



Andhra Pradesh Forest Department Code - Vol - II - Appendix - 14

APPENDIX – 14

(Section 50)

INSTRUCTIONS FOR PREPARING FORM No 5, 6, 9, and 10

From 5:- The opening balance (Columns 1 and 5) for any month must exactly correspond with the closing balance as shown in column 14, 15 of the previous months return.

When posting the form I the range office, the procedure should be as follows

- enter from previous months return the opening timber balance of the first forest depot shown in that return, posting column 2, 3, 4, 5.
- Refer to form No. 3B of the depot concerned and enter an abstract of receipts of the month as there shown, in column 6, 7, 8.
- Add columns 4 and 7, 5, and 8 and enter totals 9 and 10.
- Refer to Form No. 4B of the depot concerned, Check disposals.
- Sales with entries in cash book and Form 10.
- Transfers to other depots with form 3B of other depots concerned.
- Write off, with sanction to write off.
- Used departmentally with the estimates for works.
- Free grants with sanction orders.
- Conversions with receipts of converted timber in Form 3B.
- Post column 11, 12, 13, showing items (A), (C), (D), (E), (F) of preceding paragraph, and so much of (B) as has been acknowledged by the other depots concerned, including dispatches of previous months as per form 4B shown in form 3B as received in the depots concerned during the current month.
- In remarks column enter numbers and dates of sanctions under © and (E).
- Deduct column 12 from 9 and 13 from 10, enter balances in 14 and 15.
- Enter from previous months return the opening timber balance of second forest depot and repeat the above operations.
- Carry out th above procedure with regard to sale depots.
- Repeat the operations for fuel, bamboos, minor forest produce separately.

Form 6 Is merely is merely an abstract of the sales. Shown in Form 4B, it must tally with entries of sales in Form No 5 Column (@) is to facilitate check with disposals shown in Form 5 and in Cash Book, column 8 shown only the amount actually paid on disposals during the month, Column (7) shows the total amount of sale whether paid or not in Column (8), the actual paid and column (9) equals (7) minus column (8).

When an entry appears in column (12) for any month, it must be brought forward in the following months return above the current entries of each month, until the produce is removed when it will be transferred to column (11).

Form 9 :- This form resembles Form 6 but refers to removals by consumers and purchasers. The method of posting the form is the same as in Form 6.

Form 10 :- Column (3) for each month must exactly correspond with column (6) of the previous months return, recoveries will be posted in Column (4), (5) from the cash book. Column 6 will contain column 3 minus column 5 plus column 9 of Form 6 or column 8 of form 8 as the case may be.

In column 8 the date from which each item is outstanding must be entered.