
Manual
of
Departmental Extraction
of
Timber & Bamboo

Including Revised General Sale Conditions

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CHAPTER - I

INTRODUCTION

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INTRODUCTION

1. Preparation of Logging Plan:

The Working Plan prescribes the annual cut and fixes the coupes under each working circle into which the annual cut is divided. One unit is taken up each year in each of the series for felling and extraction of the produce. The series are normally fixed up taking the local demand and availability of labour into consideration. More often the extent of annual unit is fixed up such a way that an average contractor can manage in one year. But with the introduction of Departmental Extraction, this restraint does not exist any longer. For proper and effective supervision, it is better that the number of work spots is reduced to an optimum, taking the availability of labour and local demand into consideration. An integrated logging plan should be prepared covering all the aspects of logging i.e., availability of labour, formation of roads and other related matters.

2. Fixation of Series/ Annual Cut:

The first point to be considered when Departmental Extraction is introduced is to examine if the formation of series requires any changes with a view to reduce the points of working to the optimum for effective supervision, keeping the prescribed annual cut in view. This may mean reformation of the felling series. This arrangement of series should be done and competent sanction for the same obtained.

3. Planning of Extraction Routs:

For each series, the main extraction path running through the series should be identified. For this purpose the terrain of the series should be taken into consideration. Normally the working plan identifies a series line, which forms the base of the various annual units, to serve this purpose. This aspect should be verified and fixed up. This series line (Main extraction path) is extended from coupe to coupe each year as the annual units come up for felling. This main path is a permanent one and should be formed accordingly. The extension to be made in any year for this can be determined from the series map and it should be taken into consideration in the formation of scheme and budget estimate for the year.

4. Planning of Extraction Lines:

Extraction Lines (Paths) have to be fixed up in each annual unit, taking the terrain of the coupe into consideration in such a way that each bit of about 5 Hect. or so in extent is approached by these paths for extraction of material. However, these units should be so arranged that the extraction forms a progressive and continuous process, extracting material from a unit after completion of the same work in the previous unit. These paths in the annual coupe are temporary lines of extraction and should be made likewise only. The length of such temporary extraction paths necessary should be worked out and the work should be included in the scheme of Departmental Extraction for the year for the Division.

Wherever (W.P.O. or D.F.O. or D.E. staff) forms the series or revises the series for Departmental Extraction should fix up these two items, the extent of Main Extraction Path and the length of subsidiary extraction paths necessary for each year's working. This should form a part of annual logging plan.

5. Duration For Working A Unit:

The working of any unit shall be taken up and completed in a financial year.

6.Distribution Of Work:

Various works to be carried out by different agencies and the time schedules are as indicated below:

- | | | | |
|----|---|------------------------|--|
| a) | Demarcation | Territorial staff | Before end of December of the year previous to the financial year of working. |
| b) | Marking and Enumeration with abstract of species and volume | Territorial/ D.E.Staff | Before the end of February of the year previous to the financial year of working. |
| c) | Handing over of coupes | Territorial/ D.E.Staff | Month of March. |
| d) | Felling, Extraction and transport. | D.E.Staff | Financial year of working of the coupe commencing from 1st week of April. |
| e) | Reconciliation of timber and cash accounts | D.E.Staff | June, July August September of the financial year, following the financial year of working or earlier. |

7.Distribution Of Work(Bamboo):

However the working of bamboo coupes (Plantation and Natural) will be spread over two financial year of 1st October, to end of March of the financial year of working and 1st April to end of May of the following year. The Physical and Financial accounts and reconciliation shall be completed in the following June to September.

CHAPTER – II

Preliminary Operations

CHAPTER – II

PRELIMINARY OPERATIONS

A. DEMARCTION:

8. Demarcation Of Annual Coupe Specifications:

The coupes to be worked in a year each of the series should be demarcated. The demarcation are to last permanently. The demarcation of coupe is to be done by territorial staff by the end of December of year previous to the financial year of felling. The coupe lines should be 3 M wide. The corners should be fixed by engraved stone monoliths and the lines should be so cut that even with coppice growth, the lines can be identified on the spot. This is done by making felling half a metre high. The demarcation should be done immediately after rains in the year previous to the year of felling. However bamboo coupe should be demarcated with the help of compartment lines only or natural features as per the working plan map.'

9. Sub-Division Into Strips Sections:

The annual coupe should be divided into sections which are 5 to 10 Ha. in extent each. The strips should be so formed that the working of the strips forms a progressive and continuous work taking the terrain into consideration. The strip lines are ground level. Strip lines should be 2 M. wide. In bamboo coupe compartments natural features should serve as sections.

10. Time Frame:

The demarcation of annual coupe and the felling of strip lines should be done by the territorial staff and this work should be completed by the end of December of the previous Financial year.

11. Demarcation Material:

The material obtained in the demarcation of coupe and felling of strip lines shall be listed and handed to the Departmental Extraction staff along with Enumeration register, who will transport both timber and fuel to the Sale Depot and sell.

B. ENUMERATION:

12. Purpose:

Purpose of the Enumeration are:

- i. To record the growth (trees) existing on the unit.
- ii. To estimate the out turn and cost of extraction.
- iii. To serve as guide for logging at the time of extraction.

13. Guide Lines:

The material available and best use to which it can be put, by taking into consideration the demands of the market for various varieties of material should be taken into consideration. The value of the material to be realised depends up the logging based on the enumeration. As such adequate attention should be paid to this work. The Principles of logging (to be detailed later on) should be meticulously followed. Measuring rods should be made use of to estimate the length of logs. The logs into which the main bole and branches can be made into should be estimated and their lengths and mid-girths should be estimated. Taper should be taken into consideration in estimating the mid-girths of logs on the basis of BH girth, as could be checked up ocularly. Available indications like hollow, sound presence of dead branch etc., should be made use of to determine the soundness or otherwise of the logs. The quality of the log also should be assessed and recorded.

14. Girth Limits For Enumeration:

For this enumeration all trees in the coupes which are 25 cms. and above in girth at breast height should be taken. Hardwood poles of 3 meters in length and 20 cms. at breast height should also be enumerated.

15. Method Of Marking:

All trees enumerated should be numbered by marking blaze, serial No. in numerator and section No. in denominator. However the serial Nos. shall be continued for the coupe. Trees yielding only fuel shall be numbered removing the dead bark but without any blaze. These serial numbers last upto the final disposal of the material and as such all timber trees should be digit marked at the breast height.

16. Enumeration Register:

The Enumeration should be done in Form.I . One line should be used for one log. estimated. If four billets are likely to be extracted from a tree, four lines may be left.

Departmental Extraction of any coupe (unit) should not be started without this estimate being done before hand. A copy of the enumeration register with abstract and girth-wise and the details of estimate of out turn should be handed over to the Departmental Extraction staff in the month of March along with the coupe.

Form.I should be in triplicate, one copy to be kept in Divisional Office, one copy to be sent to Asst. Conservator of Forests in charge of Departmental Extraction and the third copy to be given to the Range Assistant during the extraction work.

17. Norms For Check:

The staff specially trained should carry out this enumeration. The Range Officer (Territorial) should check up 15% of the timber trees and 5% of the fuel trees in each section. The Gazetted Officer should check up 5% of the timber trees and 1% of the fuel trees in each section. This should include a test check of $2\frac{2}{3}$ of the tree checked by the Range Officer.

18. Time Frame:

This work should be done by the territorial staff. This should be carried out and completed by the end of February of the year previous to the year of felling, so that the coupe with connected records be handed over in the month of March to the Departmental Extraction staff.

C. ESTIMATION OF OUT TURN:

Estimation of out-turn should be done as follows for each unit of felling.

19. Timber: Quarter girth formula is follows,

20. Fuel:

For the purpose, on the basis of the thumb rule based upon the actual of felling of 6 sample trees girth class-wise local volume table s may be prepared and used estimation of stacked volume. Of the timber trees, 6 sample trees for each girth class of 25 to 60 cms. 60-90, 90-120 and 120 and above breast height girth may be taken and stacked volume of fuel calculated and used as a local volume table.

21. Bamboo:

For bamboo coupes the enumeration is not possible. The estimation of turn shall be made by sample plot methods. Five sample a sample plot of 1 Ha. will be laid in the coupe selected in the bamboo bearing patches. The bamboo available for classify the bamboo into standard classification and noting the class in the column. The enumeration made shall be done under the supervision of a Forester. The Range Officer, Territorial shall check 10% in each plot. The Gazetted Officer shall check atleast one sample plot in each coupe.

22.Handing Over Of Areas To Logging Divisions:

a) Timber coupes: All the coupes duly demarcated and enumerations completed shall be handed over to the Logging Division staff by the Territorial staff along with demarcated sketches enumeration registers with estimate of outturn of yields before the end of March.

b) Bamboo coupes: The sampling shall be carried out by the territorial staff in April/ May of the main year of felling . Sketches showing the boundaries of the bamboo coupes, the sections into which it is divided and the location of the sample plots should be supplied to the Divisional Forest Officer (Departmental Extraction) unit by the territorial Divisional Forest Officer.

23.Budget Provision: The necessary budget provision for demarcation, marking and Enumerations or sampling bamboo coupes shall be made under the Territorial Division only in the Departmental Extraction budget head.

FORM-I **ENUMERATION REGISTER**

Division:

Range:

Series:

Coupe No.

Year of working:

Sl.No.	Species	Breast height girth	Length salable voleme
1	2	3	4

Log. No.	Length	Mid-girth	Volume	Remarks
5	6	7	8	9

CHAPTER – III

Organisation of Works

CHAPTER – III **ORGANISATION OF WORKS**

24. Availability Of Labour/ Procurment

The working of coupes can be done only when the labour is available. Normally labour is not available in the agricultural season i.e. from about 1st June to end of November. However labour can be mustered up to some extent in early June and in September and in October and in October when the Agricultural works are not very intensive. Coupes, which are approachable in the reins such as those located on the roadside, can be worked during this period. Further where the agricultural operations are extensive and where there are no landless laborers, it is difficult to secure labour even in the non-agricultural season. In such cases labour have to be imported working of coupes. The availability of labour at various periods of the year in any locality has to be studied and estimated. The annual scheme of working of coupes (Logging Plan) prepared by the Divisional Forest Officer indicates the villages from which labour for the working of various units would be available. It is the responsibility of the Range Officer to make sure of this and arrange the labour. It is the responsibility of the R.A. working the unit to recruit and bring the labour for that unit as arranged above.

25. Work Load Vs Labour – Importation:

The work load in any unit of management of Departmental Extraction(a D.E. Division) should be sub-Divided into sub-units (i.e., Ranges) and detailed units (R.A.'s work charges) on the basis of concentration of work, availability of labour and facilities of Management like proximity of coupes to the road existence of transport facilities. It should be ensure that with the labour available in the area/ or and the labour that can be imported in to the sub-unit. The workload in the sub-unit can be cleared in the time available for working. Normally, it is possible to obtain the requisite labour but this exercise is better done to be sure.

26. Norms Of Work Load For Forester And Range Officer:

Time required for working a coupe depends not only on the out turn anticipated (as per the enumeration) but also on the number of logs to be extracted. Depending upon these factors the out-turn per working month varies from 80 cum. to 200 cum. per Range Assistant (Forester or Dy. Range Officer) taking 20 working days per month. Each Range Officer can supervise the work of 4 R.As i.e., working of four coupes at a time. He has to visit each coupe once in a week and spend the full day in the unit checking up all aspects or working of the unit. Remaining working day are enough for him to encash the cheques and write the cash book and timber accounts. Thus the norm of workload for a Range Assistant is 100 cum. of timber equivalent per year and 4000 cum. for a Range officer on an average approximately.

27. Time Schedule For Workers/ Financial Year:

A Scheme of working has to be formulated, distributing the work on the working Range Assistants in such a way that the year's work of felling and logging is completed by the middle of March and that the transport is completed by the end of the Financial year. This is necessary to see that the year's timber and cash accounts are reconciled with the Budget allotment of expenditure and revenue.

Range Assistant only should be made responsible for the working of a coupe giving him the time necessary to complete the work, taking the workload of it into account. Similarly the Range Assistant should not be charged during the working of a coupe, lest no one can be held responsible ultimately.

28. Work Phase Out:

A time-bound programme of working of the various coupes of a unit should be prepared taking the work load (volume etc.) into account and allotting the various coupes to various Foresters and Range Officers to be worked in the specified period.

CHAPTER – IV

Felling and Conversion

CHAPTER IV FELLING AND CONVERSION

A. GENERAL GUIDELINES:

29. Use Of Saw Only:

Felling and conversion of both timber and fuel shall be done by Saw only. Saw shall be supplied by the Department to the laborers. Maintenance of the saws shall be the responsibility of the Department. Saw doctor should also be employee by the Department. He should keep ready two sets of implements at the beginning of work in the field for maintaining the implements in working condition.

30. Felling And Logging As Independent Items:

The practice of felling of trees and logging the same, by same set or group of laborers should be given up. Felling of trees should be made an independent item of work and payment to the labour should be made separately for it by fixing F.S.R, for it.

31. Restriction On Felling Of Trees Less Than 25 Cms. Girth:

In clear felling coupe, material below 25cms. breast-height girth is to be burnt on the spot in preparation of site for planting. In CWR coupe material below 25 cms. breast girth is to be retained as advance growth. Thus in both types of felling for extraction, felling is limited to trees above 25cms. in breast height girth. In clear felling coupes, felling of material below 25 cms. breast height girth will be done only after felling and removal of all timber and firewood from the coupe.

32 Felling Technique:

Felling trees is a job complete in it-self. Due care should be taken in giving a proper felling sink so that trees do not fall on one another and proper felling facilitate not only other operations like dressing, cross cutting etc., but also make possible correct recording of measurements. This aspect should be impressed upon the labour. Modern Logging methods of felling should be made use of in making the trees fall by the side of the other to see that splitting of the boles does not happen either because of impact or because of projecting side branch or any other reason. This should be kept in view while fixing the F.S.R. for felling.

33. Strip/ Section As A Unit:

Strip should be taken unit for progress of working. Felling should be completed in one strip. Then marking for cross-cutting should be completed. Thereafter only logging should start. Once the marking for cross-cutting is approved, logging of timber and stacking of fuel can go on.

34. Sequence Of Operation:

While marking for cross-cutting is going on in one strip, the felling of trees should go on in the next strip and logging and fuel stacking should take place in the previous strip. The arrangement for working of coupes should be based on this method of working. Systematic working is not only a hallmark of efficiency. It saves time and energy.

35. Classification Of logs Soundness And Quality:

After conversion, logs are classified on the basis of soundness and straightness/ Quality into different categories as below.

a) Soundness of logs:

Sound: Absolutely sound/ logs without any hole.

Partial sound: Log with one hole to a maximum diameter of 1 ½ cm.

Unsound logs: With holes of diameter more than 1 ½ cms. But with rims not less than 7 cms. in thickness about 50% utilisable timber.

b) Quality:**Quality-A:** Absolutely straight, uniform taper without dead knots or bursts**Quality-B:** Not so Straight, but deepest depth not more than 3 cms. per 1 M. length with or without a few knots.**Quality-C:** The remaining.**36. Conversion/ Utility – Market Demand:**

To get the best value for the material extracted the material has to be made into logs or such sizes that are in demand. It is not always true for all species and for all girth classes that the unit value increases with length of long, even in cases of straight logs. We will be unnecessarily burdening ourselves with transport of heavy logs if we try to bring the full length from the forest to the sale depots. The optimum length of a log depends not only the girth of the log but also on the species and consequently the use it can put to. It is necessary to identify this optimum length-girth relationship for the various species of timbers that are extracted so that the material available may be converted into such logs. The following table gives some details.

<u>Species</u>	Utilisation	Optimum length for various mid-girths for straight logs
Teak (Sound)	Poles, rafters, Door and Window frames, Furniture, body building of lorries planks, decorate ply.	
Teak Partly sound	Planks, Door and Window frames, Furniture.	
Teak (Unsound)	Furniture	
<u>Bijasal</u>	Rafters, Beams, Door and Window frames, Lorry bodies and frames, Centry craft.	
Bijasal Partly sound	Rafters, Door and Window frames	
Maddi Sound	Beams, rafters and posts	
Tirmanu Sound	Beams, rafter and posts	
Bandar Sound	Furniture and planks	
Bandar Unsound	Furniture	
Softwoods Sound and unsound	Packing cases.	
Mohwa Sound	Beams and planks	
Satin Sound	Wheel bubs and furniture	
Yepi Sound	Beams rafters and posts	
Yepi Heard wood	Export in small sizes	
<u>Abnus sound</u>	Beams, rafters and posts	
<u>Adney sound</u>	Export in small sizes	
<u>Misc. species</u>	Beams , rafters and posts butting material.	

	Upto30 cms.	30-45 cms.	46-60 cms	60-75 cms	76-90 cms	90-105 cms
TS	0.50 M to	5M.		0.60M to	5M.	
TUS	ND	0.50M to	3 M	0.50M to	4M	
TUS						
BS	ND	3M poles	1.25 to 2	1.25 to	1.25 to	
1.25 to			for SCC	2M	4M.	
BPS	ND	1.25			1.25 to	
1.25 to					3M	4M
MS	3M				3M-5M	
MPs	ND		ND	3M	3M-5M	5M-
6M						
Bandar	ND			1M-3M		
P.Ps	ND			1M-2M		
Soft wood	ND		1 M-2M		1M-4M	
Mohwa	ND		1M-3M		1M-3M	
Satin	ND		3M-4M		3M-5M	5M-
2M						
Yepi	SND		2M-3M		2M-4M	4M-
5M						
Abnus/	S	3M	3M-4PM		3M-5M	
Abnus/ S	ND					1M and
above						
Misc., P.S.	3M	3M-4M				5M-5M

The classification for lotting and sale and analysis of sale results, the classification as per appendix-I(Chief Conservator of Forests circular may be followed uniformly.

B. LOGGING METHOD/ TECHNIQUE:

37.Timber:

Low initial cut: The tree should be felled at the lowest possible point. At any rate not higher than 25 cms from the highest ground level around.

38.Determine Soundness : If there is any hallow or unsound portion at the buttend (normally there are because of annual fires etc.,) the depth of unsound portion should be fathomed by making use of stiff pointed iron rods and the unsound portion should be separated away from the portion. When the unsound portion can not be fathomed, logs 1 M. in length should be cutout one after the previous one, till it is possible to fathom the unsound portion.

39.Trimming Of Branches:

The side branches should be trimmed.

40.Point Of Top Cut:

The top cut should be given at the highest point where any of the following occur.

- Where the girth is 20 cms
- Point of true forking.
- Sudden change of girth.

41. Point of Cross Cut Fixed:

Cross cutting should be done at each point where there is true fork and where there is sudden significant change in girth.

- a) The billets so formed, should be checked standing at the but end and the hold should be mentally divided into a number of straight pieces.
- b) Straight billets should be marked for cross cutting as follows:
Straight lengths up 6 M No cross cutting.
Straight length between 6M-7M, 1.25 M billets at the top and the balance in the lower billet. Straight balance in the lower billets. Straight balance length 7M to M 2/213 Billet at the top and under B the balance in the lower billet.
- c) For utilisation of bole is has to be cross cut into as many billets, as there are straight lengths, However in practice two such straight pieces can be allowed to go together in form a double log, provided the double log does not look ugly i.e. the depth at the bend is not more than 6 cms. And total length not more than 6 Meters.

42. Branch As A Pole:

Each branch should be look upon as a pole and cross cutting should be done as in item 2,3,4,5 and 6.

43. Marking For Cross Cut:

Marking for cross cutting should be given with a view of making logs as detailed above by a person not below the rank of a forester.

The Marking for logging should be entered into the Form.II, Logging Register to record the fact. The points marked for cross-cutting should be recorded in the Logging Register, by recording their distances from the but-end of the pole.

The marking for cross-cutting should be given by Forester. Further Logging of Teak, Bijasal, Yegisa and Nallamaddi trees of breast girth 90 cms and over should be approved by Range Officer, Logging of trees of same species of breast height girth of 120 cms. And over should be approved by the Gazetted Officer.

Fuel trees shall be felled for fuel only after the same is approved by the forester.

44. Cross Cutting:

Cross cutting should be done only at points marked for cross cutting. It is the responsibility of the Forester to see that this is done.

45. Digit Numbering:

After the logging is completed the digiting of the logs is to be taken up. Each working unit has got its own token number. A part from the token number of the unit, the serial number of the tree shall also be distinctly marked. Below the serial number of the trees, serial number of logs in the tree shall also be digit marked. The first log shall number as 1 so on.

46. Logging Register:

Logging is considered completed only when the digiting is also completed. After the logging is completed the logs made out should be entered into logging register in the Form.II. It has already been pointed out that the marking for cross cutting should be indicated in the Logging Register against the tree number.

47.Mid-Girth Measurements/ Under Bark:

The mid-girth is always under bark and belting is done for taking the mid girths. The points for belting are indicated at the time of measurement of the log. Therefore, necessary care for location the belting point is called for, to ensure that the point really represents the mid-girth.

48.Volume Calculations:

The ready reckoners used for calculating the volume of the logs take it for granted that the taper of the log is uniform and that the mid-girth of the log taken really represents the mid-girth of the log under the uniform taper. If the volumes taken out from the tables are to be useful care has to be taken in the field to see that the mid-girth is taken accordingly.

49.Avoid Knots And Forks:

It is observed that in many cases, this care is not properly taken and that consequently the mid-girth are taken over the knots bulges, forks dead –branches and at such places which are not constant with the either side of that point.

The measurements as taken inflate the volume of the log which reflects badly upon the volumes of logs furnished by the Department in the sales.

In all such cases the girth is to be taken at a place just above or below that actual mid point in such a way that the new location of Mid point is consistent with the uniform taper.

50.Method Of Length Measurements:

Similarly, care has to be taken to see that the length of the logs is measured in such a way that they reflect the utility of the log. The length of the log should be from the top and or the bottom cut to the bottom end of the top cut. This arises when axe is used for cross cutting. Now that it is decided to use only saw for cross cutting this difficulty is not serious. Measurements of the length in any other manner (than what has described above) results in inflating the down the confidence of the purchaser in the Department.

51.Errors In Volume:

If the measurement of the mid-girth and the length are not properly made the resulting error in the volume becomes so bad that the contractors cannot estimate the real volume of the log. In all such cases of doubt the contractor did on the safe side and the Departmental will be the looser.

52.Check/ Control On Measurements:

Normally, in the field the T.Ms. measures the mid-girth, and the lengths, and they are check-measured by the Forester and the Range officer concerned. The Asst. Conservator of Forests is also expected to check measure the logs. These measurement are once again verified in the depot by the T.Ms there are again checked up by the Depot by Forester and the Depot Range Officer. The officer conducting the sales is also expected to check up these measurements.

In order to avoid recurring of such things the responsibility for the verification of these measurements is fixed up at the various levels as follows.

a) Coupe Forester	: To check up 100% of the number logs.
b) Coupe Ranger	: To check up not less than 5% of the number of logs.
c) Gazetted Officer	: To check up not less than 1 % of the number of logs/
d) Depot Forester	: To check up at least 100% of the number of logs.
e) Depot Range Officer	: To check up at least 5% of the number of logs.
f) Officer conducting the sales	: At least one log for every lot.

53.Record Checking Of Measurements:

The fact of checking of the measurements of a log should be recorded as the case may be in the For.II Logging Register. Depot register or Log war Register by the inspecting Officer signing against the log with date. It is expected that when any mistake of measurement is noticed by any it should be immediately corrected and the corrected measurements should be recorded under the date signature of the detecting officer.

54.Basis Of Payment Of Wages:

The corrected measurement forms the basis for payments of wages at all stages.

B.FUEL:

55.Guidelines For Conversion:

Material which can not be utilized as timber or pole only should be converted into fuel. The length of the fuel billet is to be such that it satisfies users. If, it is for the industrial use like pulping ie., supply of A.P.Paper Mills or for the manufacture of wood-coast for industry for Ferro Alloys Industry Ltd., billets are good enough. Any billet more than 1 mtr. Has to be hammer marked and hence the longest length has to be 1 Mtr. Only. But there are places like Sathupalli and Kothagudem where the fuel is to be 0.75 Mtr. The purchasers claim that 0.75 mtr. Billets save on transport by getting better packed. In such places the length of the fuel billets should be determined on the basis of 1 mtr. In height and the length so adjusted that the volume of a stack is length so adjusted that the value of a stack is one cubic meter or a multiple of it.

FORM.II

ENUMERATION AND LOGGING REGISTER

Division: _____ Range : _____ Sections: _____

Identification		Estimation				Date of felling
Sl.No.	No.of the trees	Log. No.	Length	Mid-girth	Volume	
1	2	3	4	5	6	7

Coupe No.:

Year of working:

Marking for cross cutting		Actual Yield					Remarks
No. of cross cuts.	Length for but-end	Date of logging	Log. No.	Length	Mid-girth	Volume	
8	9	10	11	12	13	14	15

56.Stacking Of Billets:

The fuel stack should not contain any billet, which is longer than the length specified for the area.

Abnus timber where the heartwood is about six inches in diameter is useful as special timber even when it is 1 mt. or even 0.75 metre in length and be brought to the sale depot.

Soft-wood of 45 cum and over girths and one metre in length are useful for making packing cases

Some of the teak billets are good enough to give bends 2" x 2" for inferior quality furniture. Such billets should be separately and sold or supplied to small-scale industries.

Care should be taken to see that such useful material is not put into fuel stacks.

57.Intensity Of Packing Stacks:

The sale value of the fuel stack depends upon the intensity of packing. If straight billets are put into the stack the packing would be nice and the reasonable market rate could be get. On the other hand, crooked pieces are put into the stack voids will be many and the rates would be low. As our purpose in the Department is ultimately to compare the rates obtained at various places, the initial comparability in the packing should be maintained and for that the billets put into the stacks must be straight. This will help in fixing the upset price as other wise mixed lots do not have initial comparability in as such as the percentage of soft wood to hard wood can not be kept constant.

58. Separate Stacks – Hard And Soft Wood:

As far as possible hard woods and soft woods should be lotted separately. Where as single is in considerable quality like Tirman, the material lotted separately.

59.Number Stacks Serially:

Normally, formation of fuel is follows timber billeting in as much as, what is not useful as timber is made into fuel stacks shall be serially numbered for each coupe. Fuel stacks made on any day should be serially numbered on the same day, whether paid for or not on that day. If any fuel stack is to be rejected either for bad packing, entered in Form.II fuel stack register and the remarks should be entered against it. A separate proforma is provided for each unit for checking, recording the fuel stacks. The Foresters of the unit should check up each stack and is responsible for it.

60.Fuel Conversion Register:

FUEL STACK REGISTER FORM.III

DIVISION:	RANGE:	COUPE	STRIP	
<u>Date</u>	<u>Sl.No. of the stack</u>	<u>S. No. of Trees</u>	<u>Objections</u>	<u>Remarks</u>
1	2	3	4	5

B. BAMBOO

61 General:

The bamboo coupes that are to be worked for the supply of bamboo s to the various industries are worked only by the respective industries. However, there are some coupes which are not allotted to any of the industries and these coupes are worked departmentally. The material from these coupe is supplied to the weaker Section Housing and the burood societies. Whatever is left thereafter is put up for open sale in the Govt. Sale Depot. There is great demand for bamboos as only a small quantity is released for open also used in agriculturists.

62.Industrial Cut Vs. Departments:

The Paper mills permitted to cut the bamboo into 2 metres or one metre long pieces and then only to be transported to factories. For the weaker Housing, buroods and for the open sale full length bamboos are extracted.

63.Cleaning Of Bamboo:

Whenever Departmental Extraction of bamboos is taken up the bamboo extraction rules as prescribed in the working plan is to be followed. The clump has to be cleaned so that further recruitment may take place. Such cleaning of bamboo clumps is an integral part of the work in the coupes under Departmental working also. The material obtained in cleanings are generally called dry and high cuts. These dry high cuts should be supplied to the paper industry. For this purpose, these are made into bundles 2 M of one meter in length and the bundles are handed over to the industries in the coupe site. The full-length bamboos are transported to the sale depots. Thus there is no dual working of coupe of coupes by Department and by industry as well.

64. Classification Of Bamboo:

Bamboo is to be classified as follows for purpose of sale.

Dendra calamus strictus:

1. Special class, above 15cms to below 18 cms. Bottom girth.
2. First class 12 to less than 15 cms bottom girth.
3. Second class 9 to less than 12 cms. bottom girth.
4. Third class below 9 cms bottom girth.
Long: 5 Metres. and above.
Short: Below 5 Metres.

As most of the bamboos extracted is only Sadanam. This classification is generally enough. As the Government have fixed rates for the various classes for supply to the buroods it is necessary that the same classification. Such a method of accounting makes it possible to reconcile the material extracted with the material sold and supplied. Therefore for the extraction of these bamboo rates are to be fixed on the classes mentioned above.

Apart from the classes mentioned above, short bamboo is also extracted for special purpose. They are as follows:

1. Pattudu Karralu - 2 M. in length
2. Lati - 1 M. in length
3. Mullakarra etc.,

Bamboosa arundanacea:

1. 1st class – 25 cm and above in bottom girth.
2. 2nd class – 20 cm to below 25 cm. bottom girth.
3. 3rd class –Below 20cms in bottom girth.

The above varieties are full bamboos irrespective of the bottom girth.

65. Payments Based On Classification:

It is therefore necessary that the rates for extraction are fixed on the basis of these classification also. For the purposes of sale and supply and also some classification should be kept up.

CHAPTER - V

Transport of Timber

CHAPTER –V **TRANSPORT**

A. AVAILABILITY OF LORRIES – UTILISATION:

66.1) Availability of Government Lorries Norms for transport:

The available transport facility with the division should be examined. Each lorry with one driver and one cleaner can conveniently transport 12 cmt. of timber in two trips per day or the average working for 25 days in a month each lorry can transport 300 cmt. per month. The working period where exactly a lorry can ply should be taken into consideration. It is generally 8 months on the whole in one year. Accordingly each lorry can transport 300x8=2400 maintained annually during the 4 months of rainy season. The annual maintenance done should be such that there would be no major break-down in the remaining 8 months i.e., the working period. The capacity of the available transport with the Division should be estimated.

67.2) Cart Transport Feasibility:

It is also not possible to employ lorries only for the transport of timber. This is the case especially where the local labour are dependent upon the employment created by the Forest Department by way of transport by carts. This should be decided very clearly and carefully. Whether the transport from a particular unit is to be made by carts or by Lorries. Normally, it is not possible to use both because the cart spoils the roads and become long trains interruption the lorry transport. It is generally economical to use carts up to distances of 15 Km. From sale depot. Therefore, it is better to decided whether to transport the timber from a unit or even all units along line of extraction only either by carts or by lorries.

68.3) Private Transport – Need: Tenders – Fixation Of Transport Rates:

The distance from the unit to the sale depot has to be properly estimated taking the normal route for the transport of the material. The period when transport will be done should be fixed up. Giving the period the normal route and the distance, tenders of transport should be called for. The time taken of transport from the unit can also be notified at the time of tenders, so that the tenderer knows his workload. The transport must be assigned only on the basis of tenders and not on the basis of any negotiated rate. There are 70 lorries under D.E.S and normally no necessity for private transport arises. In all cases when private transport is employed, it should do with the specific approval of Conservator of Forests. Only Conservator of Forests should call for tenders and approve the rate. Further wherever private transport is made use of the Conservator of Forests should submit a self-contained report to Chief Conservator of Forests, before calling for tenders. However Conservator of Forests need not wait for any orders of Chief Conservator of Forests. It is enough if he makes sure that his report has reached the Chief Conservator of Forests.

69.4) Utilisation Of Government Lorries:

At time where the transport by established roads i.e., settled Forest roads or PWD roads over long distance is involved, it is better to employ a second driver and cleaner for each lorry and see the three trips per working day for short distance and two trips per day for long distances are made. But this requires proper arrangement of work but it is worth while to do so. The second driver and cleaner shall be work charged establishment who are employed only in the period when extra trip is to be made and not all through the year.

70.5) Motto For Utilisation:

Each Lorry costs about Rs. 1 ½ lakhs. Whether it is used or not the Driver and the cleaner to be paid, which involves about Rs.1000/- expenditure each month apart from interest on the capital value. To make up the best use of the investment the lorry has to be used to its full. Our Motto should be to use the lorry to its best in such a way that its capital value becomes low as early as possible, so that the lorry is disposed off as a scrap to be replaced by a better one. Such working will reduce the repairs and makes the transport system efficient. The loading of timber lorry takes about 1-½ hours and the unloading about ½ hour. The running time for each trip must be atleast thrice the idle time. Normally

under such circumstances 2 trips in the day can be made out with one Driver and Cleaner working for 8 to 10 hours. The above points may be carefully considered and suitable transport planning may be done.

B. LOADING AND UNLOADING:

71.1) Full Utilisation Of Capacity:

The lorry is to be fully loaded whether it is fuel or timber to get the most economic method of transport. It is generally observed that 7 tonnes lorry can be loaded with 7 solid cmt. of timber or 24 stacked cmt. of fuel. Packing of fuel in the lorry is more intensive than the packing of fuel in the stack. Therefore nearly 30 cmt. of stacked fuel can be loaded into a lorry. To make full and proper use of lorries, the quantities transported per trip should be as near to these as possible subject to road conditions.

72.2) Responsibility Of Staff For Transport:

It is the responsibility of the coupe staff (R.A.R.O) that the timber logged is transported regularly, properly fully and timely to the sale depots.

73.3) Means Of Transport Fixed:

The mean of transport to be adopted for a unit would be decided by the Divisional Forest Officer, in the annual scheme before hand, taking all the relevant points into consideration location, approximately of the unit from the sale depot, availability of carts at the time when transport of timber is to take place, desirability of employing the local carts in transport as a measure of keeping them engaged. It may be economical to employ carts for distances upto 15kms. as otherwise more time is lost in loading and unloading lorries.

74.4) Planned Mobilisation Of Lorries:

The responsibility of the Range Officer is to see that the lorries come to the coupe as per the allotment made by the Divisional Forest Officer. It is the look-out of the Range Officer to see that the lorries allotted to him are in working conditions that the drivers and cleaners are working that the loading labour is available that the lorries do the trips fixed for them by the Divisional Forest Officer. In short that the working of transport is regular and smooth and uninterrupted..

75.5) Invoices With Loading And Despatch:

The coupe Forester has to see that all the arrangements necessary to load the lorry are made that the lorry is loaded in about an hour and sent back to the Depot. He is expected to check up the invoices with the material loaded and record the same on the invoice Form.IV. The forester should issue the lorry permit for transit. It is the Forester's responsibility to prepare the invoice correctly for the material loaded. The Range Officer is expected to check up the invoices frequently.

76.6) Avoid Detention By Fixation Of Loading Points:

Detention of lorry in the coupe for loading too long leads to an economic working of lorries. The average outturn of timber per hectare is known for any area. With this information in general and details of felled material available a set of necessary number of loading points can marked out also taking the terrain of any section into consideration. A lorry track can be planned to cover all these points of loading. In practice the best lorry track in the section should be traced out and the loading points there in, so that at each loading point 6 cmt. of timber can be collected and kept ready for dragging of the material and this dragging should be to the lorry track. With lorry load of timber collected the invoice can be prepared and kept ready for each lot. This facilities checking by the Forester and Range Officer as well promptly.

C. GENERAL MISCELLANEOUS:

77. Issual Of Invoice:

The invoice shall be in Form.IV
Invoice for the despatch of timber from coupe depot.

Division: Range: Series: Coupe
Code No.
Destination: Govt. Timber Sale Depot
Accompanying permit No. ()
Lorry No.
Name of the Driver,
Passing H.M. Name of the Cartman.

Sl. No.	Log No.	Species	Despatch		Receipt		Remarks
			Length	Mid-girth	Volume	Depot Sl. No.	
1	2	3	4	5	6	7	8

Note:- If any differences in measurements are detected in checking at the depot, the receiving Range Assistant should record the measurements made by him under remarks column. If no remarks are given it is presumed that the measurements made by coupe Range Assistant are correct.

Signature of
Coupe T.M.

Signature of
Coupe R.A.

Signature of
Lorry Driver.

Signature of
Depot T.M.

Signature of Depot
Rang Assistant.

Form.IV shall be in triplicate. Original and duplicate are with the lorry taken by the Driver. Leaving the triplicate in the register. The depot Range Assistant shall check the logs with the measurements recorded and record his finding in remarks column of original and duplicate. He shall return the original with the lorry driver to the coupe Forester, from when it shall be voucher of handing over the stock to depot.

For logs not received, the depot Range Assistant should write “ **not received**” in remarks column. Extra receipts if any shall be noted on the back of the invoice from giving all the details of Col.1 to 6 of the invoice under the signature of depot Range Assistant.

78.2) Tolerance Limit In Measurements:

Wherever checking of measurement is involved any variation upto 2% in length to a maximum of upto 10 cms. And 5% in girth upto a maximum of 5 cms. are to be ignored in case of Hard wood while in case of soft wood this limit by 7 ½ in girth upto a maximum of 8 cms. only.

79.3) Positioning Of Lorries:

The Lorries shall be stationed at the timber sale depots, as allotted by the Divisional Forest Officer. The depot Range Officer shall be responsible to keep the lorries, allotted to his depot in running conditions. The movement of the lorries shall be planned and the daily movement shall be only according to that plan.

80.4) Private Transport – Accounts Maintenance:

When private transport is employed, the coupe Range Officer shall be responsible to keep the account of transport and issue the certificate of transport every week, giving the quantity transported by the private party or at suitable intervals. The Divisional Forest Officer shall make payments by cheque for the quantity transported weekly or at suitable intervals.

81.5) Attestation Of Invoice By The Agent Of Transportation:

Where private transport is involved, Form.IV shall be signed by the approved nominee of the contractor in charge of transport instead of the driver and the contractor shall be responsible for handing over the material received by him in coupe depot to the depot Range Assistant at the sale depot. To enforce this condition, a security deposit may be taken from the transport contractor as determined by the Conservator of Forests.

82. 6) Monitor Working Of Lorry:

To monitor the working of the lorry, the following abstract has to be prepared and submitted by the Depot Range Officer to the Divisional Forest Officer.

MONTHLY LORRY REPORT

Lorry No :
Total Kms run during : No. of Days worked :
the month.
Quantity of diesel used : No. of days under repair :
Quantity of oil used : Item cost :
Replacement with :
Labour cost.

Total Exp. : _____

OUT TURN:

Date	1st TRIP			
	From	To	Distance in kms.	Quantity timber(incmt.) Work done cmt.x distance
1	2	3	4	5

Transported fuel (stacked cut) work done cmt.x distance	2 nd TRIP			Quantity	
	From	To	Distance in kms.	Timber	Fuel
6	7	8	9	10	11

(For computing the work done, the distance between the coupe & sale depot in Km. should be multiplied by the quantity in cmt. transported).

The Divisional Forest Officer should review the working of each lorry every month.

83.7) Report On Lorry Working:

Asst. Conservator of Forests should submit a report on the working of lorry in Logging Division to the Conservator of Forests each month giving the following details.

MONTHLY LORRY REVIEW

	Lorry No.	Lorry No.	Lorry No.
No. of days worked :			
No. of days on repair :			
No. of Km done :			
Consumption of diesel Km/ Ltr. :			
Cost of diesel :			
G1 of Oil :			
Replacement and repairs :			
Pay T.A. of D./ C. :			
Total Expenditure :			
Quantity of timber Transported. :			
Work done(Cmt.Km) :			
Quantity of Fuel Transported. :			
Work done (F.cmt. Km.):			

-XXXXX-

CHAPTER – VI

Reconciliation of Accounts

CHAPTER – VI
RECONCILIATION OF ACCOUNTS

84. 1) Totally Monthly Timber – Cash Accounts:

The Range Cash book is closed on 30th the last day of each month. All the work done in any unit under all categories eg. Felling, logging digging , transport etc., upto the closing of cash account should be brought in to cash account. The physical achievements made in the month should be totaled indicating the expenditure on each item. The abstract should be recorded in coupe depot, register Form-V and a certificate should be recorded as follows.

Item of work	Physical achievement in the month		Expenditure incurred		Remarks
	In the month	Progressive Total	For the month	Progressive Total	
1	2	3	4	5	6

- i) Felling of timber
- ii) Marking for cross cutting
- iii) Cross cutting
- iv) Digging
- v) Transport
- vi) Felling of fuel
- vii) Lotting

CERTIFICATE

Certified that all work done and all expenditure incurred upto last day of the month are brought to cash book.

RANGE OFFICERSR.

This is necessary to keep watch on the progress of work. This ensures that the progress report prepared on the basis cash book registers reflects fully the actuals of work done. Such a progress report given the correct position of work to monitor from higher offices.

Each extraction Range Officer should submit a copy of this return for each unit of working to the Divisional Forest Officer, by the end of each month.

85.2) Reconcile Coupe Despatch –Depot Receipts:

Reconciliation of despatches from coupes depot and receipt of the sale depot.

Under receipts, the extra receipts and difference in the measurements and Log Nos. as recorded in the Form .No. IV original (as received from the coupe depot) should be recorded in Form –VI detailed below.

FORM - VI

Timber Reconciliation Register

Division		Range Series			Coupe No.				
Sl.No.	Invoice No.& Date	Under receipts			Extra receipts				
		Log.No.	SPP	Vol.	Log.No.	SPP	Length	Mid-Girth	Volume
1	2	3	4	5	6	7	8	9	10

4. It is the responsibility of the Forester to get the Register (Form.V regularly written up by tree marker and to check up each entry made them. The R.A. should initial each entry in token of having checked it up.

The coupe Range Officer should check up 5 entries per page of the Register of Form.V and initial the same in token of having checked.

The Divisional Forest Officer/ Asst.Conservator of Forests shall check up one entry per page of the Form.V register and initial the same. This should give an opportunity to the Divisional Forest Officer/ Asst. Conservator of Forests to see how the register is maintained and take steps to see that " is properly exe corrections and without an d illegible over witting.

87.Ensure Prompt Maintenance Of Records:

Form-V should be written up regularly during the working of the coupe and it should be checked up frequently by Range Officer and D.F.O./A.C.F to make sure that it is properly and regularly maintained. However it will be finalised during the rainy season following the period of work. During this rainy season the coupe depot registers of all coupes worked during the previous financial year shall be completed. A certificate to this effect shall be submitted by the D.F.O./ A.C.F., to the Conservator of Forests by the end of September. The D.F.O. shall formula a programme of finalising timber accounts (including Form-V) of the coupe worked during the previous financial year, during the following rainy season (1/6 to 30/9) and complete the work accordingly. He should initial check up before closing the accounts of those units (worked during the previous financial year).

CHAPTER – VII

Sale Depots

CHAPTER – VII

SALE DEPOTS

A. RECEIPT OF TIMBERS

88. Location Of Sale Depot:

The sale depots should be located on the road side from where the timber can be transported all over the area. The sale depot should be such that it is a distance of about 35 kms. on average from the coupe it serves so that the transport and cost of it would be reasonable.

Sale Depot must be properly organized, laying out the roads in a systematic manner, providing for lot spaces in between the roads. Invariably, no embankment must be made for the road as it will create difficulty in loading. Development of an infra-structure in the depot forms an integral part of the Departmental Extraction. The development of the Depot should be taken up straight from the beginning of the depot in a planned way.

89. Norms For A Depot:

The Depot should be so formed that each depot sells about 100 cmts to 1200 cmt each month. If depots are formed where the sales cannot be made to that extent, the depots do not attract purchaser and consequently the department will be the lesser. Thus a depot may be formed for every 15,000 cmt. of the timber extracted on an average per year. If it is obligatory to open sale depots, opening of sale depots may be done with lesser annual quantities but such sale depots among a total of 12,000 to 15,000 cmt should be grouped together and monthly sales should be held by turns, so that in each sale optimum quantities are put up. Such set of integrated depots, may be three at the most because of management limitations.

90. Receipts In A Depot:

timber will be received into the sale depots from the coupe depots. The receipt of the material will be covered by invoice in Form.IV. It is the responsibility of the sale depot Range Assistant to receive the material, and acknowledge the receipt of the same, making necessary entries in the original which should be handed over to the coupe depot forester, on the return journey of the lorry.

90. Confiscated:

It is the usual practice that the confiscated material, specially the material involved in the UDORs., is sold locally (even at the place of detection) without giving the necessary publicity. Such a practice is not desirable. Therefore, all confiscated material including the UDORs., material shall be brought to the sale depots and included in the depot material for purpose of sale.

However, such a confiscated material will be sold case wise i.e., material belonging to an offence case shall form a unit for sale and all the offence material will be sold only in such units. This will make it possible to check up the value assigned to the material in the offence cases.

However, there may be instances where the sale depot is too far away from the place of detection. In such cases temporary sale depots should be formed wherein at least about 10 cmt. of timber shall be sold at a time by issuing auction notices. However, the formations of such temporary sale depots have prior approval of the Conservator of Forests concerned. Further, in all such cases, auctioning authority shall be a Divisional Forest Officer/ Asst. Conservator of Forests. In no case the Range officer shall sell such material.

92. Verification Of Measurements:

The way of receiving the timber in the sale depot is to check up the measurements as per invoice, assigning the sale depot, serial number, mark the same on the log while recording the same on the invoice in the receipt side. This work shall be done by a sale Depot Forester himself with the assistance of tree markers and initial the entries in original and duplicate of invoice.

93. Classification Of Timber:

Depot sales are conducted all over the divisions and to compare the rates obtained at various places the sales should be initially comparable. The timber is sold stacked under certain specification. The sound, partly sound and unsound must be separated out and no stack should contain material of more than one specification. The lot must be of one specification, i.e., sound, partly sound or unsound whatever it is. Apart from the girth and length class the quality, class is very important. The quality classes, A,B,C have been already defined. Therefore, the classification of timbers shall be on the following basis soundness(sound partly sound) on the basis of girth, on the basis of the length, and on the basis of quality. A, B and C standardization of the classification to be followed in all the depots in the state so that the rates obtained for any classification in any depot can be conveniently analysed.

94. Recording Of Classification:

Where the timber logs are received in the sale depot the classification should be recorded on the log it self along with the depot number.

B. PREPARATION FOR SALE:

95. Formation Of Lots:

The timber in the depot is formed into lots. Each lot should be of one specification.

96. Quantity In Lots:

Contractors normally face difficulty in transporting the timber lots purchased by them because the total quantity in one lot would be not one lorry load but something more, some thing less. In either case the purchaser has to depend on other for the transport of the purchased quantity. It is commonly observed tendency on the part of the purchasers that they would be prepared to bid more if they are spared the necessary of depending on others by forming lots of about lorry load. In view of this it is necessary that the lot is of one lorry load. However, as teak, shisham, and valuable species cost too much for a lorry, load, to have proper competition there may be a ranged in lots of half lorry loads in about 4 to 5 cmt.

97. Norms For Lots:

Heavy timber like Eppa can be loaded to the extent of only 8 cmt, per lorry while the sort-wood can loaded to the extent of 10 cmt . in a lorry. Teak and other average weights timbers can be loaded up to 9 cmt. per lorry. Therefore, the lots must of 9 cmt. of 4 ½ cmt. on the average.

98. Sale Depot Register:

Each sale depot shall maintain a Sale Depot Register in Form.VII given below.

FORM. VII

Depot S.No. of Log.	No. of Invoice	Date of invoice	Coupe No.of the Log.	Classification	S.No.of the lot to which allotted
1	2	3	4	5	6

S.No. of log in the lot	Length	Mid-girth	Volume	Remarks.
7	8	9	10	11

Col.1 to 5 to be filled in by receiving tree markers and to be checked fully by receiving foresters.

Col.6 to 11to be filled in by lotting T.M and to be checked fully by lotting Forester.

99. Ensure Accuracy By Checking:

Depot Range Officer himself should check 10 entries (nearly half) per page. The checking personnel should initial against the entry in the remarks column indicating that the entry is correct).

100. Lotwar Register:

Lot War Register should be maintained in the Form No. VIII detailed below.

FORM-VII LOTWAR REGISTER

Division: _____ **Sale Depot:** _____ **Lot No.** _____ **of year ()** _____

Specification

S.No. of log in lot.	Depot No. of the Log.	Coupe No. of the log.	Species	Length	Mid-girth	Volume	Remarks
1	2	3	4	5	6	7	8

Total No. of Logs. _____ Vol. of the lot _____ Name _____ Date _____ Signature _____

Written up by: _____ Tree marker on _____

Fully checked by: _____ Lotting Forester on _____

Checked by _____ Range Officer on _____

Random check by _____ DFO/ACF on _____

Upset Price: _____ Date: _____ Rates for specification. _____

LAST three sales: _____

weighted average of last 3 sales: _____

Correction if any: _____

Rate per Cmt : _____

Upset prices of the Lot. _____ Range Officer . _____

Checked by ACF/DFO. _____

Sale Date:

Amount fetched:

- 1.
- 2.
- 3.

101. Preparation Of Upsset Price:

The fair prices or upset price for each lot is to be prepared separately. For preparation of its upset prices, the average rates obtained in each of the sales will have to be maintained in each girth and length class wise material as well as species- wise. The average rates obtained over the previous three sales are adopted for determining the upset price for the current sale. For depots where such data is not readily available, averages rates of adjoining depots be obtained and upset price worked out. However, it should be reasonable and more accurate if weighted average of last three sales is adopted than an arithmetic average.

C. SALES:

a) TIMBER:

102. Location Of Depot Office And Its Organisation:

The Depot Office shall be located in the Depot it sold and all the records timber and cash pertaining to the depot shall be located in the depot offices itself.

This office should be capable of accommodating the Range Officer, depot office that Place for depot records and working place for the foresters, TMs to set down and complete the scriptory work.

It is better that a special rooms are provided in the depot for the auctioning authority and the Conservator of Forests attending the sale, so that he may set down in the office and pass his orders thereon enabling the Range Officer to communicate these orders to the concerned. A master plan for the depot in all the aspects should be drawn up. Development should be planned for a period of three to four years depending upon work. It has to be noted in the context, the expenditure on the development of roads in the depot is self paying proposition in as much as the contractors pay better rates for the material stacked in a depot so well formed.

Each Government sale depot is self-contained unit. The officer incharge of the unit is the Range Officer. He shall be responsible for the working of timber depot in all its aspects. The timber sales depots normally deal with about 12000 to 15000 Cmt. annually. The depot Range Officer his attested by about 5 Range Assistants, 2 Foresters in charge of receipts and one Range Assistant in charge of lotting one in charge of disposals and a fifth incharge of maintenance of lorries. The line of separation of receipt and disposal is the formation of the lot. The Range Assistant in charge of receipts his responsible for receipt of material acknowledging the receipt of the material verification of the measurements and given the classification of the measurements and given number. There starts the work of Forester in charge of the lotting. He shall be responsible.

- 1) For the preparation of lots as per classification.
- 2) Lot war register is written up.

The forester incharge of disposal shall look after.

- 1) Help on preparation of upset price statements along with the necessary number of copies of the lot war registers.
- 2) Help the Range Officer where conducting the sales and
- 3) Hammer mark the material released to the purchaser and issue the transit permits.

103. Organisation Of Sales:

Normally, in a Circle the largest quantity of timber extracted is about 50,000 Cmt. for the disposal of this quantity adequate number of depots should be operated. Lesser the number of depots it would be more communicate to organize the depots we have opportunity to attend the sales regularly and see that the sales or properly conducted.

104. Fixation Of Sale Date :

It is better that the date of sales for a depot in the month is fixed once for all, sp that the purchasers know that the sales in the particular depot take place on that date only and on no other date. It has been found that such a fixation of dates has got number of advantages including elimination of possibility of complaint of non receipt of notices etc., However, in fixing such dates of know public holidays like August, 15, January 13, 14, 26; October 2, December 25 etc., should avoided. If the date earlier fixed for a particular month requires to be changed for any season the Conservator of Forests can do so and authentic issue of notification during the previous sale or about a month in advance.

105. Frequency Of Sales:

In each depot normally sale is conducted once in a month. It may be for a day or two depending upon the timber available for sale.

106. Issual Of Sale Notice:

Sale notice should be issued atleast a fortnight in advance. Now that the date are fixed for each depot and notice of fortnight is reasonable. However, the notice under no circumstances should not be less than a week.

107. Sale Conditions:

Two sets of conditions of sale one set for sale of timber, Bamboo and Fuel as the sale depots, another set for sale of fuel stacks in the coupe have been notified by the Chief Conservator of Forests vide Ref.No.4576/81-V3, dt. 13.8.81 and the condition have been subsequently amended. These sale notice conditions are given in the appendicitis I and II. These are to be meticulously followed.

108. Conduct Of Sale:

Sales should normally be conducted for two consecutive days at a sale depot. Then only can 1200 to 1500 cmt. can disposed off in lots 4 ½ cmt. on the average. About 250 lots are to be sold. At the rate of 2 Mts.on the average per lot 500 Mts. ie., about 9 hours are required. The auctioning authority should allow himself two days for this work. When more than one depot are found in a unit, the sales in each depot may be held in alternate months or alternate days, so that the tempo may be kept up for sale.

109. Furnish List Of Units:

The list of units to be sold giving the specification of the units and their volume should be furnished to the intending purchasers at the time of sale, and it may be better that such a list of sent to all the intending purchasers well in advance.

110. Bid List Register:

The bid list shall be in the form of bound books wherein a number of bid list are put up in each bounded register. There may be half a dozen such registers. The pages of the register shall be serially numbered and they should bear the office seal of the auctioning authority. The bid lists should be filled in one week in advance. The entries regarding the sale of lots should be made by turns in the (6) registers so that when the bid list in the first register is for a particular lot is completed it may be handed over to the staff to obtain the signatures of the highest and the second highest bidder. During this period the sales need not be stopped and the entries regarding the next unit can be made the second register and so on.

111. Unsold Lots:

During the conduct of sale when the bids offered are not upto the mark and are considered not reasonable, the auctioning authority shall not knock down the bid and the lots remain unsold. If such lots remain unsold for three consecutive sales it may become necessary to revise the upset price. The Divisional Forest Officer shall revise the upset price reducing to a maximum of 20% of in case of hard wood and 30% in case of softwoods only informing the Conservator of Forests.

B. FUEL:

112. Unit Of Sale:

Unit of about 500 cmt of fuel are considered reasonable for sale. It is to be transported in about 20 lorries and this can be done easily in 60 days.

113. Precautions Taken:

Fuel stacks in the coupe should be sold only after the completion of felling of timber and fuel in the entire strip or sub-unit. In short there should not be any felled material to be stacked as fuel or to be digit numbers as timber, when the purchased comes to remove the

sold stacks. Material not intended for sale but only meant for burning shall not be felled until the purchasers remove the fuel stacks from the unit.

114. Limitation Of Time:

Fuel lots in the clear felling coupes shall not be sold after the close of April, as the lease period extends into the rainy season. Fuel felled after April should be transported to the sale depots and sold at the sale depots or intermediate depots.

115. Charcoal Burning Prohibition:

Charcoal burning by purchaser should not be permitted; if necessary the Department itself should make charcoal, after considering all relevant points. In all cases where charcoal burning is to be resorted to the Chief Conservator of Forests should be intimated to it, giving the back ground and working out the economics of it and prior permission obtained.

116.FUEL FELLED IN MAY:

All the fuel felled upto the end of April, shall be sold at the coupe site in usual way. Fuel felled in the month of May or that part of where working season when material cannot be sold immediately at the coupe site as it will be rainy season (i.e. all full filled after the end of April) shall be transported to the sale depots and sold at the sale depots only. However, wherever it is possible to form a temporary sale Depot at the nearest roadside, such temporary sale depot for fuel on the formed and the fuel can be sold at these places after issuing the necessary sale notices.

The formation of such temporary sale depots shall be only with the prior approval of the concerned Conservator of Forests.

117.TRANSIT DEPOTS FOR PURCHASERS:

Formation of intermediary depots by the purchasers is not a condition of sale conducted either at the coupe site in case of fuel or in the sale depot in the case of timber and fuel as well. Formation of intermediary depots is part of the territorial work. The territorial Divisional Forest Officer is the officer competent to sanction such intermediary depots and he shall be competent to issue the exchange permits at these intermediary depots.

C. BAMBOO:

118. NORMS FOR A LOT AND LOTTING:

Forest Range Officer stacking purposes of sale each classification should separately stacked. As at any one time limited quantities are available for sale, the numbers of bamboo for stack should be roughly as follows:

Special quality	200-250
First quality	300-350
Second quality	400-450
Third quality	500-550

Where larger quantities are available stacks up to one lorry load may be put up.

D. POST SALES ACTION:

119. CONSERVATOR OF FORESTS TO ATTEND TO SALES:

The Conservator of Forests is expected to attend the sales in all major sale depots each month. He should attend at least 75% of the sales in his Circle in a year. With the introduction of Departmental Extraction, this is one of the most important responsibilities of the Conservator of Forests. The Conservator of Forests is expected to record their comments on the sales in their monthly D.Os. to keep the Chief Conservator of Forests informed of the prevailing trend of the market and tempo of working of Departmental

Extraction. Each time he attends the sale, he should put initial on the bid list. If the Conservator of Forests is not able to attend any sale, he is expected to review the sale results and issue necessary advice to the Divisional Forest Officer/ Asst. Conservator of Forests may render his advice promptly so that the Divisional Forest Officer /Asst. Conservator of Forests may have that as well in deciding, whether or not to revoke any sale.

120. CONFIRMATION OF SALES:

Any sale of Departmental Extraction material (Timber or fuel) becomes automatically confirmed by the 7th day of sale, if the sale is not revoked and if revocation order is not despatched to the purchaser by Registered post on the seventh day of the latest. This arrangement gives a week's time to the auctioning authority to review the sales; the rates obtained in the sales and take a decision. The auctioning authority should be alert in taking action regarding irregularities and ring formation in the sales. However, it is for auctioning authority to decide at any time (before the close of the week) to decide if any revocation of sale is necessary. If he decides not to revoke, he can deliver the lot without waiting for the completion of week.

121. PERMISSIBLE DEVIATION FROM UPSET PRICE:

Whenever any lot is to be disposed off at a rate more than 10% lower than the upset price, Conservator of Forests may take a decision recording the reasons.

When the sale value of any lot is Rs. 1000/- or less the Divisional Forest Officer shall be the final authority irrespective of the percentage of deviation between the sale price and the upset price.

122.SALE RESULTS:

As already mentioned in the previous paragraphs the sale dates are to be fixed for each depot. The sale dates the sale should be held normally once in a month in each depot. To have initial is already indicated

Whenever sales are conducted in any depot, the results of the sales should be arranged classification wise and the rates obtained should be immediately communicated to the statistical office, Office of the Forest Utilisation Officer and Asst. Conservator of Forests (V) Office of the Chief Conservator of Forests and to the neighboring Conservator of Forests s and neighboring Bamboo Weighment Division, and Corporation Divisions. For this purpose such sale depot is provided with the list of sale depots in the state.

The quantities put up for sale, the quantity sold and the rate obtained for unit i.e., cmt. in the case of timber and 100 bamboos in the bamboo should be indicated in the proforma given in the appendix. The abstract may be in the following from.

Species	Classification	Quantity put up for sale	Quantity actually sold.	Amount realised by sale	Average rate per unit	Remarks
1	2	3	4	5	6	7

It is the responsibilities of the depot Range Officer to prepare this statement obtain the approval of the auctioning authority and despatch the same at indicated above.

123.REVOCATION OF SALES:

Revocation orders of sales if any ordered by the Divisional Forest Officer shall be issued by Registered post acknowledgement due from the depot office only. The Divisional Forest Officer shall record his instructions if any in the context of sales in the depot office itself and the depot Range Officer, as the person responsible for the depot, shall communicate to the concerned purchaser by Registered post acknowledgement due or in person and obtain acknowledgement.

124. REALISATION OF SALE AMOUNT:

As per the current conditions of sale the purchaser has to pay $\frac{1}{4}$ th of the sale amount at the close of the sales. The balance $\frac{3}{4}$ th has to be paid as notified in the sales notice. The realisation of sale amount is watched by marking proper entries in Form No.IX.

125. ISSUE OF WAY BILLS:

Waybills are of the sales Tax Department. These are meant to see that the material covered by the way bill gets entry into the sales accounts of the purchaser, to enable the sales Tax Department to collect sales tax when the material is sold by the present purchaser in course of his trade. Each trader is given, as many waybill books as he wants, by sales tax department and they have to be accounted for by the trader. Whenever the Trader purchases any material for his trade, he is expected to issue the waybill form the waybill books issued to him. On sale the question of issue of waybills to the purchasers, by the Department does not arise.

However when consumer purchase material from the depot, the depot staff have to make sure of the purchase being the consumer himself, by recording his statement and when issue waybill to such purchases. The counter foils should be sent back to sales tax office that has issued the waybill book to the depot office.

126. HANDING OVER OF MATERIAL:

The Depot Range Officer is the person incharge of the Depot and he shall be present normally at the depot to hand over the material to the purchaser after the receipt of the full sale amount and the sales tax in the form of Drafts and small cash payment if any. However, it may not be possible for the Range Officer. To sit in the depot all the time through. Therefore the Range Assistant incharge of disposals should receive the challans for payment, make sure that the payments are properly and fully made and release the lot in favour of the purchaser. However, it is the responsibility of the Range Assistant to put up the matter to the Range Officer before the close of the office for the day or at earliest opportunity in course of the day and it is the responsibility of the Range Officer also to check up all such things and make sure that the releases ordered are properly and regularly made. This arrangement is necessary to see that the purchasers do unnecessary not wait for the arrival of the Range Officer wasting at times hired lorry also.

127.WATCH REGISTER – RELEASES:

Realization of full sale amount and release of material are to be attached by making proper entries in Form. No.IX, which is as follows:

FORM - IX

S.No. of entry	Lot No.	No.of logs	Quantity	Date of sale	Name and address of purchaser	Sale amount	
1	2	3	4	5	6	7	
Sales tax	Amount collected on the date of sale.				Balance sale amount		
	$\frac{1}{4}$ th sale amount	Sales tax	Total	D.R item No. & date	Last date for payment	Amount	D.R. item No. & date
8	9	10	11	12	13	14	15
Removal of material		Details of removals		Date of forfeiture	S.No. of lot on sale.	Remarks	
Last date	Date of removal	Permit No.	Invoice No.				
16	17	18	19	20	21	22	

to each Forester for the year and distributes the same over the working period. Therefore, the targets set for the year and the target set for the month do not change. As against these targets the achievements have to be recorded and the Range Assistant to the Range Officer should submit that progress reports by the end of every month. It is already settled that all the works carried out till the closing of the cash book for the month are brought to the cash book during that month and that a statement to this effect should be included in the coupes/ sale depot register. The Range Officer compiles Range progress report for any particulars month by the Seventh of the succeeding month and shall submit his progress report to the Divisional Forest Officer/ Asst. Conservator of Forests by the seventh. The Division formulates its progress reports by 15th and submits the report to the circle by 15th of the succeeding month. The Circle office prepares and submits the Circle progress report by the 20th of the succeeding month to the Chief Conservator of Forests. The proforma for the progress report is the same and is given in Form.IX.

132. COMPLETION REPORTS/ TIME SCHEDULE:

It is already settled that the timber and case records of working in any particular financial year shall be reconciled and finally closed during the following rainy season. The method of closing the accounts is by way of completion report for the unit. From these unit completion reports, the Range completion report shall be made out. Based up on the Range Completion Report, Division Completion Report for the work carried out during the financial year shall be consolidated in the circle office and a scheme completion reports for the work carried out during the financial year shall be prepared by the Divisional Forest Officer/ Asst. Conservator of Forests by the end of the following rainy season ie., by the end of September following the financial year of working. These Division completion reports shall be consolidated in the circle office and scheme completion report for the Circle shall be prepared and submitted by the Conservator of Forests to the Chief Conservator of Forests by the end of September. The programme of submission of scheme completion reports are to be as follows:-

Submission of unit Completion Report to the Range	By the end of June
Submission of Range Completion Report to the Division.	By 15 th July
Submission of Division Completion Report to the Chief Conservator of Forests	By end of August

The proforma for the scheme Completion Report is given in Form.XII. The details to be furnished in the scheme completion reports are exhaustive and these reports serve as evaluation report.

113.DEPOT INSPECTIONS:

Depot inspections include inspection of coupe depots and sale depots as well. Each Range Officer should inspect the coupe and sale depots once in every quarter. The Divisional Forest Officer/ Asst. Conservator of Forests is expected to inspect each coupe and sale depot in his division once in a year. The Conservator of Forests is expected to inspect the major timber (Sale and coupe depots) in this circle once a year.

Inspection of depot includes physical verification of stock on hand as on the date of inspection and checking up of the depot records to find out that the records are properly maintained.

CHAPTER – VIII

Miscellaneous

CHAPTER - VIII

MISCELLANEOUS

1. STAFFING PATTERN:

134. a) WORK LOAD NORMS:

i. EXECUTIVE: a) **Forester:-**

Taking an average of 15 logs per cmt a Forester can supervise the Departmental Extraction of 1000 cmt. in one year working the field for 8 to 9 months per year. At a time he was to work in one unit only as he has to supervise marking for crosscutting, check-up measurements of logs, prepare logging register disburse payments, taking vouchers and above all recruit labour for working and also train them in use or improved logging tools. He has to issue the transport permit with details of logs. After arranging for the transport of the timber. Forester is also responsible for maintaining timber and cash accounts for the coupe depots. Working for 20 days in a month in the coupe the forest has to deal with 100 logs each day in all their stages of extraction on the average in addition to scriptory work. This is enough practical workload. In the non-working months that forester will reconcile the years timber and cash accounts in addition to preparing the data necessary for the formulation of the scheme completion report to finally close the years work.

b) **Range Officer:**

One Range Officer can supervise the work of four forests working in 4 units, going to one unit each day and covering 4 units in day of the week. He requires one day per week on the average for accounts matters. Encashing the cheque from the distant banks (which involves long journeys as the work is carried out in the interior forests and the Banks are located in towns) takes one day in each week in an average.

c) **Depot Staff:**

In each Depot the arrangement of the work is that the total work is distributed among the (4) forester. Two foresters to receive the material, two foresters to classify and do lotting and one forester to attend to the sales. The optimum workload for such a part of 5 foresters would be 12,000 cmt. at the rate of dealing with about 70 logs for Forester per working day for receipt, lotting, sale and disposal. Each Depot 1000 cmt. per month on the average. Each Depot has to dispose off 1000 cmt. each month in about 300 lots. It takes full month for the depot staff to receive the timber, check up the measurements formulate the lots, make the necessary number of copies, prepare the upset prices. All this work requires one Range Officer to supervise the work of Foresters and be responsible for the working of the depot. The sale itself takes not less than 2 days in each month. The same staff has to maintain timber and cash accounts of the depot and reconcile the same.

d) **A.C.F./ D.F.O:**

From the experience it has been realised that a Divisional Forest Officer/ Asst. Conservator of Forests is necessary to supervise the work pertaining to 12,000 cmt. of timber annually from extraction to final disposal. He has to supervise the work of 4 Ranges – 3 Exploitation ranges and one Depot Range. In all he is responsible for an expenditure of about 20 lakhs and for a revenue of about Rs.100 lakhs on the average each year. He is finally responsible for proper logging even pace of working (enabling checking) and transport, proper lotting preparation of upset prices for lots, sale of lots and realisation of revenue. He is also responsible for reconciliation of timber accounts between the exploitation and Depot rangers.

ii. MINISTERIAL: a) **For Range Officer:**

Each exploitation Range Officer has to be providing with a clerk to attend to the office work comprising of recording and reconciliation of the vouchers making the necessary estimates and checking of the accounts submitted by foresters. Each Depot Range Officer has to be provided with a U.D.Clerk to account for the revenue and expenditure and a Typist for typing the papers necessary lists and returns to be given to the purchasers before and after the sales, under the sale conditions.

b) **For Asst. Conservator of Forests/ Divisional Forest Officer:**

The Asst. Conservator of Forests in turn has to have 3 UDCs. One UDC to attend to the revenue accounts which runs to about Rs.100 lakhs on the average each year depending upon the type of material and one UDC to attend to expenditure account which runs to Rs.20 lakhs and one UDC to attend to the reconciliation of timber accounts which is the most important part of Departmental Extraction working. He should also have 3 LDCs. One LDC to attend to the establishment involving preparation of pay bills, sanction of leave etc. one LDC to assist the UDC in the reconciliation of the timber accounts, as two persons are required one to tell and the other to check the reconciliation of timber accounts. The Asst.Conservator of Forests has to be provided with a L.D.Steno and Typist to run the office work. For checking of the estimates and maintenance of work register, which is the basis for reconciliation of timber and cash accounts, a Draughtsman is required in the office of the Divisional Forest Officer/ Asst. Conservator of Forests.

c) **Staff Compliment for a Division:**

Thus the work of extraction, transport and disposal of 12,000 cmt. forms as optimum unit for purposes of administering the Departmental Extraction work. Such a unit requires the following staff.

Divisional Forest Officer/ Asst. Conservator of Forests:

Range Officer	4	(Extraction plus 1 Depots)
Foresters	17	(12 for extraction 5 for depot)
Superintendent	1	
U.D.Cs	4	(3 for A.C.F. and 1 for depot)
L.D.Cs	6	(3 for the A.C.F and 3 for the Extraction Range Officer)
Typists	2	(1 for the A.C.F and 1 for the depot)
Steno	1	(for A.C.F.)
Jeep Driver	1	(for A.C.F)
Attenders	1	(For A.C.F's in office)
	2	(For A.C.F's Officer)
	4	(For the 4 R.Os.
	7	
Draughtsman	1	

iii. EXCEPTIONS:

In some of the divisions the workload of Departmental Extraction, is so limited that it is not economical nor is it called for to bring it under the supervision of the Departmental Extraction, Asst. Conservator of Forests and because of the wide distribution it is not physically possible for the Asst. Conservator of Forests to supervise this work. Such works are entrusted to the care of the territorial Divisional Forest Officer, for the supervision while providing the necessary sub-ordinate staff from the Departmental Extraction Scheme.

As far as possible, the material so extracted be transported to a number of sale depots under Departmental Extraction, Divisional Forest Officer/ Asst. Conservator of Forests for sale. However, there are certain instances where the nearest sale depot located at the long distance and thereafter the sale is to be supervised by the territorial Divisional Forest Officer, only. In all such cases the necessary staff under Departmental Extraction is provided for the sale depot and the supervision of the same ie., extraction as well as felling is entrusted to the territorial Divisional Forest Officer.

EXTRACTION AND SALE UNDER ONE AGENCY:

Originally when the Departmental Extraction was initiated it was considered desirable that felling are carried out under the supervision of Gazetted Officer and that the felled material is transported to a depot and that the receipts and the disposals in the sale depot are controlled by another Gazetted officer. However, in the practice it has been found not always possible to put 2 Officers one for felling, extraction and transport and another for sale for each unit of Departmental Extraction because in such a case the unit of Departmental working has to be wide spread one where control and supervision becomes difficult. Because of this experience, the departmental working, units have to be more compact and both the functions of extraction and sale are entrusted to the same Gazetted Officer. However at the range level the extraction work is entrusted to some Range Officers, while the sale in the sale depot is entrusted to another Range Officer. Thus, after a god lot of experience it has been ultimately decided that it is practically good enough if the functions of felling extraction and transport on one hand and sale on the other hand are separated out at the range level. Ultimately this pattern has found favour with all the Conservator of Forests, when the same has been discussed in the month of August 1981. Accordingly this pattern is being followed for the Departmental working.

136. B. CAPITAL EXPENDITURE:

The capital expenditure includes construction of functional buildings like offices for the various Divisions and Ranges garage for vehicles and store rooms for tools and construction of quarters for the staff working under departmental Extraction and Development of sale depots. This also includes development of roads in the area of working.

137. C. INFRASTRUCTURE DEVELOPMENTS:

Development of infrastructure in the sale depot is a very important item. The charge collected by the labour for the loading of lorries depends upon the condition of the roads in the depot. The loading and unloading charges pertaining to the transport of timber from the coupe to the depot also depends upon the condition of the roads in the Dept. The condition of the roads in the depot reflects upon the expenditure that is to be incurred by the purchaser in removing the material. If the purchaser is afforded reasonably good conditions better prices can be expected for the timber sold. Thus the expenditure incurred on the development of depot roads is received back almost immediately in the form of depot increased rate per cmt. Therefore, the development of roads in depot should be given the highest priority.

The Depot office in the sale depot is the place of working of the depot staff. It is also the place where the purchasers frequently go to obtain the information regarding the lots purchased by them and their removal. Therefore, very frequently the purchasers are insisting that they should not have any necessary to go to any office other than Depot office in the course of their purchases, payment of sale amount and removal of the material. Therefore the next priority falls upon the depot office garages and store. The depot office must be spacious enough to accommodate the staff, the officers. The purchasers also have to be providing dormitory accommodation and basis amenities.

Then comes the priority for the construction of quarters to staff and provision of amenities. Priority goes to the very remote places where there are no places for the staff to live in. Normally the places of working do not shift to far off and therefore control place for locating the head quarters of the Departmental Extraction staff can be pitched upon for construction of quarters.

Giving the priorities as detailed above, a blue print has to be drawn up for providing these capital works to be completed in a period of 10 years. This will enable the allotment of amounts and making sure that the work is fixed to be carried out during the period. Normally, there shall be difficulty in allotting 10% of the expenditure onwards for capital work each year.

138. D. F.S.R.:

The FSR sanctioned so far in the various circles are based on rates per cmt. But the progress of working prescribed in this code requires a different method of fixation of FSR. Now the FSR have to be fixed for items roughly as follows.

- i) Felling of trees, trimming of side branches and top cut.
- ii) Marking for cross cutting. This includes shifting and rotation of the log to give proper marking for cross cutting.
- iii) **Cross cutting**:-The rate has to be fixed for each cut depending upon the girth and the hardness of the timber.
- iv) However the remaining rates for digiting continue to be the same.

It is therefore necessary that the FSR is fixed up for the items mentioned above consistent with minimum wages act.

139. E. TREE MARKER – NATURE OF WORKS:

The tree marker works under the direct supervision of the Forester and assists the Forester in the following works and other duties of the Forester not specifically mentioned hereunder.

- i. Giving marking for cross cutting.
- ii. Measuring and recording the lengths and mid-girth of billets.
- iii. Supervise the felling, Logging and Digiting.
- iv. Do all the scriptory work connected.
- v. Checking of measurements in sale depot.
- vi. Mark the depot number on the logs.
- vii. Give the classification for lotting.
- viii. Supervise the lotting.
- ix. Measure the fuel stacks and put up the serial number.
- x. Checking enumeration registers.
- xi. Procurement and supervision of labour.

The tree markers may be formed into terms for any appropriate work.

140. F. NORMS OF REQUIREMENT OF T.Ms. FOR COUPES AND DEPOTS:

a) **Coupes:**

The requirements of T.M. for coupes of various extents of out-turn are approximately as follows: -

Upto 500 cmt.	Timber ---	3 T.M's for 6 months.
500-1000 cmt.	" ---	4 T.M's for 6 months
1000-1500 cmt.	" ---	5 T.M's for 6 months
Over 1500 Cmt.	" --	6 T.M's for 6 months

b) **Depots:**

The Depot Foresters are assisted by T.Ms. The T.Ms work in suitable batches to attend to the various works, for example receipt at the depot numbering, verification of measurements and classification is one of the set of works for which a group of (4) T.Ms forms a party. For writing up of the records like depot register, lot-war register a set of (2) T.Ms makes a party (One T.M. to tell and to another to write). In each of these parties each T.M.is responsible for the total work of the team.

A depot dealing with 15,000 cmt. deals with of about 80,000 logs annually. These 80,000 logs are dealt with in a period of (8) months of working season. Thus, each month in the average 10,000 logs are dealt with. This works out to about 400 logs per day. For dealing with 400 logs on the average through all the procedure 3 sets of T.Ms are required. Thus, (3x6) = 18 T.Ms are required. To provide for leave reserve a batch of 20 T.Ms. would be enough to deal with 15,000 cmt. in a depot in a year. The same staff will assists in reconciliation of timber and cash accounts during the non-working season in the depot.

###

Sub: -Scheme Completion and evaluation Report

The following proforma is suggested for the scheme completion report.

1. Statement No.I [a,b,c,d] : Opening Balance in the timber sales depots, Retail fuel sale depots and in the coupe depots.
2. Statement No.II : Arrears areas balance of areas not felled in the previous year's units.
3. Statement No.III : Units to be worked in the year as per the scheme sanctioned.
4. Statement No.IV : Details of working of units during the year under review.
5. Statement No.V : Details of working of spillover
(This pertains to statement I©)
6. Statement No.VI : Details of working timber sale depots giving opening balances quantities added quantity disposed off and closing balances.
7. Statement No.VII : Details of working of Retail Fuel sale depots.
8. Statement No.VIII : Details of sales of timber during the year under review.
9. Statement No.IX : Details of sales of fuel (in the coupes) Conducted during the year under review.
10. Statement No.X : Revenue
11. Statement No.XI : Collection and disposal of fuel during the year under review.
12. Statement No.XII : Works done by lorries during the year under review.
13. Statement No.XIII : Comparative statement of expenditure under works viz. 2 wages-140 Minor works, 162-Maintenance of motor vehicles, 190-Materials, Supplies, and 262. Other charges.
14. Statement No.XIV : Statement of Expenditure under various Budget heads.
15. Statement No.XV : a) **Evaluation:** Evaluation in the first year of Departmental working normally includes comparison of the Financial results with the previous years, sale results. This can be achieved only by taking the total set of coupes worked in the previous year under contractor's system with the total of the results achieved for the coupes worked in the year under review. But as per the details of the coupes worked in the year, under review and the previous years are likely to be different. The unit of comparison should better but the average rate per hectare. While completing this it will be necessary to assign some market value for material left unsold at the close of year under review and normally the material left unsold would be inferior in quantity, it could be reasonable to put the market value @ about +50% of the average market value contained from the material for sold in the year under review.
b) **Subsequent years:** In the subsequent years there is a basis for comparison, which is first year of Departmental working. The results of the Departmental working in any year can be compared with the results obtained in the previous years by comparing units figures as follows:

1. Areas worked.
2. Quantity of timber extracted (Felling & Logging)
3. Quantity of fuel extracted Felling & Logging)
4. Rate per cmt. of timber extracted.
5. Rate per cmt. for fuel extracted
6. Quantity of timber transported
7. Rate per cmt of timber transported
8. Quantity of fuel transported
9. Rate per unit of fuel transported
10. Quantity of timber sold and total value
11. Rate per unit volume.
12. Nos. of poles P1, P2, P3 sold their value and rate per pole.

Note:- The rate per unit provides for necessary data comparison to gauge the effective necessary working.

13. The total quantity extracted. Efficiency of working of staff. The efficiency can further worked out in the basis of each cadre if considered desired.

16.Statement No.XVI

: Annual Lorry evaluation statement.

CHAPTER – IX

Appendices

CHAPTER .IX

APPENDICES

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No. 2127/2003/M4
Dated : 11.3.2003

Office of the Conservator of Forests,
Rajahmundry Circle, Rajahmundry

CIRCULAR No. 3/2003/M4

Sub: Income Tax – Collection of Income Tax at source for the Forest produce disposed off in Auction/Tender – Uniform procedure to be followed by the DFOs in Rajahmundry Circle – Circular instructions issued – Reg.

The Divisional Forest Officers are quite aware that Income Tax at source is being collected as per the orders of the Government of India/Government of Andhra Pradesh by the Forest Range Officers/Divisional Forest Officers from the purchasers of the Forest Produce either it is disposed off by auction or by any other means. As per the prevailing rates, Income Tax @ 5% on total consideration of the sale value and surcharge at 12% on the Income Tax is to be collected at source. The total consideration of the sale value means, total sale amount + Sales Tax on the total sale amount. The rate of Income Tax and surcharge may vary from time to time and the DFOs are requested to contact the Income Tax authorities and obtain the correct rates of Income Tax and surcharge to be collected as and when any changes are made.

During the course of Office Inspections of the Divisions and Depots, it is noticed that certain DFOs/FROs are not following the correct procedure in collection and accounting of Income Tax at source in Cash books as prescribed by the Accountant General, Andhra Pradesh, Hyderabad and adopting their own procedures without any authority. Consequently, the Income Tax collected at source is not being exhibited in the Forest Cash accounts of the Division and thereby giving scope to the inspecting agencies, whether they have collected the Income Tax correctly or otherwise. When specific procedure is formulated for the purpose, it is to be followed by all the Divisions in the Circle without any deviation. The procedure prescribed for the purpose is being followed in East Godavari District only, where as in West Godavari District and Krishna Districts, the correct procedure is not followed as I observed during the course of inspections. With a view to follow uniform procedure by all the DFOs in the Circle, the correct procedure to be followed in collecting the Income Tax at source and accounting the same in Cash accounts is again furnished below for their guidance.

At present the FROs/DFOs are collecting the balance sale amounts through challans duly got remitting them to the Head of Account "8782-Cash Remittances-103 Forest Remittances – 01 – Remittances into Treasuries – Responding credit to the PAO/APAO....." (concerned PAO or APAO to be mentioned). The Income Tax is also to be collected along with the balance sale amounts or separately as the case may be to the same head of account through State Challans and exhibit the same in their Cash books under the following Heads of Accounts.

RECEIPTS

8648 Suspense Account Civil
102 Suspense Account
112 Income Tax

PAYMENTS

8782 Cash Remittances
103 Forest Remittances

Duly exhibiting the Income Tax collected as indicated above, the DFOs have to render Cash Accounts along with FA VII to the PAO/APAOs concerned every month and inturn the PAO/APAO will render the account along with FA VII to the Accountant General, Andhra Pradesh, Hyderabad. On receipt of Account from the PAOs the Accountant

General will take necessary action to clear the suspense head in consultation with PAO, Income Tax, Hyderabad.

All the DFOs, particularly the DFOs of West Godavari and Krishna Districts are therefore requested to follow the above instructions scrupulously from 1.4.2003 onwards and follow the uniform procedure in the Circle. The purchasers should be informed clearly about the above correct procedure at the time of auctions and also by indicating the same in the confirmation orders issued to them and see that the Income Tax is remitted to the above head of account from 1.4.2003 onwards

Receipt of the Circular may be acknowledged immediately.

Sd/- JVKT.Prabhakara Rao,
Conservator of Forests,
Rajahmundry

To

All the Divisional Forest Officers in the Circle.

All the Sub Divisional Forest Officers & Forest Range Officers in the Circle.

Copy to Accounts Officer, IAP, Rajahmundry with instructions to verify the connected records during the course internal audit and see that the instructions issued now are followed uniformly by all the DFOs.

Copy to the Superintendent for necessary action.

Copy to M6 Section for filing with CF's Circular Stock File.

Government of Andhra Pradesh
Forest Department

Rc.No. 3092/97.M1
Dated : 1.7.1997

Office of the Conservator of Forests
Rajahmundry Circle, Rajahmundry

C I R C U L A R No. 3/97 M1

Sub: Sales – Sale of Forest produce submission of upset price statements – certain instructions issued.

Ref: This Office Circular No. 4/95 (Rc.No. 7420/95 M1) dated 26.7..95.

In order to streamline the subject, specific instructions were issued to the Divisional Forest Officers in the Circular cited as below:

- 1) to submit the upset price statements to the Conservator of Forests at least (3) days in advance of the sale
- 2) to submit the upset price statements in the two proformate prescribed therein.
- 3) And also to submit the sale result in two prescribed proformate.

It is observed that the Divisional Forest Officers are submitting the upset price statement to this office just one day before of the sale or even on the date of sale leaving no scope for scrutiny and approval. Ultimately for sale are being by the Divisional Forest Officers.

The Divisional Forest Officers are therefore requested to submit the upset price statement so as to reach this office (5) days in advance of the conduct of sale for approval of the same. In the upset price statement along with average rates, upset price should also give an abstract of forest produce sent for sale. Sales should be conducted only after approval of the upset price by the Conservator of Forests. In other words sales should not be conducted without the approval of the upset price by the Conservator of Forests.

If further lotting is done the upset price statement of such material should be submitted to the Conservator of Forests before commencement of the sale in the form of supplementary upset price statement.

If any sale is conducted without obtaining prior approval of the Conservator of Forests the sale will be liable for cancellation and the Divisional Forest Officers will be personally held responsible for any consequences.

The Divisional Forest Officers are also requested to submit the sale result within (24) hours of the conclusion of the sale.

The instructions issued in Circular No. 4/92 (Rc. 1384/92) M1 dated 18.5.92 for obtaining the information orders of the lots should be scrupulously followed.

Receipt of this reference should be acknowledged.

Sd.R.G.Kalaghatgi,
Conservator of Forests,
Rajahmundry

To
All the Divisional Forest Officers in the Circle.
Copy to M6 for stock file.
Copy circulated among all the staff members of the Conservator of Forests Office.

Government of Andhra Pradesh
Forest Department
Ref.No. 4414/97-W.2. Office of the Prl.Chief Conservator of Forests,
Dated : 1.7.1997 A.P., Hyderabad

Sri S.D.Mukherji, IFS.,
Prl.Chief Conservator of Forests.

Sub: Sales of Teak and Non Teak timber – Enhancement of E.M.D. –
Modification in sale condition No. 1 – Orders – Issued – Reg.

Ref: CF,Nizamabad Rc.No. 2639/96-M5, dated 27.1.1997.

The proposal of the Conservator of Forests, Nizamabad sent in reference cited has been examined in consultation with all the Conservators of Forests and it is decided to amend condition No.1 of General Sale Notice conditions, and collect Rs. 5000/- towards E.M.D. for both Teak and Non teak timber sales from the bidders during the sales.

The above amendment shall come into force with immediate effect. The Conservators of Forests/Divisional Forest Officers are requested to revise the Sale Notices. The receipt of the reference should be acknowledged by return of post.

Sd/- C.Subba Rao,
For Prl.Chief Conservator of
Forests.

To
All the Conservators of Forests in the State.
All the Divisional Forest Officers (Territorial and Logging Divisions).
Copy to Superintendent V Section/V1 seat.
Copy to Stock File.

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref.No. 2609/94/W.2,
Dated. 6-2-1996.

Office of the Prl.Chief Conservator
of Forests, Aranya Bhavan, A.P., Hyd.

Sri M. Kamal Naidu, IFS.,
Prl. Chief Conservator of Forests

Sub: Sales – Sale Notice conditions – Certain modifications – orders –
Issued – Reg.

Ref : C.F.Adilabad D.O.Ref. No. SF/Sale Notices/ 95-96-M4/2, dated 1-1-
1996.

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In view of the circumstances explained by the Conservator of Forests, Adilabad in the reference cited, the Sale Notice condition No. 12(i) of General Sale Notice Condition issued in respect of timber and condition No. 12(i) of General Sale Notice condition issued in respect of fuel-wood are here by modified to the extent of reducing the period for payment of balance sale amount i.e. 3/4th sale amount to be paid by successful purchaser from (60) days to (30) days in respect of timber and from (30) days to (45) days. in respect of fuel wood from the date of confirmation this modification will apply only to the Sales conducted during the period from January to March of every year to achieve more revenue during the financial year and the existing time limits as laid down in condition No. (12) holds good for the sales conducted during the period from April to December.

The officers conducting sales may notify the change to the intending bidding and obtain their acknowledgements before commencing the sales.

Sd/- T.Ramakrishna,
For Prl. Chief Conservator of Forests.

To
All the Conservators of Forests (Territorial)
Copy to tall the Divisional Forest Officers (Territorial and Logging Divisions)
Copy to the Superintendent 'V' / V1.
Copy to the Stock file.
Spare – 10.

Government of Andhra Pradesh
Forest Department

Ref.No. 6644/88-M4,
Dated. 8-7-1992..

Office of the Conservator of Forests,
Rajahmundry Circle, Rajahmundry.

CIRCULAR NO. 5/92(M4)

Office Note:

Sub: Sales – Sale of Forest produce in Government Timber Depots –
Delivery of Timber lots against faked challans avoidance of -
instructions – Issued.

Ref: 1) Prl.CCF's Ref.No.58739/85-P5 Dt. 5-12-1985 (Circular No.25/85).
2) Prl.CCF's Ref.No.70956/88-Y1, dt.3-8-1988.

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Attention of the Divisional Forest Officers is invited to the references cited. In view of delivery of certain timber lots in Government Timber Depots, Rajahmundry and Maredumilli during the year 1985-86 against faked challans, the following guidelines were issued by the Principal Chief Conservator of Forests to follow them strictly while accepting $\frac{3}{4}$ sale amounts by the bidders through challans to avoid such instances in future.

a) The sale amount, S.T. and S.C. due on the lots purchased at Government Timber Depots be invariably be remitted in cash into S.B.I./S.B.H., Treasury/Sub – Treasury as the case may be by the purchasers.

b) The Bank authorities and treasury or Sub Treasury authorities have given their consent to extend their full cooperation in making the list of challans entered in their daily accounts with in 8 to 10 days, also the concerned Divisional Forest Officers can depute numbers and amounts with date of payment. To cross check the above particulars, the bidders will be asked to produce the challans at least 10 days before delivery of material and after cross checking and after completely satisfying the genuiness of the challan., the delivery will have to be effected. For all this process, the Range Officers Government Timber Depots are to be held responsible.

2. Though the above instructions of Principle Chief Conservator of Forests are quite clear and specific, due to t0 following the above instructions, again the cases of faked challan cases were detected in Kakinada Division, Logging Division – I & Logging Dvn – II Rajahmundry during the year 1988-89 and the loss of Rs. 1,93,285/- sustained by the Government in Logging Division-I Rajahmundry could not be recovered so far. Against similar instructions were issued by the Principal Chief Conservator of Forests in the reference second cited and advised all the officers concerned, only to accept the Treasury to the place of auction for easy verification and release of the material. Until the challans are thoroughly verified by the Depot in charge, the material should not be released at any cost and the concerned Range Officers should be made responsible for any such happenings in future. Accordingly the Divisional 6644/88-M4, dated 12-8-88 to follow the instructions of the Prl Chief Conservator of Forests.

3. During my camps and instructions it is observed that the procedure evolved in Principal Chief Conservator of Forests. Circular No.25/85 is not being followed by

Divisional Forest Officers and there is possibility of the purchasers for production of faked challans and taking delivery of the produce if the prescribed procedure is not followed strictly.

4. The Divisional Forest Officers are therefore requested to bring the above Circular instructions of the Principal Chief Conservator of Forests to the notice of all Forest Range Officers, evolve & procedure to verify the challans presented by the purchasers within a reasonable period, and then only the produce should be delivered. As per instructions 12 of Sub rule 10 under Treasury Rule 10 of A.P.Treasury Code, the challans should be attested by the Divisional Forest Officer and in his absence by the Superintendent and similarly when a Range Officer is absent from Head Quarters, and no other Forest Officer is available there, his Clerk may attest such challans. It is observed

5. The Divisional Forest Officers are once again requested to follow the instructions of Principal Chief Conservator of Forests and also Treasury Code provisions in accepting.

6. The Forest Range Officers
The receipt of the Circular should be acknowledged immediately.

Sd/- C.Sammi Reddy,
Conservator of Forests,
Rajahmundry

To
All Divisional Forest Officers in the Circle.
Copies to all Forest Range Officers in the Circle through the Divisional Forest Officers.

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No. 3656/91.M4
Dated : 18-9-1991.
Rajahmundry

Office of the Conservator of Forests,
Logging Project Circle,

From
Sri C.Sammi Reddy, I.F.S.,
Conservator of Forests

To
The Divisional Forest Officers, Kakinada
Eluru, Log. Divn., I and II, Plantation Divn.,
Saw Mill Division, Rajahmundry and
Logging Division, Koyyalagudem.

Office Note :

Sub: CONDUCT OF SALES – Introducing Bid Registers - Orders issued –
Reg.

-:o0o:-

Recently I have noticed that the sales are conducted in our Circle in loose sheets where the particulars of the individual lot and bidders participating are recorded and the sale is knocked down. If the sales are conducted on loose sheets, there is every possibility of changing the bid list sheet and even changing the bid amount also. Therefore all the Divisional Forest Officers are requested to follow the instructions given in Item No. 110 in Chapter 7 of D.E.T. Manual communicated through the Principal Chief Conservator of Forests Ref.No. 64128/81/V1(i), dated 6-6-1985. This item is given below from the D.E.T. Manual for ready reference.

“110-Bid List Register :- The bid list shall be in the form of bound books wherein a number of bid lists are put up in each bounded register. There may be half a dozen such registers. The pages of the register shall be serially numbered and they should bear the office seal of the auctioning authority. The bid lists should be filled in one week in advance. The entries regarding the sale of lots should be made by turns in the (6) registers so that when the bid list in the first register is for a particular lot is completed it may be handed over to the staff to obtain the signatures of the highest and the second highest bidder. During this period the sales need not be stopped and the entries regarding the next unit can be made in the second register and so on “.

The Divisional Forest Officers are requested to print at least 50 such bid registers and conduct sales from 1-10-1991, only in the Bid List Register. They can not conduct sales in loose sheets from 1-10-1991 onwards.

The receipt of the reference should be acknowledged.

Sd/- C.Sammi Reddy,
Conservator of Forests,
L.P.Circle, Rajahmundry

// t.c.b.o. //

Sd/-
Manager

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No. 38957/90/V3,
Dated : 29-6-1990

Office of the Prl.Chief Conservator of Forests,
A.P., Hyd

Sri Pushp Kumar, I.F.S.,
Prl.Chief Conservator of Forests

* * *

Sub: DES – Sales of Timber, Fuel and Bamboo – Preparation and checking
of upset price statements – Instructions issued – Reg.

Ref: C.F;SC, Vizag Ref.No. 2610/89-A3, dt. 22-4-1990.

* * *

The Conservator of Forests, Soil Conservation Circle, Vizag has submitted proposals for empowering the Divisional Forest Officers to revise the upset price statements and for confirming the sales where the sale amount is less than the upset price statement. The proposals have been examined and the following instructions are issued.

I. Preparation of upset price statement :

i) Detailed instructions were already issued for preparation of upset price statements in PCCF's Circular No. 14/87, dt. 9-10-87. The Conservator of Forests, Soil Conservation Circle, Vizag has proposed to prepare the upset price based on the average rate obtained during the preceding year for a particular class and fix upset price keeping in view of the growth rate in the market and adopt the same rate during the year. His proposals is not agreed to as it is likely to adversely reflect the seasonal trend viz., Summer, rainy season, winter trends of sale is related to stocks and prevailing market trend. However on a atrial basis, adopting 3 months average sale rate (instead of every month sale result rate) subject to incorporating the market trend; (increase or decrease with reference to and over previous month sales) is agreed to as an experimental basis for a period up to 31.3.91 (between 1990-91) subject to review and report by Conservator of Forests furnishing of this change on 31.3.91. According to the Circular instructions, the upset price statements should be prepared based on the average rates obtained in the previous three sales and taking into the consideration the trend of sales and market of the previous month sale results.

ii) Upset price statements should be prepared as accurately as possible and the DFO himself should check the upset price statements before (20) days of the sale date and ensure that defects if any are rectified prior to sales.

iii) The upset price statements should be submitted to the Conservators of Forests so that they are received by CF at least (15) days in advance and obtain approval of the upset price statements from the Conservators of Forests before sales are conducted. The CFs are responsible in obtaining the upset price statements 15 days before sale date and approve them before the sales. No units shall be put for sale unless the upset price statements are received actually 15 days before sale date and approve by CF even any changes or corrections on supplemental upset prices shall be received by CF before 7days of sale and approved in writing by Conservator of Forests.

II Confirmation of Sales :

The Divisional Forest Officers and Conservators of Forests are requested to record detailed reasons while confirming the sale units where there is appreciable variation between the upset price and the sale amounts. In super session of PCCF's circular instructions issued PCCF's Circular No. 6/85, dt. 16.2.85. The following guidelines are issued.

i) In case where the deviation between the upset price value and sale value is the not more then 10% the DFOs are empowered for confirming the sale duly recording the reasons therefore.

ii) In case where the deviation is above 10% but below 20% the CFs are empowered to accord permission to the DFO's for confirming the sale duly recording the reasons therefor, subject to satisfying himself of the quantity and quality of the material, upset price prepared and its correctness.

iii) If the variation is greater than 20%, the CF himself should inspect the unsold lots/units and satisfy himself of condition of material and if he is satisfied, he can confirm the sales duly recording the reasons for each lot/unit. Normally in all such cases of variation the unit should be brought to resale duly revising the upset price.

III. Time limit for the disposal of the material :

The timber/Bamboo/any other forest produce received in the sale depot (i.e., Govt. Timber Depot) should be lotted within (30) days of its receipt and should be notified for sale within (30) days from the date of receipt. No material / produce should remain unsold for more than (3) months or 90days from the date of its receipt in the G.T.D. If after continuous (3) sales or 90 days whichever is earlier the produce is remained unsold, the DFO should personally inspect (full 100% of sale units/lots each log in the lot or each notified unit of sale and revise the upset price after satisfying himself about the quality of the produce duly recording the reasons of non-salability in his own hand unsoundness, surface burnt cracks hallowsets, and estimate each log/unit the percentage of outturn or utility and accordingly prepare the revised upset price, and submit the proposals to Conservator of Forests sufficiently in advance, (at least 15 days before sale date). The Divisional Forest Officers should ensure that the revised upset price is received by the Conservators of Forests atleast 15 days before the resale. On receipt of the revised upet price statements, the CF should necessarily attend the sales and check 50% of such revised lots before sales and confirm the sales himself, duly recording the reasons. The other instructions issued in PCCF's Circular No. 1 /87 and D.E.Manual stand unaltered.

Receipt of this may please be acknowledged.

Sd/- Dr.A.V.R.G.Krishna Murthy,
Chief Conservator of Forets (P)

To
All Officers in Distribution List A.
Copy to Circular SF
Copy to DESF.
Spare 20.

// t.c.b.o. //

Sd/-
Superintendent

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No. 67379/89/V3,
Dated : 29-6-1990

Office of the Prl.Chief Conservator of Forests,
A.P., Hyd

Sri Pushp Kumar, I.F.S.,
Prl.Chief Conservator of Forests

Sub: F.D. – DES – Common Sale notice conditions – revised conditions –
amendment to sale notice condition No.12(11) – Issued.

- Ref: 1. PCCFs. Ref. No.26289/83/V3,dt.31.7.89
2. DFO.LD.Kareemnagar No.767/89/S3,dt.6.11.89
3. CF. Warangal ref.No. 6717/89M4,dt. 10.11.89.
4. DFO.LD.Nizamabad ref.No.814/89/L4,dt. 18.11.89.

The revised common sale notice conditions issued in the reference 1st cited came into force with effect from 1.11.89, condition 12 (11) both under Timber and fuel stipulated that payment of sales tax and income Tax be paid at the rate in force on the date of sale on the total sale amount along with the balance 3/4th sale amount or earlier. But the Divisional Forest Officers, Logging Division, Kareemnagar and Nizamabad and Conservator of Forests,Warangal are under impression that the Sales Tax and Income Tax is to be collected on the date of sale along with the 1/4th sale amount which is not correct. It is clarified that the Sales Tax and income Tax are collectable alongwith the 3/4th balance sale amount at the rates in force on the date of sale on the total sale amount. However to avoid ambiguity, the sale notices condition 12(11) is modified as follows:

12(11) He shall pay Sales Tax along with the 3/4th balance sale amount or earlier, at the rates in force on the date of sale on the total sale amount.

He shall also pay income Tax along with the 3/4th sale amount or earlier, at the rates in force on the date of sale on the purchase price under For this purpose the purchase price shall be the sale value of the commodities inclusive of all levies.

Unless sales Tax and income Tax are paid in full, the sale amount shall be deemed to have not been paid.

Sd/- H.K. Desai,
Chief Conservator of Forests
(M)

To
All Officers in Distribution List 'A'
Copy to Managing Director, A.P.F.D.C.
Copy to S.F.
SPARE—20.

//t.c.b.o//

Sd/-
Superintendent.

REVISED SALE NOTICE CONDITIONS FOR FUELWOOD

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EARNEST MONEY DEPOSIT:

1. No person will be allowed to bid at the sales, unless he/she makes a deposit of Rs. 1.000/- (Rupees one thousand only) toward E.M.D. before commencement of Sale. The E.M.D. of the successful bidders will, however be adjusted towards the sale amount and the balance EMD., if any, will be refunded on the conclusion of sales. The EMD of unsuccessful bidders will be returned to the depositors on the conclusion of the sales.

INSPECTION OF LOTS BY BIDDERS BEFORE SALE:

2. Intending bidders are advised to see the fuel wood stacks before the date of sale with a view to satisfy themselves regarding the quantity and quality of the fuelwood exhibited in each stack. The fuelwood stacks will be shown on application by the Range Officers concerned within Government coupe depots. No complaints with regard to the difference in quantity or quality of the fuelwood kept for sale in the coupe will be entertained after the fuelwood stacks are sold.

PERSONS DISQUALIFIED FROM PARTICIPATION IN SALES:

3. Minors, convicted persons, block listed persons defaulters who have to pay dues to Forest Department on the date of sale, will not be allowed to participate in the sales.
4. The sale will be subject to the provisions of Andhra Pradesh Forest Act, 1967 and the Rules made there under.
5. No one will be allowed to bid behalf of another person or a firm without proper power of attorney and the act of bidding shall be deemed to be a complete and unreserved acceptance of all the conditions of sale.

GENERAL POWERS OF SALE CONDUCTING OFFICER:

6. The Divisional Forest Officer, of the officer conducting the sale as the case may be, shall have the power, without assigning any reasons, to
 - I. Prohibit any one from bidding at any stage of auction.
 - II. Reject the highest or any bid.
 - III. Accept the highest or any bid.
 - IV. Sell the stacks separately or club together any number of the stacks or sell them after so re arranging as he may consider necessary, or withdraw any stacks from sale.
 - V. Announce any new condition or conditions at the commencement of auction.
 - VI. To refuse or/accept the initial deposits of any intending bidder.

CONFIRMATION/REVOCAION OF THE BID:

7. (i) The Sale are to be confirmed by the Divisional Forest Officer or the Conservator of Forests or any other officer authorized for conducting the sale as the case may be unless orders revoking the sale are dispatched by Registered post Acknowledgement due, by the 7th day, from the date of sale at the latest. The date of confirmation shall be the 7th day from the date of sale is not revoked by that date.

(ii) In case the sale is to be revoked, such revocation orders shall be communicated by Registered Post Acknowledgement Due to the successful bidder. For this purpose, the date of dispatch of such revocation orders shall be the date of communication. In such an event all amount paid at the time of sale, so revoked will be refunded to the successful bidder as early as possible.

(iii) In case a sale is not revoked, then confirmation orders shall be issued on the 7th day of the sale, by certificate of posting, in the form No. IV A, prescribed for this purpose.

(iv) In case the 7th day happens to be a holiday, then all such orders shall be dispatched on the next working day.

8 The successful bidder/purchaser, shall at the time of auction furnish to the Divisional Forest Officer, or the officer holding the sale, as the case may be, his specific postal address to which all communications could be sent. The Department will not be responsible for consequences if any communication sent to the address returns back undelivered. The responsibility to receive all communication intended to him shall fully rests with successful bidder only.

9. In case of any dispute at the sale, the decision of the sale conducting officer shall be final.

10. A copy of the sale notice conditions shall be enclosed with the bid list of each unit and shall be signed by the successful bidder and the Divisional Forest Officer immediately after the sale.

PAYMENT OF BALANCE AMOUNTS:

11. (i) The successful bidder of each unit shall pay one fourth of the sale amount immediately after conclusion of the sale, on the sale day itself. The amount shall be paid either by cash or by D.D., drawn on a bank, specified by the auctioning authority.

(ii) If the successful bidder fails to pay 1/4th of the sale amount at the close of the sales, the EMD, paid by him shall be forfeited to Government, and the produce reverts back to Government. The bidder shall have no right over the amounts paid as well as the material knocked down in his favour.

12 (i) In case where the sale is not revoked as stipulated under condition (7) supra, the full sale amount less initial deposit i.e. (3/4th) sale amount as laid down

in condition (11) shall be paid by the successful purchaser within (30) days from the date of confirmation.

In case the last date for payment of balance amounts falls on a public holiday/non banking day, the due amounts shall be paid on the next working day.

- (ii) He shall pay sales tax at the rate in force on the date of sale on the total sale amount.

He shall also pay income Tax on the purchase price at the rates in force on the date of sale, unless exempted in writing by the assessing authority. For this purpose, the purchase price shall be the sale value of the commodities, inclusive of all levies, unless sales tax and Income Tax are paid in full the sale amount is not deemed to have been paid.

- (iii) All payments shall be on the nearest treasury/ bank as notified by the auctioning authority. Any payments on other Treasuries/Banks shall not be accepted. The treasury or bank of transactions shall be the nearest to the place of auction and be notified by sale conduction officer from time to time.
- (iv) In case the successful bidder fails to pay all the amounts within the time specified in condition .

GRANT OF FURTHER TIME AND PENALTIES :

v. The Conservator of Forests may at his discretion and for reasons to be recorded, grant, extension for a maximum period of 15 days, beyond the time limit, specified in clause 12(i) for payment of due amounts, subject to payment of penal interest @ 22.5% per annum on the due amounts. For this purpose (15) days and above, shall be treated if a full month, and below (15) days as half month.

LEASE PERIOD AND FURTHER EXTENSION, PENALTIES ETC., :

13(i) The successful purchaser shall remove the fuelwood stocks purchased by him within (60) days from the date of confirmation after payment of full sale amount and all levies.

The produce shall be delivered to the purchaser after (7) days of production of challans, DDs subject to verification the remittances. The officer receiving the challan shall initial and/or issues dated receipt on demand.

ii) In case the purchaser fails to remove the fuelwood stocks purchased by him within the stipulated period mentioned in condition 13(i) above, he not only loses all rights over the fuelwood stocks, which automatically revert back to Government but also all the amounts paid by him are forfeited to the Government. He shall have no claim whatsoever for refund of either whole or part of the amounts paid by him.

iii) However, the Divisional Forest Officer, may at his discretion and for reasons to be recorded, grant extension of time for a maximum period of (15) days for removal of material subject to payment of a penalty of 15% of the total sale amount, as extension fee, and a ground rent @ 5% of the sale amount.

14) Further extension, either for payment of balance amounts or for removal of material, may be given by the Prl.Chief Conservator of Forests/Chief Conservator of Forests at his discretion, under special circumstances, subject to conditions to be specified.

15) Successful purchaser shall remove the fuel stacks etc., sold to them from the coupes at their own cost and risk.

16) Removal of fuelwood stacks purchased will be permitted only between 8 A.M. to 5 P.M. on working days from Government coupe depots.

GOVERNMENT INDEMNIFIED AGAINST NATURAL CALAMITIES ETC.,

17. The Forest Department will not be responsible for any loss or damage that may be caused to the fuelwood stacks sold as a result of fire, floods or any other risks, once the material is handed over to the purchaser. No claim for refund or compensation whatsoever shall be entertained.

18) Security Deposit @ 6 ¼ % of the sale amount will have to be paid while paying the balance sale amounts, for proper compliance with provisions of A.P.Forest Act, 1967, and the rules there under.

19) The Divisional Forest Officer shall be competent to forfeit the security deposits either in full or in part, for any bresh of the conditions of sale.

FORM IV.A

(See Rule 14(i) of A.P.Forest Contract (Disposal of Forest)Produce) Rules, 1977)

Confirmation Order for Departmentally Extracted
FOREST PRODUCE (OTHER THAN ABNUS LEAF)

Rc.No.
Divn. ۱

O/o. D.F.O

Sub: Sale of Timber/Bamboo/Fuel at Govt. Timber Depot/Office of
On dt.

Description of the produce & Amounts due

i.	Teak/Non-Teak	:	
ii	Lot No.	:	
iii	No. of Logs/stocks	:	
iv.	No. of Cumt.	:	
v.	Sale amount	:	
vi.	Sales Tax with Surcharges	:	
vii	Income Tax with Surcharge	:	

1) The sale of forest produce noted above, as per this office sale notice Rc.No. dt.

is confirmed in the name of the highest bidder Sri S/o.
R/o. (Full postal address)
for Rs.....(in words and figures)
with contract period from..... To

2) The highest bidder paid Rs.(in words and figures)
at the time of sale in the office
of.....as per following particulars.

Sale Amount/Levies :

i. Cash vide CF 140 Receipt No. dt.
ii. Bank draft No. dt.
iii Challan No..... dt.....
paid intoSub Treasury.

3(i) The balance amount is payable withindays of issue of this order i.e., by dt.

3(ii) In respect of fuel, the highest bidder shall also pay a security deposit of 6.25% of sale amount i.e., Rs.(in words / figures) within the time stipulated in sub para (i) above.

4) On completion of the above formality, possession delivery orders will be issued by competent authority.

5) Failure to pay the above amounts within the time stipulated above will result in action being taken according to the conditions of sale, including forfeiture of all amounts paid, and resale of the produce.

Divisional Forest Officer,
Division

REVISED SALE NOTICE CONDITIONS FOR TIMBER/BAMBOO

EARNEST MONEY DEPOSIT :

1. No person will be allowed to bid at the sales unless he/she makes a deposit of Rs. 1,000/- towards E.M.D. before commencement of the sale. The E.M.D. of the successful bidders shall however be adjusted towards the sale amount, and the balance E.M.D. if any shall be refunded on the conclusion of the sales. The E.M.D. of unsuccessful bidders will also be refunded to the bidders on the conclusion of the sales.

INSPECTION OF LOTS BY BIDDERS BEFORE SALE :

2. The Departmental measurements and classifications of timber/bamboo shall be accepted as correct and final. The intending bidders are, therefore, advised to see the lots before the sales and satisfy themselves about the quality and quantity of each lot. No complaints with regard to quality and quantity of the lots will be entertained after the lots are sold.

PERSONS DISQUALIFIED FROM PARTICIPATION IN SALES :-

3. Minors, convicts, black listed persons or defaulters of dues to Forest Department, as on the date of sale, will not be allowed to participate in the sales.

4. The sales are subject to the provisions of A.P.Forest Act, 1967, and the rules made wherein.

5. No person will be allowed to bid on behalf of another person, or a firm, without a proper and bidding shall be deemed to be a complete and unreserved acceptance of all the conditions of sales.

GENERAL POWERS OF SALE CONDUCTING OFFICER:-

6. This Divisional Forest Officer, or the Officers conducting the sales on his behalf, shall have the authority, without assigning any reasons therefore,

- i) to prohibit any one from bidding at any stage of the sales.
- ii) To reject the highest or any of the bids.
- iii) To accept the highest or any of the bids.
- iv) to withdraw any of the lots from sales.
- v) To sell the lots, separately, or to join together more than one lot, or to rearrange the lots as he may consider necessary.
- vi) To announce any new condition/conditions at the commencement of auction.
- vii) To refuse or accept the initial deposits of any intending bidder.

CONFIRMATION/REVOCATION OF THE BID :

7(i) The sales are deemed to be confirmed by the Divisional Forest Officer, or the Conservator of Forests, or any other officer authorized for conducting the sale as the case may be, unless orders revoking the sale are dispatched by Registered Post Acknowledgement due, by the 7th day from the date of sale at the latest. The

date of confirmation shall be 7th day from the day of sale, if the sale is not revoked by that day.

7(ii) In case a sale is revoked, such revocation orders shall be communicated by Registered Post Acknowledgement due to the successful bidder. For this purpose, the date of dispatch of such revocation orders shall be the date of communication. In such an event, all amounts paid at the time of sale in respect of sale so revoked will be refunded to the successful bidder as early as possible.

7(iii) In case the sale is not revoked, then confirmation orders shall be communicated on the 7th day of the sale, by certificate of posting, in the Form IV.A prescribed for this purpose.

7(vi) In case the 7th day happens to be holiday, then all such orders shall be dispatched on the next working day.

8. The successful bidder shall at the time of auction furnish to the Divisional Forest Officer or the Officer holding the sale, as the case may be his specific postal address to which all communications could be sent. The Department will not be responsible for the consequences if any communication sent to that address returns back undelivered. The responsibility to receive all communications intended to him shall fully rest with the successful bidder only.

9. In case of any dispute at the sale, the decision of the sale conducting officer shall be final.

10. A copy of the Sale Notice conditions shall be enclosed to the bid list of each unit and shall be signed by the successful bidder and the Divisional Forest Officer immediately after the sale. The successful bidder shall also sign list of logs/bamboo in the lots knocked down in his name.

11. PAYMENT OF BALANCE AMOUNTS :

The successful bidder of each unit shall pay one fourth of the sale amount, immediately for conclusion of the sale, on the sale day itself. The amount shall be paid either by cash or by D.D. drawn on a bank specified by the auctioning authority.

ii) If the successful bidder fails to pay one fourth sale amount at the close of the sales, the E.M.D. paid by him shall stand forfeited to Government and the procedure will revert to Government. The bidder shall have no right over the amounts paid by him and on his behalf as well as the material earlier knocked down in his favour.

12.i) In case where the sale is not revoked as stipulated under condition(7) (i) supra, the full sale amount less the initial payment made under condition (11(i) above, i.e., 3/4th) three fourth sale amount shall be paid by the successful purchaser within (60) days from the date of confirmation.

In case of bamboo, the balance amounts shall be paid within (15) days from the date of confirmation.

In case the last date for payment of balance amounts falls on & public holiday/non banking day, the due amounts shall be paid on the next working day.

12.ii) He shall pay sales tax at the rate inforce on the date of sale on the total sale amount.

He shall also pay Income Tax on the purchase price at the rates inforce on the date of sale, unless exempted in writing by the assessing authority. For this purpose the purchase price shall be the sale value of the commodities, inclusive of all levies.

12.iii) All payments shall be in the nearest treasury /Bank as notified by the auctioning authority. Any payments on other treasuries/Banks shall not be accepted.

12.iv) In case the successful bidder fails to pay all the requisite amounts within the time specified in clause 12(i), all amounts paid by him till that time will be forfeited to Government and the produce already knocked down in his shall revert back to Government.

GRANT OF FURTHER TIME AND PENALTIES :

12(v) The Conservator of Forests may, at his discretion and for reasons to be recorded, grant a maximum period of (15) days (beyond) the time limit specified in condition 12(i) for payment of due amounts, subject to payment of penal interest @ 22.5% per annum on the due amounts, For this purpose, 15 days and above shall be treated as a full month and below 15 days as half month.

Copy of:

Rc. No. 26289/83 V3,
dated 31.7.1989.

Government of Andhra Pradesh
Forest Department

Office of the Prl. Chief Conservator of Forests,
Andhra Pradesh, Hyderabad.

Sri K.V.S. Babu, IFS.,
Prl. Chief Conservator of Forests.

Sub: Forest Department - DES - Common Sale Notice conditions - Revision
Communicated - Reg.

Ref: CCF's Ref. No. 4576/81/V3, dated 13.8.1981 and amendments issued thereon
from time to time.

The present common sale notice conditions for Timber, Fuel and Bamboo was issued previously in the reference cited (which come into force w.e.f. 1.9.1981). Since then, certain problems have been arising from time to time, especially for extension of time for either payment of the balance amounts or for removal of the material. Government have also suggested in their G.M.No.24038/for-III/83-3, dated 28.9.1983, that there must be some provision for extension of lease period so as to meet the Genuine difficulties, but at the same time, it shall be a deterrent one to prevent contractors from taking any undue advantage of it.

2. Therefore, to meet the above requirements, the relevant existing sale conditions are new modified, suitably. Also as indicated in GM.No.78733/For.III/84-1, dated 5.10.1984, the approval of the Board of Chief Conservator of Forests was also taken for these conditions.

3. The following are the important changes in these conditions on collection of EMD at the time of Sale in Vizag, Guntur, Kurnool, Ananthapur and Hyderabad circles are now increased from Rs.500/- to 1000/- for uniformity with other circles.

According to the existing sale notice condition No.18 as well as instructions issued in Para (3) of CCF's circular No.6/1985 dated 16.12.1985, has clarified not to issue formal confirmation orders. The confirmation automatically taken place, on the 7th day from the date of sale unless ----- revoked by then. In order to avoid any ambiguity, with regard sale date of issue of revocation orders, it is now classified (Revised Condition No.7) that the date of dispatch of revocation orders should date of communication.

Further, in view of the comments by the High Court of Judicature confirmation of sales, it is now stipulated (Revised Condition No. 5) that in case of sale is not to be revoked them a formal confirmation order is to be issued in a prescribed proforma (Form - IV) communicated.

It is also clarified (Revised condition No. 7 (iv) that in case the Sale day happens to be a holiday, them orders are can be dispatched on the next working day.

In view of certain apprehension, expressed by both purchasers as well as Forest Subordinate staff in handling huge amounts in cash it is proposed to accept the 1/4th sale amount by DD's also (Revised Conditions No. 11 (1).

With regard to payment of balance sale amount the time period

GENERAL SALE CONDITIONS

(As per the Prl. Chief Conservator of Forests, AP., Hyderabad Rc.No.26289/83 V3, dt. 31.7.1989)

Revised Sale Notice Conditions for Timber/Bamboo:

Earnest Money Deposit (E.M.D.):

1. No person will be allowed to bid at the sales unless he/she makes a deposit of Rs.1000/- towards E.M.D. before commencement of sale. The E.M.D. of the successful bidders shall however be adjusted towards the sale amount and the balance E.M.D. if any shall be refunded on the conclusion of the sales. The E.M.D. of unsuccessful bidders will also be refunded to the bidders on the conclusion of the sales.

Inspection of Lots by bidders before sale:

2. The Departmental measurements and classifications of timbre/bamboo shall be accepted as correct and final. The intending bidders are therefore advised to see the lots before the sales and satisfy themselves about the quality and quantity of each lot. No complaints with regard to quality and quantity of the lots will be entertained after the lots are sold.

Persons Disqualified from participation in Sales:

3. Minors, Convicts black listed persons or defaulters of due to Forest Department as on the date of sale will not be allowed to participate in the sales.

4. The sales are subject to the provisions of A.P.Forest Act, 1967 and the rules made therein.

5. No person will be allowed to bid on behalf of another person or a firm without a proper and valid power of attorney. Further the net of bidding shall be deed to be a complete and unreserved acceptance of all the conditions of sales.

General Power of Sale Conducting Officer:

6. The Divisional Forest Officer or the officer conducting the sales on his behalf shall have the authority without assigning any reasons therefore.

- i. to prohibit any one from bidding at any stage of the sales.
- ii. to reject the highest or any of the bids.
- iii. to accept the highest or any of the bids.
- iv. to withdrawn any of the lots from sales.
- v. to seel the lots separately or to join together more than one lot or to rearrange the lots as he may consider necessary.
- vi. to announce any new condition/conditions at the commencement of auction.
- vii. to refuse or accept the initial deposits of any intending bidder.

Confirmation Revocation of the Bid:

7. i) The sales are to be confirmed by the Divisional Forest Officer (or) Conservator of Forests (or) any other officer authorized for conducting the sale as the case may bu unless orders revoking the sale as the case may be unless orders revoking the sale are dispatched by Registered Post acknowledgement due by the 7th day from the date of sale at the latest. The date of confirmation shall be 7th day from the day of sale in the sale is not revoked by that day.
- ii) In case a sale is revoked, such revocation orders shall be communicated by Registered post Acknowledgement due to the successful bidder. For this purpose the date of dispatch of such revocation orders shall be the date of communication. In such an event all amount paid at the time of sale in respect of sale so revoked will be refunded to the successful bidder as early as possible.

- iii) In case the sale is not revoked, then confirmation orders shall be communicated on the 7th day of the sale, by certificate of posting in the Form - IV as prescribed for this purpose.
 - iv) In case the 7th day happens to be a holiday than all such orders shall be dispatched on the next working day.
8. The successful bidders shall at the time of auction furnish to the Divisional Forest Officer or the officer holding the sale as the case may be is specific postal address to which all communications could be sent. The Department will not be responsible for the consequences if any communication sent to that address returns back undelivered. The responsibility to receive all communications intended to him shall fully rest with the successful bidder only.
9. In case of any dispute at the sale the decision of the sale conducting officer shall be final.
10. A copy of the sale notice conditions shall be enclosed to the bid list of each unit and shall be signed by the successful bidder and the Divisional Forest Officer after the sale. The successful bidder shall also sign list of logs/ bamboo in the lots knocked down in his name.
- 11. Payment of basic amounts:**
- i) The successful bidder of each unit shall pay one fourth of the sale amount immediately after conclusion of the sale on the sale day it self. The amount shall be paid them either by cash or by D.D drawn on a bank specified by the sanctioning authority.
 - ii) If the successful bidder fails to pay one fourth sale amount at the close of the sales, the EMD. paid by him shall stand forfeited to Government and the produce reverts back to Government. The bidder shall have no right over the amounts paid by him or on his behalf as well as the material earlier knocked down in his favour.
- 12 i) In case where sale is not revoked as stipulated under condition 7 (i) supra, the full sale amount less the initial deposit i.e.,(3/4th) three fourth sale amount as laid down in condition No. 11 shall be paid by the successful purchaser within 30 days from the date of confirmation.
- In case the last date for payment of balance amounts falls on a public holiday/non-banking day, the due amounts shall be paid on the next working day.
- 12 ii) He shall pay sales tax at the rate in force on the date of sale on the total sale amount.
- He shall also pay Income tax on the purchase price at the rates in force on the date of sale, unless exempted in writing by the assessing authority for this purpose the purchase price shall be the sale value of the commodities inclusive of all levies.
- Unless sales tax and income tax are paid in full the sale amount is not deemed to have been paid.
- 12 iii) All Payments shall be in the nearest treasury/bank as notified by the auctioning authority. Any payments on other treasuries/banks shall not be accepted.
- 12 iv) In case the successful bidder fails to pay all the requisite amounts with in the specified in clause 12 (i) all amounts paid by him till that time will be forfeited to Government and the produce already knocked down in his favour shall revert back to Government.

Grant of further time and penalties:

12 v) The Conservator of Forests may at his discretion and for reasons to be recorded, grant a maximum period of 15 days (beyond) the time limit specified in condition 12 (i) for payment of due amounts subject to payment of penal interest @ 22.5% per annum on the due amounts for this purpose 15 days and above shall be treated as a full month and below 15 days as half month.

Lease Period and further extension: Penalties etc.:

13 i) The successful purchaser shall take delivery and remove the timber/bamboo purchased by him within 75 days from the date of confirmation after payment of the full sale amount and all due levies. The produce shall be delivered to the purchaser (after 7 days of production of challans/DDs) subject to verification of the remittances. The officer receiving the challan shall initial and issue a dated receipt on demand.

13 ii) In case the purchaser fails to remove the timber/bamboo purchased by him within the stipulated period mentioned supra, he shall lose all rights of the timber/bamboo and the timber/bamboo automatically reverts back to Government all the amount paid by him shall stand forfeited to Govt. He shall have no claim whatsoever for refund of either whole or part of the amounts paid by him.

13 iii) However, the Divisional Forest Officer may at his discretion and for reasons to be recorded Grant extension of time for a maximum period of 15 days to remove the material subject to payment of penalty of 15% of the total sale amount as extension fee and a ground rent @5% of the total sale amount.

14. Further extension either for payment of balance amounts or for removal of the material may be given by the Prl. Chief Conservator of Forest/Chief Conservator of Forests at his discretion made special circumstances subject to conditions to be specified.

15. The purchaser or shall remove the timber/bamboo lots sold to them in the depots at his own cost and risk.

16. Removal of lots purchased will be permitted only between 8.00 AM to 5 PM on working days from the Government Depots.

Government Indemnified Against Natural Calamities etc.:

17. The Government of Andhra Pradesh will not be responsible for any loss/damage that may be caused any of the lots purchased, as a result of fire floods of any other risks once the material is handed over to the purchaser.

--:00:--