

Ref. No. 81420/68-M4.

Dated : 14-2-1968.

**Circular No. I/69.**

**Sub :—Forest Department—Confidential reports for the year 1968—  
Reg.**

Ref : CCF's Circular No. 27/68 dt. 23-11-1968.

In view of the amendment to G. O. Ms. 1385, Genl. Admn. Dept., dt. 31-10-61 issued in G. M. No. 2599/68-1, A. G. (Ser-C) Department, dated 6-12-68 changing the periodicity of the Confidential report from Calendar year to financial year, the following amendments are issued to this office Circular cited.

**AMENDMENT NO. 1.**

In para 3 of the words "7th January" the words "15th April" shall be substituted.

**AMENDMENT NO. 2.**

In the statement of programme for submission of Confidential reports under para 3, the following shall be substituted in each Column, against each item as detailed below:-

Col. 1,	Col. 2.	Col. 3.
1. CCF.		
(i)—	For the words "February" the words "May" shall be substituted.	For the words "7th Jan." the word "15th April" shall be substituted.
(ii) —	For the words "February" the word "May" shall be substituted.	For the words "December" the words "March" shall be substituted.
2. Dy C. C F.		
(i)—	For the words "7th Jan." the words "15th April" shall be substituted and for the words "February" the words "May" shall be substituted.	For the words "January" the words "April" shall be substituted.
(ii)—	—do—	—do—
(iii)—	—do—	—do—

(1)	(2)	(3)
3. Curator.		
(i) to	For the words "7th Jan." the words "15th April" shall be substituted.	For the words "January" the words "April" shall be substituted.
(xxxii to xxxiii)	—do—	—do—
4. Conservators.		
(i)—	—do—	—do—
(ii)—	—do—	After the words "put up" the words "2nd April" shall be added.
(iii)—	—	For the words "January" the words "April" shall be substituted.
5. A. C. C. Fs.		
	For the words "7th Jan." the words "15th April" shall be substituted.	For the words "January" the words "April" shall be substituted.
(ii)—	—	-do-
(iii)—	—	-do-
6. S. S.		
(i)—	For the words "7th Jan." the words "15th April" shall be substituted.	-do-
(ii)—	-do-	-do-
(iii)—	-do-	-do-
(iv)—	—	-do-
(v)—	—	-do-
(vi)—	—	-do-
7. F. U. O.		
(i)—	—	-do-
(ii)—	—	-do-
(iii)—	—	-do-
(iv)—	—	-do-

(1)	(2)	(3)
Figure '7' against DFO shall be substituted with figure '8'		
(i) —	For the words "2nd January" the words "15th April" shall be substituted.	For the words "January" the words "30th April" shall be substituted.
(ii) —	-do-	-do-
(iii) —	-do-	-do-
(iv) —	-do-	-do-
(v) —	-do-	-do-
(vi) —	-do-	-do-
9. Range Officers.	-do-	-do-

### AMENDMENT No. 3.

In para 6 for the words "January" the words "April" shall be substituted.

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

Ref. No. 4868/69-K, 2.

Dated : 14-2-1969.

### Circular No. 2/69.

**Sub :— Public Servants—Allegations of corruption—Misconduct misdemeanour, lack of integrity etc. Preliminary Enquiry—Instructions—reg.**

Ref :—1. C. C. F. Ref. No. 75376/67 A, 2 dt. 27-12-67 (vide Cir 18/67)

2. C. C. F. Ref. No. 60596/67 M. 3 dt. 25-9-68 (vide Cir. 19/68).

It is observed from most of the enquiry reports received from the Conservators of Forests in complaints and cases of corruption and misappropriation, misconduct, misdemeanour, lack of integrity etc., against the subordinates and Officers of the Forest Department, that the Enquiry Officers are recording the statements of witnesses in the presence of the delinquents and delinquent officers are sometimes allowed to cross examine the witnesses during the course of preliminary enquiry. In this connection the Conservators of Forests are informed that para 9 of the procedural instructions issued by the Vigilance Commissioner (extract enclosed) contemplate that at the time of preliminary enquiry, an attempt should be made to enquire into allegations or a substantial part thereof with the help of the available records or by directly contacting persons, if any referred to in the complaint. The report of the preliminary enquiry should be sent to the Chief Conservator of Forests in triplicate in form III C. C. F.'s

Circular 1st cited together with the recommendations or comments of the administrative authority for advice as to further action. The intention is to see whether there existed a prima facie case for further investigation.

2. If, however, the statements of witnesses are recorded during the preliminary enquiry itself in the presence of the delinquent officer and he is given an opportunity to cross-examine the witnesses, the enquiry becomes a full fledged or open enquiry and the Accused Officer will have ample opportunity to win over the witnesses and tamper with the records and do away with the evidence. There may also be instances where after conducting an open enquiry into complaint, the allegations being false and frivolous might be held not substantiated. This will naturally result in unnecessary humiliation of the Accused Officer in the eyes of the public and his subordinates. Therefore, a preliminary enquiry should discret one to ascertain the truth or otherwise of the allegations in order to decide whether or not a detailed probe is necessary into the complaint. A matter of fact this is a even more weighty reason for conducting the preliminary enquiry in a very discret manner to avoid publicity.

The above instructions should be borne in mind in future in dealing with complaints of corruption. The receipt of this circular should be acknowledged.

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

Ref. No. 50323/N2/65.

Dated : 21-3-1969.

### Circular No. 3/1969.

**Sub :—Accounts, Maintenance of each accounts by Flying Squad Divisions—Regarding.**

Ref :—C. C. P. Rc. Rt. 1480/64, dt. 23-10-1964.

2) C. C's No. 70167/64-A5 dt. 12-12-1964.

In C. C's ref. 1st cited the procedure that should be adopted by Flying Squad Dist. Forest Officers in regard to collection and remittance of the amounts by them to the territorial Divisions was laid down. In ref. 2nd cited instructions issued in regard to the exhibition of the amounts collected by the Flying Squad Divisions in their accounts and transfer of the amounts to the territorial Divisions. According to these instructions the revenue collected by the Flying Squad divisions should be shown in their cash accounts on debit side of the cash book as transferred to the concerned divisions. The transactions should also find place FAVII under "Transfers, Divisional (B) under Major head cash remittances etc.," (Vide page 40 of A. P. Accounts Code Vol. III).

The Accountant General raised objection to the above procedure and pointed out Government that it involves double adjustment of revenue and inter divisional transfers which are prohibited under Article 244 and 245 of A. P. Accounts Code Vol III, and suggested that revenue collected by the Flying Squad Divisions should not be exhibited in the cash account, as it will automatically be taken to the revenue of territorial Divisions. If the Department wants to have a checkh of the remittances, it can maintain a seperate Register without exhibiting the fact in the cash accounts.

The procedure of remittance of revenue collected by the Dist. Forest Officers of Flying Squad Divisions and the exhibition of the same has been examined. It may be mentioned that the instructions were issued in C. C's ref. cited when the Flying Squad Divisions were directly under the control of the Chief Conservator of Forests, and were not functioning independently. Since the Divisions have been functioning as independent divisions from 1-4 1965 there is no need to follow the procedure prescribed in the C. C's ref. cited. Hence in supersession of the orders issued in the ref. cited, it is hereby direct that the Dist. Forest Officers In-charge of Flying Squad Divisions may remit the revenue collected by them direct into the nearest Treasury with the least possible delay as is being done by the Territorial Dist. Forest Officers. The Transactions should be exhibited in their Cash Books and accounts and can be incorporated in the accounts rendered by the Flying Squad Divisions to the Accountant General, as other territorial Dist. Forest Officer's do. The Dist. Forest Officers, Flying Squad Divisions should intimate the details of collections of C Fees etc., in the relevant offence files, which are ultimately transferred to territorial Divisions for further action.

The progress of recovery of balance amount of C-Fees etc., or arrears, if any, should be watched by the territorial divisions after the files are transferred to them by maintaining a separate register without exhibiting the transaction, in cash accounts of Flying Squad Divisions, as suggested by the Accountant General. This procedure will not involve any inter divisional transfers and should be followed forthwith.

In regard to the Flying Squad Parties Kurnool and Khammam which are under the control of the concerned Conservators of Forests it has been stated that the amount collected by them are remitted into the treasuries in favour of the Concerned territorial divisions and the challans sent to the respective Dist. Forest Officers or the amounts are handed over to the concerned territorial staff who issue C. F. 140 receipts and remit the amounts in treasury as the case may be. Thus the revenue is automatically credited to the concerned Divisions and no inter divisional transfers are involved. The existing systems will therefore continue in respect of these two parties.

The receipt of this circular should be acknowledged.

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

Ref. No. 17957/68-K3.

Dated : 22-4-1969.

**Circular No. 4/69.**

**Sub :— Public Servants—Allegations of malpractices and corruption against the Instructors of the Forest Schools—Instructions—Issued.**

During the course of an enquiry recently in connection with allegations of malpractices and corruption against Instructors of a Forest School, it is observed that though the allegation of collection of months by the Instructors for allowing copying in the examinations was not proved, it is seen from the statements of some of the trainees recorded in this connection,

that some amounts were collected by one of the trainees for payment to the Instructors with an idea of getting some assistance from them in the examination Hall but were later returned. These amounts were stated to have been collected for taking photos on the school day, Tea party etc. This practice of collection of money in a Training Institution to win the favour of teaching staff should be stopped. While outwardly such collections may be for the purposes of Photographs etc., there is a possibility of the persons concerned indulging in corrupt practices. The Principals of Forest Schools in Andhra Pradesh and the Conservator of Forests, concerned should ensure that no such collections which give room for corrupt practices should be allowed to be made in future in the educational institutions.

2. It has also come to light in this connection that the Typist and water man of a Forest School leaked the question papers by sending out carbon papers containing questions. This is really a serious matter and maintaining strict secrecy. Evidently the concerned officers did not evince personal interest in this important branch of work. Often this kind of work (i.e.) typing the question papers etc., is considered to be of a routine nature and not important enough for an officer to bestow his personal attention. The Principals of the Forest Schools in Andhra Pradesh and the Conservator of Forests are requested to see that such an impression is eradicated. Suitable procedure should be evolved and to ensure secrecy and to prevent leakage of question papers.

The receipt of this circular should be acknowledged.

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

Ref. No. 46382/67/E2.

ated : 4-5-1969.

#### **Circular No. 5/69.**

#### **Sub : — Plantation Journals—Maintenance of at Range, Division and Circle Offices—Standardised proforma—Communicated—Reg.**

The State Silviculturist, Andhra Pradesh, Hyderabad, who had occasion to go through plantation journals of several Divisions recently has brought to my notice that even though most of them contain all the information required, there is no uniformity in their maintenance and posting of the journals from the 2nd year onwards is generally not complete.

In order to have uniformity in the maintenance of plantation journals, standardised proforma is communicated herewith. All the Conservators of Forests, Divisional Forest Officers, and Range Officers are requested to maintain plantation journals in the prescribed proforma from 1969-70 onwards (i. e. from 1-4-1969). Copies of sanctioned estimates should also be attached to the plantation journal.

The receipt of this Circular should be acknowledged.

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

## Proforma for Plantation Journal

Contents.	Pages.
1. Species, year of plantation (Calendar year) and area (Hectares of Plantation, location of Plantation,	1
2. Scheme under which raised with sanction authority - Special staff if any sanctioned - with proportionate cost	1
3. Sanctioned estimate number and amount sanctioned.	
(a) Pre-Planting year-advance works	
(b) Year of planting.	2
(c) Subsequent years.	
4. Location map on 1" = 1 mile scale surveyed sketch on 1" = 8 miles scale indicating soil type; location of soil pits soil profits charts with description.	Attach maps and sketches. 3 to 10
5. Description of site :-	
(a) Existing Vegetation.	
(b) Temperature.	
(c) Rainfall.	
(d) Wind.	
(e) Dew.	
(f) Topography including aspect if any.	
(g) Soil type & General description of soil.	11
6. Area selected by Approved by	
7. Details of advance work if any carried out in preplanting year (Financial year).	12 to 14
8. Description of planting stock, whence obtained from and cost.	15
9. Details of planting and subsequent operations with data.	16 to 25
(a) 1st year of planting (Financial year)	
(b) 2nd year of planting (-do-)	
(c) 3rd year	
(d) subsequent year.	
10. Expenditure statement-monthwise itemwise with voucher number	26 to 41
(a) Pre-planting year (Financial year)	
(b) 1st year of planting.	
(c) 2nd        -do-	
(d) 3rd        -do-	
(e) Subsequent years.	

11. Enumeration of survivals.	42 to 51
(a) First year (one at end of growing season, second at end of hot weather).	
12. Record of growth date-Maximum and average height and diameter in cm. & Mts.	52 to 61
(a) End of first growing season.	
(b) End of 2nd growing season.	
(c) End of third growing season.	
(d) Subsequent years.	
13. Record of Expenditure, Revenue & yield.	62 to 70
(i) Final fellings.	
14. Details of insect and fungus attacks and other injuries including fire damage etc., (to be recorded in chronological order)	71 to 73
15. Observations of Range Officer.	73 to 80
16. Inspection of D. F. O., C. F. and Others.	81 to 90
17. Action taken if any on remarks made by D. F. O., C. F., etc.	91 to 100

Rc. No. 61515/66-F2

Dated : 7-5-1969.

### **Circular No. 6/69.**

#### **Sub:— Studies on Forest Soils during preparation of Working plans—Regarding.**

A Comprehensive note on "Studies on Forest Soils" which will form the basis for all soil surveys and other soil studies undertaken at the revision of all working plans in future is enclosed for information. All Conservators are informed that the standardised procedure as detailed in the note will alone be followed in future while carrying out soil survey as part of working plan preparation for any division. They should issue necessary instructions to the Working Plan Officers concerned to follow these instructions scrupulously. A copy of this circular with enclosed note may be attached to the Working Plan code Copy in their office.

They should acknowledge receipt of this circular along with the note.

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

### **Studies on Forest Soils**

The study of soil in the field comprises detailed and accurate observations not only of the surface material, but also of the soil body as a whole in relation to the various environ-



mental conditions. Since the forest trees possess deeper root system and complete their life cycle in a much longer period as compared to agricultural crops, systematic examination of the soil profile upto greater depth which the root zone occupies and where the effects of factors like induration and illuviation etc. are more pronounced, is of paramount importance in forest lands. The soil profile is a manifestation of all the changes, growth and development which have taken place during the life of the soil in a particular locality and therefore, the necessity for its systematic study in the realm of forestry is quite obvious. Field study of the soil profile is as important, and in some cases even more important than, mere analysis in the laboratory. Broadly speaking, the information obtained from the soil study in the field can be utilised for the following practical applications in forestry :-

1. To correlate the soil conditions with the regeneration growth and distribution of the existing forest vegetation.
2. To determine the soil factors responsible for deterioration in forest growth.
3. To locate the areas which stand in need of amelioration.
4. To evaluate the productive potential of different areas.
5. To select suitable sites for different species and proper planting techniques for afforestation and other purposes on different sites.
6. To adopt suitable silvicultural and management practices for different areas with a view to achieving maximum production
7. To prepare soil maps of the forest areas for management and land use purposes.

If the work is planned in advance, the above information can be collected without much additional cost and time along with the preparation of Working Plans of the Forest Areas. Such information will form the basis for planning most of the development programmes and will go a long way in augmenting forest production.

### **Method of Soil Study in the Field**

The priority for soil study in the field should be assigned to those areas which are proposed to be taken up for plantation purposes, either by replacing the existing forest crop or by afforesting the hitherto barren and degraded lands with economically more important exoitic or indigenous species.

### **Equipment Required for Conducting Soil Study**

**a) For digging soil pits :**

- (i) Spade (ii) Crow bar (iii) Pickaxe (iv) Showel (v) Iron Baskets (vi) Trowel or Khurpi (vii) Measuring tap.

**b) For examining soil during traversing :**

- (i) Measuring tape (ii) Field soil testing kit (iii) Proformas - Soil Forms A and B etc.

### Field Soil Testing Kit :

It will consist of following articles :—

- i) Dilute HCL Solution (10%) in a polythene or glass bottle-1.
- ii) H<sub>2</sub>O<sub>2</sub> solution (10 Vol) in a " " " "
- iii) Distilled water in 500 ml. polythene or glass bottle
- iv) Neutral normal KCL solution in 500 ml. polythene or glass bottle
- v) Spatula nickel plated with a scoop at one end
- vi) Test tubes calibrated at 10 c.c. and 11.5 c.c.
- vii) porcelain plate with 6 depressions.
- viii) B.D.H. Universal Indicator (PH4-11) in 100 ml. or 125 ml. polythene or glass bottle.
- ix) PH colour charts for the above indicators
- x) Solid Bason in a small mottle
- xi) Droppers
- xii) Suitable case for containing the above articles

### A. Soil Study in the Plantation areas :

A general outline of the procedure to be adopted by the party will be in the following sequence, although modifications can be made to suit local conditions.

1. Make yourself familiar with the general condition of the area after consulting relevant literature and after conducting a reconnaissance inspection, if necessary.
2. Collect a base map of 8" or 4" = 1 mile scale or of any other convenient scale. Toposheets from Survey of India should be preferred.
3. Select a permanent prominent spot on the boundry of the area and use it as a starting point for laying out a base line. Mark the base line on the field map.
4. Make parallel traverses at right angles to the base line, the distance between the two traverses being 200 metres. The idea should be to cover all the variations as far as possible without examining certain parts in too much details and also without inspecting other parts in much less details.
5. While traversing, dig soil pits of standard dimensions at every 200 metres interval along the traverse; the method of excavating soil pits is given in Appendix II.
6. Make off-set traverses wherever necessary in order to delineate the soil boundaries.
7. Mark the positions of all the traverses and the soil pits on the field map.
8. At each pit the following observations should be recorded about soil separately for every 1 foot depth and also about vegetation (if present) in the form given below :—

Range \_\_\_\_\_ Section \_\_\_\_\_ Beat \_\_\_\_\_  
 Compt or Coupe No. \_\_\_\_\_ ;  
 Block or R. F. \_\_\_\_\_ ;  
 Traverse No. \_\_\_\_\_ Pit. No. \_\_\_\_\_  
 Topographical situation \_\_\_\_\_ ;  
 Date of observation \_\_\_\_\_ ;

**a) Data about Soil.**

Observations	0-1'	1'-2'	2'-3'	Remarks
i) Colour including mottling (if present)				
ii) Texture				
iii) Calcareousness				
iv) Organic matter content.				
v) PH				
vi) Salt deposit				
vii) Concretions				
viii) Stoniness				
ix) Pan				
x) Compactness and hardness				
xi) Drainage				
xii) Rock, if met with				
xiii) Depth				

Note :- The methods for making the above observations are given in Appendix I.

**b) Data about vegetation.**

- i) General description including type of forest, stocking, canopy density etc,  
 ii) Over-wood Name of species % Av. Ht. Av. Diam.  
 iii) Under-wood " " " "  
 iv) Ground cover  
 v) Regeneration status.  
 vi) Any other remarks.

All these data can form a part of the compartment history description, where the same is being compiled.

9. Classify the soils of the area into different suitable types on the basis of important characteristics, such as depth, texture, presence of pan, drainage, pH, Calcareousness, salinity

etc. which will govern the choice of sites, species, soil working methods, planting techniques etc.

10. Record complete observations on site features and soil morphology of each profile in the prescribed soil forms A and B according to the instructions attached. One set of soil forms A and B is to be used separately for each soil profile. The observations on soil morphology of the profile should be made horizon-wise or layer-wise.

11. If proper laboratory facilities are available and if detailed Chemical and Physical properties of the soil are required, soil samples may be collected in cloth bags or polythene bags or any other suitable container separately from each horizon or layer and be properly labelled for the determination of important physical and chemical properties. The method of collecting a soil samples is given in Appendix III.

12. If examination of soil profile reveals further significant variations, make necessary inspection at additional spots to complete the study and modify the classification of soils accordingly in the final form.

13. Prepare a soil map of the area in the scale of 1:15000 or any other convenient scale, giving a comprehensive precise legene: including inter alia the following whenever soil factors change by an extent exceeding 2 hectares.

**Depth of soil :**

- |                 |                        |
|-----------------|------------------------|
| i) Very shallow | —Less than 15 cm.      |
| ii) Shallow     | —Over 15 cm. to 30 cm. |
| iii) Medium     | —Over 30 cm. to 60 cm. |
| iv) Deep        | —Over 60 cm. to 90 cm. |
| v) Very deep    | —Over 90 cm.           |

**Texture :** Vide Appendix - I.

**Pan :** Vide Appendix - I.

- Stooiness :**
- i) Stone free — No stones, large or small, seen in the soil mass.
  - ii) Slightly stoney  $\frac{3}{4}$  stonres constitute less than 10% of the soil mass. but neither interfere with the root development nor cause excessive procolation.
  - iii) Sufficiently stoney Stones constitute between 10% to 50%, of the soil mass, but tend to present slight hinderence to the root development and to cause somewhat excessive procolation.
  - iv) Excessively stoney — Stones or bounders constitute more than 50% of the soil mass reduce the effective volume of fine earth, interfere seriously with the root development and cause excessive percolation allowing very little retention of moisture which is inadequate for sustained plant growth.
  - v) Rock out - crop - Rocks exposed at the surface.
  - vi) Sheet rock - Exposed rock occupying extensive area.

**Drainage :** Vide Appendix - I.

<b>pH :</b>	i) Extremely acididic	—	—	pH	4
	ii) Strongly acidic	—	—	pH	4.1 5.0
	iii) Medium to slighty acidic -	—	—	pH	5.1 - 6.6
	iv) Neutral or near neutral	—	—	pH	
	v) Mildly alkaline	—	—	pH	7.4 - 8.5
	vii) Very strongly alkaline	—	—	pH	9.5

- Sale Deposit :-**
- i) Salt free - Soils free of excess salts; growth of no Forest species affected.
  - ii) Slight - Soils have little salt content but enough regard the growth of sensitive forest species and to depress the growth of many other species also.
  - iv) High - Soils contain excessive amount of salts enough to inhibit the growth of most forest species; only a few species which are salt tolerant survive.

**Calcareousness :**

- |                          |   |                    |
|--------------------------|---|--------------------|
| i) Non :-calcareous soil | } | Vide Appendix - I. |
| ii) Slightly " "         |   |                    |
| iii) Moderately " "      |   |                    |
| iv) Highly " "           |   |                    |

**Topography :-**

- i) Depression.
  - ii) Level ( 0° to 50° )
  - iii) Gently sloping to undulating ( 50° to 10° )
  - iv) Moderately sloping very steep ( 10° to 15° )
  - v) Steep to precipitious ( 15° to 45° )
14. The soil forms A and B about representative soil profiles soil profiles as well as the soil map duly filled should be put in as a seperate appendix in the working plan.
15. All the important features of different soils should be interpreted properly and as far as possible some definite prescriptions regarding the choice of species, soil working methods, planting techniques, fertilizer application etc. should be indicated for each soil type, though the D. F. O. concerned should have some latitude to take suitable decision at the time of execution of work depending upon the condittons at rhe time.

## APPENDIX-- I.

The methods for observations on soil at each pit.

- i) **Colour :** This may be determined by visua observation.
- ii) **Texture : Size of particles :**

Gravel	...	2 m.m. in diam.
Coarse sand	...	2 to 0-2 m.m.
Fine sand	...	0-2 to 0-02 m.m.
Silt	...	0-02 to 0-002 m.m.
Clay	...	0-002 m.m.

Moisten soil well. Squeeze it between thumb and finger and feel the degree of coarseness. Also, roll it between the palms of two hands and observe as follows :

- a) Gravel—very gritty to feel and forms neither a cast nor a ribbon or wire.
- b) Sand—Forms a cast that crumbles when touched, but will not form a ribbon or wire.
- c) Loamy sand—Forms a cast that does not cruble, when touched, but will not form a ribbon or wire.
- d) Sandy Loan—Forms a cast that bears careful handling without breaking, but will not form a thin ribbon or wire.
- e) Loam—Forms a cast that a bears free handling without breaking but will not form a thin ribbon or wire.
- f) Clay loam—Forms a cast that bears much handling without breaking forms a thin ribbon or wire which breaks readily on bending into a ring ; forms a heavy compact mass when kneaded.
- g) Clay—Forms a long thin flexible ribbon or wire that bears much handling and can be bent into a ring easily without breaking.

iii) **Calcareousness :**—Take a small quantity of the soil in a watch glass or a broad leaf, add a little water to moisten the soil and stair well to expel air. Add a few drops of HCL (10 per cent). Still well and note the degree of effervescence Express the reaction in terms of nil, slight, moderate and high.

iv) **Organic Matter content :**—Take a small quantity of the soil on the watch glass or some broad leaf. Add a little water to moisten it and stair to expel air. Then add a few drops of H2O2 solution and note the degree of effervescence and swelling. Express the reaction in terms of nil, slight, moderate and high

v) **pH :**—Fill the calibrated test tube upto 10 c.c. mark with neutral normal KC1 solution and then add slowly the soil after removing stones, roots etc., to the same test tube till the volume of the solution is made upto 11-5 c.c mark. Shake the test tube thoroughly and then allow it to settle till the supernatant liquid is quite clear. If the supernatant liquid does not become clear, add little of B solid bason, shake and allow to settle. With the help of dropper transfer some portion of the clear supernatant liquid from the test tube to a depression (almost

fully) in the porcelain plate, and then by using another dropper and add one drop of B. D. H. Universal Indicator to the soil extract already taken in the depression of the porcelain plate. Stir a little and compare the colour developed with the PH colour chart provided and find out the pH value of the soil.

vi) **Salt deposit** :—Whether present or absent; if present the extent and depth of occurrence may be given.

vii) **Concretions** :—Nature (whether Iron, lime, manganese etc.) size proportion (few, frequent or dominant) and mode of distribution (scattered or compact mass) be given. The latter two terms are defined as follows :

**Proportion** :—Few - Less than 10% of soil mass

Frequent - Between 10% to 15% of soil mass

Dominant - More than 50% of soil mass.

**Distribution** :— Scattered - found here and there in soil mass

Compact - occurring together as a matrix.

viii) **Stoniness** :—Size, proportion (few, frequent or dominant) and mode of distribution (scattered or compact mass) be given. The meaning of the terms is the same as given above.

ix) **Pan** :—Nature (whether clay, iron, Kankar etc.)

x) **Compactness and hardness** :—This should be judged by the pressure or force applied while driving the auger inside the soil and the observation be graded as soft, firm, moderately hard and very hard according to hardness experienced.

xi) **Drainage** :—Drainage of the soil mass should be judged on the basis of soil texture, porosity, stoniness, induration, compactness, presence of pan or impervious layer, bed rock etc. and be graded as excessive, good, moderate and poor.

**Excessive drainage** :—Soils, which are coarse sandy excessively stoney or bouldery with deep water table and without any impervious layer, have rapid drainage providing little or no moisture supply for sustained plant growth.

**Good drainage** :—Usually soils which are loamy sand to loams in texture, are deep, have no impervious layer, have deep water table, possess good drainage but retain moisture sufficient enough for sustained plant growth.

**Moderate drainage** :—Soils, which are loam to clay loam in texture, are deep, any impervious layer or pan and with moderately deep water table, possess moderate drainage but retain adequate moisture for optimum plant growth without any pronounced water-logging.

**Poor drainage** :—Clayey soils or soils with concretionary compact laterite, or conspicuous pan impervious layer, or with high water table are poorly drained such poorly drained soils usually have excessive moisture, particularly during rains, often resulting in water-logging when occurring on flat level areas or depressions and possess poor aeration to the detriment of plant growth.

xii) **Rock** :—If bed rock is met with, the name of the rock and depth of its occurrence be given. If it is not possible to indentify the rocks in the field, samples should be collected and sent to the Geological Survey of India of the region concerned.

xiii) **Depth** :—Exact depth of soil mass should be given if known, otherwise say deeper than ..... meters.

## APPENDIX - II.

### Method of digging a soil pit :

At the selected spot dig a rectangular pit of the dimensions 1 meter long 90 cm. wide and 1 meter deep, Leave step 0.2 m. wide at every 0.3 m. depth at the end of one of the shorter sides to facilitate easy movements in and out of the pit. The pit may be dug upto lesser depth if the bed rock is encountered with 1 m. depth. The longer sides should preferably be kept in the directions of sun light, so that the observations are made on the face of this side in diffused light. While digging, all earth should be deposited clear over the end of the other shorter side opposite the steps and care should be taken to leave the surface of at least one of the longer sides undisturbed. After the pit is dug upto 1 m. depth, the sides of the pit should be faced vertical. If the pit has been dug a few days before the examination is under taken and the soil has dried up, it is necessary to scrap at least 10 cm. soils to expose the fresh surface for the study of soil morphoalogy.

## APPENDIX - III.

### Method of Collecting Soil Samples :

Soil samples should be separately from each horizon or layer from the clear longer side of the pit which is freshly exposed. In order to elminate possibility of contamination, it will be preferable to start collection of samples first from the lower horizon or layer and then proceed in sequence to the top. For actual collection of the samples spade should be fixed at case of horizon or layer and sufficient quantity of soil dug out uniformly over the entire depth of the concerned horizon or layer by means of a Khurpi, which should be collected on the spade. The soil from each horizon or layer should be thoroughly mixed separately on a sheet of paper or rubber cloth and at least 1 Kg. of the soil should be tranferred to the bag or container. In case the horizons or layers are not distinct, soil samples may be collected separately from the following arbitrary depths 0-15 cm; 15-30 cm; 30-60 cm; 60-100; If the soil sample is wet, it should be dried in air on a sheet of paper or rubber cloth and then filled in the respective bag or container.

The following particulars should be noted seperately for each sample on a card board or a stiff paper lable, which should be tied to the respective bags or container and also on another piece of paper which should be folded and kept inside the bag or container with the soil

Locality \_\_\_\_\_ State \_\_\_\_\_ Division \_\_\_\_\_ Range \_\_\_\_\_  
\_\_\_\_\_ Block & Compartment \_\_\_\_\_ Pit No \_\_\_\_\_ depth \_\_\_\_\_  
Horizon or layer No \_\_\_\_\_ Sample No \_\_\_\_\_ Date \_\_\_\_\_  
Any other reference \_\_\_\_\_



## Explanatory notes for filling in soil forms A and B :

### FORM A

**Note :—** An overall picture of the site characteristics and the morphological features of the soil for the locality as a whole, which the pit is intended to represent, should be given. The particulars relating to the pit itself are to be mentioned only in cases where it is specified.

1. Geographical position of the forest area where the pit is dug.
2. Distance and direction of the pit in relation to the nearby reference spot. Site to be marked on a sketch map.
3. Data on average annual temperature, rainfall and humidity of the locality.
4. Location of the natural streams in relation to the locality.
5. Depth from surface to ground water, if available, otherwise say 'shallow' or 'deep'.
6. **Geological rock :**
  - i) Igneous, e.g. granite, basalt, diabase, andesite, rhyolite.
  - ii) Sedimentary, e.g. lime-stone, sandstone, sandrock, shale, conglomerate.
  - iii) Metamorphic, e.g. gneiss, schist, slate, marble, quartzite, phyllite.
7. Altitude - height above sea - level. Aspect - N., S, E., E., N.E., S.E., N.W., S.W.
8. Shape, length and gradient of the slope to be given.
9. **Vegetation :**
  - i) Classification of the forest type according to Champion and standard description. Canopy density average density to be expressed as a decimal factor and proportion of open ground.
  - ii) Latin names of main species in uppermost storey with frequency and size (height and diameter).
  - iii) Latin names of main species in middle storey with frequency and size (height).
  - iv) Names and frequency of shrubs, grasses and herbs, etc. growing close to the ground.
  - v) Average data on regeneration separately for requirement unestablished and established stages (in millions).
10. **Soil mass :**
  - i) Actual depth of soil from top down to parent material if known, otherwise, say shallow or deep.
  - ii) Depth and mode of distribution such as straight or lateral, scattered or meshy; few; plentiful or abundant.
  - iii) Names of fauna, e.g., termites, earthworms, etc. along with depth and intensity (e.g., few, plenty or abundant) of occurrence. Mounds or burrows to be mentioned.

## **II. Horizon :**

Ordinarily three horizons A, B, and 'C' are found. C is the parent material on which soil is formed. If horizons are not distinct, arbitrary depths may be taken.

**Stoniness** :— Size, proportion (few, frequent or dominant) and distribution (scattered or forming a compact layer) of stones and soulders.

**Efforescence** :— Denotes white deposition of soluble salts on the surface as in saline soils. Its extent (low, mexium or high) and thickness, if any, to be given.

**Concretion** :— Nature, (lime, iron, gypsum, etc.) proportion (fes, frequent or dominant) and size to be given,

**Pan** :— Nature (clay, kankar, Iron etc.) thickness and depth to be given.

**Remarks** : Any special features not covered by other particulars.

12. Pat record regarding management, silvicultural operations and protection, e. g., felling, thinning, weeding, shrubcutting, fencing, trenching, bunding, cultivation and other management practices, burning, accidental fire, grazing, browsing to be given.

13. Mark the category applicable separately for physiography and relief of the land.

## **14. Drainage :**

### **i) External (surface)**

- a) Poned - None of the water added to soil escapes as run-of, e. g., depressions etc.
- b) Very slow - Free water either lies on the surface for long periods or enters soil immediately (with non erosion), e. g., very level or very porous areas.
- c) Slow - Free water either lies on the surface for significant periods or enters soil soon (with very little erosion) e.g., very gently sloping or moderately porous areas.
- d) Medium - Free water lies on the surface for only short periods and only moderate proportion of water enters soil (with slight erosion) e.g. moderately sloping or porous areas.
- e) Rapid - Large proportion of water moves rapidly over surface and only a small part enters soil (with moderate erosion) e. g., steep and slowly permeable areas.
- f) Excessive - Surface water runs off as fast as it is added (with high erosion), e.g., very steep and impermeable soils.

### **ii) Internal (soil mass) :—**

- a) None - No free water passes through soil mass, e g., areas with high water table or an impervious horizon near the surface.

- b) Very slow-Water passes through soil so slowly that soil remain saturated with water for most of the time resulting often in mottling, e.g., areas with high water table or a very slowly permeable horizon.
- c) Slow-Saturation of soil with water occurs only for short periods resulting in frequent mottling e.g. areas with fluctuating water, table or a slowly permeable horizon.
- d) Medium-Saturation with water occurs for a very short period, but soils is free of mottling and is optimum for plant growth e.g., areas with moderate depth of water table or a sufficiently permeable profile.
- e) Rapid-Soil is never water-saturated, but drainage is too rapid for normal plant growth e.g., areas with low water table or highly permeable profile.
- f) Excessive-Water is drained as far as it is added and its retention is too small for plant growth, e.g., areas with very low water table or very open and porous profile.

**Erosion :—**

- i) Slight-Very small removal of surface soil, e.g., areas with gentle slope.
- ii) Moderate-Significant removal of surface soil e.g. areas with moderate slope.
- iii) Severe-very heavy removal of surface soil e.g. areas with steep slopes.
- iv) Gullied-where distinct gullies are formed.

**16. Deposition :—**

- i) None-No soil material brought from outside and deposited.
- ii) Slight-Deposition of foreign soil material is so small that it does not affect the initial character of soil.
- iii) Moderate-Deposition of foreign soil material is enough to affect the initial character of soil.
- iv) Excessive-deposition of foreign soil is formed, e.g., alluvial soil.

**17. Mark the type to which soil of the locality visually to belong.**

**18. Parent material :—**

- i) Formed in situ-Formed in place of origin.
- ii) Transported-Moved and redeposited away from place or origin, e.g., alluvium.
- iii) Organic-Peat or much.

**19. Surface :—**

- i) Loose friable-Soft soil workable quite easily by spade.
- ii) Slight crusting-Clayey soil forming crusts on drying and workable with some difficulty by spade.
- iii) Compact-Hard soil workable with great pressure by spade.

20. **Moisture :—**
- Wet-above field capacity.
  - Moist-Midway between field capacity and air dry, but more towards former.
  - Moderately dry-slightly above air-dry.
  - Dry-at or below air-dry.
  - Very dry-Almost devoid of any moisture.
21. **Plant litter :—**
- Little-only superficial thin layer of decomposed plant material over the ground as in tropical forest soils.
  - Moderate-Thin layer of both undercomposed and partly decomposed plant material as in deodar soils.
  - Heavy-Thick layer of undercomposed, but thin layer of partly decomposed plant material as in fir soils.
22. **Organic matter :—**Add dil. hydrogen peroxide to the material and observe reaction.
- Little - Slight reaction.
  - Average - Moderate reaction.
  - High - Violent reaction.
  - Excessive - Very violent reaction.
23. Mark the different determinations required in the soil sample under question.
24. State clearly the chief object or problem, for which above analysis of soil samples is demanded.
- Structureless — No observable aggregation.
  - Weak — Very poorly formed and indistinct aggregation.
  - Moderate — Moderately formed and feebly distinct aggregation.
  - Strong—Well—formed and prominently distinct aggregation.
- 3) Type refers to shape and arrangement of individual soil aggregates.
- Platy—Arranged around a horizontal plane.
  - Prismatic—Arranged around a vertical plane and without rounded caps.
  - Columnar—Same as (ii) but with rounded caps.
  - Blocky—Arranged around a point and bounded by flat or rounded surfaces.
  - Granular—Arranged around a point and bounded by irregular surfaces and relatively non-porous.
  - Crumb—Same as (v), but very porous.
  - Single grain—No aggregation, no orderly arrangement, and non-coherent.

viii) Massive—Same as (vii), but coherent.

Consistence—Terminology of consistence varies with moisture content.

- 1) West soil — (A) Press soil between thumb finger and note after release of pressure.
  - i) non - sticky—practically no soil adheres to thumb or finger.
  - ii) Fairly sticky—Soil adheres to both thumb and finger, but comes off clearly.
  - iii) Very sticky—Soil adheres to both thumb and finger and tends to stretch when separated.
- (B) Roll soil material between thumb and finger, and note if wire is formed.
  - i) Non-plastic—No wire formable.
  - ii) Fairly plastic—Wire formable but soil mass easily deformable.
  - iii) Very plastic—Wire formable but soil mass deformable after much pressure.
- 2) Moist soil—Try to crush soil mass between thumb and finger and observe.
  - i) Loose—Non-coherent.
  - ii) Friabl—Crushes easily and coheres when pressed together.
  - iii) Firm —Crushes under moderate pressure.
  - iv) Very firm —Crushes only under very strong pressure.
- 3) Dry soil—Break soil mass in hand and see.
  - i) Loose—Non-coherent.
  - ii) Soft-breaks to powder under very slight pressure.
  - iii) Moderately hard—Moderately resistant to pressure.
  - iv) Very hard-very resistant to pressure.
- 4) Cementation :—
  - i) Weakly cemented—Cemented mass easily breakable in hand.
  - ii) Strongly cemented —Cemented mass easily breakable only with hammer.
  - iii) Indurated — Cemented mass breakable with difficulty by a sharp blow of hammer and generally rings.

Special features—Any special features not covered by other particulars.

25. Mention any other information not included in the above items.

26. Indicate any particular advice needed concerning the object or problem (item 24) underlying analysis of soil samples.

#### FORM B

Approximate size of pit - 0.6 meter wide 1.00 meter long 1.00 deep.

Horizon—A general outline of a hypothetical soils profile showing the relative positions of the principal horizons and sub-horizons is given in the form. No one soils within district horizons samples may be collected from arbitrary depths.

**Depth :—** Depth of the top boundary of each horizon or layer from the ground level.

**Thickness :—** Average thickness of each horizon or layer.

**Boundary :—** Horizon boundaries are described according to (1)

**1) Distinctness :—**

- i) Abrupt—If less than 2.5 cm. wide.
- ii) Clear—If 2.5 to 6.5 cm. wide.
- iii) Gradual—If 6.5 cm. to 12.5 cm. wide.
- iv) Diffuse—If more than 12.5 cm. wide.

**2) Topography :**

- i) Smooth—If nearly a plane.
- ii) Wavy—If irregular pockets are wider than their depth.
- iii) Irregular—If irregular pockets are deeper than their width.
- iv) Broken—If parts of horizon are unconnected with other parts.

**Colour :—** Soil colours are best measured by comparison with the Munsell colour charts where appropriate notations containing the three variables of hue, value and chroma are employed. In absence of these charts, the general colour of soil, also mottling if any, should be noted.

**Texture :—** Moisten soil well and squeeze or roll it between thumb and finger.

- i) Gravel—Very gritty to feel and forms neither cast nor a ribbon.
- ii) Sand—Form a cast that crumbles when touched, but will not form a ribbon.
- iii) Sandy loam—Forms a cast that bears careful handling without breaking, but will not form a ribbon.
- iv) Loam—Forms cast that tears free handling without breaking, but will not form a ribbon.
- v) Clayey loam—Forms a cast that bears much handling and forms a thin ribbon which will break readily forms a heavy compact mass when needed.
- vi) Clay—Forms a long flexible ribbon that bears much handling.

**Structure :—**

**1) Size :—**

- i) Fine—Aggregates below 2 mm. in diameter.
- ii) Medium—Aggregates between 2 to 5 mm. in diameter.
- iii) Coarse aggregates above 5 mm. in diameter.

**2) Grade—Refers to degree and distinctness of aggregation.**

Ref. No. 46077/69 D2.

Dated : 5-8-69.

**Circular No. 7/69.**

**Sub :— Forest Leases-Lease Units-Sale Procedure-reg.**

From the procedure obtaining in the Department regarding notification of the annual Sales of Timber, Fuel, bamboo, Minor Forest Produce etc. lease units in the District Gazette and sending the sale notices to all the standing Contractors, it is clear that a sale is notified or advertised sufficiently in advance of the date of sale with a view among other things to enable the intending bidders to inspect the lease units and have a clear idea of the quality, approximate quantity of the produce etc., and to determine the approximate amount upto which they can bid in the open auction.

Contrary to the above procedure an instance has come to the notice of the Chief Conservator of Forests, wherein a District Forest Officer announced in sale of a coupe on the very day of sale.

Issue of a Sale Notice on the very date of sale is an unusual procedure. In this connection attention of all the officers is invited to the instructions issued in Chief Conservator's Circular No. 38/63 (communicated in C. C's Ref. No. 54299/63 D.2 dt. 21-10-1963) regarding the issue of Sale Notices. The main intention for the stipulations regarding issue of Sale Notices, fairly in advance through the media of press, is to ensure that all public know about the sales besides usual bidders to whom notices are generally sent by post. This is also intended to avoid the scope of complaints of inadequate publicity of the sale etc. among the public by and large. Viewed in this context, the sale of a particular unit, circulating the sale notice on the very day of sale is highly improper and should be avoided.

In respect of all sales including resales of unsold lease units, resale of balance lease units in cases of default of forest produce, all the District Forest Officers are requested to see that atleast 15 days notice is given using all possible media of publicity.

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

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

Ref. No. 35906/R1/67.

Dated : 10-10-1969.

**Circular No. 8/69.**

**Sub :— Organisation and Methods pruning of periodicals.**

It is found that a good number of periodical returns have become redundant due to the passage of time and subsequent changes. The preparation of such unnecessary periodicals is responsible for unavoidable work resulting in wastage of energy, time and money at all levels of administration. Government have examined the periodicals being submitted to them and

obtained by the Chief Conservator of Forests and passed orders as to which of them can be continued.

In compliance of these instructions enclosed is a list of periodicals which alone need be submitted to Chief Conservator of Forests. All the officers are requested to post them in concerned periodical Registers and see they alone are submitted promptly and *Discontinued* the others hitherto being sent. These orders will come into immediate effect.

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

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

### List of Periodicals which alone need be submitted to C.C.F.

Sl. No.	Subject matter of periodical return	From whom or to whom due	Remarks
1.	Progress report regarding working of charcoal in Eluru Divn.	From DFO Eluru to C.C.F.	
	<b>2. Monthly Returns.</b>		
2.	Progress report of preliminary enquiries of cases entrusted by the Vigilance Commission.	From C. C. F. to Vigilance Commission	
3.	National savings progress report of collection.	National Savings (Board of Revenue)	
4.	Summary of Revenue Expenditure	From Sub-Offices to C. C. F.	
5.	Progressive statements of Revenue and expenditure under all heads including 119 capital outlay	From Sub-Offices to the C. C. F.	
6.	Progress report on non-plan	From Sub - Offices to C. C. F.	
7.	Lists of clerks Arrear.	From Sections to Officers concerned.	
8.	Accurate budgeting control over Expenditure.	From C. C. F. to Government.	
9.	Progress report on realization of Forest arrears of Rs. 20,000/- and above.	From Sub - Offices to C. C. F.	
10.	Progress report on work done by the Working Plan Divisions.	From W. P. O. to C. C. F.	



(1)	(2)	(3)	(4)
11. Progress report on Settlement of Forest blocks.		From F. S. Os. to C. C. F.	
12. Returns on illicit cultivation in Warangal Forest		From DFO's to C. C. F.	
13. Plan progress report.		From C.C.F. to Govt.,	
14. Return outlining problems in implementation of plan schemes.		From C. C. F. to Inspector General of Forests.	
15. Return on soil conservation schemes.		From C. C. F. to Soil Conservation Advisor, Govt. of India.	
16. Return of Quick growing species.		From C.C.F. to Govt.	
17. Return on sanction of schemes by Government.		From C.C.F. to Govt.	
18. Progress report of Expenditure on non-plan scheme of departmentally extracted timber.		From Sub-Offices executing schemes to C.C.F.	
19. Return on appointment of non-Mulkies to the posts reserved for mulkies.		From C. C. F. to Government.	
20. Return showing the temporary appointment to group II (B) and IV posts to obtain concurrence of Public Service Commission.		From C.C.F. to Secretary, Public Service Commission.	
21. Return showing the progress made in the use of Telugu as Official Language as per Official Language Act 1966.		From C. C. F. to Government.	

### 3. Quarterly Returns.

1. Return showing the disposal and pendency of complaints regarding corruption appeal or memorials.	From C.C.F. to Vigilance Commission.
2. Writs filed against Govt.	From C.C.F. to Govt.
3. Pension return showing the disposals.	-do-
4. Ways and Means on account of services rendered	-do-
5. Statement on control over revenue collection.	-do-
6. Disposal of security deposits.	From Sub-Offices to C.C.F.
7. Progress of collection of Forest arrears.	C.C.F. to Government.

(1)	(2)	(3)	(4)
8.	Soil Conservation Schemes Machkund Basin sponsored scheme on river valley project-Project progress report.	From C.C.F. to Govt. of India Adviser Soil Conservation.	
9.	Centrally sponsored scheme Machkund basin quarterly report under P.L. 480.	From C.C.F. to Govt.	
10.	Development of cashew nut plantations.	From C. C. F. to Government.	
11.	Stock of Timber and indents pending in Saw Mill Division, Rajahmundry.	From D. F. O. Saw Mill Divn. to C. C. F.	
12.	Progress of Reservation of Forest blocks.	From D.F.Os. to C. C. F.	
13.	Audited Actuals.	From C. C. F. to Accountant General & Govt.	
14.	Implementation of forestry scheme.	From C. C. F. to Govt. of India.	
15.	Progressive expenditure in plan schemes.	From C.C.F. to Government.	
16.	Quick growing species schemes.	From C. C. F. to Govt. of India.	
17.	Central Assistance to States.	C.C.F. to Secretary Finance Deptt.	
18.	Rendition of quarterly returns.	From CCF to Employment Exchange Officer.	
19.	Return to Public Service Commission for obtaining concurrence to continue temporary staff beyond 3 months.	From C.C.F. to Public Service Commission.	
20.	Disposal of disciplinary cases of all categories of employees.	C C F to Govt,	
21.	Statement showing the names of the employees under suspension for more than 6 months.	C C F to Vigilance Commission in respect of corruption cases.	
22.	Return indicating implementation of important instructions of O & M Division. G.O. No. 16, dt. 4-1-66.	C. C. F. to Govt.	

(1)	(2)	(3)	(4)
<b>4. Half Yearly Returns.</b>			
1. Statment showing the foreign exchange require-ments.		C. C. F. to Government	
2. Progress report on disposal of Department procee-dings of cases enquired by A. C. B.		C. C. F. to Government.	
3. Maintenance of punishment register with ref. to disciplinary cases and submission of extracts.		From C. Fs. to C. C. F.	
4. Seniority list of Range Officers as on 1st January.		-do-	
5. Seniority list of Deputy Range Officers as on 1st January.		-do-	
6. Returns from flying squad DFOs and Flying Squad parties on the work done during the financial year.		From F. S. DFOs etc., to C. C. F.	
7. Statement showing the military personnel absor-bed in the Department.		C. C. F. to Gvot.	
8. Posting of service registers and verification.		-do-	
9. Annual certificates from the head of the Deptt. regarding pay of menids.		From C. C. F. to Accoun-tant General.	
10. Annual return of income tax of nongazetted Offi-cers under section 206 of 1961.		From C. C. F. to Income Tax Officers.	
11. Proposals for re-appropriations and supplementary appropriations of plan and non-plan budget.		From C. C. F. to Govern-ment.	
12. -do- 119 capital outlay on forests.		-do-	
13. -do- 39 Miscellaneous etc.		-do-	
14. -do- 68 Stationery and printings.		-do-	
15. -do- 71 Miscellaneous.		-do-	
16. -do- 50 Public works.		-do-	
17. Loans and advances to forest apprentices		-do-	
18. Return on administration of Justice.		-do-	
19. Loans and Advance to Chenchus.		-do-	

(1)	(2)	(3)	(4)
20.	Budget estimate for the next financial year and revised estimates for the current financial year regarding charges in England.	-do-	
21.	Budget statement for next financial year number statement under 70 Forest non-plan.	-do-	
22.	-do- 39 Miscellaneous non-plan.	-do-	
23.	-do- 70 Forests-Plan	-do-	
24.	Part II Schemes next financial year	-do-	
25.	Budget estimates for the next financial year and revised estimates for the present year to forest plan and non-plan	-do- -do-	
26.	-do- 39 Miscellaneous	-do-	
27.	-do- 70 Stationery and printing advances.	-do-	
28.	-do- 50 Public works	-do-	
29.	-do- Forest receipts	-do-	
30.	Revenue remission and abandonment of claims sanctioned during the financial year.	C. C. F. to Govt. and Accountant General.	
31.	Statement showing the reappropriations made by the C. C. F. exceeding 10 percent of the original grant upto February end of the year	-do-	
32.	-do- Upto the end of March of the year	-do-	
33.	Appropriation Accounts, experiments without results-incorporation in appropriation accounts by operation accounts by Accountant General	From -do-	
34.	Plan of operations of the State silviculturist division for the following year.	From State Silviculturist to C. C. F.	
35.	Statement showing the capital etc. invested on commercial concern other than Central or State Govt.	From C. C. F. to Govt.	
36.	Completion reports on Bamboo coupes leases out to Sirpur Paper Mills in Paloncha division.	From D. F. O. to C. C. F.	

(1)	(2)	(3)	(4)
37. Annual return showing the distribution of fire arms.		From Sub - Officers to C. C. F.	
38. Annual statement showing the requirements arms and ammunition.		From C. C. F. to Government.	
39. Areas reserved and unserved during each calendar year.		-do-	
40. Circle Atlas Maps.		From C. Fs. to C. C. F.	
41. Empolyment of Tribals in Coffee Project.		From C.F. Vizeg to C.C.F.	
42. Public Services reserved posts to scheduled castes and scheduled tribes etc.		From Sub - Offices to C. G. F.	
43. Public Services A. P. Subordinate Services recruitment (Direct to group II (B) and IV Services) Examinations-Estimate of Vacancies etc.		C. C. F. to the Public Service Commision.	
44. List of forest officers as on 1st April every year.		From C. C. F. to Govertment.	
45. Estimate of vacancies of Assistant Conservator of Forests.		C. C. F. to Public Service Commision.	
46. Statement showing the names of personnel dismissed from services of publication in the Gazette.		From C. C. F. to Government.	
47. Annual review of Public Services measures to intensify action against corruption and inefficiency premature retirement of officers under rule section of 465 (a) Civil Services Regulations and Hyderabad Civil Service Regulation etc.		-do-	

## List of Returns Discontinued or Converted as the case may be

Sl. No.	Name of the Periodical	Nature of order Passed
<b>Monthly Return</b>		
1.	Statement showing the unqualified personnel appointed to Technical posts.	Discontinued as per the orders of Government as per G.M.No. 657/ARC&S/67-201 General Administration (ARC&Studies) Dept., dt. 7-2-1968.
2.	Statement showing the progress under in the integration of services due to reorganisation of State.	-do-
3.	Conservancy accounts.	-do-
4.	Pendency of pension cases over 6 months.	-do-
5.	Loans and Advances by State Government.	-do-
6.	Forests of receipts under the Principal heads of accounts.	-do-
7.	Statement showing the estimates sanctioned.	-do-
8.	Bamboo weightment report in respect of coupes worked by Sirpur Paper Mills.	-do-
9.	Progress report of various sections in integrated Saw Mill Rajahmundry.	-do-
10.	Certificate regarding submission of cash accounts to Accountant General with vouchers etc.	-do-
11.	Monthly progress report on audit objections and Audit report.	-do-

For sub-offices to C.C.F.  
For CCF to Govt.

For sub-offices to CCF

From D.F.O. Saw Mill Rajahmundry to C.C.F.

Discontinued at Chief Conservator's level.

Converted as half yearly return.

1. 2. 3. 4

### Quarterly Returns

1. Statement showing the Foreign Exchange requirements. Discontinued as per Govt. orders. From CCF to Govt.
2. Return regarding settlement of stamp duty as per Audit reports. From CCF to Govt.
3. Statement showing the imports by Government and Semi-Government instructions etc. Discontinued as per Govt. orders. From Sub - Offices to C.C.F.
4. Progress report on thinnings carried out in Adilabad Circle. -do- From CF Adilabad to C.C.F.
5. Progress report on disposals of Audit objections and Audit reports. -do- From C. C. F. to Government.
6. List of R. Os connected upto March. Converted as an Annual return. From C.F. to C.C.F.
7. Certificate of economy in the case of stationery articles. Converted as Half yearly return. From sub-offices to C.C.F.

### Half-Yearly Returns

1. Statement showing the linguistic minorities. Discontinued as per Govt. orders. C.C.F. to Government.
2. Statement showing the imports by Govt. and Semi-Government institutions etc. -do- From sub-offices to C.C.F.
3. Panels for promotion of Foresters as Deputy Range Officers and Deputy Range Officers as Range Officers. Converted as an Annual return. From C.Fs to C.C.F.
4. Return of Offence cases involving particularly Lorries. -do- From Sub - offices to CCF

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