

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Re.No.31266/91-H2.
Dated: 25-5-1991.

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

DR.K. KESAVA REDDY, IFS.,
PRL. CHIEF CONSERVATOR OF FORESTS.

CIRCULAR NO. 10/91/H1

Sub:- For Offices & complexes - Upkeep -

- (1) Maintenance and Upkeep of Office and Departmental premises including buildings.
- (2) Weeding of Office Records.
- (3) Write off of unserviceable and condemned articles & stores.

Certain instructions - Issued.

I had occasion to look to certain Circle/Division/Range Offices in the recent past which has induced to give the following Circular instructions so as to give a face lift to our Departmental premises, offices, residential buildings, Rest Houses, Seed stores, godowns, etc. to create congenial atmosphere to the officers and staff to give their best of service to the Government and public. Keeping the above points in mind the following instructions are issued.

- (1) Maintenance and upkeep of office and departmental premises including building.

Our department has about 2 % land area of the State under our management. Apart from the above the department possesses residential and office premises, residential buildings, of office buildings, Rest houses, seed stores, godowns etc. and these complexes have been developed over years by all of us and our predecessors with great foresight, interest and devotion. Some of these complexes have come to disrepair and maintenance has come to a state which is much to be desired. There is staff to look after these buildings and premises etc., but due to the lack of interest and attention from the concerned officers and staff control over the maintenance staff appears to have been relaxed which has resulted in this sorry state of affairs.

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It is therefore impressed on all the officers that they viz., CFS/DFOs/FROs should see that the Departmental premises are upkept in a neat and tidy manner by way of clearing the unwanted rank growth, weeds, debris etc., as frequently as possible, get the areas swept daily, burn the unwanted material in the premises.

Where there are more than one officer in the premises the Conservator of Forests can nominate one officer who should look after this job, although the individual officers should maintain their premises and buildings. The services of the office watchers, bungalow watchers, depot watchers, sweepers should be used for the purpose. For the periodical clearances and upkeep, the work could be got done by engaging labour and charging for the same.

Nextly coming the office buildings, the officers concerned should inspect the seats of all assistants, arrange their seats in a streamlined manner, get the additional furniture, racks, benches, stools, etc. removed to make enough working space for them to attend to work in a healthy and speedy manner. Each assistant should have only one chair, one table and one almirah. The remaining furniture should be listed out and sent to the Government Saw Mill, Rajahmundry in case of the offices from Andhra Region and to Jannaram in case of Telangana region by engaging Departmental lorries. Henceforth the Divisional Forest Officers, Saw Mill Division, Rajahmundry and Jannaram should not send any office furniture to any of the offices unless specifically cleared from Conservators of Forests of Rajahmundry and Adilabad respectively who are requested to show utmost scrutiny over any such indents. This step has been taken after seeing the quantity of office furniture lying unutilised and unnecessarily utilised in almost all offices. This embargo will not apply to the indents for rest houses and seed stores furniture.

(2) Weeding of Office Records :-

Government administration is like a running stream. As old current given place to new current, to old office records should give place to new records. This is possible when only the files are timely closed, given to record (to be recorded in the Index Register ") and weeding out timely as per time bound programme. Except for very important issues concerning policy, long leases, service matters of importance, accounts etc. all the files, normally should be closed as 'L' Dis' i.e., to be destroyed after an year's life of that file after closure which again should be promptly done. An extract of the Madras Forest Code adopted later by the Andhra Pradesh Forest Code is herewith communicated which in a general way gives the duration upto which the office records are to be recorded before they are destroyed.

In practice no office is following this and as such the offices are overloaded with unwanted records which ought to have been weeded out and destroyed years ago. If this is continued like this, there may not be space in a couple of years for the officers and staff to work and the records alone will remain in offices and we have to move out. This overloading of unwanted files in seats makes the subject assistants ineffective as they do not know which file they have to attend. Priorities get lost.

It is therefore fixed that the Conservators, of Forests/Divisional Forest Officers/ Range Officers give utmost attention to this work and get the work of Weeding out of records attended to in the month of July every year when the following items shall be attended to

- (i) Personal register of assistants should be checked frequently as per time bound programme/ This will help in closing several files besides motivating the staff for action on files wherever it is due.
- (ii) Closing all files in the seats if not done during the year. Where action is over or where no action is envisaged.
- (iii) Handing over such closed records to record room and (the record assistant duly taking them to record) and entering in the 'Index Register' and arranging them neatly chronologically in the record room, which should be properly ventilated and records properly preserved by placing moth and insect repellants.
- (iv) Weeding out of the time lapsed records.
- (v) Disposing such weeded out records by Tearing and selling out locally.

The result of this work should be noted in the office inspection notes of Conservators of Forests / Divisional Forest Officer / Range Officers. For any lapse in this regard appropriate action should be taken on all the concerned. The concerned Superintendent of the P.R. Chief Conservator of Forests Office, Manager of the Conservator of Forests Office and Superintendent of Divisional Offices along with the record assistants of the respective offices shall be held responsible equally for non-compliance of this work. For the current year it should be immediately started and completed by end of July this year.

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(3) Write off of the unserviceable and condemned articles and stores.

In several offices unserviceable obsolete and condemned articles are occupying lot of space and presenting shabby appearance. Officers have forgotten their powers to write off such articles. All such articles. All such articles including furniture pieces should be listed in every office of Conservator of Forests/ Divisional Forest Officers / Forest Range Officer by July of every year and under the powers vested in them they should write of such articles, to the maximum extent of the book value. An extract of the delegation of powers regarding write offs also in communicated herewith. This will result in proper atmosphere and tidyness in office condition.

All the officers are requested to guaze the performance of the Conservators of Forests/Divisional Forest Officers/Forest Range Officers in respect of the above three aspects of office upkeep and give rating in their annual confidential record dossiers.

All the officers are requested to acknowledge the receipt of this Circular.

Encl: TWO.

Sd/-DR.K.KESAVAREDDY,
PRL. CHIEF CONSERVATOR OF FORESTS.

To
All the Officers of Distribution List 'A'
Copy to the Prl. Chief Conservator of Forests.
Circular file in 'T4' seat.

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EXTRACT FROM THE ANDHRA PRADESH FOREST CODE
(ADOPTED FROM THE MADRAS FOREST CODE)

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APPENDIX - 10

(SECTION-87)

Destruction of records.

The following statement which supplements the list of accounts records given in Article 326 of the Financial Code, Volume-I, shows the number of years after which certain records may generally be destroyed in all Forest Offices.

NOTE (1) Records connected with claims to service and personal matters effecting persons in the service and records connected with expenditure on projects, schemes or works not completed although beyond the period of limitation should on no account be destroyed. Similarly orders and sanctions of a permanent character until revised should not be destroyed.

(2) Books and periodicals and registers and records under the disposal number system should be retained for the periods prescribed in Appendix II to Board's standing Order No. 169.

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| 1. Pay Bills | |
| 2. Acquittance rolls for pay | } 35 years. |
| 3. Service order books | |
| 4. Annual list of establishment as it stood on 1st April. | |
| 5. Pay bill of temporary establishment in Divisional Forest Offices. | } 25 years. |
| 6. Cash books. | |
| 7. Office order books | } 15 years. |
| 8. Register of deposits | |
| 9. Works register. | |
| 10. Measurement books. | } 10 years after closure of the works. |
| 11. Register showing recoveries of rent | |
| 12. Register showing the grant of leases in reserved forests and reserved and unreserved lands. | |
| 13. Register of receipts and disposals of stores, tools and plants. | |
| 14. Stock registers of stationery forms and permits. | } 10 years. |
| 15. Register connected with offences. | |
| 16. Budget estimates. | |
| 17. District Forest Officers weekly reports except such of them as have been marked for permanent retention. | |

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18. Spare copies of Board's and Chief Conservators proceedings. 10 years.
19. Spare copies of Administration reports.
20. Plan of Operations.
21. Conservators' Inspection Notes of Divisional Forest Officers.
22. Depot-Keeper's Cash book.
23. P.1. register and P.2 register maintained in the Range Offices. 5 years.
24. Register of receipt and disposals of timber etc., Forms Nos. 3 & 4.
25. Books maintained for Forms Nos. 5, 6, 8, 9 and 11.
26. Ledgers. 5 years after closing of last account.
27. Conservator's objection statements on timber accounts.
28. Diaries of Assistant Conservators and Range Officers. 5 years.
29. Divisional Schedule of rates.
30. Original and Triplicate foils permits.
31. Cash sheets received from depot keepers.
32. Monthly accounts sent by permit issuing officers and depot-keepers, extracts of Forms Nos. 3, 4, 5 and 6 chalans revenue statement.
33. Books maintained by permit issuing officers and depot-keeper for the returns referred to in item 32. 3 years.
34. Copies of monthly accounts submitted by Range Officers including the statements of works register ledger accounts consolidated work voucher.
35. Monthly accounts of Conservatores.
36. Forester's accounts including duplicate copies of the cash book.
37. P.1 register and P.2 registers maintained by permit issuing Officers.
38. Tana - P-3 registers.
39. Tana P-4 registers.
40. Tana P-6 registers.

41. Forester's diaries.
42. Counterfoils of invoices issued by the Range Officer when giving either permits or stationery
43. Counter foil books of Forest Guards reports.
44. Counterfoil books of Forest Guard's diaries.
45. Forest Guard's note-books.
46. Travelling allowances bill registers opened in Range Office.
47. Travelling allowances bill registers received from subordinates.
48. Acquittance rolls for travelling allowance.
49. Copies of invoices received from subordinates for bamboo and other produce of Carboard tickets
50. Vouchers below Rs. 25.
51. Range Officer's timber returns.
52. Duplicate copies of the range cash book.
53. Village Officer's irusalnamas.
54. Village Officer's commission bills.
55. Commission bill books.
56. Bill for timber or other produce sold.
57. Collection statement on Range Officer's monthly account.
58. Register of cheques drawn.
59. Counterfoils of cheque books.
60. Counterfoils of shotting licenses.
61. Contingent bills.
62. Duplicate of receipts issued by Range Officer.
63. Counterfoils of receipts (C.F No. 140)
64. Agreements.
65. Fort St. Georgy Gazette except part-I.
66. Duplicates of permits issued by Range Officers and village headmen.

3 years.

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67. Duplicate of receipts by permit issuing Officers:
68. permit issueing officers weekly revenue statements
69. Offence records after disposal of the cases.
70. Monthly progressive Statements of the revenue and correspondence relating to any discounting in the figures. 2 years.
71. Forest Guard's diaries. 1 years.
72. Reserve book. Until a working plan is prepared.
73. Personal files of all members of the Madras Forest Sub-ordinate service. Five years after a Subordinate cases to be born on the establishment or until his death, whichever occurs first.

WRITE OFF

Item:- To write off unserviceable stores, tools, plants except those missing.

Authority: Section 72 page 38 Forest Code as amended in G.O.Ms.No. 1455 F&A dated 19-5-1965 and G.M No.749/For.I/65-1, dt. 8-6-1965.

Powers delegated:-

Chief Conservator of Forests..	Rs. 1,000/-
Conservator of Forest ..	Rs. 500/-
Divisional Forest Officer. ..	Rs. 200/-
Conservator of Forests, Coffee Circle :	Rs. 500/- (Vide G.O.Ms.No.456, Forests & Rural Development Dated 16.6.75)

WRITE OFF

Item :- To write off unserviceable furniture of book value of.

Authority: Section 72 page 38 of Forest Code as amended in G.O.Ms.No.1455, F&A dated 19-5-1965 and G.M.No. 749/For.I/65-1, dt. 8-6-1965.

Powers delegated:-

Chief Conservator of Forests. ..	Rs. 1,000/-
Conservator of Forests. ..	Rs. 500/-
Divisional Forest Officer. ..	Rs. 200/-

WRITE OFF

Item:- To write off irrecoverable value of stores or public money loss through fraud, negligence or other causes and unprofitable outlay on works.

Authority:- Appendix 23 (A) (1) sub-item (1) page 243 of A.P. Financial Code Volume. II as amended in G.O. Ms.No.1455 F&A dt. 19.5.1965 and G.M.No.749/For.I/65-1, dt.8-6-1965.

Powers delegated:-

Chief Conservator of Forests.	Rs. 5,000/-
Conservator of Forests. ..	Rs. 2,500/-
Divisional Forest Officer ..	Rs. 500/-

NOTE: See chapter XII and articles 297 APFC Volume.I.

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Ref.No. 31076/91/FT-2.

Dated: 22-6-91.

Office of the Prl.Chief Conser-
vator of Forests, Andhra Pradesh,
Aranya Bhavan, Hyderabad -500004.Dr. K. Kesava Reddy, IFS.,
Prl.Chief Conservator of Forests.CIRCULAR NO. 11/91.Sub:- FOREST OFFENCES - Offence Cases involving
vehicles, boats etc., used in the Commission
of an offence - procedure to be followed -Reg.

- Ref:- 1) Prl.C.C.F. Ref.No. 72104/77-F2, Dt. 30-7-1977.
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- 2) Pril.C.F.F, Is Circular No.33/79, communicated
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- vide reference No.74337/79/F3, dt. 3-12-1979.
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- 3) Prl.C.C.F's Ref.No.12254/90/FT-2, dt.22-2-91.

-10:-

The Officers noted in the address entry are informed that through reference 1st cited they were intimated about the amendments made in Andhra Pradesh Forest Act, 1967 by virtue of which certain Forest Officers are empowered to confiscate timber and other Forest produce involved in Forest offences together with tools, ropes, chains, boats, vehicles used in the commission of Forest offences. The amendment was brought specifically with a fervant hope that the confiscation orders passed will have a salutary and deterrent effect on the incidence of forest offences. With this amendment, certain forest officers will be authorised officers to exercise judicial powers in confiscation of timber and other forest produce along with vehicles, tools, chains boats etc., In the reference (1) and (2) cited and authorised Officers were specifically directed to confiscate the vehicles to fully utilise the provisions available in the Andhra Pradesh Forest (Amendment) Act, 17 of 1976. These instructions however do not come in the way of exercising discretion by the authorised Officers. They are therefore requested to use their utmost discretion in dealing with the forest offence cases involving vehicles etc.

In the reference (3) cited a specific Judgement of the A.P. High Court along with Government Pleader's opinion was communicated to all the Forest Officers to provide an opportunity to the accused showing the provisions available for compounding the offence and obtain his willingness. After obtaining willingness, it is for the Divisional Forest Officers whether to compound or reject to compound the offence even in the offences involving vehicles. But while rejecting, he has to record the reasons for not compounding the offence and then try the offence case u/s 41 of A.P. Forest Act, 1967 to initiate confiscation proceedings. In these cases involving vehicles are compounded such a situation may not arise.

The Officers are therefore requested to decide whether to compound the offence or not initially and if decided to confiscate the procedure communicated through reference cited above may scrupulously be followed.

The Conservators of Forests are also requested to exercise the revisionary powers vested with them.

The receipt of the reference may please be acknowledged.

Encl: 3 ref. quoted above. PRINCIPAL CHIEF CONSERVATOR OF FORESTS.
To All Divl. Forest Officer, Sub-Divisional Forest Officers,
Asst. Conservators of forests.

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