



Andhra Pradesh Forest Department Code - Vol - II - Appendix - 7

APPENDIX – 7

(Section 29)

DIVISION INFORMATION BOOK

The D.I.B/C.I.B. (Circle Information Book by the Conservator of Forests) shall be maintained by each of the Divisional Forest Officer and the Conservator of Forests in charge of Divisional / Circle, territorial or functional, such as working plans, Research Social Forestry, Wild Life, Logging etc., with facts and figures on the following items as on 1 st April every year, which shall be got updated with information as on 1 st October every year with any changes that may take place during the course of the half year. Information on the items should be very brief and precise avoiding description adopting suitable proforma if one is not exclusively indicated. Wherever the number of columns are more under any item the column may be arranged in a linear way.

1. BASIC INFORMATION: 1 Area

Total Land area			Total Forest area			Taluk/Mandal	%of Forest to land area			% of Agricultural area to land area
Circle	Dist	Dn	Circle	Dist	Dn		Circle	Dist	Dn	
1	2	3	4	5	6	7	8	9	10	11

2. HUMAN POPULATION: (As per latest available census)

State	Circle	District	Division	Taluk	Mandal
1.	2.	3.	4.	5.	6.

3. CATTLE POPULATION:-

District					Division				
Oxen	Buffaloes	Goats	Sheep	Others	Oxen	Buffaloes	Goats	Sheep	Others
1.	2.	3.	4.	5.	1.	2.	3.	4.	5.

4. Reserve Forests and Blocks:- Name of the RFs, blocks, areas legal status, stage of reservation, Notification G.O. Nos. etc., will come here rangewise, firstly with RFs followed by blocks under various stages of reservation.

Sl_No	Name of the R.F.	Name of the Block	Area in Ha.	Peri peral length in Kms.	Classi fication as per Revenue Records	Division Range	Legal status with authority	Stage of reserve tion	Extent of degraded area of less than 0.4 density
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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
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5. AREAS DISRESERVED

Sl_No	Name of the R.F.	Name of the Block	Division	Range	Legal status with authority	Stage of Disreservation
1.	2.	3.	4.	5.	6.	7.

6. AREA UNDER ENCROACHMENT

Sl_No	Name of the Block	Area under encroachment in Hectares		
		Pre-64	1964-1980	Post-1980
1.	2.	3.	4.	5.
Number and Names of illegal settlement in forests				
Pre-64	1964-1980	Ost-1980	Remarks	
6.	7.	8.	9.	

7. TERRITORIAL CHARGES AND STAFF:-

Sl_No	Division	Area	Range / Hq	Area	Section / Hq	Area	Beat Hq	Area	Total
1.	2.	3.	4.	5.	6.	7.	8.	9.	

8. FOREST TYPES:-

Sl_No	Division	Range	Types of Forests	Main Species	Any special features
1.	2.	3.	4.	5.	6.

9. INTERESTING AREAS:- faunally, Geomorphologically)

Sl_No	Type	Location	Area(Approx)	Remarks
1.	2.	3.	4.	5.

10. List of permanent preservation plots / sample plots.

Sl_No	Division	Range	R.F.	Species	Nature of preservation plot, sample plot.	Extent	Details
1.	2.	3.	4.	5.	6.	7.	8.

11. Research Plot:-

Sl_No	District	Division	Range	R.F.	Name of Research Plot	Object	Year of Formation	
1.	2.	3.	4.	5.	6.	7.	8.	9.

12. List of Wild Life Sanctuaries, Zoological Parks, Deer Parks, and Biospheres:-

Sl_No	District	Division	Taluk / Mandal	Name of Zoo Park Sanctuary Deer Park National Park Biosphere	R.F. Location	Extent	Year of formulation	Total Expenditure
1.	2.	3.	4.	5.	6.	7.	8.	9.

13. PROPERTY:- Departmental Buildings:- May be given Division, Range, Section and Beatwise.

Sl_No	Type of Building	Division	Range	Section	Beat	Year of Construction	Capital cost	Main tenance Cost	Condition of the Building
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

14. Departmental Roads:-

Sl_No	Type of Road	Div	Range	Section	Beat	Length in Kms	Year of formation	Capital cost	Main tenance cost	Condition of the road
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

15. Departmental Wells including Borewells:-

Sl_No	Type of Well	Div	Range	Section	Beat	Location	Year of commissioning	Capital cost	Main tenance	Present condition of avail

										ability of water
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

16. KUNTAS (Departmental or others)

Sl_No	Name of the Kunta	Div	Range	Section	Beat	R.F.	Year of formation	Capital cost	Main tenance Cost
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

17. ARMS:-

Sl_No	Arms Details	Ammu nition Details	Div	Range	Section	Beat	Year of supply
1.	2.	3.	4.	5.	6.	7.	8.

18. GOVERNMENT VEHICLES:-

Sl_No	Div	Range	Type of vehicle	Regn No	Date of purchase	Value	Under whose control	Expen diture incurred year to year on repairs and repla cement
1.	2.	3.	4.	5.	6.	7.	8.	9.

19. List of Equipment & Stores costing more than Rs, 10,000/- :-

Sl_No	Name of Equip ment stores	Div	Range	Location	Cost	Condition of working	Any other details
1.	2.	3.	4.	5.	6.	7.	8.

20. III – ADMINISTRATION & PROTECTION:-

Sl_No	Div	Range	Section	Beat	Name of the staff member	Period	
1.	2.	3.	4.	5.	6.	From	To
						7.	8.

21. Division and Range Office Inspection:-

Sl_No	Name of the Division	Name of the Range	Date of last Inspection	Due Date	Actual date of Inspection	Reasons for delay
1.	2.	3.	4.	5.	6.	7.

22. Pension Cases:- (List of retired persons to whom the pension is pending and cases coming up for pension in the next 18 months are to be given chronologically and cadrewise in ascending order starting from lowest to highest cadre.

Sl_No	Div	Name of the staff member	Designation	Date of retirement	Pension papers submitted	Stage of pendency	Any other details
1.	2.	3.	4.	5.	6.	7.	8.

23. D.C.R.G. (Death cum Retirement Gratuity):-

Sl_No	Div	Name of the staff member	Designation	Date or retirement	Pension papers submitted	Stage of pendency	Any other details
1.	2.	3.	4.	5.	6.	7.	8.

24. Appointments on Compassionate grounds:-

Sl_No	Div	Name of the staff member deceased on invalidated	Designation	Date of death of invalidity	Name of the kith & kin	Date of receipt of application for appointment of kith & kin	Raltion ship of the kith & kin	Post sou ght for	Stage or appointment
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

25. Disciplinary Cases:-

Sl_No	Div	Name of staff member	Date of issue of Chargesheet	Nature of charge	Stage of pendency
1.	2.	3.	4.	5.	6.

26. Complaint Representations:-

Sl_No	Div	Name of	Name of the staff member	Stage of
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		complaint	referred to with designation	action
1.	2.	3.	4.	5.

27. Forest Offences:-**i) Compounding Cases:-**

No of offences in					C. Fees Involved						
Sl_No	Year	Div	Range	Section	Beat	Div	Range	Section	Beat		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.		
Disposal for each Half Year				Balance number of Cases				Balance C. Fees.			
Div	Range	Sec	Beat	Div	Range	Sec	Beat	Div	Range	Sec	Beat
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

ii) Prosecuted Cases:-

No of Prosecuted cases pending					No of disposals for each half year					Balance			
Sl_No	Year	Div	Range	Section	Beat	Div	Range	Section	Beat	Div	Range	Section	Beat
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

iii) U.D. O. Rs.:-

Pendency					Total disposal in the first / second half year					Balance			
Sl_No	Year	Div	Range	Section	Beat	Div	Range	Section	Beat	Div	Range	Section	Beat
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

iv) Vehicle Cases:-

Sl_No	Div	Make & Vehicle Reg. No. & year	Seized on	Value	Confiscated on	Auctioned	Sale amount	Stage of pendency	Produce involved in offence
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

28. Form No.5 Outstanding:-

Sl_No	Year	Details	Value	Item os disposed in the last half year	Reasons for pendency
1.	2.	3.	4.	5.	6.

29.Forest Conservation Act 1980 Cases:-

Sl_No	Div	Range	R.F.	Name of Project Scheme	Area in Ha.	Stage of Pendency	Compensatory Afforestation.		Remarks
1.	2.	.	4.	5.	6.	7.	Area 8.	Cost 9.	10.

30. IV – WORKS & SCHEMES:- Plan Schemes.

Sl_No	Name of the Scheme	Div	Range	Area	Stage plan share	Central Plan share	Sanctioned amount	G.Os and Prl.CCF Rc. No
1.	2.	3.	4.	5.	6.	7.	8.	9.

31. Non Plan Schemes:-

Sl_No	Name of the Scheme	Div	Range	Area	Sanctioned amount	G.O. and Prl.CCF Rc.No
1.	2.	3.	4.	5.	6.	7.

32. Non Plan Works:-

Sl_No	Name of the work	Div	Range	S.O.No & Date	Sanctioned amount	Remarks
1.	2.	3.	4.	5.	6.	7.

33. PLANTATION ETC:- Details of Teak/Eucalyptus/Miscellaneous species/seed production Areas:-

Sl_No	Div	Range	Section	Beat	R.F.	Species	Extent in Ha.	Number of trees marked	Height	Girth	Any other details
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

34. Details of Teak / Plus Trees:-

Sl_No	Div	Range	Sec	Beat	R.F.	Year of plantation	Elite No.	Code No.
1.	2.	3.	4.	5.	6.	7.	8.	9.

35. Details of Clonal orchards / genepool / Scion etc.,

Sl_No	Div	Range	Section	Beat	R.F.	Species	Year of Plan tation	Nos Present	Other details
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

36. List of plantation with details:- (All plantations are to be listed chronologically schemewise and species wise up to the latest year).

i) Plantations Inside R.Fs.:-

Sl_No	Year of Plan tation	Scheme	Species	Div	Range	Beat	R.F.	Area in Ha.	Espace ment
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Expenditure Incurred	Growth Data		Survival %		Remarks				
	AV.Ht.in Mtrs.		AV.Girth in Cms.						
11.	12.		13.		14.		15		

(These particulars will be readily available in the Divisional Plantation Register. For 12 th – 13 th columns, measurement of every 20 th row plants may be taken and averaged for record).

ii) Plantation outside RFs:-

(Including the canal banks, strips, shelter belts, avenues, tankforeshores, communal lands, village wood lots, barren hillocks, institutions etc.,).

Sl_No	Year of Plan tation	Scheme	Species	Div	Beat	Range	R.F.	Area in Ha.	Espace ment
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Expenditure Incurred	Growth Data		Survival %		Remarks				
	AV.Ht.in Mtrs.		AV.Girth in Cms.						
11.	12.		13.		14.		15		

(These particulars will be readily available in the Divisional plantation Register. For 12 th & 13 th columns measurement of every 20 th row plants may be taken and averaged for record).

37. List of Land, mining and other leases: (one type followed by those other than by sale or auction only need by listed here.

Sl_No	Name of the Land	Div	Range	R.F.	Mining	Others	Period of Lease	Expiring by	Rental	Other Details if any such as G.O.Nos
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

38. Lease under working:- Details of leases including long term and industrial leases are to be given division wise range wise Timber, Fuel, M.F.P. etc., leases will come here.

Sl_No	Div	Range	Name of lease	Type of lease	Coupe No	Lease period	Autho rity	Rental Details	Out Turn	
									Value 10.	Volume 11.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

39. Logging:-

Forest produce recovered through offence cases						Forest produce recovered from illicity felled areas/wind fallen				
Sl_No	Year	Timber	Fuel	Bamboo	Other	Timber	Fuel	Bamboo	Other	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	
Total Forest Produce:										
Timber		Fuel			Bamboo			Others		
11.		12.			13			14.		

40. Beedi Leaf Units:- Details for the last 5 years including the current year is to be given.

Sl_No	Div	Range	Year	Name of the unit	Target fixed in stan dard bags	Target achi eved in stan dard bags	Espen diture incurred	Gross Revenue	Net Rvenue
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Rate		Average weight per		Expenditure per		Agency of working		Remarks	

obtained per Kg. of leaf	standard bag	Kg.			
11.	12.	13.	14.	15.	

VII – Accounts Etc.,**41. Audit paras & Audit objections.**

Sl_No	Year	Div	Paras Pending	Objections pending	Stage of pendency	Remarks
1.	2.	3.	4.	5.	6.	7.

42. Arrears of Revenue:-

Sl_No	Div	Range	Name of lease unit	Name of Defaulter	Arrear amount	Any other details
1.	2.	3.	4.	5.	6.	7.

43. Fires:-

Sl_No	Name of Forest Block	Comtt No and beat	Extent in Ha	Day and time of occurrence of fire	Qty value of material lost	Qty and value fo material salvaged	Details of damage to other Govt. property	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

44. Revenue:- (Last 10 years details may be given).

Sl_No	Division	Year	Total Revenue
1.	2.	3.	4.

45. Expenditure:- (Last 10 years details may be given)

Sl_No	Division	Year	Plan	Non-Plan	Total Expenditure
1.	2.	3.	4.	5.	6.

46. Expenditure Details:- (i) Plan.

Sl_No	Name of the Division	Range	Total Budget under plan	Expenditure upto each quarter end	% of Expenditure
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1.	2.	3.	4.	5.	6.
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(ii) Non-Plan:-

Sl_No	Name of the Division	Range	Total Budget under non-plan	Expenditure upto each quarter end	% of Expenditure
1.	2.	3.	4.	5.	6.

47. Court Cases / Tribunal Cases:- (iii) LEGAL MATTERS:-

Sl_No	Div	Year	Supreme Court / High Court Administrative Tribunal case no.	Nature of case	Stage of case	Other Details
1.	2.	3.	4.	5.	6.	7.

48. List of patta / Laoni cases:-

Sl_No	Div	Range	R.F.	Extent	Case No	Stage of pendency	Other details
1.	2.	3.	4.	5.	6.	7.	8.

49. Assaults:-

Sl_No	Name of employee	Date and place of occurrence	Nature of injuries	Name(s) of offenders	Action taken
1.	2.	3.	4.	5.	6.

50. Beat Inspections:-

Sl_No	Name of Beat	Due date of Inspection	Date of Inspection	Value of destructions	
1.	2.	3.	4.	Qty	Value
				5.	6.
Missing Material		Material present		Present material given in custody of	

7.

8.

9.

10.

11.

51. Wireless Network:-

Sl_No	Location of fixed station	Location walkie talkies	Condition of the sets
1.	2.	3.	4.

52. Forest Protection:- Mention details of notorious villages, habitual smugglers, abettors, and the smuggling routes, action taken to prevent the smuggling etc.,

53. General Observation of Division Forest Officer:- These observations should include the:

- i. Notes on principal species of the area, such as flowering, seedling, utility etc.,
- ii. Condition of natural forest and suggestions for improvement.
- iii. Natural calamities, effect and suggestions for improvement.
- iv. Flowering of bamboo status of regeneration.
- v. Suggestions for improving plantation/ nursery techniques and other observation of similar nature. Each entry must be dated and full signature of Divisional Forest Officer should be put at the end of observations. A copy of the observations noted should be submitted to Circle Office.

1. The DIB/CIB shall be in the size of 21 Cms x 28 Cms with green/blue cross rexin cover boards and replaceable sheet. The title of the books will be DIB/CIB of..... Division/Circle as on
2. The DIB shall have an index wherein the above items shall be listed with page numbers.
3. The information as on 1 st April of the year shall be gathered and not posted in the DIB/CIB, where there are no charges, the sheet need not be changed in subsequent periods. If there is a change in any item the entire sheet/s covering the item/s should be replaced. Similar action is to be taken for posting up information every 6 months. (1 st April and 1 st October).
4. A map of the Circle/District with demarcation of Division/Range/Sections in 1:2,50,000 scale should be filled after index sheet duly folded and attested.
5. The DIB/CIB should be carried along with the Divisional Forest Officer/Conservator of Forests to camps also and to Hyderabad whenever they go there on any official work to meet the Principal Chief Conservator of Forests/Chief Conservator of Forest.
6. By about the end of May every year the Divisional Forest Officer/Working Plan Officers/Curators/State Silviculturist Geneticist/Conservators of Forests shall submit a copy of the DIB/CIB may be submitted to about the end of May, 1990 addressed to Conservator of Forests (R&D) Circle, Andhra Pradesh, Hyderabad for getting it preserved in the library for reference. Subsequently the Conservator of Forests/Divisional Forest Officers (Through their Conservators of Forests) are requested to arrange to furnish copies of the replaceable sheets once a year around May after collecting them from their Divisional Forest Officers. The Circle accountants who come for accounts reconciliation work will see the Assistant Chief Conservator of Forests (D) and after taking instructions replace the sheets of changes in the respective CIB/DIB in the presence of the Assistant Conservator of Forests (Statistical cell). The Assistant Chief Conservator of Forests (D) watch the prompt receipt of the DIB/CIBs and remind those whom (Original/replaceable sheets) are due and take steps to obtain.