

"STOPPAGE OF NEXT INCREMENT WITH CUMULATIVE EFFECT FOR A PERIOD OF (3) THREE YEARS".

By the above punishment imposed by the said Divisional Forest Officer, it can be inferred that the with-hold increment of the concerned individual shall have to be released after the period of the punishment is over, in case 'the period of 3 years' is to be taken in to account; whereas, the said increment need not to be released in case the working of 'with cumulative effect' is to be taken into account.

The same Divisional Forest Officer had (at the time of submitting the remarks of the appeal petition of the said subordinates) informed the Conservator of Forests, that three increments of the said individual were stopped with cumulative effect. The Conservator of Forests in turn, had reiterated the same while passing his final orders on the appeal petition of the individual. Thus, a state of confusion prevailed, when the Revision Petition of the concerned subordinate was under examination of this office.

In view of the ambiguous orders thus issued by some of the department officers, as that of the one discussed in preceeding paras, the Conservators of Forests are requested to keep the above points in view at the time of issuing orders inflicting the punishments of with-holding the increments of the subordinates either with or without cumulative effect and use the correct wording of either of the two punishments, in future and ensure that such controversial orders are not issued by them.

The Conservators of Forests, may also issue suitable instructions in the matter, to the subordinate officers working under their control to note the above points and insist them for strict implementation of the same, hereinafter.

The receipt of this circular should be acknowledged by return of post.

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

To  
All the Conservators of Forests.

// true copy //

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No.42299/96/U1,  
Dated: 7-8-1996.

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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CIRCULAR No.7/96

Sub:- Forest Department – Social Forestry – Instructions on raising of Nurseries for Public Distribution – Issued – Regarding.

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In the past number of instructions were given regarding the collection of information and steps to be followed in case of nurseries raised for public distribution under different schemes in the state. But in the recent past instances have come to notice that, the field officers are not following these instructions. Therefore instructions are herewith given for strict compliance with immediate effect regarding raising of nurseries for public distribution.

NOMINATION OF NODAL OFFICER

Where-ever, there is a Divisional Forest Officer, Social Forestry Division in place, he will be the Nodal Officer. In other Districts, a Nodal Officer should be nominated by the Conservator of Forests, who is stationed at District head quarters.

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species composition should be finalised and compiled in Annexure-I

On Nov. 1st the location of nurseries along with the identification of nursery site and the scheme composition depending upon the principles of the identified scheme should be finalised by end of XXXX October

and II. This information can be up dated on 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> July. The Divisional Forest Officer who are nominated as the Nodal Officer for the District should collect this information even for the nurseries being raised by other organisations at the district level. For this, the Nodal Officer should have a close coordination with the other agencies executing the nursery programme at District level. This information is essential as the Hon'ble Chief Minister desires to monitor from State level. This information is being computerised at state level.

SPECIES COMPOSITION AND NURSERY PLANTING:

Detailed instructions have been given from time to time regarding the location of the nursery and details regarding the calendar of operations and all other technical items, these instructions should be followed. The nurseries should be laid very neatly into sectors, with sector boards and bed boards fixed in the nursery. The nursery should be very neatly planned and all the operations should be carried out as per the prescribed calendar of operations.

NURSERY JOURNAL:

The nursery journal should be maintained in the formal enclosed (III) and all care should be taken to ensure that the information is posted up to date. There is a tendency for posting the nursery journal in ordinary rule books or note books which is not a good procedure. The Conservator of Forests, can pool the requirement of all the Divisions and get the nursery journal printed in a neat and attractive way in the prescribed format. Even innovative approaches giving any tips to the field staff can be put as an Annexure to ensure that the nursery journal will be useful to the field staff not only as a document to post the information, but also to get any technical information urgently needed for their guidance.

BENEFICIARY NURSERIES:

For beneficiary nurseries, there is no need to maintain a detailed nursery journal. A simple card enclosed herewith IV which covers all the details would be enough for these beneficiary nurseries. The most important requirement as far as a beneficiary nursery is concerned is the periodical inspection notes of the field officers and also the details of payment made to the beneficiaries to cross check with the cash book etc. This is very essential and it should be ensured that the beneficiary nursery card is readily available in the nursery in a plastic folder for check in case of a surprise inspection by the officers. The nursery card should be posted up to date.

POSTING OF REMARKS DURING INSPECTIONS:

One of the key factors in any nursery management is timely inspection and correct guidance to the field staff. The Forest Range Officers, the Divisional Forest Officer, the Conservator of Forests, as and when they inspect the nursery, should make brief remarks in the nursery journal. The remarks should be brief and technical and also include the impressions about the quality of the work.

There is a tendency in many of our officers to postpone recording of inspection notes and to communicate at a later date from the Head Quarters. This should be avoided. Immediate impressions do not given scope for any ambiguity.

NURSERY BOOKLET:

Some Divisional Forest Officers, Social Forestry Division are bringing out, nursery booklet during the month of June for information to the public regarding the location of the nurseries and also the details of availability of different species. But, due to the limitations of the budget and raising of limited stock, some districts are bringing out a brief leaf-let highlighting the location of the nurseries during the distribution season. Some other Divisional Forest Officers are bringing out a cyclostyled list and only intimating the concerned line departments. It is herewith instructed that from 1997 season, to bring out a pamphlet by 15<sup>th</sup> June, indicating the location of the nurseries to the public in the format herewith enclosed. Annexure-V. This should be circulated to all the public representatives, departmental organisations and non-governmental organisations actively engaged in Social Forestry programmes. Ten copies of the leaf-

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ation of nursery site and the scheme composition depending upon the principles of scheme should be finalised by end of October. On Nov. 1st the location of nurseries along with the different



### DISTRIBUTION POLICY:

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The Distribution Policy should be passed by the District Social Forestry Committee under the Chairmanship of the District Collector well in advance and not later than 15<sup>th</sup> June of any year. This policy should be in tune with the different guidelines given by Government of India, the State Government and other funding agencies and also the Social Economic Development of the District in Question.

### STEPS TO BE FOLLOWED IN DISTRIBUTION OF SEEDLINGS:

1. Public Distribution register is the key for all our nursery distribution programme.
2. A standard format is herewith prescribed and this should be adopted meticulously. (Annexure-VI)
3. No deviation will be allowed in case of the distribution register, since the future monitoring, computerisation and evaluation of this programme will depend upon the information recorded in the distribution register at the time of delivery of seedlings to the beneficiaries.
4. The fortnightly report giving the progress of seedlings in each nursery is herewith prescribed. This should be obtained from all the Range Officers and the consolidated fortnightly report should be sent to the Conservator of Forests. The monthly information should be compiled at the nursery level and consolidated report submitted to the Pri.Chief Conservator of Forests. (Annexure-VII). The information should accompany the performance under 16(a) and 16(b) of 20 Point programme.
5. Analysis of Nursery Distribution after the completion of distribution. An illustrative, informative, analytical nursery information and (Annexure-VIII) has been designed taking into consideration various factors that have to be critically analysed to assess the success of any nursery distribution programmes. The field officers should ensure that after the distribution is completed the nursery-wise information is posted in the prescribed format by September (January in case of Nellore and other districts receiving North-East monsoons).

### GROUND CHECK:

It is difficult to have an elaborate monitoring mechanism with high percentage ground check with limited staff available to Forest Department at present. But, at the same time it is essential that there should be a monitoring mechanism to assess the performance of seedlings in the field. So the following procedure is prescribed.

During the first week of January, a ground check will be conducted by the field staff at a percentage check of 10% for Example in any nursery, seedlings are distributed to 50 beneficiaries, Random ground check will be done in case of 5 beneficiaries whose numbers will be selected at Random from the distribution register. The format in which the information has to be collected during the ground check is enclosed in Annexure-IX.

The Conservator of Forests, can pour the requirements of the district and get these ground check formats printed. After the ground check is completed by February, the consolidated information for each nursery, to assess the percentage of survival in the first year can be consolidated and district report of survival prepared (Annexure-X).

### GENERAL:

The Hon'ble Chief Minister is reviewing the programme of nurseries of Forest Department very critically from time to time. The Hon'ble Chief Minister, public representatives and all the agencies involved at the District level can visit any nursery or any other forestry programme even without notice. It is essential that we have high quality of work and also accurate data, to discount any doubts in the minds of people regarding the actions of the Forest Department in executing the works as per the technical requirements and high standard of quality. So all these instructions given in the Circular should be scrupulously followed and the Conservator of Forests and Divisional Forest Officers are requested to critically analyse this branch of work during their field inspections in the Ranges and Divisions, and give no room for complaints on inadequacies and inefficiency.

Please acknowledge the receipt of the circular.