

**GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT**

Ref.No.2197/2015/WLR-1
Dated:26.04.2018.

O/o. Prl.Chief Conservator of Forests(HoFF),
AranyaBhavan, K.M. Munshi Road,
Nagarampalem, A.P, Guntur-522004.

SRI P. MALLIKHARJUNA RAO, I.F.S.,
Principal Chief Conservator of Forests
(Head of Forest Force)
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CIRCULAR NO: 3/2018

Sub:- APFD – e-Pragathi – Land Hub (Bhooseva) – Preservation of Gazette documents duly following safe and secured preservation methods – Issue of Circular Instructions - Regarding.

Ref:- 1. PCCF Rc.No.2197/2015/WLR-1, Dt:02.05.2017 &
Lr. Dt: 02.04.2018.
2. PCCF D.O.Letter No.2197/2015/WLR-1, Dt:20.03.2018.
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In continuation to this office references cited, it is informed that Circle Heads and Divisional Forest Officers have been instructed on several occasions to trace out the original Gazette notifications and Reserve Forest maps available in their office and also available in the office of the District Collector. All the District Collectors have been requested with a D.O letter to extend necessary cooperation to trace out RF Maps available with them.

It is further informed that the Gazette documents are proposed for digitization including the R.F Map. In future, the digitized R.F map will become the reference map instead of Survey of India Topo Sheet to locate and demarcate the Forest boundary and also to resolve dispute with Revenue Department or individual land holders. The time has come that the Circle Heads / Divisional Forest Officers should create a library where the original Gazette notification and maps are properly accounted, documented and preserved similar to bank lockers with appropriate preservation method to avoid infection and further deterioration of paper documents. They should make soft / digital copies of Gazette notification and map from original documents without distortion of image. They should also make soft copy (PDF) of Gazette. The digital copy of Gazette especially RF map should be scanned in 1:1 ratio with 300 DPI resolution. For each RF Block the following measures shall be taken:-

- a. Digital copy of Gazette notification.
- b. Digital copy of RF Block map.
- c. Soft copy (PDF) of Gazette notification.
- d. Digital copy of Gazette and RF map in separate CD for each Forest Block.
- e. Make secured and compact lockers which should be rust proof, protection against infection, fire protection measures and the room free from moisture.

They should create a separate room with strong double lock system and lock for each locker and identify a room within their office to safe guard and secured preservation of the primary Gazette documents. They should prepare a directory / key of each locker assigning a serial number to each box and the name of the RF block preserved in the box. The room and locker should be opened by authorized person duly assigning reason recorded in a register maintained.

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The methods for preservation of paper records is enclosed for implementation.

The Circle Heads are requested to take initiatives and ensure that the safe lockers are established in their office and the Divisional Forest Office in their Circle and the Forest Block documents are preserved as instructed above.

The instruction should be followed scrupulously.

Encl: Annexure.

Sd/- P. Mallikharjuna Rao,
Prl. Chief Conservator of Forests
(Head of Forest Force)

To:
All the Circle Heads,
(Territorial and Wildlife)

All the Officers Distribution List "A".

Copy to the Divisional Forest Officers,
(Territorial and Wildlife)

Copy to table of the Prl. Chief Conservator of Forests(HoFF), O/o. PCCF(HoFF),
A.P., Guntur.

Copy to the Prl. Chief Conservator of Forests(FR), O/o. PCCF(HoFF), A.P., Guntur
for information.

Copy to the Prl. Chief Conservator of Forests(A&DC) (Admn.), O/o. PCCF(HoFF),
A.P., Guntur for information.

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27/4/2018
FOR Prl. Chief Conservator of Forests


27/4/18

Annexure

METHODS FOR PRESERVATION OF GAZETTE NOTIFICATIONS AND MAPS IN PAPER FORMAT

1. **Room and climate:** Manuscripts should be kept in clean air – conditioned room or other places having fresh air, adequate & direct light and low moisture. A cool environment (below 70 degrees Fahrenheit) and relatively dry air (between 30-50% relative humidity) is ideal for preservation of documents.
2. **Pest control:** Regular DDT spray, fumigation, Naphthalene balls, 5% Mercuric Chloride solution, Ammonium or Potassium Thiocyanate solutions may be used.
3. **Insect repellent materials to be used:** Plant based oils like lemongrass or Margosa oil,
4. **Repair:** Cut pieces of manuscripts can be repaired with the help of tissue paper & glue.
5. **Lockers:** Rust proof lockers with locks for storage, insects attacks can be prevented.
6. **Lamination:** By using cellulose acetate or polythene foils.
7. **Prevention of sticking of papers:** Using butter paper between the old pages, sticking can be prevented.
8. **Modern techniques:** Microfilming, Photocopying, and Digitalization.
9. Digital or raster images are electronic photographs of original material with digital camera.
10. **Need of cataloguing:** This helps officers or office staff a viewer to easily search in short period. All the information shall be stored at one place in a book or in Bind Register type for future reference.


Preservation Methods and Materials:-

Good storage can extend the life of notification related records and is an important aspect of preventative conservation. Storage space should be cool, dry, clean, and stable.

Sd/- P. Mallikharjuna Rao,
Prl. Chief Conservator of Forests
(Head of Forest Force)

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