

**Shri. S. K. DAS., I.F.S.,**  
Principal Chief Conservator of Forests.

**CIRCULAR No.7/05/PXA1**

Sub: Forest Department - A.P. Vigilance Commission Annual Report for the Year 2003-2004 - further guidelines in execution of SMC works -Issued.

- Ref: 1) PCCFs Circular No.1/22001/PIC-II/1, dated 20-1-2001(17309/2000)
- 2) PCCFs Re. No. 17309/2000/PIC. 11/1, dated 2-5-2001
- 3) PCCFs Re. NO.2881/2002/X1, dated 19-1-2002
- 4) PCCFs Re. No.2881/2002/X1, dated 24-1 -2002
- 5) PCCFs Circular No.05/2002/PMU I/3, dated.23-8-002.(17309/2000/PMUJ/3)
- 6) PCCFs Circular No.1/2004/G1, dated 11-10-2004 (33820/2004/G1).
- 7) PCCFs Rc.No.19427/2004G/1, dated 22-12-2004.
- 8) PCCFs Circular No.1-A/2004/G1, dated 26-01-2005 (33820/2004/G1)
- 9) Pri. Secretary (Pol) D.O.Lr.No.849/SPTB/04-1, dated 8-12-2004.
- 10) Pri. Secretary, EFS&T Department, D.O.Lr.No.1143/For.2005-1, dated 9-2-2005.
- 11) G.O.Ms.No.2, EFS&T (For .III) Department, dated 7-1-2004,

The Andhra Pradesh Vigilance Commission has advised the Government to see that the Forest Department adopts proper procedure while carrying out the conservancy works (SMC and other works). The Commission has also advised that the Department should issue very clear guidelines to the field level functionaries.

Although several communications have been sent from time to time in this office references cited 1<sup>st</sup> to 8<sup>th</sup> to the field level staff for carrying out the conservancy works properly and maintain proper records, the subject has once again been discussed by the senior officers of the Department in detail in view of the advice of the Andhra Pradesh Vigilance commission. It is considered necessary once again to issue the guidelines for the benefit of the field staff of the Department. Accordingly, the following guidelines are issued in addition to the existing guidelines:-

1. In order to avoid double recording of expenditure and to locate the area easily, it is necessary to prepare location map.
2. The works executed should be invariably entered in the beat SMC register in order to maintain record of works carried out in that particular beat in different financial years.
3. Photographic documentation of execution of earth work (particularly in case of check

dams) is to be maintained in order to prevent fraudulent expenditure and sub-standard work.

4. It is essential to avoid execution of works without proper planning and without adequate time for execution.
5. The latitudes and longitudes of the structures constructed are to be posted in the SMC register along with other details like length, width, expenditure, etc. Latitudes and longitude details should be engraved on check dams.
6. Along with the estimates, location sketch (need not be to scale) indicating the proposed structures is also to be submitted.
7. In case of check dams and other structures involving foundation, the work details relating to foundation are to be checked by the competent authority before taking up superstructure. Also photographic evidence of foundation works carried out is to be maintained.
8. While releasing the funds to Forest Range Officer, the Draughtsman and Divisional Forest Officer concerned should thoroughly check the estimates and satisfy themselves about the rates adopted and leads incorporated.
9. The Draughtsman of the Divisional Forest Officer concerned should verify 100% of estimates sanctioned by the Forest Range Officers compulsorily. Before release of funds for a particular estimate for the first time, the estimate is to be checked for its correctness.
10. On check measurement of works, the Forest code provisions should be strictly followed. The same are once again reiterated as follows.
  - i) As per Section 99 of A.P.F.D. Code, the estimates for works should be prepared based on approved schedule of rates. No expenditure shall be incurred without the sanction of estimate.
  - ii) As per Section 101 of A.P.F.D. code, for all works sanctioned, a register of works in form No.28 shall be maintained in the Range Office and Divisional Office. The monthly expenditure incurred under different items of the sanctioned estimate should be posted in it with voucher wise details.
  - iii) As per Section 102 of A.P.F.D. Code, measurement books shall be maintained in form No.29. No bill shall be passed for payment without entries in the Measurement book having been checked by the Forest Range Officer/Forest Section Officer as the case may be in accordance with the instructions issued in G.O.Ms.No.2, Environment, Forests, Science and Technology (For.III) Department, dated 7-1-2004.
    - a) Check measurement should be done for 100% of works.
    - b) The Divisional Forest Officers should check measure all the works costing Rs.5.00 lakhs and above covering at least 30% of the value of the works done.

- c) The Conservator of Forests should check measure all works costing Rs. 10.00 lakhs and above twice once during execution and the other before payment of final bill covering at least 30% of work done.
  - d) The Forest Range Officer shall test check 25% of the works for which he did not do check measurement, the Divisional Forest Officer and Sub-Divisional Forest Officer shall test check 10% each (without overlap of works) of the works costing Rs.1.00 lakh and above and the Conservator of Forests 5% of the works costing Rs.2.00 lakhs and above.
  - e) Similarly for the purpose of test check, the concerned officers as stated above should identify corresponding number of works and select such works with items that are susceptible for mischief and fraud and record their observation in M.Book.
  - f) A register of check measurements shall be maintained at Sub Division, Division and Circle levels to record the details of works check measured and dates of check measurements. This should be produced to Accountant General and other departmental inspecting officers / agencies on demand.
- 11.The check measurement by Conservator of Forests should cover all the Ranges and all schemes and check measurement by Divisional Forests Officer should cover all sections and all schemes and the sub-Divisional Forest Officers and Forest Range Officers shall cover all schemes and all beats.
- 12.The Forest Range officer should submit his monthly return for the works carried out and the works check measured to the Divisional Forest Officer. Similarly, the Divisional Forest Officer should submit monthly returns for the check measurements of works carried out in different ranges to the Conservators of Forests. (The information on check measurement of works is to be furnished in the following format :-

**LIST OF WORKS CHECK MEASURED DURING THE MONTH OF:-**

Sl. No.	Name of work	SO No. and amount sanctioned	Work location		Name of the scheme under which the work is taken up	Item of works check measured	Date of check measurement	Remarks/ Deviations, if any, to be indicated)
			Range	Section				
1	2	3	4	5	6	7	8	9

13. The Conservators of Forests should mention in their monthly D.O. letters about the check measured works in the prescribed proforma as given below.

**LIST OF WORKS CHECK MEASURED DURING THE MONTH OF:-**

Sl. No.	Name of work	SO No. and amount sanctioned	Work location		Name of the scheme under which the work is taken up	Item of works check measured	Date of check measurement	Remarks/ Deviations, if any, to be indicated)
			Division	Range				
1	2	3	4	5	6	7	8	9

14. While digging the CCTs, numbering has to be done from one direction to other and after completion of digging trenches, a sketch (need to be to scale) should be prepared showing the number of trenches. This acts as a location map for verification of the trenches.
15. Beat SMC registers have to be posted up date.
16. Beat information register is to be maintained with details like;
  - a. Area of the Beat with details of forest blocks and legal status
  - b. Description of the forests.
  - c. List of plantations in the beat with details like area, espacement, expenditure particulars etc.
  - d. List of SMC works taken up year wise (Scheme wise in the beat with measurements and expenditure incurred)
  - e. Abstract of cases registered in the beat indicating the number of cases, produce involved, value of produce etc.
  - f. Beat map indicating the SMC structures, plantations and blanks in the beat.

These instructions will come into force with immediate effect.

Sd/- **S.K. Das,**  
Principal Chief Conservator of Forests