

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref.No.73553/90/S3,
Dated: 16-5-1991.

Office of the Prl. Chief Con-
servator of Forests, A.P. Hyderabad.

Dr. K. Kesava Reddy, I.F.S.,
Prl. Chief Conservator of Forests.

CIRCULAR NO. 7/91/S3.

Sub:- Working Plans - Preparation of Appendices-
Instructions Issued -Regarding.

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The appendices to a Working Plan not only elucidates the plan with correct details but also serve as a collection and presentation of useful information on forest statistics, management and administration. They should serve as a ready reckoner for any forest based information pertaining to the district/division for which the Working Plan is prepared.

2. It is observed that the appendices to the Working Plan are not meticulously prepared and there is no uniformity or sequence in serialising the information gathered. Full information is not given for certain appendices and certain useful appendices are omitted.

3. In order to ensure that full information gets gathered and presented, a basic list of 64 appendices is made out which is appended to this circular as "Annexure". All the Divisional Forest Officers/Working Plan Officers henceforth are required to gather and present the information of the district/division as per the list of appendices indicated in the annexure in the same serial order. A part from the above basic 64 (Sixty Four) appendices which are obligatory to any Working Plan, additional appendices are to be added up depending upon the district/division for which the Working Plan is to be prepared depending upon the local importance for any additional information, specific to that district/division.

4. The appendices in the prescribed format shall be prepared by the Divisional Forest Officers of the district/division for which the Working Plan is to be prepared and given to the Working Plan Officer of the district/division with attestation of the Divl. Forest Officer on each of the appendix statement, within one month from the time that Working Plan Division is opened for the district/division and the Working Plan Officer shall consolidate them division wise for the district. The Divisional Forest Officers, while preparing the appendices should follow the sequence in arranging the range wise information with ranges starting from North and end in North-West.

5. All the Officers are requested to acknowledge the receipt of this circular. Sd/-Dr. K. Kesava Reddy,
Prl. Chief Conservator of Forests.

To
All Officers of Distribution List 'A'.

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WORKING PLAN APPENDICES

I. Statement of Geographical details of Forest Areas.

Sl. No.	Division	Taluk/Mandal	Population	Cattle population.	Geographical area.	Forest area.	Villages		Towns	
							No. of Villages.	No. of Occupied Residential Houses.	No. of Towns.	No. of Occupied Residential Houses.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

II. Statement of Forest blocks, area, legal status - Soil type, Forest Block wise.

Sl. No.	Division	Range	Forest Block	Area in Ha.	Legal status	Soil type	Details of Gazette Publication
							8.
1.	2.	3.	4.	5.	6.	7.	8.

III. Statement of areas disreserved.

Division	Range	Name of the Block	Area disreserved	Authority for dis-reservation.
1.	2.	3.	4.	5.

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IV. Statement of Encroachment block wise:

Division	Range	Block	<u>Encroachment previous to 1980</u>		<u>Encroachment after 1980</u>	
			Area	Present position	Area	Present Position
1.	2.	3.	4.	5.	6.	7.

V. List of enclosures with discription of rights and other rights allowed block wise.

Sl. No.	Division	Range	Block	Name of enclosure or Right of way or other rights.	Area	Authority	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

VI. Statement showing the Maximum, Minimum , temperature in District

Division	Meteorological Station.	Months	<u>Year</u>		<u>Year</u>		Year and so on
			Maximum	Minimum	Maximum	Minimum	
1.	2.	3.	4.	5.	6.	7.	8.

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VII. Rainfall data of

		District			Year		
R.D. : Rainy Days		R.F.: Rainfall in M.m.			N.R.: Normal Rainfall		
Division	Met. Station.	January			February		
		R.D.	R.F.	N.R.	R.D.	R.F.	N.R.
1.	2.	3.	4.	5.	6.	7.	8.
							9.

Name and so on

VIII. Statement showing the Maximum, Minimum humidity in

		District.		
Division	Met. Station.	Month	Year	
			Maximum	Minimum
1.	2.	3.	4.	5.
			6.	7.

IX. List of Major/Medium Irrigation sources in the Division.

Division	Range	Category of Irrigation source	Inside the R.F./ Outside the R.F.	If inside the R.F. the extent available for raised		
				Nursery	Plantation	Possible Mode of Irrigation.
1.	2.	3.	4.	5.	6.	7.

X. List of Minor Irrigation sources in the division.

Division	Taluk	Mandal	Range	Ay cut	Foreshore Area.	Foreshore planted.	Foreshore available for planting.
1.	2.	3.	4.	5.	6.	7.	8.

XI. List of Departmental wells (including borewells) in the District.

Division	Range	Location of well	Year of Digging if known.	Cost of digging.	Condition of the well
1.	2.	3.	4.	5.	6.

XII. List of Tanks/ Kuntas in the R.F.s.

Division	Range	Name of Block where the Kunta lies.	Location	Compartment No.	Name of Tank/ Kunta.	Present condition.	Probable amount required for repairs.
1.	2.	3.	4.	5.	6.	7.	8.

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XVI.

Division	Range	Name of the Forest Road.	R.F. where it passes.	Length of the Road in KM.	Type of Road	Year of formation.	Cost of formation.	Cost of maintenance.	Condition of the Road.	Amount required for repairs.	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

XVII. Statement of territorial distribution of Forest area in the Division.

Division	Range in Ha.	Section Area in Ha.	Name of Beat Area in Ha.	Details of R.Fs block in the beat.	Name of the villages in the beat.	Remarks.
1.	2.	3.	4.	5.	6.	7.

XVIII. Statement of distribution of Forest areas in Working circle, Range section, Beat and block/Compartment wise.

Division	Range	Section	Beat	R.F/Block	Name of the Working circle.	Compartment No.	Total area of the .C.
1.	2.	3.	4.	5.	6.	7.	8.

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XIX. Statement of Coupes worked with area/Yields of timber, fuelwood in the district for the last ten years.

Division	Range	Working circle	Series	No. of coupe	Area in Ha.	Yield particulars		Agency of working.
						Timber in cmt.	Fuel wood in cmt.	
1.	2.	3.	4.	5.	6.	7.	8.	9.

XX. Statement of Bamboo coupes (including plantations) worked year wise the District (for the last Ten years)

Division	Range	Name of Series/ plantation.	Year of work.	Area worked	Yield obtained class wise						Total	Tons (cmt./Mts)
					No.	Rmt.	No.	Rmt.	No.	Rmt.		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

Note:- Appropriate conversion factor could be applied to arrive at the time for given number bamboos.

XXI. Details of Thinnings in teak plantations in the district.

XXI. Details of Thinnings in wet plantations											Remarks
Division	Range	Particulars of plantations			Schedule of thinning	Year of working.	Particulars of Yield obtained.		Expenditure		
		Name	Year	Area			Timber in cmt.	Poles in Nos.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

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XXII. Statement of Plantations harvested by A.P. Forest Development Corporation.

Division	Range	Name of Plantation	R.F.	Year of Raising	Year of Harvesting	Area in Ha.	Field obtained (in Ont.)	
1.	2.	3.	4.	5.	6.	7.	Timber 8.	Fuel 9.

XXIII. Statement showing Beedi Leaf units with Khallas, Villages, Revenue expenditure etc., for the last 10 years in the District.

Division	Range	Name of the Unit.	No. of the Unit.	Name of the Khalla	Name of the Vill- ages cov- ered.	Total Coll- ection for the unit in standard bags.	expenditure	Revenue	regarding deviation in yield
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

XXIV. Statement of other M.F.P. Units in the district for past 10 years.

Division	Range	Name of Unit	Yield Obtained	Revenue realised
1.	2.	3.	4.	5.

XXV (a) Statement of

Division	Range	Name of the Series	Years	Name of Industry	Authority for allotment	Quantity supplied	Revenue realised	Royalty rate per M.Tonne.
1.	2.	3.	4.	5.	6.	7.	8.	9.

XXV(b) Statement of Bamboo supplies made to Buroods (Year & Society wise for the last 10 years.)

Division	Range	Series	Year of supply	Name of Society	Authority for supply	Quantity supplied	Unit rate for
1.	2.	3.	4.	5.	6.	7.	8.

XXVI. Statement showing spacings and number of plants with formula.

XXVII. Statement showing weight of

XXVIII. List of Plantations raised if the division scheme wise year wise/species wise from the inception.

Division	Range	R.F.	Name of Scheme	Year	Species	Espacement.	Area in Ha.	Cost of Raising		Total	Present Condition		
								Raising	Maintenance		Survival %	Avg. girth in Cm.	Avg. Ht. in Mt.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

XXIX. Statement of Plantations raised by A.P. Forest Development Corporation in the district from the inception.

Division	Range	R.F.	Name of Scheme	Year	Species	Espacement.	Area in Ha.	Cost of Raising		Total	Present Condition		
								Raising	Maintenance		Survival %	Avg. girth in Cm.	Avg. Ht. in Mt.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

XXX. Statement of Unit cost of plantations model wise espacement wise as per current F.S.R. (F.S.R.

Year)

XXXI. Statement of Schedule of operations of nursery, plantation works.

XXXII. Statement of Timber depots in the division with sales results for the last ten years.

Division	Range	Name and location of depot.	Quantity of timber sold per annum				Revenue realised in Rs.				Average Rates in Rs.		
			Teak	Non-teak	Poles	Bamboo	Teak	Non-teak	Total	Bamboo	Teak per Cmt.	Non-teak per Cmt.	Bamboo per no. Class-wise.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

XXXIII. List of Forest Check posts/Tanahs.

Sl. No.	Division	Range	Name of Check Post	Road on which check-post is located	Personnel Manning Checkpost.
1.	2.	3.	4.	5.	6.

XXXIV. Statement of average rates fetched species wise, quality wise in depots for the last 3 years.

Division	Range	Name of Depot	Year	Teak (all lengths & Girths) Rates			Non-teak (all lengths & girths) Rates		
				A.	B.	C.	A.	B.	C.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Soft Wood (all lengths & Girths)				Bamboo Rates					
A.	B.	C.		A.	B.	C.			
11.	12.	13.		14.	15.	16.			

XXXVI. Statement of deviations to the working plan during last plan period.

Para No.	Prescription of working plan	Nature of deviation	Date of deviation proposal	Date approval of competent authority
1.	2.	3.	4.	5.

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XXXI. Statement of Schedule of operations of nursery, plantation works.

XXXVII. Statement showing pendency and disposal of offence in the last 10 years cash.

Division	Range	Year	No. of cases pending at the beginning of the year.	No. of cases added during the year	Total "C" fees involved.	No. of cases disposed.	" C " fees real-ised.	No. of U.D.O. Rs pending at the beginning of the year.	No. of U.D.O.R. added cases during the year.	No. of U.D.O. Rs. disposed	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

XXXVIII. Statement showing offences involving Motor Vehicle in the last 10 years.

Division	Range	Year	Vehicle number involved in forest offence	Make of vehicle	when seized.	Date of confiscation	Date of sale	Amount of sale.	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

XXXIX. Statement showing Reu Sanders cases in the last 10 years.

Division	Range	Year	No. of cases pending	No. of cases prosecuted	No. of U.D.O. R. cases.	Weight in Kgss	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.

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XXXX. Statement showing Sandal Wood cases in the last 10 years.

Division	Range	Year	No. of cases pending.	No. of Cases prosecuted.	No. of U.D.O.R. cases.	Weight in Kgs.
1.	2.	3.	4.	5.	6.	7.

XXXXI. Statement showing details of Expenditure for the last 10 years.

Division	Year	Budget lead	EXPENDITURE	
1.	2.	3.	plan 4.	non-plan 5.

XXXXII. Statement showing Scheme expenditure.

Division Name of the Scheme	Expenditure in the preceeding 10 years									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

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XXXXVII. Statement showing pendency and disposal of offence in the last 10 years cash.

XXXXVII. Statement Showing poaching cases in the division for the past 10 years.

Division	Range	Year	No. of Cases booked during the year.	No. of cases disposed.	No. of Cases pending (including the cases of previous years)
1.	2.	3.	4.	5.	6.

XXXXIV. List of Saw Mills in the division.

Division	Range	Material	Name of Saw Mill.	Out turn per annum in Cnt.	Source of supply	Licence particulars	Validity date.
1.	2.	3.	4.	5.	6.	7.	8.

XXXXV. Statement of telecommunication facilities in the division.

Division	Range	Location of departmental telephones	Location of departmental Wireless communication set.	Scheme under which established and authority.
1.	2.	3.	4.	5.

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XXXXVI. Proforma :

- A. Nursery Journal.
- B. Plantation Journal.

XXXXVII. Copies of (1) Govt. of India guidelines for preparation of working plan.
(2) Forest Conservation Act, 1980 with amendments and Rules.
(3) National Forest Policy, 1988.

XXXXVIII. Details of works scheme wise, year wise, with expenditure details.

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XXXXXII. Statement Showing poaching cases in the

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XXXXIX. Details of the Staff sanctioned giving G.O. details.

L. (a) List of Animals in the district with local names.

L. (b) List of Botanical/local names of trees, shrubs, herbs, climbers and greasses found in the district/division with remarks on economical/Medical use (where ever available)

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L.I. List of nature study centres, Environmental complex, zoos, deer parks, recreation parks, wild life reserves, sanctuaries, National parks.

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Sl. No.	Division	Name	Year of formation	Extent	Notification details	Expenditure upto date	Brief note
1.	2.	3.	4.	5.	6.	7.	8.

L.II. Statement of the departmental plantations under various schemes outside reserved forests.

Sl. No.	Division	Range	Year of plantation	species	Espacement	Location	Area	Expenditure upto date	Survival %	Average Height in Mt.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

L.III. Statement showing the plantation raised by

Sl. No.	Division	Range	Mardal	Village	Name of the plantation	Year of plantation	Area	Species	Espace-ment.	Location	Expenditure upto date	Survival %	Avg. Height in Mt.
1.	2.	3.	4.	5.		7.	8.	9.	10.	11.	12.	13.	14.

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XXXXIX. Details of the Staff

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L I V. Statement showing the Social Forestry Achievements in the past 10 Years.

Sl. No.	Division	Range	Year	Component	Location	Extent	Espace-ment.	Expenditure upto date.	Survival %	Average Height in Mt.	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

NOTE :- For each component use a separate sheet.

LV. Statement showing Nursery infrastructure facilities available

Sl. No.	Division	Range	Mandal	Location	Infrastructure available	Remarks
1.	2.	3.	4.	5.	6.	7.

LVI. Statement showing the Nursery stock raised and supplied to public in the past 10 years.

Sl. No.	Division	Range	Mandal	Scheme	Year	Species raised.	Number raised.	Total raised all species	Total distributed
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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LVII. List of plus trees

Sl. No.	Species	Division	Range	Section	Beat	R.F.	Location Compt. No.	Code No.	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LVIII. List of Clonal Orchards / Germ Plasm banks.

Sl. No.	Species	Year of formation	Division	Section	Beat	R.F.	Extent	Location Compt. No.	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

LIX. List of Seed production Areas.

Sl. No.	Species	Year of formation	Division	Section	Beat	R.F.	Location Compt. No.	Extent	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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Statement showing the Social Forestry Achievements in the past 10 Years.

LX. Statement of Seed Collection Areas.

Sl. No.	Species	Year of formation	Division	Section	Beat	R.F.	Location	Compt. No.	Extent	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	

LXI. List of Research Centres.

Sl. No.	S.S. division	Divisions covered.	Location	Extent	Year of Establishment	Activities
1.	2.	3.	4.	5.	6.	7.

LXII. List of Field Research Plots.

Sl. No.	S.S. Division	Territorial divisions	Range	Section	Beat	Location	R.F.	Extent	Species	Activity
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

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= LXIII. Statement showing projects approved under forest conservation act and compensatory afforestation particulars.

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Sl. No.	Division	Range	Name of the Project/ Scheme	Name of RF/R. Fs.	R. F. area lost due to diversion	Compensatory Area.	Details of plantations			
							Year	Species	Extent	Authority
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

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LXIV. Statement showing compensations paid.

Sl. No.	Division	Range	Staff Member Private or person to whom paid	Purpose	Amount of compensation paid.	Authority
1.	2.	3.	4.	5.	6.	7.

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