

Government of Andhra Pradesh
Forest Department

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

Sri K.V.S.Babu, IFS.,
Prl.Chief Conservator of Forests.

CIRCULAR NO. 14/87

CONSOLIDATED INSTRUCTIONS AS PER DEPARTMENTAL EXTRACTION MANUAL
CHAPTER : I INTRODUCTION:-

With a view to streamline the Departmental Extraction working and also to emphasise the duties and responsibilities of various levels of Forest Officers in Departmental Extraction working scheme as per provisions of D.E.Mannual and Forest code, the following summarised instructions already existing are once again communicated for immediate compliance by all field-office.

For effective supervision of the departmental extraction works, it is better that the number of work-spots is reduced to a minimum, taking into account availability of labour and local demand for wood. For this purpose the felling series may require change. In such cases the sanction of the competent authority should be obtained (para 1 & 2) No forest area, species adhoc coupes or mature plantations should be worked unless it has the authority of a sanctioned/approved working plan or specific approval of Prl. Chief Conservator of Forests for deviation from Working plan proposals or special sanction to take up work on adhoc basis or as per scheme proposals. Mere inclusion of a proposals in the Budget/scheme does not give the right to execute the same without specific sanction. All officers are informed that since administrative sanction of scheme is not an authority to go ahead with the scheme, but in all cases of working special areas or mature plantations, silvicultural and technical sanction should be obtained from Prl. Chief Conservator of Forests before grounding the scheme.

For each series, a main extraction path should be identified and should be extended from coupe to coupe as a permanent one. In addition, there should be subsidiary paths, each covering 5 ha. of the coupe (para- 3&4). The extraction paths should be made useful in rainy season also atleast for some coupes by stone-pitching so that the Departmental extraction work is continued and staff and vehicles are not idled. In rainy season concentration of work should be on a few coupes an aimed at total working and completion as most of the other areas will be inaccessible. The following five-schedules are prescribed -----
----- distribution of work (para-6)

Nature of work	Wing which is responsible	Time limit
a) Demarcation	Territorial staff	Before end of December of previous financial year.
b) Marking and enumeration with abstract of species and volume.	Territorial staff	Before end of February of previous financial year.

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c) Handing-over of coupes

Territorial/
Departmental
Extraction staff

Month of March

d) Felling, extraction and transportation

Departmental
Extraction staff

Current Financially
from 1st April
30% before June
30% before December
40% before March next
year.

e) Reconciliation of timber and cash accounts (log to log scheme reconciliation & submission of completion reports and detailed inspection of all sale depots.)

Departmental
Extraction staff

April to June of
subsequent financial
year (before 30th June)

CHAPTER: II

DEMARCATI ON:

The coupes shall be demarcated with 3 M wide lines, monoliths in the corners. Felling in the coupe line should be half a meter high from the ground. The coupes shall be divide into strips of 5 to 10 Ha. each by stripline of 2M width.

The material obtained, in demarcation of the coupe and the strips shall be listed, brought to timber accounts and handed-over to Departmental Extraction staff alongwith enumeration registers (para 8,9 and 11).

ENUMERATION:

Only trees of 25 Cm. gth, and above, shall be enumerated. Felling. In the case of hardwood poles of 3M. length, the minimum girth shall be 20 cm. at breast height.

All timber trees shall be blazed, numbered clearly and digit marked at breast height. For fuel trees, it is sufficient if the dead bark is removed and numbered, so as to make the number clearly visible.

The enumeration shall be recorded in printed machine numbered Form-I, which should be in quadruplicate - one copy for the territorial division, another for Logging Division and the third for the Range Assistant/Range Officer during the extraction of the coupe.

The territorial Range Officer shall check 20% of the timber trees and 5% of fuel trees. The immediate Gazetted Officer shall check 10% of timber trees and 2% of fuel trees, including test check of at last 5% of the trees checked by the Range Officer. The measurements of each tree should be attested with date, in token of checking and their corrections in the original enumeration register by each authority. The Conservator of Forests also should invariably inspect enumeration and marking atleast 5% of timber trees and 1% of fuel trees and also atleast the original enumeration register (office copy) & in token of checking and their correct.

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The following methods should invariably followed:

Estimation of out-turn:

- a) Timber By quarter girth formula
- b) Fuel By compilation of local volume tables with extraction of 6 sample trees of each girth class.
- c) Bamboo By carrying out 5 sample plots of 1 Ha. each.

CHAPTER : III

Organisation of works:

It is the responsibility of the Range Officer incharge of Departmental extraction to make sure of the availability of labour and it is the responsibility of the Range Assistant to procure labour for the coupe.

The norms of work load for a Range Assistant is 1000 Cmt. and for a Range Officer is 4000 Cmt. The Logging Range Officer has to visit each of the coupes under him twice in a week and spend the full day in the coupe. The daily felling registers fuelwood registers and invoices should be attested with date token of check-measurement and corrections of measurements of logs and invoices of that day written by himself.

CHAPTER : IV

FELLING AND CONVERSION:

Felling and conversion of timber and fuel shall be by sow only. Before the beginning of work each day, two sets of implements shall be kept ready. A person shall be trained for the maintenance of these implements.

The practice of felling and conversion of a tree simultaneously should be given-up. First, felling should be completed in strip, followed by marking for cross cutting. Only then logging should start. In clear felling coupes, felling of material below 25 Cm. girth will be under-taken only after felling and removal of all timber and fire wood from the coupe.

The timber logs shall be classified based on soundness are quality, conversion of logs shall be based on utility and market demand (For example, as given in para 36 of the Departmental Extraction manual). There shall not be any variation in the classification of timber, fuel and Bamboo and whenever local vernacular classifications are indicated, invariably the size class in metric system should be mentioned like Kadambaru for Bamboo.

Marking for cross cutting should be given by Range Assistant. This should be approved by Range Officer in the case of important timber species of 90 cm. and over girth and by any Gazetted Assistant in the case of these species of girth 120 Cmt. and over. Fuel trees shall be felled after the approval of by the Forester.

TIMBER:

The following norms in checking of measurements should strictly followed by all officers in partial modification of instructions issued in D.E.Manual for all conversion of timber.

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4 : = 120 =

- a. Coupe Forester 100% of the logs
- b. Coupe Range Officer (Logging). Atleast 10% of the logs in the coupe depot
- c. Gazetted Officers (Divisional Forest Officers). Atleast 5% of the logs in the coupe depot
- Conservator of Forests Atleast 1% of the logs in the coupe depot.
- d. Depot Forester 100% of the logs in the depot
- e. Depot Range Officer Atleast 5% of the logs
- f. Officers conducting the sales (Divisional Forest Officer/Conservator of Forests) Atleast 5% and 1% respectively logs for every lot(para-52) take as a unit of checking

While stacking fuelwood, useful material like the following may be separated and converted into 1M (1 to 2M level) including from brush wood for use as short timber. eg. Abnus timber of 1 metre length where the hardwood is about 15 Cm. in dia-meter. The above instructions will also apply for brush of useful species like Bijasal, Tirman, Maddi, Bandaru etc. which can be sold departmentally as small timber but not as fuelwood even if they are of one metre and less in length over if the log is of Timber quality and size.

Softwood of 45 cm. and above girth for packing cases Teak billets (straight round) for bends of 5 cm. diameter for interior quality furniture etc. may be seperated out, lotted seperately and sold.

FUELWOOD:

The fuelwood stacks should be packed as intensely as per with minimum voids so as to get good rate. Hard and softwoods shall quantity and is of higher value like tirman the material shall be lotted separately. The fuel stacks should be numbered serially for each coupe and entered in the fuelwood-coupe register in the following proforma. The stacks made on any day should be serially numbered on the same day, whether paid for a nbt on that day. If any stack is likely to be rejected for bad packing or other reasons, the concerned stack number should be cancelled in Form-II. The stacks shall be if uniform size of 2 cum. or multiplies thereof and the billets in each stack of size & 1M length or 0.8M to give 2 cum. of stack volume for each unit or multiplies thereof. The Forester of the unit should check up each stack and attest the same after checking 100% and the concerned Range Officer should check atleast 25% of fuel stacks and attested the same with date for their correctness.

Fuelwood stack register

Year		No. of size of stacks				Vol	Coupe	
Sl. No.	Strip No.	No. of stacks	Len- gth	Hei- ght	Width of Bill- ets	ume M3	Runn- ing total volume	Disposal details (invoices) etc.

1	2	3	4	5	6	7	8	9
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Conversion of Bamboo:

Where paper mills are permitted to extract bamboo, the bamboo is to be cut into 2 metres or one metre long pieces, before transportation. Where departmental working is done, then the bamboo extraction rules as prescribed in the working plan is to be followed.

The high and dry cuts obtained in clearing the clumps are made into bundles and supplied to paper mills, as per existing norms/size of small and big bundles.

Bamboo may be classified strictly as per the classes given in ~~the~~ manual viz. *Dendrocalamus strictus*: Whenever local vernacular names are used, they should be indicated against the particular class in parentheses.

Super class	18 cm - 21 cm. length classes (bottom girth)
Special class	15 cm. - 18 cm. i) 5 meters & above
First class	1 cm. - 1 cm. ii) below 5 meters
Second class	9 cm. - 12 cm.
Third class	below 9 cm.

2) Bamboo arundinacea:

First class	Above 25 cm. Bottom girth
Second class	2 cm. 25 cm.
Third class	below 20 cm. "

CHAPTER : V

Transport

It is estimated that each Government lorry should transport 2400 mt. per year. Where it is not possible to engage Government lorries only, then locally available carts may be utilised for short distances from coupes to the sale depot, if less than 15 Km. and Government lorries should be used for medium distance upto 5 km. for longer distances, private lorries could be used by calling for tenders. In all such cases, where use of private lorries is inevitable, the Conservator of Forests should submit a self contained report to Principal Chief Conservator of Forests explaining the workload and details of use of each Government lorry even before calling for tenders and obtain prior permission for use of private transport. As per as possible local employment should be provided.

For effective utilisation of the lorries, their performance have to be reviewed by the Divisional Forest Officer, each month. The Divisional Forest Officer, has to submit a monthly lorry review statement to Conservator of Forests with a copy to Prl. Chief Conservator of Forests. The Conservator of Forests should review the same taking into consideration the cost effectiveness and mark a copy of his quarterly reviews only to Prl. Chief Conservator of Forests even though he has to review the Divisional Forest Officer's reports every month, as indicated in Principal Chief Conservator of Forests Rc.No.67041/85-W2, dt.9.4.1986.

INVOICES:

Serious discrepancies in quantities and also financial expenditure in Departmental extraction are forth coming finally resulting in Audit paras and non-submission of scheme completion reports promptly. It is hereby instructed that no transport of any forest produce from coupe to Depot shall be done without a proper invoices, following all columns without leaving blanks. The invoices should be invariably signed by coupe forester and acknowledged only by depot forester after carrying out necessary corrections of measurements. The duplicate invoices should be returned by the same day or within 24 hours of receipt of produce in depot duly attested by Depot Forester after corrections putting date and time of arrival of lorry/vehicle in Depot and time of returning the invoice duly attested. This is a must and should be insisted upon. Based on corrected duplicate copy of invoices received back in coupe necessary recoveries should be effected for any excess charging done either for conversion or transport. Divisional Forest Officer's /Conservator of Forests's shall be held responsible for timely and same day return of the duplicate invoices duly corrected by Depot staff they should ensure these by periodical and surprise checking.

Reconciliation of Accounts:

At the end of each month, the Forest Range Officer, incharge of Extraction has to submit a progress report to the Divisional Forest Officer, furnishing physical achievements and the expenditure incurred during the month. This is to ensure that the progress report prepared on the basis of the cash book reflects fully the actual work done. This is the responsibility of Divisional Forest Officer, to ensure implementation of this provision and obtain such reconciliation statements from their Range Officers concerned.

Such reconciliation should be done each month between the coupe despatches and depot receipts. At the time of final reconciliation, at the end of the financial year, the variation between these should not be more than 1% of the total quantity for each unit. For this purpose a coupe depot register is to be maintained in the prescribed proforma. Though this register may be got written by tree markers, the Forester incharge of the coupe has to check-up each entry every day without fail the Forest Range Officer, shall checkup 5 entries per page, and the Divisional Forest Officer, atleast one entry per page of this register whenever they visit the coupe.

Such reconciliation for all coupes should be completed by next rainy season. By June usually or september end positively of the next year, the Divisional Forest Officer, shall submit a certificate to the Conservator of Forests to this effect. Also the Divisional Forest Officer should check-up and finalise the timber accounts of the previous year by September end. A scheme completion report for each circle shall be submitted to the Prl. Chief Conservator of Forests by end of June/September, as the case may be.

The monthly progress report on the departmental extraction works shall be submitted by the Divisional Forest Officer, to the Conservator of Forests by 15th and by the Conservator of Forests to the Prl. Chief Conservator of Forests by 20th of succeeding month (Form-IV proforma enclosed).

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As stated already, a scheme completion report of each circle shall be submitted to Prl. Chief Conservator of Forests by end of September of succeeding year. The phased programme for each item of work as given in Manual should be scrupulously adhered to. The Conservator of Forests's and Divisional Forest Officer's should ensure to obtain a monthly phased programme of Departmental extraction schemes under implementation. Both for physical/Financial targets in April month itself from their subordinates at the time of preparation of P.O.P. and Budget estimates for the ensuing year. The Conservator of Forests's should issue reviews on the monthly phased programme of Departmental extraction obtained from Divisional Forest Officer's concerned before the end of April of the year.

CHAPTER : VII:
SALE DEPOTS:

The number of permanent timber sale depots should be limited so that there is sufficient inflow of timber to each depot throughout the year and work load also is streamlined. All U.D.O.R. material shall be brought to these depots and put up for sale casewise. In exceptional cases temporary depots could be formed, with prior approval of the Conservator of Forests concerned.

Timber received in the depot shall be entered in the sale depot register. The depot Range Officer should check atleast 10 entries per page.

Classification of timber shall be strictly as per classes mentioned in the manual. Each lot should be so formed that it is convenient for the intending purchaser to transport them at a time. That is, it shall be about a lorry load, or in lots of half lorry load or of cart loads in cases of local use.

UPSET PRICES AND SALES:

The upset price shall be prepared based on the average rates obtained in the previous three sales and taking into consideration the trend of sales, and market. It is felt that the sale dates in a depot shall be fixed dates in a month and no variation in sale dates for a particular depot shall be normally done. The sale notice for each sale shall be issued atleast a fortnight in advance and a general sale notice for all depots in the circles incorporating all latest sale conditions one in a year in the first week of April indicating specifically the sale dates for each depot in the month, for every sale. Sale dates fixed in depots can be attend only by Conservator of Forests if it ~~is~~ falls on a public holiday or a Religious day.

Upset price once prepared should be revised only by Divisional Forest Officer concerned after personal inspection of each lot remaining unsold consequently for three sales and after taking into consideration the present condition of each lot in each lot or condition and class and quality of bamboo or fuelwood, remaining unsold for thrice consecutive sales. At the time of sales, the list of units to be sold,

with full particulars of each unit, shall be furnished to each bidder and this list alongwith any additional conditions of sale amended before commencement of sale should not be altered by all bidders present and who paid E.M.D. The bid lists shall be in the form of a bound register. The auctioning authority shall not knock down the bid, if it is not upto the expected sale value. However if a lot remains unsold for 3 sales, then the Divisional Forest Officer, may revise the upset price, as indicated above personal inspection and taking into consideration the present condition, quality and utility of the material offered for sale and only after inspecting personally individual lots put for sale. This will obviate any complaints of favouritism later.

FUEL SALES:

Units of about 500 cmt. of fuel are considered reasonable and it is left to the discretion of Conservators of Forests to fix reasonable sale quantity units, based on prevailing demand and local conditions.

BAMBOO SALES:

Bamboo should be lotted in stacks, classwise. Each stack should not be normally more than the following quantity as prescribed in the manual. The intention is to help meeting local demands and requirements of weaker sections.

Special class	200-250
Ist class	300-350 Nos.
IIInd class	400-450 "
IIIrd class	500-550 "

However, it is left to the discretion of local Conservators of Forests to vary the above quantities taking into consideration the local market and prevailing condition of demand etc.

The Conservator of Forests shall attend all sales in all major sale depots (fetching more than Rs. 5000/- a sale) each month. He should attend atleast 75% of all the sales held in his circle in a year including sales of all major and minor depots. This shall be insisted upon. The sales shall be conducted only by concerned and authorised Divisional Forest Officer incharge of sale depots. The Divisional Forest Officer, shall not on their division authorise some one else to conduct the sales on their behalf. If for any reason, this has to be done it will be by Conservator of Forests concerned initiating on proposals of Divisional Forest Officer, explaining the reasons for his inability to conduct the sales himself. No post-facto authorisation will be entertained.

Both coupe depots and sale depots shall be inspected by the concerned Forest Range Officer once in 3 months, by the Divisional Forest Officer once in six months and by the Conservator of Forests once a year (in partial modification of manual provisions and log to log reconciliation and financial accounts also shall be done at these inspections in respect of major depots).

CHAPTER : VIII

MISCELLANEOUS:

The norms for workload in a Logging Division shall be 12000 Cmt. of timber-equivalent for the division, 4000 Cmt. of timber-equivalent for a range and 1000 cmt. of timber equivalent

for a Forester. The Conservator of Forests and Divisional Forest Officers should constantly review the work of different categories of staff employed in Departmental Extraction from time to time and report to Prl.Chief Conservator of Forests also. The workload conversion factor to be adopted is as follows:

20 Cumt. of fuel wood	=	1 Cumt. of timber
600 Nos. of bamboo	=	1 " of timber

With regard to division of work, it is found acceptable that the functions of extraction and sale are under the same Gazetted Officer. However, these shall be separated from the Range Officer level and below. The deviation to entrust sale to any authority either than Logging Divisional Forest Officer is left to the discretion of concerned Conservator of Forests. But in all such cases all decisions enforceable for one year atleast for April onwards should be reported to Prl.Chief Conservator of Forests and permission specifically obtained.

The following are norms for engaging of T.Ms. for coupes.

Upto	500 Cmt. timber	3 TM's for 6 months
	500 " 1000 cmt.	4 " "
	1000 " 1500 "	5 " "
	1500 cmt. 2500 "	6 " "
	over 2500 Cmt.	6 " 9 months

For Govt.timber depotis, for a workload of 15000 Cmt. in a year, about 20 T.Ms. could be engaged for the year.

SALE RESULTS REPORTS:

Further in Chief Conservator of Forests circular No.23/82 issued in CCF.Rc.No.41792/82-W2,dt.9.11.82, while communicating the proformas for preparation of sale results, it was instructed to send a copy of the sale results to Forest Utilisation Officer, O/o the Prl.Chief Conservator of Forests, Hyderabad. These results are not being received in this office from several divisions. It is once again instructed that copies of these results may be marked promptly to Asst.Conservator of Forests, Statistical Cell, O/o the Prl.Chief Conservator of Forests, as well as Asst.Conservator of Forests (DE) in their named covers. Further, in Prl.CCs.Lr.No.19602/86-W2,dt.31.3.86, the Conservator of Forests were instructed to review these results regularly and mark copies Prl.Chief Conservator of Forests. These reviews are also not being received from most of the Conservator of Forests. Immediately after the sale, the Conservator of Forests/Divisional Forest Officers, should ensure the sale results are got prepared on the same sale in the prescribed proforma showing the length class/girth classwise rates obtained for each species, total CMT put for sale, quantity sold, and total Revenue obtained for the sale.

GENERAL:

Further, the Conservator of Forests are informed that several periodicals were prescribed under Departmental Extraction of timber from this office at various times. There is need to review and streamline these periodicals, suggestions and proposals are invited from Conservator of Forests and Divisional Forest Officers based on field experience with a view to feed these data into the computer.

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An exercise may be made to reduce scripitory work and improve the efficiency and content of reporting, some of the proformas need modification or total alteration. Pending rationalisation and suggestions on this subject from field officers the following instructions are communicated. Accordingly, in supercession of all the previous proformas prescribed by this office, a new set of proformas are prescribed now (Form-I to VI enclosed seperately). The Conservator of Forests are requested to ensure that the periodical reports are submitted to this office promptly, and accurately in the name cover of Sri P. Bhaskar Reddy, Asst. Conservator of Forests (V). They should also issue reviews on the progress reports/timber return/lorry performance/and other periodicals obtained from their subordinate officers and such copies of the reviews issued by Conservator of Forests to this office.

As far as the lorry performance. Report for (monthly) proformas is concerned, the existing proforma mentioned above shall continue. Similarly, the existing proforma for quarterly report on supply of Bamboo to Buroods shall continue.

These instructions are issued as per Prl.CCs.office order No. 28/87/T4 issued in Prl.CCF's Rc.No.10950/87-T4(2) dated. 19.8.87, pertaining to montioring, review and implementation of departmental extraction scheme.

The receipt of the reference should be acknowledged on the proforma enclosed.

SD/- AVRG.KRISHNA MURTHY,
ADDL.CHIEF CONSERVATOR OF FORESTS

//true copy//

*DR/-

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(to be submitted in April of every year)

Survey and demarcation of coupes by territorial staff

S.No:	Name of the Range/Divn. & coupe.	Dates of Survey & demarcation.	Dates of Enumer-ation	Dates of Test check by			Dates of Handing-over to Logging Divn.
				FRO.	DFO.	CF	
1	2	3	4	5	6	7	8

STATEMENT : II

(to be submitted quarter ending March, June, September, and December before 15th of following month)

QUARTERLY REPORT on Inspection of coupes

S.No:	Name of the range/divn. & coupe.	Progress for Q.E.	Dates of Commence-ment of work	Dates of Inspection of coupe			Date of completion of work
				FRO.	DFO.	CF	
1	2	3	4	5	6	7	8

STATEMENT : III

(to be submitted quarterly/Half yearly or annually by concerned officers)

ANNUAL REPORT ON INSPECTION OF GOVT.TIMBER DEPOTS

S.No:	Name of the range/divn. & TTD.	Date of inspection of depot			Dates of total inspection and checking of depot & reconciliation		
		FRO. Qly.	DFO. Half yearly	CF. Annually	FRO. Qly	DFO. Half yearly	CF. Annually
1	2	3	4	5	6	7	8

STATEMENT : IV

(to be submitted every month before 15th of succeeding month)
DE.Monthly progress report for the month ending

S.No:	Item	Target fixed/ allotted	Target achieved		
			Upto end of previous month	During the month	Progressive total
1	2	3	4	5	6

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STATEMENT : V

(to be submitted depot-wise on date of sale and consolidated monthly for entire division before 10th of next month)

Sl. No.	Name of Depot	Date of sale	Rates obtained per Cmt.			Rate	Total amount sold Cmt./No.	Total sale amount Rs.
			Species	Length class	Girth class			
1	2	3	4	5	6	7	8	9

STATEMENT : VI

(Supplies to buroods to be submitted monthly for each division between October to June every year) before 15th of month

Sl. No.	Name of depot	Name of society	Total members	Targetted supply per year	Supplies during the month				Total	Supp- lies upto end of prev- ious month	Progr- essive total	Remarks
					Qty.all- otted during the month	9 CM	9-12CM	12-19CM				
1	2	3	4	5	6	7	8	9	10	11	12	13