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GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT.

Ref.No.43248/79-W1
Dated: 15.7.1979.

Office of the Chief Conservator of
Forests, Andhra Pradesh, Hyderabad.

Sri P.S.Rao, IFS.,
Chief Conservator of Forests.

CIRCULAR NO.24/79.

Sub:-D.E.S.- Evaluation of the economics of lorries
used in Departmental Extraction Works in the
State-irregularities-noticed in the maintenance
of records-Circular - Instructions issued.

Ref:-1.Circular No.14/76 dated 20.11.1976.

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During 1975-76, 32 lorries were purchased under Departmental Extraction Scheme in March, 1976 and distributed to Rajahmundry, Khammam, Kurnool, (Nagarkurnool) Hyderabad, Adilabad and Nizamabad Circles. In this office ref.No.120169/76-V2 dt.20.11.1976 (Circular No.14/76) instructions were issued prescribing proforma for evaluating Lorry Performance every month.

This is in addition to the routine forms A to J as prescribed by Government for maintenance of Government Vehicles.

The Forest Utilization Officer, Hyderabad who was entrusted with the work of evaluation of the performance of lorries purchased under Departmental Extraction Scheme in Khammam, Rajahmundry, Guntur, Kurnool, Adilabad, Nizamabad and Hyderabad Circles. (There are no Government lorries in Ananthapur, Vizag, and Warangal Circles have purchased 4 lorries each during 1978-79) has brought the following omissions to light.

To start with the Forest Utilisation Officer has inspected the Departmental Extraction Scheme lorries in Rajahmundry, Khammam, Adilabad, Guntur and Kurnool Circles and submitted a report in respect of Khammam and Rajahmundry Circles. The report in respect of other circles could not be submitted by the Forest Utilization Officer as the Divisional Forest Officers were not able to furnish the information as they have not maintained the records correctly. The basis for arriving at the norms for each Departmental Extraction Scheme lorry has been based upon the article issued in "Indian Forester" of May, 1978 under the heading "Studies on truck transportation of timber", by Harinath and K.J.Sood of the logging branch of Forest Research Institute and Colleges, Dehra Dun. A copy of the proforma evolved for this purpose is communicated herewith for information and guidance. They should compile this information in respect of the lorries under their control, for the years 1976 to 1978. Yearwise information should be kept ready in the proforma issued for enabling the Forest Utilization Officer, to take up the evaluation work from June, 1979.

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In this connection the following instructions are issued based on the report submitted by the Forest Utilisation Officer in respect of his evaluation of Khammam and Rajahmundry circles on each item of the proforma.

1. Repairs Replacement and present condition:-

This is a simple item which can be maintained easily. The month-wise details for each month from April to March, every year should be posted and kept ready for the years from 1976-77, 1977-78 and 1978-79 in the prescribed register.

2. Condition of battery:-

This item should be written for each lorry for the above period and kept ready. The information, if any, pertaining to replacement/reconditioning to the original batteries should also be furnished with proper dates and cost.

3. Lorry purchase details:

This information should be posted and kept ready. Subsequent purchases/replacements, if any, should be posted and kept ready.

4. Lorry running details:

The Forest Utilization Officer, who has evaluated the work of Departmental Extraction lorries has reported that this information is not at all maintained, or the information available is incomplete and incorrect. It is reported that only the lorry drivers are making these entries in the log book. The columns in the log book are not properly posted and if posted they are not correct. The drivers are noting the distance from one place to another and back to the same place with much variations. Column No.7 of the log book is not at all written. The signature of the officer who has utilised the vehicle is not taken in the log book. What is most astounding is that the log books are not scrutinised by the Divisional Forest Officer or any other officers and the monthly abstracts are not being drawn up and attested. The maintenance of the log books is left to the whims and fancies of the drivers and there is no adequate check on this important aspect. Further when lorries are, deployed from one division to another division the expenditure incurred in that division and the material transported is not recorded in the log book. The correct quantity of oil used and the cost is not at all noted in the log book and abstract of the total quantity of oil and total amount paid is not noted at the end of each month. This information should be posted with case book particulars every month and attested. In case any vehicle is repatriated to the parent division, the abstract should be prepared as on that date and attested by the Range Officer/Asst.Conservator of Forests as the case may be and should accompany the lorry.

5. No.of days lorry was running in each month:

This information should be noted for each month and kept ready.

6 Quantity of transported:

It is reported that the lorries are running for long distances carrying the executive staff or the labourers without specific permission of Competent authority. The necessity under which the lorry was run with a Forester/Labourer from one place to another place should be written and attested by the Officer, who has travelled in the lorry/ duly furnishing the Competent Authority's permission for the same.

The information required under this item should be posted on each occasion when the material is transported and the monthly abstract posted at the end of the month and attested by the officer under whose supervision the material was transported.

7. It is also reported by the Forest Utilization Officer, that the prescribed registers A to J for maintenance of vehicles are not at all maintained in many divisions and in some divisions the registers are just opened and no entries are made. This is a serious lapse and if only these registers are posted in the division offices every month the information required for the evaluation of the performance of the lorries can be easily furnished correctly at a moments notice.

The instructions issued in this circular should be strictly followed and the log books should be properly maintained and the abstract drawn up and attested by the Divisional Forest Officer at the end of each month.

The information in the proforma enclosed should be kept ready, as soon as the Forest Utilisation Officer's programme is received and handed over to him when he visit the division for evaluation work, so that the Forest Utilization Officer need not waste his time in getting the information compiled in each division.

Please acknowledge the receipt of this circular.

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