

**Government of Andhra Pradesh
Forest Department**

Ref. No. 32844 /2013/BIOSAP/WL-1, O/o Prl. Chief Conservator of Forests
Dt. 10.10.2013 Aranya Bhavan, Saifabad, A.P. Hyderabad

Sri. B.S.S. Reddy, IFS.,
Prl. Chief Conservator of Forests
(Head of Forest Force)

Circular No. 1/2013/BIOSAP/WL

Sub:- A.P. Forest Department – Certain guidelines for implementation of BIOSAP scheme – Orders issued – Reg.

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The **State Biodiversity Conservation Society of A.P. (BIOSAP)** scheme is being implemented in the State from 2012-13 onwards. For maintaining various records and adopting procedures, the following guidelines / instructions are issued for implementation of the scheme by the Field Officers while executing the works under BIOSAP scheme.

- I.** All the works shall be executed as per procedures laid in the A.P. Forest Code, A.P. Financial code, and as per the enhanced financial powers delegated in the G.O.Ms no. 2, EFS&T (For-III) dept., dt. 7.1.2004.

II. Preparation & Approval of Annual Plan of Operations (APO)

Every year an Annual Plan of Operations will be prepared well in advance forecasting works and activities to be taken up during the next financial year including maintenance of ongoing works and initiating fresh works. It shall include maintenance and continuation of all ongoing works that are required to be continued and initiation of fresh works, if any. Prescriptions of working plans shall be the guiding principles for preparation of shelf of activities in the Annual Plan of Operations.

The Annual Work Plan shall be accompanied by cost estimates and appropriate maps and sketches detailing the works. The works that are permitted under BIOSAP are all such activities which:

- i. Conserve the Biological Diversity in the Wild Life Sanctuaries and National Parks.
- ii. Promote conservation of Biodiversity and provide support to safeguard and develop the natural environment in Wild Life Sanctuaries and National Parks.
- iii. Facilitate creation and maintenance of assets as may be necessary for fulfilling of the above activities.

- iv. Support Ecological Research, Environmental Education and Training in support of Biodiversity Conservation, Ecology and landscape development and other related fields.

The Adl.Prl.Chief Conservator of Forests/ Chief Conservator of Forests / Conservator of Forests of the Circle shall scrutinize and compile Division level plans and submit the same to the Prl. Chief Conservator of Forests by 15th December.

Approval of APO of BIOSAP:

The Prl. Chief Conservator of Forests shall finalize the Annual Plan of Operations for the entire State by 15th January and place the same before the Governing Body of the Society for obtaining the approval.

The approved Annual Plan of Operations for each Circle/Division/Range shall be communicated before commencement of the next financial year.

III. Release of Funds:

Funds required for utilization as per the Annual Plan of Operations approved by the Governing Body shall be kept at the disposal of the Prl. Chief Conservator of Forests. As per the requirement and pace of works, the funds shall be released to the circles for implementation at field level.

IV. Preparation of estimates and sanction of estimates.

The estimates are to be prepared for all the works approved in the Annual Plan of Operations following the approved Forest Schedule of Rates or Central Schedule of Rates as detailed in the A P Forest Department Code. All the estimates shall be prepared by the respective Forest Range Officer.

The estimate shall be sanctioned as per the powers delegated in the G.O.Ms. No. 2 EFS&T Dept (ForIII) Dept., dt. 7.1.2004. Implementation of works shall not commence without a sanction.

If for any reason estimates are required to be sanctioned for activities that are not included in the approved Annual Plan of Operations, prior approval of the Prl. Chief Conservator of Forests shall be obtained with adequate justification and the Prl. Chief Conservator of Forests shall approve only such works that are permitted under BIOSAP scheme.

V. Filing of completion report (CR's) :

The completion reports shall be filed for each and every sanctioned estimate after proper scrutiny and completion of work. The number of filing of CRs shall be equivalent to the number of estimates sanctioned during the financial year.

VI. Maintenance of cash book, records and financial statements.

The Forest Range Officer / Divisional Forest Officer shall maintain all records along with vouchers/ ledgers books etc., as prescribed under A.P. Financial Code/ Act and Rules at Range / Division level. The following records are required to be maintained at different office levels ie., at Range & Division level.

1. Cash Book/ Bank account & Pass book : The funds received from Head Office and payments made shall be recorded. The funds received by Bank account, withdrawals shall be noted month wise and reconciliation with Bank every month shall be made.
2. B to J Register: Any vehicle purchased under the scheme have to be maintained in the B to J Register.
3. Vouchers: Copies of all vouchers through which payments made under BIOSAP shall be maintained.
 - i. Vouchers should be in proper order.
 - ii. The vouchers will be passed by FSO/ FRO / DFO depending upon the delegation of powers as prescribed in the GO Ms No. 2 EFS&T Dept (ForIII) Dept., dt. 7.1.2004.
 - iii. Splitting of vouchers should be avoided.
4. Measurement Book (MB's): The measurements of all the works executed with dates of recording and amount paid, shall be written by the officer executing the work (FBO/ FSO/ FRO), check measured by the FSO/ Forest Range Officer/ DFO and test checked by the FRO / ACF / Sub-Divisional Forest Officer / Divisional Forest Officer / or any higher authority with signature.

Check measurements should be done for 100% of works and should be conducted with discretion and the items selected should be those which appear obviously incorrect or which would be most easily susceptible for fraud or which would most seriously affect the total amount of the bill, if inaccurate. The check measuring officer should invariably record his observations in the M.Book.

5. Work docket sheet (FA IX): The FA IX should consist of the details of each and every item executed in the field month wise of all the works in the scheme, , with details of name of the work, sanctioned amount, previous month expenditure particulars and expenditure incurred in the current month. The FA IX shall be submitted to the Divisional Forest Officer for verification. After scrutiny the DFO should send the FA IX along with List of Payments (LOP) to the Conservator of Forests / Prl.Chief Conservator of Forests.

6. Register of stores: All the material procured in a Range for BIOSAP works shall be recorded and its utilization, balance availability have to be maintained.
7. Sanction order Register (S.O. Register) : Each and every item of work executed during the financial year shall be sanctioned and entered in S.O. Register.
8. Work Register: Copy of sanction estimate, voucher wise, operation wise, expenditure particulars shall be recorded and completion report shall be submitted to the Divisional Forest Officer/ Competent Authority.

VII. Execution of works:

Method Of Works:

Works can be executed by one or other of the following methods

- (i). The Departmental method.
- (ii). The Piece work Contract method.
- (iii). The lump sum contract method.
- (iv). The schedule contract method.
- (v). Nomination method.
- (vi). Tender system.

For this purpose if the value of work put to tender exceeds Rs.1.00 Lakh it is called major work. If it is less than Rs.1.00Lakh it is called minor work. For implementation of works with any of the above methods the guidelines/ instructions prescribed in GO Ms. No. 2 EFS&T (For.III) Dept. dt. 7.1.2004 shall be followed scrupulously. For the works more than Rs. 10.00 lakhs, tender should be called through e-procurement as per procedures prescribed by the Government from time to time.

VIII. Preparation of Bills and Payments:

1. For all works costing Rs. 5000/- and above payment should be made by cheques / DDs only.
2. The FRO and FSO/DyRO are delegated with the following powers for passing of bill on account of work done or supplies made by the contractors/piece workers upto the following limits for any single bill.(Section 101 of A.P. Forest Department Code)

D.F.O.	Above Rs.50000/-
F.R.O.	upto Rs.50000/-
Dy. R.O./F.S.O.	upto Rs.25000/-
3. In respect of payment upto Rs.1.00 lakh, payment for all the bills passed by the FSO/ FRO for these works shall be made by cheque. In respect of works more than Rs.1.00 lakh, payment should be made only by the Divisional Forest Officer.
4. All the bills that are passed by FSO/ Dy.RO shall be counter signed by the FRO and shall be sent along with the M.Book to the Divisional Forest Officer for affecting the payment.

5. All the payments shall be made against the bill in the format as prescribed in the A.P. Financial Code after recording the pass orders as per the particulars recorded in the M.Book after check measurement. The vouchers shall be super scribed as BIOSAP works.
 6. After the bill is paid, the amount of recoveries so made shall be properly accounted.
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- IX.** A monthly progress report and details of expenditure incurred under each component of BIOSAP shall be submitted by 5th of every month.
 - X.** All the records shall be submitted for verification during internal audit done by the Circle Office once in the quarter and during Annual Office inspections.
 - XI.** The accounts of the division shall be audited by the approved Chartered Accountant on the Panel of Comptroller and Auditor General of India (CAG) at the end of the financial year who will issue an audit certificate before the end of May of the next financial year. The audit formats (financial statements) prescribed by the CAG of India for State CAMPA for central autonomous bodies (non-profit organizations and similar institutions) shall be followed for audit of State BIOSAP funds.

The Additional Prl.Chief Conservator of Forests / Chief Conservator of Forests /Conservator of Forests are requested to follow the above guidelines / instructions for implementation of BIOSAP scheme.

Sd/-B.S.S.Reddy
Prl. Chief Conservator of Forests
(Head of Forest Force)

To

The Additional Prl.Chief Conservator of Forests / Chief Conservator of Forests /Conservator of Forests (Territorial & Wild life), WLM Hyderabad, WLM Eluru.

Copy to the Addl.Prl.Chief Conservators of Forests Incharge of Circles for information.

Copy to Prl.Chief Conservator of Forests (WL) & CWLW and Spl.Prl.Chief Conservator of Forests (Vig. / Dev.) for information.

Copy to the Addl.Prl.Chief Conservators of Forests (WL /ET) & CCF(PT) for information.

Copy to the Accounts Officers of all Circles.

Copy to the Divisional Forest Officers (T&WL) for information and to communicate the circular to the Range Officers for compliance.

Copy to the Stock file/ Circular Stock file.

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Superintendent