



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

CHAPTER- V

ROADS AND BUILDINGS

57. Register of Roads, Wells and Tanks:-

A separate Account should be kept in Divisional Forest Offices and Range Offices of all permanent Department roads, wells and tanks in Form Nos.16,17 and 18.

58. Register of buildings:-

- An account should be kept of office and residential buildings, guest houses from beat, section and Range level and at other locations in the Division in the register of buildings in Form No.19. The register will be a permanent record to which it will only be necessary to issue the necessary agenda and corrigenda, whenever a new building is constructed, or an old one is demolished, or further changes are made to the existing buildings involving charge of capital cost.
 - When any alteration is made in an existing building it shall be the duty of the Divisional Forest Officer to see that the original plans of the buildings are corrected on the completion of such alteration.
 - The Divisional Forest Office should maintain copies of all standard plans buildings, complete plans, sections and elevations of every building in the division as actually constructed, the boundaries of the land attached to any building being distinctly shown.
 - The details of land and building thereon should be entered in the revenue records and village/ municipality/ Corporation records, so that the claims of ownership on land owned by forest department, put in by unscrupulous elements can be effectively dealt with.

59. Powers of sanction for sale, transfer or dismantlement of buildings:-

(1) No land or building belonging to the department shall be sold to any person other than a citizen of India, and without prior concurrence of the Government.

(2) Conservator and Divisional Forest Officers can sell or dismantle portion of buildings when their book value does not exceed Rs.10,000 and Rs.5,000 respectively. In other cases orders of Govt. have to be obtained.

(3) When it is proposed to sell or dismantle a portion of a building, the value of the entire building and not of the portion, shall be taken for the purpose of determining the authority that is competent to sanction the sale or dismantlement.

(4) Government property should as far as possible be sold by public auction, and if disposed of other wise, the amount realized should not be less than the market value.

(Art.317,A.P. Financial Code)

- The Conservators can transfer a building in charge of forest department, when vacated, to any department as an office, without reference to Government, except in the following cases.
- When it is proposed to transfer a building to local bodies or private bodies or to any department of the union Government, or
- When the buildings belongs to a department of the union Government, or
- When two or more departments ask for the same building.

In these cases, the orders of Government should be obtained, before the transfer is made.

- The general position regarding the vesting of lands and buildings in the union and State Government is laid down in Article 294 (a) of Constitution of India. Further Principles are detailed in Boards standing order No.23.

(See Also Art.317, Appendix 25 of A.P. Financial Code)

The orders of Prl. Chief Conservator should be obtained when residential buildings have to be classified permanently as non-residential and Vice-versa. Temporary (Kucha) buildings are exempted from this rule, and the

Conversion can be made by Divisional Forest Officer concerned, with prior concurrence of the Conservator of Forests.

60. Write off:-

To write off losses by way of damage to immovable property, the Prl. Chief Conservator is empowered upto Rs.500 in each case. When any damage occurs to immovable property, the procedure given in Article 299 of A.P. Financial code should be followed.

61. Rules regulating the occupation of Government buildings as residences:-

- The rules regulating the provision of residences for Government Officials are laid in Fundamental Rules 45, 45-A, 45-C and subsidiary rules their under, and some of the important provisions are reproduced below.
- Buildings acquired, constructed or leased by Government for the occupants of particular posts shall ordinarily be occupied by officers holding those posts.
- An officer who goes on leave should be held to have ceased to be in occupation of the building from the date of commencement of leave, unless, for any reason, a competent authority decides otherwise.

B- Note:-1. An official who is merely discharging the current or routine duties of an appointment to which an official residence is attached is not bound to occupy it and should not be considered as the incumbent of the appointment for the purpose of recovery of rent.

Note:- 2. A suspended Government servant should not be treated differently from a Government Servant who goes on leave in the usual course.

- **Rent recoverable from Private persons:-**

When any Government building with permission of Conservator, is let out to a private person, rent should be regularly recovered for the same at the rates prevailing in the locality for similar accommodation belonging to private owners.

- **Damage to residential buildings by tenants:-**

Every officer for whom a Government residence has been provide is bound to leave it in a fit state for occupation by his successor, and will be required to pay the cost of any special white-washing or other repairs which may be rendered necessary by any improper use of the building. In order to give effect to this rule and to see that the quarters have been handed over for occupation in thoroughly good order, both the relieved and relieving officer should jointly inspect and certify the same.

However, the repair occasioned by natural wear and tear should be carried out at Government cost.

Note:- A list of fixtures in each residential building shall be maintained by Range Officers and other officers and a copy of it shall be hung in each building. Whenever a change in occupancy of the building occurs a receipt for the fixtures handed over by the out going officer and keep a copy of the same in respective office. If the building on being vacated by one officer is not occupied immediately by another, the outgoing officer should obtain a certificate from the officer in-charge of maintenance of the building that all fixtures noted in the list are present and in good order, and when the building is re-occupied, the new officer should give a receipt for the fixtures. If any fixtures are damaged by negligence of the tenent, the cost of the same will be recovered from the tenent.

Care of Vacant building and Compounds attached to the Buildings.

- All the vacant buildings should be locked and the care should be taken for its upkeep by concerned Range Officer.
- The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and will also see that the compound is kept in proper order.

62. Rents to be Charged for Forest Department building occupied as residents.

The rents will be charged to Forest Department buildings as per the stipulations in Fundamental Rules 45, 45-A-II to 45-A-VIII.

63. Renting of building not required for Department use:-

The building of forest Department which are not required by the Department for use of office or residence can be let out to other departments of State or Central Governments with the permission of Conservator of Forests. the monthly rent to be recovered should be calculated as per the Fundamental Rules 45, 45-A Before letting the

concerned Divisional Forest Officer should obtain a consent from Head of Office of the other department to pay the rent, municipal, electricity and water charges and to vacate the building within three months notice.

64. Rules regulating the occupation of Forest Inspection bungalow and Rent Houses.

The rules regulating the occupation of inspection Bungalow and rest houses in-charge of Forest Department are contained in Appendix-17.

65. Rent Register:-

In each inspection bungalow and rest house a rent register shall be maintained in Form No. 20. The Range Officer concerned shall calculate the total rent received during the month and remit the same into treasury. The remittance particulars for each month should be entered in the next register along with voucher number and page No. of each book.