



GOVERNMENT OF ODISHA

Odisha Forest Department

O/o the Principal Chief Conservator of Forests & Head of Forest Force
Aranya Bhawan, Chandrasekharapur, Bhubaneswar

STANDARD OPERATING PROCEDURE

Forest Control Room (FCR)

Division Level and Circle Level

No. 08 / FCR

Date: 25.02.2026

1. Objectives

The Forest Control Room (FCR) shall function as the central command, coordination, and monitoring hub at Division and Circle levels to:

- Ensure systematic monitoring of all forest patrol activities.
- Enable early detection and rapid response to forest fires.
- Monitor wildlife movement and manage human-wildlife conflict (HWC) situations.
- Track forest incidences offences, FIR registration, and enforcement actions.
- Maintain GIS-based real-time situational awareness.
- Ensure timely and accurate reporting to higher authorities.
- Coordinate with District Administration, Police, Railways, ODRAF, NDRF, and adjoining forest divisions.

2. Infrastructure Requirements

2.1 Division Level Forest Control Room

Each Division shall establish and maintain a dedicated Control Room as per the following minimum standards:

Equipment / Infrastructure	Specification / Quantity
Computer Systems	Minimum 4–6 (i5/i7, 16 GB RAM, 512 GB SSD)
GIS Workstation	1 (32 GB RAM, dedicated GPU)
LED Display Screens	Minimum 1 nos. (\geq 55 inch)
Broadband Connectivity	Minimum 100 Mbps with failover backup
UPS	Minimum 3-hour battery backup
Diesel Generator	Minimum 10 KVA
VHF Base Radio Sets	Minimum 2
Dedicated Landline	Minimum 1 lines
Multifunction Printer/Scanner	1
Wall Maps (Laminated)	As per Section 3 of this SOP

2.2 Circle Level Forest Control Room

Circle Control Rooms shall function as supervisory, consolidation, and coordination hubs with the following:

- Minimum 2-4 computer systems with specifications equivalent to Division level.
- 1-2 large LED display screens (\geq 55 inch) or a video wall.
- Dedicated GIS workstation (32 GB RAM, dual display).
- High-speed internet (\geq 100 Mbps) with backup connectivity.
- UPS (minimum 4-hour backup) and Diesel Generator (minimum 15 KVA).
- Minimum 3 VHF base radio sets.
- Minimum 1 dedicated communication lines (landline/leased).
- Laminated physical wall maps as per Section 3 of this SOP.

Uninterrupted power and network connectivity are mandatory at all times. Any failure shall be reported to the respective RCCF/PCCF within one hour of occurrence.

3. Maps to be Maintained

Both physical (laminated wall maps) and digital GIS layers shall be available in all FCRs at all times. The following are mandatory:

- Administrative Boundary Map (Beat / Range / Division level)
- Forest Cover and Forest Type Map (latest FSI classification)
- Patrol Route Map with beat-wise coverage
- Forest Fire Risk Zone Map (updated pre-fire season)
- Wildlife Corridor and Human-Wildlife Conflict (HWC) Zone Map
- Road, Track, and Access Network Map
- Water Sources Map (ponds, streams, waterholes)
- Inter-Division / Circle Boundary Map

All maps shall be laminated, properly labeled, and updated annually or whenever administrative changes occur. Digital GIS layers shall be updated in real time where feasible.

4. Operational Guidelines

4.1 Shift System – Three-Shift Duty Roster

The Forest Control Room shall function 24x7 in three shifts. Each shift shall have a minimum of three personnel:

Shift	Timing	Duty Officer	Operators
Morning Shift	06:00 hrs – 14:00 hrs	1 Duty Officer	1 Operators
Afternoon Shift	14:00 hrs – 22:00 hrs	1 Duty Officer	1 Operators
Night Shift	22:00 hrs – 06:00 hrs	1 Duty Officer	1 Operators

Shift Handover Protocol:

- Handover shall be conducted in person between outgoing and incoming Duty Officers.
- All pending incidents, ongoing operations, and communication logs shall be verbally briefed and documented.
- The Shift Log Register shall be signed by both outgoing and incoming Duty Officers before the outgoing officer leaves premises.
- Any unresolved P1 or P2 incident shall be immediately highlighted during handover.
- Equipment status (radio, computers, generator) shall be checked and signed off during handover.

4.2 Incident Response Protocol

All incidents reported to the FCR shall be categorized and responded to as follows:

Priority	Level	Type of Incident	Response Time
P1	Critical	Uncontrolled forest fire, wildlife death, human casualty, poaching of scheduled species	Immediate (≤ 15 min)
P2	High	Elephant / big cat near habitation, HWC attack, major tree felling, encroachment	Within 30 min
P3	Medium	Minor fire, minor forest offence, suspicious movement in forest	Within same shift
P4	Routine	Administrative queries, reporting issues, general information requests	Next working day

Escalation Procedure:

- All P1 (Critical) incidents shall be immediately escalated to the DFO (Division Level) and RCCF (Circle Level), regardless of time.
- P2 (High) incidents shall be reported to the DFO within the same shift and placed on the Circle monitoring radar.
- All incidents shall be assigned a unique Incident Reference Number (IRN) for tracking.
- Final closure of each incident shall be recorded with date, time, action taken, and officer responsible.

4.3 Patrol Monitoring

- Duty officers shall check everyday patrolling and report to the Nodal officers
- Duty Officers shall cross-verify patrol compliance against the Beat-wise Patrol target and Schedule.
- Non-complying beats shall be followed up immediately via radio/phone, if there is no patrol continuously for one week.
- Patrol compliance data shall be entered in the Patrol Monitoring Register daily.

4.4 Forest Fire Monitoring

- FCR operators shall monitor FIRMS / VIIRS satellite fire alerts daily during fire season (February–June) through OFMS.
- All alerts shall be cross-checked with ground-level Range staff within 30 minutes of receipt.
- Confirmed fires shall be logged in the Forest Fire Incident Register with coordinates, area, and action taken.
- Fire spread updates shall be reported through OFMS as and when the fire is extinguished.
- Occurrence of Large fire and other fire incidents will be monitored and reported to DFO daily.

5. Registers to be Maintained

The following registers shall be maintained in both physical and digital format. All entries shall include date, time, location, action taken, responsible officer, and current status.

S.No	Register Name	Maintained By
1	Shift Log Register	Duty Officer (each shift)
2	Patrol Monitoring Register	Duty Officer/Forest Guard
3	Forest Fire Incident Register	Duty Officer
4	Wildlife Movement & HEC Register	Duty Officer /RRT member
5	Forest Incidence Register	Duty Officer / Forest Guard
6	Squad Deployment Register	Duty Officer
7	Communication Log Register	Duty Officer
8	Equipment Maintenance Register	Designated Officer in-charge

Note: Overwriting is strictly prohibited. Corrections shall be made by drawing a single line and countersigning. All physical registers shall be permanently bound (not loose-leaf).

6. Reporting System

All reports shall be submitted through the official channel (email / online portal). WhatsApp-based reporting may be used for speed but shall be followed by formal submissions.

Frequency	Report Type	Division → Circle	Circle → State HQ
Daily	Patrol Status, Fire Situation, Wildlife/HWC, Major Incidents	By 21:00 hrs same day	By 23:00 hrs same day
Weekly	Patrol compliance, Fire trend, HWC summary, Offence status	By Monday 12:00 hrs	By Monday 18:00 hrs
Monthly	Comprehensive field statistics, offences, fire, HWC, infra status	By 5th of next month	By 7th of next month

The content of each report shall include patrol status, fire incidents, wildlife movement/HWC, forest offences, and key challenges with recommendations.

7. Review and Accountability

- Monthly review of FCR functioning by DFO at Division level and by RCCF at Circle level.
- Quarterly inspection of infrastructure, registers, and equipment by the respective RCCF / PCCF.
- Deficiencies shall be reported to PCCF & HoFF within 15 days of inspection.

8. Do's and Don'ts for FCR Staff

8.1 Do's

- Remain alert and attentive throughout the shift.
- Respond to all radio/telephone calls promptly.
- Record every incident, communication, and action in the respective register.
- Escalate critical incidents immediately without delay.
- Ensure equipment is functional before start of each shift.
- Maintain confidentiality of sensitive operational information.

8.2 Don'ts

- Do not leave the control room unattended at any time during the shift.
- Do not use personal mobile phones for official communications.
- Do not delete or alter entries in any register.
- Do not share operational data with unauthorized persons.
- Do not delay reporting or escalation of P1/P2 incidents.

9. Issuance and Authority

These guidelines are issued under the authority of the Principal Chief Conservator of Forests & Head of Forest Force, Odisha, and shall come into force with immediate effect, superseding all previous informal instructions regarding Forest Control Room functioning.

All Divisional Forest Officers and Regional Chief Conservators of Forests shall ensure strict compliance and acknowledge receipt of this SOP.

<p>Issued By:</p> <p>Signature: </p> <p>Name: <u>Dr. K. MURUGESAN.</u></p> <p>Designation: <u>PCCF & HOFF</u></p> <p>Date: <u>25.02.2026.</u></p>	<p>Official Seal:</p> <p>Principal Chief Conservator of Forests Head of Forest Force Odisha, Bhubaneswar</p> <p>Circular No. <u>08</u> / FCR / <u>25.02.2026</u></p>
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— This SOP shall be reviewed annually and updated as necessary —

ANNEXURE – I

SHIFT LOG REGISTER

(To be maintained by Duty Officer – Each Shift)

Division/Circle: _____
 Month & Year: _____

Sl. No	Date	Shift (Day/Night)	Duty Officer Name & Designation	Time Assumed Charge	Key Alerts / Incidents Received	Actions Taken	Pending Issues	System Status (Power/Internet/VHF)	Time Relieved	Signature (Outgoing DO)	Signature (Incoming DO)

Instructions:

- Mandatory entry at beginning and end of each shift.
- All critical incidents must be referenced with incident number.
- No blank entries permitted.

ANNEXURE – II

PATROL MONITORING REGISTER

(To be maintained by Duty Officer- data to be taken from OFMS/by call)

Division: _____
Range: _____
Month: _____

Sl. No	Date	Beat No.	Beat Officer Name	Patrol Conducted (Y/N)	Time Out	Time In	Area Covered	Observations	Gaps/Reasons for Non-Patrol	Verified By
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Daily Summary

- Total Beats: _____
- Beats Covered: _____
- Total Distance Covered: _____

ANNEXURE – III

FOREST FIRE INCIDENT REGISTER

(To be maintained by Duty Officer)

Division: _____
 Fire Season Year: _____

Sl. No	Incident No.	Date & Time of Alert	Source	Range	Beat	Location (Compartment/GPS)	Time of Dispatch	Squad Deployed	Time Reached	Area Affected (Ha)	Cause (If Known)	Time Contained	Status	Reported To

Monthly Summary

- Total Incidents: _____
- Total Area Burnt (Ha): _____
- Average Response Time: _____

ANNEXURE – IV

WILDLIFE MOVEMENT & HWC REGISTER

(To be maintained by Duty Officer)

Division: _____
Month: _____

Sl. No	Date	Species	Herd/Animal Code	Location (Village/Beat/GPS)	Movement Direction	Villages at Risk	Alert Issued (Time & Mode)	HWC Incident (Y/N)	Nature of Damage	RRT Deployed (Y/N)	Time Reached	Casualty Details	Status

Monthly Summary

- Total HEC Incidents: _____
- Human Casualty: _____
- Wildlife Casualty: _____

ANNEXURE – V

FOREST INCIDENT REGISTER

(To be maintained by Duty Officer other than forest fire & Wildlife movement)

Division: _____
Range: _____
Month & Year: _____

Sl. No	Incident ID / Ref. No.	Date	Time	Range	Beat	Type of Incident	Location (Village/Compartment/GPS)	Reported By (Name & Contact)	Brief Description	Immediate Action Taken	Officer Assigned	FIR/Case No. (If Applicable)	Status (Open/Under Inquiry/Closed)	Date of Closure	Remarks
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Types of Incident (Illustrative Categories)

- Illegal felling
- Timber transport violation
- Encroachment
- Wildlife offence
- Poaching suspicion
- Grazing violation
- Mining/quarrying activity
- Staff SOS / safety issue
- Public complaint
- Other (specify)

ANNEXURE – VI

SQUAD DEPLOYMENT REGISTER

(To be maintained by Duty Officer)

Division: _____

Sl. No	Date	Squad Name/Code	Type (ADS//RRT)	Purpose	Location	Time Departed	Time Reached	Time Returned	Outcome	Seizures/Arrests	Verified By
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ANNEXURE – VII

COMMUNICATION LOG REGISTER

(To be maintained by Radio Operator)

Division/Circle: _____

Sl. No	Date	Time	Mode (VHF/Phone)	From	To	Message Summary	Action Taken	Logged By	Signature
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Note: Emergency communications shall be clearly marked and cross-referenced with incident number.

ANNEXURE – VIII

EQUIPMENT MAINTENANCE REGISTER

(To be maintained by Designated Officer In-Charge)

Division/Circle: _____

Sl. No	Equipment Name	ID/Serial No.	Location	Date Installed	Last Serviced	Condition (Good/Repair/Replace)	Issue Reported	Action Taken	Next Service Due	Verified By
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Equipment to be Included:

- Computers & Displays
- VHF Sets
- GPS Devices
- Vehicles
- UPS & Generator
- CCTV & Cameras
- Communication Systems

GENERAL INSTRUCTIONS (Applicable to All Annexures)

1. Registers shall be bound, page-numbered, and certified by DFO/CF.
2. No overwriting; corrections must be countersigned.
3. Registers shall be preserved for minimum five years.
4. Monthly verification by ACF/DFO (Division) and CF (Circle).
5. Registers shall be produced during inspections and audits.