

Rcf. No. 5607/C5/67

Dated : 30—1—1967.

**Circular No. 1/67.**

**Sub :—Buildings—Forest Department—private buildings occupied by the Forest Department offices—proposals for sanction of excess plinth area and rent—instructions—issued.**

It has been in practice since several years that private buildings are occupied on rent by the forest offices all over the State where departmental buildings are not available to locate the offices. Government have fixed certain standards of area permissible for each office and generally the private buildings with excess in plinth area only are available. In such cases Government are being addressed for sanction of the excess in plinth areas which are being normally accepted by Government.

It is noticed that the Dist. Forest Officers and Conservator of Forests are not sending proposals to the Chief Conservator of Forests for sanction of the excess plinth area by Government sufficiently in advance. Sometimes their proposals are received at fag end of the year. Similar is the case in regard to submission of proposals for sanction of rent by Chief Conservator of Forests.

The Dist. Forest Officers and Conservators of Forests are informed that they should submit proposals for sanction of excess plinth area by Government and rents of buildings by the Chief Conservator of Forests sufficiently in advance of the expiry of previous sanction. Late submission of proposals will be viewed seriously.

The circular may please be acknowledged in the proforma sent herewith.

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

Rc. No. 10071/67-J1

Dated : 22—2—1967.

**Circular No. 2/67.**

**Sub :—Reservation of Forest Blocks—Submission of Proposals U/s. 4 and Publication of sec. 4 Notification in the Dist. Gazettes—regarding.**

It has been the general practice that as soon as a forest area is taken over by the Forest Department the block is initially got notified under section 26 of the A. P. (A. A.) Forest Act, 1882 or under section 29 of the A. P. (T. A.) Forest Act, 1355 F., as the case may be. The

Forest Acts of either the Andhra area or the Telangana area so not prescribed any initial notification under section 26/29 as a prelude to section 4. There is no legal bar to notify an area proposed to be reserved under section 4 straight away without any need to first get the same notified U/s. 26/29. The necessity to just notify an area U/s. 26/29 arise only in cases where it is considered that much time will be taken to survey and demarcate the area and to collect all field data from the Revenue Department for preparation of area statements and other required enclosures for being submitted with the section 4 proposals. In such cases publication of notification U/s. 26/29 provide an interim legal protection to the area in question. However in case where section 4 proposals can be submitted with all enclosures, after survey and demarcation without much loss of time the Divisional Forest Officers and others connected with reservation work may submit proposals U/s. 4 directly without loss of time by resorting to section 26/29. To minimise the time lag for such direct process the Officers concerned should see that all required field particulars and other data are collected simultaneously along with the progress of the survey and demarcation.

2. The section 4 notification is approved by Government and is required to be published in the State Gazette. In respect of Andhra Area the A. P. (A. A.) Forest Act, 1882 prescribes the publication of the section 4 notification in the District Gazette also before further action could be taken by the Forest Settlement Officer concerned for the settlement of the block in question. As this is a statutory provision it is mandatory and has to be complied with. Any action taken by the Forest Settlement Officer subsequent to publication of Sec. 4 Notification in the State Gazette alone, in respect of Andhra Area, without immediate similar publication in the concerned District Gazette will become null and void and will have no legal backing. All the Officers concerned with the reservation of forest blocks and the forest Settlement Officers dealing with the settlement of forest block concerned by the A. P. (A. A.) Forest Act, 1882 are therefore requested to take necessary steps to ensure that the Section 4 Notifications are published in the concerned District Gazettes also without fail before settlement is taken up and before the proclamation U/s. 6 of the said Act are issued by the Forest Settlement Officers. This is absolutely necessary as there are instances in which cases filed against offences were dismissed by Court for want of publication of Section 4 in the District Gazettes.

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

Copy of ref. No. 46255/66-D4 dt. 23-2-1967 of Chief Conservator of Forests, Andhra Pradesh, Hyderabad.

### **Circular No. 3/67.**

**Sub : Andhra Pradesh General Sales Tax Act 1957-Forest Produce collection of Sales Tax-instructions issued.**

Ref : Chief Conservator's ref. No. 46256/66-D4 dt. 24-8-1966.

Attention of all the Officers of the Distribution list 'A' is invited to the Chief Conservator's reference cited wherein detailed instructions have been issued indicating the latest position regarding collection of S. T. and Taxes on turn over on the different items of Forest produce

together with illustrations. These instructions are amply clear in regard to collection of Sales Tax. In spite of these instructions it is observed that the Dist. Forest Officer's are making references to the Chief Conservator of Forests seeking clarification on petty items which they could easily get by addressing or contacting the local Commercial Tax Officers.

The Officers are aware that Sales Tax is liable to revision from time to time by legislation and often it is possible we are late in keeping pace with the revised rates. It is considered better to instruct all the officers as to consult concerned Commercial Tax Officers as to the rates of Sales Tax prevalent at the time of conducting any sales and see that correct amounts are realised by having suitable conditions in the sale notice accordingly.

All the Officers should take action accordingly in future.

The receipt of Circular should be acknowledged in the Form given below.

Sd/— P. S. RAO,  
C. C. F.

Rc. No. 32224/65 H1

Dated: 8—3—1967.

### **Circular No. 4/67.**

#### **Sub :— Forest department-adoption of Metric measures-Instructions -Regarding.**

Ref : Circular No. 52/66 H1 Communicated in C C F's Rc. No. 31224/65 H1 dated 5-10-1966.

The adoption of Metric system in all departmental transactions has been made compulsory. Instructions were already issued on the implementation of the Metric weights and Measures with regard to sale notices, survey, schedule of rates for works, seniorage rates and specification of timber sizes.

In order to make the adoption of Metric System uniform for items of common occurrence a list showing units in Metric System is communicated here with.

Sd/-  
Chief Conservator of Forests.

Sl. No.	Name of the item.	Existing British Unit.	Actual Conversion.	Proposed Unit.
1	2	3	4	5
<b>I. SURVEY AND DEMARCATION</b>				
(1)	Construction of Cairn : Bottom.	4' x 4'	1.219 m x 1.219 m	1m x 1m
	Top	2" x 2'	0.610 m x 0.610 m	0.5 m x 0.5 m
	Height.	4'	1.219 m	1m
(2)	Cutting coupe lines.	10' Wide	3.048 m	3 metres
(3)	Clearing old coupe lines,	10' "	3.048 m	3 "
(4)	Cutting strip lines.	6' Wide	1.829 m	2 metres
(5)	Clearing of old strip lines.	6'	1.829 m	2 "
(6)	Demarcation stones.	3' x 1' x 4"	0.914 m	1 m x 0.3 m
(7)	Chiselling of letters.	1" depth	x 0.306 m x 0.102 m	x. 1m
(8)	Clearing of the divisional boundary line.	50' Wide	6.350 mm	15 metres
(9)	Clearing of Range boundary line.	30' Wide	15.240 m	10 metres
(10)	Clearing of state boundary line.	100' Wide	9.144 m	30 metres
<b>II. FIRE PROTECTION :</b>				
(1)	Fire tracing plantations.	30' Wide	9.144 m	10 metres
<b>III. TIMBER EXTRACTION :</b>				
(1)	Felling and logging Timber species of	14' Girth & above	0.356 m	All Grith classes with 15 cm intervals and Diam Classes 5 cm intervals.
(2)	Felling and logging Timber species of upto	12" "	0.305 m	All length measurements to be in units of 10 cms Rates for felling,
(3)	Rough squaring of logs.	48" girth	1.219 m	rough squaring, dragging, transport etc., may be revised if necessary on
(4)	Rafting of Timbers.	85 miles	136 765 km	above classification.

#### IV. BAMBOOS

1. Felling and dragging of Bamboos	8-10" girth	0.25 m	over 25 cms
(a) I Class	6-8" girth	0.203 m	15-25 cms
(b) II Class	6"	0.152 m	below 15 cms

#### V. CLASSIFICATION OF TIMBER

	Girth	Girth
1. Vasams	18" 0.457 m	30-45 cms
2. Bazus	24" 0.610 m	45-60 cms
3. Doolam	36"	60-90 cms
4. Karra	48"	90-120 cms
5. Palaka	above 48"	over 120 cms

Lengths of logs for depots classification may be as follows :—

Below 125 cms  
 125 cms — 250 cms  
 250 cms — 375 cms  
 375 cms — 500 cms  
 500 cms — 750 cms  
 Over 750 cms

#### 1. SPACEMENT TABLES :

Metric	No. per hectares	British	No. per acre
1½m x 1½m	4450	4ft x 4ft	2740
2m x 2m	2500	6ft x 6ft	1210
2½m x 2½m	1600	8½ft x 8½ft.	605
5m x 5m	400	15ft x 15ft.	195
7m x 7m	200	22ft x 22ft.	90
10m x 10m	100	33ft x 33ft.	40

#### (2) NURSERY BEDS :

The most commonly used size of the nursery bed now is 40' x 4' giving an area of 160 sq. feet. The nearest metric equivalent for this can be 12 x 1.25 meters, which I feel can be conveniently adopted. The area of the bed of above size will be 15 sq. meters which is a round figure.

The other size of nursery bed which is also used is 5' x 3' Primary beds and I suggest that we may adopt a metric equivalent of 1½ x 1 meter bed, which will be slightly bigger than the normal size, but will have an area of 1½ sq. meters, which is a good figure for easy calculations.

(3) PITTING AND TRENCHING :

The most common size of pits that are used are 1 cube and I suggest that 30 cm. cube pits can be conveniently adopted in their places. The sizes of the trenches that are normally dug nowadays in afforestation programmes are 3' x 1' x 1' ; 11' x 1' x 1' and 33' x 2' x 1½' and I suggest the following metric equivalent for the same. 1 metre x 30 cm x 30 cm, and 3 metre x 330 cm x 30 cm and 10 metres x 50 cm x 30 cm respectively.

(4) THE SIZE OF THE PLANTING STOCK.

(a) Teak stumps size :

A standard size of 25cm length can be used of which 3cm roughly is the stem portion above the collar and 22 cm is the root length.

(b) Eucalyptus naked and bag plants :

Where we are just now prescribing planting of seedlings and 60 cm high.

POLYTHENE BAG SIZE :

The most commonly used size of the Polythene bags are 5" x 8", and 6" x 9" of 150 and 200 guage. The guage of Polythene bags need not be changed as it is already in metric units and the size of the Polythene bags may be changed to 12 cms x 20 cms, and 15 cms x 22 cms.

Ref. No. 47590/66-E2.

Dated : 23-3-1967.

**Circular No. 5/67.**

**Sub : Forests-Supply of seeds and seedlings by the Forest Department Uniform procedure throughout the State- prescribed- Regarding.**

Ref : G. M. No. 3289, Food & Agri. Forests. III/66-2, dt. 1-12-1966 communicated in C. C's. Ref. No. 47590/66-E2, dt. 21-12-1966,

Attention of all District Forest Officers, State Silviculturists, Forest Utilization Officers and Curators, Nehru Zoological Park, Hyderabad is invited to the Government Orders communicated with the Chief Conservators Ref No. cited in which they were empowered to supply seeds and seedlings to the public other State Governments and Research Institutions as follows :

- (1) Seeds collected free of cost or seedlings raised free of cost by subordinate staff, be supplied to public free of cost.
- (2) Seeds collected at cost and seedlings raised at cost be supplied at the actual cost rate to the public or other Government Departments, and with nominal profit to other State Governments.
- (3) For research purpose, supply of seeds and seedlings and such material be made free of cost to Forest Research Institutions and its branches and other Research Institutions.

2. In this connection, it is clarified that before supplying seeds to other State Governments the State Silviculturist may be consulted regarding rates to be charged. For supplying seeds to public or other Government Departments, they may use their discretion and charge the rates.

The receipt of the circular should be acknowledged.

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

Ref. No 4598/67-R1.

Dated : 23-3-1967.

**Circular No. 6/67.**

**Sub:—Andhra Pradesh, Forest Act. Forest Offences compounding of offences in respect of offence relating to Red Sanders and Sandals Instructions—Regarding.**

Ref : From Collector Cuddapah. Lr. No. 12980/66, dt. 16-1-1967.

2. G. M. No. 204/For III/67-1, dt. 30-1-67.

A copy of the reference 1st cited is enclosed herewith.

The compounding powers in Forest Offences are discretionary. This discretion should not be used at the cost of protection and moral fear which prosecution in a court of law would create. Sandal-wood and Red-Sanders offences carry imprisonment also invariably in case of conviction. Therefore it is not desirable to compound Red-Sanders or sandalwood Forest Offences.

It is hereby ordered to Prosecute all Sandalwood and Red Sanders offence cases, unless there are extremely justifiable grounds to show that the omission is a minor technical formality and the Forest Produce involved does not belong to the Government. In all cases where offences are compounded, the District Forest Officer should invariably record the reasons for doing so and put them for the perusal of the Conservator of Forests during office inspections. The Conservator of Forests, should also check during office inspections, to satisfy themselves that the compounding orders are justifiable and take suitable action, if it is not so.

The receipt of the circular instructions should be acknowledged at once in the form appended,

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

Copy of Lr. No. D. Dis. 12988/66, From Collector and Dist. Magistrate, Cuddapah, Addressed to Secretary to Government, Food and Agriculture Department, Andhara Pradesh, Hyderabad. Copy to the Chief Conservator of Forests, A. P. Hyderabad.

**Sub :—Administration of Justice—Forest Offence—Compounding of offence in respect of offence relating to red sanders--regarding.**

Ref:—G. O. Ms. No. 1824 Food and Agriculture Dated 14-7-1964.

I invite attention to the Andhra Pradesh Forest Laws Amendment Act 1963 (Act II of 1963) according to which section 21, 26, 35 and 36 of the Andhra Pradesh Forest Act 1882 have been amended. I also invite attention the amendments issued to rules framed under the Andhra Pradesh Forest Act in G. O. cite. The effect of these amendments is that, in respect of offences relating to sandal-wood and red-Sanders wood imprisonment for a period of not less than three months and fine not exceeding Rs. 10,000/- should be inflicted, the Honorary First Class Magistrate-Cuddapah has brought to my notice in his letter Dis. 155 dated 1-9-1966 (Copy enclosed) that suitable amendments to section 55 of the Andhra Pradesh Forest Act and the powers delegated to the Forest Officers for compounding offences Page 59 of the Forest Manual have not been issued with the result that some cases relating to red sanders are being compounded by the Departmental officers and the accused prosecuted only in case he fails to pay the C. fees and that it is anomalous that when law prescribes a minimum of imprisonment in certain cases, there should be a provision nullifying the very object of the amended by allowing discretion with the departmental officers to compound the offence. I agree with the above opinion of the Honorary First Class Magistrate, Cuddapah and request that section 55 of the Andhra Pradesh Forest Act 1882 and the powers delegated to the District Forest Officers for compounding the offences may be suitably amended to bring them in line with the letter and spirit of amended provisions of the Act 1963 (Act. No II of 1963) I request the favour of early instructions in the matter.

Sd/-for Dist. Magistrate.

Copy of Lr. from Honorary First Class Magistrate, Cuddapah addressed to the District Magistrate, Cuddapah.

**Sub :—Administration of Justice—Forest Offence - Compounding of offence in respect of offences relating to red-Sanders.**

Ref :—Andhra Pradesh Forest Act as amended by Act of II/1963 and the Rules issued in G. O. Ms. No. 1824 Food and Agriculture dated 14-7-1964.

I invite kind attention with provisions of sections 21, 26, 35 and 36 of the Andhra Pradesh (Andhra Area) Forest Act 1882 as amended by Act II of 1963 and to the Rules issued in G.O.Ms. No. 1824 Food and Agriculture Dated 14-7-1964.

The effect of these amendments is that in respect of offences relating to sandalwood and red sanders wood imprisonment for a period of not less than three months and fine not exceeding Rs. 10,000/- should be inflicted.

Obviously the Government intended that offences relating to sandalwood and Red sanders wood should be dealt with very severely. But it is found that suitable amendments to



section 55 of the Andhra Pradesh Forest Act and to powers delegated to Forest Officers for compounding offences (Published on page 59 of the Forest Manual) do not appear to have been issued.

The result has been that time cases relating to Red Sanders are being compounded by the Departmental officers and the accused prosecuted only in case he commits default of payment of C. Fees.

It is anomalous that when law prescribed a minimum of imprisonment in certain cases, there should be a provision nullifying the very object of the amended law by allowing discretion with Departmental Officers to compound the offence. Therefore section-55 and powers delegated for compound of offences need to be suitably amended to bring them in line with the latter and spirit of the amended provisions of the Act. I suggest that the Government may be addressed in the matter.

Yours faithfully,  
Sd/- G. Srinivasachari,  
Honorary First Class Magistrate, Cuddapah.

Ref No. 4598/R/67.

Dated : 24-2-1968.

**Sub :- A. P. Forest Act-Forest Offences compounding of offences in respect of offences to red sanders and sandalwood-Acknowledgement-Reg.**

Ref : C.C's. Ref. Even. No. Dated 23-3-67, (Circular No. 6/67).

Attention is invited to the reference cited, and they are informed that their acknowledgements are still awaited even after issue of four reminders. Hence they are requested to send the same expeditiously as the file is pending for want of the same.

Sd/- A. V. R. RAO,  
for Chief Conservator of Forests.

Ref. No. 30129/67-B1

Dated : 27-5-1967.

**Circular No. 7/67.**

**Sub :- Forest leases-Timber coupes fuel and other Plantations coupes etc.-Permission for advance felling-Regarding.**

A certain proposal was received in this office to allow advance fellings in a strip without payment relating to that strip being made on the condition that actual removal will be allowed after payment of dues only. This proposal related to a running contract. Similar proposals for modification or Liberalising the conditions during the currency of the contracts are not uncommon.

If may be noted that any deviation from the terms of the contract in the nature of an extra legal concession will attract adverse comments on the main ground that had such a provi-

tion been indicated at the time of sale itself more favourable bids could have been possibly obtained. It will be difficult to counter this argument. Further it cannot be disputed that better bids are bound to come if liberal conditions are indicated at the time of sale itself.

It is therefore instructed that the Conservators who are expected to attend all the major sales in their divisions should invariably review the conditions of sale much before the sale and make it a point to listen to the requests of the intending bidders and make suitable changes before the conduct of sales itself, provided, however, that Government interests are safeguarded. This will avoid extra legal concessions at a later stage and also give scope for better bids because the bidder need not hesitate giving margin for his doubtful success for concessions during the currency of the contract. The Divisional Forest Officer also will do well to think of all possible facilities for working any contract and incorporate the conditions in the sale notice after obtaining, however, the consent of Conservators of Forests concerned as instructed in Chief Conservator of Forests Rs. 42218/64-D3 dated 13-8-1965, while communicating the common sale notice.

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

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

Rc. No. 30441/67-D4  
Dated : 28-5-1967.

### **Circular No. 8/67.**

#### **Sub : - Suits-Forest Suits Civil and W. Ps, filed in High Courts in Civil Cases-Procedure to be followed instructions-Issued.**

There is general confusion prevailing on the subject of suit notices, suits, decrees, appeals and Writ petitions filed in the High Court. Following instructions may be scrupulously observed to avoid confusion and loss of time which is vital in court cases.

(1) (a) **Suit Notices** :— Suit notices are to be disposed of in accordance with the instructions laid down at section 76 of Andhra Pradesh Forest Code. If a suit notice is issued of the Forest Officers in addition to the Collector, the proper course will be to intimate the suit-notice giver to await a reply from the Collector and request the Collector to deal with the suit notice as provided under Section 76 Forest Code. If on the other hand, there is no information whether the Collector also received the suit notice, the receipt of suit notice should be brought to the notice of the concerned Collector and further action for its disposal be taken as per Section 76 of the Forest Code.

(b) **Suits** :— When actual suits are filed also instruction in Section 76 of the Code should be followed in consultation with the Collector.

(2) **Appeals** :— As in the cases of suit Notices and suits in respect of Appeals also, in cases where the forest suits have been decided against the Government in Mofussil Courts, the District Forest Officers are just rushing to the Chief Conservator of Forests for orders with or without enclosing copies of the Judgment. This is not correct. The procedure to be followed

in such cases is laid down in Section 76 (iii) of the Forest Code and should be followed strictly in future.

1 (3) **Depositing decretal amount in the Court :—** There have been instances where after suits have been decreed against the Government the District Officers and Conservators of Forests concerted have submitted proposals to Chief Conservator of Forests after considerable delay for obtaining Government sanction for depositing decretal amount in the Courts. Since there was not adequate time to obtain sanction of Government before the date fixed by the Courts for depositing the amounts, permission had to be given for drawal of amounts in anticipation of Government sanction. Government have since issued strict instructions not to draw such amounts without obtaining prior sanction of the Government.

Wherever a suit is decreed against Government the Courts are required to give a two months' notice to Government for payment of decretal amounts as prescribed in the Civil Procedure Code. There will thus be ample time for obtaining orders of Government sanctioning the Funds for incurring the expenditure, if action is taken promptly.

(4) **Collector to make special report:—**According to Section (ii) of the Forest Code and the instructions contained in Para 6 of B. S. O. 93 about the reports of the result of suits should be observed in Forest cases, the words "Chief Conservator of Forests" being substituted for "board" wherever the letter occurs in the paragraph. According to para 6 of the B. D. O. 93 in cases in which decree is adverse to Government in respect of cost or is otherwise open to objection Special Report has to be submitted by the Collector to the Chief Conservator of Forests with copy of decree and judgment. On receipt of this report from the Collector further action will be taken by sanction for depositing the decretal amount.

(5) **Responsibility of Forest Officers :** It will be seen from the above that all matter relating to Forest Suits will have to be dealt by the District Collectors concerned. In order to safeguard the interest of the Department it is necessary that officials of the Department should submit promptly their reports to the Collectors and render all possible assistance for the success of the Forest Suits. It is also necessary in the interest of the Department that the District Forest Officers should maintain frequent personal contact with the Collector to see that the Forest suits are decreed against the Government the District Forest Officer should see that the Collector takes suitable action.

(6) **Writ Petitions:** In respect of the W.Ps. filed in the High Court against Government, Government have recently issued clear instructions in G. O. Ms. No. 1962-House (Courts-C) dated 29-11-1959 and G. O. Ms. No. 1648/Home (Court-C) Department, dated 29-7-1966 as to the procedure. The Counter-Affidavit will have to be approved as follows :—

i. If the Government is the respondent, the Government have to approve the Counter Affidavit before filling.

ii. If the respondent is Head of the Department (or Collector) or a subordinate, discretion rests with the Head of Department (or Collector) either to approve the Counter Affidavit himself or to send to the Government depending upon the nature and the gravity of the issue involved. But in no case an authority subordinate to Head of the Department can approve the Counter Affidavit. In such cases the subordinate authority can sign and file the Affidavit only after obtaining the approval of the Head of Department.

(7) Stay Orders preparation of Counter Affidavit: In case where stay orders are issued by High Court on any point, such order must be implemented atonce. If there is any doubt on the scope of the orders the concerned District Forest Officers must meet the Government Pleader concerned atonce and obtain clarification in writing and take action accordingly. The matter should not be dealt in routine correspondance. The next step is to obtain Affidavit from Government Pleader and submit parawise remarks and connected record to Chief Conservator of Forests through the Conservator of Forests for scrutiny. After the records are sent to Government Pleader by Chief Conservator of Forests, the District Forest Officer may assist the Government Pleader in drafting Counter Affidavit if necessary.

(8) Recovery of Costs :- (i) In all cases where the Government are entitled to recover cost, from the parties as per the judgement decree, the District Forest Officer should after receipt of the Judgement decree include the item in the monthly form No. 9 return of the Forest Code "outstanding on account of Revenue" for that month and should continue to show it in that return in every subsequent month until the costs are recovered and credited to the Department.

(ii) As regards collection of the costs awarded as far as the cases relating to Muffussil Court are concerned, steps should be taken in consultation with the Collector for the Collection of the cost awarded or to get necessary execution petition in filed the cases where costs not paid by parties.

(iii) As regards the collection of costs awarded in the writ petitions by High Court District Forest Officers should on receipt of the Judgement-decree copy issue notice of demand in respect of the costs awarded to the petitioner fixing a time limit. If the amount is not paid within the time fixed, the District Forest Officer should address the Government Pleader, at Hyderabad giving particulars regarding the present address of the Writ Petitioner and details of the property he owns and also the Court having Jurisdiction over the same for transferring the decree for execution.

The District Forest Officers are requested to invariably follow there instructions. The receipt of the Circular should be acknowledged by return of post

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

Ref. No.34962/65 A-6.

Dated : 29-7-1967.

**Circular No. 9/67.**

**Sub : ESTABLISHMENT - Forest Department - A. P. F. S. Service  
Rules-promotion of Forest Guards appointed prior to 1-11-1956  
Telengana Region-Clarification.**

A doubt has arisen whether Hyderabad cadre and recruitment rules which have been repealed in G. O. Ms. No. 2084 Food and Agriculture (Forest II) dated 17-9-1963 can be made applicable to Forest Guards appointed prior to 1-11-1956 for promotion of foresters

The Government in their G.O.Ms. No. 75 GAD (Ser. A) Department dated 10-1-1962 communicated in CCP. Mis. No. 192/62 dated 11-5-1962 have clarified that in the case of Telengana employees they are afforded protection in respect of the Hyderabad Cadre and recruitment rules upto one stage of promotion after 1-11-1956 as an additional benefit because the rules were statutory in the erstwhile Hyderabad State. It was also clarified that the basis for promotion of the Telengana employees is merit provided they are otherwise qualified under either of the three sets of rules namely, the Hyderabad Rules, Andhra Rules or A. P. Rules.

As per Hyderabad Cadre and recruitment rules issued in notification No. 226/GAD-SRL/19-R. R/52 dated 23-11-1954 and which were in vogue on 3-10-1956, a candidate for appointment as Forest Guard must be able to read and write in Hindi or one of the three regional languages. 10% of the posts in forester's cadre were reserved to be filled by promotion of deserving Forest Guards based on seniority cum efficiency.

In view of the above in case of Forest Guards appointed prior to 1-11-1956 in the erstwhile Hyderabad State minimum qualifications of IIIrd Form or 8th Class as required in A P. forest Subordinate Service rules for promotion to the cadre of forester need not be insisted upon as this promotion being the promotion to a post one stage above the one held by them prior to 1-11-1956 and they can be promoted to the extent of 10% of the posts of foresters as per the said rules,

Under Rule 2 of the Special Rules for A. P. Forest subordinate 25% of the vacancies in forester's cadre are reserved for promotion of suitable Forest Guards. Therefore 1st 10% of the posts will have to be filled in by the Forest Guards who were appointed prior to 1-11-56 the remaining 15% of the posts have to be filled in according to Special Rules for A. P. Forest Subordinate Services.

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

Ref No. 47968/67-DI

Dated : 15-8-1967.

#### **Circular No. 10/67.**

**Sub :— Forest Contract Rules 1355 F. Under Andhra Pradesh (Telangana Area) Forest Act 1355 F. interpretation of Rules 15, 29, 30 and 31—Regarding.**

In view of ambiguity expressed by various officers from time to time as to the interpretation of certain rules of Forest Contract Rules, clarification has been obtained from the Government.

A copy of the G. M. No. 112-For. III/67-4 Food & Agriculture Department dated 26-6-1967 received is enclosed herewith for information and necessary action.

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

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

GOVERNMENT OF ANDHRA PRADESH

Food & Agriculture Department.

Memorandum No. 115 For. III/67-4.

Dated 26-6-1967.

**Sub :—Forest Contract Rules, 1355F. -Interpretation of rules 15,29, 30 and 31-Clarifications-Issued.**

Ref : From the CCF. Lr. No. 38163/66-D1 Dated 17-12-1966. The points raised by the Chief Conservator of Forests in his letter cited are clarified below in seriatum :

(1) To levy a penalty subject to a maximum of  $\frac{1}{4}$  lease amount under rule 29, is it necessary to terminate the contract ?

It is not clear why this doubt arose to the Chief Conservator of Forests in this regard. No where in the Forest Contract Rules, it was mentioned that termination is necessary before levying penalties. He seems to be confusing the terms "levy of penalty" with that of "realisation of the amount of penalty" mentioned in rule 29 (3). The Chief Conservator of Forests is informed that termination of contract has nothing to do with the question of levy of penalties under rule 29 (2) that these penalties can be levied, before or after the termination of contract and that it is not necessary to terminate a contract for the purpose of levy of penalties under rule 29 (2).

(ii) When it is not proposed to terminate the contract, will it be in order to levy and collect penalty under rule 29, Forest Contract Rules subject to a maximum of  $\frac{1}{4}$  lease amount.

In Government Memo No. 7237-For. II/60-2-dated 22-1-1961, it was already clarified that only on termination of the contract that the entire penalty upto one quarter of the total consideration levied under rule 29 can be recovered as provided under rule 30 (3) (c) and when the contract is not terminated, only a portion of the penalty not exceeding Rs. 100/- can be recovered under rule 31 (i). That is to say, penalty under rule 29 (2) can be levied whether it is proposed to terminate the contract or not, but the penalty so levied can be realised in full only if the contract is terminated. If on the other hand, it is not proposed to terminate the contract only a portion of the penalty not exceeding Rs. 100/- should be recovered for the time being, and the balance amount of penalty recovered subsequently viz. after the expiry of the period of contract, if it was not paid by the contractor earlier.

(iii) In cases when the lease period has expired and the contractor availed the contract in full and a formal cancellation has no effect, whether penalties under rule 29 can be levied and recovered.

As already indicated in item (ii) above, cancellation or termination of contract has nothing to do with levy of penalties under rule 29(2). If it is proved that the contractor committed breach of contract during the contract period, penalty under rule 29(2) can be levied even after the expiry of the lease period. If on the other hand, the Department took charge of the coupe after the expiry of the contract after fully satisfying that the contractor committed no breach of the terms of the contract and no damage was done to the forests, the question of levy of penalty under rule 29 (2) on the contractor does not arise. If the contractor caused damage to the Forests in the contract area after the Department took back the charge of the

contract area on expiry of the lease period, the contractor should be deemed to have committed a forest offence as any other Forest Offender and should be dealt with under the provisions of Forest Act but not under the Forest Contract Rules applicable to Forest Contractors.

(iv) Whether all penalties that may be recoverable under the various clauses of the agreement put together are to be limited to a maximum of 1/4 of total consideration only as laid down in rule 26 Forest Contract Rules.

The fundamental principles upon which law proceeds to determine the measure of damage have already been explained to the Chief Conservator of Forests in detail in para 5 and 6 of G. O. Ms. No. 2879 - Food and Agriculture Dated 4-12-65. If the conditions of the agreement stipulates payment of penalties payable for each type of irregularity likely to be committed separately, the Department can levy reasonable penalties not exceeding such sums specified in the contract for such irregularities. If on the other hand, it is stipulated in the contract that the sum payable in case of breach has been fixed at 1/4 of the total consideration to be paid by the contractor for every commission by himself or by his agents and servants as mentioned in clause 7 of the agreement form prescribed in the Hyderabad Forest Contract Rules, it is not necessary to limit all the penalties levied for several types of breach of agreement conditions, to 1/4 of the total consideration. It is however, not correct to levy penalty up to 1/4 of the total consideration even for simple irregularities simply because the conditions in the agreement provides the same because as already clarified in para 5 of G. O. Ms. No. 2879/Food and Agriculture dated 4-12-1965, law prevent, the recovery of any damages that do not flow or arise as direct consequence of the wrongful act complained of.

(v) When the lease period has expired and breaches of contract have come to light subsequently, will it be in order to invoke any of the penal provisions, levy and collect the penalties.

This has already been clarified in item (iii) above.

(vi) Whether the judgement in writ appeal Nos. 71 and 72 of 1964 after the clarifications given in Government Memo No. 7237—For. III. 60.

The findings of the High Court in Writ appeal Nos. 71 and 72 of 1964 are in conformity with the clarifications given to Rule 29, 30, and 31 of the Hyderabad Forest Contract Rules in Government Memo No. 7237—For. II/60-2 dated 22-1-1961.

Sd/- S. A. QUADER,  
Special Secretary to Government.

Rc. No. 53800/67/A2

Dated : 11-9-1967.

### **Circular No. 11/67.**

#### **Sub : Records - Submission of higher authorities - procedure - Instructions Issued.**

It is observed that files are being submitted to this office from sub-offices without properly stitching them. The contents also are not being indicated on the cover sheets.

It is therefore hereby ordered that all files submitted to his office should be properly stitched with thick cover sheets correctly page numbered and the total contents and missing pages if any should be duly indicated on the cover page before they are despatched to this office without fail.

2. A proforma prescribed by the Government is furnished herewith, This proforma should be furnished in duplicate along with remarks duly filling in all the columns in half margin with an indication of the page and record number in respect of all appeals and memorials in disciplinary cases addressed to Government.

3. These instructions should be followed scrupulously.

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

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

**Particulars Relating to the Disciplinary Case Referred to the Andhra Pradesh Public Service Commission with Letter No.**

1. Name of accused officer :
2. Whether temporary/permanent.
3. Post held substantively if in permanent service.
  - a. Designation.
  - b. Scale of pay.
  - c. Pay drawn.
  - d. Date from which pay shown against (c) drawn.
4. Post held at present in officiating capacity :
  - a. Designation,
  - b. Scale of pay.
  - c. Pay drawn.
  - d. Date from which pay shown against (c) Drawn.
  - e. Whether the approval of the A. P. P. S. C to the officer's officiating appointment has been obtained in case such approval was necessary under the rules (Give the No, & date of the Commission's relevant letter)
5. The next lower post the officer should have held but for his appointment to the present post he is holding.
6. Post if any in which (quasi-permanent) the service of the officer have been regularised but not made substantive.
7. Increment :
  - (s) Date of next increment, in post held substantively.
  - (b) Date of next increment in post in which officiating at present.



8. Date of birth.
9. Date of joining Government service,
10. Date when due to retire.
11. a. Appointing authority in respect of the post held at present or the authority which actually appointed the person if that authority is higher.  
b. Punishing authority in respect of the post held at present.  
c. Appellate authority in respect of the post held at present.
12. Whether an oral enquiry if required, under the rules has been held.
13. Name and designation of the enquiry officer appointed if any.
14. Whether all the relevant documents in original particularly the following have been enclosed for the Commission's advice.
  - A. In the case of original enquiries :
    - (i) Papers relating to preliminary enquiry if any.
      - (a) Date of preliminary enquiry.
    - (ii) Suspension order, if any.
    - (iii) Charge sheet with the statement of allegations.
    - (iv) Explanation of the accused officer to the charge sheet.
    - (v) Record of the oral enquiry if any.
    - (vi) Enquiry officer's report.
    - (vii) Show cause notice for inflicting a major penalty.
      - (a) Date of issue of show cause notice.
      - (b) Whether Enquiry officer's report was enclosed to the show cause notice.
    - (viii) Reply of the accused officer to the show cause notice.
    - (ix) Miscellaneous documents regarding evidence, such as exhibits etc.
  - B. In the case of appeals.
 

In addition to the documents specified under (A) above the following.

    - (i) Order of the punishing authority.
    - (ii) Appeal if any, of the accused officer.
    - (iii) Comments on the appeal as required.
  - C. In the case of Petition/ Memorials.
 

In addition to the documents specified under (A) & (B) above, the following.

    - i. Orders, if any on the appeal,
    - ii. Petition or memorial if any, from the accused officer.
15. If no enquiry has been held, whether the memorandum containing the allegations and the official's reply thereto as required have been enclosed in original.

16. Whether comments on procedural points, if any, raised by the officer in his explanation to the charge sheet/reply to the show cause notice/appeal/petition have been given.
17. Whether complete and up-to-date confidential roll of the officer has been enclosed.

Signature :  
Designation :  
Date :  
Tele. No.

Ref. No. 53159/67-D2  
Dated : 29-9-1967.

**Circular No. 12/67.**

**Sub :—LEASES-Bamboo Coupes-Sanction of additional routes and Sale Depots.**

Ref : Chief Conservator's ref. No. 30463/64-D2 dt. 11-1-1965.

In the Chief Conservator's reference cited, it was instructed that District Forest Officers should receive and dispose of applications from Bamboo Contractors for additional routes and Depots keeping in view : (i) the likely disputes between Contractors of neighbouring bamboo coupes and (ii) the protection of the adjoining bamboo areas.

In this connection attention of all the Officers is invited to the instruction issued in Chief Conservator of Forests' Circular No. 7/67 dated 27-5-1967. It was made clear that any deviation from the terms of the Contract in the nature of an extra legal concession will attract adverse comments. The Conservators of Forests were therefore instructed to invariably review the conditions of sale much before the sale listen to requests of the intending bidders and make suitable changes before the conduct of Sales. In the context of these instructions, all routes for Depots to be granted for each coupe are expected to be finalised before the sales and the question of granting additional routes and depots as contemplated in Chief Conservator's Ref. No. 30463/64-D2 dated 11-1-65 would not arise.

Under the circumstances the instructions issued in Chief Conservator's Reference No. 30413/64-D2 dated 11-1-1965 are hereby cancelled. The receipt of this reference should be acknowledged.

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

Ref. No. 45814/66/G2.

Dated : 1-11-1967.

**C.C.F's. Circular No. 13/67.**

**Sub :— Encroachment of Land—Encroachment in Reserve Forests—  
Applicability of Madras Land Encroachment Act 1955 in the  
lands in Reserve Forests— Instructions Issued.**

Ref : C. C. F's. Ref. No. 45814/66 G2 dated 3-8-1967.

For illicit cultivation and encroachments in Reserve Forests or Reserve Lands in the process of reservation the practice in vogue till recently was that the Revenue authorities used to issue 'B' Memos under section 7 of the Andhra Pradesh Land Encroachment Act-III of 1905 read with Revenue Board's standing order-15 paras 7 and 36. The Revenue Board has clarified that according to the provision under section 3 (1) of the Andhra Pradesh land encroachment Act 3 of 1905 the payment on assessment will not confer any right of occupancy on the encroacher. But however, most of the illicit cultivators being illiterate and semiliterate were not aware of this statutory position and used to feel-complacent that having paid the penalty they have established a right of occupancy over the land. Some Village Officers were also responsible for misguiding the encroachers and encouraging this impression. In most of such cases the Forest Department is also taking parallel action in the form of booking offences against the encroachers under the relevant provision of the Forest Act. It was felt that such dual action will lead to dilution of powers and responsibilities of the Forest Department, and Government were accordingly addressed to dispense with the practice of issuance of 'B' Memos by Revenue Authorities. Through G. M. No 1276/H/67 dt. 26-7-1976 Government have informed the Board of Revenue and all Collectors that it is not proper for the Revenue Department to book encroachments in the forests, and that in case of requisition from the Forest Department they may take action under the land Encroachment Act for eviction of the encroachments. This G. M., was communicated to all the Conservator of Forests and District/Divisional Forest Officers through this office even No. dt. 3-8-1967. The District Forest Officers are therefore, requested to take vigorous action in-ridding the lands under the control of the forest department of this scourge of illicit cultivation. Receipt of this Circular may be acknowledged in the form enclosed.

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

Ref No. 66592/67/A2.

Dated : 15-11-1967.

**Circular No. 14/67.**

**Sub:—Disciplinary Cases—De-Novo Enquiry Cases—Procedure to be  
followed— Instructions Issued.**

Whenever procedural irregularities are noticed in disciplinary cases during examination of the appeals or memorials and De-Novo enquiries ordered it seems to have been the practice to conduct the De-Novo enquiry only from that stage at which the irregularity in procedure was

committed by the disciplinary authority. But in one case the Government held that the evidence taken in the first enquiry cannot be the basis for the De-Novo enquiry and that when fresh enquiry is ordered on account of defective enquiry fresh evidence should be taken in the second enquiry (i.e., De-Novo enquiry) and failure in this regard can be concluded as the enquiry not being in order.

All the disciplinary authorities are therefore, informed that whenever any case is examined at the appeal or memorial stage by competent authorities and remitted for De-Novo enquiry, the disciplinary proceedings should be started afresh from the stage of the charges. Failure in this regard will entail procedural irregularity.

The receipt of this circular may be acknowledged in the proforma enclosed.

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

Ref. No. 55/92/67-DI.  
Dated: 6-10-1965

**Circular No. 15/67.**

**Sub:—Sale of Timber, Fuel and Bamboo Coupes—Minor Forest Produce Units etc. Publication in the local dailies Instructions Issued—Regarding.**

Ref:—Chief Conservator's Circular No. 38/63 dated 21-10-63.

In the Chief Conservator of Forest's Circular cited instructions were issued to the effect that auction sales of timber, fuel and bamboo coupes, Minor Forest Produce units etc., held by the Forest Department should invariably be published in the local dailies for the sake of wide publicity. At present there is no uniformity in the form of the Notifications published and District Forest Officers are adopting their own forms of notifications in several instances including avoidable details. To make the notification concise and to the point Officers are requested to adopt the following form of Notification of Sales for publication in the News Papers with suitable modifications wherever necessary, however due care being taken to avoid unnecessary details.

**(I) ANDHRA PRADESH FOREST DEPARTMENT  
"SALE OF FOREST PRODUCT"**

The Timber/Fuel/Bamboo Coupes/M. F. P. items of ..... Range ..... Division will be auctioned by the District Forest Officer ..... Division/Range Officer... Range at ..... (Premises) on ..... (date) commencing from ..... (Time). Full details of the items to be auctioned, and the conditions of sale can be had from District Forest Officer..... Division.

Sd/-  
District Forest Officer,  
... Division.

(II) *Sale of Departmentally Extracted Timber/Confiscated Timber :*

The sale of the following Departmentally extracted/confiscated timber will be held by the District Forest Officer... ..Divn./Range Officer .....Range at..... (Place) on..... (date) commencing from..... (time).

Depot.	Species	No. of logs scantlings.	Quantity in C. meters and CFt.
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Full particulars of the conditions of Sale can be had from District Forest Officer..... ,  
Divn, or Range Officer.....Range.

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

Rc. No. 71246/N3-67

Dated : 8—12—1967.

**Circular No. 16/67.**

**Sub:—Arrear Claims—Submission of Instructions—Issued.**

The arrear claim proposals sent by the Conservators of Forests and Dist. Forest Officers contain many defect and they lack information in several respects. The following are some of the defects noticed:—

- (i) The required certificates are not recorded and attested on the bills by the drawing officers.
- (ii) In some cases, the certificates are signed by the Range Officers who are not drawing officers.
- (iii) In some cases proposals are sent to this office for submission to Government without referring them to Accountant General for pre-audit as required under rules.
- (iv) Voucher Nos. in which the amounts were short drawn are not noted on the bill.
- (v) Enclosures like Increment Certificates, pay fixation statement, S O. sanctioning leave etc., are not attached to the bill.
- (vi) Reasons for delay at all levels, the persons responsible for the delay and the action taken against them are furnished.

2. It is also seen that the Conservators of Forests are merely forwarding the proposals of the Dist. Forests Officers without examining them properly. Hence considerable delay is caused in prolonged correspondence with the Dist Forest Officers and Conservators of Forests for settlement of these bills. To ensure that the proposals sent to this office are complete in all respects and to avoid delay in unnecessary correspondence, a questionnaire containing various points which have to be checked in regard to the arrear claims is enclosed. All the Conservators of Forests are requested to scrutinise the arrear claims with reference to these questions

and send the questionnaire duly answered against each question along with their proposals. In token of having checked the points, they may note 'yes' against each question. Where the question calls for certain information, it may be furnished against the question. In regard to questions which are inapplicable to any particular case, a reply viz., "does not arise" may be given against them. Replies must be specific and no dashes (- -) should be used. No arrear claim should be forwarded to the Chief Conservator of Forests without this questionnaire and without replies on every relevant point mentioned therein.

3. It is also noted that many arrear claim cases which are not, prima facie, reasonable and can be rejected are forwarded to this office for submission to Government.

In this connection the attention of the Conservators of Forests and Dist. Forest Officers is invited to the provisions contained in Art. 52 of the A. P. F. C. Vol. I, which are reproduced below for their information. "The appointing authorities Accountant General to investigate the arrear claims, should bear in mind that the investigation of such claims involve an amount of work in the office of the Accountant General out of all proportion to the amount or importance of these claims. They should therefore exercise the powers judiciously and only call on the Accountant General for an investigation when it appears that there was a reasonable cause for the delay in submitting the claim and that prima facie the claim is reasonable. They should forthwith reject every petty arrear claim by a Govt. Servant which does not affect his pension, and also any arrear claims by a Govt. Servant which has remained in abeyance for over a year when the Government Servant concerned offers no satisfactory explanation for the delay in making his claim."

It is seen that the arrear claims are being forwarded by the Conservators of Forests and Dist. Forest Officers in a routine way without examining the same with ref. to the above instructions. Hence the Conservators of Forests and Dist Forest Officers are requested to examine the cases with special reference to the above mentioned provisions in Art 52 of the A. P. Financial Code Vol. I and send only such cases which are reasonable for pre-audit by Accountant General or for sanction of Government. All petty claims, which do not affect pension of the individuals and all such claims where the Government servants concerned cannot offer satisfactory explanation for the delay in making their claims may be rejected by themselves as appointing authorities.

4. It is also seen that in some cases, the Conservators of Forests are forwarding T. A. claims which are made after three months from the date on which the claims are due. They should note that Note (2) under Art. 54 is specific in that no claim for T. A. will be entertained if it is made after three months and the countersigning officer should refuse to countersign the bills presented after the period. The Conservators of Forests are therefore requested not to forward such claims. They should also note that T. A. claims which are not settled within 3 years should be rejected under the orders contained in G. O. Ms No 489, Finance (FR) Department dated 16-11-1962.

This applies even to T. A. bills which are preferred within 3 months but which could not be settled within 3 years for administrative reasons. No such claims should be forwarded to this office.

5. It is also seen that cases in which the appointing authorities are Dist. Forest Officers and Conservators of Forests are being referred to the Chief Conservator of Forests for

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sending the arrear bills to the Accountant General for preaudit. Conservators of Forests and Dist. Forest Officers are informed that they themselves are competent to refer the cases to the Accountant General for pre-audit as per G. O. Ms. No. 216 Finance (F. R. I.) dated 16-3-1963. They need not be sent to Chief Conservator of Forests. Such of the cases can be sent to Chief Conservator of Forests only after they are pre-audited by the Accountant General and when they require the sanction of the Government if they exceed more than 3 years. Conservators and Dist. Forest Officers are requested to note these instructions.

6. Further, in each and every case referred to Government they are calling for information regarding the reasons for delay at all levels, the persons responsible for the delay and the action taken against them. Very often, this information is not furnished either by the Conservators of Forests or Dist. Forest Officers. While sending the arrear claim proposals, clear information regarding the following points should therefore be obtained and furnished to this office invariably in the delay proforma itself in the relevant column therein.

- (1) The reasons for the delay at all levels in preferring the claims.
- (2) The persons responsible for the delay.
- (3) The action taken against them.

It is also seen that in some cases, the reasons for delay are furnished only for certain periods. They should be furnished for the entire period from the date of accrual to the date of submission to this office, at all levels. Similarly specific information regarding the persons responsible for the delay and the action taken against them should be furnished. No arrear claim proposal should be forwarded unless the information is complete on all these points.

7. It is also seen that the column "Efforts made by the claimant to get the settlement of the claim expedited" is not filled in by the Dist. Forest Officers with the information required and is left blank in most of the cases. In some cases, the information furnished in the column "Reasons for delay" is referred to against this column which is not correct. In this column, information regarding the dates of the original representation of the claim and the reminders, if any issued by him should be furnished in proof of his efforts to settle his claim. If the claimant is not alive, the efforts made by the legal heirs, if any should be furnished in this regard.

8. The proforma should be self contained with full and satisfactory information regarding the detailed history of the case, the reasons for delay and other points mentioned therein and shall be submitted in triplicate, duly attested by the Conservators of Forests. Copies of correspondence enclosed like Accountant General's reference etc., may also be submitted in triplicate duly attested by the Dist Forest Officers only. The information furnished in this regard need not be reported in the covering letter. The questionnaire enclosed is not exhaustive. It is the responsibility of the Conservators of Forests to examine each and every arrear claim in all aspects as to its accuracy and admissibility before forwarding it to Chief Conservator of Forests.

9. The Conservators of Forests are requested to note the above instructions and follow them strictly while sending the proposals for arrear claims. They are requested to acknowledge the receipt of this circular.

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

### QUESTIONNAIRE TO ACCOMPANY ARREAR BILLS

- (1) Name and designation of the applicant.
- (2) Division to which the claim relates.
- (3) Period of the claim
- (4) Nature of claim to be specified (Leave Salary, Increment, officiating Salary, T. A. etc. etc. ).
- (5) Whether the claimant is in service, retired or if not alive whether there is any claim by his legal heirs (to be specified.)
- (6) Whether the bill has been pre-audited by the Accountant General and if so a copy of the Accountant General's order enclosed.
- (7) Whether all the objections raised by the A. G. have been replied to (copies of A. G's objections and the replies thereto to be enclosed.)
- (8) Whether in case of arrear claims to be referred to A. G. for pre-audit through the Chief Conservator of Forests being the appointing authority, required information has been furnished in the proforma prescribed in G. M. No. 69870/Acts/61-2, Finance Dept. dt. 2-12-1961 communicated in CCP. Rt. 218/62-B4 dated 21-2-1962 together with the S. R.
- (9) (i) Whether in case of arrear claims which could not be verified by Audit due to limited preservation of records, and which required adhoc sanction of Govt. information has been furnished in the proforma prescribed in G. O. Ms. No. 540, Fin., dt. 1-2-1960 communicated in C. C's L. Dis. 7161/60-B4 dt. 26-2-1960. (ii) In such cases whether the certificate to the effect that the claim has been checked with ref. to the corroborative records available in this office and that the same has not been drawn and paid previously was furnished on the bill and attested by the drawing officer as required in G. O Ms No. 1906. (Fin Dept.) dt. 31-2-1960
- (10) Whether non drawal and non payment certificates have been recorded on the bill and attested by the drawing officer and the same have been furnished by all the Dist. Forest Officers wherever he worked during the period of the claim.
- (11) Whether Voucher No. in which the amounts were short drawn have been noted against each item in red ink in the bill.
- (12) Whether increment certificate in case of arrears of increment has been enclosed to the bill duly attested by the Dist. Forest Officer
- (13) Whether pay fixation statement in case of arrears of pay fixation has been enclosed to the bill duly attested by the Dist. Forest Officer.
- (14) In case of leave salary, whether copy of the S O. sanctioning leave has been enclosed.
- (15) In case of excess joining time involved whether copy of the orders of the competent regularising the periods is enclosed duly attested.
- (16) (i) If the claim relates to a period of suspension which was subsequently regularised, copy of S. O. regularising the suspension period has been furnished.



- (ii) In the above case whether any subsistence allowance was drawn and paid to the claimant and if so it was deducted from the present claim.
  - (iii) If not drawn and paid whether a certificate to the effect that no subsistence allowance was drawn and paid to the applicant during the period, was recorded on the bill.
- (17) In case of T. A. bills whether the certificate that the claim has been preferred by the claimant within three months has been recorded on the bill and satisfactory evidence furnished to show the same.
  - (18) In case the bill is a copy and not an original bill, the words "Duplicate" has been written on the bill in red ink and a certificate has been recorded on the bill to the effect that the original has been lost and it will not be paid, if found subsequently.
  - (19) Whether the date of detection of underpayment has been noted correctly.
  - (20) Whether the bill referred to has been prepared with ref. to date of detection of underpayment and the claim is beyond 3 years from the date of detection of under payment.
  - (21) Whether detailed reasons reg. the delay at all levels, the persons responsible for the delay and the action taken against them have been explained in the delay proforma, for the entire period from the date of accrual to the date of submission.
  - (22) Whether the efforts made by the claimant to get his claim expedited have been explained in the proforma with dates of his representations and subsequent reminders etc.
  - (23) Whether non payment and the claim affects his pension and if so how (to be explained).
  - (24) Whether the C. F. is fully satisfied that the claim is prima facie reasonable and merits consideration of Government or C. C. F.
  - (25) Whether the claimant is responsible for the delay and whether the C. F. recommends 15% cut for the delay.

CONSERVATOR OF FOREST,  
CIRCLE

Station :  
Date :

Ref. No. 7464/57/G2

Dated : 29-12-1967.

### Circular No. 17/67.

**Sub : Natural calamities - floods, Fire accidents etc., free grant of timber from Reserve Forests and unreserves to sanction relief by way of timber—Instructions—Issued.**

On the above subject the Government in Revenue Department in the G.O.Ms. No. 1626 Revenue Department dated 10-8-59 have empowered the Officers noted below to sanction free grants of timber up to the financial limits noted against each.

Authortiy empowered to sanction	Purpose	Whether from reserves or Unreserves	Aggregate value	Individual Cases
(1)	(2)	(3)	(4)	(5)
			Rs.	Rs.
Board of Revenue.	For large works of public utility and for relief of distress caused in fire, flood or other natural calamities to village communities in their collective capacity	Unreserves and reserves.	5,000	1,250
Chief Conservator of Forests	do	Reserve Forests.	5,000	1,250
Collectors.	To relieve distress caused by fire, flood or other sudden natural calamities or other exceptional cases to village communities.	Reserves and Un-reserves.	2,500	500
District Forest Officers.	To relieve distress caused by fire, flood or other sudden calamities or other exceptional cases to village communities.	Reserves.	1,000	250
Revenue Divisional Officers.	do	Unreserves.	1,000	250
Tahsildars and Dy. Tahsildars in independent charge.	do	do	250	50

The following instructions should be observed while granting free timber in unreserves and reserve Forests :—

- (i) Free grants should be sanctioned only in cases of real emergency such as distress caused by fire, flood and other natural calamities causing sudden damage and to really deserving cases on grounds of poverty. All free grants should as far as possible be made from unreserved lands and when this is not possible from the nearest reserved forest or reserve land under the control of the Forest Department provided that the provisions of the working plan covering the area will not be contravened without the formal sanction of the Conservators of Forests. All applications for free grants should specify the money value of the timber grants applied for.
- (ii) In cases where building material is not available in the unreserves nearest to the place of distress, officers of the Revenue Department shall, within their

powers, sanction the building material from the nearest Reserve Forest or other than working plan areas specifying the nature and number of trees or other building material to be removed from the Forest Reserve and send copies of their proceedings to the Forest Range Officers concerned under intimation to the District Forest Officers for formal approval. The latter in their turn shall respond promptly to the needs of the grantees. In order to enable the officers of the Revenue Department to have correct and upto date information about the availability of building material in the Forest Reserves, the District Forest Officers should furnish, when requested for the concerned Collectors, Revenue Divisional Officers, Tahsildars and Deputy Tahsildars in independent charge a list of Forest Reserves from which the building material can be removed in cases of dire necessity together with a separate lists of Forest Reserves covered by working plans.

- (iii) The sanctioning authority should record a certificate in the connected files relating to relief proposals either after personal inspection or by obtaining, if necessary, reports from the subordinate Officers, to the effect that relief granted is properly utilized.
- (iv) No free grant of timber shall be made in Nalgonda, Hyderabad, Anantapur, Nellore and Guntur Districts as the Forest areas in these five Districts are few and extremely poor in quality.
- (v) All free grants of timber made from the Reserve Forests or Reserved lands or from Unreserves worked by the Forest Department should be entered in a Register (Form No II) with suitable modifications.

All the Forest Officers are requested to follow the above instructions very carefully. They are also requested to see that whenever they are approached for relief they should take very urgent action in the matter on priority basis.

The receipt of this Circular should be acknowledged immediately in the form appended hereto.

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

Ref. No. 75376/67-A4.

Dated : 27-12-1967.

### Circular No. 18/67.

**Sub :— Allegation and complaints—submission of preliminary reports—Circular Instructions Issued.**

According to the Procedural instructions laid down by the Vigilance Commissioner, complaints of corruption, misconduct, misdemeanour, lack of integrity etc., against Government servants have to be enquired into in the first instance to find out whether there is a prima facie case or not and a report with a list of the preliminary enquiry report submitted to the Vigilance Commissioner in Form No. III.

2. At present whenever complaints received against subordinate Officials they are being referred to the next higher officer concerned for preliminary enquiry and report. But the Officers holding the preliminary enquiry, have been taking their own time to enquire into the allegations and submit their reports. This defeats the very purpose of investigation. If such matters are delayed, there is the risk of the witnesses being won over and the records being tampered with.

3. All the Conservators of Forests, Divisional Forest Officers and Asst. Conservators of Forests are informed that they should as a rule complete the preliminary enquiry into the allegations of corruption, misconduct, misdemeanour, lack of integrity etc., either received by them or referred to them by higher authorities as early as possible at any date within one month and submit their preliminary reports with enquiry records and Form-III as appended duly filled up IN TRIPLICATE. It is further clarified that Form-III (copy enclosed) should accompany the preliminary report invariably whether or not there is a prima facie case against the Officer.

This procedure should be followed hereafter.

The receipt of this Circular should be acknowledged in appended form.

### **FORM No. III**

#### **( PRELIMINARY ENQUIRY REPORT )**

1. The Department to which the Officer complained against belongs.
2. Name and designation of the Officer complained against.
3. Whether permanent, Officiating or temporary.
4. Scale of pay and present pay.
5. Probable date of retirement on superannuation.
6. A brief summary of the particulars of the charges/allegations.
7. What disciplinary rules apply to him.
8. Whether there had been any complaints against him and if so, how they had been disposed of.
9. Whether on the date of receipt of present complaint any enquiry is pending against the Officer.
10. Any contravention of orders, rule or instructions of the Govt./Department undertaking (copy or extract to be enclosed).
11. Summary of the facts as revealed by the preliminary enquiry.
12. Recommendation or comments of the administrative authority head of Department etc., as to further action.

CHIEF VIGILANCE OFFICER  
VIGILANCE OFFICER  
Director, Anti-Corruption Bureau.

## Delegation of Powers to Forest Officers in Andhra Pradesh

( Corrected upto 31st March 1976 )

1. Item : Equation of post : for exercise of financial power.
2. Authority : G. O. Ms. No. 1306 (F & A) (For. 1) Department dated 30-6-67.
3. Officer : Financial Powers delegated.
  1. Director Nehru Zoological Park Powers of Conservator of Forests.
  2. Curator, Nehru Zoological Park Powers of Divisional Forest Officer.
  3. W. P. O. -do-
  4. S. S. -do-
  5. F. U. O. -do-
  6. Flying Squad -do-  
D. F. O. -do-
  7. Red Sanders, Antismuggling, Squad D. F. O. -do-
  8. A. C. F. in independent charge -do-
  9. Curator, Inira Gandhi Zoological Park, Vizag -do- (Vide G. O. Ms. No. 508 F & RD (For. I) Dept., dated 9-7-75.

### Advances

Item : Advances to disbursers for executing work or for meeting current expenditure including contingent expenses and petty disbursement under Travelling allowances.

Authority : Art. 257 of A. P. F C, Volume. I and Section 146 A.P.F.D. Code and G. O. Ms. No. 1455 Food & Agri. dated 19-5-65 and G. M. No. 749-For. I/65-1, dated 8-6-65.

Powers delegated : Maximum advances allowed are as follows:

ACFs and R.OsRs. 2000/- G. O. Ms. No. 875 F&A (For. IV)

Foresters	Rs.	300/-	} Department dt. 30-6-71 C. C's No. 67788/69-A1, dt. 8-7-71,
Dy. R. Os	Rs.	500/-	

Managers of C.F's

Office	Rs. 150
Clerks	Rs. 50

### **Advances**

1) **Advances**-Advances to Electrical Supervisor, Saw Mill Operator (Mechanic) and wood workshop Assistant Departmental extraction of Timber in Saw Mill Division, Jannaram-Powers to sanction advances to D. F. O. Saw Mill Division Jannaram-Order issued.

2) G. O. Rt. No. 415 F & Agl. (For I) Dept., Dt. 24-3-70.

Powers delegated.

Amount of advance to be sanctioned.

(a) Electrical Supervisor	Rs. 500/-
(b) Saw Mill Operator (Mechanic)	Rs. 300/-
(c) Wood work shop Assistant	Rs. 300/-

### **Advances**

1. Item : To sanction advances to contractors for execution of works on their own responsibilities.

2. Authority : G. O. Ms. 308 F & A. dt. 7-2-1964.

3. Powers delegated :-

Range Officers Rs. 500

Foresters Rs. 50

Dy. Range Officers Rs. 100

(Vide G. O. Ms. No. 865 F & Agl. (For. IV) Department dated 30-6-71).

### **Advances**

1. Item : Advances-Sanction of advance from the provident fund.

2. Authority : The General Provident Fund (Andhra Pradesh) Rules and G. O. Ms. No. 718 F. & Agl. (For. I) Dept. dated 19-7-73 (CC's File No. 16104/R1/66)

Powers delegated :—

The Conservator of Forests is authorised to sanction for ordinary reasons advances to non Gazetted Government Servants in receipt of pay not less than Rs. 250/- per month.

### **Additional charge allowances**

Item :— Administrative powers delegations - sanction of additional charge allowance.

Authority :— Fundamental Rule - Rule 40 and G. O. Ms. No. 718 F & Agl. (For I) Dept., dt. 19-7-73 (Vide CC's File No. 16104/R1/66)

Powers delegated :—

The Conservators of Forests is authorised to sanction additional charge allowance to the non gazetted staff employed for whom the Conservator of Forests or the Divisional Forest Officers, State Silviculturist, Forest Utilization Officer are the appointing authorities.

C. C. F. : To sanction additional charge allowances to all N. G. O's of the Forest Department for whom he is the appointing authority and all N. G. O's working in his office.

The C.C.F. is competent to issue sanction for the drawal of additional charge allowance to the gazetted officers below the regional level for a period not exceeding 3 months.

### **Administrative Powers - Delegations**

Item : Arrangement of Forests into beats, sections, ranges and divisions-  
Administrative Powers-delegation

Authority : G. O. Ms. No. 718 F & Agl (For. I) Department dt. 19—7—73 (CC's  
File No. 16104/R1/66)

Powers delegated : The Chief Conservator of Forests is authorised to shift the head-  
quarters of Gazetted post both permanent and temporary comprising  
working Plan Parties and in respect of Asst. Conservator of Forests  
on Special Duty.

2. To transfer the area between the Divisions

3. To sanction incidental expenditure towards the above shifting of head quarters etc.  
subject to budget provisions.

4. To arrange forest division into ranges provided that no addition to the number of  
ranges shall be made without the sanction of government and Collector shall be consulted  
legarding the arrangement of ranges.

5. To shift the head-quarters of the ranges and to sanction expenditure incidental to  
shifting of Range head quarters subject to budget provision. To arrange ranges into sections  
and beats provided that no addition to the strength of the staff within the division shall be made  
without the sanction of Government. The Conservator of Forests are authorised to shift the  
head-quarters of the Dy. Rangers, foresters and forest guards.

### **Animals—Exchange of Animals & Birds**

A) Item Animals-Exchange of Birds and Animals into India and Foreign Zoos  
from Nehru Zoological Park.

Authority : G.M.No. 1309/For. III/70-F & Agl. Dept., Dt. 10-6-70.

Powers delegated : 1) C. C. F. Rs 5,000/- at a time as per book value.  
2) Director.  
N Z. P. Rs. 3,000  
3) Curator Rs. 100

**B) Exchange of Animals and birds from dealers and Private persons,**

**Authority :** G. O. Rt. No. 2033 F and A (For. III) Dept. Dated : 14-11-72.

The committee shall dispose of exchange proposals received from dealers in animals and birds and also private persons subject to a monetary limit of Rs. 2,000 in each case. Exceeding this limit, the committee shall seek sanction of Government.

**Awards**

**Item :** Sanction of payment of Awards to persons who capture animals from the Forests and deliver to Forest Department Officials.

**Authority :** G.O. Ms. No. 2226 F and A (For II) Dept. dt. 5-11-67.  
(CCF, Rc No. 57568/65-E1 dt. 8-11-67 Vide G.M. No. 1463/For. III/70-7, F. and Agl. Department, dated 20-7-70.

**Powers delegated :**

D.F, Os and Curator can sanction awards on the following scale.

1. Bison calf or Bison Rs. 1000 each and reward of Rs 100 per animal to any F.G. in whose beat they are captured.
  2. Tiger Cubs Rs. 25 each
  3. Chinkars
  4. Chowsinghas
  5. Barking Deer
  6. Mouse Deer
  7. Civet Cats
  8. Wild Cats
  9. Wild Dogs
  10. Wolves
  11. Foxes
- } Rs. 25/-each
- } Rs. 10/-each
12. Others Rs. 75 each. An award of Rs. 75 towards capture, feeding and transport for each other supplied alive to the N. Z. P. (G. M. No. 27/For. III/72-2, F & Agl. Department, dated 15-3-72.)

**NOTE :** Tarpping to capture should be allowed in Forests only such animals as are absolutely required for purposes of exhibition in Nehru Zoological Park and for sale or on exchange with other animals in other zoos in the Country.

**Books & Maps**

1. Item:—

To sanction books and maps subject to the Rules mentioned in item 7 of Appendix 7 of Finance Code Volume-II.



2. Authority :—

Appendix 7 (7) page 49 as amended in G.O. Ms. No. 1455 F & A Dept., dt. 19-5-65 and G.M. No. 749/For. I/65-1, dt. 8—6—1965.

3. Powers delegated :—

D.F. O:- Rs. 500 can buy technical periodicals and the news paper for office.

C. C. F:- No special restriction or limit.

C. F:— No. limit of books. May buy isolated copies of News Papers subject to a Rs. 5 on each occasion.

Note :—An item of contingent expenditure also see Article 93 of A.P. Finance Code-Volume-I.

### **Chenchu Head Man Appointment**

1. Item : Establishment - Chenchu Establishment-Powers of appointment of Chenchu Head Man-Delegation to the Divisional Forest Officer-Ordered.
2. Authority : G. O. Ms. No. 934 General Administration Department, dated 4-12-70.
3. Powers Delegated : Under Rule 4 (6) of the special Rules for A. P. Last Grade Service, the power of appointing chenchu Head Man in Nallamalai Forest Area are delegated to the respective Divisional Forest Officers.

### **Chenchus**

1. Item : Welfare of chenchus enhancement of powers to Collector, Kurnool.
2. Authority : Appendix 3 of A. P. Finance Code Volume II and G. O. Ms. No. 3047 Education (Social Welfare) Department, dated 15-5-1961.
3. Powers Delegated : Financial Powers delegated to special Chenchu Officer as contained in A. P. Finance Code Volume II appendix 3 are enhanced by 200%.

### **Chenchus**

Item : Sanction of chenchu expenditure under head or expenditure "Forest Conservancy and Work" covering.

1. Feed and up-keep of cattle
2. Building and other works
3. Travelling allowance
4. Contingencies :
  - a) Service postage and telegram charges
  - b) Tour charges
  - c) Office expenses
  - d) apparatus and material
  - e) Scholarships
  - f) Cleaning charges

- g) Feeding charges including construction of and repairs to Kitchen sheds
- h) Clothing
- i) Purchase of books
- j) Feeding of chenchu patients in Atmakur dispensary and under the head "Miscellaneous Loans and Advances"
- k) Loans to chenchu

Authority : G. O. Ms. No. 2493 F & A (For. I) Department dated 12-12-1967

Powers delegated : (1) Collector No limit  
 (2) District Forest Officers, To the extent authorised for  
 Atmakur, Giddalur, Kurnool "Forest Works"  
 and Nandyal

Note : "Forest works" refer to powers delegated in Appendix 12 G (1), and C (ii) page 168, Andhra Pradesh Financial Code Volume II as amended in G. O. Ms. No. 1455 F & A. Department dated 19-5-65 and G. M. No. 749/(For. I)/65-1 dated 8-6-65.

### Clothing

Item : Purchase of Blankets, sarees Umbrellas for the labours as required under Plantation Labour Act.

Authority : G. O. Ms. No. 456 F & R. Dev (For. I) Dept., dated 16-6-75.

Powers : C.F. Coffee Circle,  
 (Coffee) C. F.:- Rs. 15,000  
 (Coffee) D. F.:- Rs. 3,000

### Contingent

- 1 Item :— Range Officer may incur expenditure without sanction on ordinary urgent incidental expenses.
2. Authority :— Section 123 page 56 of Forest Code.
3. Powers delegated :- Range Officer :- Rs. 10/-

### Contingent Expenditure

1. Item :— To appoint unskilled menials whose pay to be drawn on contingent bill.
2. Authority :— Appendix 7 item 34 page 79 of A. P. Financial Code Volume-II.  
 As amended in G O. Ms. No. 11205/A/65-6,  
 Finance [Accts] Department, dt 10-7-69.
3. Powers Delegated :  
 Note :— An item of contingent expenditure.

Heads of Departments and other authorities empowered to draw contingent bills may sanction the employment of unskilled menials on non-pensionable establishments whose pay is debited to contingencies provided the rate of pay does not exceed the limits indicated below inclusive of D.A. Heads of Departments may also sanction the employment of skilled labourers such as maistrie, engine Driver, and carpenter on non-pensionable establishment whose pay is debited to contingencies provided the rate of pay does not exceed the limits indicated below inclusive of D.A.

### Unskilled

Heads of Departments and other authorities empowered to draw contingent bills may sanction the employment of the following :

- a) Menials within the Twin Cities Rs. 50/- P.M. (Consolidated)
- b) Menials District Head Quarters Rs. 45/- P.M. (Consolidated)
- c) Menials in other areas Rs. 40/- P.M. (Consolidated)
- d) Man or woman worker (Part time Rs. 0-30 per hour of work or Rs. 20/-P. M. (Consolidated)
- e) Boy worker (Full time) Rs. 35/- P. M.
- f) „ (Part time) Rs. 0-25 per hour of work or Rs. 12/P. M. (Consolidated)

### Skilled

- a) In twin cities Rs. 60/- P. M. (Consolidated)
- b) In District Head Quarters Rs. 55/- P. M. -do-
- c) In other areas Rs. 50/- P. M. -do-

### Contingent expenditure

Item : Organisation and Methods-Delegation of powers to the Chief Conservator of Forests for incurring expenditure towards services of Handwriting experts-orders-issued.

Authority : G. O. Ms. No. 257 Forest & Rural Development (For. IV) Department dated 21-3-1975.

Powers Delegated :-

C. C. F : To accord permission to his subordinate officers to indent for the services of the Handwriting expert of the Police (C.I.D.) and to sanction the Expenditure towards the payment of prescribed fees to the Police Department as per rules framed in G.O.Ms. No. 2033 Home (Personnel - B) Department dated 30-8-1958.

(Communicated in Chief Conservator Ref. No. 38476/73-F1, dt. 4-4-75)

### Contractors

Item : Contracts for Expenditure on conservancy and works can be entered into by D. F. Os and R. Os. upto limits specified,

Authority : Section 130 page 60 A. P. Forest Code. G. O. Ms. No. 1455 F & A Dept. dt. 19-5-65 and G. M. No. 749/For. I)/65-1, dt. 8-6-65. and G. O. Ms. No. 1651 Agl. Dept. dt. 23-7-59.

3. Powers delegated :

D. F. O:- Rs. 10,000/-

R. O :- Rs. 1,000/-

### Contracts

1 Item : C. C. F. can execute contracts, deeds etc., on behalf of Government for purchase of Motor conveyances.

2. Authority : Appendix. 4 item 2 C page 15 of A. P. Financial Code Volume II

3. Powers delegated : C. C. F:- Vide item No. 1

Note : See also chapter IV Article 51 (b) Financial Code Volume I and Article 299 (i) of the Constitution of India.

### Cycles

1. item : To sanction the initial supply of cycle upto a limit of (3) according to needs of each office and subject to budget provision.

2. C. C. F:- Can accord sanction for the condemnation of unserviceable cycles to supply to a new one in its place.

2. Authority : Appendix 7 (5) page 45 A. P. Financial Code Volume. II and G.O.Ms. No. 2166 Finance dt. 24-5-1960.

3. Powers delegated : C. C. F:- upto 3 cycles

C. F:-

D. F. O:-

Note : An item of contingent expenditure. See also chapter VI Article 93 A. P. Financial Code Volume. I.

### Electrical Installation

Repairs and replacements to Electrical installations Saw Mill Division, Rajahmundry.

Item :— Authorised to excute repairs and replacements to the Electrical installation of the Saw Mill without referring the matter to the Executive Engineer, Roads and Buildings, Guntur.

Authority :— G. O. Ms. No. 690 Forests & Rural Development (For III) Department, dt. 13-12-74.

Powers delegated :—

D, F. O. :- 2,000

C. F. :- 4,000

C. C. F. :- 5,000

} Subject to condition that the enhanced monetary powers are exercised within the Budget provision.

Saw Mill Engineer, Saw Mill Division, Rajahmundry. He is authorised to accord technical sanction to the electrical works of the Mills upto the value of Rs. 5,000/-.

### Electrical installation (Sanction of Estimates)

- 1) Item :— To sanction original installation.
- Authority :— Appendix 14 page 170 of APFC Vol-II as amended in G. O. Ms. No. 1455 F & A dt. 19-5-1965 and G. M. No. 749 F 1/65-I, dt. 8-6-1965.
- Powers delegated :—
- |             |             |
|-------------|-------------|
| C. C. F. :- | Rs. 2,000/- |
| C. F. :-    | Rs. 1,000/- |
| D. F. O. :- | Rs. 400/-   |

Note : See also chapter VIII of A. P. F. C. Vol-I and Article 201. G. M. No. 841 For. I 66-8 dt. 21-10-66 (CCF Rc. No. 33574/65-H2, dt. 31-10-1966). Table fan or Pedestal fan not included in "Electric installation" for purposes of sanction.

### Electrical installation

- 2) Item :— Electricity-Power take up installation of Electricity. The C. F. (Coffee Circle) is also permitted to get these works done Departmentally.
- Authority — G. O. Ms. No. 456 F & R. Dev. (For. I)/Dept., dt. 16-6-75.
- Powers :— C. F. Coffee Circle :- Rs. 2,000/-

### Electrical installation (Sanction of estimates)

1. (a) Item : To sanction additional improvements add alterations to existing electrical installations.
2. Authority : Appendix 14 page 170 of A. P. Fin. Code Vol. II as amended in G. O. Ms. No. 1455 F & A dt. 19-5-1965 and G. M. 749 For. 1/65-1, dt. 8-6-65.
3. Powers delegated :—

Note :—See also Chapter VIII of A. P. F. C. Vol. I and Article 201.	Residential buildings :	
	C. C. F. :-	Rs. 1,000/-
	C. F. :-	Rs. 500/-
	D. F. O. :-	Rs. 200/-

Non Residential buildings :	
C. C. F. :-	Rs. 2,000/-
C. F. :-	Rs. 1,000/-
D. F. O. :-	Rs. 400/-

### **Powers regarding Method of Execution of Electrical Works.**

1. (b) The C C F to get the Forest Department buildings Electrified upto a limit of Rs. 10,000/- provided the detailed estimates and Plans for electrification are approved by the Electrical Engineer (General) in the first instance and electrification is done only in the case of building belong to the Department.

(Vide G.O.Ms. No. 546 F & R Dev. Dept. (For. I) Dt. 17-10-74 C C's File No. 29792/F1/71, Dt.14-11-74).

### **Elephants**

2. Nehru Zoological Park-Hiring of elephants for religious and other functions,  
Authority: G. Memo. No. 4951/For. III/72-2. F & A Dep., Dated : 16-7-73.
  - a) There shall be no exemption in future in the payment of hire charges for elephants lent for religious purposes and
  - b) The Additional Chief Conservator of Forests is permitted to accord permission in future, for functions other than religious according to his discretion; after collecting the usual hire charges without referring such cases to the Government.

### **Elephant (Purchase of Elephant)**

1. Item:— Elephant-Purchase of Elephants.
2. Authority:— Appendix 12 part IV page 168 of Andhra Pradesh Financial Code Vol. II.
3. Powers delegated :—
  - C. C. F :—Rs. 6,000/- for each Elephant.
  - C. F :— Rs. 3,000/- -do-

Note :—See also Chapter VIII, articles 158 and 185 of Andhra Pradesh Financial Code Vol. 1.

### **Entertainments**

- Item : To incur expenditure towards entertainment of visitors to the Plantations.
- Authority :— G. O. Ms. No. 456 F & R. Dev (For. I) Dept. Dated : 16-6-75.
- Powers :— C. F. Coffee Circle Rs 200 per occasion subject to a limit of Rs. 1,000 per year.

### **Exhibition**

1. Item :— To sanction expenditure in connection with exhibition.
2. Authority :— Appendix 15 item 8 of A. P. Financial Code Volume II G. O. Ms. No. 308 F & A dated 7-2-1964.
3. Powers delegated :—C.C. F:- Maximum Rs. 3,000 a year (Rs. 1,000 at a time in each case).

## Fans

Purchase of ceiling fans is approved by the Government provided the offices, are situated in Government buildings, the estimate are got approved by the Executive Engineer (General) and ceiling fans to be purchased after calling for tenders and do not exceed the number prescribed in G.O.Ms. No. 1919 P.W.D. dated 18-9-63 as amended in G.M.No. 5669/A2 63-7 P. W. (A) dated 28-10-64.

(Vide G. O. Ms. No. 546 Forests & Rural Development Department dated 17-10-74- Vide C. C's Ref. No. 29792/R1/71, dated 14-11-74).

## Furniture

- Item :— To purchase steel furniture
- Authority :— G. O. Ms. No. 546 Forests & Rural Development Department dated 17-10-74. (Vide CC's Ref. No. 29792 R1/71, dated 14-11-74).
- Powers delegated :—
- |            |             |
|------------|-------------|
| C. C. F :- | Rs. 3,000/- |
| C. F :-    | Rs. 1,000/- |
| D. F. O:-  | Rs. 500/-   |

## Furniture

1. Item :— To sanction purchase and repairs of furniture (including records racks, blinds, tables cloths and office scales and weight).
2. Authority :— Appendix VII (21) page 63 of A.P.F.C. Volume II as amended in G. O. Ms. No. 1455 (F & A) dt. 19-5-65 and G M. 749/For. I/65-1, dated 8-6-65.
3. Powers delegated :—

C. C. F : -	Rs 2,000/-
C. F :—	Rs. 1,000/-
D. F. O :—	Rs. 400/-

Note :— An item of contingent expenditure also see chapter VII of A. P. F. C. Volume I and other G. Os. relating to item (1).

## Free Grants

1. item :— To sanction free grants of timber and other forest produce.
2. Authority :— Section 60 sub-item (1) page 20 A. P. Forest Code as amended in G. O. Ms. No. 1455 F & A, dt. 19-5-65 and G. M. 749/For-I/65-1, dt. 8-6-65 and G. O. Ms. No. 1626 F & A dated 10-8-59.
3. Powers delegated :—
  - (i) For the construction of large works of Public utility such as buildings, Tram-ways etc.

C. C. F :—	5,000 -
------------	---------

(ii) In other cases :—

C. C. F. :— Rs. 1,000/-

D.F.O :— Upto Rs. 1,000/-

to village communities upto Rs. 250/- to private individuals in each case.

### **Grazing Revenue**

1. Item :— Collection of Forest Revenue by Foresters and Deputy Range Officers.

2. Authority :— G.O. Ms. No 1215 Food & Agriculture (Forest. III) Department, dated 24-4-65.

3. Powers delegated :—

Foresters :- upto Rs. 500/-

Dy. Range Officer : upto Rs. 1,000/-

(Vide G. O. Ms. No. 875 F & Agl. (For IV) Dept, dated 30 6-71.

(CC's File No 67788/69/A1 dated 8-7-71).

**Note:—** Subject to the condition that the collections should be remitted by them at least once in a week and that any day they should not possess more than Rs. 500/-

### **Lawyer's fees**

1. Item : CCF may sanction defence in which private lawyers can be engaged with the consultation of the Collector in all important forest offence cases where lorries are involved and/or where the value of produce seized in more than Rs. 1,000/-

2. Authority :— G.O. Ms. No. 1962 F & A Dept, dt. 18-7-74.

3. Powers delegated :- Vide item 1 above.

**Note :** See B.S.O. 97 and sec. 76 of A.P. Forest Code.

### **Lawyer's fees**

**Item :** The Chief Conservator of Forests may sanction defence of suits against the Forest Department or against the Government servants under the control of the Chief Conservator of Forests in consultation with the Collector concerned or Board of Revenue wherever necessary.

**Authority :-** G.O. Ms. No. 1300 F and A Dept. dt. 30 4-65.

**Powers delegated :-** CCF:- As indicated above.



### Lawyer's fees

1. Item : Sanction of fees (Pleaders) to private counsel engaged for defence in civil cases. Sanction of fees to private counsel engaged for the defence in criminal cases at rates not exceeding the rates payable to public prosecutors.
2. Authority :- Section 76 (c) A.P. Forest Code as amended in G.O. Ms. No. 1455 F & A, dt. 19-5-1965. and G. M. No. 749/For. 1/65-1, dt. 9-6-65.
3. Powers delegated :  
C. C. F :- Rs. 500/- in each case  
C. F :- Rs. 300/- -do-

Note : See also Appx. 7 A. P. Fin Code Vol II and Board's standing orders No. 97.

### Lawyer's fees

- tem :—
1. The Chief Conservator of Forests may sanction fees of the Lawyers who may be engaged for the defence of the suits against the Forest Department or against Government servants under the control of the Chief Conservator of Forests, whom the fees is not likely to exceed Rs. 500/- to private counsel for the defence of each such case provided that the fees sanctioned is in accordance with the standard scale prescribed by the Government from time to time and no departure from rules is involved.
  2. The Conservator of Forests may sanction fees of the lawyers who may be engaged for the defence of the suits against the forest department or against Government Servants under the control of Conservator of Forests where the fees is not likely to exceed Rs. 300/- in each case and also sanction fees not exceeding the regulation fees subject to a limit of Rs. 300/- to private counsel for the defence of each such case provided that the fees sanctioned is in accordance with the standard-scale prescribed by the Government from time to time and no departure from Rules is involved.

Authority :- G. O. Ms. No. 1300 F & A Dept., Dt 30-4-65.

Powers :-  
C. C. F :- Rs. 500/-  
C. F :- Rs. 300/-

### Law charges

1. Item : Law charges : Can purchase the copying stamps required in connection with suits or other purposes on behalf of Government.
2. Authority : Appendix 7. Item 30 page 75 and 76 of A. P. Financial Code Volume II as amended in G. O. Ms. No. 1455/F & A Dept. dated 19-5-1965 G. M. No. 749/For. 1/65-1, dated 8-6-1965.

3. Powers delegated : C. C. F. :- No restriction  
 C. F. :- -do-  
 D. F. O. :- -do-

Note : See also board's standing order No. 97 and section 76 (c) of Forest Code.

### Law charges

**Law charges-payment of costs or other amount decreed against government in respect of cases disposed of by the courts**

- Item :- Law charges-payments of costs of other amount decreed against government in respect of cases disposed of by the courts (including High Court).
- Authority :- B. S. O. 97 Para 4 and G. O. Ms. No. 518 Revenue (4) Department, dated 28-5-74.
- Powers delegated :- Collector.

### Law charges

1. Item : To sanction incidental expenditure like payment for stamps required for suits of other purposes, for payment of day costs ordered to be paid to the plaintiff's pleaders by the Courts, for printing of copies of judgment case, in suits, writ petition, CM. Ps. etc. against the Forest Department or against the Government servant under the control of C.C.F. up to Rs. 300/- in each cases.
2. Authority : Item 32 of Appendix 7 A. P. Financial Code Volume. II and section 76 of Forest Department Code G. O. Ms. No. 1300 F & A (For III) dated 30-4-1965.
3. Powers delegated:
- |             |                        |
|-------------|------------------------|
| C. C. F. :- | Rs. 800/- in each case |
| C. F. :     | Rs. 150/- -do-         |
| D. F. O. :- | Rs. 100/- -do-         |

### Leases

1. Item :— To sanction contracts and other instruments relating to the forest department such as leases etc.
2. Authority : Section 130 page 61 Forest Code as amended in G. O. Ms. 1455/ F & A/Department dated 19-5-65 and G. M. No. 749/(For. I)/65-1, dated 8-6-1965.

3. Powers delegated:

C. C. F. :-

above Rs. 2 lakhs

C. F. :-

above Rs. 20,000 and upto 2 lakhs

D. F. O. :-

Upto Rs. 20,000

**Leave : Sanction of leave**

Item :—Sanction of leave

Authority :— G.O. Ms. No. 1653/F & A (For. IV)/Department dated 29-11-72.

Powers delegated :—

D. F. O. :— To grant leave for a period upto one month to Rangers, Dy. Rangers, Superintendents, Head-clerks. Draughtsman Grada I and II, U.D.Cs subject to report to C.Fs and also empowered to accept surrender leave in respect of these categories working under them.

C. F. :— To grant leave for a period over and above one month without any limit to the above categories. The C. F. will also have full powers regarding grant of leave and surrender leave to the office staff working in circle office for which the C. C. F is the appointing authority. Whenever officiating arrangements have to be made the competent authority to be addressed.

Note :— The above powers delegated for 3 years only for first instance and a detailed report of the working of the above delegation for purposes of confirming the powers is due to Government after 3 years.

**Medicines**

1) Item :— Purchase of Medicines for the Veterinary dispensary in the Nehru Zoological Park, Hyderabad subject to the condition that necessary funds for the purchase have already been provided in the B. E. under the zoo scheme.

Authority :— G. O. Ms. No. 2671/F & Agl. (For. III) Department dated 9-9-66.

Powers delegated :-

Director N. Z. P. :—

Rs. 500/- per annum.

2) Item :— Purchase of medicines to be supplied as per the Plantation Labour Act.

Authority : G. O. Ms. No. 456/F & RD (For. I)/Department dated 16-6-75.

Powers delegated : C. F., Coffee Circle.

(Coffee) C. F.:- Rs. 4,000/-

(Coffee) D. F. O.:- Rs. 1,000/-

**Offences**

Item :- Collection of compounding fees.

**Authority :-** G. O. Ms. No. 260 / F & A Dept. dated 9-2-66 and F & A Memo No. 763/For. III/66-2, dated 28-3-1966.

**Powers delegated :-** Foresters and Dy. Range Officers are empowered to collect compounding fees as detailed below :

**Forester :-** Rs. 500 } (Vide G. O. Ms. No. 546 Forests and Rural Development  
**Dy. Range Officer :-** Rs. 1000 } Department, dated 17-10-74) Vide CCs' File No. 29792/R1/71 dated 14-11-74.  
 and G. M. No. 4139/For II/74-1, F & RD Department dated 20-12-74.

### Offences

**Item :-** Compounding of Forest Offences by A. C. Fs' under Range Training.

**Authority :-** Govt. Memo. No. 711/For III/71-5 F & Agl. Department, dt. 27-7-71 (Vide CC's File No. 45695/R1/67).  
 A.C Fs under Range Training are hereby empowered to compound under section 59 of the A P. Forest Act 1967 any offence when the value of the Forest Produce does not exceed Rs. 50.

**b) Item :** Compounding of Forest Offences by R. O.

**Authority :-** G. O. Ms. No. 546/Forests & Rural Development Department Dated : 17-10-74.  
 (CC's Ref. No : 29792/R1/71, dated 14-11-74)

**Powers delegated :** Range Officers : Rs. 100.

### Petty sales

**1. Item :-** Range Officers in charge of Ranges are empowered to confirm the sales of Forest produce or property seized in forest offences upto a value of Rs. 10.

**2. Authority :-** Section 65 Forest Code as amended in G. O. Ms. No 1455 F & A dated 19-5-1965 and G. M. 749/For I/65-1, dated 8-6-1965.

**3. Powers delegated :-**

Range Officer : Rs. 50	}	Vide G. O. Ms. No. 875
Dy. Range Offices. Rs. 10		F & A/(For. IV)/Dept. dt. 30-6-71 (CC's No. 67788/69-A1 dated 8-7-71).

**Note :** During their annual inspection of Range Offices, Divisional Forest Officers should check whether the sanction granted are in order and examine the sale lists.

### Photographic charges

1. Item : To sanction expenditure on photographic charges except live photographic film making.
2. Authority :— Appendix 7 item 38 page 94 of A. P. Fin. Code Volume II as amended in G. O. Ms. No. 1728 dated 12-9-1958 and G. O. Ms. No. 2063 F&A dated 6-8-1965 as amended through G M. No. 5266/For. II/65-12 F & A, dated 23-6-1967.
3. Powers delegated :—
  1. C. C. F. :- No money limit
  2. C. F. :- Rs. 200/- at a time and upto a limit of 2 500 per annum.
  3. S.S and F.U.O -Rs. 200/- at a time and upto a limit of 1,500 per annum.
  4. D.F.O's Rs. 50/- at a time and upto a limit of 1,500 per annum.

Note:- an item of contingent expenditure.

### Printing

- Item :- Printing and binding in private presses including the cost of paper.
- Authority :- Appendix 7 (45) page 100 as amended in G.O. No. 1455/F & A Dept. dated 19-5-1965 and G. M. No. 749 (For I) dated 8-6-1965 A. P. Financial Code Volume. II
- Powers delegated :-
- |                           |  |
|---------------------------|--|
| C.C.F.- Rs. 10,000        | per annum expenditure should no exceed Rs. 4,000 at a time.<br>p. a. |
| C.F.- Rs. 2,000           |  |
| D.F.O.- Rs. 1,000         | G.O. Ms. No. 655 Ind. Dept.<br>dt. May 27, 1965.                     |
| and S S. Hyd. F.U.O. Hyd. |  |

Note :- Refer also G. O. Ms. No. 1236 Ind. dt. 2-8-62 G.O. Ms. 343 Ind. dt. 12-3-1964.

### Prizes

- Item :- To sanction purchases for providing prizes at annual sports in Forest Guards and Foresters Training School in Visakhapatnam Circle and Warangal Circles.
- Authority :- Appendix 7 (21) page 63 of A. P. Financial Code Volume. II as amended in G.O. Ms, No. 1455 F & A dated 19-5-65, and G M. No. 749/For 1/65-1, dated 8-6-65.
- Powers delegated :-
- |           |  |
|-----------|--|
| C. C. F - | Rs. 1,000/-  |
| C. F:-    | Rs. 600/-  |
| D. F. O.  | Kakinada and Principal Yellandu School Rs. 500/- each. |
- Note :- Item of contingent expenditure also see chapter VII of A. P. Financial Code Volume I.

## Promotion

Item :— Administrative powers-Delegation-promotion of subordinates within the Andhra Pradesh Forest Subordinate Service.

Authority :- Andhra Pradesh Forest Department Code Appendix 4 item (3) and G.O.Ms. No. 2493/Food and Agriculture (For. I.) Dept. dt. 12-12-1967.

Powers delegated :— The Conservator of Forests is authorized to appoint Deputy Rangers by promotion from the category of foresters from the panel approved by the C. C. F. on regionwise basis and to allot them to Divisions.

D. F. Os:-	}	Forestguards to Foresters.
S. S:-		
F. U. O:-		
W. P. O:-		

- C. C. F:-
- i) Dy. Range Officer to Range Officers.
  - ii) Selection of suitable foresters from the regionwise seniority list of foresters and communicate of panels to C. Fs.

## Public prosecutor

1. Item :— Administrative powers - delegations - engaging public prosecutor in Forest Offences.

2. Authority :— Andhra Pradesh Forest Department Code section 76 (ii) and G.O Ms. No. 718/F & Agl. (For I)/Department, dated 19-7-73 (CC's File No. 16104/R1/66).

3. Powers delegated :— The Divisional Forest Officer is authorised to indent for the services of the Assistant Public Prosecutor direct but the Collector should be kept informed.

## Purchase of livestock stores etc.

1. Item :— To sanction purchases of livestock animals. birds, Reptiles, store, tools, vehicles, plants and furniture included in forest schemes

2. Authority :— Appendix 12 B (1) page 168 A. P. Financial Code Volum. II as amended in G. O. Ms. No. 1455 F & A dated 19-5-1965 and G O M. No. 749/(For. 1)/65-1 dated 8-6-1965

3. Powers delegated :—

C. C. F :—	No. limit
C. F :—	Rs. 20,000 in each case
D. F. O :—	Rs. 10,000 „

### **Purchase of livestock stores etc.**

1. Item :— To sanction purchase of live stock animals, birds, reptiles, stores, vehicles, tools, plant and furniture in other estimates not included in Forest schemes.
2. Authority :— Appendix 12 (B) (2) page 168 of A. P. Financial Code Volume. II as amended in G. O. Ms. No. 1455 F & A/dt. 19-5-1965 and G. O. M. 749/(for. I) 65-1, dt 8-6-1965.
3. Powers :—

C. C. F :—	Rs. 8,000/-
C. F :—	Rs. 2,000/-

Note :— See also chapter VII of A. P. Financial Code Volume I article 168 and 185.

### **Repairs to boats**

1. Item :— To sanction repairs to boats including Motor boats and launches.
2. Authority :— Appendix 7 (6) page 46 A. P. Financial Code Volume II as amended in G. O. Ms. No. 1455/F & A/dt. 19-5-1965 and G. M. 749/(For. I) 65-1, dated 8-6-65.
3. Powers delegated :—

C. C. F :—	in excess of 10 % of book value
C. F :—	10% of the book value or Rs. 500/- whichever is more
D. F. O :—	Rs. 200/-

Note :— An item of contingent expenditure. Also see article 93 of A. P. Financial Code Volume. I.

### **Refund**

1. Item : To sanction refund of any amount relating to an item of forest revenue provided that it is clear that the Government were not in the first instance, or have since ceased to be entitled to it. In respect of lease amounts which are not confirmed and wherein part amounts have been collected and are to be refunded as the Government ceased to be entitled to them.
2. Authority :— Appendix 2 item 4 A. P. Financial Code Volume. II page 2 as amended in G. O. Ms. No. 1455/ F & A/ dated 19-5-1965 and G M. 749/ (For. I) '65-1, dated 8-6-1965.
3. Powers delegated:-

C. C. F :-	Rs. 50,000/-
C. F :-	Rs. 30,000/-
D. F. O :-	Rs. 10,000/-

Note :— See also article 32 to 35 of A.P. Financial Code Volume I which details the procedure for refund of revenue.

### Refund

1. Item : To sanction refund of grazing fees.
2. Authority :— Appendix, 2 page 3 A.P. Financial Code Volume II.
3. Powers delegated :—  
C.F :- To sanction the refund without any money limit of grazing fees collected under forest village system.  
D.F.O :- To sanction the refund of the face value of an unused permit after the permit has been actually recovered.

### Remissions

1. Item :— To sanction remissions of Revenue.
2. Authority : Section 133 page 60 of A.P. Forest Code.
3. Powers delegated :—  
C.C.F :- Rs. 3,000/-  
C.F :- up to Rs. 250/-

### Rents

1. Item :— Renting of private lands and buildings for office accommodation.
2. Authority :— Appendix 7 (48) page 104 of A. P. Financial Code Volume. II as amended in G. O. Ms. No. 1455 F & A/dt. 19-5-1965 and G. M. 749/ (For. 1)/65-1, dated 8-6-65.
3. Powers delegated :—  
C. C. F :- Rs. 500/- P. M.  
C F :- Rs. 200/- P. M.  
D. F O :- Rs. 100/- P. M.

Subject to the valuation of land by revenue Department.

Note :— Also see articles 13, 14, 18, 19 and 22 and 25 of A. P. Financial Code Volume. I.

### Rents

1. Item :— Renting of land and buildings for other public purposes.
2. Authority :— Appendix 7 (48) (iv) page 108 of A. P. Financial Code Volume. II as amended in G. O. Ms. No. 1455 F & A dated 19-5-65 and G. M 749/ For. 1/65-1, dt. 8-5-1965.
3. Powers delegated :—  
C. C. F :— Rs. 500/- p. m.  
C. F :— Rs. 400/- p. m.  
D. F. O :— Rs. 200/- p. m.  
S. S :— Rs. 200/- p. m.

Note :— Also see articles 13, 14, 18, 19, 22 and 25 of A. P. Financial Code Volume. I.



### Revenue

1. Item :— Forest Revenue, Powers of the Tahsildar under section 2 of the A. P. Rent and Revenue sales Act 1839 be vested with the F. R. O's.
  2. Authority :— G. O. Ms. No. 3210/F & A (For III)/Department dated 30-11-1966,  
(1) CC's File No. 24333/63-D4, dated 13-1-1965.  
(2) 11764/R2/59.
  3. Powers delegated :— Powers of Tahsildars under section 2 of the Andhra Pradesh Rent and Revenue sales Act 1839 delegated to Range Officers to sell the property distrained for arrears of rent or Revenue due to Forest Department.
- Note :— Powers confirmed to movable property only.

### Rubber stamps

1. Item :— Supply (not purchase) of rubber stamps.
  2. Authority :— G. O. Ms. No. 2206 dt. 17-6-61. Fin. (ACCTS)
  3. Powers delegated :— CCF :— Can order supply of Rubber stamps to office and subordinate offices.
- G. F. and D. F. Os also can purchase rubber stamps for office use } Vide G. O. Ms. No. 546/Forests & Rural Development/Department dt. 17-10-74 (CC's Ref No. 29792/R1/71 dt. 14-11-74).

### Sales

1. Item :— To sanction sale or dismantlement of buildings.
2. Authority :— Section 66 page 30 of A. P. Forest Code.
3. Powers delegated :—  
C. C. F :- Rs. 5,000/-  
C. F :- Rs. 2,500/-

### Seeds

- Item :— Supply and pricing of seeds and seedlings of Forest Department
- Authority :— G.M. 3289/For. 111/66-2, Dt. 1-12-66.
- Powers delegated :— D. F. O's, State Silviculturist, Forest Utilization Officer and Curator Nehru Zoological Park may price and supply the seeds and seedlings to the public, other State Governments, and Research Institutions

subject to (1) Seeds collected free of cost and seedlings raised free of cost by subordinate staff be supplied to public free of cost (2) seeds collected at cost and seedlings collected raised at cost be supplied at actual cost rate to the Public or other Government departments and with nominal profit to other state Governments. (3) For Research purpose, supply of seeds and seedlings and such materials be made free of cost to Forest Research institutions and its branches and other research institutions.

Note :— See also CCF Circular No. 567. In case of supply to other State Governments Stat Silviculturist to be consulted for rates to be charged.

### Stores

1. Item : To sanction expenditure on the purchase of time pieces to their offices and to the office under their control not exceed in one time piece for each block of buildings or replacement of any existing condemned time piece subject to budget provision.
2. Authority : G.O. Ms. No. 1455/F & A/ dt. 19-5-65 and G. M. 749/ (For I/65.1, dated 8-6-65.)
3. Powers delegated : C. C. F :- One for each room.

### Stationary

1. Item : To sanction local purchase of stationary articles.
2. Authority : G.O. Ms. No. 470 Industries Department dated 22 4-67.  
(A P. Stationary Manual volume I)
3. Powers delegated :
 

C. C. F:-	Rs. 10,000 for all the local purchase put together per year.	
C. F:-	Rs. 1,000/-	-do-
D. F. O:-	Rs. 200/-	-do-
R. O :-	Rs. 50/-	-do-

### Stores

1. Item :
  - (a) To sanction the purchase and repairs to stores, tools and plants.
  - (b) to special expenditure,
  - (c) to sanction ordinary expenditure
  - (d) to sanction petty repairs to tents.
2. Authority : Section 72 page 34 of Forest Code as amended in G.O.Ms. No. 1455/ F & A/Dept.  
dated 19-5-1965 & G M. 749/(For. I)/65-1, dated 8.6-1965

3. Powers delegated :- To D. F. O. on the four items mentioned above are :-

- a) Rs. 1,000/-
- b) Rs. 5,000/-
- c) Rs. 10,000/-
- d) Rs. 100/-

In G. O. Ms. No. 2493/F & Agl. (For. I)/Department dated 12-12-67 Government has extended the powers in respect of (b) and (c) above as follow :-

- (b) Rs. 10,000/-
- (c) Rs. 20,000/-

### **Sports Material**

1. Item : Games, sports and physical exercises for purchase of games and sports materials.

2. Authority :- Appendix 7 sub-item 22 page 70 of A. P. Financial Code Volume. II as amended in G. O. Ms. No. 1455/F & A/dt. 19-5-65 and G. M. 749/ (For I) 65-1, dt. 8-6-1965.

3. Powers delegated :-

C. C. F. :-	Rs. 1,000/-
C. F. :-	Rs. 600/-
D. F. O. Kakinada and Principal Forest School, Yellandu	} Rs. 500 in each case.

Note : Item of contingent expenditure. Also see chapter VII of A. P. Financial Code Volume I.

### **Suits**

1. Item : To sanction defence of suits against Forest Department or against Government servants under the control of the C.C.F. in consultation with the Collector concerned or Board of Revenue whichever necessary.

2. Authority :- Note under item 9 of Appendix 5 of A. P. Financial Code Volume. II and section 76 of A. P. Forest Code. G.O.Ms. No. 1300/F & A For III/ date 30-4-65.

3. Powers delegated :-

C. C. F. :- Vide item 1 above.

### **Travelling allowances**

Item :- Administrative powers-delegations-permission to subordinates to tour outside division to circles.

Authority :- Rule 60 (b) of the A.P.T.A. Rules.

**Powers :**

- 1) C. C. F:- To permit any member to proceed to any place in the State and also to the adjacent State.
- 2) C. F:- To permit any member to proceed to any place within the circle.
- 3) D. F. O:- To permit any member to proceed to any place in the District.

**(a)**

**Timber supply**

1. Item :- Sanction of supply of timber and other items of Forest produce either from Reserve Forests, un-reserve forests or from Departmental Depots to other departments of the State and Departments of Government of India for experimental purposes free of cost.
2. Authority :- G. O. Ms. No. 1809/F & A (For III)/Department, dated 2-7-1965.
3. Powers delegated :-  
C. C. F :- Upto Rs. 50/- of value of produce in each case.

**Timber supply**

1. Item :- To sanction supply of timber from the reserved and unreserved forests to the religious and charitable institutions at the prevailing market rates calculated at stump site minus extraction charges,
2. Authority:- G. O. Ms. No. 1297/F & A Dept., (For III) dated 29-4-1965.
3. Powers delegated :- The above delegation of powers extended upto 9-8-72 in G. O. Ms. No. 1706/F & Agl. (For III)/Dept., dt. 18-11-71 (CC's File No. 37298/71-F1)

Revised orders issued in G.O. Ms. No. 1681/F & Agl. (For III)/Department, dated 10-8-70 for one year from the date of issue of order and review the working of the scheme early in July 1971 and send a report to Government. The timber (teak logs) required for temple Dwajastambams in this State shall be supplied at a uniform rate of Rs. 7-50 C. Ft. at stump site either from the Reserved or unreserved forests excluding extraction and transport charges. Monetary limit upto which timber can be sanctioned in each case.

C. C. F :-	Above Rs. 400/-
C. F :-	Rs. 400/-
D. F. O:-	Rs. 200/-

**(b)**

**Timber Supply**

- Item :— Supply of timber and ready made articles worth Rs. 3,500/-
- Authority :— G.O. Ms. No. 886/F & A (For III)/ Department dt 23-8-73.  
(CC's File No. 58958/70 C4)
- (G. M. No. 149/For III/74-3, F & R Development Department dated 6-5-74 communicated in CC's Ref. No. 54935/73-C4, dt. 10-5-74)

Powers delegated :—

D. F. O.  
Saw Mill Division  
Rajahmundry

Rs. 2,500/-

### Typewriters

1. Item : Repairs towards typewriters
2. Authority : G. O. Ms. No. 1455 F & A/ dt. 19-5-1965 and G. M. No. 749/(For I) 65-1, dt. 8-6-1965
- C. C. F. :- Rs. 100/-per annum per machine.  
C. F. :- Rs. 100/-per annum per machine.  
D. F. O. :- Rs. 100/-per annum per machine.

### Uniform

1. Item : To sanction clothing and liveries (including warm clothing). The Department can make its own arrangements for supply of clothing to the executive staff.
2. Authority : Appendix 7 (8) page 56 of A. P. Financial Code Volume II.
2. Powers delegated :—  
C. C. F. :- Subject to the scales and conditions laid down by Government from time to time.

Note :— An item of contingent expenditure.  
See also Chapter VI and Article 93 A. P. Financial Code Volume I.

### Vehicles

1. Item : Purchase of tires and tubes subject to the instructions 9 and 10 under rule III of article 125 of A. P. Financial Code Volume II.
2. Authority : G. M. No. 6650/ For. I/66-5, F & A Department dt. 11-5-67 & G. O. No. 1455/ F & A/ dt. 19-5-1965 and G. M. No. 749/ For. I/ 65-1, dt 8-6-65.
3. Powers delegated :  
C. C. F. :- Rs. 5,000/-  
C. F. :- Rs. 2,000/-  
D. F. O. :- Rs. 1,000/-

Note :— See also chapter VII of A. P. Financial Code Volume I and instructions 9 and 10 under rule III of Article of 125.

### Vehicles

- Item :- Powers to sanction repairs AND PURCHASE of spare parts to Government vehicles.

Authority :-

Appendix 7 (36) 1 and 12 pages 86 and 89 of Andhra Pradesh Financial Code Volume II as amended in G O. Ms. No. 1455/F & A/ dt. 19-5-65 and G. M. No. 749/For. I/65-1, dt. 8-6-65 and G. M. No. 6950/For 1/66-5, F & A dt. 11-5-67.

Powers delegated :—

C. C. F :- Rs. 4,000/- Repairs & replacement of spare parts.

C. F :- Rs. 2,000/- repairs & replacement of spare parts and Dir. N.Z.P.

D. F. O's :- Rs. 500/- Repairs and replacement of spare parts.

2) Item :-

Powers to sanction repair and replacements to vehicles

Authority :-

G. O. Ms. No. 456/F & RD (For. I)/Dept., dt. 16-6-75

Powers delegated :—

C. F. Coffee circle :- Rs. 4,000/-

3) Item :-

Powers to purchase spare parts

Authority :-

G. O. Ms. No. 456/F & RD (For. I)/Dept. dt. 16-6-75

Powers delegated :

C. F., Coffee Circle :- Rs. 5,000/-

Note :

G. O. Ms. No. 108 Forests and Rural Dev. (For. II) Department dated 14-2-75 communicated C.C's Ref. 27110/71 H2 dated 12-8-76.

The Vehicles of the Forest Department in the muffsail can be got repaired locally without the media of central mechanical unit in all cases where the estimated expenditure on repairs and replacements of such vehicles does not exceed Rs. 1,000/- in respect of Jeeps and Rs. 1500/- in respect of lorries and other heavy vehicles.

### Vehicles

Item :

To incur expenditure on the Jeeps (repairs of spare parts) under the control of Forests Department employed for the chenchu ameliorative works.

Authority :-

G. O. Ms. No. 1566/Education (Social Welfare) Department dated 3-6-1965 and G.M. No. 1210 H.H2/66-15 Education (Social Welfare) Department dated 20-3-1967 and G M. No. 40976/Accts/65-6 Finance (Accts) Department dated 6-11-67.

Powers delegated:-

D. F. O's Kurnool, Nandyal,  
Giddalur and Atmakur

} Rs. 100/- at a time subject to a maximum of Rs. 500 during a year also subject to budget allotment.

Collector, Kurnool and  
Special Chenchu Officer

} Rs. 500/- at a time subject to a maximum of Rs. 2,500/- during a year subject to Budget allotment.

### **Vehicles**

1. Item :—

Repairs and purchase of spare parts under the scheme of Departmental Extraction of Timber at Jannaram

Authority :—

G. O. Ms. No. 2909 / F & A Department dated 18-12-54.

### **Repairs**

C. F. Adilabad Circle:-	Rs. 1,000/-
Asst. C. F., Jannaram:-	Rs. 200/-

### **Spare Parts**

C. F. Adilabad:-	Rs. 500/-
Asst. C. F. Jannaram:-	Rs. 200/-

### **Working Plans**

1. Item :—

Administrative powers - delegations sanction of deviations from the prescriptions of the working Plan.

Authority :—

G. O. Ms. No. 718/F & Agl./ For. I) /Department dated 19-7-73.  
(CC's File No. 16105/R1/66)

Powers delegated :—

C. C. F. Considerable or continued deviation in deficit.  
The Conservator of Forests is authorised to sanction deviation subject to report to the Chief Conservator of Forests in triplicate.

### **Works**

1. Item:—

Administrative approval to proposals for improving an existing residential building subject to the conditions that the standard rent of the building will not exceed  $7\frac{1}{2}\%$  of the average emoluments of the class of tenant for whom it is intended.

Amendment to the above item :—

The conditions that the capital cost should not exceed Rs. 500/- may be deleted.  
Accepted.

2. Authority :—

Appendix 12 G1 (b) (9) page 155 of APFN Code Volume. II as amended in G. O. Ms. No. 1455 F&A dated 19-5-65 and G. M. No. 749 (For. I)/65-1, dated 8-6-65.

3. Powers delegated :-

C. C. F :-	No limit
C. F :-	—
D. F. O :-	—

Note:—

See also chapter VIII of A. P. Financial Code Volume 1 and Articles 158 and 185.

## Works

1. Item :— To sanction administrative approval to original works other than residential buildings and electrical works the cost of which is debitable to the Public Works grant.
2. Authority :— Appendix 12 G 1 A page 153 of A. P. Financial Code Volume II as amended in G.O. Ms. No. 1455, F & A Dated 19-5-1965 G. M. No. 749 (For. I)/65-1, dt. 8-6-1965.
3. Powers delegated :—  
C. C. F :— Rs. 20,000/-

Note :— See also article 151 of A. P. Financial Code Volume. I.

- b) The Forest Department is permitted to get the Forest Department Buildings electrified up to a limit of Rs. 10,000/- provided that the detailed estimates and plan for electrification are approved by the Electrical Engineer (General) in the First instance and electrification is done only in the case of building belongs to the Department.

(G. O. Ms. No. 546 Forest & Rural Development Department dated 17-10-74. (CC's File No. 29792/R1/71, dt. 14-11-74).

## Works

- 1 Item : To sanction purchase of livestock (i) Forest schemes (This includes stores, tools, plants and furniture in connection with the forest schemes for which the Government, general approved has only been obtained.
2. Authority : Appendix 12 part IV B. I APFC Vol. II and G. O. Ms. No. 1455/F & Agl./ dt. 19-5-65.
3. Powers delegated :—  
C. C. F :— No limit  
C. F :— Rs. 2,000 in each case  
D. F. O :— Rs. 10,000 in each case.

It may be worded as "To sanction purchase of live-stock animals, birds, reptiles, stores, tools, vehicles, plants and furniture.

## Works

1. Item :— (ii) Other estimates for expenditure not relating to Forest offences (Note as per item No. 1)
2. Authority :— Appendix 12 part IV B (ii) of A. P. Financial Code Volume II and G. O. Ms. No. 1455/F & Agl./ Department dt. 19-5-65.



3. Powers delegated :

C. C. F :- Rs. 8,000/-  
C. F. :- Rs. 2,000/-

The wording may be changed as "To sanction purchase of live stock, animals, birds, reptiles, stores, tools, vehicles, plants and furniture in other estimates not included in forest schemes"

**Works**

1. Item :- (1) individual works included in a Forest schemes which has already received the Government's approval.
2. Authority : Appendix 12 C (i) page 168 of A. P. Financial Code Volume. II as amended in G. O. Ms. No. 1455/F&A/dt. 19-5-1965 and G. M. 749/ (For. I)/65-1, dt. 8-6-65.

3 Powers delegated:-

C. C. F :- Rs. 1,00,000/-  
C. F :- Rs. 20,000/-  
D. F. O :- Rs. 10,000/-

Note : See also chapter VIII of A. P. Financial Code Volume I and articles 158 and 185.

- 2) Item:— Power to undertake individual works as a Part of sanctioned scheme.
- Authority :— G. O. Ms. No. 456/F&RD (For. I) Department dated 16-6-75.
- Powers delegated : C. F. Coffee Circle:—Rs 1,00,000/-

**Works**

- Item :- Powers to D. F. O's to sanction expenditure.
2. Authority : The Andhra Pradesh Forest Department Code Section 72-3 (Page 34) and G. O. Ms. No. 2493/F&A (For. I) dt. 12-12-1967.
- Powers delegated :- The Divisional Forest Officer is authorised to sanction special expenditure upto Rs. 10,000/- and ordinary expenditure upto Rs. 20,000/-

**Works**

1. Item :- Can make payment on work done or supplies made on a single bill to a limit of.
2. Authority :- Section 143 page 64 of A. P. Forest Code as amended in G. O. Ms. No. 2493 / Food and Agriculture (For/I) / Dept. dated 12-12-1967.

3. Powers delegated :-

Range Officer :-

Rs. 2,000/- in each case.

Dy. Range Officer/Forester:-

Rs. 300/- in each case.

**Works**

(Works other items)

1) Item :— Works other than those included in Forest Schemes approved by Government.

2) Authority : Appendix 12 (c) (ii) page 168 as amended in G. O. Ms. No. 1455/ F & A/dt. 19-5-65 and G.M.No. 749/For. I/65-1, dt. 8-6-65.

3. Powers delegated :

C. C. F. :- Rs. 50,000/-

C. F. : Rs. 10,000/-

D. F. O. :- Rs. 5,000/-

Note :

(1) The powers do not apply to buildings constructed for Forest Department by P.W.D. and charged against P. W. D. grant.

(2) These powers should not be exercised in cases relating to residential buildings the standard rents of which are in excess of  $7\frac{1}{2}\%$  of the emoluments of Government servants for which buildings are intended.

Note :

See also chapter VIII. A. P. Financial Code Volume. I articles 158 and 185.

**Works**

1. Item:—

To enter into contracts for execution of works.

2. Authority :—

Section 130 B. page 64 Forest Code as amended in G.O.Ms.No. 1455/ F & A/ dated 19-5-1965 and G.M.No. 749 / For.I/65-1 dated 8-6-1965 and G.O.Ms. No. 165/F & Agl. Department, dated 23-7-59.

3. Powers delegated :

D. F. O :- Upto contracts worth Rs. 10,000/-

R. O :- Upto contract worth Rs. 1,000/-

**Write off**

1. Item :

To write off deficits due to dryage.

2. Authority :-

Section 65 page 30 of Andhra Pradesh Forest Code as amended in G. O. Ms. No. 1455/ F & A/dated 19-5-1965 and G. M. No. 749/Fer. I/ 65-1, dated 8-6-1965.

3. Powers delegated :—

D. F. O. :- Rs. 250/-

B)

1. Item : To write off deficits due to dryage or wastage.
2. Authority : Appendix. 23 of A. I of the A. P. Financial Code Volume. II (page 243)
3. Powers delegated :—C. F :— Rs. 2,500/-

**Write off**

- a)
  1. Item :- Other than deficits due to dryage and wastage.
  2. Authority :- Section 66 page 30 A.P. Forest Code as Amended in G. O. Ms. No. 1455/F&A/dated 19-5-65 and G. M. No. 749/ (For.1) 65-1, dated 8-6-1965.
  3. Powers delegated :—  
D. F. O :- Rs. 200/-

- b)
  1. Item : Other then deficits due to dryage & wastage.
  2. Authority :— Appendix 23 A. I of the A. P. Financial Code Volume II (Page 243)
  3. Powers delegated :—  
C. F:- Rs. 1,000/-

**Write off**

1. Item :— To write off damaged but not missing permits with face value.
2. Authority :— Section 72 page 34 Andhra Pradesh Forest Code as amended in G. O. Ms. No. 1455/F&A/ dated 19-5-1965 and G. M. No. 749/(For. I)/ dated 8-6-1965.
3. Powers delegated :—  
C. C. F :- Rs. 1,000/-  
C. F :- Rs. 500/-  
D. F. O :- Rs. 200/-

**Write off**

1. Item :— To write off unsaleable produce.
2. Authority :— Section 72 page 34 Andhra Pradesh Forest Code as amended in G. O. Ms. No. 1455/Food and Agriculture / dated 19-5-1965 and G. M. No. 749 (For. I)/65-1, dated 8-6-1965
3. Powers delegated :  
C. C. F. :- Rs. 1,000/-  
C. F. :- Rs. 500/-  
D. F. O. :- Rs. 200/-

### Write off

1. Item : To write off unserviceable stores, tools, plants except those missing.
2. Authority : Section 72 page 34 Forest Code as amended in G. O. Ms. No. 1455 F & A / dated 19-5-1965 and G. M. No. 749 / For. I / 65-1, dated 8-6-1965.
3. Powers delegated :-

C. C. F. :-	Rs. 1,000/-
C. F. :-	Rs. 500/-
D. F. O. :-	Rs. 200/-
C. F., Coffee Circle :	Rs. 500/- (Vide G. O. Ms. No. 456/ Forests & Rural Development Department dated 16-6-75)

### Write off

#### ANIMALS AND BIRDS

1. Item :— Powers to C. C. F. to write off the value of the animals and birds in the Nehru Zoological Park dead or otherwise lost.
  2. Authority :— Item (A) (1) appendix 23 of A. P. Financial Code and G. O. Ms. No. 882/F & Agl (For. III)/Department, dt. 23-8-73 (CC's File No. Rc. No. 75943/70-E1, 30-1-73).
  3. Powers delegated :—

C. C. F. :-	Rs. 8,000 per annum the maximum limit of sanction of write off in each case is Rs. 1,500/-
Director, Nehru Zoological Park :	Rs 5,000 per annum the maximum limit of sanction of write off in each case is Rs. 1,000/-
Curator :-	Rs. 1,000 per annum the maximum limit of sanction of write off in each case is Rs. 200/-
- Note :- Carcass value above should be taken into account for purposes of write off value of animals or birds in the Nehru Zoological Park, Hydersbad (Vide G. O. Ms. No. 1423/Food and Agriculture (For. III)/Department dated 26-12-73 Addl. Chief Conservator of Forests may exercise the some powers as the C. C. F. for the write off the value of animals and birds dead or lost in the Nehru Zoological Park (Vide G. O. Ms. No. 546/Forests & Rural Development Department dated 17-10-74 (CC's File No. 29792/R1/71 dated 14-11-74).

### Write off

1. Item :— To write off unserviceable furniture of book value of.
2. Authority :— Section 72 page 34 of Forest Code as amended in G. O. Ms. No. 1455/ F & A/dated 19-5-1965 and G. M. No. 749/For I/65-1 dated 8-6-1965.

**Powers delegated:**

C. C. F. :-	Rs. 1,000/-
C. F. :-	Rs. 400/-
D. F. O. :-	Rs. 200/-

**Write off**

1. Item :—

To write off irrecoverable value of stores of public money loss through fraud, negligence or other causes and unprofitable outlay on works.

2. Authority :—

Appendix 23 (A) (1) sub-item (1) page 243 of A. P. Financial Code Volume II as amended in G. O. Ms. No. 1455/F & A/dt. 19-5-1965 and G. M. No. 749/For. I/65-1, dated 8-6-1965.

3. Powers delegated :—

C. C. F. :-	Rs. 5,000/-
C. F. :-	Rs. 2,500/-
F. O. :-	Rs. 500/-

See chapter XII and articles 297 APFC Volume II

**Write off**

1. Item :—

To write off irrecoverable item of departmental revenue (Forest Revenue).

2. Authority :—

Appendix No. 23 Item (3) 4 of APFC Volume III as amended in G. O. Ms. No. 1455/F & A/ dated 19-5-1965 and G. M. No. 749/ (For. I)/65-1, dated 8-6-1965.

3. Powers delegated :—

C. C. F. :-	Rs. 2,000/-
C. F. :-	Rs. 1,000/-
D. F. O. :-	Rs. 500/-

Note :- See chapter XII and article 297 of APFC Code Volume I.

**Write off**

1. Item :

Write off irrecoverable advances to disbursers for forest works etc.

2. Authority :

G. O. Ms. No. 892 dnted 25-4-1959.

3. Powers delegated :

C. C. F. :—	Rs. 100 in each case
C. F. :—	—
D. F. O. :—	—

**Write off**

1. Item :—

Power to remit or write-off irrecoverable arrears of loans and advances.

2. Authority :- Appendix 20 III (iii) page 234 of Andhra Pradesh Financial Code Volume II.

3. Powers delegated :-

C. C. F :-	Rs. 1,000/-
C. F :-	Rs. 200/-
D. F. O :-	Rs. —

Note :- See also chapter X article 260 and 257 of Andhra Pradesh Financial Code Volume I.

#### Write off

1. Item :- To write-off irrecoverable cost awarded to Government Servants in Civil Suits in which their defence has been sanctioned at public expense.

2. Authority :- Appendix 23 B (b) page 254 of A. P. Financial Code Volume II.

3. Powers delegated :-

C. C. F :-	Rs. 300/-
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Note :- See also chapter XII Article 297 of A. P. Financial Code Volume I.

#### Write off

Item :— Writing off losses of public money included in cash accounts and stores included in the stock or other accounts. Irrecoverable value of stationery articles lost or damaged.

2. Authority :— Appendix 3 page 246 of Financial Code Volume II.

3. Powers delegated :—

C. C. F :-	Rs. 5,000/-
C. F :-	Rs. 1,000/-

Note :- See also chapter XII Article 297 of A. P. Financial Code Volume I.

#### Write off

1. Item : Powers of write off in cases other than irrecoverable value of stores or public money loss through fraud, negligence or other cases and unprofitable outlay on works.

2. Authority :— Appendix 23 (A) (1) sub-item 1 page 243 of A. P. Financial Code Volume II as amended in G. O. No. 1455/F & A/dated 19-5-1965 and G. M. No. 749/For 1/65-1, dt. 8-6-65.

3. Powers delegated :—

C. F :-	Rs. 1,000/-
D. F. O :-	Rs. 500/-

Note :- See chapter XII and article 297 A. P. Financial Code Volume I.