

CHAPTER - 3

DUTIES AND RESPONSIBILITIES

3.1 Duties and Responsibilities of National Board for Wildlife

It shall be the duty of the National Board for Wildlife to promote the conservation and development of wild life and forests in India.

The measures taken by the Board may provide for: -

- framing policies and advising the Central Government and the State Governments on the ways and means of promoting wild life conservation and effectively controlling poaching and illegal trade of wild life and its products;
- making recommendations on the setting up of and management of national parks, sanctuaries and other protected areas and on matters relating to restriction of activities in those areas;
- carrying out or causing to be carried out impact assessment of various projects and activities on wild life or its habitat;
- reviewing from time to time, the progress in the field of wild life conservation in the country and suggesting measures for improvement thereto; and
- preparing and publishing a status report at least once in two years on wild life in the country.

3.2 Duties and Responsibilities of State Board for Wildlife

It shall be the duty of State Board for Wild Life to advise the State Government, –

- in the selection and management of areas to be declared as protected areas

- in formulation of the policy for protection and conservation of the wild life and specified plants
- in any matter relating to the amendments of any Schedule.
- in relation to the measures to be taken for harmonizing the needs of the tribals and other dwellers of the forest with the protection and conservation of wild life
- in any other matter connected with the protection of wildlife, which may be referred to it by the State Government.

3.3 Duties and Responsibilities of Honorary Wildlife Wardens

The main duty and responsibility of an Honorary Wildlife Warden is to assist wholeheartedly the State organization responsible for wildlife Conservation work, especially with regard to the following matters:

- Control of poaching and clandestine trade in wild animals and products/articles thereof.
- Detection and prosecution of offences under the Wildlife (Protection) Act and the Rules made there under.
- Preventing damage to the habitat of wildlife.
- Identification and selection of areas suitable to be declared as sanctuaries, national parks, closed areas, etc., as well as measures for their proper protection.
- Measures for dealing with the problem of damage by wild animals to life and property, including the assessment and payment of compensation, etc.
- Carrying the message of conservation to the people and enlisting public support for nature and wildlife conservation. This effort should be specially directed towards the communities living in or near the declared wildlife reserves.
- Any other matter connected with the protection of wildlife, which may be entrusted by the Wildlife Advisory Board or the Chief Wildlife Warden of the State, from time to time.

3.4 Duties and Responsibilities of Officers/Officials working in Wildlife Wing

The officers/officials working in wildlife wing will exercise powers as defined in Punjab Forest Manual, Punjab Financial Rules, Punjab Civil Service Rules and Administrative orders/gazette notifications issued by the government from time to time in accordance with their rank.

The officers/officials working in wildlife wing will discharge their duties and exercise the powers as per Section 50 of Wildlife (Protection) Act, 1972.

The officers/officials such as Divisional Forests Officers Incharge Territorial Forests Division in the State will discharge their duties in accordance with powers delegated to them by Chief Wildlife Warden pertaining to Section 40, 41,48 (A) of Wildlife (Protection) Act, 1972.

The officers/officials such as Divisional Forests Officers Incharge Territorial Forests Division as well as other officers in the State will discharge their duties in accordance with the authorizations given to them by the State Government.

The officers/officials working in the State for the Conservation, Management as well as implementation of Wildlife (Protection) Act, 1972 will be subordinate to Chief Wildlife Warden.

All the officers not below the rank of Assistant Conservator of Forests will be responsible to evict any person from a sanctuary or national park who unauthorisedly occupies government land as well as to remove any unauthorized structures, buildings or constructions erected on government land within sanctuary or national park.

All the officers not below the rank of Deputy Conservator of Forests will be responsible to accept from any person against whom a reasonable suspicion exists that he has committed an offence against this Act, payment of a sum of money by way of compensation of the offence which such person is suspected to have committed.

All the officers/officials responsible for implementation of Wildlife (Protection) Act, 1972 in the State will execute any other duty and responsibility as assigned by his or her superior.

The specific duties and responsibilities for the management and conservation of Wildlife in the State with respect to various officers/officials are as under:-

3.4.1 Chief Wildlife Warden

The Chief Wildlife Warden will be responsible for the implementation of Wildlife (Protection) Act, 1972 in the State. He shall perform his duties and exercise his powers by or under this Act subject to such general or special directions, as the State Government may give, from time to time.

3.4.2 Conservator of Forests (Wildlife)

He shall be the controlling officer of all Wildlife Divisions under his jurisdiction.

3.4.3 Deputy Chief Wildlife Warden

He will assist Chief Wildlife Warden of the State in all Wildlife related matters as well as Wildlife (Protection) Act, 1972.

3.4.4 Divisional Forest Officer (Wildlife)/(Territorial), Field Director, M.C. Zoological Park

He shall be the head of the Division under his jurisdiction and will supervise administration, enforcement of Wildlife (Protection) Act, 1972, conservation management and development of Wildlife in the Protected Area as well as outside the Protected Area under his control. Divisional Forest Officer (Territorial) will also be responsible for Wildlife Management in his or her jurisdiction where there is no Divisional Forests Officer (Wildlife).

All Divisional Forests Officer (Territorial), Divisional Forests Officer (Wildlife) and Field Director Chhat Bir Zoo will be responsible for preparation of Management Plans of Protected Areas, Zoos, Small Zoos, Mini Zoos falling in their respective jurisdiction which will be sanctioned by the Chief Wildlife Warden.

5. Range Officer/Deputy Ranger

- All the Range Officers/Deputy Rangers responsible for the conservation and management of Wildlife as well as implementation of Wildlife (Protection) Act, 1972 in their respective jurisdiction will be under the administrative control of their respective Divisional Forests Officer (Wildlife) or Divisional Forests Officers (Territorial) according to their place of posting.
- The Range Officer/Deputy Ranger posted in territorial forests divisions will also discharge their duties as per the provision of Wildlife (Protection) Act, 1972 in addition to duties to be performed under Indian Forest Act, 1927 and Forest Conservation Act, 1980 and related acts applicable in the area.
- The Range Officers/Deputy Rangers will also act as Investigation Officers in Wildlife Offence cases and will be responsible for conducting the Investigations of the case, maintaining all relevant documents, reports and registers pertaining to the Wildlife Offences as well as lodging the case in courts well in time as prescribed in Indian Penal Code/Criminal Procedure Code.

3.4.6 Wildlife Warden/Wildlife Inspector

- He will be responsible for the conservation and management of Wildlife as well as implementation of Wildlife (Protection) Act, 1972 in their respective jurisdiction and will be under the administrative control of their respective Divisional Forests Officer (Wildlife) or Divisional Forests Officers (Territorial) according to their place of posting.
- He will also act as Investigation Officers in Wildlife Offence cases and will be responsible for conducting the Investigations of the case, maintaining all relevant documents, reports and registers pertaining to the Wildlife Offences as well as lodging the case in courts well in time as prescribed in Indian Penal Code/Criminal Procedure Code.

3.4.7 Forester

- He will be responsible for the conservation and management of Wildlife as well as implementation of Wildlife (Protection) Act, 1972 in his/her block and will be under the administrative control of Range Officer/Wildlife Warden as the case may be.

- He will assist his Range Officer/Wildlife Warden/Deputy Ranger in the implementation of Wildlife (Protection) Act, 1972 and other Wildlife related matters.
- He shall take up cognizance of Wildlife Offences and issue appropriate reports in the absence of forest guard/wildlife guard.

3.4.8 Wildlife Guard/Forest Guard

- He will be responsible for the implementation of Wildlife (Protection) Act, 1972 in the area under his control and will be under the administrative control of Range Officer/Wildlife Warden/Wildlife Inspector/Deputy Ranger/Forester of his area.
- Forest Guard posted in Territorial Forest Division will also be responsible for the implementation of Wildlife (Protection) Act, 1972 in addition to implementation of Indian Forest Act, Forest Conservation Act and Other related applicable in the area.
- He will ensure the protection of wildlife and will also keep a record of Wildlife existing in his area.
- He will conduct tour of his area regularly and shall maintain liaison with local people to gather intelligence about wildlife offences.
- He will maintain a diary in which he will record the area he toured, to whom he met as well as the description of any offence if detected by him.
- He will also take cognizance of wildlife offences immediately when it is brought to his knowledge and will issue appropriate reports as required in the Wildlife (Protection) Act, 1972.

3.5 Duties and Responsibilities of officers/ officials working in Zoos

1. Field Director Chhatbir Zoo

- The Field Director shall work as the in-charge of M.C.Zoological Park, Chhatbir and will function under the direct control of the Conservator of Forests (Wildlife), Parks and Protected Area Circle, Punjab.
- The Field Director shall maintain a liaison with other zoos and shall formulate Animal Exchange Programmes, planned conservation breeding programmes in respect of endangered species as per the provisions of Wildlife (Protection) Act, 1972 and requirements of Zoo.

- The Field Director shall supervise and guide the protocol of animal management in the zoo and shall also ensure the proper implementation of guidelines and directions issued from time to time by Central Zoo Authority of India.

3.5.2 Deputy Director Chhatbir Zoo

He will assist Field Director in the Management of Zoos.

3.5.3 Senior Veterinary Officer and Veterinary Officer

- To plan and maintain adequate veterinary facilities in the zoo hospital as per the guidelines of CZA and requirement on day to day basis.
- To visit zoo animals at least twice daily, once in forenoon and once in afternoon to check up health problems and provide necessary medications.
- To supervise and guide the subordinate staff of veterinary section and ensure their presence on their respective duties.
- To check routine animal diet and ensure its rectification if found defective.
- To prescribe the change in diet pattern of animals according to the requirement.
- To undertake chemical immobilization of animals in the zoo as and when required.
- To treat sick, wounded, injured animals in the cages/enclosures and ensure their regular medication and supervision till the final recovery of animals.
- To conduct various pathological and microbiological examination for specific diagnosis and for the purpose of disease prevention.
- To study specific cases of mortality and formulate plans to tackle similar cases in future.

- To handle surgical and gynaecological problems of the animals and ensure the safe delivery of animals and their pre, post and neonatal care.
- To conduct postmortem examination of animals/birds that die in the zoo, conduct specific laboratory examination and find out reasons of death.
- To maintain various registers/records such as Indoor-patient and out patient register, treatment cards, investigation reports, postmortem reports in a timely manner and keep them up-to-date.
- To procure, maintain and keep the records of medicines, vaccines and various chemical reagents used in the zoo hospital.
- To ensure the timely de-worming and vaccination of zoo animals.
- To ensure compliance of all CZA guidelines regarding veterinary procedures and post-mortem and daily apprise the Field Director on the general health of animals whether normal or sick.

3.5.4 Veterinary Compounder

- Dispensing of medicines prescribed by Senior Veterinary Officer/Veterinary Officer and dispose off under the supervision of the Veterinary Officer.
- Help tranquilize/sedate the animal for treatment as per the directions of the Veterinary Officer.
- Accompany the sick, injured, wounded or rescued animals during transport.
- Provide first aid treatment in case of emergency or injury to animals.
- Restrain, capture or squeeze (in squeeze cage) any animal/bird for treatment.
- Maintain daily inventory record of medicines, reagents, chemicals, equipments, machinery used/ purchased/ disposed off at the Wildlife Hospital.

- Assist and act according to the instructions/orders of the veterinary officer.
- Maintain hygiene and disinfection in the laboratory, wards, stores and other buildings within the hospital premises under the guidance of veterinary officer.
- Assist laboratory technician in the collection of excreta/urine/blood or any other samples of animals as per the directions/instructions of concerned Senior Officers.

3.5.5 Veterinary Pharmacist

- Provide first aid treatment in case of emergency or injury to animals.
- Restrain, capture or squeeze (in squeeze cage) any animal/bird for treatment.
- Maintain daily inventory record of medicines, reagents, chemicals, equipments, machinery used/ purchased/ disposed off at the Wildlife Hospital.
- Assist and act according to the instructions/orders of the Senior Veterinary Officer and Veterinary Officer.
- Maintain hygiene and disinfection in the laboratory, wards, stores and other buildings within the hospital premises under the guidance of Senior Veterinary Officer and Veterinary Officer.
- Assist laboratory technician in the collection of excreta/urine/blood or any other samples of animals as per the directions/instructions of concerned Senior Officers.

3.5.6 Range Officer

3.5.6.1 General Duties

- He shall be the incharge of the Range.
- He shall maintain accounts of the Range and its relevant registers as per the procedure laid out in the Forest manual and other departmental rules.

- He shall supervise and guide the staff working under him in the Range.
- He shall ensure the attendance and discipline of employees working in the Range.

3.5.6.2 Specific Duties

A. Animal Management Range

- To keep the records of animals, birds and reptiles in proper inventory form and as per the guidelines of the Central Zoo Authority of India relating to their death, birth, acquisition and transfer. He shall submit inventory reports (monthly, quarterly and annual) to the office of Field Director as required from time to time.
- To maintain liaison with veterinary section for the treatment of sick or injured animals and with other Ranges for related works.
- To report Field Director Zoo about any birth, death or sickness of the zoo animal on daily basis.
- Preparation of History sheets of animals as per the CZA guidelines.
- Carry out quarantine measures as per the prevailing guidelines and protocols.
- To plan and supervise the Animal Protocol arrangement according to breeding, health and display requirement and guide the process of shifting & mixing of animals under the guidance and direction of the Field Director or Officer authorized by him.
- Prepare collection plan of animals under the guidance of the Field Director.
- To ensure the cleanliness of moats, ponds, cages, enclosures, water features and parks. Ensure the removal of polythene bags, animal excreta and other waste products such as canteen garbage, residential wastes etc.
- Maintenance of signages, hoardings, name plates and educational graphics in the zoo.

- To supervise the disposal of dead animal carcasses or eggs or foetus as per the guidelines of Central Zoo Authority.

B. Procurement Range

- The Range Officer Procurement Range shall be responsible to ensure timely arrival of rations from the contractors, its quantity and quality, proper storage and timely distribution.
- Ensure requisite facilities for the safe and proper storage of daily supplies.
- Ensure the maintenance of all stock registers, daily diet registers etc.
- Regulate entry of visitors at the gate by posting ticket clerks and gate keepers and adopt such methods as he deems fit to avoid malpractices related to entry of visitors at the main gate.
- Maintain liaison with veterinary section to ensure the proper checking of quality of daily animal diet by veterinary doctor of the zoo and take necessary measures to rectify the defective supplies if any immediately.
- Supervise the security staff and ensure the maintenance of law and order problems during day and night by maintaining liaison with police authorities.
- Entertain public complaints on all matters and take follow up actions and also inform police if required by the exigencies of the situation.
- Arrange for the timely deposit of receipts from ticket window, canteens, restaurant and the lion safari into the treasury.
- Supervise all canteens, parking places, ice cream parlour, restaurant, lion safari and ensure that only permitted articles at the specified rates are sold to the visitors by canteens/restaurant contractors and the visitors are being charged as per the approved rates.
- Keep updated records of daily visitors, on daily, monthly and yearly basis and submit the reports to the office of the Field Director.

C. Land Scaping Range

- Shall be responsible for the maintenance of landscape of the park and shall take all necessary measures to maintain and protect parks, hedges, gardens, roads, lawns, fences etc.
- Shall be responsible for the growth and utilization of fodder in fodder farm and shall maintain requisite records.
- Shall be responsible for the development of the zoo forests and shall ensure its protection.
- Arrange to supply fuel wood for the disposal of dead animals and birds according to the requirement of Range Officer Animal Management Range.
- Take all corrective steps to prevent the blockage of roads and paths due to fallen trees during rainy seasons.
- Arrange to remove hurdles arising from fallen trees in enclosures/cages/Lion safari and so on.
- Maintain the zoo nursery and shall be responsible for raising such number of seedlings of ornamental plants as may be required from time to time.
- Maintain vermi-compost unit of the zoo and shall ensure its proper utilization according to the requirements from time to time.
- Shall be responsible for any kind of encroachment over zoo forests and shall take all necessary steps to prevent the encroachment.

D. Construction Range

- The Range officer shall be directly responsible for all kinds of civil and electrical works in the zoo.
- Arrange for the materials required in workshop for the repairs of enclosures and cages and other petty maintenance works.
- Prioritise the complaints with respect to civil and electric works and assign duties to the concerned section accordingly.

- Arrange to fabricate signage boards, name plates, hoardings, wooden crates, barriers, gates, grills, windows as and when required in consultation with the Animal Management Range.
- Carry out maintenance of sheds, enclosures, cages, toilets, offices, store, kitchen, canteens, roads, paths barriers, gates and all other buildings that may be built in future.
- Prepare estimates for new enclosures/cages and their submission to the Field Director office.
- Maintain liaison with allied departments such as PSEB, Public Health and PWD for the smooth implementation of works related to these departments.
- Ensure the maintenance of zoo colony and ensure the timely vacation and allotment of government quarters to the employees.

3.5.7 Block In-charge (Forester)

- He shall supervise all the works being carried out by the Forest Guards in his Block and give necessary technical directions to the subordinate staff.
- Shall perform such other duties as may be assigned by the Range Officer, Deputy Director or the Field Director.

3.5.8 A. Beat In-charge (Forest Guard) - Animal Management Range

- Beat In-charge in Animal Management Range shall deploy all the class IV staff to their concerned areas of work within the zoo and ensure the charge taken by them at 9 am everyday.
- Take the daily report of all zoo keepers and other subordinate staff within the Range and pass further report to his parent Range and the Veterinary Wing.
- Execute the cleanliness and inspect the enclosures every morning in order to ensure that the enclosure is fit for the animal to be released.

- Execute the movement protocol of animals and supervise display, shifting, mixing, restraining, and isolation etc. of animals.
- Fill up daily charge report of zoo keepers and other Class IV, he will also mark their presence/ absence and report it to his seniors.
- Execute the cleaning of moats, ponds and other works in enclosures.
- Execute removal and disposal of excreta, garbage, left over feed etc. from the houses, enclosures and from the surroundings of houses.
- Execute cleanliness works in the public toilets and drinking water points.
- Carry out enrichment works and removal of unwanted herbs and shrubs.
- Execute disinfection of enclosures and houses.
- Ensure that the visitors do not throw trash in the enclosures.

3.5.8. B. Beat In-charge (Forest Guard) – Land Scaping Range

- Deploy the class IV staff on their concerned duties everyday in the morning.
- Execute the landscaping works within and outside the zoo fencing.
- Execute maintenance and protection from vandals, of all the parks, hedges, gardens, flower beds and guard rails etc.
- Provide the fuel wood to Animal Management Range for burning of animals.
- Prevent the blockage of roads and paths due to fallen trees and also remove the fallen trees from inside the lion and deer safaris without any delay so as to ensure safety of visitors.
- Ensure that the visitors do not throw trash in any of the areas inside the zoo and encourage visitors to use dustbins.

3.5.8.C. Beat In-charge (Forest Guard) – Construction Range

- Supervise the work of maintenance and works of development of houses, enclosures and other buildings within and outside the zoo fencing.
- Take appropriate action on the complaints regarding civil and electrical works in zoo and residential colony on a daily basis and report to his Range Officer.
- Arrange for materials required in carpentry, masonry and other works for the repair of enclosures and cages and other petty maintenance works as per the orders of his Range Officer/Forester.
- Ensure proper working of all taps and water outlets within and outside the zoo.
- Ensure proper working of all the toilets and sewerage system and liaison with the Public Health department in case of any blockage etc.
- Ensure that all visitor facilities like rain shelter, toilets, roads, paths, dust bins etc. are in good order.

3.5.9 Store Incharge, Procurement Range

- Deploy all the class IV staff of Procurement Range.
- Shall be responsible to ensure timely arrival of feed from the contractor and ensure its quality, quantity, proper storage and timely distribution.
- Inform the Range Officer, Senior Veterinary Officer/Veterinary Officer and Deputy Director on the arrival of feed for them to check for the quality and quantity.
- Maintain hygiene and cleanliness in the feed store and kitchen.
- Ensure that the staff preparing and cooking feed have clean hands and are wearing properly washed clothes.
- Shall maintain daily receipts and consumption record of all the feed items.

- Ensure that the dry ration in storage is sufficient for atleast for 2 weeks and in case it is not so, then immediately inform his Range Officer.
- He will ensure proper hygiene in the Kitchen.
- He should ensure the visitors are not throwing their trash here and there.

3.5.10 Sanitary Inspector

- Shall deploy the class IV staff placed under him to their concerned areas and ensure the charge taken by them at 9 am everyday.
- Inspect and supervise all the cleanliness works especially the ponds, moats, sewerage system and any other outlets of effluents from the zoo and also ensure that there are no blockages in any of the effluent discharge points.
- Make arrangements for animal's post-mortem examination and ensure hygienic disposal of the carcasses.
- Maintain a hygienic and clean environment by proper removal and disposal of animal excreta, garbage and left over food etc. from the houses.
- Shall carry out necessary checking at the gate to prevent the entry of polythene into the zoo and shall make necessary arrangements to pick up the polythene that is still able to make entry into the zoo.
- Shall be responsible for the cleanliness of visitors' facilities like toilets, drinking water points, lakes and other water features in the zoo.
- Attend to the complaints of staff residential colony regarding sanitation problems on priority and take necessary corrective steps.

3.5.11 Head Cook

- Head Cook is directly responsible for timely cooking and preparation of feed in proper quantity and quality.
- Ensure neatness, cleanliness and hygiene of feed store and kitchen.
- Shall be responsible for proper washing/cleaning of feed articles after the daily supplies arrive.
- Shall be responsible for sterilization of knives, choppers, vessels and other equipments in kitchen and feed preparation chamber.
- Ensure proper stacking and covering of feed crates before the departure of feed distribution trolley.
- Shall be responsible for washing the empty the crates after distribution of feed.
- Shall timely inform the store In-charge/ Range Officer timely regarding the shortage of any store item, fuel or any other item of use in the kitchen and feed store.
- He is responsible for proper care of equipments/ goods etc. during and after duty provided by the authorities.

3.5.12 Black Smith

- Shall be responsible for the maintenance of the structural works of the zoo whether outside or the inside the fencing.
- Shall take up repair works of animal houses, enclosures and cages on priority and also make new transportation, fixed, rescue or squeeze cages whenever required to do so.
- Shall attend to daily complaints on priority and work under the overall direction and supervision of the concerned Forester/ Range Officer of the Construction Range.
- Shall be responsible for proper care of equipments, tools and other goods provided to him from time to time.

3.5.13 Electrician

- Shall be directly responsible for the maintenance of electrical works inside the zoo, residential colony and all the buildings under the charge of the Field Director.
- Shall attend to daily complaints on priority and work under the overall direction and supervision of the concerned Forester/ Range Officer of the Construction Range.
- Shall be responsible for proper care of equipments, tools and other goods provided to him from time to time.

3.5.14 Plumber

- Shall be directly responsible for the maintenance of uninterrupted water supply inside the zoo, in residential colony, administrative offices and all the other buildings within the charge of the Field Director.
- Shall attend to daily complaints on priority and work under the overall direction and supervision of the concerned Forester/ Range Officer of the Construction Range.
- Shall be responsible for proper care of equipments and other goods provided to him from time to time.

3.5.15 Zoo Keeper/Zoo Attendant

- Shall be responsible for the well being of the animals and their upkeep in captivity.
- Ensure that the animal is comfortable in his house/ enclosure.
- Count his animals while taking charge in the morning and before leaving the charge of animal to night Chowkidar in the evening.
- Enter the condition of the animals in the daily report register every morning and the security staff register every evening.
- Feed to the animals and inform the Store In-charge in case he feels any short-fall in quality/ quantity.
- Observe whether the animal has passed normal faeces/ urine, if not then immediately inform his Beat In-charge of the Animal

Management Range or in case of emergency the veterinary wing.

- Study the animal's behaviour and share his knowledge with others and also double as a Zoo Guide in relation to animals under his complex.
- Shall be responsible for the cleanliness/hygiene of the animals living areas.
- Shall guide the visitors about the animals and about the zoo rules.
- Take work from the sweepers, Beldars and others deputed with him.
- Shall be responsible for the proper care of equipments and other goods provided in the animal houses.
- Help the authorities to maintain of law and order in the zoo, shall also prevent teasing of animals and littering of enclosures by the visitors.
- Encourage the visitors to use dustbins and educate them about not feeding any animal in the zoo.

3.5.16 Sweeper

- Sweep and clean the areas placed under his jurisdiction by the concerned Zoo Keeper/ Mali/ Forest Guard (as the case may be) to the satisfaction of his senior staff.
- Shall help the zoo keeper in carrying out miscellaneous cleanliness works in houses and enclosures.
- Shall be responsible for removal of wastage, trash, garbage, left over food, bones etc. and drop it into the soak pits or the dustbins as the case may be.
- Shall be responsible for the proper care of equipments and other goods provided to him from time to time.
- Shall ensure that the visitors do not throw their trash here and there and shall encourage them to use dustbins.

3.5.17 Zoo Chowkidar/Gatekeeper

- Chowkidar/Gatekeeper shall be directly responsible for the security of the area he is deputed to guard.
- Keep a watch on the activities of the visitors and ensure that they maintain order.
- Shall be responsible for immediate reporting of any mishaps/emergencies in the zoo.
- Shall be responsible for the safety of gates, doors, locks etc. of the animal enclosures/houses especially where he is deputed.
- Ensure that all the visitors exit from the zoo safely after closing hours.
- Shall be responsible to report any abnormal behaviour of animals, the entry of which shall be made in the security register.
- Shall be responsible for crowd control at the main gate.
- Ensure that only the visitors having valid tickets take entry in the zoo and shall regulate the entry of visitors.
- Guide the visitors regarding directions of various facilities in the zoo.
- Shall be responsible for proper care of equipments, tools and other goods provided to him from time to time.
- Shall help maintain law and order in the zoo.
- Ensure the visitors do not throw trash here and there, shall also encourage the use of dustbin by the visitors.

3.5.18 Grass Cutter

- Shall be responsible for cutting of unwanted shrubs/grass from the zoo and carry fuelwood for burning of dead animals whenever asked by the Animal Range.
- Shall ensure that the lawns are properly weeded, hoed, mowed, fertilized and irrigated at all times.
- Shall be responsible for indenting the required materials like fertilizer, good earth, tools etc. from the concerned Forest Guard of the Landscaping Range.

- Protect and maintain parks, hedges, gardens, flower beds and guard rails etc.
- Sweep clean the lawns and other areas of the falling leaf litter and twigs etc.
- Shall be responsible for the proper care of equipments and other goods provided to him from time to time.
- Shall ensure that the visitors do not throw their trash here and there and shall encourage them to use dustbins.

3.5.19 Mali

- Shall be responsible for weeding, hoeing, fertilizing, watering, irrigation, hedge-cutting, growing flowers, mowing grass and other landscaping works as may be assigned to him by the concerned Forest Guard of the Landscaping Range.
- Protect and maintain parks, hedges, gardens, flower beds and guard rails etc.
- Sweep clean the lawns and other areas of the falling leaf litter and twigs etc.
- Shall be responsible for the proper care of equipments and other goods provided to him from time to time.
- Shall ensure that the visitors do not throw their trash here and there and shall encourage them to use dustbins.

3.5.20 Mason

- Mason is responsible for maintenance of the existing civil works and also for the civil construction works inside and outside zoo fencing, the residential colony and all other buildings under the charge of the Field Director.
- Shall attend to daily complaints on priority and work under the overall direction and supervision of the concerned Forester/ Range Officer of the Construction Range.
- Shall be responsible for proper care of equipments and other goods provided to him from time to time.

3.5.21 Beldar

- Shall perform all the duties of a manual un-skilled/semi-skilled labour such as loading, un-loading, lifting, carrying of materials/animals as may be assigned to him by the concerned Forest Guard.
- Can be asked to perform as a reliever of a zoo keeper, sweeper, grass cutter, Mali, kitchen helper and any other zoo staff. In that case, he shall perform all the duties of the staff for who he is used as a reliever.