

THE ANDHRA PRADESH
FOREST DEPARTMENT CODE

VOLUME - I

ANDHRA PRADESH FOREST DEPARTMENT

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FOREWORD

The functioning of Forest Department is governed by the provisions of the Forest Department Code. The first edition of the Indian Forest Code was issued by Government of India in 1877 covering general regulations with forms and appendices. This code was adopted by the local Governments with certain variations, leading to the issue of Hyderabad Forest Code and Madras Forest Code prior to independence in 1947.

After State re-organization with the formation of the state of Andhra Pradesh, the Government in their G.O.Ms.No.2004, Food and Agriculture Department dated 4.8.1964 ordered for adoption of the Madras Forest Code pending finalization of separate code for Andhra Pradesh.

The Andhra Pradesh Forest Department created a post of Codification officer in 1964 where in Shri Y. Sudhakar Rao, IFS. Put in great efforts to revise the code and finalized it in 1967, but it could not get approval of the Government. In due course many changes occurred and many circles instructions were issued leading to the revision of the code in 1977, taking into consideration the changes upto 31.12. 1976. The draft Code in two volumes was submitted to Government vide CCF ref. No. 64675/77/F1dt.4.7.1977 with a comparative statement showing the provisions of Madras Forest Code. Revised sections with reasons for changes was submitted on 21.9.1979. However, for various reasons, the draft Code submitted in 1977 was again not approved by Government.

Taking into account the changes in the administration of the department, the revision of the Code was again taken up in 1992, by Mr. A. Kishan, Asst Conservator of Forests. The revised draft dealt with Organization of Forest Department, Management and Working of Forests, Timber Accounts, Budget, Works, Offices work and procedure, duties of different categories of Officers, Wireless network etc. Thus, taking into account all the activities of the department, the provisions have been drafted, however, within the broad frame work of Madras Forest Code, so that there are no radical or abrupt changes in the administration but yet it incorporates the latest trends in forest management and administration.

The draft code was scrutinized by the senior officers of the Forest Department.

Government was kind enough to approve the code as submitted by the Department and communication the approval through their Memo No.27008/For./1/92 EFE&T (FOR.1) Dept., dt.24.2.93. While approving the code, the Government recorded its appreciation for such a long lasting contribution. Several Officers and staff have worked hard in bringing out this monumental record. I had experienced great difficulties for want of a code during my several postings in the field and at the head office as CCF (Administration) I therefore commend their effort and put it on record while congratulating them. The posterity will remember and appreciate their valuable contribution.

**Hyderabad
13.8.1993.**

**H.K. DESAI
Principal Chief Conservator of Forests
Andhra Pradesh, Hyderabad.**

CHAPTER – I

ORGANISATION OF THE FOREST DEPARTMENT

A-GENERAL

1. Extent and Application of the code:-

The rules contained in this code are applicable to the forest department of Government of Andhra Pradesh herein after referred to as the government.

2. Division of the State into Circles and Divisions:-

The administrative Head of the department is the Principle Chief Conservator of Forests with his head quarters at Hyderabad. He is also the technical adviser of Government in all matters relating to the department, For territorial Administrative purpose of the department, the State is divided into ten circles, besides the following special Circles.

- 1) Research and Development Circles.
- 2) Project Formulation Circles.
- 3) Research and training Circles.
- 4) Monitoring, Evaluation and Publicity Circle.
- 5) Telugu Ganga Compensatory Afforestation Project Circle. Nellore.
- 6) Social forestry Circle, Cuddapah.
- 7) Social forestry Circle, Hyderabad.
- 8) Social forestry Circle, Karimnagar.
- 9) Social forestry Circle, Vijayawada.
- 10) Social forestry Circle, Visakhapatnam.
- 11) Wild Life Management (North) Circle, Hyderabad.
- 12) Wild Life Management (South) Circle, Tirupati.
- 13) Field Director, Project Tiger, Srisailem.
- 14) State Trading Circle.

Each Circle is divided into number of divisions, as listed in the following table.

S. No	Name of the Circle	Head Quarters	Name of the Division	Head Quarters
1.	Adilabad	Adilabad	1. Adilabad 2. Nirmal 3. Jannaram 4. Mancherial 5. Bellampalli 6. Kagaznagar 7. Flying Squad 8. Logging 9. Saw Mill 10. Logging 11. Teak Plantation 12. Logging	1. Adilabad. 2. Nirmal. 3. Jannaram 4. Mancherial. 5. Bellampalli. 6. Kagaznagar. 7. Nirmal. 8. Nirmal. 9. Jannaram 10. Manacherial. 11. Bellampalli. 12. Kagaznagar

S. No	Name of the Circle	Head Quarters	Name of the Division	Head Quarters
			13.Social Forestry, Adilabad	13.Adilabad
2.	Anantapur	Anantapur	1. Ananthapur 2. Chittoor (East) 3. Chittoor (West) 4. Flying Squad (Sanalwood) 5. Ananthapur (S.F) 6. Chittoor (S.F)	1. Ananthapur 2. Chittoor 3. Chittoor 4. PILER. 5. Ananthapur 6. Chittoor.
3.	Guntur	Guntur	1. Guntur 2. Markapur 3. Giddalur 4. Nellore 5. Flying Squad 6. flying Squad 7. Logging	1. Guntur 2. Markapur 3. Gidalur 4. Nellore 5. Guntur 6. Rapur 7. Gidalur
4.	Hyderabad	Hyderabad	1. Hyderabad 2. Mahabubnagar 3. Achampet 4. Nalgonda 5. Hyderabad	1. Hyderabad 2. Mahabubnagar 3. Achampet 4. Nalgonda 5. Hyderabad
5.	Khammam	Khammam	1. Khammam 2. Kothagudem 3. Paloncha 4. Bhadrachalam (North) 5. Bhadrachalam (South) 6. Flying Squad 7. Logging 8. Logging 9. Teak Plantation 10.Principal, APSF 11.Khammam (S.F)	1. Khammam 2. Kothagudem 3. Paloncha 4. Bhadrachalam 5. Bhadrachalam 6. Khammam 7. Paloncha 8. Paloncha 9. Bhadrachalam 10.Yelandu 11.Khammam
6.	Kurnool	Kurnool	1. Kurnool 2. Atmakur 3. Nandyal 4. Cuddapah 5. Proddatur	1. Kurnool 2. Atmakur 3. Nandyal 4. Cuddapah 5. Proddatur

S. No	Name of the Circle	Head Quarters	Name of the Division	Head Quarters
			6. Rajampet 7. Flying Squad 8. Flying Squad (Red sanders) 9. Logging 10. Logging 11. Bamboo Weighment	6. Rajampet 7. Kurnool 8. Cuddapah 9. Atmakur 10. Nandyal 11. Kurnool
7.	Nizamabad	Nizamabad	1. Nizamabad 2. Kamareddy 3. Medak 4. Flying Squad	1. Nizamabad 2. Kamareddy 3. Medak 4. Nizamabad
8.	Rajahmundry	Rajahmundry	1. Kakinada 2. Eluru 3. Flying Squad 4. Logging 5. Plantation 6. Saw Mill 7. Bamboo Weighment 8. Kakinada (SF) 9. Logging	1. Kakinada 2. Eluru 3. Rajahmundry 4. Rajahmundry 5. Rajahmundry 6. Rajahmundry 7. Rajahmundry 8. Kakinada 9. Koyyalagudem
9.	Vishakhapatnam	Vishakhapatnam	1. Vishakhapatnam 2. Narsipatnam 3. Paderu 4. Flying Squad 5. Logging 6. Extention 7. Vizianagaram 8. Logging 9. Srikakulam	1. Vishakhapatnam 2. Narsipatnam 3. Paderu 4. Vishakhapatnam 5. Narsipatnam 6. Vishakhapatnam 7. Vizianagaram 8. Vizianagaram 9. Srikakulam
10.	Warangal	Warangal	1. Warangal(North) 2. Warangal(South) 3. Karimnagar(East) 4. Karimnagar(West) 5. Flying South 6. A.C.F. Vigilance 7. Logging 8. Logging	1. Warangal 2. Warangal 3. Karimnagar 4. Karimnagar 5. Warangal 6. Karimnagar 7. Karimnagar 8. Warangal (kept in abeyance)

S. No	Name of the Circle	Head Quarters	Name of the Division	Head Quarters
11.	Research and Development	Hyderabad	1. Silviculturist 2. Forest Gentecist 3. Silviculturist 4. Silviculturist 5. Forest Utilisa sation Officer	<ul style="list-style-type: none"> Hyderabad Warangal Rajahmundry Tirupathi Hyderabad
12.	Project Formulation	Hyderabad	1. Working Plan Party No.I 2. Working Plan Party No.II 3. Working Plan Party No.III 4. Working Plan Party No.IV 5. Working Plan Party No.V 6. Working Plan Party No.VI 7. Working Plan Party No.VII (The change quarters of these parties will change from time to time depending on area of working)	
13.	Research and Training	Hyderabad	1. Dy. Conservator of Forests 2. Asst Conservator of Forests (2)	1. Hyderabad 2. Hyderabad
14.	Monitoring Evaluation and Publicity	Hyderabad	1. Dy. Conservator of Forests – I 2. Dy Conservator of Forests	1. Hyderabad 2. Hyderabad
15.	Telugu Ganga Compensatory Afforestation Project	Nellore	1. Nellore 2. Tirupathi 3. Cuddapah	1. Nellore 2. Tirupathi 3. Cuddapah
16.	Social Forestry	Cuddapah	1. Cuddapah 2. Kurnool	1. Cuddapah 2. Kurnool
17.	Social Forestry	Hyderabad	1. Ranga Reddy 2. Extension 3. Mahaboobnagar Ext 4. Medak 5. Nagonda	1. Hyderabad 2. Hyderabad 3. Mahaboobnagar 4. Sangareddy 5. Nalgonda
18.	Social Forestry	Karimnagar	1. Karimnagar 2. Warangal 3. Nizamabad	1. Karimnagar 2. Warangal 3. Nizamabad
19.	Social Forestry	Vijayawada	1. Vijayawada 2. Guntur 3. Prakasam	1. Vijayawada 2. Guntur 3. Prakasam

S. No	Name of the Circle	Head Quarters	Name of the Division	Head Quarters
			4. Nellore 5. Eluru	4. Nellore 5. Eluru
20.	Social Forestry	Visakhapatnam	1. Visakhapatnam 2. Vizianagaram 3. Srikakulam	1. Visakhapatnam 2. Vizianagaram 3. Srikakulam
21.	Wild Life Management (North)	Hyderabad	1. Curator, Zoo Park 2. Curator, Zoo Park 3. Wild Life Management 4. Wild Life Management 5. Wild Life Management 6. Wild Life Management 7. Anti Poaching Squad 8. Wild Life Management 9. Dy. CF WL	1. Hyderabad 2. Visakhapatnam 3. Jannaram 4. Medak 5. Rajahmundry 6. Warangal 7. Paloncha 8. Eluru 9. Hyderabad
22.	Wild Life Management (South)	Tirupathi	1. Dy.CF,SVNational Park 2. Curator, Zoo Park 3. Wild Life Management 4. Wild Life Management	1. Tirupathi 2. Tirupathi 3. Tirupathi 4. Sullurpet
23.	Field Director, Project Tiger	Srisailam	Asst Director Project Tiger Asst. Director Project Tiger	1. Achampet 2. Atmakur
24.	S.T.C. Circle	Hyderabad	1. Dy. CF 2. A.C.F	1. Hyderabad 2. Hyderabad

The Principal Chief Conservator of forests is assisted by the following Officers at Head Offices

- 7. Chief Conservators of Forests
- 5. Conservators of Forests
- 5. Dy. Conservators of forests.
- 8. Asst. Conservators of forests.
- 1. Chief Accounts Officers.
- 3. Accounts Officers.
- 1. Gazetted Asst. (Technical)
- 1. Gazetted Asst. (Non-Technical).

3. General Control of Forests; The general administration of the reserved forests, protected forests and such other lands placed under control of the Forest Department in the whole state is under the control of the Prl. Chief Conservator of forests, who is head of the Forest department. The orders of Government on forest matters will be issued from Energy and Forests Department, to which all correspondence on such matters should be addressed.

4. Administrative Charges; (1) A Conservator's charge of Circle is divided into

- a) Controlling Charges :: Forest Divisions
- b) Executive Charges :: Ranges.
- c) Protective Charges :: Sections and Beats

(2) A circle consists of number of Forest division; and number of Ranges make up a forest division; Each Ranges consists of number of sections and each section consists of two or more beats. These charges will be held by the following class of officers.

- i. Dy. Conservators of Forest :: Controlling Charges
 Asst. Conservator of Forests.
- ii. Forest Ranges Officers :: Executive Charges
- iii. Forests Section Officers :: Protective Charges
 Forest Guards,
 Forest Watchers.

ARRANGEMENT OF FORESTS INTO BEATS / SECTIONS / RANGES AND DIVISIONS

3) The arrangement of forests into forest divisions will be regulated by Prl. Chief Conservator of Forests, and that of Forest divisions into Ranges will be regulated by the Conservators of Forests, provided there is no addition to number of Ranges in consultations with Principal Chief Conservator of Forests. All changes within a Ranges, ie., alterations in Sections and Beats, can be done by Divisional Forest Officer in consultation with Conservator of Forests. The changes made, and jurisdiction given shall be noticed in A.P. Gazette when new divisions are formed, and the changes in Ranges, Sections and Beats should be notified in the District gazette.

4) The "Divisional Forest Officer" Whenever it occurs in the Codes and Manuals will mean any of the following Officers;

- 1. District Forest Officers.
- 2. Divisional Forest Officers.
- 3. Working plan Officers.
- 4. Forest Utilization Officer.

5. Silviculturist.
6. Wild Life Warden.
7. Officers in Charges of Flying Squad Party.
8. Principal, A.P. School of Forestry, Yellandu.
9. Asst. Director, Project Tiger.
10. Curator Zoo parks.

5. Classification of Establishment; (1) Permanent establishment includes all officers of whatever rank, who are required for the ordinary administration of forests and who are employed for the whole year and year after year in pensionable service.

(2) Temporary establishment consists of staff which is required to supplement the permanent establishment whenever there is a temporary expansion of (their duties) development activities in the department.

6. Permanent Establishment; (1) The total strength of non-gazetted establishment will be fixed by Government for the State as a whole. The Principal Chief Conservator has powers to fix the distribution of the non gazetted sanctioned posts to each circles or division. The Conservator will exercise similar powers within their circles under intimation to Prl. Chief Conservators of Forests. This delegation must not, however, be used for creation of appointments in the offices of the officer exercising the power, without prior approval of the Government.

(2) Where men who possess the qualifications prescribed in the statutory rules for the Andhra Pradesh Forest subordinate Service are not forthcoming to fill appointments

In the higher grades or categories of any class of the subordinate establishment, extra appointments may be made by the appointing authorities in the lower grades to compensate for such deficiencies, provided that total number of appointments sanctioned for each class is not exceeded.

7. Temporary establishment;

a) Temporary Work Charged Establishment; This includes the establishment employed on the execution of works, the sanctioned estimates of which includes the cost of such establishment, and no other sanction is needed. The rates of pay of such establishment would be as fixed by the competent authority from time to time. The sanction of such temporary establishment lapses with the lapse of sanction and appropriation for the work itself.

b) Temporary Establishment (Other than Work-Charged); Temporary establishment (Other than work charged) will be sanctioned by the Government.

The Prl. Chief Conservator for Forests should submit the necessary proposals to Government by the 5th January each year.

The provisions of Andhra Pradesh Forest Subordinate Service Rules will apply to this temporary establishment.

8. Personal Conduct of Officers; The Andhra Pradesh Civil Service (Conduct) Rule, 1964 are generally applicable to the Forest Department.

B – ORGANISATION OF STAFF

9. Composition of Forest staff;

The Forest staff is composed of

- The Indian Forest Service,
- The Andhra Pradesh Forest Service.
- The Andhra Pradesh Forest Subordinate Service.
- The Andhra Pradesh Ministerial Service.
- The Andhra Pradesh last grade Service.
- The Andhra Pradesh General Service.
- The Andhra Pradesh General Subordinate Service.
- The Andhra Pradesh Forest Subordinate Establishment.

10. Constitution of the Forest Staff; The Indian Forest Service in Andhra Pradesh is composed of

- a) Principal Chief Conservator of Forest.
- b) Chief Conservator of Forests.
- c) Conservator of Forests.
- d) Deputy Conservators of Forests.
- e) Assistant Conservator of Forests.

The Andhra Pradesh Forest Service consists of

- Deputy Conservator of Forests.
- Assistant Conservator of Forests.

The Andhra Pradesh Forest Subordinate Service consists of following categories.

Class-I

CATEGORIES;

- Forest Range Officer (Made Gazetted vide. G.O.Ms..No.188, EFES& (Forest.IV) Dept., dt: 9-9-93.
- Assistant Curator (Nehru Zoological Park).

- Saw Mill Supervisor.
- Artist Photographer.
- Deputy Range Officer.
- Supervisor (Park).
- Foresters.
- Kiln Operators (Foresters.)
- Zoo Sergeant (Foresters).
- Forest Guards.
- Saw Mill Guards (Forest Guards).
- Draughtsman Grade-I (including Head Draughtsman).
- Draughtsman Grade-II.

Class-II

CATEGORIES:-

- Depot Clerks.
- Sandal \wood Clerks.
- Permit Clerks.
- Maistries.
- Assistant Checking Officer.
- Reserve Watcher (Forest Watcher).
- Plantation Watcher.
- Tanadars.
- Sandal Wood Depot Watchers.
- Depot Watchers.
- Bungalow Watchers.
- Bellow Boy.
- Launch Sarang.
- Launch Kalasi.
- Beat Sarang.
- Malies.

Class-III

CATEGORIES:-

- Physical Training Instructor in Forest School.
- Bugler-cum-Band Master.
- Washerman.
- Barber.
- Mali.
- Watchman.
- Cooks.
- Waterman.
- Sweeper.
- Scavenger.

Class-IV

CATEGORIES:-

- Artist-cum-Care taker of Museum.
- Veterinary live stock Inspector.
- Supervisor: i) Gardens, ii) Works, iii) Park.
- Head Animal Keeper.
- Head Malis.
- Zoo Sergeant.
- Blacksmith.
- Electrician.
- Fitter.
- Boat Drivers.
- Carpenters.
- Masons.
- Booking Clerks.
- Plumber.
- Painter.
- Swimming Pool Supervisor.
- Animal Keeper.
- Boat Sarang.
- Traffic Controller.
- Gate Keeper.
- Watchman.
- Laborers.
- Zoo Attendants.
- Cook.
- Helper.

Class-V

CATEGORIES:-

- Saw Mill Foreman.
- Sawyer.
- Head Boilerman.
- Boilerman.
- Fireman.
- Master Carpenter.
- Carpenter.
- Operator (Kin and Plant).
- Helper Grade – I.
- Helper Grade – II.
- Electrician.
- Mechanic.

11. Classified list of Forest Officers:- (1) The Classified list of Indian Forest Service Officers Borne on the A.P Cadre will be issued by Government on 1st January and 1st July each year. The Classified list of Deputy Conservator of Forests Asst. Conservators of Forests will be published by Government on 1st January each year. The Principle Chief Conservator of Forests will issue a list of Forests Range Offices on the State on 1st January each year. The Conservators of Forests should prepare a list Dy.Range Officers and Foresters in his circle and furnish copies to Prl.Chief Conservator of Forests. The Divisional Forests Officers will prepare a list of Forests Guards and Forest Watchers for each year as on 1st January and submit to Conservator of Forests and Prl.Chief Conservator of Forest.

(2) The Prl.Chief Conservator of Forests, Conservator of Forests, and Divisional Forests Officers will also prepare and publish an Annual general list corrected upto 1st January each year for the ministerial Establishment for which they are appointing authorities.

(3) All the above lists should be finalised by 15th January each year.

12. Recruitment for an appointment to Andhra Pradesh Forest Service and Andhra Pradesh Forest Subordinate Service.

The Andhra Pradesh Forest Service Rules, 1965 and Andhra Pradesh Forest Subordinate Service Rules, 1986 contain the constitution of the respective service and the method of recruitment, conditions of Service, qualifications prescribed and the examinations to be passed. The practical training to be given to officers is detailed in Appendix.I and 6. The disciplinary action and punishments to be inflicted are regulated by the provisions of Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules 1963.

13. Recruitment for appointment to Andhra Pradesh Ministerial Services.

The method of recruitment and conditions of Services are regulated by Andhra Pradesh Ministerial Service rules, 1961, A.P. General Subordinate Service Rules, 1960 A.P. Drivers Services Rules 1979, and in general, the A.P. State and subordinate service rules, 1962 And the punishments are regulated by A.P. Civil Services (Classification, Control and Appeal) Rules, 1963. The different grades of appointments in Ministerial services in all Forest Offices, except Prl.Chief Conservators office have been grouped together, they are placed under control of Conservators of Forests and Prl. Chief Conservator of Forests for the purpose of promotion. The office of Principle Chief Conservator of Forests is a separate unit.

14. promotions, Transfers and Postings etc.:- The procedure relating to promotions, transfers and postings etc., of A.P Forest Service, Other Gazetted Officers of Forest Department, A.P. Ministerial Service are given in Appendix.I. The A.P. Fundamental Rules-1922, the A.P.Leave Rules-1933 and the Revised Pension Ruls-1980 will be applicable in the matter of leave, leave salary, and such other matters as contain therein.

(ii) Adhoc Rule for promotion for the post of other gazetted Officers in Forest Department:- The procedure relating to promotions for the post of C.A.O./A.O./G.A./(N.T) and given in appendix-I

(C)15. Service Record/Service book:-

i) The head of each office shall maintain the record of service of each non-gazetted Government servant working under him in a service book in accordance with the rules under F.R74(a)-Part.III of Annexure-II to the Fundamental Rules.

ii) Similarly, with effect from 1st January 1977 the service books of all Gazetted Officers (Except Officers of Indian Forest Services) will be maintained by the heads of the Offices. The Service books of all Officers of the Indian Forests service in the State will be maintained by Pay and Accounts Officers, Hyderabad.

iii) The head of each office has to receive applications for pension from the officers and subordinates under his control or their legal heirs and submit them to the appointing authorities concerned, if he himself is the appointing authority, he should submit them direct to pension sanctioning authority. The Divisional Forest Officers and Conservators of Forests will be the head of offices for the purpose of this section in respect of staff directly working under them. For officers of Indian Forest Service and State Forest Service the Principle Chief Conservator of Forests will discharge the duties as the head of the office.

The detailed procedure prescribed in Pension Rules-1980 and A.P. Manual of Pensions shall be followed in processing the pension cases.

16. Personal files, Preparation and maintenance:- The rules applicable for the preparation, maintenance and usage of personal files in respect of the personnel serving in offices of forest department are given in Appendix-2.

17. Government Servants under suspension:- When a Government Servant is suspended he is free to go whenever he likes , but he must leave his address with the head of his office, and if he himself is the head of office, with his immediate superior, if he fails to do so the enquiry may be held in his absence. The last place of duty shall be deemed to be the head quarters for this purpose.

18. annual Property returns:- Details of all movable and immovable properties should be furnished by all employees of Forest Department, each year. as per rule 9 (7) of Andhra Pradesh Civil Services (Conduct) Rules, 1964. The returns of all employees shall be maintained by the Conservator of Forests concerned. The head of Office shall file a copy of the return in the Service book of the employee concerned. The Prl. Chief Conservator of Forests shall maintain these returns in respect of Gazetted cadre, he shall at once submit the return of Prl. Chief Conservator of Forests.

19. Uniform to be worn by Executive and other Staff:-

The pattern of uniform to be worn by Executive and protective Staff of the department while on duty is given in Appendix.III The scale and pattern of liveries to employees in last grade service are also given in same Annexure.

20. Supply of fire arms to Executive and Protective Staff:-

The possession and Carrying of fire arms such as guns, rifles, Pistols and ammunition by any forest officer is in the Course of his duty as public Servant. Hence as per Section 45 (b) (ii) of Indian Arms Act, 1959 (Act No.54 of 1959) the Provisions of the said Act will not be applicable to Forest Officers, therefore, no license is required to be obtained for possession of the arms by the Department. The fire arms and ammunition form part of the equipment and must be accounted for in the stores register. The Principle Chief Conservator of Forests is authorised to sanction the distribution of guns, rifles , etc., among his subordinates as he considers necessary the previous sanction of the Principle Chief Conservator of Forests.

A register of fire arms and ammunition supplied by Government to officers as part of their equipment is maintained in the office of the Principle Chief Conservator of Forests and transfer of fire arms as they occur are noted in it. An annual return specifying the several subordinates who were in possession of fire arms during the previous calendar year should be submitted by Principle Chief Conservator of Forests to Government by 1st February.

- To enable Prl.Chief Conservator of forests to submit the above return all Conservator should maintain a list in their offices, showing the distribution of the arms and submit it after Annual Verification to reach Prl.Chief Conservator not later than 15th January. The Conservators will arrange to get in time similar returns from their subordinates officers.
- The circumstances under which fire can be opened and the consequential action is detailed in Appendix-4.

C. EXAMINATIONS

21. Examination to be passed by members of Indian Forests Service and State Forest Service and other Gazetted Officers.

A. Members of the Indian Forest Service should be pass the following tests.

Language Tests – IFS Probationers.

Telugu - Lower and Higher Standards.

Any of the following languages: Hindi, Urdu, Oriya, Kannada and Tamil – Lower and Higher Standards.

Departmental Tests

1) Law of evidence. 2) Indian Penal Code and Special and Local Criminal Laws. 3) Criminal Protection Code. 4) Account Test by the Higher Grade 5) Departmental Test in Forest Protection, Forest Policy including wild life.

B. Members of the State Forest Service (ACF) should pass the following Tests:-

- 1) Departmental tests in Law, Office Procedure and Accounts.
- 2) Accounts Tests for Executive Officers.
- 3) Tests in Land Revenue
- 4) Languages test in Telugu.

C. Members of other Gazetted Officers should pass the following Tests.

- i) C.A.O. Test as prescribed in Adhoc rules against item 14(ii)
- ii) A.O.
- iii) G.A. (N.T.)
- iv) G.A.(T)

The Syllabus for the above tests is Appendix-5. Where a person does not the prescribed tests within the period of probation, his probation will not be declared but will be extended. If the period of probation is extended his increment shall also be postponed until he completes his probation satisfactorily.

22. Examinations to be passed by Rangers and Forest Apprentices:

A Forest Range Officer shall pass the Departmental tests in Forest Law and Office Procedure and Accounts within a period of three years on duty from the date of joining. His probation will not be declared and no increments shall be released to him till he passes the departmental tests.

23. Examinations to be passed by the members of the Ministerial Service:

For the post of A.O./ G.A.(N.T.) the staff member should pass

- a) The Account Test for subordinate Officers-part II and
- b) Departmental Test.

And for promotion as Superintendent, Senior Assistants the staff members should pass.

- a) Account Test for subordinate Officer Part-I and
- b) Departmental test in A.P. Forest Department Code and A.P. Account Code Vol. III Articles 240 to 297.

(Vide Annexure-I and II of A.P. Ministerial Service Rules-1966)

24. Control and Conduct of Examinations:

All the examinations are conducted by the Andhra Pradesh Public Service Commission and detailed instruction are contained in the notifications issued by the commission in Andhra Pradesh Gazette.

25. Attendance at the Examination-how treated:

The number of days actually required by a staff member of proceeding to and returning from the station at which a departmental test, which he is permitted to attend is held, will be treated as a period of duty in addition to the day or days of examinations. This concession shall not be granted more than twice for the same examination.

D. DISCIPLINARY PROCEEDINGS

26. Disciplinary action against forest staff procedure:

The disciplinary proceedings in respect of the Indian Forest Service Officers will be governed by the all India Service (Conduct) Rules, 1968 and all India Service (Discipline and Appeal) Rules, 1969. The disciplinary proceedings in respect of other staff of forest department will be governed by the Andhra Pradesh Civil Services (Conduct) Rules, 1964 and Andhra Pradesh Civil Services (Classification, Control and appeal) Rules, 1963.

CHAPTER – II

MANAGEMENT AND WORKING OF FORESTS

27. Register of Reserved Forests-

- a). Copies of all notifications under Sections 15 and 24 Andhra Pradesh Forest Act 1967 should be preserved for each forest division in a bound volume to be called the “Register Forests”, and each notification should be numbered consecutively according to the date on which it takes effect. Each notification will occupy several pages of the volume so as to afford space for additions and /or corrections. A sketch map on 1:250,000 should be affixed in the register for each reserved forest block.
- b). All subsequent orders sanctioning the changes in the constitutions of any Reserved Forest, as well as, all orders by which rights are modified or regulated or further rights or concessions are granted within such forest under Andhra Pradesh Forest Act 1967 should be inserted immediately after their promulgation , in the same volume of reserved forests to which they relate.
- c). The ‘Register of Reserved Forests’ will be maintained in each Divisional Forest Office/ District Forest Office. Copies will be maintained in the Conservators of Forest Office, and in the office of principal Chief Conservator of Forests.
- d). Registers already written up in the old form in manuscript need not be dispensed with, but printed notification should, as far as possible, be substituted for the manuscript.

28. Circle/ Division information book:-

- 1). All the Conservators in-charge of Circles and all Divisional Forest Officers in-charges of divisions shall maintain a Circles/ Division information Book, in the pattern given in Appendi.7.
- 2). The Circle/Division information book should be kept in personal custody of the Conservator/ Divisional Forest Officer. It should always be carried by the Conservator/ Divisional Forest Officer wherever he is on duty, so that he can supply the latest information of his Circle/Division when called for at anytime and anywhere.

29. Divisional Forest Note Book:-

- 1). In each forest division, the Divisional Forest Officer will keep a ‘Divisional Forest Note Book ‘in which he will, from time to time, record all noteworthy occurrences bearing on the management and improvement of the Forests of his division, and his suggestion for their further administration, the results of his observations regarding the habits and wants of important species of trees, and further matters which, in his opinion, it is desirable to record. Every entry must be dated and signed in full name by the officer who makes it.

(2) The object of his note book is to maintain in a permanent form a running history of forest matters in each division based on continuous local observation. This note book will help in formulating prescriptions whenever working plan is to be revised.

The Divisional Forest notebook should always be inspected by the Conservator when visiting the division, and the date of his inspection with such remarks as the Conservator may wish to place on record should be duly entered therein.

30. Range information Book:

- (1) In each range, a book called 'Range Information Book' should be maintained. This book will contain comprehensive details of reserved forests, Plantations Nurseries etc; in the pattern given in Appendix.8.
- (2) The range information book will be in the custody of Range Officer, and he will carry it whenever and wherever he is on duty. Apart from mentioning the data of his range; the Range Officer should record his observations on the results achieved in implementing the prescription of working plans, occurrence of fire and resultant damage etc.,
- (3) Copies of Range information book should be kept in Division office, and it should be updated every Six months on 1st April and 1st October and the sheets containing any Charges should only be replaced.

31. Section and beat information Book:-

- Each Section Officer and beat Officer (Forest Guard) having territorial jurisdiction should carry a book called 'Section / Beat information book' as given in Appendix.9, to have the information of his section / beat with him. Division Office. The book should be carried by kept at range Office and another copy in Division Office. The book should be carried by Section Officer and beat Officer, to all places while on duty.

32. Plantation Register and plantation journal:-

- (1) The details of Plantations raised should be entered in a register called 'Plantation Register' in form No.1. This register will be maintained by the Range officer and Divisional Forest Officer, and details of the plantations should be entered In the register from time to time.
- (2) The Range officer shall maintain a 'plantation journal' for each plantation, in the pattern given in Appendix. 10. All details should be posted in the journal.
- (3) The plantation register and Plantation journal are permanent records and therefore, should be maintained in hard bound books to withstand the wear and tear and passage of time.

33. Nursery journals:-

The operations carried out in temporary or permanent nurseries should be recorded in 'Nursery Journal' ; in the proforma given in Appendix. 11. Temporary nurseries are those which are established to supply seedlings for the following season, after which the nursery is disbanded. These nurseries do not require any building Sheds, etc. Permanent nurseries are those where seedlings are raised year after year, and the nursery has full infrastructure for seed treatment, watering etc. ,

34. M A P S:-

In each circle and division, the following maps prepared from Survey of India topo-sheets will be maintained and one or more copies of each should be mounted in book form.

- (1) A circle reference map on the scale of 1:2,50,000 showing the division boundaries major forest blocks, roads, Division and Range head quarters, Wireless network etc. ,
- (2) A Division Management map on the Scale of 1:50,000 showing all reserves, roads, forest buildings, Range, Section and beat head quarters with their jurisdiction, wireless network etc.,
- (3) A Range Management map on the scale of 1:50,000 showing section, beat head quarters, forest blocks with compartment numbers, buildings, depots, wireless network etc.
- (4) Separate maps for each reserve, showing all enclosures, right of way, forest roads, compartment lines, names of hills, streams etc.,
- (5) It is the duty of Divisional Forest Officers to. See that all alterations of boundaries, enclosures, new roads and buildings etc. are promptly netered in the head quarter maps from which other copies of the maps be posted, every year. The Conservators should ensure that the maps are duly maintained as mentioned above.
- (6) The rules for the registration and storage and storage of forest maps in Circles and Division Offices are contained in Appendix. 12.

35. State Forest Atlas / Circles Atlas:-

- (1) A circles Atlas map should be prepared every year from the Division management maps, and for this purpose, the Division maps should be corrected annually upto 31st March to be forwarded to the Conservator before the 1 st May following the atlas in the Conservator's office will then be correctly posted and the Divisional maps be returned. The Conservators should forward the corrected copies of their atlases to Principal Chief Conservator before the 1st July each year.

- (2) The State Forest Atlas is compiled from the Circles atlas maps and should be kept in Prl. Chief Conservators Office the atlas should be corrected every year before 1st August on receipt of Circles atlas maps.

36. Annual plan of operations:-

a). An 'Annual plan of Operations' must be drawn up by the Divisional Forest Officer for the working of the forests in the Division for each financial year before the date fixed for the submission of budget estimates. The Range being the unit of administration the plan of operations should deal with each Range separately. This Annual Plan, shall be written in the Columns the first showing the last sanctioned annual plan, the second any revision thereof, which has subsequently been found necessary and third the annual plan for the next ensuing year. The annual plan of operations shall include all works, both under plan and non-plan, require to be executed in terms of management and working of the forests and which are to be charged as per the detailed Budget heads.

b) Wherever a working plan has been sanctioned for Working of any forest, the Annual plan of operations must be based upon the prescriptions of any Working plan. Where no working plan exists, and such plan is made the annual plan of operations must be based on the general Principles of forest conservancy, and provide for felling, thinning based on Silvicultural Considerations, and marketing of forest produce, forest protection and works for regeneration and improvement of the privileges and concessions sanctioned by Government from time to time will necessarily be provided for in these plans.

c). The Divisional Forest Officer will submit the plan of operations of his Division to the Conservator of Forests who will, if necessary, modify the plan and communicate the sanction orders to Divisional Forest Officer. The budget of the Forest Department will be framed on the basis of the annual plan of operations received from Conservators of Forests.

d). The responsibility of carrying out the plan of operations will rest entirely with the Divisional Forest Officer. No deviation from the plan of operations is permissible except for such deviations as may be necessitated by unforeseen events, with the previous approval of Conservator of Forests.

37. Register of Annual Yield:-

An abstract of the Annual Yield of the Forest will be recorded in Form. No. 2 annually in each Range, separately for each working circles, felling series, lease unit as the case may be. An extract of the register shall be submitted by each Range Officer to Division office, every before end of may. The details so received shall be extracted from the Division.

38. Working plans:-

- a). A 'Working Plan' is a written (document) sanctioned by Prl. Chief Conservator of Forests, for the systematic treatment of a forest, the object being to ensure continuity of action by officers in-charge and also to provide against the deterioration and for the improvement of capital (Growing stock) while working out what represents the interest (average annual improvement) in an orderly, useful and economic manner on the principles of sustained Yield.
- b). A Working Plan should deal with all forests situated in one locality and the entire area of each forest in that locality. This area may consist of a forest division, or number of forests divisions in a Revenue District. The working plan shall be divided into as many working Circles as may be necessary.
- c). A 'Working Circle' is an area subjected to one and the same cultural treatment, by means of distinct series of operations. A Working Circles for which a definite method of treatment is prescribed may overlap portions or the whole other working circles for which other distinct methods of treatment are prescribed.
- d). 'Blocks' are main divisions of a forest and should be indicated by local names. Their boundaries may be made to coincide with those of administrative Charge such as Ranges and beats.
- e). 'Compartments' are smaller divisions in a forest block. Where a forest is divided into: compartments, their boundaries should be either natural features – Such as streams, spurs or ridges or existing land marks such as roads, canals etc. They should be indicated by Arabic numbers.
- f). A "Coupe" is the area of forest set aside to be worked in a single year and may or may not constitute a permanent Sub-Division of the forest. it should be indicated by Roman Number. A working Circle may comprise according to convenience of Working One or more series of coupes.
- g). A 'Series' is an area comprising number of coupes to be worked during the working plan period.

39. Working plan Officer:-

(1) A 'Working plan Officer' is an officer responsible for drawing up or revising a working plan and may be an officer specially appointed for the purpose or a local Officer.

(2) In order to ensure that correct plans Officers shall prepare a preliminary report called 'Reconnaissance Report' outlining the details to be incorporated in the working plan. The reconnaissance report would be examined by Conservator of Forests for this approval.

(3) The Reconnaissance report should contain the following:

- i). a short description of the area of the forest for which it is proposed to prepare or revise the working plan.
- ii). Short notes on previous working, management and reproduction
- iii). General object of future management.
- iv). Constitution of Working Circles, Series, coupes.
- v). the Silvicultural System to be adopted.
- vi). General outlines to conserve and improve the forests and wild life.

40. Approval of Working Plan:-

The Working Plan shall be sanctioned by Principle Chief Conservator of Forests. However, prior to such sanction, the Principle Chief Conservator shall obtain the approval of Government of India or Officers appointed by Govt. of India for this purpose to confirm that the prescriptions contained in the working plan do not violate the provisions of Forest Conservation Act 1980 or guidelines issued thereunder.

41. Form of Working Plan:-

The Working Plan shall be drawn up on the following lines.

INTRODUCTION

PART-I

Summary of facts on which the proposals are based.

Chapter – I: The tract dealt with

Name and situation.

Configuration of the ground.

Geology, rock and soil.

Climate.

Water Supply.

Distribution and area.

State of the boundaries.

Legal position.

Right and concessions.

Chapter – II – The Forest.

Composition and condition of the crop, forest types and their distribution, flora and fauna of the area, state of natural regeneration.

Injuries to which the crop is liable.

Chapter – III – Utilisation of the Produce.

Agricultural customs and Wants of the Population.

Markets and marketable products.

Lines of export.

Methods of Exploitation and their cost.

Past and current prices.

Chapter - IV – Staff and labour supply.

Chapter - V – Past System of Management.

General history of the forest.

Past Systems of Management and their results.

Special works of improvement undertaken.

Past Yield.

Past Revenue and Expenditure.

Chapter – VI- Statistics of growth and Yield.

PART-II

Future Management discussed and prescribed

Chapter- I- Basis of Proposals.

General objects of Management and brief statement of treatment required to secure them.

- a). as regards the attainment of the normal forests and the establishment of normal regeneration.
- b). as regards the Silviculture requirements of the species dealt with.
- c). as regards the yield timber and other forest produce.
- d). as regards the improvement and regulation of water supply.

Methods of treatment to be adopted.

Working Circles, their area and distribution, reasons for their constitution.

Period of Working Plan and necessity for intermediate revision.

Chapter- II- Working Plan for Working Circles.

General Constitutions of the Circles and Character of the vegetation.

Blocks and Compartments.

Special objects of management.

Analysis and valuation of the crop.

Method of treatment.

Method of execution of fellings.

Subsidiary silvicultural operations.

Miscellaneous regulations.

Chapter III, IV, V. (one Chapter for each Working Circles.

Chapter: Miscellaneous regulations (prescribed and Suggested).

Establishment and Labour

Chapter: Financial Forecast and Cost of the Working Plan.

Chapter: Summary of Prescriptions

APPENDICES

IN order to ensure that full information gets gathered and presented, a basic list of 64 appendices shall be prepared as detailed in Appendix.13. Additional appendices may be added depending upon local importance for any additional information, specific to that particular division/ district.

42. Deviations from Working Plan:-

When a working plan has received the sanction of the Prl. Chief Conservator, no deviation shall take place from its prescription with the following exception.

i) Slight deviation not amounting to a revision of principles adopted may be sanctioned by the Conservator, who will subsequently report the matter to Prl. Chief Conservator.

ii) Working in excess of the prescribed area may be sanctioned by the Conservator when such excess, either of material or area, is caused by the accumulation of balances due to deficit working in previous years.

All proposals involving deviations, which require the sanction of the Prl. Chief Conservator shall be submitted by the Conservator, copies of the orders sanctioning Modified must be recorded in the working plan and referred to in the remarks column of each control form.

43. Control Books, journals and maps:-

For the control of all areas under working-plans the following records will be, maintained in the Divisional Forest Office.

1. The Control Books:- this record shall be maintained for each working circles shall be written up annually. The objects of the control book are.

- a. to compare the actual working of the year with the prescriptions of the working plan.
- b. to record the yield of forest produce and the revenue derived there from.
- c. in the event of the area or quantity of material exploited in any year being less than that prescribed in the Working plan, to provide for bringing forward year by year balances still available for working.
- d. in the event of any exploitation is in excess of the prescriptions of the plan, to provide that such excess be deducted from the quantity prescribed for exploitation in future years, unless orders to the contrary are issued by competent authority.

2. The Control Journal:-

- (1) This is be register in which all note-worthy occurrences are recorded, bearing on the management and improvement of the forest, more particularly on the state of the reproductions of the valuable species and on the suitability or otherwise of the system of management prescribed in the working plan. The main object of the Journal is to record observations on the spot and information not obtainable from prescribed forms. The information should be limited to observations made in the field and should be signed and dated.
- (2) A summary of annual revenue and expenditure in such a form will facilitate comparison with the financial forecast in the Working Plan must be included,
- (3) The journal must be written up by Divisional Forest Officer himself or by his gazetted assistant. The information should be indexed under the heading prescribed in the Working Plan.

3. Control Maps:-

1. A map showing the result of fire protection will be prepared and maintained in such a manner as the Conservator directs. In addition, maps showing the progress of fellings, thinning, artificial and natural regeneration, and Silvicultural operations will be maintained.
2. The control of the due carrying out the prescription of working plan rests with the Conservators who shall fix the due dates for each division by which the Divisional Forest Officer should submit the yearly returns in duplicate. The returns shall consist of.
3. an abstract of Control book.
4. Copies of the entries made during the year in the control Journal.

Conservator of Forests will, as soon as possible after the necessary check has been carried out, submit to the Principal Chief Conservator, a copy of the financial Statement comparing the actuals with the forecast in the working plan.

CHAPTER – III

ACCOUNTS OF TIMBER AND OTHER FOREST PRODUCTS

44. Fellings, gross yield and out turn:-

(1) All trees to be exploited must be marked and measured and recorded in form No.3A (Old Form No.2). The felling should be recorded in Form No.4A.

(2) The gross yield of a forest is the total volume or quantities of all produce felled or cut, whether removed and utilised or not. The 'Out turn' or net yield comprises such portion of gross yield as has been or will be utilised.

(3) Wastages of material which cannot be utilised will be written off in Form Nos. 5 and 6 (Old form Nos. 4 and 5).

(4) The value of sandal wood, red sanders wood, red sanders wood is so great that it is of paramount importance to protect Government against loss at every stage of sandal wood, red sanders wood operations beginning with enumeration of trees, felling, cleaning and classification, storage and disposal. The detailed procedure to be followed and the accounts to be maintained for the purpose will be regulated by the set of rules and instruction issued separately on the subject.

45. Transportation of timber and other forest produce.

Transportation of timber and other forest produce from coupe to depot or any other place shall be done on a permit in Form-I in respect of forest produce to be removed by the lessees of the Forest Department from leased areas and in Form-II in all other cases. The permit can be accompanied by invoice have mentioning details of forest produce being transported. The permit and invoice have to be acknowledged at the depot or any other place where it is received, so that the reconciliation of timber accounts would be easy.

46. DEPOTS:-

- a. There are two classes of depots
 - i) Forest depots and intermediate depots
 - ii) Sale depots.

Forest depots are those where the forest produce is kept in the forest either to be delivered to the lessee or purchaser as the case may be.

Intermediate depots are those where the forest produce is stored before it reaches sale depot from forest area.

Sale depots are those where regular sales are held.

Forest depots and intermediate depots can be sanctioned by Divisional Forest Officer, whereas sale depot will be sanctioned by Conservator of Forests.

The receipt of timber etc., at a depot shall be recorded in Form 3B, and the details of disposals shall be recorded in Form 4 B.

47. Sales of Forest Produce.

- (1) The timber or other forest produce should be formed into lots, each lot should be of one specification the timber classification should be made in the basis of quality, and girth classes. The details of the Forest produce should be entered in sale depot register in Form No.7. and lot wise register should be maintained in Form No.8.
- (2) The upset price for each lot is to be prepared separately. The average rates obtained over the previous three sales be adopted for determining the upset price. For depots where such data is not readily available, average rates of adjoining depots be obtained for preparing the upset price. The upset price statement from division office should be submitted to Conservator for approval, at least ten days before the date of sale.
- (3) Sale notice should be issued at least a fortnight in advance and the list of lots to be sold should be furnished to intending purchasers at the time of sale.
- (4) The bid list shall be in the form of bound book, and all the lots to be entered in the bid list at least one week in advance. When the lots remain unsold for three consecutive sales, the upset price may be revised depending on the condition of the produce under proper authority giving full justification.
- (5) The sale results should be prepared by Divisional Forest Officer and submitted to Conservator of Forests, within two days of date of sale.

48. Confirmation of sales.

- (1) The sales of forest produce becomes automatically confirmed by the 7th day of sale, if the sale is not revoked and if revocation order is not dispatched to the purchaser by Registered Post on the seventh day at the latest.
- (2) Revocation orders of sales, if any, ordered by Divisional Forest Officer shall be issued by Registered Post Acknowledgement due from the depot office.
- (3) The purchaser has 1/4th of the sale amount on the day of sale. The balance 3/4th has to be paid as notified in sale notice. If the 3/4th amount is not paid within the time stipulated, the sale is deemed to be revoked and the 1/4th amount paid shall be forfeited to the state.
- (4) Whenever any lot is to be disposed off at a rate, which is less than 10% upset price, the Divisional Forest Officer can himself confirm sales. Whenever the deviation is more than 10%, the sale can be confirmed after obtaining approval of Conservator of Forests, giving full justification.

49. Rules for maintenance of Registers:-

- (1) As the timber and other produce reaches a forest or sale depot it will be shown in the Depot register in Form No.7 as well the register of receipts and issues in Form No.5. Separate register should be kept for each description of produce such as

- (i) Timber including drift wood.
- (ii) Bamboos.
- (iii) Fuel and
- (iv) Other forest produce.

The returns in Form No.5 and 6 will be submitted monthly by Range Officer from forest and sale depot to the divisional Forest Officer. The officer-in-charge of the depot will certify at the foot of Form No.5 that the quantity of timber and other produce entered as balance on the day of submission is correct.

(2) The general receipt form in triplicate in C.F.No 140 is a receipt book used for all payments. On each cash transaction taking place, a receipt should be given to the purchaser, while a copy is forwarded to the Range Officer for submission to the Divisional Forest Officer with his monthly accounts and the counterfoil forms depot copy.

The pages of receipt books must be numbered before they are supplied to the depots.

The issue of receipts in manuscript is prohibited.

(3) All timber and other produce cut, collected and removed from the forests by consumers and purchasers will be entered in a monthly statement prepared in Form No.9 (Old Form No.8).

(4) All timber of revenue, including those shown in Form Nos.6 and 9, which are not fully realised during the month, will be entered in detail in Form No.10 (Old form No.9). The returns for March in each year will be accompanied by a brief explanation of the circumstances under which each items of revenue, which has been outstanding for six months or more, remains unadjusted.

If any outstanding revenue becomes irrecoverable it should be written off from the accounts under the orders of the competent authority. Such amount should be entered in Form No.10 in the Column. 'Recoveries during the month' and the authority for the entry being quoted in the "Remarks" Column.

(5) A register of leases in Form No.11 shall be maintained in every Divisional Forest Office. In this register all leases, whether of land or of forest produce shall be entered, but in the case of land leases for term of years, only actual outstanding to date need be shown in Form No.10.

(6) The instructions for preparing Forms 5,6 9, and 10 are contained in Appendix.14.

50. Supplies to industries etc

- (1) The supplies to forest based industries would be done as per provisions of Andhra Pradesh Forest produce (Fixation of selling prices) Act, 1989. (Act No.29 of 1989).
- (2) The supplies of forest produce to other Department of State Government, Government of India, public undertaking, Zilla Parishads, Panchayat Samithis etc., will be done subject to the following conditions:-
 - i) The rates should be fixed every year or at a time for 5 years with provision for escalation for each year.
 - ii) The rates of items of supplies made at one time be fixed by Conservator of Forests concerned excluding the items taken up by the pricing committee at State level.
 - iii) Supplies be effected only on pre-payment of cost by the respective agencies.
 - iv) No concession of any type in the rates be entertained.

51. Leases of Forest Produce:

- (1) The Forest produce (Minor Forest produce) required by Girijan Cooperative Corporation limited would be leased to them on annual basis by Government, and an agreement to this effect will be entered by Divisional Manager, Girijan Cooperative Corporation and the Divisional Forest Officer concerned, or as determined from time to time by the Government.
- (2) The items of forest produce generally needed by Girijan Cooperative Corporation limited is given in Appendix.15.
- (3) The other items of minor forest produce which are not needed by Girijan Corporation will be disposed off by Divisional Forest Officer concerned by calling for tenders from general public by open auction and such leases would be for a period of one year only.
- (4) The details of leases shall be entered in Form.No.11, separate should be maintained for property and lease of forest produce.

52. Free Grants:-

- (1) Free grants should generally be sanctioned only in cases of emergency such as fire, flood and other calamities causing sudden damage and distress. All free grants, if possible, be supplied from unreserved lands and, when it is not possible, from nearest reserved forest or unreserved forest will be entered in Register in Form No.12.
- (2) The free grants require the sanction of Government, if they exceed the following values.

1. For construction of large works of public utility such as Railway etc.
Principle Chief Conservator of Forests :: Rs. 5,000
2. In other cases:
Prl. Chief Conservator of Forests. :: Rs. 1,000
Divisional Forest Officer for village communals :: Rs. 1,000
upto
Divisional Forest Officer for individuals upto :: Rs.250 each case
3. To other departments of State and Departments of Government of India for experimental purpose free of cost.
Prl.Chief Conservator of Forests upto value of produce :: Rs.50 each case.

(Go. Ms.No.1809 F&A (For. III) Department, Dt.2.7.1965).

53. Accounts of Office Stores, tools, plant and other equipment.

(1) Office stores, tools, plant and other equipment of the Forest Department will generally be classified as follows:

1. Surveying and other instruments.
2. Machinery.
3. Tools.
4. Furniture.
5. Tents.
6. Miscellaneous.

(2) A register in Form No.13 of all receipts and disposals of the classes of stores and tools as enumerated above, shall be kept in each Range Office and Divisional Forest Office. This register must be written up as articles are received and disposed of and should be closed and balanced annually at the end of financial year. Each article of furniture should be marked with a number which will be its permanent number in the register. The value of each item entered in the register shall be the cost price of acquisition and will remain at that price in the register until finally disposed of. The stock should be verified at least once a year either by the head of office or by the head ministerial officer and a certificate of check should be submitted to the controlling officer, where there is one, signed by head of the office, who will be held responsible for the proper maintenance of the register and the correctness of the verification report whether he conducts the verification himself or entrusts it to a ministerial officer.

(3) Columns (12) and (13) of the register in Form No.13 are intended to show the total stock of stores, tools etc. in the division and not merely the stock at head Quarters. Issues to Rangers which do not effect division stock, should be entered in Columns (9) and (11) in red ink while final disposals by loss, depreciations, write off or transfer to another division should be entered in black ink.

(4) A similar register will also be kept in the Office of Conservators.

(5) The Divisional Forest Officer should further maintain separate registers in Form No.14 of stores issues to each range under his charge. A list of the stores issued should accompany each issue and should be returned to the Divisional Forest Office with the receiving Officers signature. These will be numbered to correspond with the entries in Form No.14 and on being returned should be filed with that register. The Divisional Forest Officer should take his register with him when inspecting the range and should check stores actually on hand.

(6) Apart from the periodical verification of stores by the Heads of Offices, surprise check of stock and stores should be undertaken by the Superior Offices, at intervals, at least once a year so as to ensure that stores are properly maintained and accounted for.

(7) Transfer of stock, stores etc, from one place to another in the circle could be done by Conservator and from one place to another in the state by Prl. Chief Conservator.

54. Exhibition:-

(1) The following arrangements shall be made in regard to 'stall duty' during exhibition and supervision where stocking and scale of forest products are involved.

- i) The forest utilization officer is responsible for the proper conduct of exhibitions and supervision over sale of forest products at the department stalls.
- ii) Only responsible and permanent Government Servants shall be put in charge of cash and forest products at the departmental stall in the exhibition to ensure safety to Government property.
- iii) The Forest utilization officer shall be made responsible for checking the stock and sale of Forest products by his subordinates during exhibitions.

(2) The Forest utilization officer would arrange the exhibition stalls at Hyderabad generally, and at the other places in the State as per the directions of Prl. Chief Conservator of Forests.

(3) At the district level, the concerned Divisional Officers incharge of territorial, Social Forestry, Wild life divisions would organize the exhibitions as per the directions of the Conservators of Forests concerned.

55. Tents:-

The regulating the supply and maintenance of tents are contained in Appendix.16.

56. Account of live stock:-

In The National Parks, Zoological Parks, Sanctuaries, Deer Parks and Forest Divisional in general, an account shall be kept of the receipt and disposal of live stock in Form No.15.

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:-

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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 otherwise, the amount realized should not be less than the market value.

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

- (5) 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.

- a) When it is proposed to transfer a building to local bodies or private bodies or to any department of the union Government, or
- b) When the buildings belongs to a department of the union Government, or
- c) 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.

(6) 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)

(7) 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:-

A. 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.

- 1) Buildings acquired, constructed or leased by Government for the occupants of particular posts shall ordinarily be occupied by officers holding those posts.
- 2) 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.

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.

B. 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.

C. 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 outgoing 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.

D. Care of Vacant building and Compounds attached to the Buildings.

- i) All the vacant buildings should be locked and the care should be taken for its upkeep by concerned Range Officer.
- ii) 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 of each month should be entered in the next register along with voucher number and page No. of each book.

66. Budget – General Instructions:-

The Andhra Pradesh Budget Manual explains the general structure of Budget and Accounts, contains instructions for the guidance of estimating Officers in the preparation and examination of Budget estimates. These instructions should be followed by officers of Forest department in so far as they are applicable to forest revenue and expenditure.

67. Progressive Statement of Revenue and Expenditure:-

After dispatch of cash accounts to Accountant General, the progressive statement of Revenue and Expenditure of the Division should be prepared in Form No. 21 and submit to Conservator to reach him by 18 th of succeeding month to which the statement relates. The Conservator should, in turn, prepare a return for the Circle as a whole and submit it to the Principal Chief Conservator so as to reach him by 25 th of the same month.

68. Explanation of variation between actuals and sanctioned appropriations:-

For the preparation of Annual appropriation Report, the Principal Chief Conservator should furnish to the Accountant General, by 15 th July of each year, Explanations for the variations between.

- the original budget figure and the final modified appropriations and
- the final modified appropriations and the actuals.

Under item (a) reasons should be given as to why the difference could not be foreseen at the budget stage and under item (b), reason as to why the difference could not have been rectified in the course of the year should be given. The figures should be set out in the following manner.

Unit of appropriation	Original Appropriation	Modified Appropriation	Actuals	Explanation for Variations.
1.	2.	3.	4.	5.

69. Distinction between “Special” and “Ordinary” Expenditure:-

Expenditure is either “Ordinary” or “Special”, the distinction between the terms being used only for purpose of defining the powers of sanctioned expenditure by various authorities. The terms have no significance in accounts Classification “Ordinary” expenditure comprises the cost of all operations which are necessary to produce revenue or which are concerned with the maintenance and the ordinary operations undertaken annually, for the improvement of the forests. “Special “ expenditure, on the other hand, represents charges which do not reccur annually, or which do not yield an immediate return. Special charges frequently yield either no return at all for a series of years; or repay themselves only gradually in cash returns or in local benefits of another kind, such as increase of water supply, protection against storms, erosion or land slips.

70. Recovery of Arrears of Revenue:-

(1) The details of Arrears of Revenue as entered in Form No.10., should be recovered from the defaulter.

(2) All monies, duly ascertained and payable to the Government under A.P. Forest Act. 1967 or any rule made there under, or on account of timber or forest produce or of expenses incurred in the execution of A.P. Forest Act, 1967 in respect of timber or forest produce or under any contract relating to timber or Forest produce including any claims recoverable there under for the breach thereof, or in consequence of the cancellation or under the terms of a notice relating to sale of timber or forest produce by auction or by invitation of tenders issued by or under the authority of a Divisional Forest Officer and all compensations awarded to Government under Forest Act, including compounding fee, if not paid when due, be recovered as if it were an arrear of land provisions of A.P. Revenue Recovery Act 1864.

(3) The collector, or other officer empowered by collector in that behalf may recover the arrears of revenue in one of the following three modes.

- i. Distraint and sale of moveable property.
- ii. Attachment and sale of immoveable property, and
- iii. Arrest and detention of the defaulter.

71. Write off of irrecoverable revenue:-

All any outstanding revenue becomes irrecoverable if should be written off the accounts under the orders of the competent authority (See Appendix.23, Andhra Pradesh Financial Code, Volume II). Such amount should be entered in the monthly return of outstanding on account of revenue and in the column “Recoveries during the month” in the monthly return of revenue from timber and other produce. The authority for the entry of write off being quoted in the “remarks” Column.

72. Register of Leases:-

A register of leases in Form No.11 shall be maintained in every Range and Divisional Forest Offices. In this register all leases of forest produce shall be entered.

73. Cash receipt to be issued for money received:-

- (1) The receipt in Form No.22 (C.F.140) is to be issued for money received. The receipt book should be in triplicate and the pages are to be machine numbered, whenever money is received a receipt should be given to the party in original while the duplicate is forwarded along with cash accounts to Divisional Forest officer. The triplicate is retained in receipt book. The receipt should be written using carbon paper to obtain copies on the duplicate and triplicate. In case of a mistake, the entry should be rounded off under full signature. And if a receipt is to be cancelled it should be so written across the receipt with reason for such cancellation. The original and duplicate of such cancelled receipt should be sent to the Divisional office.
- (2) All the receipt books should be duly stamped by the seal of the Divisional Forest Officer before use.

74. Custody of deposit receipts and registers to be maintained.

Security Deposits are accepted from the public in any of the forms prescribed in Article 285 of A.P. Financial Code, Vol. I namely, the post office savings bank pass book, fidelity bonds, demand drafts, etc, such deposits should be kept in safe custody of the Divisional Forest Officer and should be entered in the Register of Security deposit in Form No.17 of A.P. Financial code, and all entries should be attested by Divisional Forest Officer.

The procedure prescribed in Article 290, 291, 292 of A.P. Financial code should be followed in repayment of Security deposit.

75. Remission/ refund of Revenue:-

- (1) Remission of revenue may be sanctioned by Prl. Chief Conservator of Forests upto Rs.3,000 and Conservator upto Rs.250.
- (2) Sanction of refund of any amount relating to an item of forest revenue, provide that it is clear that the Government were not in the first instance or have since ceased to be entitled to it, can be done upto following limits.

Prl.Chief Conservator of Forests	:: Upto Rs.50,000
Conservator of Forests.	:: Upto Rs.30,000
Divisional Forest Officer.	:: Upto Rs.10,000

- (3) A refund order should be signed by the Officer who received and brought to account the item of revenue in question. When the officer who received the item of revenue in question is not competent to refund the amount without the sanction of a higher authority, he should apply for the necessary sanction before preparing the refund order, Refund shall be made subject to budget provision.
- (4) An application for refund of revenue should be rejected if it is received after one year from the date of credit of the revenue to the Government.
- (5) Prl. Chief Conservator should submit annually to the accountant General a Statement showing all remissions, refunds which were sanctioned by himself or his subordinates during the preceding year. All remissions sanctioned under executive orders of Government should also be included in such statement.

76. Revenue Paid in advance:-

When revenue on account of timber or forest produce is paid in advance, the amounts will be at once credited to the appropriate Sub-heads in the cash book, entries being made in the column “remarks” of Form No.6 or 9 as the case may be, showing the nature of transaction etc., In the statement for the month in which all the delivery of the timber or produce has been effected or completed, a reference will be made to the return in which the payment has been entered.

77. Monthly accounts, consolidated treasury receipts, consolidated treasury issues:-

- (1) The Divisional Forest Officer shall forward monthly accounts along with the documents appendices etc., as laid down in local rulings under articles 280 to 297 of the Andhra Pradesh Account Code, Vol.III (para 11 of Divisional Accounts in Manual of instruction on Forest Accounts) direct to the Accounts General. They should be dispatched by registered post to reach on or before 15th of next month to which accounts relate.
- (2) All vouchers sent to Accountant General must be countersigned by the Divisional forest Officer.
- (3) Forest revenue collected at outlying stations may be paid into treasury by money order – see instruction 11 under Treasury rule 10, Andhra Pradesh Treasury Code, Volume I, and the instructions for remitting revenue by money orders are contained in Appendix. 18.
- (4) Every month, the Accountant, is required to prepare a Schedule of Forest Remittances of the Divisional, showing the treasury wise and challan wise remittances of Forest revenue in that month, as have been accounted for the cash accounts of the Range and Division Office. The total amount of remittances should be tallied with the C.T.R. of forest remittances furnished by the District Treasury Officer of the Revenue district concerned. Where the total amount of remittances in both the Schedules tally, the statement furnished by the Treasury

officer can be countersigned by the Divisional Forest Officer and sent to Accountant General.

(5) The Divisional Forest Officer should send a list of Cheques drawn (Consolidated treasury issues) in Form F.A 2 to the District Trasury Officer immediately after closure of accounts for the month for verification and return.

78. Application for advance:-

A fund application in Form No.23 for works will be made by the Forest Range Officer to the Divisional Forest Officer for the advances required in connection with the Works to be executed. No fund application shall be made for pay and allowances of establishment.

79. Voucher:-

(1) All payments must be supported by vouchers in the following forms:-

- | | |
|--|------------------------|
| 1. Challan for payment of money into the treasury or bank. | A.P.T.C. Form 9 and 10 |
| 2. Bill for pay and fixed allowances or leave salary of Gazetted Government servants | A. P. T. C. Form 42 |
| 3. Traveling allowance bill for a gazetted Government Servants. | A. P. T. C. Form 43 |
| 4. Detailed pay bill of permanent and Temporary establishment. | A. P. T. C. Form 47 |
| 5. Traveling allowance bill of Non-gazetted Establishments | A. P. T. C. Form 52 |
| 6. Fully vouched contingent bill | A. P. T. C. Form 58 |
| 7. Muster Roll | Form F.A. XI |
| 8. First and final bill | Form F.A. II. |
| 9. Running account bill | Form F.A. III. |
| 10. Hard receipt | Form F.A. IV |

(2) The contingent and works vouchers in support of payments exceeding Rs.250 shall be sent to the Accountant General and other vouchers recorded in the Office duly cancelled.

(3) All vouchers for payments, including advances, must bear dates of payments, and with exception to sub-vouchers to F.A. IX, Andhra Pradesh Accountant Code, Vol.III, and to contingent bills, they must be passed by the Divisional Forest Officer. who there by assumes the responsibility for the Charge.

(4) The head of Services and the budget sub-head to which the item relates should be noted on each voucher, sent to the Accountant- General.

(5) Disbursement Certificates are required on all vouchers.

80. Pay and Allowances:-

- 1) The Divisional Forest Officers and other drawing and disbursing officers in the Forest Department have to present bills in treasury and get payments with effect from 1.4.89, vide G.O. Ms. No. 337 E.F.E. S&T (For. III) Department, dated: 19.12.1988. The pay bills, T.A. bills, contingent bills, loans and advances have to be passed by the Divisional Forest Officers and other drawing officers before they are presented in the treasury.
- 2) In respect of Range establishment bills, the Range Officers will prepare the bill and submit them to the Divisional Forest Officer to pass them, these bills will be presented by Range Officers in the treasury for receiving the payments.

81. Travelling Allowance Bills:-

Travelling Allowance bills of Officers of Indian and Andhra Pradesh Forest Service, below the rank of a Conservator, are subject to counter signature by Conservator with reference to Article 82 (a) Andhra Pradesh Financial Code, Vol. I and Rule 3 of the Andhra Pradesh Travelling Allowance Rules. The travelling allowance bills of gazetted Officers working directly under the Prl. Chief Conservator will be countersigned by Chief Conservator of Forests. The travelling allowance bills of Conservators may be paid without countersignature. The travelling allowance bills of Officers subordinate to the Divisional Forest Officer; excepting those referred to above, will be submitted for countersignature of Divisional Forest Officer, before they are presented in the treasury.

82. Transaction with public departments:-

Adjustments with other department and Government in respect of supplies made or services rendered by or to the Forest Department should be regulated by the directions contained in Chapter 4 of A.P Account Code Vol. I and Art. 242 in A.P. Account Code, Vol. III, See also Art, 115 of A.P. Financial Code, Vol. I. A bill in Form No. 24 in triplicate should be sent to the Officer to whom supply has been made.

83. Advance to Contractors:-

- (1) Advance to Contractor of Sum of Rs. 2,000 or over require the previous sanction of the Conservator. The recovery of advances so sanctioned must be reported to the Conservator on completion.
- (2) Assistant Conservators and Rangers are empowered to give advances to Contractors on their own responsibility upto a limit of Rs. 2,000 for each individual.
- (3) The Dy. Range Officers, Foresters are similarly empowered to give advance upto a limit of Rs. 500 and Rs. 300 respectively. As a rule a second advance should not be paid to any Contractor until at least 75 percent of the advance granted previously has been recovered from him by work done. The officers and subordinate concerned will be held personally

responsible to make good such advances granted by them as may become irrecoverable. Foresters, Dy. Range Officers and Rangers should send copies of their orders sanctioning advances to Rangers and Divisional Forest Officers respectively and these officers should satisfy themselves of the necessity for the advance in each case.

84. Advance to disbursers:-

(1) The rules relating to Forest advances are contained in Article 257, Andhra Pradesh Financial Code Vol. I. The maximum advances ordinarily allowable are as follows.

1. Asst. Conservators of Forests and Range Officers	:: Rs. 10,000
2. Dy. Range Officers.	:: Rs. 2,000
3. Foresters	:: Rs. 1,000
4. Electrical Supervisor.	:: Rs. 1,000
5. Saw Mill operator (Mechanic)	:: Rs. 500
6. Wood workshop Assistant.	:: Rs. 500
7. Other forest subordinates below the rank of Foresters at the discretion of Divisional Forest Officer	:: Rs. 100
8. Manager's of Conservator of Forest Office	:: Rs. 500
9. Superintendents in division and Clerks	:: Rs. 200

(2) The figures given above denote the limits within which it is desirable to keep advances, but except in the case of advances to ministerial staff for contingent expenses, these limits may be exceeded under the sanction of the Conservator of the circle whenever special requirement of any locality of execution of large works necessitate a larger advances.

85. Irrecoverable advances:-

Should any portion of a forest advances prove irrecoverable, the amount may be written off under proper sanction see part.III of Appendix-20, Andhra Pradesh Financial Code, Vol.II. Such amounts should be debited to the head "Miscellaneous" in the accounts.

86. Posting in ledger:-

(1) Subject to the exemptions noted in local ruling 4 (d) under Article 257, Andhra Pradesh Account Code, Vol.III, all advances to contractors and disbursers, whether made by the Divisional Forest Officer himself or by his subordinates, must be entered in the Divisional ledger, and duly attested by him.

(2) Similarly all the advances to contractors and disbursers made by the Rangers or by his subordinates must be entered in the Range ledgers, and duly attested by him.

87. Record of monthly revenue and Expenditure:-

A register in Form No.25 showing the monthly revenue and expenditure under each budget head for each Range and for the Divisional Office will be maintained by the Divisional Forest Officer.

88. Duties of the Accountant – General:-

(1) The duties of the Accountant – General in regard to accounts and audit are governed by the provisions of the Government of India (Audit and Accounts) order, 1936 and the rules contained in the Audit Code. In relation to forest accounts, his duties are principally as follows:

- a) To conduct the monthly accounts submitted by the Divisional Forest Officer and Conservators.
- b) To conduct the audit of forest accounts against the total budget grants.
- c) To inspect the forest accounts of Divisional Forest Offices and review carefully the ledger accounts of advance and recoveries and receipts (including rents) and stores of Divisional Forest Offices

The periodicity of audit will be annual.

(vide G.O.Ms.No.509 Agriculture dt. 18.3.1958).

(2) All points noticed by the Accounts General during inspection will be included in an inspection report which will be forwarded to the Divisional Forest Officer concerned for necessary action. The inspection report (in original) will be returned to the Accountant General through the Conservator within two months of their receipt to the Divisional Forest Officer. Important points in the inspection reports which are not settled to the satisfaction of the Conservator and the Accountant General will be reported to the Prl. Chief Conservator.

89. Duties of Chief Accounts Officer and Accounts Officers:-

(1) The Chief Accounts Officer situated at Hyderabad would act as advisor to Prl. Chief Conservator on all matters relating to Forest Accounts, loans, and advances, internal Audit, and pension cases. Besides he is also responsible for coordination and monitoring the work of internal Audit Reports of Accounts Officers.

(2) The Accounts Officers shall inspect cash accounts timber accounts, and stores of Divisions and Circle. The Accounts Officers during their internal audit upto date. They shall also conduct classes to ministerial staff and field Officers on any one day during their Audit highlighting, the various provisions of Treasury and Financial Code so as to ensure proper maintenance of Accounts.

The Accounts Officer shall include only major irregularities in his annual report, minor irregularities should be got rectified. The Accounts officer should appraise of the result of his inspection to the Conservator concerned. He should also guide the Range Clerks, Division Accountant and Range Officers in proper maintenance of Accounts.

90. Objection Statement of Accountant General :-

Any items objected to or returned by the Accountant General will be entered in an objection statement which will be forwarded to the Divisional Forest Officer concerned for necessary action. The statement (in original) will be returned to the Accountant General within a fortnight after receipt by the Divisional Forest Officer through the Conservator, furnishing comprehensive report which he self-explanatory in a manner that the objection raised by the Accountant General is fully answered.

91. Summary of Revenue and expenditure:-

(1) The Prl. Chief Conservator will send an Assistant of his office to the Accountant General Office with the departmental registers every month on a date fixed by the Accountant- General. The Assistant with the assistance of the Accountant – General's staff compare the departmental figures with those recorded in Accountant General's books. A statement of discrepancies will be prepared in duplicate and analyzed in two columns, one showing the adjustments to be made in the Accountant – General's books and the other showing the adjustments to be made by the Prl. Chief Conservator. The Accountant – General Office will keep one copy. The Assistant will take the other copy to his office where necessary adjustments will be effected in the Departmental registers. The Prl. Chief Conservator should inform the Accountant – General that this has been done. The Accountant – General will like wise make necessary adjustments in his books and inform the Prl. Chief Conservator that he has done so. The latter will then send a certificate to the Accountant – General stating that the figures in his registers have been reconciled with those in book of the Accountant General.

(2) The accountant General, will also furnish the Prl. Chief Conservator and Conservator's not later than the 30th June with a statement showing the March final figures of receipts and expenditure for the past year in order to enable them to have correct figures for the preparation of the budget and annual summary of revenue and expenditure.

92. Accountant General not to modify Code forms without reference to Prl. Chief Conservator of Government.

The Accountant General may, from time to time issue circulars in connection with the control and audit of forest accounts, but the forms prescribed by the Code should not be modified nor should new forms be introduced without previous reference to the Prl. Chief Conservator and Government. Copies of all circulars issued by Accountant General will be forwarded to the Prl. Chief Conservator and to Conservators.

93. Objection Statement of Divisional Forest Officer :-

On the date fixed by the Divisional Forest Officer under local ruling under Art. 266 Andhra Pradesh Account Code, Vol - III, the Rangers will close their perforated Cash books and will neatly tear out and send to the Divisional Forest Officer duplicate Copies prepared by Carbon paper.

94. Objection Statement of Divisional Forest Officer:-

The omissions and commissions in the Monthly Range Cash Account if any, should be recorded in objection statement in the following form.

Sl_No	Receipt or payment voucher No.	Nature of receipt or payment	Nature of objection	R.O's reply	Orders of D.F.O.
1.	2.	3.	4.	5.	6.

The above statement should be communicated to the Range Officer in duplicate for rectification of the mistakes pointed out in accounts and for submitting replies to the divisional Forest Officer, with in 10 days from the date of receipt of objection statement.

95. Various methods of execution of works.

(1) Works are executed by one other of the following four methods.

- i) The department method.
- ii) The piece- work contract method.
- iii) The lumpsum contract method.
- iv) The schedule contract method.

Under method (i) the department itself engages the necessary daily labour and purchases or supplies the necessary materials.

Under method (ii), the piece worker agrees to execute a specified work or part of a work at specified rates without reference to quantity or the time taken, and the department arranges for the supervision, setting out and measuring of all work done.

Under method (iii), the contractor agrees to execute and complete work in accordance with the specification for a lumpsum payment. This method should be adopted except when one of the other methods is considered more advantageous.

Under method (iv), the contractor agrees to execute one or more of items included in a work at fixed rates, and the amount to be paid to him depends on the quantity and kind of work done or material supplies. This is in use mainly in Forest Department.

(Sec, Article 163, A. P. Financial Code)

96. Principal Chief Conservator of Forests May entrust any work to public Works Department.

The works in Forest Department are executed by the department itself, in cases where the Principal Chief Conservator considers it advisable to entrust any work to the public Works Department, he may do so by addressing the Chief Engineer concerned. When there is a difference of opinion between the two Officers in regard to such proposals the Principal Chief Conservator should obtain the orders of the Government. (See Article 150, Andhra Pradesh Financial Code, Volume-I).

97. Form of estimate.

(1) Estimates for works should be prepared in Form No.26 and should be sent along with covering letter containing following particulars .

- 1. An explanatory report explaining the necessary for or utility of the work.
- 2. The detail of measurements.
- 3. The abstract of cost.

4. Budget provision.
5. The specification, showing the nature of the various parts of the work and the description of the materials to be used.
6. A data sheet for preparing the estimates. Whenever necessary estimates must be accompanied by maps and plans.

(2) Officers who submit estimates for sanction and those who submit the necessary data for the preparation of estimates are responsible for the facts mentioned therein, and it should be easily possible from the records to fix the responsibility of persons concerned. It is not, however, intended that the Divisional Forest Officer should himself check measure all data but he should be in a position to fix the responsibility for the basic data on some responsible subordinate and should take such measures as are calculated to ensure correct data being furnished by all concerned.

98. Schedule of Rates.

(1) To facilitate the preparation of estimates, a schedule of rates for each kind of work commonly executed shall be prepared and approved by Conservator.

(2) All forest circles are divided into 4 Zones as mentioned below

Zone 1: Vishakapatnam, Rajahmundry.

Zone 2: Adilabad, Warangal, Khammam.

Zone 3: Hyderabad, Nizambad

Zone 4: Anantapur, Kurnool, Guntur

The classification into zones is based on consideration of local condition, labour availability etc.,

(3) Zonal meetings of Conservators of Forests shall be convened in Dec./ Jan. latest for next financial year and discuss only items proposed to be revised. The senior most conservator of forests of the Zone shall be the convenor and he will submit a copy of the summary of discussions held and decisions taken to Principal Chief Conservator of Forests, for his perusal and record. Any escalation of rates should be projected in the budget estimates so as to obtain additional budget grants for the succeeding financial year.

(4) The revision of rates by the Conservators of Forests shall be based on field data collected by Range Officer and scrutinised and checked on the spot by Divisional Forest Officer giving full justification for the rate or revision. Wherever, the annual revision of rate for any item is more than 10% of the preceding year, the increase may be made under intimation to Principal Chief Conservator.

(5) The minimum wages as notified by labour department under minimum wages Act. 1948, and the daily wages as notified by District Collector concerned shall be kept in view while finalizing Forest Schedule of Rates. The specifications and rates adopted in adjoining Zones should also be kept in view while revising schedule of rates to avoid large variation in rates for work of similar specifications in different but adjoining Circles.

(6) In all cases of earth work in forestry operations and all items of building and road works, the public works department standard schedule of rates of the appropriate Public Works Department Circle in which these works are situated shall be followed.

(7) The Forest Schedule of rates shall include separate calendar of operations giving specific time limit in which the operations are to be carried out.

(8) Once the schedule of rates is finalized in Zonal meeting, there shall be no revision of rates or addition of new items to Forest Schedule of rates without prior approval of Principal Chief Conservator of Forests to whom proposal with date with justification for revision or addition shall be submitted before the work is taken up for execution.

(Sec Prl. C.C.F. Ref. No. 20814/87 – J4, dt. 10-07-1987 Circular 10/87)

99. Sanction of estimates.

(1) The estimates for works should be prepared based on approved schedule of Rates. No expenditure should be incurred without a sanctioned estimate (see Article 3 and 38 of A.P. Financial Vol. I). The estimate should be sanctioned by competent authority. A single work should not be allowed to be split for avoiding sanction from higher authorities. For the purpose of determining competent authority for sanction of any estimate, all components, such as cost of material, labor, cost of wood etc., should be considered. For spill over works, the entire expenditure on the whole work is to be taken.

(2) The Conservator may give a written order for the starting of a specially urgent work, before a proper estimate for it has been prepared and sanctioned by a competent authority. No report need be sent to the Accountant General when such a work is started, but the Conservator should report the facts to the Principal Chief Conservator when he issues such an order in regard to a work which requires the sanction of Principal Chief Conservator (See Note 2, Art. 169 A. P. Financial Code).

100. Register of sanctions:-

(1) All sanctions of estimates will be numbered consecutively for each financial year and entered in a register in form No. 27 in the office of Divisional Forest Officer, Conservator, as the case may be. Separate registers should be

maintained for 'Special' and 'ordinary' works. Extracts from these registers shall be communicated to the Accountant General, every month, as laid down in Article 45 A. P. Financial Code, Volume-I.

(2) The number and date of sanction will be recorded in all vouchers which support expenditure on account of any work sanctioned on estimates.

101. Register of works:-

For all works sanctioned expect for contingent expenditure a register of works in Form No.28 shall be maintained in the Range office and Divisional Office and the monthly expenditure incurred under the different items of the sanctioned estimates should be posted in it, with voucher-wise details. The Register will help in properly regulating the expenditure.

102. Check measurement of works:-

1. The Measurement books should be maintained in Form No. 29.
2. The principal state in Article 176, Andhra Pradesh Financial Code, Volume-I, should be borne in mind when works are check measured. No bill should ordinarily be passed for payment without the entries in the measurement book having been check measured by the Ranger. In any exceptional cases in which measurement is not carried out, the reasons should be concisely and clearly noted in the 'Remarks' column by the Range Officer.
3. In addition to check-measurement by the Range Officers, it is an important duty of Divisional Forest Officers during their inspections to frequently check-measure the works which are in progress and to initial the measurement book in token of their check. The Divisional Forest Officers and the Conservators should check-measure atleast 10 percent and 5 percent respectively of the work done by the Range Officers. On the completion report for the work, the Divisional Forest Officer should certify that check-measurement carried out by him personally.
4. The fact of check measurement by a Ranger or the Divisional Forest Officer should invariable be noted in the measurement book at the time of check-measurement and the items check-measurement should be indicated by the initials of the checking Officer, which shall be placed on the left side of the column Description of work in line with item check-measured
5. The entry 'Measurement' in may presence' by a Ranger or Divisional Forest Officer cannot be accepted as check-measurement.
6. Conservators should make it a Special point to see that these rules are duly observed.
7. The categories of works which require immediate check-measurement after completion of the work and before payment be check-measurement by the concerned Officer before effecting payments. In regard to other categories, check-measurements should be completed within 30 days of payment.

103. Loss of measurement books:-

If any Measurement books are lost, the matter should be reported done at once to the Conservator who will deal with it. He is competent to write off the loss and take such disciplinary action as he considers necessary.

104. Works done by contract.

(1) For all works done by contract a written agreement should be entered into with the contractor (See Articles 51 and 166 of the Andhra Pradesh Financial Code, Volume-I) care must be taken to frame such agreements so that in the event of a dispute, they could be maintained in Court of law. If necessary the documents must be registered according to the law in force for the time being. The various forms of agreements to be used are given in the Appendix 10 to 22.

(2) The contracts for expenditure on conservancy and works, in general, can be entered in to by Divisional Forest Officers upto Rs.50,000 and Range Officers upto Rs.5,000/- conservator can enter into contracts worth above Rs. 50,000 without any limit. G.O. Ms. No.851 F&RD.I (For. I) DEPT. Dated. 12.12.1978.

105. Limits upto which bills and muster rolls may be paid by Forest subordinates.

(1) Ranger, and Forest Section Officers (Dy. Rangers and Foresters) are empowered to make payments on account of work done or supplies made by the contractors or piece workers upto the following limits, on any single bill.

Rangers. :: Rs. 1000

Dy. Rangers and Foresters :: Rs.100

(2) Bills in excess of these limits may be paid only after they have been pre-audited and passed for payment by the next higher authority. Rangers, Dy Rangers and Foresters can make payments on muster rolls also for the work done by the daily labour to the extent mentioned above. However, payments should not be split up in to smaller sums so as to evade the limits prescribed. The Conservator is empowered to ratify cases of payments made in excess of the limits. If any irregular or excess payment is noticed during the audit by the Divisional Forest Officer, action should be taken to set right the irregularity or recover the excess payments then and there without waiting for the completion reports.

106. Completion reports.

- 1) On completion of any work, a completion report in loose sheets in form No.30 exhibiting the amount sanctioned and actually expended will be submitted by Range Officer to Divisional Forest Officer for works

sanctioned by him. The completion certificate, submitted by Range Officer, countersigned by the Divisional Forest Officer with such remarks as are necessary in respect of the work will be submitted to Conservator of Forest for work sanctioned by him.

- 2) For works sanctioned by the Principle Chief Conservator or by Government, the report with the Range Officer Certificate should be countersigned and submitted by the Divisional Forest Officer to the Principle Chief Conservator through the Conservator.
- 3) After Verification, these completion reports will be forwarded to the Accountant General by the Divisional Forest Officer or Conservator or by Principle Chief Conservator, as the case may be. On receipt of the completion report, the Accountant General will verify the expenditure with that recorded in the audit registers of his office and there transmit the reports to the authority which sanctioned the estimates for final record. In cases, in which the Government are the sanctioning authority the completion reports, on receipt from the Accountant General will be forwarded to the Principle Chief Conservator for record.
- 4) The completion report shall given an explanation item by item of the differences between the quantity, rate and cost of the work executed and those entered in the sanctioned estimates. Record drawings showing the work as actually constructed should be prepared in the Divisional Forest Offices, and kept as a permanent record, for subsequent reference, in the case of all buildings, roads and wells.
- 5) Completion reports are required only for works, not for other items such as purchase of livestock stores etc. or payment of compensation for land.
- 6) On the completion of work the Range Officer should send a completion certificate to the sanctioning authority in the following form.

Completion Certificate.

1. Sanction order number and date.
2. Name of work.
3. Amount sanctioned Rs.
4. Head of Account.
5. Total expenditure. Rs.
6. Savings or excess. Rs.

I certify that above work was commenced on that I inspected it personally on and found that the work has been carried out in accordance with the estimate, with the exceptions noted on the reverse, in a substantial and satisfactory manner as regards both material and workmanship, and that excluding minor

deviations and those explained in the reverse, it corresponds in all respects with sanctioned plan and estimate.

Range Officer

..... Range.

(7) When forest produce has been used or supplied for use without full payment in the execution of any sanctioned work, a statement must be appended to the completion report showing the nature and quantities of the materials sanctioned for such use and the authority for such sanction, the quantity actually used, and when permits have been issued, the numbers and dates of permits under which the materials were removed.

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 Tottenham 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 dispatched 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 as 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:

- 1) 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.

- 2) 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.
- 3) 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

- 4) 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.

- 1) The Divisional Forest Officer shall not address the Principal Chief Conservator except through Conservator. The Divisional Forest Officer will adopt the letter from 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.
- 2) 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.

- 1) The casual leave and availment of optional holidays would be granted by an Officer immediately superior to the Officer seeking leave.
- 2) 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.
- 3) Leave exceeding one month for Range Officers, Dy. Range Officer, would be granted by Conservator of the Circle concerned.
- 4) 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.

(1) Divisional Forest Officers, Sub-Divisional Forest Officers and Asst. Conservators of Forests should submit their fortnightly tour diary (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 within five days of completion of the fortnight. Divisional Forest Officers should submit annual tour statements in forms No.31 to the Conservators concerned.

(2) 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 Guard should be examined and necessary instruction given on the spot.

115. Tour diaries of Range Officers and other Sub-Ordinates.

- (1) 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.
- (2) 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 diary 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.
- (3) 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 the 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 Judgment 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 are as follows:

(See Section 468 Cr.P.C.).

- a) Six months, if the offence is punishable with fine only.
- b) One year, if the offence is punishable with imprisonment for a term not exceeding one year.
- c) 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.

- a) On the date of the offence or.
- b) Where the commission of the offence was not known, the first day on which such offence comes to the knowledge of forest officer.
- c) 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 Section 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).

(ii) 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 that 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 reference 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 therein.

(5) Every Range Officer should verify up to 50% of the cases in each section under his control where P.R.s. 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 1st May. The supplies when received during June should be utilized from the period of one year from 1st July to 30th 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 or 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 outstandings and liabilities on account of the department and state that he has done so. He will further take charge of other properly 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 may 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 ti, 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 post 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.

CHAPTER – X

SUBMISSION OF REPORTS ETC.

143. Annual Administration reports by Divisional Forest Officers and other Officers:-

(1) Each Divisional Officer will submit to his Conservator, the annual report for his division for the financial year ending the 31st March, so as to reach him not later than 1st June. The report should follow the arrangement of subjects detailed in Section 45 and should be accompanied by the annual returns detailed in Section 146 and such other returns as may be prescribed by Prl.Chief conservator.

(2) The Conservator will review the division reports and submit to the Prl.Chief Conservator his own report for the whole circle (in duplicate) so as to reach him not later than the 1st August. The report should follow the arrangement for subjects laid down in Section 145 and should be accompanied by the prescribed annual returns.

(3) In compiling the Circle reports, the Conservator will bear in mind the following instruction :

1. The Circle report should be modelled on the Prl. Chief Conservator's review of the previous year, furnish information on all the points dealt with in it and in the same sequence.
2. It should be reasonably concise, through furnishing all the information.
3. It should not be a completion of extracts from the division reports, but should summarise the activities of the various divisions under each head, sub-head for the Prl. Chief Conservator's review.
4. It should deal with important matters, minor details being eliminated.
5. The body of the Circle report should be in narrative form, the reproduction of tabular statements from the corresponding returns being avoided. Whenever figures relating to various divisions are furnished, they should be prescribed in tabular form.
6. The report should contain explanations of important variations in the statistics, minor variations being ignored.
7. The number of maps, Photographs, and diagrams should restricted and they should be inserted at suitable places in the report.

144. Arrangements of subjects

The administration report should be arranged in Chapters, sections and subsections mentioned below:

Chapter – I : Introduction

Summarising the salient features of the report.

Chapter – II : General Administration

i). **Alteration in areas** : The details of reserved forests notified U/s 15, protected forests notified U/s 24 of A.P. Forest Act 1967, and the blocks notified U/s 4 of the Act, and the forest areas under control of department, but not notified under any section of the Act should be given. The areas added, or excluded from forest blocks during the year, together with authority for doings so should be mentioned.

ii). **Forest Settlements** : The progress made in Forest settlement should be recorded.

iii). **Demarcation** : The length of forest block boundary demarcated and the old boundary repaired and maintained should be noted. An estimate of length of boundary to be demarcated and the anticipated cost should be included.

iv). **Survey** : should contain a brief note of the local surveys carried out.

v). **Roads and Bridges**: should include all other forms of export lined. Details of permanent or temporary roads, bridges etc. constructed during the year together with their cost and the cost of maintenance and repairs of the existing reads should be furnished.

vi). **Buildings** : New buildings constructed during the year with their cost and the cost of maintenance and improvements of old buildings should be mentioned.

vii) **Other works** : In this sub-section, important miscellaneous works executed during the year together with cost.

- **Motor – Vehicles** : Different kinds of motor vehicles incharge of the Department, the new vehicles acquired during the year with their cost and the cost of maintenance and repairs of the vehicles should be detailed.

Chapters – III – Forest Protection

i) **Injury by Fire** : The damage caused to the forest during the year by fire should be mentioned. Measures employed for protection of forests from fire should be briefly mentioned in a separate para.

ii) **Forest Offences** : The number of Forest offences detected during the year under the head.

- Undetected offences cased (U.D.O.Rs).
- Detected Offences Cases (O.R.Cases).

- Offences cases involving vehicles, and confiscation orders passed, if any.
- Prosecution Cases.

iii) **Special Protection Staff** : The work carried out by the special protection staff, namely, mobile squads, and other establishments employed exclusively for the prevention of smuggling of timber and other forest produce should be dealt with. The cases detected by the Special staff, compared with previous year should be mentioned.

iv) **Encroachment in Forests** : The extent of encroachment under each kind of forests, namely in reserved forests, protected forests and unnotified areas, at the beginning of the year, together with efforts made for the eviction should be mentioned. The total extent encroached in each forest block during the previous years, and the number of offences cases booked, and the results of prosecution should be given.

v) **Protection against injuries from natural causes** : Damages done, and measures taken to contain the damage, in the following cases should be mentioned.

- 1) Virus, Bacteria, and fungus diseases.
- 2) Insect pests, such as defoliators, locusts, termites etc.,
- 3) Creepers, Climbers etc.,
- 4) Animal pests such as porcupines, Elephants etc.,
- 5) Other causes, such as severe drought, forest floods, cyclones, land slides etc.,

Chapter IV – Silviculture

i) **System of Management** : Whenever, working plans are in operation, the results of the systems adopted in different working circles should be mentioned. In the absence of working Plan, the system of Management adopted as per the annual management plan should be mentioned.

ii) Regeneration :

a) **Natural regeneration** of Principal species of the area.

b) **Artificial Regeneration** : The extent of permanent and temporary nurseries raised, the number of seedlings used for departmental planting and distributed to others together with the cost incurred and the revenue, if any, realised should be noted.

c) **Afforestation Measures:-** The details of Plantations taken up, and the maintenance of old Plantations should be included.

d) **Tending:-** The usual cultural operations, such as Weeding, cleaning, thinnings, canopy lifting etc., should mentioned.

e) The measure taken in bamboo flowered areas and the results obtained.

Chapter V – Five Year Plan Schemes. The various schemes sanctioned for the Year, the Physical and Financial targets and the achievements may be enumerated under the following heads.

- State Schemes.
- Centrally sponsored scheme.
- Externally aided schemes, Like World Bank etc.,

Chapter VI – Utilization.

i) Supply of produce

- a) Timber
- b) Fuel
- c) Bamboos
- d) Sandal Wood / Red Sanders Wood.
- e) Minor Forest Produce.

ii) Supplies of Buroods / Industries.

iii) Collection of beedi leaf, targets and achievements.

iv) Other supplies, if any, made during the year.

Chapter VII – Financial Results.

i) Revenue :- The targets if any, fixed and achievements should be mentioned.

The revenue of the year should be compared with those of the previous three years, and variations may be explained.

ii) Expenditure :- The total expenditure under all heads, namely Conservancy and works, Developmental Schemes and Establishment should be stated against the allotment and compared with those of the past three years.

iii) Net Revenue :- The Net revenue of the year should be stated and compared with that of the previous years, followed by a commentary for variations of significant nature.

Chapter VIII – Administration

A brief account of the charges held by the Officers of the department should be given in this section.

The appointments and promotion in the gazetted cadres should be furnished.

A list of officers of the department in foreign service on deputation during the year should be mentioned.

List of IFS Probationers and APFS Probationers deputed for training at Forest Colleges, and in different circles should be given.

The number of Rangers, Foresters and Forest Guards under training and those who completed the training may be mentioned.

A tubular statement showing the number of subordinate retired, died or resigned may be furnished.

Chapter IX – Research

A brief summary of the research and experiments carried by the department, their objects, progress and results achieved may be given.

Research work carried out by territorial staff and those carried by Silviculturists and special staff of Research wing may be shown separately.

Chapter X – Wild Life Preservation

A brief account of National Parks, Wild Life Sanctuaries, maintained by the department and fresh sanctuaries and parks, if any added during the year should be given.

A summary of improvements effected in the Sanctuaries, and National Parks for the benefit of Wild Life may be given.

Details of Wild Life cases detected and the prosecutions, if any, should be mentioned.

Chapter XI – Miscellaneous.

- i) **Forest Conservation Act** Cases decided and pending sanction. A brief summary of each case may be given.
- ii) **Exhibitions** Various exhibitions in which the department participated and the awards, and appreciations, if any, obtain may be recorded.
- iii) **Vanamahotsava** A brief account of the celebrations of Vanamahotsava, including number of seedlings planted. Lectures, radio programmes, pamphlets and posters issued may be given.
- iv) **Vanyaprani Saptaha** – Details of the celebrations as in the case of Vanamahotsava may be given.
- v) **Conferences and Meetings** – Details may be given.
- vi) **Forest Sports Meet** – Details of celebrations may be given.
- vii) **General** – Special matters of interest which do not fall under any of the previous heads and which are important may be mentioned. Details of Famines, Floods may be given.

145. Returns of Accompany the Annual Reports :-

The details of returns to accompany the annual report are given in Appendix-27.

146. Instructions for preparation of Annual returns :-

Instructions for the preparation of Annual returns will be issued by the Prl. Chief Conservator from time to time.

147. Annual Administration report of the State :-

The Principal Chief Conservator will submit to Government a review of the progress of Forest Administration for the whole State so as to reach them not later than 15 th September.

A brief resume of the Forest Administration in the State during the year will also be submitted along with the annual report. The review will follow the arrangement in Section 145 and will give over all view of the important activities of the department. The Administration report will consist of two parts.

Part – I – The Prl. Chief Conservators review and

Part – II – Annual Returns.

The annual returns, as mentioned in Section 145 should be included.

CHAPTER – XI

DUTIES OF FOREST OFFICERS

148. General :-

The duty of Forest Officers is to manage the forests under his control consistent with the objects of managements in each case. He has to attend to various works connected with the protection and improvement of the forests, propagation of trees and production of forest produce as well as its utilization and marketing. He must have a through knowledge of the climatic, edaphic and biotic factors influencing the state of forests, the distribution of forests and their classification and type. He must be able to identify the different kinds of trees in his forests, and must know the uses to which each can be put and the localities where they are best adopted. He must be able to manage forest nurseries and know how to plant trees and when and how to sow seeds and when and where one is preferable to the other. He must know what wild animals and birds are available, how they should be protected and what laws and rules govern the shooting of capturing of wild animals and birds. He must be well conversant with the Forest Act and Rules and have good knowledge of office procedure and accounting in Forest Department.

149. Chief Conservator of Forests :-

The Chief Conservator of Forests would assist the Prl. Chief Conservator of Forests, in his technical and administrative work. The subjects to each Chief Conservator of Forests would be allotted, as per discretion of Prl. Chief Conservator of Forests. All correspondence of the Department addressed to the Government relating to policy matters shall pass through Prl. Chief Conservator of Forests or emanate from him, after discussing with the Chief Conservator of Forests and other officers.

The Chief Conservators of Forests will make tours in the State as per programme approved by the Prl. Chief Conservator of Forests. During these tours, they will inspect important forest works, with particulars reference to the subjects dealt by them besides inspecting important developmental programmes under progress and render assistance to field officers. They would be also required to carry out any specific duties assigned to them by Prl. Chief Conservator of Forests.

150. Conservators of Forests:-

A Conservator of Forests is in administrative Charge of Forest Circles of Special circles, and are responsible within their respective areas, for the general direction and supervision of all forest works, for control of establishment of expenditure, sales and supplies and for general management of forests. s

- i. He is immediately subordinate to the Chief Conservator of Forests and Prl. Chief Conservator of Forests, and he will obtain orders and instructions from them on all professional matters, protection of forests and other related issues.
- ii. He will regulate the budget allotment within his circle and exercise control over the expenditure. He will make tours of inspection, visiting every

Division in his charge. During these inspections, he will inspect natural forests, and important forest works, examine the adequacy of the protective measures, and assess the work of Divisional Forest Officer and Forest Range Officers.

- iii. He will conduct details inspection once a year of each division as prescribed in this code and as per the instructions issued by Prl. Chief Conservator of Forests.
- iv. Conservator of Forests, incharge of working Plans, is responsible for planning a phased programme for revising working plans as and when they expire. He will supervise the preparation of working plans. He will tour to inspect the progress of work, both in field as well as in office, of data collection and studying the condition of forests, regeneration status etc.,
- v. Conservator of Forests in-charge of Research will keep himself abreast with the latest trends in Forestry research and development of forests. He will keep close contact with other institutions conducting research in Forestry and coordinate research work in the department. He will document and store the results obtained in the research work taken up by department and other Institutions, and also keep track of the laboratory to field condition studies of the research programmes.
- vi. Conservator of Forests, Wild Life wing, is responsible for implementing the programme of Wild Life Conservation sponsored by State Government and Central Government, and will deal with the National Parks, Wild Life sanctuaries and Zoos under his control.
- vii. Conservator of Forests, in-charge of Extension and Education, would plan for the in-service training of different cadres of forest officers in the State.
- viii. Conservator of Forests, Monitoring and Evaluation would study and monitor the implementation of various schemes taken up and evaluate the results. The results noted would be helpful in continuing or disbanding the forest schemes, or bring in required modifications.

151. Divisional Forest Officers:-

- i. The Divisional Forest Officer is responsible for the general management and protection of the forests situated in his division, the administration of the division under his charge the execution of all forest works in the division and exercise direct control over the forest establishment employed therein.
- ii. He exercises a direct control over the Forest establishment in the Division and it is his duty to see that the Executive, protective, Ministerial and other forest staff in the Division maintain discipline and attend to their duties properly.
- iii. He is immediately subordinate to the Conservator of Forests, of the circle in all matters and will receive orders and instructions from him, besides complying with the instruction from him, besides complying with one instruction of the Head Office under exigencies of service.

- iv. He will arrange for generation, improvement, exploitation and protection of forests according to sanction working plans, management plans or other orders.
- v. He will conduct sales, enter into contracts and supply timber and other forest produce to other Departments and to the public. (Excluding supplies to Industries).
- vi. He will realize revenue allotted to his Division and control the expenditure in the Division.
- vii. He will deal with all forest offences cases in the Division.
- viii. He will conduct inspection of all forest works in the division and check-measure the works as prescribed in this code.
- ix. He will see that nursery and plantation journals, Control books, Control Journals are posted upto date.
- x. He should make surprise inspection of Range Officers and verify the maintenance or office records, stores and cash book.
- xi. He should test check the stock of timber or other forest produces whenever he visits a depot.
- xii. He should perform any special work or duty which may be entrusted to him by his superiors.
- xiii. He will conduct annual inspection of Range Offices, depots and test check the beat inspections of each Range. He shall, however, inspect all vulnerable beats prone to smuggling once in a year.

152. Sub-Divisional Forest Officers:-

- i). Sub-Divisional Forest Officer is immediately subordinate to the Divisional Forest Officer in all matters, receives orders and instructions from him and assists him in supervision and inspection of works, including check measurement and in control of the establishment.
- ii). He will inspect the Range Offices, depots etc., in his Sub-Division and see that the accounts, register and books are maintained in order and posted upto date.
- iii). He will carry inspection of beats and wherever the Range Officer has not reported the illicit fellings and encroachment, he will make a detailed report to the Divisional Forest Officer.
- iv). He will compound or deal with forest offence cases booked by him or Range Officers as per delegation of powers in A.P. Forest Act 1967.
- v). Whenever there are no territorial sub-divisions, the Assistant Conservator of Forests attached to the divisions will perform the duties entrusted to him by the Divisional Forest Officer.

153. Forest Utilization Officers:-

- i) Forest Utilization Officer will endeavour for the encroachment of more effective and intensive utilization of forest products in trade, industries etc., by having a register to inventories on available forest resources.
- ii) He will study the trends in the market for timber and other forest produce and work in collaboration with territorial Divisional Forest Officers to secure the best price for the timber and other forest produce sold by them, by constant interaction in furnishing data on market trends of various forest products for every quarter.
- iii) He should supply information to the general public and industries whenever information regarding the utilization, suitability and availability of any species of timber or other forest produce and such other information as ought by them.
- iv) He will pool information on the developments in the utilization of forest products in the country and outside the document the information for easy reference, and make the information available to field officers.
- v) He will organize exhibitions, and make publicity to inform the developments in forestry and effective utilization of forest resources.
- vi) He will give expert opinion after examining the cases referred to him to examine any samples of wood or forest products in any legal proceedings.
- vii) He will attend to any special work that may be entrusted to him by his superior officers.

154. Silviculturist / Forest Geneticist:-

- i) Silviculturists or Forest Geneticist will work under the direction of the Conservator of Forests, Research and Development Circle and in collaboration with the territorial Forest Officers conduct research into problems confronting the forestry practices in the region of the State where his office is located.
- ii) Silviculturists or Forest Geneticist will evolve Plantation and regeneration techniques of various species, introduce exotic species of economic value, investigate methods for improvement of the growing stock and Soil fertility, find out suitable species for Afforestation of denuded and arid tracts, cultivation of medicinal plants and other plants of economic importance. They will also investigate measures for the conservation of soil and moisture, and measures for controlling and preventing any disease concerning plant species and weed problems.
- iii) They will complete statistical data regarding the rate of increment and prepare volume and yield for important species, and also prepare a Silvicultural ledger of various species.
- iv) They will conduct experiments in Forest Geneticist, hybridization of different species and seed origin. They will for the above purposes, maintain necessary experimental, research and demonstration plots.

- v) They will be the coordinating agency for the supply and distribution of seeds and other planting material both within and outside the State.
- vi) They will keep conduct with Silviculturist, in the Forest Research Institute, Dehradun and Silviculturists of the other States, exchange notes with them, and conduct and guide Silvicultural research in the State.
- vii) They will also do any special work or duty that may be entrusted to him by his superior officers.

155. Forest Range Officer:-

- i) Forest Range Officer is the officer in executive charge of the Range and he is responsible for the efficient management of the Range, for the custody and condition of all Government Property in his charge and for the discipline, conduct and work of all his subordinate staff.
- ii) He is responsible for the execution of all works in the Range, with the help of Forest Section Officers and guards, according to the instructions and orders of Divisional Forest Officer.
- iii) He is responsible for the collection and credit of Forest Revenue and for prompt and correct payment of all sums due for the works executed.
- iv) He must carry out his inspections in detail and see that all this subordinates do their work properly. In the event serious misconduct of any subordinate, the Range Officers should report the case to Divisional Forest Officer for disciplinary action.
- v) He should maintain all accounts, relating to revenue, expenditure, timber and other forest produce, and submit his accounts and reports punctually to Division Office.
- vi) He should take effective measures to protect the forest Wealth in his custody. Where illicit fellings are observed, the stumps should be examined to find out if they bear the impression of the guards hammer mark and if they were reported through guards dairy book and preliminary offence report (P.O.R). Range Officer is responsible for the protection and he should investigate Forest Offences in his Range, and file charge sheets for the cases ordered for prosecution by Divisional Forest Officer.
- vii) He will execute the sanctioned works at the rates not exceeding the sanctioned rates and record measurements and quantities of work done.
- viii) He is responsible for the correct posting of works Registers, ledgers Journals, Plantation registers and other stationary registers maintained in the Range.
- ix) He should always wear the prescribed uniform whenever he is on duty, and he should see that all Section Officers, guards and watchers wear the uniform when on duty.
- x) He should submit his weekly diaries with details of works allotted, their progress during the week, status of protection of forests, ect., to give a comprehensive picture of the Range.
- xi) All correspondence connected with the works in the Range should pass through Range Officer or other superior. Officer may do so only through him. Court summons issued to any subordinate should similarly be served

through the Forest Range Officer, who has to arrange for the duties of the subordinate being carried out during his absence.

- xii) He should be responsible to prepare annual plan of operations for the Range based upon the sanctioned working plan, working Scheme or executive instructions and prepare necessary estimates and execute the works after obtaining sanctions and the budget.
- xiii) He shall inspect the beats as per the programme given by Divisional Forest Officer, and each beat in his Range should be inspected at least once in a calendar year, and submit a detailed report regarding state of boundaries, condition of forests, damage due to biotic pressures nature of offences etc.,

156. Deputy Range and Foresters:-

- i) A Section Officer (either Deputy Ranger or Forester) is directly responsible of Forest Range Officer for the proper protection of forests and other Government property included in his Section and for the execution of such works as may be ordered to be carried out in fit.
- ii) He should maintain the discipline of Forest Guards and Watchers and see that they know their duties and carry out efficiently.
- iii) He should be frequent patrolling and perambulation of the Beats under his jurisdiction, see that the Beat Guards maintain the boundary lines and boundary marks of forest blocks in proper repairs and order and take steps to prevent illicit felling, encroachments in the Beats. He will make report to Range Officer whenever there is any illicit fellings and encroachments giving the details.
- iv) He will assist the Range Officer in the Execution of works, detection and investigation of forest offences, checking of forest produce in transit, and assist in other works.
- v) He should see that the Preliminary Offences report in respect of forest offences detected by him and his Beat Guards are promptly sent to the Range Officer and the Divisional Forest Officer.
- vi) He should submit his weekly diaries promptly to Range Officer giving details of cases booked and works executed.
- vii) He will wear uniform when on duty and carry with him a map of his Section, diary, bill book, Form A.B.D. books C.F. 140 etc.,
- viii) He should not correspond or file any representations except through his Range Officer.
- ix) He shall also perform any other duties that are allotted to him by his superior officers.

157. Forest Guards:-

- i) Forest Guard should know the boundaries of his Beat thoroughly and prevent encroachment, and protect his Beat against injury from fire or other causes.

- ii) He should patrol the forests constantly in his Beat to prevent offences, and where the offences are detected he must record the offence in the Form – A and submit it promptly to Range Officer.
- iii) He should maintain the boundary lines and boundary marks in forest blocks in proper order and repair.
- iv) He should cut creepers and climbers during his perambulation in the Forests.
- v) He should keep the sign boards and name boards of forests, Plantation in good condition and repair.
- vi) He should check forest produce in transit and see that the forest produce is not removed except in accordance with the transit rules.
- vii) He should control and supervise over such of the works as ordered by Section Officer and Range Officer. He should carry out Silvicultural works such as sowing, Plantings, nursery works, Collection of seeds, Creeper cutting, pruning, thinning and other cultural operations as ordered by Section Officer and Range Officer.
- viii) He should wear his uniform whenever on duty and carry the Forms A.B.C. books, diary book, bill book, beat map etc.,
- ix) He should affix on illicitly cut stumps of trees in the forest, a hammer mark prescribed for the purpose, make a note of the exact locality, description and number of such stumps in his diary book and report about them to the Range Officer. Where such hammer marks are not found and when to reference to the report made can be produced, it will be presumed that the Forest Guard has failed to patrol and perform his functions properly.
- x) He should submit all his reports to the Section Officer and the Range Officer promptly and submit his weekly diaries promptly.

158. Forest Watchers:-

Forest Watchers are assigned to each territorial beat, to assist the Forest Guard in his duties. He should proceed along with the guard for patrolling and assist him in detecting offences and apprehending offenders. He should learn the Silvicultural operations being carried out in the beat, and should supervise the works as per instructions of guards, Section Officer and Range Officer. He should wear uniform whenever on duty, and carry a bill-book, beat map, report book along with him. He should prevent fires in Forests of his beats, and assist the guard in maintenance of fire lines, boundary marks etc., and he should attend to all other duties as may be assigned to him by his superior Officers.

159. Tanadars at Check Posts:-

Tanadar or officer in-charge of any checking Station, should stop every vehicle passing through the route to check the movement of forest produce. If any forest produce is being removed without a valid permit, he should seize the forest produce and book a forest offence, under transit rules. If the permit is valid, he should put his full signature, with date and time in token of verifying the forest

produce under transit. He should take entries of all permits, that pass through the check post and record the description of forest produce, vehicle number, destination etc., in a register to be maintained in Form No 42 and cases, if any, booked should be indicated in the register. He should submit the reports of forest offences to his Section Officer or Range Officer.

160. Motor Vehicles – Maintenance of requesters and Periodicals.

(1) The rules for use and maintenance of Government Vehicles are contained in Appendix – 28.

(2) Proposals for sanction of repairs and replacements should be sent in advance and no repairs and replacements should be carried out without the specific sanction of the competent authority. The questionnaire as contained in Appendix – 29 should accompany every proposals for sanction of estimates for repairs of vehicles.

(3) If the expenditure exceeds Rs. 1000.00 towards repairs and replacements of Government Vehicles, the bills must invariably scrutinized and passed for payment by Regional transport Officer concerned.

(4) No motor vehicle should be transferred from one office to another without prior permission of Principal Chief Conservator of Forest.

(5) The Divisional Forest Officer should submit the reports and periodicals as may be prescribed by Principal Chief Conservator of Forests, on performance of motor vehicles.

161. Wireless and work – Maintenance of fixed and mobile sets.

(1) Important places in the State are connected by High Frequency sets, and all vulnerable areas are connected with very High Frequency sets. These fixed sets are connected to the mobile sets and walkie – talkie. The maintenance of these sets have to be done by utilizing the services of technical staff of communication with of Police department on deputation to Forest department.

(2) The fixed stations should be provided with batteries to ensure their functioning round the clock, without time interruption.

(3) For each wireless station, a 'log book' in Form No 43 and message book in form No 44 should be maintained with page numbers machine numbered.

(4) The message forms should be in duplicate. The message to be sent should be written in message form and handed over to operator or Wireless station.

(5) For all incoming messages, the operator after receiving the message should repeat it and get confirmed the correctness of message received. The operator should also make entry in the log book for every message transmitted or received. A post copy of the message must be sent in all cases. Similarly, when a message is received, it will be recorded in the message book and original passed on to concerned and acknowledgement obtained on duplicate copy which will remain in the book.

162. Administration of Wildlife Sanctuaries, National Parks and Zoological Parks.

(1) Chief Conservator of Forests incharge of Wildlife, will function as Chief Wildlife Warden (G.O. Ms. No 230 F&RD (For-III) Dept. Dated 07-05-1981). He may delegate all or any of the powers and duties vested in him under Wildlife (Protection) Act 1972 except those under clause (a) of sub-section (1) of Section

11 to any Officer subordinate to him, subject to the conditions, if any, as may be specified by him in the other.

(2) Conservator of Forests is appointed as Deputy Chief Wildlife Warden and all Divisional Forest Officers are appointed as Wildlife Wardens.

(G.O. Ms. No. 158 F&RD (For-III). Dept Dated 18-05-1974).

(G.O. Ms. No. 1017 F&A (For-III) Dept. Dated 10-09-1973).

(3) The administration of Wildlife sanctuaries, National Parks etc., is to be done as per the management Plan drawn up for each of the sanctuaries, National Parks etc., and approved by the Chief Wild Life Warden.

(4) The common categories of executive and Ministerial staff required for Wildlife wing would be drawn on deputation from the concerned territorial divisions and circles. Other categories of staff would be recruited by the concerned wildlife divisions.

(5) All the Wildlife Wardens should report telegraphically any instance of Killing of Wild Animals so as to reach the Chief Wildlife Warden within 24 hours of the detection of offence.

(6) The cases of attack by wild animals and damages to property by Wildlife, and the quantum of compensation to be paid and the procedure to be adopted is given in Appendix 30.

163. Register of lands under possession of Forest Department other than Reserved Forests.

Forest department is in possession of lands which are not notified under any section of A.P. Forest Act 1967 such lands are generally used for office and residences for staff, rest houses, depots etc., and the records of such lands may be maintained in Register in Form No 45. And the Divisional Forest Officer concerned should be carefully preserved. Necessary entries of such land should be got entered in local records, such as Gram Panchayat, Municipality, and Revenue department. And all lands under possession of the dept. should be surveyed and a survey sketch should be preserved. The survey sketch should be sent to Revenue department for should be preserved. The survey sketch should be sent to Revenue department for record, and the location of the land and its survey number should be entered in the maps prepared by survey department. The details of land under possession of the department should be entered in Pahani, Adangal and a copy of Sethwar be obtained from survey department. The details maps, register in Form No 45 should be kept at Range and Division Offices.

164. Land loss register showing details of Forest lands lost due to encroachments, construction of Projects etc.

Large extent of lands are often excised from forest blocks for construction of Projects, laying of transmission lines, mining etc., The details of such deletion of land from Forest blocks should be entered in land loss register in Form No 46, and should be kept in Range and Division Offices.

165. Notification of loss of permits, Pass hammer, Axes etc.,

When any permits, can books, marking hammers, seize hammers used in the department are lost, investigation should be promptly initiated, and the details of property lost should be reported to the nearest Police Station. Besides taking disciplinary action against those responsible, the losses should be notified in the district as well as in the Andhra Pradesh Gazetted immediately, giving sufficient details of the lost articles so as to make the identification easy. It should also be made clear in the notification that who so ever misuses the lost articles without returning them immediately to the nearest Forest or Police Officer, and makes pecuniary or other gain there from, will be liable for criminal action and will be prosecuted.

166. Permission for shooting of films in Forest areas and Wildlife Sanctuaries etc.,

The Divisional Forest Officer or the curator, Zoo Park or Divisional Forest Officer in-charge of sanctuaries, National Park or Assistant Project Officer, Project Tiger can permit to shoots films inside forest areas by collecting a fee Rs. 500.00 per day. The grant of permission for shooting of films inside the Reserved Forests will be subject to such conditions and restriction as the Principal Chief Conservator may impose to remain from time to time.

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO SUBORDINATE OFFICERS

ADMINISTRATIVE POWERS

Sl. No	Item of work	Prl. Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Subject D.F.O.	Range Officer
1	Transfers	Manager Superintendent D.M.Gr.I	Range Officer, Dy Range Officer Sr. Assistant D.M.Gr.II. Drafting of staff from one division to Spl. Division in the Circle Drivers Cleaners.	Jr. Assistant Typists Attenders Foresters Forest Guards, Watchers Rest House Watchers.		
2	Sanction of Leave a) Casual Leave, b) Earned Leave	Conservator of Forests	Divisional Forest Officer	Sub-DFO	Range Officer	Dy RO Forester, Forest Guard, Watchers
3	Appointments Regularizations and Declaration of probation	Range Officer, Manager, Superintendent D.M.Gr.I	Dy Range Officer, D.M.Gr.II	Forester, Forest Guard, Jr. Assistant, Typists, Drivers, Cleaners, Watchers, Rest House Watchers.		
4	Promotions	Range Officer Manager Superintendent D.M.Gr.I	Dy Range Officer Sr. Assistant	Forester Forest Guard Jr Assistant		

Sl. No	Item of work	Prl. Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Subject D.F.O.	Range Officer
5	Initiation of C.R.s	Conservator of Forests	Dy Conservator of Forests	Asst. Conservator of Forests, Range Officer, Superintendent, D.M.Gr.I & II		
6	Sanction of increment Pay fixation	Dy Conservator of Forests	Asst. Conservator of Forests	Asst. Conservator of Forests Range Officer and lower staff.		
7	Pensions	Range Officer Manager Superintendent D.M.Gr.I and Staff of PCCF Office	Dy Range Officer Sr. Assistant D.M.G.II Jr. Assistant Typist Jamedar Attenders Drivers and staff of Circle Office	Forester Forest Guard Forest Watcher Jr. Assistant Typist Attenders Drivers Cleaners Watchers.		
8	Censure	Forest Apprentice D.M.Gr.I Manager Superintendent	Forest Apprentice Range Officer Sr. Assistant Jamedar	Dy Range Officer Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners		
9	With holding Increments	Forest Apprentice Ranger Officer D.M.Gr.I Manager Superintendent	Dy Range Officer D.M.Gr.II Sr. Assistant	Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.		
10	With holding promotions	Ranger Officer D.M.Gr.I Manager	Dy Range Officer D.M.Gr.II Sr. Assistant	Forester Forest Guard Forest Watcher		

Sl. No	Item of work	Prl. Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Subject D.F.O.	Range Officer
		Superintendent		D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.		
11	Reduction to a lower rank in the Seniority list or to a lower post or time scale whether in the same service or in another subordinate Service or to lower stage in a time scale.	Range Officer D.M.Gr.I Manager Superintendent	Dy Range Officer D.M.Gr.II Sr. Assistant	Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.		
12	Recovery from pay of the whole or part of any pecuniary loss caused to Govt. or to a local body by negligence or breach of orders.	Range Officer D.M.Gr.I Manager Superintendent	Dy Range Officer D.M.Gr.II Sr. Assistant	Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.		
13	Suspension	D.M.Gr.I Manager Superintendent	Range Officer Dy Range Officer D.M.Gr.II Sr. Assistant Jamedar	Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.		
14	Compulsory retirement or removal or dismissal	Range Officer D.M.Gr.I Manager Superintendent	Dy Range Officer D.M.Gr.II Sr. Assistant Jamedar	Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.		

Sl. No	Item of work	Prl. Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Subject D.F.O.	Range Officer
15	Appeals	Range Officer Dy Range Officer D.M.Gr.I Sr. Assistant Jamedar	Forester Forest Guard Forest Watcher D.M.Gr.II Jr. Assistant Typist Attenders Drivers Cleaners.			
16	Memorial	(Government) Range Officer Manager Superintendent	Dy Range Officer All other Categories.			

FINANCIAL POWERS

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
17	Advances	-	-	-	-	FRO 10000 Dy RO 2000 Forester 1000	851F&RD dt:12-12-78
18	Books and Maps	No limit	No limit for books	500	-	-	703 GA dt: 4-12-78
19	Collection of Forest Revenue and collection of compounding fees.	-	-	-	-	FRO 1000 Dy RO 1000 Forester 500	546 dt: 15-10-74
20	Petty Sales	-	-	-	-	FRO 50 Dy RO 10	-
21	Printing and binding in private presses	No limit	8000	5000	-	-	-
22	Rewards to informer	500	200	100	-	25	-
23	Incentive rewards for preventing	-	100	-	-	-	-

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
	forest fires						
24	Rewards to Gazetted Officers (Govt.)	-	-	-	-	-	-
25	Rewards to N.G.Os.	400	250	100	-	-	-
26	Local purchase of Stationary Articles.	6000	2000	1000	-	200	334 F&RD dt: 25-4-77
27	Repairs of Vehicles	20000 H.V. 10000 L.V.	8000 H.V.L.V.	5000 L.V.H.V.	-	-	187, GAD APTA Desk dt: 28-4-87
28	Disposal of Vehicles Confiscated to state.	Full powers	-	-	-	-	-
29	Works R&B other than R&B	300000 Full Power	190000 300000	50000 50000	-	-	-
30	Can make payment of work done or supplies made on single bill.	-	-	-	FRO 1000 Dy RO 100 Forester 100	-	-
31	Confirmation of sales	-	Full powers	One lakh	50	-	-
32	Compensation in Wildlife Cases	1500	500	-	-	-	-
	i) Cattle kill.	3500	-	200	-	-	-
	ii) Human injury.	5000	-	-	-	-	-
	iii) Human Kill.	-	-	100	-	-	-
	iv) Loss of Property.						

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
33	To sanction incidental expenditure like payment for stamps required for wuits or other purposes, for payment of costs ordered to be paid to the plaintiff's pleaders by the courts for printing of copies of judgement etc., in suits writ petition set against the Forest Dept or against the Govt. Servant under the control of CCF.	300	150	100	-	-	1300 F&A (For-II) Dept. dt: 30-4-65
34	Sanction of original installation of estimate (for electrical installation)	2000	1000	400	-	-	1455 F&A dt: 19-5-65 and 749 F&A (For-I) dt: 8-6-65
35	Renting of land and building for purposes.	500	400	200	-	-	-do-
37	To write off deficit due to dryage and wastage	5000	2500	250	-	-	1455 dt: 19-5-65 and 749 dt: 8-6-65
38	To write off other than deficit due to dryage and wastage	5000	1000	200	-	-	-do-
39	To write off un saleable produce	1000	500	200	-	-	-do-
40	To write off unserviceable stores, tools, plants except those missing	1000	500	200	-	-	1455 dt: 19-5-65 749 dt: 8-6-65
41	To write off irrecoverable value of stores or public money loss through	5000	2500	500	-	-	-do-

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
	fraud, negligence or other causes and unprofitable outlay on works						
42	To write off irrecoverable Govt. Items of Departmental revenue (Forest Revenue)	2000	1000	500	-	-	-do-
43	Works other than those included in Forest schemes approved by Government.	50000	10000	5000	-	-	-do-
44	To sanction ordinary expenditure. To sanction purchase and repairs to stores tools and plants.	-	-	10000	-	-	334 F&RD for III dt: 25-4-73
45	Games, sports and physical exercise for purchases of games & sports material.	1000	600	500	-	-	1455 F&A dt: 10-5-65 and 749 For-I/65-1 dt: 8-6-65
46	To sanction additional improvements and alterations to existing electrical installation	1000	500	500	-	-	1455 F&A d: 19-5-65 and 749 For-I/65-1 dt: 8-6-65
47	Powers to DFO to sanction expenditure	-	-	Ord 20000 Spl. 10000	-	-	2493 F&A For-I dt: 12-2-67
48	Exhibition to sanction expenditure in connection with exhibition	3000 a year Rs. 1000/- at a time in each case	-	-	-	-	308 F&A Dept dt: 7-2-64
49	Animals Exchange of birds and	5000	3000	100	-	-	1309 For-III/70-2,

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
	animals in to and Foreign zoos from Nehru Zoological park						F&A dt: 10-6-70
50	Compounding of Forest Offences by Range Officer	-	-	-	-	-	546 dt: 17-10-74
51	`	10000	-	-	-	-	-do-
52	Individual works included in the Forest which has already received Government approval.	6000	2000	1000	200	-	900 F&RD For-I Dept dt: 7-10-76
53	To sanction expenditure on Photographic charges except live Photographic film Machines.	No limit	200/- at a time upto 2500 P.A.	200 at a time upto 1500 P.A. 50/- at a time upto 1500 P.A.	-	-	703 GAD dt: 4-12-78 5266/65-12, dt: 23-6-67
54	Telephone installation under non G.V.T.	Power delegated to Head of dept on permanent basis for non G.Y.T. Phones	-	-	-	-	412 GAD O.P.III, dt: 5-8-81
55	Drawn of amount on abstract contingent bills	4000	-	-	-	-	215 Fin & Wing G.A. AR&T Dept dt: 14-7-83
56	Purchase of ceiling Fans	3600	-	-	-	-	215 F&Plg (For-Wing) AVL Dept dt: 14-7-85
57	Crockery, cutlery & utencils	750	-	-	-	-	-do-

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
58	Light refreshment	Rs. 25/- at a time not exceeding Rs. 300/-	-	-	-	-	102 GAD A&T/ Desk dt: 24-12-86
59	To purchase steel & wooden furniture	20000	1000	1000	-	-	102 GAD A&RT/ Desk dt: 24-12-86
60	To sanction purchase and repairs of furniture records table cloths & office scales & weights)	5000	1000	1000	-	-	-do-
61	Typewriter repairs	Full powers	300	300 P.A.	-	-	-do-
62	Purchase of bulbs & Lamps	3000	300 P.A.	250	-	-	162 GAD&T / Desk Dept dt: 24-12-86, 892 dt: 28-4-88
63	Write off of Irrecoverable advances to disburse for forest works etc.	100 in each case	-	-	-	-	2166 Fin dt: 24-5-60 and Appe ndex 7 (5) APFC Act-II
64	Cycle:-i) To sanction initial supply of Cycles upto a limit of (3) according to needs of each of file and subject to budget provision.	Upto (3) Cycles	-	-	-	-	1809 F&A For-III/Desk dt: 12-7-65
65	From grants to sanction free grant of Timber and other forest produce.		-	-	-	-	-do-

Sl. No	Item of work	Principal Chief Conservator of Forests	Conservator of Forests	Divisional Forest Officer	Sub-DFO ACF	Range Officer	G. O. Ms. No
	i) For construction of large works of Public utility such as buildings. i) For construction of large works of public utility such as buildings. ii) In other cases.	5000 1000					
66	Repairs & replacements to electrical installation Saw Mill division, Rajahmundry.	5000	4000	2000	-	-	890 F&RD For-III dt: 13-12-74
67	Powers to write off irrecoverable arrears of loans and advance	1000	200	-	-	-	Appendix No III (iii) of APFC Vol-II
68	To write off losses by way of damages to immovable belonging to Govt.	500 in each case	-	-	-	-	299 of APFC Vol-I.

II. Delegation of Powers under Beedi Leaf Scheme (1994-95)

Sl_No	Particulars of the Work	Powers Delegated
69	Godown rent without certificate of PWD Subject to the approval of CF. <ul style="list-style-type: none"> • DFO. • CF. 	Upto Rs. 1/- per Sq. ft. per month Full Powers.
70	Work advances to staff at a time subject to rendering accounts of previous balance. <ul style="list-style-type: none"> • DFO. • FRO. • Dy RO. • Forester. 	Rs. 2,00,000 Rs. 1,00,000 Rs. 20,000 Rs. 20,000
71	Repairs of Vehicles. <ul style="list-style-type: none"> • DFO. • FRO. • Dy RO. • Forester. 	Rs. 50,000 Rs. 25,000 Rs. 20,000 Rs. 20,000
72	Repairs of Vehicles. <ul style="list-style-type: none"> • CCF. • CF. • DFO. • FRO. 	Rs. 10,000 Rs. 10,000 Rs. 5,000 Nil
73	Purchase of Stationary & Printing. <ul style="list-style-type: none"> • CCF. • CF. • DFO. 	Rs. 10,000 P.A. Rs. 10,000 P.A. Rs. 5,000 P.A.
74	Purchase of Stationary. <ul style="list-style-type: none"> • CCF. • CF. • DFO. • FRO. 	Rs. 20,000 Rs. 15,000 Rs. 10,000 Rs. 500

THE ANDHRA PRADESH ACCOUNT CODE

Vol – III – Department Accounts

Part – III – Forest Accounts:

Chapter V – Classification of Forest receipts and Expenditure

A. General:-

240. The major and minor heads prescribed for the Classification of Forest receipts and expenditure are set out in Appendix – 2 to Vol-I.

B. Transactions with other departments and Governments.

241. Adjustments with other Department and Govts. in respect of supplies ‘made’ or service rendered by or to the Forest Department should be regulated by the directions contained in Chapter 4 Vol.I.

242. Recoveries or payments made in cash should be treated like other Revenue receipts or service payments, as the case may be. In case of ‘book transfers’ full particulars to be furnished. (Local ruling – ‘book transfers’ not operated in A.P. items relating to other Departments should be credited or debited in the accounts rendered to Accountant General under the head “Suspense Accounts – Departmental adjusting Accounts”).

243. Transactions of Central Govt. Railways or another state Government to be entered under the head “Book transfers – Central” etc.,

(Local ruling – A.P. any original transactions under “Forest Remittances” should be classified in Forest Departmental Accounts directly under the head “Adjusting Account between Central and State Govts. “Adjusting Account with Railways”

“Inter State suspense Accounts”. The responding transactions under “Forest remittances” should always be classified as “State”).

C. Inter–divisional transfer.

244. All revenue and expenditure should be recorded in the accounts of the division. With in which it is collected or incurred, no inter-divisional adjustments without special order of Govt.

245. In case where Govt. in consultation with the A.G. have declared a division or a circle as a unit for the purpose of ascertaining the financial results of the working of the forests, adjustments may be made between different units.

Note: Advances of pay and T.A. granted to Officers on transfer should be debited to “Objection Book Advance – Forest Officer” in the accounts of division where advances are made.

D. Charges for establishments tools and plant etc.,

246. Should be classified under appropriate sub-heads under minor head “Establishment” etc.,

247. Pay and allowances of such temporary establishment should be debited to “Conservancy and Works” and not under “Establishment”.

248. Where such expendible stores as building materials etc., are utilised subsequently on any specific work, the value thereof should be transferred to the accounts of the work concerned.

E. Forest Remittance

249. All sums paid into treasury or cheques drawn should be debited or credited to “Forest remittances”.

F. Forest Advances.

I. Advances to disbursers.

250. When a subordinate Officer, who is not authorised to draw cheques is given a cash advance it should be debited to “Forest Advances” as an advance to disburser concerned, and expenditure to be credited similarly.

II. Advances to Contractors etc.,

251. Advances to Contractors etc., should be debited to the head “works Advances” subordinate to the minor head “Conservancy and work,” entry being supported by an ack. by payee.

252. Petty advances to labourer made by a subordinate not be accounted for as “Works Advances”.

G. Recoveries of Service payments.

253. (a) if made before the close of the year in the accounts of which the payment was included the amount should appear as minus entry under the sub-head concerned.

(b) if made after the close of the year in the accounts of which the payments was included amount should be credited as “misc. revenue”.

H. Other recoveries

254. Other recoveries from pay bills etc., should be recorded as pertaining to P.F., Income tax etc., and classified under “Book transfer Central” etc.,

I. Forest deposits.

255. E.M.D should be treated as Revenue deposits and not as Forest remittances. Such deposits should not appear in the accounts of the Officers of the Forest Department.

Chapter VI. Accounts to be kept in Forest Offices.

A. Cash Book

I. General

256. Every Officer who is authorised to receive or disburse Government money should keep an account in cash book, Form F.A.I. in which book transactions should also be entered.

257. Only transactions connected with public service and no other should be shown in cash book.

(Local ruling (3) E.M.D. received by a Forest Officer should appear under “miscellaneous remittances”.

(4) Account of Divisional Forest Officers.’

Cash book of Divisional Forest Officer form-F.A.I, shall contains,

(a) a detailed record of daily transactions of the Divisional Forest Officer himself.

(b) a classified expenditure by Rangers in totals only.

(c) recoveries of service payments.

(d) advances to Contractors and disbursers.

(6) Treasury remittances details to be furnished.

(7) When E.M.D. is adjusted for revenue due, the entry in debtor side under “Revenue” and one the creditor side as “ Forest remittance” should be made.

258. When cheques is drawn in favour of self, it should be entered in cash book as a receipt. Whether it is cashed immediately or not.

Local ruling

- amount of cheques to be entered by payments side of the cash book in the Column “Bank or Treasury”.
- Cheques accepted should be entered in the cash accounts as “receipts” as and when received and as disbursements when remitted to treasury.

259. Cheque drawn in order to be paid away should be entered on both sides of cash book.

260. Similarly all book transfers should be entered on both sides of cash book.

261. Pay and allowances of Forest Officers and their establishments should be entered in C.B. under the head “Establishment” without further details, entries being supported by bills or vouchers.

II. Cancelled, lost or lapsed, Cheques.

262. amount of cancelled cheques should be accounted for on creditor side as a “cancelled cheques” cancelled cheque being treated as voucher.

(a) If the cancelled cheque is replaced immediately by a fresh cheques it should be shown as “ Forest remittance”.

(b) If the cancelled cheque is not replaced immediately the expenditure in payment of which it was drawn should be written back by making an entry of the cancelled cheque on the debtor side as for a cash recovery of service payment (Art.243).

263. A lost cheques should be treated in all respects like a cancelled cheques.

264. A lapsed or time expired cheques should be treated as cancelled cheques.

III. Closing and balancing.

265. The cash book should be closed and balanced monthly.

266. Divisional Forest Officer should close cash book in last working day of a month whereas his subordinate should close earlier so as to send their accounts to Divisional Forest Officer.

B. Register of Cheques drawn:

267. A monthly register of cheques drawn should be kept in Form F.A.2.

(local ruling: a copy of monthly will be sent to treasury officer for verification).

C. Works accounts.

I. Muster Rolls.

268. For works executed by labourers; whether paid by the day or otherwise, a Muster roll should be kept in the form prescribed by Government.

(L.R.) The muster roll should be kept in Form F.A.XI.

II Measurement books.

269. For work done otherwise than on a lumpsum contract, a M.B. should be kept.

L.R.

(2) For payment other than those made on muster rolls the authorised forms of bills and vouchers are the following:

- (a) First and Final bill Form F.A.II
- (b) Running account bill Form F.A.III.
- (c) Hand receipt Form F.A.IV.

(8) In departmental works, the receipt and issue of material account should be maintained in Form F.A.V.

III. Register of works

270. A detailed record of the expenditure relating to each sanctioned work should be kept in a register in F.A.3.

L.R. expenditure on works sanctioned by Chief Conservator of Forests or Conservator of Forests and on those by Divisional Forest Officer should be recorded in separate registers. The register should be posted monthly from the duplicate copy of the Range cash book for expenditure less than Rs. 100-00 classification is not needed and it can be posted in 'Total expenditure' Column.

D. Stores accounts.

271. Account of stores such as building materials etc., (L.R.Government have directed that the account of stores referred to in this Article need not be kept in A.P.).

E. Contractors and disbursing ledgers.

272. A ledger should be maintained by the Divisional Forest Officer in Form F.A.4 for all accounts with disbursements and Contractors.

273. One account for each disbursements and one account for each work of Contractor.

274. The ledger account should be a running account with each Contractor and disburser from which the amount due by him or from him can be ascertained.

275. These accounts should be balanced on the last day of each month.

276. Pages in ledgers to be numbered consecutively and an index of accounts contained, and each new accounts should be assigned appropriate number.

F. Closing of the accounts of the year.

277. Accounts of the year to be closed by 31st March but for transaction of transfer the closing can be done in May.

G. Correction of errors.

278. If the account is wrongly classified under a head, the correction should be done as follows:

- (a) if discovered before closing of accounts of the month, the necessary correction should be made in the original entries are closed. This mistake should be corrected by drawing the pen through the in correct entry and inserting the correct in red ink between the lines. The disbursing Officer should initial every correction and invariably date his initials.
- (b) after the close of the months accounts, but before accounts for March are closed, the correction should take the form of a fresh entry in the current cash book.
- (c) if the error is discovered after March, and after dispatch of accounts to Accountant General, it should be intimated to Accountant General in a letter.
- (d) In all cases in which a formal correction is not permissible, a suitable note in red ink should be made in all the accounts concerned.

H. Subsidiary accounts of Commercial under takings.

279. Saw Mill etc., of Forest Department require maintenance of subsidiary accounts on Commercial basis.

Chapter VII. Accounts returns rendered by Forest Department Officers.

A. General

280. Directions in this chapter applicable to Divisional Forest Officer, Conservator of Forests etc.

B. Incorporation of subordinates accounts.

281. Incorporation of subordinates accounts every month if such accounts do not reach within the month should be included in following months accounts. Accounts closing by March. Division Forest Officer should not close till all accounts of subordinates were received.

C. Compilation of monthly accounts. 282-287: (Omitted) Not printed.

D. Submission to Accountant General. 282-297. Not printed.

Local ruling under 282-297.

1. Divisional Forest Officer should render the following accounts to the Accountant General before 8 th of the month.

A classified abstract of the cash accounts.

(FORM F.A.VII) showing for the month.

- a) the total revenue and expenditure under each of the prescribed heads of accounts.
- b) Total amount of all cheques drawn.
- c) All remittances to treasuries.
- d) All advances paid and recovered.
- e) All other cash recoveries.
- f) Inter – departmental transfers.
- g) Forest refunds.
- h) Receipts and payments on account of other Governments and Railways.

The accounts should be accompanied by the following documents and appendices:

- a) Returns of cheques drawn duly certified by Treasury Officer.
- b) Consolidated treasury receipt from the Treasury Officer for remittances into the treasury.
- c) Schedule of receipt and payments on behalf of other Governments and Railways.
- d) Return of rents (Form F.A.VII).
- e) Schedule of Forest remittances to treasuries in Form F.A. VI.A.

APPENDICES

I. Accounts particulars of the amounts debited and credited to “Advances recoverable” and “1 D Forest Conservancy and works advances.”

Note:- Outstanding item for more than 6 months to be marked in red.

II. Account particulars of cash recoveries made on account of over payments, retrenchments etc.

III. Account particulars of items obtained to the detailed head “Other sources” under the head “X-Forest Miscellaneous.”

Note:- Posting or “ Aversa” Register Form F.A.K. prepared by Accountant in the division should be attested monthly by Divisional Forest Officer.

2. Submission of monthly Accounts to Accountant General not to be delayed Heads of Accounts.

I. Receipts and charges by major heads of Account.

II. Details for the amount shown under that head “Adjusting account between central and State Governments.”

3. The Schedule dockets of works vouchers should be submitted for each Range in Form F.A.IX, one for works sanctioned by Conservator of Forests or higher authority, and the other for works sanctioned by Divisional Forest Officer, and all other charges under “Conservancy and works” including commission payments.

4. The vouchers should be dispatched in 2 installments the first installment of vouchers should relate to payments made on or before 20th of each month and should be dispatched by 25th of that month, second for payments after 20th and should accompany the monthly vouchers Accounts.

5. All Accounts in an Indian Languages should be accompanied by abstract in English.

6. In addition to monthly Account prescribed above, Capital and revenue accounts of all Govt, owned and leased residence should be prepared annually and submitted to the Accountant General in the form and manner prescribed by him.

1. Form F.A-I

CASH BOOK

1. Cash book contains a single money column on the receipt side and two money columns on the payment side. On the receipt side the column shows cash in hand and all cash actually received either from public or cheques.

First money column on payment side shows all actual cash payments and the second all cheques drawn.

2. No lines should be left blank, if blank should be crossed by diagonal line.

3. Every entry must be concise.
4. Transactions must be recorded at the time and on the date on which they actually occur and strictly in the order of occurrence.
5. All entries of advances recoverable on either side of the cash book must be made in red ink.

1. Form F.A.2.

Register of Cheques drawn

3. Form F.A.3:- Register of works.
4. Form F.A.4:- Contractors and disbursers ledgers.
5. Form F.A.I:- Cash Book of subordinate officers.
6. Form F.A.II:- First and final bill.
7. Form F.A.III:- Running account bill.
8. Form F.A.IV:- Hand receipt.
9. Form F.A.V:- Accounts of materials – at site.
10. Form F.A.VI A:- Schedule of Forest remittances to treasuries during division.
11. Form F.A.VII:- Classified abstract of the Cash Accounts of the Forest division.

APPENDIX-I TO FORM F.A.VII:-

Accounts particulars of the amounts debited and credited to “Advances recoverable” and ‘10-Forest – Conservancy and works – Suspense – Works Advances’ in the Forest Accounts for the month of_____.

APPENDIX-II TO FORM F.A.VII:-

Accounts particulars of-cash recoveries on Accounts of over payment, retrenchments etc., during the month.

APPENDIX-III TO FORM F.A.VII:-

Accounts particulars of items credited to the detailed head “other sources” under the head X-Forest miscellaneous “in the Forest Account for the month of

12. Form F.A.VIII:- Register showing recoveries of rent in the district of for ____ 19__ 91____.

13. Form F.A.IX:- Schedule docket of works vouchers for the month of ____
19____.

14. Form F.A.X:- Posting of ' Aversa' register for the month of ____ 19____.

15. Form F.A.XI:- Muster roll,

Part-I – Nominal roll,

Part-II – Register or arrears of wages due to work-people.

An Introduction of Indian Government Accounts and Audit

PART – I

A preliminary survey of Accounts and Audit systems

Chapter – I – The purpose of Accounts and Audit.

1. Subject matter:-

2. Accounts and transactions:- The word ‘Accounts’ in the financial sense, has been defined as statements of facts relating to money or things having money value. The facts that are incorporated in accounting records are described as transactions.

3. Accounting:- It becomes necessary that transactions should be classified under various heads in such a form as to show clearly not merely the significance of each separate transaction but also the combined effect of any desired series of transactions. The process through which these ends are effected is called accounting.

4. Compilation of Accounts:- The initial accounts of Govt. transactions in India are prepared by the authorities being unconnected with the Indian Audit and Accounts department (IAAD). Duty of IAAD is to compile those initial accounts and to bring out the combined result of all the transactions which occur during a given period. IAAD also compiles the combined Finance and Revenue Accounts of the union and the state Govt. which embody the summary of the accounts compiled both by the Department itself and by other agencies and includes the results of whole of the Govt. transactions arising both in and outside India.

5. Audit:- “Look into your affairs often, and cause them to be reviewed, for those who serve you will thereby avoid the more to do wrong and will take plants to do better.” – Sir Walter Henley in “Tretyce off Huobandry” (of 13 th – century).

7. Auditors:- Audit is instrument of financial control, the agency employed for this purpose is auditor.

8. IAAD:- Audits the transactions of the executive on behalf of parliament / Legislators and submit its audit report to the Resident/Governor.

9. Fundamental Principles:- Prompt payment of money into the treasury, the strict following up of arrears, the necessity for accounts accurate portraying the facts, the value of checking the accounts and conducting local inspections, periodicals stock verification and the check of stock with accounts are fundamental principles.

Chapter – II Government system of Accounts and Audit and Commercial system.

Part-B. Audit:-

19. Principles of Audit:- Audit agency to be independence of the authority charged with the business of accounts of transactions.

20. Purpose and Procedure of Commercial Audit:-

22. Difference between Government and Commercial Audit:-

Government Audit	Commercial Audit
1. Conducted by Independent Govt. body (IAAD) 2. It is continuous 3. Transaction according to laws made under constitutions of India. 4. System of accounts followed is described in Codes and manuals of relevant departments. 5. Accuracy of original Dept. is mostly checked by executives of dept. followed by test audits auditors. 6. Expenditure conforms to general principles recognized as stds. 7. Compilation of accounts and classification is mostly done by auditing agency itself.	1. By private individuals. 2. It is periodical 3. Transaction in accordance with the Minutes or orders. 4. Uniform System may not be followed. 5. Checking, generally, of each book by of IAAD. 6. Expenditure according to needs. 7. Compilation of accounts done by Comm. estb. is checked by auditor.

Chapter – 10 :- The original records The basis of Accounts and Audits.

200. Accuracy:- It is the duty of Audit to take all possible steps to ensure that the account represent the actual state of affairs.

201. Vouchers:- Original records, namely initial accounts and other books are mostly based on vouchers. So audit ascertain the accuracy of original records.

204. Receipts and Certificates:- In all cases audit requires receipts of the payees, Certificates of the disbursing officers and the counter – signature of controlling Officer on all payments etc., and to correlate the facts.

206. Impossibility of verification by Audit Officer certain cases such as T.A. bills, M.Bs.

207. Audit is not entitled to make independent enquiries among the tax payers or the general public, as such action is held to an encroachment on the functions of the executive.

211. Detection of fraud: The detection of fraud by an executive officer is frequently due to the letter issued by audit office plainly indicating that something is wrong. Fraud is also detected at local inspections.

213. Records submitted to the Account Office: The main monthly records submitted to the Account Office by each treasury are the cash Account and the list of payments with supporting schedule and vouchers.

216. Points considered for checking vouchers:-

- a) Prescribed form – in Original – Abstract showing purpose – Signature of drawing officer on all vouchers – date of payment.
- b) Numbered with reference to list of payments, schedule etc.
- c) details of work and the totals and that the totals are in words as well as in figures.
- d) bear pay order signed by the Treasury Officer for vouchers cashed at treasuries.
- e) Stamped “Paid.”
- f) no erasures or alterations.
- g) receipt stamps affixed, where necessary, and punched.

Chapter 13 – Audit of receipts.

236. Audit of receipts under debt, Deposit and remittance heads and subsidiary accounts of any department of union or state devalues on controller and Auditor General, in consultation with president/Governor.

237. C.A.G. has the duty of auditing both expenditure and receipts of the union and the states.

242. Any obvious errors in computation of assessment etc., can be errors by adopting the necessary course.

243. Check against demands:- The demands arises 2 ways.

- i) a specific demand, fixed or fluctuating such as land revenue etc., i.e., all taxation.
- ii) In consequence of some outgoing Govt. property of Govt. cash or Govt. service such as scale of Govt. lands, stamps, forest produce, Railways etc.

246. Audit can check repayment against the original receipt of deposits etc. which are repayable.

248. Check or credit in the Accounts:- Monthly returns of treasury credits given by concerned departments against treasury records and the differences settled.

Chapter 15 – Audit of Sanctions.

257. Nature of Sanction Audit:- In conducting the audit of expenditure Audit has to see that the expenditure is covered by a sanction, and satisfy itself that the authority according a financial sanction is competent to do so.

258. Communication of Sanction to Audit:- IAAD is entitled to receive a copy of sanction.

259. In smaller matters, such as contingent expenditure sanctions are taken to be accorded by signature or counter – signature on a bill.

260. Audit of Sanction of the Govt. of India or of the two Govt. of the States.

262. Certain guiding principles governing sanction Audit:-

i) If the sanctioning authority is vested with full powers in respect of certain class of expenditure a sanction accorded under those powers can be challenged by Audit only on grounds of propriety.

ii) If it is vested with powers which may be exercised provided due regard is paid to certain criteria which are expressed in a general form, sanctions accorded under those powers can be challenged by audit.

i) If the disregard of criteria is considered to be so serious as to make the sanction perverse, or

ii) If the facts of the case are such that one or more criteria have been disregarded.

iii) If it is vested with powers which are pressed in precise terms the Audit Officer is bound to ascertain that the order defining its powers is obeyed in every instance.

iv) For the purpose of financial sanction a group of works which forms one project shall be considered as one work, and the necessity for obtaining the sanction of a higher authority to a project is not avoided by reason of the fact that the cost of each particular work in the project does not require such sanction.

v) If any one item of a scheme requires sanction of higher authority. Audit should hold under objection any expenditure on that item until sanction to it is obtained, and in determining whether objection should be raised to expenditure on any other portion of the scheme prior to the receipt of such sanction. Audit should see that the

expenditure is not likely to exceed at a later date the limit up to which sanction can be accorded by the original sanctioning authority.

263. Audit of sanction to the grant of additions to pay and other special concessions and allowances.

264. Record of Sanctions – note of recoveries also to be recorded.

265. Sanctions with a long period of currency to be reviewed periodically.

266. Provisions Governing sanctions to expenditure on public services.

267. Authorities competent to sanction expenditure – are President / Governor and their subordinates.

Chapter – 16

AUDIT AGAINST PROVISION OF FUNDS

269. Annual Finance Statement (Budget):-

269. (B). Separate demand is proposed for each Ministry. Each demand contain, first, a statement of the total amount required, then, a statement of the detailed estimate under each demand divided in to items.

270. Appropriation Act:- After the grants have been made by Legislature, a bill is introduced to provide for the appropriation out of consolidated fund until this bill passed by the Legislature.

270. (B). Supplementary, Additional or excess grants. Are dealt in the same way as Annual Financial Statement.

271. Supplementary estimates are regarded as objectionable in Principle as it upsets the earlier budget proposals and diminishes control of legislature over public expenditure.

Supplementary estimates for large sums really amount to a breach of contract between the Government and Legislature.

272. The need for excess grants arise when a department fails to make a supplementary estimate before the close of the financial year, either through misapprehension or because it ascertains the fact of a deficit too late to do so, the only alternative in that case is to obtain a grant for such excess in the following year.

273. Votes on account, Votes of credit, and exceptional grants. Procedure indicated in the above paras is to meet expenditure and liabilities of Government for the entire financial year, the constitution also provides for.

a) the grant of funds in advance by the legislature for part of a financial year, pending completion of the procedure indicated in the foregoing paras. Such grants are called “Votes on account”

b) the grant of funds for meeting an unexpected demand when on account of magnitude or the indefinite character of the Service the demand can not be stated with the details ordinarily given in an annual statement. The grants so made are termed “Votes on Credit”

c) an exceptional grant to cover expenditure on service of an important nature. Which are not directly connected with the current service of any financial year.

The withdrawal of money follows an appropriation bill.

274. Sub-Heads of grants and Appropriations.

275. Allotments and re-appropriations.

277. Nature of Audit against provision of Funds – to ascertain that the money expended has been applied for which it is specified, and amount does not exceed the sanctioned amount.

280. Appropriation Audit:- to see that appropriation does not exceed the allotment there under.

283. Detailed appropriation audit is conducted in two stages.

i) the audit or orders of allotment of funds and reappropriation which are to be enforced in audit, and

ii) the audit expenditure against allotments.

286. Watch of progress of expenditure by IAAD against

i) Grant of appropriation as a whole.

ii) allotment for sub-heads.

287. Responsibility for appropriation Audit, is of C.A.G. and his staff.

CHAPTER – 17

AUDIT AGAINST RULES AND ORDERS:

(Audit against regularity)

289. The financial rules, regulations and orders against which audit is conducted fall mainly in three categories:

i) regulating the powers to sanction and incur expenditure which audit is conducted fund.

ii) regarding the Govt. transactions.

iii) regulating pay, allowances pensions.

291. Objects of Audit:- Too see that all payments are effected according to the procedure laid down by competent authority.

292. Scrutiny of Rules and Orders: against expenditure.

293. All orders of delegation of financial authority have to be scrutinized carefully as, once the orders are accepted, audit of sanctions as well as of expenditure or other transactions may be conducted against them for an indefinite length of time.

294. Rules and orders of C.A.G. are not to be scrutinized.

295. Interpretation of the constitution, statutes, Rules and orders by competent authority.

297. The intention of rule made by Govt. to be ascertained from files or records on which it is bases.

298. Points to be kept in mind in interpreting orders.

a) the order of a sanctioning authority must generally be interpreted in terms of the communication in which the application for sanction for sanction was made, and

b) the word etc, in an order covers only similar cases of a like nature and not instances where there is difference.

CHAPTER – 24

Remuneration of Gazetted Govt. Servants of Establishments

A. General:-

394. Pay Bill:- in auditing pay bills

- a) Check the title of Govt. Servant to the remuneration drawn.
- b) to verify whether remuneration entitled is received by them.

B. Remuneration of Gazetted Govt. Servants:-

395. Each Gazetted Govt. Servant is permitted to draw his pay month by month on a separate bill.

397. Audit of pay bills of Gazetted Govt. Servants system of audit adopted is.

All payments are recorded in an audit register in which one or two folios are allotted to each Govt. Servant. The main features of this register are two sets of cages, in one emoluments entitled, in the other emoluments drawn, and in subsidiary cages alterations are recorded.

398. Every alteration of emoluments is intimated to concerned Govt. Servant, and to the Treasury Officer, Specifying the amount which he may draw in accordance with Govt. Order. This intimation is called a “Pay Slip”.

399. Increment on time-Scales of pay:- can be drawn as a matter of course, unless withheld.

400. A fresh slip is issued.

- i) Whenever any increment is stopped.
- ii) Whenever a pause of efficiency bar or any other bar against the grant of a particular increment is removed, and.
- iii) Whenever there is a Change of any kind in emoluments, otherwise than by accrual of an increment in the ordinary course e.g.,
 - a) When a gazetted Govt. Servant passes outside or beyond the time scale, or
 - b) When ever he passes from one overlapping time scale to another or from one time scale to another or.
 - c) Whenever he proceeds on leave of any kind or returns there from, or
 - d) Whenever he is appointed to a temporary post or reverts there from.
 - e) Whenever the stage of the time scale at which there is a pause is reached, and
 - f) Whenever, an Officer is transferred from one post to another involving change of designation, even if there is no change in emoluments.

401. Scale of Register:- The orders affecting the cadre of a service passed by Govt. have first to be checked by the audit office against the scale register (Containing No of posts in each Class of service) and it has to be seen that they are free from objection.

404. Leave Account:- For each Gazetted Officer, a leave account is kept in the audit office, from the entries it is possible to calculate the leave admissible to the officer on any given date.

405. History of Service or Service Card:- Is maintained for each gazetted officer in which are recorded his head quarters stations, substantive appointments, dates of alteration of appointments, grants of leaves of all kinds. Pension calculations are based on this record.

405. A. Auditors duties – Auditing pay bills etc:- C. Renumeration of Establishments

406. Pay Bills of Establishment:- The form of pay bill has columns in which are entered the name of each section, and of each incumbent of a post and name of each post in that section, and column in which are recorded substantive pay, allowances etc.,

Pay bill generally, should be accompanied by an absentee statement, and an increment certificate.

406. Establishment Returns:- Early in April each year, a detailed statement of non-gazetted establishment existing in the 1st March, known as the Annual Establishment Return is prepared in two parts, one for permanent posts and the other for temporary posts, by each head of office and transmitted to the Accountant General for audit purposes. It is checked and compared with the establishment return of previous year, and all discrepancies noticed in the Returns are settled with the head of Office.

407. Audit of Pay Bills of Establishment:- The unit here is not the Govt. Servant but the Section of the Office in which he is working. In the establishment audit register, in which a separate page is set apart for each section, the main columns are:

- i) Orders of sanctioning authority.
- ii) Sanctioned number of posts.
- iii) Period for which sanctioned.
- iv) Monthly columns, for record of the amounts drawn month by month.

408. This method of audit is called sectional, while the method of audit applied to bills of gazetted Govt. Servants is called nominal.

412. A. Revision of time Scale of Pay:-

a) When there is general revision, an officer appointed for the purpose should fix initial pay.

b) In isolated cases the initial pay fixation will be scrutinized by the audit office.

412. B. Auditor's Duties:-

1. To check arithmetical calculations.
2. Checking absentee statement.
3. Enhanced pay according to rules.
4. That L.P.C. is furnished for Govt. Servant transferred.
5. Leave salary – documents needed to check it.
6. Dates of making over and receiving charge are stated and joining time in accordance with rules.
7. For first appointment Govt. Servants health Certificate.
8. Increment Certificate – declaration to cross efficiency bar.
9. Relevant note of the bill in audit register.
10. No of persons for whom pay or leave salary has been drawn does not exceed sanctioned strength of establishment.

D. SERVICE RULES

413. The audit of pay, leave salary etc. conducted with reference to Service rules.

416. Lien:- The fundamental basis of Govt. Servants emoluments is the amount fixed as the pay of the permanent post he holds substantive. On substantive appointment to a permanent post including a tenure post (meaning a permanent post which an individual Govt. Servants may not hold for more than a limited period), A Govt. Servant acquires a right, summarized in the word 'lien', to hold that post substantively either immediately to termination of period of absence.

417. 'Lien' means that in respect of every permanent post is one Govt. Servant who has a prior right over other Govt. Servant. This is one Govt. Servant be employed on other duty, in which case make his place, but if other duty comes to an end, he has a right to return to the post on which he holds a lien, displacing his successor, unless his 'lien' be transferred to some other post. Except in certain specified cases, a Govt. Servants lien on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

418. The lien of a Govt. Servant on a permanent post which he holds substantially, shall in certain specified circumstances be suspended and that post may be filled substantially, subject to the condition that the arrangement thus made will be reserved as soon as the suspended lien revokes.

419. Pay:-

420. Pay on time – Scale – initial pay will be min, or time scale.

423. Compensatory allowances:- Includes T.A. but does not include a sumptuary allowance nor the grant of free passage by sea to or from India.

424. Fees and Honoraria:- Fee recurring or non-recurring, can be received by Govt. Servant from private persons or public bodies for services rendered, provided special permission is obtained.

Honorarium is granted for work performed for Govt. which is occasional in character and justifies a special reward.

427. A Govt. Servant is eligible to receive without special permission.

- a) the reward awarded for essay or other in public competition.
- b) reward offered for the arrest of criminal/any service rendered in the administration of justice.
- c) reward payable according to provisions of any act or rules.
- d) reward offered in connection with customs and excise laws.
- e) any fees payable to – Govt. Servant for duties required to be performed in his official capacity under order of Govt.

428. Leave rules:-

430. Leave Salary.

431. Average Pay.

432. Drawing of leave Salary.

434. Leave Account.

435. Grant of leave not due.

436. Extraordinary leave.

6 – Allocation of leave salaries among different Govt.

437. Rules of incidence – the charges on account of leave salaries of Govt. Servants who have served under more than one Govt. are distributed among the Govt. concerned in accordance with the rules of incidence adopted by them.

CHAPTER – 25

Traveling Allowance

439. The T.A. rules cover the circumstances of the different classes of journey:

- i) On tour.
- ii) to a newly appointed Govt. Servant to join his first post.

- iii) On transfer.
- iv) to a hill Station, and in recess.
- v) to attend an examination.
- vi) When proceeding on or returning from leave.
- vii) On retirement, dismissal, or termination of appointment.
- viii) to give evidence.
- ix) to obtain medical advice.
- x) to attend an incapacitated Govt. Servant or a member of his family.
- xi) On a course of training.

440. Rules framed for journey on tour.

441. Classification of Govt. Servants.

442. Daily allowance.

443. mileage

444. Rail and steamer fares.

447. Rates when Govt. supplies means of locomotion on a journey other than a journey railway/Sea/river/air.

449. Permanent T.A.

452. Audit:- The T.A. drawn by gazetted officer is recorded in an audit register.

453. Points in auditing T.A.

- i) that the journey was actually performed.
- ii) that it was necessary and authorized by general or special orders.
- iii) that it was performed as expeditiously as possible.
- iv) that no bill has been submitted for it before.
- v) that the amount drawn is correct with reference to rates and general conditions.

454. Scrutiny of T.A. will be divided between controlling officer and audit officers.

CHAPTER – 27: Contingent Expenditure

469. The term Contingent Expenditure ‘or’ Contingencies means and includes all incidental and other expenses which are incurred for management of an office or for the technical working of a department other than those which are not allocated.

470. Classification of contingent charges:-

- a) Contingent charges met from a lumpsum grant placed at the disposal of disbursing officer for expenditure, at his discretion on certain specified objects. Such charges

are known as **contract contingencies** and generally consist of charges the annual incidence of which can be averaged with reasonable accuracy.

b) Contingent charges regulated by Scale laid down by competent authority. Such charges are designated **Scale – regulated contingencies**.

c) Contingent charges whether recurring or non recurring which can not be incurred without special sanction in each case of a superior authority – **Special Contingencies**.

d) Contingent charges which, though they may be incurred without special sanction, require the approval and counter signature of a Superior Authority before they can be admitted as legitimate expenditure against **Govt. Countersigned Contingencies**.

e) Contingent charges which require neither special sanction nor counter signature, but may be incurred by the disturbing officer on his own authority subject to necessity of accounting for them – fully vouched contingencies.

473. Permanent Advance:- Nearly all drawing officers have permanent advances that is, sums of money placed at their disposal to meet immediate needs. Yearly account on this advance, ending 31/3 is sent to Accountant General.

474. Responsibility of the drawing officers.

475. Duties of controlling authorities.

476. Audit of Contingent expenditure has to see:-

i) that each class of expenditure.

a) is properly charged against the grant.

b) has received such sanction as it necessary.

c) has been incurred by competent person.

ii) Vouchers required are submitted.

iii) Certificates required have been revised.

iv) rates are not extravagant.

v) bill is in proper form and classification is correctly recorded.

vi) Where audit register is maintained, expenditure is not too rapid.

vii) if expenditure is unusually large in March. It does not lead to irregularities.

479 – 484:- principal duties if audit in respect of several classes of contingent charges.

Chapter – 28: Grants – in aid

486. Grants-in aid are final payment of the nature of donation or subscription to guarantee or the purpose of audit, such grants may be grouped into following three classes.

1. Grants-in-aid of the revenue of the states made by the union in accordance with Articles 273 and 275 of the constitution.
2. Grants-in-aid to a corporate body, institution or other authority under the control of Govt.
3. Grants-in-aid – body, institution or concern which is independent of Govt.

For classes (1) and (2) audit in on General principles enunciated in previous chapters, for class(3) the audit is as follows:

487. Audit can be applied to (i) original grant itself and. (ii) to the expenditure which is subsequently incurred.

490. Unless it is otherwise ruled by Govt. every grant made for a special object is subject to the implied conditions.

- i) that the grant will be spend upon the object within a reasonable time, if no time limit is fixed by the sanctioning authority, and
- ii) that any portion of the amount which is not ultimately required for expenditure upon that object will be surrendered.

490. Audit has to depend on.

- i) Audit certificate regarding utilization of the grant according to its conditions.
- ii) Utilization Certificates furnished by sanctioning authorities.

491. For recurring grants-in-aid to an institution, audit will verify continuous function of institution for circumstances in recognition of which grant in given.

491. A. When-Non-Govt. quasi govt. bodies or illustrations acquire assets from grants, such assets should not be disposed off without prior sanction of Govt. and the required watch will be kept by audit.

EXTRACT FROM ANDHRA PRADESH TREASURY CODE:

List is given below, for details go through Treasury Code.

Volume-I

Part-I: The Andhra Pradesh Treasury Rules. T.R.7 (1)..... all moneys received by or tendered to Government servants in their official capacity shall, without undue delay be paid in full in to the treasury or in to the Bank. Moneys received as aforesaid shall not be appropriated to meet departmental expenditure, nor otherwise kept apart from Government Account.

2. Not withstanding anything contained in sub-rule (1) of this rule, direct appropriation of departmental receipts for departmental expenditure is authorized in the following cases.

(8) Cash receipt of Range Officer in the Forest department, to meet immediate local expenditure when there is no treasury at the range head quarters and the district forest officer considers it necessary to permit appropriation of receipts.

(9) Initial deposits..... at all auctions sales in forest department for returning the deposits of unsuccessful bidders at the close of sales on each day.

T.R. 28 – A Government servant who is authorized to draw moneys by means of cheques shall notify to the Bank or the treasury upon which he has drawn, the number of each cheque book brought in to use and the number of cheques it contains.

T.R. 29 – When a Government servant is authorized to draw or countersign cheques or bills payable at the treasury or the Bank makes over charge of his office to another, he shall send a specimen of the relieving Government servants signature to the Treasury Officer or the Bank, as the case may be.

Part-II: Remittance of money into the Government Account.

T.R. 10, S.R.7. Special to Forest Department Instructions: Forest revenues collected at out lying stations may be paid into the treasury by making remittance to the Treasury Officer by money orders. No Challan need to be presented with any such payment. The money which the post Office pay to the treasury Office should be credited in the accounts. The treasury should send the District Forest Officer the usual acknowledgement on the relevant portion of the money order form and also a daily advice of all the remittances received from him by money roder on each day on which there is any such transaction.

Instrn. 12: When a District Forest Officer is absent from headquarters and no other Forest Officer is available there, his head clerk may sign for him challans to be presented with payments of forest revenue into the treasury or the Bank. Similarly

when a Range Officer is absent from headquarters and so other Forest Officer is available there, his head clerk or (if he has only one Clerk) his Clerk may sign such challans for him.

Instrn. 14: (a) When a Forest Officer receives any deposits from Contractors or purchasers of forest produce, he should pay them into the Treasury or Bank. as soon as possible and furnish a list showing the name of each depositor. The treasury or the Bank, as the case may be, should treat the moneys so remitted in all respects as if they had been paid direct by the depositors, and should therefore, issue a separate receipt for the amount relating to each depositor.

When any Forest Officer, other than a District Forest Officer, pay any such deposit into the treasury or the Bank, he should forward to the District Forest Officer, the receipt obtained for payment.

Chapter IV- Custody of moneys relating to/ or standing in the Government Account.

T.R. 11 Sub-rule-2.

Instruction-i) Each District Forest Officer should verify in person his monthly closing cash balance as to the close of business on the last day of each month and append a certificate of verification to the monthly classified abstract of cash account (Form F.AVII, in the A.P Account code)

Chapter V- Withdrawal of money from the Government Account.

T.R.16. S.R.3 (a) In the absence of any special order of the Government to the contrary, a gazetted Government servant may draw bills for his own pay, allowances and leave salary.....

T.R.16. Instrn.7: renting of private buildings for office and residential purposes.

T.R.16. Instrn.23: Only the District Forest Officer has power to order the repayment of an earnest money deposit. He does so, when necessary by endorsing his order on the treasury receipt. No such deposit should ever be repaid in part in part only, so as to leave a balance still in deposit.

T.R.16. Instrn. 33- Treasury bill book.

T.R.16, S.R. 49- Time expired cheques.

T.R.16 S.R. 50- Lost Cheques.

T.R.16 S.R. 51- Cancelled cheques.

T.R.16 S.R.-When the Conservator gives him written instructions to do so, the Treasury Officers shall pay cheques drawn by a Government servant holding charge, of a Forest sub-division or Range and charge them against the drawing account of the Divisional Forest Officer. In giving any such instructions, the Conservator shall authorize, the Government servant personally by name to draw the cheques, and may

specify the total amount upto which he may draw. A Government servant so authorised shall use a separate cheque book.

T.R.16 S.R.- Cheques(a)..... The Bank shall pay without limit, if otherwise in order, the cheques drawn by a Divisional Forest Officer whose jurisdiction extends to the area served by the treasury concerned.

T.R.16. S.R.64- Pension Payment orders.

Chapter VII Responsibility for moneys with drawn.

T.R.31 Instrn.1: When the accountant General dis-allows a payment as un authorized, the Treasury Officer should promptly recover the amount disallowed.

Instrn.4-Register of recoveries.

Part-III Miscellaneous statutory rules and executive instructions.

Chapter IV- Miscellaneous subjects.

Instrn. (1) The expression 'local fund' covers.

Instrn (3) Local bodies.

Instrn. (15)- Destruction of Account Records.

The General rules regarding the destruction of records appertaining to the accounts audited by Indian Audit Department are contained in Art. 326 of Andhra Pradesh Financial Code.....

Volume II- Appendices and Forms.

Appendix II- Rules regarding the stamping of receipts.

- a) Every receipt for a sum exceeding Rs.20-00 should be stamped unless it falls within a class of receipts specifically exempted. The following are exempted.
- b) Receipts given by or behalf of the Government.
- c) Receipts on Cheques.
- d) Receipts for interest on Government securities.
- e) Receipts on postal money orders.

Appendix 18- Rules regulating the preparation of last pay Certificate in cases of transfer on duty or of return from leave.

A.P.T.C.20: Register of undisbursed pay etc.,

A.P.T.C.40: Periodical increment certificate.

A.P.T.C.57: Abstract contingent bill.

A.P.T.C.58: Fully vouched contingent bill.

A.P.T.C.70: Treasury Bills book.

A.P.T.C.106: Proforma increment watch register.

THE FUNDAMENTAL RULES AND SUBSIDIARY RULES:

Chapter I: Extent of Application:-

F.R.7 No powers may be exercised or delegated under rules except after consultation with the Finance Department (the previous consent may be assumed to be given in cases except the following).

Chapter II:- Definition:-

F.R.9(2). **Average pay** means the average monthly pay earned the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

F.R.9(5) **Compensatory Allowance** Means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.

F.R.9. Ruling (9): **Honorarium** means a recurring or non-recurring payment granted to a Govt. Servant from the consolidated Fund of India/ State as remuneration for special work of an occasional character.

F.R.(9) Rule 13: **Lien** means the title of a Govt. servant to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post, including a tenure post to which he has been appointed substantively.

F.R.9 Rule (18): **Month** means a Calender month. In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

Example: 30th January to 2nd March will be 1 month 4 days as

30 th January to 31 st January	= 2 days
February	= 1 month
1 st March to 2 nd March	= 2 days
Total	= 1 month 4 days

F.R.9(23) **Personal Post** Means additional pay granted

- to save a loss of substantive pay due to a revision of pay or otherwise.

b). in exceptional circumstances on personal consideration.

F.R.9(25) **Special Pay**, Additional emoluments granted for Special arduous nature of duties or Specific addition to the work or responsibility.

F.R.9(27) **Subsistence grant**: means a monthly grant made to a Govt. servant who is not in receipt of pay of leave salary.

F.R.9(28) **Substantive Pay:** means the pay other than special pay, personal pay or emoluments classed as pay.

F.R.9(30) **Tenure Post** means a permanent post which an individual Govt. Servant may not hold for more than a limited period.

F.R.9(31 a) **Time Scale Pay** means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum.

F.R.9(32) **Travelling Allowance-** means an allowance granted to a Govt. Servant to cover the expenses which he incurs in traveling in the interests of the public service.

Chapter- III: General conditions of services:-

10. No person will be appointed without a medical Certificate of health.

11. Unless in any case it be otherwise distinctly provided the whole time of a Govt. Servant is at the disposal of Govt. Which pays him and he may be employed in any manner required by proper authority, without claim for additional remuneration.

16. A Govt. servant may be required to subscribe to a provident fund, a family pension fund etc.,

17. (instructions) 3. if the Charge is transferred afternoon, he commences to draw pay and allowances from the following day.

17 (1) Transfer of an officer is not completed until the Certificate of transfer of charge has been signed by both the relieving and relieved Govt. Servants Once signed, the relieved Govt. Servant will be on joining time, within which he should report to his new place of transfer.

18. No grant of leave for continuous period exceeding 5 years.

Note:- willful absence without leave of absence will constitute an interruption of service for the purpose of pension.

Chapter-IV Pay:-

19 (2 iii). Special Pay to Working Plan Officer Rs.3000 P.M. Asst. W.P.O. Rs. 50 per month.

19 (2 V. a) Total pay of Government Servant inclusive of special pay and personnel pay, shall not exceed Rs.4,000 a month (for period not exceeding 2 years).

19(10. b) In cases where a Govt. Servant who is granted personal pay to make good the loss in substantive pay on promotion from- lower post to a higher post in the revised scale of pay is promoted to another higher post, the personal pay should also be taken into account fixing his pay in the third higher post not with standing provisions of 9 (28).

Example:-

An officer drawing a substantive pay of Rs.500 in the old scale 300-20-500 was promoted substantively to a higher post on the existing revised scale of 300-50/2-450. His pay in the higher post was fixed at Rs. 450 plus personal pay Rs.50. He was promoted to a still higher post on the new revised scale of Rs.415-35/2-520 and his pay in this post was fixed at Rs.520/- with reference to above orders.

21. Time scale of pay – Rules 22 to 29 and 31 apply.

23. The holder of a post, the pay of which is charged shall be treated as if he were transferred to a new post on the new pay.

24. An increment shall ordinarily be drawn as a matter of course unless it is withheld.

25. Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to a Government servant without the specific sanction of the authority empowered to withhold increments.

27. An authority may grant a premature increment to Govt. servant on a time scale of pay if it has power to create a post in the same cadre on the same scale of pay.

31.A(2) (i) (a) Probationers whose period of probation is two years and whose increment is annual, second increment only after declaration of probation.

Chapter-V Additions to pay:-

44. Compensatory allowance.

45,45-A Allotment of buildings and assessment of licence fee.

45 Fees and / or Honorarium.

Chapter - VI Combination of Appointments:-

49. Appointments of one Govt. Servant to hold substantively as a temporary measure, in 2 or more independent posts at one time.

Chapter. VII Deputation out of India:-

50. No deputation of a Govt. Servant out of India shall be sanctioned without the previous approval of the Central Government.

51-A. Pay of such deputed candidate will be regulated by Central Government.

Chapter. VIII Dismissal, removal and Suspension:-

52. pay and allowances cease from the date of such dismissal or removal.

53 (1) Under suspension- Subsistence allowances may to be given + compensatory allowance, it any.

54.(i). On reinstatement full pay and allowance may be given for the period under suspension, dismissal or removal.

55. Leave may not be granted to a Govt. Servant under suspension.

Chapter. IX Retirement:-

56. Rule(1) Definition of age- When a Govt. Servant is required to retire on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the Govt. Servant must retire, revert or cease to be on leave (as the case may be) with effect from and including that day.

Part. IV Chapter. X leave:-

65. (b). On reinstatement from suspension, former service can be counted for leave, if the disciplinary authority regularizes period as leave.

66. Authorities who may grant leave.

67. Leave cannot be claimed as of right.

70. if the recall from leave is optional, the Govt. Servant is entitled to no concession. If it is Compulsory he is entitled to T.A. etc.,

81. (d). Maximum period of leave is 28 months, except on medical certificate.

82. Provisions applicable to vacation departments.

S.R. 82 (a):-

1. A vacation department is a department or part of a department to which regular vacations are allowed during which Govt. Servants serving in the Department are permitted to be absent from duty.

2. Any period of recess which exceeds 15 days in duration shall be treated as vacation (under rule 82).

84. Study Leave:-

87. Leave Salary – if leave is due, leave salary equal to average pay, not due it will be half average pay.

88. after 28 months of leave the leave salary will be $\frac{1}{4}$ average pay.

101. (a) Grant of maternity leave.

104. Leave entitled by probationer or apprentice.

Chapter – IX – Joining time:-

105. Note: 3. Probationer on appointment are allowed joining time and transit pay but no T.A.

106. S.R. (1) Cases involving no Change of station, only one day allowed Sunday/holiday is also counted for this purpose.

106. S.R. (2) Cases involving change of station, maximum joining time allowed is 30 days. 6 days allowed for preparation, in addition to a period to cover the actual journey – calculated as follows.

i) by air actual time occupied in journey.

ii) for the portion of journey which he travels or might travel. One day each of

By Railway	500 kms.	Or any longer time actually occupied in the journey.
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By Motor vehicle	150 kms.	Or any longer time actually occupied in the journey.
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e) Sunday is not counted in the calculation, but will be counted for maximum of 30 days.

S.R. (8) – if the Govt. Servant takes leave in transit from one post to another, the period from handing over charge at previous post will be counted for leave and on the expiry of leave normal joining time may be allowed.

107. Govt. Servant on joining time will be treated as on duty.

108. A Govt. Servant who does not join his post within his joining time is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after expiry of joining time may be treated as misbehavior for the purpose of rule 15.

Chapter – XII Foreign Service:-

Chapter – XII Service under local funds:-

Annexure – I – Authorised courses of instruction or training.

Annexure – II – Part – II – Leave procedure to be followed elsewhere than in India.

Part – I – Leave Accounts.

Part – III – Maintenance of records of Service.

All non-gazetted Govt. Servants should have service books.

Annual alteration of Service books by concerned individuals.

If a Govt. Servants service is terminated his S.B. should be maintained for 5 years and then destroyed.

Part – IV – Forms:-

Annexure – III – The A.P. Leave Rules, 1993.

Section – I: Preliminary and General.

Section – II – Grant of leave.

A: Permanent Govt. Servants in Superior Service.

11. The maximum earned leave that may be granted is 120 days.

8. earned leaves at the rate of $\frac{1}{11}$ th of the period spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 180 days.

B: Permanent Govt. Servants in last grade Service.

17. Earned leave at the rate of $\frac{1}{22}$ nd of the period spent on duty.

C: Non-Permanent Govt. Servants in superior or last grade Service.

20. (i) If in Superior Service – shall earn leave.

a) at the rate of $\frac{1}{11}$ of the period spent on duty if he is a probationer.

22. Maximum earned leave that can be granted at a time to a temporary Govt. Shall be.

a) 120 days for probationer in superior.

b) 50 days for in last grade service.

c) 30 days in other cases.

24. If an interruption of duty other than occurs in the service of non-permanent Govt. Servant, the earned leave to his credit shall lapse.

Section – III – Leave Salary.

Annexure IV – List of ministerial Servants Forest Dept. DM in Conservator of Forests and Divisional Forest Offices.

Annexure V. Leave Calculator:

(under ruling (2) under F.R. 77)

To find the leave earned by duty of 5 years 9 months and 17 days.

1) $5/22^{\text{nd}}$ (special Leave) $5 \text{ years} \times 5/22 - 25/22 = 1 \frac{3}{22} \text{ years.}$
 $3/22 \times 12 \text{ days} = 36/22 = 1 \frac{14}{22} \text{ months.}$
 $14/22 \times 30 \text{ days} = 210/22 = 19.09 \text{ days.}$
 $5 \text{ years} = 1 \text{ year } 1 \text{ month } 19/09 \text{ days.}$

Similarly $9 \text{ months} \times 5/22 = 45/22 = 2 \frac{1}{22} \text{ months.}$
 $1/22 \times 30 = 30/22 = 1.36 \text{ days.}$
 $17 \text{ days} \times 5/22 = 85/22 = 3.86 \text{ days.}$

Total leave earned on duty of 5 years 9 months and 17 days is.

For 5 years:	1 year	1 month	19.09 days.
For 9 months	-	2	1.36
17 days	-	-	3.86
<hr/>			
	1 year	3 months	24.31 days.
	Or one year 3 months and 24 days.		

Leave Calculation under A.P. leave rules 1933:-

Annexure VII, Executive instructions regarding Casual Leave.

Ordinary Casual Leave:-

1. Casual Leave not provided in F.R. and is a concession to enable Govt. Servants in Special Circumstances to be absent from duty for short period without such absence being treated as a leave under the leave rules applicable to the Govt. Servant concerned.
2. No Govt. Servant may in any case to absent on Casual leave for more than 12 days in the course of one calendar year. Casual leave may be combined with optional holidays or Sundays or other authorised holidays provided that the resulting period of absence from duty does not exceed 10 days. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.

THE A.P. FINANCIAL CODE

List of Contents are given below, For details go through Financial Code.

Volume – I

Chapter – II – CASH ORDER:- means an order issued by a treasury officer on a sub-treasury within the district for a payment on the Govt. Account or for any authorised purpose, of a specified amount to a specified person.

Government Account:- means the total of the consolidated Fund Account, contingency Fund Account and the Public Account of the State.

Miscellaneous Expenditure:- means all expenditure other than that falling under pay and allowances, contingencies and works.

Running Account:- means an account with a contractor on which payment for work or supplies is made to him at convenient intervals subject to final settlement of the account on completion or termination of his contract.

Scheduled Area:- Agency areas of Visakhapatnam, Srikakulam, East Godavari and West Godavari District.

Chapter III – Receipts their collection and check:-

13. Rents of Govt. buildings due from Govt. Servants.

27. Receipts of the Forest Department.

32. Refunds of revenue.

Chapter – IV : Expenditure – General principles and rules:-

38. No expenditure is to be incurred unless.

a) the expenditure is sanctioned by a competent authority.

b) Sufficient funds must have been provided for the expenditure in appropriation accounts of current financial year.

45. Communication of Sanction – to A.G. etc.,

49. Date of effect of sanction.

50. Lapse of sanction.

52. Arrear claims.

Note:- (1) No claim for T.A will be entertained if it is made after three months from the date on which the claim has fallen due.

55. The period of limitation for arrear claims against the Govt. of the following kinds is normally 3 years from the date on which the amount claimed first became due for payment.

1) Pay and allowances, including leave salary.

2) Pensions.

3) Traveling allowances.

4) Payments made in contingent bills for supplies made or services rendered to the Govt.

If the delay in making a claim in items (1), (2) (3) above is due to mistake, the period of limitation is 3 years from the date of discovery of mistake. Item (4), if the contract is in writing registered, the period of limitation is 6 years.

56. Over payments to a Govt. Servant, may also be recovered from countersigning authority/treasury officer.

58. Recovery amount should not exceed 1/3 rd of a Govt. servants pay.

Chapter V – Establishments, Claims of Govt. Servants and recoveries from them:-

78. Reports of transfers of charge of Gazetted Govt. Servants.

80. Pay etc, due to deceased Govt. Servant.

84. Advances of traveling expenses for hours.

86. Deduction of income tax.

88. Responsibility of Govt. Servants for recovering amounts attached by civil courts from pay and allowances.

90. Recovery of fines imposed.

Chapter Vi – Contingent Charges:-

91. The term “Contingent charges” or “Contingencies” is applied to the incidental expenditure which is necessarily in running an office.

94. Permanent advances – an amount absolutely essential to meet a Govt. Servants ordinary requirements.

99. temporary advances for specific purposes.

100. Advances for contingent charges to be incurred on tour – for line of Conveyance for carrying records, tents, other Govt. property.

102. Classification of contingent charges.

1) Countersigned contingencies under Supervision/Scrutiny of controlling officer.

2) Non-countersigned contingencies. Scrutiny of controlling officer not done, bills are sent straight to Accountant General, hence these are also called audited contingencies.

103. Contingent register, in which every items of contingent expenditure is to be recorded whether countersigned or not.

106. Recoupment of permanent advance.

119. Service postage stamps.

120. Rents and taxes payable by Govt. Servants/Department.

121. Electric current charges.

Chapter VII – Stores:-

123. All stores shall be purchased through the Director, Central stores purchase department who has been vested with a state – wide jurisdiction with regard to purchases, except articles of normal requirement valued below Rs. 2,000/-

125. Rules and instructions Governing the purchase of stores.

126. For purchases made by a Govt. Servant without calling for tenders – Explanation may be given to superior or Accountant General.

133. Stock accounts.

134. Stock accounts for raw materials and expendable stores.

135. Stock accounts of office furniture and stores.

143. Verification of stores, at least once in a year.

Chapter VIII – Works:-

147. The term “Works” covers not only works of Construction and repair of buildings, roads, irrigation projects etc., but also the manufacture supply carriage

and repair of tools and plant etc. Works are primarily classified under the two categories :Original works” and “Repairs and maintenance”.

“Original Works” include all new construction, and all repairs to newly purchased or previously abandoned buildings required to make them usable.

‘Repairs and maintenance’ include all the operations required from time to time to maintain existing properties in a satisfactory state.

149. Works allotted to P.W.D.

150. Works allotted to Forest Department and the excise department.

Govt. Allotted to Forest Department all its own work, except in cases where P.W.D. is required.

156. Selection of site for buildings.

157. Preparation of estimates – no work should be started its estimate is sanctioned by competent authority.

163. Method of executing works – four methods.

- i) The departmental method (Forest)
- ii) the piece – work contract method.
- iii) the lump-sum contract method, and
- iv) the schedule contract method (Forest).

169. Starting a work without a sanctioned estimate or without adequate funds having been provided.

Note:- In the Forest Department, a Conservator may give a written order for starting of a specially urgent before a proper estimate for it is prepared and sanctioned by the competent authority.

171. Muster roll for a work executed departmentally.

172. (a) Muster roll should not be in duplicate.

(b) Every entry in muster roll should be made in ink or indelible pencil.

(c) Labourers may be paid more than once a month, separate muster rolls should be prepared for each period of payment.

(d) the daily attendance or absence of each labourer and any fine on him should be recorded in Part-I of the muster roll.

(e) After a muster roll is passed by the Govt. Servant, payment should be witnessed by a Govt. servant of highest standing available. He should certify

the payment and record the total amount on each date in words and figures. (Unpaid items, if any, should be recorded in Part-II, the register of arrears.

(f) Unpaid items should be carried forward continuously from muster roll to muster roll until they are paid and payments should be recorded and certified in Part-II in the same way as payments of current items.

(g) All wages not claimed within (3) months should, as a rule, be forfeited.

Note:- In Forest Department, Wages remaining unpaid for 3 months should be reported to Divisional Forest Officer who will decide whether the liability should continue to be borne in the accounts of works concerned.

(h) The progress of the work done by the labourers should be recorded in Part-III of the muster roll, if the work can be measured. If it can not be measured, a remark should be recorded to that effect.

(i) the muster rolls need not be submitted to higher authorities unless specifically asked to do so.

174. Measurement book (Common form – 298).

The measurement book is the original record of actual measurement or count.

Note:- In the Forest Department the measurement book is to be maintained for works under the budget head “Communications and buildings” in all cases where the amount expended exceeds Rs. 50, in other cases the sanctioning authority will communicate to maintain a M.B.

175. Each set of measurements should begin with entries showing.

i) In case of work done:

- a) Full name of work as given in the estimate.
- b) Situation of work.
- c) Name of contractor.
- d) Number and date of his agreement, if any.
- e) Date of commencement of work.
- f) Date of actual completion of work.
- g) Date of measurement.

Or ii) In case of materials supplied.

- a) Name of supplier.
- b) Number and date of his agreement, if any, or of the order.
- c) Purpose of written order to begin supplies.
- d) Date of actual completion of supplies.
- e) Date of measurement.

5) Entries should be continuously recorded in M.B. no page should be left blank or torn out.

6) No erasure is permitted, if mistake is made, corrections should be under initials of the Govt. Servant concerned.

9) At the time of payment, Govt. Servant who authorities payment should draw a diagonal red ink line across every page containing the detailed measurements and record Voucher No and date.

176. Check measurement of works.

181. Completion report – in the form prescribed or in common form 296.

183. Protection of religious edipices. Works allotted to the Forest Department.

205. Revised estimates to be submitted if the work has not commenced, otherwise the excess expenditure should be explained to Divisional Forest Officer in the completion report.

206. Payments for works done, should be after completion report and measurements are certified by Divisional Forest Officer.

Chapter XII. Responsibility for losses of public money s or property.

273. The Government will hold a Government servant personally responsible for any loss sustained by the Government through fraud or negligence on his part.

274. A rules to be observed I cashing bills or in remitting money from one office to another.

276. Security deposits – Government Servants.

278. Security deposits – Contactors.

279. Forms of security and conditions on which they are accepted.

284. Registration of security bond is compulsory if the security furnished is in immovable from security in any other form, registration is optional. Registration will be done at the expense of Government.

290. Repayment of a security deposits.

294. Reports of losses of public money etc.,

297. Write off of losses – when it proves to be impossible to recover the whole or a part of any public moneys that have been lost, the irrecoverable amount should be written off under the orders of competent authority.

298. Losses of stores.

299. Damages to immovable Government property.

300. General principles and procedure for enforcing responsibility for losses.

301. Departmental enquiries regarding frauds etc., in which Government servants are involved.

302. Prosecution for embezzlement of public moneys or property.

Chapter XIII – Local frauds.

Chapter XIV – Miscellaneous Subjects.

Allocation of expenditure between capital and revenue and financing of capital expenditure.

315. Expenditure on public service falls into two broad divisions of expenditure on revenue account and expenditure on capital account. The latter is called briefly capital expenditure or capital outlay.

317. Disposal of Government land and buildings.

319. Insurance of Government property.

320. Rounding off of transaction in Government accounts.

321. Transaction of Government involving fractions of a rupee shall be brought to account in multiples of 5 paise. portion not below 2 1/2 paise being rounded off to 5 paise and those below that amount being ignored.

ii) in T.A. bills rounding shall be done only at the last stage and not in respect of each item.

iii) Transactions not involving cash payments will not to be rounded of

323. Erasures – A Government servant should on no account erase or over write any entry in any cash book, accounts register or schedule.

325. Service books.

326. Destruction of official records connected with accounts.

328. Reports of death of pensioners.

THE ANDHRA PRADESH FINANCIAL CODE,

VOLUME – II

List is given below. For details go through Financial code.

Appendix numbers.

1. List of State Heads of Departments.

2. Powers delegated to departmental authorities to sanction refunds of revenue.

Forest Department	Extent of delegation
(a) Board of revenue, Collector and R.D.O.	To sanction the refund of revenue realized by revenue department from unreserved land under its control (Board S.O.No.189).
(b) (i) Divl. Forest Officer	To sanction the refund of (1) the face value of an un-issued permit after the permit has been actually recovered. (2) any other sum not exceeding Rs.250/- relating to an item of forest revenue provided that it is clear that the Government were not in the first instance, or have since ceased to be entitled to it, and a list of such refunds is sent to the Conservator
(ii) Conservator	(1) To sanction the refund without any money limit of grazing fees collected under forest village system. (2) To sanction the refund of any other sum not exceeding Rs.1000-00 relating to an item of forest revenue.
(iii) Chief Conservator	To sanction the refund of any sum not exceeding Rs.3000-00 relating to an item of forest revenue.
4. List of authorities empowered to executed Contractor deeds etc., on behalf of the Governor.	
6. Contracts and other instruments relating to the Forest depts	By C.C.F., C.F., D.F.O. and Ranger.

(5) Powers of subordinate authorities to sanction the creation of additional establishments. (Art.63)

Forest Department. C.C.Fs

To sanction temporary establishments subject to the following conditions:

- i) the pay for which temporary post is created should not exceed one year, and
- ii) the pay fixed for pay such post should not exceed Rs.100.00.

(The Chief Conservator of Forests may leave the fixation of pay on C.F.)

(6) Comptroller and Auditor – General-director for the preparation and submission of the annual establishment return. Statement of permanent non-gazetted establishment is commonly known as Annual establishment return.

(Art.93) (7) Special rules, restrictions etc., regarding particular items of condition, expenditure.

Books, maps and periodicals Non-Government publications Authority
Special restriction or remarks.
on authority empowered to sanction to purchase of books Conservator
and maps required to the use in their own offices and offices
subordinates to them is Nil for

Furniture Incl. record Racks, Table cloths, Blinds, Office Scales and Weights	C.C.F limit is	Rs. 1000-00
	C.F. limit is	Rs. 750-00
	D.F.O. limit is	Rs. 200-00
Law charges		
Cash for any stamps required in suits, pay costs printing copies of judgment etc.	C.C.F limit is	Rs. 300-00 in each case
	C.F. limit is	
	D.F.O. limit is	Rs. 150-00 in each case
Photographic Charges	C.C.F limit is	no limit
	C.F. limit is	Rs. 100-00 at one time

(Art.102)	8.	list of items contingent expenditure requiring counter signature before payment
(Art.125)	9.	rules for the supply of stationary and printing stores for the public service. Departmental purchase permitted to the extent of Rs. 500.00 for C.C.F
(Art.37,146)	10.	Audit of receipts and stores and stock accounts.
(Art.158,185)	12.	Powers delegated by the Government to subordinate authorities to sanction expenditure on works. Part IV works allotted to the Forest Department.
(Art.200)	15.	Special rules, restriction etc., regarding particular item of miscellaneous expenditure. C.C.F. may incur expenditure upto Rs. 1000.00 at a time in

		each case and upto Rs. 3000.00 in all per annum in connection with participation by the Forest Department in exhibition held in the state.		
(Art.262)	21.	Kinds of deposits.		
		1. Revenue deposits.		
		(1) Earnest money deposits made by intending tenderers in all departments. (In all auction sales in Forest Department selling Officers authority to return the deposits of unsuccessful bidders at the close of on each day but the gross transaction should be included in the Government Account. (Treasury Rule 7(2).)		
(Art.262)21.		(2) Deposits made by holders of shooting licences in the Forest Department for the due fulfillment of the condition of the licence.		
(Art.297)	23.	Powers of subordinate authorities to write off losses		
		A) losses of public moneys included in the cash accounts and stores included in the stock or other accounts.		
		1) Irrecoverable value of stores public money lost through fraud, negligence or other causes and unprofitable outlay on works	C.C.F	Rs.5000-00
			C.F.	Rs.2500-00 for deficits due to dryage or wastage.
				Rs.1000-00 in other cases.
		2) Recoverable value of stores or public money lost through fraud	DFO	Rs.100-00
		3) Irrecoverable value of stationery articles lost or damaged	C.C.F.	Rs.5000-00
			C.F.	Rs.1000-00
			D.F.O.	Rs.100-00
		B) losses on account of non-realisation of sums due to the Government irrecoverable costs awarded		
		Irrecoverable costs awarded to Government servants in Civil suits in which their defence has been sanctioned at public expense	C.C.F.	Rs.300-00
		Irrecoverable items departmental revenue:		
		Forest Department:	C.C.F.	Rs.1000-00
			C.F.	Rs.500-00
(Art.317)	25.	Disposal of Government land and buildings. Sec.G.O.no.22 of Board of Revenue.		
(Art.85)	26.	Procedure for recovery and accounting of Postal Life Insurance / A.P. Government Life Insurance premia.		
	27.	Rules for opening of canteens.		

THE ANDHRA PRADESH FOREST DEPARTMENT CODE

VOLUME - II

ANDHRA PRADESH FOREST DEPARTMENT

APPENDIX – 1

(SECTION 12 AND 14)

Rules relating to promotion, Transfers and Postings etc., of A.P. Forest Services, A.P Forest Subordinate Service and A.P. Ministerial Services.

PROMOTIONS:

1. A.P. Forest Service: (a) Promotion to the Category of Dy. Conservator of Forests will be governed by provisions of A.P. Forest Service Rules. The promotion will be by selection from Asst. Conservator of Forests based on seniority and merit. These promotions will be given by Government.

b) Promotion to the Category of A.C.Fs will be governed by the Provisions of A.P. Forest Service/Rules. The promotions will be selection from Forest Range Officers based on the seniority-cum-merit and will be the Departmental promotion Committee. The Government will be selected by the Departmental promotion Committee. The Government will approve the list of selected candidates, selected by the Departmental Promotion to the category of Asst. Conservator of Forests. Regarding transfer postings of A.C.Fs is available in the A.P.F.S. Rules (G.O. Ms No. 225/For. Dt.3.2.65). (Annexure 1(a)).

c) Promotion to the category of other Gazetted Officers of Forests Department i.e, Chief

Accounts Officer/Accounts Officer/Gazetted Asst.(Non-Technical) and Gazetted Asst.(Technical) will be governed by provisions of Adhoc rules for each cadre. The copy of the rules for each post are appended herewith as Annexure-1 (b to e). The Government are competent to transfer the Accounts Officer (p.9.to 13 of Appendix-1).

2. A.P. Forest Subordinate Service:

- a) **Promotion to the Category of Rangers:** The cadre of Forest Officer is regulated on state vide basis and promotion to the category of Rangers is ordered by Prl. CHIEF Conservator of Forests. Direct recruitment to the post of Ranger is made on the results of written test and interview held by A.P.P.S.C. The post of Ranger can be filled by promotion of Dy. Range Officer, Draughtsman Grade-I and also by selection of Forester who stood first in school of Forestry, Yellandu. These promotions are regulated by A.P. Forest Subordinate service rules.
- b) **Promotion to the Category of Dy.Range Officer:** There is no direct recruitment to the category of Dy. Range Officer, it is only by promotion from among the foresters on the basis of seniority-cum-merit.
- c) **Promotion to the Category of Forester:** The promotion to the Category of Forester is from among Forest Guard to the extent of 35% of the vacancies

and 15% by transfer of candidates from A.P. Ministerial Service. The balance 50% vacancies will be filled by direct recruitment through Selection Committee headed by the Conservator of Forests of the Circle concerned.

3. Promotion in Ministerial Service: Appointment to any post can be made by promotion from any immediate lower category post. All promotions to the post shall be made on grounds of seniority-cum-efficiency as per Andhra Pradesh Ministerial Rules.

POSTINGS AND TRANSFERS:

4) Gazetted Officers: Postings and transfers of members of the Indian Forest Service are made by Government. In State Service, the transfer of Assistant Conservator of Forests in-charge of independent divisions and Deputy Conservator of Forests will be made by Government, other transfers of Assistant Conservator of Forests, will be made by Principal Chief Conservator of Forests.

5).(i) Range Officer:

Postings and Transfers of the Rangers shall be made as follows:

- a) From one zone to another by State Government.
- b) From one circle to another circle within the Zone by Principal Chief Conservator of Forests.
- c) From one division to another within a circle and also within a division by the Conservator of Forests.

(ii) Dy. Range Officer:

Postings and transfers of Dy. Range Officers shall be made as follows:

- From one Circle to another by the Prl. CCF.
- From one division to another within the circle by the Conservator of Forests (Territorial)
- Within the division, by the Divisional Forest Officer.

(iii) Foresters, Forest Guards, Forest Watchers:

The postings and transfers of these categories will be within the division concerned, and as ordered by Divisional Forest Officer (Territorial) concerned. However, transfer from one division to another can be ordered by Government, when.

- i) No suitable person is available in the later division or where such transfer is in the public interest.

- ii) On reciprocal basis, subject to the condition that transferee shall be assigned seniority with reference to the date of joining in the division to which he is transferred.

6. Ministerial Staff: The postings and transfers of Manager, Superintendents, Draughtsman Gr. I are of Senior Assistants, Draughtsman Grade. II within the circle are done by Conservator of Forests. The Postings and transfers of Ministerial Staff in a division will be done by Divisional Forest Officer. The drafting of staff from a division to special divisions within the circle to be done by Conservator of Forests, and drafting of Staff from one circle to another circle will be done by Principal Chief Conservator of Forests.

7. Resignation: - The Government alone have the power to accept the resignation of officers of Andhra Pradesh Forest Service. The resignation of any other officer of the Forest Service may be accepted by the authority in whom is vested the power of dismissing the said officer. A Government servant should not be permitted to resign or to retire from service either on his application or on his attaining the age of superannuation while disciplinary proceedings are pending or are under contemplation against him, on his ground, he should not be retained in service after the date on which he attain the age of superannuation but should be directed to handover charge and wait for orders, the final orders in the disciplinary charge taking effect from the date on which he attained the age of superannuation.

8. Officers not to leave their jurisdiction without permission: Divisional Forest Officers are not allowed to leave their divisions during public or optional holidays or at other times without the permission of the Conservator of Forests concerned with whom the power to grant them casual leave shall also vest. Divisional Forest Officer shall apply to the Conservator of Forest for the grant of casual leave and / or permission to leave jurisdiction. The Conservator of Forests, Chief Conservator of Forests shall obtain prior permission of the Principal Chief Conservator of Forests. The Gazetted Assistants in Divisions shall obtain the permission of Divisional Forest Officer. All officers of the subordinate services, including the ministerial establishment are required to obtain the prior sanction of the head of their office.

9. Training of directly recruited Asst. Conservator of Forests: After completion of training in State Forest Service college, the directly recruited Asst. Conservator of Forests shall undergo practical training for one year in territorial division allotted by Prl. Chief Conservator of Forests. The period of one year will be spent as follow.

- a) One fortnight to be in-charge of forest beat to know and perform the duties of forest Guard.
- b) One fortnight to be in-charge of forest section to know and perform the duties of a forest section officer.
- c) One month along with a Forest Range Officer to know the Range administration.

- d) Six month along with a Forest Range Officer to know the Range administration duties of a Range Officer.
- e) Three months along with Divisional Forest Officer to attend the correspondence, study office procedure, and attend the meetings convened by Divisional Forest Officer and Conservator of Forests.
- f) One month along Conservator of Forests to appraise himself to circle administration.

During beat, Section, Range training the concerned staff shall follow and assist the officer under training.

During the last fortnight of the training, the Conservator of Forests should submit a report on the training imparted and suitability of the officer for further postings.

10. Training of Forest Range Officers: After completion of training at Rangers College, the Forest Range Officer (Forest Apprentice) shall be given practical training for one year in a Range as allotted by Conservator of Forests. The period of one year will be spent as follows.

- a) One month in-charge of beat.
- b) One month in-charge pf Section.
- c) Three months attached to Forest Range Officer, to observe the different activities of the Department in a range.
- d) Six months in full independent charge of a Range.
- e) One month in the Office of Divisional Forest Office to understand the office procedure, accounts and correspondence etc.

During beat, Section training the concerned staff shall be present and assist the Range under training. During Range Charge, the Range Officer concerned will be either transferred or deputed elsewhere for the period of six months.

The Divisional Forest Officer shall submit a report to Conservator of Forests, informing the details of training imparted and the suitability of the officer for independent posting.

11. Training of Foresters, Forest Guards and Forest Watchers: The Foresters and Forest Guards are trained at A.P. School of Forestry for a period of one year and Six months respectively. The rules regarding syllabus, training etc., are as contained in G.O. Ms. No. 1570 Food and Agricultural Department dated 9.7.1973 (Vide Appendix-6) and amendments made from time to time.

The Forest Watcher will be trained for three months in beat and Section administration by concerned Divisional Forest Officers. During such training the Watcher should get knowledge of Forest protection and general principals of Silviculture, Plantation techniques, nursery techniques etc.,

ANNEXURE-I (a)

ANDHRA PRADESH FOREST SERVICE

(G.O. Ms. No. 225, Food & Agricultural Department, dated, 3-2-1965)

In exercise of the powers conferred by the proviso to Article 309, of the Constitution of India and of all other powers here up to enabling, and in superannuation of the special rules in section 12 of Part III-A in Volume II of Madras Service Manual, 1946, and the rules issued by the erstwhile Government of Hyderabad in General Administration (States Reorganization Committee) 19/S.R./52, dated the 23 rd November, 1956 in so far as they relate to the posts included in this service, the Government of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Forest Service namely:

RULES

1. (1) Short title and Commencement – These rules may be called the Andhra Pradesh Forest Service Rules.

(2). The rule and the provisions of the other rules in so far as they relate to the category of Deputy Conservator of Forests shall be deemed to have come into force on the 1 st April, 1958, and the remaining provisions shall be deemed to have come into force on the 3 rd February, 1965.

(Inserted as per G.O. Ms No, 384, F.& A. dt.9.3.1970 with effect from 9.3.1970.)

1. A. Constitution - the service shall consist of the following categories of officers:

Category 1: Chief Conservator of forest (herein after referred to as Chief Conservator)

Category 2 : Conservator of forests (herein after referred to as Conservators).

Category 3 : Deputy Conservator of Forest (herein after referred to as Deputy Conservators).

Category 4 : Assistant Conservator of Forests Including Deputy Conservators of Forests and Assistant Conservators of Forests of erstwhile Hyderabad Government (herein after referred to as Assistant Conservators).

(Amended in G.O.Ms.No.384, F & A., dt 9.3.1970 (with effect from (9.3.1970).

2. Appointment .. Appointment to the several categories should be made as follows:-

Category	Method of Appointment
CATEGORY 1. Chief Conservator	:: Promotion from Conservators
CATEGORY 2. Conservators	:: Promotion from Dy. Conservators
CATEGORY 3. Dy. Conservators	:: Promotion from Asst. Conservators
CATEGORY 4. Asst. Conservators	:: Direct recruitment or recruitment by transfer from Rangers of Andhra Pradesh Forest Subordinate service.

Subject to availability of qualified and suitable candidates the proportion of persons appointed by the direct recruitment to those recruited by transfer to the post of Asst Conservator , shall be 5;5 provided that the substantive vacancies in the category of Asst Conservators of forest shall be filled in the order of the seniority of approved Probationers.

(Substituted as per G.O.Ms.No.1082 F & A. dt.6.6.1967 (with effect from 6.6.1967).

NOTE: (i) For purpose of calculating the vacancies by direct recruitment al temporary post of which are in existence for a period of three years and more and which are likely to be continued indefinitely shall be taken as permanent.

(ii) If probationers or approved probationers are to be discharged for want of vacancies, Assistant Conservator of Forests who are recruited by transfer shall be discharged in the order of Juniority and no Assistant Conservator of Forests who were recruited directly.

- (Inserted as per G.O. M.S. No. 1798, F & A., dt. 26-8-1970 with effect from 3.2.1965).

(b) No Asst. Conservator shall be eligible for appointment as a Dy. Conservator unless he holds a Diploma in Forestry of the Forest College. Dehradun or Coimbatore or any other recognized college, Provided that the Asst. Conservators appointed by recruitment by transfer from the category of Rangers may hold certificate of the Rangers College, Dehradun or Coimbatore or a certificate equivalent there to.

3. SELECTION POST- Appointment to the posts of Chief Conservators, Conservators, Deputy Conservators and Asst. Conservators shall be made on grounds of merit and ability, are approximately equal.

(Amended vide G.O. Ms NO.517/F&R.D (For. II) Dept., dt 17.6.77).

4. QUALIFICATIONS- (1) No person shall be eligible for appointment by direct recruitment as Asst Conservator unless he possesses the following Qualification.

4(1) (a) Must not be less than nineteen years of age or more than twenty six years on the date on which the course of training starts. The upper age limit shall be relaxed in the case of Departmental candidate, i.e., trained Rangers in Government Service by not more than five years. In the case of members of a scheduled Castes or Scheduled Tribes or the backed classes, the upper age limit shall be relaxed by not more than five years. Rules 3 (15) or part 1 of General Rules for State and Subordinate Services shall be inoperative in the case of trained Rangers. In the case of Ex-Serviceman, the upper limit shall be 37 years.

(Inserted as per G.O.Ms.No.224, F&R.D. Dept., dt.6.7.74) (with effect from 6.7.1974)

NOTE: The age concessions in clauses (e) (f) and (h) to (i) of General Rule 12 of the State and Subordinate Service Rules are not admissible for appointment of Asst. Conservator of Forest by direct recruitment .

-(Inserted as per G.O. Ms.No . 153/F&R.D. (For.II) /Deptt., dt.28.2.77.

4.(1) (b) hold a Bachelor's Degree in Forestry, Botany, Zoology, Physics, Chemistry, Mathematics, Statistics, Geology, Mechanical Engineering, Civil or Chemical Engineering or Agriculture, Horticulture or Agriculture Engineering of a recognized Indian University of any equivalent foreign qualifications provided that in the case of graduates with pure mathematics or statistics the candidates must have one of the following subjects in their matriculation or any equivalent qualification.

(1) Biology, (2) Physics and (3) Chemistry (Substituted as per Govt. Memo. No. 1507/For. II/65-1, F&A., dt. 19-6-65 (with effect from 19-6-1965)

4.(1) (c) Must be not less than 5 feet 4 inches (or 1.6256 meters in height or 163 cms. Round) in height;

(ii) Must be not less than 32 inches (or 0. meters.Or79cms. Round) round the chest on expiration and must have on full inspiration an expansion of not less than 2 inches (or 0.0508 meter/or 5cms. Round)

(iii) Must be able to walk over 16 miles (25.7495 K.M. 25 K.M. round) in four hours, and

(iv) Must undergo a medical examination to be conducted by the Medical Board at Hyderabad and produce a health certificate signed by the medical Board in the form prescribed by article 49 of the Civil Service Regulations testifying to the candidates sound hearing and general physical fitness for outdoor work in the Forest Department and to the fact that he bears on this body marks of successful Vaccination.

4.(2) No person shall be eligible for appointment by transfer as Assistant Conservator, unless he is an approved probationer in the category of Rangers and

has put in a minimum period of eight years service in that category and has passed the following tests:-

i) Departmental tests in Law, Office Procedure and Accounts:

ii) Accounts Test for Executive Officers; and

iii) Departmental Tests in Land Revenue:-

Provided that in the case of Rangers directly recruited the training period spent by them in any of the colleges run by the Government of India shall be counted for calculating the eight years of service.

5. Probation: (a) Every person appointed as Chief Conservator or Conservator or Dy. Conservator shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

(b) Every person appointed as Asst Conservator, shall from the date on which he joins duty be on probation if recruited direct, for a total period of four years on duty and if recruited by transfer, for a total period of one year on duty within a continuous period of two years.

6. Training: (a) probationary Asst Conservator appointed by direct recruitment shall undergo a special course of study for a period of two years at Forest College, Dehradun. If any such probationer is prevented by sickness or any other adequate cause from appearing at the final examination at Dehradun at the end of the course, the Government may allow him to appear at the next final examination.

In which case the period of the probation specified in rule 5 shall be deemed to have been extended by a period equivalent to the interval between the examinations aforesaid.

(Substituted as per G.O. Ms. No. 223, F&R D. dt. 6-7-1974 with effect from 6-7-1974).

(b) Such probationer shall during the period of two years of special course of study at Dehradun and during the period of transit thereafter that is from the date of his relief at the college after successful completion of the course to the date of the joining practical training in the state, be paid stipend at such rate as the State Government may, time to time sanction. He shall begin to draw pay from the date he joins his appointment in the state after successfully completing the said course of study. He shall be granted traveling allowance in respect of journeys performed by him while under going the course of study prescribed in this rule and to the place of his appointment in the state after successful completion of the course under rule 102 (d) of the Andhra Pradesh Traveling allowance Rules.

The whole of the college fees for the course of study at Dehradun shall be met by the Government. Such probationers shall execute a bond with two sureties for all slums which in any way may be expended, paid or incurred by the Government on him in respect of his course of study at the Forest College, Dehradun and also a separate agreement in such form as may be prescribed by the Government in the Forest Department to serve the Government for a period of five years after successfully completing his course of study at the Forest College, Dehradun.

(Substituted as per G. O. Ms.No. 223, F. & .R. D. dt.6-7-1974 with effect from 6-7-1974.)

7. Tests: The Tests in Column (2) of the table below shall be passed by the members of the service specified in cols. (1) thereof within the period of their probation.

TABLE

Members	Tests
1. Probationary Asst. Conservator of Forest Recruited direct	1. Account Test for executive Officers.
	2. Departmental tests in Law, Land Revenue and Office procedure and Accounts.
	3. Second class Language test (full Test) in Telugu.
(Substituted as per G.O . Ms No. 1458, F. & A. dt. 6-10-1972 (with effect from 6-10-1972).	
Probationer Asst. Conservator recruited by Transfer	(Omitted)
(Vide G.O . Ms No. 192 F.A .H.&F. (For.II) Dept, dt. 28.4.1986)	

8. SENIORITY: The seniority of directly recruited Asst. Conservators of Forest be determined with reference to the date of commencement of the course of study at the Forest College, to which they are deputed. The inter seniority of the direct recruit. Assistant Conservators trained in the same batch shall be determined with reference to the rank assigned in the pass list issued by the college:

Provided that the seniority of a direct recruit Asst. Conservator who fails in the first year or second year examination and is permitted to take again the first year or second year course, as the case may be for the next or subsequent batch of students as the case may be should be determined with reference to the date of commencement of the course for the next or subsequent batch of students and the inter-seniority between him and the students of such next or subsequent batch shall be determined with reference to the rank assigned to him by the college authorities in the batch of students with whom he takes the final examination and passes:

Provided further that when the date of seniority to be assigned to an Asst. Conservator appointed by recruitment by transfer and to a direct recruit Assistant

conservator happens to be the same, the oldest of the two shall be taken as senior, other factors being equal.

(Amended vide G.O. Ms. No. 537 F&R D (For-II) Dept., dated 31-7-78).

9. INCREMENT: An approved probationer in the category of Asst Conservator of appointed by direct recruitment shall not be entitled to count for increment in the time-scale of any applicable to him any period of probationer prior to the duties of his post.

10. POSTINGS AND TRANSFERS: Postings and transfers of Asst. Conservators of Forests other than those in charge of Division shall be made by the Prl. Chief Conservator of Forests.

(Substituted as per G.O. Ms. No. 1751, F&A dated 24-9-1969, with effect from 24-9-1969)

11. RESERVATION OF APPOINTMENTS: The rule of special representation (General Rule 22) except as it relates to physically handicapped persons shall apply to the appointment of Asst Conservator of Forests by direct recruitment.

(Substituted as per G.O. Ms. No. 1408, F&A dated 30-7-1969, with effect from 30-7-1969)

12. Emergency Recruitment of the Category of A.C.Fs. Notwithstanding anything contained in these rules or in rule 3 Part-II of Andhra Pradesh State and Subordinate Service Rules, the appointment of 20 candidates by direct recruitment to be made during the year 1978 as Assistant Conservators of Forests as per G.O. Ms. No. 644, Forests and Rural Development Department dated the 11 th August, 1977 shall be as follows:-

- a) for the purpose of calculating the vacancies, all temporary posts which are in existence for a period of one year and more and which are likely to be continued indefinitely shall be taken as permanently.
- b) The period probation shall be two and half year on duty within a continuous period of three and half years including the period of training of six months,
- c) If a probationer or an approve probationer in the category of Asst. Conservator of Forests is to be discharged for want of vacancy, the Assistant Conservator of Forests appointed by transfer from the category of Range Officers will be reverted in the order of Juniority and not Assistant Conservator of Forests directly recruited under these rules.
- d) The training course will be field oriented for a period of Six months at a place specified by the State Government:
- e) The candidates have to observe discipline and dress regulations as prescribed by the Chief Conservator of Forests or by any other authority specified by him.

- f) The candidates shall be deputed to undergo training at the State Forest Service College, run by the Government of India according to the seniority in the list prepared by the Andhra Pradesh Public Service Commission, subject to the availability of seats, from time to time and subject to such other conditions as may be specified by the Government from time to time.
- g) The candidates shall execute a Bond with two sureties for a sum of rupees 25,000/- each and also separate agreement in such form as may be specified by the Chief Conservator of Forests, from time to time, with an undertaking to the State Government for a period of at least five years after successful completion of the training;
- h) The seniority of the candidates shall be as per the rank assigned by the Andhra Pradesh Public Service Commission in the Selection of candidates. But after they undergo training in the State Forest Service College for two years their seniority shall be as indicated in rule 8;
- i) The pay and allowances, commencement of probation and earning of increments by the candidates during the period of training will be governed by the orders issued in G.O. Ms. No. 128, Finance & Planning (Fin Wing PRC-III) Dept., dated 20 th March, 1976.

(Ammended vide G.O. Ms. No. 28, F&RD (For-II) Dept., dated 9-1-1979).

GOVERNMENT OF ANDHRA PRADESH

Abstract

Public Services – Forest Department – A P Forest Sub-ordinate Service Class-I – Forest Range Officers – Declaration of Gazetted – Orders – Issued.

ENERGY, FOREST , ENVIRONMENT, SCIENCES & TECXHNOLIOGY (FOR-IV) DEPT.

G.O. Ms. No. 188.

Dated: 9-9-1993

Read the following:-

1. From the Prl. Chief Conservator of Forests A P Hyderabad Lr. No. 32232/88/A1. Dated: 30-1-1991.

ORDER :

Prl .Chief Conservator of Forest in his letter read above had recommended to the Government for declaring the post of Forest Range Officers as Gazetted.

1. Government, after careful consideration, hereby decides that the post of Forest Range Officer in the Forest Department in the Scale of Rs.2750-5960 be declared as Gazetted without any financial commitment to the Government and without compensatory allowance in lieu of residential attenders.
2. The Prl. Chief Conservator of Forests is requested to send necessary proposals, to consider and issue of amendment to relevant service rules also to the presidential Order immediately.
3. This order is issued with the concurrence of Finance and Planning Department vide U.O.No4957 / SF(IF)/93, dated 8-9-1993.
4. The following Notification be published in the Andhra Pradesh Gazette.

NOTIFICATION

The post of Forest Range Officers in Andhra Pradesh Forest Department shall be Gazetted.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

S.RAY,

PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Prl.Chief Conservator of Frorest, A.P., Hyderabad.

All Heads of Departments.

All District Treasury Officers,

The Commissioner of Printing, Stationery Stores & Purchases,

A.P. Hyderabad (with a request to publish para 5 only)

Copy to: Accountant-General, A.P, Forest Dev. Corpn.,

All Departments in Secretariat,

All Sections in EFES&T Dept.,

SF./SC.

//Forwarded by Order//

SECTION OFFICER

ANNEXURE – I (b)

RULES FOR THE POST OF ACCOUNTS OFFICER IN THE FOREST DEPARTMENT.

(issued in GO. Ms. No. 205, Forests, Animal Husbandary and Fisheries (For-II) Dept., Dated 2 nd May, 1986).

* * *

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following Adhoc Rules to govern the appointment to the post of Chief Accounts Officer in the officer of the Prl. Chief Conservator of Forests, Hyderabad.

ADHOC RULES

1. **Constitution:** The post of Chief Accounts Officer, in the officer of the Prl. Chief Conservator of Forests, Andhra Pradesh, Hyderabad shall constitute a distant class in the Andhra Pradesh General Service.
2. **Method of Appointment:** By promotion from category of Accounts Officers in the Forests Department who have put in not less than 3 years of service.
3. **Probation:** Every person promoted to the post of Chief Accounts Officer shall be on probation for a total period of one year on duty within a continuous period of two years.

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ANNEXURE – I (c)

RULES FOR THE POST OF ACCOUNTS OFFICER IN THE FOREST DEPARTMENT

(Issued in G.O. Ms. No. 1497, Food and Agriculture (For-II) Department dated: 20-10-1972).

* * *

In exercise of the powers conferred by the proviso to article 309 of the constitution of India, the Governor of Andhra Pradesh hereby makes the following rules for the posts of Accounts Officers in the Forest Department.

RULES

1. The posts of Accounts Officer in the Forest Department shall constitute a distinct class in the A P General Service.
2. Appointment to the posts shall be made:

(1) recruitment by transfer from:

- i) Gazetted Assistant (Non-Technical) to the Chief Conservator of Forest in the Andhra Pradesh General Service;
- ii) Managers in the office of the Chief Conservator of Forests and in subordinate offices in Forest Department in category 1 of the A P Ministerial Service;
- iii) Superintendents of the office of the Chief Conservator of Forests in category 1 of A P Ministerial Service; and
- iv) Superintendents of the office of the Chief Conservator of Forests Department in category 2 of the A P Ministerial Service.

Provided that the Gazetted Assistant (Non-Technical) to the Chief Conservator of Forest shall invariably be considered in preference to the Superintendents and Managers.

Provided further that the inter seniority of Managers, Superintendents in category 1 and Superintendents in category 2 in the A P Ministerial Service shall be determined with reference to the date of appointment in the said posts in the category concerned.

(2) By transfer of Accounts Officers from the A P Treasuries and Accounts Service.

3. No person shall be eligible for appointment to the post by the manner specified in sub-rule (1) of rule 2 unless;

(1) he has put in not less than five years service as Manager or Superintendent in the Forest Department in categories 1 and 2 of the Andhra Pradesh Ministerial service.

(2) he has passed the Accounts Test for subordinate officers parts I and II and the Forest Department Test (full test) prescribed for the ministerial staff.

4. Every person appointed to the post shall be on probation for a total period of one year on duty within a continuous period of two years.

//True Copy//

* Amendment in G.O. Ms. No. 555 F&RD (for –II) Dept, dated 2-7-1977.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Service – State Service -Forest Department Adhoc Rules to the posts of Accounts Officer in the Forest Department – Amendment to Rule 2 (1) – Issued.

FOREST AND RURAL DEV. (FOR-II) DEPARTMENT

G.O. Ms. No. 555,

Dated: the 2 nd July, 1977.

Read the following:-

1. G.O. Ms. No. 1497, Food & Agri. Dept., dated 20-10-1972.
2. G.O. Ms. No. 501, F&RD dated 29-7-1974.
3. From the CCF Lr No. 79317/75-M1, dated 12-7-1976.
4. From the Secretary APPSC Lr No. 1589/D1/1/77, dated 25-6-77.

ORDER:

Consequent to the creation of the post of Gazetted Assistant (Non-Technical) to the Chief Conservator of Forests in the Forest Department in the G.O. Second read above, the following notification amending the Adhoc Rules for the Posts of Accounts Officer in Forest Department is issued.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh here by makes the following amendments to the Adhoc rules for the posts Accounts Officer in the Forest Department approved in G.O. Ms. No. 1497, Food and Agriculture Department, dated the 20 th October, 1972.

AMENDMENTS

For sub-rule (i) of rule 2, the following shall be substitute, namely:

(i) recruitment by transfer from:

- (i) Gazetted Assistant (No-Technical) to the Chief Conservator of Forests in the Andhra Pradesh General Service;
- (ii) Managers in the Office of the Chief Conservator of Forests and in Subordinate Offices in the Forest Department in category 1 of the A P Ministerial Service;
- (iii) Superintendents of the office of the Chief Conservator of Forests in category 1 of the A P Ministerial Service; and
- (iv) Superintendents in the Subordinate offices in the A P Forest Department in category 2 of the A P Ministerial Service.

Provided that the Gazetted Asst. (Non-Technical) to the Chief Conservator of Forests shall invariably be considered in preference to the Superintendents and Managers.

Provided further that the inter-seniority of Managers, Superintendents in category 2 in the A P Ministerial Service shall be determined with reference to the date of appointment in the said posts in the category concerned.

E.V RAM REDDY,
SECRETARY TO GOVERNMENT.

To
The Chief Conservator of Forests, A P Hyderabad.

//True Copy//

ANNEXURE – I (d)

RULES FOR THE POST OF GAZETTED ASSISTANT)TECHNICAL IN THE FOREST DEPARTMENT

(Issued in G.O. Ms. No. 168, Forest, Animal Husbandary and Fisheries (For-II)
Dept, dated 20 th April, 1987.

-O-

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh, hereby makes the following adhoc rules to govern the temporary post of Gazetted Assistant (Technical) in the Office of the Principal Chief Conservator of Forests, Andhra Pradesh, Hyderabad.

AD-HOC RULES

1. Applicability of General Rules:

The provisions of the Andhra Pradesh State and Subordinate Service Rules shall apply to the holders of temporary post of Gazetted Asst. (Technical) in the office of the Prl. Chief Conservator of Forest, Andhra Pradesh Hyderabad subject to the modifications specified below.

2. Constitution:

The post of Gazetted Asst. (Technical) in the Office of the Principal Chief Conservator of Forests, shall constitute a distinct class in the Andhra Pradesh Forest Service.

3. Method of Appointments:

Appointment to the post shall be made by transfer from, among the holders of the posts of Head Draughtsman or Draughtsman Grade-1 included in Class-III of Andhra Pradesh Subordinate Service.

4. Appointing Authority:

The Principal Chief Conservator of Forest shall be the appointing authority.

5. Qualifications:

No person shall be eligible for appointment to the post unless he has put in not less than 5 (five) years of regular service as Head-draughtsman or Draughtsman Grade-I in the Forest Department.

6. Probation:

Every person appointed to the post by recruitment by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.

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ANNEXURE – I (e)

RULES FOR THE POST OF GAZETTED ASSISTANT (NON-TECHNICAL) IN THE FOREST DEPARTMENT

(Issued in G.O. Ms. No. 643, F&RD (For-II) Dept, dated, 25-11-74)

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following rules for the temporary post of Gazetted Assistant (non-Technical) to the Chief Conservator of Forests in the Forest Department.

RULES

1. The post of Gazetted Assistant (Non-Technical) in the Forest Department shall constitute a distinct class in the Andhra Pradesh General Service.
2. Appointment to the post shall be made by transfer from among:- Managers and Superintendents of the offices in the Forest Department Constituting categories 1 and 2 of the Andhra Pradesh Ministerial Service.
3. No person shall be eligible for appointment to the post unless:
 - a) he has put in not less 5 (five) year service as managers and or superintendents in the Forest Department.
 - b) He has passed the Accounts Test for Subordinate Officers parts I and II and full test of the Forest Department prescribed for the Ministerial Service.
4. Every person appointed to the post shall be on probation a total period of one year on duty within continuous period of two years.

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APPENDIX – 2

(Section 16)

Rules for Preparation, Maintenance and usage of personal files.

For Indian Forest Service Officers, the all India Services (Confidential Rolls) Rules, 1970 will be applicable.

Government has issued consolidation instructions on maintenance of personal files through G.O.Ms No.1385 General Administration (Service –C) Department, dated: 31.10.1961 which is extracted below.

Government has abolished personal files for employees to be appointed against non-section posts vide Gloms No.82 General Administration (Service-C) Department dt.21.2.1985.

APPENDIX –INSTRUCTIONS

1. Preparation: - The object of the Annual Confidential Report is to assess as nearly as possible how far each officer is physically, mentally and morally suitable for his office. Whether he is able to apply intelligently the law, rules, practices and procedure applying to the work within his charge, his treatment of his subordinates, his behaviour to his superiors and colleagues in other department and finally his relations with the public.

i) In respect of Gazetted Officers, the report should be written in form “A” annexed to these instructions as Annexure.I.

ii) In respect of non-Gazetted Officers necessary entries will be made in from “C” annexed to these instructions as Annexure.II.

iii) In respect to Gazetted Officers who hold “D” Annexed to these instructions as Annexure.III and Form-A, Annexure-1 in respect to other Gazetted Officers of Forest Department.

While Preparing the confidential reports, the following points should be borne in mind.

- a) The reports should be written or typed by the Officer, himself, to facilitate identification, the name of the officer writing the report should be written in block letters below his signature and his designation also indicated. In the case of Gazetted Officers reports will be prepared in duplicate, one copy of which will be retained by the Head of the Department and the other by the Secretary to Government.
- b) Confidential Report forms should never be folded.

- c) Names and designation of Officers must be given in full and exactly as shown in Civil List of Service Books.
- d) The reports will, unless otherwise specified, be made out in the first instance by the immediate superior Gazetted Officer and shall pass, through the channel of submission; the instructions regarding which have been issued separately Reports on Heads of Departments will similarly be drawn up by the Secretary to Government in the department concerned.

Note: - The Section heads in the offices of the Directorates of District Officers should initiate reports on the ministerial and non-technical staff working under them in the shape of a note which may follow the general pattern of the annual confidential report and with the assistance of this note the immediate Gazetted Officer may enter his own assessment on the permanent record.

The note "Written by..... Section Head" should be preserved in the Personal File for a year as an Annexure for reference.

If both the Secretary to Government and the Head of the Department belong to same Services (Viz., I.A.S., etc.) and if the Secretary to Government is junior to the Head of the Department in the common gradation list of Service concerned, the Chief Secretary will record confidential report of the Head of the Department. In all other cases i.e., in the case of non I.A.S., Heads of Departments, the Secretary to Government in the Administrative Department of the Secretariat having control over them will record these reports.

e) If an officer is transferred during the year, the report should be prepared by the Officer under whom he has served for the first part of the year and should be forwarded to the officer to whose charge he has been transferred.

f) If the reporting Officer be transferred before July in a year he need not leave any report on the Officers under him but if he is transferred after July he should leave a report on each of the officers under him or a note to that effect to enable his successor to transcribe those remarks into the annual confidential report stating the name of the author.

If the counter signing officer, who has assessed the qualities of the officers reported upon, retires at the time the report is put up, the counter-signature should be done by his successor, but a counter-signing officer retiring after June in a year may in his discretion leave a note on officer or officers working under him for addition to the annual confidential report (with the name of the recording officer) at the time of counter-signature of the annual confidential report.

g) If an officer has worked, during a year, under different officers for less than 4 months under each such officer, the officer or officers under whom he worked for more than 2 months will write the report.

h) In the beginning of April each year and when a Minister is about to relinquish charge of his office, he should be requested by the Chief Secretary to record his remarks on each of the Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries who have worked in the Secretariat directly under him, if he so wishes.

i) When a Secretary, Special Secretary, Additional Secretary or Joint Secretary to Government vacates his office, the Minister under whom he has worked should be requested by the Chief Secretary to record such remarks if he so wishes.

1. Exception: - No Confidential reports will be prepared for the judges of the Andhra Pradesh High Court, Chief Secretary to Government, Members of Board of Revenue and the Members of the State Public Service Commission.

2. Expressions of Censure: - Expressions of Censure, etc., Conveyed to an officer, will not be recorded in the confidential reports, but a copy of the letter conveying the censure will be attached to the Officer's confidential documents. All censures should be recorded on the files, but in such cases an entry should be made as follows in the Annual reports.

Censure for In letter No..... Dated

3. Period of Report: - Confidential reports should be prepared and submitted for the period from 1 st April of year to 31 st March of the Succeeding year.

Note: - In the case of probationers and emergency candidates reports may be written every half year, i.e., during April and October each year.

4. Communication of Unfavourable Remarks: All unfavourable remarks whether through an ordinary or special Reports mentioned in instruction (5) below should be communicated to the officer concerned, and a note to that effect should be made in the report as well as the manner of communication. Where a report shows that an officer has made successful efforts to remedy the defects, to which his attention has been drawn previously, the facts should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

Note:-I) After the Minister-in-charge or the Head of Department, as the case may be has seen a particular report the officer immediately above the reporting officer should be the one to communicate the adverse remarks appearing in the report, e.g., in the case of an Asst. Collector (or Dy. Collector) it would be the member, Board of Revenue in the case of the Director of Agriculture, it should be the Chief Secretary, in the case of a Tahsildar (reported on adversely by the Dy. Collector or Collector) the communicating of an adverse entry may come from the Collector. The Communication is of great importance and it should be such as not unduly to discourage or embitter an officer. The object should be as far as possible to improve him. Therefore, the communication should be forwarded very carefully and while indicating the defects good work also should be mentioned. The best form is frequently a personal letter giving briefly credit for what is good while instancing

what requires to be corrected. The method to be employed in pointing out an officer his particulars short comings should be also determined by a consideration of his individual temperament so that it will be most beneficial to him.

ii) All adverse remarks, whether remediable or non-remediable made in the confidential report should be promptly communicated, in writing to the officer adversely reported upon, by the concerned officers.

iii) Adverse remarks should be supported by Special evidentiary examples or instances as far as possible. Recording of impressions based on adequate contacts would not however be ruled out altogether. While communicating adverse remarks the name of the Officer from whom the adverse remarks emanates should on no account is mentioned.

iv) An officer should be given an opportunity to make a representation, if he wished to against any unfavourable remark made in his annual confidential report and communicated to him. Such representations should be made to the authority to whom an appeal would lie against an order of censure on the officer concerned and they should be preferred within one month from the date on which the remark is communicated to the officer. Representations should be confined strictly to the merits of the question vouched in proper language and should not contain any personal attacks and insinuation against the superior officers.

iv. a) Officers, who wish to make representations against adverse remarks communicated to them they may be permitted to inspect the records, if any, if they so desire.

v) Unfavourable remarks made in the confidential reports are not punishments under the statutory rules and for this reason no appeal lies against any such remarks. It is to be borne in mind that such report expresses only the opinion of the officer making the report. It is, therefore, essential that all officers who have to record their remarks in the annual confidential reports should, do so with the greatest caution and should not record any remarks lightly on the spur of the moment or based on prejudice.

vi) When a superior officer differs from the opinion expressed in respect of an officer by the immediate superior of the latter, the former should invariable give his reason to substantiate the remarks made by him in confidential reports.

vii) When a representation against adverse remarks communicated is made by the officer reported upon the Govt. or the authority to whom an appeal would lie against an order of censure on the officer concerned will decide the need of enquiry to be held on the representation and take further action indicated below.

i) If the competent authority feels, that there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly.

ii) If he, however, feels that remarks should be noted down, he should make the necessary entry with proper attestation at the appropriate places of the report. Previous entries should not be corrected.

iii) In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded and therefore, deserves expunction he should pass over the remark and indicate side by side the reference through which the expunction was ordered and append his full signature with date and designation and the officer informed accordingly.

(G.O. Ms. No. 407, G.A.D., Dt. 28-7-1973)

iv) The representations or explanations against adverse entries should be added to the confidential reports. If the representation was well founded, it would have resulted in the competent authority toning down or, in rare cases expunging the adverse remarks; if the representation was without substance, it must have been rejected. In either case, no useful purpose can possibly be served by adding the representation itself to the confidential report.

5. Special Reports: - Special reports may be called for at any time in connection with a particular question or questions with regard to an officer. Such reports should be submitted through the prescribed channels but need not to be recorded in the form of annual confidential Reports and should be confined in details to the question or questions raised. The immediate superior officer and other, reporting officers will indicate in report the steps by them to acquaint themselves with the work of the officer concerned with a view to furnishing the report and should state the period for which they have experience of the work of office concerned.

This does not preclude a superior officer from forwarding at any time a report on an officer under him, should be considered that the conduct of an officer makes this action necessary. Such reports should also be submitted through the prescribed channels.

Para-6: Procedure to be followed in dealing with Confidential reports of all India Service.

ALL INDIA SERVICE (CONFIDENTIAL ROLLS) RULES, 1970

In exercise of the powers conferred by sub-section (1) of section 3 of the All India Service Act, 1951 (61 of 1951) the Central Government, after consultation with the Government of the State concerned, hereby makes the following rules, namely:-

1. Short Title, commencement and application: (1) these rules may be called the All India Service (Confidential Rolls) Rules, 1970.

2. They shall come into force on the date of their publication in the Official Gazette.

3. They shall apply to the writing and the maintenance of the confidential reports on the members of Service.

2. Definitions: - In these rules, unless the context otherwise required:-

1(a) ‘accepting authority’ means the authority who was during the period for which the confidential report is written, immediately superior to the reviewing authority and such other authority as may be specifically empowered in this behalf by the Government.

(aa) ‘Confidential report’ means the confidential report referred to in rule 5:

1(b) ‘confidential report’ means the compilation of the confidential reports written on a Member of the Service and includes such other documents as may be specified by the Central Government, by special order, in the behalf:

1(c) ‘Government’ means:-

(i) In the case of a member of the Service serving in connection with the affairs of the Union or of a Union Territory, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government, or serving under a local body set up by an Act of Parliament, or serving under an inter-national organization, an autonomous body not controlled by the Central Government;

(1 Inserted/ Substituted vide notification No.34/C71-Ais (III) Volt 1-A Dt.11-9-73.)

(ii) In the case of a member of the Service serving in connection with the affairs of a State, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government of a State, or serving under a local body set up by an Act of the Legislature of a State, the Government of that State.

(d) Member of the Service means a member of an All India Service as defined in section 2 of the All India Service Act, 1951 (61 of 1951);

(e) ‘reporting authority’ means the authority who was, during the period for which the confidential report is written, immediately superior to the member of the Service and such other authority as may be specifically empowered in this behalf by the Government.

(f) ‘reviewing authority’ means the authority who was, during the period for which the confidential report is written immediately superior to the reporting authority and such other authority as may be specifically empowered in this behalf by the Government.

(g) 'State' means a State specified in the First Schedule to the Constitution and includes a Union Territory;

(h) 'State Government' means the Government of the State on whose cadre the member of the Service is borne and in relation to a member of an All India Service borne on Joint Cadre, the Joint Cadre Authority.

Government of India's Orders:

In pursuance of clause (b) of rule 2 of the All India Services (Confidential Rolls) Rules, 1970 the Central Government hereby specifies, the following documents to be included in the confidential rolls, as defined in that clause namely:-

- (i) Letters of appreciation/Resolution issued by the Government to a member of the All India Service; record about any medals, awards etc. awarded to him in recognition of his service.
- (ii) Copy of order imposing on the member of the Service of the penalties specified in the All India Services (Discipline and Appeal) Rules, 1969.
- (iii) Copy of the Communication addressed to a member of the Service warning him or conveying the displeasure or reprimand of Government to which a reference is made in the Confidential Report for the relevant period.
- (iv) Record of final result of the inquiry into the charges or allegations against a member of the Service, mentioned in his confidential Report.
- (v) Copies of certificates regarding languages learnt by the member of the Service.
- (vi) Copies of certificates regarding educational qualification acquired by the member of the Service after entering into the Service.
- (vii) Copies of
 - a) Certificates (and mark sheets) regarding training received by a member of the Service; and
 - b) Evaluation sheets in respect of training programmes sponsored by Government of India of four weeks or more.
- (viii) Record about any books, articles and other publications brought out by a member of the Service or for the publication of which he may be responsible.

Note: 1. Mention of items (v) may also be made on the first page of the C.R.Dossier in the Column "Language known" and "Educational Qualifications" respectively.

Note: 2. Details of the training under item (vii) may also be mention on the first page of the C.R. Dossier below the column “Educational Qualifications”.

Note: 3. Information relating to item (viii) may be entered in a separate list to be kept in the C.R. Dossier. Copies of the articles, books and other publications need not be kept in the C.R .Dossier. No distinction is to be made between articles, books and other publications of a professional and those of a non-professional nature.

3. Maintenance and custody of confidential rolls:- (1) A confidential roll shall be maintain in respect of every member of the Service by the State Government as well as by the Central Government.

(2) The State Government as well as well as the Central Government may specify the manner in which the aforesaid confidential rolls shall be maintained and kept by it.

4. Form of the confidential report: - The Confidential report shall be written by the reporting authority in such form as may be specified by the Central Government.

Provided that the Government may make such additions in the form so specified as may be considered necessary or desirable by it to suit local conditions or requirements.

5. Confidential Reports:- (1) A confidential report assessing the performances. Character, conduct and qualities of every member of the Service shall be written for each financial year or calendar year, as may be specified by the Government (ordinarily within two months of) the close of the said year.

Provided that where a member of the Service is on deputation to an international organization, confident reports in respect of such member may be written.

(i) for the entire period of his tenure with the said organization even in a case where the period of such tenure exceeds one year; or

(ii) For such shorter period as may be considered convenient or necessary by the reporting authority having regard to the circumstances of each case, ordinarily within there months of the close of the said period.

Provided further that a confidential report may not be written in such cases as may be specified by the Central Government, by general or special order.

(2) A confidential report shall also be written when other the reporting authority or the member of the Service reported upon relinquishes of his charge of the post and in such a case, it shall be written at the time of the relinquishment of his charge of the post (ordinarily within one month)

Provided that a confidential report may not be written in such cases as may be specified by the Central Government by general or special order.

(3) Where more than one confidential report are written on a member of the Service during the course of a financial year or a calendar year, as the case may be, each such report indicate the period to which it pertains.

(4) Where the reporting authority has not seen, and the reviewing authority has seen, the performance of a member of the service for at least three months during the period for which the confidential report is to be written, the confidential report of any such member of the service for at least three months during the period for which the confidential is to be written, the confidential report of any such member for any such member for any such period shall be written by the reviewing authority, and where, both reporting authority and reviewing authority have not seen and the accepting authority has seen, the performance s aforesaid of any such member during any such period, the confidential report shall be written by the accepting authority.

(5) Where the authority writing the confidential report under sub-rule (2) or sub rule (4) is a government servant, such report shall be written before he retires from service.

(6) where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a member of the service for at least three months during the period for which the report ids to be written, an entry to that effect shall be made in the confidential report for any such period by the Government.

(7) Notwithstanding anything contained in sub rules (1), (2) and (4) it shall not be competent for the reporting authority, the reviewing authority or the accepting authority, as the case may be, where the authority writing the confidential report is not a Government servant to write a confidential report after he demits office.

Explanation: For the purpose of this, minister shall not be treated as having demitted office if he continues to be minister in the council of the ministers with a different portfolio or in the council of ministers immediately reconstituted of the previous council of ministers of which he was a minister with same or different portfolio.

Government of India's Decisions:

According to the provisions contained in the sub-rules (1) of rule 5 of the Indian Administrative Service (confidential rolls) Rules, 1970a confidential reporting accessing the performance, character, conduct and qualities of every member of the service shall be written for each financial year, or calendar year, as may be specified by the government, ordinarily with in two months of the close of the said year.

Further sub-rule (2) of rule 5ibid provides that a confidential report shall also be written either reporting authority or the member of the service reported upon

Relinquishes charge of the post and, in such case, it shall be written at the time of relinquishment of his charge of the post or immediately thereafter. Instances have come to notice where in the provision contained in the above said sub-rule (1) & (2) of rule 5 ibid are not being strictly followed. The delay in writing of the Confidential Reports defeats the very object of writing confidential reports in as much as it deprives the effected officers concerned to improve their performance and rectify the defects, if any, pointed out by the reporting officers.

It is, therefore, requested that special efforts should be made to ensure that the provision contained in sub rule (1) & (2) of rule % of the All India Services (Confidential Rolls) Rules 1970 are strictly complied with.

(F.No.11059/13/82-AIS (III), dt. 11.1.84.)

(2) A question has been raised as to what exactly is meant by the term 'immediately thereafter' in sub-rule (2) of rule 5. it is clarified that the confidential report in such cases may ordinarily written with in a period of two months from the date of relinquishment of charge of the reporting authority or the office reported upon as the case may be .

(F.No.11059/1/81-AIS (III), dt. 18.3.81.)

6. Review of the confidential report: (1) The confidential report shall be reviewed by the reviewing authority with in one month of it s being written:

Provided that this requirement may be dispensed within such case as may be specified by the Government, by general or special order.

(2) Were the report is written by the reviewing authority under sub-rule (4) of Rule 5 or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a member of the service at least three months during the period for which the confidential report is written the confidential report of any such member for any such period shall be reviewed by the accepting authority, ordinarily one month of its being written.

(3) it shall be competent for the reviewing authority or the accepting authority, as the case may be review any such confidential reports unless it has been the performance of the member of the service for at least three moths during the period for the which has been written, and in very such case an entry, to that shall effect shall be made in the confidential report.

(4) Not with standing anything containing In sub-rules (1) and (2) it shall not be competent for the reviving authority or there accepting authority, as the case may be to review any such confidential report.

(a) Where the authority reviving the confidential report is a Government Servant, after he retires from service, and

(b) In other cases, after he demits office.

Explanation: For the purpose of this rule, a minister shall not be treated as having demitted office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the council of ministers immediately constituted after the previous Council of Minister of which he was Minister with the same or different portfolio.

6.A. Acceptance of the confidential report: (1) The confidential report, after review shall be accepted, with such modifications, as maybe considered necessary, and countersigned, by the accepting authority, ordinary with in one month of his review:

Provided that this requirement may be dispensed with in such cases as maybe specified by the Government, by general or special order:

Provided further that where the accepting authority has not seen the performance of any member of the service for at least three months during the period of which the confidential has been written, it shall not be necessary for the accepting authority to accept any such report.

Note: An entry to this effect shall be made in the confidential report.

(2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority and countersign such confidential report.

(a) where the accepting authority is a Government servant, after he retires from service, and

(b) in other cases, after he demits office.

Explanation: For the purpose of this rule a minister shall not be treated as having demitted office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediate reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio.

6.B. Cases in which the accepting authority writes or review the confidential report: Notwithstanding anything contained in rule 5 or rule 6 where the accepting authority writes or reviews the confidential report of any member of the Service, it shall not be further necessary to review or accept any such report.

7. Communication of the confidential report to the Central Government and the State Government: A certified true copy of the confidential report shall be sent

to the Central Government or the State Government or both to the Central Government and the State Government according as the member of the Service is serving in connection with the affairs of the State, on whose cadre he is borne or the union, or a State to which he has been deputed.

Provided that if the confidential report is written in a language other than Hindi or English, it shall be accompanied by the authentic certified translation in Hindi or English.

8. Communication or adverse remarks: (1) Where the Confidential report of a member of the service contains an adverse remark, it shall be communicated to him in writing together with a substance of the entire confidential report by the Government or such other authority as may be specified by the Government ordinarily within two months of the receipt of the confidential report and a certified copy to this effect shall be recorded in the Confidential Report.

(2) Where the reporting authority or the reviewing authority or the accepting authority records an adverse remark, he shall also record a note to the effect that the remark is an adverse remark;

Provided that the question whether a particular remark recorded in the confidential report of a member of the Service is an adverse remark or not shall be decided by the Government.

Provided further that in the event of any difference of opinion between the Central Government and the Government of a State whether a particular remark is to be deemed an adverse remark or not, the opinion of the Central Government shall prevail.

Explanation: For the purpose of these rules an adverse remark means a remark which indicates the defects or deficiencies in the quality of work or performance or conduct of an officer, but does not include any word or words in the nature of counsel or advice to the officer.

9. Representation against adverse remarks: A member of the Service may represent to the Government against the remark communicated to him under Rule 8 within (45) days of the date of its receipt by him:

Provided that the Government may entertain a representation within three months of the expiry of the said period if it is satisfied that the member of the service had sufficient cause for not submitting the representation in time.

10. Consideration of representation against adverse remark: (1) The Government shall, and if it considers necessary, in consultation with the reporting authority, the reviewing authority or the accepting authority, consider the representation made under Rule 9 by a member of Service and pass orders as far as possible within three months of the date of submission of the representation.

- (a) rejecting the representation, or
- (b) toning down the remark, or
- (c) Expunging the remark;

Provided that where an order toning down or expunging the remark is passed, a copy of such order and if the order is passed beyond twelve months after the close of the financial year or calendar as the case may be to which the remark pertains, the reasons therefore, together with the certified true copies of the representation made and the remarks of the reporting authority and the reviewing authority, shall be endorsed to the Central Government or the State Government according as the member of Service is serving in connection with the affairs of a State on whose cadre he is borne on the Union or a State to which he has been deputed.

(2) The order so passed on the representation shall be final and the member of the Service concerned shall be informed suitably.

10-A General: The Central Government may issue such instructions not consistent with the provisions of these rules, as it may consider necessary, with regard to the writing of the confident reports, and maintenance of the confidential rolls and the effect of the confidential reports on the conditions of service of a member of the Service.

11. Interpretation: Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Central Government who shall decide the same.

Para-7 Date of submission of the confidential Report:

The first reporting officer will forward the report by the 15th April and intermediate authorities will pass on the report with their remark to the next higher authority within one week of its receipt by them. These reports should reach the Head of Departments not later than the 15th May and the Secretariat concerned not later than the end of May every year.

In the case of officers deputed to another Department/State Government on foreign Service, the present department of the Government Servant should maintain the confidential reports of such officers and the periodically or rendition of such reports should conform to the periodically adopted in his present department. The Head of the parent department should obtain their confidential reports, at the beginning of every year from the borrowing department or concerned department for further disposal.

8. Disposal: (i) Confidential Reports on Gazetted Officers should be submitted to the Minster-in-charge and reports on all IAS and IPS officers and all other officers holding posts encarded in these services and those of the Head of Departments

should be submitted to the Chief Minister. The Secretary to Government in the department concerned should find out annually from the Minister concerned which personal files, the Minister would like to see and submit only those personal files of Gazetted Officers to the Minister-in-charge or the Chief Minister as the case may be. The Secretary may suggest to the Minister-in-charge that it would do if he saw only those personal files of gazetted officers which are maintained in the Secretariat.

(ii) The personal files of the Gazetted Officers should be retained at Secretariat level as follows.

Revenue	Deputy Collectors and above.
Health, Housing and Municipal Administration Dept.	Civil Surgeon and Assistant Directors of Public Health and above.
Public works Department.	Superintendent Engineering and above.
All other Departments	Officers of the District level and above.

In the case of all other Gazetted Officers (i.e., those below the levels mentioned above), the Heads of Departments may be required to furnish personally an annual Certificate in writing to the concerned administrative Department that the personal files, of which he is the custodian, are complete, inclusive of the report for the last completed year. The Heads of the Departments should be obtain similar certificates from their subordinate officers in regard to personal files of which the latter are the custodians.

(iii) The originals of the confidential reports on those gazetted officers, whose personal files are available with and in the custody of the Secretary to Government in the administrative department concerned should be filled in the personal files of the officers concerned reports in respect of officer whose personal custody files will be with the heads of departments, will be recorded in the Secretariat and retained by the Secretary while duplicate copies of such reports should be filled in the concerned officers Personal Files that are kept in the personal custody of the Head of the Department. The reports on Indian Administrative Service and all other officers holding posts encarded in the IAS, the Inspector-General of Police, the Additional Inspector-General of Police, Heads of Department is responsible for leave, transfer etc., will be retained in the personal custody of the Chief Secretary who is the custodian of the personal file if those Officers.

The original reports on IPS Officers other than those of Inspector General of Police and the Additional Inspector-General of Police and the officer holding posts encarded in the IPS will be recorded in the General Administration Department while the duplicate copies thereof should be filed in the respective personal files which will be kept in the personal custody of the Inspector General of Police.

9. Register to watch the disposal of reports: A register as indicated in the Annexure-IV to these instructions will be maintained by all Heads of Departments

and Secretaries to Government to watch the timely receipt of confidential reports and their final disposal by the prescribed dates.

10. The Departments of Secretariat may issue subsidiary instructions laying down the procedure to be followed for implementing the main orders and principles as stated above.

11. Forwarding of confidential reports on Government Servants to Private/Semi-Government autonomous bodies etc: Copies of confidential reports on Government Servants or even the substance of such reports should not be sent to private bodies, in connection with appointments to posts advertised by them or for other purposes. But if a request is received from a public or semi-autonomous body controlled by Government only a gist of the reports may normally be supplied. There may however, be cases in which it is in Governments own interest that the management of a corporate public enterprise should see the confidential reports in full. In such cases the reports may be shown under the orders of the head of the department or of the Secretary concerned where the reports relate to a Gazetted Officer.

12. The duties of the officers as laid down in the above instructions are indicated in Annexure-V.

INDIAN FOREST SERVICE

FORM-I

JUNIOR TIME SCALE, SENIOR TIME SCALE AND SELECTION GRADE

Reports for the year / period ending _____

Part-I Personal data

(To be filled by the Administrative Section concerned of the Ministry/Department/Office.)

1. Name of Officer:
2. Cadre and year of allotment:
3. Date of Birth:
4. Date of continuous appointment to present grade: Date : Grade:
5. Present post and the date of appointment thereto: Date: Post:
6. Period of absence from duty (on leave, training, etc, during the year. If he has undergone training, please specify).

Part-II To be filled in by the officer reported upon

(Please read carefully the instruction given at the end of the form before filling the entries.)

1. Brief description of duties.
2. Please specify the quantitative / Physical / financial targets / objectives set for yourself or that were set for you in respect of eight to ten items of works, in order of priority and your achievement against each target. Targets : Achievements:
3. (a) Please state briefly the shortfalls with reference to the targets / objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.
(b) Please also indicate in which there have been significantly higher achievements and your contribution thereto.

Part-III To be filled in by the reporting authority

(Please read carefully the instructions given at the end of the form before filling the entries.)

NATURE AND QUALITY OF WORK

1. Please comment on Part-II as filled out by the Officer and specifically state whether you agree with the answers relating to target and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.
2. Quality of output – Please comment on the officer's quality of performance having regard to standard of work and programme objectives, and constraints, if any:
3. Knowledge of sphere of work – Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

ATTRIBUTES

1. Attitude to Work – Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work.
2. Decision-making ability – Please comment on the quality of decision-making and of ability to weigh pros and cons of alternatives.
3. Initiatives – Please comment on the capacity and resourcefulness of the Officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.
4. Ability to inspire and motivate – Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.
5. Communication skill (Written and Oral) Please comment on the ability of the officer to communicate and on his/her ability to present arguments.
6. Inter-personal on the quality of relationship with superior colleagues and subordinates, and on the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.
7. Relations with the public – Please comment on the officer's accessibility to the public and responsiveness to their needs.
8. Attitude towards Scheduled Castes/Scheduled Tribes/ Weaker Sections of Society – Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes/Weaker Sections and willingness to deal with them.

ADDITIONAL ATTRIBUTES

(for officers of 12 years of service and above only)

1. Planning ability – Please comment whether the officer anticipates problems, work needs, and plans accordingly and is able to provide for contingencies.

2. Supervisory ability – Please comment on the officer's ability relating to:

(i) proper assignment of tasks:

(ii) identification of proper personnel for performing the tasks:

(iii) guidance in the performance of tasks; and

(iv) review of performance:

3. Co-ordination ability – Please comment on the extent to which the officer is able to achieve co-ordination in formulation and implementation of tasks and programmes by different functionaries involved.

4. Aptitude and Potential – Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1, 2, 3 in there appropriate boxes.

1. Wild Life Management

2. Forest Research

3. Social Forestry & Extension

4. Tribal Welfare

5. Forest Protection

6. Forest Management including marketing of Forest Products and especially in rural areas.

7. Any other field (Please specify)

8. Training

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer. (While specifying the areas of training, it is not necessary to confine to the fields referred to in column 4.)

PART-IV.

General

1. State of health -
2. Integrity – (Please see Note below the instructions)
3. General assessment – (Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above).
4. Grading:- (Outstanding / Very Good / Good / Average / Below Average (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed Grounds for giving such a grading should be clearly brought out.)

Place:

Date:

Signature:

Name in block letters:

Designation:

(During the period of Report)

PART-V:

Remarks of the Reviewing Authority

1. Length of service under the Reviewing Authority
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with assessment of the officer given by the reporting authority?
(In case of disagreement, please specify the reasons; Is there anything you wish to modify add?)
4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about mentorious work of the officer including the grading.
5. Has the officer has any special characteristics, and/or any exceptional merits or abilities would justify his/her selection assignment or/out of turn promotion? If so specify.

Place:

Date:

Signature of the Reviewing authority

Name in block letters:

Designation:

(During the period of Report)

PART-VI:

Remarks of the Accepting Authority

(i.e., next superior authority)

Place:

Signature of the Accepting Authority

Designation:

(During the period of Report)

Report for the year / period ending.....

(To be filled by the Administrative Section concerned of the Ministry / Department / Office).

1. Name of Officer
2. Cadre and year of allotment
3. Date of Birth
4. Date of continuous appointment Date:: Grade::
5. Present post and date of Date:: Grade::
6. Period of absence from duty (on leave, training, etc., during the year, if yes has undergone training please specify).

(Please read carefully the instructions given at the end of the form before filling the entries).

1. Brief description of duties -
2. Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority wise/in order of importance) set for yourself or that were set for you and your achievements against each target.

3. Please state briefly your achievements with reference to targets/objectives referred to in column 2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

4. Please state briefly the shortfalls with reference to the targets objectives referred to in column 2. Please specify the constraints, if any, in achieving the targets.

(Please read carefully the instructions given at the end of the form before filling the entries).

A. NATURES AND QUALITY OF WORK

1. Please comment of Part-II as filled out by Officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and short falls. Also Specify constraints if any, in achieving the objectives.
2. Quality of output – Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.
3. Knowledge of sphere of work – Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

1. Leadership qualities – Please comment on the capacity-
2. Please comment on the capacity of the officer to set targets and objectives, Understand the environment, anticipate change the contribute new methods of work towards achieving the targets an objective.
2. Management qualities-
Please comment of the officer's willingness to assume Responsibility, organizing capacity, ability to provide timely and proper guidance and regard for training and development of subordinates.
3. Initiative and planning ability:-
Please comment on the capacity and resourcefulness of the officer to anticipate the problems and to plan, in advance, action to meet such situations. Also comment on then capacity and resourcefulness of officer in handling unforeseen situations on his/her own willingness to take additional and new areas of work.
4. Decision making ability –
Please comment on his/her ability to take decisions and to weigh pros and cons of alternatives.
5. Communication skill (written and oral)-
Please comment on the ability of the officer communicate and on his/her ability to present arguments.
6. Appraising ability – Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.
7. Inter-personal relations and team work – lease comment on the quality of relationship with superior colleagues and subordinates on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.
8. Relations with the public – Please comment on the officer's accessibility to the public and responsiveness to their needs.

9. Attitude towards Scheduled Castes / Scheduled Tribes / Weaker Sections of Society. Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them.

10. Aptitude and Potential – Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1,2,3, in three appropriate boxes.

- | | |
|---|--------------------------|
| 1. Personal Administration | <input type="checkbox"/> |
| 2. Financial Administration | <input type="checkbox"/> |
| 3. Rural Development Administration | <input type="checkbox"/> |
| 4. Social Forestry and Extension | <input type="checkbox"/> |
| 5. Planning including project formulation and evaluation. | <input type="checkbox"/> |
| 6. Economic and Commercial Administration | <input type="checkbox"/> |
| 7. Wild Life Management | <input type="checkbox"/> |
| 8. Forest research | <input type="checkbox"/> |
| 9. Tribal Welfare | <input type="checkbox"/> |
| 10. Forest protection | <input type="checkbox"/> |
| 11. Forest Management including Marketing of forest products and especially in rural areas. | <input type="checkbox"/> |

PART – IV

General

1. State of health -
2. Integrity (Please see Note below the instructions)
3. General assessment (Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above.

4. (Outstanding / Very Good / Good / Average / Below Average) (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed grounds for giving such as grading should be clearly brought out.)

Place:

Date:

Signature:

**Name of the Reporting Authority
Designation**

(During the period of Report)

PART – V:

Remarks of the Reviewing Authority.

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all then relevant material?
3. Do you agree with the assessment of the officer given by the reporting authority? (In case of disagreement please specify the reasons. If there anything you wish to modify or add?)
4. General remarks with specific comments about the general remarks given by the reporting authority, and remarks about the meritorious work of the officer including the grading.
5. Has the officer any special characteristics and/or any exceptional merits or abilities which would justify his/her selection assignment of out of turn promotion? If so, specify.

Place:

Date:

Signature of Reviewing Authority

Name in block letters.

Designation

(During the period of Report)

PART – VI

Remarks of the Accepting Authority

(i.e., next superior authority)

Place:

Date:

Signature of Reviewing Authority

Name in block letters.

(During the period of Report)

FORM – III

ADDITIONAL CHIEF CONSERVATOR OF FORESTS AND CHIEF CONSERVATOR OF FORESTS

Report for the year / period ending.....

Part – I

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/Department/Officer.)

1. Name of office

2. Cadre and year of allotment.

3. Date of Birth

4. Date of continuous appointment Date:: Grade::
 To present grade

5. Present post and date of Date:: Post::
 Appointment thereto

6. Period of absence from duty (on leave, training, etc. during the year. If he has undergone training, please specify.

PART – II

To be filled in by the Reporting Authority.

(Please read carefully the instruction given at the end of the form filling the entries.)

1. State of health

2. General assessment – (this should contain in a narrative form an overall assessment of the Officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points viz., quality and planning ability, leadership qualities and initiative attention to detail, industry and conscientiousness, judgement, speed of disposal, willingness to accept responsibility and take decisions, relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of Scheduled Castes / Scheduled Tribes and weaker section of society.)

3. Integrity – (Please see note below the instructions)

4. Grading (Outstanding/Verygood/Good/Average/Below) (An officer should not be graded outstanding unless exceptional qualities and performance have been noted; grounds for giving such a grading should be clearly brought out);

Place:

Signature of the Reviewing Authority

Date:

Name in block letters

Designation

(During the period of Report)

PART – III

Remarks of the Accepting Authority

(Wherever applicable)

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with the due care and attention and after taking into account all the relevant material?
3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Authority and Remarks about the meritorious work of the officer.
5. Has the officer any special characteristics and/on any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments. If yes please mention these characteristics briefly.

Place: Signature of the Reviewing Authority

Date:

Name in block letters

Designation

(During the period of Report)

ANNEXURE – I

FORM 'A'

Annual Confidential Report on Gazetted Officers for the year

(From _____ To _____)

Date of Birth:

1. Name of Officer:
2. Appointment held during the year (with date) and pay: and scale of pay
3. General qualifications and aptitude for post held including any special or technical and professional attainments.
4. Manner in which the officer discharged his duties during the year i.e., if satisfactory or otherwise (special instances on un-satisfactory work if adversely commented on to be cited with number and date of orders passed.)
5. Does the officer exhibit:-
 - (a) Patience.
 - (b) Tact
 - (c) Courtesy
 - (d) Impartially in his relation with the public and subordinate or superior staff with whom he comes in contact
6. Is the officer:-
 - (i) Of good character
 - (ii) Of sound constitution
7. Is the officer:-
 - (i) Physically energetic.
 - (ii) Mentally alert.
8. Has the Officer:-
 - (i) Initiative and drive?
 - (ii) Powers of control?
 - (iii) Powers of application?

9. Has the officer any special characteristics and/or any outstanding merits of abilities which would justify advancement and special selection for higher appointments in the Service.
10. Is he confirmed in this post? If not, what is his substantive post?
11. Has he crossed the efficiency Bar in the present: grade/ If so, date.
12. Punishments censures or special commendations in the period under report.
13. (a) Date of communication of adverse remarks since last report.
(b) Orders on the representation if any arising from above.
14. General remarks, (Comment Generally on the way of the officer has carried out his duties estimate of his personality etc.)
15. Reporting Officer.

Date:

Signature:
Name and Designation:
(In block letters.)

16. Remarks of the counter signing Officer. :

Date:

Signature:
Name and Designation:
(In block letters.)

17. Opinion of the Head of the Department (when not reporting Officer) on conduct efficiency of officer reported on.

Date:

Signature:
Name and Designation:
(In block letters.)
Head of the Department.

ANNEXURE – II

FORM – B

Annual Confidential Report on Non-Gazetted Officers Ministerial staff for the year 199-

Name:

Branch:

Post held:

- Date of Birth:
- Entry to Government Service Present Grade and pay.

1. Knowledge of:- (a) Branch of Section, (b) Department,

2. Personality, Conduct and Character, (3) Power of taking responsibility, (4) Initiative, (5) (a) Judgement, (b) Accuracy, (6) Tact and temper, (7) Power of Supervising staff, (8) Zeal and industry, (9) Health, (10) Attendance, (11) Capacity to note and draft, (12) Fitness for promotion or Confirmation, (13) Punishments, Censures or Special commendation in the period under report, (14) Date of communication to the officer of any Adverse remarks since last report, (15) Indebtedness (if indebted, the extent of personal responsibility for incurring the debts), (16) Is he confirmed in this post is not, what is his substantive post, (17) Has he crossed the efficiency Bar in the present grade? If so, date, 18. General Remarks (including a Statement on discipline, integrity, reliability and other special qualifications not included above.)

19. Reporting Officer:

Signature and Date

Name and Designation

(in Block letters)

20. Remarks of the countersigning if any.

Signature and the

Name and Designation

21. Opinion of the Head of the Department of the

Signature and Date

conduct and efficiency of the officer reported on.

Name (in Block letters)

Head of the Department

ANNEXURE – III

FORM – D

Annual Confidential Report on Gazetted Officers “Technical” (Forest Department) for the year.

Date of Birth:

1. Name of Officer:
2. Appointment held during the year (with dates) and pay scale of pay.
3. General Qualifications and aptitude for post held including any special or technical and professional attainments.
4. Manner in which discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commented on to be cited with number and date of orders passed.)
5. Does the officer exhibit:
 - a) patience.
 - b) Tact.
 - c) Courtesy.
 - d) Impartiality in his relations with the public, and subordinate or superior staff with whom he comes in contact?
6. Is the officer:
 - a) of good character and integrity?
 - b) of sound constitution?
7. Is the officer:
 - a) Physically energetic?
 - b) Mentally alert?
8. Has the officer:
 - a) Initiative and drive?
 - b) Powers of control?
 - c) Powers of application?

9. Has the officer any special characteristics and or any outstanding merits of abilities which justify his advancement and special section for higher appointments in the service?
10. Is he confirmed in this post? If not, what is his substantive post.
11. professional knowledge:
 - a) Proficiency in:
 - i) Engineering.
 - ii) Surveying and leveling.
 - iii) Drawing.
 - iv) Silviculture
 - v) Forest utilization.
 - vi) Office work and accounts.
 - b) Has he taken pains to acquaint himself fully with the resources of the district in all matters likely to effect his professional work .
 - c) What steps has be taken to maintain his technical knowledge upto date and to enlarge
12. Departmental Experience.
 - a) is he prompt in the submission of estimates.
 - b) Does he work to his estimates.
 - c) Does he watch his expenditure carefully and work out his grants?
 - d) Does he take steps to realise the venue due to government in time.
13. Punishments, Censures or special commendations in the period under report.
14. Fitness for declaration of probation (in the case of probationers only.)
15. Fitness for continuance in the temporary promotion or appointment

under emergency provisions as the case may be (in the case of those appointed or promoted temporarily.)

16. a) Date of communication of adverse remarks since last report.
b) Orders on the representation if any, arising from (a) above.
17. General remarks (Comment Generally on the way the officer has carried out his duties estimate of his personality etc.,).
18. Reporting Officer.

Name:

Designation:

19. Remarks of the Countersigning Officer

Name:

Designation:

20. Opinion of head of department (when not reporting Officer) on conduct and efficiency of Officer reported on.)

Name:

Designation:

Head of the Department.

ANNEXURE – ‘A’.

DIVISIONAL FOREST OFFICER (FOR STATE SERVICE OFFICERS ONLY)

1. Name of the Officer :
2. Name of the Division held during the year(with dates).

		Basic Task prescribed by the Conservator of Forests	Achievement at the close of the financial year	Grading (Check appropriate box)			
				Excellent	Good	Fair	Bad
i.	Planning control and execution of plantation and						
ii.	Operations of lease in the division.						
iii.	Planning, Control and execution of works and its check measurements						
iv.	Disposal of forest forest						
v.	Disposal of disciplinary cases.						
vi.	Realization of budgeted revenue and regulation of expenditure						
vii.	Planning and control on execution of harvest and collection of beedi leaf.						
viii.	Planning, control and execution of timber operation(inclusive of logging, transact, storage)						

ANNEXURE – IV

Register to watch the Receipt and Disposal of Confidential

Reports (See Instruction 9)

..... Department.

SI. No.	Name of Officer	Designation	Due date of.	Date of receipt	Date when sent to Secretary to Govt./ Head of Dept./ Minister	Remarks
1	2	3	4	5	6	7

ANNEXURE –V

1. The reports will be made out in the first instance by the immediate superior gazetted Officer of the Officer reported on (Instruction 1-d).

2. Note :- The section head in the Office of the Director/District Offices should initiate reports on the ministerial and non-technical staff working under them in the shape of a note which forms the basis of assessment for the immediate gazetted officer).

3. The report should be written or typed by the officer himself (Instruction) 1-a).

4. The name of the Officer should be written in block letters below his signature and his designation should also be indicated (instruction 1-a).

5. The report should be prepared in duplicate (instruction 1-a)

6. C.R. should never be folded (instruction-1-b)

7. If an officer is transferred during the year, the should be prepared for the first part of the year and forwarded to the Officer to whose charge he has been transferred (Instruction 1-e).

8. If the reporting Officer is transferred before July, he need not leave any report on the officers under him. If the reporting officer is transferred after July, he should leave a report on each of the officers under him to enable his sucessor to transcribe those remarks in to the annual C.R.stating the name of the author (Instruction a-f).

9. Annual C.R.s. should be forwarded to the Reviewing Officers by the 15 th April (Instruction 7).

10. He should not write C.R. on the Officers who have worked under him for a period of less than two months. If an Officer has worked during a year under different Officers for less than 4 months under each officer, the officer under whom he has worked for more than two months will write the report. (Memo.No 1855/Ser.c/75-1, SA(Ser-C) Dept, dated:23.8.1976 and instruction 1(f).

11. If a special report is called for, it should be confined in details to the question or questions raised and submitted through the prescribed channels. The Special reports need not be recorded in the form of Annual confidential reports.

12. He will indicate in the special reports the steps taken by him to acquaint himself with the work of the Officer concerned with a view to furnishing report and should state the period for which he has experience of the work of the Officer concerned (Rule –5).

13. He can write C.R. of an officer under him, at any time should be considered that the conduct of an officer makes this action necessary.

14. The adverse remarks should be supported by specific evidentiary examples or instances as far as possible. (Note (iii) under Rule – 4).

15. The adverse remarks should be clear and unambiguous and be capable of either confirmation or contradiction.

(G.O. Ms. No. 407, G.A. (Ser-C) Dept dated 28-7-73)

16. Each officer initiating a C.R. should maintain a register in his personal custody, page-wise, officer-wise and this register should contain details of allegations, regarding corruption received against the officer in question. These are pocket notebooks and maintained only for personal information, and they will not be handed over to the Successor.

(U.O. Note. No. 1532/Ser-C/75-1, dated 23-10-75)

REVIEWING OFFICERS

1. If the countersigning officer retires at the time the report is put up, he need not offer his remarks but the counter-signature will be done by his successor. (Rule 1-f).

2. If the countersigning officer retires after June, he may in his discretion leave a note on officer working under him for addition to the C.R> (Instruction 1-f).

3. If he differs from the reporting officer, he should invariably give his reason to substantiate his remarks. (Note 6 under Rule-4).

4. He will pass on the report to the next higher authority within one week of receipt by him (Rule-7)

5. The report should reach head of the Department and the Secretariat not late than 15 th May and 31 st May respectively. (Rule-7).

CUSTODIAN OFFICER

1. A register as indicated below should be maintained to watch the timely receipt of C.R. and their final disposal by the prescribed batch (Instruction 9).

Register to watch the Receipt and Disposal of C.Rs. Department

Sl_ No	Name of the Officer	Designation	Due date of receipt	Date when sent to Secy, to Govt	Remarks
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2. Confidential Reports should be written in the following form:-

Gazetted Officer, Form “A”

Non-Gazetted Officers, Form “B:

Gazetted Officers who holds technical posts, (Instructions 1(i) to (iii), Form “C”

3. Name and designation of officers reported upon must be given in full and exactly as shown in the Civil List or Service Books. (Instruction 1-c).

4. Particulars of Officers should be filled in the Prescribed form and submitted to Reporting Officer for the period from 1 st April of a year to 31 st March to succeeding year. (Instruction 3). In case of probationers and emergency candidates reports may be written half year i.e., during April and October each year. (Notice under Instruction-3).

5. If a reporting officer is transferred or retired, Confidential Reports forms of all officers who have worked under him for more than three months should be submitted to enable him to write confidential reports (Rule 1-f).

6. It is desirable to get the confidential reports written by officers before their retirement and the practice of retired officers writing confidential reports should be discouraged. (Memo No. 631/Ser-C/76-1, dated 11-5-1975\6).

7. In case of officer deputed to other departments State Government or on foreign Service confidential reports should be obtained from borrowing departments/Authority. (Rule 7).

8. The note written by Section Head in the Offices of Directorates or District Offices which forms the basis for assessment by Gazetted Officers should be preserved in the personal file for a year as an Annexure for reference (Instruction – d).

9. Expressions of censures etc., conveyed, to an officer will not be recorded in confidential reports but a copy of letter conveying the censure will be attached to the Officers confidential documents.

The following entry may be made in the Annual reports:

Censure for

In letter No

Date (Instruction – 2)

10. The adverse remarks should be communicated by an officer immediately above the reporting officer (Note 1 under Instruction 4).

11. The form of Communication should be such as not unduly to discourage or embitter an officer. (Instruction 4, Note 1).

12. All adverse remarks should be communicated to the officer concerned within six weeks from the date of the receipt of confidential reports by the custodian of the personal file. (Instruction 4. 11 and Memo No. 2662/Ser/.c 76-1, dated 28-12-1976).

13. The confidential report of its substance or its copies should not be sent to private bodies (Instruction 11).

14. If a request is received from the public or semi-autonomous body controlled by Government an extract of the report for the last 5 years may normally be supplied (Instruction 11).

15. There may be, however, cases in which it is in Government's own interest that the management of a corporate public enterprises should see these personal reports in full. In such cases the reports may be shown under the orders of the Head of the Department or of the Secretary concerned where the reports relates to a gazetted officer (Instruction 11).

16. Where adverse remarks expunged, the remarks should be pasted over, indicating side by side the reference through which expunction was ordered and signed by competent authority at the appropriate place indicating the date and designation. (Instruction 4-VII item (iii)). 17. In the case of Gazetted Officers, reports will be prepared in duplicate, one copy of which will be retained by the Head of Department and the other by Secretary to government (Instruction 1 – a).

CHIEF SECRETARY

1. In case Head of the Department is an IAS and Senior to Secretary, Chief Secretary, will be the reporting officer. (Note 1 under Rule 1 - d).

2. Adverse remarks against the Head of the Department should be communicated by Chief Secretary. (Note 1 under Rule 4).

3. In April and when Minister is about to relinquish charge of his office, he should be requested by Chief Secretary to record his remarks on Secretary, Special Secretary, Additional Secretary, Joint Secretary, who have worked under him, if he so wishes. (Rule 1-g).

4. When Secretary, special Secretary, Additional Secretary, Joint Secretary vacants his office the Minister may be requested to record such remark if he so wishes. (Rule – 1).

SECRETARY

1. He will be the reporting officer for Heads of Departments (Rule 1-d) except when Head of the department is an IAS and senior to him. (Rule 1-d).

2. He should find out from the Minister annually which files he would like to see. He may suggest to the minister to see only those confidential reports which are being maintained in Secretariat. Confidential reports of gazetted officers which Ministers like to see may be submitted to Minister. (Rule 8).

3. Confidential Reports of IAS / IPS Heads of department may be submitted to Chief Minister (Rule-8 – i).

4. The originals of the confidential reports on these gazetted officers whose personal files are in custody of Secretary should be filed in the personal file of the Officers concerned, and kept in the personal custody of the Secretary, (Rule 8-iii).

5. The originals of confidential reports on these gazetted officers whose personal files are in the custody of the Heads of Departments will be recorded in the Secretariat and retained by secretary while duplicate copies such reports should be filed in the concerned officers personal file that are kept in the custody of Head of the Department (Rule 8-iii and Instruction 1 (a)).

Procedure for Dealing with Representation against adverse remarks

The Officers reported against may represent against the adverse remarks communicated to him within six weeks from the date of receipt of adverse remarks. (Rule 4 (iv)).

After his representation is finally disposed of no further representation will be entertained.

(Memo No. 1661/Ser-C,76-1, dated 28-12-1976).

DISPOSAL OF REPRESENTATIONS

1. The authority to whom an appeal would lie against an order of censure, is the competent authority, (Rule 4-iv).

2. The competent authority will decide scope of enquiry to be held on the representation having regard to the reporting officer's remarks and the contentions contained in the representation and take further action as indicated below (Rule 4 vii).
3. If there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly, (Rule 4 – vii (i)).
4. If he feels that the remarks should be toned down, he should make necessary entry with proper attestation at the appropriate place of the report. Previous entries should not be corrected (Rule 4-vii (ii)).
5. If the competent authority comes on the conclusion that the adverse remarks was inspired by malice or was entirely incorrect or unfounded and deserved expunction he should paste over the remarks and indicate side by side the reference through which the expunction was ordered and append his full signature with date and designation and the officer informed accordingly, (Rule 4-vii (iii)).
6. The representation should not be added to the confidential report (Rule 4-vii (iv)).
7. The competent authority may if the officer concerned has sufficient cause for not submitting his representations within six weeks, extend the period suitably. (Memo No. 2662/Ser-C/76-1. dated 28-12-1976).
8. The competent authority should take a final decision within a period of 3 months from the date of submission of representation. (Memo No. 2662/Ser-C/76-1, dated 28-12-1976).
9. After final decision has been taken on the representation, no further representations should be entertained. (Memo No. 2662/Ser-C.76-1, dated 28-12-1976).

PROCEDURE FOR DEALING WITH REPRESENTATIONS OF OFFICERS OF ALL INDAI SERVICES AGAINST ADVERSE REMARKS.

* * *

1. The representation should be examined by an officer superior to the Reviewing Officer in consultation, if necessary, with the reporting and reviewing officer. The superior officer referred to shall be regarded as the competent authority to deal with such representations. Rule 6-i).
2. The competent should take action as indicated in item 1 to 7. (Rule 6-ii).
3. The competent authority should before such action is taken, bring it to the notice of the Head of the Department if he himself does not occupy the position (Rule 6-iii).

(C.R. Confidential Report)

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Forest Department – Personal Files – Assessment of performance of Government employees – Assessment Roll in respect of Officers working in the Forest Department – Prescription of Revised Orders – Issued.

Food and Agriculture (For – II) Department

G.O. Ms. No. 1433

Dated 31st December, 1973.
Read the following

- Read**
1. G.O. Ms. No. 727, General Administration (ARC & S) Department dated 6-12- 1968.
 2. G.O. Ms. No. 1655, Food and Agriculture (For-II) Department dated 10-9-1969.
 3. Govt. Memo No. 2397/For-II/73-7 dated 19-09-1973.
- Read Again**
4. From the Chief Conservator of Forests letter No. 84718/68. M4 dated 10-10-1973.

* * *

ORDER:

In the G.O. first read above, it was ordered that in addition to the present character roll, provision should be made for an objective measurement of the actual performance of tasks entrusted to Government employees by prescribing assessment rolls. Selections for promotions to higher posts will be base on due assessment of the assessment rolls and confidential reports of the candidates eligible for promotion. In the G.O. second read above orders were issued prescribing assessment rolls for the following categories of Gazetted of Gazetted and Non-Gazetted Officers of the Forest Department.

1. Divisional Forest Officers.
2. Range Officers.
3. Deputy Range Officers or Foresters.
4. Forest Guards.

It was also ordered that the assessment rolls prescribed be tried on trial basis for the year 1969-70 and the position reviewed.

2. In the Government Memo third cited, instructions were issued to examine the assessment rolls already prescribed in the light of the guide lines laid down therein and submit proposals to Government for revising the assessment rolls already prescribed, if necessary. The Chief Conservator of Forests in his letter fourth cited has stated that he had constituted a Committee consisting of the senior Conservators of Forests and the Committee after taking into consideration the

normal tasks, duties and responsibilities assigned to the different categories of officers have prepared assessment rolls for approval of the Government and has proposed that they may be adopted from the year 1973-74 onwards.

3. Government consider that the assessment rolls should be accompanied by suitable explanation of the remarks giving a factual account in particular of the targets given and achievements. Subject to the above condition, the Government in supersession of the orders issued in the G.O. first read above prescribed assessment rolls for the various categories of posts in the forms annexed to this order. They also direct that the revised assessment rolls shall be used from the year 1973-74 onwards.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ANNEXURE “A”

ASSESSMENT ROLL

DIVISIONAL FOREST OFFICER (FOR STATE SERVICE OFFICERS ONLY)

1. Name of the Officer. Date of Birth:

2. Name of the Divisional held during the year (with dates).

Basic task prescribed by the Conservator of Forest **Achievement at the close of financial year.** **Grading (Check appropriate box)**

Excellent Good Fair Bad

i. Planning Control and execution of Plantation and Nursery works.

--	--	--	--

ii. Operations of leases in the division.

iii. Planning Control and Execution of works and check measurements.

iv. Disposal of forest Offences.

v. Disposal of Disciplinary Cases.

vi. Realization of Budgeted revenue regulation of Expenditure.

vii. Planning, control and execution of harvest and collection of beedi leaf.

viii. Planning, control and execution of timber operations (inclusive of logging, transport storage).

CONSERVATOR OF FORESTS

_____ **CIRCLE**

ANNEXURE “B”

ASSESSMENT ROLL

**WORKING PLAN OFFICER / RESOURCES SURVEY ASSISTANT
CONSERVATOR OF FORESTS**

(FOR STATE SERVICE OFFICERS ONLY)

1. Name of the Officer: Date of Birth:
2. Name of the charge held during the year, with dates.

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3. Reconnaissance		
4. Field work.		
5. Collection of statistics.		
6. Formulation and drafting of plan.		

NB: - Strike out that is not applicable.

CONSERVATOR OF FORESTS

_____ CIRCLE.

ANNEXURE “C”

ASSESSMENT ROLL

SUB DIVISIONAL FOREST OFFICER (FOR STATE OFFICERS ONLY)

1. Name of the Sub-Divisional Forest Officer

Date of Birth:

2. Name of the Sub-Divisional held during the year:

Basic task prescribed by the Divisional Forest officer.	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3.a). 1. Organizing collection of bddei leaf.		
2. Checking the Khallas		
b) Organizing of nursery of plantation works.		
c) Checking of coupes.		
d) Execution & Check-measurement.		
e) Disposal of Forest Offences.		
f) Enquiries in to disciplinary cases.		
g. Other special tasks allotted.		

DIVISIONAL FOREST OFFICER

DIVISION _____

ANNEXURE “D”
ASSESSMENT ROLL
FOREST RANGE OFFICER

1. Name of the Range Officer: _____ Date of Birth: _____

2. Name of the Range held during the year (within dates). _____

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3. Plantation and Nursery works		
4. Working of various lease units.		
5. Realization of Budgeted, revenue and expenditure.		
6. Protection of Forests		

DIVISIONAL FOREST OFFICER

DIVISION _____

ANNEXURE “E”
ASSESSMENT ROLL
RESEARCH RANGE OFFICER

1. Name of the Range Officer: _____ Date of Birth: _____

2. Name of the charge. _____

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3. Execution of experiments and maintenance of records.		
4. Collection and Evaluation of data.		

SILVICULTURIST

RESEARCH DEPUTY RANGE OFFICERS AND FORESTERS

- | Basic task prescribed
by the Conservator of
Forest | Achievement at the
close of financial year. | Grading (Check appropriate
box)

Excellent Good Fair Bad |
|--|--|---|
| 3. Execution of work | | |

DEPUTY RANGE OFFICERS AND FORESTERS

- | Basic task prescribed by the Conservator of Forest | Achievement at the close of financial year. | Grading (Check appropriate box)

Excellent Good Fair Bad |
|--|---|--|
| 3. Working of lease units. | | |
| 4. Detection and disposal of offences. | | |
| 5. Execution of Sanctioned works. | | |
| 6. Harvesting and collection of Beedi leaf. | | |
| 7. Beat Inspection. | | |

RANGE

ANNEXURE “H”
ASSESSMENT ROLL
FOREST GUARDS

1. Name of the Forest Guard. Date of Birth:
2. Name of the beat during the year (with date).

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3. Protection of Forests and plantations.		
4. Working of lease Units.		
5. Detection of Forest offences.		
6. Maintenance of boundaries of R.F. coupes and plantations.		

FOREST RANGE OFFICER
RANGE _____

ANNEXURE “I”
ASSESSMENT ROLL
WORKING PLAN/RESOURCES SURVEY RANGE
OFFICER/FORESTER/DY. RANGER

1. Name of the Range Officer / Forester / Deputy Ranger. Date of Birth:
2. Name of the charge held during the year (with date).

Basic task prescribed by the Conservator of Forest	Achievement at the close of financial year.	Grading (Check appropriate box)
		Excellent Good Fair Bad
3. Field Work.		
4. Collection of statistical data.		
5. Preparation of maps.		

WORKING PLAN OFFICER /
RESOURCES SURVEY OFFICER.

APPENDIX – 3

(Section 19)

Details of Uniform to be worn by executive staff and other staff of the department.

1. All the members of the Andhra Pradesh Forest subordinate service shall wear the uniforms of their rank when on duty.

R U L E S

1. Short Title:- These Rules may be called as the A.P. Forest subordinate Uniform rules.

2. Constitution:- The pattern of uniforms is prescribed to the posts of following categories.

1. Forest Range Officer.
2. Deputy Range Officer.
3. Forester.
4. Forest Guard.
5. Forest Watcher / Reserve Watcher.
6. Bungalow Watcher.
7. Tanadars.

3. All the members of A.P. Forest Subordinate Service belonging to the categories of Forest Range Officers, Deputy Range Officer, Foresters, F.Gs, F.Ws, B.Ws, Tanadars shall wear the uniform of their rank while on duty.

4. The Forest Range Officers, Deputy Range Officers, Foresters, Forest Guards, Forest Watchers, Tanadars and Bungalow Watchers shall equip themselves with uniform as detailed in rule. 6.

5. The Divisional Forest Officers and Range Officers are responsible for seeing that the subordinates are neatly dressed when on duty.

6. The following is that pattern of uniform prescribed for each rank.

a) Forest Range Officers:

- i) Khaki terrycot shirt (full sleeves)
- ii) Khaki Terrycot full pant.
- iii) Shoes-brown Leather / Hunter shoes.
- iv) Khaki Woollen Socks.
- v) Peak cop
- vi) Brown leather belt with circular brass buckle with silver planting having the works A.P.F.D. round it and monogram having Ashoka lion in the Centre, a tree and the state animal worked on either side.

- vii) Stars:- Six pointed silver plated stars 2 cms. Diameter with (4) short fastened with split rings 8 mm. three on each shoulder flap.
- viii) Nickle whistle with green chord on the left shoulder.
- ix) Three A.P.F.D. Badges one of the chest above the left pocket and two on each shoulder flap 1 c,. in height and each letter 1 cm. in width.
- x) Green colored plastic name plate of 1.5 cm. x 8 cms. Size with white letters inscribed in Telugu above the right shirt pocket.

b) Deputy Range Officers:

- i) Khaki Terrycot Shirt (Full Sleeves)
- ii) Khaki Terrycot full pant.
- iii) Shoes:- Brown full pant.
- iv) Khaki Woollen socks.
- v) Peak cap.
- vi) Brown leather belt with circular brass buckle with silver plating having the words A.P.F.D. round it and monogram plating having Ashoka lion in the centre, a tree and the state animal worked on either side.
- vii) Stars:- Four pointed silver plating stars 2 cms. In diameter each with short and split rings 8 mm thick, two on each shoulder flap.
- viii) Nickle whistle with green chord on the left shoulder.
- ix) Three A.P.F.D. Badges on the chest above the left pocket and two on each shoulder flap 1 cm in height and each letter 1 cm in width.
- x) Black colored plastic name plate of 1.5 cms. X 10 cms with white letters inscribed in Telugu above the right shirt pocket.
- xi) Flat rectangular plastic bars/silk ribbon bars with upper half green color and lower half Red in color. The length of the bars/ribbon is about 5 cms. and width 1.5. cms. They have to be worn on both the shoulders.

c) Foresters:-

- i) Khaki Terrycot Shirt (Full Sleeves)
- ii) Khaki Terrycot full pant.
- iii) Shoes:- Brown leather (1 pair) / Hunter Shoes 2 pairs.
- iv) Khaki Woollen socks.
- v) Peak cap.
- vi) Brown leather belt with circular brass buckle with silver plating having the words A.P.F.D. round it and monogram plating having Ashoka lion in the centre, a tree and the state animal worked on either side.

- vii) Stars:- Two pointed silver plating stars 2 cms. In diameter each with short and split rings 8 mm thick, two on each shoulder flap.
- viii) Nickle whistle with green chord on the left shoulder.
- ix) Three A.P.F.D. Badges on the chest above the left pocket and two on each shoulder flap 1 cm in height and each letter 1 cm in width.
- x) Black colored plastic name plate of 1.5 cms. X 10 cms with white letters inscribed in Telugu above the right shirt pocket.
- xi) Flat rectangular plastic bars/silk ribbon bars with upper half green color and lower half Red in color. The length of the bars/ribbon is about 5 cms. And width 1.5. cms. They have to be worn on both the shoulders.
- xi) Flat rectangular plastic bars/silk ribbon bars with upper half green color and lower half Red in color. The length of the bars/ribbon is about 5 cms. And width 1.5. cms. They have to be worn on both the shoulders.

d) Forest Guards:-

- i) Khaki Terrycot Shirt (Full Sleeves)
- ii) Khaki Terrycot full pant.
- iii) Shoes:- Brown leather (1 pair) / Hunter Shoes 2 pairs.
- iv) Khaki Woollen socks.
- v) Baret caps.
- vi) Brown leather belt with circular brass buckle with silver plating having the words A.P.F.D. round it and monogram plating having Ashoka lion in the centre, a tree and the state animal worked on either side.
- vii) Three “V” shaped green colored 2 cms. in width or right shoulder.
- viii) Nickle whistle with green chord on the left shoulder.
- ix) Three A.P.F.D. Badges on the chest above the left pocket and two on each shoulder flap 1 cm in height and each letter 1 cm in width.
- x) Black colored plastic name plate of 1.5 cms. X 10 cms with white letters inscribed in Telugu above the right shirt pocket.

e) Forest Watchers f) Bungalow Watchers g) Tanadars:-

- i) Khaki Terrycot Shirt (Full Sleeves)
- ii) Khaki Terrycot full pant.
- iii) Shoes:- Brown leather (1 pair) / Hunter Shoes (for field work).
- iv) Khaki Woollen socks.
- v) Baret caps.

- vi) Brown leather belt with circular brass buckle with silver plating having the words A.P.F.D. round it and monogram plating having Ashoka lion in the centre, a tree and the state animal worked on either side.
- vii) Three A.P.F.D. Badges one the chest above the left pocket and two on each shoulder flap 1 cm in height and each letter 1 cm in width.
- viii) Nickle whistle with green chord on the left shoulder.
- ix) Black colored plastic name plate of 1.5 cms. X 10 cms with white letters inscribed in Telugu above the right shirt pocket.

3. Forest guards when on duty should carry a bag of haversack containing P.O.R. book, beat felling registers, beat map, dairy book, along with a full hook or axe, hammer and paint box.

4. Foresters / Deputy Range Officer when on duty should carry a bag containing P.O.R. book, section map, dairy book, C.F. 140 book, safe custody forms, compounding statements forms, white papers, pencil carbons, stamps pad, and dairy book. He should also carry a hammer issued to him.

5. Foresters, Forest Guards and Watchers will be supplied with two pairs of uniforms each year and warm clothing, blanket will be supplied biennially, and rain coats once in 5 years.

6. Forest Rangers and Deputy Rangers are required to supply themselves with the prescribed uniform and accouterments at their own cost.

7. Uniforms to Drivers and Attenders:-

a) Car Drivers to be given two pairs of Khaki pants, Khaki coat, one blue peak cap with state emblem, and one pair of block shoes with Khaki socks each year.

b) Jeep and Van drivers to be given each year, two pairs of Khaki shirts, Khaki Pant, Khaki berry cap with state emblem black shoes with Khaki socks.

c) Jamedars to wear white coat, (Jodhpuri) white pant with Nehru cap, black shoes with white socks.

d) Attenders to wear white shirt, white pant with white Nehru cap, and black shoes with white socks. Lady attenders should wear white sarees with green border with white blouses.

The clothing for Drivers and Attender should be supplied each year by purchasing through office contingencies.

APPENDIX – 4

(Section 20)

Circumstances under which fire can be opened and consequential action.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Forest – Forest Officers – Vesting with powers of Police to deal with forest offences by using fire arms for self – protection and protection of forest property – Orders – issued

ENERGY, FORESTS, ENVIRONMENT SCIENCE & TECHNOLOGY (FOR-III) DEPT.

G.O. Ms. No. 182

Dated 24 th July, 1991.

Read the following:-

1. Principal Chief Conservator of Forests, Ref. No. 77617/88-G4, dated 20-09-1988.

ORDER :

With a view to strengthen the forest protection, the Government is contemplating various measures to contain the growing number of forest offences. The forest staff, when equipped with fire-arms are not empowered to use them in critical situations. The Forest offenders are now-a-days equipped with modern weapons and are coming in groups and posing a threat to the lives of forest officials besides plundering valuable forest produce. In order to protect the lives of forest officials and as well as to safeguard the valuable property of the Government, forest officials have to resort to a effective preventive action against forest offenders, which at times may result in injury or death to the forest offenders.

2. The Government after examination direct that:-

(i) the fire arms may be used by the Forest Officers to the rank of Foresters and above to protect forest property as well as their lives from the forest offenders. They should use minimum possible force in due discharge of their duties, exercisable, being the right of private defence as conferred under the Indian Pinal Code, 1860 (Central Act No. 45 of 1860).

(ii) Which in the discharge of their duties, if any firing is restored to a magisterial enquiry by the Executive Magistrate of the concerned area should be orders in all such case, and as a consequence of such inquiry, if it is held that there was un-necessary, un-warranted or excessive use of force, a criminal case would be instituted against the delinquent officers after examination by the Government. Till the recommendation of the magisterial inquiry is known, police should not arrest or proceed against the officers who had opened fire etc.

3. Instructions about the use of fire-arms by Forest Officials as contained in Annexure to this order should be followed scrupulously and should be complied with in all cases of use of fire-arms by Forest Officers.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

D. AURORA,

PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Principal Chief Conservator of Forests, A.P. Hyderabad

All Collectors.

The Registrar, High Court, A.P. Hyderabad

Copy to Home Department.

Copy to Revenue Department.

Copy to Law (A) Department.

Copy to For, I, II, III, IV & V Sections.

Copy to EFES&T (OP) Section (3 copies).

Copy to P.A. to Deputy Secretary, Forests.

Copy to Special Secretary (For).

Copy to S/f s/c.

// FORWARDED : BY ORDER //

Sd/-.,

SECTION OFFICER

ANNEXURE

I. Type of fire arms:

The following categories of weapons may be used by the officers noted against each of them.

- Range Officers and above Revolvers / Pistols.
- Deputy Range Officer / Foresters / Forest Guards

a) DBEL Guns, in general, b) Rifles in Vulnerable areas.

II. Powers of Forest Officers:

The Forest Officials can exercise, like other citizens, their right to private defence under sections 96 and 106 Indian Penal Code, 1860. However, they will enjoy certain amount of protection from criminal prosecution by the Police, for the acts done by them in good faith.

III. Circumstances under which Forest Officials can open fire:

1. Forest Officials can use their fire arms in Forest areas, in general and in other areas where the Forest property exists and where resistance to arrest, recovery of stolen property etc., is offered by organized group of persons while forest officers are discharging their official duties. However, use of fire-arms should be avoided in village and habitations. In such cases they should take help of local police having jurisdiction.
2. On occasions, where firing is to be resorted to, the senior most Forest Officer, leading the Forest party shall take the responsibility.
3. Under the right of private defence, the Forest Officials can open fire for;
 - a) Protecting the Forest produce including Wild Life;
 - b) Protecting the lives of Forest Officials when there is no other alternative;
4. Some of the examples are given below:
 - i) When the Forest Offenders equipped with deadly weapons are removing forest produce and they do not surrender when challenged by Forest officials.
 - ii) When valuable Forest produce is being transported whether on head loads along with weapons or in vehicles, and they do not stop when ordered by Forest Officials.
 - iii) When poachers armed with weapons are preparing to or actually committing an offence or carrying the Wild Life trophies, and they refuse to stop and handover the properties when ordered by Forest Officials.

- iv) When outsider enter forest areas with arms for hunting Wild Life and when they do not handover arms when ordered to do so.
 - v) When the party of forest officials is out numbered by offenders and there is imminent danger to lives of Forest officials or firearms carried by them;
 - vi) When the offenders surround or confront the forest officials with weapons and there imminent danger to live of Forest Officials or their weapons;
 - vii) When any forest officials is taken hostage by offenders and there is no time to get reinforcement and hence they have to reuse their colleague.
5. In all other circumstances, not enumerated above, the Officers using fire-arms should use his discretion on use of fire-arms.
 6. The power to use firearms should be exercised to stop the offenders, and hence the purpose should be inure, rather than kill. Firing need not be resorted to and stopped once the objective is achieved. At the time of enquiry, the onus to establish that the fire-arms were used with sufficient cause and jurisdictions will be on the Forest Officer.

IV. Action to be taken after opening fire:

1. As far as possible, firing should be avoided during night times, as due to darkness the arms may go wrong and innocent persons may be affected.
2. The senior most officer in the forest party should order opening of fire, and control it. He should own the responsibility, based on the circumstances.
3. The possible consequences of opening fire are:
 - i) No one may be injured due to firing;
 - ii) One or more offenders may be injured due to firing;
 - iii) One or more offenders may be killed. In all cases, a message should be sent by telegram / telephone / wireless / messenger without liss of time, to the following authorities; (in the Form-I mentioned herein).
 1. Nearest Police Station;
 2. DFO.
 3. Principal Chief Conservator of Forests.
 4. RDO having jurisdiction;
 5. Superintendents of Police;
 6. District Collectors.

As soon as the message is received by Police, they should visit the scene, and take charge of dead body, if any, and arrange for enquiry by competent authority and postmortem. They will also ensure that there will be no law and order problem as a result of firing.

4. The injured persons should be sent to Hospital for treatment, the senior most Forest Official must lodge a complaint (in Form-II) in writing at the police station having jurisdiction outlining the circumstances under which he had to open fire, number of persons injured or dead etc.,
5. The Forest Officials should protect the scene, from being disturbed, arrange for photographing of the scene before dead body, if any, is removed and till the arrival of competent Executive Magistrate the dead body should not be removed, and no changes should be made at the scene of firing.
6. Arms and ammunition, including empty cartridges should be accounted for and the weapons used for firing should be preserved.
7. The police shall not arrest any Forest Officer, until the completion of enquiry by competent Executive Magistrate, and no Forest Officer would be integrated by them. However, Forest Officials should Co-operate with police in searching the absconding persons, searching for weapons used by offenders etc.,
8. No case or preliminary offence report will be registered by the forest officials when fire arms are used. Since police officers have powers under Forest Act, and Wild Life Act, the Forest Offence would be registered and investigated by them.
9. The Divisional Forest Officer should send a detailed report to Conservator of Forests / Principal Chief Conservator of Forests in consultation with superintendents of Police.
10. The report of the Competent Executive Magistrate would be scrutinized by Government, and Government may adopt any of the following courses:-
 - a) Opening of fire by Forest Officials is justified;
 - b) Opening of fire is not justified in which cases, criminal action would be initiated against the forest officials who opened fire, and they may be arrested and dealt with as per the prescribed procedure.
11. District Collector has the discretion to dispense with enquiry in which case he must record his reasons and intimate to Government.

V. General Instructions regarding safety of weapons and Training:

1. Whenever, forest officials go into Forest areas with fire arms, there should be a minimum of two persons with fire arms.
2. Use of fire arms should be made, when such use is unavoidable, and there are no other alternatives.
3. The DBBL guns or Rifles should be kept in arms racks with chains and a lock. The ammunition should be kept in a box under lock and key. Similarly the pistols, along with holster would be kept in a separate box under lock and key.
4. The pistols should be linked to a long whistle chord around the neck or shoulder so that the weapons cannot be snatched easily.

5. While marching, the pistols/Revolvers/Guns/Rifles should not be loaded as there might be accidents. The ammunition should be kept separately and loaded on the specific orders of the officer in charge. When they are moving in a dangerous area or they expect an attack, weapons may be loaded but safety catch should be on.
6. All arms and ammunition must be accounted for in the offices of Divisional Forest Officers concerned in the "Arms and Ammunition" Register and periodical reports may be submitted to Principal Chief Conservator of Forests.
7. Weapons should be issued to officers, and proper acknowledgement should be obtained. Weapons issued to one officer should not be used by another officer, except under emergency.
8. All the weapons should be oiled and cleaned periodically in the District Police armoury.
9. All officer and men should be put through a brief training programme, in the District armoury or armed reserve force centers, or any places as decided by Principal Chief Conservator of Forests in consultation with the Director General of Police.

// true copy //

Sd/-

Section Officer

FORM – I

Message to be sent to the nearest police station. Divisional Forest Officer / Chief Conservator of Forests. Revenue Divisional Officer Superintendent of Police and District Collector as soon as fire arms are used by Forest Officials.

In _____ beat _____ Range _____ Village of _____ Police Station limits. Range Officer / Section Officer / Forest Guards and party opened fire on _____ at _____ hours. DBBL Guns / Rifles / Pistols were used and _____ rounds were fired to stop the forest offenders / wildlife panchers _____ offenders were injured _____ offenders were killed and _____ forest officials received injuries.

Law and order problem likely. Arrange for police investigation and inquiry by Executive Magistrate.

Range Officer / Section Officer / Forest Guard Sri _____ is waiting at the scene.

Date:

Time:

Message given by _____

(Name)

(Designation)

// True Copy //

Sd/-

Section Officer

FORM – II

(Report to be given in nearest police station)

To

The Station House Officer,

_____ Police Station.

Sir,

In continuation of the message in Form-I the details of circumstances etc., which lead to opening fire are detailed below:-

1. Locality of the scene of opening fire.
2. The nature of activity resorted to by Forest Offenders.
3. Number of forest offenders names and addresses, if any, of the offenders.
4. Number of weapons and types of weapons, if any, carried by the offenders.
5. Number of dead persons, their names and addresses, if any.
6. Number of forest offenders, who are injured, their names and addresses.
7. Number of forest officials, their designations who were injured at the scene of firing.
8. Nature and description of forest produce / Wild Life involved.
9. Details of Vehicles, if any, involved in the offence.
- 10.(a) Number and type of fire-arms used by Forest Officials (DBBL / Rifles / Pistols).

(b) Number of rounds fired (approximately).

Report made by _____ **(Name)** _____ **(Designation)**

Date:

Time:

Note: Copy of this report should be immediately submitted to Divisional Forest Officer.

// True Copy //

Sd/-

Section Officer

APPENDIX – 5

(Section 21, 22, 23)

SYLLABUS FOR DEPARTMENTAL TESTS

FOREST LAW : ACT 1967

1. Forest Act and Rules.
 2. M.F.P. Act and Rules 1971, Rules 1970.
 3. Wild Life Act and Rules.
 4. Land acquisition Act, 1894.
 5. Indian Easement Act, 1892.
 6. Cattle trespass Act 1871.
 7. A.P. Rent & Revenue Sales Act 1839.
 8. A.P. Revenue Recovery Act 1864.
 - Introduction.
 - General Explanations.
 - Punishments.
 - General Exceptions.
 - Abetment.
 - Offences by or relating to public servants.
 - Contempt of the law full authority of the public servants.
 - False evidence and offence against public justice.
 - Offences against property.
 - Offences relating to documents and to property marks.
 - Attempt to commit offence.
-
1. The G.P.C. 1973 with the following chapters.
 - Preliminary.
 - Arrest of persons.
 - Process to compel appearance.
 - Process to compel production of things.
 - Complaints to magistrates.
 - Commencements of proceedings before magistrates.
 - The charge.
 - Trial of Warrant cases by magistrates.
 - Trial of summons case by magistrates.
 - Summary trials.
 - Evidence in enquiries, and trials.
 - General provisions as to enquiries and trials.
 - Appeals.
 - Reference and revision.
 - Disposal of property.
 - Limitation for taking cognizance of certain offences.
 - The Indian Evidence Act, 1872.
 - The Indian Contract Act, 1892.
 - The sale of goods Act, 1932.

II Land Revenue

Subjects:-

Standing orders of the Board of revenue Nos. 1,2,4,5,6,7,8,11,12,15, to 19,21 to 24,27,28,31,33,34,41 to 49, 90 to 98, 196, 197, 201, 202 and 205.

III OFFICE PROCEDURE AND ACCOUTS

1. A.P. Forest Department Code.
2. The Fundamental rules and subsidiary rules. A.P. Leave rules, 1933. The A.P. manual of special pay and allowances.
3. D.O.M.
4. A.P. Accounts code, Vol-III, Part-III, Article 240 to 297.
5. The Service Rules:-
 - General rules for the A.P. State and subordinate services.
 - The A.P. Civil Services (Classification, Control and Appeal) Rules.
 - The A.P. Forest Service rules.
 - The A.P. Forest Subordinate Service rules.
 - The A.P. Forest subordinate establishment rules.
 - The A.P. Ministerial Service rules.
 - The A.P. last grade service rules.

IV THE ACCOUNT TEST FOR EXECUTIVE OFFICERS

1. The Andhra Pradesh Financial Code. Chapter I-VIII and XII-XIV.
2. The Andhra Pradesh Treasury Code – Part-I, Part-II, Chapter-III, V and VII, and Part-III chapter IV.
3. The A.P. Budget Manual.
4. An Introduction to Indian Govt. Accounts and Audit. Chapter-I, Part-B of Chapter-2, Chapters 10, 13, 15, 16, 17, 24, 25, 27 and 28.
5. The Constitution of India, 1950. Article 148 to 151, 202 to 207, 264 to 293 and 308 to 314.
6. The A.P. Pension Code (Civil Service Regulations).
7. The A.P. Liberalized Pension Rules, 1961.
8. The A.P. Family pension Rules, 1964.
9. The A.P. revised pension rules, 1980.

V THE FOREST DEPARTMENT TEST

(a) For members of the Ministerial Service.

(i) Syllabus.

PART-I

- Andhra Pradesh Forest Code.
- The Andhra Pradesh Account Code, Vol-III, Part-III, Articles 240-297.
- The Andhra Forest Manual (inclusive of Forest Act).

PART-II

- Board's standing Nos 105, 111, 112, 118, 172, 175, 180, and 192.
- Service Rules.
- The Andhra Pradesh State and Subordinate Service Rules.
- The Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules.
- The Andhra Pradesh Forest Service Rules.
- The Andhra Pradesh Forest Subordinates Service Rules.
- The Andhra Pradesh Ministerial Service Rules.
- The Andhra Pradesh Last Grade Service Rules.
- The District Office Manual.
- i) Hyderabad Civil Service Rules, Vol-I except V, VI, XI, XII and XIII.

ii) Hyderabad Civil Service Rules. Vol-II.

iii) Number of question papers, duration, maximum and minimum marks.

Subject Duration Maximum Minimum

Hours Marks Marks

Part-I

First paper (with books) : 100 marks with 40% for both the
Second paper (without books) : 100 marks papers taken together

Part-II

Third paper (with books) : 100 marks with 40%

APPENDIX – 6

(Section 12 and Appendix-I)

RULES FOR THE ANDHRA PRADESH SCHOOL OF FORESTRY, YELLANDU

1. CONSTITUTION OF THE SCHOOL

1. Names – The second shall hereafter be called the Andhra Pradesh School of Forestry, Yellandu.

2. Situation – It will be located at Yellandu, a taluk head quarters of Khammam District, well connected by roads and rail.

Reasons for change

There are the rules approved in G.O. Ms. No. 1570 F&A (For-IV) dated 9-7-1963 and amended up to 7-12-1974 which are up to date.

3. Administrative Control – The Second shall be under the administrative control of the Conservator, Khammam Circle who will refer any matter of Policy to the Chief Conservator at his discretion, Any alteration in the course of study or in the rules for admission of students or any question affecting the school will be considered by a Board of control whose suggestions shall be submitted for the orders of the Chief Conservator by the Chairman of the Board of control.

4. The Board of Control shall be constituted with the following:-

- | | |
|--|------------------|
| i) Conservator, Khammam Circle | Chairman. |
| ii) Divisional Forest Officer, Kothagudem | Vice-Chairman. |
| iii) State Silviculturist, Hyderabad | Member. |
| iv) Principal, Andhra Pradesh School of Forestry, Yellandu | Member-Secretary |

Any other Conservator may be nominated by the Chief Conservator as additional members of the Board of Control.

5. The Board of Control will meet annually at Yellandu to preside over the examinations and to issue Certificates to Students.

6. (a) The meeting of the Board shall be held in the last week of March for Forester's training.

(b) The period of the Forester's Session and the Forest Guard's session shall be as follows:-

- (1) Foresters Session from 1st April to 31st March.
- (2) Forest Guard's 1st Session from 1st April to 30th September.
- (3) Forest Guard's 2nd Session from 1st October to 31st March.

7. The Board of examiners for Forester students will be nominated by the Chief Conservator, for Forest Guard students, the Chairman of the Board of Control i.e., Conservator, Khammam Circle will nominate the Board of examiners from among

Officers of Khammam Circle and the State Silviculturist and Forest Utilization Officer.

No member of the School staff be eligible to become a member of the Board of examiners.

THE SCHOOL STAFF

8. The school staff will consist of the following:

- i. Principal.
- ii. First Instructor.
- iii. Second Instructor.
- iv. Third Instructor.
- v. Engineering Instructor.
- vi. Assistant Instructor.
- vii. Physical Instructor.

9. The Forest Officer in-charge of the School will not be lower in rank than an Assistant Conservator and will be cited the Principal of the School and will be in immediate administrative Charge of the School. He will exercise the powers of a Divisional Forest Officer as far as the school organization is concerned. He will be responsible for:-

- (1) The general administration, arrangements and supervision of the course of studies.
- (2) Maintenance of discipline.
- (3) Supervision of the buildings, hostel quarters, grounds, nurseries, garden etc.,
- (4) Control of accounts.
- (5) Correspondence and.
- (6) Lecturing work in Silviculture to Foresters and in forest protection of Forest Guards.

10. The Instructors and the Physical Instructor will be responsible to the Principal for carrying out the Prescribed scheme of training and discipline. They will also attend the work allotted to them from time to time by the Principal. The other members of the school staff and the students shall also be under the direct control of the Principal of the school.

11. Instructions:- An Official not lower in rank than a Ranger will be selected from those qualified in Rangers Course of the Forest College, Coimbatore or Dehradun, (preferably from Honours or Higher standard class with higher academic qualification) and will be normally posted to the School for a period of not less than 3 years.

12. To improve the survey and engineering sections of the school and to keep up the required standard of efficiency, a qualified person (Preferably a B.E.) will be appointed as Engineering Instructor.

13. The school will provided free quarters to the staff and subordinates on arrival at Yellandu.

The strength of ministerial staff, attenders and other last grade servants will be as sanctioned by the Government from time to time.

II - RULES FOR ADMISSION

14. The Second will train a minimum of 60 Forester students per year in one session (1 st April to 31 st March) and 120 Forest Guard students in two sessions (1 st April to 30 th September and 1 st October to 31 st March) every year.

The school will also train such of the Deputy Range Officers who have not undergone training previously. The conditions prescribed for training of Foresters will also apply to Deputy Range Officers.

The Chairman of the Board of Control will have the discretion to order the admission of 10% more students to the maximum prescribed above, if necessity arises.

15. (a) SECTION – A – Selection of Foresters:-

i) The Chief Conservator shall fix the seats for each region in production to the member of untrained Foresters in each region. Selection shall be passed on region wise seniority and shall be in promotion to the number of trained Foresters in each region.

ii) Each Divisional Forest Officer, the Officers in charge of special divisions including working Plan Officers, State Silviculturists, Forest Utilization Officer etc. shall submit the names of all such Foresters as are eligible for and are required to undergo training to the concerned Conservator by 1 st January each year.

The Conservator shall arrange the names of Foresters so received according to their seniority and send the lists to the Conservator, Khammam Circle with his recommendations. The Conservator Khammam Circle shall prepare the seniority lists of the 2 regions / separately and finalize the list of Foresters to be trained from both the regions and communicate such lists to the Conservators and Divisional Forest Officers concerned marking a copy to Principal Forest School, Yellandu and Chief Conservator by the end of January. The Conservator Khammam Circle shall interalia give suitable instructions to the Divisional Forest Officers regarding the relief of Foresters selected for training.

(b) Section – B – Selection of Forest Guards:-

Each Divisional Forest Officer and the Divisional Forest Officer of special divisions shall submit of all Forest Guards eligible for training to the concerned Conservator by 1st January, and 1st August. The Conservator shall examine the lists and send them to the Conservator, Khammam Circle with his recommendations. The Conservator, Khammam Circle may at his discretion, allot the number of Forest Guards to be training in each circle keeping in view the number of untrained Forest Guards in each circle and in special divisions.

(c) (i):- The Divisional Forest Officer shall relieve a subordinate selected for training sufficiently in advance, to enable him to join the School within a week of commencement of the Session unless he receives orders to the contrary, from the Chief Conservator.

(ii) The exemption from training on any grounds including medical grounds shall be granted only by the Chief Conservator.

(iii) A candidate selected for training shall not be allowed to rejoin in the Division until he successfully completes the course unless he had been duly exempted by the Chief Conservator. The Candidates avoiding to join the School without proper sanction shall be liable for disciplinary action.

16. Both the Foresters and Forest Guards students should not have exceeded the age of 40 years on the date of their entry into the school.

17. All students admitted to the school must comply with the following terms:-

i. They must live in the school quarters;

ii. A sum of Rs. 23 and Rs. 15 as security for good behavior must be deposited in advance by the students of Foresters and Forest Guards class respectively. This sum will be refunded at the end of the course, if it is not confiscated in whole or in part or utilized to compensate for any damage done or to pay the bills outstanding against the students;

iii) The students of the Foresters class must have passed the Matriculation or any equivalent examination;

Note:- The rule may be relaxed by the deputing Chief Conservator in the case of deserving Foresters who are non-matriculate and who have a working knowledge of English and can read and write English and are fit to follow the course. The students of Forest Guards class must possess an elementary knowledge of simple arithmetic and regional language sufficient to enable them to follow the course with profit.

iv) They must have put in at least one year service in the Department.

18. If not recently successful vaccinated, the student must be vaccinated before joining the School. After joining the school the principal will arrange for T.B. and Cholera inoculations.

19. Selected candidates should report themselves at the School on the date of opening without fail i.e., Forest Guards students on 1 st April and on 1 st October and Forester students on 1 st April every year. candidates coming one week after the commencement of the sessions will not be admitted.

20. The Principal is empowered to remove from the school any student, who after a period of three months, has shown himself unfit to follow the school course intelligently and with profit.

21. (a) All students in Government Service are required to execute agreement and security bonds in the forms prescribed in Annexure-III and IV before they join the school binding themselves to serve the Government for five complete years after leaving the school.

(b) The amount of the bound to be taken in each case is as follows:-

i. Foresters. Rs. 300/-

ii. Forest Guards. Rs. 150/-

22. Foresters and Forest Guards will be granted traveling allowances for Journeys to and from the school and on f\tours according to the existing rules.

III - THE COURSE

23. The medium instruction at the school will be English for the Foresters class. The Forest Guards will, however, be trained in the regional language.

24. In respect of Forest Guards greater stress will be laid in field work (and less on studies). Instructions to Forest Guards will be such that me with minimum education can follow the course.

25. (i) The subject to be taught to students during the course and detailed syllabus will be as shown in Annexure I and II.

(ii) Any alterations, modifications or changes I the syllabus shall be made by the Chief conservator on the recommendations of the Board of Control.

26. Special lectures will be given by the Principal. Lectures by some of the visiting Forest Officers on some of the above subjects shall also be arranged by the Principal. Necessary excursions and tours will be arranged by the Principal of the School. These may extend to the different types of Forests in Andhra Pradesh at the discretion of the Principal and after approval by the Chief Conservator.

27. (i) ALLOTMENT OF TIME:- The distribution of time for various items during the sessions may be roughly as follows:-

A. FORESTERS:

i. Head Quarters, lectures and practical work.	125 days.
ii. Tour and Field work.	150 days.
iii. Sundays and holidays.	90 days.
Total	365 days

B. FOREST GUARDS:

i. Head Quarters, lectures and practical work.	50 days.
ii. Tour and Field work.	85 days.
iii. Sundays and holidays.	45 days.
Total	180 days

(ii) The Chief Conservator is empowered to after the allotment of time specified above, on the recommendations of the Board of Control.

28. Terms and vacations:- The term will be as follows for Foresters:-

1st term 1st April to 14th October.

Vacation 15th October to 31st October.

2nd term 1st November to 31st March.

IV – EXAMINATIONS CERTIFICATES AND PRIZES

A - FORESTERS

29. The final examination will be held at the end of the session but in order to test the progress of the students they will be examined at the end of the first term. Marks obtained in the Periodical examination will be taken into consideration towards the final result, only in case the candidate fails in any subject at the final examination.

30. The papers of the final examination will be set by the external examiners in the case of Foresters. The examiners of written examination will also be the examiners for Practical examiners will send to the Chairman of the Board of control in sealed covers all the written books after valuation along with the results sheets on or before the 20th March. The principal also will at the same time send the marks sheets of periodical examination and conduct to the chairman.

31. The following maximum will be allotted for various subjects for the Foresters class:-

Marks 1st Term Final

i. Silviculture and Forest protection.	250	100	150
ii. Silviculture System management Plans.	100		100
iii. Tours.	200		200
iv. Mathematics and mensuration.	100	50	50
v. Utilization.	100	-	100
vi. Engineering	150	50	Theory 75 Practical 25
vii. Botany-Practical and Collection	150	-	Theory 50 Practical 50
viii. Survey and drawing.	150	-	Plates 25 Theory 50 Practical 75
ix. Forest Law	100	-	100
x. Accounts and Procedure.	50	-	50
xi. First Aid and Hygiene	50	-	50
xii. Physical training Musketry and sports	60	-	60
xiii. Character, discipline etc.	60	-	60
xiv. Geology and Soil Science.	50	50	-
xv. Marathon.	30	-	30
xvi. Basic logging.	50	-	50
Total	1650	350	1300

B – FOREST GUARDS

32. So far as the Forest Guards are concerned the final examination will be an oral one. It will be conducted by a Board of examiners constituted by the Chairman of the orad of Control. One Periodical examination will be conducted by the Principal during the first week of 4 th month of each session.

i. Periodical examination marks.	250
ii. Conduct marks and tour marks.	200
iii. Physical training and sports marks.	20
iv. Marathon marks.	30
v. Final Examination marks	500
Total	1000

The Board will meet at Yellandu on the office of the Principal on or before 29th March and 29th September to check, finalize and announce the annual results of the school. The marks list will be sent to the Principal of the school by the hairman of the Board of examiners for finalizing the reports.

33. The marks of disciplines, practical work, conduct, Physical training and games will be allotted by the Principal of the School.

V – CERTIFICATES AND PRIZES

A – CERTIFICATES

34. One of the following kinds of certificates shall be awarded to the Forester trainees completing the course, according to the results obtained by them:-

- i) Honors Certificate:- For those who obtain not less than 75% marks in aggregate and not less than 50% marks in each of the forestry and non-forestry subjects.
- ii) Higher Standard Certificate:- For those who obtain not less than 60% marks in aggregate and not less than 50% marks in each of the forestry subjects and not less than 45% marks in each of the non-forestry subjects.
- iii) Lower Standard Certificate:- For those who obtain not less than 35% marks in aggregate and not less than 35% marks in each of the forestry subjects and not less than 30% marks in each of the non-forestry subjects, including first aid and Hygiene.

There will be two classes of certificates to be awarded to the Forest Guard students:-

- 1. First Class 60% and above.
- 2. Second Class 35% to 59% .

B – PRIZES

35. The following prizes will be awarded at the end for the course of the Forester students:-

- i) Honors prize to the student getting honors and the highest total for the Class as Principal Chief Conservator of Forests prize.
- ii) Silviculture prize.
- iii) Botany prize.
- iv) Utilization prize.
- v) Practical Forester prize.
- vi) Plantation prize.
- vii) Engineering prize.

Note:- No student will be awarded more than four prizes excluding Marathon prizes.

36. The Forest Guards students will be awarded the following prizes:-

- a) Student getting the highest number of marks in the aggregate honors prize.
- b) Boat field worker's prize.
- c) Survey prize.
- d) Field Botany prize.
- e) Good conduct prize.
- f) Smartness prize.
- g) Good health prize.
- h) Marathon race prize.

Note:- All the Forest Guards trainees have to run the cross country Marathon race of 7 ½ miles along with the Forester trainees.

37. Should a certificate granted by the Board of Control be lost and a duplicate copy is required, such duplicate copy may, at his discretion, be granted by the Principal on receipt of a fee of Rs. 2/-.

38. (a) In case any student is unable to appear for the examinations under Extraordinary reasons and who has under gone the full course of training, he may be permitted by the Chief Conservator, on the recommendations of the Board of Control, to appear along with the next batch without under going training a second time and if he fails he will be treated as failed candidates. If the student has undergone only a part of the training and could not attend the examinations he may be permitted by the Chief Conservator, on he recommendations of the Board of Control, to undergo training in the next batch in full and appear for the examination treating it as first attempt.

(b) If any candidate fails in the final examination he shall undergo training in the next course at his own and the period shall be treated as leave to which he is eligible.

(c) Any candidate found copying in the final examination shall be treated as having failed and he has to undergo training once again at his own cost and complete the training.

(d) If any candidate fails in the final examination for the second time, his services shall be liable for termination.

39. The Principal is authorized to incur expenditure of Rs. 250/- in each of the session of the Forest Guards Course and Rs. 500/- on Foresters Course for giving prizes and meeting expenditure on the final day function.

40. Any Forester who absent himself from the School for a total period of more than 2 months either due to reasons of ill-health or otherwise and similarly any Forest Guard student who absent himself for a total period of more than one month will, at the discretion of the Principal and subject to a report to the conservator, Khammam Circle and c\Chief Conservator, be reverted to his parent division and will not be eligible to earn the certificate of the school.

VI – GENERAL RULES

HOSTELS

41. i) The students on arrival at Yellandu will be allotted accommodation by the Principal.

ii) The Candidates must abide by the hostel rules and should obey and rules and orders issued by the Principal from time to time.

iii) Students shall not be permitted to leave the premises after 9 p.m. without the permission of the Principal. They will be called for the roll call at 9.00 p.m. every night.

iv) To help in the internal administration of the class each student will work by rotation as an orderly student every week.

v) Every student will be held responsible for the loss or damage of any Government article in his charge.

vi) No students will be allowed to keep any guest in the hostel without the written permission of the Principal.

DRESS AND EQUIPMENT

42. i) The Forester students shall wear the dress prescribed in Appendix 6 in the Forest Department Code.

ii) While in the lecture room, the Foresters shall wear khaki berets.

43. i) The Forest Guard students shall wear the dress prescribed in Appendix 6 in the Forest Department Code.

ii) While in the lecture room, the Forest Guards shall wear Khaki Caps.

44. Articles of uniform will be purchased and supplied to the students by the Principal out of the equipment advance given to the students, while going so, he will follow the rules laid down in the financial and account codes.

46. The dress equipment should always be kept in neat and perfect order and the service of the School Dhobi will be made use of for washing.

47. All students of Foresters Class will be required to keep their bicycles for use on tours and at head quarters. These should be brought by them.

48. Books etc:- The students should get the following books and instruments before joining the School-Instruments box, Scale-20 to 40 divisions, protractor, set square, color box, black ink, crow quill.

49. The student should also bring with them one camp cot, mosquito net and water bottle.

50. To equip themselves properly as indicated above, the Forest students shall be eligible to receive an interest free advance of Rs. 300/- and similarly Forest Guard students will receive an advance of Rs. 150/-. The advance will be recovered from them in 25 monthly installments from the first monthly of their rejoining the division after training.

51. LEAVE:- i) No student will proceed on leave at head quarters or on tour without the written permission of the principal.

ii) Normally no leave will be given except for very special reasons.

iii) In case a student is unfit to attend the class or is unable to perform any outdoor work at Yellandu, he should produce a medical Certificate from the Medical Officer, Yellandu dispensary.

52. HOLIDAYS:- Normally all the approved holidays at head quarters will be observed as non-working days. While on tour the Principal has discretion to observe any holiday or not.

53. PHYSICAL TRAINING AND GAMES:- All students will be members of the School athletic club Physical training and evening games are compulsory at head quarters as well as in the camps. Matches will be arranged whenever and wherever possible. Games such as Hockey, Football, Cricket, Physical drill are compulsory for the students of both Classes.

54. PUNISHMENTS:- The principal shall exercise the powers of a Divisional Forest Officer and the Conservator, Khammam Circle as Chairman Board of Control, shall exercise the powers of a Conservator for the purpose of disciplinary action under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules.

55. MUSEUMS:- The students will be permitted to freely make use of the Forest museum.

ANNEXURE-I

(Rule 25)

SUBJECTS TO BE TAUGHT TO THE FOREST TRAINEES

A. FORESTRY:-

- i. Silviculture.
- ii. Forest protection. (Acts, Rules, Regulations).
- iii. Forest Utilization.
- iv. Forest mensuration and mathematics.
- v. Forest management and mathematics.
- vi. Logging.
- vii. Preservation of Wild Life.

B. OTHER SUBJECTS:-

- i. Botany.
- ii. Engineering.
- ii. Surveying and drawing.
- iv. Geology and Soil Science.
- v. Accounts and procedure.
- vi. First aid and hygiene by the Medical Department.
- vii. Forest Law.
- viii. Musketry training by the Police department.

DETAILED SYLLABUS

1. GENERAL SILVICULTURE:-

- 1. The locality factors and their influence on forests.
- 2. Definition and explanation of the common Silvicultural terms.
- 3. Forest – Composition and distribution.
 - a) Pure and mixed crops.
 - b) Broad Classification of Forests India and their distribution.
- 4. Natural regeneration:-
 - a) Colonization of new sites and factors affecting it.,
 - b) Natural regeneration by seed, coppice, pollarding and root suckers, best season for coppicing.
 - c) Cultural operations in natural regeneration.
- 5. Artificial regeneration:-
 - a) Objects, types and methods.
 - b) Organization and execution.
 - c) Nursery technique.

6. Afforestation:- In cultivated lands, grass lands, dry tracts, denuded hills, ravines, loose soil and saline soils.

7. Tending, Weeding, Cleaning, Climber cutting, thinning and improvement fellings.

8. Practical work:- Preparation of nursery beds, raising of plantation, different methods of sowing and planting, basket planting, stump planting, brick planting, pricking out, markings, thinnings, fellings cultural operations and contour trenching etc., raising teak and other plantations in current year coupe in the division adopting plantation Technique in vogue.

2. FOREST PROTECTION:- protection of forests from loss or injury by (i) men, (ii) animals, (iii) plants, (iv) Atmospheric influence, (v) non-atmospheric natural phenomena, (vi) different types of forest fires and how to control them.

3. FOREST UTILIZATION:-

1. Fellings and conversion and preparation of corresponding timber accounts.

2. Transport of timber and bamboos by head load, yake load carts. Lorries, tractors.

3. Rating of bamboos.

4. Storage of timber.

5. Disposal and sale of timber, maintenance of depot accounts.

6. Classification and grading of timber (Vasam, baju, dulam, karra, and palaka).

7. Organization and care of forest labor.

8. Uses of wood.

9. Seasoning of wood.

10. Prevention of timber, Creosote and Ascu.

11. Elementary idea about saw mills and wood work shops.

12. Lac and manufacture of shellac.

13. Charcoal burning, F.R.I. Kilns, parabolid method.

14. Pulp and paper making, band made paper.

15. Grazing and grass cutting-hay and silage.

16. Common minor Forest products, beedi leaves, Myrotilon, tamarind, adda leaves, rusa grass oil, honey, wax, etc.,

17. Medicinal Trees, shrubs, Herbs, Climbers etc.

Practical Works:- Extraction and disposal of different forest produce on an experimental plot and maintenance of timber accounts as per the rules, felling, sorting, sleeper supplies, methods of transport of timber, charcoal burning, elephant management, feed and unkeep of cattle and other live stock, felling with saws and axes.

4. FOREST MENSURATION AND MATHEMATICS:-

1. Area and volume.

2. Definition of common terms, item, timber, small wood, volume table, form factor etc.

3. Highest diameter and girth measurements of trees by using instruments like abney's level calipers.

4. Estimation of volume logs, scantling, beams etc. quarter girth formula and other formulae.

5. Volume of stocked fire wood and reducing factor (what is a tonne of fuel).

6. Determination of age of trees (Stump and stem analysis).

7. Enumeration.

8. Espacement of plants per hectare.

9. Volume of trees by form factor method.

10. Volume of cuttings, embarkment and wells.

11. Commercial volume tables.

Practical Works:- Measurement of girths heights of trees, volume of standing trees and logs lying in forests, stump analysis, stacked and solid volumes of firewood.

5. FOREST MANAGEMENT AND WORKING PLANS:-

Definitions of the following: Sustained yield, rotation (Silvicultural and Physical), Working Circle, felling series, Working Plan period, final yield.

1. National Forest Policy.

2. Forest Management and its objects.

3. Stock mapping, compiling compartment descriptions and compartment history;
4. Working plans and its objects, general outline, details, it embodies, and its use for reference and execution of forest works.
5. Management of Waste Lands, rotational and periodic grazing monsoon closure.
6. Departmental exploitation: Extraction under permits and seigniorage system (The corresponding appendices under the Forest Manual and code to be consulted): transit of forest produce between Government depots, exploitation of Forest produce through the agency to consumers and purchasers; exploitation of forest produce under contract system; Exploitation of forest produce under free gants.

PRACTICAL WORK:- Forest inventory (Stock mapping) and completion of data of compartment history and description, different calculations of the volume of standing crop.

6. SILVICULTURAL SYSTEM:-

1. Silvicultural systems and their Classification.
2. Clear felling system.
3. Uniform systems.
4. Selection Systems and its modifications.
5. Coppice System and modification.
6. Improvement felling system.
7. Management of bamboo forests.
8. Detailed silvicultural study of the following species: *Tectona grandis*. *Stereulia Urens*.

Adina cordifolia. *Casuarina equisetifolia*.

Pterocarpussantalinus. *Pterocarpus marsupium*.

Anegeissus latifolia. *Xylia Xylocarpa*.

Ombax malabaricum. *Dalbergia Latifolia*.

Legerstromia parviflor. *Terminalia tomentosa*.

Acacia arauca. *Eucalyptus hybrid*.

Anacardium Occidentale and the other species of *Eucalyptus*, *Dendrochalamus strictus* with notes on management of bamboos in general.

7. LOGGING:

Working hours.

	Theory	Practical	Total
a) Felling and Conversion			
i) Technique. }			
ii) Logging tools and equipments }	6	18	24
iii) Processing. }			
b) Transportation			
i) Consideration. }	3	3	6
ii) Different methods. }			
c) Tools and maintenance			
i) Teaching Techniques }	10	44	54
ii) Work Physiology }	4	2	6
Total	23	67	90

8. PRESERVATION OF WILD LIFE AND SHIKAR:

1. Main habits and characters of Wild animals and birds found in India with special reference to Andhra Pradesh.
2. Biological control of Wild Life.
3. Study of game preserves and shikar rules.
4. Study and maintenance of sanctuaries for Wild life and birds.
5. Methods of shikar, big and small game, tiger, bear etc.,
6. Use of weapons and devices used in shikar staking.

9. FOREST BOTANY:

1. Plant Kingdom and its broad classification.
2. Elementary plant morphology, physiology and ecology.
3. Identification of important trees, shrubs and herbs by local and botanical names.
4. General Scientific description of a plant.

10. ENGINEERING:

Building Materials:- Selection of materials – timber, brick, stone, cement, lime and miscellaneous materials.

Building Construction:- Selection of sites, for forest building, foundation, masonry, doors and windows, initials and arches, stair and stair cases, carpentry and joinery, paving and flooring, roof construction and covering, painting, decoration, furniture and preparation of estimates.

Forest Roads – alignment and construction :- classes of Forest roads, gradients, method of alignment, organization of labor, demarcation, alignment, method of constructions, road drainage, metalling and preparation of estimates.

Simple bridges and Culverts:- Selection and Preparation of bridges, sites, details of construction, temporary bridges and crossing, culverts.

Water Supply:- Source of supply, sinking a well, protection and cleaning of wells.

Practical Work:- Road tracing and road marking, brick laying, preparation of different types of mortars, construction of bridges, culverts, etc., repairs of buildings, repairs and polishing and furniture, repairs to the buildings and white washings.

11. SURVETING AND DRAWING:

1. Drawing of scales.
2. Chain surveying.
3. Chain and prismatic compass surveying.
4. Determination of areas by square method and plain meter and triangulation.
5. Enlargement and reduction of maps by pantograph.
6. Conventional signs commonly used in maps.
7. Types of Forest maps.

Practical Works:- 1. Map reading. (2) Contour lines, - layout (3) lay out of small lots in forest coupe lines, transference of coupe from maps to the ground.

12. GEOLOGY:-

1. Geology and its relation of Forestry.
2. General ideas regarding the earth crusts, minerals, rocks, weathering/and agencies affecting rocks,
3. Minerals – Physical characters – Crystalline form, cleavage, hardness, luster and free colour chemical composition.
4. Classification of minerals:-

- a) Essential minerals (Mica group), identification and places of occurrence, their uses,
- b) economic minerals.
- c) One forming mineral, particular study and identification of.
- d) One of iron, manganese, aluminium and native gold etc.

5. Rocks:- Identification, places of occurrence and uses of:-

- a) Granite and syanite-types.
- b) Sedimentary rocks.
 - i) Conglomerate.
 - ii) Sand stone.
 - iii) Shale.
- c)
 - i) Mica scist.
 - ii) Marble.
 - iii) Limestone.

7. General study of the Chief Indian system and their distribution. The nature of rocks and soils obtained with reference to 1. Archeaen, 2. Cuddapah, 3. Vindhayan, Kurnool, 4. Deccan trap.

13. ACCOUNTS AND PROCEDURE:-

a) revenue and cash accounts and other administrative forms.

- i) Maintenance of cash accounts and classification of revenue and expenditure.
- ii) Submission of accounts to Range Officer, procedure of remittance of Government money into the treasury.
- iii) Receipt of installment through the contractors, maintenance and submission of accounts and remittance in the treasury.
- iv) Maintenance of management books for roads, buildings etc.
- v) Details of work.
- vi) Estimates.

b) Study of the following:

- i) Muster oil (Daily labor bill).
- ii) Works Voucher and first and final bills.
- iii) T.A. Bills.
- iv) Permit stock register.
- v) Timber accounts.
- vi) Cash book.
- vii) Acquittance roil.
- viii) Pay bill.
- ix) Plantation, nursery and other research registration form.
- x) Administration (Forms).
 - a) First information report of forest fires.
 - b) Detailed report of forest fires.

- c) Framing of cases for the offences which are compoundable and study of concerned forms.
- d) Dairy and its maintenance.

c) Budget heads, procedure on lost cheque, procedure incases of defalcation of Government money by the subordinate staff.

d) Office routine.

14. FIRST AID AND HYGyne:

(A Course of 8 lectures and practical).

All the general principal.

Human skeleton.

Fractures and bandages.

Dislocation and sprains.

Blood circulation.

Haeomorrhage.

Wounds, bites and stings.

Rinses, burn and scales.

Respiratory system and artificial respiration.

Poison and antidotes.

Nervous system and fainting, epilepsy, Hysteria. Common tropical diseases like malaria, dysentery, Diorahe Cholera etc.,

Lectures in first aid and hygiene will be delivered by the local medical officer.

15. FOREST LAW:-

1. Study of the State Forest Act, Cattle Trespass Act.
2. Duties and powers of Forest Officials in general and forest guards and foresters in particular.
3. Procedure of enquiry and disposal of forest offences. (the corresponding appendices in the Forest Manual and Code to be consulted).
4. Preparation of notification leading to reservation and protection.

ANNEXURE – II

(Rule 25)

SYLLABUS FOR FOREST GUARDS

1. SILVICULTURE:- Definition, direct and indirect benefits of forests, general effects of temperature, rainfall, altitude, soil and their effective vegetation, raising of nurseries.

1. Selection of sites.
2. Type of beds.
3. Methods and time schedule of operations.
4. Cleaning of seed, their storage, maintenance, of seed, pretreatment to sowings.
5. Cleaning operations.
6. Removal and transport of nursery stock.
7. Insecticides and fungicide:- above operations in respect of the following species.

- | | |
|----------------|---|
| 1. Teak. | 7. Sissoo |
| 2. Eucalyptus. | 8. Cashew. |
| 3. Casuarina. | 9. Coffee. |
| 4. Bamboo. | 10. Softwoods. |
| 5. Sandal. | 11. Afforestation species like Babul, Tamarind, Karanj etc. |
| 6. Pines. | |

Raising and maintenance of Plantations:-

1. Selection of sites.
2. Method of raising including advance operation.
3. Time schedule of operation upto 3 years. Above operations to the following species. (1) Teak, (2) Eucalyptus, (3) Bamboo, (4) Cashew, (5) Casuarina.

Cultural Operations:- Tending, types of weedings and their uses, pruning, climber cuttings back of damaged plants, cutting back of miscellaneous growth, coppice growth, soil working, mulching cover crop, nurse crop, laying out inspection paths, fire tracing.

Thinning:- Types of thinnings, importance of thinnings, object of thinning cycle, general idea of mechanical thinning, introduction of miscellaneous species in Afforestation areas by contour trenching methods.

2. FOREST PROTECTION:- Human Agency:- Illicit fellings, Cultivation, grazing evils and benefits, ordinary and rational grazing, kancha system, fires-evils and benefits, control of fires, fighting and fire tracing operations, general idea of other injuries by insects, fungi etc. **protection of forest fauna:-** game sanctuaries,

national parks; **protection of forest** Soils:- Contour trenching, gully plugging on slopes and stream banks.

3. FIELD BOTANY:-

1. General description of plant.
2. Identification of important species by their morphological characteristics and important field characteristics.
3. Propagation by vegetative methods.
4. Dispersal of seed.
5. Collection and storage of seed.
6. Collection and mounting botanical species.

4. FOREST EXPLOITATION AND MANAGEMENT:- Elementary Principal of sustained yield, object of forest management, various systems of management, general idea of rotation, block, compartment, felling series and coupe, measurement of height at Abney's level fixing at 45 deg. And girth and Diameter measurement with tape and clippers working and control of fuel, Coppice with reserve, Clear felling working coupe selection, bamboo felling coupes, departmental extraction of timber, fuel, bamboo, beedi leaves.

4. GEOLOGY:-

1. Geology and its relations to forestry
2. General idea regarding earth crust, origin of earth.
3. Agency of weathering types of soils in the State.
4. Minerals, essentials of forming, economics, their distribution in this State.
5. Identification of important rocks and minerals available in this state.

6. FOREST UTILISATION:- Modern and conventional implements used in the felling, logging, conversion and seasoning treatment, rafting of timber and bamboos, charcoal burning, various important Minor Forest produce products used in industry (beedi leaves, paper, gums, resin, tar, tanning, lac, medicines, Katha, fibres, flowers, eatables fruits and species) List of wood based industries and species used on match, plywood, packing cases, railway sleeper, props textile industry, agricultural implements, toys, underwater construction, sports, telegraphs, post, ship building, state frames, stacking and storing of timber, calculation of volume of round logs and sawn sizes using ready reckoner, solving practicals by taking measurements of logs and sawn timbers, study of maintenance and upkeep of logging equipment with practicals.

7. FOREST ENGINEERING

a) Building Materials:- Stone, brick, roofing, tiles, limes, sand, cement, their manufacture and qualities, preparation of mortar and concrete;

b) Building Construction:- Selection of site, foundation in B.C. soils, masonry, bricks and slabs initials and soils, general principles of construction of bunds, English and Flemish earthen and stone flooring, roofing (Thatching, tiles, Madras terrace), plastering and its uses, wood work, qualities of good constructional wood, types of joints lean to bearing and shoulder joint.

c) Types of roads, Fair weather and all weather the metal roads Material used in road construction, maintenance of metal and earthen roads.

d) Bridges, fords cross ways, culverts (pipe and box), timber, simple wooden bridge, parts of a bridge.

e) Water supply: Selection of site for a well, construction of shallow and deep wells by digging, clearing and, protection of wells.

8. SURVEY:- Chain survey: prismatic compass survey, Writing field book of survey, triangulation, laying out coupes according to working plan, measurement of horizontal distances of slopes, map reading, contours, catchment area, use of parallel roles, protection and scale verification of reserved forest boundaries with reference to village maps and section 16 notification etc.,

9. FOREST LAW:- All Sections of Forest Act with special emphasis on Section of forest offences, writing offence reports, conduct of case in courts procedure, service of summons, execution of warrants and, disposal of forest cases, sale and release of seizures etc.

Transit rules, timber and charcoal, abnus leaves, red sanders, sandal wood possession rules, teak, red sanders, sandal, cattle trespass Act, game rules, sale conditions and agreement conditions of forest leases.

10. ACCOUNTS & OFFICE PROCEDURE:- Cash Book, muster oil, invoices, remittance, stock accounts, issue of permits, duties of Forest Guards writing of reports diaries, maintenance of records, uniforms and accruements, forest labour organization, tribal welfare, relationship with co-employees, superiors and public, maintenance of boundaries and boundary works.

11. FIRST AID:- Eight lectures to be delivered by the Medical Officer, Yellandu, in all general principles of First Aid human skeleton, wounds, bites and stings, fractures and bandages, rioses, burns and scalds, dislocation and sprains, respiratory system and artificial respiration, blood circulations, poison and antidotes, Haeomorrhage nervous system and fainting, common tropical diseases like malaria, dysentery cholera etc.

ANNEXURE – III

(Rule 21)

**BOND TO BE EXECUTED BY STUDENTS ALREADY IN THE SERVICE OF
GOVERNMENT PREVIOUS TO ENTRY INTO THE ANDHRA PRADESH
SCHOOL OF FORESTRY, YELLANDU.**

KNOW ALL MEN BY THESE PRESENTS THAT WE

(b) Principal obligator, (c) of (d) (e) of (d)

(Surities) are jointly and severally bound to the Governor of Andhra Pradesh in the sum of rupees Three hundred/one hundred and fifty to be paid to the Government of Andhra Pradesh, his successors in office or assigns or his of their attorneys for which payment will and truly to be made, we bind ourselves, our heirs, executors, administrators and representatives firmly by these presents sealed with our seal and date this day of whereas the Governor of Andhra Pradesh for himself and his successors in office and assigns has engaged to educate the said (a) at the Andhra Pradesh School of Forestry Yellandu in all matters relating to Forest Service. Forest works and forest administration that it may be deemed necessary by the Principal/Senior Instructor of the said school to tech the said (a) and has also agreed to pay him during the whole period of his stay at the said school at and after the rate of rupees per month and whereas the cost of such education without any such allowance being included is estimated to be rupees three hundred/one hundred and fifty, which shall be taken to be the actual cost for the purpose of these presents and whereas in consideration of such education and pay to be given to the said (a) aforesaid by the said Governor of Andhra Pradesh, his successors in office and assigns the said (a) has agreed with the said Governor of Andhra Pradesh his successors in office and assigns that he will after successfully complete his studies at the said school and if required to do so serve in the Forest Department of the Government of Andhra Pradesh for a period of not less than five years during the whole of which time he will diligently and efficiently do all acts and discharge all duties may be required of him to be done in his capacity as an officer of the said department.

AND WHEREAS THE said Governor of Andhra Pradesh has also on his part agreed that the said (a) shall be paid for such service at and after the rate admissible to a Forester/Forest Guard under the rules and shall be entitled to all their rights and privileges in respect of pension and promotion accorded to officers of the said department/for the time being by the rules and regulations of the department. And whereas for the purpose of securing and indemnifying the said Governor of Andhra Pradesh, his successors in office and assigns against all loss and damage which he or they might or may in any way suffer by reason of the said (a) leaving without permission the service of the said the Governor of Andhra Pradesh, his successors in office or assigns in less than five years after the completion of his studies at the said school and for the purpose also of securing the refund to the Governor of Andhra Pradesh his successors in office and assigns of the total cost including the monthly payments made to the said (a) at the said school and in consideration of the payment and education so as aforesaid to be made the given to the said (a) at the said school

and as one of the conditions of the admission of the said (a) to the said school, it has (c) sureties should execute the above written bond or obligation is such that if the said (a) shall well and faithfully and diligently pursue his studies at the said school and qualify for the said forest service and shall also after completing his studies at the said forest school and if so required to serve the Governor of Andhra Pradesh, his successors in office and assigns in the Forest department of the Government of Andhra Pradesh, for a period of not less than five years and shall during the whole of each period diligently and efficiently to all acts and discharge all duties which may be required to be done by him in his capacity as an officer the said (c) and (c) or either of them their or either or their heirs, executors, administrators and representatives, shall well and truly identify the said Governor of Andhra Pradesh, his successors in office and assigns against all loss and damage which he or they might or may in any way suffer by the reasons of the said (a) giving cause for dismissal either while at the said school or while without permission in less than five years after the completion of the studies of the said (a) at the said school and if the said (c) and (e) or either of them either of their heirs, executors, administrators and representatives shall also pay to the said Governor of Andhra Pradesh his successors in office or assigns all sum or sums in any way expended, paid or incurred by the said Governor of Andhra Pradesh, his successors in office or assigns in respect of the education of the said (a) at the said school, then the above written bond or obligation shall be void otherwise the same shall remain in full force and virtue and such sum or sums shall be liable to recovered from the said (a) and (c) as if such sum or sums were arrears of land revenue under the provisions of the Andhra Pradesh Revenue Recovery Act, 1964 without prejudice to any other mode of recovery, provided always, and it is hereby expressly agreed and declared that these presents shall be treated and considered as entered into under the orders of the Government of Andhra Pradesh for the performance by the said (a) and (c) of a public duty and an act in which the public are interested within the meaning of section 74 of Act 17 of 1872 of the Legislative Council of India.

In witness where of the said parties to these presents have hereunto set their respective hands and seals the day and year first above mentioned, signed, sealed and delivered – by the above named (a). (Signed, sealed and delivered by the above named (c). (in the presence of). (signed, sealed and delivered by the above (c)). (in the presence of (a)-Name of student. (b) Name of student's father or Guardian and Address. (c)Name of surety. (d) Address of surety. (e) Address of surety.

ANNEXURE – IV

(Rule 21)

AGREEMENT TO BE EXECUTED BY STUDENTS ALREADY IN THE
SERVICE OR THE GOVERNMENT REVIOUS TOP ENTRY INTO THE
ANDHRA PRADESH SCHOOL OF FORESTRY, YELLANDU

* * *

Article of Agreement made and entered into this day of 199 between (a) (b) of the first part (c) of (d) son (ward) of the said (a) of the second part and the Governor of Andhra Pradesh herein after referred to as the Governor of Andhra Pradesh of the third part, where by each of the parties here to so far as the Governments and conditions of his own part are to be observed and performed, covenants with the either of them as follows.

1. The said © hereby of his own free will and consent and with the approbation and consent of the said (a) testified by the execution by him of these presents agrees with and to the Governor of Andhra Pradesh, his successors in office and assigns that he, the said (e) shall well and faithfully pursue his studies at the Andhra Pradesh School of Forestry Yellandu and quality for the Forest Service of the Governor of Andhra Pradesh.
2. The said (c) shall, after completing his studies at the said school, and if so required to do serve Governor of Andhra Pradesh and his successors in office and assigns in the Forest Department of the Government of Andhra Pradesh for a period of not less than five years and shall during the whole of such period diligently and efficiently do all acts and discharge all duties which may be required to be done by him in his capacity as an officer of the said department.
3. The Governor of Andhra Pradesh, his successors, in office and assigns, hereby engage to educate the said (c) at the Andhra Pradesh School of Forestry, Yellandu in all matters relating to Forest Service, Forest works and Forest administration that it may be deemed necessary by the Principal the Senior Instructor of the said school to teach the said (c).
4. The Governor of Andhra Pradesh shall pay the said (c) during the whole period of his stay at the said school at the rate of rupees per month in respect of pay, pension and promotion accorded to officers of the said department for the time by the rules and regulations of the department.
5. Lastly, it is hereby agreed and declared that the Governor of Andhra Pradesh his successors in office or assigns, shall be at liberty or rescined this agreement on account of the negligence, failure to attend to duty, idleness or any in subordination or misconduct on the part of said (c) and to dismiss him from the said school or the service of the said department and the said (c) or (a) shall there upon refund to the Governor of Andhra Pradesh his successors in office and assigns total cost including the monthly payments made to the said (c) while at the same school incurred by the Governor of Andhra Pradesh or his successors in office or assigns in respect of the education of the said (c) at the said school falling which all moneys due under these presents shall be liable to be recovered from the said (c) and (a) s if they were arrears of land

revenue under the provisions of the Andhra Pradesh Revenue recovery Act, 1964, without prejudice to any other mode of recovery.

In witness where of the said parties have hereunto set their respective hands and seals the date and year above written.

Signed, sealed and delivered
By the above named (a)

In the presence of

Signed, sealed and delivered
By the above named (c)

in the presence of

Signed, sealed and delivered on
Behalf of the above named
Governor of Andhra Pradesh

In the presence of (f)

-
- – Name of the student's father or guardians.
 - – Address of student's father or guardians.
 - – Name of the Student.
 - – Address of Student.
 - – Conservator of Divisional Forest Officer before whom the deed is executed.

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 an 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
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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	Object	Year of Formation	
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					Plot			
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 Expen diture
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 Const ruction	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	Condi tion 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 commi ssioning	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	Div	Range	Section	Beat	R.F.	Year of	Capital	Main
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	of the Kunta						forma tion	cost	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 7.	To 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 of 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	Relationship of the kith & kin	Post sought 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 complaint	Name of the staff member referred to with designation	Stage of 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 Teat/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	
1.	2.	3.	4.	5.	6.	7.	8.	9.	Value 10.	Volume 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	Expenditure	Agency of	Remarks				

obtained per Kg. of leaf	weight per standard bag	per Kg.	working		
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
1.	2.	3.	4.	5.	6.

(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. Assualts:-

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.

APPENDIX – 8

(Section 30)

RANGE INFORMATION BOOK

A Range information book should contain the following.

1. MAP:- in the scale of 1:50,000 showing reserved forest blocks, sections, beats.

2. Basic Information:-

1. Total land area.
2. Total Forest area.
3. % of land to Forest area.
4. No. and names of Mandals.
5. No. and names of Police Stations.
6. Location of Munsif Megistrate courts (S) having jurisdiction.
7. Human population (from latest census).

Sl_No	Mandal	Male	Female	Total
1.	2.	3.	4.	5.

8. Cattle Population (from latest census).

Sl_No	Mandal	Oxen	Buffaloes	Goats	Sheep	Elephants	Other Species
1.	2.	3.	4.	5.	6.	7.	8.

3. Forest Blocks:-

Sl_No	Name of the Block	Area in Hectares	Peripheral lehgth in Kms.	Legal status (U/s, 4, 15, 24)	Details of notification	Stage of Reservation	Extent of degraded forest area with less than 0.4 density
1.	2.	3.	4.	5.	6.	7.	8.

4. Areas Disreserved:-

Sl_No	Name of the forest block	Area of block	Area disreserved	Authority for disreserving
1.	2.	3.	4.	5.

5. Areas under Encroachment:-

Sl_No	Name of forest block	Area under encroachment in hectares			Number and names of illegal settlements in forests			Remarks
1.	2.	Pre-64 3.	1964-1980 4.	Post 1980 5.	Pre-64 6.	1964-1980 7.	Post 1980 8.	9.

6. Territorial Charges:-

Sl_No	Section	Area in Ha.	Beat. Area in Ha.	Villages covered in beat.
1.	2.	3.	4.	5.

7. Forest Types:-

Sl_No	Type of Forests	Main Species	Any special features
1.	2.	3.	4.

8. Interesting Areas:-

Sl_No	Type (Florally) (Faunally) others	Location	Remarks
1.	2.	3.	4.

9. Permanent Preservation Plots/Sample Plots:-

Sl_No	Name of Forest Block	Species	Nature of plot	Extent	Details
1.	2.	3.	4.	5.	6.

10. Research Plots:-

Sl_No	Name of Forest Block	Name of Research Plot	Object	Year of formation	Results if any
1.	2.	3.	4.	5.	6.

11. Wild Life:-

Sl_No	Name of Sanctuary/biosphere reserve	Area in Ha.	Name of Forest Block	Wild Animals birds etc. often found	Remarks
1.	2.	3.	4.	5.	6.

12. Buildings:-

Sl_No	Type of building (Officer / F.G.Qts Rest house)	Location	Year of construction	Capital cost	Maintenane Cost	Condition of building	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

13. Departmental Roads:-

Sl_No	Type of road (Cart Track / Metal road / Block topped).	Location	Length in Kms	Year of formation	Capital cost	Maintenance cost	Condition of road	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

14. Departmental Wells Including bore wells:-

Sl_No	Type of well (Open / Bore well)	Location	Year of commissioning	Capital cost	Maintenance cost	Present Condition and availability of water	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

15. Water tanks / Kuntas (Departmental of others):-

Sl_No	Name of the tank / kunta	Location	Year of formation	Capital cost	Maintenance cost	Mode of utilisation of Water tanks	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

16. Arms and Ammunition:-

Sl_No	Type of Weapon	Ammunition Available	Place of storage of weapon	Condition of weapon	Remarks
1.	2.	3.	4.	5.	6.

17. Government Vehicles:-

Sl_No	Type of Vehicle (Lorry / Van / Jeep etc.)	Registration No.	Date of purchase	Value	Under whose control	Date of expiry insurance	Expenditure maintenance during current year	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

18. Forest Offences:- i). Compounding Cases:-

Sl_No	Year	Section	Beat	No of Offences	“C” fees involved	“C” fees Collected	Balance “C” fees	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

ii). Prosecuted Cases:-

Sl_No	Year of filing	No of the cases	No of offenders	Nature of offence	Stage of the case
1.	2.	3.	4.	5.	6.

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

Sl_No	Year	Section	Beat	No of cases	Material involved	Value	Qty of material transported	Balance to be transported	Name of Forester / F.G. having custody of balance material
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

iv). Vehicle Cases:-

Sl_No	Type of Vehicle (Jeep / Van / Lorry etc.)	Qty of forest procedure	Value	Stage of the case	Remarks
1.	2.	3.	4.	5.	6.

19. Forest Conservation Act, 1980 Cases:-

Sl_No	Name of project / Scheme	Area in Ha.	Stage of pendency	Compensatory Afforestation		
1.	2.	3.	4.	Area 5.	Cost 6.	Location 7.

20. Works:-

Sl_No	Name of the work	Plan or Non-Plan	S.O.No	Amount	Amount Spent	Recovery if any	Recovered from whom	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

21. Plantations:-

Sl_No	Name of Forest Block	Beat	Species	Extent in Ha	Year of raising	Remarks
1.	2.	3.	4.	5.	6.	7.

22. Details of teak plus trees:-

Sl_No	Name of Forest Block	Beat	Natural of Planted	Year of planting	Elite No	Code No	Height in Mts	Girth in Mts	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

23. Details of Clonal orchards / Gene pool / Scion bambas etc:-

Sl_No	Name of Forest Block	Beat	Yer of Plantatino	Nos Present	Other details
1.	2.	3.	4.	5.	6.

24. Plantation outside R.F.:- (Canal bank/Avenue?shelter belt/Tankfore shore/Communal lands/Institutions etc.):-

Sl_No	Type of Plantation	Location of Plantation	Year of Plantatin	Species	Extent in Ha	Espacement	Survival %	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

25. Leases:-

Sl_No	Name of Forest block	Nature of lease (Mining / Quarry etc.)	Period of lease	Expiry by	Authority sanctioning lease	Rental Fixed	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

26. Logging:-

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

27. i.) Beedi Leaf Units : Khallawise details:-

Sl_No	Name of Unit	Year	Name of Khalla	Target fixed	Target achieved	Remarks
1.	2.	3.	4.	5.	6.	7.

ii) Abstract of Units:-

Sl_No	Name of year	Year	Target Fixed	Target achieved	Average No of bundies per trade bag	Average weight in Kgs per S.B.	Expenditure incurred			
1.	2.	3.	4.	5.	6.	7.	Collection charges 8.	Curing 9.	Others 10.	Total 11.
Remarks										
12.										

28. Arrears of Revenue:-

Sl_No	Name of defaulter	Name of lease unit	Arrear amount	Efforts made to recover the amount
1.	2.	3.	4.	5.

29. Fires:-

Sl_No	Name of forest block	Compt. No and beat	Extent in Ha	Day and time of occurrence of fire	Qty value of materials lost	Qty and value of materials salvaged	Details of damage to other Govt property	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

30. Staff:-

Sl_No	Name of employee	Section / beat	Working		Remarks
1.	2.	3.	From 4.	To 5.	6.

31. 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.

32. Beat Inspections:-

Sl_No	Name of beat	Due date of Inspection	Date of Inspection	Value of destruction		Missing material-	
1.	2.	3.	4.	5.	6.	7.	8.
Material present		Present material given in of custody					
9.	10.	11.					

33. Wireless Network:-

Sl_No	Location of fixed station	Location of Walkie Talkie	Condition of the sets
1.	2.	3.	4.

34. Forest Protection:-

Mention details of notorious villages, habitual smugglers, abettors, and the smuggling routes, action taken to prevent the smuggling etc.,

35. General Observations of Range Officer:-

These observations should include the

1. Notes on principal species of the area, such as flowering, seedling, utility etc.,
2. Condition of natural forest and suggestions for improvement.
3. Natural calamities, effect on forest growth.
4. Flowering of bamboo, status of regeneration.
5. Suggestions for improving plantation / nursery techniques.

And other observations of similar nature. Each entry must be dated and full signature of Range Officer should be put at the end of observations. A copy of the observations noted should be submitted to Division Office.

Note:- 1. The Range information Book should be of A4 Size or 21 Cms x 28 Cms, and it should be put in blue/green rexin hard covers and information should be given on replaceable sheets.

2. The book should have an index containing the heading as noted above and corresponding page numbers.

3. The information should be updated by 1 st April and 1 st October and the Corresponding sheets containing changes only should be replaced.

4. The Divisional Forest Officer during his inspections may obtain the book and pass his remarks on observation made by him.

APPENDIX – 9

(Section 31)

Section / Beat Information Book

1. Name of the Section / Beat.
2. Geographical Area.
3. Forest Area.
4. Details of Forest Blocks.

Sl_No	Name of Forest block	Legal status with authority (U/s 4, 15, 24)	Area in Ha	Length of block boundary falling in section / beat
1.	2.	3.	4.	5.

5. Details of villages / hamlets.

Names of Villages / hamlets located in forest block (as enclosure or otherwise)	Names of Villages / hamlets as fringe or adjoining forest block.	Names of Villages . hamlets located about 2 Km and above from forest block
1.	2.	3.

6. Population of Village / hamlet.

Sl_No	Name of village / hamlet	Men	Women	Total
1.	2.	3.	4.	5.

7. Cattle Population.

Sl_No	Name of village / hamlet	Oxens	Buffaloes	Goats	Sheep	Others
1.	2.	3.	4.	5.	6.	7.

8. Areas under encroachments.

Sl_No	Name of Forest Block	Area under encroachment in Hectares.			Number and names of illegal settlements			Remarks
1.	2.	Pre-64 3.	1964-1980 4.	Post 1980 5.	Pre-64 6.	1964-1980 7.	Post 1980 8.	9.

9. Wild Life:-

- i) Names of Wild animals, generally found.
- ii) Names and location of water holes used by Wild animals.
- iii) Names of persons with addresses, who possess licensed / unlicensed weapons.

Sl_No	Name of Person	Type of Weapon	Whether licensed or not	Remarks
1.	2.	3.	4.	5.

10. Names of habitual offenders.

Sl_No	Name of the Offenders	Father's name	Address	What type of offence usually committed.
1.	2.	3.	4.	5.

11. Buildings:-

Sl_No	Type of building (Office / Residences / Rest houses etc.)	Location	Year of Construction	Condition of building
1.	2.	3.	4.	5.

12. Departmental roads.

Sl_No	Type of road (Cart track / Metal road / Black tapped).	Location	Length in Kms	Year of Formation	Condition of road
1.	2.	3.	4.	5.	6.

13. Departmental Wells including bore wells.

Sl_No	Type of well (Open / Bore well)	Location	Year of Commissioning	Present condition and availability of water
1.	2.	3.	4.	5.

14. Water tanks / Kuntas (Departmental or others).

Sl_No	Name of the tank / kunta	Location	Year of formulation	Mode of utilization of water (Agriculture / domestic etc.)	Remarks
1.	2.	3.	4.	5.	6.

15. Permanent Preservation Plots/Sample Plots/Research Plots.

Sl_No	Name of Forest Block	Species	Nature of Plot	Extent	Details
1.	2.	3.	4.	5.	6.

16. Plantations:

Sl_No	Names of Forest Block	Beat	Species	Extent in Ha	Year of raising	Remarks
1.	2.	3.	4.	5.	6.	7.

17. Plantations outside ReserveForest:**(Canal bank/Avenue/Shelter belt/Tank fore shore/Communal Lands etc.)**

Sl_No	Type of plantation	Location of Plantation	Year of Plantation	Species	Extent in Ha.	Espacement	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

18. Fires:-

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

19. Articles / Stores kept in beat / Section.

Sl_No	Name of Article	Nos	Value	Page No of Range store & Stock Register	Supplied in which year	Condition of the Article	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

20.Forest Produce kept in safe custody.

Sl_No	Details of forest produce given in custody	Given from where	Qty	Value	Offence case No (as per Range record)	P.O.R. No	If transported No and date of issue of permit	Place of storage of the produce	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

21. Beat / Section map.

(on 1:50,000 or larger scale).

NOTE:-

1. The Beat/Section information book should be of 12.5 Cm x 18 Cm, and it should be put in blue/green rexin hard covers, and information should be written on replaceable sheets.
2. The book should have an index containing the heading as noted above and covers pending page Nos.
3. The information should be up dated by 1 st April and 1 st October and the corresponding sheets containing changes only should be replaced.

APPENDIX – 10

(Section 32)

PLANTATION JOURNAL

Sl_No	Contents	Page Nos.
1.	Species, year of Plantation, (Calendar year) Area (in hectares) of Plantation, location of Plantation.	1
2.	Scheme under which raised with sanction authority Special staff if any sanctioned with proportionate.	1
3.	Sanctioned estimate number and amount sanctioned. <ul style="list-style-type: none">• Pre-Planting year – advance works.• Year of Planting.• Subsequent years.	2
4.	Location map on 1:50,000 scale Surveyed Sketch on 1:6,250 (1 mile=8”) Scale indicating soil type, location of soil pits, Soil profile chart with description (Attach maps and Sketches).	3
5.	Description of site: <ul style="list-style-type: none">a) Existing vegetation.b) Temperature.c) Rainfall.d) Wind.f) Dew.g) Topography, including aspect, if any.h) Soil Type, and General description of soil.	4 to 10
6.	Area selected by, and approved by.	11
7.	Details of advance works, if any carried out in Pre-Planting year (Financial Year)	12 to 14
8.	Description of Planting stock, obtained from where and cost.	15
9.	Details of planting and subsequent operations with date. <ul style="list-style-type: none">a) 1 st year of Planting (Financial Year).b) 2 nd year.c) 3 rd year.d) Subsequent year.	16 to 25

10.	Expenditure statement – month wise, item wise with voucher number. a) Pre-Planting year (Financial Year). b) 1 st year of Planting. c) 2 nd year of Planting. d) 3 rd year of Planting. e) Subsequent years.	25 to 41
11.	Enumeration of Survivals, a) First year (One at the end of growing Season, Second at the end of hot Weather). b) 2 nd year. c) 3 rd year. Subsequent years.	42 to 51
12.	Record of growth rate – Maximum and average height and diameter in Mts and Cm. a) End of first growing season. b) End of Second growing season. c) End of third growing season. d) Subsequent years.	52 to 61
13.	Record of Expenditure, revenue and yield. a) Clearing. b) Thinning. c) Final felling.	62 to 70
14.	Details of insect and fungus attacks and other injuries including fire damage (to be recorded in Chronological order).	71 to 73
15.	Observations of Range Officer.	73 to 80
16.	Inspection of Divisional Forest Officer, Conservator of Forests and others.	81 to 90
17.	Action taken, if any, on remarks made by Divisional Forest Officer, Conservator of Forests etc.,	91 to 100

APPENDIX – 11

(Section 33)

NURSERY JOURNAL

Sl_No	Contents	Page Nos.
1.	Name of the nursery.	1
2.	Whether permanent or temporary.	1
3.	Scheme under which nursery is raised.	1
4.	No of seedlings (Scheme wise) Species wise.	2
5.	Site selection, type of soil, soil profile.	3
6.	Location.	3
7.	Source of Water.	3
8.	Seed (i) Collection, (ii) Storage.	4
9.	Seed treatment.	5
10.	Preparation of Primary beds.	6
11.	Soil mixture for poly pots.	7
12.	Sizes of poly pots used, gauge and source of supply.	78
13.	i) Primary beds (to keep container seedlings) or ii) Secondary beds.	9
14.	Sowing of seed in primary beds / Poly pots.	10
15.	Nursery technique adopted.	11-12
16.	Watering Schedule.	13
17.	Weeding Schedule.	14
18.	Fertilizers used, with dose and Schedule and mode of application.	15-16
19.	Pest Control – Fungicides and insecticides – dosage, mode of application, frequency of application.	17-18
20.	Grading of seedlings, No of graded seedlings/according to each grade.	18-21
21.	Expenditure Statement – Month wise, item wise with voucher number.	22-30
22.	Observation of Range Officer.	31-35
23.	Inspection of Divisional Forest Officer / Conservator of Forests and others and others.	36-40
24.	Action taken, if any, on remarks made by Divisional Forest Officer / Conservator of Forests and others.	40-50

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	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.

APPENDIX – 13

(Section 41)

Appendices for Working Plan

I. Statement of Geographical details of Forest Areas.

Sl_No	Division	Taluk / Mandal	Population	Cattle Population	Geographical Area	Forest Area
1.	2.	3.	4.	5.	6.	7.
No of Villages		No of occupied Residential houses	No of Towns	No of occupied Residential houses		
1.		2.	3.	4.		

II. Statement of Forest blocks, area, legal Status – Soil type – Forest block wise.

Sl_No	Division	Range	Forest Block	Area in Ha	Legal status	Soil Type	Details of Gazetted publication
1.	2.	3.	4.	5.	6.	7.	8.

III. Statement of areas disreserved.

Division	Range	Name of the Block	Area Disreserved	Authority for disreservation
1.	2.	3.	4.	5.

IV. Statement of Encroachments Block Wise.

Division	Range	Block	Encroachment previous 1980		Encroachment after 1980	
1.	2.	3.	Area 4.	Present Position 5.	Area 6.	Present Position 7.

V. List of Enclosures with description of rights and other rights allowed block wise.

Sl_No	Division	Range	Block	Name of enclosure or Right of way or other rights	Area	Authority	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

VI. Statement showing the Maximum Minimum temperature of _____ District.

Division	Meteorological Station	Month	Year		Year		
1.	2.	3.	Maximum 4.	Minimum 5.	Maximum 6.	Minimum 7.	8.

VII. Rainfall data of _____ District _____ Year _____ R.D. _____ Raindays, R.F. Rainfall in m.m. N.R. Normal Rainfall.

Division	Met Station	January			February			Name and so on
1.	2.	R.D. 3.	R.F. 4.	N.R. 5.	R.D. 6.	R.F. 7.	N.R. 8.	9.

VIII. Statement showing the Maximum, Minimum humidity in District.

Division	Meteorological Station	Month	Year		Year	
1.	2.	3.	Maximum 4.	Minimum 5.	Maximum 6.	Minimum 7.

IX. List of Major / Medium Irrigation Sources of _____ Division.

Division	Range	Category of irrigation Source	Inside the R.F. / Outside the R.F.	If inside the R.F. the extent available for possible		
1.	2.	3.	4.	Nursery 5.	Plantation 6.	Possible mode of irrigation 7.

X. List of Minor Irrigation Sources in the Division.

Division	Taluk	Mandal	Range	Ayacut	Foreshore Area	Foreshore Planted	Foreshore available for planting
1.	2.	3.	4.	5.	6.	7.	8.

XI. List of Departmental Wells (Including bore wells) in the _____ District.

Division	Range	Location of well	Year of Digging if known	Cost of digging	Condition of the well
1.	2.	3.	4.	5.	6.

XII. List of Tanks / Kuntas in the Reserve Forests.

Division	Range	Name of Block where the	Location	Compartment No	Name of Tank / Kuntas	Present Condition	Probable amount required for repairs
1.	2.	3.	4.	5.	6.	7.	8.

XIII. List of Locations where unuseful water sources can be created.

Division	Range	Name of Block	Location	Compt No	Type of structures recommended	Probable amount required	Uses anticipated.
1.	2.	3.	4.	5.	6.	7.	8.

XIV. List of Buildings in the _____ District.

Division	Range	Type of Building	Location (Village etc.)	Plinth area of the Building	Year of Construction	Cost of Original construction Rs.	Amount spent on maintenance	Condition of the Building	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

XV. List of the Roads in the _____ District.

Division	Range	Name of Road	Nature of Road	Length		Total Length	Length of the Strip / Avenue Plantations along the road	Length of road available for strip / Avenue Plantations	Remarks (Main. By them).
1.	2.	3.	4.	In R.F. 5.	Out side R.F. 6.	7.	8.	9.	10.

XVI. List of Forest Roads in the District.

Division	Range	Name of the Forest Road	R.F. if where passes	Length of the Road in Kms	Year of formation
1.	2.	3.	4.	5.	6.
Formulation	Cost of formation	Cost of maintenance	Condition of the road	Amount required for repairs	Remarks
7.	8.	9.	10.	11.	12.

XVII. Statement of territorial distribution of forest area in the Division.

Division	Range / in Ha.	Section Area in Ha.	Name of beat Area in Ha.	Details of R.Fs. block in the beat	Name of the villages in the beat	Remarks
1.	2.	3.	4.	5.	6.	7.

XVIII. Statement of distribution of Forest Areas in working.....

Division	Range	Section	Beat	R.F / Block	Name of the working Circle	Compartment No	Total Area of the W.C.
1.	2.	3.	4.	5.	6.	7.	8.

XIX. Statement of Coupes worked with area/Yields of timber fuel wood in the district for the last ten year.

Division	Range	Working Circle	Series	No of coupe	Area in Ha.	Yield Particulars		Agency of working
1.	2.	3.	4.	5.	6.	Timber in Cmt. 7.	Fuel Wood in Cmt. 8.	9.

XX. Statement of Bamboo Coupes (including plantation) Worked year wise in the District (for the last ten years).

Division	Range	Name of series / plantation	Year of working	Area worked	Yield obtained		
					Class-I	Class-II	
1.	2.	3.	4.	5.	No. 6.	Rmt. 7.	No. 8.
Class wise				Total cuts (Cmt / Mts)		Industrial	
Class-III							
Rmt. 9.	No. 10.		Rmt. 11.		12.		13.

(Item):- Appropriate conversion factor could be applied to apprise at the Rmt. For given number of bamboos.

XXI. Details of thinnings in teak plantations in the district.

Division	Range	Particulars of Plantation			Schedule of Thinning	Year or working
1.	2.	Name 3.	Year 4.	Area 5.	6.	7.
Particulars of Yield obtained			Expenditure	Revenue	Remarks.	
Timber in Cmt. 8.	Poles Nos. 9.	10.		11.	12.	

XXII. Statement of plantation harvested by A.P. Forest Development Corporation.

Division	Range	Name of plantation	R.F.	Year of Raising	Year of Harvesting	Area in Ha.	Yield obtained (in Cmt).	
1.	2.	3.	4.	5.	6.	7.	Timber 8.	Fuel 9.

XXIII. Statement showing Beedi leaf units with Khalla, Village, Revenue, expenditure etc., for the last 10 years in the District.

Division	Range	Name of the unit	No of the unit	Name of the Khalla	Name of the Villages covered	Total Collection for the unit in standard bags	Expenditure	Revenue	Deviation in Yield
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

XXIV. Statement of other M.F.P. Units in the District for past 10 years.

Division	Range	Name of the Unit	Yield obtained	Revenue realized
1.	2.	3.	4.	5.

XXV. (a) Statement of Bamboo supplies made to industries from the division.

Division	Range	Name of the Series	Year	Name of Industry	Authority for allotment	Quality supplied	Revenue realized	Royalty rate per M. Tonne
1.	2.	3.	4.	5.	6.	7.	8.	9.

XXVI. Statement showing Espacement and number of Plants with formula.

XXVII. Statement showing weight of _____ bags in Numbers and guage.

XXVIII. List of Plantations raised in the division, scheme wise, year wise/species wise, from the inspection.

Division	R.F.	Name of scheme	Year	Species	Espacement	Area in Ha.
1.	2.	3.	4.	5.	6.	7.
Cost of raising		Total Maintenance	Present condition Survival		Avg. Girth	Ag. Ht. in M
8.	Raising 9.	10.	11.	12.	13.	14.

XXIXD. Statement of plantation raised by A.P. Forest Development Corporation in the district form the inception.

Division	Range	R.F.	Name of scheme	Year	Species	Espacement
1.	2.	3.	4.	5.	6.	7.
Area in Ha.	Cost of raising		Total	Present condition		Ag. Ht. in M
8.	Raising 9.	Total Maintenance 10.	11.	12.	Avg. Girth 13.	14.

XXX. Statement of Unit cost of plantation year wise, spacement wise as per current F.S.R. (F.S.R. _____ Year).

XXXI. Statement of Schedule of Operations of Nursery plantation works.

XXXII. Statement of Timber depots in the division with Sale results for the last ten years.

Division	Range	Name and Location of depot	Quantity of timber sold per annum			
1.	2.	3.	Teak Cmt 4.	Non-Teak Cms 5.	Poles 6.	Bamboo 7.
Revenue realized in Rs.				Average Rate in Rs.		
Teak 8.	Non-Teak 9.	Total 10.	Bamboo Class wise 11.	Teak per Cmt 12.	Non-Teak per Cmt 13.	Bamboo per no class wise 14.

XXXIII. List of Forest Check posts / Tanahs.

Sl_No	Division	Range	Name of Check post	Road on which Check posts is located	Personnel marking check post
1.	2.	3.	4.	5.	6.

XXXIV. Statement or average rates fetched species wise, quality wise in depots for the last 3 years.

Division	Range	Name of Depot	Year	Teak (All lengths and Girths) Rates				
1.	2.	3.	4.	A.	B.	C.		
				5.	6.	7.		
Non teak (all lengths and girths) Rates			Soft wood (all lengths and girths).				Bamboo Rates.	
A.	B.	C.	A.	B.	B.	C.	A.B.C.	16.
8.	9.	10.	11.	12.	13.	14.	15.	

XXXVI. Statement of deviations to the working plan during last plan period.

Para No	Prescription of Working Plan	Nature of deviation	Date of deviation proposal	Date approval of competent authority
1.	2.	3.	4.	5.

XXXVII. Statement showing pendency and disposal of offence in the last 10 years.

Division	Range	Year	No of cases Pending at the beginning of the year.	No of cases added during the year	Total "C" fees involved
1.	2.	3.	4.	5.	6.
No of cases disposed	"C" fees realized	No of UDRs pending at the beginning of the year	No of UDR cases added during the year	No of UDR disposed	Remarks
7.	8.	9.	10.	11.	12.

XXXVIII. Statement showing offences involving Motor Vehicle in the last 10 years.

Division	Range	Year	Vehicle Number involved in forest offences	Make of vehicle	When seized	Date of confiscation	Date of sale	Amount of sale	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

XXXIX. Statement showing Red Sanders cases in the last 10 years.

Division	Range	Year	No of cases pending	No of cases prosecuted	No of UDOR cases	Weight in Kgs
1.	2.	3.	4.	5.	6.	7.

XXXX. Statement showing sandal wood cases in the last 10 years.

Division	Range	Year	No of cases pending	No of cases prosecuted	No of UDOR cases	Weight in Kgs
1.	2.	3.	4.	5.	6.	7.

XXXXI. Statement showing details of Expenditure for the last 10 years.

Division	Year	Budget Head	Expenditure	
1.	2.	3.	Plan	Non-Plan
			4.	5.

XXXXII. Statement showing Scheme wise expenditure.

Division Name of the Scheme	Expenditure in the Preceding 10 years									
1.	1 st year	2 nd year.	3.	4.	5.	6.	7.	8.	9.	10.
	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

XXXXIII. Statement showing poaching cases in the Division for the past 10 years.

Division	Range	Year	No of cases booked during the year	No of cases disposed	No of cases pending (including the cases of pervious years).
1.	2.	3.	4.	5.	6.

XXXXIV. List of Saw Mills in the division.

Division	Range	Mandal	Name of Saw mill	Out turn per annum	Source of supply	License particulars	Validity date
1.	2.	3.	4.	5.	6.	7.	8.

XXXXV. Statement of telecommunication facilities in the division.

Division	Range	Location of Dept Telephone	Location of Dept Wireless communication	Scheme under which established and authority
1.	2.	3.	4.	5.

XXXXVI. Proformas. A. Nursery Journal. B. Plantation Journal.

XXXXVII. Copies of (1) Government of India Guidelines for preparation of Working Plan.

(2) Forest Conservation Act 1980 with amendments and Rules.

(3) National Forest Policy 1988.

XXXXVIII. Details of the Staff sanctioned wise, year wise, with Expenditure details.

XXXXIX. Details of the Staff sanctioned giving G.O. details.

- List of animals in the District with local names.
- List of Botanical/Local names of trees, shrubs, herbs, Climbers and grasses found in the district/Division with on economical/Medicinal use (Where ever available).

LI. List of Nature study Centres, Environmental complex, Zoos, Deer Parks, recreation parks, Wild Life reserves, Sanctuaries, National Parks.

Sl_No	Division	Name	Year of formation	Extent	Notification details	Expenditure to date	Brief note
1.	2.	3.	4.	5.	6.	7.	8.

LII. Statement of the Departmental Plantations under various schemes outside reserved forests.

Sl_No	Division	Range	Year of Plantation	Species	Espacement	Location
1.	2.	3.	4.	5.	6.	7.
Area	Expenditure upto date		Survival %		Average Height in Mt.	
8.	9.		10.		11.	

LIII. Statement showing the Plantation raised by public in their lands.

Sl_No	Division	Range	Mandal	Village	Name of the Plantation	Year of Plantation
1.	2.	3.	4.	5.	6.	7.
Area	Species	Espacement	Loaction	Expenditure upto date	Survival %	Average Height in Mt.
8.	9.	10.	11.	12.	13.	14.

LIV. Statement showing the Social Forestry Achievement in the past 10 years.

Sl_No	Division	Range	Year	Component	Location	Extent
1.	2.	3.	4.	5.	6.	7.
Espacement		Expenditure upto date	Survival %	Average Height in Mt	Remarks	
8..		9.	10.	11.	12.	

Note :- For each component use a separate sheet.

LV. Statement showing Nursery infrastructure facilities available.

Sl_No	Division	Range	Mandal	Location	Infrastructure available	Remarks
1.	2.	3.	4.	5.	6.	7.

LVI. Statement showing the Nursery stock raised and supplied to public in the past 10 years.

Sl_No	Division	Range	Mandal	Scheme	Year	Species raised	Number raised	Total raised species	Total Distri buted
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LVII. List of Plus trees.

Sl_No	Species	Division	Range	Section	Beat	R.F.	Loca tion Compt No	Code No	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LVIII. List of

Sl_No	Species	Year of formation	Divi sion	Sec tion	Beat	R.F.	Extent	Location Compt No	Rema rks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LIX. List of Seed Production Areas.

Sl_No	Species	Year of formation	Division	Section	Beat	R.F.	Extent	Location Compt No	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LX. Statement of seed Collection Areas.

Sl_No	Species	Year of Formation	Divisions	Section	Beat	R.F.	Location Compt No	Extent	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LXI. List of Research Centres.

Sl_No	S.S. Division	Division covered	Location	Extent	Year of Establishment	Activities
1.	2.	3.	4.	5.	6.	7.

LXII. List of Field Research Plots.

Sl_No	S.S. Division	Territorial Divisions	Range	Section	Beat	Location	Reserve Forest	Extent
1.	2.	3.	4.	5.	6.	7.	8.	9.

LXIII. Statement showing Projects approved under Forest Conservation act and compensatory afforestation particulars.

Sl_No	Division	Range	Name of the Project / Scheme	Name of R.F / R.Fs	R.F. areas lost due to diversion
1.	2.	3.	4.	5.	6.
Compensatory area		Details of Plantations			
7.	Year	Species	Extent	Authority	
	8.	9.	10.	11.	

LXIV. Statement showing compensations paid.

Sl_No	Division	Range	Staff member private or person to whom paid	Purpose	Amount of compensations paid	Authority
1.	2.	3.	4.	5.	6.	7.

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.

APPENDIX – 15

(Section 52)

Items of Forest Produce generally traded by Girijan Cooperative Corporation

I. Gums / Resins / Starch items:-

1. Gum Karaya (*Sterculia urens*) : Used in Pharmaceutical, food, Paper, Textile, cosmetic, industries, superior grade Ice-creams and sauces, lower grade varnishes, inks, rubber, Linoleum, oil cloths, paper coating, polishes, engrowing processes and oil drilling operations.
2. Gum olibanum (*Boswellia* : used as astringent in the form of ointment for shronic ulcer, serrata) diseased boned etc., Essence oil incense sticks, calico printing, textiles and distempers.
3. Gum Dikamali. (Grade- : Used in medical preparations.nia gummiifera)
4. Gum Tiruman or Ghati-: used in Pharmaceutical, cosmetic, food industries, stabilisigum. (*Anogeisus latifolia* ng agent in oil and aqueous emulsions.
5. Cleaning nuts. (Strych- : used for clarifying foul and muddy waters, ayurvedic and nos potatorum). unani medicines.
6. Tamarind seeds. : used as raw material for starch, as sizing material in paper (*Tamarind indica*). and jute industries.

II. Food items:-

1. Honey.
2. Tamarindaus indica.
3. Cashew (*Anacardium occidentale*)
4. Katha (*Acacia Catechu*).
5. Chirangi (*Buchania lanzan* = *Buchanaia latifolia*)
6. Mohwa (*Madhuca indica* = *Madhuca latifolia* = *Bassia longofolia*).

III. Cosmetic items:-

1. Sheekakai (*Acacia sinuate* = *Acacia concinna*).
2. Soapnut (*Sapindus emarginatus*).
3. Citronella oil (*Cymbopogan nardus*)
4. Vetiver (*Vetiveria Zizanioideas*).
5. Bees wax.
6. Henna (*Lawsonia inermis* = *Lawsonia alba*).

IV. Oil Seeds:-

1. Niger seed (*Guizotia abyssinica* = *Polymnia abyssinica*).
2. Pongame seed (*Pongamia glabra*).
3. Mohwa seed (*Medhuca indica*).
4. Neem seed (*Azadiracta Indica*).
5. Kusum seed (*Schleichers oloeos*).

V. Medicinal Items:-

1. Nuxvomica (*Strychnos nuxvomica*).
2. Karakkayalu, (Myrobalams). (*Terminalia Chebula*).
3. Amla (*Emblica officinalis*).
4. Adda-Saremu (Malabar nut tree) = *Adhatoda zeylanica* = *Adhatoda vasiaca*).
5. Pales (Moduga) = *Butea monosperma* = *Butea frondosa*
6. Swarnapatri = (*Cassia angustifolia*). (Sena, Indian Senna).
7. Mandukapari = (*Centrlia asiatica*). (Sraswati Aku).
8. Madayanika = (*Lawsonia inermis*). (Gorintaku).
9. Sugandhi Pala = (*Hemidesmus indicus*). (Indian Sarsaparila).
10. Asvagandah = (*Whithania somnifera*). (Burr wood).
11. Gulancha, Tippha teega (*Tinospora cordifolia*).
12. Bhringraj (*Eclipta Prostrata* = *Eclipta alba*).
13. Sambrani Chettu, (Bac-opa monneri) Brahmi.
14. Kukkapala, (*Tylophora indica*).
15. Budah tree, Nela usiri (*Phyllanthus Fraternus* = *Phyllanthus Asperulatus*).
16. Kutaja (*Holoarrhena antidiysentirica*).
17. Satavari (*Asparagus racemosus*).
18. Karanja (*Pongamia pinnata*).
19. Amlaki (*Phyllanthus emblica*).
20. Bhallataka (*Semicarpus anacardium*).
21. Bibhitaka (*Terminalia bellerica*).
22. Arjuna (*Terminalia arjuna*).
23. Haritakai (*Terminalia Chebula*).
24. Bel, Maredu (*Aegle marmelos*).
25. Rela (*Cassia fistula*).
26. Raktapunarnava, (*Boerhavia diffusa*). Atika mamidi.
27. Babul (*Acacia nilotica*).
28. Eswari (*Aristolochia indica*).
29. Tulasi (*Ocimum sanctum*).
30. Hingu, (*Balanites aegyptiaca*).
31. Kantakari, Errivanga (*Solanum Surattense*). (Prickly brinjal).
32. hataki, Jeguru (*Woodfordia fruticosa*). (Fireflame bush).
33. Rudrajada, Vibudipatri (*Ocimum basilicum*). (Sweet basil).
34. Tamravalli, Sungurteega, (*Ventilago maderaspatana*).
35. Adavi-ulava, Duradagondi (*Mucuna pruriens*) (Horse-eye-bean).
36. Kampilaka, Sindhuramu (*Mallotus Phillipensis*) (Scarlet croton).
37. Atibala, Adavi Bendu (*Abutilon indicum*).
38. Apamarga, Uttareni (*Achyranthes indicum*).
39. Manosa rohini, Somi (*Soymida febrifuga*). (Indian red wood).
40. Nadihingu (*Gardenia gummifera*).
41. Thangedu bark (*Cassia auriculata*).
42. Chandrika (*Rauvolfia serpentina*).

VI. Others:-

1. Palm fibre (*Borassus flabellifer*).
2. Adda leaves (*Bauhinia vahili*).
3. Marking nuts (*Semicarpus anacardium*).
4. Amotto seed, (*Bixa orellena*). (Jabarukaya).

APPENDIX – 16

(Section 55)

Rules for the supply and maintenance of Government tents supplied to forest Officers:

1. Supply of tents:- With a view to enable officer proceeding on inspection tours to command the greatest amount of convenience possible during such tours in respect of proper accommodation, Government have sanctioned the supply of tents, which can be purchased by Conservator or Principal Chief Conservator of Forests either for his own use or for use of subordinate officers.

As for old tents, Conservators will inspect and decide whether they have to be condemned or not.

2. Norms for allotment of tents:-

The following norms are fixed for allotment of tents.

- Prl. Chief Conservator / Chief Conservator, One miniature Swiss cottage tent (5 mts x 5 mts) on swiss cottage tent (4 mts x 4 mts) with punkah. Two servants tent (4 mts x 4 mts). One necessary tent. One small sowarpal.
- Conservators: One swiss tent (4 mts x 4 mts) with punkh one 40 Kg (80 pounds) Field officers tent. Two servants tents (4 mts x 4 mts). One necessary tent.
- District Forest Officer and Working Plan Officers. One miniature swiss cottage tent (4 mts x 4 mts). One 40 Kg (80 Pounds) Field Officers tent. One servant tent (4 mts x 4 mts). One necessary tent.
- Assistant Conservator of Forests not in charge of divisions. One 40 Kg Field Officers tent. One servants tent (4 mts x 4 mts). One necessary tent.
- Rangers:- One shooting pal tent (3 ½ x 3 1/2 mk). One servant tent (3 1/1 x 3 ½ mk).

3. How to keep the tent when not in use:-

When not in use, tent should be kept in a dry places on stands about 45 Cm high are care should be taken to protect from rats and white ants. But during monsoon when they are not in use they should be spread out to dry at least once in a month.

4. Instructions for pitching and striking tents:-

- Tents should not be pitched under tamarind trees.
- Tents should be spread on the tent bags and carpets before raising and they should be struck only after spreading the bags and carpets to receive them. Straw also should be used when available. On no account tents should be dragged along the ground.

- The pegs for the ropes should be placed in a straight line with the seams in the fly, so that strains may be direct and equal and not cross-wise.
- When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinking of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out to the ground.
- Tents should not be packed when damp from rain or dew. If, however, the packing of tents wet is unavoidable they should be opened out at the very earliest opportunity.

5. The Divisional Forest Officers are empowered to sanction expenditure on petty repairs of tents upto a limit of Rs. 25,000/ if the damage is caused to tents by negligence of officers, the cost of repair should be paid by the officer causing it.

APPENDIX – 17

(Section 65)

Rules regulating the occupation of Forest Inspection bungalows and Rest Houses:-

1. The Forest Inspection bungalows and rest houses will be under the control of Divisional Forest Officer concerned.
2. Rent must be paid at such rates as the Divisional Forest Officer, in consultation with the Conservator, may fix for each day or portion of a day of 24 hours during which a bungalow is occupied.
3. A day's fee will be charged for an occupation of 12 hours or more, and half-the charges will be collected for a stay of less than 12 hours.
4. A book will be kept at each bungalow in which all persons staying there shall enter their names, the date and time of their arrival and departure and the fee paid by them to persons incharge of bungalow, duly attested by them.
5. All persons occupying rest houses shall be bound by such laws as may be notified therein under order of the Divisional Forest Officer and shall be responsible for any damage they or their servants or followers may cause to the building or to the felling.
6. The rest houses primarily meant for the use of Forest Officers and officials on duty. It is only when they are not required by the officers of the Forest Department they may be allowed to be occupied by the officers of other departments on duty and general public at the discretion of Divisional Forest Officer.
7. The order of precedence, in general, for occupation of inspection bungalows and rest houses will be as follows.
 - Hon'ble Ministers.
 - Head of Departments.
 - District Collector's, Dy. Inspector General of Police, Superintendent, Engineer and other Officers having jurisdiction over more than Revenue district.
 - Members of the State legislature, the Lok Sabha, and the Rajya Sabha.
 - Gazetted Officers of the rank of District Officers of other Departments.
 - Other Gazetted Officers.
 - Non-Officials such as Chairman, Zilla Parishad.
 - Non-Gazetted Officers.
 - General public.

A member of any of the above categories may be required to vacate at short notice in favour of members in any category higher than his own.

8. The following acts are strictly prohibited in all forest rest houses.

i) Lighting a fire in any room not provided with a fire place or in a room so provided, in any place but fire-place.

ii) Using a bath room or any other part of the rest house for any purpose for which it is not intended.

9. It shall be the duty of the watch man, care-taker, or Forest Guard in-charge of the rest house to report to the controlling officer through proper channel of any violation of the regulations laid down for the occupation or rest house.

10. All applications for reservations shall be made to Divisional Forest Officer under whose jurisdiction the rest-house is situated. If the person who has reserved accommodation fails to turn within 24 hours from the time of reservation, the reservation will be considered as lapsed.

APPENDIX – 18

(Section 78)

Rules relating to the payment of Government dues by money orders:-

A. General:-

If the amount of money order is more than is due from the remitter, the excess should be entered as an advance on account of future dues. If the amount is less than is due, it should be credited as a payment in part. If the period on account of which the remittance is made is specified, the amount should be credited on account of that period, and if the period is not specified, the remittance should be set off against those dues which have been longest out standing.

B. Remittance of Revenues:-

1. Divisional Forest Officers should provide themselves, as well as their Range and other revenue remitting officers with ordinary inland money order forms with counter foils, such as are obtainable at all post offices, and these above should be used, all particulars of the remittance being note on the counterfoil.
2. The remitter should make out a money order on one of these forms, filling all details, and particulars of remittance as may be necessary for the Treasury Officer's information.
3. The Treasury Officer, on receipt from the post Officer of the money order, will sign and date the money order and return it to the post officer after cutting off the strip containing the coupon. He will forward to the Divisional Forest Officer, the advice list together with the corresponding strips of coupons of all money orders received during the day.
4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the post office when the money order was issued.
5. The Commission paid on money orders will be charge to the head "2406 Forestry and Wild Life – 040-Office – Expenses – 041 Service Postage and Telegram Charges" in the Departmental accounts.

C. Remittance of Advances:-

1. In remitting advances to disbursers, the same procedure as that for remittance of revenue should be followed.
2. The acknowledgement of the money order, received from post office, and the receipt given to the remitter by post office for the money order will be entered in remitter's accounts.

APPENDIX – 19

(Section 105)

Forest Department, Andhra Pradesh Form of Petty Contract.

(Under Rs. 2000) Piece work method).

Agreement with Sri _____ Son of _____
_____ resident of _____ for the work to be executed on
(Place)_____ Date_____ as per conditions below.

Description and Quantity of work, Rate. Amount. Officer-in charge of the work.

Conditions

1. The Officer-in charge of the work will accept or reject the work executed according to his own judgement.
2. The work will be measured up and paid for at least once a month. Fractions less than half a rupee in the total of the bill will be disregarded, and half a rupee and over will be taken as a whole rupee.
3. The agreement may be cancelled at any time by the officer-in charge of the work or Divisional Forest Officer for breach of conditions or unsatisfactory work.
4. Should any dispute arise, the matter shall be referred to Divisional Forest Officer for arbitration.

Signature of _____ Signature of Petty Contractor. Officer-in charge Of the work,

Date _____

APPENDIX – 20

(Section 105)

Forest Department, Andhra Pradesh Schedule Contract)

Entered in to between _____ and the Divisional Forest Officer, _____ on behalf of Government of Andhra Pradesh.

I _____ son of _____ resident of _____ do here by undertake to execute for the sum of Rs. _____ (Rupees _____) all the work, namely _____ and supply such works and stores as detailed in the plans, estimates, specifications and schedules appended and subject to the conditions attached, also to complete and handover the same in a satisfactory and work man like manner to the Divisional Forest Officer or his authorised on or before the date of _____

Signed, sealed and delivered by the said _____ this _____ day of _____ (month) _____ (year) _____

Signature of Contractor,

Signature of Divisional

Forest Officer, _____ Division.

Witness: 1.

With

Addresses. 2.

Conditions of a Scheduled Contract.

1. A bill will be submitted by the Contractor each month for all work executed or stores supplied in the previous months in accordance with the terms of the specifications and the Divisional Forest Officer will take the requisite measures for having the same tested and the claim as far as admissible, adjusted, if possible, before the expiry of ten days from the presentation of the bill. Fractions less than fifty paise in the total of the bill be disregarded an fifty paise and over will be taken as a whole rupee.
2. No work or stores will be paid for unless thoroughly good and fully in accordance with the specification and should, through inadvertence, bad work or stores be passed and paid for, it will nevertheless be perfectly competent for the Divisional Forest Officer to strike the same out of the account at any future time and recover the value at any date previous to, or at the time of granting final certificate.

3. The bill above allowed to will be submitted to exact accordance with the form supplied by Divisional Forest Officer and the rates at which the value of the work or stores is calculated will be those tendered for and accepted and entered in the attached schedule.
4. The contractor should keep a security deposit of the value of 20% of the work to be executed, in favour of Divisional Forest Officer.
5. The Divisional Forest Officer can draw whole or part of the security deposit for making good, bad or indifferent work on the part of the Contractor.
6. Similarly, should overpayments have been inadvertently made on the faith of the Contractor's bill, although checked by Divisional Forest Officer or his authorised representative, it will competent for the Divisional Forest Officer to recover the same from the security deposit.
7. The Contractor is bound to adopt any alteration or addition to the original design or specifications which the Divisional Forest Officer may direct in writing and execute the same at the same rates as the other portions of the work. He must also at once make good any work which may be pronounced bad or not in accordance with the specification.
8. Failing within ten days to confirm to instructions of the Divisional Forest Officer in either of the above cases, that officer has power to execute the work by any agency he may consider desirable at the risk and cost of the contractor, using, if necessary, plant or materials which may be collected at site, and paying for the same at his own valuation.
9. Should the Divisional Forest Officer consider that work, although not executed in strict accordance with the specification, may be allowed to stand, he is empowered to pay for the same at such reduced rates as he may fix, and similarly in the case of inferior stores supplied, which though not to the quality required by the specification, may yet be passed, he is also empowered to pay for the same at such reduced rates as he may consider equitable.
10. The Contractor is bound to provide all requisite plant and thoroughly intelligent agency for the execution of the work failing which the Divisional Forest Officer is empowered to supply such machinery of agency as he may think desirable at the cost of the Contractor.
11. Advances may be made to the Contractor to the extent of 80 percent of the value of all material (as assessed by the Divisional Forest Officer) deposited at site and mortgaged to Government, the amount of all such advances being recovered as the materials are from the bill for completed work subsequently submitted.
12. All rejected materials will at once be removed from site by the Contractor to such distance as he may be desired falling in which the Divisional Forest Officer is empowered, after giving ten days notice in writing to do so himself, recovering the cost of the same from the Contractor.
13. No unsightly pits, refuse, stores or other disfigurements will be allowed to remain in the neighborhood of any completed work, and if the Contractor is not complied with the instructions of the Division Forest Officer to rectify such defects, that officer may after ten days notice in writing take such

measures for the their remedy as he may consider desirable, charging the cost of the same to the Contractor.

14. The Contractor is obliged to conform to all the legitimate instructions of the Divisional Forest Officer irrespective of the above conditions or such other matters as may effect the safety of the work, failing in which that officer is empowered, after giving ten days notice in writing, to take the work entirely into his own hands, declaring the contract cancelled and employing, if necessary, any material or plant belonging to the contractor which he may consider requisite, paying for the same at his own valuation.
15. The Divisional Forest Officer is similarly empowered to cancel the Contract if he considers that there has been unnecessary delay on the part of the Contractor in attending to or carrying out the instructions relative to the prosecution of the work or in supply of stores. In the event of Contract having to be cancelled through nonfulfilment of any of the conditions on the part of the contractor, the amount or so much thereof as may be necessary of security deposits shall remain the property of Government or towards satisfaction of any loss sustained by Government by reason of such breach of contract.
16. When two or more persons combine to take up a contract it will be absolutely necessary for them to appoint one person to be their accredited agent, and to give him powers of attorney to receive payments on account of the work contracts for and to grant receipts, the power of attorney to be filled in the office of Divisional Forest Officer. In the event of one or more of the partners in the contract wishing to withdraw his power-of-attorney and to transfer it to some other person, he or they must give one month notice of this in writing to the Divisional Forest Officer, who may on the receipt of such notice consider himself at liberty at any time within the month to declare the original contract null and void under the same conditions as for non-fulfilment of work, etc. and thereon i.e., after giving ten days notice in writing take over the work and materials on the part of the Government making such arrangements for its progress as provided in above conditions.
17. The final adjustment must be preceded by a through re-measurement of the whole work, which will be made by the Divisional Forest Officer or his authorised representative, and at which the contractor or his accredited agent must be present. For the purpose a written notice will be sent to him at least ten days before the date fixed for measurement. Should he not attend to this, the measurements will proceed without him and will be conclusively binding upon him.
18. The Contractor will provide, free of charge all labour and tools required for such examination of the work as the Divisional Forest Officer at any time consider desirable, failing which he may do at the contractor's cost, deducting the charges incurred from his bill.
19. When a dispute arises between the Divisional Forest Officer and contractor as to either quantity of the work performed, the matter will, at the requisition of the latter, be referred to the Conservator who shall be empowered to appoint an officer to measure and examine the work in the presence of the contractor,

The contractor will be informed as indicated in condition No. 17, any objection to the measurements taken must be stated to the deputed officer at the time and a copy of the same in writing forwarded to him for submission with his report to Conservator at least within 24 hours.

20. The Contractor shall abide by the decision of the Divisional Forest Officer in the case of occurrence of any dispute or difference (other than that provided for by condition No 19) arising between him and the Divisional Forest Officer or any officer subordinate to him in regard to the Construction of any of the above condition or to any other question proceeding there from, and any and every such decision shall be final and conclusively binding on the Contractor.
21. On successful completion of the work assigned, the security deposit will be returned to the Contractor by the Divisional Forest Officer.

APPENDIX – 21

(Section 105)

Forest Department, Andhra Pradesh

Form for Lumpsum Contract

Entered in to between _____ and the Divisional Forest Officer _____ Division on behalf of Government of Andhra Pradesh.

I, _____ Son of _____ resident of _____ do hereby under take to execute the sum of Rs. _____ (Rupees _____) all the work and supplies and such works and stores as detailed in the Plan, estimates specifications and schedules appended and subject to the conditions attached, also to complete and handover the same in a satisfactory and work manlike manner to the Divisional Forest Officer or his Authorised representative on or before the day of _____ in the year.

Signed, sealed and delivered by the said _____ this _____ day of _____ (month) _____ (year) _____ of.

Signature of Contractor

Signature of Divisional Forest Officer

Witnesses : 1.

With Addresses. 2.

CONDITIONS OF LUMPSUM CONTRACT:

1. A bill will be submitted by the contractor each month for all work executed in the previous month in accordance with the terms of the specification, and the Divisional Forest Officer will take the requisite measures for having the same tested and the claim as far as admissible adjusted, if possible before the expiry of ten days from the presentation of the Bill.
2. No work will be paid for unless thoroughly good and fully in accordance with the specification, and should through inadvertence, bad work be passes and paid for, it will nevertheless be perfectly competent for the Divisional Forest Officer ti strike the same out of the account at any future time and recover the value at any date previous to, or at the time of, granting the final certificate.
3. The bill above allowed to will be submitted in exact accordance with the form supplied by the Divisional Forest Officer, and the rates at which the value of the work is calculated will be those entered in the attached schedule of rates.
4. The Contractor shall keep 20% of the value of work as Security deposit in favour of Divisional Forest Officer for due compliance of the terms and conditions of the contract. The Divisional Forest Officer is fully empowered to forefeet all or portion, of the said security deposits as may be necessary of

the security deposit for making good, bad or indifferent work, on the part of the Contractor.

5. Similarly, should overpayments have been inadvertently made on the faith of the Contractors Bill although checked by the Divisional Forest Officer or his authorised representative, will be competent for the Divisional Forest Officer to recover the same from the Contractor either by deducting the amount from any account subsequently tendered or from the security deposit.
6. The Contractor should adopt any alteration or addition to the original design which the Divisional Forest Officer may direct in writing and execute the same at the same rates as the other portions of the work. He must also make good any work which may be pronounced bad or not in accordance with the specification.
7. Failing within ten days to confirm, to the instructions of the Divisional Forest Officer in either of the above cases, that Officer has power to execute the work by any agency he may consider desirable at the risk and cost of the Contractor, using if necessary, any plant, materials which may be collected at site and paying for the same at his own valuation.
8. Should the Divisional Forest Officer consider that work, although not executed in strict accordance with the specifications may be allowed to stand, he is empowered to pay for the same at such reduced rates as he may fix.
9. The Contractor is bound to provide all requisite plant and agency for the execution of the work, failing in which the Divisional Forest Officer is empowered to supply such machinery or agency, as he may consider desirable at the cost of the Contractor.
10. All rejected materials will at once be removed from site by the Contractor to such distance as may be desired, failing in which the Divisional Forest Officer is empowered, after giving ten days notice in writing, to do so himself, recovering the cost of the same from the Contractor.
11. No unsightly pits, refuse, stores or other disfigurements will be allowed to remain in the neighborhood of any completed work, and should the Contractor, not comply with instructions of Divisional Forest Officer, to rectify such defects, that Officer may, after 10 days notice in writing, take such measures for their remedy as he may consider desirable, charging the cost of the same to the Contractor.
12. The Contractor is obliged to confirm to all the legitimate instructions of the Divisional Forest Officer in respect of the above conditions or such other matters as may effect the safety of the work, failing in which that Officer is empowered, after giving ten days notice in writing to take the work entirely into his own hands declaring the Contract cancelled, and employing, if necessary, any material or plant belonging to the Contractor which he may consider requisite, paying for the same at his own valuation.
13. The Divisional Forest Officer is similarly empowered to cancel the Contract should he consider that there has been unnecessary delay on the part of the Contractor attending to or carrying out the instructions relative to the prosecution of the work. In the event of the contract having been cancelled through non-fulfillment of any of the conditions on the part of the Contractor,

the amount or so much thereof as may be necessary of the security deposit shall be and remains the property of the Government in or towards satisfaction of any loss sustained by Government by reason of such breach of Contract.

14. No portion of the security deposit can be demanded by the Contractor till such time as the Divisional Forest Officer grants a certificate of completion.
15. When two or more persons combine to take up a Contract, it will be absolutely necessary for them to appoint one person to be their accredited agent, and to give him powers of attorney to receive payments on account of the work contracted for and to grant receipts, this power of attorney should be filed in the office in Divisional Forest Officer. In the event of one or more of the partners in the contract wishing to withdraw this power of attorney and to transfer it to some other person, he or they must give one month notice in writing to Divisional Forest Officer, who may on the receipt of such notice; consider himself at liberty at any time within one month to declare the original contract null and void, under the same conditions as for non-fulfillment of work and thereon i.e., after giving ten days notice in writing, take over the work and materials on the part of Government, making such arrangements for its progress as provided supra.
16. The final adjustment must be preceded by a thorough re-measurement of the whole of the work performed, which will be made by the Divisional Forest Officer or his authorised representative and at which the Contractor or his accredited agent must be present. For this purpose, a written notice will be sent to him, at least ten days before the date fixed for the measurement, if he doesn't attend to this, the measurement will proceed without him, and he will be conclusively bound thereby.
17. The contractor will furnish free of charge, all labour and tools required for such examination of the work as the Divisional Forest Officer, at any time. Considers desirable falling which he may do at the contractor's cost, deducting the charges incurred in the bill.
18. When a dispute arises between the Divisional Forest Officer and contractor as to either quantity or quality of any work performed, the matter will at the requisition of the latter, be referred to the Conservator, who shall be empowered to appoint an Officer to measure and examine the work in the presence of the Contractor. Due notice as in condition No 16 will be given to the Contractor regarding the measurement. The Conservator may decide the case finally on the report furnished to him by the departmental officer deputed as above.
19. The Contractor shall abide by the decision of the Divisional Forest Officer in case of occurrence of any dispute or difference (other than that provided for in condition No 18) arising between him and the Divisional Forest Officer or any Officer subordinate to him in regard to the Construction of any of the above condition or to any other question proceeding therefrom, and any and every such decision shall be final and conclusively binding on the contractor, and shall not be subject to question or review upon any ground whatsoever.

THE SCHEDULE

(Give details of the work as signed)

APPENDIX – 22

(Subject 105)

Form of Contract for the collection of Minor Forest Produce.

Agreement made this day or of 1992 and in the year of the Republic of India between (herein after called the lessee) which terms shall where the context admits include the executors, Administrators, Legal representatives and assignees) of the one part and the Government of Andhra Pradesh (herein after called lessor) on the other part.

WHEREAS the lessee has agreed to pay the rent for the Minor Forest Produce Units for the year 199 granted on lease in Forest Division for each year for the items of Minor Forest Produce detailed on Shedule attached here to upon the terms and conditions herein after appearing.

LESSEE : LESSOR:

And WHEREAS the lessee has deposited Rs. (Rupees) as Security for the performance by it or the contract and the provisions herein after contained. NOW THESE PRESENTS witness, that for carrying out the said agreement into execution, the lessee for himself executors, legal representation and assign and the Governor of Andhra Pradesh for him/his successors and his assignees does mutually contract the other and others of them as follows:

RIGHT UNDER CONTRACT

1. The lessee shall during the period of his contract viz., from 1st July, 1992 or the date of execution of agreement which ever is later to 30th June 1990 collect, stores, remove and dispose off subject to the condition and restrictions named below, all of the items of Minor Forest Produce specified in the Shedule attached here to.

LESSEE : LESSOR:

Save and except all or any such produce to which any right holder, permit holder or ryot is now or may at any time hereinafter be entitled to under the provision of the Andhra Pradesh Forest Act, 1967 or any statutory modifications there of or under any rules or proceeding Forest Department of the Govt. of Andhra Pradesh.

2. The lessee shall not dispose off or subject such right or any part there of without obtaining prior permission in writing of the Divisional Forest Officer concerned for the time being (hereinafter called the Divisional Forest Officer) which permission may be refused by the later without assigning any reasons there for.

3. In case of any question arising with regard to or any objection being taken by any person to the lessee right to collect or store any or all the items of Forest produce

specified in the Schedule attached hereto, also any routes through any part of the said lands, the Divisional Forest Officer may if and whereas such question arises serve lessee with a written notice prohibiting or regulating such collection, storage or removal and on this service of any such notice the orders and directions therein contained shall until the same are certified by the Divisional Forest Officer by service of, subsequent orders and direction in writing to be taken as part of the conditions of this contract any thing containing to the contrary not with standing and shall be observed and performed by the lessee.

4. The lessee shall not claim compensation for any loss he may incur by carrying out the provisions of such notice nor for any loss caused to its by its being prohibited or obstructed by land owner or other person on place of ownership or right of enjoyment or other wise collect storing or removing any or all of the items of M.F.P. specified in the Schedule attached there to.

5. The collection and removal of produce shall be effected only under such system and form during permitted period and by such routes as may be approved or ordered from time to time by the Divisional Forest Officer by removal without such permit or any routes other than these approves or so ordered shall render this contract, and the produce so removes liable to be forfeited to Government.

6. The lessee shall be entitled to appoint agents to supervise the work of collection and remove produce but no such agent or agents shall be considered as duly accredited for the purpose of this contract until his or their names and residences and 5 specimens of his or their signature with a letter of authorisation as accepted by the Divisional Forest Officer has been furnished by the lessee. Authorised agent or agents, for collection or removal of the produce shall be supplied with a permit in the form prescribed by the Divisional Forest Officer issued by and under the signature of he lessee or his duly authorised agent or agents, wherein the quantity and kind of produce to be collected and removed the time allowed thereof so be clearly specified. All such permits should be issued within the limits of the leased area.

7. In the collection of the usufruct of trees no damage shall be done to the trees by the tapping or breaking of branches or otherwise and no immature produce shall be collected.

8. The lessee shall be responsible for the acts ommissions of himself and his authorised agents, and persons authorised by the lessor shall make good any damage caused to the Forest included in the lease area by him or them or any of either of the or resulting from their acts of commission or ommission, the amount of such damage to be assessed in such case by the Divisional Forest Officer whose decision there on shall be deemed to be final.

9. Lessee or its authorised agents shall not employ any labour or cartmen employed by the Department on any work under this contract without obtaining prior permission in writing of the Range Officer concerned.

10. In the event of the lessee failing to collect or remove any produce he is entitled to collect and remove during the period of this lease, such produce shall be forfeited and shall revert to and become the absolute property of the Government of Andhra Pradesh.

11. if any fire occur in the reserved Forest including the leased area, the lessee or his authorised agents, and all persons authorised by him to collect, store or remove the produce shall render every assistance and use their best efforts to extinguish such fire and to give immediate notice of the occurrence of such fire to the nearest forest subordinate. No person authorised by the lessee or his authorised agents to collect produce under this contract, shall with a view to facilitate collection of any such produce or for any other reason, put fire in the forests included in the leased area without taking sufficient safeguards to ensure that it does not spread in to the forest. In the event of sufficient proof to the satisfaction of the Divisional Forest Officer, being available that any such fire in Reserve Forest or protected forest has been caused by the negligence of the lessee his authorised agents or persons authorised by him to collect and remove the produce, he is entitled to collect and remove under this contract the Divisional Forest Officer shall be entitled to forfeit the Security Deposit of the Lessee whole or part as the case may be and his decision would be final. This provision shall in no case effect any liability imposed under section 22 of A.P. Forest Act 1967 and any statutory modification thereof.

12. The lessee shall maintain correct accounts showing the yield obtained every month, cost of collected quantity disposed off and the amount realised in the form prescribed from time to time by the Divisional Forest Officer of all produce collected and removed under this contract and shall submit such accounts once in a year as to reach the Range Officer concerned, within (15) days of expiry of lease period to which they relate with duplicates of all permits issued attached there to with the certificate in the form required duly filled up. Lessee will concurrently send to the Range Officer concerned all used and unused permit books and shall be entitled to appropriate refund of the price of all unused forms returned in good order. The lessee should also concurrently return the permit register maintained.

13. The lessee will pay to the Government rents fixed by the Government for each item of M.F.P. The above amount shall be paid in three equal installments payable on or before 1 st July, 1 st November and 1 st March as detailed below.

Name of the division	Rental	Installments fixed	tentative fixation of rentals	Pending	Final fixation of rentals by the Government

13(a). The lessee shall pay sales tax on the total rental, any other taxes that the Government have been levying or may levy by General or special orders from time to time along with surcharge @ 10% over sales tax payable.

14. Interest at 10% per annum shall be paid by the lessee on all installments in arrears. For calculating interest for any over due period of and below (15) days will be treated as 1/2 month and any period of (15) days and above but below one month will be treated as one month. Failure to pay installment as indicate above shall render the for feature to Government of all money paid by the lessee under this contract, and all standing or felled stock remaining in the leased area or on any land at the disposal of Government the date of such default and the resale at the risk of the lessee who shall be required to make good to Government by such resale, but shall not to be entitled to any profit that may occur to Government there by. The lessee shall not be permitted to bid at such resale.

15. Any money due by the lessee under the terms of this contract shall under section 70 of the A.P. Forest Act 1967 as amended by any statutory modification thereon be recoverable from him by attachment and sale of the property under the R.R. Act and any statutory modification thereof.

16. The sum of Rs..... Deposited by lessee in with the interest acuring thereon as a security deposit for due fulfillment of all and every one of the conditions of the contract. For the breach of any of which condition the Divisional Forest Officer shall be entitled to forfeit the deposit in whole or in part whether during or after the expiry of the period of contract. In the event of any such order of forfeiture being issued during the period of contract the sum of forfeited shall be immediately made good by the lessee whose work in the leased area will be liable to be suspended until such deposit has been replenished to the full amount originally deposited.

17. The Security Deposit or the balance therefore, if any after deductions have been made under the panal clauses of this contract shall be returnable to the lessee with all interest which has accrued thereon within two months after the expiry of this contract on producing of an order in writing by the Divisional Forest Officer releasing the lessee from all liability under this contract.

18. The lessee shall at all times comply with the provisions of A.P. Forest Act, 1967 and any statutory modification therefore and all rules made by Government there under and the provision of this contract shall be deemed in all respect to be subject to such Act and Rules.

19. In the event of breach by the lessee or his agents and employees of any of the above conditions, the Divisional Forest Officer shall have the right, besides forfeiting of all or any part of Security Deposit referred to in clause 16 above, to cancel this contract by written notice and in such an event all stock, the subject of this contract would be at the disposal of Government on the date of cancellation. The

produce so forfeited will either be resold or be worked departmentally and the lessee shall make good to the “ Government of Andhra Pradesh “ any loss which Government may incur on such resale or department working, as the case may be, but shall have no claim to any surplus which may occur to Government thereby.

20. In case of any dispute arising between the Divisional Forest Officer and the lessee as to any situation arising under this contract other than one on which the decision of the Divisional Forest Officer has been herein declared to be final such dispute shall be referred to the Chief Conservator of Forests in the matter shall be deemed to be final.

IN WITNESS where of the lessee and the Divisional Forest Officer..... acting under the direction of the Governor of Andhra Pradesh hereunto set their respective hands the day and year first above written.

Signed, sealed and delivered by the said two party _____ This _____ day of _____ one thousand nine hundred and _____ in the _____ year of Republic of India in the presence of the following witness signed by above named parties.

LESSEE:

LESSOR:

(with their addresses)

WITNESS:

- 1.
- 2.

**STATEMENT SHOWING THE PARTICULARS
OF MINOR FOREST PRODUCE PROPOSED TO BE TAKEN ON LEASE
BY (LEASSEE) FOR THE 199**

Sl_No	Forest Circle	Forest Division	Forest Range	Minor forest produce unit items proposed to be taken lease for 1991-92
1.	2.	3.	4.	5.

APPENDIX – 23

(Section 108)

INSTRUCTION REGARDING THE SUBMISSION AND RECEIPT OF PETITIONS AND OTHER PAPERS OF THE SAME CLASS ADDRESSED TO THE GOVERNMENT OF ANDHRA PRADESH

(Issued in G.O. Ms. No. 1433, General Administration (Ser-C) Department, dated 22-09-1958, effective from 7-4-1958.

1. DEFINITIONS:- In These Instructions.

- i) “Government” means the Government of Andhra Pradesh.
- ii) “Petition” – Includes memorials, letters and applications of the nature of petitions.

2. SCOPE OF INSTRUCTIONS:-

1. Save as hereinafter provided, these instructions shall apply, so far as may be, to all petitions addressed to the Government.
2. They shall not apply to –
 - Petitions which are appeals preferred by persons holding posts under the administrative control of Government under the rules governing the conditions of their service or under the constitution of India.
 - Petitions relating to Bills pending before the State Legislature; such petitions are governed by the standing Orders of the Legislature; and
 - They shall not effect any rules or order in respect of representatives submitted by recognized associations of Government Servants.

1. (1) A Petition may be either in manuscript or typescript on in print.

(2) Every petition shall be authenticated by the signature of the Petitioner, or, when the Petitioners are numerous, by the signatures of one or more of them.

4. Every Petition shall:-

- a. Contain all material statements and arguments relied upon by the Petitioner;
- b. be complete in itself.
- c. If any recorded order of a public authority is complained against, be accompanied by a copy of the order and of a copy of any order in the case passes by a sub-ordinate authority together with a copy of the petition to such authority; and
- d. end with a specific prayer.

5. Any person having cause of complaint against the Government shall, in the first instance, seek redress from the local authority who, if unable to grant the redress thought, shall pass an order in writing to that effect. If dissatisfied with this decision, the petitioner shall be at liberty to address the Board of Revenue, Court, or other superior authority by which the local authority is controlled; or he may address the Government in cases wherein there is no such controlling authority.

Communications intended for the Government shall be addressed to “the Government of Andhra Pradesh” or to a “Secretary to the Government of Andhra Pradesh”. A Communication addressed to the Governor or to a Minister is not addressed to the Government and does not come within the cognizance of the Government unless the Governor or the Minister sees fit to send it to a Secretary to Government.

6. The Government will not receive a petition on any matter, unless it shall appear that the petitioner has first applied to the local authority and also to the Board of Revenue or other controlling authority, where such exists.

7. In order to enable the Government to enforce the foregoing rules without injustice or hardship to complaining parties, all heads of offices shall understand that a party affected by an order is entitled to have, on application, a copy of such order, which, in all cases except those where no appeal lies, shall contain a statement of the grounds of the decision. This shall be furnished to him on plain papers and without payments.

8. The Government will receive petitions only from principals; communications running in the name of pleader or agent will receive no attention. Anonymous petitions will be totally disregarded and destroyed on receipt.

9. Resolutions submitted by associations and other similar bodies will receive no attention; any such body wishing action to be taken on its representations should submit them in the form of a petition stating the ground and circumstances of each case.

10. As the Government never interfere with the distribution of subordinate appointments, applications for situations in the gift of appointing authorities will remain unnoticed.

11. Every Petition from a person who is or was serving in a post under the administrative control of Government shall be addressed to a Secretary to Government and be submitted through the head of the office or department to which he belongs or belonged.

Petitions once rejected should not be reopened either by the department or on a further representation unless they contain new facts or circumstances and that one more revision petition alone maybe entertained if the concerned Minister or the departmental head desires it, which should be strictly followed.

A Government employee should not submit advance copies of petition to higher authorities, unless he has exhausted the available remedies. Even in such cases, unless he is told his petition has been withheld, he should not submit a copy to higher authorities.

12. The Head of the Office or department shall, unless empowered under instruction 18 or 19 return or withhold it, once forward the petition to the Secretary to Government in the department concerned through the ordinary official channel and may make such remarks as he may consider necessary in regard to the accuracy to the Statement made and inference drawn in the petition, he shall also forward such record not submitted by the petitioner, as should properly be consulted in order to enable the due disposal of the petition.

13. Except in the case of representations submitted by recognized associations of Government Servants in accordance with such rules as may from time be prescribed by the Government every Government servant and every person who has been in civil employment wishing to make any representation to the Government shall do so separately.

14. Petitions from political pensioners or on the subject of political shall be submitted through the Collector of the District, in which the Petitioners reside.

15. Petitions addressed to the Government will be liable to summary rejection in the following cases:

1. When the petitioner has not complied in full with the above instruction;
2. When a petition is illegible or unillegible or contains language which in the opinion of the Government is improper;
3. When a previous Petition has been disposed of by the Government of Andhra Pradesh or the Government of India and the petition discloses no new facts or circumstances which afford ground for a reconsideration of the case;
4. When the petition is a mere application for relief, pecuniary or other which is
 - a) presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character; or
 - b) So belated that its consideration is clearly impossible;
- 5) When the petition is an application for employment in posts under the administrative control of Government and made in pursuance of any rule or announcement regarding applications for such petition.
- 6) When the petition is an appeal from a judicial unless such petition:-
 - a) Is an appeal from a judicial decision in a case in which the Government have reserved any discretion any discretion of interference;

- b) Is an appeal from a judicial in a case to which the Government were a party, or
- c) Is a prayer for the suspension or remission of a sentence under Chapter XXIX of the Code of Criminal procedure 1898 (Central Act V of 1898).

7) When the petition is a representative against a decision which is declared to be final by any law or statutory rule;

8) When the law provides a different or specific remedy in respect of the subject matters of the petition whether or not any period of limitation prescribed for the prosecution of such remedy has expired;

9) When the petition is submitted other-wise than in accordance with any rule, order or contract such as is referred to in sub-clause (a) of clause (14), by a person serving I a post under the administrative control of the Government with regard to his prospective claim to person.

10) When a Petitions is an appeal against failure by the Government to exercise a discretion vested in them by law or rule;

11) When the action desired in a petition is in the nature of favour and not of a right;

12) When the action petition is a representation against an order or subordinate authority communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation for the delay is given;

13) When the petition is a representation against the discharge of a person:

- a) Appointed, on probation, during such probation,
- b) appointed, otherwise than under contract to hold a temporary appointment, on the expiration of the period of such appointment, or
- c) engaged under contract in accordance with the terms of such contract;

14) When the petition is representative by a Government servant against an order.

- a) from which he has exercised, or possessed a right of appeal under;
 - i) rules or orders regulating his conditions of Service; or
 - ii) the terms of his contract of service;
- b) passed by any authority in the exercise of appellate or revisional powers conferred by any rules, order or contract such as is referred to in sub-clause (a) or
- c) from which, not being an order of punishment passed by the Government, an appeal is expressly barred by any rule, order or contract such as referred to iin sub-clause (a).

15) When the petition is a representation relating to an order of the Government refusing to grant or to recommend;

- a) a Special pension;
- b) a Compassionate pension; or
- c) Any pecuniary or their concession to which the petitioner is not entitled under any law or statutory rule.

16) When the petition is a representation with regard to any matter connected with the Official prospects of position of a person serving in a post under the administrative control of the Government and is not submitted by such person;

17) When the petition relates to a subject on which the Government is competent to pass orders, and no application for redress has been made by the petitioner to the Government.

18) When the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner and such individual or body; and

19) When the petition, not being a petition such as is referred to in the exceptions include (6), relates to matters in which the petitioner has no direct personal interest.

20) When applications and petitions are not properly stamped or are insufficiently stamped.

1. The Government will, when a petition is rejected under instruction 15, inform the petitioner of the rejection and the reason thereof.
2. Where a petition has already been rejected under instruction 15 and a further petition on the same subject is submitted which does not contain facts not already brought to notice, such further petition will be disregarded.
3. The authorities named in the margin are vested with discretionary.

All heads of Departments. Powers to return for correction or rectification of petitions addressed to the Government and forwarded through them in the following cases.

All Collectors.

All District Sections Judges.

And other officers of the same grade.

The Presidents of District Boards.

The Chairman of Municipal Councils.

- When a petition is illegible or unintelligible;

- When a petition runs in the name of a pleader or agent instead of in the name of a pleader or agent instead of the name of the principal.
- When a petition from a person who is or was serving in a post under the administrative control of the Government is addressed otherwise than in accordance with these instructions.

21) The same authorities are vested with discretionary power to withhold petitions addressed to the Government and forwarded through them in the following cases;

- a) When a petition is an application for pecuniary assistance by person manifestly possessing no claim.
- b) When a petition relates to a subject on which those authorities are themselves competent to pass orders, and no previous application for redress has been made to them.
- c) When a petition contains a claim which is manifestly untenable and liable for summary rejection.
- d) When a previous petition has been disposed off by the Government of Andhra Pradesh or the Government of India and the petition discloses no new facts or circumstances which afford grounds for consideration of the grounds.

22) An authority with holding a petition under Instruction 19 shall inform the petitioner of the with holding and the reason thereof.

APPENDIX – 24

(Section 114)

Monthly D.O. report of _____ Conservator of Forest _____
Circle.

PART – A

General Review

1. Protection of forests and Wild Life.
2. Progress of Development works.
3. Field Inspections and results.
4. Complaint cases (Resume and nature of disposal).
5. Progress or reservation of Forest blocks.
6. Forest Conservation Act cases pending in the Circle.
7. Surprise inspections in Divisions and Ranges.
8. Disposal of disciplinary cases.
9. Important events in the Circle (pertaining to Forest dept).
10. Research and Development Works/Working Plan/Wild Life and Social Forestry works (For special circles).
11. Inspection of Forest Blocks.
12. Quarterly review of Forest Offences.
13. Inspection of old plantations.

Conservator of Forests, Circle. _____

PART-B
Annexure – I
Disciplinary Cases

Year	No of cases pending	No of Cases disposed	No of cases received during the month	Total
1.	2.	3.	4.	5.

Annexure – II
Complaint Cases.

Year	No of cases pending	No of Cases disposed	No of cases received during the month	Total
1.	2.	3.	4.	5.

Annexure – III
Reservation Cases and their stage (u/s 4, 15, and 24 and unnotified blocks)

Annexure – IV
Audit paras and Audit Objections.

Year	Paras pending	Paras disposed	Reasons for delay in disposal	
1.	2.	3.	4.	5.

Annexure – V

Forest Conservation Act Cases – (No cases pending their present stage).

1. Under protection of forests, details of major destruction, if any and areas encroached during the month (progressive total of encroachment should also be given) be included.
2. Under progress of Development works, details under each Scheme (plan/Non-plan) and their progress should be mentioned.
3. Under field inspections, details of inspections may be mentioned, field inspection reports need not be enclosed.
4. Under Inspection of forest blocks, comments should be on general protection, state of boundaries, encroachments, Wild Life etc.,
5. Under inspection of old plantations, the plantations more than 3 years old should be selected.

APPENDIX – 25

(Section 128)

DESTRUCTION OF RECORDS

The following statement which supplements the list of accounts records given in Article 326 of the Financial Code, Volume I, shows the number of years after which certain records may generally be destroyed in all Forest Offices.

Note (1) :- Records connected with claims to service and personal matters effecting persons in the service and records connected with expenditure in projects, schemes or works not completed although beyond the period of limitation should on no account be destroyed. Similarly orders and sanctions of a permanent Character until revised should order No. 169.

- | | |
|---|----------|
| 1. Pay Bills | |
| 2. Acquittance rolls for pay | 35 Years |
| 3. Service order books. | |
| 4. Annual list of Establishment as it stood as 1st April. | 25 Years |
| 5. Pay bill of temporary establishment in Divisional Forest Offices. | |
| 6. Cash books | |
| 7. Office order books | 15 Years |
| 8. Register of deposits. | |
| 9. Works register | 10 Years |
| 10. Measurement books after closure of the works | |
| 11. Register showing recoveries of rent | |
| 12. Register showing the grant of leases in reserve forests and reserved and unreserved lands | |
| 13. Register of receipts and disposal of stores, tools and Plants | 10 Years |
| <ul style="list-style-type: none">• Stock register of stationary forms and permits.• Register connected with offences• Budget estimates• District Forest Officers weekly reports except such | |

of them as have been marked for permanent retention

- Spare copies of Board's and Chief Conservator proceedings
- Spare copies of Administration reports
- Plan of Operations

Conservator's Inspection Notes of Divisional Forest Officers	10 Years
--	----------

- Depot-Keeper's Cash book

P1 register and P.2 register maintained in the Range Offices	5 Years
--	---------

- Register of receipts and disposals of timber etc. Form Nos. 3 and 4.
- Books maintained for Form Nos.5, 6, 8, 9 and 11.
- Ledgers 5 Years

Closing of last Account

- Conservator's objection Statements on timber accounts.

28. Diaries of Assistant Conservators and Range Officers. 5 Years

29. Divisional Schedule of rates.

30. Original and Triplicate foils permits.

31. Cash sheets received from Depot-Keepets.

32. Monthly accounts sent by permits issuing offices and depot-keepets, extracts of Forms Nos. 3, 4, 5 and 6 challans revenue Statement.

- Books maintained by permit issuing Officers and depot-keepets for the returns referred to in item 32.
- Copies of monthly accounts submitted by Range Officers including the statements of works register ledger, accounts consolidated work voucher.
- Monthly accounts of Conservators.
- Forester's accounts including duplicate copies of the Cash book.
- P1 Register and P.2 registers maintained by permit issuing officers.
- Tana P-3 Registers.
- Tana P-4 Registers.
- Tana P-5 Registers.
- Forester's diaries.
- Counterfoils of invoices issued by the Range Officer

When giving either permits or Stationary.

- Counter foil books of Forest Guards reports.
- Counterfoil books of Forest Guard's diaries.
- Forest Guard's note-books.
- Travelling allowances bill registers opened in RangeOffice.
- Travelling allowances bill registers received from subordinates.
- Acquittance rolls for travelling allowance.
- Copies of invoice received from subordinates for

Bamboo and other produce of Carboard tickets.

- Vouchers below Rs.25
- Range Officer's timber returns.

- Duplicate copies of the Range Cash Book
- Village Officer's irusalnames.
- Village Officer's commission bills.
- Commission bills books.
- Bills for timber or other produce sold.
- Objection Statements on Range Officer's monthly accounts.
- Register of cheques drawn.
- Counterfoils of cheques drawn.books.
- Counterfoils of shooting licences.
- Contingent bills.
- Duplicate of receipts issued by Range Officer.
- Counterfoils of receipts (C.F.No.140).
- Agreements.
- Fort St.Georgy Gazette except Part-I.
- Duplicates of permits issued by Range Officers and village headmen.
- Duplicate of receipts by permit issuing officers.
- Permit issuing Officers weekly revenue Statements. 2 Years.
- Offence records after disposal of the Cases.
- Monthly progressive statement of the revenue and correspondence relating to any discrepancy in the figures.

71. Forest Guard's diaries.

1 Years.

72. Reserve book. Untill a working Plan is prepared.

73. Personal files of all members of the Madras 5 Years after a subordinate service. Subordinate cases to Born on the establishment or until his death, whichever occurs first.

APPENDIX – 26

(Section 139)

CERTIFICATE OF TRANSFER OF CHARGE

Head Quarters: _____ **Date** _____ **Forenoon/Afternoon.** _____

Order under which transfer of Charge made.

Relieved Officer:-

For use in Audit Office. Entered in

1. Name and initials (Block letters).

A/r. Entered in L/Acct.

2. (i) if proceeding in leave and Leave Salary. Item

(a) Duration of leave Issued.

(b) Address during leave and

(c) Place at which leave salary is to be drawn.

ii) If retiring or if proceeding on leave preparatory to retirement and if it is proposed to draw the PF money immediately whether application to withdraw of PF money has been sent to the A.G.

or

(iii) if transfer

a) Post and

b) Station to which transferred.

3. Certified that I have brought up to date all the confidential reports and handed over to my successor for which I am the initiating Officer.

4. Signature,

5. Official designation if only holding charge in addition to other duty.

Relieving Officer

6. Name and initials (BLOCK LETTERS)

For use in Audit Office P.AOs. office in the case of all India service Officers etc, -

7. i) Whether returning from leave. Entered in A/R

ii) If SC, Place at which orders of posting were received.

Entered in H/s.

iii) If not, from what Joining time admissible Joining time taken.

a). Post.

b). Station transferred.

c). Date of relief at old station.

Pay slip issued. Auditor APAO

8. I have certified that I have taken all the confidential reports up to date from my predecessor.

9. Signature

If only holding charge in addition to other duty.

- Official designation of relieving Officer.
- Name of Officer Posted if know. (Relieved Officer).

To

- If Charge is made over or received at Station other than the head quarters, the name of such station should also be entered.

To

Chief Secretary
Principal Chief Secretary Energy & Forest
Principal Chief Conservator of Foersts,
Conservator of Forests.

APPENDIX – 27

(Section 146)

Returns to accompany the Annual Reports

RETURN NO. 1

Area of Reserved Forests Reserved Land and Unnoticed Forests during 19. -19.

Sl_No	Name of the Circle	Area of Reserved Forests as on 31.3 Sq Km.	Area of Reserved land as on 31.3 Sq Km.	Total area as on 31.3 Sq Km.	Area of unnoticed Forest Land Sq Km.	Grand Total Col. 5+6 Sq Km.
1.	2.	3.	4.	5.	6.	7.

RETURN NO. 2

Boundaries of Reserved Forests During 19. -19.

Sl_No	Name of the Circle	Length of the boundary line at the beginning of the year in Kms.	Length of boundary line newly demarcated during the year in Kms.	Total length of boundary line at the end of the year in Kms.	Length maintained during the year in Kms.	Total expenditure in respect of works maintained in Col. No. 4 & 6 including construction of new boundary line Rs. In lakhs.
1.	2.	3.	4.	5.	6.	7.

RETURN NO. 3

Out turn of Timber from coupes (Units) by the Contractors Agency during 91-92.

Produce Removed.

Sl_No	Name of the Circle	No coupes (units) sold during the year	Area worked in ha	Bid amount in lakhs of Rs.	Timber (in cubic mtrs)	Firewood (in mtrs)	Charcoal (in mtrs)	Bamboo (in mtrs)
1.	2.	3.	4.	5.	6.	7.	8.	9.

RETURN NO. 4(a)

Out turn of Timber from coupes (Units) by the Departmental Agency during 91-92.

Sl_No	Name of the Circle	No of coupes (Units) worked	Area worked in Ha.	Total revenue realized in Rs. Lakhs	Timber (in cubic mtrs)	Firewood (in Tonnes)	Charcoal (in Tonnes)
1.	2.	3.	4.	5.	6.	7.	8.

RETURN NO. 4(b)

Out turn of Bamboo from coupes (Units) in Departmental Agency during 19. - 19.

Sl_No	Name of the Circle	No of coupes (Units) worked	Area worked in Ha	Total revenue realized in Rs. Lakhs	Bamboo in M.Ts.
1.	2.	3.	4.	5.	6.

RETURN NO. 5

Out turn of Major and Minor Forest Produce during 19. -19. Contractor and Departmental quantity obtained.

Sl_No	Name of the Produce	Unit
1.	2.	3.

RETURN NO. 6

Out turn from Plantation and Thinnings during 19. -19.

Sl_No	Name of the Circle	Plantations				
		Area worked in Ha	Timber in Cum	Firewood in M.Ts. Charcoal in M.Ts.	Sale amount in lakhs Rs	
1.	2.	3.	4.	5.	6.	
Thinning						Remarks
Area worked in Ha	Timber in Cum	Firewood in M.Ts.	Charcoal in M.Ts.	Sale amount in lakhs of Rs		
7.	8.	9.	10.	11.	12.	

RETURN NO. 7**Free Grants during the year 19. -19.**

Sl_No	Name of the Circle	No of Grantees	Purpose for which granted	Quantity of produce granted			
				Bamboo		Bamboo	
				Qty in Cum	Value in Rupees	Qty in M.Ts.	Value in Rupees
1.	2.	3.	4.	5.	6.	7.	8.
Thatched grass in cart load			Any other produce in M.T.			Remarks	
9.			10.			11.	

RETURN NO. 8**Animals allowed for grazing total revenue realized etc., during 19. -19.**

Number of animal for which permit issued.

Sl_No	Name of the Circle	Buffalows	Cows & Bukl ocks	Sheep	Goats	Other animals	Total grazing revenue in collected in Rupees	Details of grazing allowed if any quote G.O. in support.	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

RETURN NO. 9**Fire and the extent of area burnt during the year 19. -19.**

Sl_No	Name of the Circle	Number of fires occurred during the year		Extent in hectares burnt		Remarks
		In plantations	In other areas	In plantations	In other areas	
1.	2.	3.	4.	5.	6.	7.

RETURN NO. 10**Offences detected and disposed off during the year 19. -19.**

Sl_No	Name of the Circle	Opening balance at the beginning of the year.			Receipts during the Year.		
		Prose cuted	Compo unded	UDORs	Prosecuted	Compo unded	UDORs
1.	2.	3.	4.	5.	6.	7.	8.

Total			Disposal			Balance at the end of year			Compo unding fee collected in Rupees lakhs	Compo unding fee in lakhs pending on 31-3-1992
Prose cuted	Compo unding	UDORs	Prose cuted	Compo unding	UDORs	Prose cuted	Compo unding	UDORs		
9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.

RETURN NO. 11**Forest offences involving lorries booked and disposed off during 19 – 19**

Sl_No	Name of the Circle	Opening balance at the beginning of the year			Received during the year			
		Prose cuted	Compo unding	UDORs	Prose cuted	Compo unding	UDORs	Pros
1.	2.	3.	4.	5.	6.	7.	8.	9.
Total			Disposal		Closing balance			
Compo unding	UDORs	Prose cuted	Compo unding	UDORs	Prose cuted	Compo unding	No of Vehicles confis cated	Rem arks
10.	11.	12.	13.	14.	15.	16.	17.	18.

RETURN NO. 12**Goat browsing cases booked and disposed off during 19 – 19**

Sl_No	Name of the Circle	Opening balance at the beginning of the year			Receipts during the year			
		Prose cuted	Compo unding	Comp. fee involved lakhs	Prose cuted	Compo unding	Comp. fee invol ved Rs. In lakhs	
1.	2.	3.	4.	5.	6.	7.	8.	
Total			Disposal off during the year			Closing Balance on 31-3-1992		
Prose cuted	Compo unding	Comp. fee involved Rs. In lakhs	Prose cuted	Compo unding	Comp. fee involved Rs. In lakhs	Prose cuted	Compo unding	Comp. fee invol ved in Rs. Lakhs
9.	10.	11.	12.	13.	14.	15.	16.	17.

RETURN NO. 13**Assault cases (including murders) received and disposed off during 19 -19**

Sl_No	Name of the Circle	No of cases at beginning of the year			No of cases received during the year, Total			
		Assault	Murders	Assault	Murders	Assault	Murders	
1.	2.	3.	4.	5.	6.	7.	8.	
No of cases disposed off during the year			Balance at the end of the year			Remarks		
Assault		Murders		Assault		Murders		
9.		10.		11.		12.		13.

RETURN NO. 14**The annual cut as per working plan and actual annual cut 19 – 19**

Sl_No	Name of the working circle	Territorial Circle	Annual cut during the year as per working plan	
			No of Units	Area in Hect.
1.	2.	3.	4.	5.
Actual Annual cut during the year		Deviation		Remarks
No of Units	Area in Ha.	No of Units	Area in Ha.	
6.	7.	8.	9.	10

RETURN NO. 15**Statement of plantation raised and expenditure species wise under Vi Five Year Plan during 19 – 19**

Sl_No	Species	Name of the Circle	Target during the year 19 – 19		Achievement during the year 19 – 19		Total achievement under the V plan at the end of the year 19 – 19	
			Area in Ha.	Expenditure in lakhs	Area in Ha.	Expenditure in lakhs	Area in Ha.	Expenditure in lakhs
1.	2.	3.	4.	5.	6.	7.	8.	9.

RETURN NO. 16**Area brought under plantations (Species wise) during the year 19 – 19**

Sl_No	Name of the Species	Name of the Circle	Area in Hectares			Expenditure I lakhs of Rupees		
			At the beginning of the year	Planted during the year	Upto the end of the year	At the beginning of the year	During the year	Upto the end of the year
1.	2.	3.	4.	5.	6.	7.	8.	9.

RETURN NO. 17**Roads during the year 19 – 19 as on 31 __ - __ - __9**

Sl_No	Name of the	At the beginning of	Formed during the year	Expenditure in lakhs of	Total at the end of the year	Remarks
-------	-------------	---------------------	------------------------	-------------------------	------------------------------	---------

	Circle	the year				Rupees			
		No of Roads	Length in Kms.	No of Roads	Length in Kms		No of Roads	Length in Kms	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

RETURN NO. 18

Buildings under forest department as on 31-3- 9

Sl_No	Name of the Circle	F.G's Quarters	Forester's Quarters	RO/Dy RO Quarters	Clerks Quarters	Attenders Quarters
1.	2.	3.	4.	5.	6.	7.
DFO's/Sub DFO's Quarters	CF's Quarters	Office Buildings	Rest Houses	Other Buildings	Total	Remarks
8.	9.	10.	11.	12.	13.	14.

RETURN NO. 19.

Vehicles, arms and ammunition under forest department as on 31-3-19__

Sl_No	Name of the Circle	Jeeps	Trailors	Tents	Motor Cycles	Boats	Arms Muskets
1.	2.	3.	4.	5.	6.	7.	8.
Ammunition Cartridges	Tractors	Vans	Cars	Cycles	Remarks		
9.	10.	11.	12.	13.	14.		

RETURN NO. 20

Expenditure (Audited Actuals) for the year 19 – 19

Head of Account	Plan	Non-Plan	Total
1.	2.	3.	4.

RETURN NO. 21

Forest revenues for the year 19__ - 19 ____

Major and Sub-Heads	Revenue
1.	42

RETURN NO. 22

Statement showing the species – wise sale results for 19 ____ - 19 ____ Div/Circle

Sl_No	Name of the Species	Class	Length	Girth Class 46-60		
				Quantity sold	Amount fetched	Average
1.	2.	3.	4.	5.	6.	7.

1. Teak A. 0 – 2

2. Nallamaddi B. 2 – 4

3. Bijasal C. 4 – 6

4. Bandaru etc

61 – 90 91 – 120 Above 120

Quantity sold	Amount Fetched	Average	Quantity sold	Amount fetched	Average	Quantity sold	Amount fetched	Average
8.	9.	10.	11.	12.	13.	14.	15.	16.

APPENDIX – 28**(Section 161)****Rules for use and maintenance of Government Vehicles.**

The rules governing the use of staff cars and other Government Vehicles are contained in G.O. Ms. No. 875 and 876, G.A. (Estt, B) Department, dated 28-5-1957 and the amendments issued to them. Instructions have also been issued from time to time with a view to facilitate proper control over the use of the official Vehicles. They have been carefully examined in the light of the similar rules issued by the Government of India. In supercession of the previous rules, the following consolidated rules are issued for regulating the use of Government owned vehicles. These rules apply to all passenger vehicles including staff cars, station wagons, jeeps, land rovers, pick-ups and utility vans and shall come into force with immediate effect.

It is not intended that these general rules should apply at present where they are in conflict with relevant provisions in the special rules or orders issued or the staff cars under the control of the Board of Revenue, public works, police, planning Departments etc. The Departments of the Secretariat concerned are, however, requested to consider revising the special rules so as to bring them, where necessary, in conformity with the general rules below.

I. Control of Government Vehicles and responsibilities of Controlling Officer:-

1. The staff cars and other motor vehicles maintained by the General Administration Department will be under administrative control of the Deputy Secretary to

Government incharge of Staff cars and those maintained by the Departments of the Secretariat and the Heads of Departments will be under the control of the Secretary to Government or the Head of the Department concerned, as the case may be. They will act as controlling officers in respect of the vehicles under their charge.

2. Subject to the orders of the Controlling Officer, the Assistant Secretary incharge of motor vehicles in the General Administration Department or the other departments of the Secretariat, the P.A. or Deputy to the Head of the Department or the Head of the Subordinate office will be responsible for the proper use, care and day-to-day maintenance of the vehicles and for regulating the journeys generally in accordance with these rules.

3. (a) The following records shall be maintained for each vehicles in the revised forms shown in the Annexure.

- i) A log book in Form "A"
- ii) A register showing the repairs, replacements, etc, in Form "B"
- iii) A register showing the cost of petrol, oil, etc, in Form "C"
- iv) A register of inventory of equipment in Form "D"
- v) Hire charges payments Register in Form "E"
- vi) Receipt book in Form "F"

(b) The following Registers shall also be maintained in suitable form to be devised by the Controlling Officers of vehicles for the purpose indicated;

- "Register of old parts" indicating inventories of all the parts collected after replacements are carried out, stock taking, dates of disposal by public auction of the old parts by the appropriate authorities and the reference of Treasury receipt/challan through which sale proceeds of the old parts are credited;
- "Register of accidents to Vehicles" indicting full particulars of vehicles and the Drive/person involved in accident cause of he accident, estimated cost of repairs of replacements and action taken for loss, if any, to Government vehicle;
- "Register of vehicles" showing cost of purchase, model, etc, of each of the vehicles where a Department/office has more than one vehicle attached to it.
- The log book is respect of each vehicle shall be closed at the end of the month and summary prepared in the log book showing details of duty and non-duty journeys, performed during the month as in the proforma prescribed in Form "G" annexed.
- The log book will be scrutinized personally by the Secretary or the concerned Gazetted Officer once in a month to ensure that there is no misuse of the vehicles and that all officers who use them make entries as required by these rules, and other registers once a quarter. The log book shall be submitted to the controlling Officer once a month and other registers once a quarter for scrutiny.

- The log book should be written in ink and preserved for a period of five years reckoned from the date is earlier, provided however that no log book less becoming due for destruction after the stipulated period should be destroyed until the settlement of all audit objections relating to any entry therein.
- The Assistant Secretary or Gazetted or the Gazetted Officer concerned shall personally check the inventory of equipment every month and arrange to recover any loss arising out or negligence or fault from the persons responsible.
- The Assistant Secretary or the Gazetted Officer concerned will have the vehicles tested every six months for fitness for journeys and submit a report to the Controlling officer. this report should also indicate the expenditure incurred on he maintenance of the vehicle.

II. Use of Government Vehicles for Official purpose:

9. Government vehicles are essentially meant to be engaged to bonafide official duty and use for private purpose, even against payment, should be avoided as far as possible.

Note:- (1) Journey performed in the staff cars, vans, jeeps, etc., on the following occasions may be treated as official.

- Journey performed by an officer to attend an Official reception, etc., where the Officer is required to be present in connection with his official duties, e.g., an official lunch given to distinguished visitors. Where 'Courtesy' invitations are received and Official etiquette requires the acceptance of such invitations, the use of staff car for such journeys may be authorised at the discretion of the controlling officer.
- Journeys performed by non-officials who are asked to attend an official meeting in public interest and who, after the meeting is over, have to be conveyed back to their respective places of business or residence.
- Journeys performed when officers have to be conveyed from or to them residence in cases where they are required to attend meetings held in a building other than their normal place of duty and outside normal working hours except when the meeting is conveyed by the officer using the staff car.
- Journeys performed for carrying bulky bundies of files to the residence of officers and back to offices, provided a Gazetted Officer Certificates that—
 - The number of files were too many to be sent through a cycle peon, or
 - There was urgency and he had to take it personally for orders, and attests the entries in the log book of the vehicle.
- Journeys performed in cases a emergency when an officer on being suddenly taken ill or on meeting an accident, is removed from office either to hospital or to his residence. The Controlling Officer should place on record a certificate indicating the circumstances necessitating such journeys.

Note:- (2) Staff cars may be used by members of the non-gazetted staff also for bonafide official purposes with the prior approval of the controlling Officer.

Note:- (3) Journeys from residence to office and vice versa are not official and use of staff cars for such purposes is prohibited.

1. The staff cars of the General Administration Department may also be used by the Ministers, the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman, Andhra Pradesh Legislative Council when the cars allotted to them breakdown and when the General Superintendent, P.W. Workshop or the Assistant Comptroller, Government House Department, is unable to provide substitute cars.
2. The Controlling Officer may, at his discretion, place any of the staff vehicles at the disposal of any distinguished guest of the State Government or Central Government or any Officer who visits this State on Official business.
3. The District Collector is authorised to indent on the vehicles of the officers of other departments in the district during the visits of the Ministers and very important persons.
4. Where a Department requisitions or borrows vehicles of other departments/Offices for any reason, the Department which requisitions or borrows the vehicles shall meet the cost of petrol and oil for the vehicles in its use.
5. When a Minister or the Speaker, A.P. Legislative Assembly, or the Chairman, A.P. Legislative Council, uses a departmental vehicle for any purpose including tours in the district, in addition to the one Government car placed at his disposal, he will.
 - Pay the normal hire charges prescribed for the use of the vehicle for journeys in the City.
 - Pay only the cost of propulsion, namely, petrol and oil charges for the use of the vehicle on tours in the mofussil and claim the full milage admissible under the rules
6. Where a Government vehicle is used by a Government Servant for official purpose and no T.A. is claimed, no Charges shall be levied. Where the cost of propulsion is met by the Government, no milage should be claimed by the Officer using the car but D.A. if any, admissible under the rules may be claimed. In the cases where an officer supplies petrol and oil, milage can be claimed subject to a deduction of 1/3 of the total milage admissible under the rules in order to cover the depreciation of the car and the salary of the driver, etc.

III. Use of Government Vehicles for Non-Duty Purposes:

1. The Government vehicles may be permitted to be used in non-duty journeys to a limited extent by Officers and staff provided official requirements are not

interfered with in any way, and duty journeys always take precedence over non-duty journeys. Prior permission should be obtained from the competent authority for making non-duty journeys.

2. The following classes of journeys on non-duty purposes are permissible.
 - o Occasional journeys performed by officers from their residence to office and vice versa when their cars breakdown and other arrangements cannot be made without undue loss of time.
 - o For urgent visits to hospitals when the Government Servant concerned is not able to make immediate transport arrangements.
 - o In special cases, for short journeys within the head-quarters by staff Associations, etc., in connection with their work.

Note:- Government vehicles should not be permitted to be used by officers on leave under any circumstances. This applies to casual leave also.

1. a) The Controlling Officer may permit the staff of the General Administration Department to be used by paying guests and other visiting officers on payment or prescribed charges and by State Guests and their families free of charge when the Assistant controller Government House Department, or the General Superintendent, P.W. Workshop, is unable to provide necessary transport.
- b) The Government may, in special cases, direct the collection of petrol charges alone or waive the collection of propulsion charges for the use of staff cars by paying guests, visiting officers or any official of the State Government.

19. The use of Government vehicles for trips to places of entertainment, public amusements, picnic parties, pleasure trips, etc., is strictly forbidden.

IV. Collection of Charges:

1. A rate of Rs. 0.37 p. per mile will be charged for the use of Government vehicles on non-duty journeys. The Charges at the said rate are recoverable for the distances covered by the Vehicle from the time it leaves office/ garage till it returns to the office/garage.
2. Detention charges shall be collected at the following rates when official vehicles are hired:-

For period exceeding 6 Hrs. upto 12 Hrs.	Rs. 1.00
For period exceeding 12 Hrs. upto 18 Hrs.	Rs. 1.50
For period exceeding 19 Hrs. upto 24 Hrs.	Rs. 2.00

The detention charges need not be collected if the period of use is less than 6 hrs. A day means duration of 24 hrs. and the period of detention shall be calculated with reference to the time at which the vehicle leaves the Office/garage and returns to the office/garage.

1. For the use of the staff vehicles before 6 A.M. and after 9 P.M. at places outside the head-quarters, the following batta charges will be collected in addition to milage charges:-

For duty before 6 A.M. Rs. 0.37 (for tiffin charges).

For duty after 9 P.M. Rs. 0.75 (For meals charges).

To places outside the headquarters Rs. 2 (batta charges).

The above charges will be paid to the drivers concerned as overtime allowance.

1. The charges levied for the use of Government vehicles for non-duty purposes should be collected not later than the date on which the pay of the officer for the month is disbursed and paid to the driver concerned after making necessary entries in the log book. The driver should hand it over to the office who should credit it immediately in to Government account either to the receipt head of the Department or to XLVI-MISCELLANEOUS – Miscellaneous, in the absence of a separate receipt head of that Department and make necessary entries in the Hire Charges payment Register and in the concerned log book. The challan receipts should be pasted against the relevant bill of the Receipt Book. If, in any event, the Government servant concerned fails to pay the milage and other charges, he should be allowed further use of the vehicle until the amount due is paid fully and they should be recovered from his pay, if necessary.
2. The drawing and disturbing Officers shall record the following certificate on the contingent bills in support of the expenditure on consumption of petrol on the basis of similar certificates given by the Controlling Officers on the respective bills.
 - Certified that the quantity of petrol purchased has been entered in the log book of the respective Government vehicles.
 - Certified that necessary recoveries under Rules have been made from the parties concerned using the staff cars for non-duty journeys and the amounts credited to Government account.

V. Log Book:

It is the duty of the drivers attached to the Government vehicles to get the entries in the log books filled in. Officers of all ranks using Government vehicle should not in the log book in their own hand writing the milage at the start and at the completion of their trips after verifying milometer and give sufficient particulars regarding movements and purpose to indicate that the journeys were on official business.

Vague entries such as ‘Local trips’, ‘Official Work’ should not be made. The journey will be tested as Private, if the officer does not fill the relevant columns properly and sign the log book. In the case of Ministries, Chief Secretary and guests of high status, the entries relating to milage, etc., in the case of private journey on payment basis, the entries with regard to milometer reading at the starting point etc., should be made before the car is occupied and at the commencement of the journey.

Vi. Handling of the Vehicles:

1. a) Government vehicles shall be driven only by the drivers attached to them and under no circumstances they shall be driven by Officers using them provided that in the absence of a driver for any car and in an emergency, the Officer-in-charge may nominate a member of the Staff to drive the vehicle. The Official so nominated should possess a valid driving licence.
- b) Where a Government vehicle allotted to an Officer and driven by such officer or any other than the authorised driver, meets with an accident and is consequently damaged, the Officer shall be wholly responsible for making good the damage and also liable for severe disciplinary action.
- c) No driver should unnecessarily be transferred from vehicle to vehicle and as far as possible, each driver should be made to handle particular vehicle so that responsibility for its proper up-keep and maintenance is fixed on him.

27. Motor drivers shall on no account drive the vehicle at a speed of more than 30 miles per hour or at the notified milage, which ever is less. In the city and municipal limits and built-up areas in a heavy traffic, they should invariably drive much slower. The vehicle should never be over loaded.

28. Government vehicles should be garaged in the Officer Premises out of office hours and on holidays and in no Circumstances should they be garaged elsewhere.

VII. Upkeep and Maintenance:

1. a) The life of a motor vehicle depends on the regular systematic attention being given to it. The driver should see that the vehicle allotted to him is property cleaned daily. He should examine daily the water level in the radiator, oil level in the crankcase, type pressures and check up petrol and distilled water levels. The driver concerned will be primarily responsible for any damage that may be causes to a vehicle and its cost will be recovered from him unless he is able to give satisfactory explanations for it.
- b) Types should be retreated as they go bald and require replacement.

VIII. Miscellaneous:

1. The use of Government vehicles by members of the family of an officer is prohibited, it is, however, permissible on a Government servant while on tour in a Government vehicle to take with him wife, relative, private servant or cook free of charge provided that the number of persons so accompanying him does not exceed two.
2. The practice prevalent in some departments, of going in Government vehicles to the residence of Officers for holding discussions and taking instructions

should be stopped except for reasons for extreme urgency which should be clearly specified.

3. Officers should not generally use Government Vehicles outside the normal hours of duty of the driver except in exceptional circumstances.
4. Ordinarily no Government vehicle shall be diverted from the normal route when plying on Government duty, but if a diversion is made on certain occasions, the extra milage done on account of such diversion should be chargeable to the officer at whose instance the diversion has done made.
5. Checks of Government vehicles will be arranged by superiors to enforce adherence to these rules.
6. All Government vehicles should carry prominently at the rear and on the sides the inspection bearing the words "OVERNMENT VEHICLE" painted in white.
7. All Departments Secretarial and Head of Departments, including Collectors, are requested to acknowledge the receipt of these rules. They should see that all subordinate officers to whom Government vehicles have been allotted are in possession of these rules strictly follow them .

(As per G.O. Ms. No. 1386, dated 31 st October, 1961).

ANNEXURE

Appendix No 1 (a)

FORM "A" LOG BOOK Petrol Account

Staff Car/Van No		Date	Milometer / Kilometer reading		Petrol drawn litres	Initial of Officer I/C of Car
Date	Time From To		Milometer Kilometer reading	Miles Kilometers covered	Period of detention included in Colms (2&3) for non-duty journeys only	Name and designation of officer using staff car
1.	2.	3.	4.	5.	6.	7.
Places visited	Purpose of journey, if official full details		Signature of officer using car-his remarks, if any	No of hrs. after normal duty hrs. or on Sundays	Initials of officer I/C, of vehicle his remarks if any	
8.	9.		10.	11.	12.	

Appendix No 1 (b) FORM “B”

Register showing the Repairs, Replacements, Spare-parts etc.,

Bill			Particulars of items of repairs etc.,			
No	Date	Nature of repairs	Renewals	Rs.	Amount	Total
1.	2.	3.	4.	5.	6.	7.

Appendix No 1 (c)

FORM “C”

Register showing the cost of petrol, oil, etc, consumed and of Incidental Receipts and Expenditure

Nature of Expenditure			Registration	Insurance	Incidental expenditure	Nature of receipts	
Date	Petrol	Oil				From whom	Amount
1.	2.	3.	4.	5.	6.	7.	8.

Appendix No 1 (d)

FORM “D”

Register of Inventory of Equipment.

Nature of equipment or tolls	Number	Date of purchase	Price
1.	2.	3.	4.

Appendix No 1 (e)

FORM “D”

Hire Charges Payment Register.

Sl_No	Name of the person using Car	Car No	Date of use	No of miles traveled	Amount due	Date of receipt of the amount	Date of remittance in to Treasury	Challan No and date	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Appendix No 1 (f)**FORM “F”**

Receipt	Duplicate	Receipt	Original
1.	2.	3.	4.
Name and designation of the officer using the staff car. Car No.		Name and designation of the officer using the car. Car No.	
Period of use (Date and Time).		Period of use (Date and Time).	
Number of miles covered.		Number of miles covered.	
Amount collected.		Amount collected.	
Date of receipt of the amount.		Ate of receipt of the amount.	
Signature of the Officer paying the amount.		Signature of the Officer paying the amount.	
Signature of Driver.		Signature of Driver.	

Appendix No 1 (g)**FORM “G”****Summary of Log Book****For the month of _____**

Sl_No	Number of staff car	Miles / Kms. Cover for.			Time spent on non-duty journeys		Amount due to non-duty journeys incld. Detention charges if any.	Details of bill and amount realized (by cash cheque)
		Duty	Non-duty	Total	Within normal duty hours.	Outside normal duty hrs. or on Sundays & closed holidays.		
1.	2.	3.	4.	5.	6.	7.	8.	9.
Particulars of credit to Govt. account (Challan No and date).		Total Quantity of petrol consumed (litres).		Reading of Milometer / Kms. On 1 st day On last day		Average miles / Kms. Per litres Col. (5) + (11).	Remarks	
10.		11.		12.	13.	14.	15.	

APPENDIX – 29

(Section 161)

Questionnaire to accompany every proposal for sanction of estimates for repairs of Vehicles.

1. Make and type of Vehicle.
2. Date of Purchase.
3. Cost.
4. Total milage – Kilometers covered by the Vehicles.
5. Milage – Kilometers covered by the Vehicles during the current financial year.
6. Amount spent on repairs, replacement and maintenance, year wise separately. (Tyres, tubes, accessories and spare parts).
7. Repairs and replacements, if any during the current financial year.
8. Reasons for heavy expenditure on repairs and replacements.
9. Budget provision and Budget head.
10. Whether the repairs and replacements are delayed and if so, why.
11. Whether quotations have been called for according to rules and the estimates are based on lowest quotation. OR Whether repairs have to be done in approved workshop.
12. Whether Motor Vehicle Inspector has inspected the Vehicle, and the estimates are based on his report.
13. In the case of battery, tyres and tubes, the period of service and number of kilometers run.
14. Nature of disposal of old condemned tyres proposed for replacement.
 - No of tyres, tubes replaces to date from date of purchase.
 - Numbers of tyres disposed in public auction and the amount fetched towards the sale and date of remittance of the amount in the Treasury/Bank.

APPENDIX – 30

(Section 163)

WILD LIFE COMPENSATION CASES PROCEDURE

Energy Forests Environment Science & Technology (For – III) Department.

G.O. Ms. No. 51 Dated – 11 th March, 1992.

Read the following.

1. G.O. Ms. No. 323, F&RD (For-III) Dept. dated 3-8-85.
2. G.O. Ms. No. 164, E.F.E.S & T (For- III) Dept, dated 11-12-87.
3. From the Govt. of India Min of Env. & Forests. Lr. No. 13-1/90 F.P. (6) dated 18-9-90.
4. From the Prl. CCF Rc. No. 32108/90. WL3. dated 5-11-90.
5. From the Prl. CCR Rc. No. 31208-90. Wl3 dated 19-07-91.

ORDER:-

The Government of India in the reference 2 nd read above has stated that it has been observed that loss of life and property by Wild animals is not compensated adequately by the State Government, different states have different norms for compensating such losses. The maximum compensation for loss of human life varies from Rs. 2,000/- (Orissa) to Rs. 20,000/- (Bihar). In the interest of inhabitants in and around forests as well as wild fauna, it is essential that loss of human life is compensated in such of way that it is fully commensurates with the amount required to settle the dependents of deceased earning member of the family. The loss of property including live stock also need to be compensated fully. They have also stated that this issue was discussed in details by an inter-ministerial Committee and the recommendations of the Committee were considered and after approval of the competent authority, the following norm accepted for the time being.

- a). Death or permanent Incapacitation – Minimum of Rs.20.000/- part amount of the compensation upto 80% should be paid through long term deposits.
- b). Grievous injury – one third of (a).
- c). Minor injury – Cost of treatment.
- d). Loss of cattle – Market value (Categorywise) as fixed by Animal Husbandary Deptt.,
 1. Damage to house or crop or any other property-As per assessment of damage. Compensation should be revised subsequently to bring it on with the amount admission to riot victims or for Natural Calamities or as fixed by Revenue

Departmental. The Quantum of compensation may be reviewed periodically with a view to bring it on par with any better norm.

2. During the meeting of Inter-departmental standing Official Committee held on 18.5.'91 the matter was discussed and it has been advised to Government in Energy Forests Environment Science and Technology Department to issue comprehensive orders as per the guidelines issued by the Government of India covering entire state of Andhra Pradesh.

3. In the reference 4th read above, the Prl. Chief Conservator of Forests has submitted proposals in supersession of the orders already issued in G.O.Ms.No.323, F&R.D. (For. III) Deptt., dt.3.8.85 and G.O.Ms.No.164, E.F.E.S &T. (For. III) Deptt., dt. 11. 12. 87.

4. After careful consideration and in spersession of the orders issued in the Government orders referred to in para 3 above, Government approve the revised proposals for payment of compensation for loss of life or injury to human lives and cattle killed duke to attack of Tigers or other Wild Animals to the State, as specified in the rules in Appendix I, II, and III to this order.

5. The expenditure on this account shall be debitable to the following new head of account:-

“2406 - **Forestry** and Wild Life.

02 - Environment Forestry and Wild Life.

M.H. - 110 - Wild Life Preservation

S.H. (07) - Payment of Compensation for loss of life or injury to human lives and cattle killed due to attack of Wild Animals.

260- Other Charge – 262 Other Expenditure (to be opened).

6. The Chief Conservator of Forest is authorised to incurr expenditure under the above head of account in relaxation of treasury Control orders pending provision of funds either by way of reappropriation of savings available within the grant or by obtaining supplementary grant as the case may be, during the current financial year.

7. The Chief Conservator of Forests is requested to take necessary action for providing funds in the Budget under the above head of account. He is also requested to render account to the Accountant General, Andhra Pradesh, Hyderabad for the expenditure incurred through cheques under the above head of account.

This order issues with the concurrence of Finance & Planning (Fin.) Dept., vide their U.O.No.E91-11-13/ 1060/ Exp. EFES&T/ 91-1, dated: 17-12-1991.

APPENDIX – I

RULES FOR PAYMENT OF COMPENSATION TO CATTLE KILLED BY CARNIVORES IN ANDHRA PRADESH STATE

The Financial assistance as compensation for death of domestic cattle (which term include buffaloes, Bullock, Bulls, Cows, Sheep and their young ones but does not include Boars) killed by a Carnivore which term for the purpose of this rule includes, Hyena, Wolf, Wild Dog, Bear, Panther and Tiger shall be given subject to the fulfillment of the following conditions:-

1. Compensation will be payable only when any cattle is killed by a Carnivore inside or in the vicinity of Government Forests. No compensation shall, however be paid if any domestic cattle is killed inside the core area of any sanctuary.
2. Information regarding the kill of a cattle by a Carnivore should be given to the nearest forest officer by the owner within 72 hours, i.e., (3 days) of the killing.
3. Under no circumstances the kill be shifted from the place where it was killed or found left by the Carnivore till it is inspected by a Forest Officer, not below the rank of Forest Guard.
4. From the date of killing, there should be no report of death of any carnivore, within 15 days (within a radius of 20 Kilometer) on account of poisoning or other attempts by any person.
5. The incident of cattle killed by a Carnivore should be certified by a Forest Officer, an Officer not below the rank of Forest Range Officer will verify the age, its general health and also estimate the value of the cattle killed.
6. The amount of compensation in an individual case of cattle killed shall be the market value of the cattle as assessed by the livestock Inspector or Veterinary Officer.
7. The concerned Divisional Forest Officer, Wild Warden shall be authority to sanction the compensation to the owner of the cattle killed upto a limit of Rs.500/- and the Conservator of Forests/Deputy Chief Wild Life Warden shall be the authority to sanction above Rs.500/- and not exceeding to the market value of such cattle.
8. The compensation specified as above shall not be paid if the attack is inside core area of the Wild Life Sanctuary.

APPENDIX – II

RULES FOR PAYMENT OF EXGRATIA FOR INJURY OR LOSS OF HUMAN LIFE DUE TO ATTACK BY CARNIVORS IN ANDHRA PRADESH STATE.

Ex-gratia will be payable towards injury or loss of human life by Wild Animal (which includes Hyena, Wolf, Wild Dog, Bear, Wild Pig, Wild Elephant, Panther, Tiger, Male Deer and Black Buck) on fulfillment of the following conditions.

1. Only when such an incident has happened inside or in the vicinity of a Government Forest by Wild animal.
2. Spot inspection should be done preferably within 2 days if it is loss of life, by a Forest Officer not below the rank of Forest Range Officer or by a Police Officer not below the rank of sub-Inspector.
3. A Medical Certificate as to the cause of injury or loss of will necessary from a Government Doctor not below the rank of Assistant Civil Surgeon, in respect of such happening.
4. The ex-gratia granted will be paid to the person injured or to the legal heir in the case of death of the person.
5. The maximum limit of Ex-gratia, in an individual case shall not exceed Rs.20.000/- in case of loss of human life. Half of the amount shall be paid in cash through Demand Draft and remaining shall be paid through long term deposits. Funeral Charges of Rs.500/- shall be paid on the same day by the Divisional Forest Officer, which will be deducted from the Ex-gratia sanctioned.
6. In case of grievous injury as amount not exceeding one third of Rs.20.000/- shall be paid for the following.

(a) Total permanent disablement resulting in disqualification to continue in any avocation.

1. Grievous hurt falling within section 320 of the Indian Penal Code.
 - i). Emasculation.
 - ii). Permanent loss of sight of either eye.
 - iii). Loss of any member or joint of the body.
 - iv). Destruction or permanent impairing of powers of any member or joint of the body.
 - v). Permanent disfiguration of face or head.
2. In case of minor injury the actual cost treatment shall be paid on production of medical bill certified by a Government Doctor not below the rank of Assistant Civil Surgeon.
3. The rates of Ex-gratia for human deaths as specified shall however be regulated as follows:-

- i). If the attack is outside the Sanctuary full rate shall be paid.
 - ii). If the attack is inside sanctuary limits, but outside core area than half of the rate proposed; and
 - iii). If the attack is inside core area - No Compensation shall be paid.
4. In case of loss of human life, the amount of Rs.20.000/- towards Ex-gratia, to be granted to the family of the deceased in each individual case shall be sanctioned by the Chief Wild Life Warden. In case of Ex-gratia, to be paid for injury to human life, the Conservator of Forests and Deputy Chief Wild Life Warden shall be the authority to sanction and the concerned Divisional Forest Officer shall make payment.

APPENDIX – III

RULES FOR PAYMENT OF EX-GRATIA FOR DAMAGES TO HOUSES OR CROP OR ANY OTHER PROPERTY DUE TO ATTACK BY THE WILD ANIMALS.

The compensation for damages to house or crops or any other property shall be paid as follows:-

- Damage to house or property :- The actual value as assessed by the Mandal Revenue Officer concerned.
- The damages caused to crop the compensation shall be paid as follows :-
- The damage caused to agriculture crop other than paddy and Sugarcane be paid upto Rs.1,000/- per acre and
- The compensation of the damages caused to paddy crop be paid upto Rs.2,000/- per acre if entire crop is damaged.
- The compensation for the damage caused to sugarcane crop may be paid upto Rs.2,000/- per acre if entire crop is damaged.
- The compensation for the damage caused to grown up Mango Trees and Coconut trees may be paid upto Rs.200/- per tree for total damage trees.

FORMS -1 to 46

Form No	Section	Subject
1	32	Register of Plantations
2	37	Register of Annual yield
3A	44	Marking and enumeration
3B	46	Register of receipts of timber etc, Register in Depots
4A	44	Gross yield or Timber
4B	46	Register of disposals
5	47.38	Receipts and issues of timber and produce in depots
6	47.38	Sales during the month of timber and other produce
7	48	Sale depot register
8	48	Lot wise register
9	50	Revenue from timber and other produce cut, collected and removed from Forests by Consumers or purchasers
10	50	Outstanding on account of Revenue
11	50	Register showing grant of leases in forest areas
12	52	Register showing free grants of timber and other forest produce
13	53	Register of receipts and disposals of stores, tools and plant
14	53	Register of stores, tool and plant issued to or returned by Range Officer
15	56	Register of receipts and disposals of live stock
16	57	Register of roads
17	57	Register of wells
18	57	Register of tanks
19	58	Register of buildings
20	66	Rent Register
21	68	Progressive Statement of Revenue and Expenditure
22	74	Cash receipt to be issued for money received
23	79	Application for advance
24	83	Bill for expenditure incurred for inter departmental adjustment
25	88	Register of Revenue and Expenditure in each month
26	98	Form of estimate
27	101	Register of Sanctions
28	102	Register of works
29	103	Measurement book
30	107	Completion report
31	114	Annual Statement of forms
32	116	Weekly dairy of Forest Guard
33	119	Inward Register
34	119	Outward Register
35	119	Register of DO letters

Form No	Section	Subject
36	120	Register of books
37	122	Register of Forest offences in the Division
38	122	Register of Forest offences in the Ranges
39	139	Transfer of Charge of Range
40	140	Transfer of Charge of Section / Beat
41	143	Last pay Certificate
42	160	Check post register
43	162	Log book of wireless station
44	162	Wireless message
45	164	Register of lands under possession by Forest Department other than reserved forests
46	165	Land loss register

FORM NO 1**(Section 32)****Register of Plantations**

_____ Range _____ Division

Sl_No	Year of Plan tation	Species	Area in Ha	Compt No and name of Forest block	Espace ment	Cost of advance operations	Cost of raising	% of Survival at the end of I Year
1	2	3	4	5	6	7	8	9
Cost of Maintenance				Cost of Maintenance		Other operations if any	Remarks	
I Year	Survival %	II Year	Survival %	III Year	Survival %			
10	11	12	13	14	15	16	17	

FORM NO 2**(Section 37)****Register of Annual Yield**

Of forest produce in _____ Range _____ Division

Month	Beat, Block or Compar tment	Descr iption of Forests	Nature of cutting	Descri ption of Forest produce	Timber		Poles		Fire Wood	
					Species	No of Logs	Quantity in cmt	Species	No	In cmt
1	2	3	4	5	6	7	8	9	10	11
Charcoal (in Tonnes)	Bamboos (Nos)	Minor Forest produce		Red Sanders		Sandal Wood		Remarks		
		Description	Quantity	No of logs	Weig htment in tonnes	No of pieces	Weig hment in Tonnes			
12	13	14	15	16	17	18	19	20		

FORM NO 3 A**(Section 44)****Marking and enumeration Register**

Range _____

Division _____

Locality _____

Tree Number	Species	Estimated length of timber	Girth	Volume
1	2	3	4	5

FORM NO 4 A**(Section 44)****Gross Yield of Timber**

Range _____

Division _____

Locality _____

Tree Number	Date of felling	Log Numbers	Actual length	Mid girth under bark	Volume
1	2	3	4	5	6

FORM NO 3 B**(Section 46)****Register of receipts of Timber etc, in _____ Depot**

Depot Number	Where received	Date of receipt	Descr iption of timber etc	Marks on the forest produce	Measurement				Date of dispo sal	Rem arks
					Number of quantity	Length	Girth	Volume		
1	2	3	4	5	6	7	8	9	10	11

FORM NO 4 B**(Section 46)****Register of disposals of timber from _____ Depot**

Number of permit / invoice		Hoe disposed of	Description or produce	Depot Number or log sheet	Measurement			Sale amount	Remarks
					Length	Girth	Volume		
1	2	3	4	5	6	7	8	9	10

FORM NO 5**(Section 47, 48)**

Receipts and issues of Timber and other produce in Depots during the month of _____ 19 _____ Range _____ Division _____

Sl_No	Name of Depot	Description of timber and other produce	ON HAND 1 st_____ 19_____		Disposed during the month		
			No of quantity	Cubic meter or other units	How disposed of	No of quantity	Cubic meters or other units
1	2	3	4	5	6	7	8
Balance on_____ 19 _____ _____							
No of quantity other unit	Cubic meter or	Remarks					
9	10	11	12	13	14	15	16

FORM NO 6**(Section 47, 48)**

Sales during the month of _____ 19 _____ of Timber and other produce

Place of Sale	Serial No in Form 5	Description of Timber and other produce	Number or Quantity	Cubic meter or other unit	Rate	Total amount of sale
1	2	3	4	5	6	7
Amount actually paid	Balance	Total amount	Number of Logs and prices removed	Number sold but remaining un removal	Remarks	
8	9	10	11	12	13	

FORM NO 7

(Section 48)

SALE DEPOT REGISTER

Depot Sl No of Log / forest produce	No of permit	Date of permit	Coupe No of the log / forest prod uce	Clas sifica tion	Sl No of the lot to which allotted	Sl No of log / forest in pro duce the lot	Length / Numbers	Mid girth / quan tity	Vol ume / Weig ht	Rem arks
1	2	3	4	5	6	7	8	9	10	11

FORM NO 8

(Section 48)

LOT WISE REGISTER

Division _____ Depot

Lot No _____ 19 _____

Classification _____

Sl_No of log in lot	Depot No of log	Species	Length	Girth	Volume	Remarks
1	2	3	4	5	6	7

FORM NO 9

(Section 50)

Revenue from Timber and other produce cut, collected and removed from the Forests by Consumers or purchasers during the month of _____ 19 _____

Forest Range	Locality	Produce removed		Rate	Amount of revenue	Amount actually collected during the month	Balance	Remarks
		Description	Number of Quantity					
1	2	3	4	5	6	7	8	9

FORM NO 10**(Section 50)**

Name	Particulars	Outstand -ing during the provision months	Recoveries during the month		Current revenue not collected and balances still during the month	Date from which each item is out stan ding	Remarks
			Number of items in cash book	Amount			
1	2	3	4	5	6	7	8

FORM NO 11**(Section 50, 52)**

Register showing grant of leases in forest areas

Register showing grant of leases in forest areas							
Sl_No	Person / Institution to whom lease has been granted	Address of lessee	Nature of property leased	Name of reserved Forest in which leased property is situated	Sl No Compt No if any	Extent / quality of leases of leased property	
1	2	3	4	5	6	7	
Lease period	From	Lese amount	Amount	Mode of payment	Date of payment	Balance amount	Authority Remarks
8	9	10	11	12	13	14	15

FORM NO 12**(Section 52)**Register showing free grants of timber and other forest produce made during
19 __ 19__ Circle Division

Office					Division	
By whom Sanctioned		Locality Where grant in given	Number of grantees	Purpose for which granted	Locality form where forest produce is extracted	
1		2	3	4	5	
Produce Granted Timber Other Produce				Total value of the grant	Details of transport permit No date Remarks	
Description and volume in cubic meters		Value	Description and Quantity			
6	7	8	9	10	11	12

FORM NO 13**(Section 53)**

Register of receipts and disposal of stores, tools and plant for the financial year 19__ 19__

Range / Division

Sl. No	Description of article	Receipts					
		Date of Receipt	When received	Number of Quantity	Rate per Article		Total Value
1	2	3	4	5	6	7	8
Disposals					Balance		
Date of disposal	How disposed of	Number of Quantity		Value	Number or Quantity	Value Remarks	
9	10	11		12	13	14	

FORM NO 14**(Section 53)**

Register of Store, Tools and plant issued to or returned by Range Officer

Range

Sl_No	Sl_No in Division register (From 13)	Date of issue or sanction for disposal	Description of article	Number or Quantity	Value		Date of receipt of Rangers acknowledgement	Remarks
1	2	3	4	5	6	7	8	9

FORM NO 15**(Section 56)**

Register of Receipts and disposals of livestock for the Financial Year 19__ 19__

Name of National Park / ZooPark / Sanctuary / Deer Park / Division

Sl_No	Date of acquisition and cost		How obtained	Description of Animal	Sex	Age at Commence-ment of Year	
1	2		3	4	5	6	
Estimated value at Commence-ment of Year	Sanctioned daily scale of ration	Expenditure on maintenance during the year including cost of attendance		How disposed mention date of disposal and authority	Value realized if wild	Date of death with reason	Remarks
7	8	9		10	11	12	13

FORM NO 16**(Section 57)
Register of Roads**

Division					Range			
Sl_No	Type of well	Location	Year of commissioning	Cost of formation	Maintenance cost Year Rs		Conditions of the Road	Remarks
1	2	3	4	5	6	7	8	9

FORM NO 17**(Section 57)
Register of Wells**

Division					Range			
Sl. No	Type of well	Location	Year of commissioning	Capital cost	Maintenance cost		Present Condition and availability or water	Remarks
					Year	Rs		
1	2	3	4	5	6	7	8	9

FORM NO 18**(Section 57)
Registers of Kuntas / Tanks**

Division					Range		
Sl. No	Name of the Kunta / Tank	Location	Year of formation	Cost of formation	Maintenance cost		Remarks
					Year	Rs	
1	2	3	4	5	6	7	8

FORM NO 19**(Section 58)
Register of Buildings**

Division					Range			
Sl No	Type of building	Location	Year of construction	Cost of construction	Maintenance cost		Conditions of the Building	Remarks
					Year	Rs		
1	2	3	4	5	6	7	8	9

FORM NO 20**(Section 66)****Rent Register for the Inspection Bungalow / Rent House at****_____ Range****_____ Division**

Sl. No	Name and address of visitors	Purpose of Visit	Date of Arrival	Time of Arrival	Date of Departure	Time of Departure	Duration of stay	Rent charged (in days)	Rent collected	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM NO 21**(Section 68)****PROGRESS STATEMENT OF REVENUE REALISED****FOR THE MONTH OF _____**

Head of Account	Budget estimate for 19__ 19__	Revenue realized upto the end of last month	Revenue during the month	Progressive total realized
1	2	3	4	5
0406 Forestry and Wild Life				
01 Forestry				
01 Sale of Timber and other Forest Produce				
01 Sale of Timber				
02 Sale of Bamboo				
03 Sale of Firewood and Charcoal				
04 Sale of other MEP				
05 Beedi Leaves				
06 Receipts from Plantation				
07 Receipts from other Plantations				
Total 101 Sale of Timber Other Forest Produce				
800 Other Receipts				
01 Leave Salary contribution				
02 Fines and Fore features				
03 Receipts from Buildings				
04 Compounding fees				

05 Sale proceeds of dead stock and waste paper				
81 Other items				
Total 1800 Other Receipts				
Total				
Deduct Refund of Revenue				
Grand Total of 0406 Forestry and Wild Life				

NON-PLAN

PROGRESSIVE STATEMENT OF EXPENDITURE

FOR THE MONTH OF _____

Head of Account	Budget Allotment	Expenditure upto last month	Expenditure during last month	Total
1	2	3	4	5
2071-10 Pension & other benefits				
101-04 Anticipatory pension				
Total 2071-01-04				
2406 Forestry & Wild Life				
01 Forestry				
001 Direction & Admn				
03 Dist Officer				
01 Head Quarter Offices				
100 Scholarships & Stipend				
Total 01				
02 Regional Officer				
010 Salaries				
012 Pay of Est				
013 DA				
014 OCA				
017 Exgratia				
018 LTC				
Total 010 Salaries				
020 Travel Expenses				
031 TA				
032 FTA				
Total 030 Traveling Expenses				
Grand Total of (02)				
03 District Offices 010 Salaries				
011 Pay of Officers				

012 Pay of Est				
013 DA				
014 HRA				
015 HCA				
016 Encashment of EL				
017 Exgratia				
018 LTC				
019 Arrears				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 TA				
032 FTA				
Total 030 Travel Expenses				
0902 Grant in aid				
092 Grant in aid				
040 Office Expenses				
041 SP & TC				
042 Other officer Expenditure				
045 Expenditure on Jeep				
Total 040 Office Expenses				
060 Rents and Taxes				
090 Grant in aid				
150 Machinery and Equipment				
152 Renewal and Replacement				
190 Material and Supplies				
260 – 262 Other charges				
Total 001-03 Dist Offices				
005 Survey and utilization of Forest Resources				
04 Working plan parties				
140 – 142 Minor Works				
070 Communication and Buildings				
04 Roads and Bridges				
140 – 142 Other Expenditure				
170 Maintenance				
Total 070 – 04 Roads and Bridges				
74 Buildings				
010 Salaries				
012 Pay of Est				
013 DA				
014 HRA				
015 OCA				
017 Exgratia				

018 LTC				
Total 1010 Salaries				
060 Rent rates and Taxes				
140 – 142 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
260 – 262 Other Expenditure				
Total 070 – 74 Buildings				
101 Forestry and Conservation and Development				
04 Fire Protection				
140 – 142 Other Expenditure				
Total 101				
101 – 05 Survey and Settlement of boundaries				
140 – 142 Other Expenditure				
Total 101				
101 – 05 Survey and Settlement of boundaries				
101 – 06 Forest Protection				
010 Salaries				
012 Pay of Ext				
013 DA				
014 HRA				
015 OCA				
016 Encashment of Earned leave				
017 Exgratia				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 TA				
032 FTA				
Total 030 Travel Expenses				
040 Office Expenses				
041 SP & TC				
042 Water and Electricity Charges				
043 Other Office Expenses				
045 Expenditure on Jeep				
Total 040 Office Expenses				
060 Rents and Taxes				
140 Minor Works /				
142 Other Expenditure				
170 Maintenance				
171 Other Expenditure				

190 Material and Supplies				
260 Other Expenditure /				
262 Other Charges				
Total 101-06 Forest Protection				
101 – 07 Forest Plantation				
010 Salaries				
012 Pay of Est				
013 DA				
014 HRA				
015 OCA				
016 Encashment of Earned leave				
017 Exgratia				
018 LTC				
Total 07 Salaries				
030 Travel Expenses				
031 TA				
032 FTA				
Total 030 Travel Expenses				
040 Office Expenses				
041 SP & TC				
042 Water and Electricity Charges				
044 Other Officer Expenditure				
045 Expenditure on Vehicle				
Total 040				
140 – 142 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
Total 01 – 09 Other Plantation				
105 Forest Produce				
04 Dept Ext Forest Produce				
010 Salaries				
012 Pay of Ext				
013 DA				
014 HRA				
015 OCA				
016 Encashment of EL				
017 Exgratia				
018 LTC				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 TA				
032 FTA				
Total 030 Travel Expenses				

040 Office Expenses				
041 SP & TC				
042 Water and Electricity Charges				
043 Other Office Expenses				
045 Vehicle Expenditure				
Total 040 Office Expenses				
140 Minor Works				
142 Other Expenditure				
150 Machinery and Equipment /				
151 Purchase of Machinery				
152 Renewal and Replacement				
160 Motor Vehicles /				
161 Purchase of Vehicles				
162 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
160 Other charges /				
262 Other Expenditure				
Total 105 – 04 Dept Ext of Forest Protection				
105 – 06 Survey & Demarcation of Coupes				
010 Salaries				
012 Pay of Ext				
013 DA				
014 HRA				
015 OCA				
016 Encashment of EL				
017 Exgratia				
018 LTC				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 TA				
032 FTA				
Total 030 Travel Expenses				
140 Minor Works				
142 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
260 – 262 Other Charges				
Total 105 – 07 Survey & Demarcation of Coupe				
105 – 07 Beedi Leaves Trading Scheme				

010 Salaries				
012 Pay of Est				
013 DA				
014 HRA				
015 HCA				
016 Encashment of EL				
017 Exgratia				
018 LTC				
Total				
020 Wages				
i) Wages to BL Messengers				
ii) Wages to Supervisors				
iii) Wages to Watchers				
iv) Wages for collection charges				
Total 020 Wages				
030 Travel Expenses				
031 T A				
032 F T A				
Total 030 Travel Expenses				
040 Office Expenses				
041 Service Postage and Telegram charge				
042 Water and Electricity Charges				
043 Purchase of Motor Cycle				
044 Other Office Expenditure				
045 Vehicle Expenditure				
Total 040 Office Expenses				
060 Rents & Taxes				
Godown Rent				
Khalla Ground Rent				
Godown Watch & Ward				
Weighment charges				
Total 060 Rents & Taxes				
070 Publication				
Printing Publicity				
Stationery				
Total 070 Publication				
190 Material & Supplies				
260 – 262 Other Expenditure				
i) Curing and bagging				
ii) Transportation of Beedi leaves to Godown				
iii) Insurance of leaf at Khallas and Godown				
iv) Running charges of vehicles				

v) Remuneration of Khalledar				
vi) Miscellaneous Equipments				
Total 260 – 262 Other Expend				
Total 105 – 07 Beedi Leaves				
Training Scheme				
110 Preservation of Wild Life				
04 Sanctuaries				
010 Salaries				
012 Pay of Ext				
013 D A				
014 O C A				
015 Exgratia				
018 L T C				
019 Arrears				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 T A				
032 F T A				
Total 030				
Travel Expenses				
140 Minor Works				
142 Other Expenditure				
170 Maintenance				
190 Material & Supplies				
260 – 262 Other Expend				
Total 110 – 04 Sanctuaries				
Grant Total of Non-Plan				

PdI No Cash Accounts – FE 91 – 92 A

Dated:

Submitted to the Conservator of Forests, Circle.....

PLAN – WORKS				
070 Communicators and Buildings				
04 Roads and Bridges				
140 – 142 Other Expenditure				
Total 070 – 04 Roads and Bridges				
070 – 74 Buildings				
140 – 142 Other Expenditure				
Total 070 – 74 Buildings				

010 Forest Conservation & Development				
06 Forest Protection				
010 Salaries				
012 Pay or Establishment				
013 D A				
014 H R A				
015 O C A				
016 Encashment and Earned leave				
018 L T C				
Total 010 Salaries				
020 Wages				
040 Office Expenses				
042 – 044 Office Expenses				
045 Expenditure on Jeep				
140 Minor Works				
142 Other Expenditure				
190 Material Supplies				
260 – 262 Other Expenditure				
Total 101 – 06 Forest Protection				
112 Social & Farm Forestry				
01 Maka India Green				
140 – 142 Other Expenditure				
170 Maintenance				
Total 102 – 05 Make India Green				
102 – 05 Special Forestry				
140 – 142 Other Expenditure				
Fuel and Feeder				
190 Material & Supplies				
260 – 262 Other Expenditure				
Total 102 – 06 Social Forestry				
102 – 09 Drought Relief Programme				
040 Office Expenses				
041 SP & TC				
042 Water and Electricity charges				
044 Other Office Expenses				
045 Expenditure on Vehicles				
Total 040 Office Expenses				
140 – 142 Other Expenditure				
190 Material and Supplies				
260 – 262 Other charges				
Total 102 – 9- Drought Relief Programme				
102 – 10 CIDA				

080 Travel Expenses				
031 T A				
032 F T A				
Total 030 Travel Expenses				
040 Office Expenses				
041 S P and Tel Charges				
042 Water and Electricity charges				
044 Other Office Expenses				
045 Exp on vehicles				
040 Office Expenses				
140 – 142 Other Expenditure				
160 – 162 Other Expenditure				
190 Material & Supplies				
260 – 262 Other Expenditure				
Total 102 – 10 CIDA				
102 Social and Form Forestry Scheme included in the plan U Centrally Sponsored Scheme				
15 Afforestation				
12 Decentralized school Nursery				
140 – 142 Other Expenditure				
Total 102 / 11 D, H and DSN				
S Special competent plan Sub- Schedules Costs				
06 Social Forestry				
140 – 142 Other Expenditure				
260 – 262 Other Charges				
Total S Special Component				
U Centrally sponsored Scheme				
06 Social Forestry				
140 – 142 Other Expenditure				
796 Tribal Area				
04 Teak Plantation				
030 Travel Expenses				
031 T A				
040 Office Expenses				
041 S P and Tel Charges				
042 Water and Elec Charges				
044 Other Office Expenses				
045 Exp On vehicles				
Total 040 Office Expn				
140 – 142 Other Expenditure				
Total 796 – 04 Teak Plantations				
796 – 05 Other Plantations				

140 – 142 Other Expenditure				
Total 796 – 06 Other Plantations				
Total 796 Tribal Area Sub-plan				
800-04-U/140/142 Medicinal Plants				
2505 Rural Development				
01 Natural Programme				
701 N R E P				
05 Social Forestry Plan Scheme				
U Centrally Sponsored Scheme				
040 Office Expenses				
044 Other Office Expenditure				
045 Expenditure on Vehicles				
Total 045 Office Expenses				
140 – 142 Other Expenditure				
State				
Central				
Total 2505 – 01 70 – 05 N R E P				
M 3061				
13 Grant for Centrally Sponsored Plan Scheme				
03 – 12 Rural Employment				
103 – 2 (i) National Programme				
1/3 (2) I (ii) N R E P				
110 Wild Life				
140 / 142				
Total				
Grand Total				

FORM NO 22 (CF 140)

**(Section 74)
CASH RECEIPT**

No

Station: Date:

Description	Amount

Signature:

Name:

Designation

FORM NO 23

(Section 79)

Application for funds required for expenditure on works during the month of _____ 19 ____

1. Amount required Rs
2. Deduct – Cash balance on hand Rs
3. Deduct – Advance outstanding

which will be adjusted during the month Rs _____

Balance for which cheque is required _____

Station

Signature of Range Officer

Dated

_____ Range

Issued cheque No _____ date _____ for Rs _____ (in words) drawn on the _____ Treasury/Bank

District / Divisional Forest Officer,

_____ District / Division

Details of Amount required (To accompany Fund application)

Sl. No	Item of work	SO No	Sanctioned amount	Amount spent	Balance	Amount required at present
1	2	3	4	5	6	7

Total amount required

FORM NO 24

(Section 83)

Forest Department, Andhra Pradesh

Bill for expenditure incurred in _____ Division on behalf of _____
Division for inter-departmental adjustment in the Forest Department

Month	Particulars of supply	Rate	Amount
1	2	3	4
Total			

Date:

Divisional Forest Officer,

_____ Division,

Accepted for Rs _____ and the expenditure is debited to _____ in the accounts of
this division for _____ 19 _____ minus debit to Forest remittances

Officer receiving supplies

Adjustment in the month of _____ 19 _____ by debit to Forest remittance and credit
to _____

Divisional Forest Officer,

_____ Division

FORM NO 25

(Section 88)

Register of revenue and expenditure in each month during the year 19 __ - 19 __
Division...

Budget Head	April	May	June	July	August	September	October
1	2	3	4	5	6	7	8
November	December	January	February	March	Grand total for the year	Remarks	
9	10	11	12	13	14	15	

FORM NO 26

(Section 98)

Form of estimate

Estimate for _____

Place of work	Sl_No	Nature or work	Quantity	Rate	Amount	Remarks
1	2	3	4	5	6	7

Kindly sanction the above amount for the year 19 ____ 19 ____ and oblige

Plan/Non-Plan

Budget head:

Range Officer

_____**Range**

SO No Dated:

Sanctioned for Rs _____ (Rupees _____)

District / Divisional Forest Officer:-

FORM NO 27**(Section 101)****Register of sanction**

_____ Division _____ Circle

Sanction number	Date	Nature or work	Amount	Head of Account	Remarks	Signature of sanctioning authority
1	2	3	4	5	6	7

FORM NO 28**(Section 102)****Register of Works**

_____ Range _____ Division

1. Name of the work
2. Year of execution
3. DFO/CF/Prl CCF SO No
4. Amount sanctioned
5. Budget head

Plan/Non-Plan)

Date	Voucher	Item of work				
	Number	Quantity				
		Rate				
		Amount				
			Qty	Amount	Qty	Amount
Qty	Amount	Qty	Amount	Qty	Amount	Qty
Amount						

FORM NO 30**(Section 107)
Completion Report**

CF/DFO SO No

Name of the work:

Dated

_____ Division

_____ Range

Sl_No as per estimate	Item of works	As per sanctioned estimate			Remarks for Variation
		Quantity	Rate	Amount	
1	2	3	4	5	
As executed					Remarks for Variation
Quantity	Rate	Amount	Excess	Savings	
6	7	8	9	10	11

FORM NO 31**(Section 114)****Annual statement of tours by Conservators or Forests/Divisional Forest Officer for the financial year ending 31 st March 19**

1. Name of the Officer
2. Period during which he held office
3. Total number of days spent on tour
4. Number of days half
5. Number of days which marches were not combined with inspection
6. Number of days on which marches were combined with inspections
7. Number of marches within 8 KM of headquarters
8. Number of returns to head quarters
9. Number of Inspections from head quarters
10. Names of reserves inspected during the year
11. Names of depots inspected during the year
12. Names of Division/Range Officers inspected during the year

Dated:

Conservator/Divisional Forest Officer

_____ Circle/Division

Note:- If more than one Officer held charges of the Circle/Division during the year the statement should be in more than one vertical column so that each Officer's touring can be separately observed

FORM NO 32**(Section 116)**

Weekly diary of _____ Forest Guard _____ beat, for the week ending with Saturday (date) 199

Date	Name of reserve and from what place in reserve the patrolling commenced	To what place patrolled	Distance covered in KM	Nature of offences detected and their details
1	2	3	4	5
Where fresh cuttings of trees observed, if so, quantity and value of destruction	Are boundary lines and cairns in good condition, if not, where and how much has been repaired	Are the specially protected areas thoroughly protected; if not state places where signs of offence expect	Special works if any and General remarks	
9	7	8	9	

FORM NO 33**(Section 119)**

Inwards Register of _____ for the year _____

Sl_No	Number and date of communication	From whom received	Subject	Enclosures if any	Number of sheets / pages received	Initials of the official receiving communication	Remarks
1	2	3	4	5	6	7	8

Note:-

1. Date of receipt is to be written across the centre of the page at the beginning of each day's receipt
2. All papers must be entered by the inward Clerk on the day he receives them
3. No entries should be made in pencil
4. DO letters, Circulars, Communications from courts, tribunals should be entered in red ink

FORM NO 34**(Section 119)**

Out ward Register of _____ for the year _____

Date of dispatch	Serial Number	Reference number and date	Number and details of enclosures if any	To whom sent	Service postage fixed, if any	Whether sent by ordinary post or RPAD or by messenger	Remarks
1	2	3	4	5	6	7	8

FORM NO 35**(Section 119)****Register of DO Letters**

Date of receipt	DO letter No and date	From whom received	Inward register number	Initial of Official receiving the reference	Concerned Office file number	Date of dispatch of reply	Outward register number	Remarks
1	2	3	4	5	6	7	8	9

FORM NO 36**(Section 120)****Register of books in the Office of the _____**

Serial number	Title author Year of publication, edition etc, of the book	Price of the book	Number of copies
1	2	3	4

FORM NO 37**(Section 122)**

Register of Forest Offences in the _____ Division for the year 19 ____ 19 ____

Sl_No	Date of offence	Date of receipt	Nature of offence	Name of accused	Details of seizures
1	2	3	4	5	6
Date and nature of disposal by Divisional Officer	Date of sending the case of Court Calendar Case number	Collection of C-fees Amount / Dr item No / Date	Orders of the Court and date	Whether appeal is filed, if so result	Remarks
7	8	9	10	11	12

FORM NO 38**(Section 122)**

Register of Forest Offences in the _____ Range _____ Division for the year 19 ____ 19 ____

Sl_No	Date of occurrence of offence	Locality (name of forest block, beat etc.)	By whom reported number and date of report in Form A	Description quantity value of property seized	Seizures to whom entrusted Locality where stored	Nature of offence, and Section Rule intringed
1	2	3	4	5	6	7
Name (s) of the accused, parentage and address	Compounding fee collected Amount / Dr item No / date	If prosecuted, details of Court case	Orders of DFO or Megistrate as the case may be	Whether seizures are released or confiscated	If released date of release If confiscated and sold, particulars of date of sale, amount	Remarks
8	9	10	11	12	13	14

FORM NO 39

(Section 122)

Report of transfer of charge of _____ Range _____ Division

In pursuance of the orders contained in _____ I have taken charge of
_____ Range on _____ FN / AN from Sri _____

1. I received the sum of Rupees _____ as cash balance as shown in the
ash book on this date
2. I received the motor cycle / jeep with milage reading at _____ on this day
3. I have examined all the office books and found them posted upto date
4. I have received the following articles from the personal custody of relieved
officer

1

2

3

4

5 I have received the needful vouchers belonging to the accounts of the current
month and have made myself acquainted with all outstandings and liabilities on
account of the department

6 I have examined the live and dead stock, books, maps, permits, office records,
Office furniture etc, at head quarters and examined the registers which I found
posted upto date

7 I have received a leaving not mentioning the details of progress of works,
buildings, rest houses roads and bridges of the department

Relieved Officer

Relieving Officer

Date

FORM NO 40

(Section 140)

Report of transfer of _____ Section / beat _____ Range

In pursuance of the order contained in SO No _____ dated _____ I received the charge of _____ Section/beat from Sri _____ on this day _____ FN / AN

1. I received the sum Rs _____ on cash balance, being the advance for works, and recorded the same in cash book
2. I have received Government property as per list hereto attached, and found all the articles in good order except (specify any missing, broken or damaged)
3. I have inspected the beat and found the destruction worth Rs _____ as per details enclosed in beat inspection report
4. I have informed of the progress of works, vulnerable areas, routes of smuggling etc,

Relieved

Relieving

Section Officer/Guard Section Officer/ Guard

Date

FORM NO 41

(Section 143)

Last Pay Certificate

Last pay certificate of _____ of the _____ proceeding

2 He has been paid upto _____ at the following rated:

Particulars Deductions

Substantive pay 1 GPF (A/C No _____)

Officiating pay

DA 2 APLIF (Policy No _____)

HRA 3 PLI (Number _____)

Addl HRA 4 HR

Spl Pay 5 PT

MCA / CA 6 Others

FTA

Upkeep allowance

Total Total:

1. He made over the charge of the office of _____ on the fore noon/after noon of _____
2. Recoveries are to be made from pay of the Government Servant as detailed below:
 1. Nature of recovery _____
 2. Amount Rs _____
 3. to be recovered in _____ installments
3. He has been paid leave salary as detailed below

Period Rate Amount

From _____ to at Rs _____ a month _____

The following deductions have been made from leave salary

Month	Pay	Gratuity etc,	Other deduction	Amount on income	Remarks	tax recovered
-------	-----	---------------	-----------------	------------------	---------	---------------

1. HR entitled to draw the following (specify)
2. His leave account is as follows:
 - Casual leave availed _____ days
 - Optional holidays availed _____ days
 - Earned leave as on _____ days
 - Half pay leave as on _____ days
1. He is also entitled to joining time for _____ for

Date:

Signature of drawing officer:

FORM NO 42**(Section 160)****Register of Forest checking Station**

At _____ Range, _____ Division

Sl. No	Date	Description of Vehicle	Vehicle Number	Whether empty or containing any consignment	If contains forest produce, permit No and date	
1	2	3	4	5	6	
Permit Valied upto	Transporting		Time of checking	Signature of person incharge of vehicle	Signature of Tanedar	Remarks
	From	To				
7	8	9	10	11	12	13

FORM NO 43**(Section 162)****Log book for Wireless Station**

Date	Time	Name of sender	Addressed to	Regarding	Action taken	Signature of receiver of message
1	2	3	4	5	6	7

FORM NO 44**(Section 162)****Wireless message**

Date _____ Time _____ From _____

From _____

Ref No _____

(Office of issue) _____

Message _____

FORM NO 45**(Section 164)****Register of Lands under possession of Forest Department, other than Reserved Forests**

Sl_No	Mandal	Village	Survey No	Area in hectares / (acres)
1	2	3	4	5
If required, Cost of acquisition and details of acquisition proceedings	Date of possession	Survey map no in register of maps	Whether details are incorporated in Pahani, Adamgal,, Sethwan	Remarks
6	7	8	7	10

FORM NO 46**(Section 165)****Land loss register _____ Division**

Sl_No	Name of Forest block	Compartment No	Range / Section / Beat	Area exercised in hectares
1	2	3	4	5
Authority for such deletion	Purpose for which land is to be used	Date from which land is handed over to user agency	Remarks	
6	7	8	9	