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1	Preparation of Logging Plan		
2	Fixation of Series / Annual Cut		
3	Planning of Extraction routes		
4	Planning of Extraction lines		
5	Duration for working a unit		
6	Distribution of work		
7	Distribution of work(Bamboo)		
Chapter-II: PRELIMINARY OPERATION			
A-DEMARCATON			
8	Demarcation of Annual coupe specification		
9	Sub-Division into strips/ sections		
10	Time frame		
11	Demarcation Material		
B-ENUMERATION			
12	Purpose		
13	Guide lines		
14	Girth limits for enumeration		
15	Method of marking		
16	Enumeration register		
17	Norms for check		
18	Time frame		
C-ESTIMATION OF OUT-TURN			
19	Timber		
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22	Handing over of areas to Logging Divisions		
23	D-BUDGET PROVISION		
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24	Availability of labour/ procurement		
25	Work load Vs Labour-importation		
26	Norms for work load:		
	i) Forester		
	ii) Range Officer		
27	Timber scheduled for works/ Financial year		
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29	Use of saw only		
30	Felling and Logging as independent items		
31	Restriction on felling of trees less than 25 cms girth		
32	Felling Technique		
33	Stripe/ Section as a unit		
34	Sequence of Operation		
35	Classification of logs		
	i) Soundness		
	ii) Quality		
36	Conversion/ Utility-Market Demand		
B-LOGGING METHOD/ TECHNIQUE			
	a) Timber		
37	Low initial cut		
38	Determine soundness		
39	Trimming of branches.		
40	Point of top cut		
41	Point of cross cut fixed		
42	Marking for cross cut		
43	Cross cutting		
44	Branch as a pole		
45	Digit numbering		
46	Logging Register		
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48	Volume Calculations		
49	Avoid knots and forks		
50	Method of length measuremetns		
51	Errors in volume		
52	Check Control on Measurements		

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54	Basis of payment of wages		
	b) Fuel		
55	Guide lines for conversion		
56	Stacking of billets		
57	Intensity of packing stacks		
58	Separate stocks - Hard and soft woods		
59	Number stocks serially		
60	Fuel conversion register		
<u>C-BAMBOO</u>			
61	General		
62	Industrial cut/ Department		
63	Clearing of Bamboo		
64	Classification of Bamboo		
	i) Sadhanam		
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65	Payments based on classification		
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66	Availability of Govt. Lorries/ Norms for transport		
67	Cart transport - Feasibility		
68	Private transport - Need, Tenders - Fixation of		
	Transport rates		
69	Utilisation of Govt. Lorries		
70	Motto for utilisation		
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71	Full utilisation of capacity		
72	Responsibility of staff for transport		
73	Means of transport fixed		
74	Planned mobilisation of Lorries		
75	Invoice with loading and despatch		
76	Avoid detention by fixation of loading points		
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77	Issue of invoice		
78	Tolerance limit in measurements		
79	Positioning of lorries		
80	Private Transport - Accounts maintenance		
81	Attestation of invoice by the agent of transportation		
82	Monitor - working of lorry		
83	Report on lorry working		
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84	Tally monthly timber - cash accounts		
85	Reconcile coupe dispatch-depot receipts		
86	Maintain coupe depot recount		
87	Ensure prompt maintenance of records		
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88	Location of sale Depot		
89	Norms for a Depot		
90	Receipts in a Depot		
91	Confiscated material		
92	Verification in measurements		
93	Classification of timber		
94	Recording of classification		
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95	Formation of lots		
96	Quantity in lot		
97	Norms for lots		
98	Sale Depot register		
99	Ensure accuracy by checking		
100	Lot war register		
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	a) Timber		
102	Location of depot office and its organisation		
103	Organisation of sales		

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105	Frequency of sales		
106	Issueal of sale notice		
107	Sale conditions		
108	Conduct of sale		
109	Furnish list of units		
110	Bid list register		
111	Unsold lots		
	b) Fuel		
112	Unit of sale		
113	Precautions taken		
114	Limitation of time		
115	Charcoal burning prohibitaion		
116	Fuel felled in May		
117	Transit depots for purchasers		
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118	Norms for a lot & lotting		
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119	C.F. to attend sales		
120	Confirmation of sales		
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124	Realisation of Sale amount		
125	Issue of way bills		
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131	Progress report to CCF.		
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135	Exception		
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137	C- Infrastructure development		
138	D- F.S.R.		
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140	F- Norms of requirements of T.Ms.		
	a) Coupes		
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Chapter-IX: APPENDICES			

FORM NO.XI
MONTHLY PROGRESS REPORT
YEAR:

MONTH:

Item of work		Annual target	Target upto end of previous month	Target current month	Total target upto end of current	Achievement upto end of previous month	Achievement during current month	Total achievement t	Remarks
1	Area worked.								
2	Quantity of Timber felled.								
3	Quantity of Fuel felled								
4	Quantity of Timber Transported								
5	Quantity of Fuel transported								
	EXPENDITURE :								
6	Felling of Timber								
7	Felling of Fuel								
8	Transport of Timber by Departmental lorries.								
9	Transport of Timber by Pvt. lorries./ Tractors								
10	Transport by carts								
11	Other expenditure								
12	Total Expenditure								
	DISPOSAL:								
13	Sale of spillover Timber								
14	Sale of Spillover Fuel								
15	Sale of Current year Timber								
16	Sale of Current year Fuel								
17	Supplies of spillover Timber (Industries etc..)								
18	Supplies of Spillover Fuel (Industries etc..)								
19	Supplies of Current year Timber (Industries etc..)								
20	Supplies of Current year Fuel (Industries etc..)								
21	Timber for Deptl. Use								
	REVENUE:								
22	Timber sales								
23	Fuel sales								
24	Timber Supplies								
25	Fuel supplies								
26	Total Revenue								

Statement 1(a)

SPILL OVER OF TIMBER OF 200 -200 IN TIMBER SALES DEPOTS

SHEET OVER OF TIMBER OF 200 - 200 IN TIMBER SALES DEPOTS					
Sl.No.	Name of the Sale Depot	Quantity as on....			
		Timber cmt.	P1	P2 (in Nos.)	P3

This statement should cover all timber sale depots.

Statement 1(b)

SPILL OVER OF FUEL OF 200 - 200 OM RETAIL FUEL SALE DEPOT

Sl.No.	Name of the Retail fuel Sale Depot	Quantity of fuel as on.....		
		Spilt	(in Cmt.)	Round

This statement should cover all Retail Fuel sale depots.

Statement 1(c)

SPILL OVER OVER OF TIMBER IN COUPES OF

GRAND TOTAL OF QUANTITY OF TIMBER IN COUPE DEPOT					
Sl.No.	Name of the Coupe Depot	Quantity as on			
		Timber cmt.	P1	P2 (in Nos.)	P3

This statement should cover all coupes where there is timber to be transported to the Timber Sale depots as on....

Statement 1(d)

SPILL OVER OVER OF FUEL IN COUPES OF

Sl.No.	Name of the Coupe Depot	Quantity Fuel as on (in Cmt.)

This statement should cover all coupes where the fuel is left in the coupe either unsold or to be transported to the Retail Sale Depots.

Statement II

II. ARREAR AREAS OF 200 - 200

Sl. No.	Name of the unit	Partly felled		Areas (in Ha.)	Anticipated yield	
		Not commenced			Timber (in cmt.)	Fuel (in cmt.)
1	2	3	4	5	6	7
1						
2						
3						
4						
Total:						

This statement should cover all units stated for previous years but where the fellings have not been either commenced or completed. Year-wise statement to be made out.

Statement III

AREAS TO BE WORKED IN THE CURRENT YEAR

Sl. No.	Series and coupe No.	Area in Hectare	Estimated out-turn as per scheme	
			Timber (in cmt.)	Fuel (in cmt.)
1	2	3	4	5
1				
2				
3				
4				
Total:				

DETAILS OF WORKING OF UNITS DURING THE YEAR UNDER REVIEW

Sl. No.	Series & coupes No.	Arrea in Ha (full areas of current coupes and arrears areas of coupes) previous years	Estimated out-turn as per Scheme		Area worked during	Arrears areas in Ha.	Timber working												Fuel working		
			Quantity extracted (felled)				Quantity transported to sale depot				Quantity left in the coupe depot (spill over of)				Quantity felled (cmts)	Quantity disposed (sold, suppleied or trans-ported to (RSD)	Quantity to be disposed (Spill over of)				
			Timber cmt.	Fuel cmt.			Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.				Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Note:- This statement should cover firstly the units that have been lft out as arrears in the units (statement-II) of 19 and secondly all the units that have been proposed to be worked during the year 200 . If any units are worked, the same should be mentioned in Col.1 and 2 and the proper entries should be made against the same in the remaining columns.

Statement No.IV

DETAILS OF WORKING OF SPILL OVER

Sl. No.	Series & Coupe No.	Quantity in the coupes as on..... (Spillover of)					Quantity disposed from the coupes during					Balance left behind in the coupe as on (Spill over for.....)					Remarks
		Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Fuel (cmt.)	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Fuel (cmt.)	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Fuel (cmt.)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Note:- This statement covers all units listed in statements 1(c) and 1(d). All timber transported to sale depots comes under Col.8,9,10 and 11.
All fuel sold or transported to Retail sale depots comes under col.No.12

Sl. No.	Name of the Timber sale depot	Material as on..... (Spill over ofon depots)				Quantity added duringfrom spillover of on				From coupes and arrear areas wokred during				Total							
		Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Spill over of..				Material of ...			
														Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Disposed off during								Balance in depot as on (Spill over ofin Depot)								Remarks
Spill over of..				Material of ...				Spill over of..				Material of ...				
Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	
23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	

DETAILS OF WORKING RETAIL FUEL SALE DEPOTS

Sl. No.	Name of Retail Sale Depot	Quantity as on..... (Spillover of M.Ts)	Quantity added during				Total M.T	Disposed off duringM.T.	Balance as onMT	Conversion waste and dryage in Depots MT	Remarks
			For spillover ofin coupes		For coupes worked in						
			Cmt.	M.T	Cmt.	M.T.					
1	2	3	4	5	6	7	8	9	10	11	12

Statement No. VIII

DETAILS OF SALE OF TIMBER DURING THE YEAR UNDER REVIEW													
Sl. No.	Name of the sale depot	Date of Sale	Quantity sold and sale amount										Remarks
			Spil over of					Material of					
			Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Sale value	Timber (cmt)	P1 Nos.	P2 Nos.	P3 Nos.	Sale value	
1	2		3	4	5	6		7	8	9	10	12	

Note Details of all sales of timber conducted in each depot should be recorded (one depot after the previous one)
Totals should be stack out for each depot and for all depots.

Statement No. IX

DETAILS OF SALES OF FUEL (IN THE COUPES) CONDUCTED DURING THE YEAR UNDER REVIEW

Sl.No.	Name of the coupe	Quantity as on.... Spill over ofCmt.	Materials added during..... cmt.	Total Quantity in Cmt.	Date of sale or supply	Quantity sold or supplied	Amount of sale	Remarks
1	2	3	4	5	6	7	8	9

Note:- Statement covers all coupes where there is spillover of..... And also the coupes where fuel is felled during Including arrear areas of

Statement No.X

REVENUE

Sl.No.	Revenues	Revenue relating to sales done before done 1/4	Sale amount of sales done during	Revenue realised against col.4 during.....	Total Revenue for.....	Balance to be yet realised as on 1/4	Remarks
1	2	3	4	5	6	7	8
1. Timber							
2. Fuel							
Total							

Statement No. XI

DISPOSAL OF FUEL DURING

Sl. No.	Name of the coupe	Spill over cmt.	Current felling Cmt.	Total Cmt.	Supplies made institutions(Name of the Instns.)								Transported to retail sale depots				Sold on coupe site Cmt.	Total Cmt	Remarks
					Cmt.	Cmt.	Cmt.	Cmt.	Cmt.	Cmt.	Cmt.	Cmt.	Depot Cmt.	1 Mt.	Depot Cmt	2 Mt.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Note:- a) This statement covers all coupes where there is spill over of fuel and also all coupes where the fuel is felled in current year.
b) Mention name of institutions to which supplies are made above columns 6 to 13.

Statement No.XIII

COMPARATIVE STATEMENT OF EXPENDITURE WITH REFERENCE TO SANCTIONED

Budget Head	Sl. No.	Item of expenditure	Quantity proposed in the scheme	Unit/ Rate as per scheme	Total Amount as per scheme	Quantity actually worked	Rate actually paid	Amount actually spent	Reasons for variation			Remarks
									Between col.4&7	Between col.5&8	Between col.6&9	
1	2	3	4	5	6	7	8	9	10	11	12	13

- Note:-**
- 1. The items of expenditure should be recored detailed head wise.
 - 2. A list of items of expenditure budget head wise is enclosed.
 - 3. Totals for each detaled budget head should be made out.
 - 4. A List of enclosures to be given for this statement is also enclosed.

Note:- The items of Expenditure Budget Head-wise are as follows:

Budget Head	Sl. No.	Item of Expenditure
1	2	3
020-Wages	1	T.M
	2	Timber Sale Depot watchers
	3	Retail Fuel Sale depot, Watchers.
	Total	
140- Minor Works	1	Felling & Logging of Timber
	2	Measurements of logs.
	3	Digiting of Timber
	4	Dragging of Timber
	5	Felling and stacking of Fuel
	6	Digiting of Stumps
	7	Dragging of Fuel
	8	Deparking of Softwoods
	9	Loading of Timber
	10	Un-loading of timber
	11	Loading of Fuel
	12	Un-loading of Fuel
	13	Fire protection
	14	Collection of debries
	15	Transport of Timber (Pvt. Agency)
	16	Transport of Fuel (Pvt. Agency)
	17	Pay of coupe watchers
	18	Maintenance of Lorry tracks
	19	Depot Numbering.
	20	Classification
	21	Lotting
	22	Improvements to sale depots
	23	Running charges of depot
	24	Splitting charges of Fuel
	25	Fuel stacking in Retail sale depot
	26	Running charges of Retail sale depot (Lighting, rates of receipts etc.,)
	27	Buildings
	28	Tube wells
	29	Running charges of vehicles
	30	Insurance
	31	Other items
	Total:	
152-Machinery & Equipment	1	Purchase of Calculations
	2	Purchase of Other Items
	Total:	
162-Maintenance of Motor Vehicles	1	Purchase of tyres
	2	Major repairs
	3	Purchase of other spare parts
	4	Other items
	Total:	
190-Materials & supplies	1	Purchase of Saws
	2	Purchase of Paints
	3	Purchase of Lights
	4	Other items
	Total:	
262-Other Charges	1	Arrangements of Auction

Note:- Totals shall be struck for each detailed budget head.

STATEMENT OF EXPENDITURE UNDER VARIOUS BUDGET HEADS

Sl.No.	Particulars	Budget allotment	Expenditure	Remarks
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313-FORESTS, 15-FOREST CONSERVATION& DEVELOPMENT
01- DEPARTMENTAL EXTRACTION SCHEMES.

- 010 Salaries
- Pay
- D.A
- C.A
- 020 Wages.
- 030 Travelling Allowances:
- T.A
- F.T.A.
- 040 Officer Expenditure:
1. Service Postage and Telegram charges
2. Water and Electricity charges
3. Other office Expenses
- 060 Rents, Rates and Taxes
- 170 Minor works
- 150 Machinery & Equipment
- 170 Maintenance
- 260 Other charges

- Statement No.XV
- a) Evaluation (1st year)
- 1.Total area worked.
- Note:-**The is got by deducting the arrear area from the total area of the coupe during the year under review.
2. Revenue Realised.
- Timber
- Fuel
3. Valuation of Spill over materail.

	Quantity	Rate assigned	Amount
Timber			
Fuel			
Total:-			

4. Tota value of the material ie., sale value plus valuation of spill over.
5. Amount realised by Departmental working per hectare item 4/1.
6. Total sale amount.
- 7 Average sale amount per hector.

ANNUAL LORRY EVALUATION REPORT

		Lorry No.	Lorry No.	Lorry No.	Lorry No.
1	No. of days worked.				
2	No. of days under normal Repair				
3	No. of days under annual maintenance Repairs				
4	No. of days idled				
5	Total KM done				
6	KM done between coupes and sale depot				
7	KM done other-wise				
8	Diesel KM/ Ltr				
9	Oil KM/ Ltr.				
10	Cost of Diesel				
11	Cost of Oil				
12	Cost of normal repairs and replacements				
13	Cost of annual maintenance repairs				
14	Pay and T.A of Driver and cleaner				
15	Depreciation 30%				
16	Total expenditure				
17	Quantity of timber transported				
18	Timber work done				
19	Quantity of fuel transported				
20	Fuel work done				
21	Total work done (18 plus 1/2 of 20)				
22	Propertaionate expenditure for item 6 (16x 6/5)				
23	Cost of transport Cmt.KM.(22/21)				