

Ref. No. 96/EI/63
Dated : 27-12-1962.

Circular No. 1/63.

Sub :—Economy in expenditure and the use of stationary etc., Instructions issued.

In the context of the present National Emergency, Government have issued instructions enjoining all officers to observe and secure the maximum economy in expenditure and the use of stationary, telephones, telegrams etc., and in incurring contingent expenditure.

2. Instructions have also been issued from time to time in the past requesting all officers of this department to observe the strictest economy in the use of stationary etc. In continuation of the above, all officers are once again requested to ensure the strictest possible economy in incurring expenditure and in particular the use of paper and stationary in their as well as their subordinate offices.

3. A brief resume of the measures that should be adopted by them for achieving the above objectives is given below for their guidance and necessary action :—

1) Economy in paper and printing :—

- i) Costly paper should be used very sparingly.
- ii) Obsolete forms or paper retrieved from old records should be systematically pressed into service. Old paper of which one side is blank should be used for drafting or making rough calculations.
- iii) Both sides of paper should be used.
- iv) All typewritten work should be in single space.
- v) Projects for printing of any publications should be carefully and rigorously vetted before printing orders are placed.
- vi) The existing forms of returns should also be subjected to a careful review and suitable proposals may be submitted by the Conservators for economy in size, periodicity etc.
- vii) Complementary slips should be used in place of routine forwarding letters for circulating stencilled, printed or other literature.
- viii) Economy slips should be used. Old envelopes should be retrieved from all the incoming correspondence so that they could be used again with the economy labels.
- ix) Smaller size of envelopes should be used consistent with requirements. As far as possible, more than one letter intended for the addresses should be included in one cover.
- x) Obsolete forms and discarded but useful paper could be passed into service for making covers and envelopes.

- xi) Size of annual reports, wherever possible, be restricted to say not more than 5 pages.
- xii) Officers may give up keeping blotting papers or other sheets of paper below the glass tops on their desks. Blotting papers should not be changed very frequently as a matter of routine.
- 2. *Invitations to official functions* :—Cyclostyled forms should be used in preference to printing. Invitations to officers to official functions should not issue as a matter of course. Only those require to attend should receive the invitations.
- 3. *Standing mailing lists* to be maintained for different types of circulars of general interest. Lengthy "facing sheets" not to be used.
- 4. *Copies of miscellaneous notifications* such as those regarding appointment of committee and notifications regarding Government resolutions to be sent only to those authorities which are required to take specific action in respect of them.
- 5. *Meetings*: Minutes should be brief and need not contain names of officers present at the meeting.
- 6. *Tour Programmes* should be circulated only to essential few and not to all and sundry.
- 7. *Electricity* is to be used with strict economy. Particular care to be taken to switch off lights and fans when officers and staff leave the rooms. Officers and staff at all levels to be personally responsible for economic use of electricity.
- 8. *All transfers of Government servants* not necessary in the Defence interest or on medical grounds or necessitated by the completion of tenure periods in particular posts, to be stopped initially for a period of six months. Departments should, however, use their discretion in curtailing transfers to the minimum.
- 9. *Convening of meetings, conference, seminars, group discussions* should be avoided unless they are necessary in the interest of Defence effort. Some consideration to apply to delegations and deputations abroad.
- 10. *Minimum use to be made of the transport services* like rail, air and communications like telephone, telegram. All tours except those considered essential for transacting the business of Government to be avoided.
- 11. *All unnecessary parties, functions and State entertainments* to be cut out altogether and maximum austerity observed both for private and official functions when they become absolutely necessary. All waste of food materials to be avoided.
- 12. All purchases by Government on civilian account, of materials such as woolen goods etc., which are needed for defence to be curtailed and if possible, suspended for the duration of the emergency. Government servants to avoid such purchase for their and their families use for the ensuing winter.
- 4. A careful watch should be kept on the wastage (if any) of stationery etc., and prompt steps should be taken to avoid it. Any wastage of stationery etc., detected will be viewed with displeasure and may entail punitive measures against the defaulters.
- 5. The action taken with respect to paras 2 and 3 should be reported in due course.
- 6. Receipt of this reference should be acknowledged.

Circular No. 1 A/63

**Sub :—Third Five Year Plan — Review of Progress of Plan Schemes
Monthly—Instructions—Issued.**

It is observed that practically no attention is being paid by the Conservators of Forests for the prompt submission of the monthly progress reports under plan and as well as non plan inspite of repeated instructions. For example the progress reports pertaining to December 1962 have not been received in this office so far from the Conservator of Forests, Kakinada circle. This is really a very unsatisfactory state of affairs.

2. The Conservators of Forests are aware that the plan progress reports are to be compiled and submitted to the State Government. before the due date. In some cases they go even to the Government of India. The reasons generally put forth for the non-submission of the progress report by the Conservators of Forests is non-receipt of the Divisional Reports. This is rather a lame excuse. The Conservators of Forests are expected to pull up the defaulting District Forest officers and see that the progress reports are always submitted in time. If inspite of all steps taken, any particular Divisional Report is not received, it is not correct to delay the circle progress report. The Conservators of Forests should adopt provisional figures for that particular Division based on the trend of expenditure incurred in the previous months and the expenditure yet to be incurred. In such cases necessary adjustments should be made in the subsequent months.

3. The C. Fs are fully aware of the purpose which the progress reports are expected to serve. If the progress reports are not received in time the progress of work done cannot be promptly reviewed and consequently, they serve no purpose at all.

4. Government have now issued revised instructions that the progress reports of all the Heads of Departments should be sent to the Director of Bureau of Economics and Statistics by 10th of every month. The C. Fs are therefore, hereby directed that in future they should see that their progress reports are received at least by 8th of every month. They may issue suitable instructions to the D. F. Os in the matter. The progress reports to be sent to this office should be sent in a name cover addressed to Asst. Chief Conservator of Forests—II, of this Office. The D. F. Os should be clearly informed that disciplinary action will be taken against person or persons responsible if the progress reports are not received in time.

5. The C. Fs are informed that if their circle reports are not received by 8th of the month telegraphic reminders will be issued to them and cost of the tslegrams is liable to be recovered from the persons responsible for the delay. The progress report of January 1963 should be received on or before 8-2-1963 in this office.

6. The receipt of this circular should be acknowledged.

Sd/ M. P. Cariappa
Chief Conservator of Forests.

Ref. No. 34206/60/J2/62.

Dated : 14-12-1962.

Circular No. 2/63. Dated 19-1-1963.

Sub :—Progress of reservation cases under section 19 .

The Forest Settlement Officer, Hyderabad has brought to the notice of the Chief Conservator of Forests that 34 Reservation cases have been thoroughly investigated by him, after they have been notified under section 4 of Hyderabad Forest Act and that they were sent to the Divisional Forest Officers concerned for compliance and report and these cases are still pending with the Divisional Forest Officers.

A list of such cases pending in various Divisions as furnished by the Forest Settlement Officer is enclosed herewith. For want of the compliance report of the D. F. Os the progress of the reservation in these 34 cases has been held up and continued silence on the part of D. F. Os is viewed with displeasure. The D. F. Os should look into the above reservation cases personally and submit the papers to the F. S. O. immediately, after taking necessary action on the orders passed by the F. S. O. If compensation of land or deletion of areas from Sec. 4 of Forest are involved in F. S. O's orders, the D. F. Os should submit special report to the Conservator of Forests concerned with an advance copy to this office as appeal has to be prepared if the department is aggrieved by F. S. O's decision. Detailed and self contained report together with all the records should be submitted through the C. F. concerned well within appealable time so that necessary action can be taken by C. F. or C. C. F. as the case may be. The last date for appeal should invariably be shown in the special report which should reach at least two months in advance to the C. F. or through C. F. to the C. C. F. for preferring an appeal. The D. F. O's will be held personally responsible for lapses on their part in not taking action in time.

If there are no complications, whatsoever, the D. F. Os can act under rules and send back the papers to F. S. O. as per rules for notification under sec. 19 of H. F. Act. This may be treated as specially urgent.

They should acknowledge receipt of this letter immediately.

Sd/— P. S. Rao,
for Chief Conservator of Forest.

Ref. No. 4029/63-A1.

Dated: 16-3-1963.

Circular No. 3/63.

Sub :—ESTABLISHMENT—Transfers of subordinates within 3 years—Circular instructions —Issued.

It is observed that transfers of subordinates are effected frequently without any valid reasons and in a few cases subordinates transferred twice or thrice even in the course of one year. This is not conducive to efficient administration, besides involving heavy expenditure in shape of T. A. etc.. to the Government.

2. In fact there is a circular order issued by the Chief Conservator of Forests, Hyderabad in his No. Est/11925/167, dated 18-8-1952 that transfer of subordinates within 3 years without the prior permission of the competent authority should not be done. These orders have not been cancelled subsequently.

3. In supersession of all the previous instructions in this regard the following instructions are issued for strict compliance in the matter of transfer of subordinates in future. This will apply to all the Officers of the Department who are competent to order transfer of their subordinates.

1. Transfer of any subordinate should not be made before he completes three years at one place under normal circumstances.
2. The Conservators of Forests should obtain prior approval from the Chief Conservator of Forests to effect transfer of any subordinate within the 3 years period at the Present place of posting, provided the Conservators of forests are competent to effect such transfers.
3. The District Forest Officers, State Silviculturist and other Officers in charge of Special Divisions should similarly obtain prior approval from the Conservator of Forests concerned to effect premature transfers of the subordinates within their jurisdiction if such transfers are unavoidable and inevitable within the period of 3 years at the present place of posting provided the Divisional Officers are competent to effect such transfers.
4. Whenever the transfer of a subordinate is absolutely essential proposals should invariably be submitted in time for approval to the next higher authority with full justification for the transfer furnishing the following information.
 1. Name and designation of the subordinate.
 2. Name of Division and Range in which employed.
 3. Date of joining in the present place of posting.
 4. Reasons for transfer.

No transfers shall be effected without prior sanction of the competent authority mentioned in sub para 2 to 4 under para 3 unless such transfers are urgent and quite necessary in the public interests. If any premature transfer of a subordinate is unavoidable the fact should be immediately brought to the notice of the next higher authority and his confirmation obtained. However such transfers should be very rare.

4. Officers who disregard these orders will be dealt with suitably and the orders of transfers issued by them will also be cancelled.

The receipt of this Circular should be acknowledged IMMEDIATELY.

Sd/— M. P. Cariappa,
Chief Conservator of Forests.

Circular No. 3 (a)/63

Sub:- Draft para on delay in submission of monthly accounts by the Divisional Forest Officers, in Telangana areas for inclusion in the audit report of 1963 —instruction—issued.

Ref:—Govt. Memo. (Agriculture) No. 4631/For. 1/62-1. Date 1-12-1962.

A Copy of the Government Memorandum cited together with its enclosures is communicated to all officers in Telangana area for information.

It is seen from the reference cited the Accountant General has proposed to include a draft para in the audit report of 1963 on the delay in submission of monthly accounts from the Divisional Forest Officers of Telangana area. It is mentioned in the draft paragraph that the vouchers to the tune of Rs. 2-49 lakhs are still due to the Accountant General from various divisions of telangana area. The wanting vouchers pertain to the period from 1953-54 onwards. The position appears to be very dangerous as the non-submission of vouchers is very serious. Since the Accountant General has proposed to include this important item in the audit report of 1963, this issue will be discussed by the members of public accounts committee, and the Chief Conservator of Forests has to reply them. It is therefore stressed that no voucher should be kept with the Divisional Forest Officers and they should be sent to Accountant General along with the monthly accounts.

The officers detailed below are requested to follow the instructions mentioned above and submit the wanting vouchers to the Accountant General, immediately under intimation to this office to reach on or before 28-2-1963.

Sd/— P. S. RAO,
For Chief Conservator of Forests.

Enclosures :

Copy of Memo. No 4631. Forests—1/62-1. Agriculture dated 1-12-1962 addressed to Chief Conservator of Forests, A.P. Hyderabad.

Sub:- Draft para on delay in submission of monthly accounts by the Divisional Forest Officers in Telangana area for inclusion in the audit report of 1963.

Ref:— From Accountant General, A.P. Hyd. No. D. Forest./VIII/62-63/262 to 264 dated 9-11-1962.

A copy of the letter cited together with its enclosures is forwarded to the Chief Conservator of Forests. He is requested to offer his remarks in the matter before 20-12-1962.

S V. MANIKYALA RAO,
Asst. Secretary to Govt.

Copy of Accountant General's letter No. D. Forest./VIII/62-63/262 to 264 dated 9-11-1962 (Andhra Pradesh, Hyd.) addressed to the Secretary to Govt. of Andhra Pradesh, Agriculture Dept. A.P. Hyd.

Sir,

Sub:— Draft para on delay in submission of monthly accounts by the Divisional Forest Officers in Telangana area for inclusion in the audit report of 1963.

I am to enclose a copy of the draft para on delay in submission of monthly accounts by the Divisional Forest Officers in Telangana for inclusion in the audit report 1963. The remarks of the Government if any may please be communicated to this office early. If no reply is received within six weeks of the receipt of this letter it will be presumed that there are no remarks to offer by the Government.

Yours faithfully,

Sd/-

Asst. Accounts Officer.

Copy of

DRAFT PARAGRAPH

Delay in submission of monthly accounts by the Divisional Forest Officers in Telangana area.

According to the rules, the monthly accounts from the forest divisions along with all necessary vouchers, schedules, etc, are to be received in the audit office on or before 8th of the following month. During the seventeen months from April 1961 to August, 1962, the monthly accounts of nine divisions (out of a total of twenty six divisions). In Telangana region were received after a delay of more than fifteen days in five months or more. The monthly accounts of four divisions, viz, State Silviculturist, Chief Conservator of Forests, Forest Utilization office and Forest Settlement Office were received after a delay of more than a month in five months or more. The monthly accounts of the State Silviculturist Hyderabad were received late by one month in ten months during this period of seventeen months. The delay was brought to the notice of the Chief Conservator of Forests in February, March and June, 1961 and April and September, 1962.

In paragraph (iii) of Chapter VIII of the Audit report, 1962, the delay in submission of the paid vouchers along with the forest divisional accounts of the Andhra area was commented upon. As in the Andhra area, paid vouchers for substantial amounts had also not been received in audit upto September, 1962 from the Forest Divisions in Telangana area as can be seen from the following.

Year to which the
vouchers relate

1953-54 to 1957-58
1958-59
1959-60
1960-61
1961-62

Vouchers not received upto
September 1962 (in lakhs).

1.08
0.79
0.53
0.02
0.07

2 49

Ref. No. 10663 63 F2,
Dated : 12—2—1963.

Circular No. 4/63.

A list of man-eater and cattle lifting tigers reported to be operating in certain divisions is communicated to all the Forest Officers in the State. The Officers are informed that the permission has been accorded for destruction of the beasts through the Officers of the Forest Department and with the help of the Police and Revenue officials if necessary. The permission is valid upto the dates noted against each. All the officers, Range Officers and Deputy Range Officers are informed that if they desire, they may avail themselves of the opportunity of destroying the beasts, by taking leave. The period of absence will not be treated as on duty and no transport, on T.A. or D.A. will be paid to them for the journeys undertaken for the purpose. They should observe all the game regulations and other prescribed rules in availing themselves of the opportunity to kill the notified man-eaters and cattle lifters.

Permission accorded is subject to the exigencies of service and before availing themselves of the above opportunity they should contact the Divisional Forest Officer concerned in advance and ascertain full particulars of the kills, whether the permission accorded for the destruction of the particular tiger is in force or not and whether the tiger is still at large or it is already been destroyed.

All the Officers are requested to communicate this circular to all the Range Officers and Deputy Range Officers, working under them.

Sd/- M. P. CARIAPPA,
Chief Conservator of Forests.

List of cases of man-eaters for which destruction has been ordered.

Sl. No.	C. File No.	Division.	Locality	Notification or permission-Number & Date	Man-eater or cattle lifter.	Remarks.
1.	61509/62.F2	Nirmal.	Iqbalpur beat, Khanapur, R.F. Adilabad District.	Collector, Adilabad Procg.No. C. C. 61/62, Dated 9-9-1962.	Man-eater also lifted cattle previously.	
2.	45837/62.F2.	Nizamabad.	Milaram village, Hanjipur and Sangam blocks, Nizamabad Division and also Manchippa block.	C.C's Ref. No. 45837/62.F2. Dated 25-1-63.	Man-eater so far killed about 25 persons.	The tiger has been at large for the past three years or so and had killed nearly 25 people or so. Permission to destroy the beast accorded upto 14-4-63. The beat is also subsequently notified for destruction by public.
3.	408/63.F2.	Nizamabad.	Jungle near Abbapur village, Nizamabad Dist. and Division.	C.C's Ref. No. 408/63. F2. Dated 15-1-1963	Man-eater.	Permission accorded upto 14-4-1963.
4.	2764/63.F2.	Nizamabad.	Manchippa block in Nizamabad Division.	C.C's Ref. No. 2764/63.F2. Dated 15-1-63	—do—	—do—
5.	45889/62.F2.	Khammam.	Cherla village, Nurgur taluk.		Cattle lifter.	The special Asst. Agent has notified a reward for the cattle lifter.
6.	518/63.F2.	Adilabad.	Dedra Block, Boath Range.		Man-eater.	Permission accorded upto 7-5-1963.

Sd/— E. V. RAO,
for Chief Conservator of Forests.

Circular No. 5/63.

Sub:—Forest Department - Motor Vehicles - Repairs and Replacements - Questionnaire for submitting particulars - Instructions - Issued.

It is observed that the proposals for the repairs to Government vehicles - Jeeps, Cars, Lorries, Trucks, Tractors etc. are still received from the sub-offices without complying with the instructions contained in Chief Conservator of Forests No. 22343/59. H2. Dated 24-6-1959. It is also found that in some cases sick vehicles are used until they are completely 'dead'. This will not only cause delay in getting the vehicle repaired but also results in shortening the life of the vehicle. No repairs should be done in anticipation of sanction by the competent authority.

In future wherever proposals are submitted for carrying out repairs and replacements, the information called for in the questionnaire form enclosed should invariably be furnished.

It is further pointed out that the proposals for sanction of repairs and replacements should invariably be sent sufficiently in advance and no repairs and replacements should be carried out without the specific sanction of the competent authority.

Proposals not found according to the instructions contained in this office Ref. No. 2234/59. H2. Dated 24-6-1959 and being received without the information called for in the questionnaire form, will not be considered.

If the repairs and replacements etc. are carried out without the sanction of the competent authority, disciplinary action will be taken against the officer concerned.

The receipt of this circular may please be acknowledged by return of post.

Sd/—M. P. Cariappa,
Chief Conservator of Forests.

Questionnaire to Accompany Every Proposal for Sanction of Estimates for Repairs of Vehicles, Cars, Jeeps, Lorries, Trucks, Tractors etc.

1. Make and Type of vehicle (Car, Jeep etc.)
2. Date of purchase.
3. Cost.
4. Total mileage-Kilometers covered by the vehicle.
5. Mileage-Kilometers covered by the vehicle during the current financial year.
6. Amount spent on repairs, replacement and maintenance yearwise separately (Tyres and tubes ; accessories and spare parts).

7. Repairs and replacements (if any) during the current financial year.
8. Reasons for heavy expenditure on repairs and replacements.
9. Budget provision and Budget head.
10. Whether the repairs and replacements are delayed and if so, why.
11. Whether quotations have been called for according to rules and the estimates are based on lowest quotations (This applies to vehicles of Telangana region only).
12. Whether the Area Transport Officer has inspected the vehicle and the estimates are based on Area Transport Officer's report, has the Area Transport Officer checked the estimates (This applies to vehicles of Andhra Region only).
13. In the case of battery, tyres and tubes, the period of service and number of miles-kilometers run.

Ref. No. 7007/63.B5.

Dated: 21—3—1963.

Circular No. 6/63.

Sub :— Retrenchment slip issued by the Accountant General compliance—Regarding—Instructions—Issued.

It is observed from the reports received from the Accountant General that the officers are not honouring the retrenchment orders issued by the Accountant General but are entering into correspondence with him. This is highly irregular.

In this connection, the attention of all officers is drawn to the instructions 1, S. R. I. under T. R. 31 of Andhra Pradesh Treasury Code Vol. I where in it is stated that the disallowances if any ordered by the Accountant General should immediately be complied with and correspondence can be taken up separately if necessary. They are requested to follow these rules strictly and avoid complaints from the Accountant General.

Sd/— P. S. Rao,
for Chief Conservator of Forest.

population and industry in the country. Efforts at raising plantations have been crowned with success in many instances. But it is dismaying to note that some instances have come to the notice of the Chief Conservator of Forests wherein plantations raised at such enormous cost are a failure. Enquiries into the causes of these failures revealed, that proper site has not been selected in these cases and the rainfall figures in the locality had not been collected and analysed and correct species have not been selected.

2. It is needless to emphasise that selection of proper site is an essential pre-requisite for ensuring success of plantations. This important task can not be left to the subordinate staff as Government would incur great loss and future programme would be greatly upset if plantations fail. It is therefore decided that the District Forest Officers should be personally held responsible for the selection of suitable site and for the selection of the species in respect of the plantations to be raised in their Divisions. For this purpose, the D.F.Os should visit the concerned areas sufficiently in advance of taking up advance works, arrange to get the requisite number of soil pits dug in the area selected and adopt such recognised methods to study the suitability of the soil for raising the plantation of the species selected. It is also necessary that the D.F.Os should study the rainfall figures of the area for some years past. No plantations should be taken up from this year (1963) onwards without observing the above procedure. After having observed the above procedure and after having satisfied themselves of the suitability of the site and species, the D.F.Os should furnish a certificate in the form given in the annexure to this circular to their Conservators regarding the suitability of the soil for the species selected. The Conservators should take necessary steps to obtain these certificates from all the D.F.Os of their circles in respect of all the areas to be planted up every year. The Conservators should also inspect the areas during their camps and satisfy themselves about the selection of the site and species for the plantations by the D.F.Os. After obtaining the certificates in question from all D.F.Os, the conservators of Forests should submit a report to the Chief Conservator of Forests by 31st March every year to the effect that they have obtained the prescribed certificates in respect of all the plantations to be raised during the succeeding Financial year.

3. The Conservators of Forests are requested to obtain such certificates from all the D. F. Os in respect of all the plantations proposed to be raised during the Financial year 1963-64 and submit their reports to this office by 15-5-1963 at the latest.

4. In this connection the Conservators of Forests and District Forest Officers are informed that the working plan prescriptions for raising the plantations (i. e. areas included in the Teak Conversion Working Circle etc) cannot be the sole criterion for raising plantations without consideration to soil suitability and adequacy of rainfall in the area, since such a detailed examination would not have been done at the time of the working plan.

5. Hence detailed study of the area as mentioned in para 2 above should be carried out by the District Forest Officers concerned before the areas are finally selected for the species decided upon. Thus the D. F. Os will be personally and solely responsible for selection of suitable site for the plantations, for the species selected and for failures if any, of plantations.

6. The receipt of the Circular should be acknowledged in the form attached hereto.

Sd/- P. S. RAO,
Chief Conservator of Forests.

ANNEXURE CERTIFICATE

(As amended in C.C.F. Ref. No. 21797E /63. Dated 22—6—63)

It is to certify that I have inspected the site selected for raising
plantation of _____ acres _____ (species) in
block (R.F.) _____ Range and after ascertaining soil and rainfall requirements, I
am satisfied that the site selected is fit for raising plantation of _____ Species.

Divisional Forest Officer.

Ref. No. 45254/62. A1.

Dated: 24—4—1963.

Circular No. 9/63.

**Sub :— Establishment - Forest Department - Reserve and plantation
Watchers retention in Service beyond the retiring age limit
of 55 years avoidance—Circular issued.**

It is observed that several District Forest Officers are allowing Reserve and plantation watchers to continue in service beyond the retiring age limit of 55 years fixed in CCP. Mis. No. 425/53, dated 6—7—1953 and they are also submitting proposals for obtaining the orders of Government ratifying their action. The common reason for such irregular continuance is that the retirement age limit for such personnel is not definitely known. There are clear orders fixing the age of retirement for reserve watchers. The orders in respect of Reserve Watchers equally apply to plantation watchers also as they are also expected to discharge duties similar to Reserve Watchers. These orders appear to have been lost sight of by the District Forest Officers.

2. In view of the above the following instructions are hereby issued.

- (1) Service rolls should be opened for all reserve and plantation watchers and the date of birth should be noted and attested by the Officer opening the Service Roll mentioning the authenticated record based on which the entry is made. Particulars of service, Leave etc, should be posted then and there and verified once in a year in February.
- (2) A Register of Service Rolls for the Reserve Watchers, Plantation Watchers and Bungalow Watchers etc, should be opened in each District Forest Officer's Office and posted upto date and it should be scrutinised once a quarter and prompt action taken to retire those who attain the age of retirement on the due date.

3. All the District Forest Officers are requested to review the cases of all Watchers now and take action in case of those who have completed the age of 55 years, and they should also submit a report to the Conservators of Forests concerned to the effect that there are no cases of Reserve or Plantation Watchers in their Divisions who have been continued beyond the retiring age. All District Forest Officers are informed that failure to comply with the instructions will result in severe disciplinary action. They are requested to acknowledge the receipt of this circular by return post in the form enclosed.

4. The Instructions issued in paras 1 to 3 Supra equally apply to the other Non-Gazetted Officers also in respect of whom Service Books are maintained, together with a Register showing the Register of service Books in which dates of birth and dates of attaining superannuation are recorded.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref No. 7010/63. B5.

Dated : 2-5-1963.

Circulars No. 10/63

Sub :— Audit objections — Submission of vouchers & Accts. A. G. Instructions Issued.

It is noticed from the pending audit objections that several objections are pending for want of replies from the Divisional/District Forest Officers. The Accountant-General has also brought to the notice of the Chief Conservator of Forest that almost all the Divisions in Andhra region are not prompt in submitting of replies to the audit objections. In spite of issuing several circular instructions and D. O. reminders from time to time the position has not eased but on the other hand the objections are increasing month by month and it is becoming difficult to watch the replies of the D.F.Os on these innumerable items from this office. The increase is mainly due to not taking adequate steps by the officers and the Accountants concerned in rendering accounts and sending vouchers to the Accountant-General in a complete form and due to not replying the monthly objection statement issued by the Accountant-General promptly.

The outstanding objections in all the divisions can be classified under the following categories:—

1. Want of vouchers and stamped receipts.
2. Want of sanctions, and
3. Erroneous payments.

1. According to Articles 282 - 297 of A. P. Account Code Vol. III, all Forest Officers should render the vouchers, schedules and other documents along with the monthly cash account so as to reach the Accountant General on 8th of each month. But some of the D.F.Os are not sending the vouchers along with cash accounts for months together. This has become habitual in some of the divisions. Further, the objections for want of vouchers are amounting to lakhs in some divisions. This is very serious and should be put an end to immediately. If the vouchers are not received along with the cash accounts or if the vouchers received are defective, action should be taken against the concerned. Before signing the vouchers lists the officers should satisfy that all the vouchers are there in complete shape including the schedules. If any vouchers are not there, action should be taken against the Accountant for incorrect preparation of accounts. They should also see that all vouchers including the consolidated pay bills should be sent to Accountant General on the due dates. If any complaints are received about the non-receipt of vouchers from A. G. disciplinary action would be taken against the officers concerned. Consolidated pay bills also should be sent on due date.

2. Expenditure is being incurred on works without prior sanction of the competent authorities. The objections of this nature are also to the tune of some lakhs in some circles. This is serious. As a matter of course the expenditure on works should be incurred only after obtaining sanction from the competent authorities. But it is observed that the estimates are not sent to the competent authorities for years together in some cases and even if submitted they are not sanctioned for years together. This is a very serious lapse and should not be allowed.

3. Pay and allowances of temporary establishment are being paid without sanction from the competent authorities. Further rents on buildings are being paid without obtaining sanction from the competent authorities. Tour advances are not being recovered in time. Even second and third advances were made without adjusting previous advances. Such irregular payments should be avoided in future.

The objection on the Cash accounts can be avoided if the objections in the monthly statements and in other references issued by the Accountant-General are answered immediately. All the officers are, therefore, requested to see that the replies to the Accountant General's references are sent to him promptly in future.

They are finally requested to go through the pending audit objections in their offices thoroughly and see that they are replied within a month without fail.

The Conservators of Forests are requested to watch the progress and see that the objections are replied to promptly by the D. F. Os. They should also see that the above irregularities are not repeated in future. All Officers are requested to acknowledge the receipt of this circular in the form appended.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No. 31309/63-C1,
Dated : 8-6-1963.

Circular No. 11/63.

Sub :—Buildings - Private buildings - Renting of Private buildings for official purposes.

Ref : CC's Ref. No. 15583-C2/61. Dated 15-4-1961.

While communicating G. O. Ms. No. 121 Finance Dept. Dated 18-3-1961, instructions were also issued to the subordinate Officers of this Dept. in paras 3 to 5 of CC's Ref cited regarding the procedure to be adopted in issuing or obtaining sanctions for payment of rent to the private buildings taken on lease for official purposes. Instructions were also issued to the Officers concerned while sanctioning payment of rent for the buildings taken on lease in various divisions.

2. In spite of instructions issued from time to time as stated in the preceeding paragraph, the following irregularities are being observed in most of the proposals received from the Conservators.

- a) The proposals were not received in time i.e., within one month from the commencement of the financial years 1962-1963 and 1963-64.
- b) The reports received did not contain the plinth area of the private buildings occupied and justification for occupying excess area over and above the standards prescribed was not furnished.
- c) No mention was made about locating all the several forest officers located at one and the same Head quarters, when the plinth area of the buildings was found in excess to the requirements of the individual offices.
- d) Representations were received from the owners of private buildings in several cases requesting for payment of arrears of rent towards the buildings occupied by this department, and
- e) Proper care was not taken in some cases for the security of the properties of the private owners such as electric installations, sanitary fittings etc.

3. It is quite unsatisfactory to note that prompt and proper action is not being taken by the subordinate officers to rectify the defects in the face of rules existing in the financial and other codes and despite very clear instructions issued from time to time from the CC's office.

4. With a view to regulate the procedure for renting of private buildings the following instructions are issued for guidance of the subordinate officers without prejudice to the rules contained in the financial and other codes.

- a) All proposals for sanction of rent by the CCF or Govt. should be submitted so as to reach the CCF on or before 31st May for the financial year concerned.
- b) Every proposal should be accompanied by the Certificate issued by the Executive Engineer P. W. D. concerned.
- c) Plinth area of the building, the sanctioned strength of the office, and the area required as per the standards prescribed in G. O Ms. No. 2373. PWD dated 27-6-1956 should be given in the body of the proposals without fail
- d) When the plinth area of the building is in excess of the standards prescribed plus 10% or 25% for records, stores etc as the case may be and where there is another Forest Office (Dist. Forest Office, Working plan Office, Forest Range Office, Forest Sale Depot. etc.) or offices the question of locating two or all the offices in one building should be examined and proposals submitted immediately.
- e) In cases where agreements have not been entered into by the owner, action should be taken to get them executed without delay. Every proposal received should contain a certificate to the effect that the agreement has been entered into by the owner.
- f) In cases where Govt. have ordered specifically to shift the offices from the existing buildings, immediate action should be taken and the offices shifted to suitable buildings before the date fixed.
- g) These instructions shall also apply in all cases in which the subordinate officers are the sanctioning authorities.

5. The Conservators and Director, Zoo are requested to see that these instructions are strictly adhered to by all the subordinate officers under their control and take such further steps as necessary to regulate the procedure in their circles.

6. Proposals for sanction of rent for 1963-64 should be submitted immediately in any case before 30-7-63.

The receipt of this circular should be acknowledged by return of post.

Sd/- P. S. Rao,
Chief Conservator of Forests.

Ref. No. 29649/63-D-1

Dated: 13-6-1963.

Circular No. 12/63.

Sub:—Leases—extension of time for working coupes - penalty to be collected in the case of arrear coupes—Regarding.

According to G. O. Ms. No. 235 Agri. dated 20-2-57 the District Forest Officer can grant extension of time for working a coupe upto 3 months immediately following the lease period provided the contractor has completely paid the lease amount and has applied for extension at least one month before the expiry of the lease period. The penalty to be collected is 5% of the lease amount. The Conservator of Forests can similarly grant extension for a further period of 3 months immediately following the first extension after collecting a further penalty of 5% of the lease amount of the coupe.

In G. O. No. 42309 For III/59-5 Agri. dated 1-3-1960 it was clarified that the extension penalty has to be calculated not on the strip value of the coupe (balance coupe left unworked for which extension was applied for) but on the total lease amount of the coupe.

A question has arisen as to which lease amount (the lease amount of the original coupe or the lease amount of the arrear coupe) should be the basis for calculating the extension penalty when an extension of time for working an arrear coupe is granted. Clarification was given in CC's Rc. 3483/63 D-1 dated 11-2-1963 that extension penalty is to be collected in all cases of sales of arrear coupes, only on the resale amount of arrear coupes, as the same is sold as a unit and an agreement also executed for the same by the successful contractor.

In this connection one important aspect has however to be borne in mind. Generally portions of coupes left unworked by original contractors are sold for the balance lease period only as the original contractors are entitled under law for the resale proceeds of the arrear coupes when sold for the balance lease periods. Because the period for which the successful contractors can work the arrear coupes is short, generally small amounts only are offered for these arrear coupes and the original contractor is given credit for this amount only whatever it is. If longer lease period (beyond the original lease period) were to be announced at the resale of the arrear coupes it is likely that far larger amounts will be offered for the same arrear coupes. From this it can be realised that granting of routine extensions after collecting the usual extension fee of 5% on such resale amount for an arrear coupe will result in substantial loss of revenue of Government. It is therefore considered necessary to

impress on all that extensions of lease periods in case of sale of arrear coupes should not be granted.

If the arrear coupes are sold after the expiry of the original lease period, it is advisable that sufficiently long lease periods are announced at the time of the sale of arrear coupes itself keeping in view the area to be worked and other difficulties, if any, there will not be any necessity to grant routine extensions after collecting the nominal 5% penalty. Such a procedure will also fetch good prices for the units put up for sales.

In all sales of arrears coupes which are sold within the original lease period only for the balance of the original lease period a condition may be announced at the time of such sales and also made a part of agreement that extension of lease period will not be granted for such resales under any circumstances and that usual orders regarding grant of extensions in lease periods to coupes shall not apply in such cases

The District Forest Officers, and Conservators of Forests are requested to follow the above instructions in future.

The receipt of this Circular should be acknowledged by return of post in the form enclosed.

Sd/— P. S. RAO,
Chief Conservator of Forests.

FOREST DEPARTMENT

Ref. No. 16852/63. J.I.

Dated : 25—3—1963.

Circular No. 13/63

Sub: – Forest Schedule of Rates—1963–64—preparation of.

The Forest Department has been adopting the P.W.D. Schedule of Rates for all items of works for which the P.W.D. schedule of Rates always includes certain percentage towards contractor's profit. This percentage normally varies between 10 to 15 percent. Whenever the P.W.D. Schedule of Rates are adopted by this Department and the works are executed Departmentally the contractor's profit is deducted from the P.W.D. Schedule of Rates and payments made according to the reduced rates.

Items of works such as Silvicultural operations, Fire protection, etc., which are peculiar to the Forest Department are not provided for in the P.W.D. Schedule of Rates. In order to have a separate schedule of Rates for the items of forest works which do not find place in the P.W.D. Schedule, Forest Schedule of Rates is prepared for each Division and kept as a supplement to the P.W.D. Schedule of Rates. These Forest Schedule of Rates are prepared for each item based on practical experience and also by executing the works actually in the field and preparing data sheets for each item contained in the Forest Schedule of Rates.

3. The Forest Schedule of Rates that are maintained now and adopted for work appear to be purely Adhoc rates and not based on actualities. This is due to the fact that the data sheets were based on the situation obtained several years back and the present rates were

arrived at by making adhoc increases or decreases for each year. It is now time that the Forest Schedule of Rates are prepared on a sound basis and correlated to the actualities. For example in one item or alkathene bage alone the Chief Conservator of Forests is confident that savings can be effected to a tune of Rs. 5/- per 1000 bags. The watering rates have also to be worked out carefully.

4. As the planting season has just started the Chief Conservator of Forests desires that the Forest Schedule of Rates should be carefully worked out this year without fail. Similarly all rates to be adopted in the Forest Schedule are to be worked out based on actual execution. Data sheets should be prepared for each item and kept for reference.

5. Just like the P. W. D. Schedule of Rates there should be a standard Forest Schedule of Rates for each Division viz., the items in the Forest Schedule should be common for all Divisions bearing the same item number. The Conservators of Forests are requested to see that the Forest Schedule of Rates for 1963—64 are prepared on the correct lines as indicated above. One copy of the approved Forest Schedule of Rates for 1963—64 in respect of each Division may be submitted to this office for record. Receipt of this Circular may be acknowledged.

Sd/— P. S. RAO
Chief Conservator of Forests.

Ref. No. 31329/63. J. I.

Dated 15-6-1963.

Circular No .14/63

Sub:— Reservation—blocks notified under section 4 of the Andhra Pradesh (Andhra Area) Forest Act, 1882 and their final notification under section 16 of the same Act—procedure—regarding.

Whenever any forest block is notified under section 4 of the Andhra Pradesh (Andhra Area) Forest Act, 1882 a Forest-settlement-officer usually the Revenue Divisional Officer of the Revenue Division in whose jurisdiction the block is situated, is appointed to enquire into and determine the existence, nature and extent of any rights claimed by, or alleged to exist in favour of any person in or over any land comprised within the limits notified or to any forest produce of such land and to deal with the same as provided in Chapter II of the said Act. The functions and duties of the Forest-Settlement-officer have been indicated in sections 5 to 16 of the said Forest Act. These duties and functions are more clearly elaborated and detailed instructions issued in "Standing orders relating to Forest settlement" and "Rules, general and special, issued under the Andhra Pradesh (Andhra Area) Forest Act with standing order and departmental instructions" published in the Forest Manual.

2. According to the above rules and instructions the Forest-settlement-Officer, has to prepare inter alia the final notification under section 16 of the Act and may be attached thereto with the help of the District Forest Officer concerned. The map and notification are to be signed by the Forest settlement officer and the District Forest Officer concerned at the same time and place, and submitted to the Government through the Collector and Chief Conservator

of Forests with a covering letter of the Forest Settlement Officer detailing the action taken by him after the publication of the notification under section 4. Along with these the Forest-settlement-Officer is also to submit the Registers A & B referred to in Rule 10 of the "Rules, general and special", issued under the Act with standing orders and departmental instructions. It is the Government which is to approve the notification under section 16 of the Act and get it published in the Andhra Pradesh Gazette as a government notification. After the publication of the final notification in the Andhra Pradesh Gazette the Forest Settlement Officer, without waiting for the orders of the Government to publish the proclamation prescribed in the second clause of section 16, should take action on receipt of the Andhra Pradesh Gazette. For the purposes of the second clause of section 16 the Forest Settlement officer is merely required to publish the final notification in the manner described in the first clause of section 6, the remaining clause of section 6 not being applicable to the proclamation issued under section 16 by the F. S. O. When the settlement is concluded and the final notification under section 16 published, the F. S. O. shall deliver to the District Forest Officer a statement of rights finally admitted within the R. F. specifying their nature, incidents and extent.

3. The above are some of the main instructions as per the rules and instructions laid down in the Forest Manual. An instance has come to notice where a Forest settlement-officer has by him-self straight away published a notification in the Andhra Pradesh Gazette calling it as "proclamation under section 16th of the Madras Forest Act (V of 1882)". This is an irregular notification. As, such notifications are to be avoided in future the Conservators of Forest and District Forest officers are now furnished with the main items of instructions contained in the Forest Manual. The Conservators of Forests and District Forest Officers are requested to study the rules and instructions contained in the Forest Manual carefully so that such mistakes may not recur.

4. The D. F. Os and Conservators of Forests are also requested to note that all notifications are to be carefully and thoroughly checked in their offices and irregularities, if any, brought to the notice of the concerned authorities immediately.

5. The receipt of this circular should be acknowledged in the attached form.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No 31848/63-C1.

Dated : 16—6—1963.

Circular o. 15/63

Sub :—Budget provision of funds for the non-plan schemes implemented by the Department—Regarding.

During April every year budget grants are distributed among the Conservators and Director, Zoo under various minor heads under 70 Forests plan and non-plan expenditure with instructions to further distribution of the circle grants among the Divisions under the control of the Conservators. Similarly grants under 119 Capital outlay on Forests (Plan) and '39-Misc. (Plan and non-Plan) are also distributed among the Conservators. During the course of financial year proposals are being received from the Conservators without any indication about the availability of funds towards the proposals within the budget grants distributed to Circle.

Some of the various items for which proposals are generally received (without indication of availability of funds in the sanctioned non-plan budget allotments) are given below :—

- (a) Departmental extraction of sandalwood, timber, bamboos, minor forest produce etc.
- (b) Purchase of tyres, spare parts etc. in respect of Govt. vehicles.
- (c) Purchase of furniture, stores, tools and plant etc.
- (d) Renting of private buildings for official purposes.
- (e) Afforestation and regeneration operations including thinning in timber coupes.
- (f) Estimates for works under various items.
- (g) Appointments of addl. staff to cope up with arrears of office work or any other purposes.
- (h) Miscellaneous items if any.

It is not possible for this office to indicate the availability of funds for a particular scheme. It is also very difficult to obtain such minute details early in September of the previous Financial year and maintain them in this office in as much as the amounts indicated in the budget proposals sent to Govt. are being reduced generally and drastically in some cases. Much time is lost in obtaining further reports from the Conservators about the availability of funds.

To avoid this confusion and to simplify the procedure the following instructions are issued for guidance of the Conservation.

- (a) The Conservators shall forward an appendix to the Budget estimates submitted by them in Sept. in the proforma enclosed' indicating every year the names of all schemes and the amounts provided for works and staff separately specifying the amount provided in the budgeted estimates under each detailed head and sub-head without fail.
- (b) They shall also indicate in every non-plan proposal which involves financial commitments including administration the availability of funds and the amount provided under each detailed head, sub-head etc. within the sanctioned budget allotment given to their circles.
- (c) In case the conservators cannot find funds for any particular scheme under the relevant sub-head and detailed head of account and expect savings from other detailed head or sub - head of account to the tune of provision in the scheme the detailed heads under which the savings are expected and the detailed heads and sub - heads to which the expenditure on the proposals is to be detailed should be given.
- (d) Diversion of saving under plan schemes to non-plan schemes and from one major head to the other is not permissible.
- (e) The conservator shall also ensure the C.C.F. that the overall budget allotment won't be exceeded on account of each proposal or estimate submitted by him.

- (f) Any proposal not containing the particulars mentioned above will not be considered and the responsibility for the delay in obtaining all these details before according sanction rests with the Conservators.

The receipt of the circular may be acknowledged in the form enclosed by return of post.

Sd/- P. S. RAO,
Chief Conservator of Forests.

FORM II.

Statement showing Important and Major works in progress and for which provision is made in R. E. 1963-64 and B. E. 1964-65.

Serial No.	Name of work or scheme.	G.O. Sanctioning the scheme & CC's ref.	Detailed Budget head	Total cost.	Exper. incurred upto 31-3-63	B. E 63-64
1.	2.	3.	4.	5.	6.	7.
Actual Expdr. upto end of 8-63.	1963-64 probables for remaining 7 months.	R. E 63-64 Cl. 8 and 9.	B. E 64-65	Variations cl. 7, 8, 10 & explanation there-to.	Variations between-cl. 10 & 11 explanation thereto	Remarks.
8.	9	10.	11.	12.	13	14.

Note :— Mere inclusion of provision in this statement cannot be taken as having provision in the sanctioned budget allotment.

Ref No. 30454, C3. 63.

Dated : 14-12-1962.

Circular No. 16/63.

Sub :— Revenue—Receipt—under Forest (X) 61-62 and under, LI Forest—62-63 large variations between the A. G. figures and departmental figures :

From the Accountant General's figures and departmental figures of Forest revenue during the last two years it may be seen that there have been very large variations as detailed below:-

Year	A. G's figures	Deptl. figures.	Difference.
1961-62	386,31,032	369,44,123	(-) 16,86,119
1962-63	434,20,132	367,37,191	(-) 65,82,941

The differences is mainly due to non-reconciliation of C. T. Rs. by the District Forest Officers in Andhra Region and non-exhibition of credits in departmental accounts in Telangana region. The conservators do not appear to be taking prompt action to see that all forest revenues credited in the treasury and bank accounts are brought into departmental accounts. A. G's figures cannot be adopted by this Dept. Whenever sub-headwise or detailed headwise particulars are required as only treasury wise totals are furnished by the A.G. In order to have correct figures under the various sub-heads under forest revenue the Conservators are requested to look

into the matter and to pull up the D. F. Os in whose divisions the revenue reconciliation work is at a stand still. They may also take such further steps as necessary to get this important item of work done promptly and correctly. They are also requested to see that this work is taken up with the treasury officers immediately and any difficulties experienced during the course of reconciliation are brought to the notice of the C. C. F. with specific suggestions to improve the situation in respect of the previous years and to avoid recurrence in future.

The Conservators are requested to acknowledge receipt of the circular in the form appended.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No. 33729/A3/63.

Dated : 22—6—1963.

Circular No. 17/63.

Sub :— Office Procedure—delays in submission of reports.

Of late it has been very frequently observed that replies to important references are being delayed by the D. F. Os and Conservators unduly without any apparent reason, with the result that the reports due from the D.F.Os to Conservators and Conservators to the CCF consolidating the DFOs reports are delayed and consequently reports from the CCF to Govt. are delayed. This is very unsatisfactory. A typical example of such inordinate delays observed is in the file dealing with selection of Panchayats for entrusting the work of issuing green manure leaf permits, which is pending in the CC's office for over 4 years for want of final reports from the C. Fs, vide CC's Ref. No. 5864 62-C5 and the following files of C.Fs. CF (KNL) Ref. No. 20789/60-M4 and CF. (KAK) Ref. No. 9251/62-M4. The reasons for the C.Fs not being able to submit their reports to the CCF appears to be non-receipt of the reports in Conservator's office from the DFOs inspite of several reminders. It is quite evident that the D. F. Os have not been bestowing due attention and taking prompt action for sending their reports to the C. Fs. and the CCF. Such examples can be given in hundreds.

The DFOs and CFs are therefore informed that they should not take more than 3 months for submission of reports in ordinary cases either to C.Fs or to the CCF as the case may be. In urgent cases the reports should be submitted within a month or on or before the date and time fixed as the case may be. These limits should not be exceeded in any case and interim replies should be submitted indicating the probable date of submission of final reports in case of unavoidable delays. Every care should be taken to submit the reply on the date promised without fail.

If however the CCF does not find any improvement in the efficiency of disposal of correspondence, the CCF will be left with no other alternative except to call the D.F.O. or CF or both as the case may be at their own expense i.e., without T.A. and D.A. to Hyderabad to get the report wanted in person. But the CCF earnestly hopes that he will not be driven to the necessity of enforcing this painful punitive measure.

The receipt of this circular should be acknowledged in the enclosed form.

Sd/— P. S. Rao,
Chief Conservator of Forests

Dated: 28—6—1963.

Circular No. 18/63. (Telangana region)**Sub :— Quick disposal of Reservation of work.**

It has been observed that Reservation work is not properly watched by the Conservator of Forests, and Divisional Forest Officers and very little progress has been made till now. Since considerable beroon areas have also been taken over in each Division, the same along with the existing areas are to be notified finally under section 19 of the Hyderabad Forest Act.

2. In order to have a watch on the progress of reservation work in the various Divisions, the Divisional Forest Officers are instructed to submit progress report on the reservation of all the blocks in their Division once in a month through the Conservator of Forests to this office with a copy direct to this office as per proforma prescribed hereunder.

STATEMENT I**Legal Status of the blocks**

S. No.	Name of block.	Extent of block.	Whether demarcated or/and Surveyed.	notified under sec. 29 sec. 30 sec. 4			Whether the F. S. O. has decided the claims of individuals whose rights are involved in the Forest Block and sent report to Divl. Forest Officer.	Whether compliance report was sent to Forest Settlement Officer.
1	2	3	4	5	6	7	8	9

STATEMENT II

State of pendency of the reservation of blocks (in terms of number of blocks in each case, sesial number of blocks referred to in the above statements should be noted under each column).

With D. F. O.	Whether sub- mitted to Conservator	Submitted to C. C. F.	submitted to Dy. Col- lector.	submitted to Collector.	Submitted to Board of Revenue.	Whether referred to F.S.O. under Sec. 6	Nature of work done in respect of each block during the month.	Justification for drop- ping the reservation proceeding of the block if any.	Remarks.
10	11	12	13	14	15	16	17	18	19

3. The monthly progress report as per proforma cited should reach this office on 10th of every month positively. The Conservators of Forests are requested to watch the progress strictly and issue instructions to Divisional Forest Officer under intimation to this office.

The Conservators are further requested to inspect as many blocks as possible in each Division during their tours. All are requested to acknowledge the receipt of this circular in the form enclosed.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No. 36108/63-M3.

Dated : 9—4—1963.

Circular No. 19/63.

Sub :— Disciplinary cases - Certain Procedural irregularities Instructions Issued.

1) While examining the disposal of cases, it is observed that the procedure outlined in the C. C. A Rules and detailed instructions issued in Government Memorandum No. 176/58-15., General Administration (Services-C) Department, dated 19-6-1960 communicated in Chief-Conservator of Forests Mis. No. 205/60-A6, dated 8-5-1960 as amended from time to time are not being followed thoroughly and scrupulously by the Divisional Forest Officers and Conservators of Forests in dealing with the disciplinary cases thereby giving scope to numerous irregularities and vitiating the entire proceedings and also causing abnormal delay in disposal of the cases.

2) The following are some of the common irregularities noticed in dealing with the disciplinary cases :

- i) (a) Not framing the chargesheets properly.
- (b) Not appending the questionnaire (Form-I) duly filled in along with the chargesheet.
- (c) Not supplying copies of the documents on which charges were based to the delinquent along with the charge sheet.
- (d) Non-Service of charge sheets on the delinquent promptly and obtaining his dated acknowledgement on the duplicate copy.
- ii) Not taking the delinquent to the spot to verify felling etc., in his presence on which the charges are based.
- iii) Non-Checking of the enumeration done by Flying Squad Party, or other subordinates by a Gazetted Officer.
- iv) Not giving an opportunity of oral enquiry and personal hearing even after specific request by the delinquent in his explanation to the chargesheet on the plea that the questionnaire form has been submitted blank by the accused. Similarly, when the accused in his explanation to the show cause notice requested for examination of certain persons in his defence, the Enquiry Officer refusing to give the above chance on the ground that the accused failed to avail such a chance when given at the time of submission of explanation to the

charge sheet and that if such requests are entertained there will be no end to such requests.

- v) Not offering point by point remarks by the Enquiry Officer on the explanation submitted by the delinquent.

3) Besides the above :

- i) No uniform procedure is adopted in assessing the value of the destruction.
- ii) Sufficient care is not taken to submit relevant records such as enquiry records documents on which the charges were levelled and referred to by the accused in his explanation to the charge sheet or during the enquiry and diaries of all the subordinates involved in the case.
- iii) Particulars of service, age, present pay, scales and the date of next increment are not furnished.

4) In a typical case involving destruction worth more than Rs. 23,000/- the following irregularities have been committed while dealing with the case and consequently the case lost its gravity.

- 1. The enumeration of stumps was got done by untrained and in-experienced Range Assistants(Foresters).
- 2. The value of the destruction was estimated taking the stump girth only without giving allowance for taper to girth at B. H.
- 3. While valuing the destruction that occurred in the interior Agency places the rates prevalent at market centre which is far away from the place of destruction were adopted and no deduction towards transportation charges and contractors profit, was given, to arrive at the rate at stump site.
- 4. Certain records requisitioned by the Range Officer for the preparation of Defence statements were not supplied by the D. F. O.

In another case the logs seized not disposed off till two years as a result of which seizures could not fetch even one fourth of its original value.

- 5) In order to avoid any irregularities and delays in the disposal of disciplinary cases of the following instructions, which are not exhaustive, are issued for the guidance of the subordinate officers:
 - (a) While framing the charges the Enquiry Officer should keep in view the instructions contained in instruction (3) of the instructions appended to the Government Memo. No. 1753/58-15, General Administration (Services-C) Department, dated 19-5-60.
 - (b) The charges should be definite and should be drawn up clearly and precisely and care should be taken to avoid vagueness. Along with the charge memo questionnaire (Form-I) appended to the Government Memo. No. 1753/58-15, General Administration (Services-C) Department, dated 19-5-1960 should invariably be supplied to the accused with appropriate columns filled in.

(c) As far as possible copies of documents referred to in the chargesheet or on which the charges are levelled should be supplied to the delinquent but in rare cases where the documents are voluminous and it is not possible to supply copies of all the documents referred to in the charge sheet, they should be made available to the delinquent for perusal before a responsible officer and the delinquent be permitted to take extracts of the documents, if he so desires. After the perusal of records is over, a statement should be obtained from the delinquent that he perused all the connected records and that there are no more records to be perused by him. The relevancy of the records should be examined in view of defence of the delinquent vide Government Memo. No. 3056/61-General Administration Department Services-C) dated 27-11-1961 communicated in CCP Rt. No. 1729/61-A4, dated 20-12-1961.

(d) The chargesheet should be served in duplicate on the delinquent direct either in person or by Registered post acknowledgement due under intimation to the head of office where the accused is working. To avoid delay, Chargesheets need not be sent through proper channel, care should be taken to ensure that the dated acknowledgement of the delinquent is obtained on the duplicate copy of chargesheet promptly and filed in the records

5) Where the charges are for the destruction of Forests or for non completion of Conservancy works or booking of expenditure in excess for any work without actual execution on the spot, the delinquent should be taken to the spot and shown the irregularities committed by him and his statement obtained to that effect.

6) In most of the cases, the illicit fellings are got counted by the Range Officers or Range Assistants. There is always a controversy about the age of the stumps and soundness or unsoundness of the same at a later date. It is therefore, very essential that a responsible officer not below the rank of Assistant Conservator of Forests should test check the enumeration done by the subordinates in the presence of the delinquent officer and record results of his test check on the enumeration list. The enumeration of stumps should be got done by trained persons who have put in at least five years service and it should not be entrusted in any case to untrained subordinates and those who have put in below five years service. In preparing the enumeration list, even the age of the fellings is not noted sometimes, which is a very serious omission as the responsibility of the individual subordinates has to be fixed on the basis of age of the fellings alone. All details such as age, species, girth, length, and cubical contents etc., should be noted to the extent possible.

7) Some of the subordinates specially who are not well conversant, with English tend to resubmit the questionnaire Form (I) blank but requesting for oral enquiry or personal hearing either in their explanation to the charge sheet or in his replies to the show cause notice. Enquiry Officers normally turn down such requests on the plea that they have not mentioned any thing in the questionnaire from attached to their replies to the chargesheets. Enquiry and justice require that the accused should be given all reasonable opportunities to defend his case and it will not be fair to refuse to give chances to the delinquent to prove his innocence, because he submitted "Form-I" blank. Asking for the oral enquiry and personal hearing by the accused whether it may be in reply to the chargesheet or in the questionnaire form supplied to

the accused along with the chargesheet or even at the stage of show cause notice should be considered sufficient, and the Enquiry Officer should give the above opportunities to the delinquent to disprove the charges levelled against him.

Similarly in some cases, authority competent to impose punishment turned down the request made by the accused in the explanation to the show cause notice, to examine certain witnesses in his defence, on the ground that the accused did not ask for the examination of the defence witnesses in the first instance but only when final findings were communicated to the accused.

In this connection it is to be pointed out that even though the rules referred above, do not contemplate enquiry after provisional conclusion is reached and show cause noticed is served, yet in the interest of natural justice the accused should be given an opportunity to have the witnesses examined in his presence, if he has not already availed of the opportunity earlier.

8) It is observed that no uniform procedure is adopted while assessing the value of the destruction, some adopting schedule of rates prepared years ago, specially in Telangana Region and in other cases market rates. In order to assess the actual value of the destruction it is essential to adopt market rates. It is therefore clarified that the value of the destruction should be assessed at market rates but the Enquiry Officer should give allowances towards fellings, transportation charges, Contractor's profit, some allowance towards breast height girth where stump height girth has been recorded for calculating of volume and other incidental charges.

While issuing proceedings, care should be taken to see that the delinquent subordinates are punished adequately and proceeding drawn up in proper form which should be self-contained and comprehensive. The date of giving effect to the proceedings involving dismissal or removal from services should be from the date of issue of the proceedings if it is possible to serve the order on the delinquent on the same day and in other cases to give effect to it from the date of serving the order on the delinquent subordinate. Such orders may be sent to the delinquent subordinates either on leave or under suspension to the address given by him by Registered Post with Acknowledgement due and if he fails to receive it, it may be deemed to have been received by him on the date on which the communication sent by Registered Post would normally have reached him at the address given by him. The instructions issued in Chief Conservator of Forests Rt. No. 32/60-A4, dated 24-1-1960 should be followed strictly. It is also to be noted that when once the head of Office frames a chargesheet against any one he himself drop the chargesheet without obtaining the orders from the authority competent to punish the delinquent. Charges need not be framed for simple things.

9) The authority competent to stop the increment of an Officer should expressly state in the order the period for which the increment is to be withheld and whether the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed, where the increment was stopped without cumulative affect.

In cases where the increment of a subordinate has been proposed be stopped, the competent authority should consider whether it will effect the subordinates pension and if so to what extent. It should be made clear in the order that the effect of the punishment on the pension has been considered and that the order is intended to have that effect.

10) Even though there are no rules against reduction of a Government servant to a lower post on permanent basis still in view of the obvious difficulties it has been considered that awarding punishment of reducing permanently to a lower post should be avoided as far as possible and the authority inflicting punishment should state clearly the period of reduction to the lower post and its effects on seniority and scale of pay etc. The authority inflicting the punishment should also keep in view the orders contained in Government Memo. No. 928/63-3, G. A. (Ser), dated 10-6-1963 while inflicting punishment of reduction to lower rank.

11) If any irregularities in the field are detected the connected records right from the pocket note book of the Forest Guard, diaries and diary book of Forest Guards, Foresters, Deputy Range Officers H Form Books, P. O. R. Books, and Measurement books etc., should be seized on the spot. Similarly if any irregularities in Office are noticed, the connected records (cash books, log book or files etc.) should be sized. All such records should be kept in the personal custody of the Investigating Officer so that the records may not be tampered with subsequently.

12) In cases where timber is seized it is the first duty of the Range Officer and District Forest Officer to see that the offence case is disposed off without any great delay and produce involved in the case also disposed off before deterioration by sun and rain. All the Officers concerned will be held personally responsible for any loss that occurs to Government due to their negligence and delay in disposing of the cases, and disposal of seizures to the best advantage to Government.

13) All authorities invested with the powers of dealing with disciplinary cases under C. C. A. Rules are requested to observe the above instructions scrupulously and see that the disciplinary cases are disposed of promptly and expeditiously without any omissions and irregularities. They should keep a copy of statement showing disciplinary cases pending in their division/Circle on their tables and watch the disposal of disciplinary cases frequently.

14) Failure to comply strictly with the administrative instructions in future will be viewed very seriously and action taken against the Officers concerned. As per circular No. 563/GAD/24-SRC/56, dated 1-6-1956 of Erstwhile Hyderabad Government if any authority passes orders of dismissal or removal from service or other penalties to be imposed on Government Servants without following the procedure prescribed and because of the faults in procedure the orders have to be set aside, Government may hold the officers passing the orders concerned responsible for the financial loss, if any caused to Government on account of payment of the subsistence allowance or full salary, as the case may be. This still applies to the Telangana Region and Government are being addressed to extend the above provision to Andhra Region as well, so that orders contained in the above Circular can be brought into effect against Officers not following rules carefully in the disposal of disciplinary cases.

This receipt of this Circular should be acknowledged in the enclosed form.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Supplement to Circular No. 19/63.**Sub : — Disciplinary cases—Certain procedural irregularities — instructions issued.**

In order to emphasis once again on the Officers of this Department, the importance of observance of the procedure laid down in C.C.A. Rules and instructions issued from time to time, an example of how an accused Officer escaped unpunished in a case of serious nature due to omissions and commissions of an Enquiry Officer is illustrated below.

In connection with the improvement and extension of Forests as per prescriptions of the Working Plan, Range Officer submitted a conservancy estimate for Rs. 440.00 for plantation works during 1958-59 over an area of 50 acres as detailed below :-

	Rate per Ac.	Amount
1) Alignment of contour strips in 50 Acres.	0.50 nP.	25.00
2) Dumping rubbish burning 50 Acres.	0.25 nP.	12.25
3) Digging trenches of Sections in 50 Acres.	7.25 nP.	362.50
		<hr/>
		Rs. 399.75
		or
		400 00
	Purchase of seeds	40.00
		<hr/>
		440 00

The estimate which was prepared and submitted on acre basis, and which is basically wrong was sanctioned by the District Forest Officer. The work was got completed within the financial year. During inspection in the 1st week of June the District Forest Officer noticed that the work was not carried out as per the specifications prescribed in the Working Plan. He entrusted the work of measuring the trenches to the Special Duty Range Officer, Mahbubnagar, who took the measurements before the Forester and Forest Guard concerned and submitted his report to the District Forest Officer to the effect that the total quantity of earth work done was only 10.25 Units as against 14,188 units and that the total number of trenches dug according to the measurement book were 391 when as on the spot there were only 380 trenches.

On the basis of the report submitted by the Special Duty Range Officer the District Forest Officer held the concerned Range Officer responsible for shortage of 11 trenches as well as deficit of 3.938 units of earth work charged. The Range Officer was finally charge sheeted for "not fully carrying out trenching working plantation and falsely recording measurements for full work. After obtaining explanation of the Range Officer to the Charge Sheet and completing all other formalities as laid down in C. C. A. Rules, the case was submitted to the Office of the Chief Conservator of Forests.

The case was examined in detail by the Chief Conservator of Forests and the accused has to be let off due to omission and commissions, as detailed below, in this case even though there was a strong case against the Range Officer.

1. The estimates for the earth work were sanctioned on Acre basis. The estimate should have been on Unit basis at the prevalent rates. Further in the estimate no where it was indicated as to the number of trenches to be dug nor was any indication about the specifications of the trenches. In the absence of any thing specific in the estimate as to how many units of earth work should be dug in (50) acres, it is wrong to charge the Range Officer for "Not fully carrying out the trenching work in" plantations. Hence the Charge Sheet served on the Range Officer has become un-sustainable.
2. The D. F. O. visited the spot and observed that the work was not carried out as per specification. It was his duty to have checked all the trenches then and there or at least 50% and recorded discrepancies in the Measurement Book against each trench. When the work was got measured by the Special Duty Range Officer it should have been test checked by any superior officer or the accused should have been called for. He showed the discrepancies in the field and his signature obtained on the measurement recorded by the Special Duty Range Officer in token of his acceptance. None of the above formalities have been completed.
3. As per the Measurement Book the number of trenches are 391 and the volume of earth work is 14,188 units. When it was calculated in the Office of the Chief Conservator of Forests the total number of trenches came to 382 and the volume of earth work as 12,606 units. Therefore there was excess charging for 1,582 units only. Even this excess No. of units that has been recorded cannot be said to have been correct because the entries in the Measurement Book have been tampered at so many places and this made it difficult to prove clearly what the accused Range Officer recorded in the 1st instance. The D. F. O. should have seized all the connected records as soon as he noticed the discrepancies in the field and should have kept them in his custody till the case was disposed off.

All the Officers of the Department are, therefore requested to go through the circular carefully and try not to commit such irregularities in future.

The receipt of this Circular should be acknowledged in the enclosed Form.

Sd/— P. S. RAO,
Chief Conservator of Forests.

Ref. No. 3759/C3/63.

Dated : 10-7-1963.

Circular No. 20/63.

Sub :— Completion reports on Works - Abnormal delays—instructions issued.

During the inspections of the Circle Offices it was noticed that large number of C. Rs. numbering from 300 to 500 pertaining to two to 5 years back are due from various officers in the Circle. This really speaks of a very bad state of affairs in the Circle and Divisional Offices and also gross carelessness on the part of the divisional officers.

As per Rules, the C. Rs. should be submitted immediately after the work is completed. But the Divisional Forest Officers are not submitting the C. Rs. promptly inspite of repeated instructions from the Conservators and the Chief Conservator. They are submitting them leisurely as they like, even after several years of completion of works. Action was taken against the Range Officers after several years for carrying out new items of work or for charging higher rates than those sanctioned in the work estimates. This belated action had no effect and the charges against the Range Officers had to be dropped, consequently causing loss to Government.

All the Divisional Forest Officers are finally instructed that the C. Rs. should be submitted soon after the completion of the works and on no account they should be delayed beyond 15th May following the year for which they relate. If the Divisional Forest Officers are transferred between 1st April and 15th May, they must see that all C.Rs should be despatched before they hand over the charges, otherwise they will be asked to go over to the previous Head-quarters at their own expenses and submit the Completion Report.

If any delays are noticed in submission of the Completion reports hereafter it will be viewed very seriously and drastic action will be taken against the defaulters. All the pending Completion Reports should be submitted by 31-7-1963 and compliance report submitted so as to reach the Chief Conservator of Forests on or before 15-8-1963.

The receipt of the Circular should be acknowledged in the enclosed slip by return of post.

Sd/— P. S. RAO.
Chief Conservator of Forests.

Ref. No. 35137/63-M3.
Dated : 11-7-1963.

Circular No. 21/63-M3

Sub :— Illicit Fellings—Prompt detection and report—instructions issued.

Of late there have been cases of large scale illicit fellings in some parts of the State. It is felt that such large scale fellings could not have taken place without the knowledge and active connivance of the S. Os. concerned.

2. It is a well known fact that destruction of forests due to concentrated illicit fellings is a major meance which is to be combatted at all costs and that all our Plan of Operations, budgeting, Afforestation and Plantation Programme will be farce, if on the one hand the natural forests are allowed to be ruthlessly destroyed at the rate at which it is going on now in some parts of the state.

3. I am convinced that in several cases of destruction of forests on large scale, matters could have been nipped in the bud, if only proper action had been taken in the initial stages itself by the Officers concerned as soon as cases of illicit fellings were brought to their notice (District Forest Officers) through petitions etc. On the other hand, it is however been noticed in a few cases that even after large scale fellings were brought to the notice of the

District Forest Officers and even the Conservators of Forests, no prompt and timely action was taken to book the smugglers and the guilty subordinates with the result that destruction assumed enormous proportions in addition to receiving wide publicity and notoriety.

4. It is therefore ordered that in future whenever any District Forest Officer receives any petition alleging large stocks of forest produce illicitly cut and kept ready for transport in any locality or such information is communicated to him by the Conservator of Forests or Chief Conservator of Forests for immediate necessary action it is the duty of the District Forest Officer concerned to proceed to the spot with the least possible delay at any rate within 48 hours of receipt of such information, no matter where he is camping and with whom he is camping, have an inspection of the alleged area of destruction and submit a preliminary report to the Conservator of Forests and Chief Conservator of Forests as to what is the position and how far the allegation in the petitions are correct. Where any large scale illicit fellings are brought to the notice of the District Forest Officers either through petitions or orally by information they should not satisfy themselves simply by issuing instructions to the Range Officers to inspect the localities but the Divisional Forest Officers themselves should personally go to the spot within a week at the latest and see that the fellings and other irregularities if any are enumerated and listed out correctly and promptly. The first thing he must do as soon as he takes up the inspection in the field is to seize all the original records right from the Forest Guards diaries, H. Forms, P. O. Rs., Report Books, Report of the Forester, Deputy Range Officers diaries, A. Form etc. in order to prevent manipulation of records after the whole destruction is noticed as is happening now in almost every case. The records so seized should be kept under the personal custody of the D. F. O. till the charge sheet is finally disposed off. After having completed listing out all irregularities charges should be framed against the responsible subordinates in a proper manner with the least delay.

5. The enquiry into the charges and the disposal of charges should all be completed at the most within six months from the date of inspection of the fellings by the D. F. O. For this purpose it is essential that the D.F.O. himself should personally keep a register of all the charges pending in the Division and watch them personally as regards the receipt of explanation from the Subordinate Officers etc. He should take this register with him to camp wherever he goes and see that the explanations are obtained and the charges disposed of or submitted to the higher officers, as the case may be, without unavoidable delay at any stage.

6. The Conservators of Forests also should similarly make it a point to keep a watch personally of all the cases of illicit fellings and charge sheets pending in their Circles and see that the charge sheets for illicit fellings against Subordinate Officers, falling within their competency, are disposed of within a period of six months of the receipt of preliminary report from the Divisional Forest Officer referred to in para 4 above, at the maximum.

7. For expeditious disposal of chargesheets, the detailed instructions issued in Chief Conservator's circular No. 19/63 dated 2-7-1963 should be scrupulously followed.

I hope the District Forest Officers and Conservators of Forests will take a special note of this Circular and see that it is implemented with immediate effect.

The receipt of this Circular should be acknowledged in from enclosed.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No. 4151/63-G1

Dated : 11-7-1963.

Circular No. 22/63.

Sub :—Forests—Encroachments in Reserved Forests—Eviction of under the Madras Land Encroachment Act, 1905—Instructions issued.

A copy of the Madras Land Encroachment Act, 1905 is enclosed herewith.* This Act has been extended to the whole of the State of Andhra Pradesh, by Act XXV of 1958.

2. In future the Divisional Forest Officers should take action according to the Act in question and evict the encroachers from Reserve Forest areas.

Ref. No. 26252/63D-1.

Dated : 14-7-1963.

Circular No. 23/63.

Sub :—Leases—Scrutiny of upset price statements—regarding.

In this office Circular No. 16/62 dated 26-10-62 it was ordered among others that the District Forest Officers should carry out check enumeration and marking up to a minimum of 10% of the coupes in Selection or Improvement Felling Series and survey and demarcation of the coupes upto 10% in each Range before the coupes are actually put up for sale. In this office Circular No. 15/62 dated 25-10-62 the District Forest Officers were directed to check the upset price statements before hand and to ensure that defects if any, are rectified prior to sales.

2. In spite of the above circulars most of the District Forest Officers seem to be taking things easy. They have been putting up coupes for sale without checking the marking in coupes and scrutinizing the upset price statements and rectifying the defects if any with the result that several serious complications are arising after the sale of such coupes. The specialised knowledge and technical skill of a "Forest Officer" come into operation only in "Marking", the coupes and preparation of upset price statements. Selling of a coupe in auction does not require a trained Forest Officer, but can be done even by a "Tashildar" as remarked by an Ex-Forest Minister once. The major draw-back in the marking and preparation of upset price statement is the under estimation of volume by the marking officers. Many a time the marking Officers do not take into account the branch wood which is of significant importance in some of the large sized trees. If the volume is correctly assessed the calculation of the upset prices could be so accurate that it will be possible to place great reliance on them than is now the case. This is the crux of the whole problem. The marking also should be completed sufficiently in advance to enable the District Forest Officer or the Assistant Conservator of Forests to check the marking and the upset price well before the auctions and rectify any defects. As technical forest officers we must know exactly what is the value of the coupes put up for auction and also what price each coupe must fetch, according to the prevailing market rates. Our upset prices should not be a matter for laughter and criticism, as is the case now.

* See Appendix No. I.

In suppretion of all instructions issued previously on the subject the following revised instructions are issued :

The District Forest Officers should as a rule check the marking in coupes and the upset price and record a certificate to that effect on the upset price statements atleast 15 days before the sales. Under no circumstances should any coupe, big or small, timber or fuel be sold before the marking and the upset prices are scrutinised and checked in the field and a certificate to that effect is recorded in the connected lease file. Any District Forest Officer who fails to carry out these instructions and sells coupes or other units in future without scrutinising the marking and the upset price in the file and without recording the certificate mentioned above will be doing so at his risk and responsibility.

All Officers are requested to acknowledge the receipt of this reference in the form enclosed.

These orders will take immediate effect.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref. No. 14216/62F-2.

Dated : 12-7-1963.

Circular No. 24/63

Sub:— WILD LIFE— Closure of Forests for shooting—exempted officers —Permission to shoot—Regarding.

Under Rule 33 of the Hyderabad Game Regulations which are applicable to Telangana Region, the following officials while travelling on duty shall be exempt from obtaining a permit for shooting under the Regulations.

1. Secretaries to Government on tour when on duty.
2. Judges, High Court.
3. Director General Revenue.
4. Director General of Police.
5. Inspector General of Police.
6. Excise Commissioner.
7. Commissioner of Customs.
8. Director, Public Instruction.
9. Director, Medical Department.
10. Chief Engineer, Public Works Department.
11. Superintending Engineer, Irrigation & Drainage Department.
12. Mining Engineer to the Government.
13. Post Master General.
14. Deputy Director General of Police.
15. Accountant General.
16. Director, Electricity Department.
17. Registrar, Cooperative Societies.
18. Inspecting Officer, Judicial Department.
19. Commissioner of Settlement.
20. Commissioner of Land Records.

b) District Officers in their own districts:—

1. First Taluqdars.
2. Superintendent of Police.
3. Conservators and Assistant Conservators of Forests.
4. Nazims of Sadar Adalats.
5. Additional Collectors (Jarida No. 15, dated 5-3-52 H).

2. The Forests in this State are closed for shooting since the year 1962 and no shooting blocks have been notified for allotment to the public during 1962 and 1963. But it is seen that some officers have been under the presumption that the closure of forests did not effect the privilege to which they are entitled to under Rule 33 of the Hyderabad Game Regulations. Under Rule 33 (c) of the Hyderabad Game Regulations, exempted officers specified in clause 33 (a) and (b) may shoot in any notified open block subject to the provisions made in Rules 33 (c) and 34. It is, hereby clarified that the orders of closure of forests is a general one applicable to one and all and even exempted officers come under the purview of the above ban. Moreover Rule 33 (c) states that the exempted officers can shoot only in any notified open block subject to the provisions stipulated therein i. e., that the block limit has not already been reached and that the officers may not tie up or beat in any block which has been allotted on permit to any shooting party, which at the time is encamped in or near the block for shooting purposes or has at the time kills tied up. As such it is clear from the the rules that the exemption given to the officers is only when the blocks are notified for shooting and for allotment to the public and not at other times. As the forest blocks are not notified for public and the forests have been closed for shooting, the question of availing of the provision under Rule 33 of Hyderabad Game Regulations by the exempted officers mentioned therein does not arise at all.

3. In respect of Andhra Region, the exempted officers are mentioned in rule 1 of the General Rules to regulate the pursuit of game in Reserved Forests issued under section 21 (h) of the Madras Forest Act 1882. Since the Government's decision was to close all the forests in the State including unreserves during 1963, the question of shooting by exempted officers in Andhra Region also does not arise.

4. More over it is the moral duty of the Government officials especially the Forest officials to ensure preservation of Wild Life and to set an example to public by refraining from shooting during the closure of forests. Hence all the exempted Departmental Officers are requested not to resort to shooting during the closure of forests. They are also requested to see that no shooting is resorted to by any of the other exempted officers mentioned in rule 33 of Hyderabad Game Regulations and in rule 1 of the General Rules to regulate the pursuit of game in Reserved Forests issued under section 21 (h) of the Madras Forest Act 1882.

5. The receipt of this Circular may be acknowledged.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Circular No. 25/63.

**Sub:- Roads - Forest Department - Special or ordinary repairs
Maintenance of "Forest Road Intensive Treatment Book"—
ordered.**

It has been the common experience for the Range Officers and District Forest Officers that whenever special repairs or ordinary repairs are carried out to the Forest Roads or whenever new roads are formed and improved difficulty is being experienced to locate exactly portions of the road where soling was done, or rough stone packing etc., was carried out. As the measurement Books generally indicate the execution of such works between one furlong and another the exact location of such works within the limits of each furlong becomes difficult for purposes of check measurement at a later date unless portion of the road are dug up here and there to first locate the place and then check measure or verify the work. In order to obviate such a difficulty and in order to have a clear idea of the nature work executed during each year the following instructions are issued.

2) All Range Officers, or other officers who are in charge of execution of Road works will prepare a field book called "Forest Road Intensive Treatment Field Book"* in the specimen form attached hereto as soon as the formation of, improvements to or repairs of each Forest Road are completed in a particular year under a particular sanction.

This will show at a glance the nature of work executed on the road at every point such as.

- i) Soling work.
- ii) R. S. Revetment.
- iii) R. S. Dry packing.
- iv) Consolidation.
- v) Earth Work.
- vi) Burrow pits from where earth was taken.
- vii) Cutting of mounds or embankments.
- viii) Cutting of side drains, ect.

In addition to the above this Field Book should also indicate the location of quarries of Stone, gravel and sand from where these material are transported to particular sections of the road (the distance of the quarry from the portion of the road site should be indicated). The Intensive Treatment Field book may be prepared roughly and need not be drawn to scale. Immediately on the completion of a road work this Field book along with the C. R., Completion certificate and the Measurement Books should be submitted to the District Forest Officer who will record them in his office safely,

3) It is also ordered that one Measurement Book should be used only for one Road work. The same measurement book should not be used for more than one road. When the

* See Appendix II,

Measurement book is submitted to the District Forest Officer along with the C R. Intensive Treatment Field book etc., they should not be returned back to the Range Officer but recorded in the D. F. O's office itself and safely preserved.

4) The attention of the officers including Range Officers is invited to the instructions printed in the inside cover of the Measurement Books prescribing the procedure to be adopted in using these Measurement Books and method of making entries therein. These instructions are to be scrupulously followed. Any lapse in this regard will be at the personal responsibility of the officer himself who records the measurements.

The receipt of this Circular should be acknowledged in the form enclosed.

Sd/— P. S. RAO,
Chief Conservator of Forests.

Ref. No. 42580/63/E3.

Dated : 3—8—1963.

Circular No. 26/63.

An instance has come to the notice of the Chief Conservator of Forest, wherein a District Forest Officer has continued temporary staff sanctioned for his Office for several months even after the expiry of sanction of Government without the approval of the higher authorities i. e., Conservators of Forests and Chief Conservator of Forests. This is highly irregular and the Chief Conservator of Forests, takes a serious view of such cases in future. The District Forest Officers are therefore, instructed not to continue the staff beyond the date sanctioned by Government. If the staff is continued beyond the sanction of Government and without the prior approval of higher authorities the Head of the Office concerned will be held responsible and the amount of pay of the staff etc., will be recovered from him.

2. The receipt of this circular should be acknowledged in the enclosed form.

Sd/— P. S. RAO,
Chief Conservator of Forests.

Ref. No. 43109/63-HI

Dated : 9—8—1963.

Circular No. 27/63.

**Sub :- Forms and Registers - Forest Department - Telangana Area
Introduction of standardised Forms of Andhra into Telangana
and some of the Telangana forms into Andhra Regarding.**

Ref :— G. M. No. 3786 Forest - I/62-4 D/20-12-1962.

During the course of office inspections, it has been represented that Government orders contained in the G. M. cited above communicated with C. C. P. Mis. No. 692/62 dated 28-12-62 have not been received by some of the sub-offices. The orders of the Government have been communicated with instructions to place their indents through the controlling officers directly to the joint Director of Printing, Government Printing Press, Kurnool and obtain their

requirements. No action seems to have been taken on the above instructions. A copy of the C. C. P. Mis. No. 692/62 dated 28-12-62* is again enclosed herewith, (by Registered Post). All the sub-offices are requested to comply accordingly.

Sd/- MAZHARUDDIN AHMED,
for Chief Conservator of Forests.

Ref. No. 43/48/63-H4.

Dated: 9—8—1963.

Circular No. 28/63.

Sub :- Field Inspection by Conservators of Forest - Instructions issued.

According to the Section 90 of the Forest Department Code Conservators are expected to make a detailed inspection in each division of their circle once in two years. In the course of these detailed inspections among all other points the following items should receive their special attention.

1. Surveys and settlement.
2. Working Plans.
3. Forest Boundaries.
4. Roads, Buildings.
5. Executive and Protective Staff.
6. Condition of the Forests.
7. Protection.
8. Works of reproduction and cultural improvements.
9. Method of working and management in force.
10. Timber and depots.

The Field Inspection Notes which are being received in this office are not up to the mark and do not throw light on all the aspects of working. They are more a collection of the piece-meal tour notes rather than a detailed Field Inspection Note. In some cases, they are being received 2 years after inspection.

The following instructions are therefore issued for the guidance of the Conservators.

The Field Inspection Notes should be written under the following headings.

1. Itinerary.
2. Previous Field Inspection Notes.
3. **Survey and Settlement** :— The following points should be dealt with in detail.
 - (i) Whether topographical survey sheets of 4'-1 mile are available for all areas or not? If not available are steps taken by the D. F. O. to provide budget

- (ii) Are topographical maps satisfying the requirements of forest department? Is there any necessity for asking for Special Forest Survey with regard to any forest area? If so, is action being taken as per code Sec. (33).
- (iii) What are the areas still to be finally notified as R Fs? C. F. to review the position with regards to the blocks inspected by him giving details of progress of reservation of those blocks.
- (iv) In all divisions where estate forests were recently taken over Conservator of Forests to specifically programme to inspect the blocks notified under Sec. 4 but not yet seen by Forest Settlement Officer and record the field observations about the condition of the lines cut, after they are recleared periodically and whether he is satisfied about the area proposed for reservation, unreserves left and other relevant points.

4. Working Plans :

- (i) Are there areas not covered by the Working Plan? Conservator of Forests to examine such areas especially in divisions where the estates forests are taken over recently. A working scheme should be got written by Divisional Forest Officer and if there is possibility for laying fuel series or Bamboo series it should be done. As per Estate Abolition Act the Misc. revenue derived from such blocks for 3 years following the year of taking over should be computed separately which means that they should be sold as separate individual units. These points should be borne in mind while approving any working scheme for such areas.
- (ii) Review of prescriptions Working Circlewise should be done covering all the Working Circles and Misc. Prescriptions detailed in the Working Plan. The type of review required is given as an instance for Fuel Working Circle below. Review of other Working Circles should be done similarly.

5. Fuel Working Circle:—

- 1) No. of series prescribed.
- 2) No. under working and reasons for the others not being worked.
- 3) Opinion of the Conservator of Forests about the suitability of location of the series inspected by him.
- 4) The status of natural regeneration and coppice regeneration in the series.
- 5) Is the Conservator of Forests satisfied that the D. F. O. is implementing the prescriptions in full and explaining the deviations if any promptly and taking sanction for deviating.
- 6) Conservator of Forests should examine the control journal for the Working circle under review, and see if the D. F. O. wrote in full the notes under different headings upto date or not and taken decisions or reported to C. C. F. for orders regarding the various suggestions, modifications, deviations etc.
- 7) Have the D. F. O. and the R. O. regularly inspected the coupes under review and taken prompt action about irregularities committed. Conservator of Forests is requested to examine 2 lease files of each Range picked at random in each range in full and review the following points :

- (a) Dates of inspection of the coupe by Range Officer and D. F. O.
- (b) Dates of submission of coupe inspection notes by R. O. to D. F. O. and action taken by the D. F. O.
- (c) Did the inspecting officers simply write that they inspected the coupes or did they specifically write about the various points like coppicing, outside fellings, strip lines and coupe lines etc.

In Similar lines the Conservator of Forests shall review the working of each working circle giving whenever possible specific cases reviewed by him.

6. Forest Boundaries :

Are cairns and R. F. lines maintained properly ? Conservator of Forests shall call for the sanctioned estimates in at least 2 cases in each Range picked at random in the division wherein the R. F. lines were cleared during the season or the previous one and see if the work is really carried out. This is to ensure that the monies given for R. F. line clearance are spent with greater care and caution. Even passing interest exhibited by Conservator of Forests in this direction will keep the D. F. O. and staff on their guard and R. F. lines will be better attended to.

7. Roads and Buildings :

Conservator of Forests shall review whether monies given for repairs and new constructions are usefully spent and write detailed notes about them. Any suggestions about new roads and buildings should be kept on record whether there is possibility of taking up the work or not.

8. Executive and Protective staffs :

Its efficiency and state of discipline should be mentioned. At random the Conservator of Forests shall check the uniform, accoutrements and records of one Forest Guard, one Forester, one Dy. Range Officer and one Range Officer and write notes. This will keep the entire staff alert and the purpose will be served.

Under this heading the Conservator of Forests shall review the pendency of charge sheets and the reasons for delay in disposal of each charge sheet giving figures.

9. Condition of Forests :

The Conservator of Forests shall write "Reserve Forest" wise about the type of Forests, the status of natural regeneration efforts at artificial regeneration, and the effects of the methods of treatment employed. Under this heading the Conservator of Forests can record any changes in the composition of the crop due to various biotic, edaphic and climatic variations. Observations about ecological changes seen due to influence of excessive interference by man, cattle, fire and other biotic influence should be specifically recorded for guidance to future Working Plan Officers.

10. Protection of Forests :

(a) *Injury to forest because of man* to be primarily dealt with under this heading. The keenness exhibited by the Range Staff and D.F.O. about protection, the difficulties in their way and the suggested solutions if any should be mentioned. Under this heading, the Conservator

of Forests can record any suggestions regarding amendments to existing laws to tighten the protection.

Conservator of Forests shall call for the beat inspection notes written by Range Officers as per appendix II of Code Section and review whether they are written regularly and truthfully. If Conservator of Forests notices any fellings in the beat and yet find that Range Officer has given a certificate of 'no fellings' in his beat inspection report severe action should be taken. Conservators of Forests shall put up a few R.Os. so that these beat inspections are taken up seriously which will automatically improve the vigilance of staff.

(b) *Injury to forest because of cattle and fires to be recorded.*

(c) *Breaches of Forest Rules* should be examined with reference to pendency of offences in each Range and Review the steps taken to reduce pendency.

II. Working of Regeneration and Cultural Improvements :

PLANTATIONS—The Conservator of Forests shall review under this head all plan and Non-plan schemes in detail with respect to plantations in particular under the sub-heads.

- (a) Maintenance of plantations.
- (b) Raising of plantations.
- (c) Advance works of plantations.
- (d) Nurseries.

Under each of these heads the work of the Division shall be dealt with and the following specific questions answered.

- i) What are the physical targets fixed for the division during the year and last year under each scheme of the five year plan and the achievements? What are the plantations under non-plan schemes and achievement?
- ii) If there is default and reasons? Extent of defaults and reasons?
- iii) Are the plantation areas selected by D.F.O. suitable for the species raised?
- iv) Have the various regeneration operations been carried out at proper time? To be recorded for individual plantations.
- v) What is the % of success and what are the reasons for failure. If the reasons are other than negligence, Conservators of Forests to record their observations here in full.
- vi) Suggestions given for improvement and steps taken to ensure implementation.
- vii) Are all the plantation journals for all the regeneration areas forthcoming and posted properly? C. F. to record his observations in the journals while in camp only.
- viii) Has the D.F.O. inspected the areas promptly and ensured proper attention?

12. Thinnings and Climber cutting :

Conservators of Forests shall review the progress of thinnings in all old plantations and see that directions are given to ensure timely and silviculturally correct thinnings. Detailed

observations about the appropriateness of thinnings done from the silvicultural and management point of view shall be recorded here.

13. Method of working and Management in Force :

Conservators of Forests shall record here for each working circle the success of the prescriptions from the point of view of outturn of forests and financial results.

14. Timber and Fuel Depots :

Conservators of Forests shall record detailed observations about the conditions, situation, maintenance of records, orderliness and methodical working of the depots inspected by them.

15. Completion Reports :

Conservators of Forests shall give a review of C. Rs. for all the works.

16. Miscellaneous Items :

Conservators of Forests shall include any other items they may find of interest or necessary.

17. The conservators are hereby informed that no orders can be passed on any of the items mentioned in the inspections notes. Whenever a Conservator desires to draw Chief Conservator's special attention to or obtain his orders on any matters contained in his report separate references should be made with specific proposals.

18. It is observed that the Conservators are not sending their inspection notes to all the concerned Officers. They are requested particularly to send the copies of the inspection notes to Working Plan Conservator, State Silviculturist, Forest Utilization Officer and Working Plan Officer.

The Conservators of Forests are requested to acknowledge receipt of the circular in the attached form.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref. No. 40967/63 JI.

Dated: 20—8—1963.

Circular No. 29/63.

Sub :— Restricted Maps—Supplied by the Survey of India—Annual safe custody certificate—Furnishing of.

Confidential.

Circular No. 30/63.

Sub :— Audit—Forest Department—Non-receipt of paid vouchers from Divisional Officers—Instructions Issued.

During the Public Accounts Committee Meeting held on 26-8-1963, the Accountant General has pointed out that the paid vouchers to the tune of 9 lakhs upto the end of 1960-61 are still due from the District Forest Officers in Andhra Region. The Committee viewed it very seriously and criticised that the non-submission of vouchers along with monthly accounts amounts to mis-appropriation. It has been finally advised to see that all vouchers may be sent with monthly accounts without fail in future and that disciplinary action should be taken against the defaulters. The Accountant-General has also pointed out in some other connection that Vouchers to the tune of 3 lakhs are wanting from the Officers in Telangana Region upto 1960-61.

According to articles 282 to 297 of A. P. Accounts Code Vol. III, all Forest Officers should render the Vouchers, Schedules and other Documents along with the monthly accounts so as to reach the Accountant-General on 8th of each month. Several times the Officers were instructed to follow the rules and submit the vouchers on the due dates. The instructions issued from this office and by Accountant-General had no desired effect at all. All the disbursing officers are finally requested to look into the Accountant-General's consolidated pending lists of Audit Objections and the subsequent monthly objection statements issued by Accountant-General personally and see that all the wanting vouchers upto July 1963 are submitted to Accountant-General by 15-9-1963 without fail under intimation to this office. If any complaint is received from Account-General in regard to this, drastic action will be taken against the defaulters.

According to rules the Divisional Officers will submit the accounts direct to Accountant-General and hence no information is available in Chief Conservator of Forest's Office, whether all the vouchers etc. were submitted to Accountant-General or not. To have a watch over this, it is felt necessary to obtain a certificate every month from all the Disbursing Officers. All the Drawing Officers are, therefore, instructed to furnish a certificate to the Chief Conservator of Forests in the form given below so as to reach the Chief Conservator of Forests on or before 8th of every month. This will take effect from 1-9-1963.

Certified that the Monthly Accounts for the month of.....were submitted to Accountant General on... ..with all vouchers mentioned in the Voucher list / except the following (if any with reasons thereof).

If any Vouchers are not sent, valid reasons should be furnished for withholding those vouchers.

They are finally informed that the Drawing-Officers will be personally held responsible for the non submission of the Vouchers and the defaulting Officers will be dealt with severely. They are also instructed to take disciplinary action against the Accountants, the Head Clerks and Establishment Clerks for their gross neglect of duty as such slackness cannot be

tolerated any further. All Conservators of Forests are requested to bestow their personal attention to this branch of work, particularly during their camps and during the office inspection. They must see that all pending vouchers are sent to Accountant General before 15-9-1963.

The receipt of this circular should be acknowledged in the form appended below.

Sd/— P. S. RAO,
Chief Conservator of Forests.

Ref. No. 36420/G2./63.

Dated : 6-9-1963 :

Circular No. 31/63.

Sub:- Irrigation - Minor Irrigation Sources - Quick release of forest lands for minor irrigation Sources - Procedure to be followed —Instructions issued.

Proposals are being received from time to time from the Public works Department (Minor Irrigation) seeking permission to construct or restore minor irrigation sources within Forest areas. As the proposals of the Public Works Department do not give a clear picture of the situation of the ayacut area with reference to forest area, this office is not in a position to take immediate decision in the matter unless necessary particulars are called for from sub-offices which is resulting in inordinate delays in the disposal of such cases. To obviate such delays, the entire issue regarding the minor irrigation sources in Reserve Forest areas and quick release of forest lands was discussed with the Chief Engineer (Minor Irrigation) on 12-7-1963. As a result of the discussions, the following procedure has been arrived at which should be strictly adhered to in future.

2. It has been decided that the proposals of the Public Works Department (Minor Irrigation) require to be sent in the first instance to the Divisional Forest Officer concerned.

3. On receipt of proposals from the Public Works Department the Divisional Forest Officer concerned will conduct joint inspection of the forest areas involved in the above works, including the Ayacut area (if it lies in the R.F.) along with the Executive Engineer or Asst. Engineer, as the case may be.

The Public works Department will arrange to pegmark the area required by them on the ground, prepare surveyed sketch duly superimposed on the reservation Map and furnish the same to the Divisional Forest Officer along with the relevant field book and other data. The surveyed sketch furnished by the Public Works Department would bear the signature of the Officer of the Public Works Department of the rank of Assistant Engineer or above in token of correctness of the particulars.

On receipt of the above records and after personally satisfying himself with the correctness of the records the Divisional Forest Officer will get the entire tree growth on the above areas enumerated, duly evaluated as per market rates and submit the detailed report along with

all the records to the Chief Conservator of Forests through Conservator of Forests for necessary orders.

4. In no case should action be taken without the prior permission of the Chief Conservator of Forests for allowing the Public Works Department to carry out works.

5. Clearance of Tree Growth on Bund Site :

In this case the procedure envisaged in para 3 above should be followed except that the Divisional Forest Officer can permit the Public Works Department authorities concerned to fell the tree growth on the bund site subject to the following conditions:

- 6 (i) All the standing growth throughout the length and breadth of the bund site will be enumerated and list prepared in a marking book.
- (ii) The P.W.D. will be permitted to fell the tree growth on the bund site area and will be handed over to the Forest Staff concerned as per marking book and a copy of which will be supplied to the local Public Works Department authorities.
- (iii) The felled produce duly stocked at a suitable place shall be taken charge of by the forest department and sold in public auction, only after bringing the timber, fuel etc., to timber accounts and sale proceeds credited to relevant head of the Forest Department.
- (iv) The labourers of the contractors engaged for constructions of bund should not misuse the permission and indulge in illicit fellings. Failing which, they shall be dealt with suitably under the provisions of the forest department.

7. Quarrying Area:—In this case the procedure envisaged in para 3 above should be followed except that the Divisional Forest Officer will issue permission for quarrying the material from the specified area ; subject to the payment of seigniorage rates for the earth, gravel or metal, collected as per rules. The Public Works Department authorities will intimate to the Divisional Forest Officers the date of quarrying and the name of the contractor authorised to quarry the material and the material removed from quarrying area to the works spot should be covered by permits issued by the Forest Department. The Public Works Department Officers concerned will be responsible for the payment of seigniorage amount to the Divisional Forest Officer and will also be responsible for any irregularities committed by labourers. The clearance of tree growth at quarry site shall be the same as mentioned in para 6 above.

8. Collection of Capitalised value of Tree Growth & Land Value.

As regards collection of capitalised value of the tree growth and land value plus special assessment, the Government are being addressed and orders will be issued separately. Pending issue of orders of the Government in the matter, the Divisional Forest Officers are requested to obtain an undertaking from the Public Works Department authorities to the effect that they will pay the capitalised value of tree growth and land value plus special assessment as decided by Government.

The Divisional Forest Officers are requested to take prompt action in all such matters keeping in view the procedure as mentioned above.

The receipt of this circular should be acknowledged forthwith.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Circular No. 32/63.

Sub :— Leases—common irregularities—committed by District Forest Officers—avoidance of—regarding.

A scrutiny of the several reports and files dealing with leases, received from the District Forest Officers and Conservators has revealed that the District Forest Officers have not been dealing with lease cases with the care and attention they deserve, and that they have been committing various irregularities some of a serious nature even. Their careless handling of the cases has very often resulted in serious complications bringing legal action against the Department and Government Judgements in the cases disposed off in courts so far have been generally adverse to the Department.

Some of the common irregularities committed by the District Forest Officers are enumerated below. If the District Forest Officers act according to the instructions noted against each, there is no doubt that it will be possible to avoid friction between the Department and the contractors. It must be remembered that contractors invest large sums of money on purchasing coupes with a view to make a living and that a contented set of contractors is very essential to bring in the maximum revenue to Department and so the Department should avoid harassing to the contractors on flimsy pretexts.—

1. Survey and demarcations of coupes & Marking of trees.

It is wrong to sell coupes before they are surveyed and demarcated on the ground and the area of the coupes computed and certified to be correct by the Draughtsman and accepted by the District Officer. While surveying the coupes blank areas on very poorly stocked areas (Density below 0.3%) should be separately surveyed if such patches are more than five acres in the case of fuel and timber coupes. In the case of Casuarina coupes which generally fetch very high prices all blank areas should be separately surveyed if the blanks are more than two acres. Such blank areas must be plotted in the coupe sketches but the area of the coupe put up for sale will be only the gross area with mention being made that so many acres are blank or under stocked. A certificate that coupes have been laid out and surveyed as per working plan sketch and that the survey is correct should be obtained in respect of each coupe from the Range Officer concerned before the sales.

One timber coupe in a particular division was sold for a period of 2 years from 10-3-1961. The contractor commenced work in the coupe after the coupe was handed over on 3-8-61, and carried on working in the coupe. But it has been noticed from the connected file that the marking of trees continued upto 20-5-1962. This is a very serious irregularity which should not recur. The D. F. O. should note that marking should be completed well before the general sales so that the D. F. Os can check the marking and enumeration before the sales and satisfy themselves about their correctness.

2. Sale notices and conduct of sales.

Some of the District Forest Officers have not been publishing in the sale notices the names of the extraction routes and depots in the case of bamboo coupes. This is not correct.

The prices of bamboo coupes depend very much on the routes allowed for transport of the coupe produce. So, it is of great importance to publish in the sale notices the names of all extraction routes and places where sub-depots can be established in respect of each bamboo coupe. As a rule no new route or sub-depot should be granted to bamboo coupe contractors after the sale of the coupes without the approval of the Chief Conservator of Forests.

All routes and sub-depots should be marked in the concerned coupe sketches, copies of which should also be supplied to the contractors. The routes and reports should also be mentioned in the agreements.

The D. F. Os. are requested not to hold sales without preparing the upset price statements and without certifying to their correctness on the statements themselves after inspection in the field. This office Circular No. 23/63, dated 14-7-63 on this subject may be perused.

Before the commencement of the actual sales, solvency certificates in the form prescribed and the initial deposits should be collected from the intending bidders. As a rule defective solvency certificates should not be accepted. The D. F. Os. should ask his Range Officers to scrutinise the solvency certificates, to bring to his notice before commencement of sale if there are any defects in the solvency certificates and also to bring to his notice when any bidder bids beyond his solvency as per rules unless he produces additional solvency or pays cash in lieu of additional solvency or pays cash in lieu of additional solvency as per rules in force.

In the Telangana region of the State if a sale is knocked down thrice (Sebara) such knocking down implies that the amount fetched is satisfactory and the sale will be automatically confirmed. This is a very healthy convention which deserves to be continued and extended even to the Andhra Region. But the officer holding the sale should take the upset price as checked as per Circular No. 23/63 Dated 14-7-63 into consideration before knocking down. In order to speed up on the spot confirmation of units, the Conservators of Forests must attend all sales of units expected to fetch more than Rs. 10,000 as no work can be considered more important when the consideration of realization of more and more revenue is the supreme controlling factor. Since it will not be possible for the Chief Conservator of Forests to attend the sales, when the bids, fall within the powers of confirmation of the Chief Conservator of Forests the sales should be knocked down subject to confirmation of the Chief Conservator of Forests. As the Conservator of Forests will be present at the sales, such knocking down should mean that the price fetched is satisfactory, and the confirmation of the sale by the Chief Conservator of Forests is a formality, unless there are strong grounds to differ. The D. F. Os. should collect the 1st instalment or part thereof, sales tax etc. according to the conditions of the sale notice immediately after the sale from the highest bidder. In case, the highest bidder fails to pay the required amount immediately the unit should be put up for sale on the same day or the day following at the risk and loss of the highest bidder. Part payments of what actually should have been paid should not be accepted and no time granted for payment of the amounts due.

The D. F. Os. should incorporate a condition in the Sale notice that if the highest bidder fails to pay immediately after the sale the 1st instalment, Security Deposit, Sales Tax, or such other amounts as may be prescribed (In the previous conditions) to be paid on the date of sale, the sale is liable to be cancelled all the money paid by him towards the Unit forfeited to Government and the Unit resold at his risk and loss.

The District Forest Officers in the Telangana region should not use the discretion given in condition 10 of Auction of the Forest Contract Rules and accept a part of the 1st instalment and give time to the highest bidder for paying the balance.

If any D. F. O. acts in contravention of these instructions he will be doing so on his own responsibility.

It has been observed that the signatures of the highest bidders are not being obtained on the last page of the sale notices. This is not correct. The D. F. Os should obtain the signatures of all the assembled intending bidders on the last page of the sale notice with a certificate that they have understood the conditions of the sale notice. Any additional conditions that are not included in the printed sale notice should be announced before the commencement of the sales and the signature of intending bidders obtained at the bottom of a typed or manuscript copy or the new conditions so announced and filed with the served sale notice, as per C. C's Circular No. 19192/61 DI. Dated 30-11-61 (communicated to the D. F. Os in Telangana region.) The signatures of the highest bidders of individual units should be obtained at the bottom of the printed sale notices and supplemental conditions with a certificate that the conditions have been explained to them and that they have understood the conditions. Such signed sale notice and supplemental notice should be filed with the respective bid lists.

A few cases have come to notice wherein the E. M. D. of successful bidders were released though the question of confirming the sales under consideration of the competent authority. This is a practice which should be stopped at once. The initial deposits of highest bidders not be released until the question of confirmation is decided. The initial deposits and such other amounts as have been collected on the date of sale should be refunded to the highest bidders within a week from date of receipt of orders from the competent authority declining to confirm a particular sales. The amounts collected before confirmation should be deposited as E. M. D. only and not as pucca revenue into the treasuries.

III. Confirmation, Agreements and payments of instalments.

Coupes are sold for being worked from a specified date. In the Telangana region coupes are sold generally in the month of November or December. The contractors have to commence work from 1st January. According to rule 7 of the Forest Contract Rules which form part of the agreement, time is the essence of the contract. In the case of a particular coupe which was sold in March 1961, the contractor should have commenced work from 10-3-61 according to the entry made in Schedule II of the Agreement. But, though the contractor fulfilled the preliminary formalities, the sale was confirmed only on 6-5-61. The confirmation orders were communicated on 20-5-61, and the contractor took his own time to complete the formalities thereafter and the coupe was handed over on 13-8-1961. According to section 55 of the Contract Act in cases where the intention of the parties is that time should be the essence of the contract the effect of acceptance of performance at a time other than that agreed upon is the promisee cannot claim compensation for any loss occasioned by the non-performance of the promise at the time agreed upon unless at the time or such acceptance he gives notice to the promisor of his intention to do so. Thus in this case, the Department could perform its part of work on 6-5-1963 though the contractual period started from 10-3-61, and departed from the time schedule in the contract. When this case went to the notice of Government on a petition from the affected contractor they passed strictures against the Department. All this happened because the District Forest Officer failed to take prompt action to collect the

required 1st instalment, security deposit and sales tax within 7 days from date of auction and went on giving time to the contractor for paying the balance amount instead of forfeiting the initial deposit and reselling the coup immediately. The District Forest Officers should avoid such irregularities. It is also not correct to enter into lengthy correspondence with contractors, who generally want to gain time for paying the first instalment or other completion of formalities. The District Forest Officers in the Telangana area have no discretion to grant time for payment of the 1st instalment, security deposit etc., The District Forest Officers are requested to ensure that the contractors fulfil their obligation within the time allowed to them in the sale notice, the scales are confirmed and agreements executed in time so that there may not be any difficulty for the contractors to commence work in their coupes on the date mentioned in the sale notice.

Some District Forest Officers are in the habit of not confirming sale which fetch prices more than the upset prices calculated as for circulars 23/63 dated 14-7-63 and reselling the coupes. Though their intention is to obtain more revenue to the Government which is good, they must also consider the other side of the picture before taking a decision in such ticklish matters. Frequent resales may result in formation of rings among contractors. In the case of Minor Forest Produce like custard apples, beedi leaves, and Parka Mohwa, the loss of even one week in the collection season may result in proper bids not coming forth. In one case a particular District Forest Officer expecting a better price tried a resale of a bamboo coupe. But contrary to his expectation there was no bid at all for the coupe at the first resale and even subsequent resale resulting in the coupe being treated as unsold for that year. The result was there was avoidable loss of revenue to Government. District Forest Officers should be aware of such snags and think twice before rejecting a good price with expectation of getting still better price at a resale. However, this contingency will not arise in future in view of instructions issued in sub-para 5 of item II of this Circular.

One District Forest Officer conducted the sale of a particular coupe and recommended to the Conservator of Forests for confirming the sale as the price fetched as satisfactory and was beyond his competency. Subsequently the District Forest Officer took a unilateral decision to resell the same coupe and what is more, advertised a resale and informed the Conservator of Forests about this in a routine manner. The Conservator of Forests had no option in the matter except to cancel the sale. This action of the District Forest Officer is highly irregular. When once a coupe fetched a price with which he is satisfied and he has recommended to the Conservator of Forests for confirmation he should not have entertained any idea of holding a resale even if he had reason to believe that a resale would fetch a better price. Secondly, he should not have advertised a resale without appraising the Conservator of Forests and obtaining his permission. However, this contingency will not arise in future in view of instructions issued against item 5 of this Circular.

Several cases have come to notice wherein signatures of highest bidders were obtained in blank agreement forms. Agreements wherein the blanks have not been filled up completely are of no use and are not enforceable especially when the highest bidders have not paid the first instalment, security deposit etc. The District Forest Officers are requested to obtain the signatures of contractors after filling up the blanks, only after all the formalities are completed and the sales have been confirmed in the name of the highest bidders. Taking the signature of the highest bidder on a blank agreement form immediately after sale must be stopped forthwith. If any new conditions are included in the agreements the signatures of the contractors have to be obtained at the bottom of such condition or conditions. If there are any corrections

IV, Handing over of coupes to Contractors :

In some divisions, the contractors are not being taken round the coupes and the boundaries shown to them in filed nor are perambulation certificate obtained from the contractors in token of having taken charge of the coupe in good condition. Further, coupe sketches are also not being supplied to the forest contractors. The D. F. O.s should note that no contractor should henceforth, be permitted to commence work in a coupe without obtaining the perambulation certificate prescribed in this Office Circular 14/62 Dated 26-10-62 and without obtaining his signature on the surveyed coupe sketch. A copy of the coupe sketch should be supplied to the contractor along with a copy of the agreement. There should not be delay of more than 15 days after execution of the agreement in supplying copies of the agreement and coupe sketches to the contractor.

V. Withdrawal of Hammer and permit Books, suspension of Work and Sale of seized produce.

Unless there is an enabling clause in the agreement, the work in a lease units should not be suspended either for non payment of kist amount or for any other irregularity. The D. F.Os are requested to include a condition in the sale notice as well as agreement that the work in the lease unit is liable to be suspended for non-payment of kist amounts and for serious irregularities committed by the contractor. Even where there is such a condition of stopping work on account of irregularities noticed in the working of coupes this power should be used very sparingly and that too by officers of and above the rank of Ranger only. In this connection, their attention is invited to this office Circular No. 17/62 dated 2-11-62 and 17/A/62 dated 11-5-62. Coupe Hammers and permit books should not be seized and withdrawn from contractors for trivial irregularities. They should be withdrawn as a last step and only when there is sufficient proof on hand to show that the contractor is bent on causing large scale destruction of the forests. When such seizure is necessary it should be done in the presence of independent witnesses. When perishable produce like beedi leaves is seized from contractors for nonpayment of instalments or for any other reason, the seized produce should be kept in safe custody. If the contractor does not turn up within a reasonable time, say 15 days, with the over due kist amount the produce should be sold immediately for whatever amount it is worth. The seized produce should not be kept unsold for years on end, because the produce is likely to deteriorate and go down in value. This condition should also be included in the sale notice.

VI. Cancellation of contract.

For cancellation of the contracts for default on the part of the contractor some of the D. F. Os. in the Telangana region have been addressing the higher authorities (Conservator or C. C. F.) who confirmed the sale of the coupe in question. This is not correct. The D. F. O.s themselves can cancel the contracts irrespective of the fact whether the sale was confirmed by the Conservator of Forests or C. C. F. as they execute the agreement on behalf of Government.

There are several cases in which D. F. Os have put the balance coupes to sale without terminating the original contracts. This is highly objectionable. The contracts must first be terminated, a copy of the proceedings served on the contractors, his acknowledgment obtained and then only the felled produce sold separately. When once the contract is terminated the D. F. O. need not act upon any oral or written request of the original contract to postpone sales of the balance coupe. However, if the original contractor pays the over due instalments with interest completely the D. F. O. can submit after postponing resale proposals for revocation

of the cancellation orders provided the cancellation was for non-payment of kist amount. In no case should the D. F. O. receive part payment from the original contractor, and postpone the resale. The question of handing back charge of the coupe can only be taken up after the formal orders of the C. C. F., revoking the cancellation are received.

VII. Putting the unworked coupes to resale immediately, after the expiry of lease period and bringing the unremoved produce to account.

According to rules, the contractor who is not hopeful of completely felling the coupe and removing the produce within the lease period has to apply to the D. F. O., for extension one month in advance of the expiry of the lease period. He should have also completely paid all dues to the Department by the date. In cases where the contractors have not completely paid the kist amounts or other fines, etc., and applied for extension one month in advance the D. F. Os have to take charge of the coupes immediately after the expiry of the lease period in accordance with the instructions issued in this Office Circular No. 19/62 dated 15-11-62 (C. C.'s Rc. No. 74680 62-D-1) and put them to auction at the earliest possible time. But some D. F. Os have not been acting in this manner. Because the balance coupes are not resold in time. The contractors approach Govt., and CCF with innumerable petitions for grant of extensions even though they are not entitled to the same according to rules and this puts the Govt., and C. C. F., in an embarrassing position. The D. F. O.s are directed to sell all balance coupes and the unremoved produce separately immediately after taking back charge of the coupe in all cases where the contractors have not applied for extensions in time after paying all the amounts due to the Department. They should not stop the sales on the requests of the original contractors or after receiving part of the over due amounts. Though there is no objection to realise the over due kist amounts, the sale should not be stopped simply because original contractor paid off all arrears, as the original contractor has no right whatsoever on the coupe after the expiry of the lease period.

Unless the contractor has paid all the kist amounts and applied extension in time, the D. F. Os, should arrange as soon as the lease period expired, to take back the charge of the coupe in the manner laid down in this Office Circular No. 14/62 Dated 26-10-62 (CCP Mis. 418/62 Dated 26-10-62) and bring all the unremoved produce to timber accounts. The D.F.O. should take steps to safeguard it from fire and theft and other damage and sell it as soon as possible thereafter for whatever it is worth.

VIII. Selling of worked coupes.

One D. F. O., advertised and sold during 1960-61 a fuel coupe which had already been worked during the previous year instead of selling the previous coupe that had remained unsold, during 1958-59. After realising the mistake, the D. F. O. hastily obtained the consent of the contractor for paying for the coupe he had purchased the rate fetched or the coupe worked during 1959-60 and issued confirmation orders for the unsold coupe of 1958-59 and also handed over the coupe after getting the agreement executed. The D. F. O. ignored the fact that the 2nd sale amounted to a negotiated sale for which the approval of Government is necessary. However, ratification of Govt. was subsequently obtained. The D. F. Os are requested to ensure that the correct coupes are advertised and sold and to bring to the notice of the higher authorities, irregularities which have crept in inadvertently and obtain their guidance and instructions.

IX. Irregularities in working.

The D. F. Os in the Telangana Region have been in the habit of booking forest offences against coupe contractors under section 71 of the A. P. Forest (Telangana Area) Act II of 1355 F. It is not understood why forest offences should be booked against forest contractors when rule 15 Forest Contract Rules gives the D. F. O., powers to recover compensation for any damage done to the forest. The D. F. O., can also levy penalty upto 1/4th of the total lease amount under Rule 29 Forest Contract Rules subject to certain conditions. In the Andhra Region the D. F. Os have been levying penalty on the contractor under the conditions of agreement for all damage done by the contractor in and around his coupes. The D. F. Os in Telangana Region are requested to take action against the contractors under rules 15 and 29 Forest Contract Rules for all damages done to the forest wherever it may be. The D.F.Os must note that unless there is direct evidence or unless the contractors are caught red handed, the latter cannot be held responsible for any damage to the forests outside their coupes. Further, no large scale damage to the forests can occur without the active connivance of the subordinates concerned. So responsibility can be fixed on the contractor only when there is strong evidence. The subordinates responsible should also be dealt with deterrently for damage to the forests.

One D. F. O., suspended the work of a contractor of a particular coupe on suspicion that he was responsible for destruction of growth in the unreserves, which are far away from the contractor's coupe. This highly irregular. Conservators should not be penalised for irregularities allegedly committed by them elsewhere in the unreserves. It is for the Revenue Department to proceed against the persons responsible for destruction of tree growth in the unreserves and it is enough if the Forest Department assists the Revenue Department is proceeding against the persons responsible for such destruction of unreserves. The Forest Department should see that the produce illicitly felled in the unreserves is not smuggled under the cover of the permits supplied by the Forest Dept, for the coupe legally purchased by the contractor.

When a contractor commits large scale illicit fellings of unmarked trees it is open for the D. F. Os to cancel the contracts. If however, the D. F. O. compounds the case of illicit fellings under Section 71 (2) of the Andhra Pradesh Forest (Telangana Area) Act II of 1355 F, and rule 31 (3) of F. C. R, the payment of the sum for which the case has been compounded absolves the forest contractor from all further liability in respect of such breach. In one case, the D. F. O., adjusted the amount of compounding fees from security deposit and suspended the work of the contractor as the latter failed to replenish the security deposit. This action of the D. F. O., is not correct. He ought to have addressed the Revenue authorities for collecting the compounding fees if the contractor had failed to pay it on demand. The suspension of work in the coupe was uncalled for in this case.

They are requested to acknowledge receipt of the Circular.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Circular No. 33/63.

**Sub:— Delays in the implementation of orders issued by Government
—Avoidance of — Circular — Instructions — Issued.**

Government have recently pointed out the occurrence of inordinate delays in the implementation of the orders issued by them, and that the process of communication of orders by the Conservators of Forests, to the District Forest Officers and the District Forest Officers to their subordinate Offices is taking a long time and this at times is resulting that the implementation of Government orders, are delayed even for two to three months in some cases. In order to avoid such delays the following procedure should be invariably adopted in future.

1) All orders of Government, should be implemented within 10 days of their receipt in the respective offices and compliance report in each case submitted to the Chief Conservator of Forests within 15 days of receipt of such orders to enable the Chief Conservator of Forests to submit a similar report to Government. If in any case the implementation of Government orders is delayed beyond 10 days such cases should be specifically brought to the notice of the Chief Conservator of Forests, explaining the reasons for such delay. Non-compliance of the above procedure and time schedule in future will be taken serious notice of.

2) Reports submitted by the District Forest Officers, to the Chief Conservator of Forests through the Conservators of Forests should not be delayed in their onward transmission by Conservators of Forests, beyond 15 days and delays in excess of 15 days will be taken severe notice of in future. It is also being observed that in the majority of the cases the Conservators of Forests, simply forward the reports of the Divisional Forest Officers, without any definite recommendation of theirs and without critically examining the reports of the Districts Forest Officers with reference to rules and regulations and verifying the facts of the case. In future the Conservators of Forests, should give a critical assessment of District Forest Officers reports examining facts with reference to the rule and also make specific recommendation in each case.

The receipt of this Circular should be acknowledged by return post in the enclosed form.

Sd/— P. S. RAO,
Chief Conservator of Forests.

Ref. No. 37392/63-A3.

Dated : 19-9-1963 :

Circular No. 34/63-A3.

Sub:— OFFICIAL LANGUAGE — Telugu — Bimonthly returns showing the progress made in the use of Telugu as Medium of correspondence in the subordinate offices Punctual submission.

The bimonthly return showing the progress made in the use of Telugu as medium of correspondence with the public in the subordinate Offices for May-June, 1963 was due in this Office from Conservator of forests, Soil conservation Circle, Working Plan Circle by 15-7-1963 and the consolidated return for the State was due to Government by 20-7-1963. In spite of repeated reminders issued from time to time the return from the Conservator of Forests, Soil Conservation Circle and Conservator of Forests Working Plan Circle have not yet been received.

The Government are very closely watching the punctual submission of consolidated return by the Chief Conservator of Forests and they have issued strict instructions to submit the State return by the due date without fail. They have also ordered to take suitable disciplinary action against the defaulting Officers.

All the Conservators of Forests are requested to open a Register and enter the dates of receipts of these bimonthly returns from the subordinate Officers and dates of despatch of consolidated Circle statements to the Chief Conservator of Forests as already ordered in this Office Ref. No. 48048/63-A3, dated 7-9-1963 so as to have a watch over the punctual submission of these returns. They are also requested to take suitable disciplinary action against the defaulting officers where these have been default continuously for the last 2 months.

The receipt of these instructions should be ACKNOWLEDGED.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No. 52854/E2/63.

Dated : 21-9-1963.

Circular No. 34A/63.

Sub :— SISSOO BEDS — Formation in large numbers.

Eucalyptus hybrid has given a slip particularly in the red soils areas where even 32 to 40 trees are seen dying due to white ant attack. Unless a feasible remedy is found out for tackling the problem of white ant attack, it is essential that we stop further planting of Eucalyptus hybrid and switch over to some other indigenous support which can grow easily and at the same time is useful. Sissoo is one of such a versatile indigenous support which can be relied upon for afforestation on a large scale in red soils without any fear of fungus or termite attack. In order to switch over to planting of Sissoo, it is essential that we must have large number of nursery beds of Sissoo, because, the experience is that 2 year old stumps give the best results

and good results can also be achieved by planting one year old stumps as well as branch cuttings. It is, therefore, ordered that during the current year itself Sisoo banks should be created all over the State just as bamboo banks which were created in 1962 are going to be made use of any large numbers for plantation in 1964 and onwards. I want each Forest Guard should raise atleast 2 nursery beds of Sisoo free of cost anywhere in his jurisdiction. Similarly in each Forest Rest House atleast 10 nursery beds should be raised. In the Divisions I want about 50 beds to be raised and sown immediately with Sisoo seeds. The expenditure on this nursery beds should be minimum by exercising economy unlike in the case of bamboo nurseries where some District Forest Officers have spent lavishly for the raising of nurseries.

I want a compliance report from all the District Forest Officers as to what has been done by 30th of October to reach me direct giving the No. of beds that have been raised and sown with Sisoo seeds.

Sd/— P. S. RAO.
Chief Conservator of Forests.

Ref. No. 35770/63-A3.

Dated : 29-9-1963.

Circular No. 35/63-A3.

Sub:— OFFICE PROCEDURE — D. O. Letters — Register maintenance procedure for replying to D. O. references.

The following procedure for maintenance and procedure for replying to the D. O. letters should be followed from the date of receipt of this Circular.

2. As soon as any D. O. letters are received from the Chief Conservator of Forests or other Officers of the Chief Conservator of Forests Office, the Officer concerned to whom the D. O. letters are addressed will mark them to the Sections/Clerk concerned through the Manager/Head Clerk. The Manager/Head Clerk will enter all the D. O. letters in the D. O. Register to be maintained by him and then hand them over to the concerned Section Clerk. The Section Clerk should put up the file with D. O. reply within 48 hours of receipt of the D. O. letter to the Officers through the Manager/Head Clerk. The Manager/Head Clerk shall also keep a vigilant watch over the files on which D. O. letters are received and see to the expeditious disposal of such files. The Manager/Head Clerk will submit the Register to the Officer once in a week i. e., on every Monday for perusal.

3. This order will take effect from the date of receipt of this Circular. The Conservators of Forests are requested to check the D. O. Register at the time of Divisional Office inspection.

4. The receipt of this Circular should be acknowledged by return post.

Sd/— P. S. RAO.
Chief Conservator of Forests.

Ref. No. 51511/63-F2.

Dated : 11-10-1963.

Circular No. 35(a)/163

Sub :— Correspondence sending D. O. replies to D.Os.

Ref:— From C. F., Warangal Circle, No. 14262/M8/61, Dated 17-9-1963.

With reference to his letter cited Conservator of Forests Warangal is informed that his suggestion to permit D.O. letters to be replied "By order" by the Office Manager is not accepted and he is informed that D. O. letters must be replied through D. O. letter from the officer concerned only. He is also informed that D. O. letters are being issued when there is necessity and when the cases are abnormally delayed necessitating personal attention of the Officer. Moreover it is the duty of the Officers to obtain prompt replies from the sub-offices and send reports by the specified date since such dates are being fixed by Government and Minister for Forests.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref. No. 3292/62-J1.

Dated: 30-9-1963.

Circular No. 36/63.

Sub :- Reservation of forest blocks—Watching of progress—regarding.

The Forest Department have taken over or taking over a number of forest blocks from the Revenue Department, for purposes of reservation under the provisions of the Forest Act. These blocks formerly belonged to either Jagirs/Estates or were mere unreserves handed over to the Forest Department for reservation purposes. It is not uncommon that certain District Forest Officers are not aware of the exact number of blocks existing in their Division, their stage of reservation etc. Instances have also come to notice that a certain block which was taken over by the Department ceased to exist on the ground after some years even though it was shown as existing in the records. Such state of affairs does not speak well of Divisional Administration. In view of the above it is imperative that no block is lost sight of on ground and that reservation process of each and every block in a Division is not either neglected or slowed down.

2) It is therefore ordered that each District Forest Officer should open a Register, with immediate effect, showing all the blocks in the Division. This Register may be called "Register showing blocks under different stages of reservation". It should include the names of all the blocks of every category that are under the control of the Forest Department and to be finally notified under sections 16/19 of the Forest Act of the Andhara/Telangana area. The following categories require to be included in the register.

- (i) Blocks not notified under any of the sections but are under the control of the Forest Department.
- (ii) Blocks neither notified nor surveyed nor demarcated.
- (iii) Blocks only surveyed and demarcated.

- (iv) Blocks notified under sections 26/29 only.
- (v) Blocks notified under section 4 only.

The intention is that every block of every type that is in charge of the Forest Department should be brought to this Register. The name of the blocks should be arranged in alphabetical order for every Range first and then District wise, and taluk-wise within the Range. A pro-forma to be adopted for the Register is attached. It should be adopted by all the District Forest Officers as the standard Form for the Register. After arranging the names of the blocks Range-wise, District-wise and taluk-wise it should be entered in the Register serially and a serial No. given consequentially for the entire Division, i.e., the serial number will start from 1 and continued and completed for the Division. This serial No. should be permanent for a particular block and should not be changed or altered under any circumstances. For example there is a block by "Kondaparthi" and the serial No. assigned to it is 6. This number will be permanently allotted to that "Kondaparthi" block till that block is finally notified under sections 16/19 of the Andhra/Telangana area. There should be no other block bearing serial No. 6 in that Division. A minimum of one inch space should be allowed between the names of each block. After entering the names of the blocks as instructed above, upto date particulars in respect of each block should be filled in the respective columns against each block.

3) The District Forest Officers are requested to open this "Register showing the blocks under different stages of reservation" immediately in duplicate as per the above instructions. The Register should contain sufficient number of blank pages for additions in future. It should be a bound register with sufficiently thick cardboard cover to withstand wear-and tear.

One copy of the register duly labelled should be submitted to the Chief Conservator of Forests on or before 30-11-63 positively.

4) After the close of every quarter viz., 30-9-63, 31-12-63, 31-3-64 etc. the District Forest Officers should submit to the Chief Conservator of Forests direct a report indicating the progress made during that quarter in respect of any block that was attended to. For example if "Kondaparthi" block was surveyed to a length of 5 miles and demarcated for a length of another 2 miles the report of the District Forest Officer should be as follows.—

Sl. No.	Col. No.	Col. No.
6	Surveyed 5 miles	
	Demarcated 2 miles,	
15	Surveyed balance of 4 miles	
	Proposals u/s. 4 being prepared	
21	Demarcated 3 miles.	
32		Notified u/s. 26; page No. etc , of Gazette.

The above is a specimen of the report that is to be submitted by District Forest Officers every quarter. This report will thus be simple and can be easily submitted by the District Forest Officers in time. On receipt of the report of the District Forest Officers the copy of the "Register showing blocks under different stages of reservation" maintained in Chief Conservator of Forests Office will be posted up with the particulars furnished by the District Forest Officer

under the appropriate column against the concerned block. The quarterly progress reports should be submitted punctually by the 10th of the month following the close of the quarter concerned.

5) All the District Forest Officers are requested to note clearly that the reservation of the blocks should receive their prompt attention at every stage and that this item of work can not be left unattended to indefinitely nor scant attention should be bestowed. It is essential that the District Forest Officers inspect each and every block in their jurisdiction periodically and ensure that whatever is required towards speeding up reservation of blocks is promptly and quickly attended to. The Chief Conservator of Forests finally hopes that District Forest Officers will rise upto the occasion and will not give room for goading or for any disciplinary action against them for delay, slackness in action. Whenever a District Forest Officer is transferred out of the Division he should invariably bring to the special notice of this successor the "Register showing blocks under different stages of reservation", the instructions issued in this Circular, the blocks that require attention etc. The District Forest Officer should also note that as soon as section 4 notification is published in the Gazette, they should pursue the matter with the Forest Settlement Officer concerned so as to speed up the final reservation of the block under sections 16/19 of the Forest Act of Andhra or Telangana area as the case may be.

6) The receipt of the Circular should be acknowledged by return of post by signing the attached form and submitting the same to the Chief Conservator of Forests after noting the District Forest Officer's No. and date and Designation.

Sd/— P. S. RAO,
Chief Conservator of Forests

Ref No: 25913/63-B4.

Dated : 29—9—1963.

Circular No. 37/63.

Sub : — pensions — Compassionate pensions — inadmissible claims — Instructions Issued.

It has been brought to the notice of the Chief Conservator of Forests by the Accountant-General, Andhra Pradesh, Hyderabad in his Ref. No. PVT/IV/S-1/60/63-64/79, dated 4-5-63 that the Divisional Forest Officer, Nizamabad has submitted a compassionate pension case of Smt. Jamal Bi, w/o late Shaik Naneh, Ex-Forest Guard, holder of P. P. O. No. 79597. The deceased had retired under revised rules and has died after enjoying pension for a period of more than eight years. Instead of rejecting the claim in the first instance with reference to revised pension rules, the divisional forest officer had forwarded the Pension case with his recommendation for sanction.

The Accountant-General has also brought another instance in his Lr. No. PVT/IV/G-15/375/63-64 318/319, dated 20—7—63 wherein the Divisional Officer, Nirmal had submitted pension case of w/o late Shri Ganapat Rao, Peon holder of P. P. No. 77777 who had retired on 1-4-54 under the Revised Pension Rules of 1951 and expired on 2-12-1962 after enjoying pension for a period of more than eight years.

It is seen from the above that the Divisional Forest Officers are sending Compassionate Pension cases without following the Pension Rules of Ex-Hyderabad (old) as well as Revised Rules. This shows that cases are not being examined properly, as per rules in force. All the Divisional/District Forest Officers are informed that before submitting proposals to competent authority, the cases should be fully examined. Proposals should contain the details about the rule position and orders sought thereof.

If an Officer retires in the Old Rules of Ex-Hyderabad, the survivors will get Compassionate Pension or Gratuity as the case may be for the life-time, as per Appendix 12 of A. P. Pension Code (H. C. R. R, Vol. II). If the Officer retires under revised pension rules, the survivors will get Family Pension for a period of 5 years if the pensioner dies while in service or in the event of death of the Officer after retirement, the pension will be payable for the Un-expired portion of Five Years from the date of retirement only, as per Section III-(5) of Appendix 14 of A. P Pension Code (H.C.S.R. Vol II).

All the Forest Officers in Telengan Region are, therefore, requested to examine the Compassionate Pension cases and Family Pension as per Section III-(5) and Appendix 14 of A. P. Code in the light of the Rules applicable to them and if they are satisfied, then only the Compassionate Pension cases should be forwarded with their recommendation, otherwise they should be rejected in the first instance itself. The Conservator of Forests, therefore, requested to see that the above instructions are followed by the Divisional Forest Officers during their inspections and if any such cases are brought to their notices, disciplinary action should be taken against the persons responsible and intimate to the Chief Conservator of Forests.

The receipt of this Circular should be acknowledged.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref. No. 54299/63-D2.

Dated : 21-10-1963.

Circular No. 38/63

Sub:- Sales—Sale of timber coupes, bamboo coupes, fuel coupes and minor forest produce Units - Publication in local dailies instructions - issued.

Generally notices of sales of coupes and other units are being sent for publication in the District Gazettes the idea being that the general public will know about the sales and those who intend to purchase the Units will attend the sales and bid for the lease Units of their choice. Copies of the printed sale Notices (Copies of the relevant portion of the District Gazettes) are also distributed among all the prospective bidders besides exhibiting them at prominent centres in the divisions concerned. But, it happens very often that the sale notices are printed very late with the result that there is hardly any time to distribute them among the public. Further, unless one continuously reads the concerned District Gazette it will not be possible for him to know about the sales in a particular Division. Those outside the concerned

o know about the sales.

The intention of the Department is to attract as many bidders from all over the state for the sales as possible so that the units are sold for what they are worth. So, instead of confining the advertisement of sales of the forest coupes and other units to the District Gazette only, it is better to give publicity through the press also. Besides publishing the sale notices in the District Gazettes well in advance and distributing the printed copies among all the prospective bidders and advertising the same through beat of tom-tom in the concerned villages or affixing copies of sales notices at prominent places at important centres in their divisions, they should henceforth send abstracts of important sale notices like timber and fuel coupes, beedi leaves, bamboo coupes and other minor forest produce and Departmental timber to the Director of Information and Public Relations, A. P., Hyderabad at least a month in advance of the scheduled dates of sale with a request to get them published for two alternate days in the leading news papers especially the language papers. The notices may be on the following lines.

SALE NOTICE

The public are informed that the timber and fuel coupes/beedi leaves/bamboo coupes/ Minor Forest produce/Departmental timber at-----Depot will be sold in public auction by the Dt. Forest Officer-----Dn. or his nominee at-----P. M. on-----For further particulars intending bidders are requested to either contract the Dt. Forest Officer-----personally or by post.

Place :
Date.

Signature.
Dt. Forest Officer.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Ref. No. 58510/63-H1.
Dated : 25-10-1963.

Circular No. 39,63.

Sub :— Stationary—Supply of Standardised forms and Indents — Liaison Officers—Regarding.

The supply of Standardised forms and Indents by the Joint Director of Printing, Kurnool has not been quite satisfactory during the past 2 years. This is mainly due to lack of certain amount of personal touch and coordination between the Indenting Officers and the Joint Director of Printing.

During my last camp at Kurnool, it was possible to have a meeting with the Joint Director of Printing and with his co-operation, indents which were pending with the Joint Director of Printing, Kurnool, were complied with fully perhaps, for the first time.

In order to continue this sort of co-ordination between the Forest Officers and the Joint Director of Printing, it has been decided to designate the District Forest Officer, Kurnool whose Head-Quarters is the same as that of the Joint Director of Printing as the Liaison Officer

for personally contacting the Joint Director of Printing and expediting all indents pending with the Joint Director. Therefore, it is ordered that in future as soon as an indent is placed with the Joint Director of Printing the Liaison Officer, viz., District Forest Officer, Kurnool should be informed in writing by the Indenting Officer and afterwards the matter should be pursued by the Indenting Officers with Liaison Officer, so that he (District Forest Officer, Kurnool) may pursue the matter with the Joint Director of Printing and see to it that the indents are complied with as expeditiously as possible.

These orders will take immediately effect. The receipt of the Circular should be acknowledged in the enclosed form.

Sd/—P. S. RAO,
Chief Conservator of Forests.

Rc. No. 58773/64-M.2.

Circular No. 40/63.

Sub :— Machinery - Plan and Non-Plan Schemes - Indenting with the Central Stores Purchase Department - Reg.

The Forest Utilisation Officer is aware that both under Plan and Non-Plan, various schemes are being executed and from time to time indents are being placed with the Central Stores Purchase Department, Director of Controlled Commodities, etc. for the supply of machinery etc., required under the schemes. It is felt that unless proper co-ordination is effected, it is difficult to procure the machinery through the above agencies in time. It is not possible for the officers in mufasil to keep track to the stage of pendency of the cases with the Central Stores Purchase Department, etc.

2) Hence, it is ordered that the officers concerned will directly place the indents with the Central Stores Purchase Department etc, and make a copy to the Forest Utilisation Officer who will act as Liaison officer for processing the indents, expediting the tenders and arrange supply of machinery to the concerned officers. He will carry out this work in consultation with the indenting officers and be in constant touch with the Central Stores Purchase Department etc.

3) The Officers concerned will be personally responsible for placing the indents with the Central Stores Purchase Department, etc, in time. In fact, they can place their indents in the month of April. For this purpose they should ensure that the schemes are submitted to the Chief Conservator of Forests by the January of the previous financial year so that the sanction of the Government for the schemes can be obtained by the end of March, i.e., before the Commencement of the financial year during which the scheme is to be implemented. If there is any delay in this programme the officers concerned will be held responsible for lapse of funds and no surrenders would be accepted.

The F. U. O., will be responsible for expediting the indents in the Central Stores Purchase Department, etc., and arranging supply of machinery to the indenting officers in time.

All officers are requested to acknowledge the receipt of this Circular in the form appended hereto.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Dated : 28-10-1963.

Circular No. 41/1963.

Sub : Protection of Forest—Tightening of—Instructions—Issued.

It is observed that forest protection every where is going from bad to worse mainly because the attention paid to the work of beat staff is insufficient and scanty. The successful working and the improvement of the Forest presupposes the adoption of best possible measures for the most efficient protection of the fundamental unit, namely the Beat. All our Plans, Budgets and Schemes will be useless, if the forests are allowed to disappear at the rate at which they are doing now. In order to tighten up the existing supervision and the work of the Forest Guards, Foresters and Dy. R. Os. the following instructions are issued.

1) The Diaries of Forest Guards and Foresters or Dy. Range Officers should be obtained every Monday morning without fail by the R. Os.

2) The R. O. is responsible to go through these Diaries and issue detailed instructions and comment about the work of staff. The F. G., Forester, Dy. R. O. should be made to mention the locality or portion of the Reserve Forest that is inspected by him specifically. No vague statements about having inspected the entire Reserve Forest should ever be accepted by the R. O. At the end of the Diary the F. G. should give a certificate to the effect that there is no destruction in the beat which is not already accounted for.

3) There is a great need for maintaining the Reserve Forest boundaries clear by constantly preambulating the same and clearing the vegetation as and when it appears. With a bill hook in hand, the Forest Guard must always clear the regrowth as it appears on the lines when he patrols. The Forester and R. O., should write in their diaries the state of boundaries giving details of line and area seen.

4) Attention should also be paid for specially preambulating the enclosure lines and such of the areas of Reserve Forests which are subjected to dangers of encroachments more frequently. The R. O., should himself inspect these areas frequently and check the work of the staff.

5) The R. O., should also give a weekly programme of work to beat and section staff showing exactly the portions of beat he wants to be preambulated. The extent of line clearing or enumeration that he wants to be done by the Beat Staff should be specified. Having given the definite programme the R. O., should go on surprise to the field and check the work of the beat Guard.

6) In order to keep the beat staff on the strict path of the duty constant supervision, and occasional beat inspection by the R. O., and Dt. Forest Officer, should be done. While on Camp, the D. F. O., should call for the Diaries of the Forest Guards and Foresters and review them. He should see that the R. Os. are discharging their obligations as detailed above.

7) As provided in the Forest Department Code, Sec. 86 half yearly beat inspection notes should be submitted by Range Officers promptly in the form of appendix 11 of the Code and the D. F. Os. are responsible for seeing that these are regularly received.

8) The Inspection of F. Os., is primary importance and the D. F. Os. should see that the R. O. and Section Officer and Beat staff regularly carry out inspection of coupes and furnish the Certificates as instructed in this Office Circular No. 16/1962.

9) The Conservators of Forests should make it a point to see that the instructions issued are carried out by the Subordinate Officers. They should make special mention about this in their field inspection notes in addition to the information to be furnished as per Circular 28/63 dated 9-8-1963.

10) The receipt of this Circular should be acknowledged in the form enclosed.

Sd/— P. S. RAO,
Chief Conservator of Forests.

Ref. No. 60000/63-E2.

Dated : 31-10-1963.

Circular No 42/63.

Sub :— Developmental Works - Plan and Non-Plan Schemes—Review of Targets fixed and realised - circular - prescribed.

According to the rules in the Financial Code Vol. II, powers are delegated to the Heads of Departments and subordinate officers in regard to the sanction of expenditure on works. Subject to these powers, estimates are prepared for the various works sanctioned in a scheme and if the amounts are not within powers of sub-offices these estimates are submitted to the Chief Conservator of Forests and the Government and their sanction obtained for the estimates.

Based on the rules in Account Code Vol. III and Forest Department Code, a register called "The Register of Works" is opened allotting pages separately for the various estimates sanctioned. The expenditure incurred will be recorded therein every month and at the end of the Financial Year an extract of the works register for each sanctioned estimate is submitted to the sanctioning authority which is called "The Completion Report."

But these completion reports do not give an overall picture of the performance in the execution of the various schemes in the targets envisaged and realised. Hence it is ordered that besides the completion reports which should continue to be submitted to the proper authority as was being done in the past, a detailed report in the proforma attached hereto, in respect of each scheme under execution, should be submitted in the first week of April of the succeeding financial year. To start, with the particulars in the prescribed proforma in respect of schemes under execution from 1962 - 63 onwards should be submitted to reach this office before 15th December 1963,

The information that will be collected in the proforma prescribed will give at a glance an idea about the work actually being done as against what was sanctioned in respect of each scheme. This will serve to assess the achievements and also examine the bottle necks, if any and evolve methods of overcoming the difficulties in implementation of the schemes.

A register should be opened for this purpose in each division and also in the Conservators' office and separate pages should be allotted for the individual schemes. Entries should be made in the register from 1962-63 onwards.

The Conservator of Forests should make it a point to verify while inspecting the offices of District Forest Officers, whether these registers are being posted up-to-date or not.

All the officers are requested to take immediate action in this regard and acknowledge the receipt of the circular in the following form.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Name of the Scheme :

Division :

G. O. Ms. No. in which sanctioned.

Range :

Sl. No.	Particulars of Items	As proposed in the Sanctioned Scheme		
		Quantity	Rate	Amount
1	2	3	4	5

As executed			Difference			Detailed remarks for the deviation
Quantity	Rate	Amount	Quantity	Rate	Amount	
6	7	8	9	10	11	12

- Note : (I) Columns 1 to 5 should show an exact copy of the various items of the schemes as sanctioned with full details such as the names of the coupes proposed to be worked, different items of machinery to purchased, names and length of the Roads proposed to be undertaken etc. Cols. 6 to 8 should represent the actual work done as compared to the corresponding item in columns 1 to 5. Cols. 9 to 12 should give full details of deviation and the reasons therefor irrespective of its magnitude.
- (II) A completion certificate in the prescribed form to be appended.
- (III) A brief note on the implementation of the scheme touching on all salient points should also be appended.
- (IV) Regarding buildings, full details of the buildings proposed and actually constructed and their position as on 31-3-1963, should be given separately for each building.
- (V) Regarding staff the various posts sanctioned and the number filled up should be given under each category.

Circular No. 43/63

Sub : Land—Patta lands—Included in forest block proposed to be reserved— particulars—called for.

In the Telangana region of the State the forest blocks to be ultimately reserved under Section 19 of the Andhra Pradesh (Telangana Area) Forest Act, 1355 F. are first notified under section 29 of the said Act and then under section 4. Some times the blocks are straight away notified under section 4. The procedure obtained in so notifying the blocks is as follows :

Section 29. The Divisional Forest Officer concerned proposes the notification of the area under section 29 and he submits the draft notification and map to Chief Conservator of Forests for obtaining the approval of the Government and for publication in the Gazette. The opinion of the Revenue Divisional Officer concerned to the effect that the boundary line of the block does not run close to the village sites is also enclosed to the Divisional Officer's report. The draft notification gives a rough description of the boundary of the block. Some times area statements are enclosed showing the S. Nos. extents and ownership of these S.Nos. Some Divisional Forest Officers do not furnish the area statements. The draft notification under section 29 of Hyderabad Forest Act is submitted to Government got approved and published in the Gazette.

Section 4. After obtaining Chief Conservator's approval for the selection of the area the Divisional Forest Officer submits reservation proposals through the Collector of the District. The Collector arranges for the joint inspection of the area by the Divisional Forest Officers and himself or Revenue Divisional Officer. Then the proposals are submitted by the Collector to the Board of Revenue and the Board sends them to Government through the Chief Conservator of Forests. After the notification under section 4 is published the Forest Settlement Officer takes up the final settlement of the block when the claims of Pattadars are examined and settled.

2) It is felt necessary that specific sanction of the Chief Conservator of Forests is necessary before including any patta lands in the proposed reserve. Hence all Divisional Forest Officers and Conservators of Forests in the Telangana region are hereby instructed that in future no patta lands should be proposed for inclusion in forest blocks either to be notified under section 29 or under section 4 without obtaining the specific prior approval of the Chief Conservator of Forests. When submitting proposals for inclusion of patta lands in forest blocks the Divisional Forest Officers should furnish justification with a statement showing the S. Nos. of such patta lands, their extents, nature of growth existing over such lands, rough value of growth and approximate value of these lands. The total approximate cost of acquisition of the patta lands or the probable amount of compensation that might be payable should also be furnished. A rough sketch showing the location of the patta lands in the proposed blocks should also be enclosed. On receipt of such proposals the Chief Conservator of Forests will examine the case on its merits and issue orders whether the patta lands may be included for reservation or not. Then only the Divisional Forest Officers should take further action for notifying the blocks under

section 29 or under section 4. This will help to have prior idea of the probable extent of the patta lands proposed for inclusion in forest blocks for reservation, the necessity for their inclusion in the forest block and the rough cost of acquisition of these lands.

3) As regards blocks already notified under section 29 or under section 4, the Conservator of Forests desires to have a clear idea of the patta lands included in such blocks. The Divisional Forest Officers are requested to submit particulars in the form appended herewith in respect of such blocks so far notified under section 29 or under section 4. These particulars are to be submitted very urgently.

4) Instances have come to notice that the valuation of Forest growth over patta lands done by Divisional Forest Officers were not properly done. In order to avoid any such incorrect valuation and in order to protect the interests of Government it is hereby ordered that the valuation of tree growth done by the Divisional Forest Officers relating to compensation whether in respect of lands taken over by the Department or proposed to be given in compensation to the pattadar should be personally checked and certified as correct by the Conservator of Forests concerned. Only after the Conservator of Forests approves the valuation statement it should be furnished to the Forest Settlement Officer for framing his award.

5) The Divisional Forest Officers and Conservators of Forests in the Telangana region are requested to acknowledge the receipt of this Circular by return of post by signing and resubmitting the form appended below.

Sd/ — P. S. RAO.
Chief Conservator of Forests.

PARTICULARS OF PATTALANDS INCLUDED IN FOREST BLOCKS.

Range	Name of block	Whether notified U S 29 or under Section 4 (Reference to be furnished).	Area acres	Details of patta lands included in the block requiring acquisition.			
				Village and S. No.	Extent acres.	Name of owner or growth	Nature of growth.
1	2	3	4	5	6	7	8

Situation with reference to the boundary of the block or enclosures.	Rough Valuation		Total value Rs.	Justification for inclusion in the block.	C.C's ref. No. if any approving the inclusion of patta lands.	Remarks.
	Tree growth value Rs.	Land value Rs.				
9	10	11	12	13	14	15

Ref. No. 732/63-F. S.

Dated: 4-11-1964.

Circular No. 44/63

Sub :— Flying Squad Parties - working of surprise inspection - collection drive - regarding.

The main function of Flying Squad Parties is to make surprise raids in all the important areas notorious for smuggling and to detect offences to improve the protection of valuable forests and control the smuggling of timber and other forest produce. By regular and systematic booking of cases, the F. S. Party, should develop into an organisation spelling "Terror" to the minds of smugglers and subordinates.

As it is the F. S. Parties, are being used for complete and time consuming beat inspections, enumeration of stumps and enquiries which are often "Fruitless" with result that there has not been appreciable increase in the Revenue of the department by way of booking cases and collecting 'C' fees. Every month F. S. party should so work that not only the expenditure on them is fully met but surplus revenue is brought to the state.

The C. Fs., are requested to guide the parties, suitably and reorient the parties work from the view point of revenue collection. No work other than surprise raids should normally be entrusted to the parties. Credit will be given to the Circles concerned for all the cases booked and revenue realised.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref. No. 61131/63. D3.

Dated : 7-11-1963.

Circular No. 45/63.

Sub :— Act & Rules - the Andhra Pradesh Forest Laws (Amendment) Act II of 1963 - further instructions in regard to the preparation of charge sheets in forest offences - regarding.

After the Andhra Pradesh Forest Laws (Amendment) Act II of 1963 came into force a case of illicit removal of firewood by a lorry was detected in Chittoor East Division. The case was prosecuted and sent to the Court of the Judicial 2nd Class Magistrate, Tirupati who tried the case and found the 5 accused guilty and sentenced them to pay varying amounts of fines or in default to undergo imprisonment. The Magistrate has however, ordered the release of the seized lorry to the owner instead of confiscating it to Government (As the firewood was valued at more than Rs. 50). As the judgement of the Court was contrary to section 43 of the Andhra Pradesh (Andhra area) Forest Act V of 1882 as amended in the Amendment Act II of 1963 (corresponding to Section 58 of the A. P. (Telangana area) Forest Act of 1355 F) the Public Prosecutor was consulted for his opinion whether there are any grounds for appeal against the judgement of the Lower Court. The Public Prosecutor has opined that the judgement does not show that the value of the fuel was considered by the court, as no finding is

given about it in the judgement. He further opined that there is nothing on record to show that the court was informed about the value of the fuel seized in the lorry, and that Court admitted such evidence. Thus there was no evidence on record to show that the value of the fuel exceeded Rs. 50 in the whole proceedings of the case. No doubt the value of the fuel was shown as Rs. 75 in the complaint filed (A Form) in the Court, but that is not by itself substantial evidence. As per Sec. 43 of A. P. F. Act it is open to the Magistrate not to confiscate the vehicle if the value of the Forest produce seized is less than Rs. 50. The Public Prosecutor has therefore stated that there are no grounds for preferring an appeal in the High Court.

Because sufficient evidence was not produced in the Court at the time of hearing of the case about the value of seized produce by the prosecution, Government lost the chance of getting the vehicle seized in committing the forest offence confiscated to Government. Even if the lower court gave an advance decision the Department should have won the case on appeal in the High Court, had sufficient evidence about the value of the produce been introduced at the time of trial of the case in the lower court.

With a view to avoid such adverse situations in future the District Forest Officers are directed to issue instructions to their Range Officers that all cases involving seizures (Forest produce valued at more than Rs. 50) should be personally handled by the Range Officers concerned from the beginning and the assistance of Public Prosecutors should also be obtained invariably in the prosecution of such cases. In future the District Forest Officers should always prosecute all such cases wherein Forest produce valued more than Rs. 50 and a vehicle are involved irrespective of whether the vehicle is a lorry or a car or a cart.

The District Forest Officers are further directed to see that there is uniformity in assessing the value of the forest produce, right from the Forest Guard's (or tanadar's) level who generally book cases, and send the Form 'H' report or corresponding report, with the value of seizures noted therein to the level of Range Officer who prepares the Form 'A' or charge sheet. During the course of trial the prosecution should be brought out the value of the produce in its arguments and also during cross examination of P. W. S. and D. W. S. If the defence pleader tries to elicit evidence to show that the value of the seized produce is less than Rs. 50 the prosecution side should be alert to rebut the same and place the correct picture before the Court. They should see that there is no difference in the value of produce between the 'H' Form report and 'A' Form and thereby avoid giving a loop hole for the defence at the time of prosecution of the case.

The above instructions should be followed strictly and no room should be given to the Defence to prove that the value of produce is less than Rs. 50. Similarly no opportunity should be given to the Magistrate for taking a decision to release the vehicles in such cases on the ground that the value of the seized produce has not been established. In all cases where the value of the seized produce is more than Rs. 50 and where vehicle (lorry or car or cart) is also seized, intimation should be sent to the Conservator of Forests as soon as they are detected and also prosecuted. Similarly, immediately after any such case is disposed off by the Court a special report should be submitted to the Conservator of Forests concerned and Chief Conservator of Forests along with a copy of the judgement.

The receipt of this circular should be acknowledged by return of post.

Sd/- P. S. RAO,

Chief Conservator of Forests.

Circular No. 46/63.

Sub : Forest - Enforcement of T. T. Rules - Transport of Sandalwood and Red Sanderswood - felling and import of the species - special instructions - issued.

According to the existing Sandalwood T. T. Rules, the D. F. Os., of Chittoor East, Chittoor West, Cuddapah North, Cuddapah South and Anantapur are competent to issue permits for the felling and removal of sandalwood from the patta lands after inspection. Similarly the D. F. Os. of Chittoor East, Chittoor West, Cuddapah North, Cuddapah South, Nellore North, Nellore South, Giddalur, Kurnool and Ananthapur are empowered to issue permits for felling and transporting red sanderswood (*Pterocarpus santalinus*) from patta lands. From now onwards the D. F. Os. are requested not to issue any such permits without the previous sanction of the Conservator of Forests. If any application is received for the felling and export of these species, they are requested to submit a detailed report after spot inspection along with the application to the Conservator of Forests concerned for orders and the Conservator of Forests should issue final orders. This procedure should be followed with immediate effect.

The Conservator of Forests, Kurnool and Kakinada Circles, are requested to submit a report as and when sanctions are accorded by them for removal of sandalwood and red sanderswood from patta lands. The enclosed form should be used for the purpose.

The D. F. O.'s., are requested to acknowledge receipt of the Circular in the form enclosed.

Sd/- P. S. RAO,
Chief Conservator of Forests.

PROFORMA

Name of Division	Name of the applicant	Area applied for with details	No. of trees	The quantity extracted actually			Permits issued and Place of transport	Remarks.
				Roots lbs.	Stem lbs.	Chips lbs.		
1	2	3	4	5	6	7	8	9

Note: Details regarding roots, stems and chips are required in respect of sandalwood only

Sd/- P. S. RAO,
Chief Conservator of Forests.

Dated: 27-11-1963.

Circular No. 47/63.

Sub : - Arrears of Revenue - difficulties in collection - further instruction - regarding.

The Spl. Dy. Tahsildars, Warangal and Nizamabad have brought to my notice the following difficulties they are undergoing while conducting special collecting drive in various divisions in the present Warangal, Adilabad and Hyderabad Circles.

1. The notices are being sent to the Range Officers according to the villages in their jurisdiction and not according to the contract pertaining to their Ranges and such the notices are being returned unserved.

2. In case, a particular defaulter expired without paying dues the notices are being returned with an endorsement that the defaulter has died.

3. Some cases are being referred to the Special Deputy Tahsildars without adjusting the deposits.

4. In some cases the defaulters are also present day contractors. These people can be tackled easily and the amounts can be realised by the District Forest Officers themselves.

5. The offence cases mostly pertain to leases and the amounts have already been adjusted. But the information about the adjustment has not been passed on to the offence sections.

6. Cases in which few rupees or naya paise are due have been referred to the Special Deputy Tahsildar. It is not clear how such small amounts have fallen due.

7. Vehicles were not provided to the Special Deputy Tahsildars during the special drive collection on the plea that the District Forest Officer had been busy otherwise.

8. Correct addresses were not furnished in several cases. The Special Deputy Tahsildar could not obtain the correct addresses of the defaulters from the Divisional Offices.

9. One District Forest Officer referred to following cases to the Spl. Dy. Tahsildar for collection.

- i) different people of Mahbubnagar.
- ii) Pattadars of Kasanapalli.
- iii) Shepherds of Ramachandrapuram.

Particulars of the names of the individuals, their parents, names, calling etc, were not furnished.

10. In one case the defaulter has no movable or immovable property but yet he is a Municipal councillor.

11. In spite of advance intimation neither the District Forest Officer nor the Head Clerk prepared a programme and at least an up-to-date list of defaulters was not made available to the Spl. Dy. Tahsildar for starting special collection drive.

12. Because the Dist. Forest Officer failed to intimate the Spl. Dy. Tahsildar about the recent adjustments or payments, the Spl. Dy. Tahsildar was about to be attacked when proceeded to collect the arrears shown in the list available with him.

13. In respect of societies and other institutions which owe money to the Forest Dept. the Dist. Forest Officer furnished the names of office bearers who held offices long back. When the Spl. Dy. Tahsildar proceeded to attach the property of the person mentioned in the list, he protested. The D. F. O. also issued a Memo differing collection. But the D. F. O. failed to furnish the name of present secretary or the particulars of property owned by the Society.

14. Notices were sent to the Dt. Forest Officer before the commencement of the drive. But just at the nick of the moment the lease clerk of a particular division informed the Spl. Dy. Tahsildar that the notices had been lost.

15. The Range Officers and other subordinates are quite against halting in villages or even at their Head-quarters.

16. The demand notices and sale notifications are not being served in time and the fact intimated to the Spl. Dy. Tahsildar. The result is the sales have had to be postponed though the noticees had already been served.

17. The Dt. Forest Officers have not been intimating the Spl. Dy. Tahsildar about the collections made by them from the defaulters.

18. Urdu knowing (non English knowing) Clerks are being posted under Spl. Dy. Tahsildars.

The following instructions are issued to all concerned to streamline the special collection drives in the Divisions and to realise the maximum amounts from the defaulters after rectifying the defects pointed out by the Spl. Dy. Tahsildars :—

The Conservators of Forests are requested to instruct their subordinates to follow them strictly and if any more complaints from Spl. Dy. Tahsildars alleging non co-operation etc. from the Dist. Forest Officers are received action will be taken against the D. F. O.s concerned.

1. Notices should be continued to be sent to the R. O.s for service according to the villages in their jurisdiction. It is not desirable to send notices according to the contracts.

2. When a particular defaulter has expired, the notice should be served on the legal heirs of the deceased defaulters. It should not be returned unserved with an endorsement that the defaulter has expired.

3. The cases wherein the deposits of the contractor are pending adjustment, should not be referred to the Spl. Dy. Tahsildar unless the amount due from the defaulter exceeds the deposit to be adjusted. While referring such cases to the Spl. Dy. Tahsildar

4. The cases of the defaulters who are also present day contractors should continue to be referred to the Spl. Dy. Tahsildars as the D. F. O. cannot take coercive steps by suspending the work in the current coupes for realising the old arrears.

5. Information regarding the adjustment of due amounts in offence cases mostly pertaining to leases should be furnished to offence sections. The D. F. O. Should suitably instruct their clerks in the matter.

6. Cases in which a few rupees or nayapaise are due need not be referred to the Spl. Dy. Tahsildar as they can be collected by the Forest Subordinates themselves.

7. The D. F. O.s should provide Govt. Vehicle to the Spl. Dy. Tahsildar during Spl. Drive. Instructions have already been given to this effect in CC's. Circular No. 22637/63. D-4 dated 23-4-63. If any more complaints are received that vehicles are not being made available to the Spl. Dy. Tahsildars severe action will be taken against the D. F. O. concerned.

8. The D. F. O.s should furnish correct addresses of the defaulters to the Spl. Dy. Tahsildar in all cases. The addresses should contain particulars such as name, Sir name, father's name, occupation, village, post etc.

9. There is no use of saying that pattadars of such and such a village owe so much of amount. Unless the names, etc., of persons who owe money to the Dept. and other particulars are furnished to the Spl. Dy. Tahsildar, he cannot proceed with the collection work. So that D. F. O.s are requested to furnish all details.

10. The Spl. Dy. Tahsildar should make enquiries in the Municipal Office and find out whether the defaulter owns any immovable property and then proceed to collect the over due amount by attaching the property.

11. D. F. O.s should see that the programme is prepared and approved by the Conservator of Forest well in advance. They should also furnish and upto date list of defaulters to the Spl. Dy. Tahsildar before starting special collection drive.

12. Intimation of adjustments of Security deposits should be sent to Spl. Dy. Tahsildar as and when they are made.

13. In case of societies and institutions dues should be recovered by attaching the properties of the Societies and not by attaching and selling the Private Properties of the Office bearers.

14. The D. F. O.s should ensure that the notices are served well in advance before the special drive is started.

15. The R. O.s and the other subordinates should be strictly instructed to follow the Spl. Dy. Tahsildar wherever he goes and halt with him wherever he stays.

16. The D. F. O. and the Conservator of Forests should pay Spl. attention to see that the demand notices are served in time and the sale notifications are published in the Gazette without delay and a copy supplied to the Spl. Dy. Tahsildar soon after publication. The Conservator of Forest should also address the Collector whenever necessary in cases of delay in publication.

17. D. F. O.s should intimate Spl. Dy. Tahsildar about the collection made by them from the defaulters if any with details.

18. English knowing clerks (as far as possible) should be posted under Spl. Dy. Tahsildars as non-English knowing clerks are of not much use to the Spl. Dy. Tahsildar.

All the officers are requested to acknowledge receipt of this circular in the Form enclosed

Sd/—P. S. RAO,
Chief Conservator of Forests.

Ref. No. 67346/63-M.4.

Dated : 18—12—1963.

Circular No. 48.

Sub : Forest Department - Diaries of Range Officers - Change over from Fortnightly to Weekly—Orders—Regarding.

Ref : Circular orders of the CCF's No. 1 of 1352 F.

Through the Circular orders cited above the Divisional Forest Officers in Telangana Region were instructed to submit their Fortnightly diaries to the Conservator of Forests concerned and they were also instructed to issue similar instructions to the Range Officers working under them.

For the sake of uniformity it is ordered that from 1—1—1964, all the Range Officers in Telangana should submit their diaries to the officers concerned viz, District Forest Officers, Working Plan Officers etc., once a week, week ending with each Sunday.

The above instructions will take effect from 1—2—1963.

The circular should be acknowledged in the enclosed form.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Rc. No. 45758/63 D-3.

Dated : 13—12—1963.

Circular No. 49/63.

Sub :—Mines and Minerals—submission of reports—regarding.

According to G. O. Ms. No. 1483 Ind. Dept. Dt 6-10-60, the D. F. O.s and Revenue Divisional Officers have to inspect the mining plots in R. Fs. jointly and forward the joint inspection reports with their recommendation to the Collector. The D. F. O. has to submit a report to the C. C. F., through the Conservator of Forests whether or not the area applied for falls in (timber, fuel and bamboo) working series and whether deviation from the working Plan

is necessary where the application is for mining lease. But most of the D. F. Os. are not submitting reports in cases where they do not recommend the grant of a Prospecting Licence or where deviation from the prescriptions of the Working Plan is involved. This is not correct. The D. F. Os. should as a rule submit reports in all cases to the C. C. F., whether they recommend prospecting licence or mining lease as the case may be or wherein prescriptions of the Working Plan have to be deviated from or not.

In some cases where a prospecting licence holder wants to convert his prospecting licence into a mining lease, the D. F. Os. agree to such conversion and on the basis of their consent letters, the Collectors seem to recommend for the conversion. Government automatically pass orders granting mining lease to the prospecting licence holder. The result is the Conservator of Forests and C. C. F. do not know any thing about all this correspondence and the final orders of Govt. The D. F. Os., are informed that in all cases of Prospecting Licence and Mining Leases they must submit a self contained report with a sketch with their opinion to the C. C. F. It is not for the D. F. Os. to make recommendations. They have to give their opinion whether there is any objection from Departmental point of view to grant of P. L. or M. L. as the case may be.

In the case of mining lease applications, the D. F. Os. must invariably mention the value of the existing tree growth and capitalised value of the productive capacity of the area. It should be noted that the D. F. Os. should check up the valuation of the trees growth after personal inspection. They should not merely depend on the Range Officers in this regard.

The Dt. Forest Officers are requested to acknowledge receipt of this Circular.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Rc. No. 70288/63-MI.

Dated : 18-12-63.

Circular No. 50/63.

Sub : Instructions about preparation of leaving note by Divisional Forest Officers.

Changes in the personal manning the divisions are unavoidable in any administration. Whenever a change in the personal takes place there is a likelihood of the continuity of administration of the Division affected adversely if there is no proper exchange of information about the various aspects of the Division administration between the relieving Officer and the relieved Officer.

As a rule the relieved officer should aim at imparting to his colleague every bit of information about the problems of protection, establishment, the works in progress, the urgency in correspondence matters so as to enable the relieving officer to straightaway go ahead with the running of the administration of the Division with confidence and competency.

With the above aim in view, the following instructions are given regarding the points to be dealt with in the leaving note by the relieved officer. The relieved officer should present a complete picture of the Division that he is leaving as it exists by elucidating clearly on all the points that are given below :—

1. Introduction about the Division :

The extent, the type of Forests, the value of property under the Divisional Charge with names of Reserved Forests which contain more valuable crop should be given.

II. Establishment :

- a) Ranges : The taluk covered by the ranges, the headquarters of the Ranges and the names of Range Officers should be mentioned here.
- b) Executive Establishment : The number of sections and beats in each range and details of the number of the permanent posts and temporary posts under each cadre should be given.
- c) Office Staff : The Clerks in the Office with their names and the subjects that each one is dealing with should be given in detail.
- d) Transfers : As there is a circular that after receipt of the transfer orders, no transfers should be affected in the division, it is suggested that under this head all the transfers that are necessary from the administration point of view with reasons and details of any vacant sections or beats which are to be immediately filled in without any delay should be given here, stressing the importance of each case. If any files are pending for orders of higher authorities the numbers of the files should be mentioned for the easy reference of the incoming Divisional Forest Officer.
- e) Disciplinary cases : Maintaining continuity in the processing of the disciplinary cases should not be effected because of a change of Divisional Forest Officers. Grave cases wherein the relieved Officer feels that expeditious action should be taken should specifically be mentioned giving file numbers. The total number of disciplinary cases pending and the stages at which they are pending should also be touched.
- f) Appeals : If there are any appeals and memorials pending submission of remarks to the higher authorities such cases should be highlighted so as to make the relieving officer feel the importance of attending to them without delay.
- g) Cases of Assaults : It is likely that correspondence is pending with the police regarding action about the assaults that have taken place on the Executive staff. To maintain the morale of the Department such cases need be perused taking personal interest. Therefore any correspondence relating to such cases should be mentioned specially.
- h) Any other files in Establishment Seat : Under this head such of the files in the establishment seat which require the personal and immediate attention of the relieving Officer should be given.

III. Working Plan :

The period of the Working Plan in force and modifications ordered in the carrying out its prescriptions in general should be dealt with here.

IV. Leases :

is necessary where the application is for mining lease. But most of the D. F. Os. are not submitting reports in cases where they do not recommend the grant of a Prospecting Licence or where deviation from the prescriptions of the Working Plan is involved. This is not correct. The D. F. Os. should as a rule submit reports in all cases to the C. C. F., whether they recommend prospecting licence or mining lease as the case may be or wherein prescriptions of the Working Plan have to be deviated from or not.

In some cases where a prospecting licence holder wants to convert his prospecting licence into a mining lease, the D. F. Os. agree to such conversion and on the basis of their consent letters, the Collectors seem to recommend for the conversion. Government automatically pass orders granting mining lease to the prospecting licence holder. The result is the Conservator of Forests and C. C. F. do not know any thing about all this correspondence and the final orders of Govt. The D. F. Os., are informed that in all cases of Prospecting Licence and Mining Leases they must submit a self contained report with a sketch with their opinion to the C. C. F. It is not for the D. F. Os. to make recommendations. They have to give their opinion whether there is any objection from Departmental point of view to grant of P. L. or M. L. as the case may be.

In the case of mining lease applications, the D. F. Os. must invariably mention the value of the existing tree growth and capitalised value of the productive capacity of the area. It should be noted that the D. F. Os. should check up the valuation of the trees growth after personal inspection. They should not merely depend on the Range Officers in this regard.

The Dt. Forest Officers are requested to acknowledge receipt of this Circular.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Rc. No. 70288/63-M1.

Dated : 18-12-63.

Circular No. 50/63.

Sub : Instructions about preparation of leaving note by Divisional Forest Officers.

Changes in the personal manning the divisions are unavoidable in any administration. Whenever a change in the personal takes place there is a likelihood of the continuity of administration of the Division affected adversely if there is no proper exchange of information about the various aspects of the Division administration between the relieving Officer and the relieved Officer.

As a rule the relieved officer should aim at imparting to his colleague every bit of information about the problems of protection, establishment, the works in progress, the urgency in correspondence matters so as to enable the relieving officer to straightaway go ahead with the running of the administration of the Division with confidence and competency.

With the above aim in view, the following instructions are given regarding the points to be dealt with in the leaving note by the relieved officer. The relieved officer should present a complete picture of the Division that he is leaving as it exists by elucidating clearly on all the points that are given below :—

I. Introduction about the Division :

The extent, the type of Forests, the value of property under the Divisional Charge with names of Reserved Forests which contain more valuable crop should be given.

II. Establishment :

- a) Ranges : The taluk covered by the ranges, the headquarters of the Ranges and the names of Range Officers should be mentioned here.
- b) Executive Establishment : The number of sections and beats in each range and details of the number of the permanent posts and temporary posts under each cadre should be given.
- c) Office Staff : The Clerks in the Office with their names and the subjects that each one is dealing with should be given in detail.
- d) Transfers : As there is a circular that after receipt of the transfer orders, no transfers should be affected in the division, it is suggested that under this head all the transfers that are necessary from the administration point of view with reasons and details of any vacant sections or beats which are to be immediately filled in without any delay should be given here, stressing the importance of each case. If any files are pending for orders of higher authorities the numbers of the files should be mentioned for the easy reference of the incoming Divisional Forest Officer.
- e) Disciplinary cases : Maintaining continuity in the processing of the disciplinary cases should not be effected because of a change of Divisional Forest Officers. Grave cases wherein the relieved Officer feels that expeditious action should be taken should specifically be mentioned giving file numbers. The total number of disciplinary cases pending and the stages at which they are pending should also be touched.
- f) Appeals : If there are any appeals and memorials pending submission of remarks to the higher authorities such cases should be highlighted so as to make the relieving officer feel the importance of attending to them without delay.
- g) Cases of Assaults : It is likely that correspondence is pending with the police regarding action about the assaults that have taken place on the Executive staff. To maintain the morale of the Department such cases need be perused taking personal interest. Therefore any correspondence relating to such cases should be mentioned specially.
- h) Any other files in Establishment Seat : Under this head such of the files in the establishment seat which require the personal and immediate attention of the relieving Officer should be given.

III. Working Plan :

The period of the Working Plan in force and modifications ordered in the carrying out its prescriptions in general should be dealt with here.

IV. Leases :

- a) Timber and fuel coupes. Details of the number of coupes under working with the names of the series and number, area, lease amount, period of lease should be given

- b) **Co-operative Societies :** Such of the leases which are granted to Co-operative Societies should be dealt with separately with detailed note.
- c) **Arrear Coupes :** Such of the coupes wherein there is action pending regarding sale of unworked areas, etc., should be dealt with specifically.
- d) **Plantation Coupes :** If any plantation areas were to be sold immediately a mention is to be made.
- e) **Bamboo Coupes :** To be dealt with as in the case of Timber coupes.
- f) **Minor Forest Produce Leases :** The different types of Minor Forest Produce that are being sold with the names of the lease units and the produce should be given separately. Here details of Beedi leaf leases, Mohwa leases and other major leases should be given separately.
- g) **Arrears of lease amounts :** This is a matter of great importance and every Relieved Officer should give here details of the lease amount which are outstanding of all current leases and the action that is being taken. If any important and complicated case is there requiring personal attention a detailed note with file numbers should be given.
- h) **Legally complicated cases :** The Relieved Officer should have complete knowledge about any legal implications with regard to any particular leases. If any writs are pending in Courts of Law details of such cases should be given.
- i) **Major irregularities in coupes :** All cases where major irregularities in coupe working were done and where the Divisional Forest Officer need personally pursue the action should be mentioned.
- j) **Unsold Units :** If any unsold units are there which to be held for sale immediately the details should be furnished.
- k) **Survey and Upset prices :** The Relieved Officer, should give a detailed note about the numbers of coupes checked by him wherein the survey and upset price calculation has been verified and the coupes that are to be seen by Relieving Officer.
- l) **Any other files in the lease seat :** Any files pending the lease seat which require to be attended to at once and reports sent to the higher officers should be mentioned giving numbers.

V. Mining Leases :

Detail of mining leases existing with the numbers of files in which immediate action to be taken should be given here.

VI. Budget : (i) Expenditure :

- (i a) **Non-plan :** The details of sanctioned amount under different expenditure head, the amount spent upto the date and the necessity for any extra efforts to be done to expedite the progress of expenditure under any particular head should be given here.
- b) **Plan :** Details of plan schemes that are in operation the sanctioned grants, expenditure upto date and any step to be taken with immediate effect should be given.

- c) **Changes in Budget Grants :** Matters regarding modifications in the grants, surrenders, or excess money required for any work should be dealt with giving file Nos. wherein the correspondence with higher authorities is pending.

(ii) **Revenue :**

The figures of allotment under each head and the amounts realised with details of efforts to be made to realise the balance amounts should be specified here.

VII. Estimates :

The list of estimates sanctioned, pending sanction with Divisional Forest Officer and pending receipt from Range Officer should be given.

VIII. Plantations :

- a) **Plantations to be maintained :** List should be given rangewise with any details of specific instructions regarding particular plantations given to the staff
- b) **Plantations to be raised :** Same details as above with specific details about technique adopted and the arrangements.
- c) **Plantations where advance works done :** Details about any leases of plantation areas, particulars of survey and advance work done or to be done should be given.
- d) **Nurseries :** Details of nurseries, planting stock and to what plantations it is intended should be given. If there is any short fall in the planting stock the arrangements made for getting it from other divisions to be specified.
- e) **Seeds :** The quantities of seeds collected and the plantations or nurseries for which they are intended to be given in detail. If any seed collection is to be done the targets fixed, the arrangements made, and any correspondence with outside sources in this regard should be mentioned here to enable the relieving officer to follow up action.
- f) **Purchases of equipment for plantation work :** If any indents are placed for purchase of Barbed wire, alkathen bags or any other equipment useful in plantation work details may be given to enable the incoming officer to pursue action suitably.
- g) **Experiments :** Details of any experiments under taken should be given with the stage at which the experiments stand and the action to be taken by the incoming Divisional Forest Officer so that the continuity of experiments is maintained.

IX. Other Works :

Under this heading details of works relating to roads, buildings, tank and well repairs, fire protection measures purchase of stores etc, should be given.

X. Departmental Extraction :

Such of the details about any scheme of departmental extraction going on in the division should be given.

XI. Protection :

List of vulnerable beats with the names of the localities that need to be inspected often should be given.

XII. Complaints and Enquiries :

Cases pending report to higher authorities with file numbers should be given with details of the stage of enquiry to enable the relieving officer to complete the same.

XIII. Inspection of Reserved Forests :

As per the code Every Reserved Forest has to be seen atleast once during the financial year by the Divisional Forest Officer. The list Reserved Forests to inspected during the year should be given to enable the Divtsional Forest Officer to inspect such Reserved Forests without delay.

XIV. Offences :

Details of offences pending and the special efforts that are being taken which need continuance should be given. List of cases pending in courts where confiscation of vehicles is involved and details of other major cases to be given in detail.

XV. Reservation :

Full details about the blocks that are to be notified under different sections of the Forest Act, the extent of survey work done if any and the important files relating to correspondence with Collector, Government press or other authorities should be given.

XVI. Estate Forests :

Such of the correspondence relating to estate forests wherein reports due to higher officers should specifically be mentioned with file numbers.

XVII. Patta Cases :

Details of patta cases pending with separate note about the complications in each case should be given.

XVIII Accounts, vouchers and Audit Objections :

The pendency in the submission of accounts, vouchers and replies to audit objections due to Accountant General should be mentioned to enable the relieving officer to take immediate action about them. All long pending cases should be specifically brought to the notice of incoming Divisional Forest Officer.

XIX. Stationery and Records :

The position of the various forms and stationery in the office should be indicated furnishing details of indents pending with Director of Stationery or the Government Printing Press to follow up action with personal interest.

XX. Inspection of Range Offices :

Range Offices to be inspected during the year with dates to be given.

XXI. Government Vehicles :

The details about pending estimates for repairs if any, the repairs already carried out, the condition of the vehicle and other relevent details should be given.

A copy of the leaving note should invariably be sent to the Conservator of Forests and Chief Conservator of Forests along with the transfer of Charge Report. The receipt of this Circular should be acknowledged in the enclosed form.

Sd/— P. S. Rao,
Chief Conservator of Forests.

Circular No. 51/63.

Sub :— Scheduled Tribes - Chenchus - Amelioratives measures - Delays in the submission of estimates for Government sanction - avoidance instructions issued.

The Chief Conservator of Forests has noticed with much displeasure that there have been avoidable delays on the part of the Divisional Forest Officers and the other subordinate staff in submitting estimates relating to Chenchu Expenditure inspite of repeated instructions issued from time to time in individual cases to avoid such cases. Almost all the estimates are often submitted at the fag end of the financial year having practically no time for scrutiny and obtaining Government sanction before the close of the financial year.

2. It is very annoying to note that there are considerable number of cases where in the estimates are not submitted even during the course of the financial year but are submitted after the close of the Financial Year for post facto sanction which is highly irregular. While proposals for post fact sanction could be submitted only in very exceptional and unavoidable cases where there are sufficient grants to do so, it has unfortunately become a rule with the District Forest Officers which cannot be allowed to continue any longer.

3. Items of expenditure which are not covered by competent sanctions are included in the "Appopriation Accounts and Audit Report" for the concerned year by the Accountant General which is considered by the Public Accounts committee and the Public Accounts Committee is taking strong objection for such cases. Therefore, Government are not issuing the post facto sanction without first placing the items for review in the Public Accounts Committee meetings.

4. The District Forest Officers are aware, that in majority of the cases, the Chenchu estimates have to be approved by Government. It is not clear why sufficient precautions are not taken to prepare and submit all the Chenchu estimates, by the 15th of April every year to the Collector, who is the Special Chenchu Officer, so as to enable him to forward them in turn to Government through Chief Conservator of Forests by end of April or middle of May. The delays now occuring in the submission of the estimates are purely due to the lethargy on the part of the District Forest Officers and the Subordinate staff and are not at all justified.

5. In future Chief conservator of Forests wants that all Chenchu Estimates should be submitted to the Collector by 15th April without fail and intimate the fact to the Conservator of Forests, Kurnool failing which the District Forest Officers will be personally held responsible for the delays in the issue of sanctions and consequential lapses of funds or surrenders. The Conservator of Forests, Kurnool should take suitable action against the District Forest Officers concerned if the report is not received by him by 15th April every year.

6. The receipt of this circular should be acknowledged in the enclosed form.

Sd/- P. S RAO,
Chief Conservator of Forests.

APPENDIX I

(Vide Circular No. 22/63)

MADRAS ACT No. III OF 1905.¹

(6th JUNE 1905)

(The Madras Land Encroachment Act, 1905.)

An Act to provide measures for checking unauthorized occupation of lands which are ²(the property of Government).

Preamble.

WHEREAS it has been the practice to check the un-authorized occupation of lands which are ²(the property of Government) by the imposition of penal or prohibitory assessment or charge, and whereas doubts have arisen as to how far such practice is authorized by law and it is expedient to make statutory provision for checking such occupation; It is hereby enacted as follows :—

Short title and extent.

1. This Act may be cited as "The Madras Land Encroachment Act, 1905". It extends to the whole of ³(the State of Andhra Pradesh).

Right of property in public roads, etc., waters and lands.

2. (1) All public roads, streets, lanes and paths, the bridges, ditches, dikes and fences, on or beside the same, the bed of the sea of harbours and creeks below high water mark, and of rivers, streams, nallas, lakes and tanks, and all canals and water-courses and all standing and flowing water, and all lands, wherever situated, save in so far as the same are the property:—

(a) of any zamindar, poligar, mittadar, jagirdar, shrotrlemdar or inamdar or any person claiming through or holding under any of them, or

(b) of any person paying shist, Kattubadi, jodi, poruppu or quit-rent to any of the aforesaid persons, or

(c) of any person holding under ryotwari tenure, or in any way subject to the payment of land-revenue direct to Government, or,

(d) of any other registered holder of land in proprietary right, or

1. For Statement of Objects and Reasons, see *Fert St. George Gazette*, Part IV, dated 23rd December 1904, p. 595; for Report of the Select Committee, see *ibid*, dated 27th February 1905, p. 45; for Proceedings in Council see *ibid*, dated 28th February 1905, p. 75, and *ibid*, dated 18th April 1905 p. 206.

2. The words "Crown property" were substituted for the words "the property of Government" by the Adaptation Order of 1937 and the words "the property of Government" were substituted for "Crown property" by the Adaptation (Amendment) Order of 1950.

3. Subs. by the Madras Land Enroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (A. P. Act No. XXV of 1958), section 4.

(e) of any other person holding land under grant from ¹(the Government) otherwise than by way of licence,

and as to lands, save also in so far as they are temple-site or owned as house-site or backyard,

are and hereby declared to be ²(the property of Government) except as may be otherwise provided by any law for the time being in force, subject always to all rights of way and other public rights and to the natural an easement right of other landowners, and to all customary rights legally subsisting.

(2) All public roads and streets vested in any local authority shall, for the purposes of this Act, be deemed to be ²(the property of Government).

Explanation :—In this section "high water mark" means the highest point reached by ordinary springtides at any season of the year.

Levy of assessment on land unauthorizedly occupied.

3. (1) Any person who shall unauthorizedly occupy any land which is ²(the property of Government) shall be liable to pay by way of assessment :—

(i) if the land so occupied forms an assessed survey number or part thereof, the full assessment of such number for the whole period of his occupation or a part thereof proportionate to the area occupied, as the case may be, provided that, for special reasons, the Collector ³[or subject to his control, the Tahsildar or Deputy Tahsildar] may impose the full assessment of such number or any lesser sum irrespective of the area occupied ;

(ii) if the land so occupied be unassessed, an assessment on the area occupied calculated for the same period at the rate imposed on lands of a similar quality in the neighbourhood, or at the highest dry or wet rate of the village as the case may be, or when no such rates exist in such manner as may be prescribed in rules or orders under section 8.

Provided that payment of assessment under ⁴(this subsection) shall not confer any right of occupancy.

Explanation :—For the purposes of ⁴(this sub-section) occupation for an incomplete portion of a fasli may be deemed to be occupation for a whole fasli.

⁵ 2) In the case of any class of land which is ordinarily granted on lease or licence, the Government may levy, in addition to the assessment imposed under sub-section (), a further sum equivalent to the annual rent or fee which would normally be realisable thereon.)

1. The words "The Crown" were substituted for the word "Government" by the Adaptation Order of 1937 and the word "Government" was substituted for "Crown" by Adaptation Order of 1950.

2. The words "Crown property" were substituted for the words "the property of Government" by the Adaptation Order of 1937 and the words "the property of Government" were substituted for "Crown property". by the Adaptation (Amendment) Order of 1950.

3. The words in square brackets were inserted by Madras Act, VIII of 1914, section 2.

4. Substituted by the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (A. P. Act No. XXV of 1958), section 3.

5. Added by idid.

Conclusiveness of decision as to amount of assessment.

4. The ¹(*) decision as to the rate or amount of assessment ²(rent or fee) payable under section 3 shall be recorded in writing and shall not be questioned in any civil court.

Liability of person unauthorizedly occupying land to penalty after notice.

5. Any person liable to pay assessment under section 3 shall also be liable at the discretion of the Collector, ³[or subject to his control, the Tahsildar or Deputy Tahsildar] to pay in addition by way of penalty :—

i) if the land be assessed land, a sum not exceeding five rupees or, when ten times the assessment payable for one year under section 3 exceeds five rupees, a sum not exceeding ten times such assessment, provided that no penalty shall ordinarily be imposed in respect of the unauthorized occupation of such land for any period not exceeding one year ;

(ii) if the land be unassessed, a sum not exceeding ten rupees, or when twenty times the assessment payable for one year under section 3 exceeds ten rupees, a sum not exceeding twenty times such assessment.

Liability of person unauthorizedly occupying land to summary eviction forfeiture of crops, etc.

6. (1) Any person unauthorizedly occupying any land for which he is liable to pay assessment under section 3 may be summarily evicted by the Collector ⁴(or by the Tahsildar and any crop or other product raised on the land shall be liable to forfeiture and any building or other construction erected or any thing deposited thereon shall also, if not removed by him after such written notice as the Collector ⁴(or the Tahsildar) may deem reasonable, be liable to forfeiture. Forfeitures under this section shall be adjudged by the Collector ⁴(or by the Tahsildar and any property so forfeited shall be disposed of as the Collector ⁴(or the Tahsildar) may direct.

Mode of eviction.

(2) An eviction under this section shall be made in the following manner, namely:— By serving a notice in the manner provided in section 7 on the person reputed to be in occupation or his agent requiring him within such time as the Collector ⁴(or the Tahsildar) may deem reasonable after receipt of the said notice to vacate the land, and, if such notice is not obeyed, by removing or deputing a subordinate to remove any person who may refuse to vacate the same, and if the officer removing any such person shall be resisted or obstructed by any person, the Collector shall hold a summary inquiry into the facts of the case, and if satisfied that the resistance or obstruction was without any just cause and that such resistance or obstruction still continues, may issue a warrant for the arrest of the said person and on his appearance commit him to close custody in the office of the Collector or of any Tahsildar or Deputy Tahsildar for such period not exceeding 30 days as may be necessary to prevent the continuance of such obstruction or resistance or may send him with a warrant in the form of the schedule for imprisonment in the civil jail of the like period :

1. The word "Collector's" was omitted by Madras Act VIII of 1914, section.

2. Inserted by the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (A. P. Act No. XXV of 1958), section 6.

3. The words in square brackets were inserted by Madras Act VIII of 1914, Section 2.

4. Inserted by the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958, A. P. Act No. XXV of 1958 section 7.

Central Act XLV of 1860.

Provided that no person so committed or imprisoned under this section shall be liable to be prosecuted under sections 183, 186 or 183 of the Indian Penal Code in respect of the same facts.

Prior notice to person in occupation.

7. Before taking proceedings under section 5 or section 6 the Collector ¹[or Tahsildar, or Deputy Tahsildar, as the case may be] shall cause to be served on the person reputed to be in unauthorized occupation of land being ²(the property of Government) a notice specifying the land so occupied and calling on him to show cause before a certain date why he should not be proceeded against under section 5 or Section 6.

Madras Act II of 1864.

Such notice shall be served in the manner prescribed in section 25 of the Madras Revenue Recovery Act 1864, or in such other manner as the ³(State Government) by rules or orders under Section 8 may direct.

Power to make rules.

8. The ³(State Government) may make rules or orders either generally or in any particular instance :—

- (a) regulating the rates of assessment, ⁴(rent or fee) leviable under section 3;
- (b) regulating the imposition of penalties under section 5;
- (c) declaring that any particular land or class of lands which are ¹(the property of Government) shall not be open to occupation;
- (d) regulating the service of notices under this Act.

such general rules or orders shall be made only after previous publication.

Recovery of assessment or penalty levied as arrears of land revenue. Madras Act II of 1864.

9. The amount of ⁵(assessment, rent, fee and penalty) imposed under this Act on any person unauthorizedly occupying any land shall be deemed to be land-revenue and may be recovered from him as arrears land-revenue under the provisions of the Madras Revenue Recovery Act, 1864.

1. The words in square brackets were inserted by : Madras Act VIII of 1914, section 2.

2. The words "Crown property" were substituted for the words "the property of Government" by the Adaptation Order of 1937 and the words "the property of Government" were substituted for "Crown property" by the Adaptation (Amendment) Order of 1950.

3. The words "Providial Government" were substituted for the words "Local Government" by the Adaptation Order of 1937 and the word "State" was substituted for "Provincial" by the Adaptation Order of 1950.

4. Inserted by the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (A. P. Act No. XXV of 1958) section 8.

5. Substituted by the Madras Land Encroachment (Andhra Pradesh, Extension and Amendment) Act, 1958, (A. P. Act No. XXV of 1958) section 9.

Appeal.

¹(10. (1) An appeal shall lie (a) to the Collector from any decision or order passed by a Tahsildar or Deputy Tahsildar under this Act, and (b) to the District Collector from any decision or order of a Collector passed otherwise than on appeal, and (c) to the Board of Revenue from any decision or order of a District Collector passed otherwise than on appeal. There shall be no appeal against a decision or order passed by the Collector or the District Collector on appeal, but the District Collector may revise any decision or order passed by a Deputy Tahsildar, Tahsildar or Collector under this Act, and the Board of Revenue ²(* * *) may revise any decision or order passed by any officer under this Act.

(2) Pending the disposal of any appeal or petition for revision under this Act, the Collector, ³(the District Collector or the Board of Revenue), as the case may be, may suspend the execution of the order appealed against or sought to be revised).

Limitation of appeal.

11. No appeal shall be brought after the expiration of sixty days from the date of the decision or order complained of, provided that in computing the period of sixty days, the time required to obtain a copy of the decision or order appealed against shall be excluded, but the appeal may be admitted after the period hereby prescribed when the appellant satisfies the authority to whom he appeals that he had sufficient cause for not preferring the appeal within the prescribed period.

Document accompanying petition of appeal.

12. Every petition of appeal under this Act shall be accompanied by the decision or order appealed against or by an authenticated copy of the same.

Power of Government to call for records and pass orders.

⁴(12-A. (1) The State Government may, in their discretion, at any time, either *suo motu* or on application made to them, call for and examine the records relating to any decision or order passed or proceeding taken by any authority or officer subordinate to them under this Act for the purpose of satisfying themselves as to the legality or propriety of such decision or order, as the regularity of such proceeding and pass such order in reference thereto as they think fit.

(2) The State Government may stay the execution of any such decision, order or proceeding pending the exercise of their powers under sub-section (1) in respect thereof).

Saving of operations of other laws in force.

13. Nothing in this Act contained shall be construed as exempting any person unauthorizedly occupying land from liability to be proceeded against under any law for the time being in force :

1. This section was substituted by Madras Act VIII of 1914.
2. The words "or the Local Government" were omitted by section 3 (i) of the Madras Irrigation Cess and Land Encroachment (Amendment) Act, 1935 (Madras Act of 1936).
3. These words were substituted for the words "the District Collector the Board of Revenue or the Local Government" by section 3 (ii), *ibid*.
4. This section was inserted by the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (A. P. Act No. XXV of 1958), section 10.

Provided that if any penalty has been levied from any person under section 5 of this Act, no similar penalty shall be levied from him under any other law in respect of such occupation.

Saving of suits by persons aggrieved by proceedings under Act.

14. Nothing contained in this Act shall be held to prevent persons deeming themselves aggrieved by any proceeding under this Act except as herein before provided, from applying to the civil courts for redress; Provided that the civil courts shall not take cognizance of any suit instituted by such person for any such cause of action unless such suit shall be instituted within six months from the time at which the cause of action arose.

Explanation :—The cause of action shall be deemed to have arisen :—

(a) In respect of any ¹(assessment, rent, fee or penalty) on the date on which such ¹(assessment, rent, fee or penalty) was levied;

(b) in respect of eviction or forfeiture, on the date of eviction or forfeiture,

Validation of levy of penal assessment before the passing of Act. Saving of pending suits.

15. Every proceeding taken by a Collector for the recovery of any sum of money by way of penal or prohibitory assessment or charge from any person who has unauthorizedly occupied any land hereby declared to be ²(the property of Government) shall, if such sum has been recovered prior to the passing of this Act be deemed to have been lawfully taken, provided that this section, shall not apply to any suits pending when this Act comes into force in a Court of First Instance or in a Court of Appeal or affect the validity and operation of any decree or order already passed by a court of competent jurisdiction.

Certain persons deemed to be in unauthorized occupation of land

³(15-A. Where a lease of land which is the property of the Government expires or is terminated by the Government or any other authority competent in that behalf, the lessee or any other person remaining in possession of the land after such expiry or termination, or

where land granted to any person is liable to be resumed by the Government for the breach or non-observance of any of the conditions subject to which the grant is made and the Government or any other authority competent in that behalf have passed orders resuming the land for such breach or non-observance, the grantee or any other person remaining in possession of the land after the passing of those orders.

shall, for the purposes of sections 3 to 15, be deemed to be a person unauthorizedly occupying such land).

1. Substituted by section 11 of the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (A. P. Act No. XXV of 1958).

2. The words "Crown property" were substituted for the words "the property of Government" by the Adaptation Order of 1937 and the words "the property of Government" were substituted for "Crown property" by the Adaptation (Amendment) Order of 1950.

3. This section was inserted by section 2 of the Madras Land Encroachment (Amendment) Act, 1950 (Madras Act XXIX of 1950).

Saving of lands claimed by right of escheat or reversion.

16. Nothing in this Act ¹(save as provided in section 15-A), shall apply to any lands claimed by right of escheat, ² () or reversion until lands have been reduced into possession by ³(The State Government).

APPENDIX

Certain provisions of the Madras Land Encroachment (Andhra Pradesh Extension and Amendment) Act, 1958 (Andhra Pradesh Act No. XXV of 1958), not incorporated in the principal Act.

Short title extent and commencement.

1. * * *

(2) It extends to the whole of the State of Andhra Pradesh.

(3) This section shall come into force at once; and the remaining provisions shall come into force on such date as the State Government may, by notification in the *Andhra Pradesh Gazette*, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,

(a) "Andhra area" means the territories of the State of Andhra Pradesh which, immediately before the 1st November 1956 were comprised in the State of Andhra;

(b) "transferred territories" means the territories specified in sub-section (1) of section 3 of the States Reorganisation Act, 1956 (Central Act 37 of 1956).

Extension of Madras Act III of 1905 to transferred territories.

3. The Madras Land Encroachment Act, 1905 (Madras Act III of 1905), as in force at the commencement of this Act in the Andhra area (hereinafter referred to as the principal Act) as amended by sections 4 to 11 is hereby extended to, and shall be in force in, transferred territories.

Effect of other laws.

13. Nothing contained in the Hyderabad Land Revenue Act (Hyderabad Act VIII of 1317 F.) shall apply in so far as it relates to any matter or proceeding dealt with in the principal Act as amended by this Act except as respects things done or omitted to be done before the commencement of this Act.

1. These words, figures and letter were inserted by section 3 of the Madras Land Encroachment (Amendment) Act, 1950 (Madras Act XXIX of 1950).

2. The words "resumption" was omitted by *ibid*.

3. The words "the Provincial Government" were substituted for the word "Government" by the Adaptation Order of 1937 and the word "State" was substituted for "Provincial" by the Adaptation Order of 1950.

APPENDIX—III

(Vide Circular No. 27/63)

FOREST DEPARTMENT

C. C. P. Mis 692/62.

Office of the Chief Conservator of Forests,
A. P. Hyderabad, D/ 28-12-62.

Sri M.P. Cariappa, I. A. S.,
Chief Conservator of Forests

* * * * *

GOVERNMENT OF ANDHRA PRADESH AGRICULTURE DEPARTMENT.

MEMORANDUM No. 3786 Forest 1/62-4, dated 20-12-1962.

Sub:—FORM AND REGISTERS-Forest Department-Telangana area-Introduction of Standardised Forms of Andhra-Pradesh of the Chief Conservator of Forests-Accepted-Orders-issued.

Ref:—i) From the Chief Conservator of Forests, Lr. No. 43305/62 H-1 dated 14-6-1962.
ii) From the Chief Conservator of Forests, Lr. No. 43305/62 H. dated 16-8-1962.

The Chief Conservator of Forests has reported that two different sets of forms are in use in the Andhra and Telangana areas and that, in order to avoid duplication of work in printing and to economise the cost of printing, it is desirable to replace such of the Telangana Forms which correspond to Andhra Forms. He has proposed that the Forms and Registers in use in the Andhra area may be adopted in the Telangana area also and to retain certain forms in Telangana area and to extend them to Andhra area. Government after careful examination, direct that the Forms and Registers in vogue in the Telangana area, shown in Columns (1) and (2) of Appendix (1) to this Memorandum, shall be replaced by the corresponding forms in vogue in the Andhra area shown in Columns (3) and (4) of Appendix (1) with immediate effect.

2. They also direct that the eight forms in vogue in Telangana area as shown in Column (1) of Appendix (2) to this Memorandum be allowed to continue in Telangana area and the first four forms in the Appendix viz., Forms No 7, 12, 13 and 19 shall be extended to Andhra area replacing the existing Form No. 14.

3. The Director of Printing, Hyderabad, is requested to make arrangements for the supply of the above printed forms to all the District Forest Officers both in the regions on indent.

A. R. GOPALAN,
DEPUTY SECRETARY TO GOVERNMENT

PROCEEDINGS :

Copy Communicated with appendix (1) & (2) to all Officers in distribution list 'A'. They are requested to place their Indents through their Indenting Officers directly to the Jt. Director of Printing, Govt. Printing Press, Kurnool and obtain their requirements.

Sd/ P. Chandrasekhar Rao,
for CHIEF CONSERVATOR OF FORESTS.

To

All Officers in Distribution list 'A'.

Copy to Jt. Director of Govt. Printing Press, Kurnool.

Copy to H. 1 Seat.

20 spare copies.

APPENDIX (I)

Form No.	List of Forms in vogue in Telangana region now replaced by Forms in Columns (3) and (4) of this Appendix.	Form No.	List of Forms in vogue in Andhra area now extended to Telangana region replacing forms in Columns (1) and (2) of this Appendix.
(1)	(2)	(3)	(4)
1. Reservation.		1	Register of Reserve Forests.
2. Receipts and Issues of Timber and other produce in Depots during the month.		5	Receipts and Issues of Timber and other produce in depots during the month of.
3. Departmental Timber Sold.		6	Sales during of Timber and other produce collected by Government Agency.
4. Timber etc. felled by Contractor or Revenue from Timber and other Produce cut, collected and removed from the Forests by consumers or purchasers including pasture during the :		8	Revenue from Timber and other produce cut. Produce cut, collected and removed from the forests by consumers or purchasers including pasture during the month.
5. Timber given as free grant or Register of free grants of Forests Produce in the Division.		11	Register showing free grants of Timber and other forest produce made during.

(1)	(2)	(3)	(4)
6. A. Register of Stock.		12	Register of Receipts and Disposals of Stores, Tools and Plant.
B. Inventory of Stores, Tools and Plants.		13	Register of Stores, Tools and Plant issued to or returned by Range Officer.
C. Survey Report of Stores.			
C. Survey report of stores; This pertain to unserviceable articles :			
8. Money Receipt Book.		C.F. 140	Receipt Books.
9. Bill Form.		R.F. XII	Invoice to Accompany Timber and other produce.
		E. 14	
10. (1) Preliminary Offence Report.		Form A	(1) Offence Report Form A.
(2) Supard Nama.		C. & G.	(2) Orders of District Forest on Offence report and communication to Range Officer, Accused and Court.
14. (5) Report Irtakab-e-Jurm.		Form H.	(3) H. Form Receipts given for Property seized from offenders and entrusted to the custody of village Munsiff or Karanam.
15. (6) District Forest Officers' order to his Assistant to Recover the Amount.		R. F. II	(4) Receipt for seized property released.
		A-49	
16. (7) Rangers Order to his Assistant to recover the amount.		Form E.	Forest Offence Form E. H. Form.
17. Range Register of Forest Offences.		Form H.	Register of Forest Offences and Forest Produce.
18. Divisional Register of Offences.		Form 16	Register of Forest Offences in the Division.
20. Statement of fees collected in the Rest House.		R.F. XII	Rest House Register.
		26	
21. Register of sanctions accorded by Chief Conservator of Forests, Conservator of Forests and District Forest Officer.		Form 46	Intimation of sanction accorded by Conservator of Forests, Dist. Forest Officer etc.
22. Record of sanctioned works.		Form 52	Works Register (For use in Range Office.
		52 (A)	Works Register (Divisional Office).

(1)	(2)	(3)	(4)
23. Deposit Register.		Form 17	Register of Security Deposits.
24. Preliminary Fire Report	}	Form R.F. XXII-E.	Fire Occurance Report.
25. Final Fire Report.			
26. Form of Monthly Returns of Fire.		Form No. 7 with Appendix.	Area of Forest tracts protected from fire during calender year with an Appendix showing the number and origin of fires.
27. Muster Roll.		F.A. XI	Muster Roll (Part I and Part-II) Register of arrears of wages due to work people.
28. Measurement Book.		C.F. 298.	Measurement Book.
29. Vouchers.		Form 58.	Form 58. First and Final Bill. Running Account Bill.
30. Objection Statement.		Form 59. C.F.T&A 124/55	Objection Statement on accounts and returns.
31. Cash Book.		Form F. A I.	Cash Book.
32. Range Inspection Form.		—	No printed form necessary.
33. Divisional Inspection form as above against item 32-do-			Typed copies of Questionaire in Appendix 27 and 29 of Forest Dept. Code to be adopted.
34. Forest Contractor Agreement Form.			Agreement forms for Tookee leaves, M. F. P. Fuel & Timber Coupes Bamboos etc.
35. Completion report in respect of Coupes.		F.F. III 14	Completion Report in respect of Coupes.
36. Certificate.			No printed form is necessary.
37. Bid sheet.		F.F. XII 25	Auction Sale list.
38. Requisition for supply of forms and Registers.		—	Indents for Common Forms and Code Forms.

(1)	(2)	(3)	(4)
39.	Receipt of forms and Registers.		Stock Register of forms and Register.
40.	Agri-Silviculture Agreement Form.		Agreement form for lease of cultivation prescribed in Forest Department Cods.
41.	Marketing Register.	Form 2 3 4	Marking and felling register showing gross yield of Timber by government Agency.
42.	Register control No. 1 Compartmental History Field description sheet.	R.F. IIIA 79/59	Control Journal.
43.	Register of Grazing.	—	1. Annual Return of Grazing in State Forests. 2. Statement of Area Closed and open to Grazing. 3. Reaister showing the receipts and issues of permits. 4. Permit Return for the month of.

R.F. XXII
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APPENDIX (2)

S.No.	Forms in Telangana Area.	S.No	Forms in Andhra Area.
(1)			(2)
1.	Form No 7 Leave Register.	1.	Form No. 14.
2.	Form No. 12 Case Diary.		
3.	Form No. 3 Compound Statement.		
4.	Form No. 9 Register of Forest Produce and Property seized and disposed of.		
5.	Form No. 42 Forest Village Note Book.		

ACCOUNTS FORMS-

- Form No. 14.
- Conservancy Accounts. (10-B)
- Conservancy Accounts. (10-D).