



Andhra Pradesh Forest Department Code - Vol - I - Chapter - IX

CHAPTER - IX

OFFICE WORK AND PROCEDURE

107. office work how to be conducted

(1) The general system of Office work is that which is described in the District Office Manual and is known as the Tettenham system and is applicable to all Forest Offices. In addition to the general direction in the District Office Manual in regard to correspondence, Office routine, arrangement, preservation and destruction of records: Petition and their disposal should be done as per the instructions contained in Appendix 23.

(2) All correspondence should be condensed as much as possible and repetitions and unnecessary details avoided. The names of plants, If given in local names, the must be accompanied by the scientific name.

(3) The number of registers and forms to be maintained in Division Office and Range Offices should be confined to those prescribed in this code or under the orders of the Government, or the Principle Chief Conservator, and without the sanction of these authorities no new form or register should be brought into use.

(4) Every disposing Clerk shall maintain a personal register in the form prescribed in paragraph 19 of the District Office Manual.

(5) Reminders in regard to all reference which are more than a month old should be issued by a monthly list to be despatched on a fixed date to the Offices concerned, with instructions to return the same within a fortnight with their replies, reminders in urgent cases being issued in the interval only upon the special orders of the head of the office.

(6) The system of correspondence followed on Post Offices, under which the original letter is returned to the sender with the reply written in the marginal space provided for the purpose or on the back, should be adopted ad far as possible.

(7) No Offices should correspond direct with an authority superior to the Officer under who he is immediately serving, out of the regular course, except in a case of extreme emergency, in which case he must send copies of his communications to his immediate superior together with a statement of his reasons for the direct correspondence.

108. Correspondence of Divisional Forest Officers:

- All correspondence issued from Divisional-Forest Office will be in the name of the Divisional Forest Officer and all correspondence intended for the Divisional Forest Officer shall be addressed to him. Letters from Divisional Forest Officer to Principal Chief Conservator will pass through the Conservator of the Forests. The Principal Chief Conservator will communicate his orders on such letters direct to the Divisional Forest Officer and will send copies of such orders to conservator for information.
- All correspondence addressed to the Divisional Forest Officer shall be opened by him in person, and he may take with him in to camp his current register and all currents, except those relating to accounts, so that papers may be promptly disposed of. In the absence of Divisional Forest Officer, the Superintendent or Manager of the Office shall open the tappals except those marked as confident, or Secret or D.O. letters and initiate action on urgent matters. Telegrams addressed to Divisional Forest Officer be opened by Superintendent or Manager for immediate to Divisional Forest Officer be opened by Superintendent or Manager for immediate action, unless the contents of the telegram are such, as should be kept confidential, in which case he will place it in a sealed cover and forward it to the Divisional Forest Officer in camp.
- The Superintendent or Manager Divisional Forest Office may sign the fair copies of drafts approved by the Divisional Forest Officer, in the following form.

Sd/-

Divisional Forest Officer,

.....Division.

// True copy: : By order //

Superintendent

- Fair copies of orders sanctioning the payment of money should be signed only by the sanctioning authority. Fair copies of important letters should be signed by the Divisional Forest Officer.

109. Correspondence by Divisional Forest Officer with Principal Chief Conservator of Forests, Conservator of Forests and District Collector.

- The Divisional Forest Officer shall not address the Principal Chief Conservator except through Conservator. The Divisional Forest Officer will adopt the letter form for correspondence with his superior officers, Members of parliament and Legislator, District Collector and his fellow Officers. The Divisional Forest Officer, may, however, submit reports and return to the Principal, Chief Conservator of Forests direct on routine and matter when consultation with the Conservator are not required. Copies of such reports, shall invariable be marked to the Conservator by the Divisional Forest Officers.
- The letters addressed to Principal Chief Conservator of Forests should contain the reference no., section and date of Principal Chief Conservator of Forests reference. If a report is sent to Principal Chief Conservator of Forests as a fresh proposal, without any previous correspondence from the Principal Chief Conservator, it should specially mentioned against reference as arising. An Incase the subject is being dealt in two or more sections in the office of Principal Chief Conservator of Forests, necessary number of copies of the letter have to be submitted for necessary action.

110. correspondence between District Collector and Principal Chief Conservator of Forests.

All correspondence between Collectors and the Principal Chief Conservator on Forest matters shall pass through the Conservator of the Circle. A copy of the Conservator 's endorsements on letters from District Collectors to Principal Chief Conservator shall be despatched to the Principal Chief Conservator.

111. correspondence between Forest Officers and Revenue Divisional Officers/Mandals Revenue Officers.

(1) The Divisional Forest Officer writing to a Revenue Divisional Officer shall Employ the same form of address as is used by Divisional Officers. The Mandal Revenue Officers in addressing the Divisional Forest Officer, should use the form employed in addressing Divisional Officers Revenue Department.

(2) Range Officers will adopt the letter form when corresponding with Mandal Revenue Officers.

112. Powers of Conservators of Forests/Divisional Forest Officers to grant leave.

- The casual leave and availment of optional holidays would be granted by an Officer immediately superior to the Officer seeking leave.
- The Divisional Forest Officer may grant leave for one month to Rangers and other non-gazetted staff for whom he is not the appoint authority, Subject to report to the Conservator. The Divisional Forest Officer can grant leave to the extent permissible under rules, to the staff appointed by him.
- Leave exceeding one month for Range Officers, Dy. Range Officer, would be granted by Conservator of the Circle concerned.
- The earned leave of Divisional Forest Officers and Sub-divisional Forest Officers would be granted by Principal Chief Conservator of Forests.

113. Monthly D.O Reports of Conservator of Forests

(1) The Conservators should submit their monthly D.O Reports in the proforma contained in Appendix-24, to reach Principal Chief Conservator of Forests before 10th of the succeeding month. The contents of the report should give clear and overall picture of the forest activities in the Circle. The M.D.O letter addressed to Principal Chief Conservator of Forests should be sent in duplicate, so that one copy is retained with Principal Chief Conservator of Forests and the other copy will be circulated among Chief Conservator of Forests looking after different subjects for their remarks.

(2) The Conservators, at the end of financial year should submit a tour statement in Form No.31.

114. Tour diaries of Divisional Forest Officers/Sub-Divisional Forest Officers.

- Divisional Forest Officers, Sub-Divisional Forest Officers and Asst. Conservators of Forests should submit their fortnightly tour dairy (1st to 15th and 16th to end of the month) to Conservator of Forests, in duplicate, so that the duplicate copy can be returned with remarks of Conservator. The diary should be sent with in five days of completion of the fortnight. Divisional Forest Officers should submit annual tour statements in forms No.31 to the Conservators concerned.

- The Divisional Forest Officer/Sub-Divisional Forest Officers should make 18 night halts in a month, touring not less than those number of days during which they shall cover all Ranges under their Jurisdiction. The tour should not only be inspecting tour but also one in which the Range works are properly organised with a view to have them executed in proper season in an efficient manner. Each forest should be inspected in detail and works should be checked. The work turned out by early individual form the Range Officer to Forest Gourd should be examined and necessary instruction given on the spot.

Tour diaries of Range Officers and other Sub-Ordinates.

- The Range Officers should submit their weekly diaries, for week ending by Saturday, to the Divisional Forest Officer, marking a copy to Sub-Divisional Forest Officer or Asst. Conservator of Forests. The diary should reach Division Office within three days of the completion of the week. Range Officers should spend at least 20 days in each month on tour. The diary should contain details of works on hand, their progress of execution, the offence cases detected, beat inspections carried out, measures taken to improve protection etc.
- The Forest Section Officers should submit their weekly diaries, for week ending with Saturday to Range Officer concerned, within 3 days of completion of the work. The diary should contain the places patrolled, offences detected, and work being executed. The weekly dairy reports should be in the form of book so that they can be carried with the section officer, and are made available for inspection at any time.
- The Forest Guards should submit their weekly diary in Form No 32, within three days of completion of the week to Range Officer. The weekly diary book should be carried by Forest Guard at all times on duty.

116. General orders and Circulars of Prl. Chief Conservator and Conservators.

The general orders and circulars of the Prl. Chief Conservator, and the Conservator will be filed separately for each calendar year, and they should be filed according to the number and date in a "Circular file" to which an alphabetical Index shall be attached. If received in duplicate, one copy will be placed with the record to which it relates. If only one copy is available, and it has special reference to any case, a memorandum of its contents will be filed therewith.

117. Suits by or against Forest Department.

Article 300 of the Constitution lay down that both Government of India and the State Government may sue or be sued in the name of Indian Union or Government of State, as the case may be.

1. Civil Proceedings :-

(1) No suits against Government whether Central or State or its officers for action done in their official capacity, shall be instituted until the expiration of 2 months next after notice in writing has been delivered in the case of suit against Central Government, to the Secretary of that Government, to the Secretary to the State Government or the Collector of the district, as the case may be (see Section 80 Civil Procedure Code 1908).

(2) Where a suit is instituted against forest official for damages or other relief in respect of any act alleged to have been done by him in his official capacity, the Government shall be joined as a party to the suit.

(Order 27 rule 5A CPC).

(3) In all Civil Cases, Government is represented by the Government Pleader. All Government Pleaders are law officers of the Government headed by the Advocate General his counterpart in the Central Government being the Attorney General. If any question of validity of any law or its interpretation as referred to in Article 132 read with Article 147 of the Constitution concerning the State Government is to be decided, prior notice of the same has to be given to the Advocate General.

(4) In all Cases, where forest department is respondent, the concerned Divisional Forest Officer, or other officer should furnish the parawise remarks for approval by Government Pleader, and on his approval, counter affidavit should be filed in the Court before the expiry of the time granted by the court.

2. Writ Petitions :-

(1) A person aggrieved by any decision of the department or Government may file Writ Petition under Article 226 of the Constitution. It empowers the High Court to issue directions, orders or writ for he enforcement of any of the fundamental rights as well as for any other purpose.

(2) Soon after receipt of the affidavit, the concerned officer, who is named as respondent should prepare the parawise remarks and for approval by Government Pleader looking after Forest Cases in High Court. The parawise remarks should be sent along with concerned clerk, along with connected records. After approval, the counter

affidavit should be sent. In sufficient number of copies, to Government Pleader, High Court of A.P. The details of the Writ Petition and action taken should be informed to Conservator of Prl. Chief Conservator as the case may be.

(3) When a notice is received by any officer of the department under “rule nisi”, it should be attended to immediately, failing which the rule becomes absolute. (Rule nisi means a rule which will become fully authoritative and binding on a party unless, on a notice to show cause why the rule should not be made final, the party comes to and satisfied the Court).

(4) The decision of single judge can be taken in appeal to Division bench, if the Government pleader in High Court opines that it is fit case for appeal. The decisions from Division bench can be carried in appeal to Supreme Court.

i) after obtaining a Certificate from the High Court to that effect, of

ii) If the Government Pleader feels that substantive question of law or matter of grave importance is involved, he may advice to appeal the case in Supreme Court through “Special leave petition” (SLP).

(5) When a matter is to be carried to Supreme Court, prior orders of the Government permitting such appeal should be obtained.

(6) Whenever a special leave petition has to be filed, the essential documents that are sent to be the Advocate-on-Record (in Supreme Court) for the preparation of Special leave Petition are:

a) Certified copy of the Judgement of the Administrative Tribunal / High Court.

b) The Petition filed in the Andhra Pradesh Administrative Tribunal / High Court and the counter affidavit filed.

c) Copies of all the documents filed by both the parties in the trial Court and the appellate court, if any.

d) Relevant G.O and other material papers which has bearing with the cases.

(7) when appeal is not filed within the period allowed, the papers be accompanied by the day to day reasons for the delay in filing the appeal. The reasons should be furnished in the form of an affidavit.

3. Application in Administrative Tribunals :-

All cases pertaining to Service matters are dealt in A.P. Administrative Tribunal or Central Administrative Tribunal, for employees in the State Service and all India Services respectively. On receipt of the copy of original application filed in the tribunal, the concerned official, should prepare parawise remarks and send it to Govt. pleader in the tribunal, for approval. The Parawise remarks should be sent through the concerned Clerk, along with relevant records. And on approval of parawise remarks, a Counter affidavit in requisite number of copies should be prepared and sent to Government Pleader for filing in the Tribunal Copies of the original applications and counter affidavit filed should be sent to Conservator or Prl. Chief Conservator as the case may be.

4. Criminal Proceedings:-

(i) Position of Indian Penal Code, 1860 Vis-à-vis A.P. Forest Act 1967.

Where there is a specific punishment provided for an offence in A.P. Forest Act, 1967, it takes precedence over the general punishment under Indian Penal Code, and where there is no specific punishment in Forest Act, the provisions of Indian Penal Code are applicable.

However, the Provisions of Indian Penal Code will apply wherever its application is not expressly or by necessary implication, as by provision for a separate punishment for a particular offence, excluded and where the requirements prescribed by the Indian Penal Code for the offence Charged are satisfied.

(See AIR 1950 Madras 599).

ii) Prosecution:-

As per Section 4(2) of the Criminal procedure Code, 1973, the Procedure to be followed in dealing with forest offences under A.P. Forest Act 1967 is the same as that prescribed in criminal procedure Code. 1973.

Range Officers or Foresters have to launch prosecution after obtaining permission under Rule 12 of A.P. Forest Offences (Compounding and Prosecution – Rules, 1969. The periods of limitation for prosecution is as follows: (See Section 468 Cr.P.C.).

- o Six months, if the offence is punishable with fine only.

- o One year, if the offence is punishable with imprisonment for a term not exceeding one year.
- o Three years, if the offence is punishable with imprisonment for term exceeding one year but not exceeding three years.

The period of limitation shall commence.

- On the date of the offence or.
- Where the commission of the offence was not known, the first day on which such offence comes to the knowledge of forest officer.
- Where it is not known by whom the offence was committed, the first day on which the identity of the offender is known.

(See Section 469 Cr.P.C.).

iii) Application of Provisions of I.P.C.

a) Against Property:-

i) Theft (Section 378) – when forest produce is being transported, without valid permit, the offender can be charged for theft.

The Offence under S.378 is cognizable, non-bailable, non-compoundable and triable by any Magistrate.

b) Voluntarily causing hurt (Section 327, 328, 329, 330, 331, 332, 333). The offence would be non-bailable and non-compoundable.

c) Stolen property, and receiving stolen property The Forest produce, the Possession where of has been transferred by theft, or by extortion, etc, can be designated as 'Stolen Property' Whoever, receives and retain stolen property can be punished (Section 410, 411). The offence is non-bailable, compoundable.

d) Destroying or moving etc., of land mark fixed by forest Dept. (Section 434). The offence is bailable, non-compoundable.

e) Mischief by fire (Section 435) – causing fire in the Forest. The Offence is bailable, non-compoundable.

f) Criminal trespass (Section 441) – trespass into Forest. The offence is bailable and compoundable.

g) Unlawful assembly (Section 141-142) – The Offence of bailable, non-compoundable.

5. (i) The previous sanction of the Government shall be obtained in all cases where a forest Official desires to institute a Civil suit or criminal prosecution against any person in respect of any matter arising out of or in connection with his conduct or his acts as such officer. (See Rule 20 of A.P. Civil Services (Conduct) Rules 1964).

(2) No forest official shall sanction the defence of institution of any Civil or criminal proceedings, at the cost of the State, in a case in which he is personally concerned.

6. Prl. Chief Conservator may sanction defence in which private lawyers can be engaged with the constitution of the Collector in all important forest offence cases where lorries are involved and / or where the value of produce seized is more than Rs. 1,000.00.

(G.O. Ms. No. 1962 F & A Dept. Dated 18-07-1974).

7. A forest Official who received any communications containing a threat of civil or criminal proceedings against him for acts done in his official capacity should forth with forward through proper channel, a copy of such communication, including whether he wishes to reply threats or not, and if he proposes to reply, submitting a copy of the proposed reply.

a) In case the proceedings threatened are Civil proceedings to the Prl. Chief Conservator, and

b) In the case the Proceedings, threatened are criminal proceedings to Prl. Chief Conservator, if he is serving in Hyderabad, and the Conservator if he is serving in the mofussil.

c) The Prl. Chief Conservator or Conservator as the case may be, should examine the case and draft reply, if one is proposed to be sent, and initiate action to engage counsel to defend the official.

118. Registers of Correspondence:-

Registers of receipts and issues of Correspondence will be kept in books in Form No 33 and 34 respectively. The receipt and issue of D.O. letters should be recorded in Form No. 35, as well as in a separate register in Form No 34. A new series of numbers will be commenced in the registers mentioned above, at the opening of each calendar year.

119. Register of Books:-

There will be a Forest library in each Division Office and Circle Office, and also in Office of Prl. Chief Conservator, and all books must be carefully kept to ensure their remaining in good order and being easily found when required for reference. The books should be kept as far as possible, in one place and under the custody of one particular Clerk, who will be responsible for their condition and safety. No book should be removed from the library without the permission of the head of the office. When a book is removed a receipt must invariably be furnished by the officer removing it and the receipt should be returned to him or cancelled when the book is returned to the library. Every Officer on receiving Charge of the office should satisfy himself to the library is in good condition and unless he reports at once that the books are out of order or that any volumes are missing, it will be assumed that he received the library in good order and he will at once forward be personally responsible for any defects which he could have noticed by inspecting the library on his arrival. A register of books should be kept in Form No 36. The current Number of the register and the date of receipt will be entered on each copy on receipt.

120. Binding of Periodicals:-

Periodicals, such as Andhra Pradesh Gazette, research journals like Indian Forester, etc., as well as books which are published in parts, must be bound up in hard copy in volumes, by keeping, as far as possible, one volume for each year. Annual reports and similar publications may also, for convenience of preservation, be bound up in volumes in hard cover from time to time. A similar procedure should be adopted in respect of circulars and important references of Prl. Chief Conservator.

121. Register of Forest Offences:-

(1) A register of forest offences in Form No 37 will be maintained in each Divisional Forest Office Corresponding registers in Form No 38 will be kept in Range Offices. An abstract of forest offences compiled in Form No 37 will be forwarded monthly by the Divisional Forest Officer to the Conservator.

(2) In cases where property seized is subsequently released, a receipt should be taken from the person to whom the property has to be refunded. These receipts must be filed in the concerned office file in the Range.

(3) The first entry in each year's register in Form No 37 and 38 will consist of the serial numbers of pending cases of the preceding year. Disposals of such cases will be noted as they occur, in the previous year's register, the concerned serial number being simultaneously rounded off in the new register in token of disposal.

(4) In reporting forest offences, the forms prescribed in the Andhra Pradesh Forest Offences (Compounding and prosecution) Rules, 1969 should be used, as per instructions given there in.

(5) Every Range Officer should verify upto 50% of the cases in each section under his control where P.R.Rs. are issued, before recommending them for compounding to the Divisional Forest Officer and where Range Officer himself is competent to compound it is necessary to check up the cases as far as possible before issue of orders. The Sub-Divisional Forest Officer and the Divisional Forest Officer should verify at least 20% and 10% of the cases by each of them respectively which are reported and recommended for compounding by the Range Officers.

(6) All the Divisional Forest Officers, Conservators of Forests are required to send the special reports to Prl. Chief Conservator of Forests, marking a copy thereof to Government of cases where large scale destruction of forest occurs, and where the value involved is Rs. 50,000 and above.

(Memo No 22559/For-IV/86-3 EFEST Dept Dated 25-11-86).

(7) A list containing the details of names of habitual offenders in forest cases, the nature of their involvement in the cases and punishments imposed on them, should be maintained in the offices of the Rangers and Divisional Forest Officers. Such list should be appended to the offence register itself. A separate Register shall be opened as 37-A where a list of chronic and habitual offenders shall be entered year after year giving full details.

122. Service Order Book:-

A service order book will be kept in the offices of all forest officers competent to make appointments. All orders relating to the appointment, promotion, leave etc., of establishment shall be consecutively numbered for each calendar year. The service order book should contain details of S.C. number and date, subject matter of the order and the concerned office file number.

123. Officer Order Book:-

All general instructions issued by the head of every office from time to time for the guidance of the members of his staff, whether in regard to office routine or in regard to personal official conduct, should be embodied in the office order book, for each calendar year. The ministerial head of the office will be held responsible for seeing that every member of the office establishment, whether temporary or permanent acquaint themselves with the content of the office order book without undue delay.

124. Maintenance of Records:-

The records of forest offices will be arranged and maintained in accordance with the instructions contained in District Office Manual.

125. What records to be carefully preserved:-

(1) All orders of Government and Prl. Chief Conservators Proceedings, and all circulars on important subjects containing authoritative executive orders and rulings and all material papers connected with permanent rights of Government or the public in property of any kind whatever, should be permanently retained. Register of reserved forests, register showing the gross yield of timber, and all correspondence relating to boundary disputes, to rights and privileges of other persons in the forests, the working plans and to all subjects affecting the general management and history of the forests of the division, should be retained permanently, Records, connected with claims to service and personal matters affecting persons in the service should on no account be destroyed.

(2) Register of annual yield of Range, Classified abstract of Cash Accounts (F.A.VII) and register of Revenue and Expenditure should be preserved until a working Plan has been prepared or revised. When the returns and reports are adequately summarized in working Plan, the original manuscripts, if they have been retained for at least three full years in all, may be destroyed.

(3) Conservators are empowered to order the destruction of useless records in their offices and the Divisional Forest Officers of their own and Range Officers.

126. All Office records are Government Property:-

All accounts, books, maps, records and papers of a Forest Office are Government property, and the officer in whose charge they are will make them over to his successor on being relieved of charge, or to his departmental superior whenever they may be demanded.

127. Destruction of useless documents and records:-

Soon after the close of the financial year the Forest Officers should examine the records of their offices with a view to destruction of those documents which may be considered of no further use. The period upto which the documents and records are to be retained are given in Appendix 25. The Selection of papers for destruction should be made by a gazetted Officer, as many papers which are to be preserved permanently get mixed up, and close scrutiny of the papers is required. The instructions in paragraphs 97 and 98 to the District Office Manual should be followed for destruction of records. The destruction of records (including correspondence) connected with accounts is governed by the rules contained in Article 325\6, Andhra Pradesh Financial Code. The rules regarding the destruction of records apply equally papers filed as to those bundled. Many of the letters relating to questions which have been settled for three years can also be destroyed, provided the register books contain all that may be necessary to keep on record.

128. Stationary and Forms:-

(1) The Stationary supply, in general, will be made by the Commissioner of Printing and Stationary, as per the Principles contained in Andhra Pradesh Stationary Manual. Each Divisional Forest Officer and Conservator of Forests, should submit the indent of stationary items required for one year, in the prescribed proforma to reach the Commissioner of Stationary by 1 st May. The supplies when received during June should be utilized from the period of one year from 1 st July to 30 th June next.

(2) When the supplies from Stationary department are not made available, the local purchases are permitted as follows.

Range Officer upto Rs. 200 per year.

Divisional Forest Officer upto Rs. 1,000 per year.

Conservator of Forests upto Rs. 2,000 per year.

Principal Chief Conservator of Forests, upto Rs. 6,000 per year.

(G.O. Ms. No. 334 F&RD (For-I) Dept Dated 25-04-77).

(G.O. Ms. No. 102 G.A. (AR&T-Desh) Dept Dated 24-02-86).

(3) Printing of registers and forms prescribed in this code, or by Prl. Chief Conservator of Government should, in general, be got printed through Commissioner of Stationary and printing. However, when printing works of urgent nature are taken up, the officers can take up the work to the following extent.

Divisional Forest Officer. Upto Rs. 5,000 per year

Conservator of Forests. Upto Rs. 8,000 per year

Principal Chief Conservator of Forests. Full powers.

(G.O. (P) No. 703 G.A. (AR&T) Dept Dated 04-12-78)

(4) The issues and receipts of stationary articles, Registers and forms should be recorded in a register and the items should be kept under control of one clerk.

129. Notification and Publications in District and State Gazettes:-

Notifications concerning the management of district forests should be regularly published in the District Gazette and when the notification concerns the Constitution of forest blocks or disreservation of the blocks, the publication should be done through Andhra Pradesh Gazette, and the District Gazette. The amendment of Acts and rules, and promulgation of new rules under Forest Act, should not be implemented till they are published in Andhra Pradesh Gazette. Disciplinary proceedings, and other matters concerning Establishments of Forest Department should not be published in gazette unless the permission of competent authority is obtained. The loss of pass hammer used by Rangers or Foresters, should be notified in gazette to prevent misuse of the same.

130. Correspondence of Conservator of Forests with Prl. Chief Conservator of Forests:-

(1) Communications addressed to Prl. Chief Conservator should, as a rule, be complete in themselves and independent of enclosures. Enclosures of importance can be forwarded but merely for possible reference on points of details where the case is simple, however, and contained in a few words and where a brief endorsement sufficiently explains it such endorsement will answer all purposes. When copies are sent they should not be 'in extenso' when extracts will suffice.

(2) When the Conservator has to submit a report to the Prl. Chief Conservator based on communications from several collectors or Divisional Forest Officers, a brief précis of the later will usually be submitted, instead of copies of the various communications.

(3) In quoting previous correspondence, the number and date of the Prl. Chief Conservators orders in which it was disposed of should always be given and in cases where a previous order of Government has to be quoted its number and date and the department from which it emanated should be given as well. All communications to the Prl. Chief Conservator by subordinate officers shall be addressed through the proper channel. All Communications to Government shall be made by the Prl. Chief Conservator only except in matter, specially authorized.

131. Business in Conservators Office to be conducted in the same manner as in subordinate offices:-

(1) The Conservators Office business will be conducted in the manner prescribed in the District Office Manual. Register of receipts and issues of documents and of books, reports and maps etc., must be kept as laid down for division offices. The provisions of section 128 in regard to the annual destruction of useless documents apply 'Manual mutandis' to the Conservators Office.

(2) All letters except those marked 'Confidential' or 'Secret' of D.O. letters may be opened by the Manager. The Manager may sign fair copies of approved drafts, as True Copy by order/

Manager,

132. Correspondence carried on by Conservator when on tour:-

When are not opened by Manager and when tappals are received by Conservator, they will be opened by him, and after getting than entered in camp register, by numbering them consecutively, the original letters receive together with copies of the replies of any official correspondence which has not passed through his office and which he has carried on tour, would be sent to his office.

133. Office procedure in Prl. Chief Conservator of Forests Office:-

(1) All the letters addressed to Prl. Chief Conservator would be received in the inward section of the office, where they will be entered in register in Form No 33, after which the letters will be sorted out for each section. The letters would be sent in a pad to first Gazetted Officer in-charge of the Section concerned, who will peruse the letters, and remove any letters of urgent nature, duly noting such removal, and send it to concerned section for further action. Later, the gazetted Officer would send the pad containing the letter upto Chief conservator of Forests, in-charge of the subject concerned. After persual by Chief Conservator, the letters will be sent to inward section, from where they will be sent to the concerned section. The D.O. letters and confidential letters would be recorded by stenographers of the concerned Chief Conservator or Prl. Chief Conservator.

(2) The letters to be dispatched to subordinate Offices would be routed through dispatch Section only from all the Sections in the Office.

(3) As regards fair copies of approved drafts in the Prl. Chief Conservator Office, those intended for Government and all confidential papers will be signed by a Gazetted Officer who is personal Assistant to Prl. Chief Conservator. All other fair copies will be signed by the respective heads of the sections concerned.

(4) Fair copies of orders sanctioning payment of money should, however, be signed only by the sanctioning authority or if he is in camp any gazetted officer at head Quarters.

134. Transfer of Charge – General:-

On the occasion of a transfer of charge arrangements must be made by the two Officers concerned that the Relieving Officer is placed in such position as will enable him to carry on the duties of which he has taken charge in an efficient manner and with as complete a knowledge of the property entrusted to his charge, the works in progress and all arrangements made in connection with them as the circumstances of the case admit.

135. Transfer Report:-

A report of the transfer of charge signed by the relieved and relieving officers, should be sent on the day of transfer, to their immediate superior. The transfer report should also be submitted to the office from where the transfer order was issued.

136. Duties of relieved and relieving Officers:-

(1) The relieving Officer must see that all office books are posted upto date and in the case of cash accounts, that he necessary voucher of receipts and issues belonging to the accounts of the current month are made over to him. He will also make himself acquainted with all outstanding and liabilities on account of the department and state that he has done so. He will further take charge of other property belonging to the department as described below. On the day on which he makes over charge of the office, relieved officer will report the transfer of charge to the Officer in charges of the treasuries from which he drawn his funds and will, at the foot of the report, send a specimen of the relieving officers usual signature, in order that the Treasury Officers may satisfy themselves as to the authenticity of the cheques presented by the relieving officer.

(2) The relieved Officer will give the relieving Officer a complete note of the work in progress and projected in the circle or division or Range together with the comments on all matters of importance. A copy of the leaving note of Range Officers, Divisional Forest Officers should be submitted to the Divisional Forest Officer and Conservator of Forests respectively. The notes of the relieving Conservators need not, however, be submitted to the Principal Chief Conservator.

(3) Besides cash, timber and forest produce, the following are the main classes of property which ordinary from the subject of transfers, namely, demarcated reserves, plantations, timber depots, buildings, live stock, Machinery, stores, instruments, tolls, tents, books, maps, office records, office furniture etc.,

(4) In the transfer report, the relieving Officer should state by what means he has satisfied himself of the nature and condition of these different classed or property of which he has taken charge.

(5) Live and dead stock and other articles which may be at headquarters, as well as books and maps, office records and office furniture, should as rule be personally inspected by the relieving office at the time of transfer and the fact of this having been done should be stated.

(6) In case of property at a distance from headquarters the register and other documents in which they are described should be examined. If the relieving officer fails to bring to notice within a reasonable period any deficiency or defect in work stores or other property taken over from his predecessor, he will be held responsible for the same so far as it may have been practicable for him to ascertain such deficiency or defect.

(7) The cash book will be closed, and the cash balance will be counted in the presence of both officers, who will then sign the book. Similarly, log books of vehicle used by relieved Officer will be brought upto date and both the officers would sign the log book in token of transfer of charge.

137. Certificate of transfer of charge:-

The certificate of transfer of charge should in the format Appendix-26. Every transfer of charge of a Gazetted Officer should be reported by post on the same day to the Chief Secretary to Government, and the Accountant General (see Articles 78, 79 Andhra Pradesh Financial Code) as well as to the Principal Secretary to Government in charge of Forest Department, and telegraphically to the Principal Chief Conservator. Copies of the certificates should be sent to the Conservator, District Collector, Treasury etc.

138. Transfer of Charge of Range:-

In the case of the transfer of charge of a range, a transfer report in Form No 39, will be made to the Divisional Forest Officer, who will send the original or a copy to the Conservator, and intimate the fact to the Principal Chief Conservator. Leaving notes, on described in Section 138 should be handover by the relieved to the relieving Range Officers who will submit them to the Divisional Forest Officers per perusal and return with their remarks. The Range Officer is solely responsible for the safety and upkeep of, or damage or loss to, all Government stores, tools and plant under his charge, either in the beats or in Range Offices. Every Officer, on first assuming charge of a Range must satisfy himself as to the condition of the stock of which he takes charge, and in the case of stock at a distance from headquarters, he must inspect the same within one month of his assuming charge of the Range and note its condition. Unless any loss or damage is promptly taken to the notice of the Divisional Forest Officer with the explanation of the subordinate who was directly responsible for it, the Range Officer will render himself personally liable to make good any such loss or damage.

139. Transfer of Forest Section Officers, Forest Guards:-

In transfer of Forest Section Officers, and Forest Guards, a transfer report in Form No 40 should be submitted to the concerned Range Officer and a copy of the same should be submitted by Range Officer to the Divisional Forest Officer. The charge of beat inspection in the presence of relieved Forest Guard. For the destruction, if any, noticed during the beat inspection, the relieved Forest Guard would be responsible.

140. Transfers between other subordinates:-

In the case of Forest Watchers, and ministerial staff etc., the transfer report should be submitted to the immediate superior, and a copy of the same should be submitted by such officer to the officer who issued the transfer order, giving a list of all records stores, tools etc., that he had handed over to his successor which should be signed by both.

141. Assumption of charge:-

In certain cases, where the relieving officer reports at the place of duty, the relieved officer may avoid handing over charge, and in those circumstances, the Divisional Forest Officer, in respect of posts under his control may permit the relieving Officer to assume the charge of the post and perform the duties. The relieved officer would cease to hold the part from the date of assumption by relieving officer, the relieved officer would be held responsible. The relieving officer should take charge in the presence of panchas, after conducting panchanama. In case of Sub-division or Divisions, the Conservator concerned may permit assumption of charge. Whenever orders for assumption of charge are issued the authority issuing such orders should record the reasons for doing so.

142. Transmission of Last Pay Certificate:-

The last pay certificate should be in the Form No 41. The last pay certificate should be transmitted by the drawing Officer to the Office where relieved officer has joined., within one week of the date of relief at old station. The said certificate should be accompanied by the service register and personal files if any. To avoid delay in postal transit a copy of the L.P.C. shall be handed over to the relieved officer by the drawing officer so as to enable him to submit at new station.