

- (i) whenever transfers or postings are to be done, a suitable notification to that effect shall be published on the website. The list shall include the number of available posts and vacant posts. They shall be further classified into critical and non-critical posts; and
 - (ii) applications shall be invited from eligible forest officers or other officials as the case may be. The notification shall state where, how, to whom and by what date and time the applications shall be submitted.
- (3) Procedure for filing of applications:
- (i) eligible forest officers or other officials shall submit their applications online in the prescribed format. Those who cannot do it themselves may take the help of other officials concerned in the office of controlling officer;
 - (ii) applicants shall indicate 3(three) available or vacant posts of his choice for the next posting. If the applicant does not want to make these choices, it shall be mentioned in the application form itself; and
 - (iii) if anyone due for transfer or posting fails to submit the application, the controlling officer shall take necessary action to file the application on his behalf and furnish available details. Non-submission of application does not mean that the officer or other official shall not be transferred.
- (4) Controlling officers to furnishing additional details: Controlling officers shall verify the information furnished by the applicants immediately with the details available in the service register. They shall also ascertain and provide the following details in the application form and sign it digitally:

- (i) quote adverse remarks if any in the annual performance reports of last three years verbatim and indicate its status as on the date of reporting;
 - (ii) punishment awarded in the service for misconduct or indiscipline;
 - (iii) furnish details of disciplinary proceedings or criminal cases already pending against the applicant in any office, tribunal or court of law;
 - (iv) acts of omission and commission or any serious allegations in the present posting for which disciplinary proceedings are to be launched;
 - (v) any significant achievements beyond the normal call of duty which are worth rewarding;
 - (vi) any serious limitations or constraints the applicant is subject to; and
 - (vii) Overall performance rating for the total tenure of his present posting on a scale of 1 to 10 (1 being least and 10 being best).
- (5) each applicant shall be sent a short mobile phone message acknowledging the receipt of his application choice of place indicated in the application for next posting and the weightage points secured as soon as possible.
- (6) Issuing the notification for counseling:
- (i) the Apex Authority shall review the number of applications received cadre-wise, decide the scale of transfers, prioritize different categories of applicants and posts to be filled, and notify the dates for counseling on the website;
 - (ii) those who are required to be counseled by more than one Competent Authority shall be listed before all the relevant

Competent Authorities. Once they are posted, they need not attend the remaining counseling sessions;

- (iii) those who have not filed their applications shall be listed for counseling by the lowest Competent Authority on the last day of counseling;
 - (iv) the notification shall include the name of the Counseling Authority, venue, date and serial number of applicants who shall be counseled each day; and
 - (v) website notification shall be considered as the call for counseling. A short mobile phone messages may be sent by the Competent Authorities.
- (7) Procedure for counseling:
- (i) officers or officials shall obtain written permission from their controlling officers for attending the counseling session and submit copy at the time of counseling. Travel for counseling shall be treated as official journey;
 - (ii) counseling is a process of arriving at a considered decision for offering suitable postings to the applicants. It shall be a semi-automatic process based on the credentials of the applicant, his weightage points and the choice of postings sought;
 - (iii) if the applicant's service record is free from any blemish as per the information furnished by the controlling officer, the applicant shall be allowed to choose a place of posting in the order indicated in his application. If these posts are already filled up, the applicant may be permitted to choose any post from among the consequential vacancies available online at that point of time. If he agrees, the applicant may be considered for critical or sensitive posts if his performance is rated as excellent;

- (iv) immediately after agreeing on a new posting, a written order to that effect shall be issued on the spot under the signature and seal of the Chairperson and members of the Counseling Authority. Copies of the orders shall be marked to the subordinate officers concerned for making relief or reporting arrangements. Necessary entries shall be made on the website immediately;
 - (v) if any applicant turns up late for counseling for genuine reasons, he shall be given an opportunity to appear before the Counseling Authority as soon as possible on the same day;
 - (vi) those who applied for transfer or posting but did not appear for counseling may be considered for any of the available posts listed in their applications. If none of them are available, they may be posted to any suitable consequential vacancy on the last day of counseling; and
 - (vii) vacancies shall be evenly distributed among the circles.
- (8) Concluding the process of counseling:
- (i) List of transfers or postings issued shall be prepared at the end of each working day by each Competent Authority, signed by all the members present and a copy shall be posted on the website at the end of each working day.
 - (ii) On the last day, vacancies and posting orders issued shall be reconciled. Anyone left out shall be issued a suitable posting order. If posts are not available and officers or officials have to be on compulsory waiting, place for reporting shall be indicated.
 - (iii) After the counseling schedule is concluded, brief proceedings of the entire counseling session shall be prepared and signed by the Chairperson and members and be published on the website. It shall include a brief summary of the number of applications received, numbers permitted to be counseled and posted by the Apex Authority, schedule of counseling, results of counseling

date-wise, list of pending applications, list of persons waiting for postings etc., for each cadre.

- (iv) One set of hard copies of all Gazette notifications, Government orders, circulars, posting orders and proceedings of the counseling session, correspondence files, records, registers etc., shall be preserved in the office of the Chairperson of the Counseling Authority for reference purposes.

10. Certain restrictions.- (1) Transfers and postings shall be subject to the restrictions listed in sub-sections (2) to (5) of section 3, section 5 and sub-sections (3) and (4) of section 6 of the Act.

(2) Forest officers and other officials shall not be posted outside their unit of seniority under rule 32 of KCSR. Any such temporary arrangements shall be done within the same unit of seniority.

Chapter III

General Transfers and Postings

11. General transfers.- (1) Shifting of forest officers and other officials who have completed the prescribed tenure in a post or place to another post or place during the notified period of the year in accordance with the procedure prescribed in the Act and these Rules shall be considered as general transfers.

(2) General transfers may include contingent transfers due in the same time period.

12. Annual calendar for general transfers and postings.- General transfers and postings shall be done annually by the Competent Authorities as per the calendar prescribed in Appendix – IV the state Government may relax or modify the calendar in any given year to meet the exigencies; and

13. Scale of general transfers.- (1) Total number of transfers to be done collectively by all the Competent Authorities in the state shall not

exceed ten percent actual working strength in the cadre with the tenure prescribed for that cadre. However, this limit shall not be applicable during the first three years of operation of the Act and Rules.

(2) The Apex Authority shall decide optimal number of general transfers to be done in each cadre during the year keeping in mind the number of requests received and the administrative exigencies of the department. The numbers so decided shall be distributed across different Competent Authorities and notified on the website. All the Authorities shall adhere to the number specified for them. The website itself shall automatically lock once the upper limit is reached.

(3) The number once decided shall be final and shall not be altered during that general transfer season.

(4) For the purpose of count, each forest officer or other official posted or appointed to a new post shall be counted as one.

(5) A detailed account of general transfers and contingent transfers done shall be maintained separately for the purpose of keeping the count.

14. Identification and listing of available posts and critical posts.- (1) The Apex Authority shall appoint members to various Counseling Authorities based on the prevailing seniority in their respective jurisdictions.

(2) Divisional Authorities shall identify and list vacant posts, available posts and critical posts among them in their jurisdictions and report to Circle Authorities.

(3) Circle Authorities shall review divisional lists, add information pertaining to Circle Office, rationalize the number and report to the State Authority.

(4) State Authority shall consolidate the list, add the numbers relevant to head office and other wings in Bengaluru and report to the Apex Authority.

15. Notification of annual general transfers and postings.- The Apex Authority shall issue a notification for the annual general transfers and postings and invite applications. Brief notification shall be issued in hard copy which shall be posted on the notice boards of all the forest offices in the state. Detailed notification shall be posted on the website. The notification shall inter alia include:

- (i) list of available posts, vacant posts and the critical ones among them;
- (ii) calendar for the general transfers and postings for the year;
- (iii) application form in which to apply;
- (iv) place, last date and closing hours for filing the applications; and
- (v) any changes made to the existing procedure for counseling.

16. Procedure for submitting applications for general transfer.-

(1) Officers and officials working in the posts listed in the general transfers notification and those seeking contingent transfers and/or postings during the general transfer time are entitled to apply.

(2) Applications shall be submitted online. Controlling officers shall review the information submitted, add the required information and sign them digitally.

(3) New recruits and others who are joining the department for the first time shall file applications in the office of the Appointing Authority.

(4) Applications once filed shall not be withdrawn. If no transfer or posting is given, they shall remain valid till and considered in the next

general transfers. If the applicant is successful in getting a posting, the application shall be archived.

(5) Applications from ineligible forest officers and other officials shall not be entertained at any level. If filed, they shall be rejected outright.

17. Preparing priority list, notifying the dates and counseling.-

(1) The order of priority for considering the requests during general transfers time shall be as follows:

(i) those who are eligible for transfer;

(ii) those who have completed ten years of service at the commencement of the Act and Rules but not served in category A posts;

(iii) those who have completed the prescribed tenure in the present post; and

(iv) those who are eligible for contingent transfers or postings as per rule 23.

(2) Applications received from each cadre shall be sorted into the above categories.

(3) Finally, they shall be sorted based on the Competent Authorities who are required to counsel the applicants.

(4) If there are too many applications and if it is not possible to consider all of them the Apex Authority may, rationalize the number by removing avoidable transfer applications from each group or deferring them for consideration later.

(5) Distribution of applications among different levels of Competent Authorities and different Circles and Divisions shall be fair and proportionate to the total cadre strength. Applications finally retained for counseling shall be the priority list.

(6) The priority list so prepared shall be notified on the website by the Apex Authority indicating the names of the applicants, date, time and name of the counseling authority. Office of the Chairperson of the respective Competent Authorities shall be the venue for counseling.

(7) Controlling officers must communicate the counseling schedule to the forest officers or other officials working under their administrative control in remote areas and permit them to attend the counseling session.

(8) Counseling for general transfers and postings shall be done cadre-wise by the respective Competent Authorities at the office of the Chairperson.

18. Concluding the counseling process for general transfers.-

(1) Total number of transfers and postings actually done can be less but shall not exceed the number determined by the Apex Authority.

(2) Each Competent Authority shall prepare a summary report and submit to the Apex Authority within three days.

19. Disposal of pending applications.- (1) Applications which could not be considered by any of the Competent Authorities during general transfers shall be deemed to be pending.

(2) A list of such pending applications shall be maintained on the website for reference and consideration at the time of ensuing contingent transfers.

(3) Pending applications shall remain valid till and considered in the date of next general transfers. Thereafter, fresh applications shall be submitted.

20. Procedure for filling of critical posts.- (1) Special care shall be taken by the Apex, State and Circle Authorities for filling notified critical posts on priority basis in general transfers. Applicants for such posts shall be critically examined and given the posting only if found suitable.

(2) The Apex Authority shall take up a special drive to fill up critical posts that remain vacant in any cadre after the counseling for general transfers is over and get them filled within a month. Names of suitable candidates other than those considered during the preceding general transfers shall be collected tacitly, at least three candidates shall be called for counseling and the best and most suitable forest officer or other official as the case may be shall be selected for posting to the critical posts. Posting orders shall be issued by the Chairperson of the respective Competent Authority.

CHAPTER IV

Contingent Transfers and Postings

21. Contingent transfers and postings.- (1) Transfers or postings contingent on certain event(s) (e.g. recruitment, promotion, retirements etc.) other than completion of prescribed tenure shall be reckoned as contingent transfers and postings.

(2) Contingent transfers and posting shall be taken up once in every quarter. Those overlapping with the general transfer schedule shall be clubbed with general transfers but a separate account shall be maintained.

(3) Contingent transfers and postings shall include only need based and unavoidable ones. Hence there is no upper or lower limit to their number.

22. Eligibility for contingent transfers and postings.- The following categories of forest officers and other officials are eligible to seek contingent transfers and postings,-

- (i) direct recruits of the department who have completed their induction training;
- (ii) those who have been appointed on compassionate grounds;
- (iii) those who have been promoted on officiating basis to the next higher cadre;

- (iv) those who have been ordered to be transferred by the Karnataka Administrative tribunal or High Court of Karnataka;
- (v) those who are going on deputation or being repatriated;
- (vi) those who are on compulsory waiting for posting;
- (vii) those who are willing to work in newly created posts;
- (viii) those who are demoted to lower cadre as a consequence of disciplinary action for acts of commission and omission;
- (ix) those who were placed under suspension and need to be reinstated;
- (x) those who are grievously injured and not fit for discharging duty;
- (xi) those who have recovered from sickness or disability and ready to work;
- (xii) those who are listed under sub-section (2) of section 6 of the Act;
- (xiii) those who are willing to work in critical posts which have fallen vacant due to promotion, demotion, resignation, removal, dismissal, retirement, death, disability, sick leave or due to any other reason etc;
- (xiv) those who are seeking cadre change as per the C & Rules;
- (xv) those working in Category 'A' posts and are required to make way for others;
- (xvi) those working in posts which are upgraded, downgraded, declared surplus, shifted out or abolished;
- (xvii) those who completed the prescribed tenure and could not get a change in the previous general transfers; and
- (xviii) any other class of applicants who the Apex Authority may include for justifiable reasons to be stated in writing.

23. Procedure for contingent transfers and postings.- (1)

General procedure prescribed for counseling, transfers and postings in Chapter-II shall apply mutatis mutandis to contingent transfers or postings also.

(2) As far as possible, contingent transfers shall be taken up for all the cadres together. Only after one cycle is completed, the next cycle can be initiated. One cycle means the time taken from the date of issuing the

notification till the officers or officials newly transferred or posted take charge of their new posts.

(3) Counseling for contingent transfers and postings shall be initiated and completed by the appropriate Competent Authority relevant for each cadre of officers or officials. Venue shall be decided by the Competent Authority.

(4) In exceptional and justifiable cases, an officer or official may be given a contingent transfer within the same category of posts. Total tenure in both the posts together shall not exceed the normal tenure prescribed in Appendix – I.

(5) Contingent transfers and posting shall be done against existing vacancies first. If more vacancies are required to be created in category A posts, it may be done by reducing the minimal tenure of the present incumbents.

24. Taking charge of the new post.- Any officer or official who has been transferred shall handover the charge of the present post within one week from the date of the order as per the directions of the controlling officer and get relived immediately. Similarly anyone posted to a new post shall take charge of that post within one week after handing over the charge of the present post excluding the joining time. Non-compliance with these time lines shall be deemed to be disobedience to the lawful orders of the Competent Authority.

25. Powers of the Apex Authority.- The Apex Authority shall be responsible for the following:

- (1) Appointing members to the Circle and Divisional Authorities in time;
- (2) Issuing clarifications and guidelines for implementing the Act and the Rules;
- (3) Getting the website designed and ensuring its up-to-date maintenance;

- (4) Standardizing the templates for transfer applications, notifications, orders etc., to be used under the Act and Rules by all the Competent Authorities;
- (5) Determining the scale of annual transfers, distributing the same among various competent authorities and notifying the schedule for general transfers;
- (6) Counseling and posting of Group A and B officers to suitable posts;
- (7) Approving the list of critical posts from time to time and taking up special drive after the general transfers to fill the unfilled critical posts;
- (8) Monitor the transfers and postings by various Competent Authorities and ensure compliance with the provisions in the Act and Rules; and
- (9) Submit reports to state Government from time to time.

26. Miscellaneous provisions.- (1) Inter-departmental deputations shall not be done after the age at fifty five years.

(2) In charge arrangements made under rule 32 of KCSR within the unit of seniority shall not be considered as transfer and posting within the meaning of the Act and these Rules.

By Order and in the name of
Governor of Karnataka

(P.V. Sreenivasan)
Under Secretary to Government (Services),
Forest, Ecology and Environment Department.

To:

The Complier, Karnataka Gazette, Bangalore for publication in the special issue of the official gazette and to supply 100 copies to the office of Additional Chief Secretary to Government, Forest, Ecology and Environment, Room No. 448, 4th Floor, M.S. Building, Bangalore.

Copy to:

1. The Accountant General (A & E)/ (G&SSA) / (E&SSA), Karnataka, Bengaluru.

2. Principal Chief Conservator of Forests (Head of Forest Force) / (wildlife), Aranya Bhavan, Malleshwaram, Bengaluru.
3. Secretary to Government, Department of Parliamentary Affairs and Legislation, Vidhana Soudha, Bengaluru.
4. Private Secretary to Additional Chief Secretary to Government, Forest, Ecology and Environment Department, M.S.Building, Bengaluru.
5. Personal Secretary to Secretary to Government (Forests), Forest, Ecology and Environment Department, M.S.Building, Bengaluru.
6. Personal Assistant to Deputy Secretary(1), Forest, Ecology and Environment Department, M.S.Building, Bengaluru.
7. Section Guard File/ODGC.

Appendix – I

Normal tenure for each posting (in years)

[See rule 4]

| Sl. No. | Cadre | Minimum Tenure |
|------------------------|------------------------------|-----------------------|
| Forest Officers | | |
| 1 | Deputy Range Forest Officers | 3 years |
| 2 | Forest Guards | 4 years |
| 3 | Forest Watchers | 7 years |
| Other Officials | | |
| 1 | Group A Officers | 2 years |
| 2 | Group B Officers | 3 years |
| 3 | Group C Officials | 5 years |
| 4 | Group D Employees | 7 years |

Note: Tenure may be increased, reduced or relaxed as per the provisions contained in these rules.

By Order and in the name of
Governor of Karnataka

(P.V. Sreenivasan)
Under Secretary to Government (Services),
Forest, Ecology and Environment Department.

Appendix – II

List of Competent Authorities

(See rule 6)

| Sl. No. | Authority | Composition of the Authority |
|----------------|----------------------|--|
| 1 | Apex Authority | 1. PCCF (HoFF) – Chairperson and Convener 2. PCCF (Wildlife) – Member 3. PCCF (EWPRT) – Member |
| 2 | State Authority | 1. APCCF (P&R) – Chairperson and Convener 2. APCCF (HQ &C) – Member 3. APCCF (Vigilance) –Member |
| 3 | Circle Authority | 1. CCF holding the charge of the Territorial Forest Circle – Chairperson and Convener 2. Senior most CF/DCF from among those holding the charge of Wildlife, Working Plan and Research Division – Member 3. Senior most DCF (KSFS) from among those holding the charge of other special duty divisions within the Circle |
| 4 | Divisional Authority | 1. DCF heading the Territorial or Wildlife Forest Division – Chairperson and Convener 2. All the ACFS working in the Division - Members |

By Order and in the name of
Governor of Karnataka

(P.V. Sreenivasan)
Under Secretary to Government (Services),
Forest, Ecology and Environment Department.

Appendix – III

Jurisdiction of the Competent Authorities

[See Rule 6 (2)]

| Sl. No. | Name of the Competent Authority | Jurisdiction for counseling, transfers and postings |
|----------------|--|--|
| 1 | Apex Authority | Inter-Departmental deputations, posting of Group A & B Officers, and guiding and supervising all other Competent Authorities |
| 2 | State Authority | Postings of Group C and D forest officers and other officials within head office and other wings in Bengaluru and Inter-Circle postings in the state |
| 3 | Circle Authority | Postings of Group C and D forest officers and other officials in circle office, and Inter-divisional transfers and postings within the jurisdiction of the Territorial Forest Circle |
| 4 | Divisional Authority | Intra-divisional postings of Group C and D forest officers and other officials within the jurisdiction of respective territorial or wildlife division as the case may be |

By Order and in the name of
Governor of Karnataka

(P.V. Sreenivasan)
Under Secretary to Government (Services),
Forest, Ecology and Environment Department.

Appendix – IV

Annual calendar for counseling, general transfers and postings

[See Rules 12]

| Stage | Activity | Starting date | End date |
|--------------|--|------------------------|------------------------|
| 1 | Appointment of members to the Circle and Divisional Authorities | 1 st March | 10 th March |
| 2 | Review of working strength of officers/employees, updating the website, identification of critical posts and vacancies to be filled up at the Divisional, Circle and State Authorities | 11 th March | 20 th March |
| 3 | Review by Apex Authority, determination of the scale of transfers and issuing notification | 21 st March | 31 st March |
| 4 | Submission of applications | 1 st April | 15 th April |
| 5 | Scrutiny of applications by different Authorities, preparation of priority list and notification of counseling schedule by the Apex Authority | 16 th April | 30 th April |
| 6 | State level counseling | 1 st May | 7 th May |
| 7 | Circle level counseling | 8 th May | 15 th May |
| 8 | Divisional level counseling | 16 th May | 21 st May |
| 9 | Relief and taking charge of new post | 22 nd May | 31 st May |

Note: If the starting or ending day is a public holiday, the schedule will start or end on the next working day. However, it will not affect the remaining schedule.

By Order and in the name of
Governor of Karnataka

(P.V. Sreenivasan)
Under Secretary to Government (Services),
Forest, Ecology and Environment Department.