



## Andhra Pradesh Forest Department Code - Vol - II - Appendix - 12

### APPENDIX – 12

#### (Section 34)

#### Rules for the Registration and Storage of Forest maps in Circle and Division Offices.

1. The following form of register for the receipt and distribution of forest maps is prescribed. Each map or sheet must be given in a separate page in the register, and where maps are very numerous, as separate register may be maintained for each division in circle office and for each Range in division.

Sheet No. \_\_\_\_\_ Scale. \_\_\_\_\_

Sl_No	Date of receipt or issue	of Unmounted	Mounted on cloth	Cut folded and mounted	Laminated	Blue prints	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

2. All issues should be entered in the register in black and receipts in red. Whenever a fresh indent is made. The balance should be stricked and entered in the register in black, between red ink lines ruled right across the register.

3. All maps received or issued should be endorsed with the office register number and date.

4. All maps superseded by new editions should be destroyed except three copies which should be clearly marked “Superseded in 19 \_\_\_\_” in the top and carefully preserved.

5. All unmounted maps should laid flat in the rack and a piece of thick mill board would be placed on the top of the map.

6. All cloth mounted maps, laminated maps and blue prints should be rolled, and kept with map no. label in a rack.

7. All cut folded and mounted copies should be kept at one place in serial order.

8. A cloth mounted should be kept as “record copy” and should be kept in circle and division Office. On this copy, all additions, deletions etc, should be entered at once approximately in ink with a note regarding notification of alteration.

9. Once every year, copies of all sheets on which alterations have been carried out during the year should be sent to the conservator so that he may post his record copies update. The copies sent from division offices will not be the record copies which must under no circumstances, be removed from their offices.

10. The Conservator will annually supply to the Director, Map publication, Survey of India, Dehradun with details of all alterations carried out on the survey of India maps.

11. A small scale index map of each division showing relative position of each sheet should be posted in the map register.

12. The maps stored should be inspected from time to time by Conservator or Divisional Officers to ensure that they are properly preserved and all the entries are brought up to date.