

Ref. No. 3007/76/V1.

Dated : 3-1-1976.

**Circular No. 1/76.**

**Sub :— Forest Department—Departmental Extraction working of coupes by Department—Keeping of Natural Forest across the Roads—Instructions—Issued.**

It has come to the notice of the Chief Conservator of Forests that the fellings in conversion areas by Departmental Extraction staff are being done right upto the fringe of roads i. e., Forest Department roads or P. W. D. or national high ways. Whenever Forest Roads or P.W.D. roads or National High Ways Department roads are passing through the conversion areas, it is desirable that  $\frac{1}{2}$  chain width of natural Forest is kept in tact on either side of such roads.

In view of the above, the Divisional Forest Officers, Logging Divisions and the Conservator of Forests, Logging Project Circle, Khammam, Kurnool and Rajahmundry are requested to adhere the above instructions and the natural Forest to the extent of  $\frac{1}{2}$  chain on either sides of roads constructed by Forest Department or P. W. D. or National High Ways Department should not be marked for fellings and they should be kept in tact in future.

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

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

Ref. No. 13688/76/E3.

Dated : 31-1-1976

**Circular No. 2/76.**

**Sub :— Reconciliation of Departmental figures with those booked in Accountant General's Office-Reg.**

Ref :— Government Circular No. 62308/B/Accts/66-4- Finance (Accounts) dated 4-3-68 communicated with CCF's Ref. No. 22727/68-C3, (Circular 10/68) dated 26-3-68.

In the reference cited instructions were issued to the Conservators of Forests to send variation statements to the Accountant General through their Accountants, to carry out reconciliation work as per the programme fixed therein obtain A.C.Xs. from the Accountant General and issue final reconciliation certificates to the A. G. as the work of reconciliation has not been satisfactory inspite of the Accountant of Conservator of Forests' Offices attending to this work personally and as large variations between the audited actuals and Departmental figures still

exist, the Asst. Chief Conservator of Forests (D) had a discussion with Sri V. B. Narasimhachari, Accounts Officer of the Accountant General's Office in December 1975 as to the procedure to be adopted in reconciliation work to avoid variations. Based on these discussions the following instructions are issued.

The work of posting of details of expenditure in the Registers of Accountant General's Office is attended to between 15th to 25th every month. The Accountants of the Circle Offices can carry out the reconciliation of differences between the figures of the Accountant General and the Department between 20th and 25th every month in the Accountant General's Office before the transfer of the Accountants to the Central Audit Section on 25th so that direct reconciliation can be carried out without the necessity of proposing variation statement and issue of A.C.Xs. etc. after reconciliation, the Accountants will give a Certificate to the Accounts of file of the Accountant General's office to the effect that the departmental figures and audited actuals are tallying. Based on this the Accountant General's office will give a letter that the reconciliation work has been done. The Accountants should submit this letter to Asst. Chief Conservator of Forests (D) and obtain acknowledgement each month. The Conservators of Forests need not wait for the receipt of summary of accounts in future to send their Accountants. They should send the Accountants each month between 20th and 25th so that the above reconciliation can be done regularly and the letter of the Accountant General will help the Conservators of Forests and Chief Conservators of Forests further about the progress of reconciliation done by the Accountants.

The Conservator of Forests, should not pass the T.A. bill of the Accountants unless they produce the acknowledgement obtained from Asst. Chief Conservator of Forests (D) each month.

This procedure is applicable in respect of the work in Accountant General's office (i.e.) relating to post audit. The existing procedure shall continue in respect of the reconciliation work in the office of the Pay and Accounts Officer at Hyderabad by the offices in Headquarters.

The receipt of this Circular may be asked by return of post.

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

Ref. No. 104298/74/CI,  
Dated : 27-4-1976.

### **Circular No. 3/76.**

**Sub :— Establishment—Forest Watchers died in service availment of concession under family benefit fund scheme—Regarding.**

Ref :— CC's Rc. No. 104298/74/B3, dated, 19-11-1974.

Attention of all the officers of Forest Department is invited to the reference cited with which a copy of G. O. Ms. No. 307 Finance Department Dated, 9-11-1974 and Andhra Pradesh State Employees Family Benefit Fund Rules were communicated. A question has now arisen, whether the Forest Watchers/Reserve Watcher are also eligible for Family Benefit Fund who died

while in service, since the category of employees now come under purview of the Forest Subordinate Establishment Rules as per the orders issued in G. O. Ms. No. 1518 Food and Agriculture Department, dated. 19-6-1969, According to Rule 3 (a) of the Andhra Pradesh, State Employees Family Benefit Fund Rules all Andhra Pradesh Government Servants (other than employees on work charged and contingent establishment) including those in temporary service, persons on foreign service and on deputation are eligible for the family benefit fund on their completion of two years of service. Since the Forest Watcher/Reserve Watchers comes under the regular establishment as per G. O. Ms. No. 1518 Food and Agriculture Department dated 19-8-1969, this category of employees are also eligible for the family benefit fund. Attention is also invited to Rule 4 of the above Rules and the Officers are requested to see that those employees pay the contribution of Rs. 5/- per month and it should be continued till the end of the calendar month proceeding the date of his superannuation. The deduction shall however be made from the monthly pay bills.

All the officers are requested to keep the above clarification in view while dealing cases of Forest Watchers who dies while in service. Receipt of this circular may be acknowledged.

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

Ref. No. 57720/75/K2,  
Dated : 1-5-1976.

### **Circular No. 4/76.**

#### **Sub:—Public Servants—Allegations of corruption against Government Servants—Procedure of conducting enquiry—Regarding.**

In a particular case, some complainants gave statements alleging corruption against a particular Officer during the preliminary enquiry. An Enquiry Officer was appointed to conduct a regular enquiry. The complainants went back on their original statement and completely denied having given any petition against the particular Government servant involved in the case. As a result of this, the Enquiry Officer recommended dropping further action against the Accused Officer.

The Vigilance Commissioner has suggested the following procedure in such cases :—  
“Whenever complainants give statements, during regular enquiry by an Enquiry Officer duly appointed as per rules, in complete contradiction of their earlier statements given before the preliminary investigation Officer, the Enquiry Officer should confront them with their earlier statement and seek their explanation for the conflict between two statements. It is the duty of the Enquiry Officer to ask the complainants for an explanation of the allegations which they had earlier made which they are denying now. The failure on the part of the Enquiry Officer to probe into the matter leaves the impression that he conducted the Enquiry perfunctorily”.

Further at the time of regular enquiry, it is the responsibility of the Enquiry Officer to examine the complainants in the presence of the preliminary investigation Officer who had earlier recorded their statements based on which the regular enquiry has been ordered. In this connection the attention of all Officers is invited to Vigilance Commissioner's Procedural

Instructions No. 25 communicated in this office No. 60596/66/M3 dt. 4-9-66, where in the opinion of the Vigilance Commissioner, any person who had made intentionally or knowingly a false complaint against a public servant, charging him with corruption and lack of integrity it shall be lawful for the Vigilance Commissioner to advise the Government or concerned authority to prosecute the person or the persons who had made such a complaint. The Enquiry Officers should make use of this provision and submit suitable proposals for prosecution of the complainants whenever the complainants give statements at the time of regular enquiry in complete contradiction of the statements given at the time of preliminary enquiry and the complaint is proved to be false. All the disciplinary authorities are requested to follow these instructions scrupulously. Failure to comply with these instructions will be viewed seriously.

The receipt of this Circular may be acknowledged.

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

Rcf. No. 057962/76-V3.

Dated: 19-5-1976.

**Circular No. 5/76.**

**Sub:—Departmental Extraction of timber, Fuelwood and Bamboo—  
Fire—Insurance of Forest and Sale depots.**

Ref :—Circular 6/75 dt. in CCF's No. 63862/75-V3, dated 10-7-1975.

In the Circular cited, the Divisional Forest Officers have been asked to insure the stock in Sale depots against fire. There can be outbreaks of fire even in forest depot and as such it is necessary to insure the stocks even in the forest depots. The Logging Divisional Forest Officer's as well as Territorial Divisional Forest Officers incharge of Departmental extraction of timber, fuelwood and bamboo are therefore requested to take immediate steps to insure the stocks both in forest depots as well as sale depots.

It is surprising that some Divisional Forest Officers and even Conservator of Forests are under the impression that the Insurance Companies are not prepared to cover the fire-risk. In Khammam and Rajahmundry Circles fire-insurance has been done, (although some Divisional Forest Officers are still to insure their stocks) and there should not be any difficulty in other circles, as fires are a common feature. The Officers will please realise that, failure to insure the stocks in the depots inspite of these instructions, will only, mean that they are taking a great risk, and the Government property is not properly protected. It is hoped that they will wake up at least now and insure the stocks with least delay.

Simultaneously adequate precautions and fire control measures should be taken against outbreak of fire, such as organising fire patrol, providing fire-extinguishers, sand-buckets etc., at convenient places.

Action taken on this should be reported, with particulars of insurance, value of property insured, amount of premium etc., by 31-5-1976.

Receipt of this should please be acknowledged.

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

**Circular No. 6/76.**

**Sub:— Protection of Minor Forest Produce trees.**

Every Forester would be aware that there are several Minor Forest Produce trees in our natural forest which are of immense food and medicinal importance such as mango, Jack, Tamarind, Amla, Terminalia balevica, T. Chebula, Strychnos Nuxvomica, Sterculia arens, Silu-colta, Sanpapper etc.

These trees are perhaps worth their weight in gold in terms of the fruits they produce.

In our anxiety to raise plantations I find these trees are being felled.

The removal of these trees is a great national loss and it is not good ecologically.

In the tropics a bewildering varieties of species from the forest community.

We are trying to replace this community with pure plantations of teak and Eucalypts and other species. Is it right to differ so widely from nature's plan? I think it is not right.

By leaving 5 to 10 existing middle aged Minor Forest produce trees in all our plantation areas, and coupes worked under other silvicultural systems it will enable us to keep up a species mixture that we see in our natural forests. Besides these trees go a long way in providing food and employment to the local people.

Hence all the Conservators of Forests and Divisional Forest Officers are requested to ensure :

- 1) That a list of important Minor Forest Produce trees is finalised for each division.
- 2) That atleast ten trees of these species are left per acre in all coupes and plantation areas. Where there is a middle aged or pole crop of these species the over-mature trees may be removed. Otherwise even mature trees should be retained.
- 3) Provision may please be made in all plantation areas to plant Minor Forest produce trees at the rate of 10 per acre in future.
- 4) The gross area of plantation may be correspondingly increased to obtain the effective physical targets.

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

**Circular No. 7/76.**

**Sub :— Wild Life Conservation and protection of Wild life prescription of periodical - Regarding.**

Ref :— Circular No. 8/66 (CCF. File No. 11442/66/F2 Dt. 20-1-66).  
2. C.C.F. Ref. No. 39681/68. F1, dt. 10-6-68,

At present the information about poaching cases and offences booked under Wild Life (Protection) Act 1972, whether convicted or compounded or the number of such cases pending in Court etc., is not available in this office and much difficulty is being faced from time to time to give replies in this respect to Government of India and to State Government.

Attention is invited to this office Circular No. 8/66 issued in C.C.F. Ref. No. 11442/66/F2 Dt. 20-1-1966 wherein instructions were issued to all the officers to submit the reports on all poaching cases immediately after detection and that the subsequent stages should be intimated to the Conservator of Forests concerned who will maintain a register of poaching cases, who after final disposal of the case submit a report to Chief Conservator of Forests. Instructions were also issued in this office Ref. No. 39681/68/F1 Dt. 10-6-68 to all Conservators of Forests to instruct the Divisional Forest Officers not to submit unwanted copies to Chief Conservator of Forests and the Conservators of Forests were requested to give instructions to concerned Divisional Forest Officers and to submit only after closure of the case a final report as was ordered in Chief Conservator's circular No. 8/66.

For the above reason or due to various reasons the Divisional Forest Officers are not submitting their reports of the cases immediately after detection or even after disposal of the cases except in very few instances where animals like Tiger etc. are involved in the offence.

The Government of India have called for a quarterly return showing the offences committed under the Wild Life Protection Act 1972. In order to send the periodical it has become necessary to call for the particulars indicated in the proforma I a copy of which is enclosed.

It has also been felt necessary to have the information on each poaching case in order to give an immediate reply either to Government of India or to State Government.

The following instructions are issued accordingly :

- i) All the Divisional Forest Officers should submit the information in the proforma I to the concerned Conservators of Forests at any cost to reach the Conservator of Forests concerned by 10th of the succeeding month of the quarter ending and the Conservators of Forests in turn should consolidate the Divisional information and submit to the Chief Conservator of Forests Office to reach by 15th of the month positively i.e.

Quarter	The date to be submitted by D. F. O. to C. Fs.	The date to be submitted by C. Fs. to C.C.F.
Jan-March	10th of April	15th of April
April-June	10th of July	15th of July
July-Sept.	10th of October	15th of October
Oct-Dece.	10th of January	15th of January

The above periodical should not be delayed and should be submitted according to the dates indicated scrupulously.

A proforma to submit the information in all poaching cases is also enclosed (Proforma II) All the Divisional Forest Officers are requested to submit the report immediately after detection of the case along with the brief report. After receipt of the report from Divisional Forest Officer the same will be entered in the poaching register and will be assigned a number as per the register and the same will be intimated to the Divisional Forest Officer and the Conservator of Forests. In further correspondence the case number should be mentioned in order to make entries in the register and to maintain the same properly.

If the case is disposed off in the court the result should be intimated immediately to this office.

Further it is also pointed out in some cases even though the accused is punished leniently than what is provided or warranted in the case the Divisional Forest Officers are not taking immediate action to obtain the Judgement and to consult the Public Prosecutor etc., and to file appeal with full grounds. In future immediately after delivery of Judgement by any lower court the Divisional Forest Officers should take proper action for filing appeals within the time when there are grounds for the same. All offences on wild life should be dealt according to the provisions of the Wild Life (Protection) Act 1972 and rules made thereunder only.

All the Divisional Forest Officers and Conservators of Forests are requested to follow the above instructions scrupulously. They are requested to acknowledge the receipt of this Circular by return of post.

Sd/- T. V. Subba Rao,  
Chief Wild Life Warden.

### PROFORMA I.

#### QUARTERLY STATEMENT SHOWING CASES OF OFFENCES COMMITTED UNDER THE WILD LIFE PROTECTION ACT, 1972.

Sl. No.	Name of State.	No. of cases pending at the beginning of the quarter.	No. of cases booked during the quarter.	Cases lodged in Court.	
1	2	3	4	5	
Cases which resulted in conviction.	Cases pending in court.	Cases compounded.	Value.	Cases pending.	Remarks.
6	7	8	9	10	11

### PROFORMA II.

Sl. No.	Name of the Divn. & Range.	Date of offence.	Names & No. of Animals killed	Offence report No. & date.	Brief particulars of the case. (Names of Offenders and spot of offence, Weapons and Vehicles need etc.)
1	2	3	4	5	6

Ref. No. 79721/76/S2.

Dated : 16-7-1976.

#### Circular No. 8/76.

#### Sub :—Kumri Cultivation in forest areas.

During the last several years efforts were being made to introduce Kumri Cultivation in our plantation areas. However the progress achieved so far leaves very much to be done, except in our Cashew Plantation areas in Guntur district where there is a demand for land for agriculture, Kumri has not been extended to other areas.

The growing of tree crops along with our crops will go a longway to make both enterprises economic; there is no conflict between these two crops in the early years of the plantations and all efforts should be made to introduce Kumri in our plantation areas. Annually we are planting approx. 10,000 hac. and growing food production besides providing grainful employment to local people.



With a view to encourage Kumri cultivation in all our plantation areas the following guidelines are issued:

(1) The Divisional Forest Officers may contact local villagers and encourage them to take up Kumri in any plantation area being planted in 1976 season.

(2) No lease amount need be prescribed for Kumri cultivation except in cases where there is a competition from several parties as in Bapatla of Guntur District.

(3) As far as possible the weaker sections of the community like the landless poor, Backward classes, Scheduled castes of Scheduled Tribes may be encouraged to take up Kumri.

(4) The Kumridar may be permitted to grow any annual crop.

(5) The Kumri lease may be permitted for one or two seasons depending on the needs and convenience of the Kumridar.

(6) Besides permitting the Kumridar from cultivating the food crop he may be paid the normal wage for maintenance of the plantation as per the Forest Schedule of Rates. This will go a long way in improving the financial position of the Kumridar and will help the success of the scheme.

(7) Each family willing to take up Kumri may be allotted 2 to 5 hec. of area; large Kumri by single individual or families should not be encouraged.

(8) The only important condition for the lease should be that the Kumridar should look after the forest plantation and do timely operations for which wages will be paid to him and that he should vacate the area at the expiry of the lease period.

(9) All co-operation and help should be provided to the Kumridar by the local staff to make a success of the venture.

(10) The success of the Scheme depends on the interest taken by our staff and the Divisional Forest Officer in the scheme; the fear of the Kumridar that he will have to vacate the land after a certain period should be allayed by the Divisional Forest Officer by explaining to him that if he makes a success of his venture and the forest plantation he will be able to get fresh areas annually to do similar cultivation and that he would not be deprived of this facility. Due recognition will be given to all these staff who take efforts to introduce Kumri in the plantation areas in their jurisdiction.

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

Ref. No. 76978/76-M5.

Dated: 31-7-1976.

**Circular No. 9/76.**

**Sub:— Administrative Reforms - monthly staff meetings - Convening of—Instructions—Issued.**

Ref:— Govt. Forests & Rural Dev. (O. P.) Department, Lr. No. 2301/OP/76-1, date. 2-7-1976,

While communicating the copy of the ref. cited, the following Circular instructions are issued. All the officers are requested to follow the instructions therein and tune up the administrative machinery to achieve purposeful and quick results. The meetings should not be mere formalities. The Divisional Forest Officers and other officers are requested to convene the meetings of their Range Officers on 1st of every month therein they should discuss and fix up targets for the month and review the progress made by them, in the succeeding month's meeting as to howfar they have achieved the targets and action to be taken on the rest. They may call this as "Monthly Works Meeting". They may either prepone or postpone the date from 1st to suit to their convenience in case they have any other pressing engagement, The following items shall be discussed in this meeting.

1. Protection.
2. Beat inspections.
3. Working Plan work in progress.
4. Research works in progress.
5. Public grievances.
6. Staff grievances.
7. Works under Plan & Non-Plan schemes.
8. Schedule for plantation & Nursery works.
9. Realization of revenue
10. Arrears of revenue.
11. Disposal of general offences.
12. Important prosecuted cases.
13. Disposal of U. D. O. Rs.
14. Submission of estimates and completion reports.
15. Posting up of works registers.
16. Sanction of increments to staff.
17. Clearance of arrears Pay & T. A. Bills.
18. Finalisation of pension & DCRG cases.

19. Family Benefit Fund Schemes & A. P. Benevolent Schemes.
20. Objections on case accounts.
21. Audit reports & Audit paras.
22. Programme of sales, Survey, demarcation & upset price preparation.
23. Execution of agreements by lessees.
24. Adjustment of E. M.
25. Release of Security Deposits.
26. Disposal of Form No. 5 stocks.
27. Maintenance of stores and stock accounts.
28. Disposal of unserviceable & condemned stores items & waste paper.
29. Weeding out of files.
30. Reservation of cases.
31. Office inspection replies.
32. Any other items.

The list of above items covers most of the subjects pertaining to divisional administration. But still there may be some items which might not have been covered above and those items too may be discussed and progress made.

Similarly the Conservators of Forests are also requested to discuss the above items with their officers whenever they go on tour to the divisional or when their officers come to them for discussions and see that real progress is made in all spheres.

The receipt of the Circular may please be acknowledged.

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

Ref. No. 27114/74-J3.

Dated : 4-8-1976.

### **Circular No. 10/76.**

**Sub :—Forests—Constitution of P.Fs. under Chapter III of A.P. Forest Act, 1967—Model draft Notification—communicated.**

- Ref :—1. CC's Circular No. 9/70 communicated in Ref. No. 571/70-JI, dt. 4-9-70.  
2. G. M. No. 2074/For. III/76-2, dt. 13-7-76.

A draft model notification for declaring forest areas as protected forest was communicated to all Officers of Distribution List "A" for adoption while sending proposals under Chapter III of the Andhra Pradesh Forest Act. Subsequently the Government have framed the

Andhra Pradesh Protected Forest Rules of 1970 which were published at pages 208 and 209 of the Andhra Pradesh Gazette No. 15 (Rule Supplement to Part II) dt. 30-4-1970. These rules were later amended in G. O. Ms. No. 77, F & R D (For. I) Dept. dt. 5-2-76, and the amendment is published at pages 111 and 112 of the Andhra Pradesh Gazette (Rules Supplement Part II) No. 7 dated 19-2-1967. With the amendment made to the Andhra Pradesh Protected Forest Rules of 1970 the ambiguity is removed and the provisions contained in paras 3 to 5 of the draft notification communicated in the Chief Conservator's Circular first cited above became superfluous. Therefore, the revision of the model notification for declaring areas a protected forest under Chapter III of the Andhra Pradesh Forest Act, 1967 became necessary.

The Government in G. M. No. 2074/For. III/76-2, dt. 13-7-1976 approved a revised model of the protected forest notification. The order of the Government together with the form of notification is communicated herewith. The Conservators of Forests are requested to adopt this form of notification for declaring areas as protected forests in future. These instructions supersede the instructions contained in the reference first cited.

The Conservators of Forests are requested to acknowledge the receipt of the Circular.  
Encl. : G. M. and model notification.

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

Copy of :

GOVERNMENT OF ANDHRA PRADESH  
Forests & Rural Development Department.  
Memorandum No. 2074/For.III/76-2, dated 13-7-1976.

**Sub :—Reservation of Forest Blocks—Draft model notification under Chapter III of A.P. Forest Act 1967—approved.**

Ref :—1. From the CC's Lr. No. 27114/74-J3, dt. 18-6-76.

The draft model notification under Chapter III of the Andhra Pradesh Forest Act 1967 (Copy enclosed) sent with the letter cited is approved. The Chief Conservator of Forests is requested to adopt the said draft model notification (as corrected) while submitting proposals to the Government in future.

Sd/- B. V. Rama Rao,  
Deputy Secretary to Govt.

### **Draft Notification**

In exercise of the powers conferred by Sub-section (1) of Section 24 of the Andhra Pradesh Forest Act, 1967 (Act I of 1967) the Governor of Andhra Pradesh, hereby declares the forest land described in the schedule below (delineated in the map kept in the Office of the Chief Conservator of Forests Andhra Pradesh, Hyderabad) to be a protected forest with effect from the date of publication of this notification in the Andhra Pradesh Gazette.

## Schedule

Name of the Division :

Name of the District :

Name of the Range :

Name of the Taluk :

Name of the Villages :

Name of the Block declared to be protected  
forest :

Area of the block declared to be protected :      Area or Hectares.

## Boundaries

North :

East :

South :

West :

II. In exercise of the powers conferred by Sub-section (1) of section 26 of the Andhra Pradesh Forest Act, 1967 (Act I of 1967) the Governor of Andhra Pradesh hereby :

- i) Declares that all kinds of trees and all classes of trees in the said.....  
.....protected forest to be reserved from the date of publication of this notification in Andhra Pradesh Gazette; and
- ii) Prohibits, except in accordance with the rules made under this Act from the date aforesaid, the quarrying of stone, or the burning of lime or charcoal or the collection or subjection to any manufacturing process or removal of any forest produce in the said..... Protected Forest and the breaking up or clearing for cultivation, for building, for herding cattle or for any other purpose, of the said ..... Protected Forest.

Sd/- B V. Rama Rao,  
Deputy Secretary to Government.

**Circular No. 11/76. (B 4)**

**Sub :— Pensions—Payment of anticipatory pension or Provisional under Art. 351 (B) (I) of Pension Code to the Retired employees—Consolidated instructions and submission of monthly reports.**

- Ref: 1. G. O. Ms. No. 270 Fin. & Plng. (Pen. I) Dept. dt. 1-10-75 communicated in CC's Rc. No. 94669/75-C1 dt. 24-10-75.
2. GC's Rc. No. 7295/76-C1 dt. 22-2-76.
3. G. O. Ms. No. 7 Fin. & Plng. dt. 5-1-76 communicated in CC's Rc. No. 60021/76-C1 dt. 21-1-76.
4. G. O. Ms. No. 180 Fin. & Plng. (Pen. I) Dept. dt. 3-5-76 communicated in CC's Rc. No. 55211/76-C1 dt. 71-5-76.
5. Govt. Circular Memo. No. 54131/1059 A/Pen. I/76 dt. 3-8-76 (communicated in CC's Rc. No. 95544/76-B4 dt. 24-8-76)
6. G.O. 123 Fin. & Plng. (Fin. Wing Pen. I) Dept. dt. 19-3-76 communicated in CC's Ref. No. 37034/76-C1 dt. 29-3-76.

In G. O. Ms. No. 270 Finance and Planning (Fin. Wing Pen. I) Department dt. 8-10-75 Government issued detailed instructions regarding grant of Anticipatory Pension to the retired employees. Under these orders Anticipatory pension is to be sanctioned for a period of (6) months in all from the date of retirement of the Government servant concerned. If on the date of retirement, P.P.O. has not been issued in favour of the retired employee, the Head of the office under whom the retired employee was working on the date of retirement, will in the first instance, draw and disburse the anticipatory pension to the retired employee right from the date on which it was due immediately after the retirement of the Government servant without any interruption. Such payment can be made for a period of first three months without awaiting the sanction of the normal pensions sanctioning authority who will issue necessary sanction for this payment, on his own in normal course. The normal pension sanctioning authority should also continue the payment of anticipatory pension for a further period of (3) months pending issue of sanction for final payment of pension on the basis of the eligibility report furnished by the Accountant General. According to G. O. Ms. 7 Fin. & Plng (Pen. I) Department dated 5-1-76 the orders contained in G. O. Ms. No. 270 Fin. Dept. dt. 8-10-75 are applicable to the past cases also where no anticipatory pension was sanctioned.

2. In this connection attention is invited to Para 7 of Chief Conservator's instructions in Rc. No. 7285/76-C1 dated 22-2-76 and Para 3 of Accountant Generals' D. O. No. CP III/VI Misc/75-76/929 dt. 19-2-76 (copy was enclosed to the CC's Ref.) according to which soon after the receipt of the eligibility report from the Accountant General all Divisional Forest Officers should immediately intimate invariably to the Accountant General, Andhra Pradesh-II, Hyderabad the particulars of anticipatory pension paid (and stop further payment of the anticipatory pension to enable the Accountant General to issue the final pension payment orders.

3. The Government orders referred to in Para (1) have been subsequently modified in G. O. Ms. No. 180 Fin. and Plng (Pen.I) Dept. dt. 3-5-76 according to which the normal pension sanctioning authority must accord sanction for the final pension within the extend period of (3) months on the basis of the eligibility report of the Accountant General. If however, the final pension could not be sanctioned within this period for any reason, the normal pension sanctioning authority should accord sanction for continuance of the payment of anticipatory pension by the Head of Office beyond six months till the final pension is authorised by the Accountant General. In other words the payment of anticipatory pension should be made without any time limit, till the final P.P.O. is received from the Accountant General. In view of these latest orders of the Government to continue the payment of anticipatory pension till the P.P.O. is issued by the Accountant General the instructions referred to in Para (2) above regarding the stopping the payment of anticipatory pension as soon as the verification report is received from the Accountant General stands modified. Government have also since issued suitable instructions in Circular Memo 4th cited above as to how the anticipatory pension paid till the date of receipt of P.P.O. from Accountant General should be adjusted after receipt of final pension payment order from the Accountant General. According to the previous procedure, the total amount of anticipatory pension was being intimated to the Accountant General of A.P. the Accountant General was making a mention of this amount in final P.P.O. on the basis of which the Treasury Officer concerned was deducting the amount from the final pension paid. But according to the latest position, the Accountant General will issue the P.P.O. without mentioning the amount of anticipatory pension, and the Treasury Officer concerned will pay the final pension on the basis of the P. P. O. received from Accountant General only after getting full details from the Departmental Officer drawing and paying the anticipatory pension regarding the anticipatory pension paid. *This change in the procedure should be carefully noted.*

4. Unlike the other Departments the anticipatory pension is drawn and paid by the Divisional Forest Officers and other Drawing Officers of the Forest Department and not by the Treasury. Therefore, it is the duty and responsibility of the Drawing Officers of the Forest Department to intimate promptly the full details of the anticipatory pension paid in each pension case to the officer in-charge of the treasury on which the final pension payment order is issued by the Accountant General and as well as to the Accountant General. *It should be noted that the final pension will not released by the Treasury Officer concerned on the basis of the PPO issued by the Accountant General unless and until the report of the Drawing Officer of the Forest Department is received by him in regard to the Anticipatory pension paid.* So, in each case as soon as the P.P.O. is received from the Accountant General the Drawing Officer concerned should intimate the Treasury Officer of Treasury on which the P.P.O. is issued the period for which and the amount of Anticipatory Pension is paid by Registered Post along with copies of orders sanctioning the anticipatory pension. The Drawing Officers should also send by Registered Post similar intimation along with copies of the orders sanctioning the anticipatory pension to the Accountant General, Andhra Pradesh-II. The Drawing Officers should obtain particulars of recovery of anticipatory pension paid from the Treasury Officer concerned and should credit the amount in their Cash Books to the Head of Account "113 Forests (c) Other receipts (vii) Other items".

5. It is particularly impressed on all the Drawing Officers that very prompt action should be taken in intimating the quantum of anticipatory pension paid to the Treasury Officer concerned failing which the pensioner will not be able to draw his pension even after the receipt of P.P.O. from the Accountant General. They should also closely watch the recovery of

the anticipatory pension paid by the Treasury Officer and take prompt action for crediting in cash accounts. Delay on negligence on the part of the Drawing Officer in this regard will be viewed seriously.

6. Attention of all the officers of the Forests Department is also drawn in this connection to the order issued by the Government in G. O. Ms. No. 123, Finance and Planning (Fin. Wing. Pen. I) Department dated 19-3-76 regarding payment of anticipatory family pension unders Andhra Pradesh Government Servants (Family Pension Rules 1964) in the case of Government servants dying while in Government service. The detailed instructions issued in the G. O. regarding the drawal of payment of anticipatory pension should be carefully noted and action taken strictly in accordance with the orders contained in the G. O. in respect of payment of anticipatory family pension, in the case of Government servants dying while in service.

7. It is the intention of the Government that each retiring employee should be paid his final pension right from the date of his retirement. If this is not possible, he will be paid the anticipatory pension in accordance with G. O. Ms. No. 270 Fin. and Planning (Fin. Wing Pen. I) dt. 8-10-75 as amended in G. O. Ms. No. 180, Finance and Planning (Fin. Wing Pen. I) Department dated 3-5-76 till the final P. P. O. is issued by the Accountant General. There may be cases in which severe disciplinary action may be pending against the employees concerned and in such cases, it may not be possible to sanction of payment of Anticipatory pension. In all such cases action should be taken to sanction *provisional pension* in accordance with Article 351 (B) (1) of Pension Code. Since the provisional pension can be sanctioned only on the basis of the eligibility received from the Accountant General, it is necessary that in all such cases the preliminary pension papers should be sent to the Accountant General for verification and pension eligibility obtained before sanctioning provisional pension. Even if some issues like revision or refixation of pay or regularisation of some breaks are pending settlement sending of the preliminary pension papers to the Accountant General should not be delayed. The preliminary pension papers should be sent on the basis of the *pay actually drawn* and the eligibility report obtained sufficiently in advance of the date of retirement. As and when the issues are settled the pension can always be got revised. Thus in every case either anticipatory pension or provisional pension as the case may be should be sanctioned.

8. A monthly periodical showing the anticipatory pension sanctioned to the retired employees or their families in the case of their death while in service should be submitted in the Proforma enclosed by all the Divisional Forest Officers to their Conservators of Forests by 5th of the months succeeding the month to which the return relates and each Conservator of Forests should submit a consolidated statement of his circle to the Chief Conservator of Forests by 10th of each. The first return should be submitted for the month of September, 1976 to the Chief Conservator of Forests so as to be received 10-10-76. This statement should include all cases of Retired employees to whom Anticipatory Pension is sanctioned with reference to G. O. 270 Fin. & Plang (Fin. Wing Pen. I) Dept. dt. 8-10-75 and also cases of Anticipatory pension sanctioned to the families of Retired employees dying while in service with reference to G. O. 123 Fin. & Plng. (Fin. Wing Pen. I) Department dated 19-3-76.

9. The receipt of the Circular should be acknowledged.

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



# PROFORMA

Statement showing payment of anticipatory pension to retired employees or to their families in the case of their death which in service Division/Circle for the month of \_\_\_\_\_

Sl. No.	Name of the Retired employee or his family member in the case of	Designation	Date of retirement	Rate of anticipatory pension sanctioned for months (Proceedings No. and date)
1	2	3	4	5
<div> <div>Anticipatory pension paid</div> <div> <div>Amount paid upto the end of previous month</div> <div>Amount paid during the current month.</div> <div>Amount paid upto the end of the current month (col. (6+7))</div> <div>Remarks</div> </div> </div>				
6	7	8	9	

Ref. No. 95050/76-HI.

Dated: 2-9-1976.

**Circular No. 12/76.**

**Sub :—Official Language—Use of Telugu in the Office upto district level—Further instructions—Issued.**

- Ref :—1. G. O. Ms. No. 141, General Administration (O. L.) Dept., dated 28-1-66, communicated in Chief Conservator's Ref. No. 33392/59-A5, dated 9-4-1960.
2. G. O. Ms. No. 200, - dt. 20-3-74 General Administration (O. L.) Dept., communicated in Chief Conservatr's Ref. No. 25891/74-T2, dated 5-4-1974.
3. G. O. Ms. No. 305, General Administration (O. L.) Dept., dated 30-3-1976 communicated in Chief Conservator's Ref. No. 42582/76-H1, dated 24-4-1976.

Instructions were issued from time to time in the part for effective implementation of Official Language (Telugu) in the Government Offices upto District level. The progress made in this direction is not upto mark and observed by the Chairman, Official Language Commission as the time of discussions he had with the Chief Conservator of Forests and Addl. Chief Conservator of Forests-I, on 17-8-1976.

2. In this connection it appears necessary to recollect that the object of the formation of linguistic states is to have administration and education in the spoken language of the people. With this, in view Government declared Telugu as Official Language of the State through the Andhra Pradesh Official Language Act No. 9 of 1966.

3. As per orders contained in G. O. second cited Telugu was introduced as Official Language in all Government Offices upto Talug level with effect from 24-3-1974. In the G. O. third cited the limit of area was further extended upto District level with effect from 31-3-1976.

4. In obedience to the above orders the Conservator of Forests have been submitting consolidated returns (bi-monthly upto 4/76 and monthly from 5/76) indicating the number of communications received and issued in Telugu. Though some progress has been made by these returns it cannot be said that the correct position as to the introduction of Telugu in all Divisional Offices which confined to a District or part of a District and in Circle offices whose jurisdiction is limited to a District or two in many cases has been taken up in right earnest and the results appear to be not encouraging. This can be said mainly due to the Officers not insisting upon their staff to use Telugu as a routine in the files. It is therefore considered at this juncture that more practical and immediate steps are quite essential to implement the Government orders and bring into use the Telugu Language in all the transactions of the office business. The following further instructions are therefore issued as suggested by the Chairman Official Language Commission with immediate effect :

I. **Office Note and Drafts** :—The Core of office business lies in the office notes and drafts. All the files except those in which reports are to be submitted to the Chief Conservator of Forests should be written in Telugu only both in the note file as well as in the current file. Officers should set an example by passing orders and making endorsements in Telugu so that the staff will follow suit. It is already there in the G. O. 3rd cited that Telugu language shall be used and English Language shall not be used. (1) for correspondence of a non-statutory nature between one office and another and (2) for correspondence with the public at the District level with effect from 31-3-1976. Therefore the Range Officer, Divisional Offices and Circle offices should carry on correspondence among themselves as well as with the public in Telugu language only. The question of English correspondence comes only when the references are to be addressed to the Chief Conservator of Forests and the Conservators of Forests of other Circles. Government have supplied booklets (1) "Sample Drafts of commonly used letters, Memos etc., and their Telugu translations" (2) Official Language phrases and their Telugu equivalents" to the District Collectors for distribution among various officers. The Divisional Forest Officers and Conservators of Forests may obtain required number of booklets from the respective Collectors and make use of them in their routine office correspondence etc., Specimen of forms often used in Divisional Forest Offices with their translated Telugu specimen are however enclosed for ready reference. Similar forms should be evolved by the Divisional Forest Officers for use in Range Offices. The Conservators of Forests should also evolve independent specimens in Telugu for use in their offices.

It is the duty of the Range Officers, Divisional Forest Officers and Conservators of Forests to create confidence among the common public that their letters, representations, agreements etc., will be accepted in Telugu. For this, Telugu letters of the common public should be replied in Telugu, agreements executed with them in Telugu, notices sent to them in Telugu, acknowledgement of receipt of letters etc., should be sent to them in Telugu. This attempt will certainly create good relations between the common public and Government offices. In other words it shall be earnest attempt of the Department to make the common citizen of Andhra Pradesh feel that Government are of the people, by the people and for the people.

II. **Sign Boards of Offices** : It has come to notice that many subordinate offices do not have office sign boards in Telugu, and they still continue to have English boards alone. If the

sign board is in English a person knowing Telugu alone has to approach another English knowing person to find out location of the office. To avoid such trouble all the offices should have sign boards fixed in Telugu/English languages and Telugu/Urdu/English languages in the areas where Urdu is also local minority language. Sign Boards used for preservation plots, centenary parks, special plantations, coupes under working etc., should also be in Telugu/Urdu only wherever Urdu is a local Language. Immediate action should be taken in this regard without further loss of time.

**III. Name Boards of Officers & Staff :—** A common Telugu knowing person should not find it difficult or feel inconvenient to know the names designations of each employee and officer, when he enters the office. Therefore all the name boards of officers and staff should be got prepared in Telugu and fixed at proper place in the offices where the officers and staff sit so as to enable the public to understand as to "who is who" in the office. It should be noted that these name boards are important as such as office sign boards as already explained in the above para. Due importance should be given to these items and attended to atonce.

**IV. Rubber Stamps & Seals :** Instructions have already been issued in Chief Conservator's Ref. No. 78868/76-H3, dated 17-1-1976 and 19-7-76 regarding use of Telugu rubber stamps and seals in all the subordinate offices. Models of rubber stamps with Telugu words have also been communicated in the above reference. It should be noted that there should not be any rubber stamps and seals without Telugu version. All the old stamps and seals with the English (alone) should be replaced with the Telugu ones immediately.

**V. Attendance Registers & Muster Rolls :** The attendance Register should be written with the names of staff in Telugu. Even the name of register should be written in Telugu on the cover of the register. So also the muster rolls in all forest works should be maintained in Telugu/Urdu alone. As a principle English should not be used for the above purposes.

**VI. Agreements and Other documents & Sale Notices :** One of the main functions of the Forest Department is leasing out forest coupes to private contractors. The forest officers should make it a point to get the agreements and other documents translated into Telugu and signed by both the parties in Telugu. Any correspondence with the Contractors should be carried out in Telugu only so that the contractors will be able to write letters and representations in Telugu which is easy for them. Likewise sale notices of timber etc., should be issued in Telugu/Urdu only. No detailed sale notice need be issued in English except the advertisement of the sale which can also be in English besides Telugu/Urdu. This measure helps the public to avoid English knowing mediators. Immediate grasping and understanding by public is important which can be achieved by using Telugu in all these matters.

**VII. Fair Copying :** It is a fact that Telugu typewriters are not yet supplied by Government though typists are being trained in Telugu typewriting. It may take some more time to supply Telugu Typewriters to each and every Divisional and other offices. However this difficulty may be overcome by using handwritten letters, carbon copies and cyclostyled copies wherever necessary. The Officers concerned should see that correspondence is carried on in the above manner to a maximum extent till Telugu typewriters are provided to each office.

**VIII Minority Languages :** Section 7 of the Official Language Act makes special provision relating the use of Urdu or any other language in addition to Telugu where the linguistic minorities constitute more than 15% of the population. In such cases Urdu or any other regio-

not language should be used in correspondence while dealing with those persons. Sign boards, rubber stamps etc., can also be made with that minority language in addition to Telugu.

**IX. Periodical Checking of Implementation :** It should be taken as one of the items of office inspection to know how far Telugu is being implemented as Official Language in correspondence, in keeping Telugu sign boards, rubber stamps and seals, attendance registers, muster rolls etc. The Divisional Forest Officers should checkup the Range Offices and Conservators of Forests should checkup the Divisional offices in the above manner during office inspections and note down specifically regarding implementation or otherwise with suitable instructions. The Chief Conservator of Forests and Additional Chief Conservator of Forests will also verify the progress made in implementing these instructions during their tours especially the office inspections of circle offices.

**X. General :** Telugu glossary with technical words of Forest Department is under finalisation by Government. Therefore whenever any difficulty is noticed in finding out a Telugu equivalent word, the same English word may be written in Telugu to avoid break in Telugu correspondence. There is nothing wrong in doing so, as each and every language has borrowed or adopted the words of other languages as it is or with some little changes. In fact Telugu has been a language which has already digested several words of other languages like English, Urdu, Hindi etc.

The Chairman, Official Language Commission during his tours has observed that some Government employees feel shy and below their dignity to correspond in Telugu. As a matter of fact one should be proud to use the Official Language of the State and run the Administration in that Language. All Officers of the Department and subordinate staff at all levels both executive and ministerial should make sincere efforts to promote Telugu as Official Language in all kinds of transactions of Government in general and the Forest Department in particular with love and affection to the citizens of the State.

The Officers should take initiative and lead their staff by adhering to these instructions strictly.

The receipt of the reference may be acknowledged in the proforma enclosed by return of post.

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

## SPECIMEN I

Rc. No.

Officer of the Df. Forest Officer,  
Dated .....

### MEMORANDUM

Sub :-- Lease - 19 - lease of of  
Range agreement executed.

Two copies of the agreement executed by the contractor Sri ..... for the lease of ..... in ..... Range for 19 are enclosed, one copy for delivery to the contractor and the other file in the Range Office.

Two copies of sketches of the coupe and two copies of standard list are also sent herewith.

The receipt should be filed in the Range Office. The contractor should be permitted to start work. The beat subordinates should be duly notified of this lease. The contractor received the confirmation orders on.

District Forest Officer.

To  
The Range Officer,

నమూనా-1

జిల్లా అటవీ అధికారి కార్యాలయము  
.....  
తేదీ.....

నెం.

మె మో రా ం డ ము

విషయము ---కోళ్లు.....19.....రేంజీ.....  
కొలు-----ఖరారు వ్రాసుకోనైనది

శ్రీ.....కంట్రాక్టరు.....రేంజీలోని.....  
.....కొలు నిమి తము 19 సంవత్సరానికి వ్రాసి ఇచ్చిన ఖరారు యొక్క రెండు ప్రతులు దీనికి జతపరుపబడినవి. వాటిలో ఒక ప్రతి కంట్రాక్టరుకు ఇవ్వవలసినది. రెండవది రేంజీ కార్యాలయములో పైలు చేయవలసినది.

కోళ్లు స్కెచ్ల రెండు ప్రతులున్న. ప్రమాణిక పట్టిక యొక్క రెండు ప్రతులున్న కూడ దీనితో పంపించబడుచున్నవి.

రసీదును రేంజీ కార్యాలయములో పైలు చేయవలసినది. కంట్రాక్టరుకు పని మొదలుపెట్టుటకు అనుమతి ఇవ్వవలసినది. ఈ కొలు విషయమును బీటు ఉద్యోగులకు యధావిధిగా తెలియజేయవలెను. కంట్రాక్టరుకు స్థిరీకరణ ఉత్తరువులు.....తేదీన అందినవి.

.....

జిల్లా అటవీ అధికారి

రేంజీ అధికారిగారికి.

## SPECIMEN II

DISTRICT FOREST OFFICE,  
DIVISION.

No.

Dated : 19 .

**Sub :— Agreement - Nomination of agents of contractors-Approved.**

The nomination of ..... as agent of contractor ... for the lease of ..... during 19 , is approved.

Two copies of his specimen signature are sent herewith for reference and record. All subordinates concerned should be informed.

District Forest Officer,  
District.

To,  
The Range Officer,  
Range.

Copy to Contractor,

for information.

### నమూనా-2

జిల్లా అటవీ కార్యాలయము,

.....డివిజన్

తేదీ.....

రిఫ నెం.

విషయము :— ఖరారు — కంట్రాక్టర్ల ఏజెంట్ల నామ నిర్దేశమును ఆమోదము.

19 సంవత్సరానికి.....కౌలు విషయములో కంట్రాక్టర్లు యొక్క ఏజెంట్లుగా .....గారి నామ నిర్దేశము ఆమోదించబడినది.

ఆయన నమూనా సంతకపు రెండు ప్రతులు రిఫరెన్సు రికార్డు నిమిత్తము దీనితోబాటు పంపించబడుచున్నవి. సంబంధించిన ఉద్యోగులందరికి తెలుపవలెను.

జిల్లా అటవీ అధికారి

.....రేంజి

రేంజి అధికారిగారికి

ప్రతి, కంట్రాక్టర్ల శ్రీ

గారికి, ఎరుక నిమిత్తము.

### SPECIMEN III

DISTRICT FOREST OFFICE

Proceedings of the District Forest Officer.....

Dated

Rc. No.

Present : Sri.....

**Sub : Quarrying - Removal of units of rough stone-request of by Sri.....  
permission—Granted.**

Read : (1) Petition, dated .....from Sri..... : .....  
(2) Range Officer's..... No. dat ..... dated  
(3) Other connected records.

#### ORDER :

Permission is hereby granted to Sri.....with a voidah upto ..... to  
remove ..... units of rough stone from ..... of R. F. of range subject to the  
following conditions:

- (i) that the contractor pays the seigniorare fees and the sales tax in advance to the Range Officer,..... and obtains the required number of permits. The Range Officer has to regulate voidah on the permits.
- (ii) that no damage is done to the tree growth and if any damage is done, the permission will be cancelled besides collecting the value of the damage as fixed by the District Forest Officer. .... whose decision in this regard shall be final.
- (iii) that he should deposit an amount of Rs. .... as Security deposit in the form of 12 Year National Plan Savings Certificates pledged in the name of the District Forest Officer..... for which a letter of authority is enclosed and execute the agreement within a week of receipt of this order.
- (iv) that the permits should be returned to the Range Officer,..... immediately after use.
- (v) that the permission will be cancelled, if any irregularities are noticed within 2 furlongs of the area of operations.
- (vi) that he should acknowledge the receipt of this order and enter into an agreement before the Range Officer ..... before he commences to work.

District Forest Officer

To

Sri ..... through Range Officer.

Copy to Range Officer .....

2. He should collect the seigniorage fees and the sales tax in advance and point out credit.
3. He should issue the number of permits required regulating voidah on each permit.
4. The concerned subordinates should be informed of this and instructed to carefully control the removals.
5. He should see that the party enters into an agreement before he commences the work. Three agreement copies are enclosed.

District Forest Officer  
..... Division.

### నమూనా-3

జిల్లా అటవీ కార్యాలయము

జిల్లా అటవీ అధికారి ప్రొసీడింగులు

నెం.....

తేదీ.....

హాజరు శ్రీ.....

విషయము :—త్రవ్వకము.....యూనిట్ల ముతకరాయి తొలగించు.

శ్రీ.....గారి కోరిక — అనుమతి ఇవ్వబడినది.

చదువునది :—1. శ్రీ

గారి

తేదీ అర్జీ.

2. రేంజీ అధికారి నెం.

తేదీ.

3. సంబంధించిన ఇతర రికార్డులు.

ఉత్తరువు :

.....రేంజీ.....నుండి.....యూనిట్ల  
ముతకరాయి తొలగించుటకు.....వరకు వాయిదాతో శ్రీ.....గారికి  
ఇందుమూలముగా ఈ దిగువ షరతులకు లోబడి అనుమతి ఇవ్వబడుచున్నది.



(i) కంట్రాక్టరు సీనియరేజి రుసుములు, అమ్మకపు పన్ను.....రేంజి అధికారి మున్ముందుగా చెల్లించి కావలసినన్ని పర్మిట్లు తీసికోవలెను. పర్మిట్లుపై వాయిదాను రేంజి అధికారి క్రమబద్ధము చేయవలెను.

(ii) చెట్ల పెరుగుదలకు ఎట్టి నష్టము జరుపబడరాదు. ఏమైనా నష్టము జరిగినచో అనుమతి రద్దు చేయబడడమే గాక.....జిల్లా అటవీ అధికారి నిర్ణయించిన ప్రకారము నష్టపు విలువ వసూలు చేయబడ గలదు. ఈ విషయములో.....జిల్లా అటవీ అధికారిచే తుది నిర్ణయము కాగలదు.

(iii) ఆయన సెక్యూరిటీ డిపాజిటుగా రూ. ... ..ల మొత్తము డిపాజిటు కట్టవలెను. ఈ మొత్తము 12 సంవత్సరాల జాతీయ ప్రణాళికా పొదుపు పర్మిట్ కేట్ల రూపములో పెట్టి జిల్లా అటవీ అధికారి పేర తాకట్టు పెట్టవలెను. ఇందు నిమిత్తము అధికార పత్రము జతపరుపనైనది. ఈ ఉత్తరువు అందిన ఒక వారము రోజుల లోపల ఖరారు నామా వ్రాసి ఇవ్వవలెను.

(iv) పర్మిట్లు ఉపయోగము తీరిన వెంటనే—రేంజి అధికారికి వాపసు ఇవ్వబడవలెను.

(v) పనులు జరిగే ప్రదేశమునకు 2 వర్లాంగుల లోపల ఏమైన అక్రమాలు కనిపించిన యెడల అనుమతి రద్దు చేయబడగలదు

(vi) ఆయన ఈ ఉత్తరువు అందిన విషయమును తెలిపి, తాను పని మొదలుపెట్టుటకు పూర్వము .....రేంజి అధికారి ఎదుట ఖరారు నామా వ్రాసి ఇవ్వవలెను.

జిల్లా అటవీ అధికారి,

శ్రీ.....గారికి రేంజి అధికారి ద్వారా

ప్రతి.....రేంజి అధికారికి

2. ఆయన సీనియరేజి రుసుములు, అమ్మకపు పన్ను మున్ముందుగా వసూలు చేసికొని జమ తెలుపవలెను.

3. ఆయన కావలసినన్ని పర్మిట్లు ఇచ్చి ప్రతి పర్మిట్లపైన వాయిదా క్రమబద్ధము చేయవలెను.

4. సంబంధించిన ఉద్యోగులకు ఈ విషయము తెలిపి, తొలగింపులను జాగ్రత్తగా నియంత్రించవలసినదిగా వారికి తాకిదులివ్వవలెను.

5. కక్షిదారు తాను పని మొదలు పెట్టుటకు పూర్వము ఖరారు నామా వ్రాసి ఇచ్చునట్లు ఆయన చూడ వలెను. ఖరారు నామా ప్రతులు జతపరుపబడినవి.

జిల్లా అటవీ అధికారి,

.....

డివిజన్.

## ENDORSEMENT

## SPECIMEN IV

N. Rc. No'

District Forest Office

Dated :

Forward to the Range Officer .....

(2) Application dated ..... of ..... Sri .....  
for a prospecting licence for ..... in ..... R. F. and a  
sketch filed by him are enclosed for inspection of the area and report with a location sketch in  
quadruplicate.

(3) ..... Collector's N. Rc. .... is enclosed for furnishing the  
information on all the points raised therein.

(4) Information on the following points should be furnished:

- (i) the exact locality and the name of the R.F. in which the area applied for lies.
- (ii) the species available in the area with the yield per acre.
- (iii) whether the area applied for is covered by any prescriptions of the new  
working plan or whether it is covered by any fuel felling series to be worked  
in future.
- (iv) the approximate area of the land applied for prospecting licence.
- (v) whether the area now applied for is overlapped or covered by the area applied  
for is overlapped or covered by the area applied for by any other applicant.
- (vi) whether by grant of the protecting licence, the fuel and grazing needs of the  
surrounding villages will be affected.

(5) The inspection should be conducted in the presence of the applicant or in the  
presence of his accredited agent.

(6) The following sketches should also be submitted:

(i) 4 copies of detailed sketches indicating therein permanent natural features,  
boundaries, the nearest Railway Station or the Post office and the distance and direction of the  
area from any place of importance.

(ii) 4 copies of topographical maps of 1" = 1 mile scale showing the longitudes  
and latitudes of the area.

(7) He should bear in mind that these maps should invariably be sent when proposals  
for the grant of a prospecting or mining licences or leases for specified minerals are called for.

(8) This being a mining reference special attention should be paid and report submitted  
within a fortnight of receipt of this.

District Forest Officer .....

# సమూహ-4

ఎండార్పుమెంటు

ఎస్. ఆర్. సి. నెం.

తేదీ

జిల్లా అటవీ కార్యాలయము

.....రేంజి అధికారికి పంపనైనది.

(2) శ్రీ.....ఆర్. ఎఫ్. లోని.....కొరకు ప్రొసెక్యూటర్ జనరల్ లై సెన్సు నిమిత్తము శ్రీ.....గారు.....తేదీన పెట్టుకున్న దరఖాస్తున్నది. ఆయన దాఖలు చేసిన స్కెచ్ను, ప్రదేశమునూ తనిఖీచేసి నాల్గు ప్రతులలో లొకేషను స్కెచ్ యుక్తముగా నివేదించు నిమిత్తము జతపరుపబడినది.

(3) .....కలెక్టరు యొక్క ఎస్. ఆర్. సి..... అందులో అడిగిన అన్ని విషయములను గురించి వివరములు తెలియజేయు నిమిత్తము జతపరుపబడినది.

(4) ఈ క్రింది వివరములను గురించి వివరములందజేయవలెను:

- (i) కోరిన ప్రదేశము ఎచ్చట ఉన్నదో దాని సరియైన స్థలము. ఆర్. ఎఫ్. పేరు.
- (ii) ఆ ప్రదేశములో లభ్యమగు జాతులు, ఎకర మొక్కంటికి దిగుబడి
- (iii) కోరిన ప్రదేశము క్రొత్త వర్కింగు ప్లాను యొక్క ఏవైన ప్రెసిక్రిప్షనుల క్రింద వున్నదా, లేక మున్ముందు జరుపబోవు వంట చెరకు కొట్టుల క్రింద వున్నదా.
- (iv) ప్రొసెక్యూటర్ జనరల్ లై సెన్సు కోరిన ప్రదేశము యొక్క సుమారు విస్తీర్ణము.
- (v) ప్రస్తుతము కోరిన ప్రదేశము ఇతర దరఖాస్తుదారెవరైన కోరిన ప్రదేశములో కొద్దిగా గాని చేరి యున్నదా
- (vi) ప్రొసెక్యూటర్ జనరల్ ఇచ్చినయెడల పరిసర గ్రామాలకు కావలసిన వంట చెరుకుకు పశువుల మేతకు బాధ వుండునా.

5. తనిఖీ దరఖాస్తుదారు సమక్షములో లేదా ఆయన అధికృత ఏజెంటు సమక్షములో చేయబడవలెను.

6 ఈ దిగువ తెలిపిన స్కెచ్లు కూడా సమర్పించబడవలెను:—

- (i) ప్రదేశము యొక్క శాశ్వత సహజ స్వరూపములను, సరిహద్దులను, దగ్గరి రైల్వే స్టేషనును లేక పోస్టాఫీసును, ఏదైనా ముఖ్య స్థలము నుండి గల దూరమును, దిశను చూపునట్టి సమగ్రమైన స్కెచ్లు 4 ప్రతులు.
- (ii) ప్రదేశము యొక్క అక్షంశరేఖాంశమును చూపుచు.....మైలు స్కేలు లోపల సూచి పటమును 4 ప్రతులు.

7. ప్రాస్పెక్టింగు లేక మైనింగు లై సెన్సులు గాని నిర్దిష్ట ఐనిజముల నిమిత్తము కొళ్ళను గాని ఇచ్చుటకై ప్రతిపాదనలు కోరబడినప్పుడు ఈ పటములను అవశ్యముగా పంపించవలెను విషయమును జ్ఞప్తియందుంచుకొనవలెను.

8. ఇది మైనింగు రిఫరెన్సు కాబట్టి ప్రత్యేక శ్రద్ధ వహించి. అందిన పక్షము రోజుల లోపల నివేదిక సమర్పించవలెను.

జిల్లా అటవీ అధికారి.....

## SPECIMEN V

Office of the District Forest Officer

No.

Dated 19 .

### MEMORANDUM

The sale of the right to cut, collect and remove the standing growth in

coupe of 19 -19 in Range from 1st April 19 or from  
date of execution of agreement, if later, to 31st March 19 . is confirmed in the name of Mr.  
for Rs. (Rupees ) for acres at Rs.  
per acre. The contractor Mr. \_\_\_\_\_  
paid Rs. \_\_\_\_\_ at the time of sale, and the balance of Rs. \_\_\_\_\_ is

payable as noted below :—

Rs. within seven days of the receipt hereof.  
Rs. on or before the 19 .  
Rs. on or before the 19 .

2. In addition to the above, the contractor should deposit into the Post Office Savings Bank an amount of Rs. \_\_\_\_\_ as security deposit (for which a letter with an index card is enclosed herewith) and execute the agreement within seven days of the receipt of this order.

3. The contractor is warned that the failure to comply with the above conditions within the time allowed may entail resale of the lease at his risk and other penalties according to the conditions of the sale notice.

4. The contractor is requested to acknowledge the receipt of this order.

District Forest Officer,

To

The Contractor through the Range Officer .....

Copy to the Range Officer.

The contractor's acknowledgement for the receipt of this order should be obtained and submitted immediately and the agreement got executed with-out any delay what so ever. The concerned should be notified of the lease of this coupe to Mr. and the report of having done so should be submitted. The certificate of the contractor for having taken charge of the coupe in good order and for having understood the conditions of the agreement should be submitted for file in this office.

## నమూనా-5

జిల్లా అటవీ అధికారి కార్యాలయము

తేది.....

నెం.....

మొమొరాండం

రేంజి

19

కోపులోవున్న చెట్లను 19 ఏప్రిల్ 1వ తేదీనుంచి రేడా ఆతర్వాత ఖరారునామా వ్రాసి ఇచ్చిన ఎడల ఆ తేదీ నుండి 19 మార్చి 31 వ తేదీవరకు కొట్టి, ప్రోగు చేసి, తొలగించు హక్కు యొక్క విక్రయము ఎకరమునకు రూ. ల చొప్పున ఎకరమునకు రూ. ల (అక్షరాల రూపాయలకు)

గారి పేర స్థిరపరుపవలెనది. కంట్రాక్టరు శ్రీ

గారు విక్రయము నమయమున రూ. ల చెల్లించినారు. మిగిలిన సొమ్ము ఈ దిగువ తెలిపిన రీతిగా

చెల్లించవలసియున్నది.

రూ. ల, ఇది అందిన ఏడు రోజుల లోపల.

రూ. ల, 19 తేదిన లేక అంతకు పూర్వము.

రూ. ల, 19 తేదిన లేక అంతకు పూర్వము.

2. ఇంతేకాక, కంట్రాక్టరు పొస్తాఫీసు సేవింగ్సు బ్యాంకులో రూ. ల మొత్తము నెక్యూరిటీ డిపాజిటుగా డిపాజిటు కట్టి (ఇందు నిమిత్తము ఇందెక్సు కార్డు యుక్తముగా ఒక లేఖ దానితో జతపరుపబడినది) ఉత్తరువులు ఏడు రోజుల లోపల ఖరారునామా వ్రాసి ఇవ్వవలెను

3. పైన తెలిపిన షరతులను అనుమతించబడిన గడువు లోపల పాటించని ఎడల కంట్రాక్టరు యొక్క బాధ్యతపై కౌలును పునర్విక్రయము జరుపబడుటయు విక్రయపు నోటీసులు తెలిపిన షరతుల ప్రకారము ఇతర దండనలు విధింపబడుటయు జరుగ వచ్చునని కంట్రాక్టరును హెచ్చరించడమగుచున్నది.

4. ఈ ఉత్తరువు అందిన విషయము తెలుపవలసినదిగా కంట్రాక్టరును కోరడమగుచున్నది.

జిల్లా అటవీ అధికారి.

కంట్లాక్టరుకు

రేంజీ అధికారి ద్వారా

ప్రతి రేంజీ అధికారికి

ఈ ఉత్తరువు కంట్లాక్టరుకు అందినదని ఆయన వద్ద జవాబు పొంది దానిని వెంటనే సమర్పించవలెను. ఎంత మాత్రము అలస్యము చేయకుండా ఖరారునామా వ్రాయించుకొనవలెను, ఈ కోపు శ్రీ \_\_\_\_\_ గారికి కొలుకివ్వబడిన విషయము సంబంధించిన ఉద్యోగులందరికీ తెలియజేసి అట్లు తెలియజేయబడినదని నివేదిక సమర్పించవలెను. కంట్లాక్టరు కోపును సరియైన స్థితిలో చార్జి పుచ్చుకొన్నట్లును, ఖరారునామా షరతులను అర్థము చేసి కొన్నట్లును ఆయన వద్ద సర్టిఫికేటు తీసుకొని ఈ కార్యాలయములో పై బి నిమిత్తము సమర్పించబడవలెను.

Ref. No. 109391/76/F2.

Dated : 15-10-1976.

### Circular No. 13/76.

**Sub :— Procedure - Preparation of upset price - Disposal of U.D.O.Rs. Reporting Forest Offences and preparation of Schedule of rates for timber and other forest produce.**

A committee was constituted at the Conservators of Forest's Conference held at Hyderabad on 4-8-1975 to discuss the following topics and send its recommendations :

- (i) Correct preparation of upset price of coupes.
- (1) Disposal of U. D. O. Rs.
- (3) Procedure of reporting forest offences and counting of the timber involved.
- (4) Schedule of rates for timber and other Forest Produce.

The Committee consisted of the following Officers :

- |  |          |
|--|----------|
| 1. Sri A. Ramakrishna, I. F. S.<br>Additional Chief Conservator of Forests-II..              | Chairman |
| 2. Sri T. Krishnamurthy, I. F. S.,<br>Conservator of Forests, Adilabad.                      | Member   |
| 3. Sri C. V. Konda Reddy, I. F. S.,<br>Conservator of Forests Research & Development Circle. | "        |
| 4. Sri K. Buchi Ram Reddy, B.Sc.,<br>Asst. Chief Conservator of Forests (J)                  | "        |

The Committee made a detailed examination of the various aspects of the above subjects and recommend the procedures to be adopted. A copy of its conclusions is communicated herewith to all the officers for necessary guidance.

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

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

## **Report of the Sub-Committee on Upset-Price and Offences**

### **INTRODUCTION**

The Following topics inter alia come up for discussion in the Conference of the Conservators of Forests held at Hyderabad on 4-8-75.

- (1) Correct preparation of upset price of coupes.
- (2) Disposal of U. D. O. Rs.
- (3) Procedure of reporting Forest Offences and accounting of the timber involved.
- (4) Schedule of rates for timber and other forest produce.

The Committe Consisting of :—

- |  |          |
|--|----------|
| (1) Shri A. Ramakrishna, I. F. S.,<br>Addl. Chief Conservator of Forests-II.                                 | Chairman |
| (2) Shri T. Krishna Murthy, I. F. S.,<br>Conservator of Forest, Adilabad Circle.                             | Member   |
| (3) Sri C. V. Konda Reddy, I. F. S.,<br>Conservator of Forests, Research &<br>Development Circle, Hyderabad. | "        |
| (4) Sri K. Buchi Ram Reddy, B. Sc.,<br>Asst. Chief Conservator of Forests(J)                                 | "        |

was constituted or detailed examination of the various aspects of the above items and it was desired to submit its report with the recommendations of the Committee. The Committee met at Hyderabad on 5-8-76 and 6-8-76 and discussed the subjects in all aspects referred to it, The Committee took into consideration the various suggestions received from the Conservators of Forests and make the followiug recommendations.

#### **1) Correct Preparation of Upset Price of standing Forest & felled material :**

The Upset Price statements that are being prepared for the coupes are found to be defective in many cases and it is felt that they do not serve the purpose for which they are intended. The main reason for the inaccurate preparation of the upset price is incorrect assessment of the yields. The check exercised on the work of the subordinate staff in assessing the resultant yield from the coupes is not quite adequate. The check and scrutiny of the data of enumeration and assessment of yield, and the calculation of the value thereof based upon the prevalent market rates have to be intensified to avoid inaccuracies. There is variation in the procedure that is being followed in different circles for preparation the upset price. The committee feels that there should be uniform procedure in this regard.

The object of the upset price is to know the potential value of the produce is put up for sale. The probable quantity in case standing timber and the market value thereof, when considered with the likely expenditure for the felling and extraction including the profit of the contractor determine the upset price. For the purpose of assessment of the yield, the forest areas are classified into three categories, namely:—

- (1) Timber Forests,
- (2) Fuel Forests, and
- (3) Bamboo forests.

After laying the coupes, the Divisional Forest Officer should satisfy himself about the correctness of its boundaries as prescribed in the working Plan or other management plan and administrative orders issued from time to time. In all the timber forest the assessment of value of timber should be made by total enumeration of stems to be exploited. While determining the volume of the useful bole it has to be divided into sections, the bottom-most being a section of about three mts. length, so that the G. B. H. becomes its mid-girth. The mid-girth of the remaining pieces is determined by giving allowance for taper and approximately a deduction of 10 cm. in the girth for every length of 1 mt. may be taken. After estimation of the utilisable timber, the branch wood which usually goes as firewood should be clearly estimated. If a timber tree had developed large number of branches, the individual logs that would result from the branches should be carefully recorded in the field. In as much as conversion into Sawn sizes has become common practice, all stems which have bottom girth ranging from 15 cm. to 45 cm at the butt-end only should be treated as poles. All others above 45 cm. girth at the thickest end should be taken as timber and the volume determined by applying quarter girth formula. While recording measurement of the exploitable trees, the soundness or otherwise should also be simultaneously recorded. In case any unsound tree is met with, the details should be recorded and the percentage of volume that may result from the tree should also be noted in the enumeration register.

In respect of fuel-forests, the quantity of fuel may be determined either by sample plots or by strip enumeration. The area covered by the sampling should at least 5% of the area of the coupe. The number of trees from each girth class that may yield at tonne or stock cubic meter or both of fuel should be determined so that the total quantity of fuel that may result from the coupe may be estimated as correctly as possible.

For bamboo coupes, no upset prices were being prepared, but the reasonableness of the prices obtained were being judged with reference to the average of the last three rotations prices with due regard to the prevalent market rates for bamboos at the time of sales. In spite of all the care taken in assessing the yield and also the market rates, there are bound to be variations between the estimated quantity and actual yields. Systematic sampling has been carried out by the P. I. S. for important Bamboo forests and the sampling data may be used to determine the yield with some degree of accuracy. This estimation can be cross-checked with the yield actually obtained in the past.

Having thus determined the yield, the value has to be worked out based upon the Prevalent market rates. The sales Officer namely in Divisional Forest Officer should know the consuming Centres for his forest produce, and keep himself posted with the upto date market trends at these consuming centres. The value of the produce at the point of sale should be determined with reference to these consuming centres. The conservator of Forests, in his turn, should satisfy himself that the market-intelligence acquired by the Officer holding the sales is upto date.

While calculating the upset price, the items of expenditure for felling and conversion, transport, supervision charges and other miscellaneous expenditure for each unit of the produce



has to be deducted from the market value of the produce. The current rates of expenditure for the various operations should be applied in the calculation of the upset price. At present, while calculating the upset price the profit of contractor at about 15-25% of the total value of the coupe. As matter of fact, he invests only about 1/4th or 1/3rd of the coupe value in the beginning and he ploughs back the money that is obtained by the sale of the produce extracted by him from a portion of the coupe. This may not be possible in all leases and some times the produces extracted by the contractor may remain unsold for a short period. Still the profit margin of 15 to 25% is considered to be too high. Therefore it should be reduced to about 10 to 15% depending upon the circumstances of each case. The Committee also recommends that preparation of upset price should be insisted upon not only for standing volume of timber but also for the felled material as well. Further if a Unit has to be resold after a long interval the need for revision of the upset price should be examined before adopting the old upset price for the resale. The officer-in-charge of the sale or his Gazetted Assistant should invariably check the past prices before the actual sale of the coupe and felled material is held, and in no case the sale of timber or other forest produce should be held without obtaining the upset price in advance and without making a scrutiny thereof.

In case of same of felled material as in a timber depot the average of the last three sales is adopted as the upset price, but this should again be checked with reference to the prevailing market and suitably revised, to make it realistic and rational.

## **2) Disposal of U. D. O. R. material :**

The sale of material seized in the undetected offences has been the subject of criticism both from the public as well as the audit. Generally, it is seen that the Range Officers sell the produce on "as-where-is" basis which is not a healthy practice. Particularly in timber areas like Adilabad, Warangal and Khammam Circles it is necessary that the seized produce is transported to a Central Place to obtain competitive price.

While disposing of the timber seized in U. D. Offences, there is no uniformity in the procedure that is being followed in various circles. In some case, timber and other forest produce is sold by adopting the rates of F. S. R. and in some other places the market rates are adopted. But deduction for profit, transport etc., is being given. The Forest Schedule of rates varies from circle to circle.

With the object to rationalise the procedure, it is suggested that as a rule all timber involved in U. D. O. Rs should invariably be transported to the headquarters of the Range or any other central place like a Govt. timber depot, if there is one before it is actually sold. The intention is that when brought to a central place we will be able to present sizeable quantity for sale, and it will attract better competition, than when the material is sold piecemeal in isolated corners. The sale of such timber should be invariably held by the Divisional Forest Officer or Sub-Divisional Forest Officer, who should himself chalk out a programme of sale at suitable intervals. Only in very exceptional circumstances may the Divisional Forest Officer authorise the Range Officer to hold the sale. The upset price should be prepared on the basis of prevalent market rates and should be duly scrutinised by the Divisional Forest Officer and approved by him before putting the produce to sale. As no expenditure is incurred by the prospective buyer in cutting the U. D. O. R. produce, and transporting the same to the sale point, only such items should be credited to him as he is likely to incur in calculating the upset price allowing the usual

margin of profit. Before the seized timber or other forest produce in undetected offences, and timber and other forest produce confiscated to Government in other cases, is sold, it is necessary to see that all timbers that are seized and brought to a central place for sales are properly accounted in relevant timber account forms.

**3) Procedure of reporting forest Offences (whether accused is detected or undetected) and accounting of timber involved.**

When any forest offence is detected, any forest officer has the power to seize the forest produce involved together with all tools, vehicles etc., under the Forest Act. The Forest Officer is also empowered to arrest the person accused of the Forest offence under section 53 of the Forest Act. The property seized should either be produced before the authorised officer or a report of seizure has to be made to the court concerned. For keeping an account of the forest offences that are reported by various forest officers, the piece of timber, where some more pieces offences are registered in the Range Office. For proper accounting of the forest offences reported in a Range certain uniform procedure is already prescribed. Whenever any Forest Officer detects a forest offence, he must make a preliminary Offence Report (POR) enabling the Range Officer to register the case in the register of offences. The P. O. R. is chiefly intended for this purpose. Although the Preliminary Offence Report is non-statutory form, yet it has to be used by every forest officer who is required to report forest offences. Printed forms of P. O. Rs have to be distributed to the staff in each range and the reports received each forest subordinate should be watched at the Range and Division levels. The Forest Subordinates who report forest offences to his Range Officer through the usual channel should send P. O. R. in duplicate along with its enclosures, like list of fellings, Panchanama of seizure, compounding statement in Form-A etc. As soon as the P. O. R. with its enclosures is received in the Range Office, the Range Officer should give a serial number and register the case in the offence register. He should even submit the original P.O.R. to the Divisional Forest Officer to enable him to register the case in Division's Register of offences, and watch the disposal of the case, according to the Andhra Pradesh Forest Offences (compounding & Prosecution) Rules.

Presently the fellings are listed in different proforma and in many instances the proforma list not throw any light on the quantity and value of timber present or not present to enable departmental action against the subordinates responsible for fellings.

Hence the Committee recommends the enclosed proforma for adoption uniformly in all such cases. The proforma for furnishing the list of fellings and for accounting the timber that is missing as well as the timber that is present and seized, is enclosed herewith. The stumps of fellings detected in connection with the Offences in a beat, should be serially number of fellings should invariably be made in each P. O. R. whenever any offence is detected and reported.

Filling in of the probable length and midgirth of missing timber may pose a problem to the enumerator. He should intelligently measure the length of the missing are present at the stumpsite. Where no part of the felled tree is present at the stumpsite, the enumerator should go by the size of the adjacent stand of similar stump girth.

The serial number should be assigned to the stumps in such a way that it should be possible to know the subordinate whether section officer, or Forest Guard etc. who has reported

the fellings. Different colours may be used by different subordinate or the serial numbers should be suffixed by the letter 'G' for Forest Guard, 'S' for Section Officer, 'R' for Range Officer, 'F' for Fly Squad Party 'SP' for Special Party. Printed or cyclostyled P. O. R. Books and the other statutory and non-statutory forms bearing the office seal of Divisional Forest Officer i. e. report of seizure, certificate of safe custody and compounding orders in form-B and Forest Officer Report in Form-C should be supplied to all subordinates concerned. There should be a monthly meeting to review the position of Forest Offences in each Range and the Divisional Forest officer or the Sub-Divisional Forest Officer should hold these meetings every month so that satisfactory progress is made in detecting and disposing the forest offences cases.

The method of dealing with undetected offences and the procedure of reporting offences is explained in the draft manual of Forest Protection and offences. The draft is being finalised. Pending finalisation of the draft Manual, instructions based upon the above suggestions of the Committee may be communicated to all the Forest Officers for compliance

#### **4. Schedule of Rates for Timber and other forest produce.**

The schedule of rates for timber and other forest produce is intended to determine the value of damage caused to the forest in a forest offence and to enable the Compounding Officer to adopt appropriate rate for compounding the offence. It should reflect the actual market rates prevailing in the nearest market for timber and other forest produce and will be actually less than the market rate depending upon the distance to the market in question. Every year the Schedule should be drawn up for each Range and got approved by the Conservator every year. The rates should be revised at the beginning of the financial year. This schedule of rates is meant only for compounding the forest offences and it shall not be used for preparation of upset price, because only the prevalent market rate is applicable in preparation of upset price. The compensation in forest offences should be accepted from the offenders depending upon the value of the forest produce involved, which is worked out at the rates fixed for the locality/Range as per the approved schedule of rates

Superintendent.

Ref No. 32103/75/CI,

Dated : 29 8-1976.

#### **Circular No. 14/76.**

**Sub :— Loans and Advances - Maintenance of Accounts of Loans and Advances to Govt. Servants - Further Instructions - orders issued.**

Ref :— G. O. Ms. No 77/Fin & Plg. (Accts & L) Department Dated 18-3-1975.

A copy of the G. O. cited above is communicated. All the Conservators of Forests, Divisional Forest Officers, Working Plan Officers, State Silviculturist, Forest Settlement Officers, Forest Utilisation Officer and Director of Nehru Zoological Park, are informed that

from the inception of the scheme of sanctioning the loans by Government, to Gazetted or to Non-Gazetted Officers for various purposes; such as for Building a house or purchasing ready built house or for purchasing Motor Car or Motor Cycles or Bicycles or for performing the marriage of Government Servants or of their children, festival advance or medical advance, the detailed accounts of the recoveries, used to be maintained by the Accountant General, so far. Since, the Accountant General has found it difficult to maintain the detailed accounts for various loans and advances to Government Servants, the Government have issued detailed instructions that the Head of the Department has to maintain the detailed Accounts of the various loans sanctioned from 1-4-1975 onwards and to reconcile the Accounts with those of Accountant General, every month and to issue a reconciliation certificate.

2. Hence the Accounts of the loans sanctioned from 1-4-1975 will be maintained by Accountant General and Chief Conservator of Forests as detailed below :—

- |  |  |
|--|--|
| (i) H. B. A., sanctioned to Gazetted and Non-Gazetted Officers and Motor Car Advances sanctioned to Gazetted-Officers.                             | } Detailed Account of Recoveries will be maintained by A G.                          |
| (ii) Any other loans sanctioned to Gazetted Officers, whose pay accounts are maintained by Accountant General.                                     |  |
| (iii) Motor Cycle, Marriage, and Bicycle advances, sanctioned to N G. Os and Gazetted Officers whose pay are drawn on the Establishment pay bills. | } Detailed Account of Recoveries will be maintained by Chief Conservator of Forests. |
| (iv) Festival advances and Medical advances sanctioned to the N. G. Os of Chief Conservator of Forests' Office.                                    |  |

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Only consolidated account with regard to item 3 and 4 above will be maintained by the Accountant General, along with the account of Festival advances and Medical advances

3. All the officers detailed in the para (1) above have to maintain the ledger accounts separately for each category of loans as per the proforma in annexure I of the G. O. The monthly recovery particulars of each loan pertaining to items (i) and (ii) under para (2) above should be submitted direct to Accountant General, with token wise or voucher wise particulars along with the monthly accounts. The recovery particulars, tokenwise or voucher wise in respect of the loans mentioned under item (iii) under para (2) above should be submitted by the Divisional Forest Officers to Conservator of Forests concerned by 5th of the next month and the Conservator of Forests in turn should submit consolidated report in respect of his circle to Chief Conservator of Forests by 10th of the month positively. The recovery particulars of festival advances, medical advances which are sanctioned by the subordinate officers, that is Conservator of Forests, Divisional Forest Officers, Working Plan Officers etc., should be submitted to Accountant General direct along with their monthly accounts. The Divisional Forest Officers need not correspond with the Chief Conservator of Forests in this regard. The Conservator of Forests are entirely responsible to obtain the monthly recovery particulars from the Divisional Forest Officers under their jurisdictions, and to submit the consolidated circle report to Chief Conservator of Forests by the 10th of the next month, to which this report relates, that is the report for the month of January should be submitted by 10th of February to Chief Conservator of Forests' Office.

4. All the Officers are therefore requested to maintain ledgers for each loan separately and should submit them to the Interial Audit Party of Chief Conservator of Forests' Office, for check whenever their office is inspected by the Audit Party of Chief Conservator of Forests' Office. They are also requested to pursue the matter with the loanees and see that the loanees submit the required documents in respect of the advance sanctioned to them, that is: (1) utilisation certificate, (2) Sale deed, (3) Mortgage deed, (4) Insurance Policy, etc., in respect of H.B.A and (1) cash receipt, (2) mortgage deed, (3) Insurance Policy in respect of Motor Cycle Advances and Utilisation certificate in respect of Marriage Advance. They are also requested to obtain these documents from the loanee, without waiting for the reminders from C.C.F., and submit them to C.C.F., within the time prescribed in the sanction orders. They are entirely responsible to obtain these documents from the loanees and to submit them to Chief Conservator of Forests.

5. All the officers are requested to comply with the instructions issued by the Government, scrupulously maintain the ledgers properly and post the entries in the Ledger uptodate and furnish a certificate on the proforma given below along with the monthly return without fail.

### **Certificate**

\*"Certified that ledgers (1) H.B.A., (2) M.C.A., (3) M.A., (4) B.A. are maintained and posted uptodate, that is upto the end of 19 the monthly recovery particulars should be submitted to A. G/C. C. F., as the case may be invariably within the time prescribed. Any deviation will be viewed seriously.

The receipt of the circular instructions should be acknowledged on the following proforma.

### **Proforma**

Received C. C F's Circular No. 17/76 (CCF's Ref. No. 32103/75 C1) dated 29-8-1976.

Signature of Receiver.

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

GOVERNMENT ANDHRA PRADESH  
ABSTRACT

**Loans and Advances— Maintenance of accounts of Loans and Advances  
to Government Servants—Further instructions—Orders—Issued.**

Finance & Planning (ACCTS. & L) Department

G. O. Ms. No. 77.

Dated the 18th March 1975.

Read the following :—

1. Accountant General, A. P. Hyderabad Lr. No. TM. III/Code. II/14-106/73-74/64, dated. 14-2-1974.
2. Accountant General, A. P. Hyderabad, Lr. No. TM. III/Code II/14-106/73-74/69, dt. 23-2-1974.

**Order :—**

According to the existing Rules, the Audit Offices are required to maintain the accounts of Loans and Advances to Government servants which will broadly fall under the following categories, namely :—

- (a) Interest-bearing advances that are recoverable over a long period, say 60 or more monthly instalments
- (b) Interest-bearing advances of comparatively small magnitude recoverable in less than 60 monthly instalments.
- (c) Interest-Not bearing advances of comparatively small magnitude recoverable in less than 60 monthly instalments.

2. The Accountant General, Andhra Pradesh, Hyderabad, in his letter 1st cited, has stated that the number of advances, the detailed accounts of which are kept by the audit offices has increased very much in recent years and the task of maintenance of such accounts has become very difficult. He has, therefore, reviewed the present arrangements for the maintenance of detailed accounts in consultation with the Comptroller and Auditor General and suggested that the responsibility of the Accountant General to maintain detailed accounts of advances made to individual Government employees should be restricted to the following :—

- (i) Long term advances under category (a) above both for Gazetted and Non-Gazetted Officers. But in respect of marriage advances both for Gazetted and Non-Gazetted detailed accounts may be maintained by the Departmental Officers as the amounts involved are not substantial.
- (ii) In respect of category (b) above viz: advances recoverables in less than 60 monthly instalments, detailed accounts may be maintained by the Accountant General only in respect of advances to Gazetted Officers who are drawing their own pay and whose pay accounts are maintained by the Accountant General on personal basis. In respect of advances falling under category (b) granted to Non-Gazetted Officers and Gazetted Officers whose Pay is drawn on Establishment Pay bill form and all advances falling under category (c) detailed accounts may be maintained by the Departmental Officers and Accountant General, will main-

tain only consolidated accounts showing the total payments and recoveries for each department as a whole. When the matter has been referred to Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad, he has stated that a decision be taken only after consulting the various Heads of Departments as the Accountant General's suggestion will undoubtedly increase the work in the Offices of the Heads of Departments.

3. After careful consideration, and after discussions in the meeting held with Accountant General, Andhra Pradesh, and Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad, Government accept the proposal of the Accountant General and direct that the procedure indicated in para 2 above regarding maintenance of accounts shall be followed by the Departmental officers and Accountant General for the Advances to be sanctioned from 1st April, 1975. The Accountant General will however continue to maintain all loan Accounts of Government servants for the advances sanctioned prior to 1-4-1975 till a final decision is taken in the matter in consultation with the Accountant General, Andhra Pradesh, Hyderabad.

4. The following further orders are issued :—

- (1) As soon as a loan is sanctioned and disbursed, all the details relating to the loans including particulars of recovery of principal and interest should be entered in the loan ledger by the sanctioning authority. When the loans are sanctioned by the Government, the ledgers in respect of such loans shall be maintained by the concerned Heads of Departments. In respect of loans sanctioned by Officers below the rank of Heads of Departments, these Officers have to maintain the loan ledgers.
- (2) The Head of the Department shall obtain for each type of advance for which detailed accounts are maintained by the Department, monthly statement of advances and their recoveries from the various drawing and disbursing Officers in the department in the form indicated in Annexure I. They should be reconciled with the transactions accounted for in the books of the Accountant General with the details available in the loan ledgers and on the basis of monthly statements obtained from the Subordinate Officers, as the case may be. All the Heads of Departments and concerned Secretariat Departments shall prepare monthly statements of disbursements and recoveries of the loans under the particular detailed heads of account and reconcile those figures with the figures booked in the Accountant General's Office. They shall also issue reconciliation certificates to the Accountant General in respect of transactions for each month in the same manner as they are issuing reconciliation certificates in respect of other items of expenditure with which they are concerned. For the purpose of proper reconciliation of accounts the following classification shall be made in the accounts.
  - (a) The Department-wise break up of each category of advance to Government servants, except those for which detailed accounts are maintained by Accountant General, should be indicated in Treasury accounts under the Major head "766 Loans to Government servants etc". A List of Departments in respect of which the Department-wise break up of figures of Debits and Credits shall be shown in the Accounts by the Treasuries is indicated in Annexure II. The Controlling Officer for each Department is also indicated against each.

- (b) Advances to and recoveries from Gazetted Officers (Drawing their own pay and whose Pay accounts are maintained by the Accountant General, on personal basis) falling under categories (a) and (b) for which detailed accounts are maintained in the Audit Officer should be indicated under a separate detailed head (with the suffix "Gazetted Officers" noted after the head of advance) as at present.
- (c) In regard to advances in respect of which detailed accounts are maintained by the Accountant General for Gazetted Officers but the detailed accounts in respect of Non-Gazetted Officers are required to be maintained by the Heads of Departments under these orders, when a Non-Gazetted officer is promoted regularly as a Gazetted Officer, the balance of advance outstanding against him shall be transferred to the detailed head "Gazetted Officer" in the books of the Accountant General so that further recoveries may be watched by the Accountant General. For this purpose, the Head of the Department maintaining the account shall intimate the Accountant General the balance outstanding on the date of promotion in respect of each advance with the necessary particulars in the proforma indicated in the Annexure III. It shall be noted that this transfer is permissible only in the event of the regular promotion of the Officer. In the case of temporary promotions, the recoveries shall continue to be accounted for under the departmental head of account under which the recoveries were being classified while as a Non-Gazetted Officer and the Head of the Department concerned shall continue to be responsible to maintain the detailed account of the Officer, until his regular promotion to this Gazetted Cadre.
- (d) The Heads of Departments and Secretariat Departments will be held responsible for the correct maintenance of accounts in respect of all the detailed accounts to be maintained by the departmental Officers mentioned above. The correctness of the maintenance of the accounts and of recovery of the advances will be test checked by the Accountant General's Office at the time of local inspection.

5. All the Heads of Departments are requested to issue suitable instruction to their subordinate officers regarding the procedure to be followed in the maintenance of accounts and submission of monthly statements promptly in future.

( By order and in the name of the Governor of Andhra Pradesh )

Sd/- D. L. Narsiah,  
Deputy Secretary to Government.



Department:

# ANNEXURE-I.

Office :

Name of Advance

## (a) Statement of advances paid during the month of

S. No.	Memo and designation of the Govt. servant	Amount of Advance sanctioned	Number and date of order sanctioning the advance	Rate of Interest	No. of instalments of recovery of principal and interest	Amount of advance drawn	Date of drawal and place of drawal	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

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## (b) Statement of recoveries during the month of

S. No.	Name and designation of the Govt. servant	Month and dist. in which original advance was taken	Amount of Original advance	No. of present instalment of recovery	Amount recovered against principal interest	Total recovery to end of the month	Balance outstanding	Remarks, regarding transfer and leave of official non-recovery of instalment
1.	2.	3.	4.	5.	6.	7.	8.	9.

N. B. :- Separate statements of recovery of interest should be furnished.

## ANNEXURE—II.

List of departments in respect of which department-wise break up of figures of debits and credits of advances to Government servants shall be compiled by the treasuries,

### Name of the Departments :

1. All Secretariat Departments
2. Judicial.
3. Revenue and Settlement.
4. Excise.
5. Commercial Taxes.
6. Transport.
7. Treasuries and Accounts.
8. Police.
9. Jails.
10. Stationery and Printing
11. Fire-services.
12. General Education.
13. Technical Education
14. Medical and Health.
15. Labour and Employment.
16. Social Welfare.
17. Tribal Welfare
18. Religious Endowments.
19. Co-operation.
20. Agriculture.
21. Animal Husbandry.
22. Fisheries.
23. Industries.
24. Handlooms.
25. Forests.
26. Municipal Administration.
27. Registration.
28. Civil Supplies.
29. Public Works.
30. Mines and Geology.
31. Service Commission.
32. Information and Publicity
33. Other Departments

### Controlling Officer.

(Will be nominated separately)

Registrar, High Court.

Board of Revenue (L. R. Branch)

Commissioner of Excise.

Commissioner of Commercial Taxes.

Commissioner of Transport.

Director of Treasuries and Accounts.

Inspector General of Police.

Inspector General of Prisons.

Director of Stationery and Printing.

Director of Fire Services.

Director of Public Instruction.

Director of Technical Education.

Director of Medical Services.

Commissioner of Labour.

Director of Social Welfare.

Director of Tribal Welfare.

Commissioner, Hindu Religious Endowments.

Registrar of Co-operative Societies.

Director of Agriculture.

Director of Animal Husbandry.

Director of Fisheries.

Director of Industries.

Director of Handlooms and Textiles.

Chief Conservator of Forests.

Director of Municipal Administration.

Inspector General of Registration and Stamps.

Director of Civil Supplies.

Chief Engineer (General)

Director of Mines and Geology.

Secretary; Public Service Commission.

Director of Information and Publicity.

(Under consideration)

### ANNEXURE—III.

Particulars of balance of \_\_\_\_\_ advance outstanding against  
Sri \_\_\_\_\_ (name and designation) on the date of his regular promotion  
as \_\_\_\_\_

1. Name of the Govt. servant and his designation in the non-gazetted post.
2. His designation on promotion as G.O. and place of posting.
3. Nature and amount of advance outstanding against the Govt. servant on the date of promotion.
4. Particulars of the original advance granted and the recoveries thereof while working as N. G. O. :
  - i) No. & Date of G. O. sanctioning the advance.
  - ii) Amount of loan sanctioned.
  - iii) Date of drawal of the loan.
  - iv) Date of interest.
  - v) Date of monthly instalment of recovery.
  - vi) No. of instalments in which the principal and interest shall be recovered.
  - vii) Month-wise particulars of recoveries.
  - viii) Total amount recovered to date of promotion.

HEAD OF THE DEPARTMENT.