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Sub: Achievements by the Forest Department under different Projects -  
Enhancement of the capability of the Department to achieve higher targets -  
Certain Guidelines - Issued - Reg.

Of late, it has been observed that the Forest Department is not able to cope with the annual targets under different projects and the review indicates a dismal achievement against the target. This happened last year and it may also happen this year unless we take necessary actions to eliminate the very cause(s).

An in-depth analysis of the present capacity of staff reveals the following critical factor:-

"The field officers from the level of Range Officers to Beat Officers and even the Senior Officers like D.F.O. and Sub-D.F.O.s do not have a clear idea as to what is the annual physical/financial target under each project. Miserable is the condition of the Beat Officers and the Foresters who do not have any idea of the physical and financial target under different projects which they are supposed to achieve during the year not to talk of the VSS members who do not have any idea about the contents of the micro plan for the current year and the next year nor there is any sincere and serious attempt by senior Officers to impart any practical training to the field staff on how to achieve the target."

A U. O. note was issued by me a few months back with an emphasis to distribute the physical and financial target among the officers up to the level of beat officers and prepare the Action Plan and Implementation Plan after distribution of the physical/financial targets. In some of the Divisions this exercise has been attempted with a very limited accuracy. In most of the cases the action plan has been understood as distribution of physical and financial target among the beat officers. IT IS NOT SO. The subject has again been discussed in detail with the conservators of Forests, D.F.O.s and the F.R.O.s in the 1<sup>st</sup> week of October, 2005. The following guidelines are issued to be followed by the field officers so that it is internalized at the earliest.

**Target Distribution:**

The Physical and Financial target should be distributed up to the level of Beat Officers and these targets should be again distributed in all the VSSs under each beat.

Interactions should be held among the field level functionaries and the VSS members so that there is a clear idea about the physical and financial target in each VSS. A tabular statement of the physical / financial target under different components like SMC, maintenance / raising of plantations, advance works should be entered as the revised Micro Plan.

### **Action Plan:**

Action plan should be understood as the working plan for achieving the physical and financial targets indicating clearly as to how much work has to be done in each VSS with the Location map/Compartment No. of the forest area. This should be discussed among the VSS members in detail so that the VSS members particularly the Chair Persons/Vice Chair Persons etc. can clearly describe the action plan. Accordingly the micro plan should also be revised.

As per the physical and financial target, Action Plan has to be prepared indicating very clearly how much target has to be achieved already been supplied to them. If not, free supply should be done immediately.

### **Implementation Plan:**

The Implementation plan will indicate the monthly target with the requirement of daily work force. While preparing the Implementation Plan, it will be prudent to keep higher targets in the beginning and lower targets at the end.

The Implementation Plan should clearly indicate as to how many VSS members will go for SMC works, how many for maintenance of plantations, how many for raising plantations and how many for doing advance works for the next year plantations etc.

If a proper planning is done by upgrading the skill of the VSS members, all the works can be taken up simultaneously.

A few more tips as noted below will be useful to achieve higher progress:-

1. The location of the PTs and CCTs may be peg-marked in the VSS area. Similarly the location of the planting site for the next year should also be demarcated.
2. The maximum number of work force of VSS may be first put to digging of CCTs. This should go on continuously.

After completion of the Action Plan, the implementation plan should be prepared to complete the works in a time bound manner. Therefore the details of daily work force required should be calculated. This is very important. The No. of VSS members who should go to the forest area every day for works should form part of the Work Plan. The number and types of works they would attend with the location map should be clearly described. The VSS members who would attend to this work should be given proper training to upgrade their skill to carryout the works like digging of trenches, construction of percolation tanks etc.

In one of the Circulars (6/PMU), it has been pointed out that the people below the poverty line among the VSS members who are in need of job every day should be identified and a Core Group should be formed. They should be given simple training on forestry operations. Instructions have already been issued to supply implements like spade, crowbar, pick-axes etc., at free of cost to the members of the Core Group. **The C.Fs/D.F.Os are requested to monitor as to how many such members are available in each VSS and whether the implements have been supplied and how many VSS members are willing to attend to manual works every day.**

All illustration given below will make it amply clear.

Example:

If a FRO has a target of Rs.30.00 lakhs under SMC Works and the same has to be achieved in 4 months of time. He has 50 VSSs in his Range.

**Exercise :-**

- a) Each VSS will have to carry out SMC works worth Rs.30.0 lakhs / 50 = Rs.60,000/- in 4 months.
- b) Expenditure per month = Rs.60,000 / 4 = Rs. 15,000/-
- c) Expenditure every day = Rs.15,000 / 20 (Taking 20 working days in a month) = Rs.750/-
- d) Taking on an average that a VSS member can earn Rs.100/- per day from SMC works, it indicates that 7.5 VSS member or 8 VSS members will have to attend to SMC works in the VSS, 20 days a month.
- e) This group of 8 VSS members should be given training to upgrade their skill in addition to supplying of implements like spades etc., as mentioned already. They should be formed into small groups of 2-4 persons and sent to different locations of the VSS area, may be in separate compartments.
- f) Since the payment is on the basis of unit of work, there is no need to insist on the regulation of time. This freedom given to VSS members to work as per their convenience will act as an incentive to them. Workers should be supplied with two sticks of lengths which should correspond to top and bottom width of trench.

Separate group of workers should take up the construction of PTs under the supervision of the staff.

Similarly separate group should take up the maintenance of the plantations etc.

The Conservators of Forests and the Divisional Forest Officers may appreciate that this is one of the most important aspects of practical training and they should take up this training programme with their officers and staff first and then with the VSS members.

The Director, A.P. forest Academy, Dulapally is also requested to take up this training programme in each circle in this aspect at the earliest.

**Sd/-(S.K. Das)**  
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