

Ref. No. 21422/75/D4,

Dated : 28—2—1975.

**Circular No. 1/75.**

**Sub :— Suits - High Court - Forest Suits - Civil and Writ Petitions filed in High Court in Civil cases - Procedure to be followed - further instructions - issue of.**

Ref :—C. C's Ref. No. 30441/67/D.4, dated 28-5-1967. (Circular No. 8/67).

In Chief Conservator's Circular No. 8/67 issued in the reference cited, instructions were given in detail as to the types of suit notices being received by the Department and the procedure to be followed by the Sub-Officers as to how they should deal with those cases. Several officers are still apparently not aware of the instructions and are not following the procedure. The Assistant Conservator of Forests (Law) in the office of the Chief Conservator of Forests has been working as a Liaison Officer between Government Pleader and the Department. From the time he assumed charge, he has been exploring various means to cutdown delays at all levels. The following are some of the lapses generally noticed. The Sub-Officers are, therefore, requested to keep in mind the instructions already issued in circular No. 8/67 and also the following further instructions and act accordingly.

- 1) Under rule (9) of Writ Rules of High Court, Counter Affidavits have to be filed in the High Court within one month from the date of admission of the writ. If the counters are filed after the expiry of one month, they are now being returned to the Government Pleader for explaining the delay. In such cases, petitions accompanied by affidavits have to be filed for condonation of delay. Hence the Divisional Forest Officers should send parawise remarks with connected records within (3) days of the receipt of affidavit to the concerned Conservator of Forests who will scrutinise and submit them through a special messenger to the Chief Conservator of Forests within 2 days after receipt from the Divisional Forest Officer.
- 2) While sending parawise remarks, wherever any reference of a letter, rule or authority is quote, they should enclose (5) copies of such letters or extracts of such authority to enable the Government Pleader to draft the counter affidavit and contest the case.
- 3) While sending parawise remarks, the respondent officers should send the connected records after getting them neatly stitched, page numbered and verified again before despatch.
- 4) In service matters, the personal files containing annual upto date confidential reports should be sent to the Chief Conservator of Forests in a sealed cover along with the service register posted upto date.
- 5) In cases where the Divisional Forest Officers or the Conservator of Forests is the respondent and not superior authorities, viz., Chief Conservator of Forests and

Government the respondent officer should submit, one in original and 4 copies (i. e., 1+4) Counter affidavit, to Asst. Conservator of Forests (Law) or concerned Assistant Chief Conservator of Forest's in Chief Conservator of Forest's Office, after parawise remarks are approved by Chief Conservator of Forests and forwarded to Government Pleader and draft counter is received from the Government Pleader. The matter should be fair typed on both sides of thick white paper double line spacing with 4 cms. (1½) margin on all sides and duly signed and sworn at the end of each page by both the attesting officer (on the left bottom corner) and deponent (on the right side bottom corner) with their official designation stamp. The attesting officer on the last page before whom the deponent has to sign should fill up the column of date.

- 6) In some of the writ petitions, the respondent officers are not answering properly the main allegations and the stage of the case as on the date of sending parawise should be proper and to the point. In the writ petitions pertaining to disciplinary cases the respondent officer should intermittantly send a report to the Chief Conservator of Forests furnishing the stage of the enquiry of the particular disciplinary case.

The Officers need not remind the Government pleader to indicate to the stage of the case. As and when the cases are disposed off, they will be informed of the same.

They are requested to acknowledge receipt of this Circular in the enclosed proforma and follow the instructions scrupulously.

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

Ref. No. 76200/69/D.2

Dated : 1—3—1975.

#### **Circular No. 2/75.**

**Sub :— Forest leases - Representation of a Contractor against recovery proceedings - stary orders - recovery etc. - instructions issued.**

In a case of recovery of arrears from a Forest Contractor, Government on his representation in 1972 while communicating the representation for detailed remarks, ordered to stary of recovery proceedings against the petitioner (contractor) pending final decision on the representation. The matter was referred in turn to the concerned Conservator of Forests and Divisional Forest Officer for their remarks who could not submit their remarks on the plea of non availability of records etc.

Finally a final report was submitted to the Government by the Chief Conservator of Forests in December, 1974 with the information available in his office recommending rejection of the petition and vacation of the stary granted.

While rejecting the petition and vacating the stary, Government observed that Chief Conservator of Forests has taken almost three years to get the report on a case where stary

has been granted by the Government and where the case was of topical interest in the year 1972 and that there are no reasons why the Chief Conservator of Forests had allowed the concerned Conservator of Forests and Divisional Forest Officer to take their own time in sending their reports and why no action was initiated against the officers who are responsible for the delay in a case which required prompt action on every level etc. where the delay amount loss in revenue to the Government and the delay cannot be treated as unintentional etc.

In view of the above observation made by the Government, all the Divisional Forest Officers and Conservators of Forests are hereby instructed to keep the above observation of the Government in their mind and deal with such cases on top priority basis and take immediate steps at their level to ensure prompt submission of reports to the Chief Conservator of Forests especially in cases where the delay amounts to loss in revenue to the Government and the delay cannot be treated as unintentional.

For any lapse on the parts of the Conservators of Forests and the Divisional Forest Officers in this regard will be viewed seriously and they will be held personally responsible for the delay in such cases.

Sd/-T. V. SUBBA RAO,  
Addl. Chief Conservator of Forests.

Ref. No. 2249/75/K1.

Dated: 20-3-1975.

**Circular No. 3/75.**

**Sub :—Public Servants—Forest Department—Delays in Disposal of disciplinary cases, Appeals and Memorials—further instructions—issued—Regarding.**

Ref :—i) C.C.F. Ref. No. 2249/75-K1, dt. 14-1-1975.

ii) Govt. Memo No. 2358/Serc/74-1, General Administration Department, dated 5-2-75.

In reference 1st cited instructions were issued regarding submission of a periodical to reach Chief Conservator of Forests by 15th of every month on the pendency of disciplinary cases. Though the instructions were issued in the 2nd week of January 1975 no Conservator of Forests has submitted the return for the month of at least February 1975 so far. In the past, several instructions were issued regarding disciplinary cases, but from the scrutiny of findings received from Enquiry officers it is seen that in most of the cases the Enquiry officers are not conducting enquiries. This is a serious lapse on their part besides being a procedural irregularity which vitiates the whole proceedings. In continuation of the instructions already issued in reference 1st cited the following further instructions are issued.

In reference 2nd cited the Government have emphasised that a Government Servant is placed under suspension, every effort should be made to file the charge sheet in court or serve it on the Government Servant as the case may be *within 3 months of the date of suspension* and in cases in which it would not be possible to do so the matter should be reported to the next higher authority explaining the reasons for the delay in the form prescribed vide Annexure IV.

In respect of suspensions or prosecutions launched by Divisional Forest Officers, Working Plan Officers etc., the Conservator of Forests should obtain the return every month from the Divisional Forest Officers and review the cases and submit a copy of review of Chief Conservator of Forests for information. In respect of suspensions made by Conservations of Forests, the Conservators of Forests should submit the monthly return to Chief Conservator of Forest for review.

Similarly in cases which do not require consultation with Vigilance Commission or Andhra Pradesh Public Service Commission a final decision on the charge sheet should be taken within a period of three months at the latest and where it is not possible to adhere to this time limit, a report should be submitted to the next higher authority indicating the additional period within which a case is likely to be disposed off and the reasons for the same. In cases requiring the result be intimated to Vigilance Commission or Government every effort should be made to ensure that such cases are disposed off as quickly as possible. The Conservators of Forests should submit a periodical every month as prescribed in Annexure-I to reach Chief Conservator of Forests by 15th of every month. In respect of disciplinary cases initiated by Divisional Forest Officers, the Conservator of Forests should obtain a similar return and review the same every month.

A detailed statement of appeals pending disposal for over three months should be submitted by the appellate authority to the next higher authority indicating the reasons on account of which the appeals could not be disposed off within three months and the further time likely to be taken for the disposal of each such appeal along with reasons therefor to enable the higher authority to take necessary action. The Conservators of Forests should submit a monthly return in respect of appeals and memorials pending with them over three months in the form prescribed in Annexure III. In respect of appeals and memorials to be sent to Chief Conservator of Forests the information in Annexure II may be sent every month to reach Chief Conservator of Forests by 15th of succeeding month.

The receipt of this should be acknowledged at once in the form enclosed herewith.

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

## ANNEXURE—I

LIST OF DISCIPLINARY CASES PENDING DISPOSAL FOR THE MONTH OF.....197..

Sl. No.	Name of accused Office and designation.	No. & date of order appointing the Enquiry Officer.	Nature of Charges.	Date of issue of charge sheet.
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1	2	3	4	5
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- I. Cases in which Government have appointed Enquiry Officers.
- II. Cases in which Chief Conservator of Forests has appointed Enquiry Officers.
- III. Cases in which Conservators of Forests have appointed Enquiry Officers of initiated action on their own.

Date of receipt by the Enquiry Officer of the Explanation of the charged Officer.	Date of Posting for enquiry	Date of Completion of enquiry	Date of submission of findings to the disciplinary authority	Reasons for delay.
6	7	8	9	10

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

## ANNEXURE—II

B. APPEALS AND MEMORIALS TO C. C. F.

Name of the appellant or memorialist	Date of appeal petition of memorial	Date of forwarding the appeal to CCF	Present Stage	Reasons for the delay
1	2	3	4	5

### ANNEXURE—III

#### C. APPEALS TO THE CONSERVATOR OF FORESTS.

Name of the appellant	Date of appeal	Date of receipt of appeal petitions by C.F.	Whether the appeal received in full shape i.e., with all the connected records from the officer	Present stage	Reasons for the delay	Date by which the appeal is likely to be disposed
1.	2.	3.	4.	5.	6.	7.

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

### ANNEXURE—IV

Name and Designation of Delinquent Officer	Date of effect of suspension	Grounds for suspension	Date of issue of charge sheet	If not issued within three months the reasons for the delay	Remarks
1.	2.	3.	4.	5.	6.

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

Ref. No. 46343/75/K1.  
Dated : 16-5-1975.

#### Circular No. 4/75.

**Sub:— Public Servants—Disciplinary cases—Procedure for obtaining vouchers from Accountant General — Regarding —circular instructions — issued.**

In Chief Conservator of Forests ref. No. 12086/63/M3, dt. 8-8-64 the instructions of Government in G. M. No. 2187/Forests dated 3-2-64 regarding procedure to be adopted by the police for obtaining original documents from Audit Officers, were communicated to all officers. These instructions apply to police only. There are no instructions regarding the procedure to be followed when departmental enquiry officers to take the investigation and the procedure to be adopted by them for obtaining the original vouchers etc., of late requisitions from Enquiry officers are being received for copies of vouchers and original vouchers.

The following is the procedure to be adopted for obtaining copies of vouchers or original vouchers as the case may be.

Whenever the Investigating Officers or Enquiry Officers require copies of vouchers for perusal of the Delinquent Officers or for themselves they must address the Chief Conservator of Forests by a D. O. explaining in detail the necessity and the particulars of vouchers required duly indicating the Divisional Voucher No. and date etc. The Chief Conservator of Forests will address the Accountant General by a D. O. requesting Accountant General to arrange for the supply of copies of vouchers.

Whenever the original vouchers are required the following procedure is to be followed.

When the enquiry has to be conducted by the departmental officer, the Secretary to Government in the administrative department of the State Government [(Forests and Rural Development Department)] should after satisfying himself that there is sufficient justification for obtaining the original documents, personally address the Accountant General by name to hand-over the documents in original to the enquiry officer indicating that copies including photostat copies would not serve the purpose of the enquiry officer. On receipt of the letter from the Government to that effect and after taking photostat copies of the original vouchers the Accountant General will intimate the date of handing over the original vouchers to enquiry officer. Therefore the enquiry officers whenever they require original vouchers for verification of thumb impressions and signature of payee concerned, they should submit detailed proposals to Chief Conservator of Forests with the list of vouchers required and also say specifically the photostat copies would not serve the purpose. On receipt of such proposals the Chief Conservator of Forests will address the Secretary to Government concerned to address the Accountant General personally for furnishing the original vouchers.

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

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

Ref. No. 54291/75/K2,  
Dated : 10-6-1975.

#### **Circular No. 5/75.**

**Sub :— Public Services—Forest Department—Suspension of Govt. Employees pending enquiry and review of cases—Certain Instructions—Issued.**

Ref :—Circular No. 2/74 issued in CC's Ref. No. 27655/74/K3 dt. 20-3-74.

In Para 4 of the Circular cited, all the authorities competent to place the subordinates under suspension, were directed to submit proposals for extension of the period of suspensions, well in advance i.e. 2 (two) months in advance of the date of expiry of the period last sanctioned. Several instructions were also issued on many occasions regarding the mode of submission of proposals for extension of suspension period. Even though specific circular instructions were issued on the subject from time to time, the authorities competent to place the subordinates

under suspension are not adhering to the instructions and not submitting proposals well in advance as indicated in the Circular. This creates more complications as the individuals who is originally kept under suspension may be expected to be on duty on the expiry of the suspension period fixed earlier, if extension orders are not issued before the expiry of the period.

The instructions are reiterated hereunder. Under Rule 131 of the A. P. Civil Service (C. C. A.) Rules 1965, a member of a service may be placed under suspension pending enquiry into grave charges, where such suspension is necessary or warranted in the public interest. Under the proviso to the said rules, where an employee has been suspension is continued beyond a period of six months, the fact shall be reported to Government for such orders as it deems fit. The necessity for continuance or otherwise of a Government employee under suspension is required to be reviewed by the Government at intervals of not more than six months in accordance with the instructions issued in para 18 (c) in Appendix VI to the above rules. Specific instructions were also given previously by Government in G. M. No. 904/Ser. C/67-1, dated 29-5-67 to the effect to ensure that a Government employee placed under suspension pending enquiry is not continued under suspension indefinitely and that the necessity or otherwise for his continuance is reviewed periodically by the Government, so that if, in any case it is felt that further continuance of the Government employees involved under hardship, necessary relief may be granted either by revoking the order of suspension and restoring him to duty or allowing him to proceed on leave. If an account of administrative reasons, it cannot be ensured and if the proposals for extension of further continuance of suspension are submitted long after the expiry of the period of suspension, the object of keeping the employee under suspension is defeated. Further, the Officers are not furnishing the basic facts which are essential like the grounds on which the suspension is made, the detailed reasons for not completing the disciplinary action within the period of first six months, furnishing of the charge sheet, on what counts it was framed against the delinquent officer, etc. so as to enable the Government to consider the need or otherwise of the continuance of the period of suspension. The delinquent Officers who were kept under suspension are being continued indefinitely for longer period without disposing of their cases on merits in accordance with the C.C.A. Rules and in some cases, they are being continued after attaining the superannuation also, knowing fully the fact that one should not normally suspended a person and continue him after superannuation which gives a benefit to the individual.

In the light of the above instructions, all the Officers should, in future, submit proposals for sanction for the extension of the period of suspension, *two months in advance of the expiry period*. Their proposals should invariably contain full details about the charges levelled against the Government servant suspended, the reasons for not completing the disciplinary action within the period of first 6 months etc., along with the proforma prescribed.

The receipt of this Circular should be acknowledged by return of post in the Form annexed.

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



**Circular No. 6/75.**

**Sub :—Departmental Extraction Scheme—Selection of sites and layouts of sale depots—instructions—issued.**

The Government have been pleased to sanction extraction of Forest coupes departmentally during 1975-76 in the districts of East Godavari, Khammam, Kurnool and in Giddalur Division of Prakasam district and Nizamabad Division of Nizamabad district and it is likely to be continued year after year. As such, the burden of supply of requirements of timber to the public at large and fuel and agricultural requirements to the local ryots rests solely on the department. It therefore becomes necessary for establishment of "sale depots" at vantage points for assured supply so that there is no room for the public to express discontentment or encroach on to forests for their requirements.

The "Sale depots" receive the maximum bulk of timber and fuel wood extracted, as such, they are the primary show rooms of our produce put for sale. The lay out and approach to such sale depots should be central, aesthetic, luring the buyer to possess the commodity displayed. A typical layout of a depot is enclosed; it may be adopted to suit local conditions.

The following points should be broadly borne in mind while selecting sites for sale depots.

1. As far as possible the area should be plain with good drainage. All advance growth to be cleared and burnt. The location should be nearer to either rait head or road head.
2. The extent of the site shall be one compact stretch of a minimum of 8 ha. for every five thousand/cmt. of storage envisaged. Where the quantities are more the area should be worked out proportionately.
3. Net work of roads should be laid out for facilitating movement of lorries, loading and unloading without difficulty at every letting point.
4. Avenue trees (preferably of ornamental value and that can afford shade) be planted along the tracks.
5. Provision of space for Depot Officers Office Residence, should be made at vantage point.
6. Sheds should be provided to protect valuable timber from exposure.
7. The outer limits of the depot should be fenced effectively with 4 or 5 strand barbed wire.
8. Two main gates one for entrance and other for exit with watch and ward cubicles should be constructed.

9. At the approach to the depot and along the roads in the depot, "Speed breaks" should be provided to check speeding of vehicles, to ward off dust or causing damage by accidents.
10. The depots should be electrified so as to cover all points and also to facilitate surprise inspection in the nights.
11. The depots should be insured against fire and for the capacities envisaged.

Sd/- A. Ramakrishna,  
Addl. Chief Conservator of Forests-II.

Ref. No. 62674/75/F2.

Dated : 22-7-1975.

### Circular No. 7/75.

#### **Sub :— Mining lease—Demarcation of limit with permanent pillars— Regarding.**

In a case of mining lease in Vinukonda Range of Guntur Division the lessee was found to have encroached over an area equal to 1/3 of the leased area and extracted considerable quantity of mineral. This was no doubt detected and lessee suitably penalised.

The point for consideration is how this could have happened, all though the departmental officials are moving about in the area. Inspection has revealed that the limits of the leased area are demarcated with loosely packed stone caires. Even instructions have gone from the Division that the cairns should be erected at the cost of lessee, without specifying in what form the cairns should be.

As per Rule 33 of Minerals Concession Rules 1960 when a mining lease is granted by the Govt. arrangements shall be made at the expenses of the lessees for the survey and demarcation of the area granted under the lease. Even as per the mining lease conditions the lessee must bear the cost of demarcation of the area within the reserved forest limits by a declared fire line of 40 ft. width which will be cut and kept cleared by the forest Department.

In view of the above all the Divisional Forest Officers are requested to issue suitable instructions to their subordinates to see that permanent pillars of not less than one metre in height are created by the lessee at salient points on the periphery of the leased area pointed them white and numbering serially starting from the North West corner. This is absolutely necessary because the lease period extends 20 years or more.

Besides this, the D. FOs and Range Officers should inspect periodically the working of leases from the protection and encroachments angles. The Range Officer should furnish in the inspection report condition of the boundary pillars and protection in neighbourhood.

Receipt of this circular should be acknowledged and compliance should be reported in due course.

Sd/- T. V. Subba Rao,  
Addl. Chief Conservator of Forests.

**Circular No. 8/75.**

**Sub :—Forests—Suspense work advance made to certain petty contractors by Range Officers on their own responsibilities—un-recoverable advances steps to safeguard the moneys of the Government—certain instructions—Regarding.**

An instance has come to the notice of this office that certain Range Officer has paid advance to the petty contractors for execution of certain departmental works. The Range Officer was subsequently transferred from the Range. But during his existence in that Range the Range Officer neither recovered the cash from the petty contractors nor was the work got executed by the contractors. Even the efforts of the successor Range Officer failed in recovering the amount from the petty contractors as their whereabouts were not known. Thus the amount could not be recovered from the contractors in cash or by way of work done, or from the Range Officer responsible as he was exonerated of the charges by the Government. In this way the Govt. was put to a loss of Rs. 2,350/- which was subsequently written off by the Government.

2. It is stated here that as per section 145 of Forest Department Code as amended in G. O. Ms. No. 304 F & A Dt. 7-2-64 the Range Officers are authorised to advance to contractors for execution of works on their own responsibility upto Rs. 500/-. Hence it is the responsibility of the Range Officers to entrust the forest works to such of those contractors who are reliable and trust worthy and advance the amounts to them and see that the work is executed properly. In case the work could not be completed by such contractor or contractors' it shall be the sole responsibility of the Range Officers to recover the amount immediately from the contractors. Since the entire responsibility either to get the work executed completely by the petty contractors or to recover the advance paid to them on his own responsibility rests with the concerned Range Officer only and hence the amount thus advanced, shall be liable to be recoverable from the concerned Range Officer for non-execution of works by the petty contractors or for absconding of petty contractors without executing the work.

3. In case one Range Officer advances the amount to petty contractors, it is his prime responsibility to get the work executed by them immediately. If on administrative or for any other reasons the Range Officers transferred abruptly from that Range, he should indicate in his charge note about the advancing of the amount to the petty contractors (name and address to be furnished) to the successor Range Officer, whose responsibility it is to get the amount recovered in cash from petty contractors or by way of work done.

4. In case the petty contractors run away with the amount advanced to them from the Range Officer before the execution of allotted work and in case the amount advanced could not be realised in cash or by way of work done, the Range Officer concerned shall be held responsible for non-execution of the work and the amounts thus advanced to the petty contractors, shall be recoverable from him. It needs no emphasis that the Government money has to be safeguarded at any cost. Keeping this fact in view the Range Officers should see that for the amounts advance the work should be got executed or the amount should be recovered from con-

tractor. otherwise such amount should be recovered from him and Government money will thus be safeguarded.

5. They are requested to circulate these instructions to all the Range Officer's under their control and see that the above instructions are scrupulously followed and Government money is safeguarded at any cost.

6. These instructions may be acknowledged on the proforma given below.

Sd/- T. V. Subba Rao,  
Addl. Chief Conservator of Forests.

Ref. No. 81237/75/VI,

Dated : 5—9—1975.

### Circular No. 9/75.

#### Sub :— Departmental extraction of Timber and fuel wood—Result of sales—communication of—Reg.

As important aspect of departmental extraction is marketing the produce, namely Timber and Fuelwood. Generally, before the sale of the produce is held the price that it may be reasonably expected to fetch is first determined and this is called upset price. The factors based on which the upset price is determined are: (1) working expenses, (2) the market price and (3) the profit margin that may be allowed to the buyer of the produce.

As regard the working expenses the rate adopted by the departmental extraction staff are taken into account. As regards the market rate, the rate at which the produce is sold in the nearest market should be taken into account at the same time keeping in mind the market trend in the recent past. For this purpose it is necessary that the officer preparing the upset price is conversant with not only the local market rate but also the rates at which the produce is sold in other markets in the State as well as in the neighbouring States like, Maharashtra, Madhya Pradesh etc. It is therefore very necessary that results of the sale indicating the rate per unit is supplied to all other officers in the State, who are conducting the sales of Timber and Fuel wood, as well as the Forest Utilisation Officer, so that every one of them is duly posted with the latest trend in the timber and fuel wood market. Since the departmental extraction scheme has to be worked, more or less, on commercial lines, we should not only see that utmost economy is observed on the expenditure side, but also make every effort to see that our produce is sold for the maximum price, always keeping in mind the trend of the market. Normally we take the average of the last three sales for calculating the upset price, but in the context of the present galloping inflation, due factor should be the average rate should be connected by the inflation-factor so that our aim is realistic. As regards profit margin to be allowed to the buyer, of the produce the present practice may continued.

Receipt of this may please be acknowledge.

Sd/- A. Ramakrishna.  
for Chief Conservator of Forests.

Dated : 28-9-1975.

**Circular No. 10/75.**

**Sub :— Public Servants—Disciplinary cases—Delay in disposal and suspension of subordinates on flimsy grounds—Avoidance of Circular Instructions—Issued.**

In spite of issue of several Circular Instructions in the past and specially from 1963 onwards as noted below :

Circular Nos; 19/63 dt. 27-7-63. 21/64 dt. 8-6-64, 35/64 dt. 26-7-64, 48/64 dt. 1-2-65, 11/67 dt. 11-9-67, 14/67 dt. 15-11-67, 15/68 dt. 23-6-68, 21/68, dt. 26-9-68, 3/73 dt. 20-10-73, 2/74 dt. 29-3-74, 8/74 dt. 23-7-74, 3/75 dt. 20-3-75 and 5/75 dt. 10-6-75.

There is no appreciable progress in the prompt disposal of disciplinary cases and procedural irregularities are repeated time and again. Most of the Enquiry Officers are submitting the findings without conducting any enquiry stating that the Accused Officer did not ask for enquiry. This is not a correct procedure. In this connection, attention is invited to instructions No. 5 and 6 and note thereunder of Appendix VI to A.P.C.C.A. Rules, and it is the Fundamental duty of Enquiry Officer to conduct enquiry, and ascertain the truth without depending on the preliminary enquiry records, whether the accused officer asks for enquiry or not. The Enquiry Officers will please note this. In this connection, attention is invited to G. M. No. 4797/For. II/74—dt. 21-11-1974 communicated in CC's Ref. No. 111061/74/K1, dated 9-12-1974 where the Government have listed out in detail the procedure to be followed in disciplinary cases from the inception of preliminary enquiry to till its final disposal.

Even though instructions were issued in the past to minimise delays in disposal of disciplinary cases, still abnormal delays are noticed in the disposal of cases. In this connection, the following extract from the G.M.No. 3845/For. II/72-1, dated 7-7-1975 is produced below :—

“The preliminary enquiry has also disclosed that when a Forest Guard adopted dilatory tactics by not submitting his explanation to the charge memorandum for a period of 3 years, no action was taken by the Officer. As per Para 5 of the instructions in Appendix - VI to the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963, ex parte orders could have been passed by the Officer as a method of countering the obstructionist tactics and delay by the Delinquent Officer. The Chief Conservator of Forests is requested to issue suitable instructions to the Officers under his control in this regard also”.

It is therefore impressed on the Officers that whenever the Accused Officers adopt dilatory tactics, action may be taken to issue ex parte orders.

Regarding suspension of Government Employees instructions already issued in this office Circular No. 5/75, dt. 10-6-1975 is very exhaustive and the Officers are requested to follow them scrupulously.

The receipt of this Circular may be acknowledged.

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

**Circular No. 11/75.**

**Sub :- Establishment—Forest Department Service Matters—Instructions—Issued.**

The Divisional Forest Officer is the appointing authority upto the post of Foresters in the Division as per Rule-3 of Andhra Pradesh Forest Subordinate Service Rules, for categories - III and IV. It is noticed that Forest Watchers, Forest Guards and Foresters are submitting appeals to the Chief Conservator of Forests in respect of promotion, seniority, ousting, selection grade etc. Most of these cases fall within the purview of the Conservators of Forests and it is their duty as appellate authority to examine the cases thoroughly and take a decision themselves exercising their appellate powers. But the Conservators of Forests without examining the cases, are simply forwarding the reports to the Chief Conservator of Forests even in cases where the Conservators of Forests are competent to decide as per rules.

In several cases it is observed that the Divisional Forest Officers and equivalent officers are not exercising their powers and deciding cases with reference to service rules keeping the amendments in view, issued from time to time.

In future if the Chief Conservator of Forests comes across any case of an officer failing to exercise the powers vested in him in disposing off service matters in time, serious note will be taken.

The Conservators of Forests and Divisional Forest Officers should also take a similar view and take such action as is deemed necessary against their subordinates without fail to exercise the powers vested in them.

Unless each and every officer exercises the powers vested in him without shirking his responsibility, administration will not improve.

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

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

Rc. No. 107474/75-V3.

**Circular No. 12/75.**

**Sub :- Departmental Extraction of Timber and fuel wood—Instructions—Issued.**

1. The Departmental extraction or Logging (as it is termed technically) scheme is presently in operation in East Godavari, Khammam, Kurnool, Nizamabad and Adilabad districts. The various operations starting from marking till final disposal of the cut material are not uni-

form. The following instructions are issued with a view to bring about uniformity to the extent possible, so that the review of the works at various stages can follow a standard pattern.

2. Departmental working will be in the following 3 stages.

1. Survey, demarcation and marking of next year's coupes by territorial staff before 31st March.
  2. Handing over of marked coupes to Territorial staff and working by the Logging Staff from 1st April to 31 March next.
  3. Handing back worked coupes to the concerned territorial staff after working by 31 March by the Logging Staff.
2. 1. **Stage I. Survey, demarcation and marking** :—The coupes where Departmental extraction has to be carried out should be surveyed, demarcated and marked by the territorial staff in the year previous to the year of extraction and handed over to the Logging Staff on first of April.
2. 2. Marking of trees is to enable estimation of the yield of timber and fuelwood to maximum degree of accuracy, in order to provide required funds in the budget and also forecast the revenue. While timber-yielding trees are numbered, the trees which have no timber value but only fuel value are not given specific number in some divisions, in view of the impracticability on account of the stem-size being small in majority of the cases. The marking should be done as follows :—
2. 3. In the case of *trees of timber-value*, the tree should be given a number at two places: (a) at the base, preferably on the root, so that the felling-cut may be as low as possible, in order to obtain maximum quantity of timber and (b) at breast height. These numbers should be preferably by means of steel-die as they have to last at least for one year. In order to get a good die-impression, it may be charred or smeared with black paint before it is affixed on the tree. There is no need to affix any hammer-mark on the tree as was the practice under the contract system.
2. 4. After marking the timber trees, their breast-height girth, hole length and the length of subsequent timber pieces which could be obtained from the branchwood should be estimated and entered in the marking register. In computing the volume of timber that can be obtained from the hole and branchwood, allowance should be made for the taper of the stem. Mid-girth should be calculated after giving due allowance for the taper and the volume of the timber from each piece entered in the marking register against the piece and in the appropriate column.
2. 5. **Logging** :— While felling the tree and converting it into marketable lengths care should be taken to cut the lengths according to market preference. After cutting the tree into logs, the individual logs should be given numbers as 1, 2, etc. starting from the first log and each log should also bear the number of the tree. Thus if the number of the tree is 25 and it has yielded 3 logs, then they will be/as 25/1, 25/2 and 25/3. In case a tree has number yielded only one log it will bear only the number of the tree. Thus if the tree number 25 has yielded one log only it will be numbered as 25 only and not

- 25/1. After logging, the under-bark mid-girth and the length of the log should be measured, its volume determined with the help of ready-reckoners and all these details entered in the Felling-register. The timber-volume should be invariably furnished on the basis of under-bark measurements. The entries in the Marking and Felling registers should be invariably tallied, so that future estimations may not be far off the mark.
2. 6. In the case of trees of fuel value the tree need not be given a number. But a method should be devised by which the quantity of fuelwood that would be obtained from such trees could be estimated with reasonable degree of accuracy. For this purpose sample plots may be laid and the trees therein enumerated and value of fuelwood calculated from the girth and height of the trees. Another method, would be to lay sample plots in the coupe *Under working* selecting representative areas and computing the volume of fuelwood billeted and stacked in that sample plot. The later method will give more accurate result as compared to the former method by which the volume of the standing tree volume is assessed. The volume so estimated should be entered in the marking register against each tree, if they yield partly timber and partly fire wood or in terms of area if the entire crop is likely to yield only fuelwood. In either case the fuelwood stacks derived from conversion should be numbered neatly and entered in the Felling-register. The final entries in the Felling-register should be checked with the entries in the Marking-register, in order to avoid under/over estimation in future.
  3. 1. **Stage (2).** On April, 1st the Territorial Range Officer shall hand over marked/envisaged for working departmentally/coupes to the Logging Range Officers who in turn shall take charge & allot to the Foresters for starting felling operations.
  3. 2. Felling of Teak and valuable non-teak timber species shall be by modern logging methods, as flush to the ground as possible, as our object is to optimise the yield. Once a tree is felled it shall be incumbent on the part of the Officer incharge of the working, *not below the rank of a Forester* to mark the points where the Log should be cross-cut with due regard to local classification.
  3. 3. While marking cuts for cross-cutting the following points should be borne in mind.
    1. Unsoundness should be avoided.
    2. Sharp-bends should be avoided.
    3. Bends that could be dressed without variation in girth should be marked in Marketable lengths. The idea is that the timber is put in the market in long lengths as far as possible to attract higher price.
    4. Where there is a variation of girth-measurement the marking for cross cutting should be such that two or more straight marketable lengths are obtained after conversion without least wastage in conversion.
  4. (A) The general girth and length classification followed in the Telangana region is as detailed below:
    1. (a) Poles (Thick end) girth upto 30cms. (sound) Vasam.
    - (b) " " (Un-sound).
    2. (a) Poles (Thick end) 32 to 44 cms, sound Vasam.



	(b)	"	"	"	unsound.
3.	(a)	Special Poles	"	above 46 cms. mid-girth but sound less than 46 cms.	
	(b)	"	"	"	unsound.
4.	(a)	Timber mid-girth.	"	46 cms to 60 cms sound	Dulam
	(b)	"	"	"	unsound
5.	(a)	Timber mid-girth.	"	62 cms. to	sound Dulam
	(b)	"	"	"	unsound
6.	(a)	—do—	"	92 cms or 102 cms sound	
	(b)	—do—	"	"	unsound
7.	(a)	—do—	"	122 cms and above sound	
	(b)	—do—	"	"	unsound.
Sl.		lengths — less than 2 metres	(A)	Dulam	
		2.25 to 4 metres.	(B)	"	
		4.25 metres and above	(C)	spl. Dulam.	

(B) **Fuelwood** Generally 1 metre billets.

**Note :** The above, classification should be adopted to suit local market conditions. For example: (1) in Khammam District, M/s Singareni Collories Limited require chock Timber of 1.3. metres length. This is mostly obtained from fuelwood; so fuel-wood billets should be 1.3 where such demand is present, (2) in the Rajahmundry circle even poles are classification by midgirth and not thick-and girth.

5. as the cutting proceeds the daily Felling and Logging Register should be duly posted and closed at the end of the day.

6. The inspecting officers should also make it a point to check these registers during their tours and initial against the entries checked and record remarks if any for the guidance of the field-officers.

7. **Stage (3).** After the Logging staff completed the working of coupes by 31st March they should hand back the worked areas to the concerned Territorial Range Officers under intimation to the concerned Divisional Forest Officers and Conservator of Forests.

8. In Logging-works Measurement Book is not maintained as in Road & Building works, since detailed measurement are maintained in the several registers. Just as the endorsement of the payee is taken to the effect that he accepts the measurements of rates recorded in the Measurement Book, any endorsement of the payee receiving payment for various operations should be taken in the appropriation registers so that an authentic record of such payment is maintained for future verification when necessity arises.

9. These Circular instructions should be followed with immediate effect. However the officers incharge may suggest amendments only after giving fair trial to the instructions therein, which will be given due consideration.

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

Sd/- A. Ramakrishna,  
Addl. Chief Conservator of Forests.

Ref. No. 30023/76/V3  
Dated : 12-4-1976.

### **Circular No. 12 A/75.**

**Sub :— Departmental extraction of timber and fuelwood-instruction issued-Reg.**

Ref :— Circular No. 12/75 issued in C C's ref. No. 1074/74 V3 dated. 22-11-1975.

In partial modification to the instructions issued in the Chief Conservator's Circular cited the following further instructions are issued.

"The Divisional Forest Officers are requested to try in one coupe of each division where only serial numbers will be given to timber trees and their girths will be entered in the registers. The remaining details will be recorded only as the tree is felled slogged."

All the Conservator of Forests in whose circles departmental extraction has been taken up are requested to ensure that these instructions are strictly implemented and the feasibility of extending this method to other coupes in the future working may be reported to this Office in due course. They will please acknowledge the receipt of this circular instructions.

Sd/- A. Ramakrishna,  
Addl. Chief Conservator of Forests.

Ref. No. 105692/75/E3  
Dated : 24-11-1975.

### **Circular No. 13/75.**

**Sub :— Submission of Monthly reports by the Circles—Reg.**

The prompt submission of monthly reports by the Conservators of Forests has been discussed both at the Conservator of Forests meeting in August as well as at the D. P. A. P. meeting at Nandyal. Due to late submission of reports the Chief Conservator's Office is not able to provide essential information to the Government as and when called for.

In this connection, the Conservator of Forests, Kurnool has pointed out that according to the latest instructions of the Government in G. O. Ms. No. 347/Finance dated 17-12-1974

the treasury accounts will be closed by the 30th of the month instead of 25th as being done earlier. In order to reduce the difference in accounts between the treasuries and the departmental accounts he informed that he had issued instructions to his Divisional Forest Officers to close the accounts on the 30th every month. For this reason he suggested that the date of submission of monthly progress reports on plan schemes, revenue and expenditure D. A. A. P. works may be fixed on 20th of each month instead of 15th. This point has also been suggested by other Circles. Accordingly, the date for submission of the following progress report is fixed as 20th of each month for receipt in the office of the Chief Conservator of Forest :

- 1) Plan Progress report.
- 2) Monthly progress report on Revenue and Expenditure.
- 3) Monthly progress report on Centrally Sponsored Schemes.
- 4) Progress report on Non-Plan cashew maintenance.
- 5) Progress report on Six Point Formula.
- 6) Progress report on D. P. A. P.
- 7) Soil Conservation (River Valley Project) in Machkud Basin.
- 8) Monthly progress report of Equipment advances paid and recovered.
- 9) Monthly progress report on Centrally Sponsored Schemes on progeny archards and paper.
- 10) Monthly progress on Coffee Rehabilitation Scheme.

In order to ensure that these reports reach promptly on 20th of each month, the Conservators of Forests, are requested to send all the progress reports in a stitched book every month along with the Accountant who is coming here for reconciliation of accounts. It is also noticed that the Circle Accountants are not coming every month for reconciliation. Henceforth they should send them on the 20th of every month without fail. As the end it may be pointed out that prompt submission of monthly progress reports is a matter of mental attitude and discipline and a lot of time and energy is being wasted both in your office and only a correspondence for these reports.

Hence it is hoped that under this new system it will be possible for the Conservators of Forests to send the reports in time.

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