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50	Method of length measurementns		
51	Errors in volume		
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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		
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61	General		
62	Industrial cut/ Department		
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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		
<b>C-GENERAL - MISCELLANEOUS</b>			
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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86	Maintain coupe depot recount		
87	Ensure prompt maintenance of records		
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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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96	Quantity in lot		
97	Norms for lots		
98	Sale Depot register		
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	<b>a) Timber</b>		
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PARA NO.	SUBJECT	PAGE NOS.	
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108	Conduct of sale		
109	Furnish list of units		
110	Bid list register		
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112	Unit of sale		
113	Precautions taken		
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115	Charcoal burning prohibitaion		
116	Fuel felled in May		
117	Transit depots for purchasers		
	<b>c) Bamboo</b>		
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Statement 1(a)

**SPILL 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**

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:				

Statement No.IV

**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		
			Timber cmt.	Fuel cmt.			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)	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 colums.

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

**DETAILS OF WORKING OF TIMBER SALE DEPOT**

Sl. No.	Name of the Timber sale depot	Material as on..... (Spill over of .....on depots)				Quantity added during ....from 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 of .....in 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	39



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

SI.No.	Name of the coupe	Quantity as on.... Spill over of .....Cmt.	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

SI.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 <b>Total</b>							

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.XII

**WORK DONE BY LORRIES DURING**

Sl. No.	Name of the coupe of unit	Timber					Retail sale Depot				Total			Work done		Remarks
		Name of the Depot to which timber is transported	Distance in KMs (one way)	Quantity transported (in cmt)	No. of Lorry loads	Total cmt/ Kms	Quantity			Distance (one way)	Quantity			Mt./ KMs	Cmt./ KMs	
							Cmt.	Mt.	No. of Lorry loads		Cmt.	Mt.	No. of Lorry loads			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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.
	<b>Total</b>	
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
	<b>Total:</b>	
152-Machinery & Equipment	1	Purchase of Calculations
	2	Purchase of Other Items
	<b>Total:</b>	
162-Maintenance of Motor Vehicles	1	Purchase of tyres
	2	Major repairs
	3	Purchase of other spare parts
	4	Other items
	<b>Total:</b>	
190-Materials & supplies	1	Purchase of Saws
	2	Purchase of Paints
	3	Purchase of Lights
	4	Other items
	<b>Total:</b>	
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			
		<b>Total:-</b>	_____

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	Proportionate expenditure for item 6 (16x 6/5)				
23	Cost of transport Cmt.KM.(22/21)				