

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Office of the Prl.Chief Conservator
of forests, A.P. Hyderabad.

Sri Pushp Kumar, IFS.,
Prl.Chief Conservator of Forests.

CIRCULAR NO. 7/90/E1.

Sub:-Divisional Information Book (DIB) & Circle Information Book (CIB)-Maintenance of.

Ref:-CCF's Circular Nos.2/64,2A/64,2B/64,2D/64
& 5/70.

In order to infuse a sense of confidence and thoroughness amongst the officers, the several facts and figures concerning the various aspects and activities of the forest division, instructions were issued and reiterated through the circulars numbers mentioned above for the maintain personal and book known as Divisional Information Book. precisely known as DIB for ready reference any where and at anytime on any matters concerning divisional facts and figures. The DIB should be part and parcel of the Divisional Forest Officers personal records in the respective divisions, whether it be territorial or functional or working plans.

Taking the present forestry context and the Divisional/Circle administration into account the instructions are revised and reiterated in a comprehensive manner for strict compliance. The DIB/CIB (Circle Information Book) by the Conservator of Forests shall be maintained by each of the Divisional Forest Officer and the Conservator of Forests incharge of Divisional/Circle, territorial or functional, such as working Plan, Research, Social Forestry, Wild Life, Logging etc., with facts and figures on the following items as on 1st April every year, which shall be got up dated with information as on 1st October every year with any changes that may take place during the course of the half year. Information on the items should be very brief and precise avoiding description adopting suitable proforma if one is not exclusively indicated. Wherever the number of columns are more under any item the columns may be arranged in a linear way.

I. BASIC INFORMATION.

1. Area:-

Total Land area		Total Forest Area		Taluk/ Mandal	% of Forest to land area.
Circle Dist.	Divn.	Circle Dist.	Divn.		Circle Dist.
1.	2.	3.	4.	5.	6.
7.	8.	9.			
Cond...					
Divn.	% of Agriculture area to land area.				
10.	11.				
Cond....					

3. Cattle population:

4. Reserve forest and Blocks: Name of the R.Fs. blocks, areas, legal status, Stage of reservation, Notification G.O.Nos. etc. will come here rangewar, firstly with RFS. followed by blocks under various stages of reservation.

Cond...

5. Area Disreserved:

Cond..

6. Territorial charges and staff.

Sl. No.	Divn.	Area	Range	Area	Section	Area	Boat.	Area
			Ha.		Ha.		Ha.	
1.	2.	3.	4.	5.	6.	7.	8.	9.
Total								

:: 7 0 ::

7. Forest Types:

S1. No.	Divn.	Range	Type of Forests.	Main species.	Any special features.
1.	2.	3.	4.	5.	6.

8. Interesting Areas: (Floccally, Geomorphologically)

S1. No.	Type	Location	Area (approx)	Remarks.
1.	2.	3.	4.	5.

9. List of permanent preservation plots/sample plots:

S1. No.	Divn.	Range	R.F.	Species	Nature of preservation plot, sample plot.	Extent
1.	2.	3.	4.	5.	6.	7.

Cond...

Details.

8.

10. Research plots:

S1. No.	Dist.	Divn.	Range	R.F.	Name of research plot.	object	year of formation.
1.	2.	3.	4.	5.	6.	7.	8.

11. List of Wild Life sancturies, Zoological Parks, Deer parks:

Biospheres:

S1. No.	Dist.	Divn.	Taluk/ Mandal	Name of Zoo park, sanctuary, Deer Park, National park, Biosphere	R.F./ Loca- tion.	Extent.
1.	2.	3.	4.	5.	6.	7.

Cond....

Year of formation
8.

Total Expenditure
9.

Cond.....

13. PROPERTY:

Departmental Buildings:- May be given Division, Range, Section and Bestwar.

S1. Type of No. the Building.	Divn.	Range	Sec- tion.	Beat	Year of Constru- ction.	Capital cost.
1.	2.	3.	4.	5.	6.	7.
8.						

Cond....

Maintenance cost.	Condition of the building.
9.	10.

13. Departmental Roads:-

S1. Type of No. the Road	Divn.	Range	Section	Beat	Len- gth in KM.	Year of formation.
1.	2.	3.	4.	5.	6.	7.
8.						

Cond...

Capital cost.	Maintenance cost.	Condition of the Road.
9.	10.	11.

14. Departmental Wells including Borewells:

S1. Type No. of Well.	Divn., Range	Section	Beat	Loca- tion.	Year of commi- ssioning.	Capital cost.
1.	2.	3.	4.	5.	6.	7.
						8.
						9.

Cond..

Maintenance cost.	Present condition on availability of water.
10.	11.

15. Kuntas:- (Departmental or others).

S1. Name of No. the Kunta.	Divn.	Range	Section	Beat	R.F.	Year of formation.
1.	2.	3.	4.	5.	6.	7.
						8.

Cond...

Capital Cost.	Maintenance cost.
9.	10.

16. Arms:-

S1. Arms No. Details.	Ammuni- tion Details.	Divn.	Range	Section	Beat	Year of supply.
1.	2.	3.	4.	5.	6.	7.
						8.

Cond...

17. Government Vehicles:

S1. No.	Divn.	Range	Type of Vehicle.	Regn. No.	Date of purchase.	Value	under whose control
1.	2.	3.	4.	5.	6.	7.	8.

Cond....

Expenditure incurred year to year on repairs and replacements.

9.

18. List of Equipment & Stores costing more than Rs10,000/-

S1. No.	Name of the Equipment / Stores.	Divn.	Range	Location	Cost	Condition of working.
1.	2.	3.	4.	5.	6.	7.

Cond...

any other details

8.

III. ADMINISTRATION & PROTECTION:

19. Personnel Data: This should give the details of the names of the staff members Divn, Ranges, Section and beatwar indicating the period of their placement in the place particulars of ministerial staff will follow the the executive staff. This should be corrected upto half-year.

S1. No.	Divn.	Range	Section.	Beat	Name of the staff member.	Period From To
1.	2.	3.	4.	5.	6.	7. 8.

20. Division and Range Officer Inspections:-

S1. No.	Name of the Divn.	Name of the Range.	Date of last Inspection.	Due date.	Actual date of Inspection.	Reasons for delay.
1.	2.	3.	4.	5.	6.	7.

21. Pension cases:- (List of retired persons to whom the pension is pending and cases coming up for pension in the next 18 months are to be given chronologically and cadre wise in ascending order starting from lowest cadre to to highest cadre.

S1. No.	Divn.	Name of the staff member.	Designation.	Date of Retirement.	Pension papers submitted.	Stage of pending.	Any other details.
1.	2.	3.	4.	5.	6.	7.	8.

Cond...

22. D.C.R.G. Death-cum-Retirement Gratuity:

Sl. No.	Divn.	Name of the staff member.	Designation.	Date of Retirement.	Pension papers submitted on.	Stage of pendency.	Any other details.
1.	2.	3.	4.	5.	6.	7.	8.

23. Appointments on Compassionate grounds:

Sl. No.	Divn.	Name of the staff member deceased or invalided.	Designation.	Date of death or invalidity.	Name of the kit & Kin.	Date of receipt of application for appointment of Kith & Kin.
1.	2.	3.	4.	5.	6.	7.

Cond...

Relation ship of the Kith & Kin.	Post sought for	Stage of appointment.
8.	9.	10.

24. Disciplinary cases:-

Sl. No.	Divn.	Name of the staff member.	Date of issue of charge sheet.	Nature of charge.	Stage of pendency.
1.	2.	3.	4.	5.	6.

25. Complaint Representations:-

Sl. No.	Divn.	Nature of complaint.	Name of the staff member referred to with designation.	Stage of section.
1.	2.	3.	4.	5.

26. Forest Offences:-

i) Compounding cases:-

No. offences in

C' fees involved.

Sl. No.	Year	Divn.	Range	Sec- tion	Beat	Divn.	Range	Sec- tion	Beat
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Disposals for each half year.

Balance member of cases.

Balance 'C' fees.

Divn.	Range	Sec- tion	Beat	Divn.	Range	Sec- tion	Beat	Divn.	Range	Sec- tion	Beat
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.

Cond...

(iii) UDORs:

(iv) Vehicle Cases:-

27. Farm No. 5 Outstandings:

28. Forest Conservation Act (1980) cases:

Cond. . . .

IV. WORKS & SCHEMES:

29. Plan Schemes:

S1. Name of Divn. Range Area State Central Sanct- G.Os. & No. the Plan plan ioned PCCF's Scheme. Share.shore. amount. Rc.No.								
1.	2.	3.	4.	5.	6.	7.	8.	9.

30. Non-Plan Schemes:-

S1. Name of Divn. Range Area Sancti- G.O and No. the scheme. oned PCCF's Rc.No. amount.						
1.	2.	3.	4.	5.	6.	7.

31. Non-Plan Works:

S1. Name of Divn. Range S.O.No. Sanctioned Remarks. No. the work. &Date. amount.						
1.	2.	3.	4.	5.	6.	7.

V. PLANTATIONS ETC.

32. Details of Teak/Eucalyptus/Miscellaneous species/seed Production Areas:-

S1. Divn. Range Sec- Beat R.F. Spe- Exte- No. Hie-Gir-Any No. tion cies. nt in of ght.th. oth- Ha. trees er Mark- deta- ed. ils.											
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

33. Details of Teak/ Plus trees:-

Sl. Divn. Range		Sec-	Beat	R.F.		Year of	Elite	Code
No.		tion				planta-	No.	No.
						tion.		
1.	2.	3.	4.	5.	6.	7.	8.	9.

34. Details of Clonal orchards/gene bank/Scion bank etc.

S1. Divn. Range Sec- Beat R.F. Spe- Year Nos. Other No. tion tion ries. of Plan- pro- details. tation. sent.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

35. List of Plantation with details:

(All plantations are to be listed chronologically scheme wise and species wise up to the latest year)

i) Plantations inside RFs:-

Sl. Year of No. planta- tion.		Scheme	Spe- cies.	Divn.	Range	Beat	R.F.	Area in Ha.	Space- ment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Cond..

Expenditure incurred.	Growth Data		Survival %	Remarks.
	AV.Ht. in Mts.	AV.Girth in cms.		
11.	12.	13.	14.	15.

(These particulars will be readily available in the Divl. Plantation Register. For 12th-13th Columns, measurement of every 20th row plants may be taken and averaged for record)

ii) Plantation outside RFs:-

(Including the canal banks, stripe, Shelter belts, avenues, tank foreshores, communal lands, village wood lots, barren hillocks, institutions etc.).

Sl. No.	Year of plantation.	Species	Scheme	Divn.	Beat	Range	R.F.	Area in Ha.	Esplanment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Cond..

Expenditure incurred.	Growth Date		Survival %	Remarks.
	AV.Ht. in Mts.	AV.Girth in cms.		
11.	12.	13.	14.	15.

(These particulars will be readily available the Divisional Plantation Register. For 12th & 13th columns measurement of every 20th row plants may be taken and averaged for record)

VI. LEASES:

36. List of land mining and other leases: (One type followed by those other than by sale or auction only need be listed here).

Sl. No.	Name of the land	Divn.	Range	R.F.	Min-ing.	Others	Period of lease	Expi-ring by	Rental
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Cond..

Other details if any such as G.O.Ms.Nos.
11.

37. Lease under working:- Details of leases including long term and industrial leases are to be given divisionwar, Rangewar, Timber fuel, M.F.P.etc., leases will come here.

Sl. No.	Divn.	Range	Name of lease.	Type of lease.	Coupe No.	Lease period.	Auth-ority.	Rental details.
1.	2.	3.	4.	5.	6.	7.	8.	9.

Cond...

Out-turn

Value	Volume.
10.	11.

38. Logging: Particulars of the units worked in the last 5 years may be given to know the growing stock:-

Sl. No.	Division	Range	Name and No. of the coupe	Area in Ha.	Year of working	Tim-ber	Out turn Poles	Fuel	Bam-boo in Nos.	Oth-ers	Value
1	2	3	4	5	6	7	8	9	10	11	12

39. Beedi leaf units: Details for the last 5 years including the current year is to be given.

Sl. No.	Division	Range	Year	Name of the unit	Target fixed in standard bags	Target achieved in standard bags	Expenditure incurred	Gross Revenue
1	2	3	4	5	6	7	8	9

Net Revenue	Rate obtained per kg. of leaf	Average weight per standard bag	Expenditure per kg.	Agency of working	Remarks
10	11	12	13	14	15

Total:

VII. ACCOUNTS Etc.

40. Audit paras & Audit objections:

Sl. No.	Year	Division	Paras pending	objections pending	stage of pendency	Remarks
---------	------	----------	---------------	--------------------	-------------------	---------

41. Arrears of Revenue:

Sl. No.	Division	Range	Name of least unit	Name of defaulter	Arrear amount	Any other details
1	2	3	4	5	6	7

42. Revenue: (Last 10 years details may be given)

Sl. No.	Division	Year	Total revenue
1	2	3	4

43. Expenditure: (Last 10 years details may be given)

S.No.	Division	Year	Plan	Non-plan	Total Expenditure
1	2	3	4	5	6

...

-: 78 :-

44. Expenditure details:

(i) Plan:

Sl. No.	Name of the Dn.	Range	Total budget under Plan	Expenditure upto each quarter end	% of expenditure
1	2	3	4	5	6

(ii) Non-plan:

Sl. No.	Name of the Dn.	Range	Total Budget under Non-plan for	Expenditure upto each quarter end	% of expenditure
1	2	3	4	5	6

VIII. LEGAL MATTERS:

45. Court cases/Tribunal cases:

Sl. No.	Divn.	Year	Supreme Court, High Court Administrative Tribunal case No.	Nature of case	Stage of case	Other details
1	2	3	4	5	6	7

46. List of Patta/Leoni cases:

Sl. No.	Division	Range	RF	Exten	Case No.	Stage of pendency	Other details
1	2	3	4	5	6	7	8

1. The DIB/CIB shall be in the size of 21 cms. x 28 cms. with a green/blue cross rexin cover boards and replaceable sheet. The title of the books will be DIB/CIB of Division/circle as on
2. The DIB shall have an index wherein the above items shall be listed with page numbers.
3. The information as on 1st April of the year shall be gathered and posted in the DIB/CIB, where there are no changes, the sheet need not be changed in subsequent periods. If there is a change in any item the entire sheet/s covering the item/s should be replaced. Similar action is to be taken for posting up information every 6 months. (1st April & 1st October).
4. A map of the Circle/district with demarcation of divisions/Ranges/sections in 1"=4 miles scale should be filed after index sheet duly foled and attested.

-:-:-

5. The DIB/CIB should be carried along with the Divisional Forest Officer/ Conservator of Forests to camps also to Hyderabad whenever they go there on any official work to meet the Prl. Chief Conservator of Forests/Chief Conservator of Forests.

6. By about the end of May every year the Divisional Forest Officer/Working Plan Officers/Curators/State Silviculturists/Geneticist/Conservators of Forests shall submit a copy of the DIB/CIB to the Prl. Chief Conservator of Forests. The first copy of the DIB/CIB may be submitted by about the end of May 1990 addressed to Conservator of Forests (R&D) Circle, Andhra Pradesh, Hyderabad for getting it preserved in the library for reference. Subsequently the Conservators of Forests/Divisional Forest Officers (through their Conservators of Forests) are requested to arrange to furnish copies of the replaceable sheets once a year around May after collecting them from their Divisional Forest Officers. The Circle accountants who come for accounts reconciliation work will see the Assistant Chief Conservator of Forests (D) and after taking instruction replace the sheets of changes in the respective DIB/CIB in the presence of the Asst. Conservator of Forests (Statistical cell). The Asst. Chief Conservator of Forests (D) shall watch the prompt receipt of the DIB/CIBs and remind those from whom (original/replaceable sheets) are due and take steps to obtain.

The receipt of the circular may please be acknowledged.

Sd/-PUSHP KUMAR,
Prl. Chief Conservator of Forests

To:
All Officers of Distribution List 'A'.

ab
po
Go
Sor
For
sh
esp
Wir
fol
in
por
wit
dat
Manc
exte
lage
Such
Coll
tion

red
in c
cial

are i

1)

2)

3)