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GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No. 23211/95/X3,  
Dated: 12-11-1995.

Office of the Prl.Chief Conservator of Forests,  
Aranya Bhavan, A.P., Hyderabad.

Sri M.Kamal Naidu, I.F.S.,  
Prl.Chief Conservator of forests.

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C I R C U L A R No.13/95

Sub:- Forest Protection – Inspection of beats Natural Forests by the Forest  
Officers – Consolidated instructions – Issued.

Ref:- This office Rc.No.59289/63-A4, dt.28-10-1963 (Circular No.41/63).

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With a view to bring uniformity in the procedure for the conduct of Beat  
Inspections throughout the State and to improve Protection of Forests the following  
instructions are issued:-

A. REGULAR PERAMBULATION OF BEATS BY THE FOREST GUARD'S AND  
SECTION OFFICERS:

- i. While on duty, all Forest Guards shall wear prescribed uniform and shall carry the following articles, in a Khaki coloured. Haver sack of 20"x 12" size –
  - a. Beat Map
  - b. Beat information Book (as per appendix-9, Section 31, A.P.Forest Department Code, Vol.II).
  - c. Seize Hammer.
  - d. Diary-cum-report book.
  - e. P.O.R. Book and related forms and books
  - f. Beat felling enumeration Register
  - g. Measuring tape
  - h. Bill hook and
  - i. Digit set for enumeration, OR the Enamel paint of the colour, allotted for the financial year, till such time the digit set is provided.
- ii. The Forest Section Officers shall carry the following articles in their Khaki-Haver sacks:-
  - a) Section Map.
  - b) Section Information Book (as per Appendix-9, Section 31, A.P.Forest Department Code Vol.II)
  - c) Seize Hammer.
  - d) Diary-cum-report book.
  - e) P.O.R. Book and related forms and books.
  - f) C.F.140 – Cash Receipt book, and
  - g) Measuring tape.
- iii. A Forest Guard shall inspect his beat thoroughly atleast once in a week and not more than 10 days. However, vulnerable areas thereof shall be inspected more frequently. Section Officers shall test inspect all the beats in his Section once in a month.
- iv. All efforts should be made to prevent felling of tree growth and encroachments.
- v. Any fellings detected during parambulation of Beat, shall be enumerated and recorded in the Beat fellings Enumeration Register (BFER). The proforma in which the BFER is to be maintained is enclosed herewith as Annexure-I.
- vi. All fellings detected and enumerated in the beat in a Financial year must be recorded in the BFER chronologically, ad-seriatum i.e., the serial numbers accorded to fellings detected must be continued from 1<sup>st</sup> April to 31<sup>st</sup> March of succeeding year. All fellings detected in the beat during inspection of any party shall find a place in the BFER.

vii. The stumps as well as the present material at stump site, shall be assigned the serial number, with the help of a Digit Set. S.No. should be followed by the year code, (which will be the two digits of 1<sup>st</sup> part of the financial year: eg. "95" for the financial year 1995-96 and so on).

Viii (a). Digit marking shall be done at the base as well as top of the stump, and present material.

(b). Till digit sets are supplied to all the beat Guards, the enumeration should be done with the help of Enamel Paint. Colour of the enamel paint to be used should be same throughout the Division for a financial year. Colour should be distinctively different for the succeeding year.

ix. Forest Guards shall submit a monthly abstract of the BFER to the Forest Range Officer concerned through his section officer, in the proforma appended herewith as Annexure-II (Telugu version). Office copy thereof should be recorded in the BFER itself at the end of every month. This abstract should reach the Range Office by 10<sup>th</sup> day of succeeding month.

x. Forest Range officer in turn shall submit the consolidated abstract of BFERs of all the Beats in the Range to the Divisional Forest Officer by 15<sup>th</sup> day of succeeding month.

xi. Divisional Forest Officer in turn shall submit consolidated abstracts of BFERs of all the beats in their Divisions to the Conservator of Forests by 20<sup>th</sup> day of succeeding month without fail.

#### B. INSPECTION OF BEATS BY FOREST RANGE OFFICERS AND SENIOR OFFICERS:

i. During a financial year, all the Non-vulnerable beats must be inspected twice, i.e., atleast once in a period of six months; and vulnerable beats be inspected more than twice in each 6 month period. In a year every beat in his range should have been inspected.

ii. Beat inspection must be strictly adhered to. Delay in the inspection of non-inspection will be viewed seriously.

iii. Beat Inspection Report of the Forest Range Officers shall consist of the following 4 parts.

PART-I:- This part will provide the details of destruction, transport of present material, responsibility or otherwise of the staff for the same, etc. Proforma for this is appended as Annexure-III: Part-I.

PART-II :- It will be a copy of the B.F.E.R. giving details of the destruction detected and test-checked, along with abstracts there of. (Proforma same as Annexure-I).

PART-III :- This part will deal with the condition of forests, boundary lines and pillars, encroachments, damages to the forests and information about plantations within the beat. Proforma for this part is appended as Annexure-III - Part-III.

PART-IV :- It will consist of beat Map wherein the location of concentrated felling and attempts on encroachment if any will be shown.

iv. Beat Inspection Report, as mentioned above, shall be submitted within a fortnight of the conclusion of the Beat Inspection along with POR for known or unknown offences. All efforts to trace out culprits shall be made by the concerned staff instead of making simple reports.

v. On receipt of B.I.R. if the value of destruction is found to be more than Rs.50,000/- the enumeration must be test-checked by the Sub-Divisional Forest officer/Divisional Forest Officer concerned without fail.

vii. Part II of the B.I.R. shall be filed in the concerned Forest Block file.

v. Besides, above, the Divisional Forest Officers shall obtain a Half-Yearly Return on enumeration of all the destruction for all the Beats (Beat wise separately) to the Conservator of Forests concerned, in the proforma appended herewith as Annexure-IV. These half-yearly returns, based on the B.F.E.Rs. will be for the period (i) 1<sup>st</sup> April to 30<sup>th</sup> September, and (ii) 1<sup>st</sup> October to 31<sup>st</sup> March, every financial year. Conservator of Forests shall review the returns carefully and reflect the result in their Monthly D.Os. regularly.

#### C. MONTHLY PROTECTION REVIEW MEETINGS:

The Divisional Forest Officers shall hold a monthly Protection meeting with the Forest Range Officers in the first week of every month and review the position of (a) Forest Protection, (b) Encroachments, (c) Fire control, (d) Problems of staff (Human resource development) relating to their service matters as well as work spots and try to solve the problems or seek remedies if necessary from the Conservator of Forests concerned.

Receipt of the Circular must be acknowledged by return of post.

Encl:(As above)

Sd/- M.Kamal Naidu,  
Prl.Chief Conservator of Forests.

To  
All the Officers in the Distribution List 'A'

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## E-CAT FELLING ENUMERATION REGISTER

## ANNEXURE-I

Sl.No.	Date of enumeration	Compt.No. & name of locality in which the fellings occurred	Name of species	Age of felling	Stump height (Cms.)	Stump girth At the top in Cms.	South/ Unsound	Estimate of material missing at		
1	2	3	4	5	6	7	8	Length (Mt.)	Stump/ Mid-girth (Cm.)	Volume
								9	10	11

Material present at stump site			P.O.R. No. & Date	Name & Signs of Detecting Officer with date	Name & Designs. Of the Inspecting Officer with date	Details of Transport of present material	Details of detection of missing material
Length (M)	Mid girth (Cms.)	Volume (Cmt.)					
12	13	14	15	16	17	18	19

- Note:- 1) The Sl.No. appearing in the Register as per Col.1 should be noted on the stump at the top with Enamel seize paint allotted for the year or digit number.
- 2) Hammer mark must be affixed on the top and base of the stump which should be visible.
- 3) For calculation of midgirth of missing material for every one metre length of missing material, 8 Cms. deduction to be made from stump girth.

Illustration: Estimated length of missing material 4.00 M, stump girth; 100 Cms. Midgirth of missing piece =  $100 - (8 \times 2) = 84$  Cms.

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ANNEXURE-II  
MONTHLY ABSTRACT OF THE BEAT FELLING ENUMERATION REGISTER

Name of Beat \_\_\_\_\_ of Range \_\_\_\_\_ of Division \_\_\_\_\_  
For the month of \_\_\_\_\_ 199

Species	No. of fellings detected	Estimate of missing material				Details of present material			
		Timber		Fuel wood		Timber		Fuel wood	
		Volume	Value	Volume	Value	Volume	Value	Volume	Value
1	2	3	4	5	6	7	8	9	10
1. Teak									
2. Red Sanders									
3. Sandal wood									
4. Rose wood									
5. Others									
Total									

SECTION OFFICER

Signature of the Forest Guard.

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c) Results of inspection:

i) No. of trees felled

Species wise				
Teak	Red S.	F.W.	R.W.	Others

ii) Volume of destruction.

iii) Material found at site

Timber Cu.m.			Fuel Cum			Bamboo No.
R.S.	Teak	Misc.	R.S.	Teak	Misc.	

iv) Material transported to depot.

v) Balance material at site.

vi) Material found missing.

vii) Material recovered by way of booking of cases and the value.

1) O.R.

2) UDOR.

d) Details of missing material:

Species	No. of fellings	Vol. of timber	Value	Vol. of F.W.	Value
1	2	3	4	5	6
1. Teak					
2. Red Sanders					
3. Sandal wood					
4. Rose wood					
5. Others					
Total					

e) Material recovered by way of booking of cases and its value.

1) OR

2) UDOR

f) Details of present material:

Species	Vol. of timber	Value	Vol. of F.W.	Value
i. Teak				
ii. Ted Sander				
iii. Sandal wood				
iv. Rose wood				
v. Others.				
Total				

g) Material transported to Depot

ANNEXURE-III  
(BEAT INSPECTION REPORT)  
(PART-I)

BEAT \_\_\_\_\_ OF RANGE \_\_\_\_\_  
SUBMITTED BY SRI \_\_\_\_\_ FOREST RANGE OFFICER,

1. Name of the Beat inspected.
2. Dates of present beat inspection.
3. Date of previous inspection.
4. Name of the F.G. incharge of the beat.
5. Whether he is regular F.G. or in additional charge?
6. If in additional charge, which beat he is posted to?
7. Name of the Section Officer.
8. Dates of inspection of the beat by the Section Officer.
9. Has the F.R.O. test checked the fellings enumerated by the Forester and F.G. (if ver

10. Has the F.G. been patrolling in the beat regularly?
11. Whether the F.G. is maintaining and posting the Beat Felling Enumeration Register (BFER) properly and promptly?
12. Whether the F.G. was found carrying all articles mentioned in the PCCF's Circular No.13/95, in the Haever sack at the time of beat inspection?
13. No. of cases booked by the F.G. since the date of previous inspection.
14. Has the present material of the beat inspection and UDORs, in the custody of F.G. has been transported to GTD by the Section Officer.
15. Has the FRO inspected the present material if any, in the custody of F.G. or Section officer, during the beat inspection? If yes, furnish the details of quantity species wise.
16. RESULT OF THE PRESENT BEAT INSPECTION:
  - a) Number of fellings recorded by the F.G. and Section Officer etc. upto the date of inspection, since last inspection.
  - b) Number of fellings test checked with their SI.Nos.

ANNEXURE-III  
BEAT INSPECTION REPORT  
(PART-III)

THE BEAT \_\_\_\_\_ OF RANGE \_\_\_\_\_  
SUBMITTED BY SRI \_\_\_\_\_ FOREST RANGE OFFICER \_\_\_\_\_

A) Condition of the Forests:

- i) Flora and Fauna
- ii) Dominant species:
- iii) Density of the crop.
- iv) Site quality (A.P. Classification)
- v) Status of Regeneration:
- vi) Any suggestions:

B) Condition of Boundary lines and Pillars:

- i) Total length of boundary line.
- ii) Length of Boundary line-well maintained.
- iii) Length of B.L. to be maintained.
- iv) No. of boundary pillars:
  - a) Cairns:
  - b) Stone monoliths:
  - c) Others
- v) Whether maintained properly.
- vi) No. of pillars damaged and to be maintained.
- vii) No. of pillars missing and to be replaced.
- viii) No. of pillars replaced or repaired since last inspection.

C) Damages to the Forests.

- a) No. of cattle heads coming for grazing.
- b) Extent of area under encroachment.
- c) No. of villages inside the beat with their population.
- d) No. of villages adjacent to the beat with population.
- e) Incidence of fire.

D) Plantations:

Names of the subordinates responsible for the destruction.  
Allowances if any to be given to the subordinates or having booked the cases for covering the destruction with brief details (As per CCFs Circular No.13/63)  
Remarks:  
(Brief note on the circumstances in which destruction took place and efforts made

amboo No.

Value
6

Value



## ANNEXURE-IV

HALF YEARLY REPORT ON THE DESTRUCTION ETC. IN THE BEAT, FOR THE PERIOD 1<sup>ST</sup> APRIL TO 30<sup>TH</sup> SEP./1<sup>ST</sup> OCT. TO 31<sup>ST</sup> MARCH.

1. Name of the beat/section/Range:
2. Period of last Beat inspection:
3. Period of present beat inspection dated
4. Name of the R.O./Forester/F.G. & Watcher who worked during the period between last inspection and the present inspection with dates (including additional charge period details)
5. Name of the enumerating officers:
6. Results of Inspection:
  - a) No. of trees felled
 

Species wise	Bamboo
Teak R.S. S.W. R.W. Others	
  - b) Volume of destruction.
  - c) Material found at site.
  - d) Material transported to depot.
  - e) Balance material at site.
  - f) Material found missing.
  - g) Material recovered by way of booking of cases and its value.
    - 1) O.R.
    - 2) U.D.O.R.
  - h) Net value of destruction in Rupees:

Encroachment:

Area encroached upto previous inspection	Area encroached during present inspection in Ha.	Total area in Ha.	Compt.No./ Block	P.O.R. No./ Date
1	2	3	4	5

Present status of the cases encroached. 1) Under cultivation 2) Evicted.	Present status of the cases prosecuted or not.	Tribal or Non-Tribal	No. of people evicted.	Remarks.
6	7	8	9	10

D. Plantations:

- i. No. of plantations existing in the beat.
- ii. Information about the Plantations.

Sl. No.	Name of series	Year of raising	Area	Species
1	2	3	4	5

Spacement	Present survival percentage	Average girth	Average height	Cultural operations carried.
6	7	8	9	10

## 7. Condition of boundary pillars:

- i) Length of R.F. boundary covered by pillars in Kms.
- iii) Length of R.F. boundary not covered by pillars in Kms.
- iv) Condition of boundary pillars.

## 8. Plantation inside the beat:

Sl. No.	Name of the locality	Year	Species	Area in Ha.
1	2	3	4	5

Present postion ( % sapplings					
Espacement	Survival	Height	Girth %	Date of (Avg)	Remarks
6	7	8	9	10	11



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Bamboo

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9. Fire Occurance:

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Date	Location		Extent of area burnt in Ha.	Extent (Ha.) and value (Rs.) of damage.	Action taken	Cases booked POR No. and date	Remarks
	Compt.	Block					
1	2	3	4	5	6	7	8

10. Condition of records:
- A. Beat enumeration book
  - B. POR (A,B,C forms)
  - C. Report book
  - D. Diary book.
  - E. Beat map showing boundaries and work spots.
  - F. Beat information book.
11. Condition of Weapons and other equipment like seize hammer etc.
12. Dates of inspection and action taken by Section Officer to:
- a. Control smuggling.
  - b. Transport offence produce.
  - c. Investigating and prosecuting offenders.
  - d. Evicting encroachers.
  - e. Maintenance of R.F. and Plantation boundaries.
13. Dates of inspection of F.R.O. and action by him to:
- a. Control smuggling.
  - b. Transport offence produce.
  - c. Investigating and prosecuting offenders.
  - d. Evicting encroachers.
  - e. Maintenance of R.F. and Plantation boundaries.
14. Other remarks of F.R.O.

- Encl: 1. Enumeration lists.  
2. PORs issued during inspection.

SIGNATURE OF THE F.R.O.

N.B.: - Each beat must be inspected atleast once in six months. The destruction detected during inspection to be recorded in beat enumeration register only continuing Sl.No. with same coloured paint.

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GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No.27661/94/X2,  
Dated: 27-12-1995.

Office of the Pri.Chief Conservator of Forests,  
Aranya Bhavan, A.P., Hyderabad.

Sri M.Kamal Naidu, I.F.S.,  
Pri.Chief Conservator of forests.

C I R C U L A R No.14/95

Sub:- F.D. - Old timber – transportation of old timber – consolidated instructions issued – Regarding.

- Ref:-
- 1) CCF's Circular No.5/79, issued in Rc.No.69219/78/G3, dt.1-3-1979.
  - 2) PCCF's Circular No.1/89, issued in Rc.No.90444/88/P2, dt.2-1-1987.
  - 3) PCCF's Rc.No.22523/93/P2, dated 4-9-1993.
  - 4) PCCF's Rc.No.20395/94/P2, dt.18-7-94, 24-6-94 & 11-7-1994.
  - 5) PCCF's Rc.No. 49268/94/P1, dated 13-7-1995.

In order to stream-line the procedure for issuing the T.Ps by Divisional Forest officers to the persons for transport of used old-timber from one place to other, following consolidated instructions are issued particularly where Teak, Red Sanders, Rose-wood, Maddi, Yepi are involved.

1. Person desirous of transporting old timber from one place to another place, should apply to Divisional Forest Officer concerned, in the application form proforma enclosed herewith (Annexure-I).
2. The applicant should affix his passport size photograph (duly attested by a Gazetted Officer or Notary where the timber is more than 5.0 cum.Mt. in content) on the application form. Besides, he/she should furnish the following particulars in the application.

- i. Full Name, age and sex.
- ii. Name of Father/Husband.
- iii. Complete postal address (for correspondence).
- iv. Postal address of the house, from where old timber is to be removed.
- v. Photographs of the house, showing location of the old timber where it is more than 2.0 cu.mt. when teak is used before the same is dismantled duly attested, alongwith date of photograph.
- vi. Estimated quantity of timber, used in the house, species wise.
- vii. Documentary proof in support of legality and genuineness of the timber, and how, when and by whom the same was procured?
- viii. Certificate from G.P. Sarpanch/M.R.O. regarding period of stay at the above place.
- ix. Reason for the transportation of old timber to another place. In case, the applicant is leaving the village/town once and for all declaration to this effect, alongwith other documentary evidence be furnished.
- x. Complete details of the property (piece of land) where the timber is proposed to be transported, including certified copy of the sale-deed and/or registration particulars of the property.
- xi. Estimate of quantity of timber, species wise, required in construction, it to be used as such.
- xii. Whether the applicant proposes to re-use the old timber as it is or after conversion?

3. On receipt of application, the Divisional Forest officer should thoroughly scrutinize all the items ( i to xii ) furnished by the applicant. Items ix – xii may not be available at all times, it can be so indicated by applicant. The application must be sent to